



Rizzetta & Company

# **Alta Lakes Community Development District**

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## **Board of Supervisors' Meeting September 22, 2021**

**District Office:  
2806 N. Fifth Street  
Unit 403  
St. Augustine, FL 32084**

## **ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT**

Rizzetta & Company, Inc., 2806 North Fifth Street, Unit 403, St. Augustine, FL 32084

<b>Board of Supervisors</b>	Courtney Brackin W. Parker Pearman Cassidy Hardison Kisha May-Lewis Sylvester Wilkins	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Lesley Gallagher	Rizzetta & Company, Inc.
<b>Associate District Manager</b>	Carol Brown	Rizzetta & Company, Inc.
<b>District Counsel</b>	Katie Buchanan	Hopping Green & Sams, P.A.
<b>Interim Engineer</b>	Vincent Dunn	Dunn & Associates, Inc.

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

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

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (904) 436-6270. 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.

# ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

**District Office · St. Augustine, Florida · (904) 436-6270**

**Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614**  
**altalakescdd.org**

September 15, 2021

**Board of Supervisors  
Alta Lakes Community  
Development District**

## AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors' of the Alta Lakes Community Development District will be held on **Wednesday, September 22, 2021 at 10:00 a.m.** at the Alta Lakes Amenity Center located at 3108 Alta Lakes Blvd., Jacksonville, FL 32226. Following is the tentative agenda for the meeting.

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of Meeting of the Board of Supervisors' Regular Meeting held July 28, 2021.....**Tab 1**
  - B. Ratification of Operations & Maintenance Expenditures for May 2021, June 2021, July 2021 & August 2021.....**Tab 2**
- 4. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. Landscape and Maintenance.....**Tab 3**
    - 1.) BrightView Landscape Report: September 13, 2021
  - D. Amenity Manager.....**Tab 4**
    - 1.) First Coast Amenity Management Report: September 2021
    - 2.) Discussion & Consideration of Proposal for Holiday Lighting
  - E. District Manager.....**Tab 5**
    - 1.) Acceptance of Second Addendum to the Contract for Professional District Services
    - 2.) Solitude Lake Management Reports: September 8, 2021
- 5. BUSINESS ITEMS**
  - A. Consideration of Proposal for Brightview Landscape Renewal.....**Tab 6**
  - B. Consideration of Proposal(s) for Landscape Enhancements.....**Tab 7**
  - C. Consideration of Proposal for First Coast CMS Renewal.....**Tab 8**
  - D. Consideration of Proposal for Duval Fence for Amenity Parking Lot Area *Under Separate Cover*
  - E. Consideration of Proposal(s) for Rear Entry Lighting.....**Tab 9**
  - F. Consideration of Proposal for Innovative Fountain Renewal.....**Tab 10**
  - G. Consideration of Proposal for Cattail Removal.....**Tab 11**
  - H. Consideration of Proposal(s) for Pool Repairs.....**Tab 12**

# ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

**District Office · St. Augustine, Florida · (904) 436-6270**  
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altalakescdd.org

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- I. Consideration of Fiscal Year 2021-2022 District Insurance Policy  
Renewal.....**Tab 13**
- J. Consideration of Resolution 2021-07, Designation Date, Time and Location  
of Regular Fiscal Year Meetings 2021-2022.....**Tab 14**
- K. Consideration of Proposals for Security Cameras/Services  
*Under Separate Cover*
- 6. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at 904-436-6270.



**CALL TO ORDER / ROLL CALL**

# **AUDIENCE COMMENTS ON AGENDA ITEMS**

# **BUSINESS ADMINISTRATION**

## **Tab 1**

## 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.*

### ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors' of the Alta Lakes Community Development District was held on **Wednesday, July 28, at 6:00 p.m.** at the Alta Lakes Amenity Center located at 3108 Alta Lakes Blvd., Jacksonville, FL 32226. Following is the agenda for the meeting.

Robert Porter	<b>Board Supervisor, Chairman</b>
Mark Dearing	<b>Board Supervisor, Vice Chairman</b>
John Gislason	<b>Board Supervisor, Assistant Secretary</b>
Anthony Sharp	<b>Board Supervisor, Assistant Secretary</b>
Cassidy Hardison	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Lesley Gallagher	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Katie Buchanan	<b>District Counsel, Hopping Green &amp; Sams</b>
Tony Shiver	<b>Amenity Manager, President First Coast CMS</b> <b>(via speakerphone)</b>
Chris Ernst	<b>Account Manager, BrightView Landscape</b> <b>(via speakerphone)</b>

Public via Teleconference

Audience members present

### FIRST ORDER OF BUSINESS

### Call to Order

Mr. Porter called the meeting to order at 6:00 p.m.

### SECOND ORDER OF BUSINESS

### Audience Comments on Agenda Items

Audience members had questions about who makes up the CDD Board and had pond concern comments.

**THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of  
Meeting of the Board of Supervisors'  
Regular Meeting held April 28, 2021**

On a motion by Mr. Dearing, seconded by Mr. Gislason, with all in favor, the Board approved the Minutes of Meeting of the Board of Supervisors' Regular Meeting (Exhibit A) held April 28, 2021 for Alta Lakes Community Development District.

**FOURTH ORDER OF BUSINESS**

**Ratification of Operations &  
Maintenance Expenditures for  
April 2021**

On a motion by Mr. Dearing, seconded by Mr. Gislason, with all in favor, the Board ratified acceptance of the Operations & Maintenance Expenditures for April 2021 in the amount of \$36,142.77 (Exhibit B) for Alta Lakes Community Development District.

**FIFTH ORDER OF BUSINESS**

**Ratification of Approval of Financial  
Statement for Period Ending  
September 30, 2020**

On a motion by Mr. Dearing, seconded by Mr. Gislason, with all in favor, the Board ratified the acceptance of the audit for fiscal year ending September 30, 2020 for Alta Lakes Community Development District.

**SIXTH ORDER OF BUSINESS**

**Staff Report**

- A. District Counsel  
Ms. Buchanan updated that she is working on project completion, mentioned previously with the District Engineer, and is expecting to have additional information at the next meeting.
- B. District Engineer  
Not present.
- C. Landscape and Maintenance

Mr. Ernst, Brightview Representative, provided a review of the Landscape Report found under tab 2 of the agenda and was available to answer questions.

**Consideration of BrightView  
Proposal for Repairs from  
Engineer's Report**

On a motion by Mr. Dearing, seconded by Mr. Gislason, with all in favor, the Board approved the proposal from BrightView for repairs associated with the Annual Engineer's Report in the amount of \$4,195.25 (Exhibit C) for Alta Lakes Community Development District.

**D. Amenity Manager**

Mr. Shiver, Amenity Manager, reviewed the Amenity Manager Report found under tab 3 of the agenda. The Board authorized him to purchase a bosu ball, half bosu ball and medicine ball set with rack for the fitness room at a cost not to exceed \$500.00.

**E. District Manager**

Ms. Gallagher, District Manager, updated the Board that per correspondence received from Duval County Supervisor of Elections, there were 544 registered voters within the district as of May 17, 2021.

Ms. Gallagher also noted that she had been communicating pond concerns to the current vendor and the cattails will be removed in the cooler months.

**SIXTH ORDER OF BUSINESS**

**Business Items**

The Board reviewed proposals from Duval fence and Superior Fence to install fencing along the multipurpose field on the Alta Lakes Blvd. side.

**Consideration of Fencing Proposals**

On a motion by Mr. Dearing, seconded by Mr. Gislason, with all in favor, the Board approved the Duval Fence revised proposal in the amount of \$8,663.00 (Exhibit D) for Alta Lakes Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Proposal(s) for Pool  
Repairs**

The Board tabled this agenda item.

## **EIGHTH ORDER OF BUSINESS**

### **Public Hearing on Fiscal Year 2021-2022 Final Budget and Special Assessments**

On a motion by Mr. Dearing, seconded by Mr. Gislason, with all in favor, the Board opened the Public Hearing on Fiscal Year 2021-2022 Budget and Special Assessments for Alta Lakes Community Development District.

A public comment included a splash pad timer request, lights for the courts to be on timers, sprinklers at the facility running during the day and pickleball court maintenance.

On a motion by Mr. Dearing, seconded by Mr. Gislason, with all in favor, the Board closed the Public Hearing on Fiscal Year 2021-2022 Budget and Special Assessments for Alta Lakes Community Development District.

- 1.) Consideration of Resolution 2021-05, Approving Fiscal Year 2021-2022 Final Budget
- 2.) Consideration of Resolution 2021-06 Imposing Special Assessments

On a motion by Mr. Dearing, seconded by Mr. Gislason, with all in favor, the Board adopted Resolution 2021-05, approving the Fiscal Year 2021/2022 Final Budget as presented and Resolution 2021-06, Certifying the Assessment Roll and Imposing Assessments for Alta Lakes Community Development District.

## **NINTH ORDER OF BUSINESS**

### **Discussion Regarding Transition of CDD Board**

Mr. Porter explained that although the threshold requested to turn the Board over had not been met yet, DR Horton Representatives were ready to move out of the CDD Board seats and transition to a resident Board.

Mr. Anthony Sharp, Assistant Secretary, resigned.

On a motion by Mr. Dearing, seconded by Mr. Gislason, with all in favor, the Board appointed Ms. Courtney Brackin for Alta Lakes Community Development District.

Ms. Courtney Brackin took her Oath of Office.

Mr. Mark Dearing, Vice Chairman, resigned.

On a motion by Mr. Porter, seconded by Mr. Gislason, with all in favor, the Board appointed Mr. Parker Pearman for Alta Lakes Community Development District.

Mr. Parker Pearman took his Oath of Office.



Mr. John Gislason, Assistant Secretary, resigned.

On a motion by Mr. Porter, seconded by Mr. Pearman, with all in favor, the Board appointed Mr. Sylvester Wilkins for Alta Lakes Community Development District.

Mr. Sylvester Wilkins took his Oath of Office.

Mr. Robert Porter, Chairman, resigned.

On a motion by Mr. Sylvester Wilkins, seconded by Ms. Courtney Brackin, with all in favor, the Board appointed Ms. Kisha Lewis for Alta Lakes Community Development District.

Ms. Lewis was not present to take her Oath of Office.

On a motion by Ms. Brackin, seconded by Mr. Pearman, the Board redesignated the Chairperson as Ms. Courtney Brackin; Vice Chairperson as Parker Pearman; Assistant Secretaries as Ms. Cassidy Hardison, Sylvester Wilkins, Kisha Lewis, Lesley Gallagher and Melissa Dobbins for Alta Lakes Community Development District.

## **TENTH ORDER OF BUSINESS**

## **Supervisors Request and Audience Comments**

Audience members had comments regarding landscape concerns, pool access, security, and speeding.

A proposal was made for residents to request purchasing a tract of CDD property behind their homes on Red Koi.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

<p>On a motion by Mr. Sylvester, seconded by Mr. Parker, with all in favor, the Board adjourned the meeting at 7:48 p.m. for Alta Lakes Community Development District.</p>
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Secretary / Assistant Secretary

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Chairman / Vice Chairman

# **Exhibit A**

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## MINUTES OF MEETING

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### ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors' of the Alta Lakes Community Development District was held on **Wednesday, April 28, at 6:00 p.m.** at the Alta Lakes Amenity Center located at 3108 Alta Lakes Blvd., Jacksonville, FL 32226. Following is the agenda for the meeting.

Robert Porter	<b>Board Supervisor, Chairman</b>
Mark Dearing	<b>Board Supervisor, Vice Chairman</b>
John Gislason	<b>Board Supervisor, Assistant Secretary</b>
Anthony Sharp	<b>Board Supervisor, Assistant Secretary</b>
Cassidy Hardison	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Lesley Gallagher	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Katie Buchanan	<b>District Counsel, Hopping Green &amp; Sams</b> <b>(via speakerphone)</b>
Tony Shiver	<b>Amenity Manager, President First Coast CMS</b>
Chris Ernst	<b>Account Manager, BrightView Landscape</b>

Audience members present

Cassidy Hardison took her Oath of Office prior to the onset of the Board of Supervisors Meeting.

#### FIRST ORDER OF BUSINESS

#### Call to Order

Mr. Porter called the meeting to order at 6:00 p.m.

#### SECOND ORDER OF BUSINESS

#### Audience Comments on Agenda Items

No audience comments on agenda items.

