



Rizzetta & Company

# **Preserve at Wilderness Lake Community Development District**

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## **Board of Supervisors' Meeting June 2, 2021**

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

**[www.wildernesslakecdd.org](http://www.wildernesslakecdd.org)**

**PRESERVE AT WILDERNESS LAKE COMMUNITY DEVELOPMENT DISTRICT  
AGENDA**

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

<b>District Board of Supervisors</b>	Brian Sailer	Chairman
	Holly Ruhlig	Vice Chairman
	Bryan Norrie	Assistant Secretary
	Beth Edwards	Assistant Secretary
	Scott Diver	Assistant Secretary
<b>Regional District Manager</b>	Matthew Huber	Rizzetta & Company, Inc.
<b>District Attorney</b>	John Vericker	Straley Robin & Vericker
<b>District Engineer</b>	Greg Woodcock	Cardno Engineering

**All cellular phones and pagers must be turned off 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) 533-2950. 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.

# PRESERVE AT WILDERNESS LAKE COMMUNITY DEVELOPMENT DISTRICT

District Office · Wesley Chapel, Florida · (813) 994-1001  
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614  
[www.wildernesslake.org](http://www.wildernesslake.org)

May 25, 2021

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

Dear Board Members:

The regular meeting of the Board of Supervisors of the Preserve at Wilderness Lake Community Development District will be held on **Wednesday, June 2, 2021 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 tentative agenda for this meeting:

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- 2. AUDIENCE COMMENTS / BOARD & STAFF RESPONSES**
- 3. BOARD SUPERVISOR REQUESTS AND WALK ON ITEMS**
- 4. GENERAL INTEREST ITEMS**
  - A. Landscaping Reports ..... Tab 1
  - B. District Counsel Report
  - C. GHS Environmental Report..... Tab 2
  - D. District Engineer Report
    1. Consideration of Proposals for Pool Resurfacing, Tiling and Lighting ..... Tab 3
    2. Consideration of Proposals to Clean Pipe and Overgrown Vegetation for Deer Path Round-A Bout..... Tab 4
  - E. Lodge Manager's Report..... Tab 5
- 5. BUSINESS ITEMS**
  - A. Update on GM/Staff Contract..... Tab 6
  - B. Consideration of Proposal to Oversee Pool Resurfacing Project..... Tab 7
  - C. Consideration of Proposals to Repair Lodge Pavers..... Tab 8
  - D. Consideration of Proposal for Wildlife Trapper..... Tab 9
- 6. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Budget Workshop held on April 15, 2021 ..... Tab 10
  - B. Consideration of Minutes of the Board of Supervisors' Meeting held on May 5, 2021 ..... Tab 11
  - C. Consideration of Operation and Maintenance Expenditures for April 2021 ..... Tab 12

7. **REVIEW OF MONTHLY FINANCIALS & RESERVE STUDY**
  - A. Financial Statements for April 2021 ..... Tab 13
  - B. Reserve Study Report..... Tab 14
8. **STAFF REPORTS**
  - A. District Manager's Update
9. **SUPERVISOR REQUESTS**
10. **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) 933-5571.

Sincerely,

*Matthew Huber*

Regional District Manager

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



# Tab 1

# PSA\_\_\_\_\_

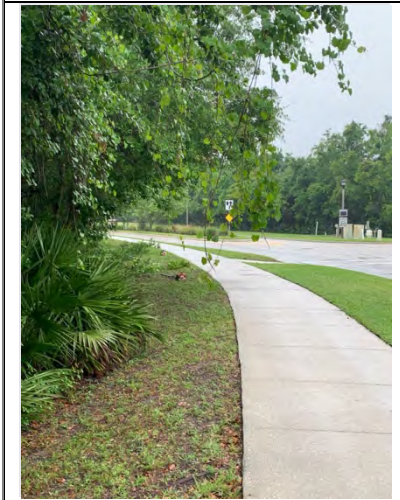
## HORTICULTURAL

Landscape Consulting & Contract Management  
"Protecting Your Landscape Investment"

925 Florida Avenue, Suite D  
Palm Harbor, FL 34683

Weekly Contractor Report	Project Name: Preserve at Wilderness Lake CDD
Supervisor Name	Robert "RJ" Johnson
Service Date	4/18-24/2021
Start Time	7:30 AM
Completion Time	4:30 PM
Weather Conditions	Hotter – Rained on Monday
TURF	Includes Trimming, Edging and Cleanup
Mowing Completed	4/23/21
Insects	n/a
Weeds	n/a
Disease	n/a
Nutrient Deficiency	n/a
Control Measures Taken	n/a
Notes	Ant mounds were treated throughout the turfgrass.
TREE & SHRUB	
Tree & Shrub Maintenance:	<ul style="list-style-type: none"><li>• NIGHT HERON ACROSS FROM AMBLESIDE – cut back entire woodline</li><li>• CLUBHOUSE – cut back hedge across the street from clubhouse</li><li>• THROUGHOUT PROPERTY – removed (3) dead pine trees, Pruned Crape Myrtles and de-mossed ornamental trees on middle islands and sprayed Roundup in crack weeds and all beds in all islands</li><li>• LAKEWOOD RETREAT – cut back big hedge inside of Lakewood Retreat</li></ul>









Insects	
Disease	n/a
Nutrient Deficiency	n/a
Control Measures Taken	n/a
NOTES:	
BED MAINTENANCE	
Amount of Visible Weeds	Slight but addressed.
Problem Areas	
Weeding Performed	Throughout the property and at monuments.
Annual/Perennial Maintenance Performed	
Notes	Ant mounds throughout the planter beds were treated.
IRRIGATION	
Inspection Completed	<ul style="list-style-type: none"> <li>n/a</li> </ul>
Problem and Locations	<ul style="list-style-type: none"> <li></li> </ul>
EXTRA WORK PERFORMED	
Task and Location	<ul style="list-style-type: none"> <li></li> </ul>
<ul style="list-style-type: none"> <li>Eagle's Nest stop sign dry, Main exit lift station dry, and Exit monument dry – casued by a cracked male adapter at the Dunkin Donuts controller/ well station – was repaired</li> <li>Nature's Ridge turf dry – this was checked and is now getting wet and coverage</li> <li>Deer field exit viburnum dry – is getting wet- checked last week during inspection of Deerfield controller</li> </ul>	
EXTRA WORK RECOMMENDED	
Task and Location	<ul style="list-style-type: none"> <li></li> </ul>

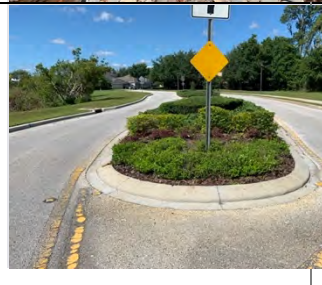
# PSA\_\_\_\_\_

## HORTICULTURAL

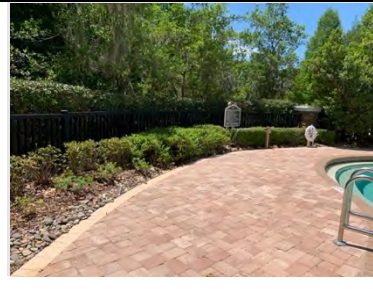
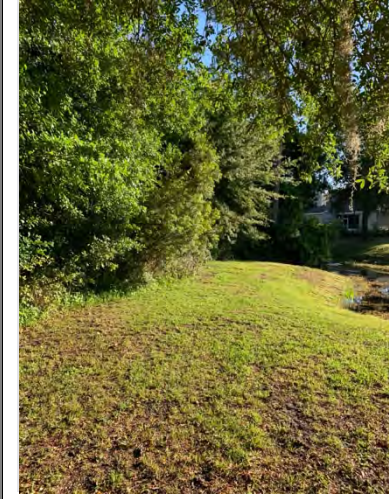
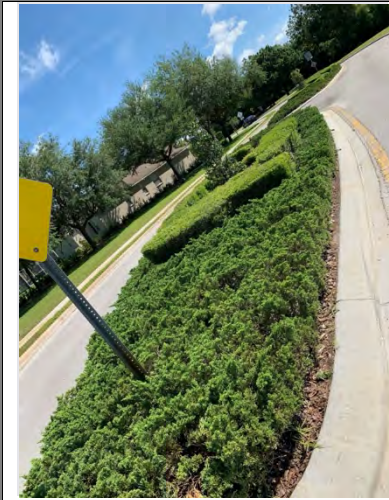
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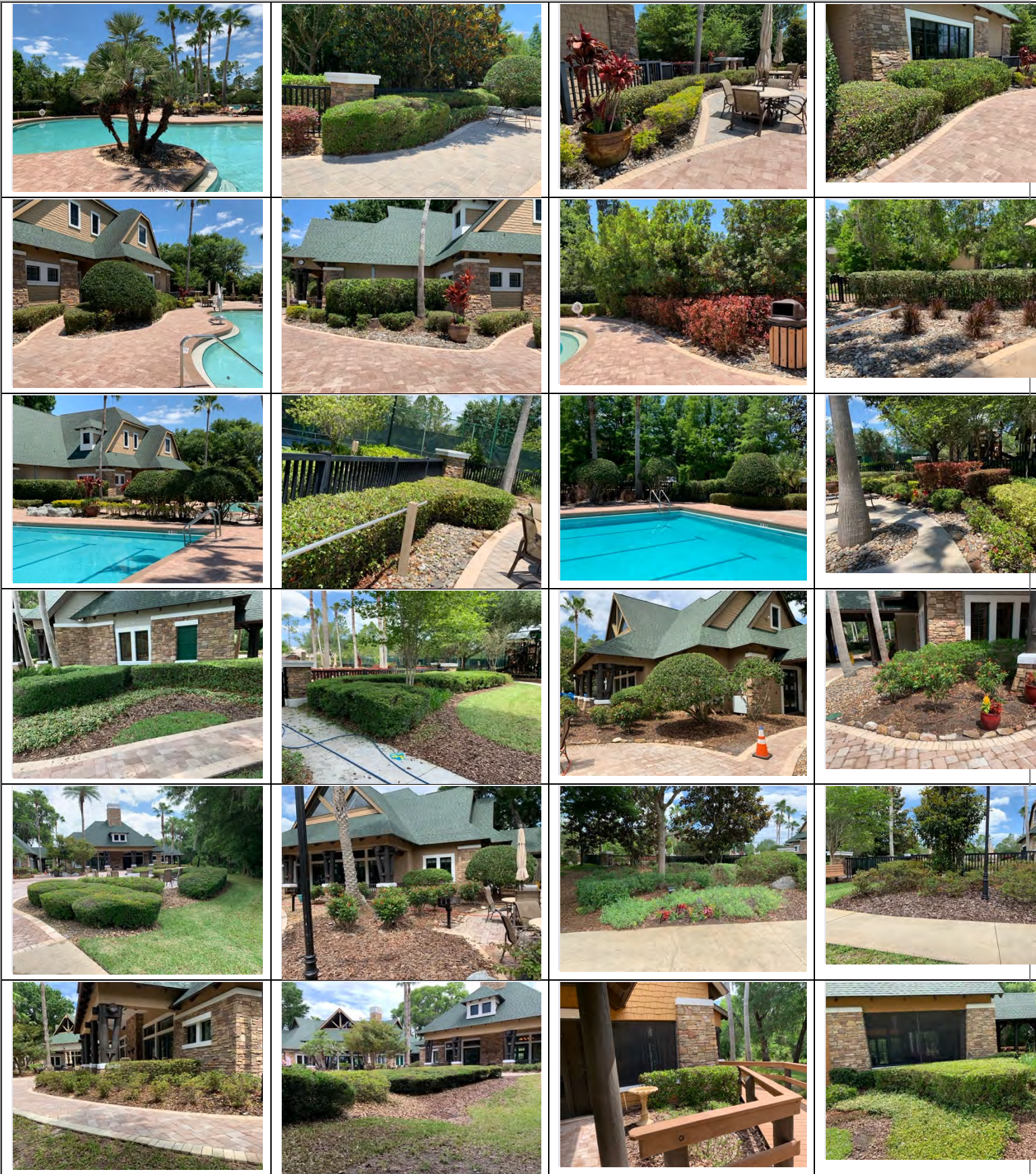
Weekly Contractor Report	Project Name: Preserve at Wilderness Lake CDD
Supervisor Name	Robert "RJ" Johnson
Service Date	4/25-5/1/2021
Start Time	7:30 AM
Completion Time	4:30 PM
Weather Conditions	Hotter
TURF	Includes Trimming, Edging and Cleanup
Mowing Completed	4/28/21
Insects	n/a
Weeds	n/a
Disease	n/a
Nutrient Deficiency	n/a
Control Measures Taken	n/a
Notes	Ant mounds were treated throughout the turfgrass.
TREE & SHRUB	
Tree & Shrub Maintenance:	<ul style="list-style-type: none"> <li>SECTION 3 – Cut back woodlines, tree lifting and trimming and pulled weeds</li> <li>CLUBHOUSE POOL &amp; PATIO – Trimming, debris cleanup, removed pods on palm trees, cleaned up Ti plants in pots on pool deck, ripped out plans and installed rocks</li> <li>CALIENTE BERM – trimmed big hedge on berm</li> </ul>



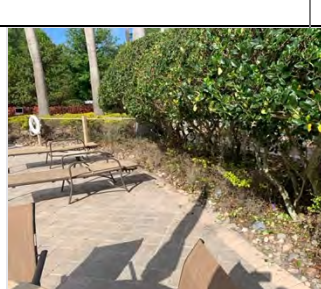
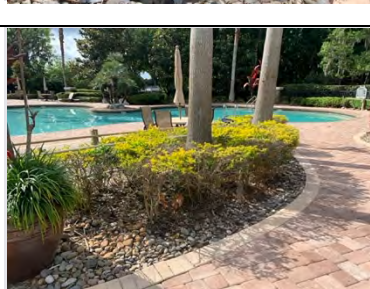
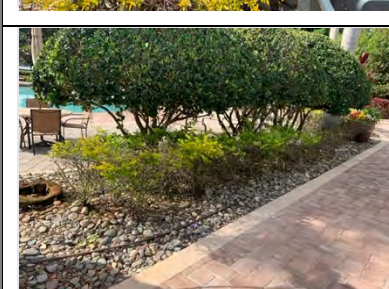
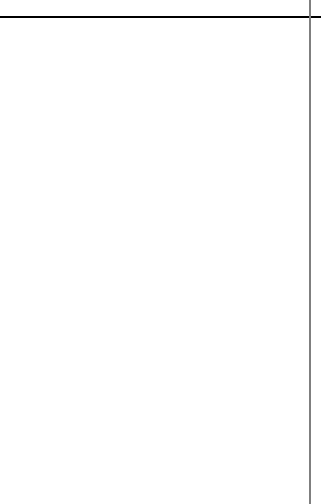
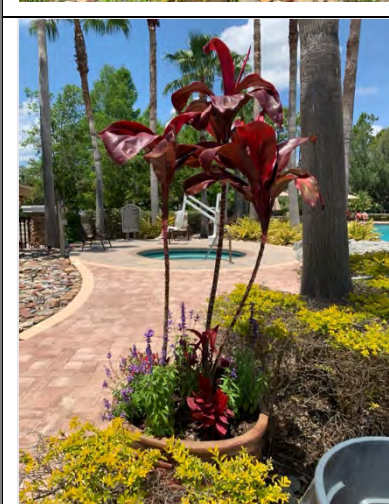
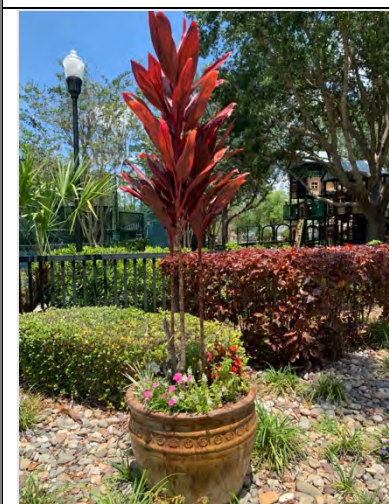
















Insects	
Disease	n/a
Nutrient Deficiency	n/a
Control Measures Taken	n/a
NOTES: <ul style="list-style-type: none"> <li>Throughout property – performed a treatment with Aloft Insecticide</li> <li>Sprayed Avenue South Herbicide for broadleaf weeds at Nature’s Ridge, Water’s Edge, Main Entry Monument, Lodge center front lawn, Oakhurst Park &amp; Stoneleigh Park</li> <li>Treated with Hedgeway Fungicide for patch disease at Pine Knot, Boulevard across from Lodge, Cormorant Cove dock, Americus and Outbound ranger station.</li> <li>Treated with Crosscheck for spider mites at Eagle’s Crest Monument and Cormorant Cove medians.</li> <li>Fertilized bottlebrush at Americus.</li> </ul>	
BED MAINTENANCE	
Amount of Visible Weeds	Slight but addressed.
Problem Areas	
Weeding Performed	Throughout the property and at monuments.
Annual/Perennial Maintenance Performed	
Notes	Ant mounds throughout the planter beds were treated.
IRRIGATION	
Inspection Completed	<ul style="list-style-type: none"> <li>n/a</li> </ul>
Problem and Locations	<ul style="list-style-type: none"> <li></li> </ul>
EXTRA WORK PERFORMED	
Task and Location	<ul style="list-style-type: none"> <li></li> </ul>
<ul style="list-style-type: none"> <li>Pool splash pad – stapled dripline under Washingtonia palm</li> <li>Lodge and tennis courts – replaced (2) rotors</li> <li>Checked hot spots to be certain of coverage – Eagle’s Nest stop sign, Rear tennis court, Exit monument, Main exit lift station, Nature’s Ridge turf and beds &amp; Deerfield exit berm</li> <li>Caliente – moved (1) head, repaired broken head and ran drip line for spot in hedge</li> <li>Dunkin controller – adjusted time to run every day – as area was dry</li> </ul>	
EXTRA WORK RECOMMENDED	
Task and Location	<ul style="list-style-type: none"> <li></li> </ul>

# PSA --- HORTICULTURAL

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## LANDSCAPE INSPECTION RESULTS

Date:	April 8, 2021
Client:	<b>Preserve at Wilderness Lake Community Development District</b>
Attended by:	CDD Management-Tish Dobson RedTree Landscape Systems- RJ Johnson PSA Horticultural-Tom Picciano

This landscape inspection report and subsequent ones will serve as a both a benchmark of current landscape maintenance concerns and the progress toward corrective actions. It will also serve as a deficiency list of items that should be addressed under the current landscape agreement.

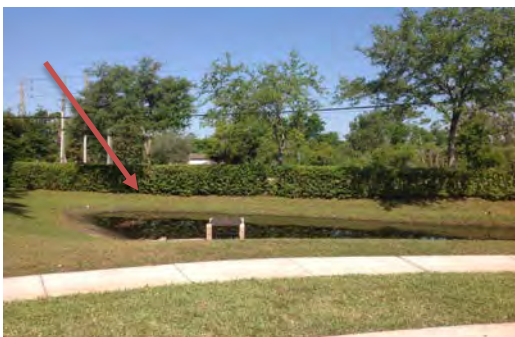
These items must be completed by April 27, 2021 Notify PSA in writing upon their completion, via fax or email, on or before 9 am on April 28, 2021. Contractor must initial the bottom of each page and sign at the bottom of the last page. The reason for any uncompleted deficiency must be listed.

**SCORE 1=POOR 2= FAIR 3=GOOD**

### **3 MOWING/EDGING/TRIMMING**

The grass was mowed high to allow for improved sunlight absorption for better plant growth. The cut was very even and precise, indicating sharp blades were used. The hard edging was straight and deep with all edged material cleaned out. The beds were neatly defined. The blowing down of hard surfaces was thorough.

Oakhurst park- define backside of long viburnum hedge. *Photo below.* **Completed**



Oakhurst park-remove leaf drop on inside and outside of viburnum hedge. **Completed**

Common area at 21819 Waverly Shores- remove leaf drop from turf. **Completed**

Garden Walk- remove leaf drop along fence line. **Completed**

The backsides of beds were neatly defined and weeded. *Photo below.*

*April*

*April*



*April*



## **2 WOODLINE MAINTENANCE**

Night Heron across from Ambleside- cut back entire length of woodline. **Completed**

Common area at 7328 Ambleside- cut back low hanging vines on corner of woodline. **Completed**

Common area at 21655 Cormorant Cove- Cut back woodline that is encroaching over the turf.

**Completed**

Deerfields- cut back woodline from pump station to entry gate. **Completed**

*PL*



## **2 TURF COLOR**

Boulevard from Lodge to main entry- turf color was a lightly mottled medium green to a consistent medium green.

Citrus Blossom park common area- turf color remained a lightly mottled medium green.

Citrus Blossom park- turf color remained a lightly mottled medium green.

Stoneleigh park- turf color of common Bermudagrass was a mottled pale green color to a mottled medium green color. It is coming out of its dormant period. The St. Augustine turf color remained a lightly mottled medium green.

Lodge- turf color of the main lawn was a consistent medium green.

Oakhurst park- turf color of common Bermudagrass was a mottled pale green color to a mottled medium green color. It is coming out of its dormant period. The St. Augustine turf color remained a lightly mottled medium green.

Kendall Heath/Waverly Shores turf color of common Bermudagrass was a mottled pale green color to a mottled medium green color. It is coming out of its dormant period. The St. Augustine turf color remained a lightly mottled medium green.

Night Heron/Caliente intersection- turf color was a lightly mottled medium green to a consistent medium green.

Roundabout- turf color remained a lightly mottled medium green to a consistent medium to dark green.

*April*

*April*



*March*



*March*



*March*



*February*



*February*



*February*



### **3 TURF DENSITY**

Kendall Heath/Waverly Shores- the common Bermudagrass density remained poor to fair, but it is improving. The St. Augustine density was good.

Boulevard from Lodge to main entry- density was strong, except for a small areas that needs to be replaced under warranty.

Citrus Blossom park- density was strong.

Citrus Blossom common area- density was strong.

Stoneleigh park- the common Bermudagrass density remained poor to fair, but it is improving. The St. Augustine density was good.

*PL*

Oakhurst park-the common Bermudagrass density remained poor to fair, but it is improving. The St. Augustine density was good.

Night Heron/Caliente intersection- density was strong.

Lodge- density of main entry lawn, front lawn, nature center lawn and rear lawn remained strong.

Tennis court- density around the tennis court remained along the backside of the court and fair but improving along the boulevard.

The Bahia turf density improving throughout the community. It is coming out of its dormant period.

### **3 TURF WEED CONTROL**

Natures Ridge- spot treat broadleaf weeds **Completed**

Water's Edge- spot treat broadleaf weeds. **Completed**

Main entry monument- spot treat broadleaf weeds. **Completed**

Lodge activity center front lawn- spot treat broadleaf weeds. **Completed**

Oakhurst park- spot treat broadleaf weeds and sedge in common Bermudagrass. **Completed**

Stoneleigh park- spot treat broadleaf weeds and sedge in common Bermudagrass. **Completed**

### **2 TURF INSECT/DISEASE CONTROL/OVERALL HEALTH**

The turf was mowed high, with sharp blades to allow for improved sunlight absorption. There was a slight overall improvement in color and density this month as the weather warms. There was no indication of insect activity but patch disease has reappeared in a number of locations. Continue to monitor and treat for both patch and grub activity. Insect control applications must be applied if they have not been applied already. Preventative fungicide applications should be made to any areas susceptible to summertime root rot diseases. The broadleaf weed count was relatively stable, and control can be done via spot treatments. Remove any remaining leaf drop off of the turf. The activity center lawn at the Lodge was showing signs of soil compaction and needs to be aerated. There is some warranty sod replacement needed.

Pine Knot- treat small patch disease outbreaks. *Photo below.* **Completed**



**Also treated Coontie grass at Lodge with Cross check for spider mites**

*PL*

Boulevard across from Lodge- treat patch disease. **Completed**

Cormorant Cove dock- treat ant mounds. **Completed**

Lodge activity center- core aerate lawn. **Will be completed by next walk through**

Americus- treat small patch disease outbreaks. **Completed**

Outbound ranger station- treat small patch disease outbreaks. **Completed**

Outbound ranger station- replace dead turf. **WARRANTY WORK.** *Photo below.*

**Will be completed with upcoming landscaping installation projects**



Main exit monument- replace dead turf along curb. **WARRANTY WORK.**

**Will be completed with upcoming landscaping installation projects**

### **3 SHRUB-TREE INSECT/DISEASE CONTROL/OVERALL HEALTH**

Water's Edge- remove excess soil along entry and exit sidewalk and remove juniper at gate median. Replace with lorapetalum. **Completed**

Nature's Ridge entry and exit- ligustrum trees are in decline and should be replaced.

Oakhurst park- replace dead viburnum. **WARRANTY WORK.**

**Will be completed with upcoming landscaping installation projects**

Americus- fertilize bottlebrush. They are chlorotic. Remove mulch from base of plants. *Photo below.* **will be done by next walk through**



Oakhurst park- remove mulch from base of viburnum hedge. **will be done by next walk through**

PL



Lakewood Retreat monument- replace dead allamandas. **WARRANTY WORK.**

**Will be completed with upcoming landscaping installation projects**

Cormorant Cove monument- remove dead plants behind monument. Do not replace. **Completed**

Eagle's Crest monument- treat ornamental grasses for spider mites. **Completed**

Cormorant Cove medians- treat ornamental grasses for spider mites. **Completed**

Cormorant Cove dock- monitor oak trees for dieback. *Photo below.*



Boulevard median at endcap- replace dead foxtail ferns. **WARRANTY WORK.**

**Will be completed with upcoming landscaping installation projects**

Butterfly garden- replace any dead milkweed. Photo below. **WARRANTY WORK.**

**Completed last month**

Butterfly garden- all plants are flushing out new growth from recent renewal pruning.

### **3 BED / CRACK WEED CONTROL**

Kendall Heath/Waverly Shores- remove bed weeds from lorapetalum. **Completed**

Common area at 21917 Waverly Shores- remove bed weeds from lorapetalum. **Completed**

Pool patio- remove vines from quava. **Completed**

Water's Edge exit- remove vines from Walters viburnum hedge. **Completed**

Hawk Wind Trails monument- remove bed weeds. **Completed**

Osprey Point monument- remove bed weeds. **Completed**

Quail Trace monument- remove bed weeds. **Completed**

Across from 21521 Boulevard- remove vines growing up on pine trees. **Completed**

Deerfields medians- remove bed weeds. **Completed**

Sparrow Wood median- remove bed weeds. **Completed**

Cormorant Cove medians- remove bed weeds. **Completed**

*PL*



## **2 IRRIGATION MANAGEMENT**

Pool splash pad- staple dripline under Washingtonia palm. **Completed**

Rear tennis court- Azalea bed is dry, check irrigation. **Completed**

Eagle's Nest stop sign- turf is dry, check irrigation. **Completed**

Exit monument- turf and annuals are dry, check irrigation. **Completed**

Main exit lift station- turf is dry, check irrigation. **Completed**

Natures Ridge- turf and beds are dry, check irrigation. **Completed**

Night Heron- new well hookup for irrigation system needs to be completed. Per lodge manager.

**Will be completed**

Deerfields exit berm- viburnum hedge at top of berm is dry, check irrigation. **Completed**

## **3 SHRUB PRUNING**

\*It should be noted that the shrubs, including but not limited to, the hawthorns and schilling hollies, should not be pruned too tightly. This means that too much vegetative growth is being removed, limiting the plants availability to make food for itself. In addition, the plant will look more attractive by not having "holes" in it, and allowing it to develop its more natural shape. (i.e. Indian Hawthorn has a natural mounded habit)

Main entry medians- cut back allamanda. **Completed**

Deerfields- mark rear viburnum hedge identifying area that should NOT be pruned. This area will be checked during each inspection. **Completed**

Left side clubhouse- cut back allamanda. **Completed**

Lodge dock- prune vegetation away from dock. **MISSED FROM LAST MONTH.** *Photo below.*  
**Completed**



Grasmere cul de sacs- prune Walters viburnum and prune out dead sections from the bottom. **Completed**

Egret Glade monument- cut back allamanda. **Completed**

*PL*

Deerfields median- prune dead from foxtail ferns. **Completed**

Sparrow Wood median- prune juniper away from landscape lights. *Photo below.* **Completed**



## **2 TREE PRUNING**

Common area at 7220 Night Heron- elevate oak tree. **Completed**

Main entry inbound sidewalk- remove moss hanging over the sidewalk. **Completed**

Common area at 7838 Citrus Blossom- elevate oak tree over sidewalk. **Completed**

Cormorant Cove dock- prune all oak trees. **Completed**

Pool patio- remove dead limb from ligustrum tree. **Completed**

Pool patio- remove moss from hollies. **Completed**

Lodge patio- remove pups from windmill palm. **Completed**

Pine Knot- elevate oak behind monument. **Completed**

Citrus Blossom park common area- elevate oak trees over sidewalk. **Completed**

Osprey Point at Blvd- elevate low hanging oak tree over sidewalk. **Completed**

Common area at 21655 Cormorant Cove- elevate oak tree over sidewalk. **Completed**

East of Heron's Glen monument- elevate oak tree over sidewalk. **Completed**

Citrus Blossom playground- elevate oak trees. **Completed**

Behind tennis court- remove water sprouts from oak tree in azalea bed. **Completed**

*PL*

### **3 CLEANUP/RUBBISH REMOVAL**

Deerfields pond- clean mouth of pipe and clear a channel to pond. *Photo below.* **Completed**



Natures Ridge- remove excess soil along entry and exit sidewalk. **Completed**

There was not a significant amount of vegetative debris or litter that needs to be removed.

### **3 APPEARANCE OF SEASONAL COLOR**

The seasonal color display “spring mix” was still providing an excellent curb appeal at all locations. The bloom was very strong. The plants were very full and healthy.

*April*



*April*



*April*



*March*



*PL*

March

March



**(0) CARRIED FORWARD FROM PRIOR MONTH**

**INSPECTION SCORE 34 of 39–PASSED INSPECTION. Passing score is 33 of 39 or 30 of 36 (w/o flowers). Payment for April services should be released after the receipt of the DONE REPORT.**

**FOR MANAGER**

None

**PROPOSALS**

All proposals to be submitted were noted by RJ.

**SUMMARY**

RedTree performed to contractual standards for this inspection. The turf was properly mowed with sharp blades, leaving a precise clean cut. Remove any remaining leaf drop from turf to prevent turf smothering. The turf color and density has continued to improve as the weather warms. The broadleaf weeds were easily controllable by spot treatments. Patch disease has reappeared and turf insect control must be applied if it has not already been completed. Fungicide should be applied on a preventative basis to control summertime root rot disease. A section of turf needs to be replaced under the warranty. The shrubs and trees remained healthy. Some warranty replacements are needed. Pruning was necessary on some the shrubs. Trees need to be elevated over a number of sidewalks. The bed and crack weeds were well managed. Most landscape appears to be receiving sufficient irrigation, but there are irrigation concerns needing immediate attention. The seasonal color display of a spring mix was providing excellent curb appeal. RedTree is maintaining the grounds using proper horticultural techniques.

**RedTree Landscape Systems certifies that all work on this list has been completed in the 14-day timeframe specified in the contractual agreement and provided to PSA within the same period.**

Signature Peter Lucadano

Print Name Peter Lucadano

Company RedTree Landscape Systems

Date 4/28/21

*PL*



### 5 Section Schedule

1. Lodge, Kickliter, 2 Medians in front of the Lodge
2. Draycott, Round-about, Deerfield Berm, Small Hedge, Cul-de-sac
3. Cormorant Cove, Derwent Glen, Oakhurst, Woodsmeere, Sparrow Wood
4. Front Entrance to Water's Edge - (Outbound lane), Including Wood Line
5. Americus - Citrus Blossom, CB/WW Park, Stoneleigh Park, Volleyball Park

### Bed Map Notes

Thin Saw Palmettos - Bi-monthly  
 Trim Muhly Grass - Early summer - Other grasses every other month  
 Trim back Palm Trees - Mid-Oct & early summer  
 Hedges & Weeds - Monthly  
 Lift tree limbs in winter - As needed in the summer  
 Deadhead flowers. Keep pots & boxes fresh & healthy - As needed  
 Clean beds, remove leaves, keep mulch defined, remove moss - Monthly  
 Pencil tip Crape Myrtles - As needed  
 Keep overhanging limbs on wood line cut back. Line trim wood line - Monthly

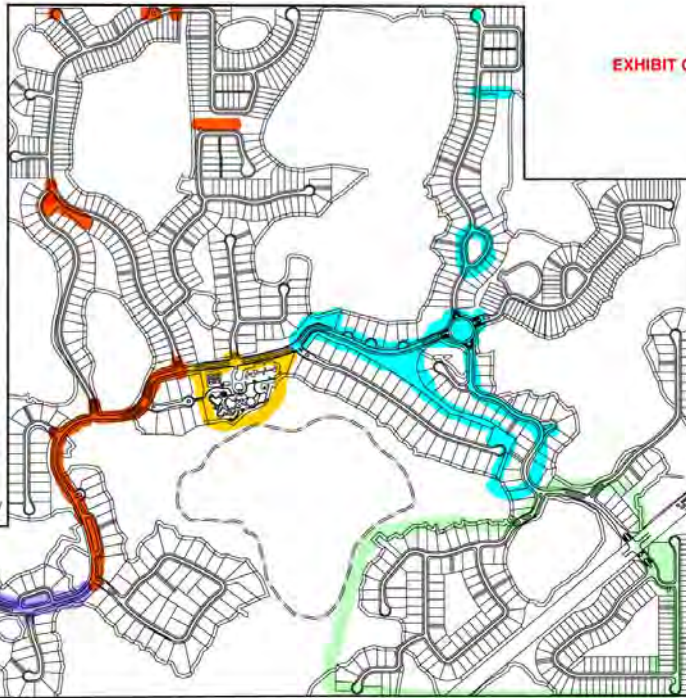


EXHIBIT C

PL

# PSA\_\_\_\_\_

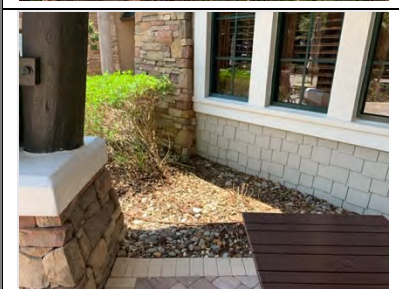
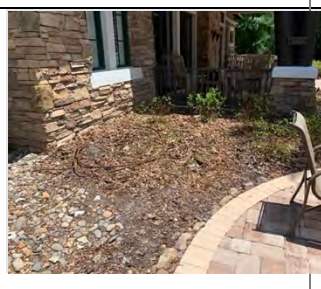
## HORTICULTURAL

Landscape Consulting & Contract Management  
"Protecting Your Landscape Investment"

925 Florida Avenue, Suite D  
Palm Harbor, FL 34683

Weekly Contractor Report	Project Name: Preserve at Wilderness Lake CDD
Supervisor Name	Robert "RJ" Johnson
Service Date	5/2-8/2021
Start Time	7:30 AM
Completion Time	4:30 PM
Weather Conditions	Hotter
TURF	Includes Trimming, Edging and Cleanup
Mowing Completed	5/6/21
Insects	n/a
Weeds	n/a
Disease	n/a
Nutrient Deficiency	n/a
Control Measures Taken	n/a
Notes	Ant mounds were treated throughout the turfgrass.
TREE & SHRUB	
Tree & Shrub Maintenance:	<ul style="list-style-type: none"><li>• DRAYCOTT BERM – Trimmed the berm.</li><li>• CLUBHOUSE – Aerated grass at clubhouse, cut back dead and removed some dead at clubhouse from damage by roof cleaning.</li><li>• Cut back woodlines from the last Done report. Pulled weeds and blew the whole area.</li><li>• GRASSMERE – Trimmed Viburnum hedge.</li><li>• Cleaned up dog stations.</li><li>• OAKHURST PARK - Sprayed park and surrounding areas for weeds.</li><li>• STONELEIGH PARK – Sprayed park and surrounding areas for weeds.</li><li>• MAIN BLVD OUTBOUND FROM CLUBHOUSE – trimmed hedges from clubhouse to front.</li><li>• BIRCHOLM COURT – Trimmed hedges.</li><li>• MONUMENTS – Trimmed, edged, whipped and sprayed</li></ul>

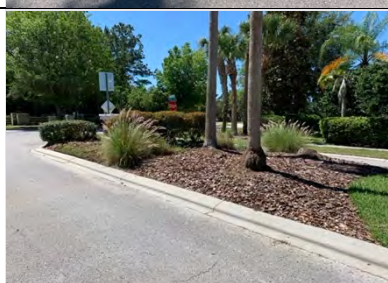
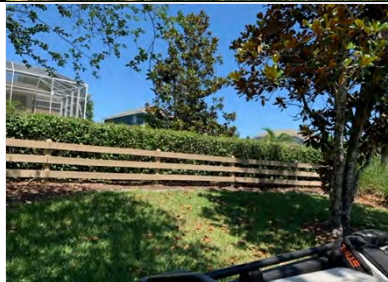
















Insects	
Disease	n/a
Nutrient Deficiency	n/a
Control Measures Taken	n/a
NOTES:	
BED MAINTENANCE	
Amount of Visible Weeds	Slight but addressed.
Problem Areas	
Weeding Performed	Throughout the property and at monuments.
Annual/Perennial Maintenance Performed	
Notes	Ant mounds throughout the planter beds were treated.
IRRIGATION	
Inspection Completed	• n/a
Problem and Locations	•
EXTRA WORK PERFORMED	
Task and Location	•
<ul style="list-style-type: none"> <li>Water's Edge – found controller in off position – that's why things are burning up. Turned back on &amp; adding watering times.</li> <li>Birchholm Court – checked zone 4 where grass is browning – getting coverage – did adjustments and repaired drip line on SE side of berm.</li> <li>Dunking – split 16 zone program into 2 programs with 8 zones on each program – added days &amp; times for watering.</li> <li>Caliente – Turned up times on Caliente Park zone 7.</li> <li>Volley ball court – checked zones, replaced (1) non turning rotor – added more watering times/days.</li> </ul>	
EXTRA WORK RECOMMENDED	
Task and Location	

# PSA HORTICULTURAL

Landscape Consulting & Contract Management  
"Protecting Your Landscape Investment"

925 Florida Avenue, Suite D  
Palm Harbor, FL 34683

## LANDSCAPE INSPECTION RESULTS

Date:	May 13, 2021
Client:	<b>Preserve at Wilderness Lake Community Development District</b>
Attended by:	CDD Management-Tish Dobson RedTree Landscape Systems- RJ Johnson PSA Horticultural-Tom Picciano

This landscape inspection report and subsequent ones will serve as a both a benchmark of current landscape maintenance concerns and the progress toward corrective actions. It will also serve as a deficiency list of items that should be addressed under the current landscape agreement.

These items must be completed by May 31, 2021 Notify PSA in writing upon their completion, via fax or email, on or before 9 am on June 1, 2021. Contractor must initial the bottom of each page and sign at the bottom of the last page. The reason for any uncompleted deficiency must be listed.

**SCORE 1=POOR 2= FAIR 3=GOOD**

### **3 MOWING/EDGING/TRIMMING**

The turf was neatly and correctly mowed, trimmed, edged and blown clean. The blades were sharp leaving a clean cut with no torn turf. All the heavy leaf drop has been removed.

Deerfields drain- trim turf along the path of drain pipe to establish a well defined edge.

The backsides of beds were neatly defined and weeded. *Photo below.*



Pool deck- remove leaf drop from beds.

Main entry medians- remove leaf drop from beds.

## **2 WOODLINE MAINTENANCE**

Eagle's Landing inbound- cut back woodline.

Corner of lodge parking lot- cut back woodline.

Ranger station inbound gate- cut back woodline.

Ambleside outbound- cut back woodline.

Minnow Brook- cut back woodline.

Boulevard at Hawk Wind Trails inbound- cut back woodline.

## **2 TURF COLOR**

Boulevard from Lodge to main entry- turf color remained a lightly mottled medium green to a consistent medium green.

Citrus Blossom park common area- turf color was a lightly mottled medium green.

Citrus Blossom park- turf color was a lightly mottled medium green.

Stoneleigh park- turf color of common Bermudagrass was a mottled medium green color. The St. Augustine turf color was a consistent medium green.

Lodge- turf color of the main lawn was a consistent medium to a consistent dark green.

Oakhurst park- turf color of common Bermudagrass was a mottled medium green color. The St. Augustine turf color was a consistent medium green.

Kendall Heath/Waverly Shores turf color of common Bermudagrass remained a mottled pale green color to a mottled medium green color. The St. Augustine turf color was mostly a consistent medium green except for an area where the irrigation appeared to be malfunctioning.

Night Heron/Caliente intersection- turf color remained a lightly mottled medium green to a consistent medium green.

Roundabout- turf color remained a lightly mottled medium green to a consistent medium to dark green

*May*

*May*





*May*



*April*



*April*



*March*



*March*



### **3 TURF DENSITY**

Recommendation- it is recommended that Bahia mowing be skipped occasionally which will allow seed heads to form and be spread via the mowing.

Kendall Heath/Waverly Shores- turf continues to improve. The density was poor to fair on the common Bermudagrass and good on the St. Augustine, except for the dry portion.

Boulevard from Lodge to main entry- density was good. Some small sections of turf need to be replaced under the warranty.

Citrus Blossom park- density was good.

Citrus Blossom common area- density was good.

Stoneleigh park- the common Bermudagrass density was fair and improving. The St. Augustine density was good.

Oakhurst park- the common Bermudagrass density was fair and improving. The St. Augustine density was good.

Night Heron/Caliente intersection- density was good.

Lodge- density of main entry lawn, front lawn, nature center lawn and rear lawn was good.

Tennis court- density around the tennis court remained strong along the backside of the court and fair but improving along the boulevard.

The Bahia turf density was good throughout the community.

### **3 TURF WEED CONTROL**

Americus- treat broadleaf weeds.

Citrus Blossom park common area- treat broadleaf weeds.

Lodge- treat goose grass.

Oakhurst park- spot treat broadleaf weeds and sedge in common Bermudagrass.

Stoneleigh park- spot treat broadleaf weeds and sedge in common Bermudagrass.

### **2 TURF INSECT/DISEASE CONTROL/OVERALL HEALTH**

Pine Knot- treat patch disease.

Boulevard ranger station median 1- replace dead turf. WARRANTY WORK.

Boulevard entry gate- replace dead turf. WARRANTY WORK.

Boulevard exit from bridge to traffic light- replace dead turf. WARRANTY WORK.

Boulevard entry from Doctors Office to bridge- replace dead turf. WARRANTY WORK.

Nature Center rear- treat patch disease.

Pool filter area- treat for disease/insect activity. *Photo below.*



Boulevard at Americus- replace dead turf in parkway. WARRANTY WORK.

Boulevard across from Whispering Woods- replace dead turf in parkway. WARRANTY WORK.

Ranger station inbound gate- monitor and treat possible disease and/or insect activity. *Photo below.*



The turf was neatly and correctly mowed, trimmed, edged and blown clean. The blades were sharp leaving a clean cut with no torn turf. All the heavy leaf drop has been removed. The color of most of the turf panels was a mottled medium green. The density was strong in the majority locations. There are some dry sections in high visibility areas where the irrigation should be checked. The broadleaf weed count was low. Sedge and goose grass also needs to be controlled. There were indications of new insect activity and disease presence. Monitor for chinch bug and grub activity.

Lodge activity center- core aerate lawn to alleviate soil compaction and reduce goose grass growth.

### **3 SHRUB-TREE INSECT/DISEASE CONTROL/OVERALL HEALTH**

Recommendation Grasmere cul de sacs- the large Walters viburnum hedge has thinned out at the bottom. It may be advisable to plant a secondary hedge such as sweet viburnum in combination with bottlebrush trees to take the place of the Walters viburnum as it ages and declines in vigor.

Eagle's Grove monument- replace dead allamanda. WARRANTY WORK.

Blvd. median at Sparrow Wood- replace dead plants on endcap. WARRANTY WORK.

Draycott berm- cut back and treat Fakahatchee grass for spider mites.

Main entry median 2- replace dead allamanda. WARRANTY WORK. *Photo below.*



Nature Center rear- remove dead coontie palm.

Main entry median 2- cut back and treat Fakahatchee grass for spider mites.

Quail Trace monument- cut back and treat Fakahatchee grass for spider mites.

General work order- in order to maintain healthy groundcover do not spray Roundup, apply mulch or line trim groundcovers such as minima jasmine. *Photo below.*



Pool deck- remove Fakahatchee grass growing within the shell ginger. *Photo below.*



Eagle's Nest monument- cut back and treat Fakahatchee grass for spider mites. *Photo below.*



Lakewood Retreat monument- replace dead allamandas. WARRANTY WORK.

Butterfly garden- all permanent plantings and perennials are thriving.



Americus- fertilize bottlebrush. They are chlorotic. Do not prune. Remove mulch from base of plants. *Photo below.*



## **2 BED / CRACK WEED CONTROL**

Oakhurst monument- remove bed weeds.

Natures Ridge median and entry and exit- remove bed weeds and pull vines off of pillars.

Main exit monument- remove bed weeds.

Tennis court sidewalk gate to Natures Ridge- remove bed weeds from palmetto.

Pool deck by tennis fence- remove bed weeds from arboricola hedge at splash pad.

Lodge patio- remove bed weeds from coontie palms. High visibility area.

Americus- remove weeds from quava.

Osprey Pointe monument- remove bed weeds.

Boulevard at Osprey Pointe- remove vine growing up pine tree.

Kendall Heath/Waverly Shores- remove crack weeds.

Sparrow Wood median- remove bed weeds.

Lodge maintenance area at Draycott- remove vines from Walters viburnum hedge.

## **2 IRRIGATION MANAGEMENT**

Grasmere berm- make certain new Fakahatchee grass are getting irrigated.

Natures Ridge entry corner- turf is dry.

Main entry- parkway is dry.

Pool deck by butterfly garden fence- check for proper operation.

Night Heron- new well hookup for irrigation system needs to be completed. Per lodge manager.

Boulevard across from Birchholm- turf is dry. *Photo below.*



Americus- turf is dry. *Photo below.*



Kendall Heath/Waverly Shores- parkway turf is dry. *Photo below.*



### **3 SHRUB PRUNING**

\*It should be noted that the shrubs, including but not limited to, the hawthorns and schilling hollies, should not be pruned too tightly. This means that too much vegetative growth is being removed, limiting the plants availability to make food for itself. In addition, the plant will look more attractive by not having “holes” in it, and allowing it to develop its more natural shape. (i.e. Indian Hawthorn has a natural mounded habit)

Lodge- cut back all shrubs that were burned by cleaning operation at lodge.

Lodge dock- cut back vegetation encroaching dock.

Natures Ridge inbound fence- prune palmetto.

Water's Edge inbound fence- prune palmetto.

Boulevard median at Pine Knot- remove dead palmetto stalk.

Oakhurst park lift station- prune Walters viburnum.

Deerfields medians- prune dead from nettle plum. Prune dead sections from foxtail fern. Prune shrubs.

Roundabout- prune back palmettos off of bed line.

## **2 TREE PRUNING**

Oakhurst park at Moss Ledge sidewalk- elevate elm tree over sidewalk at monument.

Recommendation- over hanging trees that are above contractual pruning height needs to be pruned. This would be an additional cost to the District. These trees will continue to grow top heavy and lean over the landscape and encroach on streets. *Photo below.*



Pine Knot- elevate oak trees.

Deerfields medians- lightly elevate crape myrtles.

Oakhurst park at Moss Ledge sidewalk- elevate elm tree over sidewalk at monument.

## **3 CLEANUP/RUBBISH REMOVAL**

Main entry- rake debris off of wedelia. *Photo below.*



Wild Oak monument- clean up vegetative debris.

End of Draycott- clean up vegetative debris.

**3 APPEARANCE OF SEASONAL COLOR**

The seasonal color display “spring mix” continued to provide a strong bloom in all locations. Remove dead and declining plants that have reduced vigor from growing in the shadow of larger flowers such as blue salvia. This is the third month of the contractual rotation. The flowers will be changed out in the coming weeks.

*May*



*May*



*May*



*May*



*April*



*April*





*April*



*March*



*March*



*March*



**(0) CARRIED FORWARD FROM PRIOR MONTH**

**INSPECTION SCORE 33 of 39–PASSED INSPECTION. Passing score is 33 of 39 or 30 of 36 (w/o flowers). Payment for May services should be released after the receipt of the DONE REPORT.**

**FOR MANAGER**

None

**PROPOSALS**

**NEW** Main entry median 2- submit proposal for missing plants.

**NEW** Deerfields drain- submit proposal for rip rap to prevent erosion from watering exiting pipe. *Photo below.*



## SUMMARY

RedTree performed to contractual standards for this inspection. The turf was neatly and correctly mowed, trimmed, edged and blown clean. The blades were sharp leaving a clean cut with no torn turf. All the heavy leaf drop has been removed. The turf color and density ranged from poor to good throughout the community. The broadleaf weed count was relatively low in the high visibility areas. Sedge is growing in the common Bermudagrass in both parks and goose grass is again growing at the lodge. Patch disease is still mildly present and there was some possible new insect and disease activity. Most of shrubs and trees remained healthy and both required pruning tasks. Woodline cutbacks need to be performed in various locations. The bed and crack weed control was fair. Some of the turf, shrubs and flowers appeared to be receiving insufficient irrigation. There were a number of dry turf areas. The seasonal color display was still performing well. There are a warranty issues that need to be satisfied. RedTree is maintaining the grounds using proper horticultural techniques.

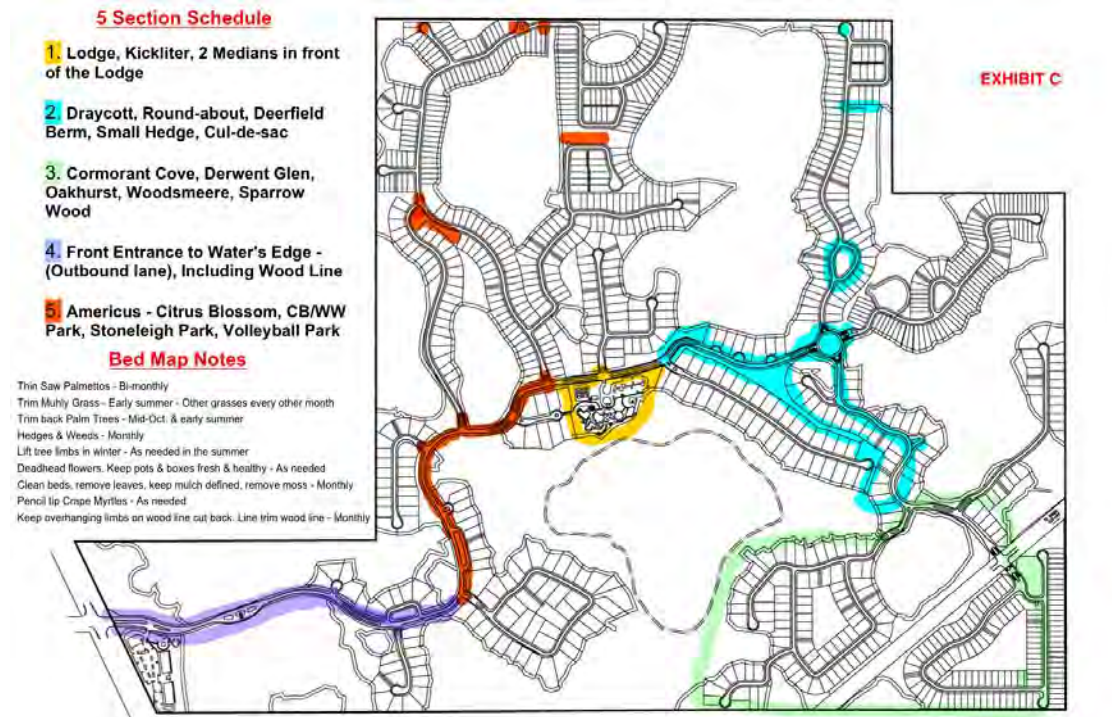
**RedTree Landscape Systems certifies that all work on this list has been completed in the 14-day timeframe specified in the contractual agreement and provided to PSA within the same period.**

Signature\_\_\_\_\_

Print Name \_\_\_\_\_

Company\_\_\_\_\_

Date\_\_\_\_\_



# Tab 2





**GHS Environmental**  
**PO Box 55802**  
**St. Petersburg, FL 33732-5802**  
**727-667-6786**

May 24, 2021

Mr. Matthew E. Huber  
Rizzetta & Company, Inc.  
5844 Old Pasco Road, Suite 100  
Wesley Chapel, Florida 33544

**Re: The Preserve at Wilderness Lake Community Development District (CDD)  
May 2021 Summary Report**

Dear Mr. Huber,

GHS Environmental (GHS) herein submits this report to summarize the work that was completed during the month of May 2021 at the Wilderness Lake Preserve (WLP) community located in Land O' Lakes, Florida.

**Dates Worked Performed:** May 3, 5, 10, 19, 22 and 24

**Summary of Monthly Objectives/Goals Achieved:**

1. Performed monthly inspections and maintenance of vegetation/algae in stormwater ponds.
2. Removed trash from stormwater ponds.
3. Meeting with homeowners and T. Dobson to review vegetation management options in the conservation area located behind 7443 Citrus Blossom in accordance with the guidelines of the Southwest Florida Water Management District, Environmental Resource Permit and CDD.
4. Treated Cuban bulrush along open water portion of Wetland A via boat.
5. Performed reconnaissance via boat in the Bay Lake to locate a swallow area with vegetation at the water's surface per a resident's report.
6. Treated cattails in Wetland C across from Timber Ridge Way.
7. Field checked the control structure (CS-P2) located in Wetland P to ensure there are no blockages. Removed large sticks from connector swales and debris around the orifice.
8. Removed vines from planted wax myrtles planted in the setback area of Wetland M near the Blue Springs curve.
9. Inspected dumped debris in wetland setback adjacent to Wilderness Lakes Boulevard. Coordination with T. Dobson.
10. Coordination with T. Dobson about the identification of the floating vegetation located in the open water portion of Wetland I adjacent to 7725 Stoneleigh Drive.
11. Inspected various control structures and weirs located in the stormwater ponds. Vegetation treated as needed.
12. Coordination with T. Dobson on the vacant WLP Wetland Staff position for potential replacement. Reviewed potential candidate's resume.
13. Phone and e-mail coordination with WLP staff (T. Dobson).
14. Prepared and submitted monthly summary report.



We appreciate the opportunity to assist you with this project. Please do not hesitate to call us at (727) 432-2820 with any questions or if you need any additional information.

Sincerely yours,

**GHS Environmental**

A handwritten signature in black ink, appearing to read 'Chuck Burnite'. The signature is written in a cursive, flowing style.

Chuck Burnite  
Senior Environmental Scientist

**THE PRESERVE AT  
WILDERNESS LAKES CDD**

Map of Stormwater Ponds,  
Natural Wetlands and Wood  
Line Trimming Areas

**Legend**

- Stormwater Ponds
- Natural Wetland Systems
- Natural Lake (Open Water)
- Property Boundary
- Cul-De-Sac Maintenance
- Weir
- Bubbler Box
- Control Structure
- Drainage Flow

**Wood Line Trimming Areas**

- Maintenance Area No. 1
- Maintenance Area No. 2
- Maintenance Area No. 3
- Maintenance Area No. 4
- Maintenance Area No. 5
- Maintenance Area No. 6
- Maintenance Area No. 7
- Maintenance Area No. 8
- Maintenance Area No. 9
- Maintenance Area No. 10
- Maintenance Area No. 11
- Maintenance Area No. 12

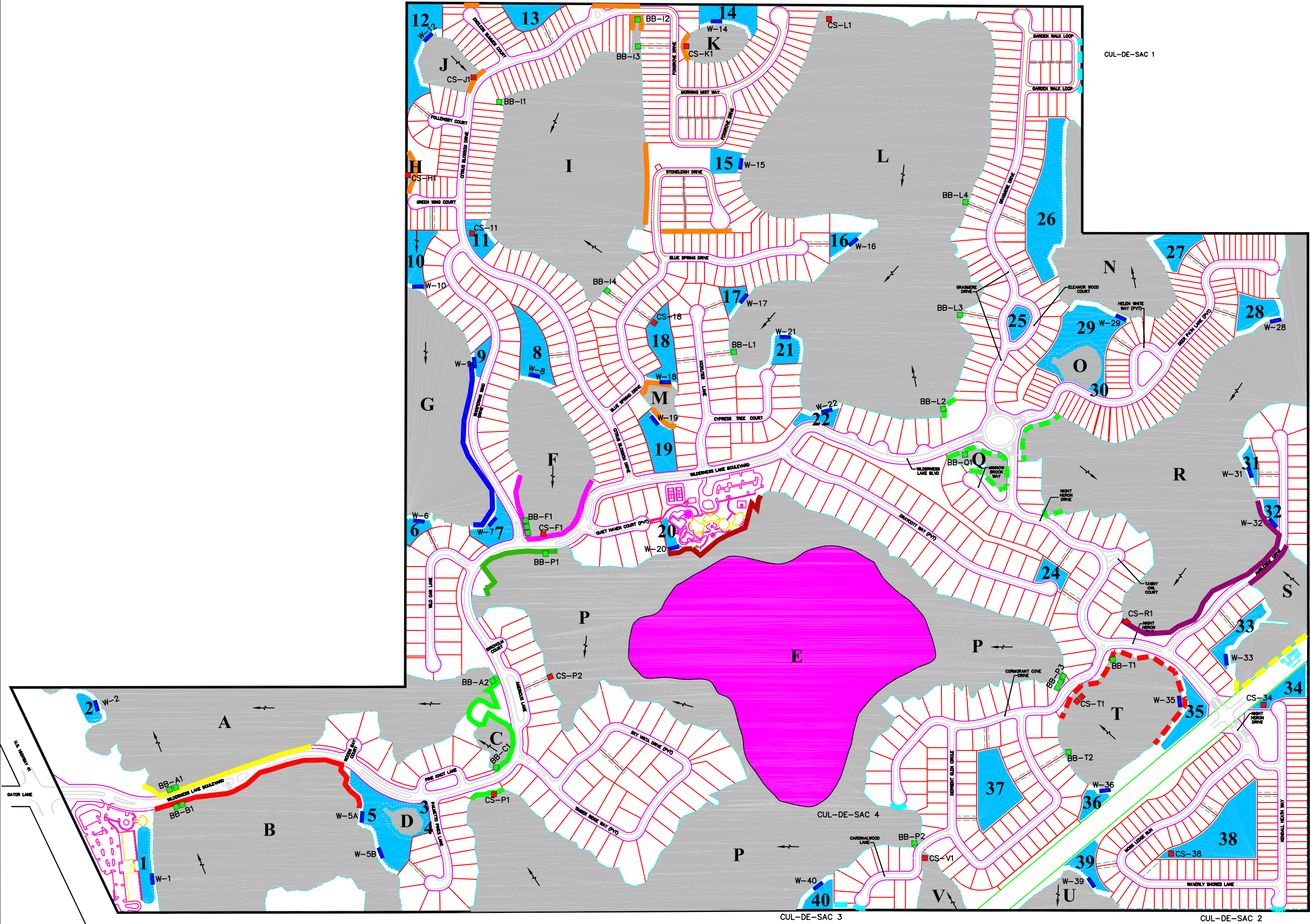
Note: Natural Lake "E" was  
previously identified as Stormwater  
Pond No. 23 on maps prepared by  
others. Since this area is natural,  
it has been moved into the wetland  
lettering system. There is no  
Stormwater Pond No. 23.

Date: September 18, 2020



**GHS, LLC**

GHS Environmental  
PO Box 55802  
St. Petersburg, FL 33732-5582  
Phone: 727-432-2820  
Chuck@GHSEnvironmental.com  
www.GHSEnvironmental.com





# Tab 3

23022 State Rd 54  
Lutz, FL 33549  
813-948-9091

Date	Estimate #
1/25/2021	Lap Pool

Project

Page 1

GPS POOLS INC.

23022 State Rd 54

Lutz, FL 33549

813-948-9091

# Customer Proposal

Date	Estimate #
1/25/2021	Lap Pool

Name / Address
Tish Dopson 21320 Wilderness lakes Blvd Land o lakes 813-955-2437

Project

Description	Total
<p>Resurface Pool: Bluestone Color Premix Marbletite Corporation, Marquis Series. Warranty is provided by Premix Marbletite Corporation for a 10 year period from the install date. see <a href="http://www.premixmarbletite.com">www.premixmarbletite.com</a> for details</p> <p>One year Labor warranty provided by GPS Pools on all workmanship of projects provided all invoices are paid in full once project is completed</p> <p>A. Drain pool B. Pull hydrostatic plug in main drain C. Saw cut line under existing water level tile (only if keeping old tile) D. Chisel around pool returns E. Knock out hollow spots in old marcite (up to 15% of surface area) F. Apply bonding agent to entire pool area to insure proper adhesion of new finish G. Apply surface material at a 3/8" minimum thickness to entire pool H. Hand trowel to a smooth finish I. Install new VGBA main drain(s) J. Install new remodel fittings for pool jet returns K. Refill from owners water supply</p> <p>Slight brushing after refill of the pool will be needed. Chemical balance is very important to a new finish and should be checked regularly. Keep PH low for the first month and brush pool to remove slight plaster residue/ haze. Clean the filter weekly for the first month. Variation in this finish is normal as it can take up to 9 months for the finish to completely cure. Plaster/cream spots may also be noticeable as it is normal and common. They will hydrate and catch up and are also part of the normal curing process. Brushing will help cure the finish and expose the cream spots if are noticeable as all hand troweled cement finishes are hand troweled/applied.</p>	34,506.00
	<b>Subtotal</b> \$52,628.50
	<b>Sales Tax (7.0%)</b> \$0.00
	<b>Total</b> \$52,628.50



23022 State Rd 54  
Lutz, FL 33549  
813-948-9091

Date	Estimate #
1/22/2021	Lagoon Pool

Name / Address
Tish Dopson 21320 Wilderness lakes Blvd Land o lakes 813-955-2437

Project

[illegible]

GPS POOLS INC.

23022 State Rd 54  
Lutz, FL 33549  
813-948-9091

# Customer Proposal

Date	Estimate #
1/22/2021	Lagoon Pool

Name / Address
Tish Dopson 21320 Wilderness lakes Blvd Land o lakes 813-955-2437

Project

Description	Total
<p>Resurface Pool: Bluestone Color Premix Marbletite Corporation, Marquis Series. Warranty is provided by Premix Marbletite Corporation for a 10 year period from the install date. see <a href="http://www.premixmarbletite.com">www.premixmarbletite.com</a> for details</p> <p>One year Labor warranty provided by GPS Pools on all workmanship of projects provided all invoices are paid in full once project is completed</p> <p>A. Drain pool B. Pull hydrostatic plug in main drain C. Saw cut line under existing water level tile (only if keeping old tile) D. Chisel around pool returns E. Knock out hollow spots in old marcite (up to 15% of surface area) F. Apply bonding agent to entire pool area to insure proper adhesion of new finish G. Apply surface material at a 3/8" minimum thickness to entire pool H. Hand trowel to a smooth finish I. Install new VGBA main drain(s) J. Install new remodel fittings for pool jet returns K. Refill from owners water supply L. Install new gutter frame/grates</p> <p>Slight brushing after refill of the pool will be needed. Chemical balance is very important to a new finish and should be checked regularly. Keep PH low for the first month and brush pool to remove slight plaster residue/ haze. Clean the filter weekly for the first month. Variation in this finish is normal as it can take up to 9 months for the finish to completely cure. Plaster/cream spots may also be noticeable as it is normal and common. They will hydrate and catch up and are also part of the normal curing process. Brushing will help cure the finish and expose the cream spots if are noticeable as all hand troweled cement finishes are hand troweled/applied.</p>	27,000.00
	<b>Subtotal</b> \$39,972.50
	<b>Sales Tax (7.0%)</b> \$0.00
	<b>Total</b> \$39,972.50

23022 State Rd 54  
Lutz, FL 33549  
813-948-9091

Date	Estimate #
1/25/2021	Spa

Name / Address
Tish Dopson 21320 Wilderness lakes Blvd Land o lakes 813-955-2437

Project

Page 1



23022 State Rd 54  
Lutz, FL 33549  
813-948-9091

Date	Estimate #
1/25/2021	Spa

Name / Address
Tish Dopson 21320 Wilderness lakes Blvd Land o lakes 813-955-2437

Project
---------

Page 2

GPS POOLS INC.