**THIRD ORDER OF BUSINESS****Consideration of the Minutes of  
Meeting of the Board of Supervisors'  
Regular Meeting held March 24, 2021**

On a motion by Mr. Dearing, seconded by Mr. Gislason, with all in favor, the Board approved the Minutes of Meeting for the March 24, 2021 meeting for Alta Lakes Community Development District.

**FOURTH ORDER OF BUSINESS****Ratification of Operations &  
Maintenance Expenditures for  
February 2021 and March 2021**

On a motion by Mr. Dearing, seconded by Mr. Gislason, with all in favor, the Board the Board ratified Operations & Maintenance Expenditures for February 2021 in the amount of \$42,191.29 and March 2021 in the amount of \$18,924.06 for Alta Lakes Community Development District.

**FIFTH ORDER OF BUSINESS****Staff Reports**

- A. District Counsel  
Ms. Buchanan updated the Board on the recent legislature and that the COVID-19 Liability Law had been adopted. She noted that this law would make it challenging for someone to be successful in a lawsuit due to COVID-19.
- B. District Engineer  
Not present.
- C. Landscape and Maintenance  
1.) BrightView Landscape Report, April 19, 2021  
2.) *Consideration of BrightView Proposal for Repairs from Engineers Report (Under Separate Cover)*  
Mr. Ernst reviewed his Landscape Report found under Tab 3 of the agenda and noted that they would be reviewing damage at the entry due to recent FDOT work and also treating the ant mounds again tomorrow.  
  
The Board tabled the BrightView Proposal for Repairs from Engineers Report.
- D. Amenity Manager  
1.) First Coast CMS, Amenity Manager Report, April 2021  
Mr. Shiver reviewed his report found under Tab 4 of the agenda and updated the Board that the splash pad recoating had been completed. He also noted that the ADA lift chair was being repaired due to a manufacturer defect and that he had reported lights out at the facility and they are being repaired under warranty.



- E. District Manager  
No report.

**SIXTH ORDER OF BUSINESS**

**Consideration of Proposals for Pond  
Fountain Preventative Maintenance**

The Board reviewed proposals from Solitude, Innovative Fountain and also North Florida Irrigation (Exhibit A) for preventative maintenance on the pond fountains. The Board approved the proposal from North Florida Irrigation at an annual amount of \$1,125.00 for three inspections per year on three (3) fountains and directed Counsel to prepare such agreement.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Proposal for  
Fitness Equipment Preventative  
Maintenance**

On a motion by Mr. Dearing, seconded by Mr. Gislason, with all in favor, the Board approved the proposal from Fitness Pro at a fee of \$165.00 quarterly for Alta Lakes Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-03,  
Approving Fiscal Year 2021-2022  
Proposed Budget and Setting Public  
Hearing**

On a motion by Mr. Dearing, seconded by Mr. Gislason, with all in favor, the Board approved Fiscal Year 2021-2022 Proposed Budget and Adopted Resolution 2021-03 Setting the Public Hearing for July 28, 2021 at 6:00 p.m. at the Alta Lakes Amenity Center located at 3108 Alta Lakes Blvd., Jacksonville, FL 32226 for Alta Lakes Community Development District.

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-04,  
Project Completion and Assessment  
Finalization**

The Board tabled this agenda item.

**TENTH ORDER OF BUSINESS**

**Supervisors Request and Audience  
Comments**

No supervisor request.

An audience member had questions about pond five (5) and Ms. Gallagher was directed to post the pond map on the website.

An audience member had comments regarding Security.

On a motion by Mr. Dearing, seconded by Mr. Gislason, with all in favor, the Board authorized Mr. Shiver to contact JSO and provide access to the facility if they would like to use during shifts allowing a presence at the facility as well, at no additional expense, for Alta Lakes Community Development District.

An audience member had comments regarding ATV's in common areas, entry fountains, fish in ponds, holiday decorations and amenity room rentals.

## **ELEVENTH ORDER OF BUSINESS**

## **Adjournment**

On a motion by Mr. Dearing, seconded by Mr. Gislason, with all in favor, the Board adjourned the meeting at 6:27 p.m. for Alta Lakes Community Development District.

# **Exhibit B**



# ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 2806 N FIFTH STREET · UNIT 403 · ST. AUGUSTINE, FLORIDA 32084

## **Operations 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. This does not include expenditures previously approved by the Board.

The total items being presented:

Approval of Expenditures: **\$36,142.77**

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\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

# ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

## Paid Operation and Maintenance Expenditures

April 1, 2021 Through April 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
AlphaDog Audio, Video, Security, LLC	001391	13630	ADC Access Door Addon 04/21	\$ 80.00
Anthony Sharp	001390	AS032421	BOS Meeting 03/24/2021	\$ 200.00
Brett Infante	001385	BI032421	BOS Meeting 03/24/2021	\$ 200.00
BrightView Landscape Services, Inc	001392	7249479	Landscape Maintenance 03/21	\$ 7,076.58
BrightView Landscape Services, Inc	001397	7290703	Exterior Maintenance 04/21	\$ 7,982.71
Doody Daddy	001394	2103	Pet Station Maintenance 03/21	\$ 258.00
Doody Daddy	001394	2104	Pet Station Maintenance 04/21	\$ 361.00
Dunn & Associates, Inc.	001401	21-257	Engineering General Services 04/21	\$ 4,117.70
Egis Insurance Advisors LLC	001402	12939	Policy 100119398 10/01/20-10/01/2021Added Insurance Amenity Services 03/21	\$ 102.00
First Coast Contract Maintenance Service, LLC	001395	5605		\$ 3,946.00
First Coast Contract Maintenance Service, LLC	001398	5668	Common Area Maintenance 04/21	\$ 3,946.00
First Coast Contract Maintenance Service, LLC	001395	5690	Purchase Reimbursements 03/21	\$ 1,432.93
Hopping Green & Sams	001396	121419	General Legal Fees 03/21	\$ 119.50
Innersync Studio, Ltd dba. Campus Suite	001393	19334	Website Service ADA Compliance 04/21	\$ 384.38

# ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures

April 1, 2021 Through April 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Jacksonville Daily Record	001399	21-02539D	Legal Advertising 04/21	\$ 120.13
John Gislason	001384	JG032421	BOS Meeting 03/24/2021	\$ 200.00
Mark Dearing	001383	MD032421	BOS Meeting 03/24/2021	\$ 200.00
Office Dynamics	001386	00032471	CDD Book Copies 03/21	\$ 57.34
Rizzetta & Company, Inc.	001388	INV00000057583	District Management Fees 04/21	\$ 3,965.50
Rizzetta Technology	001389	INV00000007377	Email/Website Hosting Service 04/21	\$ 100.00
Services Robert Porter	001387	BP032421	BOS Meeting 03/24/2021	\$ 200.00
Solitude Lake Management LLC	001400	PI-A00578184	Lake & Pond Management Services 04/21	\$ 1,093.00
<b>Report Total</b>				<b>\$ 36,142.77</b>

# Exhibit C

## Proposal for Extra Work at Alta Lakes CDD

Property Name	Alta Lakes CDD	Contact	Lesley Gallagher
Property Address	3108 Alta Lakes Blvd. Jacksonville, FL 32226	To	Alta Lakes CDD
		Billing Address	2806 N Fifth St Unit 403 St. Augustine, FL 32314
Project Name	Alta Lakes: Redo Per Inspection Sheet Provided By Dunn and Assoc		
Project Description	Landscape Enhancements Redo Per Inspection Sheet Provided By Dunn and Assoc. Per Site Inspection		

### Scope of Work

QTY	UoM/Size	Material/Description	Total
<b>9. Pond #1:</b>			<b>\$327.50</b>
1.00	LUMP SUM	Prep Area for Installation of Sod and Dirt. Grade out any washouts. Dispatch of Crews.	
200.00	SQUARE FEET	Bahia Sod - Installed	
1.00	CUBIC YARD	Fill Dirt - Installed	
<b>10. Pond L:</b>			<b>\$787.00</b>
1.00	LUMP SUM	Prep Area for Installation of Sod and Dirt. Grade out any washouts. Dispatch of Crews.	
400.00	SQUARE FEET	Bahia Sod - Installed	
2.50	CUBIC YARD	Fill Dirt - Installed	
<b>13. Pond S and T:</b>			<b>\$141.75</b>
1.00	LUMP SUM	Remove any Trash from ditch between Ponds S and T. Remove Debris from Site.	
<b>16. Pond M:</b>			<b>\$982.50</b>
1.00	LUMP SUM	Prep Area for Installation of Sod and Dirt. Grade out any washouts. Dispatch of Crews.	
600.00	SQUARE FEET	Bahia Sod - Installed	
3.00	CUBIC YARD	Fill Dirt - Installed	
<b>17. Lot 56 Spotted Bass Lane:</b>			<b>\$1,420.50</b>
1.00	LUMP SUM	Prep Area for Installation of Sod and Dirt. Grade area towards lake to help flow of water. Dispatch of Crews.	
1,200.00	SQUARE FEET	Bahia Sod - Installed	
<b>18. Alta Lakes Drive at Soccer Feild</b>			<b>\$536.00</b>
1.00	LUMP SUM	Remove sod with Sod Cutter. Lower Grade of Area to help flow of water (To prevent from Ponding)	
200.00	SQUARE FEET	Bahia Sod - Installed (To Replace Removed Sod)	

For internal use only

SO# 7565938  
JOB# 346100484  
Service Line 130

**Total Price** \$4,195.25

**THIS IS NOT AN INVOICE**

This proposal is valid for 60 days unless otherwise approved by BrightView Landscape Services, Inc.  
11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014



## TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only, contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license and permit requirements of the City, State and Federal Governments, as well as all other requirements of law.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales tax where applicable on material supplied.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Client/Owner, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall indemnify the Client/Owner and its agents and employees from and against any third party liabilities that arise out of Contractor's work to the extent such liabilities are adjudicated to have been caused by Contractor's negligence or willful misconduct. Contractor shall not be liable for any damage that occurs from Acts of God are defined as those caused by windstorm, hail, fire, flood, earthquake, hurricane and freezing, etc. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this agreement within sixty (60) days. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Client/Owner or not under Client/Owner management and control shall be the sole responsibility of the Client/Owner.
7. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
8. **Additional Services:** Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
9. **Access to Jobsite:** Client/Owner shall provide all utilities to perform the work. Client/Owner shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the owner makes the site available for performance of the work.
10. **Invoicing:** Client/Owner shall make payment to Contractor within fifteen (15) days upon receipt of invoice. In the event the schedule for the completion of the work shall require more than thirty (30) days, a progress bill will be presented by month end and shall be paid within fifteen (15) days upon receipt of invoice.
11. **Termination:** This Work Order may be terminated by the either party with or without cause, upon seven (7) work days advance written notice. Client/Owner will be required to pay for all materials purchased and work completed to the date of termination and reasonable charges incurred in demobilizing.
12. **Assignment:** The Owner/Client and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Owner/Client nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
13. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Owner. If the Client/Owner must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Client/Owner directly to the designer involved.

14. **Cancellation:** Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Client/Owner will be liable for a minimum travel charge of \$150.00 and billed to Client/Owner.

The following sections shall apply where Contractor provides Customer with tree care services:

15. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Client/Owner. Defined backfill and landscape material may be specified. Client/Owner shall be responsible for contacting Underground Service Alert to locate underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Client/Owner's expense.
16. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (international Society of Arboricultural) standards will require a signed waiver of liability.

### Acceptance of this Contract

Contractor is authorized to perform the work stated on the face of this Contract. Payment will be 100% due at time of billing. If payment has not been received by BrightView within fifteen (15) days after billing, BrightView shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Client/Owner. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 30 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY

### Customer

#### Property Manager

Signature	Title
<b>Lesley Gallagher</b>	<b>July 27, 2021</b>
Printed Name	Date

### BrightView Landscape Services, Inc. "BrightView"

#### Enhancement Manager

Signature	Title
<b>James Chadwick Knight</b>	<b>July 27, 2021</b>
Printed Name	Date

<b>Job #:</b>	<b>346100484</b>	<b>Proposed Price:</b>	<b>\$4,195.25</b>
<b>SO #</b>	<b>7565938</b>		

# **Exhibit D**



# DUVAL FENCE, INC.

DUVAL FENCE, INC.  
Jacksonville, FL 32257  
www.duvalfence.com

5151 Sunbeam Road, Suite 13  
904-260-4747

## PROPOSAL/CONTRACT

Page 1  
06/30/2021

### Customer Information:

ALTA LAKES  
Dan Walker (904) 362.0618  
3108 ALTA LAKES BLVD  
Jacksonville, FL 32226

### Job Information:

Josh L  
dan@firstcoastcms.com

### Notes:

- FURNISH AND INSTALL:

600' OF 4' HIGH VINYL RAIL FENCE

STYLE: 3-RAIL  
COLOR: WHITE  
POST: 5" X 5" WITH PYRAMID POST CAP  
RAIL: 1.5" X 1.5" X 16'

\*ALL POST ARE SET IN CONCRETE FOOTINGS\*

PRICE INCLUDES MATERIALS & INSTALLATION  
TERMS: 50% DOWN BALANCE ON COMPLETION  
\*PRICE VALID FOR 5 DAYS  
\*SITE INSPECTION REQUIRED TO CONFIRM PRICE

DUVAL FENCE, INC. agrees to guarantee above fence to be free from defects in materials and workmanship for one year.

DUVAL FENCE, INC. shall advise the customer as to local zoning regulations but responsibility for complying with said regulations and obtaining any required permits shall rest with the customer. DUVAL FENCE, INC. will assist the customer, upon request, in determining where the fence is to be erected, but under no circumstance does DUVAL FENCE, INC. assume any responsibility concerning property lines or in any way guarantee their accuracy. If property pins cannot be located it is recommended that the customer have the property surveyed.

DUVAL FENCE, INC. will assume the responsibility for having underground public utilities located and marked. However, DUVAL FENCE, INC. assumes no responsibility for unmarked sprinkler lines, or any other unmarked buried lines or objects. The customer will assume all liability for any damage caused by directing DUVAL FENCE, INC. to dig in the immediate vicinity of known utilities.

The final billing will be based on the actual footage of fencing built and the work performed. Partial billing for materials delivered to the job site and work completed may be sent at weekly

intervals. Adjustments for material used on this job and adjustments for labor will be charged or credited at the currently established rates. Additional charges for any extra work not covered in this contract that was requested by the customer will also be added. The full amount of this contract along with any additional charges will become payable upon completion of all work whether or not it has been invoiced.

A finance charge of 1 1/2% per month (or a minimum of \$1.00), which is an annual percentage rate of 18%, shall be applied to accounts that are not paid within 10 days after completion of any work invoiced. All materials will remain the property of DUVAL FENCE, INC. until all invoices pertaining to this job are paid in full. The customer agrees to pay all interest and any costs incurred in the collection of this debt.

Contract Amount: \$ 8663.20  
Down Payment: \$  
Balance Due: \$ 8663.20

Approved & Accepted for Customer:

*PS/K*  
Customer

Date

Accepted for DUVAL FENCE, INC.:

Salesperson

Date



## **Tab 2**

# ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 2806 N FIFTH STREET · UNIT 403 · ST. AUGUSTINE, FLORIDA 32084

## **Operations and Maintenance Expenditures May 2021 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from May 1, 2021 through May 31, 2021. This does not include expenditures previously approved by the Board.

The total items being presented:

Approval of Expenditures: **\$20,809.05**

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

# ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures

May 1, 2021 Through May 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Anthony Sharp	001411	AS042821	BOS Meeting 04/28/2021	\$ 200.00
BrightView Landscape Services, Inc	001403	7326242	Install Spring Annuals 04/21	\$ 600.24
BrightView Landscape Services, Inc	001416	7332309	Landscape Maintenance 05/21	\$ 7,076.58
Cassidy Hardison	001406	CH042821	BOS Meeting 04/28/2021	\$ 200.00
Darlene Berkeley	001414	Berkeley041021	Refund of rental deposit	\$ 250.00
Doody Daddy	001415	2105	Pet Station Maintenance 05/21	\$ 361.00
First Coast Contract Maintenance Service, LLC	001417	5740	Amenity Services 05/21	\$ 3,946.00
Hopping Green & Sams	001407	122000	General Legal Fees 03/21	\$ 1,018.00
Innovative Fountain Services	001412	2021411	Monthly Stationary Maintenance 04/21	\$ 734.73
John Gislason	001405	JG042821	BOS Meeting 04/28/2021	\$ 200.00
Mark Dearing	001404	MD042821	BOS Meeting 04/28/2021	\$ 200.00
Office Dynamics	001413	00032684	CDD Book Copies 04/21	\$ 58.00
Rizzetta & Company, Inc.	001409	INV0000058149	District Management Fees 05/21	\$ 3,965.50
Rizzetta Technology Services	001410	INV0000007472	Email/Website Hosting Service 05/21	\$ 100.00

# ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures  
May 1, 2021 Through May 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Robert Porter	001408	BP042821	BOS Meeting 04/28/2021	\$ 200.00
Solitude Lake Management LLC	001418	PI-A00596160	Lake & Pond Management Services 05/21	<u>\$ 1,699.00</u>
<b>Report Total</b>				<b><u><u>\$ 20,809.05</u></u></b>

# ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 2806 N FIFTH STREET · UNIT 403 · ST. AUGUSTINE, FLORIDA 32084

## **Operations and Maintenance Expenditures June 2021 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from June 1, 2021 through June 30, 2021. This does not include expenditures previously approved by the Board.

The total items being presented:

Approval of Expenditures: **\$15,032.79**

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

# ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

## Paid Operation and Maintenance Expenditures

June 1, 2021 Through June 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
AlphaDog Audio, Video, Security, LLC	001419	14403	ADC Access Door Addon 05/21	\$ 80.00
AlphaDog Audio, Video, Security, LLC	001423	15181	ADC Access Door Addon 06/21	\$ 80.00
Always Improving, LLC dba Fitness Pro	001421	25003	Preventative Maintenance 05/21	\$ 165.00
Doody Daddy	001428	2106	Pet Station Maintenance 06/21	\$ 361.00
Dunn & Associates, Inc.	001420	21-316	Engineering General Services 05/21	\$ 527.50
First Coast Contract Maintenance Service, LLC	001426	5858	Additional Staffing 06/21	\$ 250.00
Hopping Green & Sams	001427	122807	General Legal Fees 04/30/21	\$ 2,542.50
Innovative Fountain Services	001424	2021481	Monthly Stationary Maintenance 05/21	\$ 695.06
JEA	2021062121-1	9415158183 05/21	Account #9415158183 05/21	\$ 4,567.23
Rizzetta & Company, Inc.	001422	INV0000058920	District Management Fees 06/21	\$ 3,965.50
Rizzetta Technology Services	001425	INV0000007566	Email/Website Hosting Service 06/21	\$ 100.00
Solitude Lake Management LLC	001429	PI-A00614096	Lake & Pond Management Services 06/21	<u>\$ 1,699.00</u>
<b>Report Total</b>				<b><u>\$ 15,032.79</u></b>

# ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 2806 N FIFTH STREET · UNIT 403 · ST. AUGUSTINE, FLORIDA 32084

## **Operations and Maintenance Expenditures July 2021 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from July 1, 2021 through July 31, 2021. This does not include expenditures previously approved by the Board.

The total items being presented:

Approval of Expenditures: **\$17,331.21**

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

# ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures  
July 1, 2021 Through July 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
AlphaDog Audio, Video, Security, LLC	001433	15950	ADC Access Door Addon 07/21	\$ 80.00
Berger Toombs Elam Gaines & Frank	001434	354691	Financial Statement for FYE September 30, 2020	\$ 3,465.00
BrightView Landscape Services, Inc	001435	7441653	Irrigation Repair 06/21	\$ 1,449.00
Comcast	2021070721-1	2021070721-1	Comcast Auto Pay 07/21	\$ 292.47
Doody Daddy	001436	2107	Pet Station Maintenance 07/21	\$ 361.00
Dunn & Associates, Inc.	001430	21-379	Engineering General Services 06/21	\$ 1,068.75
Jacksonville Daily Record	001437	21-04350D	Legal Advertising 06/21	\$ 844.92
JEA	2021072221-1	9415158183 06/21	Account #9415158183 06/21	\$ 5,164.79
Ra'chele Wright	001438	Wright 062721	Refund of Rental Deposit 06/21	\$ 250.00
Republic Services #687	2021070721-2	2021070721-2	Republic Services 06/21 & 07/21	\$ 289.78
Rizzetta & Company, Inc.	001431	INV0000059371	District Management Fees 07/21	\$ 3,965.50
Rizzetta Technology Services	001432	INV0000007721	Email/Website Hosting Service 0721	\$ 100.00
<b>Report Total</b>				<b><u>\$ 17,331.21</u></b>



# ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 2806 N FIFTH STREET · UNIT 403 · ST. AUGUSTINE, FLORIDA 32084

## **Operations and Maintenance Expenditures August 2021 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from August 1, 2021 through August 31, 2021. This does not include expenditures previously approved by the Board.

The total items being presented:

Approval of Expenditures: **\$51,214.50**

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

# ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures  
August 1, 2021 Through August 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Always Improving, LLC dba Fitness Pro	1443	25258	Service call 05/21	\$ 200.00
Always Improving, LLC dba Fitness Pro	1456	25603	Preventive Maintanance 08/21	\$ 165.00
AMTEC Corp	1439	1652926	Arbitrage Rebate Calculation Series 2019	\$ 450.00
Anthony Sharp	1461	AS072821	BOS Meeting 07/28/21	\$ 200.00
BrightView Landscape Services, Inc	1440	7422831	Landscape Maintenance 07/21	\$ 7,982.72
BrightView Landscape Services, Inc	1453	7465332	Landscape Maintenance 08/21	\$ 7,076.58
Cassidy Hardison	1458	CH072821	BOS Meeting 07/28/21	\$ 200.00
Comcast	Auto Pay 202108092021		Auto Pay	\$ 299.51
Doody Daddy	1449	2108	Pet Station Maintenance 08/21	\$ 361.00
Dunn & Associates, Inc.	1452	21-444	Engineering General Services 06/21	\$ 727.50
First Coast Contract Maintenance Service, LLC	1442	5790	Purchase Reimbursements 04/21	\$ 2,962.74
First Coast Contract Maintenance Service, LLC	1442	5811	Amenity Services 07/21	\$ 3,946.00
First Coast Contract Maintenance Service, LLC	1455	5886	Amenity Services 08/21	\$ 3,946.00
First Coast Contract Maintenance Service, LLC	1442	5910	Purchase Reimbursements 06/21	\$ 2,276.56
Hopping Green & Sams	1444	123709	General Legal Fees 05/21	\$ 1,275.50

# ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures  
August 1, 2021 Through August 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Innersync Studio, Ltd dba. Campus Suite	1441	19576	Website Service 07/21	\$ 384.38
Innovative Fountain Services	1445	2021638	Monthly Stationary Maintenance 06/21	\$ 660.95
Innovative Fountain Services	1445	2021713	Monthly Stationary Maintenance 07/21	\$ 688.10
Innovative Fountain Services	1459	2021789	Monthly Stationary Maintenance 08/21	\$ 2,229.21
Innovative Fountain Services	1459	2021797	Monthly Maintenance 08/21	\$ 690.95
JEA	202108202021-19415158183		Account #9415158183 07/21	\$ 4,887.36
John Gislason	1457	JG07/28/21	BOS Meeting 07/28/21	\$ 200.00
Mark Dearing	1454	MD072821	BOS Meeting 07/28/21	\$ 200.00
Office Dynamics	1450	33194	CDD Book Copies 07/21	\$ 35.24
Republic Services #687	Auto Pay 202108062021		Auto Pay	\$ 159.23
Rizzetta & Company, Inc.	1446	INV0000059670	Mass Mail - 07/21	\$ 746.47
Rizzetta & Company, Inc.	1446	INV0000060304	District Management Fees 08/21	\$ 3,965.50
Rizzetta Technology Services	1447	INV0000007786	Email/Website Hosting Service 08/21	\$ 100.00
Robert Porter	1460	BP072821	BOS Meeting 07/28/21	\$ 200.00

# ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures  
August 1, 2021 Through August 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Solitude Lake Management LLC	1448	PI-A00628488	Lake & Pond Management Services 07/21	\$ 1,699.00
Solitude Lake Management LLC	1451	PI-A00644851	Lake & Pond Management Services 07/21	\$ 600.00
Solitude Lake Management LLC	1462	PI-A00650285	Lake & Pond Management Services 08/21	<u>\$ 1,699.00</u>
<b>Report Total</b>				<u><b>\$ 51,214.50</b></u>

# **STAFF REPORTS**

# District Counsel

# District Engineer

# **Landscape and Maintenance**



## **Tab 3**



11530 Davis Creek Court - Jacksonville, Florida 32256  
(904) 292-0716 / Fax: (904) 292-1014

## **MEMORANDUM**

DATE: September 13, 2021  
TO: Alta Lakes  
ATTN: Board of Directors  
FROM: Chris Ernst  
RE: Landscape Report

---

### **Grounds Maintenance**

Weekly grounds maintenance

Apply herbicide to pavers and sidewalk cracks.