23022 State Rd 54  
Lutz, FL 33549  
813-948-9091

# Quote

Date	Quote #
1/25/2021	lights

Name / Address
Tish Dopson 21320 Wilderness lakes Blvd Land o lakes 813-955-2437

Rep	Project

Description	Qty	Total
7W 12V PUREWHITE LED SPA LAMP	1	189.99
21W 12V PUREWHITE PRO WHITE LED BULB LED 3 YR WARRANTY	12	2,399.91
American Lens Gasket for 8-3/8 ALDO-0-170    /// (WALL2)(ROW)(B) Amerlite gasket	13	285.87
INSTALL/LABOR- install new light bulb gaskets and also LED White bulbs in the pool and spa. I am concernedthat 3 lights on the lap pool are out in the same sequence. If there is a junction box issue or photocell or transformer issue the bulbs my not illuminate. If this happens we will diagnose and fins out what is wrong with the power supply by use of electrical testing.	3	375.00
Sales Tax (FL)		0.00
<b>Total</b>		\$3,250.77





www.nptpool.com  
P: 888.476.POOL (7665)



COLONIAL BLUE (NON-SKID) / RT-37-9621



BLACK (NON-SKID) / RT-37-9609



CHARLIZE (NON-SKID) / RT-37-9603



SAPPHIRE (NON-SKID) / RT-37-9627



TEAL (NON-SKID) / RT-37-9602



SAPPHIRE / RT-37-9626



BITTERSWEET / RT-37-9605



BROWN KISS (RT-37-9606)



CANDY KISS / RT-37-9604



COLONIAL BLUE / RT-37-9601



BLACK / RT-37-9609



CHARLIZE / RT-37-9603



SAPPHIRE / RT-37-9626



TEAL / RT-37-9602



BITTERSWEET / RT-37-9605



BROWN KISS / RT-37-9606



CANDY KISS / RT-37-9604



COLONIAL BLUE / RT-37-9601



BLACK / RT-37-9609



CHARLIZE / RT-37-9603



SAPPHIRE / RT-37-9626

THIS MATERIAL MEETS THE REQUIREMENTS OF THE ADA AND OTHER APPLICABLE REGULATORY REQUIREMENTS

## GPS Pools References

Jeremy Dileo <jeremydileo@gmail.com>

Mon 1/25/2021 10:30 PM

To: tdobson wplodge.com <tdobson@wplodge.com>

1. Julianna Buckholz  
Shadow Run Commercial Pool  
12517 Hollybrook Lane  
Hudson FL. 34669  
727-858-7669 [juliannabuckholz@gmail.com](mailto:juliannabuckholz@gmail.com)  
(property manager email address [judith@qualifiedproperty.com](mailto:judith@qualifiedproperty.com))

2. Anthony Gennusa  
22736 Sills Loop  
Land O Lakes, FL. 34639  
813-88-6951  
[asgennusa@gmail.com](mailto:asgennusa@gmail.com)

3. Jeff Couron  
4776 Bass Wood St  
Land O' Lakes FL  
813-469-0947  
[jeffcouron@gmail.com](mailto:jeffcouron@gmail.com)

I can send plenty more if needed... plz look at my 97 google reviews :)  
Thank you, Jeremy

--

**Make it a great day!**

**Jeremy Dileo**

**GPS Pools, Inc.**

**CPC1458374**





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/14/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> 954-581-0202      954-581-2999 Ace Underwriting Group Home Office 5305 West Broward Boulevard Plantation, FL 33317		<b>CONTACT NAME:</b> Ace Underwriting Group <b>PHONE (A/C, No. Ext):</b> 954-581-0202 <b>FAX (A/C, No):</b> 954-581-2999 <b>E-MAIL ADDRESS:</b> service@underwriting.com																						
<b>INSURED</b> GPS Pools Inc 23022 SR 54 Lutz, FL 33549		<table border="1"> <thead> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A:</td> <td>Nautilus Insurance Co</td> <td>17370</td> </tr> <tr> <td>INSURER B:</td> <td>Security National Insurance Co</td> <td>01952</td> </tr> <tr> <td>INSURER C:</td> <td>Great Lakes Insurance SE</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Nautilus Insurance Co	17370	INSURER B:	Security National Insurance Co	01952	INSURER C:	Great Lakes Insurance SE		INSURER D:			INSURER E:			INSURER F:		
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## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			NN1111302	04/08/2020	04/08/2021	<table border="1"> <tr><td>EACH OCCURRENCE</td><td>\$ 3,000,000</td></tr> <tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 100,000</td></tr> <tr><td>MED EXP (Any one person)</td><td>\$ 100,000</td></tr> <tr><td>PERSONAL &amp; ADV INJURY</td><td>\$ 3,000,000</td></tr> <tr><td>GENERAL AGGREGATE</td><td>\$ 3,000,000</td></tr> <tr><td>PRODUCTS - COMP/OP AGG</td><td>\$ 3,000,000</td></tr> <tr><td></td><td>\$</td></tr> </table>	EACH OCCURRENCE	\$ 3,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000	MED EXP (Any one person)	\$ 100,000	PERSONAL & ADV INJURY	\$ 3,000,000	GENERAL AGGREGATE	\$ 3,000,000	PRODUCTS - COMP/OP AGG	\$ 3,000,000		\$
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	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N	N / A				<table border="1"> <tr> <td>PER STATUTE</td> <td>OTH-ER</td> </tr> <tr><td>E.L. EACH ACCIDENT</td><td>\$</td></tr> <tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$</td></tr> <tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$</td></tr> </table>	PER STATUTE	OTH-ER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$						
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E.L. DISEASE - POLICY LIMIT	\$																				
C	<b>Commercial Property</b> <b>Tenant Betterments</b>			19GLK1404	11/06/2019	11/06/2020	6,000														

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Pool Service

## CERTIFICATE HOLDER

Cheryl Musgrove  
Embassy Park Ln  
Dade City, FL 33525

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Kimberly Jorden, DO13439

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/13/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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<b>PRODUCER</b> Automatic Data Processing Insurance Agency, Inc.  1 Adp Boulevard Roseland NJ 07068		<b>CONTACT NAME:</b> Automatic Data Processing Insurance Agency, Inc. <b>PHONE (A/C, No. Ext):</b> 1-800-524-7024 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b>	
<b>INSURED</b> GPS POOLS, INC  23022 STATE ROAD 54  LUTZ FL 335496958		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Markel Insurance Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 38970	

**COVERAGES****CERTIFICATE NUMBER:** 1805678**REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
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A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	N	MWC0133598-03	08/10/2020	08/10/2021 E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

Cheryl Musgrove Embassy Park Lane  Dade City FL 33525	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b> 
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9:40:16 PM 1/25/2021

**Data Contained In Search Results Is Current As Of 01/25/2021 09:39 PM.****Search Results**

Please see our [glossary of terms](#) for an explanation of the license status shown in these search results.

For additional information, including any complaints or discipline, click on the name.

License Type	Name	Name Type	License Number/ Rank	Status/Expires
Certified Pool/Spa Contractor	<a href="#">DILEO, JEREMY JOSEPH</a>	Primary	CPC1458374 Cert Pool	Current, Active 08/31/2022
Main Address*: 23022 SR 54 LUTZ, FL 33549				
Certified Pool/Spa Contractor	<a href="#">GPS POOLS, INC.</a>	DBA	CPC1458374 Cert Pool	Current, Active 08/31/2022
Main Address*: 23022 SR 54 LUTZ, FL 33549				

[Back](#)[New Search](#)**\* denotes**

Main Address - This address is the Primary Address on file.

Mailing Address - This is the address where the mail associated with a particular license will be sent (if different from the Main or License Location addresses).

License Location Address - This is the address where the place of business is physically located.

[2601 Blair Stone Road, Tallahassee FL 32399](#) :: Email: [Customer Contact Center](#) :: Customer Contact Center: 850.487.1395

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Under Florida law, email addresses are public records. If you do not want your email address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact the office by phone or by traditional mail. If you have any questions, please contact 850.487.1395. \*Pursuant to Section 455.275(1), Florida Statutes, effective October 1, 2012, licensees licensed under Chapter 455, F.S. must provide the Department with an email address if they have one. The emails provided may be used for official communication with the licensee. However email addresses are public record. If you do not wish to supply a personal address, please provide the Department with an email address which can be made available to the public.

9:42:33 PM 1/25/2021

## Licensee Details

### Licensee Information

Name: **DILEO, JEREMY JOSEPH (Primary Name)**

**GPS POOLS, INC. (DBA Name)**

**View Types of Work  
Licensee Can Perform**

Main Address: **23022 SR 54  
LUTZ Florida 33549**

County: **HILLSBOROUGH**

License Mailing:

LicenseLocation:

### License Information

License Type: **Certified Pool/Spa Contractor**

Rank: **Cert Pool**

License Number: **CPC1458374**

Status: **Current,Active**

Licensure Date: **05/07/2013**

Expires: **08/31/2022**

### Special Qualifications      Qualification Effective

**Pool/Spa Servicing  
Contractor**      **05/07/2013**

**Construction Business**      **05/07/2013**

### Types of Work Licensee Can Perform

#### Pool/Spa Servicing Contractor

This contractor can repair or service any swimming pool or spa, both public or private. This contractor can repair or replace existing equipment, install new equipment, work on interior finishes, reinstall or add pool heaters, repair or replace perimeter piping and filter piping, repair equipment rooms and housing, and drain pools or spas for purposes of repair. This contractor cannot make direct connections to water or sewer lines.

Water treatment and cleaning that does not require the installation, construction, replacement, or modification of equipment does not require a license. Filters may be changed without a license.

### Alternate Names

### [View Related License Information](#)



**Request for Taxpayer  
Identification Number and Certification**

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

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

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <u>Glenn Simpson</u>	
2 Business name/disregarded entity name, if different from above <u>GPS Pools Inc</u>	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should 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 FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
5 Address (number, street, and apt. or suite no.) See instructions. <u>23022 STATE RD 54</u>	Requester's name and address (optional)
6 City, state, and ZIP code <u>1076 RI 03549</u>	
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.

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

Social security number	
<div></div>	<div></div>
or	
Employer identification number	
<div></div>	<div></div>

**Part II Certification**

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 ► 	Date ► <u>04/29/2020</u>
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**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](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



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23022 State Rd 54  
Lutz, FL 33549  
813-948-9091

Date	Estimate #
1/25/2021	Lap Pool

Project

Page 1

GPS POOLS INC.

23022 State Rd 54

Lutz, FL 33549

813-948-9091

# Customer Proposal

Date	Estimate #
1/25/2021	Lap Pool

Name / Address
Tish Dopson 21320 Wilderness lakes Blvd Land o lakes 813-955-2437

Project

Description	Total
<p>Resurface Pool: Bluestone Color Premix Marbletite Corporation, Marquis Series. Warranty is provided by Premix Marbletite Corporation for a 10 year period from the install date. see <a href="http://www.premixmarbletite.com">www.premixmarbletite.com</a> for details</p> <p>One year Labor warranty provided by GPS Pools on all workmanship of projects provided all invoices are paid in full once project is completed</p> <p>A. Drain pool B. Pull hydrostatic plug in main drain C. Saw cut line under existing water level tile (only if keeping old tile) D. Chisel around pool returns E. Knock out hollow spots in old marcite (up to 15% of surface area) F. Apply bonding agent to entire pool area to insure proper adhesion of new finish G. Apply surface material at a 3/8" minimum thickness to entire pool H. Hand trowel to a smooth finish I. Install new VGBA main drain(s) J. Install new remodel fittings for pool jet returns K. Refill from owners water supply</p> <p>Slight brushing after refill of the pool will be needed. Chemical balance is very important to a new finish and should be checked regularly. Keep PH low for the first month and brush pool to remove slight plaster residue/ haze. Clean the filter weekly for the first month. Variation in this finish is normal as it can take up to 9 months for the finish to completely cure. Plaster/cream spots may also be noticeable as it is normal and common. They will hydrate and catch up and are also part of the normal curing process. Brushing will help cure the finish and expose the cream spots if are noticeable as all hand troweled cement finishes are hand troweled/applied.</p>	34,506.00
	<b>Subtotal</b> \$52,628.50
	<b>Sales Tax (7.0%)</b> \$0.00
	<b>Total</b> \$52,628.50



23022 State Rd 54  
Lutz, FL 33549  
813-948-9091

Date	Estimate #
1/22/2021	Lagoon Pool

Name / Address
Tish Dopson 21320 Wilderness lakes Blvd Land o lakes 813-955-2437

Project
---------

Page 1

GPS POOLS INC.

23022 State Rd 54  
Lutz, FL 33549  
813-948-9091

# Customer Proposal

Date	Estimate #
1/22/2021	Lagoon Pool

Name / Address
Tish Dopson 21320 Wilderness lakes Blvd Land o lakes 813-955-2437

Project

Description	Total
<p>Resurface Pool: Bluestone Color Premix Marbletite Corporation, Marquis Series. Warranty is provided by Premix Marbletite Corporation for a 10 year period from the install date. see <a href="http://www.premixmarbletite.com">www.premixmarbletite.com</a> for details</p> <p>One year Labor warranty provided by GPS Pools on all workmanship of projects provided all invoices are paid in full once project is completed</p> <p>A. Drain pool B. Pull hydrostatic plug in main drain C. Saw cut line under existing water level tile (only if keeping old tile) D. Chisel around pool returns E. Knock out hollow spots in old marcite (up to 15% of surface area) F. Apply bonding agent to entire pool area to insure proper adhesion of new finish G. Apply surface material at a 3/8" minimum thickness to entire pool H. Hand trowel to a smooth finish I. Install new VGBA main drain(s) J. Install new remodel fittings for pool jet returns K. Refill from owners water supply L. Install new gutter frame/grates</p> <p>Slight brushing after refill of the pool will be needed. Chemical balance is very important to a new finish and should be checked regularly. Keep PH low for the first month and brush pool to remove slight plaster residue/ haze. Clean the filter weekly for the first month. Variation in this finish is normal as it can take up to 9 months for the finish to completely cure. Plaster/cream spots may also be noticeable as it is normal and common. They will hydrate and catch up and are also part of the normal curing process. Brushing will help cure the finish and expose the cream spots if are noticeable as all hand troweled cement finishes are hand troweled/applied.</p>	27,000.00
	<b>Subtotal</b> \$39,972.50
	<b>Sales Tax (7.0%)</b> \$0.00
	<b>Total</b> \$39,972.50

23022 State Rd 54  
Lutz, FL 33549  
813-948-9091

Date	Estimate #
1/25/2021	Spa

Project

Page 1



23022 State Rd 54  
Lutz, FL 33549  
813-948-9091

Date	Estimate #
1/25/2021	Spa

Name / Address
Tish Dopson 21320 Wilderness lakes Blvd Land o lakes 813-955-2437

Project
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Page 2

GPS POOLS INC.

23022 State Rd 54  
Lutz, FL 33549  
813-948-9091

# Quote

Date	Quote #
1/25/2021	lights

Name / Address
Tish Dopson 21320 Wilderness lakes Blvd Land o lakes 813-955-2437

Rep	Project

Description	Qty	Total
7W 12V PUREWHITE LED SPA LAMP	1	189.99
21W 12V PUREWHITE PRO WHITE LED BULB LED 3 YR WARRANTY	12	2,399.91
American Lens Gasket for 8-3/8 ALDO-0-170    /// (WALL2)(ROW)(B) Amerlite gasket	13	285.87
INSTALL/LABOR- install new light bulb gaskets and also LED White bulbs in the pool and spa. I am concernedthat 3 lights on the lap pool are out in the same sequence. If there is a junction box issue or photocell or transformer issue the bulbs my not illuminate. If this happens we will diagnose and fins out what is wrong with the power supply by use of electrical testing.	3	375.00
Sales Tax (FL)		0.00
<b>Total</b>		\$3,250.77



www.nptpool.com  
P: 888.476.POOL (7665)



COLONIAL BLUE (NON-SKID) / RT-37-9621



BLACK (NON-SKID) / RT-37-9609



CHARLIZE (NON-SKID) / RT-37-9603



SAPPHIRE (NON-SKID) / RT-37-9627



TEAL (NON-SKID) / RT-37-9602



SAPPHIRE / RT-37-9626



BITTERSWEET / RT-37-9605



BROWN KISS / RT-37-9606



CANDY KISS / RT-37-9604



COLONIAL BLUE / RT-37-9601



BLACK / RT-37-9609



CHARLIZE / RT-37-9603



SAPPHIRE / RT-37-9626



TEAL / RT-37-9602



SAPPHIRE / RT-37-9627



BROWN KISS / RT-37-9606



CANDY KISS / RT-37-9604



COLONIAL BLUE / RT-37-9601



BLACK / RT-37-9609



CHARLIZE / RT-37-9603



SAPPHIRE / RT-37-9626

THIS MATERIAL MEETS THE REQUIREMENTS OF THE ADA AND IS COMPLIANT WITH THE ADA



## GPS Pools References

Jeremy Dileo <jeremydileo@gmail.com>

Mon 1/25/2021 10:30 PM

To: tdobson wplodge.com <tdobson@wplodge.com>

1. Julianna Buckholz  
Shadow Run Commercial Pool  
12517 Hollybrook Lane  
Hudson FL. 34669  
727-858-7669 [juliannabuckholz@gmail.com](mailto:juliannabuckholz@gmail.com)  
(property manager email address [judith@qualifiedproperty.com](mailto:judith@qualifiedproperty.com))

2. Anthony Gennusa  
22736 Sills Loop  
Land O Lakes, FL. 34639  
813-88-6951  
[asgennusa@gmail.com](mailto:asgennusa@gmail.com)

3. Jeff Couron  
4776 Bass Wood St  
Land O' Lakes FL  
813-469-0947  
[jeffcouron@gmail.com](mailto:jeffcouron@gmail.com)

I can send plenty more if needed... plz look at my 97 google reviews :)  
Thank you, Jeremy

--

**Make it a great day!**  
**Jeremy Dileo**  
**GPS Pools, Inc.**  
**CPC1458374**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/14/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> 954-581-0202      954-581-2999 Ace Underwriting Group Home Office 5305 West Broward Boulevard Plantation, FL 33317		<b>CONTACT NAME:</b> Ace Underwriting Group <b>PHONE (A/C, No. Ext):</b> 954-581-0202 <b>FAX (A/C, No):</b> 954-581-2999 <b>E-MAIL ADDRESS:</b> service@underwriting.com																						
<b>INSURED</b> GPS Pools Inc 23022 SR 54 Lutz, FL 33549		<table border="1"> <thead> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A:</td> <td>Nautilus Insurance Co</td> <td>17370</td> </tr> <tr> <td>INSURER B:</td> <td>Security National Insurance Co</td> <td>01952</td> </tr> <tr> <td>INSURER C:</td> <td>Great Lakes Insurance SE</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Nautilus Insurance Co	17370	INSURER B:	Security National Insurance Co	01952	INSURER C:	Great Lakes Insurance SE		INSURER D:			INSURER E:			INSURER F:		
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INSURER F:																								

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			NN1111302	04/08/2020	04/08/2021	<table border="1"> <tr><td>EACH OCCURRENCE</td><td>\$ 3,000,000</td></tr> <tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 100,000</td></tr> <tr><td>MED EXP (Any one person)</td><td>\$ 100,000</td></tr> <tr><td>PERSONAL &amp; ADV INJURY</td><td>\$ 3,000,000</td></tr> <tr><td>GENERAL AGGREGATE</td><td>\$ 3,000,000</td></tr> <tr><td>PRODUCTS - COMP/OP AGG</td><td>\$ 3,000,000</td></tr> <tr><td></td><td>\$</td></tr> </table>	EACH OCCURRENCE	\$ 3,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000	MED EXP (Any one person)	\$ 100,000	PERSONAL & ADV INJURY	\$ 3,000,000	GENERAL AGGREGATE	\$ 3,000,000	PRODUCTS - COMP/OP AGG	\$ 3,000,000		\$
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	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N	N / A				<table border="1"> <tr> <td>PER STATUTE</td> <td>OTH-ER</td> </tr> <tr><td>E.L. EACH ACCIDENT</td><td>\$</td></tr> <tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$</td></tr> <tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$</td></tr> </table>	PER STATUTE	OTH-ER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$						
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C	<b>Commercial Property</b> <b>Tenant Betterments</b>			19GLK1404	11/06/2019	11/06/2020	6,000														

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Pool Service

## CERTIFICATE HOLDER

Cheryl Musgrove  
 Embassy Park Ln  
 Dade City, FL 33525

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Kimberly Jorden, DO13439

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/13/2021

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<b>PRODUCER</b> Automatic Data Processing Insurance Agency, Inc.  1 Adp Boulevard Roseland NJ 07068		<b>CONTACT NAME:</b> Automatic Data Processing Insurance Agency, Inc. <b>PHONE (A/C, No. Ext):</b> 1-800-524-7024 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b>	
<b>INSURED</b> GPS POOLS, INC  23022 STATE ROAD 54  LUTZ FL 335496958		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Markel Insurance Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 38970	

**COVERAGES****CERTIFICATE NUMBER:** 1805678**REVISION NUMBER:**

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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

Cheryl Musgrove Embassy Park Lane  Dade City FL 33525	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b> 
--	--

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9:40:16 PM 1/25/2021

**Data Contained In Search Results Is Current As Of 01/25/2021 09:39 PM.****Search Results**

Please see our [glossary of terms](#) for an explanation of the license status shown in these search results.

For additional information, including any complaints or discipline, click on the name.

License Type	Name	Name Type	License Number/ Rank	Status/Expires
Certified Pool/Spa Contractor	<a href="#">DILEO, JEREMY JOSEPH</a>	Primary	CPC1458374 Cert Pool	Current, Active 08/31/2022
Main Address*: 23022 SR 54 LUTZ, FL 33549				
Certified Pool/Spa Contractor	<a href="#">GPS POOLS, INC.</a>	DBA	CPC1458374 Cert Pool	Current, Active 08/31/2022
Main Address*: 23022 SR 54 LUTZ, FL 33549				

[Back](#)[New Search](#)**\* denotes**

Main Address - This address is the Primary Address on file.

Mailing Address - This is the address where the mail associated with a particular license will be sent (if different from the Main or License Location addresses).

License Location Address - This is the address where the place of business is physically located.

[2601 Blair Stone Road, Tallahassee FL 32399](#) :: Email: [Customer Contact Center](#) :: Customer Contact Center: 850.487.1395

The State of Florida is an AA/EEO employer. [Copyright 2007-2010 State of Florida. Privacy Statement](#)

Under Florida law, email addresses are public records. If you do not want your email address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact the office by phone or by traditional mail. If you have any questions, please contact 850.487.1395. \*Pursuant to Section 455.275(1), Florida Statutes, effective October 1, 2012, licensees licensed under Chapter 455, F.S. must provide the Department with an email address if they have one. The emails provided may be used for official communication with the licensee. However email addresses are public record. If you do not wish to supply a personal address, please provide the Department with an email address which can be made available to the public.

9:42:33 PM 1/25/2021

## Licensee Details

### Licensee Information

Name: **DILEO, JEREMY JOSEPH (Primary Name)**

**GPS POOLS, INC. (DBA Name)**

**View Types of Work  
Licensee Can Perform**

Main Address: **23022 SR 54  
LUTZ Florida 33549**

County: **HILLSBOROUGH**

License Mailing:

LicenseLocation:

### License Information

License Type: **Certified Pool/Spa Contractor**

Rank: **Cert Pool**

License Number: **CPC1458374**

Status: **Current,Active**

Licensure Date: **05/07/2013**

Expires: **08/31/2022**

### Special Qualifications      Qualification Effective

**Pool/Spa Servicing  
Contractor**      **05/07/2013**

**Construction Business**      **05/07/2013**

### Types of Work Licensee Can Perform

#### Pool/Spa Servicing Contractor

This contractor can repair or service any swimming pool or spa, both public or private. This contractor can repair or replace existing equipment, install new equipment, work on interior finishes, reinstall or add pool heaters, repair or replace perimeter piping and filter piping, repair equipment rooms and housing, and drain pools or spas for purposes of repair. This contractor cannot make direct connections to water or sewer lines.

Water treatment and cleaning that does not require the installation, construction, replacement, or modification of equipment does not require a license. Filters may be changed without a license.

### Alternate Names

### [View Related License Information](#)



**Request for Taxpayer  
Identification Number and Certification**

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

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

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <u>Glenn Simpson</u>	
2 Business name/disregarded entity name, if different from above <u>GPS Pools Inc</u>	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should 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 FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
5 Address (number, street, and apt. or suite no.) See instructions. <u>23022 STATE RD 54</u>	Requester's name and address (optional)
6 City, state, and ZIP code <u>1076 RI 33549</u>	
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.

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

Social security number	
<div></div>	<div></div>
or	
Employer identification number	
<div></div>	<div></div>

**Part II Certification**

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 ► 	Date ► <u>04/29/2020</u>
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**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](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



Blank Tab

**PROPOSAL ATTACHED**

The Pool Doctor <POOLDOC1@msn.com>

Fri 1/22/2021 10:38 AM

To: tdobson wplodge.com <tdobson@wplodge.com>

 5 attachments (6 MB)

HYDRAZZO.pdf; MARCITE.pdf; MARQUIS.pdf; PRESERVE AT WILDERNESS SPA.docx; COMMCERCIAL TILE COLORS.jpg;

Dear Board Member,

The Pool Doctor would like to thank you for the opportunity to submit a proposal on the renovation of your pool area. Please feel free to contact our office to discuss this proposal at any time. We encourage questions and feel that customers should gain as much knowledge as possible before making such an important decision.

We strive to educate our customers and through that we receive referrals which are always greatly appreciated. We are a licensed pool service contractor, registered through the state and county. We are a member of the Better Business Bureau and National Plasterers Council. We complete all work in a professional manner. We do not sub-contract out any work so everything is accomplished in-house. The Pool Doctor has been owned and operated by the same person since 1991. Our team has remodeled over 2,600 pools, through which we receive customer referrals that are always greatly appreciated, and have earned a reputation of a respectable company.

Our company services range from weekly pool cleaning, repair and replacement of pumps, filters, heaters and all other types of pool equipment, and also full renovation. All employees are covered by both worker's compensation and liability insurance.

Please feel free to call the office at 727-546-2400 with any questions you may have and thank you for calling The Pool Doctor.

Sincerely,

Darell Long  
Estimator

DJL:ls

Sent from [Mail](#) for Windows 10

# THE POOL DOCTOR

6995 90th Ave. North, Unit B  
Pinellas Park, FL 33782  
(727) 546-2400  
Lic. # CPC1458389  
WWW.POOLDOCTORFL



## PROPOSAL

PRESERVE AT WILDERNESS LAKE CDD  
21320 WILDERNESS LAKE BLVD  
LAND O LAKES, FL 34637  
(813) 995-2437

### SPA SURFACE OPTION # 1

#### INSTALL NEW 6" X 6" FLAT TILE

- A. ACID WASH AND APPLY TRISODIUM PHOSPHATE ON OLD TILE
  - B. REMOVE ALL LOOSE OR BROKEN TILE AND BLOCK IN
  - C. APPLY MULTIPURPOSE THINSET AND APPLY DECORATIVE MATT TILE
  - D. GROUT TILE
- TOTAL RUNNING FEET 32

#### REMARCITE SPA

- A. DRAIN SPA
- B. PULL HYDROSTATIC PLUG IN MAIN DRAIN
- C. SAW CUT LINE UNDER EXISTING TILE LINE
- D. CHISEL AROUND RETURNS E. KNOCK OUT ALL HOLLOW SPOTS IN OLD MARCITE (UP TO 5% OF SPA SURFACE AREA)
- F. CHLORINE WASH SPA
- G. ACID WASH SPA
- H. APPLY BONDING AGENT TO ENTIRE SPA SURFACE (SGM BOND KOTE FOR WARRANTY PURPOSES)
- I. INSTALL NEW MAIN DRAIN FRAME AND GRATE
- J. APPLY MARCITE 3/8" MINIMUM THICKNESS TO ENTIRE SPA AREA
- K. HAND TROWEL TO A SMOOTH FINISH
- L. REFILL AND ADJUST CHEMICALS IN SPA (14 DAYS OF SPA SERVICE)
- M. PROVIDE PROPER CHEMICAL LEVELS FOR OWNER
- N. GIVE OWNER A SWIMMING POOL MANUAL
- O. GIVE OWNER FREE LIFETIME CONSULTATION

#### NEW PLASTICS

#### INSTALL NEW CAP TILES

**TOTAL \$3,900.00**

*Specializing in Pool & Spa Service, Repair, Remodeling*



# THE POOL DOCTOR

6995 90th Ave. North, Unit B  
Pinellas Park, FL 33782  
(727) 546-2400  
Lic. # CPC1458389  
WWW.POOLDOCTORFL



## SPA SURFACE OPTION # 2

### INSTALL NEW 6" X 6" FLAT TILE

- A. ACID WASH AND APPLY TRISODIUM PHOSPHATE ON OLD TILE
- B. REMOVE ALL LOOSE OR BROKEN TILE AND BLOCK IN
- C. APPLY MULTIPURPOSE THINSET AND APPLY DECORATIVE MATT TILE
- D. GROUT TILE

TOTAL RUNNING FEET 32

### INSTALL MARQUIS, KRYSTAL KRETE OR DIAMOND BRITE TO SPA SURFACE

- A. DRAIN SPA
- B. PULL HYDROSTATIC PLUG IN MAIN DRAIN
- C. SAW CUT LINE UNDER EXISTING TILE LINE
- D. CHISEL AROUND RETURNS
- E. KNOCK OUT ALL HOLLOW SPOTS IN OLD MARCITE (UP TO 5% OF SPA SURFACE AREA)
- F. CHLORINE WASH SPA
- G. ACID WASH SPA
- H. APPLY BONDING AGENT TO ENTIRE SPA SURFACE (SGM BOND KOTE FOR WARRANTY PURPOSE)
- I. INSTALL NEW MAIN DRAIN FRAME AND GRATE
- J. APPLY MARQUIS 3/8" MINIMUM THICKNESS TO ENTIRE SPA AREA
- K. HAND TROWEL TO A SMOOTH FINISH
- L. RINSE OFF EXCESS CEMENT AND EXPOSE AGGREGATE
- M. REFILL AND ADJUST CHEMICALS IN SPA (14 DAYS OF SPA SERVICE)
- N. PROVIDE PROPER CHEMICAL LEVELS FOR OWNER
- O. GIVE OWNER A SWIMMING POOL MANUAL
- P. GIVE OWNER FREE LIFETIME CONSULTATION

### NEW PLASTICS

### INSTALL NEW CAP TILES

TOTAL \$ 4,200.00

(SOME OF THE COLOR CHOICES ON BROCHURE ARE SPECIAL ORDER UPGRADES)

# THE POOL DOCTOR

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## SPA SURFACE OPTION # 3

### INSTALL NEW 6" X 6" FLAT TILE

- A. ACID WASH AND APPLY TRISODIUM PHOSPHATE ON OLD TILE
- B. REMOVE ALL LOOSE OR BROKEN TILE AND BLOCK IN
- C. APPLY MULTIPURPOSE THINSET AND APPLY DECORATIVE MATT TILE
- D. GROUT TILE

TOTAL RUNNING FEET 32

### INSTALL HYDRAZZO OR DURAZZO BY CLI TO SPA

- A. DRAIN SPA
- B. PULL HYDROSTATIC PLUG IN MAIN DRAIN
- C. SAW CUT LINE UNDER EXISTING TILE LINE
- D. CHISEL AROUND RETURNS
- E. KNOCK OUT ALL HOLLOW SPOTS IN OLD MARCITE (UP TO 5% OF SPA SURFACE AREA)
- F. CHLORINE WASH SPA
- G. ACID WASH SPA
- H. APPLY BONDING AGENT TO ENTIRE SPA SURFACE (SGM BOND KOTE FOR WARRANTY PURPOSE)
- I. INSTALL NEW MAIN DRAIN FRAME AND GRATE
- J. APPLY HYDRAZZO 3/8" MINIMUM THICKNESS TO ENTIRE SPA AREA
- K. HAND TROWEL TO A SMOOTH FINISH
- L. POLISH SURFACE
- M. REFILL AND ADJUST CHEMICALS TO SPA (14 DAYS OF SPA SERVICE)
- N. PROVIDE PROPER CHEMICAL LEVELS FOR OWNER
- O. GIVE OWNER A SWIMMING POOL MANUAL
- P. GIVE OWNER FREE LIFETIME CONSULTATION

### NEW PLASTICS

### INSTALL NEW CAP TILES

TOTAL \$ 4,500.00

(SOME OF THE COLOR CHOICES ON BROCHURE ARE SPECIAL ORDER UPGRADES)

# THE POOL DOCTOR

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Pinellas Park, FL 33782  
(727) 546-2400  
Lic. # CPC1458389  
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\\

*All materials are guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices; That if any substantial defect occurs in workmanship, it will be remedied without cost to the owner if written notice is given the Contractor within 2 years after the performance of such work, provided pool and equipment have been maintained in accordance with the recommendations of the service contractor. Warranty does not cover discoloration, etching, expansions or settling cracks in tile, patio decks, coping or retaining walls. Warranty is non-transferrable. Any alteration or deviation from above specifications involving extra cost, will be executed only upon written orders, and will become an extra charge over and above the estimate. This proposal subject to acceptance within 15 days and is void thereafter at the option of the owner of THE POOL DOCTOR.*

*In any dispute arising out of this contract including breach enforcement or interpretation, the prevailing party of such dispute shall be entitled to recover from the non-prevailing party, reasonable attorney's fees, cost and expenses whether or not suit is filed. If suit is filed it is agreed that Pinellas County shall be the venue for such proceedings. Accounts past due will be subject to a 12 % per month interest charge (18% A.P.R.). THE POOL DOCTOR OF CENTRAL FLORIDA INC. hereby proposes to furnish labor and materials - complete in accordance with the above specifications, with payment to be made as follows. **One-third down with acceptance of proposal. Two-thirds paid while pool is filling.***

## ACCEPTANCE OF PROPOSAL

*The above prices, specifications and conditions are hereby accepted. The Pool Doctor of Central Florida Inc. are authorized to do the work as specified. Payment will be made as outlined above.*

Authorization D. LONG

Date \_\_\_\_\_

Client

Signature: \_\_\_\_\_  
PRESERVE AT WILDERNESS LAKE CDD

Date: \_\_\_\_\_

Client

Signature: \_\_\_\_\_

**Specializing in Pool & Spa Service, Repair, Remodeling**



# THE POOL DOCTOR

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Pinellas Park, FL 33782  
(727) 546-2400  
Lic. # CPC1458389  
WWW.POOLDOCTORFLA.COM



## REFERENCES LIC #CPC01458389

**Better Business Bureau**  
5830 142nd Ave North  
Clearwater  
727-535-5522

**Pinellas County**  
**Construction**  
**Licensing Board**  
727-536-4720

**Consumer Affairs**  
**Consumer Protection**  
727-464-6200

Bay Isle Condo (9/18)  
7500 Sun Island Drive  
South Pasadena

Bell Channelside Apartment (10/17)  
1120 E. Twiggs Street  
Tampa

Belleair Towers (7/16)  
1100 Ponce De Leon Blvd  
Clearwater

Chateau Tower (11/17)  
7050 Sunset Drive South  
South Pasadena

Harbour Isles (1/19)  
121 Spindle Shell Way  
Apollo Beach

Innisbrook (11/17)  
36750 US Hwy 19 N  
Palm Harbor

Lakeshore Ranch (5/18)  
19730 Sundance Lake Blvd  
Land O Lakes

Lexington Oaks CDD (10/16)  
26304 Lexington Oaks Blvd  
Wesley Chapel

Madeira Beach (11/17)  
210 Medallion Blvd  
Madeira Beach

One Laurel Place (7/19)  
201 West Laurel Street  
Tampa

Park Crest (3/19)  
700 S. Harbour Island Blvd  
Tampa

Sandbar Townhomes (2/20)  
751 Pinellas Bayway South  
Tierra Verde

Seaview Townhomes (9/17)  
2661 St. Joseph Drive East  
Dunedin

Seven Oaks Clubhouse (12/19)  
2910 Sports Core Circle  
Wesley Chapel

South Beach #4 (1/19)  
1480 Gulf Blvd  
Clearwater

Tarpon Landings HOA (3/19)  
2124 Tarpon Landings Drive  
Tarpon Springs

Ultimar 1 HOA (3/19)  
1520 Gulf Blvd  
Clearwater

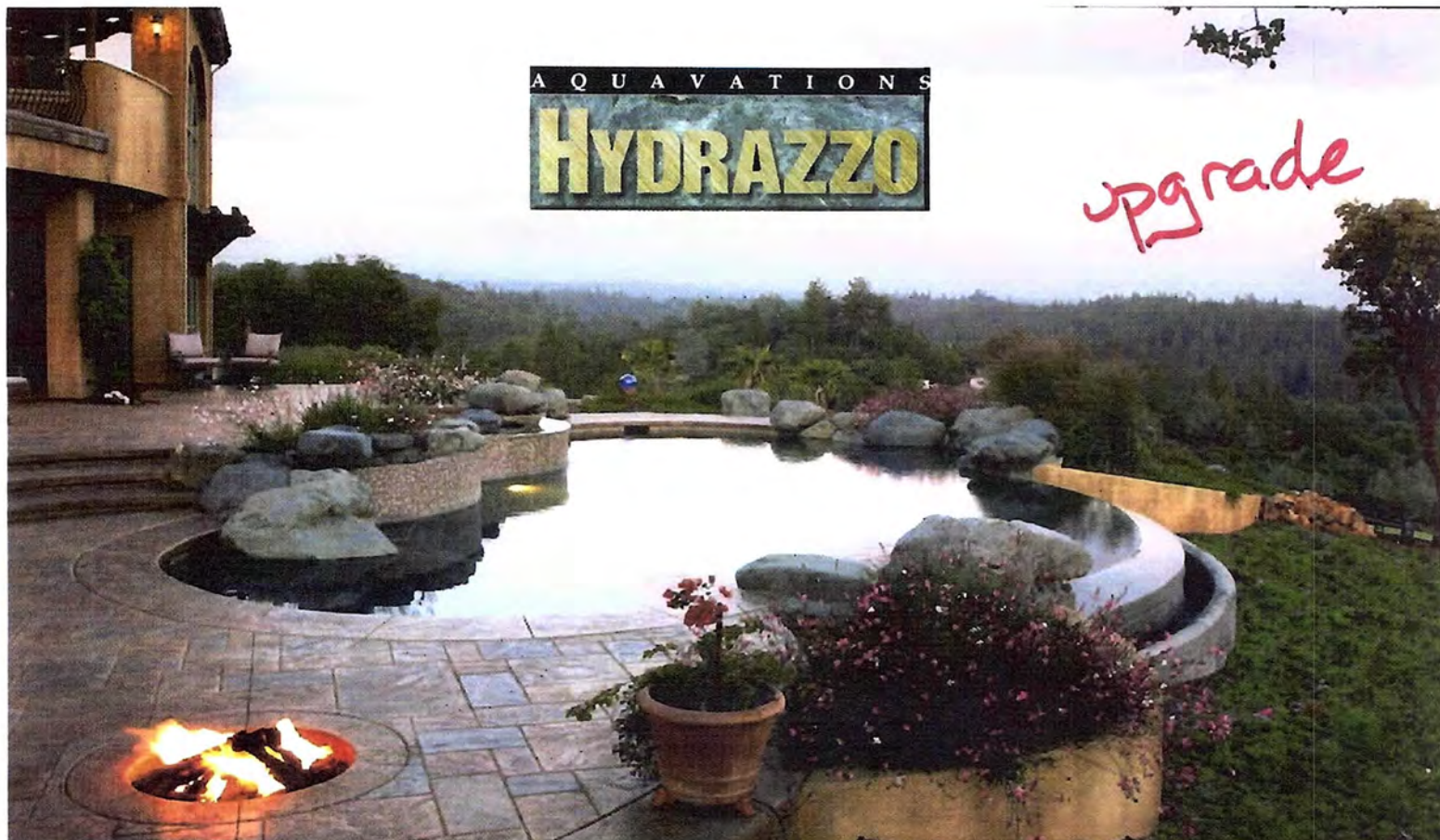
White Hall Apartment (10/19)  
3301 58th Ave s  
St. Petersburg

*Specializing in Pool & Spa Service, Repair, Remodeling*



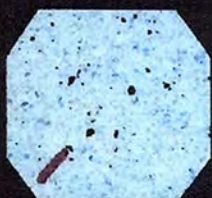
AQUAVATIONS  
**HYDRAZZO**

*upgrade*

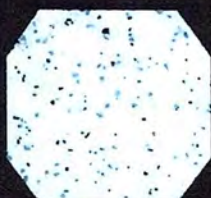


**Hydrazzo Polished Marble Pool Finish will transform your pool, spa or water-feature into a work of art!**

*Choose from a rainbow of exotic colors*



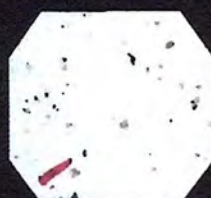
Catalina  
Blue



Bimini  
Teal



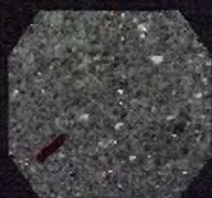
French  
Gray



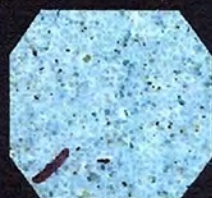
Scandinavian  
Rose



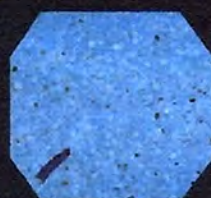
Desert  
Sage



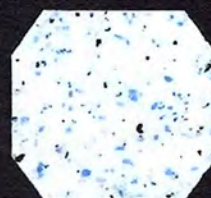
Maui  
Midnight



Jamaican  
Mist



Pacific  
Blue



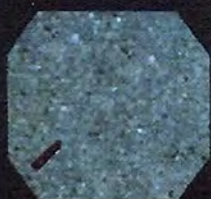
Gulfstream  
Blue



Hatteras  
Gray



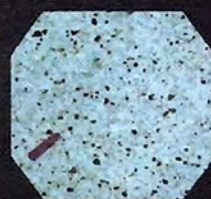
Sahara  
Sand



Mediterranean  
Blue



Grecian  
White



Cayman  
Lagoon

*Call or visit our web site to locate the authorized distributor or applicator near you.*

**Aquavations**

**800-429-4701**

[www.aquavations.com](http://www.aquavations.com)

**CL**  
Industries™  
The Leader in Pool Finishes





*Make your pool a work of art with Hydrazzo's® luxurious marble pool finish!  
The most beautiful pools in the world are surfaced with the hand-polished  
magic of Aquavations' Hydrazzo.*

### **Time-Proven Natural Ingredients**

Hydrazzo® is the smoothest, richest and most luxurious surface available, formulated from time-proven technology and the earth's finest raw materials. Aquavations' Hydrazzo combines naturally beautiful coarse graded crystalline and colored marble, along with white Portland cement and a host of other performance-enhancing ingredients to create the ultimate pool coating.

### **Toughness...Without Roughness!**

The secret to the Aquavations Hydrazzo finish is the final step: polishing the surface to a brilliant luster, and thereby unlocking the marble's natural beauty, and it's extraordinary strength. The color is breathtaking, achieving a soothing, color-intensifying effect. Aquavations Hydrazzo is the "smooth sensation" in exposed aggregate pool finishes, friendly to fingers, toes and swimsuits.

### **Silky Smooth**

A silky smooth texture combined with the proven durability of exposed aggregates are two prime features of the Hydrazzo finish. This equals timeless beauty and easy maintenance.

Hydrazzo features a silky smooth texture along with the proven durability of exposed aggregates to deliver unmatched natural elegance. With unique color selections and natural variegated appearance, Aquavations' Hydrazzo finish can complement all poolscape designs. This polished pool surface creates a finish that is naturally resistant to spot etching, topical stains, permanent scale and algae adhesion.

### **Colors**

Hydrazzo has expended its rainbow of beautiful colors. Now choose from 14 luxurious colors to make a pool, spa or water-feature a work of art!

# **Aquavations**

**Setting the Standard for Distinguished Pool Surfaces**

*Aquavations is a worldwide leader in advanced, pre-blended exposed aggregate coating systems for the modern swimming pool. We develop dependable, pre-blended pool plaster systems using basic and advanced technology. With a combined 40 years of experience and hands-on applications, we have created new and improved products, superior to any other, utilizing the earth's finest raw materials.*

**[www.aquavations.com](http://www.aquavations.com)**

**7751 SW 62 Avenue, Suite 100, South Miami, Florida 33143**

**Phone: 305-668-4847 • Fax: 305-668-4844 • Toll Free: 800-429-4701**



**AQUAVATIONS CORP.**  
**POOL OWNERS**  
**HYDRAZZO LIMITED TEN (10) YEAR WARRANTY**

No. 4622

Pool Owner: _____	Authorized Applicator: _____
Address: _____	(Subcontractor)
City State, Zip: _____	Address: _____
_____	City State, Zip: _____
Telephone: (____) _____	_____
Pool Builder: _____	Telephone: (____) _____
(Contractor)	Address: _____
City, State, Zip: _____	Date Pool Completed: _____
Batch #: _____	Hydrazzo Finish: _____

**LIMITATIONS:**

Aquavations Corp. warrants its product "Hydrazzo" against failure for 10 years in the pool to which it is applied. This warranty is subject to the following terms and conditions each of which are mutually dependent with Aquavations' obligations. This warranty must be accepted by the Pool Owner by signing in the space provided below. The warranty registration must be delivered to Aquavations by certified mail and the return receipt kept by the Pool Owner. Possession of the return receipt is a condition precedent to any claim under this warranty.

This limited 10 year warranty is effective only if the application of the product is by an approved factory authorized applicator. The labor warranty is provided by the authorized applicator please refer to their contract.

1. This warranty excludes damages due to workmanship or physical abuse of the pool.
  2. Some loss of aggregate is expected, especially in a new application; this is not to be considered a failure.
  3. Application techniques and pigment loss can result in variations of color, shade and appearance. Such variations are not product defects. These variations are one of the highlights of the Hydrazzo finish.
  4. Aquavations warrants the Hydrazzo material only. Aquavations is not responsible for the cost of repair. If material is defective when shipped from Aquavations, then Aquavations' sole responsibility will be to provide such replacement material for the defective area as is then manufactured by Aquavations, in such color as will most closely match the existing shade. Some cosmetic and color variation may result. (THERE ARE NO OTHER WARRANTIES, EXPRESS OR IMPLIED. THERE IS NO WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.)
  5. Aquavations will have ten (10) working days after written request from applicator receipt of a claim for breach of this warranty with in which to inspect the application site. If Aquavations determines the material to be defective, then replacement material for the defective area will be delivered FOB, to the applicator.
  6. Incidental and consequential costs, including but not limited to, water replacement, chemicals, and loss of use of the pool are not covered.
  7. This warranty shall not cover damages to the Hydrazzo pool finish which have been abused physically, through lack of proper water chemistry balancing or other chemical abuses, or sanitation applications. The pool chemistry conditions set forth on the reverse of this warranty must be reorded by the pool applicator when the initial fill water is placed in the pool. Pool chemistry must be maintained by the Pool Owner, failure to maintain proper pool chemistry voids this warranty. SEE REVERSE SIDE FOR POOL CARE INSTRUCTIONS AND ADDITIONAL WARRANTY CONDITIONS.
  8. Minor surface checking, "crazing", and/or cracks are not covered by this warranty. This finish is not structural.
  9. Warranty is not valid unless this document is completed in full & signed, and returned to Aquavations within thirty (30) days of application of Hydrazzo material. WARRANTY REGISTRATION MUST BE SENT BY CERTIFIED MAIL AND RETURNED RECEIPT MUST BE RETAINED BY POOL OWNER.
  10. Disputes under this warranty will be decided by binding arbitration by the National Spa and Pool Institute (NSPI).
- The only obligation of Aquavations under this warranty is to deliver new material in substitution for that which was found to be defective. No other cost or expense, direct, collateral or incidental may be asserted under this warranty and all such claims are hereby waived by the Pool Owner. This warranty extends only to the Pool Owner as identified above and is not transferable.

Homeowner

Date

Aquavations Corp.  
Attention: Product Warranty  
6619 South Dixie Highway  
Suite 386  
Miami, Florida 33143

White: Aquavations

Pink: Pool Owner



## HYDRAZZO POOL WATER CHEMISTRY

It is necessary for the longevity of the Hydrazzo Pool Water Chemistry warranty that the following chemical parameters are maintained:

Chlorine	1 - 3ppm
pH	7.4 - 7.6
Total Alkalinity (TA)	80 - 120ppm
Calcium Hardness (CH)	200 - 400ppm
Cyanuric Acid	less than 50ppm
Sequest	12ppm

The initial fill water is the most important water that the pool will receive. The initial fill water must be tested, recorded and adjusted to the above parameters before it has an opportunity to affect the new Hydrazzo finish.

## WARRANTY CLAIM PROCEDURES

To initiate a warranty claim notify Aquavations Corp. at 300 Granello Avenue, Coral Gables, Florida 33146. Prior to an inspection Aquavations must receive by certified mail a brief note describing the complaint and photocopies (do NOT send the originals) of the following:

- ✓ Warranty as completed at time of application
- ✓ Original "return receipt" as completed at time of application
- ✓ Copies of monthly (or more frequent) results of water chemistry analysis done by a commercial water chemical retailer

Upon receipt of the above, Aquavations will schedule an inspection. Any replacement material will be shipped as described in paragraph 5 of this warranty.





## FOR A JOB WELL DONE, **HIRE AN NPC MEMBER.**

The National Plasterers Council consists of swimming pool surface applicators (also known as plasterers) from around the world that are plugged into the organization's research and expertise. The Council publishes the only available technical manual on swimming pool surface application, hosts an annual conference, and provides members with educational seminars along with materials promoting the benefits of various pool finishes. Plus, they provide information necessary to help customers make educated decisions about work to be done on the surface of their swimming pools.







**Why hire a National Plasterers Council member?**

All NPC members adhere to a code of ethics. They are licensed and insured. Part of our pledge is to never mislead customers and to always comply with all local, state and national laws and ordinances. An NPC member should do their best to satisfy you with quality work at a fair price.

**Should an NPC member be trustworthy and ethical?**

Every NPC member has access to ongoing research and education that makes their work and your pool the very best it can be. With that knowledge, they have the ability to stand by their work and go to great lengths to give you the highest quality work.

**Is there research being done on pool surfaces?**

The National Pool Industry Research Center is located on the campus of the California Polytechnic State University in San Luis Obispo, California and was constructed with overwhelming support from the NPC and pool and spa industry members, with over \$1.2 million in donations of materials and cash. It includes 12 test pools, two overflow spas and two stand-alone spas. The research conducted at the Center is under the direction of the University's research team and is funded by the National Plasterers Council Research Foundation. Every NPC member taps into this research to improve and update their techniques and materials.

**How can I find an NPC Member?**

Go to [www.npconline.org](http://www.npconline.org) for more information and a full list of NPC members in your state. You can contact our national office at 866-483-4672 or email us at [npconline@comcast.net](mailto:npconline@comcast.net) for more information on members in your area.

**Anything else?**

Before you hire anyone, ask your pool builder or remodeler if they are a member of the National Plasterers Council.



**National Plasterers Council**  
2811 Tamiami Trail, Suite P  
Port Charlotte, Florida 33952  
Web Site: [npconline.org](http://npconline.org)  
Toll Free Phone: (866) 483-4672    Toll Free Fax: (800) 279-1729  
Local Phone: (941) 766-0634    Local Fax: (941) 764-6050

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98-5000-5120-1



# Marquis Series

Non-Pigmented



Bluestone



Marina



Miami Blue



Natural



Oyster



Pool Quartz

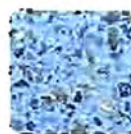


Sapphire

Pigmented



Antigua



Azure



Charcoal



Dune



Emerald Isle



Maui



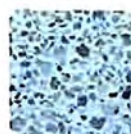
Midnight Blue



Panama



Pewter



St. Thomas



Tahiti



Tahoe



Tropical Blue

Custom colors  
also available



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Pompano Beach, FL (800) 432-5097

[www.PMMproducts.com](http://www.PMMproducts.com)

\*Printed color samples are represented as accurately as printing processes permit. Actual colors may vary.

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Pinellas Park, FL 33782  
(727) 546-2400  
Lic. # CPC1458389  
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1

## PROPOSAL-LAGOON POOL

PRESERVE AT WILDERNESS LAKE CDD  
21320 WILDERNESS LAKE BLVD  
LAND O LAKES, FL 34637  
(813) 995-2437

### **INSTALL NEW 6"X 6" SINGLE BULLNOSE WATER LINE TILE (LOWER LEVEL OF TILE) (CODE)**

REASON: WHEN YOU REMARCITE THE GUTTERS YOU ELIMINATE THE SLOPE THAT THE GUTTERS HAVE. BY REPLACING THE TILE, YOU ARE ABLE TO LIFT THE TILE AND KEEP THE SLOPE OF THE GUTTERS, SO YOU HAVE BETTER SKIMMING ACTION. CODE REQUIRES A 2" SLOPE FROM FRONT TO BACK OF GUTTER.

- A. WATER LEVEL POOL
  - B. THOROUGHLY CLEAN TILE
  - C. SET HOMESOTE BOARDS
  - D. APPLY THINSET AND SET TILE
  - E. GROUT TILE
  - D. MARCITE TOP AND BOTTOM OF THE TILE
- TOTAL RUNNING FEET 252

**TOTAL \$ 5,040.00 ( CODE )**

### **INSTALL NEW 6"X 6" SINGLE BULLNOSE TILE WITH DEPTH MARKERS (UPPER ROW OF TILE) (CODE)**

- A. ACID WASH AND APPLY TRISODIUM PHOSPHATE ON OLD TILE
  - B. REMOVE ALL LOOSE OR BROKEN TILE AND BLOCK IN
  - C. CUT OFF OLD BULL-NOSE OF TILE
  - D. APPLY THINSET AND APPLY TILE
  - E. GROUT TILE
- TOTAL RUNNING FEET 252

**TOTAL \$ 6,300.00 (OPTIONAL)**

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2

## **REPLACE (5) EXISTING LIGHT FIXTURE WITH (5) PENTAIR LED FIXTURE WITH MUD RINGS (WHITE LED SYSTEM)**

- A. REMOVE OLD LIGHT FIXTURE
- B. INSTALL NEW LIGHT FIXTURE
- C. CONNECT TO JUNCTION BOX
- D. ALL LABOR AND PARTS INCLUDED

**TOTAL \$ 5,750.00**

*Specializing in Pool & Spa Service, Repair, Remodeling*

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Lic. # CPC1458389  
WWW.POOLDOCTORFLA.COM



3

## POOL SURFACE OPTION # 1

### REMARCITE POOL AND GUTTER

- A. PULL HYDROSTATIC PLUG IN MAIN DRAIN
  - B. DRAIN POOL
  - C. SAW CUT LINE UNDER EXISTING TILE LINE
  - D. CHISEL AROUND RETURNS
  - E. KNOCK OUT ALL HOLLOW SPOTS IN OLD MARCITE (UP TO 5% OF POOL SURFACE AREA)
  - F. CHLORINE WASH POOL
  - G. ACID WASH POOL
  - H. APPLY BONDING AGENT TO ENTIRE POOL SURFACE (TO INSURE ADHESION)**
  - I. INSTALL NEW VGBA MAIN DRAIN FRAME AND GRATE, INSTALL NEW GUTTER GRATES
  - J. APPLY MARCITE 3/8" MINIMUM THICKNESS TO ENTIRE POOL AND GUTTER AREA
  - K. HAND TROWEL TO A SMOOTH FINISH
  - L. REFILL AND ADJUST CHEMICALS (**14 DAYS FREE POOL SERVICE**)
  - M. GO OVER PROPER CHEMICAL LEVELS WITH OWNER
  - N. GIVE OWNER A SWIMMING POOL MANUAL
  - O. GIVE OWNER FREE LIFETIME CONSULTATION
- TOTAL SQUARE FEET 4536 PLUS 252 OF GUTTER

**INSTALL 2"X 6" SINGLE BULL-NOSE NON-SLIP TILE ON STEP EDGES (CODE)**

**TOTAL \$ 26,372.00**

# THE POOL DOCTOR

6995 90th Ave. North, Unit B  
Pinellas Park, FL 33782  
(727) 546-2400  
Lic. # CPC1458389  
WWW.POOLDOCTORFLA.COM



## **POOL SURFACE OPTION # 2**

### **MARQUIS, KRYSTAL KRETE OR DIAMOND BRITE POOL AND GUTTER**

- A. PULL HYDROSTATIC PLUG IN MAIN DRAIN
- B. DRAIN POOL
- C. SAW CUT LINE UNDER EXISTING TILE LINE
- D. CHISEL AROUND RETURNS
- E. KNOCK OUT ALL HOLLOW SPOTS IN OLD MARCITE (UP TO 5% OF POOL SURFACE AREA)
- F. CHLORINE WASH POOL
- G. ACID WASH POOL
- H. APPLY BONDING AGENT TO ENTIRE POOL SURFACE (TO INSURE ADHESION)**
- I. INSTALL NEW VGBA MAIN DRAIN FRAME AND GRATE, INSTALL NEW GUTTER GRATES
- J. APPLY NEW SURFACE 3/8" MINIMUM THICKNESS TO ENTIRE POOL AND GUTTER AREA
- K. HAND TROWEL TO A SMOOTH FINISH
- L. RINSE OFF EXCESS CEMENT AND EXPOSE AGGREGATE
- M. REFILL AND ADJUST CHEMICALS IN POOL (**14 DAY FREE POOL SERVICE**)
- N. GO OVER PROPER CHEMICAL LEVELS WITH OWNER
- O. GIVE OWNER A SWIMMING POOL MANUAL
- P. GIVE OWNER FREE LIFETIME CONSULTATION

TOTAL SQUARE FEET 4536 PLUS 252 OF GUTTER

**INSTALL 2"X 6" SINGLE BULL-NOSE NON-SLIP TILE ON STEP EDGES (CODE)**

**TOTAL \$ 27,932.80**

*Specializing in Pool & Spa Service, Repair, Remodeling*



# THE POOL DOCTOR

6995 90th Ave. North, Unit B  
Pinellas Park, FL 33782  
(727) 546-2400  
Lic. # CPC1458389  
WWW.POOLDOCTORFLA.COM



## **POOL SURFACE OPTION # 3**

### **INSTALL HYDRAZZO BY CLI TO POOL AND GUTTER**

- A. PULL HYDROSTATIC PLUG IN MAIN DRAIN
  - B. DRAIN POOL
  - C. SAW CUT LINE UNDER EXISTING TILE LINE
  - D. CHISEL AROUND RETURNS
  - E. KNOCK OUT ALL HOLLOW SPOTS IN OLD MARCITE (UP TO 5% OF POOL SURFACE AREA)
  - F. CHLORINE WASH POOL
  - G. ACID WASH POOL
  - H. APPLY BONDING AGENT TO ENTIRE POOL SURFACE (TO INSURE ADHESION)**
  - I. INSTALL NEW VGBA MAIN DRAIN FRAME AND GRATE, INSTALL NEW GUTTER GRATES
  - J. APPLY HYDRAZZO 3/8" MINIMUM THICKNESS TO ENTIRE POOL AREA AND GUTTER AREA
  - K. HAND TROWEL TO A SMOOTH FINISH
  - L. REFILL AND ADJUST CHEMICALS IN POOL (**14 DAYS FREE POOL SERVICE**)
  - M. GO OVER PROPER CHEMICAL LEVELS WITH OWNER
  - N. GIVE OWNER A SWIMMING POOL MANUAL
  - O. GIVE OWNER FREE LIFETIME CONSULTATION
- TOTAL SQUARE FEET 4536 PLUS 252 OF GUTTER

**INSTALL 2"X 6" SINGLE BULL-NOSE NON-SLIP TILE ON STEP EDGES (CODE)**

**TOTAL \$ 33,068.80**

**(PER HRS ALL COLOR CHOICES MUST HAVE WHITE BACKGROUND)**

# THE POOL DOCTOR

6995 90th Ave. North, Unit B  
Pinellas Park, FL 33782  
(727) 546-2400  
Lic. # CPC1458389  
WWW.POOLDOCTORFLA.COM



*All materials are guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices; That if any substantial defect occurs in workmanship, it will be remedied without cost to the owner if written notice is given the Contractor within 2 years after the performance of such work, provided pool and equipment have been maintained in accordance with the recommendations of the service contractor. Warrantee does not cover discoloration, leaks, etching, expansions or settling cracks in tile, patio decks, coping or retaining walls. **Any alteration or deviation from above specifications involving extra cost, will be executed only upon written orders, and will become an extra charge over and above the estimate.** Warranty is non-transferrable. This proposal subject to acceptance within 15 days and is void thereafter at the option of the owner of THE POOL DOCTOR.*

*In any dispute arising out of this contract including breach enforcement or interpretation, the prevailing party of such dispute shall be entitled to recover from the non-prevailing party, reasonable attorney's fees, cost and expenses whether or not suit is filed. If suit is filed it is agreed that Pinellas County shall be the venue for such proceedings. Accounts past due will be subject to a 12% per month interest charge (18% A.P.R.).*

*THE POOL DOCTOR OF CENTRAL FLORIDA INC. hereby proposes to furnish labor and materials - complete in accordance with the above specifications, with payment to be made as follows. **One-third down with acceptance of proposal. Two-thirds paid as pool is filling.***

## ACCEPTANCE OF PROPOSAL

*The above prices, specifications and conditions are hereby accepted. The Pool Doctor of Central Florida Inc. are authorized to do the work as specified. Payment will be made as outlined above.*

Authorization D. LONG Date \_\_\_\_\_

Client

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
PRESERVE AT WILDERNESS LAKE CDD

Client

Signature: \_\_\_\_\_

*Specializing in Pool & Spa Service, Repair, Remodeling*

# THE POOL DOCTOR

6995 90th Ave. North, Unit B  
Pinellas Park, FL 33782  
(727) 546-2400  
Lic. # CPC1458389  
WWW.POOLDOCTORFLA.COM



1

## PROPOSAL-LAP POOL

PRESERVE AT WILDERNESS LAKE CDD  
21320 WILDERNESS LAKE BLVD  
LAND O LAKES, FL 34637  
(813) 995-2437

### **INSTALL NEW 6"X 6" SINGLE BULLNOSE WATER LINE TILE (LOWER LEVEL OF TILE) (CODE)**

REASON: WHEN YOU REMARCITE THE GUTTERS YOU ELIMINATE THE SLOPE THAT THE GUTTERS HAVE. BY REPLACING THE TILE, YOU ARE ABLE TO LIFT THE TILE AND KEEP THE SLOPE OF THE GUTTERS, SO YOU HAVE BETTER SKIMMING ACTION. CODE REQUIRES A 2" SLOPE FROM FRONT TO BACK OF GUTTER.

- A. WATER LEVEL POOL
  - B. THOROUGHLY CLEAN TILE
  - C. SET HOMESOTE BOARDS
  - D. APPLY THINSET AND SET TILE
  - E. GROUT TILE
  - D. MARCITE TOP AND BOTTOM OF THE TILE
- TOTAL RUNNING FEET 297

**TOTAL \$ 5,940.00 ( CODE )**

### **INSTALL NEW 6"X 6" SINGLE BULLNOSE TILE WITH DEPTH MARKERS (UPPER ROW OF TILE) (CODE)**

- A. ACID WASH AND APPLY TRISODIUM PHOSPHATE ON OLD TILE
  - B. REMOVE ALL LOOSE OR BROKEN TILE AND BLOCK IN
  - C. CUT OFF OLD BULL-NOSE OF TILE
  - D. APPLY THINSET AND APPLY TILE
  - E. GROUT TILE
- TOTAL RUNNING FEET 297

**TOTAL \$ 8,910.00 (OPTIONAL)**

*Specializing in Pool & Spa Service, Repair, Remodeling*



# THE POOL DOCTOR

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WWW.POOLDOCTORFLA.COM



**REPLACE (7) EXISTING LIGHT FIXTURE WITH (5) PENTAIR LED FIXTURE WITH MUD RINGS  
(WHITE LED SYSTEM)**

- A. REMOVE OLD LIGHT FIXTURE
- B. INSTALL NEW LIGHT FIXTURE
- C. CONNECT TO JUNCTION BOX
- D. ALL LABOR AND PARTS INCLUDED

**TOTAL \$ 8,050.00**

# THE POOL DOCTOR

6995 90th Ave. North, Unit B  
Pinellas Park, FL 33782  
(727) 546-2400  
Lic. # CPC1458389  
WWW.POOLDOCTORFLA.COM



3

## POOL SURFACE OPTION # 1

### REMARCITE POOL AND GUTTER

- A. PULL HYDROSTATIC PLUG IN MAIN DRAIN
  - B. DRAIN POOL
  - C. SAW CUT LINE UNDER EXISTING TILE LINE
  - D. CHISEL AROUND RETURNS
  - E. KNOCK OUT ALL HOLLOW SPOTS IN OLD MARCITE (UP TO 5% OF POOL SURFACE AREA)
  - F. CHLORINE WASH POOL
  - G. ACID WASH POOL
  - H. APPLY BONDING AGENT TO ENTIRE POOL SURFACE (TO INSURE ADHESION)**
  - I. INSTALL NEW VGBA MAIN DRAIN FRAME AND GRATE, INSTALL NEW GUTTER GRATES
  - J. APPLY MARCITE 3/8" MINIMUM THICKNESS TO ENTIRE POOL AND GUTTER AREA
  - K. HAND TROWEL TO A SMOOTH FINISH
  - L. REFILL AND ADJUST CHEMICALS (**14 DAYS FREE POOL SERVICE**)
  - M. GO OVER PROPER CHEMICAL LEVELS WITH OWNER
  - N. GIVE OWNER A SWIMMING POOL MANUAL
  - O. GIVE OWNER FREE LIFETIME CONSULTATION
- TOTAL SQUARE FEET 6385 PLUS 297 OF GUTTER

**INSTALL 2"X 6" SINGLE BULL-NOSE NON-SLIP TILE ON STEP EDGES (CODE)**

**INSTALL TILES ON (4) RACE LANES (CODE)**

**INSTALL NEW ESCUTCHEONS**

**TOTAL \$ 40,402.50**

# THE POOL DOCTOR

6995 90th Ave. North, Unit B  
Pinellas Park, FL 33782  
(727) 546-2400  
Lic. # CPC1458389  
WWW.POOLDOCTORFLA.COM



## POOL SURFACE OPTION # 2

### MARQUIS, KRYSTAL KRETE OR DIAMOND BRITE POOL AND GUTTER

- A. PULL HYDROSTATIC PLUG IN MAIN DRAIN
- B. DRAIN POOL
- C. SAW CUT LINE UNDER EXISTING TILE LINE
- D. CHISEL AROUND RETURNS
- E. KNOCK OUT ALL HOLLOW SPOTS IN OLD MARCITE (UP TO 5% OF POOL SURFACE AREA)
- F. CHLORINE WASH POOL
- G. ACID WASH POOL
- H. **APPLY BONDING AGENT TO ENTIRE POOL SURFACE (TO INSURE ADHESION)**
- I. INSTALL NEW VGBA MAIN DRAIN FRAME AND GRATE, INSTALL NEW GUTTER GRATES
- J. APPLY NEW SURFACE 3/8" MINIMUM THICKNESS TO ENTIRE POOL AND GUTTER AREA
- K. HAND TROWEL TO A SMOOTH FINISH
- L. RINSE OFF EXCESS CEMENT AND EXPOSE AGGREGATE
- M. REFILL AND ADJUST CHEMICALS IN POOL (**14 DAY FREE POOL SERVICE**)
- N. GO OVER PROPER CHEMICAL LEVELS WITH OWNER
- O. GIVE OWNER A SWIMMING POOL MANUAL
- P. GIVE OWNER FREE LIFETIME CONSULTATION

TOTAL SQUARE FEET 6385 PLUS 297 OF GUTTER

INSTALL 2"X 6" SINGLE BULL-NOSE NON-SLIP TILE ON STEP EDGES (CODE)

INSTALL TILES ON (4) RACE LANES (CODE)

INSTALL NEW ESCUTCHEONS

**TOTAL \$ 42,518.00**



# THE POOL DOCTOR

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Pinellas Park, FL 33782  
(727) 546-2400  
Lic. # CPC1458389  
WWW.POOLDOCTORFLA.COM



## **POOL SURFACE OPTION # 3**

### **INSTALL HYDRAZZO BY CLI TO POOL AND GUTTER**

- A. PULL HYDROSTATIC PLUG IN MAIN DRAIN
  - B. DRAIN POOL
  - C. SAW CUT LINE UNDER EXISTING TILE LINE
  - D. CHISEL AROUND RETURNS
  - E. KNOCK OUT ALL HOLLOW SPOTS IN OLD MARCITE (UP TO 5% OF POOL SURFACE AREA)
  - F. CHLORINE WASH POOL
  - G. ACID WASH POOL
  - H. **APPLY BONDING AGENT TO ENTIRE POOL SURFACE (TO INSURE ADHESION)**
  - I. INSTALL NEW VGBA MAIN DRAIN FRAME AND GRATE, INSTALL NEW GUTTER GRATES
  - J. APPLY HYDRAZZO 3/8" MINIMUM THICKNESS TO ENTIRE POOL AREA AND GUTTER AREA
  - K. HAND TROWEL TO A SMOOTH FINISH
  - L. REFILL AND ADJUST CHEMICALS IN POOL **(14 DAYS FREE POOL SERVICE)**
  - M. GO OVER PROPER CHEMICAL LEVELS WITH OWNER
  - N. GIVE OWNER A SWIMMING POOL MANUAL
  - O. GIVE OWNER FREE LIFETIME CONSULTATION
- TOTAL SQUARE FEET 6385 PLUS 297 OF GUTTER

**INSTALL 2"X 6" SINGLE BULL-NOSE NON-SLIP TILE ON STEP EDGES (CODE)**

**INSTALL TILES ON (4) RACE LANES (CODE)**

**INSTALL NEW ESCUTCHEONS**

**TOTAL \$ 49,503.00**

**(PER HRS ALL COLOR CHOICES MUST HAVE WHITE BACKGROUND)**

# THE POOL DOCTOR

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Pinellas Park, FL 33782  
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Lic. # CPC1458389  
WWW.POOLDOCTORFLA.COM



*All materials are guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices; That if any substantial defect occurs in workmanship, it will be remedied without cost to the owner if written notice is given the Contractor within 2 years after the performance of such work, provided pool and equipment have been maintained in accordance with the recommendations of the service contractor. Warranty does not cover discoloration, leaks, etching, expansions or settling cracks in tile, patio decks, coping or retaining walls. **Any alteration or deviation from above specifications involving extra cost, will be executed only upon written orders, and will become an extra charge over and above the estimate.** Warranty is non-transferrable. This proposal subject to acceptance within 15 days and is void thereafter at the option of the owner of THE POOL DOCTOR.*

*In any dispute arising out of this contract including breach enforcement or interpretation, the prevailing party of such dispute shall be entitled to recover from the non-prevailing party, reasonable attorney's fees, cost and expenses whether or not suit is filed. If suit is filed it is agreed that Pinellas County shall be the venue for such proceedings. Accounts past due will be subject to a 12 % per month interest charge (18% A.P.R.).*

*THE POOL DOCTOR OF CENTRAL FLORIDA INC. hereby proposes to furnish labor and materials - complete in accordance with the above specifications, with payment to be made as follows. **One-third down with acceptance of proposal. Two-thirds paid as pool is filling.***

## ACCEPTANCE OF PROPOSAL

*The above prices, specifications and conditions are hereby accepted. The Pool Doctor of Central Florida Inc. are authorized to do the work as specified. Payment will be made as outlined above.*

Authorization D. LONG Date \_\_\_\_\_

Client

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PRESERVE AT WILDERNESS LAKE CDD

Client

Signature: \_\_\_\_\_

*Specializing in Pool & Spa Service, Repair, Remodeling*

# THE POOL DOCTOR

6995 90th Ave. North, Unit B  
Pinellas Park, FL 33782  
(727) 546-2400  
Lic. # CPC1458389  
WWW.POOLDOCTORFLA.COM



## REFERENCES LIC #CPC01458389

**Better Business Bureau**  
5830 142nd Ave North  
Clearwater  
727-535-5522

Bay Isle Condo (9/18)  
7500 Sun Island Drive  
South Pasadena

Chateau Tower (11/17)  
7050 Sunset Drive South  
South Pasadena

Lakeshore Ranch (5/18)  
19730 Sundance Lake Blvd  
Land O Lakes

One Laurel Place (7/19)  
201 West Laurel Street  
Tampa

Seaview Townhomes (9/17)  
2661 St. Joseph Drive East  
Dunedin

Tarpon Landings HOA (3/19)  
2124 Tarpon Landings Drive  
Tarpon Springs

**Pinellas County**  
**Construction**  
**Licensing Board**  
727-536-4720

Bell Channelside Apartment (10/17)  
1120 E. Twiggs Street  
Tampa

Harbour Isles (1/19)  
121 Spindle Shell Way  
Apollo Beach

Lexington Oaks CDD (10/16)  
26304 Lexington laks Blvd  
Wesley Chapel

Park Crest (3/19)  
700 S. Harbour Island Blvd  
Tampa

Seven Oaks Clubhouse (12/19)  
2910 Sports Core Circle  
Wesley Chapel

Ultimar 1 HOA (3/19)  
1520 Gulf Blvd  
Clearwater

**Consumer Affairs**  
**Consumer Protection**  
727-464-6200

Belleair Towers (7/16)  
1100 Ponce De Leon Blvd  
Clearwater

Innisbrook (11/17)  
36750 US Hwy 19 N  
Palm Harbor

Madeira Beach (11/17)  
210 Medallion Blvd  
Madeira Beach

Sandbar Townhomes (2/20)  
751 Pinellas Bayway South  
Tierra Verde

South Beach #4 (1/19)  
1480 Gulf Blvd  
Clearwater

White Hall Apartment (10/19)  
3301 58th Ave s  
St. Petersburg

*Specializing in Pool & Spa Service, Repair, Remodeling*





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/31/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Insurance by Ken Brown, Inc. 707 Pennsylvania Ave Ste 1300 Altamonte Springs FL 32701	<b>CONTACT</b> NAME: PHONE (A/C, No, Ext): 321-397-3870 E-MAIL ADDRESS: certificates@insbykenbrown.com FAX (A/C, No): 321-397-3888
<b>INSURED</b> The Pool Doctor Pool Dr Of Cent FL Inc DBA 6995 90th Ave N Unit B Pinellas Park FL 33782	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A : Old Dominion Insurance Company INSURER B : Amerisure Insurance Company INSURER C : Colony Insurance Company INSURER D : INSURER E : INSURER F : NAIC # 40231 19488 39993

**COVERAGES**

CERTIFICATE NUMBER: 1775899877

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Pool Pop GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		600GL002706902	1/1/2021	1/1/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPI/OP AGG \$ 2,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> PIP \$10,000		B1P8392C	7/12/2020	7/12/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 300,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A		WC210745503	1/1/2021	1/1/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

For Illustrative Purposes Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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PINELLAS COUNTY CONSTRUCTION  
LICENSING BOARD

THIS CERTIFIES THAT **Darrell James Long**  
DBA **The Pool Doctor**

STATE CERT # **I-CPC1458389**  
HAS FILED HIS/HER LICENSE AND PROOF OF REQUIRED  
LIABILITY AND WORKERS' COMPENSATION  
INSURANCE WITH THIS BOARD.  
IN GOOD STANDING UNTIL **September 30, 2021**  
DATE OF ISSUANCE **06/03/2020**

**\* Please cut out license along lines**

**I-CPC1458389**

*Long, Darrell James  
6995 90th Avenue Unit B  
Pinellas Park, FL 33782*

## Licensee Details

### Licensee Information

Name: **LONG, DARRELL JAMES (Primary Name)**

**THE POOL DOCTOR (DBA Name)**

**View Types of Work  
Licensee Can Perform**

Main Address: **6995 90TH AVE  
UNIT B  
PINELLAS PARK Florida 33782**

County: **PINELLAS**

License Mailing:

LicenseLocation:

### License Information

License Type: **Certified Pool/Spa Contractor**

Rank: **Cert Pool**

License Number: **CPC1458389**

Status: **Current,Active**

Licensure Date: **06/06/2013**

Expires: **08/31/2022**

### Special Qualifications      Qualification Effective

**Pool/Spa Servicing  
Contractor      06/06/2013**

**Construction Business      06/06/2013**

### Types of Work Licensee Can Perform

#### Pool/Spa Servicing Contractor

This contractor can repair or service any swimming pool or spa, both public or private. This contractor can repair or replace existing equipment, install new equipment, work on interior finishes, reinstall or add pool heaters, repair or replace perimeter piping and filter piping, repair equipment rooms and housing, and drain pools or spas for purposes of repair. This contractor cannot make direct connections to water or sewer lines.

Water treatment and cleaning that does not require the installation, construction, replacement, or modification of equipment does not require a license. Filters may be changed without a license.

### Alternate Names

### View Related License Information



**Form W-9**  
(Rev. October 2018)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer Identification Number and Certification**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

---

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above  
The Pool Doctor of Central Florida, Inc.

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☒ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ 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 FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.  
6995 90th AVE Suite B

6 City, state, and ZIP code  
Pinellas Park, FL 33782

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.

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

Social security number  
\_\_\_\_ - \_\_\_\_ - \_\_\_\_

or  
Employer identification number  
59-3078104

**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 this certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ [Signature]

Date ▶ 8/3/2020

**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](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

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State of Florida Pool Contractor, License # CPC1457968

# Custom Proposal Prepared For

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## Wilderness Lake Preserve

Spa, lap & family pool resurface

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By  
Jack Pink, VP Sales  
The Pool Works of Florida  
January 25, 2021



**The Pool Works of Florida, Inc.**  
9191 130th Avenue North | Largo, FL 33773  
Phone 727.938.8389 | Fax 727.938.5594 | [www.thepoolworks.net](http://www.thepoolworks.net)





State of Florida Pool Contractor, License # CPC1457968

Wilderness Lake Preserve

January 25, 2021

The Pool Works of Florida is grateful for the opportunity to bid on this Remodeling Project. We have prepared the following proposal for your review.

*The proposal includes the following information:*

- Company Profile & Qualifications
- Available resources for researching licensing and qualifications
- Explanation and summary of Health Department Survey
- Florida Building Code
- Proposal
- Detailed Project Construction Specifications
- List of references and completed projects by our company
- Product and material information from manufacturer

This package has been carefully prepared to provide you with the most informative proposal in the industry. The following products and services have proposed after meeting with you and assessing the requirements of your project. Should you require any more information or proposals for different products please let us know. Thanks again for opportunity to propose this project.

Best Regards,

*Jack Pink*

VP, Sales

The Pool Works of Florida, Inc.

thepoolworks3@gmail.com

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State of Florida Pool Contractor, License # CPC1457968

## Company Profile

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The Pool Works is a fully licensed and insured commercial pool renovation/construction company. We've been in business for 23 years. Donald Ball Sr., President & CEO is the State of Florida License holder for the company and has been in the industry for 33 years. Our Company has a commitment to quality for every project and we are extremely proud of our reputation. A list of completed projects has been included with your proposal for your review. There are a number of quality companies in our area that we enjoy competing with every day. Unfortunately, there are an equal number of undesirable companies as well.

The following resources are available to verify licensing and business practices.

### Better Business Bureau



**[www.bbbwestflorida.org](http://www.bbbwestflorida.org)**  
**727-535-5522**

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### Pinellas County Construction Licensing Board



**Pinellas  
County  
Construction  
Licensing  
Board**

**[www.pcclb.com](http://www.pcclb.com)**  
**727-536-4720**

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## About Us

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The Pool Works is one of the industry's finest pool renovation specialists. We continue to be recognized for our quality craftsmanship and design specialties. Customers choose us when they want a partner that offers excellence in quality workmanship, utilizing the best materials available. Our team is staffed with the top consultative experts, tradesmen and support staff, ensuring that your project is safe and professional from start to finish.

Our company has additional offerings to augment the Pool & Spa environment, being Outdoor Commercial Furniture, Outdoor Kitchen Systems and Professional-Grade Grills & Accessories. This provides our customers with a full-service partner for their Pool, Spa and Deck projects.

### Renovation

Pool & Spa Resurfacing, Equipment Paks, Tile Replacement, Deck Resurfacing, Paver Installation, Custom Cast Coping, Health Department Inspection Code Upgrades, New Pool & Spa Equipment

### New Commercial Construction

Pools, Spas, Decks, Filtration Systems, Splash Pads, Water Features, Pavers, Custom Cast Coping

### Service/Repair

Equipment, Equipment Paks, Plumbing, Tile, Coping, Pavers, Decks, Leak Detection & Repair, Paver Cleaning & Sealing, Deck Sealing, Equipment Preventative Maintenance, Health Department Inspection Report Review, Filtration, Salt Chlorinators

### Commercial-Grade Furniture & Furnishings

Outdoor Furniture, Umbrellas, Shade Structures, Outdoor Kitchens & Grills, Fire Pits and Tables, Furniture Refurbishment



Pool/Spa Equipment Solutions

**The Pool Works of Florida, Inc.**

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State of Florida Pool Contractor, License # CPC1457968

## **PUBLIC SWIMMING POOL RESURFACING CODE REQUIREMENT EXPLANATION**

The following survey details the changes that are required for the pool to meet current code. These changes are required when the pool is renovated. This survey is a tool to inform the property owners of the requirements. The Health Dept. will perform an inspection after the work is completed to assure the property owner that current code requirements have been met.

This is very important to ensure the proposal is accurate and prevent expensive change orders later. It is unlawful for a company to begin construction or modification to any public pool without first having received written approval from the Health Dept.

The existing step tile must be replaced with a permanent, continuous, dark color tile to highlight the step area. The tiles must also be NON-SKID.

The existing gutter tile does not meet code. They must be replaced with NON-SKID tile.

The existing depth marker tiles will be replaced to meet code.

International "No Diving" tiles are required by code.

The existing gutter grates will be replaced with new fittings, frames and grates. They also need to be made flush with the gutters.

Upon inspection the gutter of the pool does not meet code. Gutter slope from lip of gutter to gutter drain must be increased downward, not to exceed 2 inches. The lip of the gutter must be level, within 1/4" overall.

A new VGB compliant main drain frame and grate will be installed.

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State of Florida Pool Contractor, License # CPC1457968

## LAP POOL RESURFACING PROPOSAL

**Submitted To:** Wilderness Lake Preserve

**Date:** January 25, 2021

**Work to be performed at:** 21320 Wilderness Lake Blvd. Land O' Lakes 34637

**Contact Information:** Tish Dobson; [tdobson@wplodge.com](mailto:tdobson@wplodge.com); 813-995-2437

Pool Size:	Length 84'	Perimeter 298'	Total Square Footage
	Width 32'	Depth 3.5' to 6'	5144'

We hereby submit specifications and estimates for renovations of a swimming pool. We agree to furnish materials and labor to complete renovation. All work to be completed in compliance with attached specifications.

Perform 24 hour Static Water Test to verify Water Loss		INCLUDED
Refinish pool interior with HYDRAZZO		\$32,864.00
Refinish gutters with HYDRAZZO		\$ 4,682.00
Install gutter fittings, frame & grates	Qty. 30 Grates	\$ 630.00
Install upper tile	298 Lin. Ft.	\$ 4,470.00
Install lower tile	292 Lin. Ft.	\$ 4,964.00
Install NON SKID step tile as per code	80 Lin. Ft.	\$ 1,360.00
Install new lap, t's & target tiles	332 Lin Ft.	\$ 3,320.00
Install VGB Compliant main drain frame and grate	Qty. 2	INCLUDED
Install Depth Markers as per code	Qty. 80 tiles	\$ 1,520.00
Install International "No Diving" tiles	Qty. 14 tiles	\$ 550.00
Permit Fees		\$ 600.00

**Note:** After the pool is drained it will be inspected for cracks and if cracks are found, management will be notified. The cost for crack repair is at a cost of \$100.00 per linear foot.

**LAP POOL RESURFACING JOB TOTAL \$54,960.00**

**The Pool Works of Florida, Inc.**

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State of Florida Pool Contractor, License # CPC1457968



## LAP POOL LED LIGHT PROPOSAL

**Submitted To:** Wilderness Lake Preserve

**Date:** January 25, 2021

**Work to be performed at:** 21320 Wilderness Lake Blvd. Land O' Lakes 34637

**Contact Information:** Tish Dobson; [tdobson@wplodge.com](mailto:tdobson@wplodge.com); 813-995-2437

We hereby submit specifications and estimate for replacing pool lights. We agree to furnish materials and labor to complete renovation. All work to be completed in compliance with attached specifications.

Install (7) Pentair Intellibrite G5 LED Pool Lights



**PENTAIR**

THE MOST ENERGY-EFFICIENT LED POOL LIGHTING AVAILABLE

- The brightest and most energy-efficient white LED pool light on the market
- Energy efficient, utilizing up to 89% less energy than comparable incandescent lights

The IntelliBrite 5G white lights combine unmatched energy efficiency with superior light intensity and distribution. The exclusive design can be adjusted to create a standard, wider beam or a narrower pattern, depending on your pool's needs.



### ENERGY EFFICIENCY:

- Pentair LED pool lights have a 2 year complete replacement warranty on the entire light.
- LED lights provide the equivalent of a 300 watt bulb (same as current lights in pool) while only consuming 45 watts of power. The LED lights are brighter and whiter.
- The (7) existing lights cost \$81.41 per month to operate (8) hours a night.
- LED lights will cost \$10.85 per month to run (8) hours a night.
- To replace lights with same type will cost \$2,625.00 and there is no warranty on the bulb and the fixture has a one year warranty.
- By choosing the LED lights you will save \$70.56 each month and will recoup the expense.
- The led bulbs themselves will last up to 10 years creating more savings by not having to replace bulbs.

**LAP POOL LED TOTAL**

**\$5,250.00**

**The Pool Works of Florida, Inc.**

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State of Florida Pool Contractor, License # CPC1457968

## **PUBLIC SWIMMING POOL RESURFACING CODE REQUIREMENT EXPLANATION**

The following survey details the changes that are required for the pool to meet current code. These changes are required when the pool is renovated. This survey is a tool to inform the property owners of the requirements. The Health Dept. will perform an inspection after the work is completed to assure the property owner that current code requirements have been met.

This is very important to ensure the proposal is accurate and prevent expensive change orders later. It is unlawful for a company to begin construction or modification to any public pool without first having received written approval from the Health Dept.

The existing step tile must be replaced with a permanent, continuous, dark color tile to highlight the step area. The tiles must also be NON-SKID.

The existing gutter tile does not meet code. They must be replaced with NON-SKID tile.

The existing depth marker tiles will be replaced to meet code.

International "No Diving" tiles are required by code.

The existing gutter grates will be replaced with new fittings, frames and grates. They also need to be made flush with the gutters.

Upon inspection the gutter of the pool does not meet code. Gutter slope from lip of gutter to gutter drain must be increased downward, not to exceed 2 inches. The lip of the gutter must be level, within 1/4" overall.

A new VGB compliant main drain frame and grate will be installed.

**The Pool Works of Florida, Inc.**

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State of Florida Pool Contractor, License # CPC1457968

## FAMILY POOL RESURFACING PROPOSAL

**Submitted To:** Wilderness Lake Preserve

**Date:** January 25, 2021

**Work to be performed at:** 21320 Wilderness Lake Blvd. Land O' Lakes 34637

**Contact Information:** Tish Dobson; [tdobson@wplodge.com](mailto:tdobson@wplodge.com); 813-995-2437

Pool Size:	Length 80'	Perimeter 256'	Total Square Footage
	Width 32'	Depth 3' to 5'	3604'

We hereby submit specifications and estimates for renovations of a swimming pool. We agree to furnish materials and labor to complete renovation. All work to be completed in compliance with attached specifications.

Perform 24 hour Static Water Test to verify Water Loss		INCLUDED
Refinish pool interior with HYDRAZZO		\$23,624.00
Refinish gutters with HYDRAZZO		\$ 4,304.00
Install gutter fittings, frame & grates	Qty. 26 Grates	\$ 546.00
Install upper tile	256 Lin. Ft.	\$ 3,840.00
Install lower tile	250 Lin. Ft.	\$ 4,250.00
Install NON SKID step/bench tile as per code	190 Lin. Ft.	\$ 3,230.00
Install VGB Compliant main drain frame and grate	Qty. 2	INCLUDED
Install Depth Markers as per code	Qty. 64 tiles	\$ 1,216.00
Install International "No Diving" tiles	Qty. 12 tiles	\$ 500.00
Permit Fees		\$ 600.00

**Note:** After the pool is drained it will be inspected for cracks and if cracks are found, management will be notified. The cost for crack repair is at a cost of \$100.00 per linear foot.

**FAMILY POOL RESURFACING JOB TOTAL \$42,110.00**

**The Pool Works of Florida, Inc.**

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State of Florida Pool Contractor, License # CPC1457968



## FAMILY POOL LED LIGHT PROPOSAL

**Submitted To:** Wilderness Lake Preserve

**Date:** January 25, 2021

**Work to be performed at:** 21320 Wilderness Lake Blvd. Land O' Lakes 34637

**Contact Information:** Tish Dobson; [tdobson@wplodge.com](mailto:tdobson@wplodge.com); 813-995-2437

We hereby submit specifications and estimate for replacing pool lights. We agree to furnish materials and labor to complete renovation. All work to be completed in compliance with attached specifications.

Install (5) Pentair Intellibrite G5 LED Pool Lights



**PENTAIR**

THE MOST ENERGY-EFFICIENT LED POOL LIGHTING AVAILABLE

- The brightest and most energy-efficient white LED pool light on the market
- Energy efficient, utilizing up to 89% less energy than comparable incandescent lights

The IntelliBrite 5G white lights combine unmatched energy efficiency with superior light intensity and distribution. The exclusive design can be adjusted to create a standard, wider beam or a narrower pattern, depending on your pool's needs.



### ENERGY EFFICIENCY:

- Pentair LED pool lights have a 2 year complete replacement warranty on the entire light.
- LED lights provide the equivalent of a 300 watt bulb (same as current lights in pool) while only consuming 45 watts of power. The LED lights are brighter and whiter.
- The (5) existing lights cost \$58.15 per month to operate (8) hours a night.
- LED lights will cost \$7.75 per month to run (8) hours a night.
- To replace lights with same type will cost \$1,875.00 and there is no warranty on the bulb and the fixture has a one year warranty.
- By choosing the LED lights you will save \$50.04 each month and will recoup the expense.
- The led bulbs themselves will last up to 10 years creating more savings by not having to replace bulbs.

**FAMILY POOL LED TOTAL**

**\$3,750.00**

**The Pool Works of Florida, Inc.**

9191 130th Avenue North | Largo, FL 33773

Phone 727.938.8389 | Fax 727.938.5594 | [www.thepoolworks.net](http://www.thepoolworks.net)





State of Florida Pool Contractor, License # CPC1457968

## **PUBLIC SWIMMING SPA RESURFACING SURVEY EXPLANATION**

The following survey details the changes that are required for the spa to meet current code. These changes are required when the spa is renovated. This survey is a tool to inform the property owners of the requirements. The Building Dept. will perform an inspection after the work is completed to assure the property owner that current code requirements have been met. It is advisable to withhold partial payment from the contractor until this inspection is completed.

This is very important to ensure the proposal is accurate and prevent expensive change orders later. It is unlawful for a company to begin construction or modification to any public spa without first having received a permit from the Building Dept.

The existing handrail does not meet code due to inadequate vertical height, minimum 28", over steps and deck. It must be replaced with new rails.

The existing step riser heights are not uniform the riser height will be adjusted to meet code during the installation of the new step cap tile.

The existing step/bench tile does not meet code. They must be replaced with a permanent, continuous, dark color tile to highlight the step area. The tiles must also be NON-SKID.

A new VGB compliant main drain frame and grate will be installed.

Thank You!

*Jack*

**The Pool Works of Florida, Inc.**

9191 130th Avenue North | Largo, FL 33773

Phone 727.938.8389 | Fax 727.938.5594 | [www.thepoolworks.net](http://www.thepoolworks.net)



State of Florida Pool Contractor, License # CPC1457968

## SPA PROPOSAL

**Submitted To:** Wilderness Lake Preserve

**Date:** January 25, 2021

**Work to be performed at:** 21320 Wilderness Lake Blvd. Land O' Lakes 34637

**Contact Information:** Tish Dobson; [tdobson@wlplodge.com](mailto:tdobson@wlplodge.com); 813-995-2437

<b>Spa Size:</b>	<b>Perimeter</b> 33'	<b>Total Square Footage</b>
	<b>Depth</b> 1.5'- 3'	10' round

We hereby submit specifications and estimates for renovations of a swimming pool. We agree to furnish materials and labor to complete renovation. All work to be completed in compliance with attached specifications.

Refinish spa interior with HYDRAZZO		\$3,200.00
Install upper tile	33 Lin. Ft.	\$ 495.00
Install step/bench tile	38 Lin. Ft.	\$ 646.00
Install main drain frame and grates	Qty. 1	INCLUDED
<b>SPA JOB TOTAL</b>		<b>\$4,341.00</b>

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State of Florida Pool Contractor, License # CPC1457968



## SPA LED LIGHT PROPOSAL

**Submitted To:** Wilderness Lake Preserve

**Date:** January 25, 2021

**Work to be performed at:** 21320 Wilderness Lake Blvd. Land O' Lakes 34637

**Contact Information:** Tish Dobson; [tdobson@wplodge.com](mailto:tdobson@wplodge.com); 813-995-2437

We hereby submit specifications and estimate for replacing pool lights. We agree to furnish materials and labor to complete renovation. All work to be completed in compliance with attached specifications.

Install (1) Pentair Intellibrite G5 LED Spa Light



THE MOST ENERGY-EFFICIENT LED POOL LIGHTING AVAILABLE

- The brightest and most energy-efficient white LED pool light on the market
- Energy efficient, utilizing up to 89% less energy than comparable incandescent lights

The IntelliBrite 5G white lights combine unmatched energy efficiency with superior light intensity and distribution. The exclusive design can be adjusted to create a standard, wider beam or a narrower pattern, depending on your pool's needs.



### ENERGY EFFICIENCY:

- Pentair LED pool lights have a 2 year complete replacement warranty on the entire light.
- LED lights provide the equivalent of a 300 watt bulb (same as current lights in pool) while only consuming 45 watts of power. The LED lights are brighter and whiter.
- The existing light cost \$11.63 per month to operate (8) hours a night.
- LED lights will cost \$1.55 per month to run (8) hours a night.
- To replace light with same type will cost \$375.00 and there is no warranty on the bulb and the fixture has a one year warranty.
- By choosing the LED light you will save \$10.08 each month and will recoup the expense.
- The led bulbs themselves will last up to 10 years creating more savings by not having to replace bulbs.

**SPA LED TOTAL**

**\$750.00**

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## PROPOSAL

**Submitted To:** Wilderness Lake Preserve

**Date:** January 25, 2021

**Work to be performed at:** 21320 Wilderness Lake Blvd. Land O' Lakes 34637

**Contact Information:** Tish Dobson; [tdobson@wlplodge.com](mailto:tdobson@wlplodge.com); 813-995-2437

<b>LAP POOL RESURFACING JOB TOTAL</b>	<b>\$54,960.00</b>
<b>LAP POOL LED TOTAL</b>	<b>\$5,250.00</b>
<b>FAMILY POOL RESURFACING JOB TOTAL</b>	<b>\$42,110.00</b>
<b>FAMILY POOL LED TOTAL</b>	<b>\$3,750.00</b>
<b>SPA JOB TOTAL</b>	<b>\$4,341.00</b>
<b>SPA LED TOTAL</b>	<b>\$750.00</b>
<b>JOB TOTAL</b>	<b>\$111,161.00</b>

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## ACCEPTANCE OF CONTRACT TERMS AND CONDITIONS

**Submitted To:** Wilderness Lake Preserve

**Date:** January 25, 2021

1. Payment schedule as follows:

30% due at contract signing.	\$33,348.30
50% due upon tile delivery to site.	\$55,580.50
20% due within 7 days of completion	\$22,232.20
2. Balance to be paid in full upon satisfactory completion of work.
3. Unpaid balance will incur service charges to the maximum extent allowable by law, as well as, any cost (s) of collections and attorney fees. Any and all disputes that arise during or after execution of this contract will be settled solely by the FSPA binding arbitration process.
4. Any alterations or deviation from the enclosed specifications involving extra costs will only be executed upon written order and will become an extra charge over and above this contract.
5. The Pool Works includes removing loose plaster and patching as part of its contract however, in the event of severe loose plaster The Pool works will accept the cost of removing and replacing up to 1% of the total square footage of the pool. Any more than 1% of the square footage will be removed and replaced at a rate of up to \$3.00 per square foot and will be added to the price of the contract. Other structural problems such as cracks in the pool shell or unstable substrate may also require additional work and cost. This is an unforeseen problem. The Pool Works will make the customer aware of the problem as soon as the pool is drained and inspected.
6. **PRICING GOOD FOR 30 DAYS UNLESS SIGNED AND ACCEPTED.**
7. Projects won't begin without a deposit received 15 days prior to the start date.
8. ***Material Selections will need to be made in our Largo Showroom as quickly as possible after the proposal has been signed.***

All work to be in compliance with the Florida Building Code and the County Health Department.

### ACCEPTANCE

The prices, specification, terms and conditions contained in this bid package are hereby accepted. We authorize the renovation project to be done.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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## **Construction Specifications for Commercial Pool Resurfacing**

### **JOBSITE**

- Will remain as clean as possible during construction
- Will remain locked and secured at all times with no access to area while under construction
- Caution tape and signs will be posted at gates or points of entry
- Safety of workers and people close to the work area will remain the highest concern
- Inspections of any work should be done with the job supervisor present

### **MATERIALS**

- Materials may be stored on jobsite in a neat and orderly manner
- All materials will be used in strict accordance with manufacturer specifications

### **PREPARATION**

- All pool equipment, pool lights will be turned off
- Pool will site for 24 hour Static Water Test
- Pool will be drained with submersible pumps to storm drains or other specified area
- The hydrostatic plug will be removed and precautions taken to control ground water
- Temporary pumps may be installed to control ground water
- Pool surface will be checked for stability and sounded for any loose or delaminated pool finish
- All returns will be cut back or replaced if necessary to allow for new pool finish and to ensure a new seal around them
- Install new floor inlets with diffusers and cover plates to diffuse return water into water column. Minimizes staining on pool surface
- If no new tile is being set, existing tile will be undercut for proper seal of the pool finish
- Pool light fixtures will be removed and niches internally inspected for proper sealing
- Light niches will be cut back for proper seal
- Main drain "Pot" will also be inspected for proper sealing around pipe (s)
- Ladders and grab rails will be removed if possible and anchors inspected
- Step tiles will be replaced
- Skimmers will be cut back for proper seal, if applicable
- Gutter grates and frames will be removed and replaced with new frames
- Pipes in gutter fittings will be raised if necessary and sealed
- Entire pool finish will be acid etched with hydrochloric acid
- The acid will also etch marcite to open pores and remove impurities.
- Pool surface may be bleach washed and degreased with tri-sodium phosphate if necessary
- Pool surface will be pressure washed at 3500 psi

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State of Florida Pool Contractor, License # CPC1457968

## **(Continued) Construction Specifications**

### **INSTALLATION**

- Pool surface will be bond coated with an SGM Bondcoat
- New pool surface will be applied at a minimum of 3/8" to 1/2" thickness
- Minimal accelerants will be used
- Pool surface will be mixed according to manufacturer directions
- Pool surface will be troweled into any voids created by cutback and packed to make seal
- Pool surface will be worked to a smooth finish
- Pool surface to be pneumatically applied
- A new VGB compliant main drain frame and grate will be installed
- Pool finish in gutters will be level and flush with grates
- Hydrazzo will be exposed and polished with a diamond pad.
- After installation is complete pool fill will start

### **TILE**

- Existing tile will be removed if necessary or tile will be deglazed and cleaned for acceptance of new tile
- Tile on lip of gutter will be set to relevel pool according to the Florida Building Code requirements
- Tile will be set with polymer-modified thinset approved for underwater applications
- Tile will be grouted with polymer-modified grout approved for pool tile
- All pool tiles will be pool grade
- Code required depth markers would be set in tile line
- Tile at gutters will be set for a 2" drop from front to back of gutters

### **PEFORM POOL SURFACE START-UP (Per Manufacturer Start-up procedure)**

- Pool equipment will be restarted
- The addition of a metal sequestrant will be added to pool
- Pool water chemistry will be completely balanced including Chlorine, PH, Total Alkalinity, Calcium Hardness and Cyanuric Acid

### **STRUCTURAL PROBLEMS AFTER DRAIN**

Structural problems such as cracks in the pool shell or unstable substrate may require additional work and cost. This is an unforeseen problem. The Pool Works will make the customer aware of the problem and additional costs as soon as the pool has been drained and inspected.

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State of Florida Pool Contractor, License # CPC1457968

## Recent Resurface References

Bahia Del Mar I 6365 Bahia Del Mar Blvd Resource Property Management/Leah Tessler	St. Pete 727-864-0004	33715
Bahia Del Mar 5 6021 Bahia Del Mar Circle Resource Property Management/Tracy Sander	St. Pete 727-864-0004	33715
Bahia Del Mar 6 6350 Bahia Del Mar Circle Resource Property Management/Linda Kiser	St. Pete 727-864-0004	33715
Bahia Vista I 5801 Bahia Del Mar Circle Resource Property Management/Linda Kiser	St. Pete 727-864-0004	33715
Bay Island Ambassador Spa 7300 Sun Island Dr Property Manager/Joyce	S. Pasadena 727-360-2751	33707
Belle Biltmore Villas Oaks 150 Bellview Blvd Progressive Management	Belleair 727-773-9542	33756
Bonaventure Condo 3023 Bonaventure Cir Progressive Management/Simone	Palm Harbor 727-773-9542	34684
Casa Del Mar 5 6276 Sun Blvd. Resource Property Management/Vance Poland	St. Pete 727-864-0004	33715
Cedar Hollow Townhomes Cedar Hollow Lane Jim Nobles Management/Sheron Nichols	Tampa 727-441-14514	33618
Clearwater Yacht Club 803 Bayway Blvd Jack	Clearwater Beach 727-447-5135	33767
Coachman Creek 2625 SR 590 Clara Schultz, Manager	Clearwater 727-797-9701	33759
Country Club Condominium 1200 Country Club Dr. Community Management Concepts, Patricia England	Largo 727-364-4690	33771
Cypress Cove Townhomes 6249 W. Linebaugh Ave Management & Associates/ Joan Fissella	Tampa 813-433-2000	33625

### **The Pool Works of Florida, Inc.**

9191 130th Avenue North | Largo, FL 33773

Phone 727.938.8389 | Fax 727.938.5594 | [www.thepoolworks.net](http://www.thepoolworks.net)



State of Florida Pool Contractor, License # CPC1457968

## Recent Resurface References (Continued)

East Lake Woodlands Condo 5 101 Lakeview Place Rick/Maintenance	Oldsmar 727-773-6902	34667
Edgewater Arms Condo 622 Edgewater Dr Progressive Management/Bob	Dunedin 727-733-1896	34698
Forest Wood 8234 Long branch Drive Creative Property Management/ Marney	Port Richey 727-478-4917	34668
Franklin Square East 1480 Brier Ct Calibre Management/Ray	Palm Harbor 727-796-1996	34683
Glen Eagles Condominium 2600 Cypress Pond Road Citadel Property Management/Jim Ranalo	Palm Harbor 727-938-7730	34683
Glen Ellen MHP 2882 Gulf to Bay Blvd ELS Properties Mike Bowering	Clearwater 727-797-5432	33759
Golden Gate MHP Spa 8201 40 <sup>th</sup> Street North Robert	Pinellas Park 727-577-9205	33781
Heritage Isles Golf & Country Club 10630 Plantation Bay Dr. John Browne/Manager	Tampa 813-907-7388	33647
Highland Lakes HOA 3300 MacGregor Drive Carl/Maintenance Director	Palm Harbor 727-643-4125	34684
Hillcrest Mobile Home Park 2346 Druid Road Park Manager, Mike	Clearwater 727-535-7906	33764
Imperial Pines 3074 Eastland Blvd Progressive Management/Curt Young	Clearwater 727-773-9542	33756
Mariner Village 1531 Klosterman Road Progressive Property Management/Linda	Tarpon Springs 727-773-9542	34689
Palma Del Mar 2 6218 Palma Del Mar Blvd Qualified Property Management/Tracey	St. Petersburg 727-869-9700	33715

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State of Florida Pool Contractor, License # CPC1457968

## Recent Resurface References (Continued)

Palma Del Mar 3 6268 Palma Del Mar Blvd Tom Counihan/Board President	St. Petersburg 727-865-0192	33715
Palma Del Mar 4 6322 Palma Del Mar Blvd Del-Mar Property Services/Randy Miller	St. Petersburg 727-656-3791	33715
Palma Del Mar 5 6218 Palma Del Mar Blvd Qualified Property Management/Lydia Mascato	St. Petersburg 727-869-9700	33715
Penthouse Groves 1655 South Highland Ave Progressive Property Management/Tom Reardon	Clearwater 727-773-9542	33756
Philippe Bay Townhomes 2020 Philippe Parkway Resource Property Management/Mary Hadnott	Safety Harbor 727-796-5900	34695
Pine Ridge at Sugar Creek 13212 Slash Pine Dr Creative Management/Lisa Remick	Hudson 727-478-4909	34667
Quiet Waters 19931 Gulf Blvd. Minute Men Property Management/Bill Prout	Indian Shores 727-593-3265	33785
Ranchero Village 7100 Ulmerton Road Property Manager/Deborah	Largo 727-536-5573	33771
Royal Palms 400 Lake Ave Peter Sala/ Plant Operations Director	Largo 727-385-2997	33771
Sandal Cove 1001 Bayshore Blvd. Progressive Property Management/ Katherine Ganglhoff	Safety Harbor 727-773-9542	34695
Sarasota County Arlington Complex 2650 Waldemere St. Jose Duque, Pool Maintenance Supervisor	Sarasota 941-315-0155	34239
Sheraton Sand Key 1160 Gulf Blvd Seaway Resorts/John Agliano	Clearwater Beach 727-593-6000	33767
Shipwatch Yacht and Tennis Club CMC Property Management/Clara Carlucci	Largo 727-595-9300	33744

### The Pool Works of Florida, Inc.

9191 130th Avenue North | Largo, FL 33773

Phone 727.938.8389 | Fax 727.938.5594 | [www.thepoolworks.net](http://www.thepoolworks.net)



State of Florida Pool Contractor, License # CPC1457968

## Recent Resurface References (Continued)

Shore Mariner 18304 Gulf Blvd Manager, Denny	Redington Shores 727-393-8137	33708
Surfside Condominium 11 Idlewild St Jim Nobles Management/Richard Drago	Clearwater Beach 727-441-1454	33767
Sunset Palms 3401 Gandy Blvd Manager, Richard Thomas	Pinellas Park 727-577-0287	33781
Tampa Bay Yacht and Tennis Club General Manager/Scott Fairbairn	Tampa 813-831-8665 ext 225	33611
Tarpon Shores MHP 40274 US Hwy 19 N Manager/ Michael Kostare	Tarpon Springs 727-938-2600	34689
The Childrens Home 10909 Memorial Hwy Charles	Tampa 727-599-5439	33615
Versant Place Apts 1010 Versant Drive Victoria/Manager	Tampa 813-655-1957	33511
Viewpoint on the Bay 55 Rogers Street Tom Vanhooose Board Member	Clearwater 727-812-4317	33756
Westlake Village HOA 810 Village Way Carl/Board Member	Palm Harbor 727-643-4125	34683
Windsor Club @ Legacy Park 9905 Windsor Club Drive Lacey Haker/Manager	Riverview 813-246-4334	33578

### **The Pool Works of Florida, Inc.**

9191 130th Avenue North | Largo, FL 33773  
Phone 727.938.8389 | Fax 727.938.5594 | [www.thepoolworks.net](http://www.thepoolworks.net)



State of Florida Pool Contractor, License # CPC1457968



## *Approved Applicator*

*This certificate certifies that*

## *The Pool Works of Florida*

*has completed the Hydrazzo® Polished Marble  
Approved Applicator Training Program  
and is authorized to offer a 10-year limited warranty*

*Signature*   
Tim Wills, National Sales Coordinator

*Date:* 9/26/14

**Aquavations**

**The Pool Works of Florida, Inc.**

9191 130th Avenue North | Largo, FL 33773

Phone 727.938.8389 | Fax 727.938.5594 | [www.thepoolworks.net](http://www.thepoolworks.net)





State of Florida Pool Contractor, License # CPC1457968



Mr. Don Ball  
The Pool Works of Florida  
3713 Palm Harbor Boulevard  
Palm Harbor, FL 34683

January 15, 2012

Dear Mr. Ball,

As an of our largest certified applicators, you have achieved the Aquavations 15 Year Award for craftsmanship and loyal dedication and may now offer the highest designation of the Hydrazzo extended warranty. This achievement comes with years of conscientious product application and pool owner training of *Sound Technical Practices* for start-up and maintenance.

Our records indicate that you have never had a customer complaint or a materials claim in the past 15 years. This is the highest compliment and designation offered by Aquavations Corp.

It is with great pride we are able to make this designation to The Pool Works.  
Best regards,

*Randy Dukes*

Randy Dukes  
National Technical Director

7761 SW 62<sup>nd</sup> Ave, Suite 100 | South Miami, FL 33143

**The Pool Works of Florida, Inc.**  
9191 130th Avenue North | Largo, FL 33773  
Phone 727.938.8389 | Fax 727.938.5594 | [www.thepoolworks.net](http://www.thepoolworks.net)



State of Florida Pool Contractor, License # CPC1457968



## Pool/Spa Finish Warranty



Aquavations Corporation provides a 10 Year Limited Warranty for Hydrazzo pool/spa finishes.

Aquavations Corp. is a worldwide leader in advanced, pre-blended exposed aggregate coating systems for the modern swimming pool. Our mission is to develop dependable, pre-blended pool plaster systems using basic and advanced technology from years of experience and hands-on applications. We have developed new and improved products, superior to any other, utilizing the earth's finest raw materials. A combined 40 years of work in the industry has produced pool surface technology unrivaled in appearance and durability.

### **This is exclusive for The Pool Works and its customers!**



The Pool Works of Florida, have achieved a 22 Year Award for Craftsmanship and Loyal Dedication from Aquavations Corp. allowing us to offer the highest designation of the Hydrazzo Extended Warranty.

We provide an additional 10 Year Extended Limited Warranty, which warrants the same coverage as the initial 10 Year Limited Warranty.

Combined, this gives our customers a 20 Year Limited Warranty. If we are awarded the contract for your project, we will provide the extended warranty of 10 years to cover your Hydrazzo pool finish.

We at The Pool Works of Florida, Inc. will always provide the best craftsmanship and quality for every project we are awarded.

*Donald Ball*

Donald Ball, President

**The Pool Works of Florida, Inc.**

9191 130th Avenue North | Largo, FL 33773

Phone 727.938.8389 | Fax 727.938.5594 | [www.thepoolworks.net](http://www.thepoolworks.net)



State of Florida Pool Contractor, License # CPC1457968



## 5 Year Workmanship Warranty

The Pool Works of Florida warrants its installation of all materials utilized in all of its construction/renovation projects. The intent of the warranty is to give assurance that all workmanship is completed in accordance with manufactures' specifications and installation guidelines. This warranty is for a period of (5) five years after completion of project.

This warranty excludes damage caused by structural failure, physical abuse and/or improper maintenance.

**The Pool Works of Florida, Inc.**

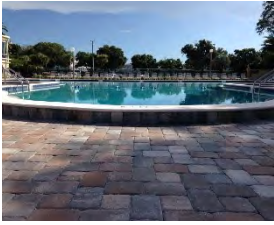
9191 130th Avenue North | Largo, FL 33773

Phone 727.938.8389 | Fax 727.938.5594 | [www.thepoolworks.net](http://www.thepoolworks.net)





State of Florida Pool Contractor, License # CPC1457968



## commercial construction

For nearly two decades we have developed a commercial portfolio with a wide range of solutions for new construction projects. We partner with manufacturers that share the same philosophy of supplying the best product and standing behind it.

- Pools, Spas, Decks, Filtration Systems, Heating Solutions, Pavers, Splash Pads, Water Features
- Custom-Cast Coping, Equipment Paks

## renovation

With a full line of renovation services, we'll review the status of your commercial environment and explore the options. Whether a simple renovation or scalable upgrades, we'll discuss changes to ensure compliance according to the Florida Administrative Codes.

- Pool & Spa Resurfacing, Equipment Upgrades, Tile Replacement
- Ladders, Handrails, Main Drain Grates Pavers, Equipment Paks
- Deck Resurfacing, Paver Installations
- Custom-Cast Coping, Water Features, Splash Pads
- Heating Solutions, Salt Chlorination Systems
- LED Lighting Solutions, Health Department Code Upgrades

## pool & spa finishes

With nearly twenty years of hands on industry experience, we can say that we work with the best manufacturer of commercial pool and spa finishes. We have been a partner with CL Industries for nearly 17 years. Their finishes come with a 10 year warranty, however due to our expertise they allow us to offer an exclusive Extended 10 Year Warranty.



### Hydrazzo Pool & Spa Finishes

A silky smooth texture, combined with the proven durability of exposed aggregates.

## repairs

The Pool Works has experienced teams prepared to address a wide range of challenges that may occur throughout the life of your commercial environment.

- Pool & Spa Pumps, Equipment Paks
- Heaters (Electric, Natural Gas, Propane, Solar)
- Filtration Systems, Salt Systems, Chlorinators, Plumbing, Leak Detection & Repair, Stain Removal, Pool & Spa Lighting, Pressure Testing inspections, Tile, Coping, Pavers, Deck Surfaces
- Repairs as a result of a Health Department Inspection

## service

Pools and Spas are complex and technical structures. If you add in the moving water, chemicals and swimmers using the facilities it takes its toll. A well planned maintenance program and procedures will extend the life of your pool, spa and deck.

**The Pool Works Service Program** offers the following:

- Pool, Spa, Equipment, Deck Evaluations, Equipment Maintenance
- Restoring Proper Paver Elevations, Deck Repair and Sealing, Coping and Tile Repair
- Paver Cleaning and Sealing, Health Department Inspection Report Review, Consultation Services

## energy efficient solutions



We offer award winning products by industry innovators and leaders that are energy efficient, eco-friendly – saving you a lot of money.

- **Variable Speed Pumps** run at a lower speed to achieve flow, saving 30-80%.
- **LED Pool & Spa Lighting** reduces energy consumption up to 89%.
- **Heating** - Air Source Heat Pumps can save you up to 75% the cost of gas heaters.
- Salt Systems save you 75-80% over standard chlorine solutions.



**The Pool Works of Florida, Inc.**

9191 130th Avenue North | Largo, FL 33773

Phone 727.938.8389 | Fax 727.938.5594 | [www.thepoolworks.net](http://www.thepoolworks.net)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/19/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Insurance by Ken Brown, Inc. 707 Pennsylvania Ave Ste 1300 Altamonte Springs FL 32701		<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 321-397-3870 FAX (A/C, No): 321-397-3888 E-MAIL ADDRESS: certificates@insbykenbrown.com	
<b>INSURED</b> The Pool Works of Pinellas County, Inc. The Pool Works of Florida, Inc. American Outdoor Concepts 9191 130th Avenue North Largo FL 33773		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A : Amerisure Insurance Company NAIC # 19488 INSURER B : Associated Industries Ins Co 23140 INSURER C : Amerisure Mutual Insurance Company 23396 INSURER D : INSURER E : INSURER F :	

**COVERAGES** **CERTIFICATE NUMBER:** 551356362 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		CPP21079000202	2/19/2020	2/19/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> \$10,000 PIP		CA20604751201	2/19/2020	2/19/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTIONS		CU20950380702	2/19/2020	2/19/2021	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	AWC1128086	4/20/2019	4/20/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

For Illustrative Purposes Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

## Licensee Details

### Licensee Information

Name: **BALL, DONALD EVERITT SR (Primary Name)**  
**THE POOL WORKS OF FLORIDA, INC (DBA Name)**

Main Address: **9191 130TH AVE NORTH**  
**LARGO Florida 33773**

County: **PINELLAS**

**View Types of Work  
Licensee Can Perform**

License Mailing:

LicenseLocation:

### License Information

License Type: **Certified Pool/Spa Contractor**

Rank: **Cert Pool**

License Number: **CPC1457968**

Status: **Current,Active**

Licensure Date: **12/29/2009**

Expires: **08/31/2022**

Special Qualifications	Qualification Effective
<b>Commercial Pool/Spa Contractor</b>	<b>12/29/2009</b>
<b>Construction Business</b>	<b>12/29/2009</b>

### Types of Work Licensee Can Perform

#### Commercial Pool/Spa Contractor

This contractor can build or repair any swimming pool or spa, both public and private. This contractor's scope of work includes the installation and repair of equipment, work on interior finishes, the installation of package pool heaters, the installation of perimeter and filter piping, and the construction of equipment rooms or housing for pool/spa equipment. This contractor cannot make direct connections to water or sewer lines.

Water treatment and cleaning that does not require the installation, construction, replacement, or modification of equipment does not require a license. Filters may be changed without a license.

### Alternate Names

[View Related License Information](#)

[View License Complaint](#)



Form **W-9**  
(Rev. October 2018)  
Department of the Treasury  
Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the  
requester. Do not  
send to the IRS.

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

THE POOL WORKS OF FLORIDA

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☒ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ 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 FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

9191 130TH AVENUE NORTH

6 City, state, and ZIP code

LARGO, FL 33773

7 List account number(s) here (optional)

Requester's name and address (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.

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

Social security number

\_\_\_\_ - \_\_\_\_ - \_\_\_\_

OR

Employer identification number

5 9 - 3 5 9 2 2 6 3

### Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 ▶

*Sandra L. Ball*

Date ▶

2/3/2020

### 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](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

# Tab 4



## Deer Path Lane Drain Cleaning

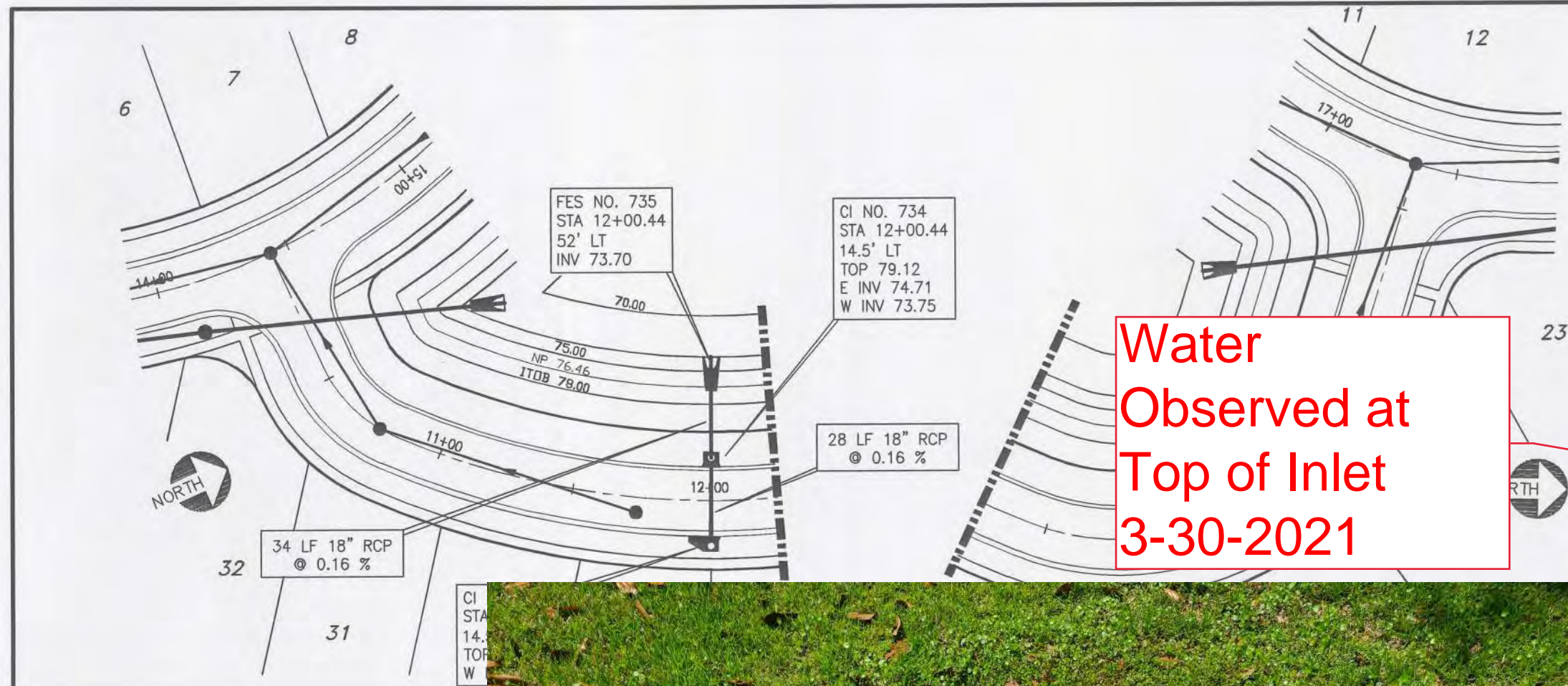
Write a description for your map.