Apply herbicide to landscape beds

Trimming entrances and amenity center

Picking up trash from construction

Hand weeding landscape beds

### **Irrigation**

Inspections are up to date

## **Agronomics**

The turf was will be treated in September. The scope of work will be an applying fertilizer, insecticide, fungicide, and broadleaf/grassy weed treatments.

## **Enhancements**

Mulch will be done in September. I am waiting on a date for which the work will be completed.

## **Arbor Care**

No new news to report

# Amenity Manager

## Tab 4



## Alta Lakes CDD

Field Report Sept 2021

First Coast CMS LLC

## ***Swimming Pools***

There is only one issue regarding the swimming pool.

There are several areas in the main pool with expansion joint sealant and grout has failed and popped out. We have provided two proposal for repairs. One from Franks Pools and the other from Oak Wells Aquatics.

## ***Maintenance and Facility***

- The extra gym wipe station and fitness equipment that was requested and approved by the Board was installed.
- The fencing that was approved on the Soccer field was installed by Duval Fence. We are working to get another proposal from them to close in the parking lot side with the same style fencing.
- We have provided a proposal from Alpha Dog Security to install upgraded security cameras with monitoring
- Our staff has installed special signs for the pool gates, indicating that the facility is for residents only and other are trespassing. The sign will also have the pool hours, and other key rules.
- A mass email was sent out reminding residents that swimming in retention ponds is prohibited.
- We will be working with community residents to set up a Halloween event for the community.
- Proposals for lighting at back entrance was obtains and submitted
- Proposal for Holiday lighting for entrance and clubhouse was submitted.



## Elite Christmas Lighting

1607 91st Ct. Vero Beach, FL 32966  
7729339349 | sales@elitechristmaslighting.com |  
elitechristmaslighting.com

### RECIPIENT:

#### Alta Lakes CDD

3108 Alta Lakes Boulevard  
Jacksonville, Florida 32226

### Estimate #2983

Sent on 09/08/2021

**Total \$6,976.09**

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
MAIN ENTRY - Left and right Alta Lakes monument sign upper edge outlined	With C9 LED warm white bulbs (Approx. 45ft ea. side / 90 total)	90	\$5.00	\$450.00
MAIN ENTRY - Left and right Alta Lakes monument sign with 2 wreaths on each sign	Commercial grade 48" Wreath lit with 5mm LED lights & 18" premium red structure bow (2 each sign / 4 total)	4	\$294.99	\$1,179.96
MAIN ENTRY - Left and right Alta Lakes monument sign with swagged garland on upper trellis	Commercial grade garland 9ft x 14" with 5mm LED lights (Approx. 2 ea. side / 4 total)	4	\$124.99	\$499.96
MAIN ENTRY - 5ct. Palm Trees behind each sign, 10 total, bases wrapped with	5mm LED warm white lights (Approx. 8 ea. tree / 80 sets)	80	\$32.00	\$2,560.00
CLUBHOUSE - Front facing roofline edge outlined	With C9 LED warm white bulbs (Approx. 200ft)	200	\$5.50	\$1,100.00
CLUBHOUSE - Wreath mounted over front entry	Commercial grade 60" Wreath lit with 5mm LED lights & 24" premium red structure bow	1	\$419.99	\$419.99
BACK ENTRY - Rear monument wall, top edge outlined	With C9 LED warm white bulbs (Approx. 25ft)	25	\$5.00	\$125.00
BACK ENTRY - Rear monument, 2 wreaths mounted on top of columns	Commercial grade 36" Wreath lit with 5mm LED lights & 12" premium red structure bow ( 2 ct. total)	2	\$219.99	\$439.98
Commercial grade photocell timer		5	\$14.00	\$70.00
Male / Female slide on plugs	Commercial grade / green	40	\$1.28	\$51.20
Zip Wire (for making custom cut extension cords)	Green / per foot pricing	200	\$0.40	\$80.00





# Elite Christmas Lighting

1607 91st Ct. Vero Beach, FL 32966  
7729339349 | sales@elitechristmaslighting.com |  
elitechristmaslighting.com

This estimate is valid for 30 days, prices may be subject to change.

Returned checks will be charged a \$75.00 Non-Sufficient funds fee.  
Customer is required to make a minimum deposit equal to 50% of the total project cost at the time of booking, prior to commencement of installation. (Installation dates are first come, first served and will not be reserved until full deposit payment is received.) Deposits are non-refundable

Remaining 50% (or balance) of total project cost is due in full the day of project completion. Accounts not paid within terms are subject to a 1.5% monthly finance charge.

If final payment is not made within a timely manner Elite Christmas Lighting reserves the right to remove all decorations immediately with no refund of prior payments. In the event payment is not made and decorations are removed the customer is still liable for full payment of agreed contract price. Customer will be responsible for any collection fees and or legal expenses required to resolve non payment.

Elite Christmas Lighting, as part of the services provided to the customer, will install and remove all lighting, décor, and other miscellaneous equipment. Removal of decor will begin on January 2nd, please advise if you would like to keep the decor beyond that date. Decor can not be kept up beyond the month of January.

Unless specifically stated the customer acknowledges that Elite Christmas Lighting. will not be liable for the removal or storage of any pre-existing lighting, décor, and other miscellaneous equipment belonging to the customer or venue, and not provided by Elite Christmas Lighting.

Customer is willfully requesting the services provided by Elite Christmas Lighting. and understands all risks (including personal injury and loss of personal property) associated with any and all lighting, décor, and other miscellaneous equipment. Customer releases Elite Christmas Lighting. from any known or unknown liability for injuries, loss or damage to personal property, which may occur during installation, use, or removal of all lighting, décor, and other miscellaneous equipment.

Customer understands all risks associated with the use of equipment such as vehicles, man-lifts, ladders, etc. And releases Elite Christmas Lighting from liability of damage to structures or landscaping, including sod, grass, and sidewalks.

Elite Christmas Lighting reserves the right to use photo/video of the decor for promotional use.

Elite Christmas Lighting will maintain the lighting and equipment due to any lighting issues arising from natural failures of equipment and installation. (For example faulty light sets, or falling light strands) valid from date of installation to January 2nd.

Elite Christmas Lighting does not warranty lighting and decor failures due to GFI trips, power surges, lightning strikes, vandalism, cut wiring from landscapers, damage from storms/natural disasters/acts of god, misuse/tampering with equipment, or any other issue not caused by an Elite Christmas Lighting staff member.

Elite Christmas Lighting will service lighting issues as described above at the following rate: \$100/hr for the first hour and \$75/hr each additional hour plus cost of materials/supplies.

Customer understands it is their responsibility to have electrical outlets installed and in working order prior to the day of installation. All trees, shrubs, and landscaping should also be trimmed prior to the day of installation. (Trimming by Elite Christmas Lighting is an additional \$75 / hour)

GFI outlets may trip when wet and we do everything possible to minimize this however, customers are responsible for resetting GFI's. All service calls that are due to GFI trips and unplugged lighting will be charged a service fee as described above.

Elite Christmas Lighting attempts to minimize any permanent fastening to buildings and structures however if deemed necessary will notify customer who will release Elite Christmas Lighting from any future claims arising from the use of such fasteners.

All lighting, décor, and other miscellaneous equipment will be leased to the customer however, Elite Christmas Lighting will retain full ownership of all equipment. (unless specifically stated)

<b>Subtotal</b>	\$6,976.09
<b>Tax Exempt (0.0%)</b>	\$0.00
<b>Total</b>	<b>\$6,976.09</b>



## Elite Christmas Lighting

1607 91st Ct. Vero Beach, FL 32966  
7729339349 | sales@elitechristmaslighting.com |  
elitechristmaslighting.com

### Notes Continued...

The customer assumes full responsibility for potential damage and theft to all lighting, décor, and other equipment. If the equipment is damaged while in use by the customer, the customer will reimburse Elite Christmas Lighting for the full original price of the equipment damaged.

Customer acknowledges that they are entering into a legally binding contract with Elite Christmas Lighting and agrees to use their services for the full duration of the contract listed. Customer can not cancel this contract without the prior approval of Elite Christmas Lighting. Customer may change the design throughout the length of contract but agrees not to spend less than the predetermined amounts for the predetermined time. Elite Christmas Lighting may cancel this contract with customer at any time if determined necessary.

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

# District Manager

## **Tab 5**

## SECOND ADDENDUM TO THE CONTRACT FOR PROFESSIONAL DISTRICT SERVICES

---

This Second Addendum to the Contract for Professional District Services (this “**Addendum**”), is made and entered into as of the 1<sup>st</sup> day of October, 2021 (the “**Effective Date**”), by and between **Alta Lakes Community Development District**, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, located in Duval County, Florida (the “**District**”), and **Rizzetta & Company, Inc.**, a Florida corporation (the “**Consultant**”).

### RECITALS

**WHEREAS**, the District and the Consultant entered into the Contract for Professional District Services dated July 17, 2018 (the “**Contract**”), incorporated by reference herein; and

**WHEREAS**, the District and the Consultant desire to amend **Exhibit B** - Schedule of Fees of the Fees and Expenses, section of the Contract as further described in this Addendum; and

**WHEREAS**, the District and the Consultant each has the authority to execute this Addendum and to perform its obligations and duties hereunder, and each party has satisfied all conditions precedent to the execution of this Addendum so that this Addendum constitutes a legal and binding obligation of each party hereto.

**NOW, THEREFORE**, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which is hereby acknowledged, the District and the Consultant agree to the changes to amend **Exhibit B** - Schedule of Fees attached.

The amended **Exhibit B** - Schedule of Fees are hereby ratified and confirmed. All other terms and conditions of the Contract remain in full force and effect.

**IN WITNESS WHEREOF** the undersigned have executed this Addendum as of the Effective Date.

*(Remainder of this page is left blank intentionally)*

Therefore, the Consultant and the District each intend to enter this Addendum, 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

**ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT**

BY: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: Chairman/Vice Chairman

DATE: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Vice Chairman/Assistant Secretary  
Board of Supervisors

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

**Exhibit B – Schedule of Fees**

## EXHIBIT B

### Schedule of Fees

<b>STANDARD ON-GOING SERVICES:</b>		
Standard On-Going Services will be billed in advance monthly pursuant to the following schedule:		
	<b>Monthly</b>	<b>Annually</b>
Management	\$1,760	\$21,117
Administrative	\$394	\$4,728
Accounting	\$1,576	\$18,911
Financial & Revenue Collections	\$315	\$3,782
Assessment Roll <sup>(1)</sup>		\$5,253
<b>Total Standard On-Going Services</b>	<b>\$4,045</b>	<b>\$53,791</b>

<sup>(1)</sup> Assessment Roll is paid in one lump-sum payment at the time the roll is completed

### 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

**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
-------------------------------------	--------	--------------

**ADDITIONAL THIRD-PARTY SERVICES:**

Pre-Payment Collections/Estoppel/Lien Releases:

Lot/ Homeowner	Per Occurrence	Upon Request
Bulk Parcel(s)	Per Occurrence	Upon Request





## Service History Report

September 8, 2021  
50097

### Alta Lakes CDD

Date Range: 08/01/21..08/31/21

Toll Free: (888) 480-5253  
Fax: (888) 358-0088  
www.solitudelakemanagement.com

=====

<b>Service Date</b>	<b>8/2/2021</b>	<b>7107</b>
<b>No.</b>	PI-A00645478	
<b>Order No.</b>	SMOR-496622	
<b>Contract No.</b>	SVR51511	
<b>Technician Name and State License #s</b>		
William R. Ashwell (Bill)		

---

Service Item #	Description	Lake No.	Lake Name
<b>7107-LAKE-ALL</b>	<b>Alta Lakes Cdd-Lake-ALL</b>	13	

General Comments: Inspected Lake

Inspected for algae

Inspected for Aquatic Weeds

=====

<b>Service Date</b>	<b>8/12/2021</b>	<b>7107</b>
<b>No.</b>	PI-A00655871	
<b>Order No.</b>	SMOR-499761	
<b>Contract No.</b>	SVR51511	
<b>Technician Name and State License #s</b>		
William R. Ashwell (Bill)		

---

Service Item #	Description	Lake No.	Lake Name
<b>7107-LAKE-ALL</b>	<b>Alta Lakes Cdd-Lake-ALL</b>	13	

Technician's Comments: Today algae and submerged weeds were treated on ponds 18,7,6&5. Pond 2 was inspected and determined to not require any treatment.