### Legend

- Deer Path Ln
- Project Location

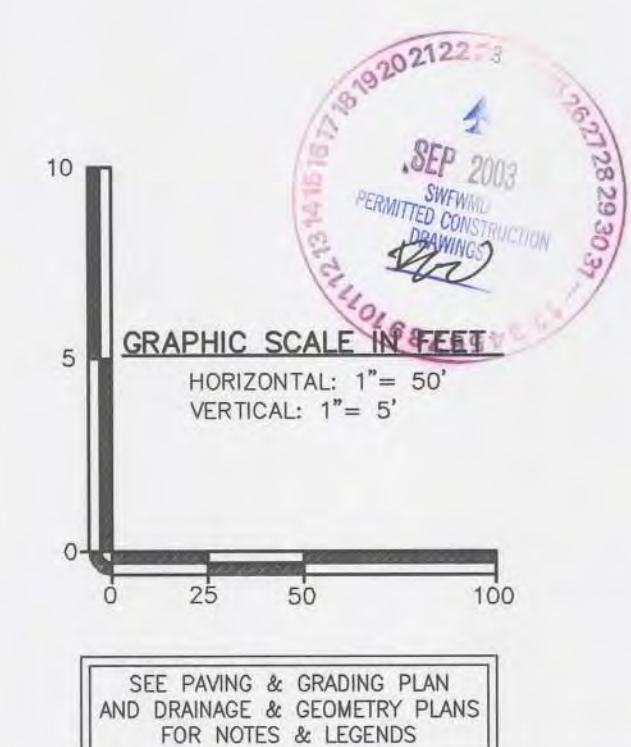
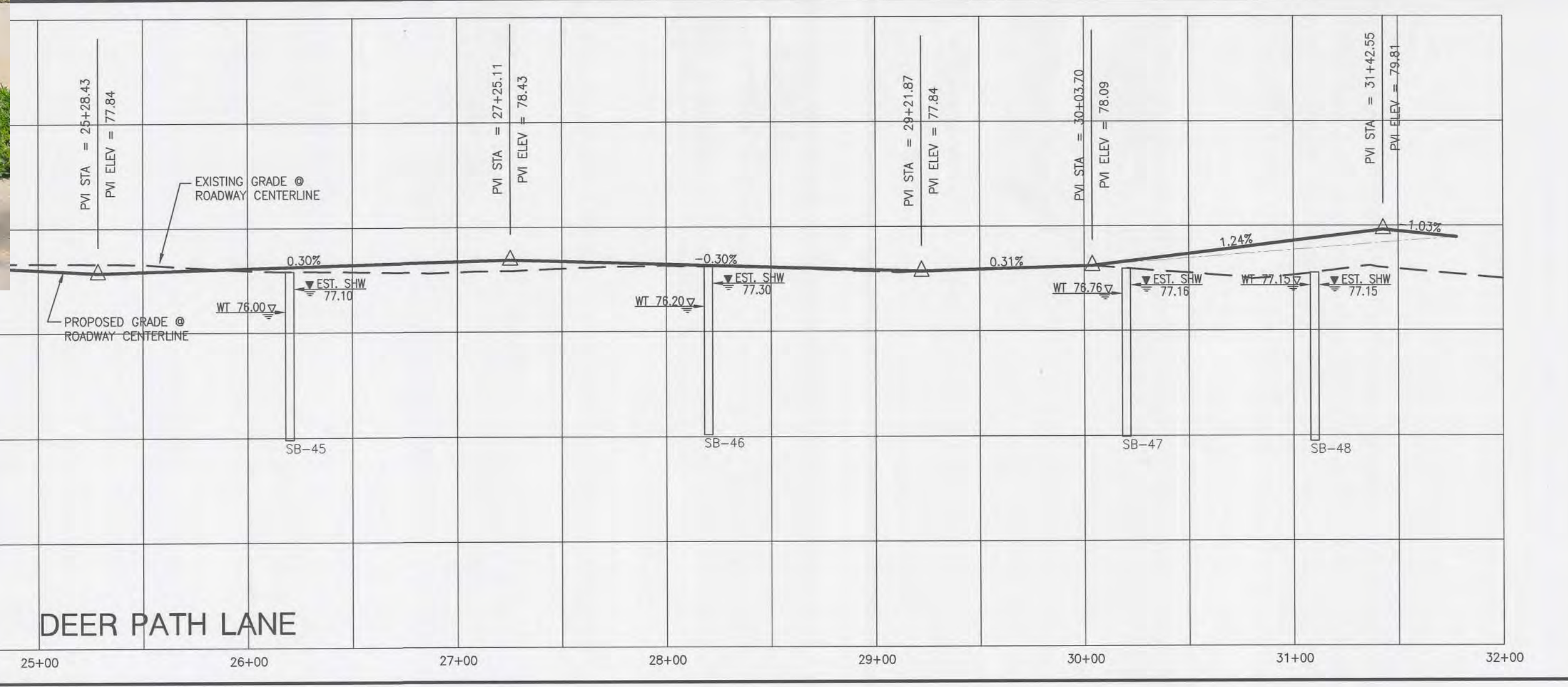
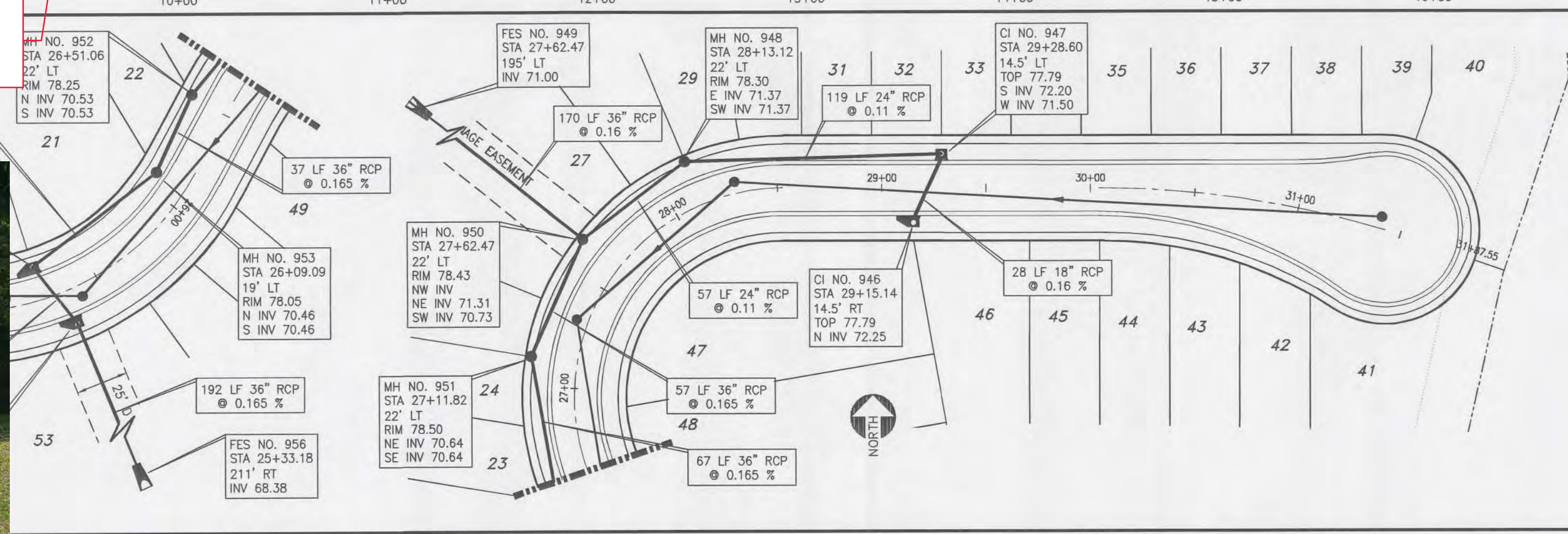
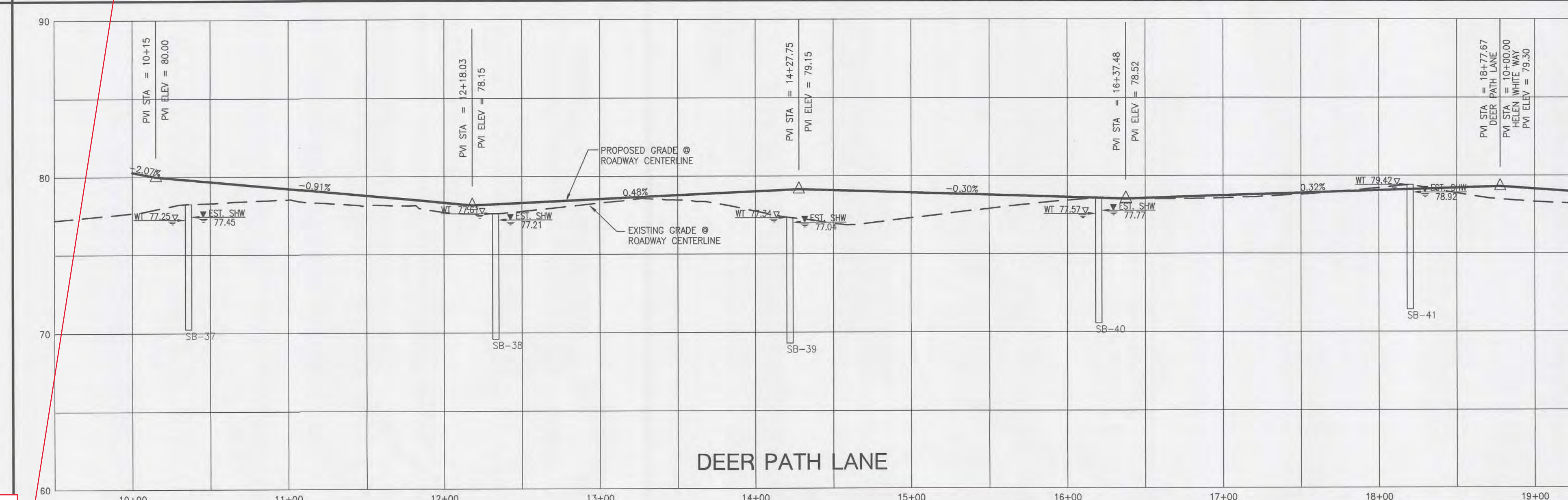
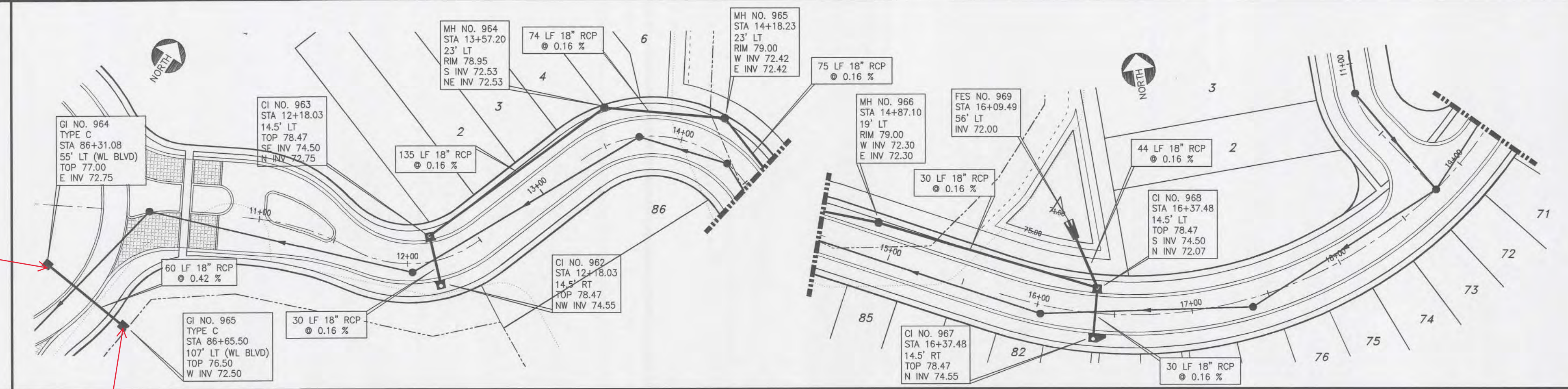
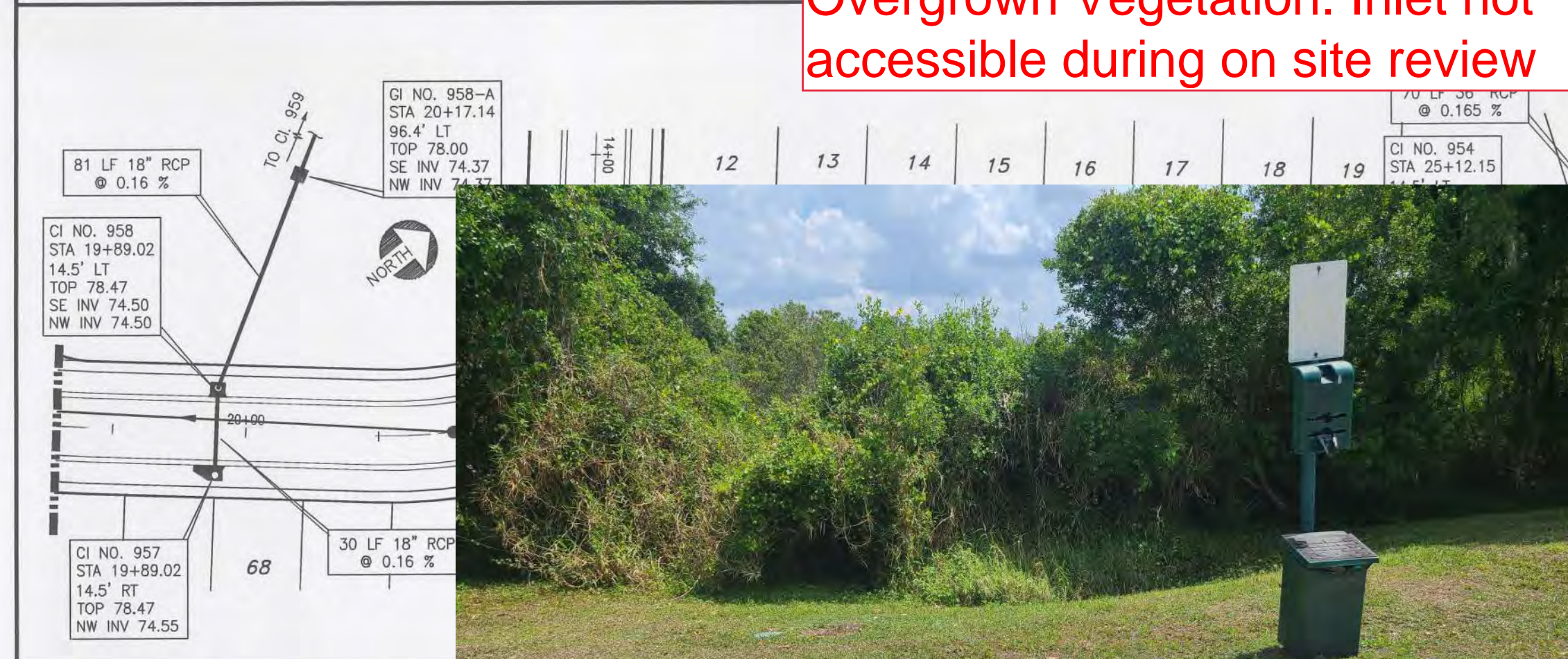






ELEANOR WOODS ROAD

Overgrown Vegetation. Inlet not accessible during on site review



WILDERNESS LAKE PRESERVE  
- PHASE 2 -  
PASCO COUNTY, FLORIDA

PAVING, GRADING & DRAINAGE  
PLAN & PROFILE

DATE: 06/16/03  
DRAWN BY: J. Fischer  
CHECKED BY: DUS  
JOB NO.: 2020092

REVISIONS:  
06/29/03 REISED ROW & SIDEWALKS (JEF)

LINDELL INVESTMENTS II, INC.

3900 WEST KENNEDY BOULEVARD  
TAMPA, FLORIDA 33609  
(813) 225-2006

LANDMARK  
ENGINEERING & SURVEYING  
CORPORATION

8515 Palm River Road  
Tampa, Florida 33619  
E.B. # 3913

Phone (813) 621-7841  
Fax (813) 621-6761

36

61

15





Possible Parking  
Areas for Truck





Contractor	Contact	Proposal Amount	Notes
Florida Jet Clean	Ralph Calistri	\$1,600	Clearing 2 grate inlets, and 60 LF 18in RCP
All South Underground	Gustavo Lopez	\$1,900	Clearing 2 grate inlets, and 60 LF 18in RCP
Bay Area Environmental Services	Robert Cannon	\$2,075	Clearing 2 grate inlets, and 60 LF 18in RCP



# FLORIDA JETCLEAN

---

## HIGH PRESSURE WATER JETTING – PIPELINE VIDEO INSPECTION PIPE LOCATING – NO DIG REPAIRS – VACUUM TRUCK SERVICES

---

7538 Dunbridge Drive  
Odessa, FL 33556  
www.floridajetclean.com

TEL : 800-226-8013  
FAX : 813-926-4616

### PROPOSAL

DATE : 5/21/2021  
TO : Frank Nolte - Cardno  
FROM : Ralph Calistri (floridajetclean@yahoo.com)  
SUBJECT : Proposal for Storm Pipe & Inlet Cleaning Svcs at Deer Path Roundabout

Thank you for your inquiry. We confirm our capability and interest in carrying out these storm system cleaning services for Wilderness Lake at the Deer Path Lane Roundabout.

#### Based on our site visit, we propose as follows:

High-pressure water-jetting of one storm pipe of unknown diameter and removal of dirt/debris from two grated inlets connecting roundabout to wetland \$ 1,350.00

Offsite Disposal of Removed Debris \$ 250.00

#### Subject to:

- Vehicle access within 10' of each work area for placement of truck.
- No vegetation cutback, trimming, or removal is included.
- Traffic control is limited to minor cone placement.
- Payment: Net 30 Days

Regards,



Ralph Calistri – Florida Jetclean - 800-226-8013

1888 NW 22nd Street  
(813) 677-7655



Pompano Beach, FL, 33069  
shenandoahconstruction.com

DATE: April 01, 2021  
SUBMITTED TO: Cardno Brooksville  
STREET: 20215 Cortez Blvd  
CITY, STATE & ZIP: Brooksville, FL 34601  
PHONE: (352) 754-1240  
FAX:  
EMAIL: greg.woodcock@cardno.com  
JOB NAME: Wilderness Lakes Culvert Cleaning &  
Vegetation Removal  
ATTENTION: Greg Woodcock

PROPOSAL #P21325

We propose to furnish a crew and all necessary equipment to Clean 18" storm line and remove overgrown vegetation at outfall at the above mentioned job location. This work will be performed at our following hourly and/or unit prices:

Jet Vac Truck	(at \$295.00 )	5	\$1,475.00
Offsite Disposal	(at \$600.00 )	1	\$600.00
<del>Clearing &amp; Grubbing</del>	<del>(at \$1,200.00 )</del>	<del>1</del>	<del>\$1,200.00</del>
<b>Estimated Total:</b>			<del>\$3,275.00</del>

NOTE: One way travel time for all hourly vehicles listed above. Four hour minimum. This proposal includes removal of all loose debris from the structures and pipes (excluding hazardous waste), if non-hazardous contaminated liquids or soils are encountered, such as oil, gas, fuel, hydraulic oil, etc., the customer will be required to have the material analyzed, by an approved lab, then approved by a disposal facility, prior to Bay Area transporting and disposing of the material, additional cost for specialty hauling and disposal will be applied to the invoice, along with documented receipt. However, we are not responsible for problems occurring during or after cleaning due to pre-existing condition, original installation or design. **\$2,075**

This proposal may be withdrawn if not accepted within 30 days. Payment terms net 30 days.  
(If we encounter an Insurance compliance fee requirement, this fee will be invoiced in addition to the above rates.)

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Price above is only an estimate of foreseen conditions. Unforeseen conditions can affect the amount of time to complete the work, therefore increasing or decreasing estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Unless noted above engineering, permits, testing and bonds are not included in the pricing. Owner is to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. Parties to this proposal/contract expressly waive all tort claims against each other and limit their remedies to breach of contract.

SIGNATURE: 

SHENANDOAH GENERAL CONSTRUCTION CO.  
Bobby Cannon

TITLE  
Estimator

DATE  
04/01/2021

ACCEPTANCE OF PROPOSAL / SIGN & RETURN

The above prices, specification and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

SIGNATURE: \_\_\_\_\_

COMPANY NAME:  
REPRESENTATIVE:

DATE:  
TITLE:



**Project/Job**  
7427 Deer Path Ln Cleaning

**Estimate** 203366  
**Estimate Date** 5/21/2021

**Payment Terms**  
Net 30

**FOR QUESTIONS ABOUT THIS ESTIMATE, CALL OUR ESTIMATING & SALES DEPT: (888) 382-6259 x2**

<b>Client</b> Wilderness Lake CDD 12750 Citrus Park Lake Suite 115 Tampa, FL 33625			
Items	Qty	Price	Amount
SERVICE ADDRESS: 7427 Deer Path Ln, Land O' Lakes, FL 34637 COUNTY: Pasco			0.00
BACKGROUND: Client requests the following:  ~ 60 LF Jet-Vac Cleaning service for existing 18" RCP Stormwater Pipeline.  Note: Debris, sediment, and water level in not known and unpredictable. Clearing vegetation and MOT (if it's necessary) must be provided by client.  JET-VAC TRUCK SERVICE - DAY RATE (includes up to 8 Hrs Port-to-Port) - Hours in excess of 8 per day will be billed at an Overtime Rate of \$285/Hr  TERMS & CONDITIONS - Including this Estimate as an attachment, addendum, or exhibit to any purchase order or agreement shall constitute acceptance by Client that the terms and conditions herein shall control and withstand any conflicting provisions therein. Unless otherwise agreed in writing specific to the scope herein and signed by All South Underground ("ASU") and Client, and notwithstanding any conflicting terms in any other documentation, purchase orders, or otherwise, the following terms and conditions apply: PERMITTING - All necessary permits shall be provided by Client at no expense to ASU. UNIT BILLING - Billing shall be based upon ASU's actual field measurements (for any unit billing is included herein). CHANGES - Any obligation to provide services hereunder shall be limited to those services specifically listed as Items herein. Ancillary or un-specified services shall require a separate Estimate or Change Order signed by both ASU and the Client. All changes must be made in writing by mutual assent of the parties. RETAINAGE - Client agrees to withhold zero percent (0%) retainage. ACCESS - Client shall provide drive-up access to structures/work-areas such that ASU may provide its services without delay. Conditions which cause ASU's vehicles/equipment to get stuck shall constitute a Client caused delay. MOT - Client shall provide Management-Of-Traffic services such that ASU may perform its services without delay. DEWATERING - Pipe structures requiring service shall be isolated and dewatered by Client at no expense to ASU such that ASU may provide its services without delay. STANDBY - Any delay in excess of 15 minutes that prevents ASU's crews from performing service, caused by circumstances under Client's control, shall be considered Standby. Any Client controlled circumstances that cause jet/vac equipment to require more than 45 minutes to perform a fill/dump cycle shall constitute Standby for time in excess of 45 minutes per cycle. If billing is based on hourly rates, Standby shall be charged at the respective hourly rate for the affected service(s). If billing is on a LF/quantity basis, Standby shall be charged as follows (per vehicle): Jet-Vac service @ \$265/hr, CCTV service @ \$235/hr, other vehicle/crew @ \$235/hr. If billing is based upon minimum daily quantities or day-rates, Standby time shall count towards accrued hours of service. UNKNOWN PIPE CONDITIONS - Pipeline to be serviced hereunder is of a condition unknown to ASU, may not be serviceable in full, and may be damaged by plugging, dewatering, cleaning, or other services. ASU will make a reasonable effort to service pipeline(s) without causing further damage or degradation. However, servicing pipelines and hydraulic systems presents an unavoidable risk of damage and associated complications that ASU shall not be liable for. SAFETY - ASU shall not be required to handle or transport Hazardous Waste. Client warrants and represents that the work area and any material that ASU may be directed to handle or transport shall be free of any Hazardous Waste. If Hazardous Waste is identified in any material encountered by ASU or its subcontractors while performing its work hereunder, Client shall at Client's sole expense, remediate and mitigate all Hazardous Waste contamination and shall indemnify and hold harmless ASU and its owners, directors, and assigns from all losses, costs, liabilities, claims, damages, expenses and legal fees that arise in connection with such Hazardous Waste. All provisions regarding assumption of risk, release, waiver, indemnity and hold harmless are intended to be as broad and inclusive as permitted under the law. ASU reserves the right, free from liability or damages, to refuse to provide services in any area that ASU deems to be unsuitable or unsafe. SEVERABILITY - Any provision of this held invalid by a judicial proceeding shall be deemed modified to the minimum extent necessary to be valid and as close to its original purpose as possible. PENALTY PERIODS: Notwithstanding anything to the contrary herein or in any schedules, work orders, documentation, or otherwise, if as of the date ASU first mobilizes to furnish any service or goods specified hereunder or sixty (60) days thereafter, Client is in a liquidated damages period or other condition whereby Client accrues losses including, but not limited to fees, fines, penalties or damages, lost incentives, or lost bonus payment(s), for failure to complete or obtain acceptance of any portion of the project, ASU shall be held free from all liability or damages in connection with such losses and ASU shall be entitled to full and timely payment, regardless of whether the Client has been paid, for all work performed and goods furnished on the project. DUMP AREA - Unless otherwise agreed in writing, if ASU is required to perform cleaning/desilting services hereunder, Client shall furnish a lawful on-site dump area for ASU to dispose of all material/debris removed from jobsite assets. WATER SOURCE - Unless otherwise agreed in writing, Client shall provide a two-inch (2") water source, hydrant meter, or water truck (all of which shall deliver filtered or particulate-free fresh water) at no cost to ASU such that ASU may perform its services without delay. CLEANING EXCLUSIONS - Cleaning/Desilting items do not include root-cutting, descaling, de-tuberculation, or the removal of bricks, concrete, rocks, refuse, or foreign obstructions from pipelines. WATER & DUMP ACCESS - Any circumstances that cause a Jet-Vac/Jet Truck water refill or dump cycle to take more than 45 minutes shall constitute a Client caused delay.	1	1,900.00	1,900.00
<b>Total</b>			





**Project/Job**  
7427 Deer Path Ln Cleaning

**Estimate** 203366  
**Estimate Date** 5/21/2021

**Payment Terms**  
Net 30

**FOR QUESTIONS ABOUT THIS ESTIMATE, CALL OUR ESTIMATING & SALES DEPT: (888) 382-6259 x2**

<b>Client</b> Wilderness Lake CDD 12750 Citrus Park Lake Suite 115 Tampa, FL 33625			
Items	Qty	Price	Amount
<p>The undersigned has the authority to sign and execute this agreement on behalf of Client and hereby agrees to the terms and conditions herein. - For Client:</p> <p>Sign: _____ Date: _____ PO #: _____</p> <p>Print Name: _____ Title: _____</p> <p>Notice: Invoices not paid according to the terms stated herein will be subject to a 1.5% per month finance charge. Client agrees that All South Underground LLC shall be entitled to all costs of collection, including reasonable attorneys' fees, in the event timely payment is not received.</p>			
<b>Total</b>			\$1,900.00



ALLSOUT-02

JFAVA

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/21/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>ASSOCIATES AGENCY, INC.</b> 11470 N 53rd St Temple Terrace, FL 33617	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): <b>(813) 988-1234</b>		<b>FAX (A/C, No): (813) 988-0989</b>
	<b>E-MAIL ADDRESS:</b> <b>certs@associatesins.com</b>		
	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A : Southern Owners Insurance Co</b>		<b>10190</b>
	<b>INSURER B : Auto Owners Insurance Co</b>		<b>18988</b>
	<b>INSURER C : Incline Casualty Company</b>		<b>11090</b>
<b>INSURED</b>  <b>All South Underground LLC</b> <b>P O Box 716</b> <b>Safety Harbor, FL 34695</b>	<b>INSURER D :</b>		
	<b>INSURER E :</b>		
	<b>INSURER F :</b>		

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab. GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			20129531	2/14/2021	2/14/2022	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>300,000</b> MED EXP (Any one person) \$ <b>10,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b> \$
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			4712953101	2/14/2021	2/14/2022	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ <b>PIP</b> \$ <b>10,000</b>
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ <b>5,000</b>			4712953102	2/14/2021	2/14/2022	EACH OCCURRENCE \$ <b>5,000,000</b> AGGREGATE \$ <b>5,000,000</b> \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input checked="" type="checkbox"/> Y / N <b>N</b> If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	SWB00118700	6/14/2020	6/14/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ <b>1,000,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>
A	<b>E &amp; O Liability</b>			20129531	2/14/2021	2/14/2022	<b>Claim 1,000,000/Agg</b> <b>2,000,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Re: 7427 Deer Path Ln Cleaning

## CERTIFICATE HOLDER

## CANCELLATION

<b>Wilderness Lake CDD</b> <b>7427 Deer Path Ln.</b> <b>Land O' Lakes, FL 34637</b>	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

# Request for Taxpayer Identification Number and Certification

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the  
requester. Do not  
send to the IRS.

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

**ALL SOUTH UNDERGROUND LLC**

2 Business name/disregarded entity name, if different from above

**CHAMPION PIPE RESTORATION**

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► **P**

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ 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 FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

**PO BOX 716**

6 City, state, and ZIP code

**SAFETY HARBOR, FLORIDA 34695**

Requester's name and address (optional)

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.

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

Social security number

\_\_\_\_ - \_\_\_\_ - \_\_\_\_

OR

Employer identification number

4 5 - 5 4 0 0 2 7 4

## 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 ►

Date ►

5/1/2020

## 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](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.



# Tab 5



## **Wilderness Lake Preserve Community Development District (CDD)**

Wilderness Lake Preserve

21320 Wilderness Lake Blvd • Land O Lakes, FL • 34637

Phone: 813-995-2437 • Fax: 813-995-2436

### **May 2021 Clubhouse Operations/Maintenance Updates**

- Removed trash from Bay Lake and the community ponds.
- Assisted with the setup of the following events and meetings: CDD and HOA meetings, Wine Sampling, Art Class, Grill & Chill, and Resident Appreciation Day.
- Reported several light pole outages to Duke Energy for repair. **Locations:** Wilderness Lake Blvd. (2), Americus Lane (1), and Night Heron Drive (1).
- Repaired 3 landscape lights.
- Replaced the felt pads on the Activities Center chairs and bar stools.
- Assembled the Assistant Manager's desk and chair.
- Repaired an area of drywall near the Men's Sauna.
- Repaired the vanity in the Women's Locker Room.
- Pressure washed several Lodge campus sidewalks.
- Replaced the felt insulation on the entryway doors.
- Repaired the drywall in the Assistant Manager's office.
- Assessed an area in the rear of the community due to possible dumping.
- Installed cameras in several wooded areas to monitor activity.
- Cleaned and organized the Conservation Dumpster yard and storage area.
- Repaired a metal strip on the molding around the Nature Center Classroom door.
- Removed graffiti from the Lodge Playground equipment.
- Replacing 4 light fixtures. (Activities Center: 3 & Fitness Center: 1)
- Replaced a landscape photosensor located on Wilderness Lake Blvd.
- Repairing the wiring for the Whispering Wind Drive and Wild Oak Lane monument lighting. (The wiring was damaged due to the removal of a Palm tree and the installation of new plant material.)
- Sanded and painted the dock chair.
- Repaired the drywall in the Lodge Men's and Women's restrooms. (Drywall damaged due to someone standing on the dispensers.)
- Repaired the Dog Station located on Wilderness Lake Blvd. and Citrus Blossom Drive.
- Replaced the Dog Waste Station located at Night Heron Drive and Minnow Brook Way.
- Removed the hard water stains from the flower boxes.
- Removed cobwebs from the docks and buildings.
- Treated for ants throughout the community.
- Removed rust stains from several stone columns, white caps, and sections of the fence line at the Lodge and throughout the community.
- Bleached all poolside tables. (Weekly)



Wilderness Lake Preserve Community Development District (CDD)

**1st Quarter 2020/2021 Projected Projects**

- Wetland T Buffer Maintenance Project. **Budget line item: “Wetlands - Special Projects”**
  - **Project completed.**
- Add an additional pump and well for irrigation to service the area from the corner of Night Heron Dr./Caliente Blvd. to the Deerfield’s pump and well. **Budget line item: “Irrigation”**
  - **Project in progress.**

**2nd Quarter 2020/2021 Projected Projects**

- Resurface the Tennis Courts. **Budget line item: “Reserves”**
  - **Project completed.**
- WL Blvd. roadway paver repairs on the inbound and outbound lanes from US Hwy. 41 to the Ranger Station. **Budget line item: “Reserves”**
  - **Project completed.**
- Repaint 14 main entry doors. **Budget line item: “Reserves”**
  - **Project completed.**
- Reseal the Splash Pad. **Budget line item: “Maintenance”**
  - **Project completed.**
- Replace the Maintenance Shed roof. **Budget line item: “Reserves”**
  - **Project completed.**

**3rd Quarter 2020/2021 Projected Projects**

- Remove the 10 sections of roadway pavers from the intersection of WL Blvd./US Hwy. 41 to the Ranger Station gate and replace with asphalt. – **Project turned over to Pasco County by the Board of Supervisors.**
- Replace the Kayaks. – **Pricing forthcoming.**
- Replace several wood panels in the Men’s Sauna. – **Panels on order.**
- Reseal the Lodge floor.
- Add poolside Order-to-Go options every Thursday – Saturday. Options to include rotation of food trucks, ready-made “Snack Shack” items, and Lodge BBQs. – **In progress.**
- Purchase a concessions cart. – **In progress.**
- Purchase additional swing mats. – **On order.**
- **Repair of Lodge campus pavers.**
  - Romaner Graphics – **Proposal submitted.**
  - Site Masters of Florida, LLC. – **Proposal submitted.**





## Wilderness Lake Preserve Community Development District (CDD)

### **4th Quarter 2020/2021 Projected Projects**

- Consider updating the 4 entryway monuments.
  - Amazing Signs – **Submitted renderings and will submit a proposal once additional direction regarding the design is received.**
  - Romaner Graphics – **Proposal and renderings submitted for review.**
  - Signature Signs – **Proposal and renderings forthcoming.**

### **Landscape Lighting**

- Conducted routine on-site inspections throughout the month during the AM & PM hours. Made necessary repairs and replacements.

### **Advanced Recreational Concepts**

- Tuesday, March 23, contacted the manufacturer of the Lodge playground equipment to replace the plexiglass observation panel, due to vandalism. **Replacement parts on order.**

### **Animal and Exotic Medical Center**

- Thursday, May 6, examined the Ferret for intestinal issues.

### **A Total Solution, LLC**

- Thursday, April 29, installed a dome camera for monitoring of the Lodge Playground.

### **Bravo Fence**

- Friday, May 14, completed the fence repair at 7004 Cardinal Wood Lane.

### **Cool Coast Heating & Cooling**

- Saturday, May 8, replaced wiring on the outdoor unit.

### **Extreme Concrete Cleaning**

- Thursday, May 13 & Friday, May 14, cleaned and treated the CDD owned sidewalks throughout the community.

### **Fitness Logic**

- Monday, May 10, replaced the walking and drive belts on the StarTrac Treadmill and the back adjustment pivot bushings on one of the Batca benches.
- Wednesday, May 12, performed the monthly maintenance: tested and cleaned all the equipment. Made the necessary adjustments.



## Wilderness Lake Preserve Community Development District (CDD)

### Frontier

- Wednesday, May 12, repaired the Lodge voicemail system. The system was offline for several days due to the final step in the migration from Verizon to Frontier.

### Ideal Network Solutions

- Saturday, May 22, began retrofitting the Activities Center's sound system to bridge the Polycom System for global broadcasting.

### Patio Land USA, Inc.

- Wednesday, May 19, ordered 24 replacement poolside dining chairs. **Approved by the District Manager.**

### PSA

- Thursday, May 13, conducted the monthly Landscape Inspection.

### Jerry Richardson State Wildlife Trapper

- Submitted a proposal to add an advanced trapping system to the existing contract.
- To date, removed 12 hogs from the community, and tracking a group of 8-10 in the conservation area near the Deerfields.

### RedTree Landscape Systems

- Thursday, May 13, present during the monthly Landscape Inspection.
- Responded to several irrigation issues throughout the community. (Wilderness Lake Blvd. (2), Night Heron Drive, Birchholm Court)
- In the process of mapping the irrigation boxes throughout the community.

### Romaner Graphics

- Securing brushed cedar sauna panels for the Men's Sauna.
- Created business cards for the Assistant Manager and Lifestyle Coordinator.

### Sir Speedy

- Completed the June newsletter.

### Site Masters of Florida, LLC.

- Submitted a proposal to grind and replace CDD owned sidewalk panels. **Approved by the District Manager.**



## **Wilderness Lake Preserve Community Development District (CDD)**

### **Tropicare Pest Control**

- Thursday, May 13, quarterly pest control treatment.

### **Pasco Sheriff's Special Detail Report on Citations & Warnings**

4/28 – Conducted hourly foot patrols of the amenities and patrolled the community without incident.

5/5 – Conducted routine patrols of the community and Lodge.

5/7 – Routine patrol of the amenities and community.

5/8 – Walked the Lodge Staff to their vehicles, conducted hourly foot patrols of the amenities and vehicle patrols of the community.

5/12 – Escorted Lodge Staff to their vehicles, cleared the Fitness Center at 11:00 PM, conducted foot patrols of the amenities, and vehicle patrols of the community. No issues to document.

5/14 – Conducted patrols of the community, found 1 illegally parked vehicle, and verified a Pasco County Street Parking Permit for a graduation party.

5/19 – Conducted several patrols of the community maintaining a highly visible position and issued 2 traffic violations for illegal parking.

5/21 – Walked the Lodge Staff to their vehicles, conducted hourly foot patrols of the amenities and vehicle patrols of the community.

### **Playground Equipment & Dock Safety Inspection**

4/30 – Routine inspection.

5/7 – Repaired a banister on the front lanai of the Activities Center.

5/14 – Routine inspection.

5/21 – Stoneleigh Park Climbing Dome – Found areas on the dome mechanically scored, but the surface was not compromised.

### **Scheduled Room Usage/Rentals**

**In preparation for a meeting or rental, the staff on duty is responsible for the presentation of the room. This may include cleaning, staging of tables & chairs, and concierge services.**

5/1 – Private Rental – NC

5/1 – Lodge Event – AC & Firepit Courtyard

5/2 – Private Event – AC

5/2 – Private Event – NC

5/3 – Lodge Event – NC

5/3 – Resident Event – Theatre

5/3 – Girl Scouts – NC

5/4 – Boy Scouts – Lap Pool (Swim Test)

5/5 – Resident Event – Theatre

5/5 – Resident Event – AC

5/6 – CDD Mtg – AC

5/7 – Lodge Event – Theatre





**Wilderness Lake Preserve Community Development District (CDD)**

5/8 – Lodge Event – AC  
5/8 – Food Truck – Parking Lot  
5/10 – Lodge Event – NC  
5/10 – Resident Event – Theatre  
5/10 – ARC Meeting – Lodge  
5/10 – Resident Event – NC & AC  
5/12 – Resident Event – Theatre  
5/12 – Private Rental – AC  
5/12 – Food Truck – Parking Lot  
5/13 – Private Rental – AC  
5/14 – Private Rental – AC  
5/15 – Private Rental – AC  
5/15 – Lodge Event – Firepit Courtyard  
5/16 – Private Rental – AC  
5/17 – Lodge Event – NC  
5/17 – Resident Event – Theatre  
5/17 – Girl Scouts – NC  
5/19 – Resident Event – Theatre  
5/19 – Resident Event – AC  
5/20 – Resident Event – AC  
5/20 – Resident Event – Firepit Courtyard  
5/22 – Private Rental – AC  
5/22 – Food Truck – Parking Lot  
5/23 – Private Event – AC  
5/24 – Lodge Event – NC  
5/24 – ARC Meeting – AC  
5/24 – Resident Event – Theatre  
5/25 – HOA Meeting – AC  
5/25 – Food Truck – Parking Lot  
5/26 – Private Rental – AC & Theatre  
5/26 – Lodge Event – Main Lodge  
5/28 – Private Rental – AC  
5/29 – Food Truck – Parking Lot  
5/31 – Lodge Event – Poolside



**Wilderness Lake Preserve Community Development District (CDD)**

**Upcoming Events**

➤ **June**

- Saturday, June 5 – Bacon Boss Food Truck
- Monday, June 7 – Tie Dye Day
- Tuesday, June 8 – Jr's Food Machine
- Wednesday, June 9 – Badminton Bash
- Friday, June 11 – Charm City Eats Food Truck
- Friday, June 11 – Family Movie Night
- Saturday, June 12 – Art Class
- Tuesday, June 15 – Taco Tuesday
- Thursday, June 17 – Asian Variety Food Truck
- Friday, June 18 – Bacon Boss Food Truck
- Saturday, June 19 – Pool Party
- Saturday, June 19 – NXT Generation Food Truck
- Tuesday, June 22 – Basketball Bonanza
- Wednesday, June 23 – Bubble Mania
- Thursday, June 24 – Hot Off the Press Food Truck
- Saturday, June 26 – Charm City Eats Food Truck
- Tuesday, June 29 – Dang Good Sushi Food Truck

➤ **July**

- Thursday, July 1 – Fantastic Kid's Day
- Saturday, July 3 – BBQ
- Wednesday, July 7 – Bacon Boss
- Thursday, July 8 – Jr's Food Machine
- Friday, July 9 – Wine Sampling
- Saturday, July 10 – Art Class
- Tuesday, July 13 – Taco Tuesday
- Wednesday, July 14 – Badminton Bash
- Saturday, July 17 – Craft Fair
- Saturday, July 17 – Charm City Eats
- Wednesday, July 21 – Splish Splash in the Lagoon Pool
- Thursday, July 22 – Asian Food Truck
- Saturday, July 31 – Hot Off the Press Food Truck



Wilderness Lake Preserve Community Development District (CDD)

**Resident Requests**

**Fitness Center**

- Request to stop rotating machines under the physical distancing policy. Allow free use of machines at their own risk.

**Vandalism**

- Sunday, May 23 – Discovered 2 areas of graffiti on the Lodge Playground equipment. Investigation underway. **Case #: 21-018737**





Wilderness Lake Preserve Community Development District (CDD)

**Radar Speed Sign #1 located on Wilderness Lake Blvd.**

**4/18/2021 – 5/17/2021 Radar Results**

<b>Date:</b>	<b># of Vehicles</b>	<b># of Violators 21mph &amp; up</b>	<b>Peak Speed of the Day</b>	<b>Average Speed of the Day</b>	<b>% of Violators for the Day</b>
4/18/2021	705	426	41	21.54	60.43
4/19/2021	975	590	41	21.55	60.51
4/20/2021	1195	611	50	20.94	51.13
4/21/2021	1249	709	39	21.00	56.77
4/22/2021	1246	729	41	21.28	58.51
4/23/2021	1160	578	40	20.75	49.83
4/24/2021	1230	720	42	21.33	58.54
4/25/2021	1092	642	49	21.41	58.79
4/26/2021	1286	738	42	21.12	57.39
4/27/2021	1282	724	54	21.15	56.47
4/28/2021	1352	723	40	20.88	53.48
4/29/2021	1290	757	37	21.37	58.68
4/30/2021	1353	760	38	21.24	56.17
5/1/2021	1200	766	41	21.73	63.83
5/2/2021	789	476	38	21.63	60.33
5/3/2021	1261	739	39	21.35	58.60
5/4/2021	1372	800	41	21.41	58.31
5/5/2021	1374	673	39	20.70	48.98
5/6/2021	1333	780	36	21.18	58.51
5/7/2021	1397	748	47	21.02	53.54
5/8/2021	1261	720	41	21.22	57.10
5/9/2021	1105	666	38	21.43	60.27
5/10/2021	1318	757	52	21.16	57.44
5/11/2021	1365	656	36	20.55	48.06
5/12/2021	1364	772	41	21.07	56.60
5/13/2021	1059	595	39	21.08	56.19
5/14/2021	672	373	38	20.86	55.51
5/15/2021	1217	715	41	21.30	58.75
5/16/2021	1027	628	45	21.57	61.15
5/17/2021	1247	683	41	20.98	54.77
<b>Totals:</b>	<b>35776</b>	<b>20254</b>	<b>Avg. 41</b>	<b>21.18</b>	<b>56.61</b>
			<b>High 54</b>		



Wilderness Lake Preserve Community Development District (CDD)

**Radar Speed Sign #2 located on Night Heron Drive**  
**4/23/2021 – 5/21/2021 Radar Results \*Corrupt data 4/27\***

<b>Date:</b>	<b># of Vehicles</b>	<b># of Violators 21mph &amp; up</b>	<b>Peak Speed of the Day</b>	<b>Average Speed of the Day</b>	<b>% of Violators for the Day</b>
4/23/2021	1032	375	38	19.27	36.34
4/24/2021	917	318	38	19.34	34.68
4/25/2021	803	300	41	19.55	37.36
4/26/2021	975	312	43	19.09	32.00
4/28/2021	868	301	72	19.40	34.68
4/29/2021	1074	376	46	19.43	35.01
4/30/2021	1105	388	38	19.32	35.11
5/1/2021	924	342	37	19.56	37.01
5/2/2021	756	310	45	19.74	41.01
5/3/2021	1061	424	38	19.65	39.96
5/4/2021	1069	390	44	19.46	36.48
5/6/2021	1118	402	48	19.47	35.96
5/7/2021	815	318	40	19.54	39.02
5/8/2021	472	174	39	19.51	36.86
5/9/2021	800	312	40	19.69	39.00
5/10/2021	1049	351	59	19.23	33.46
5/11/2021	1081	374	41	18.94	34.60
5/12/2021	1101	371	45	19.19	33.70
5/13/2021	561	179	77	18.89	31.91
5/14/2021	558	162	39	18.91	29.03
5/15/2021	924	336	35	19.29	36.36
5/16/2021	800	298	36	19.44	37.25
5/17/2021	1029	360	35	19.26	34.99
5/18/2021	846	282	36	19.00	33.33
5/19/2021	972	341	43	19.27	35.08
5/20/2021	1067	318	35	19.01	29.80
5/21/2021	1141	391	36	19.14	34.27
<b>Totals:</b>	<b>24918</b>	<b>8805</b>	<b>Avg. 43</b>	<b>19.32</b>	<b>35.34</b>
			<b>High 77</b>		

## Event's Summary Report 10/2020 - 5/2021

Events	Event Budget	Attendance	Sponsorship	Expenses	Revenue	Profit/Loss	2020/2021 Yearly Budget \$30,000
Community Fall Garage Sale 10/3/2020 - Canceled due to COVID	\$200	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Kid's Art Class 10/10/2020	\$0	2	0	\$0.00	\$0.00	\$0.00	\$0.00
Adult Art Class 10/10/2020	\$0	2	0	\$0.00	\$0.00	\$0.00	\$0.00
Bacon Boss 10/11/2020	\$0	25	0	\$0.00	\$0.00	\$0.00	\$0.00
Fall Festival 10/17/2020	\$1,700	155	0	\$1,630.03	\$125.00	(\$1,505.03)	\$28,369.97
Haunted House 10/23/2020 & 10/24/2020	\$600	158	0	\$398.03	\$323.55	\$74.48	\$27,971.94
Best Decorated House 10/29/2020	\$75	10	0	\$30.00	\$0.00	(\$30.00)	\$27,941.94
Puppies and Pumpkins 10/30/2020	\$200	21	0	\$115.91	\$0.00	(\$115.19)	\$27,826.03
Kid's Costume Parade 10/31/2020	\$150	175	0	\$40.34	\$0.00	(\$40.34)	\$27,785.69
Kid's Art Class 11/7/2020	\$0	1	0	\$0.00	\$2.00	\$2.00	\$27,785.89
Adult Art Class 11/7/2020	\$0	2	0	\$0.00	\$4.00	\$4.00	\$27,785.69
Trivia Night 11/20/2020	\$50	0	0	\$0.00	\$0.00	\$0.00	\$27,785.69
**Santa's Arrival 12/5/2020	\$1,600	273	\$17.50	\$699.63	\$0.00	(\$682.13)	\$27,086.06
Lighting of the Menorah 12/10/2020	\$250	5	0	\$51.06	\$0.00	(\$51.06)	\$27,035.00
Pasco County Animal Shelter Holiday Fundraiser 12/11/2020	\$0	15	0	\$0.00	\$0.00	\$0.00	\$27,035.00
Gingerbread House Workshop 12/12/2020	\$300	20	0	\$176.02	\$151.10	(\$24.92)	\$26,858.98
Kid's Art Class 12/12/2020	\$0	0	0	\$0.00	\$0.00	\$0.00	\$26,858.98
Adult Art Class 12/12/2020	\$0	3	0	\$0.00	\$0.00	\$0.00	\$26,858.98
Best Decorated House Contest 12/17/2020	\$50	10	0	\$15.00	\$0.00	(\$15.00)	\$26,843.98
**Breakfast with Santa 12/19/2020	\$1,600	180	\$537.50	\$484.36	\$835.82	\$351.46	\$26,359.62
Badminton Bash 12/29/2020	\$0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$26,359.62
Frisbee Golf Frenzy 12/30/2020	\$0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$26,359.62



Ice Cream Social 1/2/2021	\$25	8	\$0.00	\$0.00	\$16.00	\$16.00	\$26,359.62
Basketball Bonanza 1/8/2021	\$0	10	\$0.00	\$0.00	\$0.00	\$0.00	\$26,359.62
Kid's Art Class 1/9/2021	\$0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$26,359.62
Adult Art Class 1/9/2021	\$0	5	\$0.00	\$0.00	\$8.00	\$8.00	\$26,359.62
Drive-In Movie Night 1/15/2021 Canceled due to inclement weather. Credit on file for Spring Break Drive-In Movie.	\$0	0	\$0.00	\$770.00	\$0.00	(\$770.00)	\$25,589.62
Bacon Boss 1/15/2021	\$0	22	\$0.00	\$0.00	\$0.00	\$0.00	\$25,589.62
Ping Pong Madness 1/17/2021	\$0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$25,589.62
Cornhole Challenge 1/23/2021	\$0	5	\$0.00	\$0.00	\$0.00	\$0.00	\$25,589.62
Charm City Eats Food Truck 1/30/2021	\$0	34	\$0.00	\$0.00	\$0.00	\$0.00	\$25,589.62
Badminton Bash 1/31/2021	\$0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$25,589.62
Volunteer Appreciation Dinner 2/6/2021	\$200	6	\$0.00	\$80.28	\$0.00	(\$80.28)	\$25,509.34
Asian Variety Food Truck 2/10/2021	\$0	27	\$0.00	\$0.00	\$0.00	\$0.00	\$25,509.34
Valentine's Extravaganza Grill & Chill 2/12/2021	\$75	15	\$0.00	\$50.90	\$0.00	(\$50.90)	\$25,458.44
Charm City Eats Food Truck 2/13/2021	\$0	29	\$0.00	\$0.00	\$0.00	\$0.00	\$25,458.44
Badminton Bash 2/14/2021	\$0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$25,458.44
Kid's Art Class 2/20/2021	\$0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$25,458.44
Art Class 2/20/2021	\$0	4	\$0.00	\$0.00	\$2.00	\$2.00	\$25,458.44
Basketball Bonanza 2/26/2021	\$0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$25,458.44
Wine Sampling Under the Stars 3/2/2021	\$550	18	\$0.00	\$513.48	\$160.00	(\$353.48)	\$24,944.96
Kid's Art Class 3/13/2021	\$0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$24,944.96
Adult Art Class 3/13/2021	\$0	4	\$0.00	\$0.00	\$6.00	\$6.00	\$24,944.96
Charm City Eats 3/13/2021	\$0	27	\$0.00	\$0.00	\$0.00	\$0.00	\$24,944.96
Tie Dye Day 3/15/2021	\$100	26	\$0.00	\$76.22	\$0.00	(\$76.22)	\$24,868.74
Taco Tuesday, 3/16/2021	\$275	50	\$0.00	\$270.31	\$78.20	(\$192.11)	\$24,598.43
Leprechaun Safari 3/17/2021	\$75	41	\$0.00	\$68.18	\$0.00	(\$68.18)	\$24,530.25
Bubble Mania 3/18/2021	\$100	25	\$0.00	\$83.72	\$0.00	(\$83.72)	\$24,446.53
Drive-In Movie Night 3/19/2021 Credit on file from January.	\$770	27	\$0.00	\$0.00	\$0.00	\$0.00	\$24,446.53
Bacon Boss 3/19/2021	\$0	30	\$0.00	\$0.00	\$0.00	\$0.00	\$24,446.53
NXT Generation Food Truck 3/26/2021	\$0	26	\$0.00	\$0.00	\$0.00	\$0.00	\$24,446.53

Spring Picnic / Egg Hunts 4/3/2021	\$2,300	350 +/-	\$0.00	\$2,249.00	\$0.00	(\$2,249.00)	\$22,197.53
NXT Generation Food Truck 4/10/2021 - Inclement Weather	\$0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$22,197.53
Spring Garage Sale 4/10/2021	\$200	38	\$0.00	\$181.32	\$186.30	\$4.98	\$22,016.21
Adult Art Class 4/10/2021	\$0	2	\$0.00	\$0.00	\$0.00	\$0.00	\$22,016.21
Family Movie Night 4/16/2021	\$0	11	\$0.00	\$0.00	\$0.00	\$0.00	\$22,016.21
Grill & Chill 4/17/2021	\$100	21	\$0.00	\$88.53	\$0.00	(\$88.53)	\$21,927.68
Wine Sampling Under the Stars 5/1/2021	\$700	29	\$0.00	\$674.51	\$292.00	(\$382.51)	\$21,253.17
Family Movie Night 5/7/2021	\$0	8	\$0.00	\$0.00	\$0.00	\$0.00	\$21,253.17
Art Class 5/8/2021	\$0	4	\$0.00	\$0.00	\$8.00	\$8.00	\$21,253.17
Grill & Chill 5/17/2021	\$225	12	\$0.00	\$216.65	\$0.00	(\$216.65)	\$21,036.52
<b>Totals:</b>	\$12,470		\$555.00	\$8,963.48	\$2,197.97	(\$6,598.33)	\$21,036.52

Events highlighted in yellow were canceled due to COVID-19

\* Deposits & Credits on the books from COVID-19 cancellations - Bounce House \$50.00 & \*\*Strictly Entertainment - \$1,275.00 Total: \$1,325.00

\*\*Strictly Entertainment credit applied to the December events.

### General Events Supplies

Linens - Laundry Service				\$91.66			\$20,944.86
CDD meetings				\$0.00			\$20,944.86
Storage unit, storage supplies, electronic communication program, movie license, and props				\$2,214.59			\$18,730.27
Misc. items				\$13.10			\$18,717.17
<b>Totals:</b>				\$2,319.35			\$18,717.17

# Tab 6



## CONTRACT FOR DISTRICT MANAGEMENT AND AMENITY SERVICES

**DATE:**

June 2, 2021

**BETWEEN:**

**RIZZETTA & COMPANY, INC.**  
3434 Colwell Avenue  
Suite 200  
Tampa, Florida 33614

(Hereinafter referred to as "**Consultant**")

**AND:**

**THE PRESERVE AT WILDERNESS LAKE COMMUNITY DEVELOPMENT DISTRICT**  
5844 Old Pasco Road  
Suite 100  
Wesley Chapel, Florida 33544

(Hereinafter referred to as "**District**," and together with Consultant, the "**Parties**.")

**PURPOSE; SCOPE OF SERVICES:**

- I. The purpose of this contract for professional district management services (hereinafter referred to as "**Contract**") is for the Consultant to provide professional district management services to the District pursuant to Chapter 190, Florida Statutes. A brief description of these services is provided below, and a detailed description is provided in **Exhibit A** to this Contract.

**A. STANDARD ON-GOING SERVICES.** The Consultant shall provide the following Standard On-Going Services to the District pursuant to this Contract:

- i. **District Management** - services include a maximum combination of fifteen (15) four (4) hour board meetings or workshops per year, overall administration of District functions, and all required state and local filings, preparation of annual budget, purchasing and risk management.
- ii. **Amenity Management** - services include professional management and oversight to perform the Amenity services outlined in this Contract. These responsibilities include duties associated with managing the personnel, such as recruiting, hiring, training, oversight, and evaluation. The Consultant will be available to any board member for open and direct communications regarding any questions they may have.



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- iii. **Amenity Personnel** - the Consultant shall employ a General Manager that will be assigned to the District. A general description of this position and other expected positions is provided below:
- a) **General Manager:** Shall be employed as a full time, salaried position to provide District Management and supervise the amenity facilities. They are the onsite representative of the Consultant. The General Manager shall have the responsibilities of overseeing all personnel along with outside maintenance services, managing resident relations, coordinating with other outside entities as needed, and interacting with the District's Board of Supervisors while working with District Administrative Support personnel to execute District Management responsibilities as delineated in Appendix A. The General Manager will also be responsible for staffing the private event rentals. The General Manager or any other staff member who is brought in to cover a rental will be compensated one hundred dollars (\$100.00) for each event worked. This cost is to be taken out of the rental fee for the event. This cost is not part of the normal operating budget for staffing.
  - b) **Assistant Manager:** Shall be employed to assist the General Manager with the day-to-day operations of the amenity facilities and aid in overseeing staff and activities.
  - c) **Lifestyle Coordinator:** Shall be employed to develop, organize, promote, and manage activities and events for residents and guests. They will also be responsible for the design, promotion, and implementation of all the events, programs, and classes. These duties include scheduling, reservations, registration, payment collection and staffing if needed.
  - d) **Maintenance Staff:** Shall be employed to provide routine and preventative maintenance, painting, and repair of buildings and equipment to ensure immaculate appearance of the Lodge buildings, docks aquatic facility and playgrounds. Additionally, to perform a full range of custodial duties related to the organizing, stocking, and cleaning of community buildings and facilities; and to maintain security of property and enforce community rules. Lastly to maintain immaculate appearance of the common areas in the community along with boulevard and throughout the parks daily.
  - e) **Lodge Representatives:** Shall be employed to support District and Amenity Management to maintain smooth and effective daily operations of the Wilderness Lodge and Recreational Facilities. Assist and orient residents in using the Lodge facilities while enforcing the rules and regulations of the Lodge Facilities.
  - f) **Wetlands Assistant:** Shall be employed to assist in the maintenance of the community wetland areas.
  - g) **Pool Attendants:** Shall be employed seasonal to check ID cards, monitor the pool areas, and enforce rules and regulations.



All persons performing the services as generally described above and as more specifically set forth in **Exhibit A** of this Contract, at the amenity facilities, will be employees of the Consultant. Consultant and the District each acknowledge and agree that persons performing services pursuant to this contract are not employees of the District under the meaning or application of any Federal or State Unemployment or Insurance Laws or otherwise.

- iv. **District Administrative Support** - services include support for the District Management function, recording and preparation of meeting minutes, records retention, and maintenance in accordance with Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation, and delivery of agenda.
- v. **District Accounting** - services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.
- vi. **Financial & Revenue Collection** - services include all functions necessary for the timely billing, collection and reporting of District assessments to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. These services include, but are not limited to, assessment roll preparation and certification, direct billings and funding request processing as well as responding to property owner questions regarding District assessments.

**B. TIME FRAME.** The Standard On-Going Services shall be provided monthly as detailed in this Contract.

**II. ADDITIONAL SERVICES.** In addition to the Standard On-Going Services described above, or in any addendum executed between the Parties, the District may, from time to time, require additional services from the Consultant. Any services not specifically provided for in the scope of services above, or necessary to carry out the services as described herein, as well as any changes in the scope requested by the District, will be considered additional services. Such additional services may include, but are not limited to:

- Meetings: Extended meetings (beyond three (3) hours in length), continued meetings, special/additional meetings (not including annual budget workshop).
- Financial Reports: Modifications and certifications to special assessment allocation report; true-up analysis.
- Bond Issuance Services: preparation of the special assessment allocation report, testimony at the required bond validation court hearing, certifications, closing documents and statutorily required mailings
- Electronic communications/e-blasts.
- Special requests.



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- Amendment to District boundary
- Grant Applications
- Escrow Agent
- Continuing Disclosure/Representative/Agent
- Community Mailings, e.g., memos, notifications of rules changes, operations and maintenance assessment notices, etc.
- Public Records Requests that are extensive in nature, as defined by District's adopted Rules of Procedure.

If any additional services are required or requested, the Consultant will provide a detailed description of these services and fees for such services to the District for approval prior to beginning any additional services. The Consultant shall undertake the additional services after the District has issued its written approval, as evidenced by a vote of the Board of Supervisors, of the description and fees for such services to the Consultant.

**III. LITIGATION SUPPORT SERVICES.** Upon the District's request, the Consultant shall prepare documentation in response to litigation requests and provide necessary expert testimony in connection with litigation involving the subject matter of this Contract. If the District requires or requests any litigation support services, the Consultant will provide a detailed description of the services and fees for such services to the District for approval prior to beginning any litigation support services. The Consultant shall undertake the litigation support services after the District has issued its written approval of the description and fees for such services to the Consultant.

**IV. ADDITIONAL SERVICES PROVIDED TO THIRD PARTIES.** These are services requested by third parties such as residents, realtors, investors, or members of the media. Such services may include, but are not limited to, estoppel letters, bond prepayment processing, and litigation support. The third party requesting such services shall be responsible for the payment of any fees charged by Consultant for providing those services to the extent authorized by law and the District's Rules of Procedure.

**V. TERM.** The Consultant's services as provided in this Contract shall commence upon execution of this Contract. This Contract shall automatically renew annually unless terminated pursuant to its terms. The Consultant acknowledges that the prices of this Contract are firm, and that the Consultant may change the prices only with the District's written consent as evidenced by a vote of the Board of Supervisors. All prior agreements between the parties with respect to the subject matter of this Contract are terminated upon the execution of this Contract.

**VI. FEES AND EXPENSES; PAYMENT TERMS.**

**A. FEES AND EXPENSES.**

- i. A schedule of fees for the services described in Sections I, II, III, and IV of this Contract is shown in **Exhibit B** to this Contract, which is attached hereto and incorporated herein. The District shall pay the Consultant for the services provided under the terms of this Contract in accordance with the schedule of fees in **Exhibit B**. For purposes of the Consultant's compensation for services provided pursuant to this Contract, the District



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shall compensate the Consultant only for those services provided under the terms of this Contract. Unless otherwise specified by this Contract, the Consultant will invoice the District for the Consultant's services as soon as may be practicable in advance of each month and in the amounts set forth in **Exhibit B**. The fees for those services which are not being requested at the time this Contract is approved will be provided to the District at such time as those services are required and requested by vote of the Board of Supervisors. Payment shall be made by the District within thirty (30) days of receipt of a correctly submitted invoice.

- ii. Fees for the Standard On-Going Services described in this Contract may be negotiated annually by the Parties. Any amendment to Standard On-Going Services fees must comply with the amendment procedure in this Contract and must be reflected in the adopted General Fund Budget of the District. The District's adoption of the General Fund Budget shall not constitute the District's consent for payment of any expenses or change in Contract terms.
- iii. The District agrees to pay Consultant in an amount equal to all Consultant's costs directly related to the personnel of the Consultant providing the services at the amenity facilities including: wages, benefits, applicable payroll-related tax withholdings, workers' compensation, payroll administration and processing, fees for background checks and drug testing.
- iv. In the event the District authorizes a change in the scope of services requested, Consultant shall submit, in writing to the District, a request for a fee amendment corresponding to the change in services being requested, if it has not already done so. Any change in the scope of requested services and the corresponding fee amendment shall comply with the amendment procedure in this Contract. Such amendment must be validly executed by the Parties before Consultant is authorized to begin providing services pursuant to the change in scope and the revised fees are adopted.
- v. For the purposes of this Contract, an out-of-pocket expense is an unexpected expense that the Consultant or one of its subcontractors, if applicable, incurs during the performance of the Standard On-Going Services, as provided in this Contract. Such out-of-pocket expenses are included in the fees shown in **Exhibit B**. Out-of-pocket expenses incurred in connection with the performance of Additional Services and Litigation Support Services will be subject to reimbursement at cost. These expenses include, but are not limited to, airfare, mileage, transportation/parking, lodging, postage, and copies.
- vi. Fees for services to be billed on an hourly basis will be billed at the Consultant's current hourly rates at the time of the execution of this Contract, as set forth in **Exhibit B**. The hourly rate for the services may be amended from time to time pursuant to the amendment procedure in this Contract and in advance of such proposed change. Consultant's current



hourly rates are shown in **Exhibit B** to this Contract. Any proposed change shall indicate the new hourly fee for such services.

**B. PAYMENT TERMS.**

- i. **Standard On-Going Services.** Standard-On Going Services will be billed monthly as a fixed fee pursuant to the schedule shown in **Exhibit B**.
- ii. **Additional Services.** Additional Services will either be billed monthly at the Consultant's proposed hourly rate or per occurrence both as authorized by the District and negotiated by the Parties.
- iii. **Litigation Support Services.** Litigation Support Services will be billed monthly on an hourly basis for the hours incurred at the Consultant's proposed hourly rate, as authorized by the District and negotiated by the Parties.
- iv. **Out-of-Pocket expenses.** Out-of-Pocket expenses not included under the Standard-On Going Services of the Consultant will be billed monthly as incurred.

All invoices will be due and payable thirty (30) days from the date of invoice pursuant to the Prompt Payment Act, Chapter 218.70 Florida Statutes.

- VII. **SUSPENSION OF SERVICES FOR NON-PAYMENT.** Unless nonpayment is the fault of the Consultant, the Consultant shall have the right to suspend services being provided as outlined in this Contract if the District fails to pay Consultant's invoices in a timely manner, which shall be construed as thirty (30) days from date of the invoice or as otherwise provided by the Prompt Payment Act, Section 218.70 Florida Statutes. Consultant shall notify the District, in writing, at least ten (10) days prior to suspending services.
- VIII. **NON-CONTINGENCY.** The payment of fees and expenses, as outlined in this Contract, are not contingent upon any circumstance not specifically outlined in this Contract.
- IX. **AMENDMENT.** Amendments to, and waivers of, the provisions contained in this Contract may be made only by an instrument in writing that is executed by both the District and the Consultant.
- X. **RESPONSIBILITIES.**
  - A. **DISTRICT RESPONSIBILITIES.** The District shall provide for the timely services of its legal counsel, engineer, and any other consultants, contractors, or employees, as required, for the Consultant to perform the duties outlined in this Contract. Expenses incurred in providing this support shall be the sole responsibility of the District unless specified herein.

District personnel or representatives will cooperate as needed with Consultant to affect the administrative success of the District with the State and other regulatory



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organizations. District Supervisors will respect the role of Chair as the primary interface between Consultant and the District outside public meetings. Except in cases of emergencies or safety concerns, District Supervisors will make best efforts to have all directives discussed at public meetings prior to assigning them to Consultant for execution and administration.

- B. LIMITATIONS OF RESPONSIBILITIES.** To the extent not referenced herein, and to the extent consistent with Chapter 190.006, Consultant shall not be responsible for the acts or omissions of any other contractor or any of its subcontractors, suppliers, or of any other individual or entity performing services as part of this Contract which are not under the control of the Consultant. Consultant shall not be liable for any damage that occurs from Acts of God, which are defined as those caused by windstorm, hail, fire, flood, hurricane, freezing, or other similar occurrences of nature.

**XI. TERMINATION.** This Contract may be terminated as follows:

- A.** By the District for "good cause" immediately which shall include misfeasance, malfeasance, nonfeasance, or dereliction of duties by the Consultant. Termination for "good cause" shall be affected by written notice to Consultant electronically at the address noted herein.
- B.** By the Consultant for "good cause", immediately which shall include, but is not limited to, failure of the District to timely pay Consultant for services rendered in accordance with the terms set forth in this Contract, malfeasance, nonfeasance, or dereliction of duties by the District, or upon request or demand by the Board, or any member thereof, for Consultant to undertake any action or implement a policy of the Board which Consultant deems unethical, unlawful, or in contradiction of any applicable federal, state, or municipal law or rule. Termination for "good cause" shall be affected by written notice to District electronically at the address noted herein.
- C.** By the Consultant or District, for any reason, upon provision of a minimum of sixty (60) days written (electronic) notice of termination to the address noted herein.
- D.** Upon any termination, Consultant will be entitled to the total amount of compensation pursuant to the terms of this Contract, through the termination date, but subject to any off sets that the District may have for services not performed or not performed in accordance with the Contract. Consultant will make all reasonable effort to provide for an orderly transfer of the books and records of the District to the District or its designee.

**XII. GENERAL TERMS AND CONDITIONS.**

- A.** All invoices are due and payable within thirty (30) days of a correctly submitted invoice, or as otherwise provided by the Florida Prompt Payment Act, Section 218.70. Florida Statutes. Invoices not paid within thirty (30) days of presentation shall be charged interest on the balance due at the maximum legally permissible rate.
- B.** In the event either party is required to take any action to enforce this Contract, the prevailing party shall be entitled to attorney's fees and costs, including fees and costs incurred in determining entitlement to and reasonableness of such fees and costs.



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- C. This Contract shall be interpreted in accordance with and shall be governed by the laws of the State of Florida. Venue for all proceedings shall be in Pasco County, Florida.
- D. In the event that any provision of this Contract shall be determined to be unenforceable or invalid by a Court of Law, such unenforceability or invalidity shall not affect the remaining provisions of the Contract which shall remain in full force and effect.
- E. The rights and obligations of the District as defined by this Contract shall inure to the benefit of and shall be binding upon the successors and assigns of the District. There shall be no assignment of this Contract by the Consultant.
- F. The Consultant and its officers, supervisors, staff, and employees shall use due care to protect the property of the District, its residents, and landowners from damage. The Consultant agrees to take steps to repair any damage resulting from the Consultant's activities and work pursuant to the Contract within twenty-four hours (24) hours.
- G. Dissolution or court declared invalidity of the District shall not relieve the District of compensation due for services theretofore rendered.

### XIII. INDEMNIFICATION.

- A. **DISTRICT INDEMNIFICATION.** To the extent the Consultant or its employees are serving as the District's employees, officers, or agents pursuant to the terms, conditions and requirements of this Agreement, and as may be allowable under applicable law (and without waiving the limitations of liability set forth in Section 768.28, Florida Statutes), the District agrees to indemnify, defend, and hold harmless the Consultant from and against any and all liability, claims, actions, suits, demands, assessments or judgments asserted and any and all losses, liabilities, damages, costs, court costs, and expenses, including attorney's fees, that Consultant may hereafter incur, become responsible for, or be caused to pay out arising out of or relating to the negligent or intentionally wrongful acts or omissions of the District, except to the extent caused by, in whole or in part, the negligence or recklessness and/or willful misconduct of the Consultant. The District's obligation to defend, indemnify, and hold harmless the Consultant as set forth herein shall not exceed the monetary limits of any endorsement listing the Consultant as an additional insured party pursuant to Section XIV of this Agreement. If there is no such endorsement, the District's defense, indemnity, and hold harmless obligations as set forth in this Section shall not exceed the monetary limitations of liability set forth in Section 768.28, *Florida Statutes*. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the Consultant may be entitled and shall continue after the Consultant has ceased to be engaged under this Contract.



**CONSULTANT INDEMNIFICATION.** The Consultant agrees to indemnify, defend, and hold harmless the District and its officers, supervisors, staff, and employees from and against any and all liability, claims, actions, suits, demands, assessments or judgments asserted and any and all losses, liabilities, damages, costs, court costs, and expenses, including attorney's fees, that the District may hereafter incur, become responsible for, or be caused to pay out arising out of or relating to the failure to perform under this Agreement or at law, or negligent, reckless, and/or intentionally wrongful acts or omissions of the Consultant. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the District may be entitled and shall continue after the Consultant has ceased to be engaged under this Contract.

- B. SOVEREIGN IMMUNITY; INDEMNIFICATION OBLIGATIONS.** Nothing herein shall be construed to waive or limit the District's sovereign immunity limitations of liability as provided in Section 768.28, Florida Statutes, or other applicable law. Indemnification obligations under this Contract 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, attorney fees, and paralegal fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings) as ordered.

#### **XIV. INSURANCE.**

- A.** The District shall provide and maintain Public Official Liability and General Liability insurance policies, each in an amount not less than One Million Dollars (\$1,000,000.00) throughout the term of this Contract.
- B.** The Consultant shall provide and maintain the following levels of insurance coverage at all times throughout the term of this Contract:
- i.** Worker's Compensation Insurance in accordance with the laws of the State of Florida.
  - ii.** General Liability Insurance with the limit of One Million Dollars (\$1,000,000.00) per each occurrence.
  - iii.** Professional Liability Insurance with limit of no less than One Million Dollars (\$1,000,000.00) per each occurrence.
  - iv.** Employment Practices Liability Insurance with limit of Two Million Dollars (\$2,000,000.00) per each occurrence.
  - v.** Comprehensive Automobile Liability Insurance for all vehicles used by the Consultant's staff, whether owned or hired, with a combined single limit of One Million Dollars (\$1,000,000.00).
  - vi.** Commercial Crime insurance with limit of Two Million Dollars (\$2,000,000.00) per each occurrence.



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- C. Except with respect to Professional Liability and Worker's Compensation insurance policies, the District and its officers, supervisors, staff, and employees will be listed as additional insureds on each insurance policy described above. None of the policies above may be canceled during the term of this Contract (or otherwise cause the District to not be named as an additional insured where applicable) without thirty (30) days written notice to the District. Consultant will furnish the District with a Certificate of Insurance evidencing compliance with this section upon request. Insurance should be from a reputable insurance carrier, licensed to conduct business in the State of Florida.
- D. The District agrees to list the Consultant as an additional insured party on its General Liability and Automobile Liability insurance policies to the extent the Consultant or its employees are serving as the District's employees, officers, or agents pursuant to the terms, conditions, and requirements of this Agreement, and to the extent the District's insurance provider will issue an endorsement in substantially the form attached hereto as Exhibit E. The limits of coverage for additional insured parties pursuant to such endorsement shall not exceed the monetary limitations of liability provided in Section 768.28, Florida Statutes.
- E. If the Consultant fails to secure or maintain the required insurance, the District has the right (without any obligation to do so) to secure such required insurance, in which event the Consultant 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.

**XV. ASSIGNMENT.** Except as provided in this section, neither the District nor the Consultant may assign this Contract or any monies to become due hereunder without the prior written approval of the other. Any assignment attempted to be made by the Consultant or the District without the prior written approval of the other party is void.

**XVI. COMPLIANCE WITH PUBLIC RECORDS LAWS.** Consultant understands and agrees that all documents of any kind provided to the District in connection with this Contract may be public records, and, accordingly, Consultant agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, Florida Statutes. Consultant acknowledges that the designated public records custodian for the District is Rizzetta & Company, Inc. ("Public Records Custodian"). Among other requirements and to the extent applicable by law, the Consultant 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 and the District's Rules of Procedure, and in accordance with **Exhibit A**, which Rules of Procedure shall control; 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 the Consultant does not transfer the records to the Public Records Custodian of the District; 4) follow the Records Request Policy attached hereto as **Exhibit D**; and 5) upon completion of the Contract, transfer to the District, at no cost, all public records in Consultant'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 the Consultant, the Consultant shall destroy any duplicate public records that are exempt or



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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 THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (813) 514-0400, OR BY EMAIL AT [INFO@RIZZETTA.COM](mailto:INFO@RIZZETTA.COM), OR BY REGULAR MAIL AT 3434 COLWELL AVENUE, SUITE 200, TAMPA, FLORIDA 33614.**

- XVII. NOTICES.** All notices, requests, consents and other communications under this Contract ("Notices") shall be electronic or in writing and delivered, mailed by First Class Mail, postage prepaid, or overnight delivery service, to the parties, as follows:

**If to the District:** The Preserve at Wilderness Lake Community  
Development District  
5844 Old Pasco Road  
Suite 100  
Wesley Chapel, FL 33614

**With a copy to:** Straley, Robin & Vericker  
1510 W. Cleveland Street  
Tampa, FL 33606  
Attn: District Counsel

**If to the Consultant:** Rizzetta & Company, Inc.  
3434 Colwell Avenue, Suite 200  
Tampa, FL 33614

Except as otherwise provided in this Contract, any Notice shall be deemed received only upon actual delivery at the address set forth above or delivered electronically with return receipt. 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 Contract 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 the District and counsel for the Consultant may deliver Notice on behalf of the District and the Consultant, respectively. 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 herein.



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- XVIII. EFFECTIVE DATE.** This Contract shall become effective upon execution by both the District and the Consultant and shall remain effective until terminated by either the District or the Consultant in accordance with the provisions of this Contract.
- XIX. HEADINGS FOR CONVENIENCE ONLY.** The descriptive headings in this Contract are for convenience only and shall neither control nor affect the meaning or construction of any of the provisions of this Contract.
- XX. AGREEMENT; CONFLICTS.** This instrument, together with accompanying **Exhibits A, B, C and D**, shall constitute the final and complete expression of this Contract between the District and the Consultant relating to the subject matter of this Contract. To the extent of any conflict between this instrument and **Exhibits A, B, C, and D**, this instrument shall control.
- XXI. DEFAULT AND PROTECTION AGAINST THIRD PARTY INTERFERENCE.** A default by either the District or the Consultant under this Contract shall entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of damages, injunctive relief, and/or specific performance. The District shall be solely responsible for enforcing its rights under this Contract against any interfering third party. Nothing contained in this Contract shall limit or impair the District's right to protect its rights from interference by a third party to this Contract.
- XXII. THIRD PARTY BENEFICIARIES.** This Contract is solely for the benefit of the District and the Consultant and no right or cause of action shall accrue upon or by reason, to or for the benefit of any third party not a formal party to this Contract. Nothing in this Contract, express or implied, is intended or shall be construed to confer upon any person or corporation other than the District and the Consultant any right, remedy, or claim under or by reason of this Contract or any of the provisions or conditions of this Contract; and all of the provisions, representations, covenants, and conditions contained in this Contract shall inure to the sole benefit of and shall be binding upon the District and the Consultant and their respective representatives, successors, and assigns.
- XXIII. COMPLIANCE WITH GOVERNMENTAL REGULATION.** The Consultant shall keep, observe, and perform all requirements of applicable local, State, and Federal laws, rules, regulations, and ordinances. If the Consultant 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 a local, State, or Federal governmental body or agency or subdivision thereof with respect to the services being rendered under this Contract or any action of the Consultant 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 of an alleged violation, the District may terminate this Contract, such termination to be effective immediately upon the giving of notice of termination.





- XXIV. ARM'S LENGTH TRANSACTION.** This Contract has been negotiated fully between the District and the Consultant as an arm's length transaction. The District and the Consultant participated fully in the preparation of this Contract with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Contract, the Parties are deemed to have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any party.
- XXV. COUNTERPARTS.** This Contract 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.
- XXVI. EXPENSES RELATED TO FACILITY.** All purchases will be in accordance with and subject to the District's procurement and purchasing policies, Rules of Procedure and subject to all requirements for District procurement and purchases imposed by Florida law.
- XXVII. FACILITY REVENUE.** The Consultant will remit any gross revenue derived from income generating services and programs to the District on a monthly basis, which revenue will be used to defray the operations and maintenance costs of the amenity facilities. The Consultant shall keep close accounting of all revenue and expenditures.
- XXVIII. TAX EXEMPT STATUS.** The parties agree that the amenity facilities will be operated and maintained for an exclusively public purpose, and that any monies generated from the operation of the amenity facilities will be remitted to the District and used to defray the public expense associated with operating and maintaining the amenity facilities consistent with the terms of this contract. The District agrees to pay any applicable ad valorem taxes.

Removed non compete language here



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Therefore, the Consultant and the District each intend to enter this Contract, understand the terms set forth herein, and hereby agree to those terms.

**ACCEPTED BY:**

**RIZZETTA & COMPANY, INC.**

BY: \_\_\_\_\_

PRINTED NAME: William J. Rizzetta

TITLE: President

DATE: \_\_\_\_\_

WITNESS: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

**THE PRESERVE AT WILDERNESS LAKE COMMUNITY DEVELOPMENT  
DISTRICT**

BY: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: Chairman/Vice Chairman

DATE: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Vice Chairman/Assistant Secretary  
Board of Supervisors

\_\_\_\_\_  
Print Name

**Exhibit A** – Scope of Services  
**Exhibit B** – Schedule of Fees  
**Exhibit C** – Municipal Advisor Disclaimer  
**Exhibit D** – Public Records Request Policy



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**EXHIBIT A**  
Scope of Services

**STANDARD ON-GOING SERVICES:** These services will be provided on a recurring basis and are commonly referred to as the basic services necessary for the normal and routine functioning of the District.

**DISTRICT MANAGEMENT:**

- A. Attend and conduct all regularly scheduled and special Board of Supervisors meetings, Landowners' meetings, continued meetings, hearings, and workshops. Arrange for time and location and all other necessary logistics for such meetings, hearings, etc.
- B. Ensure compliance with all statutes affecting the district which include but are not limited to:
  - 1. Certify Special District Update Form, submitted to the Special District Information Program, Department of Economic Opportunity each year.
  - 2. Assign and provide Records Management Liaison Officer for reporting to the Department of Library and Archives
  - 3. Provide contact person for the State Commission of Ethics for Financial Disclosure coordination
  - 4. Provide Form 1 Financial Disclosure documents for Board Members
  - 5. Provide Form 1F Financial Disclosure documents for Resigning Board Members.
  - 6. Monitor and supply Form 3A, Interest in Competitive Bid for Public Business as needed
  - 7. Monitor and provide Form 8B, Memorandum of Voting Conflict for the Board.
  - 8. Monitor and provide update on Creation Documents, including Notice of Establishment, to Department of Economic Opportunity and the County.
  - 9. Maintain and file Disclosure of Public Financing and file with Department of Economic Opportunity and each residential developer.
  - 10. Provide for a proposed budget for Board approval on or by June 15 of each fiscal year.
  - 11. Provide copy of approved proposed budget to the County a minimum of 60 days prior to the public hearing on the budget.
    - a. Provide written notice to owners of public hearing on the budget and its related assessments.
  - 12. Provide copy of the initial Public Facilities report to the County to be submitted within one (1) year after the district's creation.
  - 13. Provide copy of an annual notice of any changes to the Public Facilities report to the County if changes are made.
  - 14. Provide copy of the seven (7) year Public Facilities report update, based on reporting period assigned to the County it is located in.
  - 15. File name and location of the Registered Agent and Office location annually with Department of Economic Opportunity and the County.
  - 16. Provide for submitting the regular meeting schedule of the Board to County.



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17. Provide District Map and update as provided by the District's Engineer as needed to the Department of Economic Opportunity and the County
  18. Provide legal description and boundary map as provided by District Engineer to the Supervisor of Elections
  19. File request letter to the Supervisor of Election of the County for number of registered voters as of April 15, each year.
  20. Provide for public records announcement and file document of registered voter data each June.
  21. Update Board Member names, positions and contact information to the State Commission on Ethics annually.
  22. Certify and file the Form DR 421, Truth in Millage Document with the Department of Revenue each tax year.
  23. Properly notice all public meetings, in accordance with the appropriate Florida Statutes, including but not limited to, public hearings on assessments, the budget, establishment of rates, fees, or charges, rulemaking, uniform method of collection, and all other required notices of meetings, hearings and workshops.
    - a. Provide for the appropriate ad templates and language for each of the above.
  24. Provide for instruction to Landowners on the Election Process and forms, etc.
  25. Respond to Bond Holders Requests for Information.
  26. Implement the policies established by the Board in connection with the operations of the District.
- C. Assist in the negotiation of contracts, as directed by the Board of Supervisors.
- D. Advise the Board on the status of negotiations as well as contract provisions and their impacts on the District and provide contract administration services.
- E. Make recommendations on contract approval, rejection, amendment, renewal, and cancellation. In advance of expiration of contracts, advise the Board as to need for renewal or additional procurement activities and implement same.
- F. Monitor certificates of insurance as needed per contracts.
- G. Answer Project Status Inquiries from Contractors Bonding Companies.
- H. Provide an office location to handle and respond to written, phone or e-mail inquiries from the public.



**AMENITY MANAGEMENT:**

- A. Provide professional management and oversight to perform the services outlined in this contract.
- B. Upon request, attend meetings in person or via phone to provide any updates or address concerns.
- C. Be available to any board member for open and direct communications regarding any questions they may have.
- D. Managing the recruiting, hiring, training, oversight and evaluation of personnel.
- E. Ensure all Staff reviews are completed in December of each year, along with the administering of any merit increases on or before January 1st of the following year.

**Amenity Personnel:**

**General Manager** (In addition to the duties delineated under District Management and with the assistance of the Assistant Manager):

- 1. Responsible for recruiting, hiring, training, and supervising of all CDD & Amenity employees. Includes: Assistant Manager, Lifestyle Coordinator, Lodge Representatives, Pool Attendants, Maintenance Staff, and Assistant Wetlands Personnel. All employees report directly to the General Manager.
- 2. Training to include: Theater system, card access system, surveillance systems, computers, register, Splash Pad, etc.
- 3. Track vacations, conduct, disciplinary action plans, and assist HR with the New Hire paperwork for Amenity Center Staff.
- 4. Responsible for motivating employees as individuals while building a positive, cohesive team. Includes employee appreciation.
- 5. Responsible for preparing and managing all employee work schedules to ensure that the Lodge and grounds are adequately staffed to maximize resident satisfaction, meet programming needs, and maintain the grounds and facilities. Coordinate with the Lifestyle Coordinator to ensure adequate staffing for events/programs. Create and adhere to the annual personnel budget.
- 6. Responsible for an annual written review and personal review meeting of all employees.
- 7. Review and approve ADP timesheets for processing and payment.
- 8. Support and assist other staff members as needed.
- 9. Supervise employees and ensure compliance with personnel manual using sound management practices.
- 10. Schedule staff trainings, i.e., CPR/AED/First Aid, QuickBooks, certification renewals, etc.
- 11. Debrief with Assistant Manager, Lifestyle Coordinator and Staff regarding current events, future planning of events, meetings, etc.
- 12. Establish guidelines to enhance productivity, teamwork, and positive relationships among employees.
- 13. Encourage suggestions from employees that may streamline processes in day-to-day operations and provide better customer service.
- 14. Ensure that employees effectively troubleshoot and remediate any unpleasant resident experiences, including ensuring that employees make appropriate referrals as needed.



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15. Establish appropriate intervention measures to be taken by employees in potentially hazardous situations.
16. Ensure that employees respond quickly and courteously to resident concerns, enlisting the assistance of management as needed.
17. Ensure that all Staff is aware of the appropriate person/agency to contact in the event of minor emergencies.
18. Ensure that Staff is well-versed in process of disaster preparedness, including hazardous weather.
19. Responsible for creating and adhering to the annual CDD operating budget.
20. Oversee the Assistant. Manager/Lifestyle Coordinator's management of the Special Events line item.
21. Recommend and implement (where applicable) on an ongoing basis, capital equipment replacements, additions, and operational improvements.
22. Responsible for approving all invoices / purchases for the community and Lodge facilities, not exceeding \$1000.00. (All purchases which exceed \$1000.00 requires approval by the Regional District Manager).
23. Resolve invoice disputes/problems with associated vendor.
24. Responsible for preparing weekly/monthly spreadsheets of Facility revenue collected from events, facility rentals, spa services, classes, event sponsorships, General Store sales, and misc. items.
25. Prepare deposits and debit card receipts for accounting.
26. Responsible for ensuring the Asst. Manager/Lifestyle Coordinator maintains supporting spreadsheets for all events, sponsorships, and programs.
27. Responsible for maintaining and balancing petty cash.
28. Develop/oversee Staff's proper cash handling procedures.
29. Develop revenue generation business plans for the General Store.
30. Responsible for approving and scheduling private events and event room rentals. Work closely with the Assistant Manager/Lifestyle Coordinator to ensure private events are not counterproductive to the overall programming mission of the community.
31. Responsible for Nature Center operations. Ensure the care & well-being of all animals, including cleanliness, feeding, proper environment, and veterinary care.
32. Responsible for maintaining proper efficiency of the computers, network, back-up, and Cyber Sitter program. Develop and implement procedures regarding proper usage and security by both residents and Staff.
33. Responsible for overseeing & maintaining the community website.
34. Oversee the Assistant Manager/Lifestyle Coordinator with properly updating/posting on the website, including: CDD business, the events calendar, Fitness Center Class Schedules, Community News, event photos, etc.
35. Work with the software development/hosting company as needed on any technical problems or enhancements.
36. Oversee Staff's assignment of Lodge Access IDs.
37. Responsible for managing Lodge vendors for services such as pool maintenance, facility cleaning, fitness equipment maintenance, landscaping, A/C & heating, pest control, yearly sprinkler inspections,





- yearly fire & burglar alarm inspections, fire extinguisher inspections, fire retardant application, etc.
38. Research & implement, when applicable, cost savings on products & vendors, such as: LED lighting, printing, cleaning supplies, Eco Friendly products, etc.
  39. Troubleshoot IT, A/C, Plumbing, Surveillance Systems, Ice Machine, Theater System Electrical, pool issues, etc. before calling for repairs.
  40. Routinely review onsite/parks/entrance surveillance systems for functionality and incidents.
  41. Assist the Board with special projects. Including: roofing, flooring, splash pad resurfacing, tennis court/basketball resurfacing, Celebration of Life Garden, furniture upgrades, Fitness Center upgrades, IT upgrades, etc.
  42. For vendor services in excess of \$5,000 per year, bid the services and conduct contract negotiations such as sidewalk & curb cleaning/sealing, holiday lighting, etc.
  43. Responsible for the management of Fitness and Spa vendors including personal trainers, fitness class instructors (Yoga, Martial Arts, Zumba, etc.) and spa services technicians (Nail Tech). Determine pricing, track & report revenue, and collect Lodge percentage. Ensure proper certification; licensing and Certificate of Liability insurance and Independent Contractor agreement is updated yearly.
  44. In conjunction with the Assistant Manager, work with Fitness Center/Spa vendors on publicity, programming, and scheduling.
  45. Responsible for ensuring compliance with all Health Department requirements and licenses for the Spa, Fitness Center, and pools.
  46. Responsible for supervising and tasking maintenance personnel and wetlands assistant to ensure proper maintenance of facilities, grounds, ponds, and conservation areas. Manage the vendor relationships with contracted grounds and conservation maintenance companies. Work with residents and government entities (i.e., SWFWMD) regarding conservation property issues.
  47. Track workorders and field service concerns regarding landscaping, wetlands, conservation.
  48. Assist the Landscape Oversight vendor with the monthly Community Landscape inspection and provide follow up to the Landscape Oversight vendor on progress and deficiencies.
  49. Coordinate with the Landscape Oversight vendor and Field Services Manager on concerns that are reported.
  50. Maintain a landscape book with proposals, maps, application of fertilizer/insect control, responses, monthly reports, etc.
  51. Coordinate with the Wetland's vendor on concerns that are reported.
  52. Investigate/identify Landscape and Wetland's concerns before coordinating with the vendor.
  53. Responsible for managing, implementing, scheduling, and documenting the Off-Duty Sheriff Patrol for the community. Provide a monthly report to the Board regarding their activity during their shift.
  54. Work with residents and the Sheriff's Department to develop a strong Community awareness.
  55. First point of contact for afterhours emergencies, concerns, alarms, and/or incidents.



56. Complete routine inspections throughout the buildings and outside amenities.
57. Conduct offsite visits for review of vendor projects to present exhibits of completed projects to the Board.
58. Maintain a communication Logbook for resident interaction, concerns, and deficiencies.
59. Ensure accuracy of operations and procedures guidelines, task schedules, and productivity logs.
60. Ensure spotless physical appearance of the Lodge facilities and supervise daily operations.
61. Maintain Inventory Sheets on Fitness Center equipment, Maintenance Equipment, Event supplies, DVDs, Games, etc.
62. Schedule weekly maintenance equipment, landscape lighting inspections.
63. Coordinate wetlands & resident meetings on conservation/natural area policies.
64. Schedule ordering of cleaning, events, and General Store supplies.
65. Routinely meet with the Landscape Oversight Manager & Landscape Company – Monthly and when needed on irrigation, pots, rotations, etc.
66. Assist with Board of Supervisors requests and approvals.
67. Responsible for building and maintaining relationships with all residents.
68. Primary resident contact for all major resident issues and concerns. Troubleshoot resident issues with the appropriate staff. If issue resolution is delegated to another person/company, continue to monitor the issue until it has been completely resolved.
69. Responsible for reviewing, updating, and enforcing rules and regulations for residents participating in community events or on community property. In conjunction with the Assistant Manager and Lifestyle Coordinator, develop & coordinate an ongoing program for children turning 12, and their parents, which will familiarize the family with the rules and responsibilities associated with unsupervised Lodge privileges.
70. Responsible for providing input and feedback to the HOA Board & Management Company as requested. Work with the HOA management company on an as-needed basis.
71. Responsible for providing input and feedback to the CDD Board of Supervisors on major issues pertaining to residents, staff, property and facilities, vendor services, and community policies and procedures.
72. Provide Operations report for the monthly CDD meetings.
73. Attend monthly CDD meetings.
74. Meet with individual Board members & residents as requested.
75. Maintain community relationships in the greater Land O' Lakes area. This includes developing a mutually beneficial relationship with the vendors of Wilderness Lake Commons. At times includes familiarity with the Connerton staff, local schools' administrative staff, local newspaper contacts, Chamber of Commerce, etc.
76. Assist the Lifestyle Coordinator as needed with major community events, scheduling & marketing.
77. In the absence of the Lifestyle Coordinator, serve as management contact for residents regarding programs and events.
78. Arrange & promote sponsorship with Media Company for Nature's news.



79. As needed, meet with parents regarding disciplinary actions and programs for resident youths.
80. Maintain events calendar & Room Rental calendar.
81. Maintain relationships with new residents, community intranet and assist with community activities, clubs-within-a-club, and committees.
82. Manage the assignment of Lodge Access IDs.
83. Meet and greet residents and potential homebuyers, Realtors, and other visitors, and provide Lodge information through personal dialogue and tours of the Lodge Facilities.
84. Meet with, schedule, and complete Rental Agreements for Private Events in the Activities Center, Theatre, and Nature Center Classroom.
85. Coordinate/report to Pasco County on road repairs, storm water drainage issues, broken lines, etc.
86. Implement Teen Volunteer Program – Schedule volunteers, create volunteer duties & maintain the log for community service hours.
87. Coordinate Adult volunteers regarding planning events & implementation.
88. Implement community recognition of Teens, Girl Scouts, Boy Scouts, etc.
89. Consistently encourage and promote Resident participation.
90. Resolve any issues requiring attention on behalf of the Residents.
91. Create and facilitate Emergency Plans.
92. Coordinate w/Off-Duty Sheriff Patrol Coordinator on community issues, speed trailer requests, etc.
93. Schedule/plan special community meetings – Road Repaving, Forums, etc.
94. Write articles for the Newsletter.
95. Document Lodge incidents and communicate with Board Chair.
96. Prepare and present new Resident Orientations as needed.
97. Prepare and edit Nature's News (12 issues per year) with the Lifestyle Coordinator.
98. Troubleshoot all community concerns.
99. Work closely with community fundraisers.
100. Maintain & regularly check the suggestion box; consider implementing reasonable suggestions that would benefit the majority of the residents





**Lifestyle Coordinator:**

1. Develop and coordinate the special events, programs, and recreational activities in the community including family events, seasonal and holiday events, small and large group events, charitable and fundraising events, and nature conservation education programming
2. Coordinate the rental of recreational rooms for private parties and activities, collection of deposits and rentals and accurate accounting
3. Pre-event coordination with facility renters, stakeholders, or residents to ensure proper equipment set-up, staffing, pre and post maintenance, monitoring, and security
4. Responsible for all event advertising and related resident communication.
5. Provide monthly event financial summaries
6. Troubleshoot and smooth issues relating to the successful execution of events.
7. Manage and adhere to budgeted line items associated with events
8. Oversee the sales of ice cream, DVD rentals, snack shack sales/inventory
9. Facilitating communication with residents including timely e-blasts as needed, web calendar, Nature's News calendar, event signs on Wilderness Lake Blvd
10. Purchase and display of seasonal, event, and activity decorations
11. Oversee the issuance of Lodge Access ID's
12. Along with the General Manager is responsible for resident orientation and welcoming and providing community information to potential residents, realtors, and other visitors
13. Publishing 12 issues of the Nature's News annually including arranging sponsorships and outside advertising.
14. Update web content including web event calendars

**Lodge Representatives:**

1. Meet and greet residents.
2. Participate and assist the operations, tours, special events and activities of Wilderness Lodge and Recreational amenities.
3. Maintain collateral readiness and audio/visual presentation material.
4. Provide administrative services to include data entry.
5. Perform other routine office procedures to include: telephone management, sort/distribute incoming and outgoing mail, copy documents, and file maintenance, inventory control of supplies for office equipment, maintenance and kitchen.
6. Confirm and schedule Spa appointments
7. Provide administrative support to community intranet.
8. Ensure spotless physical appearance of the Lodge Facilities.
9. Assist with maintenance of operations and procedures guidelines, task schedules and productivity logs.
10. Assist management and team as required.
11. Assist in resident relations and customer service
12. Assist in maintenance and care of the animals in the Nature Center
13. Responsible for opening and closing responsibilities of the Lodge Facilities



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14. Complete routine walks/inspections throughout the buildings and outside amenities.
15. Maintain a spotless appearance of the amenities at all times.
16. Research and recommend DVDs for the Theater.
17. Checkout DVDs to residents / or setup the Theatre for viewing.
18. Call residents when DVDs are late.
19. Assist with event preparation and clean-up.
20. Manage event reservations, collect monies, and sell tickets for Lodge events
21. Assist with the new resident orientations,
22. Assist with the General Store sales.
23. Prepare popcorn for the Private Rentals.
24. Empty all interior trash receptacles in the evening
25. Secure the buildings and set the alarm as needed.
26. Assist with the creation of the monthly events booklet and distribute/post.
27. Update bulletin boards.
28. Catalog DVD collection.
29. Prepare Welcome Home packets.

**Maintenance Staff:**

1. Police the community and common areas daily to ensure immaculate appearance of all buildings, docks, signage, lighting, common areas. Start at the community entrance and following the main boulevard throughout the community. (Landscaping, irrigation, signage, trash, ponds, and retention areas, parks, and playgrounds etc.)
2. Assist in conducting routine indoor and outdoor inspections and maintenance routines and procedures for, Ranger Station, Lodge, and Recreational Facilities.
3. Assist Lodge management and team as required.
4. Change all interior and exterior light bulbs.
5. Coordinate timely completion of routine maintenance and operational issues. Assist where necessary.
6. Complete exterior painting to include touchups.
7. Completion of daily requirements and tasks, e.g. trash and litter maintenance in a timely fashion
8. Coordinate with General Manager on Duke Energy lighting issues.
9. Empty all exterior trash receptacles in the evening or as needed
10. Maintain an accurate inventory of CDD maintenance equipment and supplies.
11. Maintain exterior of every building, trash, plants, ashtrays, lighting, signage, pressure washing, and general maintenance.
12. Maintain Pools, parks and deck areas, restrooms, saunas, showers and lockers, fitness equipment cleaning and maintenance, playgrounds, fencing and docks, pressure washing, and general maintenance.
13. Oversee all Lodge & community Blvd. lighting and maintain as needed.
14. Oversee maintenance of signage, fencing, and monuments.
15. Participate and assist with the operations and preparation of special events and activities of Wilderness Lodge and Recreational facilities.



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16. Perform regularly scheduled reviews of the following: Job Work Orders, Purchase Orders, Preventative Maintenance Records, Inventories, and provide to the General Manager on a weekly basis.
17. Perform routine maintenance for boating equipment etc.
18. Staining and sealing dock, pillars, pilings, benches, and Adirondack chairs
19. Troubleshoot electrical, a/c, and plumbing repairs.
20. Troubleshoot field repairs.
21. Install light bulbs, doors, and bulletin boards.
22. Paint interior and exterior of buildings and Hardscapes, hang pictures assemble furniture, assisted in stocking, purchasing and delivery of supplies.
23. Repair windows, doors, floors, woodwork, plaster, drywall and other parts of the building and amenity structures
24. Clean and sanitize restroom facilities and fixtures including, sinks, urinals and toilets, wash windows, mirrors, and walls; clean and sanitize showers as assigned; replenish supplies in restrooms
25. Sweep, vacuum, mop, vacuum, and shampoo carpets as needed
26. Sweep, clean and straighten pool deck, skim pool as needed.
27. Empty, clean and sanitize waste receptacles; pick up trash and other debris.
28. Move and arrange furniture and equipment and set up rooms for conferences, meetings, and events.
29. Replace lights and adjust shades and blinds as needed.
30. Perform routine preventative maintenance to ensure that facilities continue to run smoothly, are clean, free of hazards and it does not deteriorate.
31. Repair or report defective equipment parts and hand tools.
32. Maintain security of the entire community and recreational facilities.
33. "Police the community" daily.
34. Pick up all trash along the boulevard.
35. Empty garbage receptacles at the parks and around the exterior of the Lodge.
36. Pick up trash and clean the Ranger Station
37. Empty refill doggie bags in Waste Systems 2-3 times each week.
38. Remove cobwebs from buildings and CDD owned docks.
39. Report any maintenance concerns to the General Manager.
40. Straighten chairs around the pool area.
41. Clean and sanitize the pool deck tables and chairs.
42. Clean the grills.
43. Defrost refrigerators as needed.
44. Clean the tables and chairs on all of the lanais.
45. Assist Lodge Staff with other duties as needed.
46. Dust and polish furniture, woodwork, fixtures, and equipment as needed.
47. Pressure wash areas of the community as needed, remove litter and monitor community areas for damage, misuse, deterioration, and improvements.
48. Record maintenance and repair work through the maintenance app.
49. Perform maintenance related duties and responsibilities.
50. Enforce the community rules including at the Lodge facilities, playgrounds, courts, and pools.





**Wetlands Assistant:**

1. Removal of exotic nuisance/invasive vegetation along the designated conservation areas.
2. Removal of dead trees that may pose a hazard to CDD or residential property.
3. Routine maintenance of the wood line and other designated areas to ensure access of the mowing crew.
4. Assist the Wetland Contractor with special projects, as needed.
5. Responsible for maintaining the equipment in good working order.

**Pool Attendants:**

1. Arrange chairs in an organized presentable appearance
2. Close all umbrellas, if weather is threatening.
3. Clean and sanitize poolside and lanai tables and chairs.
4. Empty all garbage receptacles / pick up trash
5. Check boats at dock / display properly.
6. Straighten chairs on the dock and behind Lodge area.
7. Check resident ID cards.
8. Enforce the rules and regulations.
9. Skim pools for leaves.
10. Clean out grills.
11. Check, clean, and sanitize restroom facilities, saunas, showers, and lockers.

**DISTRICT ADMINISTRATIVE SUPPORT:**

- A. Prepare agendas for transmittal to Board of Supervisors and staff seven (7) days prior to Board of Supervisors' Meeting. Prepare meeting materials for other meetings, hearings, etc., as needed.
- B. Provide accurate minutes for all meetings and hearings, including landowners' meetings.
- C. Implement and maintain a document management system to create and save documents and provide for the archiving of District documents.
  1. Certify and file annual report to the Department of State, Library and Archive Division, for storage and disposal of public records.
- D. Protect integrity of all public records in accordance with the requirements of State law. Respond to public records requests as required by law and in compliance with the Rules of Procedure and the District's adopted public records policy.
- E. Maintain "Record of Proceedings" for the district within the County which includes meeting minutes, agreements, resolutions, and other records required by law.



**DISTRICT ACCOUNTING:**

**A. Financial Statements**

1. Establish Fund Accounting System in accordance with federal and state law, as well as GASB and the Rules of the Auditor General. This includes the following:
  - a) Chart of Accounts
  - b) Vendor and Customer Master File
  - c) Report creation and set-up.
2. Prepare monthly balance sheet, income statement(s) with budget to actual variances, including the following:
  - a) Cash Investment Account Reconciliations per fund
  - b) Balance Sheet Reconciliations per fund
  - c) Expense Variance Analysis
3. Prepare and file Annual Public Depositor's Report and distribute to State Department of Insurance and Treasury.
4. Prepare and file Public Depositor's and Indemnification Form on new accounts as needed.
5. Manage banking relations with the District's Depository and Trustee.
6. Prepare all other financial reports as required by applicable law and accounting standards, and bond trust indenture requirements.
7. Account for assets constructed by or donated to the District for maintenance.
8. On or before October 1<sup>st</sup> of every year prepare an annual inventory of all District owned tangible personal property and equipment in accordance with all applicable rules and standards.
9. Provide Audit support to auditors for the required Annual Audit, as follows:
  - a) Review statutory and bond indenture requirements
  - b) Prepare Audit Confirmation Letters for independent verification of activities.
  - c) Prepare all supporting accounting reports and documents as requested by the auditors
  - d) Respond to auditor questions
  - e) Review and edit draft report
  - f) Prepare year-end adjusting journal entries as required
10. Provide for transmission of the Audit to the County and the Auditor General's Office of the State.
11. Provide and file Annual Financial Statements (FS. 218 report) by June 30<sup>th</sup> of each year.



B. Budgeting

1. Prepare budget and backup material for and present the budget at all budget meetings, hearings, and workshops. The budget is to be done in accordance with state law standards, and consistent with applicable GFOA and GASB standards. Budget preparation shall include calculation of operation and maintenance assessments, which may include development of benefit methodology for those assessments.
2. File all required documentation to the Department of Revenue, Auditor General, the County, and other governmental agencies with jurisdiction.
3. Prepare and cause to be published notices of all budget hearings and workshops.
4. Prepare all budget amendments on an ongoing basis. Assist in process to retain an auditor and cooperate and assist in the performance of the audit by the independent auditor.

C. Accounts Payable/Receivable

1. Administer the processing, review and approval, and payment of all invoices and purchase orders. Ensure timely payment of vendor invoices and purchase orders.
  - a) Manage Vendor Information per W-9 reports
2. Prepare monthly Vendor Payment Report and Invoicing Support for presentation to the Board of Supervisors for approval or ratification.
3. Maintain checking accounts with qualified public depository including:
  - a) Reconciliation to reported bank statements for all accounts and funds.
4. Prepare year-end 1099 Forms for Vendor payments as applicable.
  - a) File reports with IRS.

D. Capital Program Administration

1. Maintain proper capital fund and project fund accounting procedures and records.
2. Process Construction requisitions including:
  - a) Vendor Contract completion status
  - b) Verify Change Orders for materials
  - c) Check for duplicate submittals
  - d) Verify allowable expenses per Bond Indenture Agreements such as:
    - (1) Contract Assignment
    - (2) Acquisition Agreement
    - (3) Project Construction and Completion Agreement
3. Oversee and implement bond issue related compliance, i.e., coordination of annual arbitrage report, transmittal of annual audit and budget to the trustee, transmittal of annual audit and other information to dissemination agent (if other than manager) or directly to bond holders as required by Continuing Disclosure Agreements, annual/quarterly disclosure reporting, update etc.



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4. Provide Asset Tracking for improvements to be transferred and their value for removal from District's Schedule of Property Ownership that are going to another local government.
5. Provide for appropriate bid and or proposal/qualification processes for Capital Project Construction.

**E. Purchasing**

1. Assist in selection of vendors as needed for services, goods, supplies, materials. Obtain pricing proposals as needed and in accordance with District rules and state law.
2. Prepare RFPs for Administrative Services as needed, such as audit services, legal services, and engineering services.
3. Prepare and process requisitions for capital expenses, in coordination with District Engineer.

**F. Risk Management**

1. Prepare and follow risk management policies and procedures.
2. Recommend and advise the Board, in consultation with the District Engineer of the appropriate amount and type of insurance and be responsible for procuring all necessary insurance.
3. Process and assist in the investigation of insurance claims, in coordination with Counsel of the District.
4. Review insurance policies and coverage amounts of District vendors.
5. Provide for an update to the Schedule of Values of Assets owned by the District for purposes of procuring adequate coverage.
6. Maintain and monitor Certificates of Insurance for all service and contract vendors.

**FINANCIAL AND REVENUE COLLECTION:**

**A. Administer Prepayment Collection:**

1. Provide payoff information and pre-payment amounts as requested by property owners.
2. Monitor, collect and maintain records of prepayment of assessments.
3. Coordinate with Trustee to confirm semi-annual interest payments and bond call amounts.
4. Prepare periodic continuing disclosure reports to investment bankers, bond holder and reporting agencies.

**B. Administer Assessment Roll Process:**

1. Prepare annual assessment roll for collection of debt service and operations and maintenance assessments.
2. Update roll to reflect per unit and per parcel assessments based on adopted fiscal year budgets.



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3. Verify assessments on platted lots, commercial properties or other assessable lands.
  4. Convert final assessment roll to County Property Appraiser or Tax Collector format and remit to county.
  5. Execute and issue Certificate of Non-Ad Valorem Assessments to County.
- C. Administer Assessments for Off Tax Roll parcels/lots:
1. Maintain and update current list of owners of property not assessed via the tax roll.
  2. Prepare and issue direct invoices for the annual debt service and operations and maintenance assessments.
  3. Monitor collection of direct invoices and prepare and send delinquent/collection notices as necessary.
- D. True-Up Analysis:
1. Annually compare current and un-platted lots to original development plan to ensure adequate collection of assessment revenue as necessary.
  2. Prepare true-up calculations and invoice property owners for true-up payments as necessary.

**ADDITIONAL SERVICES:**

A. Meetings

1. Extended meetings (beyond three (3) hours in length); continued meetings, special/additional meetings (not including annual budget workshop);

B. Financial Reports

1. Modifications and Certification of Special Assessment Allocation Report.
2. True-Up Analysis:
  - a) Should certain modifications be made to a Special Assessment Allocation Report a review of the current platted and un-platted lots compared to the original development plan maybe be required to ensure adequate collection of assessment revenue.
  - b) Should it be required prepare true-up calculations and invoice property owners for true-up payments as necessary.

C. Bond Issuance Services

1. Special Assessment Allocation Report:
  - a) Prepare benefit analysis based on infrastructure to be funded with bond proceeds.
  - b) Prepare Preliminary Special Assessment Allocation Report and present to District board and staff.
  - c) Present Final Special Assessment Allocation Report to board and staff at noticed public hearing levying special assessments



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**2. Bond Validation:**

- a) Coordinate the preparation of a Bond Validation Report which states the “Not-to-exceed” par amount of bonds to be issued by the District and present to board as part of the Bond Resolution.
- b) Provide expert testimony at bond validation hearing in circuit court.

**3. Certifications and Closing Documents:**

- a) Prepare or provide signatures on all closing documents, certificates or schedules related to the bond issue that are required by District Manager or District Assessment Methodology Consultant.

D. Electronic communications/e-blasts;

E. Special requests;

F. Amendment to District boundary;

G. Grant Applications;

H. Escrow Agent;

I. Continuing Disclosure/Representative/Agent;

J. Community Mailings e.g., memos, notifications of rules changes, operations, and maintenance assessment notices, etc.

K. Public Records Requests - Refer to **Exhibit D** of this Contract for responsibilities.

**LITIGATION SUPPORT SERVICES:**

Prepare documentation in response to litigation requests and provide necessary expert testimony in connection with litigation involving District issues.

**ADDITIONAL SERVICES PROVIDED TO THIRD PARTIES:**

A. Issue estoppel letters as needed for property transfers

1. Prepare estoppel letter reflecting current district assessment information as required for sale or transfer of residential or commercial property within the District.
2. Issue lien releases for properties which prepay within in the District.

B. Bond prepayment processing

1. Collect bond pre-payments, both short term and long-term bonds, verify amounts and remit to Trustee with deposit instructions.
2. Maintain collection log showing all parcels that have pre-paid assessments.
3. Prepare, execute, and issue release of lien to be recorded in public records.



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**EXHIBIT B**  
Schedule of Fees

	<b>MONTHLY</b>	<b>ANNUAL</b>
District Management	\$2,089.83	\$25,078
Administrative:	\$739.50	\$ 8,874
Accounting:	\$ 2,168.67	\$26,024
Financial & Revenue Collections:	\$477	\$ 5,724
Assessment Roll <b>(1)</b> :		\$ 5,724
<b>Total Standard On-Going Services:</b>	<b>\$ 5,475</b>	<b>\$71,424</b>

**(1) Assessment Roll is paid in one lump-sum payment at the time the roll is completed.**



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Schedule of Fees

<b>AMENITY MANAGEMENT SERVICES:</b>		
Services will be billed bi-weekly, payable in advance of each bi-week pursuant to the following schedule for the period of <b>October 1, 2021 to September 30, 2022.</b>		
<b>PERSONNEL:</b>		
<b>Full Time Personnel (40 hours per week)</b>		
<ul style="list-style-type: none"> <li>- General Manager</li> <li>- Assistant Lodge Manager</li> <li>- Lifestyle Coordinator</li> <li>- Maintenance Staff (2)</li> </ul>		
<b>Part Time Personnel</b>		
<ul style="list-style-type: none"> <li>- Lodge Representatives (5,355 hours annually )</li> <li>- Seasonal Pool Attendants (1800 hours annually)</li> <li>- Wetland Assistant (1300 hours annually)</li> </ul>		
		<b>ANNUAL</b>
Budgeted Personnel Total <sup>(1)</sup>	\$	456,514.29
General Management and Oversight <sup>(2)</sup>	\$	18,000.00
<b>Total Annual Cost:</b>	\$	<b>474,514.29</b>
One-time Payroll Deposit <sup>(3)</sup>	\$	10,421.27
<b>Total Services Cost:</b>	\$	<b>484,935.56</b>

**(1).** Budgeted Personnel: These budgeted costs reflect full personnel levels required to perform the services outlined in this contract. Personnel costs includes: All direct costs related to the personnel for wages, Full-Time benefits, applicable payroll-related taxes, workers' compensation, and payroll administration and processing.

**(2).** General Management and Oversight: The costs associated with Rizzetta Amenity Services, Inc.'s expertise and time in the implementation of the day-to-day scope of services, management oversight, hiring, and training of staff.



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**(3). Payroll Deposit:** A one-time deposit required for use in paying salaries and related costs for personnel assigned and providing services to the District. This payroll deposit is defined as one month of maximum total services costs.

The District shall be responsible for any of the following costs associated with the operation of the amenity facilities:

**Preemployment Testing:** Background and substance abuse reports shall be ordered for candidates identified to fill amenity positions.

**Uniforms:** Personnel shall wear community specific shirts provided by the District if required.

**Cell Phone:** Management personnel shall require a cell phone or a cell phone allowance. This phone will also be used as the contact number for the District for after hour emergencies.

**Office Equipment:** Personnel will require a dedicated computer, printer, and a digital camera as well as convenient access to an onsite copier and fax machine, provided by the District.

**Mileage Reimbursement:** Personnel shall receive mileage reimbursement incurred while performing the District's responsibilities when using a personal vehicle. Mileage shall be reimbursed at the rate approved by the Internal Revenue Service.

#### ADDITIONAL SERVICES:

Extended and Continued Meetings	Hourly	\$ 175
Special/Additional Meetings	Per Occurrence	Upon Request
Modifications and Certifications to		
Special Assessment Allocation Report	Per Occurrence	Upon Request
True-Up Analysis/Report	Per Occurrence	Upon Request
Re-Financing Analysis	Per Occurrence	Upon Request
Bond Validation Testimony	Per Occurrence	Upon Request
Special Assessment Allocation Report	Per Occurrence	Upon Request
Bond Issue Certifications/Closing Documents	Per Occurrence	Upon Request
Electronic communications/E-blasts	Per Occurrence	Upon Request
Special Information Requests	Hourly	Upon Request
Amendment to District Boundary	Hourly	Upon Request
Grant Applications	Hourly	Upon Request
Escrow Agent	Hourly	Upon Request
Continuing Disclosure/Representative/Agent	Annually	Upon Request
Community Mailings	Per Occurrence	Upon Request
Response to Extensive Public Records Requests	Hourly	Upon Request



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**PUBLIC RECORDS REQUESTS FEES:**

Public Records Requests will be billed hourly to the District pursuant to the current hourly rates shown below:

<b>JOB TITLE:</b>	<b>HOURLY RATE:</b>
Senior Manager	\$ 52.00
District Manager	\$ 40.00
Accounting & Finance Staff	\$ 28.00
Administrative Support Staff	\$ 21.00

<b>LITIGATION SUPPORT SERVICES:</b>	Hourly	Upon Request
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**ADDITIONAL THIRD-PARTY SERVICES:**

Pre-Payment Collections/Estoppel/Lien Releases:		
Lot/ Homeowner	Per Occurrence	Upon Request
Bulk Parcel(s)	Per Occurrence	Upon Request



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**EXHIBIT C**  
Municipal Advisor Disclaimer

Rizzetta & Company, Inc., does not represent the Community Development District as a Municipal Advisor or Securities Broker nor is Rizzetta & Company, Inc., registered to provide such services as described in Section 15B of the Securities and Exchange Act of 1934, as amended. Similarly, Rizzetta & Company, Inc., does not provide the Community Development District with financial advisory services or offer investment advice in any form.



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**EXHIBIT D**  
Public Records Request Policy and Fees

**Public Officer, Employee and Staff Policy for Processing Requests for Public Records**

**Policy Generally:**

The District supports policies that facilitate the efficient and complete provision of requested public records in a timely manner. This policy only applies to the way District officers, employees and staff (District Manager, District Counsel, District Engineer) (altogether, "District Persons") respond to public records requests within the organization. Chapter 119, F.S., and the District's Rules of Procedure dictate the way in which the District must produce records to the records requester. This policy is established to provide District Persons with a clear understanding of the process that will be utilized in preparing responses to public record requests.

**Requests for District Records:**

1. The requesting party is not required to identify themselves or the reason for the request. The request may be made in writing (electronic or otherwise) or verbally.
2. Content on District social media sites is subject to the public records law. Communication made through a social networking medium may be subject to public disclosure.
3. There may be responsive records located on personal devices or personal accounts that are not maintained by the District. For this reason, District Persons will be asked to perform searches of personal devices and accounts for any responsive record whenever a request so warrants. District Persons are strongly encouraged to avoid using personal devices or personal accounts for District business.
4. When a request is received, the individual(s) receiving the request shall forward the request to the District Manager who shall then translate the request to the public records request form attached hereto. The form should then be forwarded to the District's Record Custodian (whom is Rizzetta & Company, Inc.). The Records Custodian shall then review the form with the requesting party to ensure that it accurately reflects his/her request so that full compliance can be achieved in a timely and efficient fashion. The Records Custodian will then notify the requesting party of the estimated time and cost to retrieve the records, in compliance with the District's Rules of Procedure, and confirm whether the requesting party agrees to pay the labor and copy charges, if applicable. Payment shall be made to the District prior to commencing the production process. The provisions of the Rules of Procedure and Florida law must be followed consistently and accurately.
5. To the extent applicable, the District, and not the District Manager or Records Custodian as an entity, shall charge the requesting party the special charge, which amount shall be consistent with Florida law. The District Manager may, consistent with and only pursuant to the terms of the Agreement between the District and the District Manager, charge the District



Rizzetta & Company



the applicable public records response fees as set forth therein and established within the Agreement.

6. If not clear, the requesting party should be asked to identify whether they wish to simply inspect the records or obtain copies.

7. Florida's public records law does not require the District to answer questions regarding the records produced.

**Processing Responsive Records:**

1. After the above process is followed, for documents that are readily available, there should not be any charge for the labor in retrieving the requested documents, but any copies purchased by the requesting party will be charged according to the District's adopted fee schedule.
2. Records are only required to be produced in the format(s) in which they exist.
3. All electronic records must be sent by a file transfer method to the Records Custodian. Any record that can be produced for review by District staff electronically must be produced in that medium. Should District Persons elect to provide records that are capable of being produced electronically in hard format, such individual shall not be entitled to reimbursement for copy or printing charges. It is within the Record Custodian's discretion to determine whether a record is capable of being produced electronically. District Persons shall make their best efforts to produce records for review by District staff as economically and efficiently as possible.
4. District Persons shall use their best efforts to electronically store public record e-mail according to the conventions of their e-mail system and retain it electronically pursuant to the District's retention schedule.
5. Public records retention is governed by the Florida Department of State, Division of Library and Information Services, general record schedules and the District's adopted Record Retention schedule. Should District Persons have any questions regarding retention or disposition of records, please contact the Records Custodian or District Counsel.



Exhibit E

Form of Endorsement (to be obtained from Egis)



Rizzetta & Company

# General Manager

Rizzetta Amenities Services Inc.

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## Job Description

### Title

General Manager

### Employment Status

Full-Time/ 40 Hours - \*To include nights, weekends, and holidays.

### Direct Supervisor

Regional District Manager

**Location** – The Preserve at Wilderness Lake CDD

## JOB DESCRIPTION

The General Manager is the on-site representative of Rizzetta & Co. and sets the example for all other employees. This person is responsible for recruiting, hiring, training, and supervising of all CDD & Amenity employees, including: Assistant Manager, Lifestyle Coordinator, Lodge Representatives, Pool Attendants, Maintenance Staff, and Assistant Wetlands Personnel. All employees report directly to the General Manager. The General Manager is responsible for motivating employees as individuals while building a positive, cohesive team.

## ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Responsible for management of the District's portfolio including but not limited to the following:
  - Preparation of the District's annual operations and maintenance budgets.
  - Conducting the Board meetings
  - Distribution of Board minutes
  - Maintenance of District records and files
  - Performance of other administrative functions
- Coordinates activities of third party maintenance providers and oversees maintenance functions for common areas and facilities.
- Responsible of ensuring the District is in compliance with all legal requirements.
- Researches, responds, and resolves various District related inquiries.
- Oversees and coordinates responsibilities with designated administrative assistance.
- Corresponds with Board members, homeowners, developer, attorney, engineer, investment bankers, and bank trustees.
- Assists in preparation of various financial and accounting reports as assigned.
- Attends various monthly meetings and presentations related to services assigned.
- Performs and assists with miscellaneous job-related duties as assigned.
- Supervises administrative Staff.
- Training to include: Theatre system, card access system, surveillance systems, computers, register, Splash Pad, etc.
- Log vacations, conduct disciplinary action plans, assist HR with the New Hires.
- Responsible for motivating employees as individuals while building a positive, cohesive team. Includes employee appreciation.



- Responsible for preparing and managing all employee work schedules to ensure that the Lodge and grounds are adequately staffed to maximize resident satisfaction, meet programming needs, and maintain the grounds and facilities. Coordinate with the Lifestyle Coordinator to ensure adequate staffing for events/programs. Create and adhere to the annual personnel budget.
- Responsible for an annual written review and personal review meeting of all employees.
- Process ADP timesheets and approve for processing and payment.
- Support and assist other Staff members as needed.
- Supervise employees and ensure compliance with personnel manual using sound management practices.
- Schedule Staff trainings, i.e., CPR/AED/First Aid, QuickBooks, certification renewals, etc.
- Debrief with Assistant Manager, Lifestyle Coordinator and Staff regarding current events, future planning of events, meetings, etc.
- Establish guidelines to enhance productivity, teamwork, and positive relationships among employees.
- Encourage suggestions from employees that may streamline processes in day-to-day operations and provide better customer service.
- Ensure that employees effectively troubleshoot and remediate any unpleasant resident experiences, including ensuring that employees make appropriate referrals as needed.
- Establish appropriate intervention measures to be taken by employees in potentially hazardous situations.
- Ensure that staff is well-versed in process of disaster preparedness, including hazardous weather.
- Responsible for creating and adhering to the annual CDD operating budget.
- Oversee the Assistant Manager/Lifestyle Coordinator's management of the Special Events line item
- Recommend and implement (where applicable) on an ongoing basis, capital equipment replacements, additions, and operational improvements.
- Responsible for approving all invoices / purchases for the community and Lodge facilities, not exceeding \$5000.00. (All purchases which exceed \$5000.00 require approval by the Board of Supervisors).
- Resolve invoice disputes/problems with associated vendor.
- Responsible for preparing weekly/monthly spreadsheets of Facility revenue collected from events, facility rentals, spa services, classes, event sponsorships, General Store sales, and misc. items.
- Responsible for ensuring the Asst. Manager/Lifestyle Coordinator maintains supporting spreadsheets for all events, sponsorships, and programs.
- Responsible for maintaining and balancing petty cash.
- Develop/oversee Staff's proper cash handling procedures.
- Develop revenue generation business plans for the General Store.
- Responsible for approving and scheduling private events and event room rentals. Work closely with the Assistant Manager to ensure private events are not counterproductive to the overall programming mission of the community.
- Responsible for maintaining proper efficiency of the computers, network, back-up and Cyber Sitter program. Develop and implement procedures regarding proper usage and security by both residents and staff.
- Responsible for overseeing & maintaining the community website.

- Oversee the Assistant Manager/Lifestyle Coordinator with properly updating/posting on the website, including: CDD business, the events calendar, Fitness Center Class Schedules, Community News, event photos, etc.
- Manage & Oversee Staff's assignment of Lodge Access IDs.
- Responsible for managing Lodge vendors for services such as pool maintenance, facility cleaning, fitness equipment maintenance, landscaping, A/C & heating, pest control, yearly sprinkler inspections, yearly fire & burglar alarm inspections, fire extinguisher inspections, fire retardant application, etc.
- Assist the Board with special projects. Including; roofing, flooring, Splash Pad resurfacing, Tennis/Basketball court resurfacing, Celebration of Life Garden, furniture upgrades, Fitness Center upgrades, IT upgrades, etc.
- For vendor services in excess of \$5,000 per year, bid the services and conduct contract negotiations such as sidewalk & curb cleaning/sealing, holiday lighting, etc.
- Responsible for the management of Fitness and Spa vendors including personal trainers, fitness class instructors (Yoga, Martial Arts, Zumba, etc.) and spa services technicians (nail tech). Determine pricing, track & report revenue, and collect Lodge percentage. Ensure proper certification; licensing and Certificate of Liability insurance and Independent Contractor agreement is updated yearly.
- In conjunction with the Assistant Manager/Lifestyle Coordinator, work with Fitness Center/Spa vendors on publicity, programming, and scheduling.
- Responsible for ensuring compliance with all Health Department requirements and licenses for the spa, fitness center, and pools
- Responsible for supervising and tasking maintenance personnel and wetlands assistant to ensure proper maintenance of facilities, grounds, ponds, and conservation land. Manage the vendor relationships with contracted grounds and conservation maintenance companies. Work with residents and government entities (i.e., SWFWMD) regarding conservation property issues.
- Track work orders and field service concerns regarding landscaping, wetlands, conservation.
- Ensure Assist the Field Services Manager with the monthly Community Landscape inspection and provide follow up to the Field Services Manager on progress & deficiencies.
- Coordinate with the Landscape vendor and Field Services Manager on concerns that are reported.
- Maintain a landscape book with proposals, maps, application of fertilizer/insect control, responses, monthly reports, etc.
- Coordinate with the Wetlands vendor on concerns that are reported.
- Investigate/Identify Landscape and Wetlands concerns before coordinating with the vendor.
- Responsible for managing, implementing, scheduling, and documenting the Off Duty Sheriff Patrol for the community. Provide a monthly report to the Board regarding their activity during their shift.
- Work with residents and the Sheriff's Department to develop a strong Community awareness.
- First point of contact for afterhours emergencies, concerns, alarms, or incidents.
- Complete routine inspections throughout the buildings and outside amenities.
- Offsite visits for review of vendor projects to present exhibits of completed projects to the Board.
- Ensure accuracy of operations and procedures guidelines, task schedules, and productivity logs.

- Ensure spotless physical appearance of the Lodge facilities and supervise daily operations.
- Coordinate wetlands & resident meetings on conservation/natural area policies.
- Schedule ordering of cleaning supplies, event supplies & General Store supplies.
- Routinely meet with Field Services & Landscape Company – Monthly and when needed on irrigation, pots, rotations, etc.
- Assist with Board of Supervisors requests / approvals.
- Responsible for building and maintaining relationships with all residents.
- Primary resident contact for all major resident issues and concerns. Troubleshoot resident issues with the appropriate Staff. If issue resolution is delegated to another person/company, continue to monitor the issue until it has been completely resolved.
- Responsible for reviewing, updating, and enforcing rules and regulations for residents participating in community events or on community property. In conjunction with the Assistant Manager and Lifestyle Coordinator, develop & coordinate an ongoing program for children turning 12, and their parents, which will familiarize the family with the rules and responsibilities associated with unsupervised Lodge privileges.
- Responsible for providing input and feedback to the HOA Board & Management Company as requested. Work with the HOA management company on an as-needed basis.
- Responsible for providing input and feedback to the CDD Board of Supervisors on major issues pertaining to residents, Staff, property and facilities, vendor services, and community policies and procedures.
- Provide Operations report for the monthly CDD meetings.
- Attend monthly CDD meetings.
- Meet with individual Board members & residents as requested.
- Maintain community relationships in the greater Land O' Lakes area. This includes developing a mutually beneficial relationship with the vendors of Wilderness Lake Commons. At times includes familiarity with the Connerton Staff, local schools' administrative staff, local newspaper contacts, Chamber of Commerce, etc.
- Assist the Lifestyle Coordinator as needed with major community events, scheduling & marketing.
- In the absence of the Lifestyle Coordinator, serve as management contact for residents regarding programs and events.
- As needed, meet with parents regarding disciplinary actions / programs for resident youths.
- Maintain relationships with new residents, community intranet and assist with community activities, clubs-within-a-club, and committees.
- Manage the assignment of Lodge Access IDs.
- Consistently encourage and promote Resident participation.
- Resolve any issues requiring attention on behalf of the Residents.
- Facilitate Emergency Plans.
- Schedule/plan special community meetings – Road Repaving, Forums, etc.
- Document Lodge incidents and communicate with Board Chair and District Staff.
- Prepare and present new Resident Orientations as needed.
- Edit the final draft of each edition of the Nature's News (12 issues per year) with the Lifestyle Coordinator.
- Troubleshoot all community concerns.
- Work closely with community fundraisers.



**DISCLAIMER: NOTHING IN THIS JOB DESCRIPTION RESTRICTS MANAGEMENT'S RIGHT TO ASSIGN, REASSIGN, OR OTHERWISE MODIFY THE DUTIES AND RESPONSIBILITIES OF THIS JOB AT ANY TIME, FOR ANY OR NO REASON.**

## **JOB REQUIREMENTS**

**Minimum Education:** Prefer College Degree in Recreation / Hospitality / Leisure Services

**Minimum Experience:** Four (4) years' experience in event planning/recreation programming, clubhouse management

**Special Skills:** Management of personnel, Graphic design capabilities, event, and prop design

**Interpersonal Skills:** Organized, creative, high energy, good people skills

Job Type: Full-time

# Assistant Clubhouse Manager

Rizzetta Amenities Services Inc.

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## Job Description

### Title

Assistant Clubhouse Manager

### Employment Status

Full-Time/ 40 Hours – To include nights, weekends, and holidays.

### Direct Supervisor

General Manager

**Location** – The Preserve at Wilderness Lake CDD

## JOB SUMMARY

The Assistant Clubhouse Manager is an on-site representative of Rizzetta and is one of the point of contacts with the residents of the community. This person will assist in the overall operations of the District's recreational facilities and/or amenities. The Assistant Clubhouse Manager will assist with the enforcement of all policies and procedures established by the Board of Supervisors and the management company. One of the primary functions of the Assistant Clubhouse Manager is to be a contact person for the residents, in the absence of the General Manager.

## EXPERIENCE & EDUCATIONAL QUALIFICATIONS

- Possess an Associate's Degree or equivalency with a minimum of three (3) years of related experience in the field. Educational equivalency is three (3) years of related experience (total of five (5) years of related experience if no degree).
- Successfully pass pre-employment screenings and background/reference checks.
- Possess a valid driver's license and reliable transportation.
- Possess personal vehicle insurance with a minimum of \$100,000/\$300,000 liability coverage.
- Ability to travel to work and be the on-call point of contact in the absence of the General Manager.
- Ability to work independently with minimal supervision.
- Ability to coordinate/manage multiple projects at the same time.
- Ability to interact and communicate effectively with colleagues, vendors, residents, and customers/clients of all professional levels.
- Demonstrate leadership in maintaining high standards of professional behavior for self and Staff.
- Demonstrate organization, attention to detail, problem solving, creative, and independent thinking.
- Demonstrate a commitment to the organization's philosophy of high quality, professionalism, and organizational culture.

## **KNOWLEDGE & CRITICAL SKILLS**

Must have a working knowledge of applicable company policies and procedures and must be familiar with, but not limited to:

- Knowledge/awareness and application of all rules and regulations of the amenities, including but not limited to operational hours, age restrictions, day-to-day standard operational procedures.
- Knowledge of Microsoft Suite programs (Word, Excel, Outlook, etc.).

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Assist with the day-to-day operations,
- Ensures a presentable overall appearance of the Clubhouse and amenities.
- Serves as the on-site representative of the District to the residents.
- Responsible for the following as it relates to the residents, but not limited to:
  - Issue resident access cards and monitor the card system.
  - Interact with residents and guests on a day-to-day basis.
  - In the absence of the Lifestyle Coordinator, assist in notifying residents of upcoming events, meetings, and general information.
- Monitor's guest and visitor policies and enforces the rules and regulations of the facility.
- Assist in the management of the private events calendar for the Clubhouse and completes private event rental forms, security deposits, and check-in/out documents.
- Assist with the assessment of the condition of District property resulting from neglect, vandalism, depreciation and estimates the costs associated with its repair and/or replacement.
- Performs regularly scheduled reviews of preventative maintenance records, inventories.
- Routinely inspects the District's maintenance items, tools, and equipment.
- Assist with the preparation of incident and/or accident reports and forwards them appropriately.
- Assist in processing and managing work orders as needed.
- Accesses clubhouse needs and provides input as needed for repair/replacement.
- Works with assigned contractors to ensure quality service is provided to the community.
- Assist with workplace operations to maintain and improve effectiveness and efficiency.
- Assist in preparing monthly management reports.
- Coordinate/Report to Pasco County on road repairs, storm water drainage issues, broken lines, etc.
- Maintain events calendar & Room Rental calendar.
- Meet and greet residents and potential homebuyers, Realtors, and other visitors, and provide Lodge information through personal dialogue and tours of the Lodge Facilities.
- Meet with, schedule, and complete paperwork for Private Events in the Activities Center, Theatre, and classroom.
- Schedule weekly maintenance safety checks, landscape lighting inspections.
- Maintain Inventory Sheets on Fitness Center equipment, Maintenance Equipment, Event supplies, DVDs, Games, etc.
- Routinely review onsite/parks/entrance surveillance systems for functionality and incidents.
- Troubleshoot IT, A/C, Plumbing, Surveillance Systems, Ice Machine, Theater System Electrical, pool issues, etc. before calling for repairs.
- Research & implement, when applicable, cost savings on products & vendors, such as, LED lighting, cleaning supplies, Eco Friendly products, etc.
- Work with the software development/hosting company as needed on any technical problems or enhancements.
- Responsible for Nature Center operations. Ensure the care & well-being of all animals, including cleanliness, feeding, proper environment, and veterinary care.
- Prepare deposits and debit card receipts for accounting.



- Ensure that employees respond quickly and courteously to resident concerns, enlisting the assistance of management as needed.
- Ensure that all staff knows the appropriate person/agency to contact in the event of minor emergencies.
- Coordinate w/Off Duty Sheriff Patrol Coordinator on community issues, speed trailer requests, etc.
- Write articles for the Newsletter.
- Non-essential duties include other job-related duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Assist the General/Lodge Manager in supervising amenity Staff. Responsible for assisting with the performance management and scheduling of the amenity employees within the designated Clubhouse.

### **WORK ENVIRONMENT**

This job operates in a professional office environment with occasional exposure to outside elements. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

# Lifestyle Coordinator

Rizzetta Amenities Services Inc.

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## Job Description

### Title

Lifestyle Coordinator

### Employment Status

Full-Time/ 40 Hours - \*To include nights, weekends, and holidays.