General Comments: Inspected Lake

Inspected for algae

Inspected for Aquatic Weeds

=====

<b>Service Date</b>	<b>8/26/2021</b>	<b>7107</b>
<b>No.</b>	PI-A00661456	
<b>Order No.</b>	SMOR-502824	
<b>Contract No.</b>	SVR51511	
<b>Technician Name and State License #s</b>		
William R. Ashwell (Bill)		

---

Service Item #	Description	Lake No.	Lake Name
<b>7107-LAKE-ALL</b>	<b>Alta Lakes Cdd-Lake-ALL</b>	13	

Technician's Comments: Today shoreline weed control was applied on ponds 16,2,11,3,10&16, algae and submerged weed control was applied on ponds 16,2,11,12,10,14&15. Some minor debris was also removed from ponds 2&13. No other treatments were deemed necessary on this service visit.

General Comments: Inspected Lake

Inspected for algae

OK

Inspected for Aquatic Weeds

OK

# **BUSINESS ITEMS**

## **Tab 6**



## LANDSCAPE MANAGEMENT

Base Management Monthly Price	\$ 6,695.00
Base Management Yearly Fee	\$80,340.00

Base Management pricing includes:

- 52 Grounds Maintenance Visits
- Mowing, Weeding, Edging
- Blowing Debris
- Bed Weed Control
- Shrubs and Groundcover Pruning
- Dog Park Addition \$2,339.41

Fertilizer/Pest Control/Weed Control Monthly Price	\$ 758.50
Fertilizer/Pest Control/Weed Control Yearly Fee	\$9,102.00

Agronomics Management pricing includes:

- 4x Turf Fertilization and as needed
- Turf Insect Control as needed
- Turf Weed Control as needed
- 2x Shrub and Groundcover Fertilization as needed
- Shrub and Groundcover Insect Control as needed

Irrigation Inspection Service Monthly Price	\$ 120.00
Irrigation Inspection Service Yearly Fee	\$ 1,440.00

Irrigation Inspection pricing includes:

- Monthly check and adjust
- Monthly cleaning irrigation heads
- Monthly Irrigation report

**Total Management Monthly Price      \$ 7,573.50**

**Total Management Yearly Fee Total      \$ 90,882.00**

## **Tab 7**

## Proposal for Extra Work at Alta Lakes CDD

Property Name	Alta Lakes CDD	Contact	Lesley Gallagher
Property Address	3108 Alta Lakes Blvd. Jacksonville, FL 32226	To	Alta Lakes CDD
		Billing Address	2806 N Fifth St Unit 403 St. Augustine, FL 32314
Project Name	Alta Lakes: Convert All Beds to Sod		
Project Description	Landscape Enhancements		

### Scope of Work

QTY	UoM/Size	Material/Description
1.00	LUMP SUM	Prep Area by removing plant material, grading, designing bed with sod cutter, deep edge bed lines and hardscapes, remove debris from site, and dispatch of crews. Spot Debris in Parking Lot and Pick up debris from Site.
11,200.00	SQUARE FEET	Bahia Sod - Installed
1.00	LUMP SUM	Inspection and/or adjustments to provide proper coverage to all specific areas. Remove Drip and Any Sprays where needs. Cap off areas where needed.

For internal use only

SO# 7622111  
JOB# 346100484  
Service Line 130

**Total Price** \$24,580.56

#### THIS IS NOT AN INVOICE

This proposal is valid for 60 days unless otherwise approved by BrightView Landscape Services, Inc.  
11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

## TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only, contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license and permit requirements of the City, State and Federal Governments, as well as all other requirements of law.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales tax where applicable on material supplied.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Client/Owner, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall indemnify the Client/Owner and its agents and employees from and against any third party liabilities that arise out of Contractor's work to the extent such liabilities are adjudicated to have been caused by Contractor's negligence or willful misconduct. Contractor shall not be liable for any damage that occurs from Acts of God are defined as those caused by windstorm, hail, fire, flood, earthquake, hurricane and freezing, etc. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this agreement within sixty (60) days. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Client/Owner or not under Client/Owner management and control shall be the sole responsibility of the Client/Owner.
7. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
8. **Additional Services:** Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
9. **Access to Jobsite:** Client/Owner shall provide all utilities to perform the work. Client/Owner shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the owner makes the site available for performance of the work.
10. **Invoicing:** Client/Owner shall make payment to Contractor within fifteen (15) days upon receipt of invoice. In the event the schedule for the completion of the work shall require more than thirty (30) days, a progress bill will be presented by month end and shall be paid within fifteen (15) days upon receipt of invoice.
11. **Termination:** This Work Order may be terminated by the either party with or without cause, upon seven (7) work days advance written notice. Client/Owner will be required to pay for all materials purchased and work completed to the date of termination and reasonable charges incurred in demobilizing.
12. **Assignment:** The Owner/Client and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Owner/Client nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
13. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Owner. If the Client/Owner must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Client/Owner directly to the designer involved.

14. **Cancellation:** Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Client/Owner will be liable for a minimum travel charge of \$150.00 and billed to Client/Owner.

The following sections shall apply where Contractor provides Customer with tree care services:

15. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Client/Owner. Defined backfill and landscape material may be specified. Client/Owner shall be responsible for contacting Underground Service Alert to locate underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Client/Owner's expense.
16. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (international Society of Arboricultural) standards will require a signed waiver of liability.

### Acceptance of this Contract

Contractor is authorized to perform the work stated on the face of this Contract. Payment will be 100% due at time of billing. If payment has not been received by BrightView within fifteen (15) days after billing, BrightView shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Client/Owner. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 30 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY

### Customer

#### Property Manager

Signature

Title

Lesley Gallagher

September 14, 2021

Printed Name

Date

### BrightView Landscape Services, Inc. "BrightView"

#### Enhancement Manager

Signature

Title

James Chadwick Knight

September 14, 2021

Printed Name

Date

Job #: 346100484

Proposed Price: \$24,580.56

SO # 7622111



## Proposal for Extra Work at Alta Lakes CDD

Property Name	Alta Lakes CDD	Contact	Lesley Gallagher
Property Address	3108 Alta Lakes Blvd. Jacksonville, FL 32226	To	Alta Lakes CDD
		Billing Address	2806 N Fifth St Unit 403 St. Augustine, FL 32314
Project Name	Alta Lakes: Convert Some sod and Replace plants for some beds		
Project Description	Landscape Enhancements		

### Scope of Work

QTY	UoM/Size	Material/Description
1.00	LUMP SUM	Prep Area by removing plant material, grading, designing bed with sod cutter, deep edge bed lines and hardscapes, remove debris from site, and dispatch of crews. Spot Debris in Parking Lot and Pick up debris from Site.
581.00	EACH	Liriope - 1 Gal - Installed
177.00	EACH	Muhly Grass - 1 Gal - Installed
9,200.00	SQUARE FEET	Bahia Sod - Installed
1.00	LUMP SUM	Inspection and/or adjustments to provide proper coverage to all specific areas. Remove Drip and Any Sprays where needed. Cap off areas where needed.

For internal use only

SO# 7622067  
JOB# 346100484  
Service Line 130

**Total Price** \$31,068.10

#### THIS IS NOT AN INVOICE

This proposal is valid for 60 days unless otherwise approved by BrightView Landscape Services, Inc.  
11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

## TERMS & CONDITIONS

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2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license and permit requirements of the City, State and Federal Governments, as well as all other requirements of law.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales tax where applicable on material supplied.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Client/Owner, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall indemnify the Client/Owner and its agents and employees from and against any third party liabilities that arise out of Contractor's work to the extent such liabilities are adjudicated to have been caused by Contractor's negligence or willful misconduct. Contractor shall not be liable for any damage that occurs from Acts of God are defined as those caused by windstorm, hail, fire, flood, earthquake, hurricane and freezing, etc. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this agreement within sixty (60) days. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Client/Owner or not under Client/Owner management and control shall be the sole responsibility of the Client/Owner.
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12. **Assignment:** The Owner/Client and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Owner/Client nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
13. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Owner. If the Client/Owner must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Client/Owner directly to the designer involved.

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16. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (international Society of Arboricultural) standards will require a signed waiver of liability.

### Acceptance of this Contract

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NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY

### Customer

#### Property Manager

Signature

Title

Lesley Gallagher

September 14, 2021

Printed Name

Date

### BrightView Landscape Services, Inc. "BrightView"

#### Enhancement Manager

Signature

Title

James Chadwick Knight

September 14, 2021

Printed Name


Date

Job #: 346100484

Proposed Price: \$31,068.10

SO # 7622067

*Alta Lakes Blvd: Plants and Sod (Plan)*

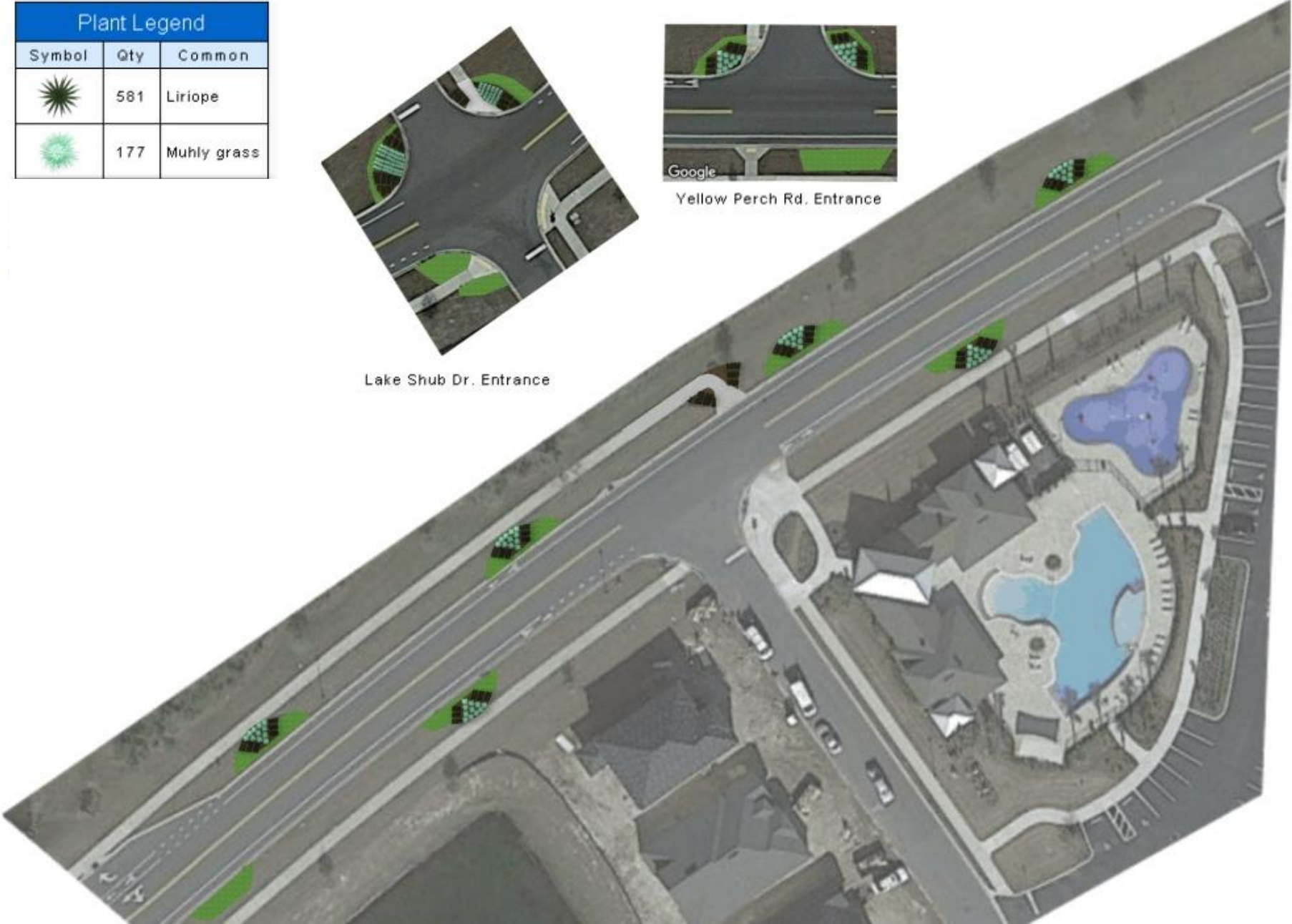
Plant Legend		
Symbol	Qty	Common
	581	Liriope
	177	Muhly grass