### Direct Supervisor

General/Assistant Manager

**Location** – The Preserve at Wilderness Lake CDD

## JOB DESCRIPTION

The Lifestyle Coordinator is an essential part of the clubhouse management team responsible for organization and implementation of various social, cultural, educational, and/or recreational programs, and activities for a master planned community. The Lifestyle Coordinator and Staff is responsible for creating, promoting, and implementing a diverse calendar of events, activities, and programs for all ages.

## ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Create a wide array of leisure programs and activities for community residents that will be promoted through a monthly calendar of events and other promotional materials developed by the Lifestyle Coordinator and General Manager.
- Full knowledge/awareness of all rules and regulations of the clubhouse, pool, and all other recreational amenities. Including but not limited to operational hours, age restrictions, and food / drink restrictions.
- Develops, budgets, and supervises yearly recreational leisure programs and events.
- Interaction with residents, guests, and vendors on a day-to-day basis.
- Provide the best possible customer service to the residents and guests to maintain a safe and comfortable experience.
- Prepares summary reports of events, activities, and programs.
- Thinking Creatively - Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.
- Organize, lead, and promote interest in events, recreational activities, and leisure programs such as arts, crafts, sports, games, socials, movies, and hobbies.
- Assist with scheduling of entertainment, catering, guest speakers, and private room rentals.
- Electronically distribute weekly email notifications specific to events, activities, leisure programs, and meetings.
- Prepare and edit Nature's News Newsletter (12 issues per year)
- Arrange & promote sponsorship with Media Company for Nature's news.
- Assist with tracking of event supplies/inventory of equipment.
- Ascertain and interpret group interests and adapt activities to meet participant needs.
- Coordinate volunteers regarding planning events & implementation.
- Maintain the log for community service hours.
- Implement community recognition of Teens, Girl Scouts, Boy Scouts, etc.

- Meet and collaborate with community organizations, and other professional personnel to plan balanced recreational programs for participants.
- Consistently encourage and promote resident participation.
- Assist with sales relating to the General Store, DVD rentals, and inventory of such items.

**DISCLAIMER: NOTHING IN THIS JOB DESCRIPTION RESTRICTS MANAGEMENT'S RIGHT TO ASSIGN, REASSIGN, OR OTHERWISE MODIFY THE DUTIES AND RESPONSIBILITIES OF THIS JOB AT ANY TIME, FOR ANY OR NO REASON.**

## **JOB REQUIREMENTS**

**Minimum Education:** Prefer College Degree in Recreation / Hospitality / Leisure Services

**Minimum Experience:** Four (4) years' experience in event planning/recreation programming, clubhouse management

**Special Skills:** Graphic design capabilities, event, and prop design

**Interpersonal Skills:** Organized, creative, high energy, good people skills

Job Type: Full-time



# Tab 7

## AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES

THIS AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES (the “**Agreement**”) is made and entered into effective the \_\_\_\_ day of \_\_\_\_\_, 2021, by and between: **Preserve at Wilderness Lake Community Development District**, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, and located in Pasco County, Florida (the “**District**”), and **Johnson, Mirmiran & Thompson, Inc.**, a Foreign Profit Corporation, with a mailing address of 40 Wight Avenue, Hunt Valley, MD 21030 (the “**Engineer**”).

### RECITALS

**WHEREAS**, the District is a local unit of special purpose government established pursuant to the Uniform Community Development District Act of 1980, as codified in Chapter 190, *Florida Statutes*; and

**WHEREAS**, the District is authorized to plan, acquire and/or maintain improvements, facilities and services in conjunction with the development and maintenance of the lands within the District; and

**WHEREAS**, the District requires a qualified firm to serve as District Engineer to provide professional engineering services to the District on a continuing basis; and

**WHEREAS**, Engineer is willing, ready and able to serve in this capacity; and

**WHEREAS**, the District intends to employ Engineer to perform engineering, construction administration, environmental management and permitting, financial and economic studies and other related services, as defined by a separate work authorization or work authorizations; and

**WHEREAS**, the Engineer shall serve as the District’s professional representative in each service or project to which this Agreement applies and will give consultation and advice to the District during performance of these services.

**NOW, THEREFORE**, for and in consideration of the mutual covenants herein contained, the acts and deeds to be performed by the parties hereto and the payments by the District to the Engineer of the sums of money herein specified, it is mutually covenanted and agreed as follows:

**ARTICLE 1. INCORPORATION OF RECITALS.** The recitals stated above are true and correct and are incorporated by reference herein as a material part of this Agreement.

**ARTICLE 2. SCOPE OF SERVICES.**

- A.** The Engineer will provide general engineering services & project management tasks related to the CDD pool resurfacing project, including:
1. Preparation of any necessary reports and attendance at meetings of the District's Board of Supervisors, if requested by the Board.
  2. Any other items requested by the Board of Supervisors.
  3. Periodic visits to the site, or full-time construction management of District projects, as directed by District.
  4. Processing of contractor's pay estimates.
  5. Preparation of, and/or assistance with, the preparation of work authorizations, requisitions, change orders and acquisitions for review by the District Manager, District Counsel and the Board.
  6. Final inspection and requested certificates for construction including the final certificate of construction.
  7. Consultation and advice during construction, including performing all roles and actions required of any construction contract between District and any contractor(s) in which Engineer is named as owner's representative or "Engineer."

**ARTICLE 3. METHOD OF AUTHORIZATION.** Each service or project shall be authorized in writing by the District. The written authorization shall be incorporated in a work authorization which shall include the scope of services, compensation, project schedule, and special provisions or conditions specific to the service or project being authorized ("**Work Authorization**"). Authorization of services or projects under this Agreement shall be at the sole option of the District.

**ARTICLE 4. COMPENSATION.** It is understood and agreed that the payment of compensation for services under this Agreement shall be stipulated in each Work Authorization. One of the following methods will be utilized:

- A. Hourly Personnel Rates** – For services or projects where the scope of services is not clearly defined or recurring services or other projects where the District desires the use of the hourly compensation rates outlined in **Exhibit A**, attached hereto and incorporated by this reference. The District and Engineer



may agree to a “not to exceed” amount when utilizing hourly personnel rates for a specific work authorization.

**ARTICLE 5. REIMBURSABLE EXPENSES.** Reimbursable expenses consist of actual expenditures made by Engineer, its employees, or its consultants in the interest of the services for the incidental expenses as listed as follows:

- A. Expenses of transportation and living when traveling in connection with a project shall not be reimbursable unless specifically provided for in an approved work authorization. All reimbursements for any such expenditures shall be made in accordance with Chapter 112, *Florida Statutes*, and with the District’s travel policy, if any.
- B. Expense of reproduction, postage and handling of drawings and specifications.
- C. Any fees paid by Engineer on behalf of the District for securing approval of authorities having jurisdiction over a project shall be reimbursable, but should be set forth in a work authorization whenever possible.

**ARTICLE 6. TERM OF AGREEMENT.** It is understood and agreed that the term of this Agreement will be from the time of execution of this Agreement by the parties hereto until terminated in accordance with its terms.

**ARTICLE 7. SPECIAL CONSULTANTS.** When authorized in writing by the District, additional special consulting services may be utilized by Engineer and paid for on a cost basis.

**ARTICLE 8. BOOKS AND RECORDS.** Engineer shall maintain comprehensive books and records relating to any services performed under this Agreement, which shall be retained by Engineer for a period of at least four (4) years from and after completion of any services hereunder, or such further time as required under Florida law. The District, or its authorized representative, shall have the right to audit such books and records at all reasonable times upon prior notice to Engineer.

**ARTICLE 9. OWNERSHIP OF DOCUMENTS.**

- A. Subject to payment of all amounts owed or due to Engineer, All rights in and title to all plans, drawings, specifications, ideas, concepts, designs, sketches, models, programs, software, creation, inventions, reports, or other tangible work product originally developed by Engineer pursuant to this Agreement (the “**Work Product**”) shall be and remain the sole and exclusive property of the District when developed and shall be considered work for hire.
- B. The Engineer shall deliver all Work Product to the District upon completion thereof, unless it is necessary for the Engineer in the District’s sole discretion

to retain possession for a longer period of time. Upon early termination of the Engineer's services hereunder, the Engineer shall deliver all such Work Product whether complete or not. The District shall have all rights to use any and all Work Product. Engineer shall retain copies of the Work Product for its permanent records, provided the Work Product is not used without the District's prior express written consent. The Engineer agrees not to recreate any Work Product contemplated by this Agreement, or portions thereof, which if constructed or otherwise materialized, would be reasonably identifiable with the Project.

- C. The District exclusively retains all manufacturing rights to all materials or designs developed under this Agreement. To the extent the services performed under this Agreement produce or include copyrightable or patentable materials or designs, such materials or designs are work made for hire for the District as the author, creator, or inventor thereof upon creation, and the District shall have all rights therein including, without limitation, the right of reproduction, with respect to such work. The Engineer hereby assigns to the District any and all rights the Engineer may have including, without limitation, the copyright, with respect to such work. The Engineer acknowledges that the District is the motivating factor for, and for the purpose of copyright or patent, has the right to direct and supervise, the preparation of such copyrightable or patentable materials or designs.

**ARTICLE 10. ACCOUNTING RECORDS.** Records of the Engineer pertaining to the services provided hereunder shall be kept on a basis of generally accepted accounting principles and shall be available to the District or its authorized representative for observation or audit at mutually agreeable times.

**ARTICLE 11. REUSE OF DOCUMENTS.** All documents including drawings and specifications furnished by Engineer pursuant to this Agreement are instruments of service. Such documents are not intended or represented to be suitable for reuse by District or others on extensions of the work for which they were provided or on any other project. Any reuse without specific written consent by Engineer will be at the District's sole risk and without liability or legal exposure to Engineer. All documents including drawings, plans and specifications furnished by Engineer to District are subject to reuse in accordance with Section 287.055(10), *Florida Statutes*.

**ARTICLE 12. ESTIMATE OF COST.** Since Engineer has no control over the cost of labor, materials, or equipment or over a contractor's methods of determining prices, or over competitive bidding or market conditions, Engineer's opinions of probable cost provided as a service hereunder are to be made on the basis of his/her experience and qualifications and represent Engineer's best judgment as a design professional familiar with the construction industry, but Engineer cannot and does not guarantee that proposals, bids, or the construction costs will not vary from opinions of probable cost prepared by Engineer. If the District wishes greater assurance as to the construction costs, it shall employ an independent cost estimator at

its own expense. Services to modify approved documents to bring the construction cost within any limitation established by the District will be considered additional services and justify additional fees.

**ARTICLE 13. INSURANCE.**

- A.** Subject to the provisions of this Article, the Engineer shall, at a minimum, maintain throughout the term of this Agreement the following insurance:
  - 1.** Workers' Compensation Insurance in accordance with the laws of the State of Florida.
  - 2.** Commercial General Liability Insurance, including, but not limited to, bodily injury (including contractual), property damage (including contractual), products and completed operations, and personal injury with limits of not less than One Million Dollars and No Cents (\$1,000,000.00) per occurrence, and not less than Two Million Dollars and No Cents (\$2,000,000.00) in the aggregate covering all work performed under this Agreement.
  - 3.** Automobile Liability Insurance, including without limitation bodily injury and property damage, including all vehicles owned, leased, hired, and non-owned vehicles with limits of not less than One Million Dollars and No Cents (\$1,000,000.00) combined single limit covering all work performed under this Agreement.
  - 4.** Professional Liability Insurance for Errors and Omissions, with limits of not less than One Million Dollars and No Cents (\$1,000,000.00) per claim.
- B.** All insurance policies secured by Engineer pursuant to the terms of this Agreement shall be written on an occurrence basis (with the exception of Professional Liability) to the extent permitted by law.
- C.** The District and the District's officers, supervisors, agents, staff, and representatives shall be named as additional insured parties, except with respect to the Worker's Compensation Insurance and Professional Liability Insurance for which only proof of insurance shall be provided. The Engineer shall furnish the District with the Certificates of Insurance evidencing compliance with the requirements of this Section. 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 without 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

- D. If the Engineer fails to have secured and maintained the required insurance, the District has the right (without any obligation to do so, however), to secure such required insurance in which event the Engineer 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.

**ARTICLE 14. CONTINGENT FEE.** The Engineer warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Engineer, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Engineer, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement.

**ARTICLE 15. AUDIT.** Records of the Engineer pertaining to the services provided hereunder shall be kept on a basis of generally accepted accounting principles and shall be available to the District or its authorized representative for observation or audit at mutually agreeable times. The Engineer agrees that the District or any of its duly authorized representatives shall have access to and the right to examine any books, documents, papers, and records of the Engineer involving transactions related to the Agreement for a period of four (4) years or longer as required by law. The Engineer agrees that payment made under the Agreement shall be subject to reduction for amounts charged thereto that are found on the basis of audit examination not to constitute allowable costs. All required records shall be maintained until either (a) the completion of an audit and resolution of all questions arising therefrom, or (b) three years after the expenditure of all funds under this Agreement, or (c) the public record retention period established by the District's records retention policy, whichever comes later.

**ARTICLE 16. COMPLIANCE WITH GOVERNMENTAL REGULATIONS.** In performing its obligations under this Agreement, the Engineer and each of its agents, servants, employees, or anyone directly or indirectly employed by the Engineer, shall comply with all applicable laws, ordinances, rules, regulations, and orders of any public or governmental authority having appropriate jurisdiction. If the Engineer 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 the Engineer or any of its agents, servants, or employees, 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 upon the giving of notice of termination.

**ARTICLE 17. COMPLIANCE WITH PROFESSIONAL STANDARDS.** In performing its obligations under this Agreement, the Engineer and each of its agents, servants, employees, or anyone



directly or indirectly employed by Engineer, shall maintain the standard of care, skill, diligence, and professional competency as other engineers working in a similar area for such work and/or services. Any designs, drawings, reports, or specifications prepared or furnished by Engineer that contain errors, conflicts, or omissions will be promptly corrected by Engineer at no cost to the District.

**ARTICLE 18. INDEMNIFICATION.** The Engineer agrees, to the fullest extent permitted by law, to indemnify, , and hold harmless the District and the District's officers, supervisors, agents, staff, (together, the "**Indemnitees**"), from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Engineer and other persons employed or utilized by the Engineer in the performance of this Agreement, including without limitation the Engineer's contractors, subcontractors, and sub-subcontractors. To the extent a limitation on liability is required by Section 725.06 of the Florida Statutes or other applicable law, liability under this section shall in no event exceed the sum of Two Million Dollars and No Cents (\$2,000,000.00) and Engineer shall carry, at its own expense, insurance to cover the aforementioned liability. Engineer agrees such limitation bears a reasonable commercial relationship to the Agreement and was part of the project specifications or bid documents, if any. The Engineer agrees and covenants that nothing herein shall constitute or be construed as a waiver of the District's sovereign immunity pursuant to Section 768.28, *Florida Statutes*, or other law, and nothing in the Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law. In the event that any indemnification, or hold harmless provision of this Agreement is determined to be unenforceable, the provision shall be reformed in accordance with the mutual intent of the Engineer and the District to provide indemnification, and hold harmless provisions to the maximum effect allowed by Florida law and for the benefit of the Indemnitees.

**ARTICLE 19. EMPLOYMENT VERIFICATION.** The Engineer agrees that it shall bear the responsibility for verifying the employment status, under the Immigration Reform and Control Act of 1986, of all persons it employs in the performance of this Agreement.

**ARTICLE 20. INDEPENDENT CONTRACTOR.** In all matters relating to this Agreement, the District and the Engineer agree and acknowledge that the Engineer shall serve as an independent contractor of the District. Neither the Engineer nor employees of the Engineer, if any, are employees of the District under the meaning or application of any Federal or State unemployment, insurance laws, or any other potentially applicable laws. The Engineer agrees to assume all liabilities or obligations by any one or more of such laws with respect to employees of the Engineer, if any, in the performance of this Agreement. The Engineer shall not have any authority to assume or create any obligation, express or implied, on behalf of the District and the Engineer shall have no authority to represent as agent, employee, or in any other capacity the District, unless set forth differently herein or authorized by vote of the District Board.

**ARTICLE 21. CONTROLLING LAW.** The Engineer and the District agree that this Agreement shall be controlled and governed by the laws of the State of Florida. Venue for all proceedings with respect to this Agreement shall be Manatee County, Florida.

**ARTICLE 22. NOTICE.** All notices, requests, consents and other communications under this Agreement ("**Notices**") shall be in writing and shall be delivered, mailed by First Class Mail, postage prepaid, or overnight delivery service, to the parties, as follows:

**A. If to Engineer:**

Johnson, Mirmiran & Thompson, Inc.  
2000 East 11<sup>th</sup> Avenue, Suite 300  
Tampa, FL 33605  
Attn: Stephen Brletic, PE

With a copy to: Johnson, Mirmiran & Thompson, Inc  
Attn: Legal Department  
40 Wight Avenue  
Hunt Valley, Maryland 21030

**B. If to District:**

Preserve at Wilderness Lake Community  
Development District  
c/o Rizzetta & Company  
12750 Citrus Park Lane, Suite 115  
Tampa, FL 33625  
Attn: Matthew Huber

**With a copy to:**

John Vericker  
STRALEY ROBIN VERICKER  
1510 W. Cleveland Street  
Tampa, FL 33606

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 the District and counsel for the Engineer may deliver Notice on behalf of the District and the Engineer. 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) day's written notice to the parties and addressees set forth herein.

**ARTICLE 23. PUBLIC RECORDS.** Engineer understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Engineer agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, *Florida Statutes*. Engineer acknowledges that the designated public records custodian for the District is Matthew Huber ("**Public Records Custodian**"). Among other requirements and to the extent applicable by law, the Engineer shall 1) keep and maintain public records required by the District to perform the Services; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes*; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the Agreement term and following the Agreement term if the Engineer does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the Agreement, transfer to the District, at no cost, all public records in Engineer'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 the Engineer, the Engineer 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 THE ENGINEER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE ENGINEER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT Phone: (813) 933 - 5571, mhuber@Rizzetta.com, 12750 Citrus Park Lane, Suite 115, Tampa, Florida 33625**

**ARTICLE 24. NO THIRD-PARTY BENEFITS.** Nothing in the Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred by operation of law.

**ARTICLE 25. 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.

**ARTICLE 26. ASSIGNMENT.** Except as provided otherwise in this Agreement, neither the District nor the Engineer shall assign, sublet, or transfer any rights under or interest in this Agreement without the express written consent of the other. Any purported assignment without such written consent is void. Nothing in this paragraph shall prevent the Engineer from employing such independent professional associates and consultants as Engineer deems appropriate and consistent with this Agreement.

**ARTICLE 27. CONSTRUCTION DEFECTS.** ANY CLAIMS FOR CONSTRUCTION DEFECTS ARE SUBJECT TO THE NOTICE AND CURE PROVISIONS OF CHAPTER 558, *FLORIDA STATUTES*.

**ARTICLE 28. AMENDMENT.** Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing that is executed by both the District and the Engineer.

**ARTICLE 29. ARM'S LENGTH TRANSACTION.** This Agreement reflects the negotiated agreement of the District and the Engineer, each represented by competent legal counsel. Accordingly, this Agreement shall be construed as if both parties jointly prepared it, and no presumption against one party or the other shall govern the interpretation or construction of any of the provisions of this Agreement.

**ARTICLE 30. INDIVIDUAL LIABILITY.** UNDER THIS AGREEMENT, AND PURSUANT TO THE REQUIREMENTS OF SECTION 558.0035, FLORIDA STATUTES, THE REQUIREMENTS OF WHICH ARE EXPRESSLY INCORPORATED HEREIN, AN INDIVIDUAL EMPLOYEE OR AGENT OF THE ENGINEER MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

**ARTICLE 31. TERMINATION.** The District may terminate this Agreement for cause immediately upon notice to Engineer. The District or the Engineer may terminate this Agreement without cause upon thirty (30) days written notice. At such time as the Engineer receives notification of the intent of the District to terminate the Agreement, the Engineer shall not perform any further services unless directed to do so in writing by the District. In the event of any termination or breach of any kind, the Engineer shall not be entitled to consequential damages of any kind (including but not limited to lost profits), but instead the Engineer's sole remedy will be to recover payment for services rendered to the date of the notice of termination, subject to any offsets.

**ARTICLE 32. 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.

**ARTICLE 33. ENFORCEMENT OF AGREEMENT.** In the event that either the District or the Engineer is required to enforce this Agreement by court proceedings or otherwise, then the prevailing party shall be entitled to recover from the other party all costs incurred, including reasonable attorney's fees and costs at all judicial levels as well as attorney fees and costs incurred in determining entitlement to and the reasonableness of such amounts.

**ARTICLE 34. ACCEPTANCE.** Acceptance of this Agreement is indicated by the signatures of the authorized representatives of the District and the Engineer in the spaces provided below.

**ARTICLE 35. COUNTERPARTS.** This instrument may be executed in any number of counterparts, each of which, when executed and delivered, shall constitute an original, and such counterparts together shall constitute one and the same instrument. Signature and



acknowledgment pages, if any, may be detached from the counterparts and attached to a single copy of this document to physically form one document.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed on the day and year first above written.

**Attest:**

**PRESERVE AT WILDERNESS LAKE  
COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Assistant Secretary/Secretary

\_\_\_\_\_  
Chairman,  
Board of Supervisors

**JOHNSON, MIRMIRAN & THOMPSON,  
INC.**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

**EXHIBIT A:**     Schedule of Rates

**Exhibit A**  
Schedule of Rates



## CDD Labor Rates

(April 1, 2021 – June 30, 2022)

<b><u>Classification</u></b>	<b><u>Rates</u></b>
Principal	\$220
Project Manager	\$195
Senior Engineer	\$175
Project Engineer	\$140
Engineer	\$110
Senior Surveyor	\$145
Project Surveyor	\$125
Surveyor	\$90
Survey Field Crew (3-person)	\$165
Senior Environmental Scientist	\$150
Environmental Scientist	\$105
Senior Designer	\$105
Designer	\$95
Senior Engineering Technician	\$80
Engineering Technician	\$65
Senior Inspector	\$110
Inspector	\$70
Clerical	\$48



# Tab 8



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

## JOB ESTIMATE

TO: \_\_\_\_\_  
COMPANY NAME: Wilderness Lake Preserve  
DATE: 5/24/21

QUOTE: Replacement of cracked and missing areas of concrete under border pavers in  
the areas behind the large complex and around the pools.  
Approx. 650 linear feet.  
Includes mortar retainers around edges and mortar glue down of border pavers.  
Broken pavers will be replaced with pavers provided by WLP.

\$4,950.00

Remove and replace approximately 27 sq. ft. of concrete near dock. 650.00

TOTAL: 5,600.00

Thank You: Romaner Graphics

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

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PROPOSAL

Wilderness Lake Preserve CDD

Lodge Campus Paver Repairs

5/19/2021

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Remediate deficiencies in brick paver areas located throughout the entire Lodge campus

- Deficiencies include pavers that are broken, loose, settled, lifted, etc.
- Locations include all surface areas and pool borders
- Due to widespread areas and minute nature of deficiencies, exact quantification of work to be required, can not be pre-determined. All work to be performed will be previewed and documented with CDD management as frequently as determined appropriate by both parties.
- Repair scope will include following tasks, as needed:
  - replacing chipped/broken pavers
  - removing and re-setting pavers
  - cleaning paver surface and re-applying adhesive
  - modifying base material thickness/level
  - modifying sand filler material
  - replacing/adding concrete border curb
- Pavers to be replaced will be provided by the CDD
- Pedestrian traffic control will be coordinated with Lodge Manager
- Pool closure may be required for some repairs

PRICING STRUCTURE:		<u>BUDGET QTY</u>	
2 men/truck/tools	\$110/hour	80 hours	\$8,800
Base and sand material	included		
Border curb	\$10/foot	100 feet	\$1,000

ESTIMATED TOTAL      \$9,800

CONCRETE SLAB:

Remove and replace 3' x 9' section of concrete slab with rebar

Additional Cost      \$800

# Tab 9



# Proposal

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**FROM:** Jerry Richardson State wildlife trapper  
NWT 14255 LLC  
2103 w Rio vista Ave  
Tampa FL,33603

**Phone No.** 813-390-9578

**PROPOSAL SUBMITTED TO:** Wilderness lakes preserve

**Name:** Tish  
**Phone:** \_\_\_\_\_ **Date:** 5-22-2021  
**Street:** \_\_\_\_\_  
**City:** \_\_\_\_\_  
**State:** FL **Zip:** \_\_\_\_\_

I propose to furnish all materials and perform all labor necessary to complete the following:

Hunt and trap all-inclusive feral hogs using state-of-the-art trapping equipment which includes Primary tools we use for feral hog control will be cage traps, snares, trail cameras, Wireless GPS camera systems, Remote control drop gates, Night Vision, thermal images, and any other means necessary to control and eliminate feral hog population. Propriety and traps are monitored 24 hours a day along with onsite technicians 3 to 5 times a week to help eliminate and maintain and controlling the hog population.

We can work together to find a suitable solution to your feral hog problem based on your specific situation we work with HOA and CDD communities throughout surrounding areas.

We have 17 years of experience professionally in the removal of hogs and will work to bring your feral hog population down to a desired level.

Your satisfaction is always our # 1 goal and we will always strive to achieve it.

Florida is one of the largest populations of wild hogs with somewhere between 1-2 million feral Hogs throughout the state. Without effective control, they will reproduce at alarming levels (up to 13 new pigs per litter). Under good conditions feral Hogs can produce 3 liters per year. Feral hogs breed multiple times a year, making them a tough competitor in the woods. Recent studies show that 65-75% of the population must be removed annually just to prevent growth! So, an occasional feral hog picked off by the weekend hunter is not going to decrease their population enough to maintain control. Even a small number of wild hogs can be very destructive to fences flower beds, Landscaping and cause otherwise stable ground to erode.

Feral hogs have now been established in 47 of the 50 states and are causing an estimated \$1.5 billion in damage every year to the U.S. Of all the feral hogs in the country, half of them call Florida home. The population is expected to increase by 15% percent every year

Feral Hogs are carriers of many diseases. Included are Swine Brucellosis, Pseudorabies, tuberculosis and Hog Cholera, but these feral hogs are not true Russian Boars, which are nearly always safe to eat when prepared properly

We are actively monitoring several properties throughout Hillsborough, Pasco, Manatee, and Lee Counties. Which include the following sub-divisions: Connerton CDD, Ballantrae CDD, Concord station, Channing Park, Fish Hawk CDD, Panther Trace 1 – 2, and LEE County wildlife Preserve, River reach CDD, Tanglewood CDD, South fork CDD, Tampa Palms CDD, Cross Creek CDD, Triple creek CDD, Tampa Fire rescue, Wilderness lakes Preserve CDD, Water leaf CDD, Waters Edge, Cress creek CDD, Meadow point 3-4 CDD, Country walk CDD, Watergrass CDD

We specialize in hog removal with 17 years of experience. We set the standards high in controlling the feral hog population. The purpose of this agreement is to assist CDD / HOA in controlling Wildlife, especially feral Hogs which cause property damage and human health and safety concerns.

If the CDD request us to assist with other wildlife that is causing damage such as raccoons, armadillos or other nuisance animals other than our traps are designs for we have other control methods and shall be discussed with the CDD controlling different species require different trap designs and methods. We will continue to work efficiently and effectively using an integrated approach to remove feral swine from CDD or HOA property.

I propose to install a state-of-the-art hog trapping system that is 100% electronically controlled and monitored 24 hours a day with live feed camera.

This system is designed to catch and eliminate hogs and large groups, and it lessens the chance of catching anything other than wild hogs as it is monitored by an wildlife agent.

Once the targeted species enters the Trap a signal is given to a notification that there is movement in the Trap we then look at the camera and determine what species it is and once the targeted species is confirmed that it's wild hogs the door is electronically closed catching the targeted species of hogs.

If by chance the targeted species of hogs are in the Trap the same time wild deer are in the Trap our agents monitor the trap for a duration of time until the deer leave. Sometimes we have to wait for another duration so that the deer are not in the Trap.

The cost of this trap is \$85 a day with a \$350 setup fee, these are the most effective electronic controlled trapping devices on the market and are able to catch large numbers of hogs at one time.

Our monthly service fee **\$85 per day** per month or annually or **(6)** months to include 1 trap and camera, setups including bait and all necessities to attract and contain wild hogs to limit and prevent property damage endured by feral hogs. Monthly Invoices will be due the 1st of each month.

Any and all illegal activity that we notice will be reported to the appropriate authorities along with the property manager.

We are fully licensed and insured in the State of Florida to trap and remove all nuisance Wildlife. There is a set up & removal fee of **\$350.00** per trap location.

Please note that there will be for the removal of any roadside animals removed within the CDD boundaries if called upon.

All of the work is to be completed in a substantial and workmanlike manner for the sum of \$85.00. The entire amount of the contract **\$85 per day per month** is to be paid within 10 days after completion or a 15% fee will be added. All payments are due first day of the month.

Under no circumstance shall this contract be superseded by any other terms or conditions other than stated agreement.

Any alterations or deviation from the above specifications involving extra cost of material or labor will be executed, and will become an extra cost.

By signing this contract, you acknowledge the term to **be 6 months** or month to month after first month as needed. If you choose to terminate this contract prior to the 12-month term, you will still be

billed for the remaining months there are no prorated fees. Upon termination of contract a 30-day written notice needs to be sent. All One-year or other contracts will continue unless a notice to end Service is submitted by signing this contract, you are agreeing to all terms and conditions.

By signing this contract, you provide authorization for Trapper Jerry Richardson license number NWT-14255 to set traps and Hunt feral Hogs that are causing landscape damage in the common areas as well as the private Land, and or lots of the community.

Mr. Richardson and his agents are authorized to set traps as he sees fit on the areas throughout the Land within Boundaries of said propriety where hog damage may occur.

Always striving to provide quality professional service at a reasonable price. Thank you for your business Jerry Richardson  
State Wildlife Trapper NWT - 14255

Authorized Signature \_\_\_\_\_

#### ACCEPTANCE

You are hereby authorized to furnish all materials and labor required to complete the work mentioned in the above proposal for \_\_\_\_\_. \_\_\_\_\_ agrees to pay the amount mentioned in said proposal and according to the terms thereof.

\_\_\_\_\_  
Jerry Richardson

Signature

\_\_\_\_\_  
5-23--2021

Date







## **Tab 10**

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 budget workshop of the Board of Supervisors of the Preserve at Wilderness Lake Community Development District was held on **Wednesday April 15, 2021 at 9:30 a.m.** at The Preserve at Wilderness Lake Lodge, located at 21320 Wilderness Lake Blvd., Land O' Lakes, FL 34637.

Present and constituting a quorum:

Brian Sailer	<b>Board Supervisor, Chairman</b>
Holly Ruhlig	<b>Board Supervisor, Vice Chairman</b>
Scott Diver	<b>Board Supervisor, Assistant Secretary</b>
Bryan Norrie	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Beth Edwards	<b>Board Supervisor, Assistant Secretary</b> <i>(via conference call)</i>
Matthew Huber	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Tish Dobson	<b>Lodge Manager, Preserve at Wilderness Lake</b>

**FIRST ORDER OF BUSINESS**

**Call to Order /Pledge of Allegiance**

Mr. Huber called the meeting to order confirming a quorum for the meeting. Mr. Huber led the Board in the Pledge of Allegiance.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

Mr. Huber stated that there were no audience members present to comment.

**THIRD ORDER OF BUSINESS**

**Discussion Regarding Fiscal Year 2021/2022 Budget**

Mr. Huber presented and reviewed the preliminary budget for fiscal year 2021-2022. A discussion ensued regarding various line items of the budget and the new proposed management fee.

*(The Board took a recess at 11:01am and returned at 11:05 a.m.)*

The Board continued discussing the line items of the budget.

**FOURTH ORDER OF BUSINESS**

**Supervisors Requests**

47

48 Mr. Huber asked if there were any Supervisor requests. Ms. Edwards discussed  
49 transferring \$110,000 to reserve.

50 Ms. Dobson discussed the general manager position and non-compete.

51 **FIFTH ORDER OF BUSINESS**

**Adjournment**

52

53 Mr. Huber stated that if there was no further business to come before the Board than a  
54 motion to adjourn would be in order.

55

On a Motion by Mr. Sailer, seconded by Mr. Diver, with all in favor, the Board of Supervisors adjourned the meeting at 11:59 a.m. for the Preserve at Wilderness Lake Community Development District.
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56

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60

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Assistant Secretary

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Chairman/Vice Chairman



# Tab 11

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 May 5, 2021 at 6:30 p.m.** at The Preserve at Wilderness Lake Lodge, located at 21320 Wilderness Lake Blvd., Land O' Lakes, FL 34637.

Present and constituting a quorum:

Brian Sailer	<b>Board Supervisor, Chairman</b>
Scott Diver	<b>Board Supervisor, Assistant Secretary</b>
Bryan Norrie	<b>Board Supervisor, Assistant Secretary</b>
Beth Edwards	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Holly Ruhlig	<b>Board Supervisor, Vice Chairman</b> <i>(via conference call)</i>
Matthew Huber	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Greg Woodcock	<b>District Engineer, Cardno</b> <i>(via conference call)</i>
Tish Dobson	<b>Lodge Manager, Preserve at Wilderness Lake</b>
Maura Lear	<b>Lifestyle Coordinator, Preserve at Wilderness Lake</b>
Pete Lucando	<b>Representative, Red Tree Landscape</b>
Harris Romaner	<b>Representative, Romaner Graphics</b>

Audience	<b>Present</b>
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Ms. Dobson introduced Maura Lear to the Board and audience.

**FIRST ORDER OF BUSINESS**

**Call to Order /Pledge of Allegiance**

Mr. Huber called the meeting to order confirming a quorum for the meeting. Mr. Huber led the Board in the Pledge of Allegiance. Mr. Huber recommended moving Harris Romaner and signage proposals up on the agenda.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

Audience comments were entertained regarding the following items:

- Discount voucher to Ehren Mills to use the District facilities. (against)

- Against Ehren Mills. Would like vegan options at the amenities (food trucks). Would also like humane options for the hogs versus trapping.
- Ehren Mills (against). Break-ins at the back of the community. Would like a gate installed.
- Ehren Mills (against)
- Guest Passes – would like an increase in cost to purchase.
- Discounted pass for non-residents – not in agreement.

### THIRD ORDER OF BUSINESS

#### Board Supervisor Requests and Walk on Items

Mr. Huber asked the Board if they had requests or any walk-on items. There were none put forth.

The Board took the meeting agenda out of order so that they could address the proposal for the entry monument backlit design.

### FOURTH ORDER OF BUSINESS

#### Discussion of Proposal for Entry Monument Backlit Design

Ms. Dobson presented and reviewed the options for the Entry Monument backlit design from Amazing Signs and Romaner Graphics. A discussion ensued. No Board action was taken.

### FIFTH ORDER OF BUSINESS

#### General Interest Items

#### A. Landscaping Reports

Mr. Lucadano presented his reports, and he gave the Board his update. He stated that they have treated the District for chinch bugs, have done tree pruning, and de-mossing.

Mr. Lucando reviewed the cost of mulch. He stated that the District used Big Earth before at a cost of \$4,500.

On a Motion by Mr. Sailer, seconded by Ms. Edwards, with all in favor, the Board of Supervisors approved Red Tree Landscape installing mulch at a cost of \$4,500.00 for the Preserve at Wilderness Lake Community Development District.

#### B. District Counsel

Not present/No report. Mr. Huber stated that Mr. Vericker would be attending the Board's June meeting.

#### C. GHS Environmental Report

Mr. Huber presented the GHS report for the Board's review. Attached as Exhibit A. Ms. Edwards asked about further discussion regarding the entry signs.

Mr. Sailer suggested hiring an engineer to manage the project. Mr. Diver opposed the updates to backlight signage.

**D. District Engineer**

Mr. Woodcock gave the Board updates on the Deer Path drainage structure, drainage remediation, roof cleaning project and pond 35 berm. He stated that the round-a-bout drainage structure at Deer Path is holding water. There is a stormwater inlet located in the round-a-bout outside of Deer Path and is holding water. Mr. Woodcock stated that he will be obtaining proposals to have the pipe cleaned out and the overgrown vegetation removed. He should have the proposals at the next meeting.

Mr. Woodcock stated that the drainage remediation on the control structures as well as grading and drainage restoration behind 7929 Foxgrove has been completed. He is going to meet with the resident when it is raining to review the flow of water through his property. The resident had concerns regarding the flow of water across his property and to the channel behind his house.

Mr. Woodcock stated that the clubhouse and guard house roof cleaning is complete.

Mr. Woodcock gave an update on the Pond 35 berm. He stated that the grading is completed and sod will be installed by the landscape company.

Mr. Sailer that the Magnolia at the ranger station needs to be trimmed. Mr. Diver wants a detailed summary of #528653, digital page 21 of the agenda.

**E. Lodge Manager's Report.**

Ms. Dobson presented and reviewed her report.

Ms. Edwards is in favor of adult aerobics classes.

Ms. Dobson stated that an Ambleside resident requested sod replacement due to hogs. Mr. Diver and Ms. Edwards asked that Ms. Dobson to communicate safety reasons the hogs are removed and to protect District property.

Ms. Dobson gave the Board an update on the cameras and said that vehicles had been broken into.

Ms. Dobson stated that the Board would be discussing the pool resurfacing at the June meeting.

**SIXTH ORDER OF BUSINESS**

**Discussion Regarding Annual Pass for Non-Residents**

A discussion ensued regarding annual passes for non-residents.



Mr. Diver made a motion for no annual pass and to raise the Adult Day Passes to \$30.00 and the Children Day Passes to \$20.00. Ms. Edwards seconded the motion. The motion failed due to lack of support. The discussion continued.

On a Motion by Mr. Norrie, seconded by Ms. Sailer, with all in favor, the Board of Supervisors declined to have an annual pass for non-residents for the Preserve at Wilderness Lake Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Discussion of Proposal for Entry Monument  
Backlit Design**

This item was discussed earlier in the meeting.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Proposal for Playground  
Mulch**

This item was also discussed earlier in the meeting.

**NINTH ORDER OF BUSINESS**

**Discussion of Proposals for Playground  
Shade Structures**

Ms. Dobson presented and reviewed the proposals from ARC and Play Space Services. A discussion ensued regarding the three options. The Board decided to table the proposals for playground shade structures until next year.

On a Motion by Ms. Edwards, seconded by Mr. Diver, with all in favor, the Board of Supervisors approved adding a discussion of transfer of \$120,000.00 to the Reserves to the meeting agenda for the Preserve at Wilderness Lake Community Development District.

*(The Board took a recess at 8:13 p.m. and returned at 8:22 p.m.)*

**TENTH ORDER OF BUSINESS**

**Presentation of Fiscal Year 2021/2022  
Proposed Budget**

Mr. Huber presented and reviewed the proposed budget for fiscal year 2021/2022. The Board discussed the various line items of the budget.

On a Motion by Ms. Edwards, seconded by Mr. Diver, with all in favor, the Board of Supervisors approved the transfer of \$120,000.00 to the District's Reserves for the Preserve at Wilderness Lake Community Development District.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-02,  
Approving Fiscal Year 2021/2022 Proposed  
Budget and Setting the Public Hearing on the  
Final Budget**

Mr. Huber presented and reviewed Resolution 2021-02, Approving Fiscal Year 2021/2022 Proposed Budget and Setting the Public Hearing on the Final Budget.

On a Motion by Mr. Diver, seconded by Mr. Sailer, with all in favor, the Board of Supervisors approved Resolution 2021-02, Approving Fiscal Year 2021/2022 Proposed Budget (\$1,710,943) and Setting the Public Hearing on the Final Budget (July 7, 2021 at 6:30 p.m. at The Lodge at Wilderness Lake Preserve, 21320 Wilderness Lake Blvd., Land O' Lakes, FL 34637) for the Preserve at Wilderness Lake Community Development District.

**TWELFTH ORDER OF BUSINESS**

**Consideration of the Minutes of the Board of  
Supervisors' Meeting held on April 7, 2021**

Mr. Huber presented the minutes of the Board of Supervisors' meeting held on April 7, 2021. There were no changes made to the meeting minutes.

On a Motion by Mr. Sailer, seconded by Mr. Norrie, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors meeting held on April 7, 2021 as presented for the Preserve at Wilderness Lake Community Development District.

**THIRTEENTH ORDER OF BUSINESS**

**Consideration of the Operation &  
Maintenance Expenditures for March 2021**

Mr. Huber presented the Operation & Maintenance Expenditures for March 2021. Mr. Diver discussed ATS maintenance contract and emergency calls.

On a Motion by Mr. Sailer, seconded by Ms. Edwards, with all in favor, the Board of Supervisors approved the Operation & Expenditures Report for March 2021 (\$138,983.83) for the Preserve at Wilderness Lake Community Development District.

**FOURTEENTH ORDER OF BUSINESS**

**District Manager's Report**

Mr. Huber presented the Financial Statements for March 2021 and the Reserve Study Report.

Mr. Huber gave his report and mentioned the next regular meeting date of June 2, 2021 at 9:30 a.m.

Mr. Huber stated that he would have an update on the GM/Staff contract at the June meeting.

Mr. Huber announced that as of April 15, 2021 there were 2,041 registered voters in the District.

Mr. Huber stated that the increases for Ms. Dobson and her staff would be effective on the May 14<sup>th</sup> paycheck.

On a Motion by Mr. Sailer, seconded by Ms. Edwards, with all in favor, the Board of Supervisors approved a bonus of \$5,000.00 for Ms. Dobson for the Preserve at Wilderness Lake Community Development District.

## FIFTEENTH ORDER OF BUSINESS

### Supervisors Requests

Mr. Huber asked if there were any Supervisor requests. Ms. Sailer spoke about the gate comments.

Ms. Edwards asked District management to obtain a proposal from Stephen Brletic to oversee the pool resurfacing project.

Ms. Ruhlig asked if pool deck seating is less due to COVID.

Mr. Diver discussed the titles of Assistant Manager, Lodge Manager, and Clubhouse Manager.

Ms. Dobson asked if coffee dispensing could go back to self-serve.

On a Motion by Mr. Diver, seconded by Mr. Norrie, with all in favor, the Board of Supervisors approved the coffee dispensing be returned to self-serve for the Preserve at Wilderness Lake Community Development District.

It was stated that the hog trapper is asking for an extra trap in Deerfield. It was suggested to take the trap from Ambleside.

## SIXTEENTH ORDER OF BUSINESS

### Adjournment

Mr. Huber stated that if there was no further business to come before the Board than a motion to adjourn would be in order.

On a Motion by Mr. Sailer, seconded by Mr. Norrie, with all in favor, the Board of Supervisors adjourned the meeting at 9:00 p.m. for the Preserve at Wilderness Lake Community Development District.

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Assistant Secretary

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Chairman/Vice Chairman

DRAFT



# Exhibit A



**GHS Environmental**  
**PO Box 55802**  
**St. Petersburg, FL 33732-5802**  
**727-667-6786**

April 27, 2021

Mr. Matthew E. Huber  
Rizzetta & Company, Inc.  
5844 Old Pasco Road, Suite 100  
Wesley Chapel, Florida 33544

**Re: The Preserve at Wilderness Lake Community Development District (CDD)  
April 2021 Summary Report**

Dear Mr. Huber,

GHS Environmental (GHS) herein submits this report to summarize the work that was completed during the month of April 2021 at the Wilderness Lake Preserve (WLP) community located in Land O' Lakes, Florida.

**Dates Worked Performed:** April 6, 7, 13, 20, 21 and 27

**Summary of Monthly Objectives/Goals Achieved:**

1. Performed monthly inspections and maintenance of vegetation/algae in stormwater ponds.
2. Removed trash from stormwater ponds.
3. Field checked the control structure (CS-P2) located in Wetland P to ensure there are no blockages and water is flowing as designed.
4. Researched available dock permit information on Southwest Florida Water Management District (SWFWMD) database per T. Dobson. Submitted available permit and construction plan information to T. Dobson.
5. Researched available information on SWFWMD database concerning any permit or exemption granted to allow clearcutting of Wetland G. Also, researched the SWFWMD database to see if The Groves had received any exemptions or permits to allow them to clear cut the wetland edge on their side. No information was found granting wetland clearing. However, two letters were found denying vegetation cutting as an exemption for two residences backing up to Wetland G. This information was submitted to T. Dobson.
6. Inspected various control structures and weirs located in the stormwater ponds. Vegetation treated as needed.
7. Herbicide treatment of vegetation around BB-I4.
8. Coordination with T. Dobson on the vacant WLP Wetland Staff position for potential replacement.
9. Phone and e-mail coordination with WLP staff (T. Dobson).
10. Prepared and submitted monthly summary report.



We appreciate the opportunity to assist you with this project. Please do not hesitate to call us at (727) 432-2820 with any questions or if you need any additional information.

Sincerely yours,

**GHS Environmental**

A handwritten signature in black ink, which appears to read 'Chuck Burnite'. The signature is written in a cursive, flowing style with a large initial 'C'.

Chuck Burnite  
Senior Environmental Scientist

**THE PRESERVE AT  
WILDERNESS LAKES CDD**

Map of Stormwater Ponds,  
Natural Wetlands and Wood  
Line Trimming Areas

**Legend**

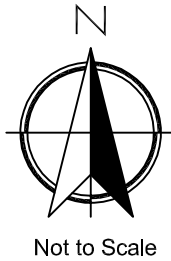
- Stormwater Ponds
- Natural Wetland Systems
- Natural Lake (Open Water)
- Property Boundary
- Cul-De-Sac Maintenance
- Weir
- Bubbler Box
- Control Structure
- Drainage Flow

**Wood Line Trimming Areas**

- Maintenance Area No. 1
- Maintenance Area No. 2
- Maintenance Area No. 3
- Maintenance Area No. 4
- Maintenance Area No. 5
- Maintenance Area No. 6
- Maintenance Area No. 7
- Maintenance Area No. 8
- Maintenance Area No. 9
- Maintenance Area No. 10
- Maintenance Area No. 11
- Maintenance Area No. 12

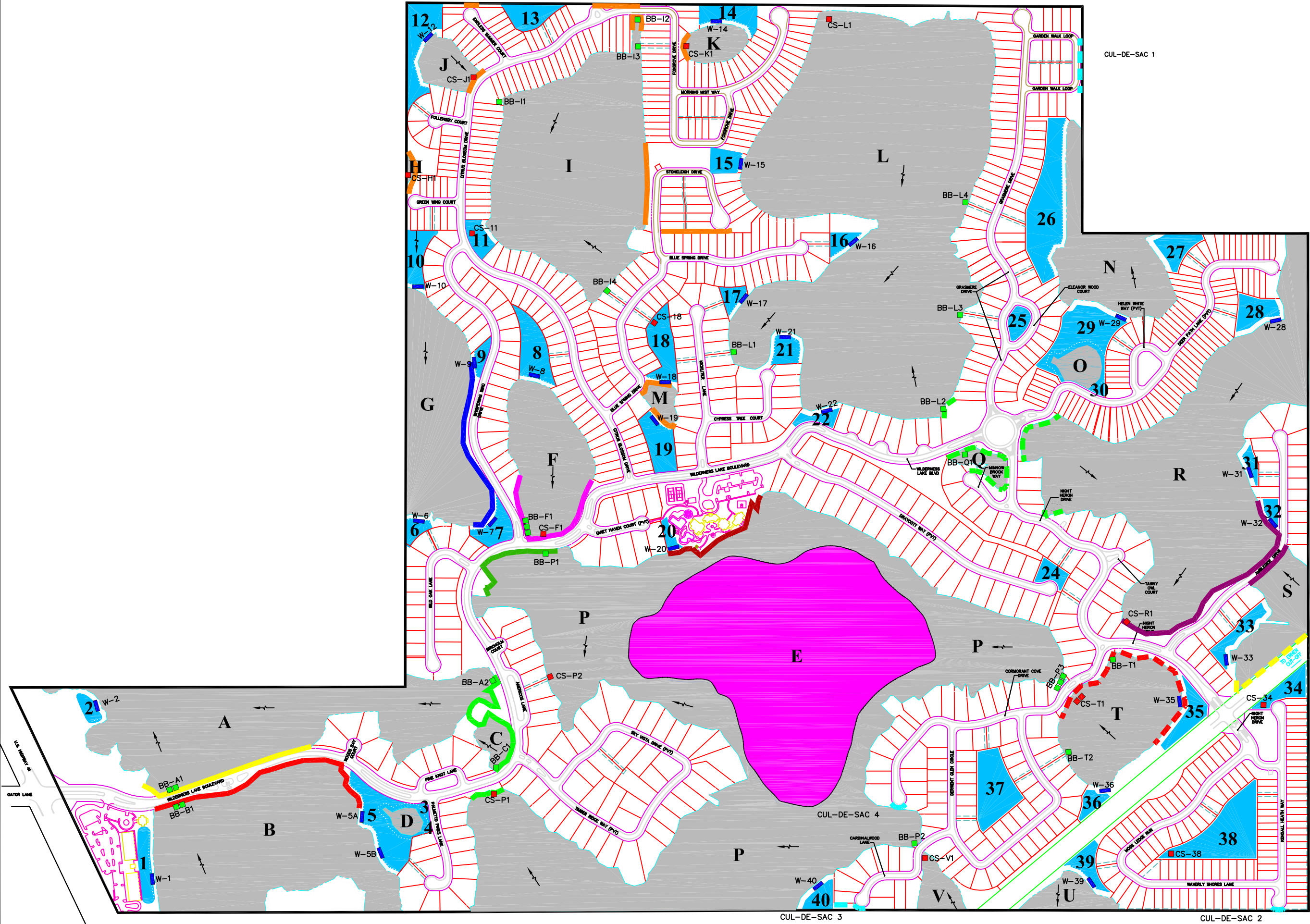
Note: Natural Lake "E" was  
previously identified as Stormwater  
Pond No. 23 on maps prepared by  
others. Since this area is natural,  
it has been moved into the wetland  
lettering system. There is no  
Stormwater Pond No. 23.

Date: September 18, 2020



**GHS, LLC**

GHS Environmental  
PO Box 55802  
St. Petersburg, FL 33732-5582  
Phone: 727-432-2820  
Chuck@GHSEnvironmental.com  
www.GHSEnvironmental.com





## **Exhibit B**

## CONTRACT FOR DISTRICT MANAGEMENT AND AMENITY SERVICES

**DATE:** May 5, 2021

**BETWEEN:** **RIZZETTA & COMPANY, INC.**  
3434 Colwell Avenue  
Suite 200  
Tampa, Florida 33614

(Hereinafter referred to as "**Consultant**")

**AND:** **THE PRESERVE AT WILDERNESS LAKE COMMUNITY DEVELOPMENT DISTRICT**  
5844 Old Pasco Road  
Suite 100  
Wesley Chapel, Florida 33544

(Hereinafter referred to as "**District**," and together with Consultant, the "**Parties**.")

### PURPOSE; SCOPE OF SERVICES:

- I. The purpose of this contract for professional district management services (hereinafter referred to as "**Contract**") is for the Consultant to provide professional district management services to the District pursuant to Chapter 190, Florida Statutes. A brief description of these services is provided below, and a detailed description is provided in **Exhibit A** to this Contract.

**A. STANDARD ON-GOING SERVICES.** The Consultant shall provide the following Standard On-Going Services to the District pursuant to this Contract:

- i. **District Management** - services include the conducting of one (1) three (3) hour board meeting per month, one (1) budget workshop per year, overall administration of District functions, and all required state and local filings, preparation of annual budget, purchasing and risk management.
- ii. **Amenity Management** - services include professional management and oversight to perform the Amenity services outlined in this Contract. These responsibilities include duties associated with managing the personnel, such as recruiting, hiring, training, oversight, and evaluation. The Consultant will be available to any board member for open and direct communications regarding any questions they may have.



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- iii. **Amenity Personnel** - the Consultant shall employ a General Manager that will be assigned to the District. A general description of this position and other expected positions is provided below:
- a) General Manager: Shall be employed as a full time, salaried position to provide District Management and supervise the amenity facilities. They are the onsite representative of the Consultant. The General Manager shall have the responsibilities of overseeing all personnel along with outside maintenance services, managing resident relations, coordinating with other outside entities as needed, and interacting with the District's Board of Supervisors while working with District Administrative Support personnel to execute District Management responsibilities as delineated in Appendix A. The General Manager will also be responsible for staffing the private event rentals. The General Manager or any other staff member who is brought in to cover a rental will be compensated one hundred dollars (\$100.00) for each event worked. This cost is to be taken out of the rental fee for the event. This cost is not part of the normal operating budget for staffing.
  - b) Assistant Manager: Shall be employed to assist the General Manager with the day-to-day operations of the amenity facilities and aid in overseeing staff and activities.
  - c) Lifestyle Coordinator: Shall be employed to develop, organize, promote, and manage activities and events for residents and guests. They will also be responsible for the design, promotion, and implementation of all the events, programs, and classes. These duties include scheduling, reservations, registration, payment collection and staffing if needed.
  - d) Maintenance Staff: Shall be employed to provide routine and preventative maintenance, painting, and repair of buildings and equipment to ensure immaculate appearance of the Lodge buildings, docks aquatic facility and playgrounds. Additionally, to perform a full range of custodial duties related to the organizing, stocking, and cleaning of community buildings and facilities; and to maintain security of property and enforce community rules. Lastly to maintain immaculate appearance of the common areas in the community along with boulevard and throughout the parks daily.
  - e) Lodge Representatives: Shall be employed to support District and Amenity Management to maintain smooth and effective daily operations of the Wilderness Lodge and Recreational Facilities. Assist and orient residents in using the Lodge facilities while enforcing the rules and regulations of the Lodge Facilities.
  - f) Wetlands Assistant: Shall be employed to assist in the maintenance of the community wetland areas.
  - g) Pool Attendants: Shall be employed seasonal to check ID cards, monitor the pool areas, and enforce rules and regulations.



All persons performing the services as generally described above and as more specifically set forth in **Exhibit A** of this Contract, at the amenity facilities, will be employees of the Consultant. Consultant and the District each acknowledge and agree that persons performing services pursuant to this contract are not employees of the District under the meaning or application of any Federal or State Unemployment or Insurance Laws or otherwise.

- iv. **District Administrative Support** - services include support for the District Management function, recording and preparation of meeting minutes, records retention, and maintenance in accordance with Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation, and delivery of agenda.
- v. **District Accounting** - services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.
- vi. **Financial & Revenue Collection** - services include all functions necessary for the timely billing, collection and reporting of District assessments to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. These services include, but are not limited to, assessment roll preparation and certification, direct billings and funding request processing as well as responding to property owner questions regarding District assessments.

**B. TIME FRAME.** The Standard On-Going Services shall be provided monthly as detailed in this Contract.

**II. ADDITIONAL SERVICES.** In addition to the Standard On-Going Services described above, or in any addendum executed between the Parties, the District may, from time to time, require additional services from the Consultant. Any services not specifically provided for in the scope of services above, or necessary to carry out the services as described herein, as well as any changes in the scope requested by the District, will be considered additional services. Such additional services may include, but are not limited to:

- Meetings: Extended meetings (beyond three (3) hours in length), continued meetings, special/additional meetings (not including annual budget workshop).
- Financial Reports: Modifications and certifications to special assessment allocation report; true-up analysis.
- Bond Issuance Services: preparation of the special assessment allocation report, testimony at the required bond validation court hearing, certifications, closing documents and statutorily required mailings
- Electronic communications/e-blasts.
- Special requests.



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- Amendment to District boundary
- Grant Applications
- Escrow Agent
- Continuing Disclosure/Representative/Agent
- Community Mailings, e.g., memos, notifications of rules changes, operations and maintenance assessment notices, etc.
- Public Records Requests that are extensive in nature, as defined by District's adopted Rules of Procedure.

If any additional services are required or requested, the Consultant will provide a detailed description of these services and fees for such services to the District for approval prior to beginning any additional services. The Consultant shall undertake the additional services after the District has issued its written approval, as evidenced by a vote of the Board of Supervisors, of the description and fees for such services to the Consultant.

**III. LITIGATION SUPPORT SERVICES.** Upon the District's request, the Consultant shall prepare documentation in response to litigation requests and provide necessary expert testimony in connection with litigation involving the subject matter of this Contract. If the District requires or requests any litigation support services, the Consultant will provide a detailed description of the services and fees for such services to the District for approval prior to beginning any litigation support services. The Consultant shall undertake the litigation support services after the District has issued its written approval of the description and fees for such services to the Consultant.

**IV. ADDITIONAL SERVICES PROVIDED TO THIRD PARTIES.** These are services requested by third parties such as residents, realtors, investors, or members of the media. Such services may include, but are not limited to, estoppel letters, bond prepayment processing, and litigation support. The third party requesting such services shall be responsible for the payment of any fees charged by Consultant for providing those services to the extent authorized by law and the District's Rules of Procedure.

**V. TERM.** The Consultant's services as provided in this Contract shall commence upon execution of this Contract. This Contract shall automatically renew annually unless terminated pursuant to its terms. The Consultant acknowledges that the prices of this Contract are firm, and that the Consultant may change the prices only with the District's written consent as evidenced by a vote of the Board of Supervisors. All prior agreements between the parties with respect to the subject matter of this Contract are terminated upon the execution of this Contract.

**VI. FEES AND EXPENSES; PAYMENT TERMS.**

**A. FEES AND EXPENSES.**

- i. A schedule of fees for the services described in Sections I, II, III, and IV of this Contract is shown in **Exhibit B** to this Contract, which is attached hereto and incorporated herein. The District shall pay the Consultant for the services provided under the terms of this Contract in accordance with the schedule of fees in **Exhibit B**. For purposes of the Consultant's compensation for services provided pursuant to this Contract, the District



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shall compensate the Consultant only for those services provided under the terms of this Contract. Unless otherwise specified by this Contract, the Consultant will invoice the District for the Consultant's services as soon as may be practicable in advance of each month and in the amounts set forth in **Exhibit B**. The fees for those services which are not being requested at the time this Contract is approved will be provided to the District at such time as those services are required and requested by vote of the Board of Supervisors. Payment shall be made by the District within thirty (30) days of receipt of a correctly submitted invoice.

- ii. Fees for the Standard On-Going Services described in this Contract may be negotiated annually by the Parties. Any amendment to Standard On-Going Services fees must comply with the amendment procedure in this Contract and must be reflected in the adopted General Fund Budget of the District. The District's adoption of the General Fund Budget shall not constitute the District's consent for payment of any expenses or change in Contract terms.
- iii. The District agrees to pay Consultant in an amount equal to all Consultant's costs directly related to the personnel of the Consultant providing the services at the amenity facilities including: wages, benefits, applicable payroll-related tax withholdings, workers' compensation, payroll administration and processing, fees for background checks and drug testing.
- iv. In the event the District authorizes a change in the scope of services requested, Consultant shall submit, in writing to the District, a request for a fee amendment corresponding to the change in services being requested, if it has not already done so. Any change in the scope of requested services and the corresponding fee amendment shall comply with the amendment procedure in this Contract. Such amendment must be validly executed by the Parties before Consultant is authorized to begin providing services pursuant to the change in scope and the revised fees are adopted.
- v. For the purposes of this Contract, an out-of-pocket expense is an unexpected expense that the Consultant or one of its subcontractors, if applicable, incurs during the performance of the Standard On-Going Services, as provided in this Contract. Such out-of-pocket expenses are included in the fees shown in **Exhibit B**. Out-of-pocket expenses incurred in connection with the performance of Additional Services and Litigation Support Services will be subject to reimbursement at cost. These expenses include, but are not limited to, airfare, mileage, transportation/parking, lodging, postage, and copies.
- vi. Fees for services to be billed on an hourly basis will be billed at the Consultant's current hourly rates at the time of the execution of this Contract, as set forth in **Exhibit B**. The hourly rate for the services may be amended from time to time pursuant to the amendment procedure in this Contract and in advance of such proposed change. Consultant's current



hourly rates are shown in **Exhibit B** to this Contract. Any proposed change shall indicate the new hourly fee for such services.

**B. PAYMENT TERMS.**

- i. **Standard On-Going Services.** Standard-On Going Services will be billed monthly as a fixed fee pursuant to the schedule shown in **Exhibit B**.
- ii. **Additional Services.** Additional Services will either be billed monthly at the Consultant's proposed hourly rate or per occurrence both as authorized by the District and negotiated by the Parties.
- iii. **Litigation Support Services.** Litigation Support Services will be billed monthly on an hourly basis for the hours incurred at the Consultant's proposed hourly rate, as authorized by the District and negotiated by the Parties.
- iv. **Out-of-Pocket expenses.** Out-of-Pocket expenses not included under the Standard-On Going Services of the Consultant will be billed monthly as incurred.

All invoices will be due and payable thirty (30) days from the date of invoice pursuant to the Prompt Payment Act, Chapter 218.70 Florida Statutes.

- VII. **SUSPENSION OF SERVICES FOR NON-PAYMENT.** Unless nonpayment is the fault of the Consultant, the Consultant shall have the right to suspend services being provided as outlined in this Contract if the District fails to pay Consultant's invoices in a timely manner, which shall be construed as thirty (30) days from date of the invoice or as otherwise provided by the Prompt Payment Act, Section 218.70 Florida Statutes. Consultant shall notify the District, in writing, at least ten (10) days prior to suspending services.
- VIII. **NON-CONTINGENCY.** The payment of fees and expenses, as outlined in this Contract, are not contingent upon any circumstance not specifically outlined in this Contract.
- IX. **AMENDMENT.** Amendments to, and waivers of, the provisions contained in this Contract may be made only by an instrument in writing that is executed by both the District and the Consultant.
- X. **RESPONSIBILITIES.**
  - A. **DISTRICT RESPONSIBILITIES.** The District shall provide for the timely services of its legal counsel, engineer, and any other consultants, contractors, or employees, as required, for the Consultant to perform the duties outlined in this Contract. Expenses incurred in providing this support shall be the sole responsibility of the District unless specified herein.

District personnel or representatives will cooperate as needed with Consultant to affect the administrative success of the District with the State and other regulatory



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organizations. District Supervisors will respect the role of Chair as the primary interface between Consultant and the District outside public meetings. Except in cases of emergencies or safety concerns, District Supervisors will make best efforts to have all directives discussed at public meetings prior to assigning them to Consultant for execution and administration.

- B. LIMITATIONS OF RESPONSIBILITIES.** To the extent not referenced herein, and to the extent consistent with Chapter 190.006, Consultant shall not be responsible for the acts or omissions of any other contractor or any of its subcontractors, suppliers, or of any other individual or entity performing services as part of this Contract which are not under the control of the Consultant. Consultant shall not be liable for any damage that occurs from Acts of God, which are defined as those caused by windstorm, hail, fire, flood, hurricane, freezing, or other similar occurrences of nature.

**XI. TERMINATION.** This Contract may be terminated as follows:

- A.** By the District for "good cause" immediately which shall include misfeasance, malfeasance, nonfeasance, or dereliction of duties by the Consultant. Termination for "good cause" shall be affected by written notice to Consultant electronically at the address noted herein.
- B.** By the Consultant for "good cause", immediately which shall include, but is not limited to, failure of the District to timely pay Consultant for services rendered in accordance with the terms set forth in this Contract, malfeasance, nonfeasance, or dereliction of duties by the District, or upon request or demand by the Board, or any member thereof, for Consultant to undertake any action or implement a policy of the Board which Consultant deems unethical, unlawful, or in contradiction of any applicable federal, state, or municipal law or rule. Termination for "good cause" shall be affected by written notice to District electronically at the address noted herein.
- C.** By the Consultant or District, for any reason, upon provision of a minimum of sixty (60) days written (electronic) notice of termination to the address noted herein.
- D.** Upon any termination, Consultant will be entitled to the total amount of compensation pursuant to the terms of this Contract, through the termination date, but subject to any off sets that the District may have for services not performed or not performed in accordance with the Contract. Consultant will make all reasonable effort to provide for an orderly transfer of the books and records of the District to the District or its designee.

**XII. GENERAL TERMS AND CONDITIONS.**

- A.** All invoices are due and payable within thirty (30) days of a correctly submitted invoice, or as otherwise provided by the Florida Prompt Payment Act, Section 218.70. Florida Statutes. Invoices not paid within thirty (30) days of presentation shall be charged interest on the balance due at the maximum legally permissible rate.
- B.** In the event either party is required to take any action to enforce this Contract, the prevailing party shall be entitled to attorney's fees and costs, including fees and costs incurred in determining entitlement to and reasonableness of such fees and costs.



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- C. This Contract shall be interpreted in accordance with and shall be governed by the laws of the State of Florida. Venue for all proceedings shall be in Pasco County, Florida.
- D. In the event that any provision of this Contract shall be determined to be unenforceable or invalid by a Court of Law, such unenforceability or invalidity shall not affect the remaining provisions of the Contract which shall remain in full force and effect.
- E. The rights and obligations of the District as defined by this Contract shall inure to the benefit of and shall be binding upon the successors and assigns of the District. There shall be no assignment of this Contract by the Consultant.
- F. The Consultant and its officers, supervisors, staff, and employees shall use due care to protect the property of the District, its residents, and landowners from damage. The Consultant agrees to take steps to repair any damage resulting from the Consultant's activities and work pursuant to the Contract within twenty-four hours (24) hours.
- G. Dissolution or court declared invalidity of the District shall not relieve the District of compensation due for services theretofore rendered.

### XIII. INDEMNIFICATION.

- A. **DISTRICT INDEMNIFICATION.** To the extent the Consultant or its employees are serving as the District's employees, officers, or agents pursuant to the terms, conditions and requirements of this Agreement, and as may be allowable under applicable law (and without waiving the limitations of liability set forth in Section 768.28, Florida Statutes), the District agrees to indemnify, defend, and hold harmless the Consultant from and against any and all liability, claims, actions, suits, demands, assessments or judgments asserted and any and all losses, liabilities, damages, costs, court costs, and expenses, including attorney's fees, that Consultant may hereafter incur, become responsible for, or be caused to pay out arising out of or relating to the negligent or intentionally wrongful acts or omissions of the District, except to the extent caused by, in whole or in part, the negligence or recklessness and/or willful misconduct of the Consultant. The District's obligation to defend, indemnify, and hold harmless the Consultant as set forth herein shall not exceed the monetary limits of any endorsement listing the Consultant as an additional insured party pursuant to Section XIV of this Agreement. If there is no such endorsement, the District's defense, indemnity, and hold harmless obligations as set forth in this Section shall not exceed the monetary limitations of liability set forth in Section 768.28, *Florida Statutes*. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the Consultant may be entitled and shall continue after the Consultant has ceased to be engaged under this Contract.



**CONSULTANT INDEMNIFICATION.** The Consultant agrees to indemnify, defend, and hold harmless the District and its officers, supervisors, staff, and employees from and against any and all liability, claims, actions, suits, demands, assessments or judgments asserted and any and all losses, liabilities, damages, costs, court costs, and expenses, including attorney's fees, that the District may hereafter incur, become responsible for, or be caused to pay out arising out of or relating to the failure to perform under this Agreement or at law, or negligent, reckless, and/or intentionally wrongful acts or omissions of the Consultant. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the District may be entitled and shall continue after the Consultant has ceased to be engaged under this Contract.

- B. SOVEREIGN IMMUNITY; INDEMNIFICATION OBLIGATIONS.** Nothing herein shall be construed to waive or limit the District's sovereign immunity limitations of liability as provided in Section 768.28, Florida Statutes, or other applicable law. Indemnification obligations under this Contract 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, attorney fees, and paralegal fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings) as ordered.

#### **XIV. INSURANCE.**

- A.** The District shall provide and maintain Public Official Liability and General Liability insurance policies, each in an amount not less than One Million Dollars (\$1,000,000.00) throughout the term of this Contract.
- B.** The Consultant shall provide and maintain the following levels of insurance coverage at all times throughout the term of this Contract:
- i.** Worker's Compensation Insurance in accordance with the laws of the State of Florida.
  - ii.** General Liability Insurance with the limit of One Million Dollars (\$1,000,000.00) per each occurrence.
  - iii.** Professional Liability Insurance with limit of no less than One Million Dollars (\$1,000,000.00) per each occurrence.
  - iv.** Employment Practices Liability Insurance with limit of Two Million Dollars (\$2,000,000.00) per each occurrence.
  - v.** Comprehensive Automobile Liability Insurance for all vehicles used by the Consultant's staff, whether owned or hired, with a combined single limit of One Million Dollars (\$1,000,000.00).
  - vi.** Commercial Crime insurance with limit of Two Million Dollars (\$2,000,000.00) per each occurrence.



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- C. Except with respect to Professional Liability and Worker's Compensation insurance policies, the District and its officers, supervisors, staff, and employees will be listed as additional insureds on each insurance policy described above. None of the policies above may be canceled during the term of this Contract (or otherwise cause the District to not be named as an additional insured where applicable) without thirty (30) days written notice to the District. Consultant will furnish the District with a Certificate of Insurance evidencing compliance with this section upon request. Insurance should be from a reputable insurance carrier, licensed to conduct business in the State of Florida.
- D. The District agrees to list the Consultant as an additional insured party on its General Liability and Automobile Liability insurance policies to the extent the Consultant or its employees are serving as the District's employees, officers, or agents pursuant to the terms, conditions, and requirements of this Agreement, and to the extent the District's insurance provider will issue an endorsement in substantially the form attached hereto as Exhibit E. The limits of coverage for additional insured parties pursuant to such endorsement shall not exceed the monetary limitations of liability provided in Section 768.28, Florida Statutes.
- E. If the Consultant fails to secure or maintain the required insurance, the District has the right (without any obligation to do so) to secure such required insurance, in which event the Consultant 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.

**XV. ASSIGNMENT.** Except as provided in this section, neither the District nor the Consultant may assign this Contract or any monies to become due hereunder without the prior written approval of the other. Any assignment attempted to be made by the Consultant or the District without the prior written approval of the other party is void.

**XVI. COMPLIANCE WITH PUBLIC RECORDS LAWS.** Consultant understands and agrees that all documents of any kind provided to the District in connection with this Contract may be public records, and, accordingly, Consultant agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, Florida Statutes. Consultant acknowledges that the designated public records custodian for the District is Rizzetta & Company, Inc. ("Public Records Custodian"). Among other requirements and to the extent applicable by law, the Consultant 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 and the District's Rules of Procedure, and in accordance with **Exhibit A**, which Rules of Procedure shall control; 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 the Consultant does not transfer the records to the Public Records Custodian of the District; 4) follow the Records Request Policy attached hereto as **Exhibit D**; and 5) upon completion of the Contract, transfer to the District, at no cost, all public records in Consultant'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 the Consultant, the Consultant shall destroy any duplicate public records that are exempt or



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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 THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (813) 514-0400, OR BY EMAIL AT [INFO@RIZZETTA.COM](mailto:INFO@RIZZETTA.COM), OR BY REGULAR MAIL AT 3434 COLWELL AVENUE, SUITE 200, TAMPA, FLORIDA 33614.**

- XVII. NOTICES.** All notices, requests, consents and other communications under this Contract ("Notices") shall be electronic or in writing and delivered, mailed by First Class Mail, postage prepaid, or overnight delivery service, to the parties, as follows:

**If to the District:** The Preserve at Wilderness Lake Community  
Development District  
5844 Old Pasco Road  
Suite 100  
Wesley Chapel, FL 33614

**With a copy to:** Straley, Robin & Vericker  
1510 W. Cleveland Street  
Tampa, FL 33606  
Attn: District Counsel

**If to the Consultant:** Rizzetta & Company, Inc.  
3434 Colwell Avenue, Suite 200  
Tampa, FL 33614

Except as otherwise provided in this Contract, any Notice shall be deemed received only upon actual delivery at the address set forth above or delivered electronically with return receipt. 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 Contract 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 the District and counsel for the Consultant may deliver Notice on behalf of the District and the Consultant, respectively. 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 herein.



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- XVIII. EFFECTIVE DATE.** This Contract shall become effective upon execution by both the District and the Consultant and shall remain effective until terminated by either the District or the Consultant in accordance with the provisions of this Contract.
- XIX. HEADINGS FOR CONVENIENCE ONLY.** The descriptive headings in this Contract are for convenience only and shall neither control nor affect the meaning or construction of any of the provisions of this Contract.
- XX. AGREEMENT; CONFLICTS.** This instrument, together with accompanying **Exhibits A, B, C and D**, shall constitute the final and complete expression of this Contract between the District and the Consultant relating to the subject matter of this Contract. To the extent of any conflict between this instrument and **Exhibits A, B, C, and D**, this instrument shall control.
- XXI. DEFAULT AND PROTECTION AGAINST THIRD PARTY INTERFERENCE.** A default by either the District or the Consultant under this Contract shall entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of damages, injunctive relief, and/or specific performance. The District shall be solely responsible for enforcing its rights under this Contract against any interfering third party. Nothing contained in this Contract shall limit or impair the District's right to protect its rights from interference by a third party to this Contract.
- XXII. THIRD PARTY BENEFICIARIES.** This Contract is solely for the benefit of the District and the Consultant and no right or cause of action shall accrue upon or by reason, to or for the benefit of any third party not a formal party to this Contract. Nothing in this Contract, express or implied, is intended or shall be construed to confer upon any person or corporation other than the District and the Consultant any right, remedy, or claim under or by reason of this Contract or any of the provisions or conditions of this Contract; and all of the provisions, representations, covenants, and conditions contained in this Contract shall inure to the sole benefit of and shall be binding upon the District and the Consultant and their respective representatives, successors, and assigns.
- XXIII. COMPLIANCE WITH GOVERNMENTAL REGULATION.** The Consultant shall keep, observe, and perform all requirements of applicable local, State, and Federal laws, rules, regulations, and ordinances. If the Consultant 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 a local, State, or Federal governmental body or agency or subdivision thereof with respect to the services being rendered under this Contract or any action of the Consultant 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 of an alleged violation, the District may terminate this Contract, such termination to be effective immediately upon the giving of notice of termination.



- XXIV. ARM'S LENGTH TRANSACTION.** This Contract has been negotiated fully between the District and the Consultant as an arm's length transaction. The District and the Consultant participated fully in the preparation of this Contract with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Contract, the Parties are deemed to have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any party.
- XXV. COUNTERPARTS.** This Contract 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.
- XXVI. EXPENSES RELATED TO FACILITY.** All purchases will be in accordance with and subject to the District's procurement and purchasing policies, Rules of Procedure and subject to all requirements for District procurement and purchases imposed by Florida law.
- XXVII. FACILITY REVENUE.** The Consultant will remit any gross revenue derived from income generating services and programs to the District on a monthly basis, which revenue will be used to defray the operations and maintenance costs of the amenity facilities. The Consultant shall keep close accounting of all revenue and expenditures.
- XXVIII. TAX EXEMPT STATUS.** The parties agree that the amenity facilities will be operated and maintained for an exclusively public purpose, and that any monies generated from the operation of the amenity facilities will be remitted to the District and used to defray the public expense associated with operating and maintaining the amenity facilities consistent with the terms of this contract. The District agrees to pay any applicable ad valorem taxes.



Therefore, the Consultant and the District each intend to enter this Contract, understand the terms set forth herein, and hereby agree to those terms.

**ACCEPTED BY:**

**RIZZETTA & COMPANY, INC.**

BY: \_\_\_\_\_

PRINTED NAME: William J. Rizzetta

TITLE: President

DATE: \_\_\_\_\_

WITNESS: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

**THE PRESERVE AT WILDERNESS LAKE COMMUNITY DEVELOPMENT  
DISTRICT**

BY: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: Chairman/Vice Chairman

DATE: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Vice Chairman/Assistant Secretary  
Board of Supervisors

\_\_\_\_\_  
Print Name

**Exhibit A** – Scope of Services  
**Exhibit B** – Schedule of Fees  
**Exhibit C** – Municipal Advisor Disclaimer  
**Exhibit D** – Public Records Request Policy



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**EXHIBIT A**  
Scope of Services

**STANDARD ON-GOING SERVICES:** These services will be provided on a recurring basis and are commonly referred to as the basic services necessary for the normal and routine functioning of the District.

**DISTRICT MANAGEMENT:**

- A. Attend and conduct all regularly scheduled and special Board of Supervisors meetings, Landowners' meetings, continued meetings, hearings, and workshops. Arrange for time and location and all other necessary logistics for such meetings, hearings, etc.
- B. Ensure compliance with all statutes affecting the district which include but are not limited to:
  - 1. Certify Special District Update Form, submitted to the Special District Information Program, Department of Economic Opportunity each year.
  - 2. Assign and provide Records Management Liaison Officer for reporting to the Department of Library and Archives
  - 3. Provide contact person for the State Commission of Ethics for Financial Disclosure coordination
  - 4. Provide Form 1 Financial Disclosure documents for Board Members
  - 5. Provide Form 1F Financial Disclosure documents for Resigning Board Members.
  - 6. Monitor and supply Form 3A, Interest in Competitive Bid for Public Business as needed
  - 7. Monitor and provide Form 8B, Memorandum of Voting Conflict for the Board.
  - 8. Monitor and provide update on Creation Documents, including Notice of Establishment, to Department of Economic Opportunity and the County.
  - 9. Maintain and file Disclosure of Public Financing and file with Department of Economic Opportunity and each residential developer.
  - 10. Provide for a proposed budget for Board approval on or by June 15 of each fiscal year.
  - 11. Provide copy of approved proposed budget to the County a minimum of 60 days prior to the public hearing on the budget.
    - a. Provide written notice to owners of public hearing on the budget and its related assessments.
  - 12. Provide copy of the initial Public Facilities report to the County to be submitted within one (1) year after the district's creation.
  - 13. Provide copy of an annual notice of any changes to the Public Facilities report to the County if changes are made.
  - 14. Provide copy of the seven (7) year Public Facilities report update, based on reporting period assigned to the County it is located in.
  - 15. File name and location of the Registered Agent and Office location annually with Department of Economic Opportunity and the County.
  - 16. Provide for submitting the regular meeting schedule of the Board to County.



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17. Provide District Map and update as provided by the District's Engineer as needed to the Department of Economic Opportunity and the County
  18. Provide legal description and boundary map as provided by District Engineer to the Supervisor of Elections
  19. File request letter to the Supervisor of Election of the County for number of registered voters as of April 15, each year.
  20. Provide for public records announcement and file document of registered voter data each June.
  21. Update Board Member names, positions and contact information to the State Commission on Ethics annually.
  22. Certify and file the Form DR 421, Truth in Millage Document with the Department of Revenue each tax year.
  23. Properly notice all public meetings, in accordance with the appropriate Florida Statutes, including but not limited to, public hearings on assessments, the budget, establishment of rates, fees, or charges, rulemaking, uniform method of collection, and all other required notices of meetings, hearings and workshops.
    - a. Provide for the appropriate ad templates and language for each of the above.
  24. Provide for instruction to Landowners on the Election Process and forms, etc.
  25. Respond to Bond Holders Requests for Information.
  26. Implement the policies established by the Board in connection with the operations of the District.
- C. Assist in the negotiation of contracts, as directed by the Board of Supervisors.
- D. Advise the Board on the status of negotiations as well as contract provisions and their impacts on the District and provide contract administration services.
- E. Make recommendations on contract approval, rejection, amendment, renewal, and cancellation. In advance of expiration of contracts, advise the Board as to need for renewal or additional procurement activities and implement same.
- F. Monitor certificates of insurance as needed per contracts.
- G. Answer Project Status Inquiries from Contractors Bonding Companies.
- H. Provide an office location to handle and respond to written, phone or e-mail inquiries from the public.



**AMENITY MANAGEMENT:**

- A. Provide professional management and oversight to perform the services outlined in this contract.
- B. Upon request, attend meetings in person or via phone to provide any updates or address concerns.
- C. Be available to any board member for open and direct communications regarding any questions they may have.
- D. Managing the recruiting, hiring, training, oversight and evaluation of personnel.

**Amenity Personnel:**

**General Manager** (In addition to the duties delineated under District Management and with the assistance of the Assistant Manager):

- 1. Responsible for recruiting, hiring, training, and supervising of all CDD & Amenity employees. Includes: Assistant Manager, Lifestyle Coordinator, Lodge Representatives, Pool Attendants, Maintenance Staff, and Assistant Wetlands Personnel. All employees report directly to the General Manager.
- 2. Training to include: Theater system, card access system, surveillance systems, computers, register, Splash Pad, etc.
- 3. Track vacations, conduct, disciplinary action plans, and assist HR with the New Hire paperwork for Amenity Center Staff.
- 4. Responsible for motivating employees as individuals while building a positive, cohesive team. Includes employee appreciation.
- 5. Responsible for preparing and managing all employee work schedules to ensure that the Lodge and grounds are adequately staffed to maximize resident satisfaction, meet programming needs, and maintain the grounds and facilities. Coordinate with the Lifestyle Coordinator to ensure adequate staffing for events/programs. Create and adhere to the annual personnel budget.
- 6. Responsible for an annual written review and personal review meeting of all employees.
- 7. Review and approve ADP timesheets for processing and payment.
- 8. Support and assist other staff members as needed.
- 9. Supervise employees and ensure compliance with personnel manual using sound management practices.
- 10. Schedule staff trainings, i.e., CPR/AED/First Aid, QuickBooks, certification renewals, etc.
- 11. Debrief with Assistant Manager, Lifestyle Coordinator and Staff regarding current events, future planning of events, meetings, etc.
- 12. Establish guidelines to enhance productivity, teamwork, and positive relationships among employees.
- 13. Encourage suggestions from employees that may streamline processes in day-to-day operations and provide better customer service.
- 14. Ensure that employees effectively troubleshoot and remediate any unpleasant resident experiences, including ensuring that employees make appropriate referrals as needed.



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15. Establish appropriate intervention measures to be taken by employees in potentially hazardous situations.
16. Ensure that employees respond quickly and courteously to resident concerns, enlisting the assistance of management as needed.
17. Ensure that all Staff is aware of the appropriate person/agency to contact in the event of minor emergencies.
18. Ensure that Staff is well-versed in process of disaster preparedness, including hazardous weather.
19. Responsible for creating and adhering to the annual CDD operating budget.
20. Oversee the Assistant. Manager/Lifestyle Coordinator's management of the Special Events line item.
21. Recommend and implement (where applicable) on an ongoing basis, capital equipment replacements, additions, and operational improvements.
22. Responsible for approving all invoices / purchases for the community and Lodge facilities, not exceeding \$1000.00. (All purchases which exceed \$1000.00 requires approval by the Regional District Manager).
23. Resolve invoice disputes/problems with associated vendor.
24. Responsible for preparing weekly/monthly spreadsheets of Facility revenue collected from events, facility rentals, spa services, classes, event sponsorships, General Store sales, and misc. items.
25. Prepare deposits and debit card receipts for accounting.
26. Responsible for ensuring the Asst. Manager/Lifestyle Coordinator maintains supporting spreadsheets for all events, sponsorships, and programs.
27. Responsible for maintaining and balancing petty cash.
28. Develop/oversee Staff's proper cash handling procedures.
29. Develop revenue generation business plans for the General Store.
30. Responsible for approving and scheduling private events and event room rentals. Work closely with the Assistant Manager/Lifestyle Coordinator to ensure private events are not counterproductive to the overall programming mission of the community.
31. Responsible for Nature Center operations. Ensure the care & well-being of all animals, including cleanliness, feeding, proper environment, and veterinary care.
32. Responsible for maintaining proper efficiency of the computers, network, back-up, and Cyber Sitter program. Develop and implement procedures regarding proper usage and security by both residents and Staff.
33. Responsible for overseeing & maintaining the community website.
34. Oversee the Assistant Manager/Lifestyle Coordinator with properly updating/posting on the website, including: CDD business, the events calendar, Fitness Center Class Schedules, Community News, event photos, etc.
35. Work with the software development/hosting company as needed on any technical problems or enhancements.
36. Oversee Staff's assignment of Lodge Access IDs.
37. Responsible for managing Lodge vendors for services such as pool maintenance, facility cleaning, fitness equipment maintenance, landscaping, A/C & heating, pest control, yearly sprinkler inspections,



- yearly fire & burglar alarm inspections, fire extinguisher inspections, fire retardant application, etc.
38. Research & implement, when applicable, cost savings on products & vendors, such as: LED lighting, printing, cleaning supplies, Eco Friendly products, etc.
  39. Troubleshoot IT, A/C, Plumbing, Surveillance Systems, Ice Machine, Theater System Electrical, pool issues, etc. before calling for repairs.
  40. Routinely review onsite/parks/entrance surveillance systems for functionality and incidents.
  41. Assist the Board with special projects. Including: roofing, flooring, splash pad resurfacing, tennis court/basketball resurfacing, Celebration of Life Garden, furniture upgrades, Fitness Center upgrades, IT upgrades, etc.
  42. For vendor services in excess of \$5,000 per year, bid the services and conduct contract negotiations such as sidewalk & curb cleaning/sealing, holiday lighting, etc.
  43. Responsible for the management of Fitness and Spa vendors including personal trainers, fitness class instructors (Yoga, Martial Arts, Zumba, etc.) and spa services technicians (Nail Tech). Determine pricing, track & report revenue, and collect Lodge percentage. Ensure proper certification; licensing and Certificate of Liability insurance and Independent Contractor agreement is updated yearly.
  44. In conjunction with the Assistant Manager, work with Fitness Center/Spa vendors on publicity, programming, and scheduling.
  45. Responsible for ensuring compliance with all Health Department requirements and licenses for the Spa, Fitness Center, and pools.
  46. Responsible for supervising and tasking maintenance personnel and wetlands assistant to ensure proper maintenance of facilities, grounds, ponds, and conservation areas. Manage the vendor relationships with contracted grounds and conservation maintenance companies. Work with residents and government entities (i.e., SWFWMD) regarding conservation property issues.
  47. Track workorders and field service concerns regarding landscaping, wetlands, conservation.
  48. Assist the Landscape Oversight vendor with the monthly Community Landscape inspection and provide follow up to the Landscape Oversight vendor on progress and deficiencies.
  49. Coordinate with the Landscape Oversight vendor and Field Services Manager on concerns that are reported.
  50. Maintain a landscape book with proposals, maps, application of fertilizer/insect control, responses, monthly reports, etc.
  51. Coordinate with the Wetland's vendor on concerns that are reported.
  52. Investigate/identify Landscape and Wetland's concerns before coordinating with the vendor.
  53. Responsible for managing, implementing, scheduling, and documenting the Off-Duty Sheriff Patrol for the community. Provide a monthly report to the Board regarding their activity during their shift.
  54. Work with residents and the Sheriff's Department to develop a strong Community awareness.
  55. First point of contact for afterhours emergencies, concerns, alarms, and/or incidents.





56. Complete routine inspections throughout the buildings and outside amenities.
57. Conduct offsite visits for review of vendor projects to present exhibits of completed projects to the Board.
58. Maintain a communication Logbook for resident interaction, concerns, and deficiencies.
59. Ensure accuracy of operations and procedures guidelines, task schedules, and productivity logs.
60. Ensure spotless physical appearance of the Lodge facilities and supervise daily operations.
61. Maintain Inventory Sheets on Fitness Center equipment, Maintenance Equipment, Event supplies, DVDs, Games, etc.
62. Schedule weekly maintenance equipment, landscape lighting inspections.
63. Coordinate wetlands & resident meetings on conservation/natural area policies.
64. Schedule ordering of cleaning, events, and General Store supplies.
65. Routinely meet with the Landscape Oversight Manager & Landscape Company – Monthly and when needed on irrigation, pots, rotations, etc.
66. Assist with Board of Supervisors requests and approvals.
67. Responsible for building and maintaining relationships with all residents.
68. Primary resident contact for all major resident issues and concerns. Troubleshoot resident issues with the appropriate staff. If issue resolution is delegated to another person/company, continue to monitor the issue until it has been completely resolved.
69. Responsible for reviewing, updating, and enforcing rules and regulations for residents participating in community events or on community property. In conjunction with the Assistant Manager and Lifestyle Coordinator, develop & coordinate an ongoing program for children turning 12, and their parents, which will familiarize the family with the rules and responsibilities associated with unsupervised Lodge privileges.
70. Responsible for providing input and feedback to the HOA Board & Management Company as requested. Work with the HOA management company on an as-needed basis.
71. Responsible for providing input and feedback to the CDD Board of Supervisors on major issues pertaining to residents, staff, property and facilities, vendor services, and community policies and procedures.
72. Provide Operations report for the monthly CDD meetings.
73. Attend monthly CDD meetings.
74. Meet with individual Board members & residents as requested.
75. Maintain community relationships in the greater Land O' Lakes area. This includes developing a mutually beneficial relationship with the vendors of Wilderness Lake Commons. At times includes familiarity with the Connerton staff, local schools' administrative staff, local newspaper contacts, Chamber of Commerce, etc.
76. Assist the Lifestyle Coordinator as needed with major community events, scheduling & marketing.
77. In the absence of the Lifestyle Coordinator, serve as management contact for residents regarding programs and events.
78. Arrange & promote sponsorship with Media Company for Nature's news.



79. As needed, meet with parents regarding disciplinary actions and programs for resident youths.
80. Maintain events calendar & Room Rental calendar.
81. Maintain relationships with new residents, community intranet and assist with community activities, clubs-within-a-club, and committees.
82. Manage the assignment of Lodge Access IDs.
83. Meet and greet residents and potential homebuyers, Realtors, and other visitors, and provide Lodge information through personal dialogue and tours of the Lodge Facilities.
84. Meet with, schedule, and complete Rental Agreements for Private Events in the Activities Center, Theatre, and Nature Center Classroom.
85. Coordinate/report to Pasco County on road repairs, storm water drainage issues, broken lines, etc.
86. Implement Teen Volunteer Program – Schedule volunteers, create volunteer duties & maintain the log for community service hours.
87. Coordinate Adult volunteers regarding planning events & implementation.
88. Implement community recognition of Teens, Girl Scouts, Boy Scouts, etc.
89. Consistently encourage and promote Resident participation.
90. Resolve any issues requiring attention on behalf of the Residents.
91. Create and facilitate Emergency Plans.
92. Coordinate w/Off-Duty Sheriff Patrol Coordinator on community issues, speed trailer requests, etc.
93. Schedule/plan special community meetings – Road Repaving, Forums, etc.
94. Write articles for the Newsletter.
95. Document Lodge incidents and communicate with Board Chair.
96. Prepare and present new Resident Orientations as needed.
97. Prepare and edit Nature's News (12 issues per year) with the Lifestyle Coordinator.
98. Troubleshoot all community concerns.
99. Work closely with community fundraisers.
100. Maintain & regularly check the suggestion box; consider implementing reasonable suggestions that would benefit the majority of the residents



**Lifestyle Coordinator:**

1. Develop and coordinate the special events, programs, and recreational activities in the community including family events, seasonal and holiday events, small and large group events, charitable and fundraising events, and nature conservation education programming
2. Coordinate the rental of recreational rooms for private parties and activities, collection of deposits and rentals and accurate accounting
3. Pre-event coordination with facility renters, stakeholders, or residents to ensure proper equipment set-up, staffing, pre and post maintenance, monitoring, and security
4. Responsible for all event advertising and related resident communication.
5. Provide monthly event financial summaries
6. Troubleshoot and smooth issues relating to the successful execution of events.
7. Manage and adhere to budgeted line items associated with events
8. Oversee the sales of ice cream, DVD rentals, snack shack sales/inventory
9. Facilitating communication with residents including timely e-blasts as needed, web calendar, Nature's News calendar, event signs on Wilderness Lake Blvd
10. Purchase and display of seasonal, event, and activity decorations
11. Oversee the issuance of Lodge Access ID's
12. Along with the General Manager is responsible for resident orientation and welcoming and providing community information to potential residents, realtors, and other visitors
13. Publishing 12 issues of the Nature's News annually including arranging sponsorships and outside advertising.
14. Update web content including web event calendars

**Lodge Representatives:**

1. Meet and greet residents.
2. Participate and assist the operations, tours, special events and activities of Wilderness Lodge and Recreational amenities.
3. Maintain collateral readiness and audio/visual presentation material.
4. Provide administrative services to include data entry.
5. Perform other routine office procedures to include: telephone management, sort/distribute incoming and outgoing mail, copy documents, and file maintenance, inventory control of supplies for office equipment, maintenance and kitchen.
6. Confirm and schedule Spa appointments
7. Provide administrative support to community intranet.
8. Ensure spotless physical appearance of the Lodge Facilities.
9. Assist with maintenance of operations and procedures guidelines, task schedules and productivity logs.
10. Assist management and team as required.
11. Assist in resident relations and customer service
12. Assist in maintenance and care of the animals in the Nature Center
13. Responsible for opening and closing responsibilities of the Lodge Facilities



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14. Complete routine walks/inspections throughout the buildings and outside amenities.
15. Maintain a spotless appearance of the amenities at all times.
16. Research and recommend DVDs for the Theater.
17. Checkout DVDs to residents / or setup the Theatre for viewing.
18. Call residents when DVDs are late.
19. Assist with event preparation and clean-up.
20. Manage event reservations, collect monies, and sell tickets for Lodge events
21. Assist with the new resident orientations,
22. Assist with the General Store sales.
23. Prepare popcorn for the Private Rentals.
24. Empty all interior trash receptacles in the evening
25. Secure the buildings and set the alarm as needed.
26. Assist with the creation of the monthly events booklet and distribute/post.
27. Update bulletin boards.
28. Catalog DVD collection.
29. Prepare Welcome Home packets.

**Maintenance Staff:**

1. Police the community and common areas daily to ensure immaculate appearance of all buildings, docks, signage, lighting, common areas. Start at the community entrance and following the main boulevard throughout the community. (Landscaping, irrigation, signage, trash, ponds, and retention areas, parks, and playgrounds etc.)
2. Assist in conducting routine indoor and outdoor inspections and maintenance routines and procedures for, Ranger Station, Lodge, and Recreational Facilities.
3. Assist Lodge management and team as required.
4. Change all interior and exterior light bulbs.
5. Coordinate timely completion of routine maintenance and operational issues. Assist where necessary.
6. Complete exterior painting to include touchups.
7. Completion of daily requirements and tasks, e.g. trash and litter maintenance in a timely fashion
8. Coordinate with General Manager on Duke Energy lighting issues.
9. Empty all exterior trash receptacles in the evening or as needed
10. Maintain an accurate inventory of CDD maintenance equipment and supplies.
11. Maintain exterior of every building, trash, plants, ashtrays, lighting, signage, pressure washing, and general maintenance.
12. Maintain Pools, parks and deck areas, restrooms, saunas, showers and lockers, fitness equipment cleaning and maintenance, playgrounds, fencing and docks, pressure washing, and general maintenance.
13. Oversee all Lodge & community Blvd. lighting and maintain as needed.
14. Oversee maintenance of signage, fencing, and monuments.
15. Participate and assist with the operations and preparation of special events and activities of Wilderness Lodge and Recreational facilities.



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16. Perform regularly scheduled reviews of the following: Job Work Orders, Purchase Orders, Preventative Maintenance Records, Inventories, and provide to the General Manager on a weekly basis.
17. Perform routine maintenance for boating equipment etc.
18. Staining and sealing dock, pillars, pilings, benches, and Adirondack chairs
19. Troubleshoot electrical, a/c, and plumbing repairs.
20. Troubleshoot field repairs.
21. Install light bulbs, doors, and bulletin boards.
22. Paint interior and exterior of buildings and Hardscapes, hang pictures assemble furniture, assisted in stocking, purchasing and delivery of supplies.
23. Repair windows, doors, floors, woodwork, plaster, drywall and other parts of the building and amenity structures
24. Clean and sanitize restroom facilities and fixtures including, sinks, urinals and toilets, wash windows, mirrors, and walls; clean and sanitize showers as assigned; replenish supplies in restrooms
25. Sweep, vacuum, mop, vacuum, and shampoo carpets as needed
26. Sweep, clean and straighten pool deck, skim pool as needed.
27. Empty, clean and sanitize waste receptacles; pick up trash and other debris.
28. Move and arrange furniture and equipment and set up rooms for conferences, meetings, and events.
29. Replace lights and adjust shades and blinds as needed.
30. Perform routine preventative maintenance to ensure that facilities continue to run smoothly, are clean, free of hazards and it does not deteriorate.
31. Repair or report defective equipment parts and hand tools.
32. Maintain security of the entire community and recreational facilities.
33. "Police the community" daily.
34. Pick up all trash along the boulevard.
35. Empty garbage receptacles at the parks and around the exterior of the Lodge.
36. Pick up trash and clean the Ranger Station
37. Empty refill doggie bags in Waste Systems 2-3 times each week.
38. Remove cobwebs from buildings and CDD owned docks.
39. Report any maintenance concerns to the General Manager.
40. Straighten chairs around the pool area.
41. Clean and sanitize the pool deck tables and chairs.
42. Clean the grills.
43. Defrost refrigerators as needed.
44. Clean the tables and chairs on all of the lanais.
45. Assist Lodge Staff with other duties as needed.
46. Dust and polish furniture, woodwork, fixtures, and equipment as needed.
47. Pressure wash areas of the community as needed, remove litter and monitor community areas for damage, misuse, deterioration, and improvements.
48. Record maintenance and repair work through the maintenance app.
49. Perform maintenance related duties and responsibilities.
50. Enforce the community rules including at the Lodge facilities, playgrounds, courts, and pools.



**Wetlands Assistant:**

1. Removal of exotic nuisance/invasive vegetation along the designated conservation areas.
2. Removal of dead trees that may pose a hazard to CDD or residential property.
3. Routine maintenance of the wood line and other designated areas to ensure access of the mowing crew.
4. Assist the Wetland Contractor with special projects, as needed.
5. Responsible for maintaining the equipment in good working order.

**Pool Attendants:**

1. Arrange chairs in an organized presentable appearance
2. Close all umbrellas, if weather is threatening.
3. Clean and sanitize poolside and lanai tables and chairs.
4. Empty all garbage receptacles / pick up trash
5. Check boats at dock / display properly.
6. Straighten chairs on the dock and behind Lodge area.
7. Check resident ID cards.
8. Enforce the rules and regulations.
9. Skim pools for leaves.
10. Clean out grills.
11. Check, clean, and sanitize restroom facilities, saunas, showers, and lockers.

**DISTRICT ADMINISTRATIVE SUPPORT:**

- A. Prepare agendas for transmittal to Board of Supervisors and staff seven (7) days prior to Board of Supervisors' Meeting. Prepare meeting materials for other meetings, hearings, etc., as needed.
- B. Provide accurate minutes for all meetings and hearings, including landowners' meetings.
- C. Implement and maintain a document management system to create and save documents and provide for the archiving of District documents.
  1. Certify and file annual report to the Department of State, Library and Archive Division, for storage and disposal of public records.
- D. Protect integrity of all public records in accordance with the requirements of State law. Respond to public records requests as required by law and in compliance with the Rules of Procedure and the District's adopted public records policy.
- E. Maintain "Record of Proceedings" for the district within the County which includes meeting minutes, agreements, resolutions, and other records required by law.



**DISTRICT ACCOUNTING:**

**A. Financial Statements**

1. Establish Fund Accounting System in accordance with federal and state law, as well as GASB and the Rules of the Auditor General. This includes the following:
  - a) Chart of Accounts
  - b) Vendor and Customer Master File
  - c) Report creation and set-up.
2. Prepare monthly balance sheet, income statement(s) with budget to actual variances, including the following:
  - a) Cash Investment Account Reconciliations per fund
  - b) Balance Sheet Reconciliations per fund
  - c) Expense Variance Analysis
3. Prepare and file Annual Public Depositor's Report and distribute to State Department of Insurance and Treasury.
4. Prepare and file Public Depositor's and Indemnification Form on new accounts as needed.
5. Manage banking relations with the District's Depository and Trustee.
6. Prepare all other financial reports as required by applicable law and accounting standards, and bond trust indenture requirements.
7. Account for assets constructed by or donated to the District for maintenance.
8. On or before October 1<sup>st</sup> of every year prepare an annual inventory of all District owned tangible personal property and equipment in accordance with all applicable rules and standards.
9. Provide Audit support to auditors for the required Annual Audit, as follows:
  - a) Review statutory and bond indenture requirements
  - b) Prepare Audit Confirmation Letters for independent verification of activities.
  - c) Prepare all supporting accounting reports and documents as requested by the auditors
  - d) Respond to auditor questions
  - e) Review and edit draft report
  - f) Prepare year-end adjusting journal entries as required
10. Provide for transmission of the Audit to the County and the Auditor General's Office of the State.
11. Provide and file Annual Financial Statements (FS. 218 report) by June 30<sup>th</sup> of each year.



B. Budgeting

1. Prepare budget and backup material for and present the budget at all budget meetings, hearings, and workshops. The budget is to be done in accordance with state law standards, and consistent with applicable GFOA and GASB standards. Budget preparation shall include calculation of operation and maintenance assessments, which may include development of benefit methodology for those assessments.
2. File all required documentation to the Department of Revenue, Auditor General, the County, and other governmental agencies with jurisdiction.
3. Prepare and cause to be published notices of all budget hearings and workshops.
4. Prepare all budget amendments on an ongoing basis. Assist in process to retain an auditor and cooperate and assist in the performance of the audit by the independent auditor.

C. Accounts Payable/Receivable

1. Administer the processing, review and approval, and payment of all invoices and purchase orders. Ensure timely payment of vendor invoices and purchase orders.
  - a) Manage Vendor Information per W-9 reports
2. Prepare monthly Vendor Payment Report and Invoicing Support for presentation to the Board of Supervisors for approval or ratification.
3. Maintain checking accounts with qualified public depository including:
  - a) Reconciliation to reported bank statements for all accounts and funds.
4. Prepare year-end 1099 Forms for Vendor payments as applicable.
  - a) File reports with IRS.

D. Capital Program Administration

1. Maintain proper capital fund and project fund accounting procedures and records.
2. Process Construction requisitions including:
  - a) Vendor Contract completion status
  - b) Verify Change Orders for materials
  - c) Check for duplicate submittals
  - d) Verify allowable expenses per Bond Indenture Agreements such as:
    - (1) Contract Assignment
    - (2) Acquisition Agreement
    - (3) Project Construction and Completion Agreement
3. Oversee and implement bond issue related compliance, i.e., coordination of annual arbitrage report, transmittal of annual audit and budget to the trustee, transmittal of annual audit and other information to dissemination agent (if other than manager) or directly to bond holders as required by Continuing Disclosure Agreements, annual/quarterly disclosure reporting, update etc.



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4. Provide Asset Tracking for improvements to be transferred and their value for removal from District's Schedule of Property Ownership that are going to another local government.
5. Provide for appropriate bid and or proposal/qualification processes for Capital Project Construction.

**E. Purchasing**

1. Assist in selection of vendors as needed for services, goods, supplies, materials. Obtain pricing proposals as needed and in accordance with District rules and state law.
2. Prepare RFPs for Administrative Services as needed, such as audit services, legal services, and engineering services.
3. Prepare and process requisitions for capital expenses, in coordination with District Engineer.

**F. Risk Management**

1. Prepare and follow risk management policies and procedures.
2. Recommend and advise the Board, in consultation with the District Engineer of the appropriate amount and type of insurance and be responsible for procuring all necessary insurance.
3. Process and assist in the investigation of insurance claims, in coordination with Counsel of the District.
4. Review insurance policies and coverage amounts of District vendors.
5. Provide for an update to the Schedule of Values of Assets owned by the District for purposes of procuring adequate coverage.
6. Maintain and monitor Certificates of Insurance for all service and contract vendors.

**FINANCIAL AND REVENUE COLLECTION:**

**A. Administer Prepayment Collection:**

1. Provide payoff information and pre-payment amounts as requested by property owners.
2. Monitor, collect and maintain records of prepayment of assessments.
3. Coordinate with Trustee to confirm semi-annual interest payments and bond call amounts.
4. Prepare periodic continuing disclosure reports to investment bankers, bond holder and reporting agencies.

**B. Administer Assessment Roll Process:**

1. Prepare annual assessment roll for collection of debt service and operations and maintenance assessments.
2. Update roll to reflect per unit and per parcel assessments based on adopted fiscal year budgets.



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3. Verify assessments on platted lots, commercial properties or other assessable lands.
  4. Convert final assessment roll to County Property Appraiser or Tax Collector format and remit to county.
  5. Execute and issue Certificate of Non-Ad Valorem Assessments to County.
- C. Administer Assessments for Off Tax Roll parcels/lots:
1. Maintain and update current list of owners of property not assessed via the tax roll.
  2. Prepare and issue direct invoices for the annual debt service and operations and maintenance assessments.
  3. Monitor collection of direct invoices and prepare and send delinquent/collection notices as necessary.
- D. True-Up Analysis:
1. Annually compare current and un-platted lots to original development plan to ensure adequate collection of assessment revenue as necessary.
  2. Prepare true-up calculations and invoice property owners for true-up payments as necessary.

**ADDITIONAL SERVICES:**

A. Meetings

1. Extended meetings (beyond three (3) hours in length); continued meetings, special/additional meetings (not including annual budget workshop);

B. Financial Reports

1. Modifications and Certification of Special Assessment Allocation Report.
2. True-Up Analysis:
  - a) Should certain modifications be made to a Special Assessment Allocation Report a review of the current platted and un-platted lots compared to the original development plan maybe be required to ensure adequate collection of assessment revenue.
  - b) Should it be required prepare true-up calculations and invoice property owners for true-up payments as necessary.

C. Bond Issuance Services

1. Special Assessment Allocation Report:
  - a) Prepare benefit analysis based on infrastructure to be funded with bond proceeds.
  - b) Prepare Preliminary Special Assessment Allocation Report and present to District board and staff.
  - c) Present Final Special Assessment Allocation Report to board and staff at noticed public hearing levying special assessments



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**2. Bond Validation:**

- a) Coordinate the preparation of a Bond Validation Report which states the “Not-to-exceed” par amount of bonds to be issued by the District and present to board as part of the Bond Resolution.
- b) Provide expert testimony at bond validation hearing in circuit court.

**3. Certifications and Closing Documents:**

- a) Prepare or provide signatures on all closing documents, certificates or schedules related to the bond issue that are required by District Manager or District Assessment Methodology Consultant.

D. Electronic communications/e-blasts;

E. Special requests;

F. Amendment to District boundary;

G. Grant Applications;

H. Escrow Agent;

I. Continuing Disclosure/Representative/Agent;

J. Community Mailings e.g., memos, notifications of rules changes, operations, and maintenance assessment notices, etc.

K. Public Records Requests - Refer to **Exhibit D** of this Contract for responsibilities.

**LITIGATION SUPPORT SERVICES:**

Prepare documentation in response to litigation requests and provide necessary expert testimony in connection with litigation involving District issues.

**ADDITIONAL SERVICES PROVIDED TO THIRD PARTIES:**

A. Issue estoppel letters as needed for property transfers

1. Prepare estoppel letter reflecting current district assessment information as required for sale or transfer of residential or commercial property within the District.
2. Issue lien releases for properties which prepay within in the District.

B. Bond prepayment processing

1. Collect bond pre-payments, both short term and long-term bonds, verify amounts and remit to Trustee with deposit instructions.
2. Maintain collection log showing all parcels that have pre-paid assessments.
3. Prepare, execute, and issue release of lien to be recorded in public records.



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**EXHIBIT B**  
Schedule of Fees

	<b>MONTHLY</b>	<b>ANNUAL</b>
District Management	\$2,089.83	\$25,078
Administrative:	\$739.50	\$ 8,874
Accounting:	\$ 2,168.67	\$26,024
Financial & Revenue Collections:	\$477	\$ 5,724
Assessment Roll (1):		\$ 5,724
<b>Total Standard On-Going Services:</b>	<b>\$ 5,475</b>	<b>\$71,424</b>

(1) Assessment Roll is paid in one lump-sum payment at the time the roll is completed.



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Schedule of Fees

<b>AMENITY MANAGEMENT SERVICES:</b>		
Services will be billed bi-weekly, payable in advance of each bi-week pursuant to the following schedule for the period of <b>October 1, 2021 to September 30, 2022.</b>		
<b>PERSONNEL:</b>		
Provides personnel coverage at the facility for twelve hours a day, seven days a week.		
<b>Full Time Personnel (40 hours per week)</b>		
<ul style="list-style-type: none"> <li>- General Manager</li> <li>- Assistant Lodge Manager</li> <li>- Lifestyle Coordinator</li> <li>- Lodge Representative</li> <li>- Maintenance Staff (2)</li> </ul>		
<b>Part Time Personnel (27 hours per week)</b>		
<ul style="list-style-type: none"> <li>- Clubhouse Representatives</li> <li>- Pool Attendants (Seasonal)</li> </ul>		
<b>Part Time Personnel (22 hours per week)</b>		
-Clubhouse / Pool Monitor		
		<b>ANNUAL</b>
Budgeted Personnel Total <sup>(1)</sup>	\$	456,514.29
General Management and Oversight <sup>(2)</sup>	\$	18,000.00
<b>Total Annual Cost:</b>	<b>\$</b>	<b>474,514.29</b>
One-time Payroll Deposit <sup>(3)</sup>	\$	10,421.27
<b>Total Services Cost:</b>	<b>\$</b>	<b>484,935.56</b>

**(1).** Budgeted Personnel: These budgeted costs reflect full personnel levels required to perform the services outlined in this contract. Personnel costs includes: All direct costs related to the personnel for wages, Full-Time benefits, applicable payroll-related taxes, workers' compensation, and payroll administration and processing.

**(2).** General Management and Oversight: The costs associated with Rizzetta Amenity Services, Inc.'s expertise and time in the implementation of the day-to-day scope of services, management oversight, hiring, and training of staff.



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**(3). Payroll Deposit:** A one-time deposit required for use in paying salaries and related costs for personnel assigned and providing services to the District. This payroll deposit is defined as one month of maximum total services costs.

The District shall be responsible for any of the following costs associated with the operation of the amenity facilities:

**Preemployment Testing:** Background and substance abuse reports shall be ordered for candidates identified to fill amenity positions.

**Uniforms:** Personnel shall wear community specific shirts provided by the District if required.

**Cell Phone:** Management personnel shall require a cell phone or a cell phone allowance. This phone will also be used as the contact number for the District for after hour emergencies.

**Office Equipment:** Personnel will require a dedicated computer, printer, and a digital camera as well as convenient access to an onsite copier and fax machine, provided by the District.

**Mileage Reimbursement:** Personnel shall receive mileage reimbursement incurred while performing the District's responsibilities when using a personal vehicle. Mileage shall be reimbursed at the rate approved by the Internal Revenue Service.

#### ADDITIONAL SERVICES:

Extended and Continued Meetings	Hourly	\$ 175
Special/Additional Meetings	Per Occurrence	Upon Request
Modifications and Certifications to Special Assessment Allocation Report	Per Occurrence	Upon Request
True-Up Analysis/Report	Per Occurrence	Upon Request
Re-Financing Analysis	Per Occurrence	Upon Request
Bond Validation Testimony	Per Occurrence	Upon Request
Special Assessment Allocation Report	Per Occurrence	Upon Request
Bond Issue Certifications/Closing Documents	Per Occurrence	Upon Request
Electronic communications/E-blasts	Per Occurrence	Upon Request
Special Information Requests	Hourly	Upon Request
Amendment to District Boundary	Hourly	Upon Request
Grant Applications	Hourly	Upon Request
Escrow Agent	Hourly	Upon Request
Continuing Disclosure/Representative/Agent	Annually	Upon Request
Community Mailings	Per Occurrence	Upon Request
Response to Extensive Public Records Requests	Hourly	Upon Request



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**PUBLIC RECORDS REQUESTS FEES:**

Public Records Requests will be billed hourly to the District pursuant to the current hourly rates shown below:

<b>JOB TITLE:</b>	<b>HOURLY RATE:</b>
Senior Manager	\$ 52.00
District Manager	\$ 40.00
Accounting & Finance Staff	\$ 28.00
Administrative Support Staff	\$ 21.00

<b>LITIGATION SUPPORT SERVICES:</b>	Hourly	Upon Request
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**ADDITIONAL THIRD-PARTY SERVICES:**

Pre-Payment Collections/Estoppel/Lien Releases:		
Lot/ Homeowner	Per Occurrence	Upon Request
Bulk Parcel(s)	Per Occurrence	Upon Request



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**EXHIBIT C**  
Municipal Advisor Disclaimer

Rizzetta & Company, Inc., does not represent the Community Development District as a Municipal Advisor or Securities Broker nor is Rizzetta & Company, Inc., registered to provide such services as described in Section 15B of the Securities and Exchange Act of 1934, as amended. Similarly, Rizzetta & Company, Inc., does not provide the Community Development District with financial advisory services or offer investment advice in any form.



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**EXHIBIT D**  
Public Records Request Policy and Fees

**Public Officer, Employee and Staff Policy for Processing Requests for Public Records**

**Policy Generally:**

The District supports policies that facilitate the efficient and complete provision of requested public records in a timely manner. This policy only applies to the way District officers, employees and staff (District Manager, District Counsel, District Engineer) (altogether, "District Persons") respond to public records requests within the organization. Chapter 119, F.S., and the District's Rules of Procedure dictate the way in which the District must produce records to the records requester. This policy is established to provide District Persons with a clear understanding of the process that will be utilized in preparing responses to public record requests.

**Requests for District Records:**

1. The requesting party is not required to identify themselves or the reason for the request. The request may be made in writing (electronic or otherwise) or verbally.
2. Content on District social media sites is subject to the public records law. Communication made through a social networking medium may be subject to public disclosure.
3. There may be responsive records located on personal devices or personal accounts that are not maintained by the District. For this reason, District Persons will be asked to perform searches of personal devices and accounts for any responsive record whenever a request so warrants. District Persons are strongly encouraged to avoid using personal devices or personal accounts for District business.
4. When a request is received, the individual(s) receiving the request shall forward the request to the District Manager who shall then translate the request to the public records request form attached hereto. The form should then be forwarded to the District's Record Custodian (whom is Rizzetta & Company, Inc.). The Records Custodian shall then review the form with the requesting party to ensure that it accurately reflects his/her request so that full compliance can be achieved in a timely and efficient fashion. The Records Custodian will then notify the requesting party of the estimated time and cost to retrieve the records, in compliance with the District's Rules of Procedure, and confirm whether the requesting party agrees to pay the labor and copy charges, if applicable. Payment shall be made to the District prior to commencing the production process. The provisions of the Rules of Procedure and Florida law must be followed consistently and accurately.
5. To the extent applicable, the District, and not the District Manager or Records Custodian as an entity, shall charge the requesting party the special charge, which amount shall be consistent with Florida law. The District Manager may, consistent with and only pursuant to the terms of the Agreement between the District and the District Manager, charge the District



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the applicable public records response fees as set forth therein and established within the Agreement.

6. If not clear, the requesting party should be asked to identify whether they wish to simply inspect the records or obtain copies.

7. Florida's public records law does not require the District to answer questions regarding the records produced.

**Processing Responsive Records:**

1. After the above process is followed, for documents that are readily available, there should not be any charge for the labor in retrieving the requested documents, but any copies purchased by the requesting party will be charged according to the District's adopted fee schedule.
2. Records are only required to be produced in the format(s) in which they exist.
3. All electronic records must be sent by a file transfer method to the Records Custodian. Any record that can be produced for review by District staff electronically must be produced in that medium. Should District Persons elect to provide records that are capable of being produced electronically in hard format, such individual shall not be entitled to reimbursement for copy or printing charges. It is within the Record Custodian's discretion to determine whether a record is capable of being produced electronically. District Persons shall make their best efforts to produce records for review by District staff as economically and efficiently as possible.
4. District Persons shall use their best efforts to electronically store public record e-mail according to the conventions of their e-mail system and retain it electronically pursuant to the District's retention schedule.
5. Public records retention is governed by the Florida Department of State, Division of Library and Information Services, general record schedules and the District's adopted Record Retention schedule. Should District Persons have any questions regarding retention or disposition of records, please contact the Records Custodian or District Counsel.



Exhibit E

Form of Endorsement (to be obtained from Egis)



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# Tab 11



# Tab 12

# The Preserve at Wilderness Lake Community Development District

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District Office · Citrus Park, Florida · (813) 933-5571  
Mailing Address - 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614  
[www.wildernesslakecdd.org](http://www.wildernesslakecdd.org)

## **Operation and Maintenance Expenditures April 2021 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2021 through April 30, 2021.

The total items being presented:           **\$102,132.86**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

**The Preserve at Wilderness Lake Community Development District**

Paid Operation & Maintenance Expenditures

April 1, 2021 Through April 30, 2021

<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>
A Total Solution, Inc. (ATS)	012688	0000153900	Service Call - Access Control System 03/21	Maintenance & Repair - Lodge	\$ 32.99	1
A Total Solution, Inc. (ATS)	012688	00017770	Monthly Service Maintenance Agreement 04/21	Security System Monitoring	\$ 600.00	4
Advanced Cable Connection, Inc.	012703	56086	Move Communication Closet for New Office Location 04/21	It Support & Repairs	\$ 450.50	5
AlSCO, Inc.	012661	LTAM894207	Linen & Mat Service 03/21	Facility Supplies Spa	\$ 131.77	6
AlSCO, Inc.	012689	LTAM895972	Linen & Mat Service 04/21	Facility Supplies Spa	\$ 131.77	7
AlSCO, Inc.	012704	LTAM897767	Linen & Mat Service 04/21	Facility Supplies Spa	\$ 131.77	8
Beth Edwards	012678	BE040721	Board of Supervisors Meeting 04/07/21	Supervisor Fees	\$ 200.00	9
Beth Edwards	012708	BE041521	Board of Supervisors Meeting 04/15/21	Supervisor Fees	\$ 200.00	10
Brian P Sailer	012685	BS040721	Board of Supervisors Meeting 04/07/21	Supervisor Fees	\$ 200.00	9
Brian P Sailer	012717	BS041521	Board of Supervisors Meeting 04/15/21	Supervisor Fees	\$ 200.00	10
Bryan D Norrie	012681	BN040721	Board of Supervisors Meeting 04/07/21	Supervisor Fees	\$ 200.00	9
Bryan D Norrie	012714	BN041521	Board of Supervisors Meeting 04/15/21	Supervisor Fees	\$ 200.00	10
Cardno, Inc.	012662	528931	Engineering Services 03/21	District Engineer	\$ 1,064.77	11
City Electric Supply Company	012705	OLM/132905	Maintenance & Repairs 04/21	Athletic/ Park Court /Field Repairs	\$ 63.00	13

**The Preserve at Wilderness Lake Community Development District**

Paid Operation & Maintenance Expenditures

April 1, 2021 Through April 30, 2021

<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>
Cool Coast Heating & Cooling Inc	012663	6051	AC Repair 03/21	Maintenance & Repair - Lodge	\$ 488.00	15
Cool Coast Heating & Cooling Inc	012706	6139	AC Maintenance 04/21	Maintenance & Repair - Lodge	\$ 629.00	16
D&B Promotional Products	012690	202104003	Shirts & Masks 04/21	General Store, Office Supplies	\$ 114.00	18
Disclosure Services, LLC	012691	4	Amortization Schedule Series 2012/13 5/1/20 Prepay	Dues, Licenses & Fees	\$ 200.00	19
Duke Energy	012692	60574 01168 03/21	Herons Glen Sign 03/21	Electric Utility Services	\$ 16.63	20
Duke Energy	012677	83196 80556 03/21	Herons Wood Sign 03/21	Electric Utility Services	\$ 16.25	23
Duke Energy	012692	91468 53580 03/21	Summary Bill 03/21	Electric Utility Services	\$ 11,785.33	26
Duke Energy	012692	94409 44391 03/21	Summary Bill 03/21	Electric Utility Services	\$ 990.30	29
Fitness Logic, Inc.	012709	100891	Monthly Maintenance 04/21	Fitness Equipment Preventative	\$ 110.00	37
Florida Department of Revenue	012679	61-8014999201-4 03/21	Sales & Use Tax 03/21	Sales Tax Payable	\$ 155.09	39
Frontier Communications	012693	239-159-2085-030513-5 02/21	Fios Internet 02/21	Telephone, Fax & Internet	\$ 95.98	40
Frontier Communications	012693	239-159-2085-030513-5 03/21	Fios Internet 03/21	Telephone, Fax & Internet	\$ 104.98	43
Frontier Communications	012664	813-929-9402-041519-5 03/21	813-929-9402 Phone Service 03/21	Telephone, Fax & Internet	\$ 85.98	46
Frontier Communications	012680	813-995-2437-061803-5 02/21	813-995-2437 Phone Service 02/21	Telephone, Fax & Internet	\$ 795.53	49



**The Preserve at Wilderness Lake Community Development District**

Paid Operation & Maintenance Expenditures

April 1, 2021 Through April 30, 2021

<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>
Frontier Communications	012680	813-995-2437-061803-5 03/21	813-995-2437 Phone Service 03/21	Telephone, Fax & Internet	\$ 816.72	55
Frontier Communications	012710	813-995-2437-061803-5 04/21	813-995-2437 Phone Service 04/21	Telephone, Fax & Internet	\$ 798.23	60
GHS Environmental	012694	2021-235	Monthly Aquatic Weed Control Program 03/21	Lake & Wetlands Management	\$ 4,165.00	65
Harris Romaner Graphics	012665	20492	Playground - Install Swing Set 03/21	Athletic/ Park Court /Field Repairs	\$ 1,045.00	66
Harris Romaner Graphics	012665	20496	Stucco Repair on Gable 03/21	Maintenance & Repair - Lodge	\$ 1,750.00	67
Holloway's Farm Supply	012712	01214	Propane for Special Events 12/20	Special Events	\$ 40.00	68
Holloway's Farm Supply	012712	0225	Supplies - Game Fish Chow 04/21	Resident Services	\$ 33.00	69
Holly C Ruhlig	012684	HR040721	Board of Supervisors Meeting 04/07/21	Supervisor Fees	\$ 200.00	9
Holly C Ruhlig	012716	HR041521	Board of Supervisors Meeting 04/15/21	Supervisor Fees	\$ 200.00	10
Ideal Network Solutions, Inc	012666	6477	Network Support 03/21	It Support & Repairs	\$ 95.00	70
Ideal Network Solutions, Inc	012711	6496	Network Support 04/21	It Support & Repairs	\$ 220.00	71
Inteligy Tampa Bay LLC	012667	13357	Configure Polycom 03/21	It Support & Repairs	\$ 200.00	72
Jerry Richardson	012713	1486	Monthly Hog Removal Service 04/21	Wildlife Management Services	\$ 1,200.00	73
Pasco Sheriff's Office	012668	I-2/2/2021-05555	Off Duty Detail 03/21	Deputy	\$ 2,236.00	74

**The Preserve at Wilderness Lake Community Development District**

Paid Operation & Maintenance Expenditures

April 1, 2021 Through April 30, 2021

<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>
Patio Land USA, Inc	012669	11847-A	Balance Due - Chaise Lounges 03/21	Capital Reserves	\$ 2,449.50	76
Preserve at Wilderness Lake CDD	CD264		Debit Card Replenishment			
			Lowes	Special Events, Maintenance & Repairs - Lodge	\$ 209.12	79
			Ferguson, LLC	Maintenance & Repair - Lodge	\$ 85.82	80
			McNatt's Cleaners	Facility Supplies Spa, Maintenance & Repairs - Lodge	\$ 57.00	82
			Pasco County	Special Events	\$ 51.32	85
			Tampa Bay Times	Special Events	\$ 78.00	90
			Manatee Media	Special Events	\$ 52.00	93
			Publix	Special Events	\$ 177.80	95
			The UPS Store	Office Supplies	\$ 45.58	96
			Sam's Club	General Store, Janitorial Supplies	\$ 105.58	97
			Lowes	Maintenance & Repair - Lodge, Janitorial Supplies	\$ 144.34	98
			Extra Space Storage	Special Events	\$ 196.00	99

**The Preserve at Wilderness Lake Community Development District**

Paid Operation & Maintenance Expenditures

April 1, 2021 Through April 30, 2021

<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>
			McNatt's Cleaners	Special Events, Maintenance & Repairs - Lodge	\$ 28.50	102
			Sam's Club	General Store, Special Events	\$ 172.20	104
			Lowes	Capital Reserves, Maintenance & Repairs - Lodge	\$ 342.26	105
			Gaspar Stitch LLC	Office Supplies	\$ 79.30	106
			Amazon	Resident Services	\$ 12.99	109
			Publix	Resident Services	\$ 28.63	111
			Amazon	Resident Services, Office Supplies	\$ 79.05	112
			Lowes	Maintenance & Repair - Lodge	\$ (37.16)	115
			Publix	Special Events	\$ 88.53	116
			Lowes	Maintenance & Repair - Lodge	\$ 101.34	117
			Pet Supplies Plus	Nature Center	\$ 80.67	118
			Pet Supplies Plus	Nature Center	\$ 30.96	119
			Lowes	Maintenance & Repair - Lodge	\$ 37.72	120

**The Preserve at Wilderness Lake Community Development District**

Paid Operation & Maintenance Expenditures

April 1, 2021 Through April 30, 2021

<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>
			Lowes	Maintenance & Repair - Lodge	\$ 8.94	121
			A Ok Trophies / Badges of Honor	Office Supplies	\$ 20.00	122
			Accurate Signs on Time	Special Events	\$ 125.00	125
			Leader's Casual Furniture	Capital Reserves	\$ 1,471.90	127
			Gaspar Stitch LLC	Office Supplies	\$ 61.35	130
			Lowes	Maintenance & Repair - Lodge	\$ 95.38	135
			Publix	Office Supplies	\$ 11.97	136
			Publix	Special Events	\$ 279.51	137
ProPet Distributors, Inc.	012695	134204	Dogipot Smart Litter Pick Up Bags 04/21	Dog Waste Station Supplies	\$ 662.35	139
PSA Horticultural	012696	1199	April 8th Landscape Inspection 04/21	Field Operations	\$ 1,100.00	140
RedTree Landscape Systems, LLC	012697	7124	Landscape Maintenance/Irrigation	Various Landscape	\$ 15,000.00	141
RedTree Landscape Systems, LLC	012682	7232	Landscape Repair 03/21	Tree Trimming Services	\$ 1,825.00	142
RedTree Landscape Systems, LLC	012682	7233	Installation of Milkweed 03/21	Landscape Replacement Plants, Shrubs & Trees	\$ 120.00	143
Rentalex of Hudson, Inc.	012698	1-119978	Equipment Rental 04/21	Equipment Lease	\$ 376.20	144



**The Preserve at Wilderness Lake Community Development District**

Paid Operation & Maintenance Expenditures

April 1, 2021 Through April 30, 2021

<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>
Rizzetta & Company, Inc.	012670	INV0000057643	District Management Fees 04/21	District Management Fees	\$ 6,299.67	146
Rizzetta Amenity Services, Inc.	012683	INV00000000008665	Amenity Management 04/21	Management Contract - Payroll & Management Fee	\$ 10,738.09	147
Rizzetta Amenity Services, Inc.	012683	INV00000000008692	Out of Pocket Expenses 03/21	Payroll Reimbursement - Mileage	\$ 333.03	148
Rizzetta Amenity Services, Inc.	012715	INV00000000008717	Amenity Management 04/16/21	Management Contract - Payroll	\$ 9,353.73	149
Rizzetta Technology Services	012671	INV0000007432	Website Hosting Services 04/21	Website Fees & Maintenance	\$ 175.00	150
Robert Scott Diver	012676	SD040721	Board of Supervisors Meeting 04/07/21	Supervisor Fees	\$ 200.00	9
Robert Scott Diver	012707	SD041521	Board of Supervisors Meeting 04/15/21	Supervisor Fees	\$ 200.00	10
Site Masters of Florida, LLC	012672	032921-2	Re-Constructed Geoweb Erosion - Deer Path Lane	Capital Reserves	\$ 4,200.00	151
Site Masters of Florida, LLC	012699	04121-1	Drainage Maintenance 04/21	Capital Reserves	\$ 4,200.00	152
Strictly Entertainment, Inc.	012700	042021	Petting Zoo & Balloon Twister 04/21	Special Events	\$ 925.00	153
Strictly Entertainment, Inc.	012673	29788	Easter Brunch 04/21	Special Events	\$ 375.00	156
Sun Pavers of Florida, Inc	012674	R21425	Freedom 4x8 30MM Cream 01/21	Maintenance & Repair - Lodge	\$ 424.15	157
Suncoast Pool Service	012701	7186	Pool & Spa Service 04/21	Pool Service Contract	\$ 2,400.00	158

**The Preserve at Wilderness Lake Community Development District**

Paid Operation & Maintenance Expenditures

April 1, 2021 Through April 30, 2021

<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>
Sysco West Coast Florida, Inc.	012718	337737121-0	Food/Beverage/Resident Services Supplies 04/21	Various	\$ 964.55	159
Times Publishing Company	012686	0000149254 03/31/21	Acct #117565 Legal Advertising 03/21	Legal Advertising	\$ 102.40	161
Tropicare Termite & Pest Control, Inc.	012675	102247	Termite Renewal Inspection 03/21	Maintenance & Repair - Lodge	\$ 50.00	163
Vanguard Cleaning Systems of Tampa Bay	012687	96128	Monthly Service Charge 04/21	Lodge - Janitorial Service	\$ 1,500.00	165
Vantage Point Corp	012702	IC121734	Computer Supplies 04/21	Equipment Repair / Replacement	<u>\$ 1,445.00</u>	166