Lake Shub Dr. Entrance



Yellow Perch Rd. Entrance





## *Alta Lakes Blvd: Before and After*



Before



After



Liriope



# *Alta Lakes Blvd: Before and After*



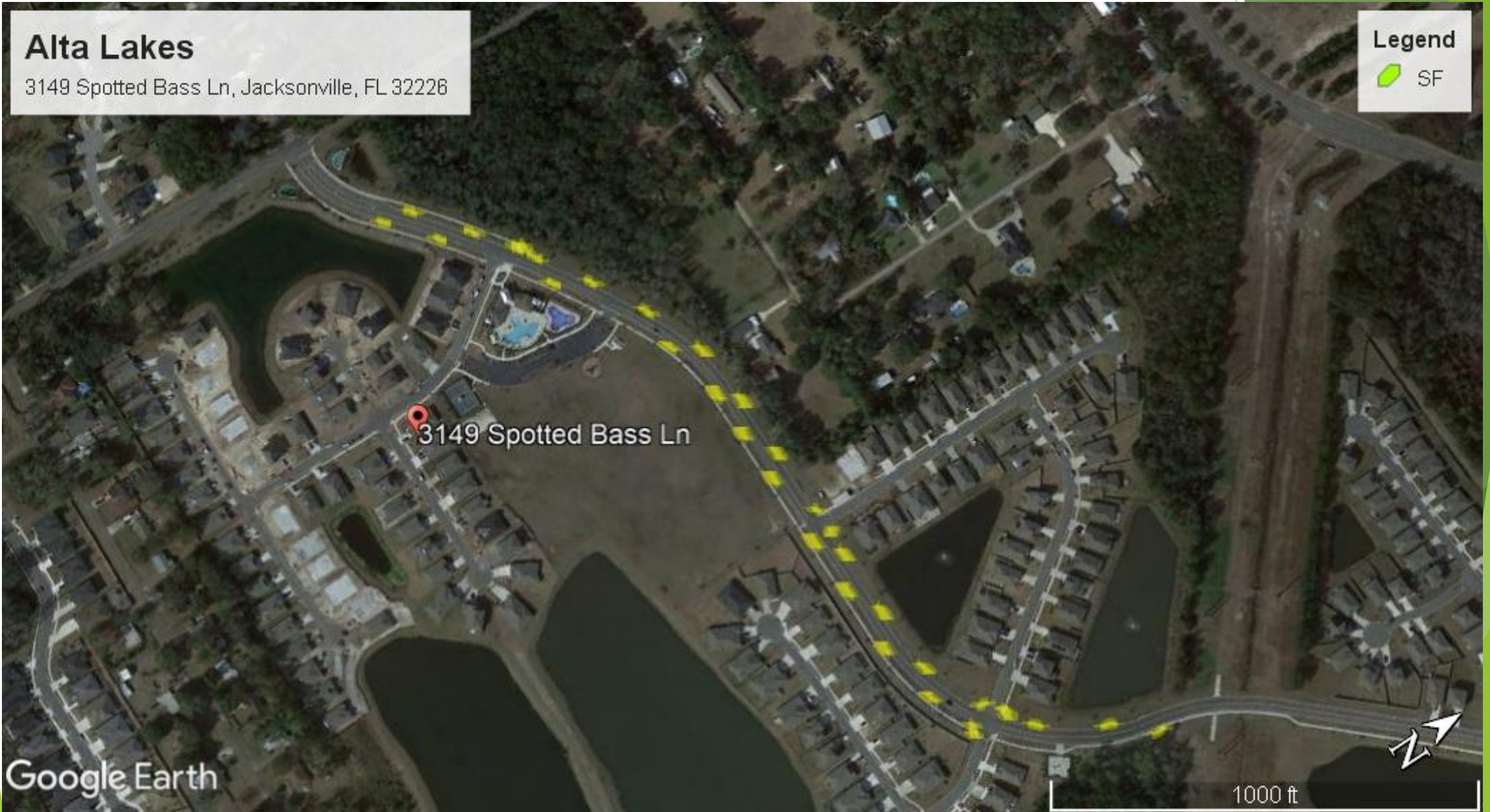
Liriope



Muhly grass



# *Alta Lakes Blvd. entrance: Sod Map*



## Tab 8

**Fiscal Year 21/22 proposed  
same as current agreement**

First Coast Contract Maintenance Service LLC.  
352 Perdido Street  
Saint Johns, FL 32259

(PH) 904-537-9034  
(FX) 904-396-2383



Oct 16th, 2019

**Prepared For: Lesley Gallagher  
Rizzetta and Company, INC**

**Prepared By: Tony Shiver  
President First Coast CMS LLC**

### **Proposal:**

First Coast CMS LLC is an Amenity and Facility Management company designed to assist property management companies and developers with the day to day management of onsite maintenance task and personnel. With a dedicated maintenance manager directing onsite workers and job task, Owners/Management can focus on the other aspects of the property.

A few ways First Coast CMS outmatches traditional onsite maintenance and janitorial staffs are:

- Immediate coverage when needed for emergencies
- Assist Managers in locating outside contractors when the job calls for it.
- Support for larger jobs for instances that more workers are needed.
  - i.e. clean up after extreme weather
- Records of maintenance task performed and recommendations for projects and preventative maintenance
- Technicians are NSPF Certified Pool Operators, eliminating the need for traditional pool service companies.
- No need to worry about payroll, insurance, or workers compensation, it's all covered!



Each property is evaluated, and a maintenance and janitorial program is created to accommodate whatever the needs may be.

**Property: Alta Lakes CDD**

**Scope:**

**Janitorial and Custodial \$426 per month**

First Coast CMS will provide all necessary services to maintain the facility's indoor and exterior space, including the pool deck. Janitorial Services would be performed three days per week by cleaning staff.

**Clubhouse**

**Duties and Responsibilities**

Empty and replace liners in all garbage cans  
Clean clubhouse restrooms and stock if needed  
Clean entrance doors inside and out  
Sweep and mop ceramic tile  
Wipe down all tables, coffee tables, end tables  
Clean kitchen area, wipe down appliances  
Dust all pictures, light fixtures, A/C vents and T. V's  
Clean interior windowsills and glass windows  
Dust blinds/window treatments and interior ceiling fans

**Frequency of Service**

Each Visit  
Each Visit  
Each Visit  
Each Visit  
Each Visit  
Each Visit  
Monthly  
Monthly  
Monthly

**Pool/Playground Bathrooms**

**Duties and Responsibilities**

Empty and replace liners in garbage cans  
Sanitize counter tops and diaper changing stations  
Sanitize all toilets, urinals, and sinks  
Sweep and sanitize floors  
Clean all mirrors  
Wipe down and disinfect all partition doors  
Restock all paper products, soaps, and toiletries  
Dust all light fixtures, vents, & door frames

**Frequency of Service**

Each Visit  
Each Visit  
Each Visit  
Each Visit  
Each Visit  
Each Visit  
As Needed  
Monthly

**Exterior/Police Grounds**

**Duties and Responsibilities**

Empty all exterior garbage cans and replace liners  
Police pool deck for trash  
Clean exterior windowsills and windows  
Clean Soffits and Fascia boards

**Frequency of Service**

Each Visit  
Each Visit  
Monthly  
Monthly or as needed

**Recreation Amenities**

**Duties and Responsibilities**

Arrange pool furniture and blow off decks

Clean water fountains

Wipe down pool furniture

Check sand in ashtrays and clean/replenish (if applicable)

High dust exterior ceiling fans and light fixtures

Check light bulbs and replace any that are burnt out

**Frequency of Service**

Each Visit

Each Visit

Weekly

Monthly

Weekly or as needed

Each Visit

**Pool Cleaning and Maintenance \$780 per month**

Our certified technician will be responsible for and maintaining correct water chemistry in the swimming pool. A series of water tests will be conducted at each visit. The results of these tests will be interpreted and used to determine the chemicals needed to maintain and assure purity and water balance as recommended by the NSPF and required by the State of Florida.

In addition, the technician will be responsible for cleaning the filter, pump and skimmer baskets as needed. The technician will also be responsible for general maintenance and adjustment of pool equipment as needed. The pool will be vacuumed regularly, and surface water skimmed to remove floating debris. The technician will manually clean pool steps and tiles as needed.

The pool will be inspected regularly and anything that appears to be in violation of the state pool code will either be corrected, or management notified of the violation so it can be corrected as soon as possible.

A manually written record will be kept showing activities of the pool, as well as a full test kit onsite at all times. Entries will show water test, chemicals added, filter condition, and whatever maintenance task performed on the pool that day. The routine chemical test performed by the technician will be Free Chlorine Residual, pH, Acid Demand, Total Alkalinity, Calcium Hardness, and Cyanuric Acid.

Any repairs or additional work will be charged extra. This includes work on mechanical seals, bearings, gaskets, light bulbs, or any other part of the pool that is not “routine” pool maintenance.

Any chemicals and filter media used to properly treat and balance the pool are not covered and will be invoiced monthly for reimbursement with a 3% purchase fee.

**Common Area Maintenance \$225 per month**

This includes the following:

- Inspection and documenting the fitness equipment condition weekly and report repairs as needed.
- Monitor condition of all doors, fencing, gates, touch up painting, cobweb control and prevent debris from accumulating on the walls.
- Replacing A/C filters

- Changing interior/exterior lights
- Inspect and operate security cameras, and access controls
- Blow off entire pool deck weekly
- Maintain operational condition of ADA pool life and safety equipment
- Inspect playground and make minor repairs as needed
- Inspect and maintain condition of courts, fencings, and wind screens.
- Inspect and document conditions of parking lot and lighting weekly

Three hours per week will be dedicated to general facilities maintenance, upkeep and repair. The onsite personnel may repair any minor issue that 1) does not require a trade license, 2) Is not covered under another contract 3) Can be completed within the allotted time frame, and 4) Does not require prior approval from management. Materials for repairs are not covered and will be submitted for reimbursement. The District Manager will be notified about any issue that can't be repaired "in house" or requires invoicing upon completion.

### **Other Agreed Services**

#### **Staffing \$1685 per month**

First Coast CMS will provide a uniformed and trained staff member to assist residents with access and serve as a facility attendant. The attendant will monitor the use and condition of the facilities to ensure the CDD policies are enforced and provide for safe operations of the facility. The attendant will be onsite for 3 days per week, to include Saturday and Sunday, for a maximum of 18 hours per week.

#### **Vendor and Site Management \$575 per month**

First Coast CMS will solicit, schedule and monitor third party vendors for perform services as needed for the CDD Amenity Center and the CDD maintained areas. This will include vendors such as plumbers, electricians, special event vendors, food trucks, and pest control companies. FCCMS will ensure vendors are properly licensed/insured and assist vendor with proper invoicing to the District Management.

FCCMS will schedule and monitor fire extinguishers and other facility life safety apparatus, and schedule appropriate vendors.

FCCMS will operate and maintain a mass email communication system (e-blast) to update residents and management of important information that pertains to the Amenities, OR other information requested by District Management.

FCCMS will develop and implement an Inclement Weather Readiness Plan and will communicate with residents the appropriate information, including emergency contacts, and facility closures/openings.