**Report Total**

**\$ 102,132.86**

**The Preserve at Wilderness Lake Community Development District**  
**Reserve Fund Expenditures**  
October 1, 2020 Through April 30, 2021

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice</u>	<u>Invoice Description</u>	<u>Code</u>	<u>Invoice Amount</u>
Cool Coast Heating & Cooling Inc	012341	5521	A/C Installation of York 5 Ton Handler 10/20	Capital Reserves	\$ 4,400.00
Ferguson Enterprises	012356	8817856	Lodge Faucets 10/20	Capital Reserves	\$ 1,211.64
Upbeat Inc.	012355	623414	Contour Bench -Black 10/20	Capital Reserves	\$ 1,757.33
Upbeat Inc.	012369	623514	Replacement Poolside Grill 08/20	Capital Reserves	\$ 360.00
Welch Tennis Courts, Inc.	012328	58752	WTC Premium 6' Vents	Capital Reserves	\$ 643.43
A Total Solution, Inc. (ATS)	012382	0000150209	Service Call - CCTV System 10/20	Capital Reserves	\$ 1,908.64
Challenger Pools	012371	Wilderness-2	Coping Repair - Lap Pool & Lagoon Pool Draw 2 09/20	Capital Reserves	\$ 5,743.33
Challenger Pools	012371	Wilderness-3R	Coping Repair - Lap Pool & Lagoon Pool Final Payment	Capital Reserves	\$ 13,073.34
Site Masters of Florida, LLC	012410	111120-3	Repair Erosion, Removed Screen & High Spots 11/20	Capital Reserves	\$ 1,400.00
Welch Tennis Courts, Inc.	012400	59213	Playmate Portable Volley 11/20	Capital Reserves	\$ 2,269.99
Site Masters of Florida, LLC	012474	121720-1	Removed & Repair Sidewalk-Reserves 12/20	Capital Reserves	\$ 4,000.00
Site Masters of Florida, LLC	012474	121720-2	Removed & Repair Sidewalk-Reserves Low Priority 12/20	Capital Reserves	\$ 4,000.00
Bay Area Environmental Services, Inc.	012496	92370	Jet Rodded & Vacuumed Storm System 10/20	Capital Reserves	\$ 2,280.00
Bay Area Environmental Services, Inc.	012496	92371	Jet Hose Installed 10/20	Capital Reserves	\$ 1,480.00

**The Preserve at Wilderness Lake Community Development District**  
**Reserve Fund Expenditures**  
October 1, 2020 Through April 30, 2021

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice</u>	<u>Invoice Description</u>	<u>Code</u>	<u>Invoice Amount</u>
Bayside Roofing Professionals	012522	42437	Maintenance Shed 01/21	Capital Reserves	\$ 3,025.00
Patio Land USA, Inc	012509	11824	Sling Replacement Chaise Lounges 01/21	Capital Reserves	\$ 768.00
Patio Land USA, Inc	012510	11825	50% Deposit - Chaise Lounges	Capital	\$ 2,449.50
Tylo Helo	CD261	CD261	50%Deposit 01/21 Men's Sauna - Heat Sensor	Capital Reserves	\$ 300.66
Tylo Helo	CD261	CD261	Men's Sauna - Timer Kit	Capital Reserves	\$ 221.50
Patio Land USA	CD261	CD261	Umbrellas	Capital Reserves	\$ 999.99
Site Masters of Florida, LLC	012507	010821-2	Excavated Depressed Area 01/21	Capital Reserves	\$ 2,400.00
Advanced Recreational Concepts, LLC	012551	5264	Replacement Materials 02/21	Capital Reserves	\$ 330.00
AIC Painting, Inc.	012550	18350	Prep & Paint Metal Doors 02/21	Capital Reserves	\$ 1,950.00
Florida Courts, Inc.	012536	4185	50% Deposit Refurbish Tennis Courts 01/21	Capital Reserves	\$ 6,950.00
PBSS Inc./American Lock	012588	10878	Site Service, Equipment, Material, Supplies & Labor 01/21	Capital Reserves	\$ 1,525.00
Lowe's	CD262	CD262	Class Room Screen Door Replacement	Capital Reserves	\$ 360.00
RedTree Landscape Systems, LLC	012591	6229	Irrigation Install Control Box & Tank for Caliente 11/20	Capital Reserves	\$ 3,568.00
RedTree Landscape Systems, LLC	012542	6668	Irrigation Install Caliente Project 01/21	Capital Reserves	\$ 12,255.00



# The Preserve at Wilderness Lake Community Development District

## Reserve Fund Expenditures

October 1, 2020 Through April 30, 2021

Vendor Name	Check #	Invoice	Invoice Description	Code	Invoice Amount
RedTree Landscape Systems, LLC	012542	6671	Irrigation Install New Pump Caliente Project 01/21	Capital Reserves	\$ 12,753.75
RedTree Landscape Systems, LLC	012578	6864	Irrigation Install Under Road & Sidewalk 02/21	Capital Reserves	\$ 3,926.50
Site Masters of Florida, LLC	012563	012921-2	Replaced 5.5 Sidewalk Panels 01/21	Capital Reserves	\$ 2,750.00
Site Masters of Florida, LLC	012581	021021-2	Removed & Replaced Paver Path at Lodge 02/21	Capital Reserves	\$ 3,950.00
Suncoast Pool Service	012582	6995	Replace Pool Heater 02/21	Capital Reserves	\$ 3,400.00
Suncoast Pool Service	012582	6996	Replace Pump for Hot Tub 02/21	Capital Reserves	\$ 660.00
Upbeat Inc.	012593	625324	Playground Part Stoneleigh/Foxgrove - 02/21	Capital Reserves	\$ 1,285.41
Cool Coast Heating & Cooling Inc	012649	6033	AC Repair 03/21	Capital Reserves	\$ 2,800.00
Florida Courts, Inc.	012599	4149	Refurbish 2 Tennis Courts 02/21	Capital Reserves	\$ 7,750.00
Gulf Coast Tractor & Equipment	012652	200-2011364	Backpack Blower 03/20	Capital Reserves	\$ 359.99
Harris Romaner Graphics	012640	20472	Repairs 03/21	Capital Reserves	\$ 500.00
Himes Electrical Service, Inc.	012614	21760	Boring Underground Conduit 03/21	Capital Reserves	\$ 1,925.00
RedTree Landscape Systems, LLC	012602	6894	Irrigation Repair - New Pump & Well 02/21	Capital Reserves	\$ 130.15
Tierra, Inc.	012658	42341	Geotechnical Engineering Services 12/20	Capital Reserves	\$ 5,000.00

# The Preserve at Wilderness Lake Community Development District

## Reserve Fund Expenditures

October 1, 2020 Through April 30, 2021

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice</u>	<u>Invoice Description</u>	<u>Code</u>	<u>Invoice Amount</u>
Tierra, Inc.	012658	42490	Geotechnical Engineering Services 02/21	Capital Reserves	\$ 1,000.00
Upbeat, Inc.	012647	625645	46 Inch Steel Table 03/21	Capital Reserves	\$ 1,202.33
Welch Tennis Courts, Inc.	012632	60813	Replace Canopy 03/21	Capital Reserves	\$ 856.00
Welch Tennis Courts, Inc.	012660	61008	6' WTC Premium Widescreen 03/21	Capital Reserves	\$ 1,858.76
Patio Land USA, Inc	012669	11847-A	Balance Due - Chaise Lounges 03/21	Capital Reserves	\$ 2,449.50
Site Masters of Florida, LLC	012672	032921-2	Re-Constructed Geoweb Erosion - Deer Path Lane 03/21	Capital Reserves	\$ 4,200.00
Site Masters of Florida, LLC	012699	04121-1	Drainage Maintenance 04/21	Capital Reserves	\$ 4,200.00
Lowe's	CD264	CD264	Poolside Chairs	Capital Reserves	\$ <u>319.68</u>
<b>Reserve Expenditure Total</b>					<b>\$ <u>144,907.42</u></b>

# Tab 13



Rizzetta & Company

# **The Preserve at Wilderness Lake Community Development District**

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## **Financial Statements (Unaudited)**

**April 30, 2021**

**Prepared by: Rizzetta & Company, Inc.**

**wildernesslakecdd.org**  
**rizzetta.com**



**The Preserve At Wilderness Lake Community Development District**

Balance Sheet

As of 4/30/2021

(In Whole Numbers)

	General Fund	Reserve Fund	Debt Service Fund--Series 2013	Debt Service Fund--Series 2012	Total Governmental Funds	General Fixed Assets Account Group	General Long-Term Debt Account Group
<b>Assets</b>							
Cash In Bank	227,578	0	0	0	227,578	0	0
Cash on Hand	300	0	0	0	300	0	0
Investments	980,962	0	480,134	308,855	1,769,950	0	0
Investments - Reserves	0	1,011,556	0	0	1,011,556	0	0
Accounts Receivable	13,298	0	2,545	1,371	17,215	0	0
Prepaid Expenses	2,047	0	0	0	2,047	0	0
Deposits	28,750	0	0	0	28,750	0	0
Due From Other Funds	200,949	0	0	0	200,949	0	0
Amount Available-Debt Service	0	0	0	0	0	0	792,905
Amount To Be Provided Debt Service	0	0	0	0	0	0	3,997,095
Fixed Assets	0	0	0	0	0	11,225,214	0
Total Assets	<u>1,453,884</u>	<u>1,011,556</u>	<u>482,679</u>	<u>310,226</u>	<u>3,258,345</u>	<u>11,225,214</u>	<u>4,790,000</u>
<b>Liabilities</b>							
Accounts Payable	62,802	0	0	0	62,802	0	0
Sales Tax Payable	118	0	0	0	118	0	0
Accrued Expenses Payable	23,271	0	0	0	23,271	0	0
Due To Others	0	0	0	0	0	0	0
Due To Other Funds	0	200,949	0	0	200,949	0	0
Revenue Bonds Payable-Long-Term	0	0	0	0	0	0	4,790,000
Total Liabilities	<u>86,190</u>	<u>200,949</u>	<u>0</u>	<u>0</u>	<u>287,139</u>	<u>0</u>	<u>4,790,000</u>
<b>Fund Equity &amp; Other Credits</b>							
Beginning Fund Balance	615,269	883,615	231,729	179,002	1,909,615	11,225,214	0
Net Change in Fund Balance	<u>752,424</u>	<u>(73,008)</u>	<u>250,951</u>	<u>131,224</u>	<u>1,061,591</u>	<u>0</u>	<u>0</u>
Total Fund Equity & Other Credits	<u>1,367,693</u>	<u>810,607</u>	<u>482,679</u>	<u>310,226</u>	<u>2,971,206</u>	<u>11,225,214</u>	<u>0</u>
<b>Total Liabilities &amp; Fund Equity</b>	<u>1,453,884</u>	<u>1,011,556</u>	<u>482,679</u>	<u>310,226</u>	<u>3,258,345</u>	<u>11,225,214</u>	<u>4,790,000</u>

**The Preserve At Wilderness Lake Community Development District**

Statement of Revenues and Expenditures

General Fund - 001

From 10/1/2020 Through 4/30/2021

(In Whole Numbers)

	Annual Budget	YTD Budget	YTD Actual	YTD Variance	Percent Annual Budget Remaining
<b>Revenues</b>					
Interest Earnings					
Interest Earnings	9,500	5,542	8,742	3,200	7.97%
Special Assessments					
Tax Roll	1,578,183	1,578,183	1,585,321	7,138	(0.45)%
Other Miscellaneous Revenues					
Miscellaneous	0	0	297	297	0.00%
Guest Fees	2,000	1,167	3,305	2,138	(65.24)%
Events and Sponsorships	8,000	4,667	1,767	(2,900)	77.91%
Rental Revenue	10,000	5,833	1,890	(3,943)	81.09%
General Store	10,000	5,833	3,690	(2,144)	63.10%
Total Revenues	1,617,683	1,601,225	1,605,011	3,786	0.78%
<b>Expenditures</b>					
Legislative					
Supervisor Fees	14,000	8,167	8,000	167	42.85%
Financial & Administrative					
Administrative Services	8,874	5,177	5,177	0	41.66%
District Management	34,974	20,402	20,402	0	41.66%
District Engineer	10,000	5,833	20,865	(15,031)	(108.64)%
Disclosure Report	2,200	2,200	2,000	200	9.09%
Trustees Fees	7,500	4,725	6,761	(2,036)	9.84%
Tax Collector/Property	150	0	0	0	100.00%
Appraiser Fees					
Financial & Revenue	5,724	3,339	3,339	0	41.66%
Collections					
Assessment Roll	5,724	5,724	5,724	0	0.00%
Accounting Services	26,024	15,181	15,181	0	41.66%
Auditing Services	4,000	4,000	52	3,948	98.70%
Arbitrage Rebate Calculation	1,300	758	0	758	100.00%
Public Officials Liability	2,550	2,550	2,421	129	5.05%
Insurance					
Supervisor Workers	500	500	200	300	60.00%
Compensation Insurance					
Legal Advertising	1,800	1,050	262	788	85.42%
Miscellaneous Mailings	1,200	700	0	700	100.00%
Dues, Licenses & Fees	650	650	375	275	42.30%
Website Fees & Maintenance	7,500	4,875	2,763	2,113	63.16%
Legal Counsel					
District Counsel	13,000	7,583	9,044	(1,461)	30.42%
Law Enforcement					

**The Preserve At Wilderness Lake Community Development District**

Statement of Revenues and Expenditures

General Fund - 001

From 10/1/2020 Through 4/30/2021

(In Whole Numbers)

	Annual Budget	YTD Budget	YTD Actual	YTD Variance	Percent Annual Budget Remaining
Deputy	34,750	20,271	16,316	3,955	53.04%
Electric Utility Services					
Utility Services	163,000	95,083	93,207	1,876	42.81%
Gas Utility Services					
Utility Services	28,000	16,333	20,518	(4,185)	26.71%
Garbage/Solid Waste Control Services					
Solid Waste Assessments	2,650	2,650	2,832	(182)	(6.85)%
Garbage - Recreation Facility	3,000	1,750	0	1,750	100.00%
Garbage - Wetlands	2,000	1,167	0	1,167	100.00%
Dumpster Fees					
Water-Sewer Combination Services					
Utility Services	32,500	18,958	21,319	(2,361)	34.40%
Stormwater Control					
Stormwater Assessments	2,750	2,750	2,353	397	14.43%
Other Physical Environment					
General Liability Insurance	3,105	3,105	2,961	144	4.63%
Property Insurance	33,500	33,500	33,287	213	0.63%
Entry & Walls Maintenance	2,000	1,167	165	1,001	91.73%
Holiday Decorations	7,500	7,500	8,000	(500)	(6.66)%
Landscape					
Landscape Maintenance	154,800	90,300	91,194	(894)	41.08%
Irrigation Inspection	13,200	7,700	7,700	0	41.66%
Landscape Replacement Plants, Shrubs, Trees	45,000	26,250	20,138	6,112	55.24%
Landscape - Pest Control	13,980	8,155	8,155	0	41.66%
Landscape Fertilization	30,000	17,500	16,950	550	43.50%
Tree Trimming Services	32,000	18,667	28,750	(10,083)	10.15%
Irrigation Repairs	25,000	14,583	4,459	10,124	82.16%
Landscape - Mulch	68,000	28,000	10,125	17,875	85.11%
Annual Flower Rotation	16,200	9,450	8,100	1,350	50.00%
Well Maintenance	2,500	1,458	0	1,458	100.00%
Field Operations	13,200	7,700	7,700	0	41.66%
Landscape Aeration	700	408	0	408	100.00%
Lake and Wetland Management					
Wetland Plant Installation	500	292	0	292	100.00%
Monthly Aquatic Weed Control Program	34,500	20,125	19,950	175	42.17%
Educational Program	500	292	0	292	100.00%

**The Preserve At Wilderness Lake Community Development District**

Statement of Revenues and Expenditures

General Fund - 001

From 10/1/2020 Through 4/30/2021

(In Whole Numbers)

	Annual Budget	YTD Budget	YTD Actual	YTD Variance	Percent Annual Budget Remaining
Cormorant Cove (Wetland T) Cattail Treatment	1,250	729	0	729	100.00%
Bay Lake Hydrilla Treatment	1,000	583	0	583	100.00%
Professional Oversight of WLP Wetland Staff	6,000	3,500	3,500	0	41.66%
Private Resident Consultation	780	455	455	0	41.66%
Wetland Tree Removal	2,000	1,167	0	1,167	100.00%
Grass Carp Replacement and/or Barrier Repair	300	175	0	175	100.00%
Wetland Nuisance/Exotic Species Control (Areas A-V)	10,500	6,125	5,713	412	45.59%
Special Projects	6,350	3,704	4,225	(521)	33.46%
Road & Street Facilities					
Street Light Decorative Light Maintenance	500	292	0	292	100.00%
Street Sign Repair & Replacement	500	292	0	292	100.00%
Roadway Repair & Maintenance - Brick Pavers	10,000	5,833	10,595	(4,761)	(5.94)%
Sidewalk Repair & Maintenance	3,000	1,750	200	1,550	93.33%
Sidewalk Pressure Washing	7,000	4,083	3,900	183	44.28%
Parks & Recreation					
Management Contract - Payroll	362,500	211,458	170,308	41,150	53.01%
Payroll Reimbursement - Mileage	2,500	1,458	909	549	63.63%
Management Contract - Management Fee	18,000	10,500	10,500	0	41.66%
Lodge - Maintenance & Repair	50,000	29,167	16,756	12,410	66.48%
Pool Service Contract	24,000	14,000	16,800	(2,800)	30.00%
Pool Repairs	5,000	2,917	0	2,917	100.00%
Equipment Lease	4,000	2,333	3,049	(715)	23.78%
Landscape Lighting Replacement	2,000	1,167	508	659	74.59%
Fitness Equipment Preventative Maintenance	1,500	875	770	105	48.66%
Facility Supplies - Spa	7,700	4,492	4,657	(165)	39.52%
Lodge - Facility Janitorial Services	30,000	17,500	10,500	7,000	65.00%



**The Preserve At Wilderness Lake Community Development District**

Statement of Revenues and Expenditures

General Fund - 001

From 10/1/2020 Through 4/30/2021

(In Whole Numbers)

	Annual Budget	YTD Budget	YTD Actual	YTD Variance	Percent Annual Budget Remaining
Nature Center Operations	2,000	1,167	1,285	(118)	35.75%
Security System Monitoring	10,000	5,833	4,200	1,633	58.00%
Pool Permits	850	0	0	0	100.00%
Telephone, Fax & Internet	14,000	8,167	7,783	384	44.41%
Resident ID Cards	1,100	642	140	502	87.27%
Special Events	30,000	17,500	12,413	5,087	58.62%
Athletic/Park Court/Field Repairs	5,000	2,917	3,502	(586)	29.95%
Wildlife Management Services	13,500	7,875	7,700	175	42.96%
Playground Mulch	8,000	4,667	0	4,667	100.00%
Resident Services	7,500	4,375	2,442	1,933	67.44%
General Store	7,000	4,083	2,185	1,898	68.78%
Security System Maintenance	8,000	4,667	1,081	3,585	86.48%
Fitness Equipment Repairs	7,000	4,083	1,174	2,909	83.22%
Lodge - Facility Janitorial Supplies	8,500	4,958	3,978	980	53.19%
Playground Equipment & Maintenance	1,000	583	0	583	100.00%
Dog Waste Station Supplies	5,000	2,917	2,853	64	42.94%
IT Support & Repairs	3,000	1,750	1,217	533	59.44%
Office Supplies	8,000	4,667	2,825	1,842	64.69%
Equipment Repair/Replacement	9,348	5,453	7,720	(2,267)	17.41%
Total Expenditures	<u>1,617,683</u>	<u>959,386</u>	<u>852,587</u>	<u>106,799</u>	<u>47.30%</u>
Excess of Revenues Over (Under) Expenditures	<u>0</u>	<u>641,839</u>	<u>752,424</u>	<u>110,585</u>	<u>0.00%</u>
Excess of Rev/Other Sources Over (Under) Exp/Other Uses	<u>0</u>	<u>641,839</u>	<u>752,424</u>	<u>110,585</u>	<u>0.00%</u>
Fund Balance, Beginning of Period	0	0	615,269	615,269	0.00%
Fund Balance, End of Period	<u><u>0</u></u>	<u><u>641,839</u></u>	<u><u>1,367,693</u></u>	<u><u>725,854</u></u>	<u><u>0.00%</u></u>

**The Preserve At Wilderness Lake Community Development District**

Statement of Revenues and Expenditures

Reserve Fund - 005

From 10/1/2020 Through 4/30/2021

(In Whole Numbers)

	Annual Budget	Current Period Actual	Budget To Actual Variance	Budget Percent Remaining
Revenues				
Special Assessments				
Tax Roll	70,000	70,000	0	0.00%
Total Revenues	<u>70,000</u>	<u>70,000</u>	<u>0</u>	<u>0.00%</u>
Expenditures				
Contingency				
Capital Reserves	70,000	143,008	(73,008)	(104.29)%
Total Expenditures	<u>70,000</u>	<u>143,008</u>	<u>(73,008)</u>	<u>(104.30)%</u>
Excess of Revenues Over (Under) Expenditures	<u>0</u>	<u>(73,008)</u>	<u>73,008</u>	<u>0.00%</u>
Excess of Rev/Other Sources Over (Under) Exp/Other Uses	<u>0</u>	<u>(73,008)</u>	<u>73,008</u>	<u>0.00%</u>
Fund Balance, Beginning of Period	0	883,615	(883,615)	0.00%
Fund Balance, End of Period	<u><u>0</u></u>	<u><u>810,607</u></u>	<u><u>(810,607)</u></u>	<u><u>0.00%</u></u>

# The Preserve At Wilderness Lake Community Development District

## Statement of Revenues and Expenditures

Debt Service Fund--Series 2013 - 201

From 10/1/2020 Through 4/30/2021

(In Whole Numbers)

	Annual Budget	Current Period Actual	Budget To Actual Variance	Budget Percent Remaining
Revenues				
Interest Earnings				
Interest Earnings	0	11	(11)	0.00%
Special Assessments				
Tax Roll	315,438	316,804	(1,366)	(0.43)%
Total Revenues	315,438	316,816	(1,377)	(0.44)%
Expenditures				
Debt Service Payments				
Interest	135,438	65,865	69,573	51.36%
Principal	180,000	0	180,000	100.00%
Total Expenditures	315,438	65,865	249,573	79.12%
Excess of Revenues Over (Under) Expenditures	0	250,951	(250,951)	0.00%
Excess of Rev/Other Sources Over (Under) Exp/Other Uses	0	250,951	(250,951)	0.00%
Fund Balance, Beginning of Period	0	231,729	(231,729)	0.00%
Fund Balance, End of Period	0	482,679	(482,679)	0.00%

**The Preserve At Wilderness Lake Community Development District**

Statement of Revenues and Expenditures

Debt Service Fund--Series 2012 - 202

From 10/1/2020 Through 4/30/2021

(In Whole Numbers)

	<u>Annual Budget</u>	<u>Current Period Actual</u>	<u>Budget To Actual Variance</u>	<u>Budget Percent Remaining</u>
Revenues				
Interest Earnings				
Interest Earnings	0	8	(8)	0.00%
Special Assessments				
Tax Roll	<u>169,967</u>	<u>170,703</u>	<u>(736)</u>	<u>(0.43)%</u>
Total Revenues	<u>169,967</u>	<u>170,711</u>	<u>(744)</u>	<u>(0.44)%</u>
Expenditures				
Debt Service Payments				
Interest	84,967	39,486	45,480	53.52%
Principal	<u>85,000</u>	<u>0</u>	<u>85,000</u>	<u>100.00%</u>
Total Expenditures	<u>169,967</u>	<u>39,486</u>	<u>130,480</u>	<u>76.77%</u>
Excess of Revenues Over (Under) Expenditures	<u>0</u>	<u>131,224</u>	<u>(131,224)</u>	<u>0.00%</u>
Excess of Rev/Other Sources Over (Under) Exp/Other Uses	<u>0</u>	<u>131,224</u>	<u>(131,224)</u>	<u>0.00%</u>
Fund Balance, Beginning of Period	0	179,002	(179,002)	0.00%
Fund Balance, End of Period	<u><u>0</u></u>	<u><u>310,226</u></u>	<u><u>(310,226)</u></u>	<u><u>0.00%</u></u>



**The Preserve at Wilderness Lake CDD**  
**Investment Summary**  
**April 30, 2021**

<u>Account</u>	<u>Investment</u>	<u>Balance as of</u> <u>April 30, 2021</u>
The Bank of Tampa	Money Market	\$ 5,297
The Bank of Tampa ICS		
BOKF, National Association	Money Market	1
Isreal Discount Bank of New York	Money Market	248,351
Merchants Bank of Indiana	Money Market	248,352
United Bank	Money Market	248,352
Western Alliance Bank	Money Market	230,609
<b>Total General Fund Investments</b>		<b><u>\$ 980,962</u></b>
The Bank of Tampa ICS Reserve		
Esquire Bank, National Association	Money Market	\$ 147,661
Isreal Discount Bank of New York	Money Market	1
NexBank, SSB	Money Market	248,352
Western Alliance Bank	Money Market	17,744
Iberia Bank		
Certificate of Deposit #1	.55% APY - 12 Month term - Maturity Date 9/8/21	239,216
Mainstreet Community Bank of Florida		
First Enterprise Bank	2.25% - 3 year term - Maturity Date 12/01/22	21,494
Hills Bank and Trust Company	2.25% - 3 year term - Maturity Date 12/01/22	106,315
Homeland Federal Savings Bank	2.25% - 3 year term - Maturity Date 12/01/22	230,773
<b>Total Reserve Fund Investments</b>		<b><u>\$ 1,011,556</u></b>
US Bank Series 2013 Revenue	First American Government Obligation Fund CI Y	\$ 314,268
US Bank Series 2013 Reserve	First American Government Obligation Fund CI Y	155,288
US Bank Series 2013 Prepayment	First American Government Obligation Fund CI Y	10,578
<b>Total Series 2013 Debt Service Fund Investments</b>		<b><u>\$ 480,134</u></b>
US Bank Series 2012 Reserve	First American Government Obligation Fund CI Y	\$ 125,130
US Bank Series 2012 Revenue	First American Government Obligation Fund CI Y	169,337
US Bank Series 2012 Prepayment	First American Government Obligation Fund CI Y	14,388
<b>Total Series 2012 Debt Service Fund Investments</b>		<b><u>\$ 308,855</u></b>

**The Preserve At Wilderness Lake Community Development District**

Summary A/R Ledger

001 - General Fund

From 4/1/2021 Through 4/30/2021

Invoice Date	Customer Name	Invoice Number	Current Balance
10/1/2020	Pasco County Tax Collector	FY20-21	13,298.21
		Total 001 - General Fund	13,298.21

**The Preserve At Wilderness Lake Community Development District**

Summary A/R Ledger

201 - Debt Service Fund--Series 2013

From 4/1/2021 Through 4/30/2021

Invoice Date	Customer Name	Invoice Number	Current Balance
10/1/2020	Pasco County Tax Collector	FY20-21	2,545.09
		Total 201 - Debt Service Fund--Series 2013	2,545.09

**The Preserve At Wilderness Lake Community Development District**

Summary A/R Ledger

202 - Debt Service Fund--Series 2012

From 4/1/2021 Through 4/30/2021

Invoice Date	Customer Name	Invoice Number	Current Balance
10/1/2020	Pasco County Tax Collector	FY20-21	1,371.36
		Total 202 - Debt Service Fund--Series 2012	1,371.36
Report Balance			17,214.66



**The Preserve At Wilderness Lake Community Development District**

Aged Payables by Invoice Date

Aging Date - 3/1/2021

001 - General Fund

From 4/1/2021 Through 4/30/2021

Vendor Name	Invoice Date	Invoice Number	Invoice Description	Current Balance
Clean GermBuster, LLC	3/24/2021	042721-1	Sanitizer Sprayers 03/21	807.98
Clean GermBuster, LLC	3/24/2021	042721-2	Cleaning Supplies 03/21	117.90
RedTree Landscape Systems, LLC	3/31/2021	7269	Monthly Pest Control 02/21	1,165.00
RedTree Landscape Systems, LLC	3/31/2021	7270	Monthly Pest Control 03/21	1,165.00
RedTree Landscape Systems, LLC	3/31/2021	7272	Bahia Fertilization 03/21	2,400.00
RedTree Landscape Systems, LLC	3/31/2021	7274	St. Augustine Sod Fertilization 02/21	1,500.00
RedTree Landscape Systems, LLC	3/31/2021	7276	Monthly Ornamental Fertilization 03/21	1,500.00
RedTree Landscape Systems, LLC	3/31/2021	7277	Palm Tree Fertilization 03/21	750.00
RedTree Landscape Systems, LLC	3/31/2021	7279	Annual Seasonal Color Rotation 03/21	4,050.00
RedTree Landscape Systems, LLC	3/31/2021	7280	Palm Tree Pruning Rotation 03/21	6,000.00
ReadyRefresh by Nestle	4/10/2021	11D0006240923	Bottled Water Service 03/21	112.80
McNatt Plumbing Company, Inc.	4/14/2021	61083	Maintenance & Repairs 04/21	187.50
Sun Pavers of Florida, Inc	4/15/2021	R21649	Campus Pavers 04/21	1,941.75
Frontier Communications	4/15/2021	813-929-9402-041519-5 04/21	813-929-9402 Phone Service 04/21	96.27
Conley's Drinking Fountains LLC	4/19/2021	2475	Service Call - Repair Drinking Fountain 04/21	441.94
Verizon Wireless	4/21/2021	9878117777	Cell Phone Service 04/21	58.85
Rentalex of Hudson, Inc.	4/21/2021	1-120212	Equipment Rental 04/21	304.26
Frontier Communications	4/22/2021	239-159-2085-030513-5 04/21	Fios Internet 04/21	95.98
Site Masters of Florida, LLC	4/23/2021	042321-1	Berm Restoration 04/21	2,300.00
US Bank	4/23/2021	6104597	Trustee Fee Series 2012 04/01/21 - 03/31/22	4,094.50
RedTree Landscape Systems, LLC	4/25/2021	7271	Monthly Pest Control 04/21	1,165.00
RedTree Landscape Systems, LLC	4/25/2021	7273	Bahia Fertilization 04/21	2,400.00
RedTree Landscape Systems, LLC	4/25/2021	7275	St. Augustine Sod Fertilization 04/21	1,500.00
RedTree Landscape Systems, LLC	4/25/2021	7278	Monthly Specialty Plants Fertilization 04/21	375.00

**The Preserve At Wilderness Lake Community Development District**

Aged Payables by Invoice Date

Aging Date - 3/1/2021

001 - General Fund

From 4/1/2021 Through 4/30/2021

Vendor Name	Invoice Date	Invoice Number	Invoice Description	Current Balance
Straley Robin Vericker	4/27/2021	19656	General Monthly Legal Services 04/21	510.00
FITREV Inc.	4/28/2021	23104	Athletix Equipment Cleaner 04/21	557.04
Nautical Pressure Washing LLC	4/29/2021	042921	Roof Pressure Washing 04/21	5,400.00
GHS Environmental	4/29/2021	2021-268	Testing of Pond 32 04/21	165.00
Fitness Logic, Inc.	4/29/2021	101058	Repairs - Athletic Equipment 04/21	116.06
Duke Energy	4/30/2021	83196 80556 04/21	Herons Wood Sign 04/21	16.25
Rizzetta Amenity Services, Inc.	4/30/2021	INV00000000008744	Amenity Management 04/30/21	9,085.53
Suncoast Energy Systems, Inc.	4/30/2021	U1112180	Propane Delivery 04/21	4,608.83
Pasco Sheriff's Office	5/2/2021	I-3/2/2021-05655	Off Duty Detail 04/21	2,104.00
Cardno, Inc.	5/5/2021	529214	Engineering Services Pond Coping Repairs 04/21	5,709.51
			Total 001 - General Fund	62,801.95
Report Total				62,801.95

**The Preserve at Wilderness Lake Community Development District**  
**Notes to Unaudited Financial Statements**  
**April 30, 2021**

**Balance Sheet**

1. Trust statement activity has been recorded through 04/30/21.
2. See EMMA (Electronic Municipal Market Access) at <https://emma.msrb.org> for Municipal Disclosures and Market Data.
3. For presentation purposes, the Reserves are shown in a separate fund titled Reserve Fund.

**Summary A/R Ledger – Payment Terms**

4. Payment terms for landowner assessments are (a) defined in the FY20-21 Assessment Resolution adopted by the Board of Supervisors, (b) pursuant to Florida Statutes, Chapter 197 for assessments levied via the county tax roll.

The Preserve At Wilderness Lake Community Development District  
Reconcile Cash Accounts

Summary

Cash Account: 10101 Cash - Operating Account (SunTrust)

Reconciliation ID: 043021

Reconciliation Date: 4/30/2021

Status: Open

Bank Balance	255,083.53
Less Outstanding Checks/Vouchers	30,080.16
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	225,003.37
Balance Per Books	<u>225,003.37</u>
Unreconciled Difference	<u><u>0.00</u></u>

Click the Next Page toolbar button to view details.



The Preserve At Wilderness Lake Community Development District  
Reconcile Cash Accounts

Detail

Cash Account: 10101 Cash - Operating Account (SunTrust)

Reconciliation ID: 043021

Reconciliation Date: 4/30/2021

Status: Open

Outstanding Checks/Vouchers

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Payee</u>
012673	4/6/2021	System Generated Check/Voucher	375.00	Strictly Entertainment, Inc.
012678	4/12/2021	System Generated Check/Voucher	200.00	Beth Edwards
012689	4/21/2021	System Generated Check/Voucher	131.77	AlSCO, Inc.
012692	4/21/2021	System Generated Check/Voucher	12,792.26	Duke Energy
012695	4/21/2021	System Generated Check/Voucher	662.35	ProPet Distributors, Inc.
012700	4/21/2021	System Generated Check/Voucher	925.00	Strictly Entertainment, Inc.
012703	4/27/2021	System Generated Check/Voucher	450.50	Advanced Cable Connection, Inc.
012704	4/27/2021	System Generated Check/Voucher	131.77	AlSCO, Inc.
012705	4/27/2021	System Generated Check/Voucher	63.00	City Electric Supply Company
012706	4/27/2021	System Generated Check/Voucher	629.00	Cool Coast Heating & Cooling Inc
012707	4/27/2021	System Generated Check/Voucher	200.00	Robert Scott Diver
012708	4/27/2021	System Generated Check/Voucher	200.00	Beth Edwards
012709	4/27/2021	System Generated Check/Voucher	110.00	Fitness Logic, Inc.
012710	4/27/2021	System Generated Check/Voucher	798.23	Frontier Communications
012711	4/27/2021	System Generated Check/Voucher	220.00	Ideal Network Solutions, Inc
012712	4/27/2021	System Generated Check/Voucher	73.00	Holloway's Farm Supply
012713	4/27/2021	System Generated Check/Voucher	1,200.00	Jerry Richardson
012714	4/27/2021	System Generated Check/Voucher	200.00	Bryan D Norrie
012715	4/27/2021	System Generated Check/Voucher	9,353.73	Rizzetta Amenity Services, Inc.
012716	4/27/2021	System Generated Check/Voucher	200.00	Holly C Ruhlig
012717	4/27/2021	System Generated Check/Voucher	200.00	Brian P Sailer
012718	4/27/2021	System Generated Check/Voucher	964.55	Sysco West Coast Florida, Inc.
Outstanding Checks/Vouchers			30,080.16	



04/30/2021  
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# Account Statement

PRESERVE AT WILDERNESS LAKE CD  
OPERATING ACCOUNT  
3434 COLWELL AVE STE 200  
TAMPA FL 33614-8390

Questions? Please call  
1-800-786-8787

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have an online profile - especially your financial accounts.  
Also, try to avoid characters from your email, phone number, birthdate or other personal information.

Account Summary	Account Type	Account Number	Statement Period
	PUB FUNDS ANALYZED CHECKING		04/01/2021 - 04/30/2021

Description	Amount	Description	Amount
Beginning Balance	\$323,925.82	Average Balance	\$302,014.15
Deposits/Credits	\$52,942.21	Average Collected Balance	\$301,976.68
Checks	\$104,682.66	Number of Days in Statement Period	30
Withdrawals/Debits	\$17,101.84		
Ending Balance	\$255,083.53		

Overdraft Protection	Account Number	Protected By
		Not enrolled
	For more information about SunTrust's Overdraft Services, visit <a href="http://www.suntrust.com/overdraft">www.suntrust.com/overdraft</a> .	

Deposits/Credits	Date	Amount	Serial #	Description	Date	Amount	Serial #	Description
	04/01	617.10		DEPOSIT	04/22	459.70		DEPOSIT
	04/09	696.50		DEPOSIT				
	04/07	13,930.63		ELECTRONIC/ACH CREDIT				
	04/07	37,238.28		PASCOTAX TAX ACC 000000000001027				
				ELECTRONIC/ACH CREDIT				
				PASCOTAX TAX ACC 000000000001027				
Deposits/Credits: 5				Total Items Deposited: 3				

Checks	Check Number	Amount	Date Paid	Check Number	Amount	Date Paid	Check Number	Amount	Date Paid
	12621	200.00	04/05	12658	6,000.00	04/08	12676	200.00	04/19
	12622	124.63	04/02	12659	53.82	04/08	12677	16.25	04/21
	*12635	5,673.00	04/01	12660	1,858.76	04/05	*12679	155.09	04/20
	12636	131.77	04/02	12661	131.77	04/14	*12681	200.00	04/20
	*12640	925.00	04/01	12662	1,064.77	04/15	12682	1,945.00	04/19
	12641	1,200.00	04/06	12663	488.00	04/16	12683	11,071.12	04/19
	*12644	2,400.00	04/01	12664	85.98	04/16	12684	200.00	04/20
	12645	4,778.70	04/07	12665	2,795.00	04/19	12685	200.00	04/19
	*12649	2,800.00	04/07	12666	95.00	04/14	12686	102.40	04/21
	12650	100.00	04/08	12667	200.00	04/15	12687	1,500.00	04/20
	12651	224.00	04/05	12668	2,236.00	04/16	12688	632.99	04/26
	12652	374.87	04/05	12669	2,449.50	04/19	*12690	114.00	04/28
	12653	47.90	04/08	12670	6,299.67	04/13	12691	200.00	04/30
	12654	95.00	04/07	12671	175.00	04/13	*12694	4,165.00	04/28
	12655	10.75	04/08	12672	4,200.00	04/08	*12696	1,100.00	04/26
	12656	9,997.57	04/02	*12674	424.15	04/15	12697	15,000.00	04/26
	12657	1,769.00	04/06	12675	50.00	04/13	12698	376.20	04/26



04/30/2021



## Account Statement

Checks	Check Number	Amount	Date Paid	Check Number	Amount	Date Paid	Check Number	Amount	Date Paid
	12699	4,200.00	04/23	*12701	2,400.00	04/27	12702	1,445.00	04/28

Checks: 54

\* Indicates break in check number sequence. Check may have been processed electronically and listed as an Electronic/ACH transaction.

Withdrawals/Debits	Date Paid	Amount	Serial #	Description
	04/09	2,175.48		OTM FUNDS TRANSFER TO
	04/16	1,612.25		ELECTRONIC/ACH DEBIT
				FRONTIER ONLINE E-BILL 228140437
	04/21	1,471.90		OTM FUNDS TRANSFER TO
	04/21	11,641.25		ACH PREFUNDING SETTLEMENT
				PRESERVE AT WILDACH PREFUND -SETT-A.OTM CORP
	04/23	200.96		ELECTRONIC/ACH DEBIT
				FRONTIER AGENT ABILL PAY 16013659721

Withdrawals/Debits: 5

Balance Activity History	Date	Balance	Collected Balance	Date	Balance	Collected Balance
	04/01	315,544.92	315,308.92	04/16	318,405.49	318,405.49
	04/02	305,290.95	305,290.95	04/19	299,744.87	299,744.87
	04/05	302,633.32	302,633.32	04/20	297,689.78	297,689.78
	04/06	299,664.32	299,664.32	04/21	284,457.98	284,457.98
	04/07	343,159.53	343,159.53	04/22	284,917.68	284,917.68
	04/08	332,747.06	332,747.06	04/23	280,516.72	280,516.72
	04/09	331,268.08	330,972.08	04/26	263,407.53	263,407.53
	04/12	331,268.08	331,268.08	04/27	261,007.53	261,007.53
	04/13	324,743.41	324,743.41	04/28	255,283.53	255,283.53
	04/14	324,516.64	324,516.64	04/30	255,083.53	255,083.53
	04/15	322,827.72	322,827.72			

The Ending Daily Balances provided do not reflect pending transactions or holds that may have been outstanding when your transactions posted that day. If your available balance wasn't sufficient when transactions posted, fees may have been assessed.

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The Preserve At Wilderness Lake Community Development District  
Reconcile Cash Accounts

Summary

Cash Account: 11103 Cash - Lodge Debit Card  
Reconciliation ID: 043021  
Reconciliation Date: 4/30/2021  
Status: Open

Bank Balance	2,474.59
Less Outstanding Checks/Vouchers	0.00
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	2,474.59
Balance Per Books	<u>2,474.59</u>
Unreconciled Difference	<u><u>0.00</u></u>





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04/30/2021  
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# Account Statement

PRESERVE AT WILDERNESS LAKE CD  
THE LODGE  
DEBIT CARD ACCOUNT  
3434 COLWELL AVE STE 200  
TAMPA FL 33614-8390

Questions? Please call  
1-800-786-8787

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have an online profile - especially your financial accounts.  
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Account Summary	Account Type	Account Number	Statement Period
	PUB FUNDS ANALYZED CHECKING		04/01/2021 - 04/30/2021

Description	Amount	Description	Amount
Beginning Balance	\$2,862.74	Average Balance	\$2,960.22
Deposits/Credits	\$4,008.83	Average Collected Balance	\$2,960.22
Checks	\$0.00	Number of Days in Statement Period	30
Withdrawals/Debits	\$4,396.98		
Ending Balance	\$2,474.59		

Overdraft Protection	Account Number	Protected By
		Not enrolled
For more information about SunTrust's Overdraft Services, visit <a href="http://www.suntrust.com/overdraft">www.suntrust.com/overdraft</a> .		

Deposits/Credits	Date	Amount	Serial #	Description
	04/01	5.40		ELECTRONIC/ACH CREDIT EPX ST 292167946 MERCH SETL 8788292167946
	04/05	26.53		ELECTRONIC/ACH CREDIT EPX ST 292167946 MERCH SETL 8788292167946
	04/06	5.40		ELECTRONIC/ACH CREDIT EPX ST 292167946 MERCH SETL 8788292167946
	04/08	10.46		ELECTRONIC/ACH CREDIT EPX ST 292167946 MERCH SETL 8788292167946
	04/09	2,175.48		OTM FUNDS TRANSFER FROM
	04/12	5.06		ELECTRONIC/ACH CREDIT EPX ST 292167946 MERCH SETL 8788292167946
	04/12	5.40		ELECTRONIC/ACH CREDIT EPX ST 292167946 MERCH SETL 8788292167946
	04/14	5.06		ELECTRONIC/ACH CREDIT EPX ST 292167946 MERCH SETL 8788292167946
	04/19	28.88		ELECTRONIC/ACH CREDIT EPX ST 292167946 MERCH SETL 8788292167946
	04/19	37.16		CHECK CARD CREDIT TR DATE 04/17 LOWES #02238* LUTZ FL
	04/21	1,471.90		OTM FUNDS TRANSFER FROM
	04/23	5.40		ELECTRONIC/ACH CREDIT EPX ST 292167946 MERCH SETL 8788292167946
	04/26	5.40		ELECTRONIC/ACH CREDIT EPX ST 292167946 MERCH SETL 8788292167946
	04/26	194.30		ELECTRONIC/ACH CREDIT EPX ST 292167946 MERCH SETL 8788292167946
	04/28	5.40		ELECTRONIC/ACH CREDIT EPX ST 292167946 MERCH SETL 8788292167946

04/30/2021



# Account Statement

Deposits/ Credits	Date	Amount	Serial #	Description
	04/30	21.60		ELECTRONIC/ACH CREDIT EPX ST 292167946 MERCH SETL 8788292167946
Deposits/Credits: 16		Total Items Deposited: 0		

Withdrawals/ Debits	Date Paid	Amount	Serial #	Description
	04/01	85.82		CHECK CARD PURCHASE TR DATE 03/31 FERGUSON ENT #196 8138811982 FL
	04/01	38.22		POINT OF SALE DEBIT TR DATE 03/31 LOWE'S #2238LUTZ FL 001
	04/02	57.00		CHECK CARD PURCHASE TR DATE 04/01 MCNATTS CLEANERS O TAMPA FL
	04/02	1.32		CHECK CARD PURCHASE TR DATE 04/01 FBS* PASCO COUNTY MIAMISBURG OH
	04/02	50.00		CHECK CARD PURCHASE TR DATE 04/01 FBS PASCO BCS LOL LAND O LAKES FL
	04/02	78.00		CHECK CARD PURCHASE TR DATE 04/01 TIMES ADVERTISING 727-893-8111 FL
	04/02	209.12		POINT OF SALE DEBIT TR DATE 04/01 LOWE'S #2238LUTZ FL 001
	04/05	52.00		CHECK CARD PURCHASE TR DATE 04/01 COMMUNITY NEWS PUBLICA 8139092800 FL
	04/05	177.80		POINT OF SALE DEBIT TR DATE 04/02 PUBLIX SUPER MARLAND O'LAKES FL P0877110
	04/05	105.58		POINT OF SALE DEBIT TR DATE 04/05 SAMS CLUB #4852 TAMPA FL 48520001
	04/05	45.58		POINT OF SALE DEBIT TR DATE 04/05 THE UPS STORE LUTZ FL 0001
	04/09	144.34		POINT OF SALE DEBIT TR DATE 04/09 LOWE'S #2238LUTZ FL 001
	04/12	196.00		CHECK CARD PURCHASE TR DATE 04/10 EXTRA SPACE 8254 LAND O' LAKES FL
	04/12	172.20		POINT OF SALE DEBIT TR DATE 04/12 SAMS CLUB #4852 TAMPA FL 48520003
	04/13	28.50		CHECK CARD PURCHASE TR DATE 04/12 MCNATTS CLEANERS O TAMPA FL
	04/13	342.26		POINT OF SALE DEBIT TR DATE 04/13 LOWE'S #2238LUTZ FL 001
	04/14	79.30		CHECK CARD PURCHASE TR DATE 04/13 PAYPAL *GASPARSTITC 4029357733 FL
	04/14	12.99		RECURRING CHECK CARD PURCHASE TR DATE 04/13 AMAZON PRIME *JD1R59UT3 AMZN.COM/BILLWA
	04/15	28.63		POINT OF SALE DEBIT TR DATE 04/14 PUBLIX SUPER MARLAND O'LAKES FL P0877107
	04/19	61.61		POINT OF SALE DEBIT TR DATE 04/16 AMAZON.COM*L26G62AX3 SEATTLE WA 00000101
	04/19	17.44		POINT OF SALE DEBIT TR DATE 04/16 AMAZON.COM*PQ5R25BQ3 SEATTLE WA 00000101
	04/19	101.34		POINT OF SALE DEBIT TR DATE 04/17 LOWE'S #2238LUTZ FL 001
	04/19	88.53		POINT OF SALE DEBIT TR DATE 04/17 PUBLIX SUPER MARLAND O'LAKES FL P0877108
	04/19	80.67		POINT OF SALE DEBIT TR DATE 04/19 PET SUPPLIES PLUS # 40 LAND O LAKES FL 00678977
	04/21	30.96		POINT OF SALE DEBIT TR DATE 04/20 PET SUPPLIES PLUS # 40 LAND O LAKES FL 00678977
	04/21	37.72		POINT OF SALE DEBIT TR DATE 04/21 LOWE'S #2238LUTZ FL 001
	04/22	8.94		POINT OF SALE DEBIT TR DATE 04/21 LOWE'S #2238LUTZ FL 001
	04/23	1,471.90		CHECK CARD PURCHASE TR DATE 04/22 LEADERS HOLDING COMPAN 7275385577 FL



04/30/2021



# Account Statement

Withdrawals/ Debits	Date Paid	Amount	Serial #	Description
	04/23	125.00		CHECK CARD PURCHASE TR DATE 04/22 SQ *ACCURATE SIGNS ON LAND O LAKES FL
	04/23	20.00		CHECK CARD PURCHASE TR DATE 04/22 SQ *BADGES OF HONOR/A- LAND O' LAKESFL
	04/23	61.35		CHECK CARD PURCHASE TR DATE 04/22 PAYPAL *GASPARSTIIC 4029357733 FL
	04/27	95.38		POINT OF SALE DEBIT TR DATE 04/27 LOWE'S #2238LUTZ FL 001
	04/29	11.97		POINT OF SALE DEBIT TR DATE 04/29 PUBLIX SUPER MARLAND O'LAKES FL P0877104
	04/30	279.51		POINT OF SALE DEBIT TR DATE 04/30 PUBLIX SUPER MARLAND O'LAKES FL P0877107
Withdrawals/Debits: 34				

Balance Activity History	Date	Balance	Collected Balance	Date	Balance	Collected Balance
	04/01	2,744.10	2,744.10	04/19	2,913.32	2,913.32
	04/02	2,348.66	2,348.66	04/21	4,316.54	4,316.54
	04/05	1,994.23	1,994.23	04/22	4,307.60	4,307.60
	04/06	1,999.63	1,999.63	04/23	2,634.75	2,634.75
	04/08	2,010.09	2,010.09	04/26	2,834.45	2,834.45
	04/09	4,041.23	4,041.23	04/27	2,739.07	2,739.07
	04/12	3,683.49	3,683.49	04/28	2,744.47	2,744.47
	04/13	3,312.73	3,312.73	04/29	2,732.50	2,732.50
	04/14	3,225.50	3,225.50	04/30	2,474.59	2,474.59
	04/15	3,196.87	3,196.87			

The Ending Daily Balances provided do not reflect pending transactions or holds that may have been outstanding when your transactions posted that day. If your available balance wasn't sufficient when transactions posted, fees may have been assessed.

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The Preserve At Wilderness Lake Community Development District  
Reconcile Cash Accounts

Summary

Cash Account: 11105 Cash - Mainstreet Community Bank of Florida  
Reconciliation ID: 043021  
Reconciliation Date: 4/30/2021  
Status: Open

Bank Balance	100.00
Less Outstanding Checks/Vouchers	0.00
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	100.00
Balance Per Books	<u>100.00</u>
Unreconciled Difference	<u><u>0.00</u></u>





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1515 E. Highway 50 • Clermont, FL 34711 • Phone: 352.404.0404 • Fax: 352.243.2341  
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SUITE 200  
TAMPA FL 33614

Date 4/30/21  
Account Number  
Enclosures

Page 1

Thank you for choosing Mainstreet Community Bank of Florida!  
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if you have any questions regarding your statement.

--- CHECKING ACCOUNTS ---

Exciting news! Effective June 21, 2021, all ATM/Debit Card daily transaction limits will increase as follows: All ATM and Debit Cards will have a daily ATM withdrawal limit of \$500. All Consumer Debit Cards will have a \$1,500 daily Point of Sale limit. All Business Debit Cards will have a \$2,500 daily Point of Sale limit.

PUBLIC FUNDS DDA		Number of Enclosures	0
Account Number		Statement Dates	4/01/21 thru 5/02/21
Previous Balance	100.00	Days in the statement period	32
Deposits/Credits	.00	Average Ledger	100.00
Checks/Debits	.00	Average Collected	100.00
Service Charge	.00		
Interest Paid	.00		
Ending Balance	100.00		

\*\*\*\*\*

Daily Balance Information  
Date Balance  
4/01 100.00

\* \* \* END OF STATEMENT \* \* \*



The Preserve At Wilderness Lake Community Development District  
Reconcile Cash Accounts

Summary

Cash Account: 15002 Investments--Bank of Tampa ICS Reserve  
Reconciliation ID: 043021  
Reconciliation Date: 4/30/2021  
Status: Open

Bank Balance	413,757.23
Less Outstanding Checks/Vouchers	0.00
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	413,757.23
Balance Per Books	<u>413,757.23</u>
Unreconciled Difference	<u><u>0.00</u></u>

The Bank of Tampa  
P.O. Box One  
Tampa, FL 33601-0001

The Preserve at Wilderness Lake CDD  
Capital Reserve  
3434 Colwell Ave Ste 200  
Tampa, FL 33614

Contact Us  
**813-872-1200**  
[PromontoryRequests@bankoftampa.com](mailto:PromontoryRequests@bankoftampa.com)  
<https://www.bankoftampa.com/>



Account  
**The Preserve at Wilderness Lake CDD  
Capital Reserve**

Date  
**04/30/2021**

Page  
**1 of 2**

## ICS Monthly Statement

The following information is a summary of activity in your ICS® account(s) for the month of April 2021 and the list of FDIC-insured institution(s) that hold your deposits as of the date indicated. These deposits have been placed by us, as your agent and custodian, in deposit accounts through the ICS, or Insured Cash Sweep®, service. Funds in your deposit accounts at the FDIC-insured institutions at which your funds have been placed will be "deposits," as defined by federal law.

### Summary of ICS Accounts

Account ID	Deposit Option	Interest Rate	Opening Balance	Ending Balance
	Savings	0.01%	\$451,473.74	\$413,757.23
<b>TOTAL</b>			<b>\$451,473.74</b>	<b>\$413,757.23</b>

## DETAILED ACCOUNT OVERVIEW

Account ID:

Account Title: The Preserve at Wilderness Lake CDD  
Capital Reserve



### Account Summary - Savings

Statement Period	4/1-4/30/2021	Average Daily Balance	\$436,385.83
Previous Period Ending Balance	\$451,473.74	Interest Rate at End of Statement Period	0.01%
Total Program Deposits	0.00	Statement Period Yield	0.01%
Total Program Withdrawals	(37,720.06)	YTD Interest Paid	13.38
Interest Capitalized	3.55	YTD Taxes Withheld	0.00
Taxes Withheld	(0.00)		
Current Period Ending Balance	\$413,757.23		

### Account Transaction Detail

Date	Activity Type	Amount	Balance
04/19/2021	Withdrawal	(\$37,720.06)	\$413,753.68
04/30/2021	Interest Capitalization	3.55	413,757.23

### Summary of Balances as of April 30, 2021

FDIC-Insured Institution	City/State	FDIC Cert No.	Balance
BOKF, National Association	Tulsa, OK	4214	\$0.32
Bank of the West	San Francisco, CA	3514	0.12
Esquire Bank, National Association	Jericho, NY	58140	147,660.79
Israel Discount Bank of New York	New York City, NY	19977	0.63
Merchants Bank of Indiana	Carmel, IN	8056	0.04
NexBank	Dallas, TX	29209	248,352.04
Western Alliance Bank	Phoenix, AZ	57512	17,743.29



The Preserve At Wilderness Lake Community Development District  
Reconcile Cash Accounts

Summary

Cash Account: 15004 Investments--Bank of Tampa MMA  
Reconciliation ID: 043021  
Reconciliation Date: 4/30/2021  
Status: Open

Bank Balance	5,297.01
Less Outstanding Checks/Vouchers	0.00
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	5,297.01
Balance Per Books	<u>5,297.01</u>
Unreconciled Difference	<u><u>0.00</u></u>



Account Number:  
Statement Period:  
Through:  
30 - 5

**Statement**  
Apr 01, 2021  
Apr 30, 2021  
Page 1

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PRESERVE AT WILDERNESS LAKE CDD

3434 COLWELL AVE STE 200  
TAMPA FL 33614-8390

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Tampa, FL 33601-0001  
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813-872-1275

----- COMM MONEY MARKET -----

ACCOUNT #		BEGINNING BALANCE	\$5,296.97
ACCOUNT NAME	COMM MONEY MARKET	DEPOSITS / CREDITS	\$0.04
AVG. AVAILABLE BALANCE	\$5,296.97	CHECKS / DEBITS	\$0.00
AVG. BALANCE	\$5,296.97	ENDING BALANCE	\$5,297.01
INTEREST PAID YTD	\$3.57	# DEPOSITS / CREDITS	1
INTEREST PAID THIS PERIOD	\$0.04	# CHECKS / DEBITS	0

ACCOUNT ACTIVITY DETAIL

**Statement**

Account Number:

Statement Period:

Through:

Apr 01, 2021

Apr 30, 2021

Page 2

**OTHER CREDITS**

Description

INTEREST

Date

04-30

Amount

0.04

Total

0.04

**DAILY BALANCE**

Date

04-30-21

Balance

\$5,297.01

Date

Balance

Date

Balance

The Preserve At Wilderness Lake Community Development District  
Reconcile Cash Accounts

Summary

Cash Account: 15005 Investments--Bank of Tampa ICS  
Reconciliation ID: 043021  
Reconciliation Date: 4/30/2021  
Status: Open

Bank Balance	975,664.67
Less Outstanding Checks/Vouchers	0.00
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	975,664.67
Balance Per Books	<u>975,664.67</u>
Unreconciled Difference	<u><u>0.00</u></u>



The Bank of Tampa  
P.O. Box One  
Tampa, FL 33601-0001

The Preserve at Wilderness Lake CDD  
Operating  
3434 Colwell Ave Ste 200  
Tampa, FL 33614

Contact Us  
**813-872-1200**  
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Account  
**The Preserve at Wilderness Lake CDD  
Operating**

Date  
**04/30/2021**

Page  
**1 of 2**

### ICS Monthly Statement

The following information is a summary of activity in your ICS® account(s) for the month of April 2021 and the list of FDIC-insured institution(s) that hold your deposits as of the date indicated. These deposits have been placed by us, as your agent and custodian, in deposit accounts through the ICS, or Insured Cash Sweep®, service. Funds in your deposit accounts at the FDIC-insured institutions at which your funds have been placed will be "deposits," as defined by federal law.

#### Summary of ICS Accounts

Account ID	Deposit Option	Interest Rate	Opening Balance	Ending Balance
	Savings	0.01%	\$937,936.80	\$975,664.67
<b>TOTAL</b>			<b>\$937,936.80</b>	<b>\$975,664.67</b>

## DETAILED ACCOUNT OVERVIEW

Account ID:

Account Title: The Preserve at Wilderness Lake CDD  
Operating



### Account Summary - Savings

Statement Period	4/1-4/30/2021	Average Daily Balance	\$953,025.08
Previous Period Ending Balance	\$937,936.80	Interest Rate at End of Statement Period	0.01%
Total Program Deposits	37,720.06	Statement Period Yield	0.01%
Total Program Withdrawals	(0.00)	YTD Interest Paid	22.23
Interest Capitalized	7.81	YTD Taxes Withheld	0.00
Taxes Withheld	(0.00)		
Current Period Ending Balance	\$975,664.67		

### Account Transaction Detail

Date	Activity Type	Amount	Balance
04/19/2021	Deposit	\$37,720.06	\$975,656.86
04/30/2021	Interest Capitalization	7.81	975,664.67

### Summary of Balances as of April 30, 2021

FDIC-Insured Institution	City/State	FDIC Cert No.	Balance
BOKF, National Association	Tulsa, OK	4214	\$0.99
Esquire Bank, National Association	Jericho, NY	58140	0.06
Israel Discount Bank of New York	New York City, NY	19977	248,351.08
Merchants Bank of Indiana	Carmel, IN	8056	248,351.84
United Bank	Fairfax, VA	22858	248,352.04
Western Alliance Bank	Phoenix, AZ	57512	230,608.66

The Preserve At Wilderness Lake Community Development District  
Reconcile Cash Accounts

Summary

Cash Account: 15007 Investments--Mainstreet Community Bank CD  
Reconciliation ID: 043021  
Reconciliation Date: 4/30/2021  
Status: Open

Bank Balance	358,582.40
Less Outstanding Checks/Vouchers	0.00
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	358,582.40
Balance Per Books	<u>358,582.40</u>
Unreconciled Difference	<u><u>0.00</u></u>

Mainstreet Community Bank of Florida  
204 South Woodland Boulevard  
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THE PRESERVE AT WILDERNESS LAKE CCD  
5844 OLD PASCO ROAD  
SUITE 100  
WESLEY CHAPEL, FL 33544

Account  
THE PRESERVE AT WILDERNESS LAKE CCD

Date  
04/30/2021

Page  
1 of 2

### CDARS® Customer Statement

The following information is a summary of activity in your CDARS accounts and the list of FDIC-insured institutions that hold your deposits as of the date indicated. These deposits have been placed by us, as your agent and custodian, in deposit accounts through CDARS.

#### Summary of Accounts

Account ID	Effective Date	Maturity Date	Interest Rate	Opening Balance	Ending Balance
	12/05/2019	12/01/2022	2.25%	\$358,582.40	\$358,582.40
TOTAL				\$358,582.40	\$358,582.40



## DETAILED ACCOUNT OVERVIEW

Account ID:

Account Title: THE PRESERVE AT WILDERNESS LAKE CCD

### Account Summary - CD

Product Term	3-Year Public Fund 365 CD
Interest Rate	2.25%
Account Balance	\$358,582.40
Annual Percentage Yield	2.28%

Effective Date	12/05/2019
Maturity Date	12/01/2022
YTD Interest Paid	\$0.00
Interest Accrued	2,662.28
Interest Earned Since Last Statement	667.43

### CD Issued by

#### First Enterprise Bank FDIC Cert. 4049

YTD Interest Paid	\$0.00
Interest Accrued	159.58
Int Earned Since Last Statement	40.01

04/01/2021	Opening Balance	\$21,494.33
04/30/2021	Ending Balance	21,494.33

#### Hills Bank and Trust Company FDIC Cert. 14650

YTD Interest Paid	\$0.00
Interest Accrued	789.33
Int Earned Since Last Statement	197.88

04/01/2021	Opening Balance	\$106,314.68
04/30/2021	Ending Balance	106,314.68

#### Homeland Federal Savings Bank FDIC Cert. 32459

YTD Interest Paid	\$0.00
Interest Accrued	1,713.37
Int Earned Since Last Statement	429.54

04/01/2021	Opening Balance	\$230,773.39
04/30/2021	Ending Balance	230,773.39

# **Tab 14**

### Summary of Financial Assumptions

The below table contains a partial summary of information provided by Preserve at Wilderness Lake CDD for the Preserve at Wilderness Lake CDD funding study. For the purpose of this report, an annual operating budget was set to \$0, as this report focuses only on reserve items.

<i>Fiscal Calendar Year Begins</i>	<i>October 1</i>
<i>Reserve Study by Fiscal Calendar Year Starting</i>	<i>October 1, 2021</i>
<i>Funding Study Length</i>	<i>30 Years</i>
<i>Number of Assessment Paying Owners</i>	<i>958</i>
<i>Reserve Balance as of October 1, 2021<sup>1</sup></i>	<i>\$ 1,048,941</i>
<i>Annual Inflation Rate</i>	<i>2.50%</i>
<i>Tax Rate on Reserve Interest</i>	<i>0.00%</i>
<i>Minimum Reserve Account Balance</i>	<i>\$ 0</i>
<i>Assessment Change Period</i>	<i>1 Year</i>
<i>Annual Operating Budget</i>	<i>\$ 0</i>

<sup>1</sup> See "Financial Condition of District" in this report.

### Recommended Payment Schedule

The below table contains the recommended schedule of payments for the next six years. The projected life expectancy of the major components and the funding needs of the reserves of the District are based upon the District performing appropriate routine and preventative maintenance for each major component. Failure to perform such maintenance can negatively impact the remaining useful life of the major components and can dramatically increase the funding needs of the reserves of the District.

#### Proposed Assessments

Fiscal Calendar Year	Owner Total Annual Assessment	District Annual Reserve Assessment	Proposed Reserve Balance
2021	\$ 254	\$ 242,900	\$ 1,056,629
2022	\$ 260	\$ 248,973	\$ 1,184,241
2023	\$ 266	\$ 255,197	\$ 1,231,745
2024	\$ 273	\$ 261,577	\$ 1,205,005
2025	\$ 280	\$ 268,116	\$ 1,218,064
2026	\$ 287	\$ 274,819	\$ 1,125,793

*\* Annual Reserve Payments have been manually modified.*

*Payments have been modified to smooth payments over time.*

*Fiscal Year beginning October 1, 2021*