FCCMS will secure facility during Hurricane/Tropical Storms. This includes securing the furniture and shade awnings.

FCCMS will communicate directly with Residents regarding issues or concerns they have involving the amenity center or CDD maintained areas.

At the request of the District Manager, First Coast CMS will prepare a report for the Board of Supervisors regarding the general maintenance, repairs, and condition of the amenity center and its features.

Materials purchased to provide services, for repair and janitorial, are not covered under the estimate and will be submitted for reimbursement and a 3% purchase delivery fee.

In consideration for providing services specified above by First Coast CMS LLC, payment to the order of **\$3691** to be paid within (45) thirty days of invoice date.

Additional staffing approved by District Management will be invoiced at \$21 per hour. This includes additional staffing as needed for District Sponsored Special Events.

Annual Pressure washing of the entrance monuments and the Amenity center (including pool deck and sidewalks around amenity center) will be performed by First Coast CMS, LLC at \$2900 per year.

*Consideration of Proposal for  
Duval Fence for Amenity  
Parking Lot Area  
(Under Separate Cover)*

## **Tab 9**

# AMERICAN ELECTRICAL

Contracting, Inc.



9016 Philips Hwy, Jacksonville, FL 32256  
Office (904) 737-7770 • Fax (904) 737-1099  
EC13007311

---

[dan@firstcoastcms.com](mailto:dan@firstcoastcms.com)  
(904) 362-0618

Date: August 23, 2021

To: Rizzetta & Company  
Attn: Dan Walker  
2806 N Fifth St., Suite 403  
St Augustine, FL 32084

Project: Alta Lakes  
Monument Lighting  
3108 Alta Lakes Dr  
Jacksonville, FL 32226

## ***-PROPOSAL-***

*American Electrical Contracting, Inc.* proposes to furnish all labor and material to complete the following scope of work:

- Provide and install (2) 30w, LED flood lights on landscape post in front of monument sign.
- Wire new lighting to existing electrical panel on back of monument sign.
- Provide and install (1) 120v photocell.
- Material: 428.00
- Labor: \$789.00

**OUR QUOTATION:     \$1,217.00**

## ***THANK YOU FOR THE OPPORTUNITY TO SUBMIT THIS PROPOSAL***

### Note:

- To the extent that additional work is performed or materials delivered at the Owner's request which is not the subject of a signed change order, American Electrical shall be entitled to recover the costs thereof, plus 25%.
- Any alterations or deviations from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the base contract.
- The onsite representative for the customer or contractor is deemed to be authorized to request and approve extras and alterations to scope of work and payment by the customer or contractor for said work.
- **Due to the volatile market for materials, costs may increase subsequently additional cost may be added at the time of receiving a signed proposal or purchase order.**
- **American Electrical Contracting, Inc. may withdraw this proposal if not accepted within 10 days.**
- American Electrical Contracting, Inc. shall have the right to stop work for nonpayment within terms upon 10 days written notification.
- Customer agrees to pay the cost of collection, including all collection, bankruptcy and appellate attorney's fees, court cost and filing fees, upon customer's default of contract.
- Labor warranty covers one year on original installation.
- Warranty and warranty claims shall be invalid unless all work, both contract and change orders, have been paid in full.
- Materials warranty is by the manufacture of the product. Lamps, bulbs, and AFCI/GFCI devices are warranted for 30 days.
- Payment for work completed is due NET 30 days from date of invoice.
- Any payment not paid by the 10th day will be subject to an interest rate, which is equal to the maximum allowed by Florida statute.
- ***The payment terms of the company are PAYMENT DUE UPON SERVICE RENDERED. If payment is not received within 60 DAYS of invoice date, customer authorizes and***

August 20, 2021

***acknowledges AEC to enforce non-payment of work completed by placing a lien on owner's property for the value of materials, labor, and work provided on all delinquent accounts under Florida Statutes § 713.02 and § 713.06.***

The prices and conditions above are satisfactory and are hereby accepted. American Electrical Contracting, Inc. is authorized to perform the work as proposed.

\_\_\_\_\_  
Authorizing Signature

\_\_\_\_\_  
Date

*Brian Moore*  
**American Electrical  
Contracting, Inc.**



# P R O P O S A L

Outdoor Lighting Perspectives of Jacksonville  
1961 Mipaula Court  
Atlantic Beach, FL 32233  
(904) 372-4357  
jacksonville.outdoorlights.com

**Billing/Service Address**

Dan Walker for Alta Lakes HOA  
First Coast CMS  
3108 Alta Lakes Drive  
Jacksonville, FL 32226  
(904) 362-0618 (Mobile)  
dan@firstcoastcms.com

Date	August 19, 2021
Total	\$1,450.00

This proposal expires on 11/17/2021

Prepared by Jim Gann (jacksonville@outdoorlights.com)

## N O T E S




Lighting for Monarch neighborhood entry sign

Item	Description	Quantity	Rate	Amount
Commercial Installation (No AMP)	Commercial installation or retrofit without ongoing maintenance contract.	1		
TRAN_150W 11-15V Transformer	150W 11-15V Transformer	1	300.00	\$300.00
TIM_Astronomic Plug-In Timer (IM)	Astronomic Plug-In Timer	1	75.00	\$75.00
FIX_Boca - MR-16 Bullet Light	Boca - MR-16 Bullet Light	2	135.00	\$270.00

BUL_LED MR-16 (5W)	LED MR-16 (5W)	2	27.50	\$55.00
FIX_Ozark Mini Flood - 4- or 7-watt	Ozark Mini Flood - 7-watt	1	160.00	\$160.00
ACC_12" Brass Riser	12" Brass Riser	3	30.00	\$90.00
PART_12/2 Wire	12/2 Landscape Lighting Wire	50	1.00	\$50.00
Parts	Parts - Conduit, connectors, misc hardware	1	25.00	\$25.00
Installation	Installation	5	85.00	\$425.00
			Subtotal	\$1,450.00
			Tax	\$0.00
			Total	\$1,450.00

**Notifications** Text message to (904) 362-0618

D O C U M E N T S

	Boca Spec Sheet
	Ozark Low Voltage Model Spec Sheet
	150W Professional Grade Flying Lead Transformer Spec Sheet

Click [here](#) if you no longer wish to receive notifications or related information about this proposal.



# Quote

## *Pro Lighting Outdoors, LLC.*

766 Opossum Lane  
Jacksonville, FL 32259  
(904) 924 4496

08/18/2021  
Quote # 210819

TO First Coast CMS  
3108 Alta Lakes Blvd.  
Jacksonville, FL 32226  
[City, ST ZIP Code]

Qty	Item	Description	
1	Wire	12-16 AWG, 40 ft.	
1	Transformer	150W, Stainless Steel, lifetime warranty	
2	Spot Fixture	Brass spot fixture with lifetime warranty	
8	Connectors	Outdoor-rated, silicone-filled wire connectors	
2	LED Lamps	LED Diode Lamps, various angle and wattage specs, 5 yr warranty	
2	Flood Fixture	Aluminum, integrated, 5 yr warranty	
1	Sensor	Solar Sensor, 1 year warranty	
4	Stems	Fixture Stems, PVC	
	Labor	Install all wiring, fixtures, transformer, Adjust all fixtures.	
Total			\$995.00

Quotation prepared by: S. Shaw

This is a quotation on the goods named, subject to the conditions noted below:

To accept this quotation, sign here and return: \_\_\_\_\_

*Thank you for your business!*

## **Tab 10**



## STATIONARY FOUNTAIN MAINTENANCE PROPOSAL

Prepared on: September 10, 2021

Prepared by: Innovative Fountain and Lake Services  
450-106 State Road 13 N  
St. Johns, FL 32259  
Phone: (904) 551-1017  
Fax: (904) 551-1234  
Website: [www.innovativefountainservices.com](http://www.innovativefountainservices.com)

Prepared for: Dan Walker

Project: First Coast CMS  
Alta Lakes CDD

We are pleased to offer you the following proposal for the Alta Lakes CDD project. Please do not hesitate to contact us if you have any questions.

### GENERAL SCOPE OF WORK:

Innovative Fountain and Lake Services proposes to furnish all labor, materials, tools, and travel costs to complete the scope of work as described below on a twice a month basis. The contract period for this service will be one year. Either party may terminate this agreement at any time by providing 30 days prior written notice to the other. The following is a general list of specific inclusions and exclusions.

### INCLUSIONS:

1. Vacuum interior surfaces
2. Clean display heads
3. Clean cartridge filter
4. Clean tile line
5. Clean suction strainer baskets on all pumps
6. Adjust display valves as needed
7. Wash down pumping equipment
8. Test pump circuits
9. Tighten electrical connections in control panel
10. Reset timers as needed
11. Replace light bulbs as needed
12. Inspect and test auto-fill circuit
13. Calcium treatment

**EXCLUSIONS:**

1. Add chemicals as needed.
2. Labor or parts other than described in the inclusions.

All the above procedures meet and or exceed all fountain manufactures recommended maintenance programs insuring proper maintenance during manufacture warranty period.

**Our price, based on the scope of work that is described above is:       \$580.00 Monthly**

**Four Additional One Year Renewal Pricing:**

**\$588.70 Second year (2022-2023)**

**\$597.53 Third year (2023-2024)**

**\$606.49 Fourth year (2024-2025)**

**TERMS OF THIS PROPOSAL:**

Work will be billed monthly with the balance due net 30. This proposal is good for 30 days.

Sincerely,

Ronnie Benson

**ACCEPTANCE:**

I \_\_\_\_\_ accept the terms of this maintenance proposal as described above.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

## **Tab 11**

## **SERVICES QUOTE**

CUSTOMER NAME: Lesley Gallagher  
PROPERTY NAME: Alta Lakes CDD  
CONTRACT DATE: August 16, 2021  
SUBMITTED BY: Katie Cabanillas, BDC  
SPECIFICATIONS: Cattail removal on sites 16 & 17

This agreement (the "Agreement") is made as of the date indicated above, and is by and between SOLitude Lake Management, LLC ("Solitude" or the "Company") and the customer identified above (the "Customer") on the terms and conditions set forth in this Agreement.

1. **The Services.** SOLitude will provide services at the Customer's property as described in Schedule A attached hereto:
2. **PAYMENT TERMS.** The fee for the Services is **\$4,552.00**. The Customer shall pay 50% of this service fee upon execution of this Agreement. The balance (remaining 50% of fee) will be invoiced to Customer by SOLitude following completion of the Services. For any work completed or materials in storage on the customer's behalf at the end of each month, the company will invoice and the customer will be responsible for paying the percent of the total work completed as of that date, less any previous deposit paid. Should the work performed be subject to any local, state, or federal jurisdiction, agency, or other organization of authority for sales or other taxes or fees in addition to those expressly covered by this contract, customer will be invoiced and responsible for paying said additional taxes in addition to the fee above. Customer agrees to pay all invoices within thirty (30) days of invoice date. The Customer will be liable for any returned check fees and any collection costs, including reasonable attorney fees and court costs, for any invoices not otherwise timely paid, and interest at the rate of 1% per month may be added to all unpaid invoices. Company shall be reimbursed by the Customer for any non-routine expenses, administrative fees, compliance fees, or any other similar expense that are incurred as a result of requirements placed on the Company by the Customer that are not covered specifically by the written specifications of this contract.
3. **TERM AND EXPIRATION.** This Agreement is for a one-time service as described in the attached Schedule A. Any additional services will be provided only upon additional terms as agreed to by the parties in writing.
4. **DISCLAIMER.** SOLitude is not responsible for the failure of any treatment, equipment installation, or other work that result from dam or other structural failures, severe weather and storms, flooding, or other acts of God that are outside of the control of SOLitude.  
Customer understands and acknowledges that there are irrigation restrictions associated with many of the products used to treat lakes and ponds. The customer is responsible for notifying SOLitude in advance of the contract signing and the start of the contract if they utilize any of the water in their lakes or ponds for irrigation purposes. The customer accepts full responsibility for any issues that may arise from the irrigation

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of turf, ornamentals, trees, crops, or any other plants as a result of treated water being used by the customer for irrigation without the consent or knowledge of SOLitude.

Although there is rarely direct fish toxicity with the products used for treatment when applied at the labeled rate, or the installation and normal operation of the equipment we install, there is a risk under certain circumstances of significant dissolved oxygen drops. This risk is most severe in times of extremely hot weather and warm water temperatures, as these are the conditions during which dissolved oxygen levels are naturally at their lowest levels. Oftentimes lakes and ponds will experience natural fish kills under these conditions even if no work is performed. Every effort, to include the method and timing of application, the choice of products and equipment used, and the skill and training of the staff, is made to avoid such problems. However, the customer understands and accepts that there is always a slight risk of the occurrence of adverse conditions outside the control of SOLitude that will result in the death of some fish and other aquatic life. The customer also understands and accepts that similar risks would remain even if no work was performed. The customer agrees to hold SOLitude harmless for any issues with fish or other aquatic life which occur as described above, or are otherwise outside the direct control of the SOLitude, unless there is willful negligence on the part of SOLitude.

While SOLitude Lake Management LLC makes every effort to thoroughly inspect the site before providing this contract proposal or beginning any work, it is possible, without fault or negligence, that unforeseen circumstances may arise, or that hidden conditions on the site might be found in the course of the performance of the contract work, which would result in additional time or material costs that exceed this contract pricing. Should this occur, the customer will be notified of these unforeseen circumstances or conditions and be responsible for the costs associated with remedying. By signing this agreement, the customer acknowledges that they have informed SOLitude Lake Management® of all known and relevant current site conditions that would be reasonable to expect could affect our ability to successfully complete the contract work.

5. INSURANCE AND LIMITATION OF LIABILITY. Solitude will maintain general liability and property damage insurance as necessary given the scope and nature of the Services. The Company will be responsible for those damages, claims, causes of action, injuries or legal costs to the extent of its own direct negligence or misconduct, and then only to an amount not to exceed the annual value of this Agreement. In no event will any party to this Agreement be liable to the other for incidental, consequential or purely economic damages.

6. FORCE MAJEURE. The Company shall not be liable for any delay in performing the Services, nor liable for any failure to provide the Services, due to any cause beyond its reasonable control.

7. ANTI-CORRUPTION AND BRIBERY. Each party represents that neither it nor anyone acting on its behalf has offered, given, requested or accepted any undue financial or other advantage of any kind in entering into this Agreement, and that it will comply with all applicable laws and regulations pertaining to corruption, competition and bribery in carrying out the terms and conditions of this Agreement.

8. GOVERNING LAW. This Agreement shall be governed and construed in accordance with the laws of the state in which the Services are performed.

9. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the parties with respect to the subject matter and replaces any prior agreements or understandings, whether in writing or otherwise. This Agreement may not be modified or amended except by written agreement executed by

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both parties. In the event that any provision of this Agreement is determined to be void, invalid, or unenforceable, the validity and enforceability of the remaining provisions of this Agreement shall not be affected.

10. NOTICE. Any written notice provided under this Agreement may be sent via overnight mail, certified mail, hand delivery or electronic mail with delivery confirmation, to the individuals and addresses listed below.

11. BINDING. This Agreement shall inure to the benefit of and be binding upon the legal representatives and successors of the parties.

12. FUEL/TRANSPORTATION SURCHARGE. Like many other companies that are impacted by the price of gasoline, a rise in gasoline prices may necessitate a fuel surcharge. As such, the Company reserves the right to add a fuel surcharge to Customer's invoice for any increase in the cost of fuel as measured above the same time period in the prior year (by the National U.S. Average Motor Gasoline-Regular Fuel Price per Gallon Index reported by the U.S. Department of Energy). The surcharge may be adjusted monthly (up or down) with the price of gasoline.

THIS IS FOR QUOTE PURPOSES ONLY. SOLITUDE LAKE MANAGEMENT NOW USES ADOBE SIGN TO PROCESS ITS CONTRACTS.

PLEASE CONTACT YOUR BUSINESS DEVELOPMENT CONSULTANT WITH ANY QUESTIONS, FOR A CONTRACT FOR SIGNATURE, OR TO PROVIDE YOUR OWN VENDOR AGREEMENT.

THANK YOU!

-Katie Cabanillas  
North Florida Business Development Consultant  
[Katie.cabanillas@solitudelake.com](mailto:Katie.cabanillas@solitudelake.com)

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## **SCHEDULE A – REMOVAL SERVICES**

### **Vegetation Removal:**

1. All cattails found along the perimeter of sites 16 & 17 shall be manually cut and removed from the site.
2. A roll-off dumpster will be brought to the site for material disposal and will be removed after the work is completed. Site for dumpster should be approved by CDD before delivery.
3. Material to be removed includes woody brush and cattails. No floating or submersed vegetation will be removed as a part of this work.
4. Due to seasonal constraints, work would not be able to start until September or October of this year, weather permitting.

### **Permitting (when applicable):**

1. SOLitude staff will be responsible for the following:
  - a. Obtaining any Federal, state, or local permits required to perform any work specified in this contract where applicable.
  - b. Attending any public hearings or meetings with regulators as required in support of the permitting process.
  - c. Filing of any notices or year-end reports with the appropriate agency as required by any related permit.
  - d. Notifying the Customer of any restrictions or special conditions put on the site with respect to any permit received, where applicable.

### **Customer Responsibilities:**

1. Customer will be responsible for the following:
  - a. Providing information required for the permit application process upon request.
  - b. Providing Certified Abutters List for abutter notification where required.
  - c. Perform any public filings or recordings with any agency or commission associated with the permitting process, if required.
  - d. Compliance with any Order of Conditions or other special requirements or conditions required by the local municipality.
  - e. Compliance and enforcement of temporary water-use restrictions where applicable.

### **General Qualifications:**

1. Company is a licensed pesticide applicator in the state in which service is to be provided.
2. Individual Applicators are Certified Pesticide Applicators in Aquatics, Public Health, Forestry, Right of Way, and Turf/Ornamental as required in the state in which service is to be provided.
3. Company is a SePRO Preferred Applicator and dedicated Steward of Water. Each individual applicator has been trained and educated in the water quality testing and analysis required for prescriptive site-specific water quality management and utilizes an integrated approach that encompasses all aspects of ecologically balanced management. Each applicator has received extensive training in the proper selection,

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- use, and application of all aquatic herbicides, algaecides, adjuvants, and water quality enhancement products necessary to properly treat our Customers' lakes and ponds as part of an overall integrated pest management program.
4. Company guarantees that all products used for treatment are EPA registered and labeled as appropriate and safe for use in lakes, ponds, and other aquatic sites, and are being applied in a manner consistent with their labeling.
  5. All pesticide applications made directly to the water or along the shoreline for the control of algae, aquatic weeds, or other aquatic pests as specified in this contract will meet or exceed all of the Company's legal regulatory requirements as set forth by the EPA and related state agencies for NPDES and FIFRA. Companies will perform treatments that are consistent with NPDES compliance standards as applicable in and determined by the specific state in which treatments are made. All staff will be fully trained to perform all applications in compliance with all federal, state, and local law.
  6. Company will furnish the personnel, vehicles, boats, equipment, materials, and other items required to provide the foregoing at its expense.

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## **Tab 12**



CPC 1457304

PROPOSAL# 109662021

**FRANK'S POOL SERVICES INC.  
2771-29 MONUMENT ROAD SUITE 328  
JACKSONVILLE, FL 32225  
(904) 642-2583**

Customer: Alta Lakes

Job Address: 3108 Alta Lakes Blvd

Contact #: 904-362-0618

Date: 06-16-21

**EXHIBIT B**

This proposal is for the following:

**DRAIN POOL:**

Drain pool and control hydrostatic pressure.

**RELIEF JOINTS:**

To remove old material and fill in joints with Sica Flex.

**TILE:**

Replace 4 tiles on the relief joint and one tile on the gutter.

**OPTION 1:** To do 1 relief joint.

**Total \$6500.00**

**OPTION 2:** To do all relief joints.

**Total \$9500.00**

- This bid is based on a draw payment schedule that will be provided in the contract.
- This proposal is only valid for 90 days!
- Please sign and date the bottom of this contract and return to us the original copy.
- This bid does not include any hidden conditions.
- Due to the way of the product applications of the aggregate finish, the pool could show lighter or darker color variations in the aggregate.
- NOTE: during inspection we noticed a large crack in the plaster that could get worse after the pool is drained from the surface dehydrating. Since it is cracked water has gotten under the surface and will be hollow.



**CPC 1457304**

**PROPOSAL# 109662021**

**FRANK'S POOL SERVICES INC.  
2771-29 MONUMENT ROAD SUITE 328  
JACKSONVILLE, FL 32225  
(904) 642-2583**

Customer: Alta Lakes

Job Address: 3108 Alta Lakes Blvd

Contact #: 904-362-0618

Date: 06-16-21

### **EXHIBIT B**

**This proposal is based upon the parties entering into Frank's Pool Services contract and the terms contained therein. A copy of contract is available upon request.**

**SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_**

Thanks Tony, the quote was only for the one expansion joint. Each additional expansion joint would be \$2500.00. There are three total, so an additional \$5000.00 to the below quote.

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

From: ryan [oakwellsaquatics.com](mailto:ryan@oakwellsaquatics.com) <[ryan@oakwellsaquatics.com](mailto:ryan@oakwellsaquatics.com)>  
Date: Wed, Jun 2, 2021 at 2:29 PM  
Subject: RE: Alta Lakes 3 tiles missing bottom of pool  
To: Dan Walker <[dan@firstcoastcms.com](mailto:dan@firstcoastcms.com)>  
Cc: Tony Shiver <[tony@firstcoastcms.com](mailto:tony@firstcoastcms.com)>, Lesley Gallagher <[lgallagher@rizzetta.com](mailto:lgallagher@rizzetta.com)>

Hey Dan, we could do it, but we really don't have single service techs to do this type service work. Our cost would be

4 partial crew days

- Drain pool
- Remove existing sealant
- Replace tile
- Clean and dry area
- Replace broken tiles
- Apply new expansion joint sealant

Total Cost \$5,970.00

Ryan Wells

Oak Wells Aquatics





## **TAB 13**



## Egis Insurance & Risk Advisors

Is pleased to provide a

Proposal of Insurance Coverage for:

### Alta Lakes Community Development District

Please review the proposed insurance coverage terms and conditions carefully.

Written request to bind must be received prior to the effective date of coverage.

The brief description of coverage contained in this document is being provided as an accommodation only and is not intended to cover or describe all Coverage Agreement terms. For more complete and detailed information relating to the scope and limits of coverage, please refer directly to the Coverage Agreement documents. Specimen forms are available upon request.

## **About FIA**

Florida Insurance Alliance (“FIA”), authorized and regulated by the Florida Office of Insurance Regulation, is a non-assessable, governmental insurance Trust. FIA was created in September 2011 at a time when a large number of Special Taxing Districts were having difficulty obtaining insurance.

Primarily, this was due to financial stability concerns and a perception that these small to mid-sized Districts had a disproportionate exposure to claims. Even districts that were claims free for years could not obtain coverage. FIA was created to fill this void with the goal of providing affordable insurance coverage to Special Taxing Districts. Today, FIA proudly serves and protects more than 800 public entity members.

### **Competitive Advantage**

FIA allows qualifying Public Entities to achieve broad, tailored coverages with a cost-effective insurance program. Additional program benefits include:

- Insure-to-value property limits with no coinsurance penalties
- First dollar coverage for “alleged” public official ethics violations
- Proactive in-house claims management and loss control department
- Complimentary risk management services including on-site loss control, property schedule verification and contract reviews
- Online Risk Management Education & Training portal
- Online HR & Benefits Support portal
- HR Hotline
- Safety Partners Matching Grant Program

### **How are FIA Members Protected?**

FIA employs a conservative approach to risk management. Liability risk retained by FIA is fully funded prior to the policy term through member premiums. The remainder of the risk is transferred to reinsurers. FIA’s primary reinsurers, Lloyds of London and Hudson Insurance Company, both have AM Best A XV (Excellent) ratings and surplus of \$2Billion or greater.

In the event of catastrophic property losses due to a Named Storm (i.e., hurricane), the program bears no risk as all losses are passed on to the reinsurers. FIA purchases property reinsurance to withstand the 1,000-year storm event (probability of exceedance .1%). This level of protection is statistically 2 to 3 times safer than competitors and industry norms. FIA members’ property claims resulting from Hurricane Irma in 2017 amounted to less than 4% of the per occurrence coverage available.

### **What Are Members Responsible For?**

As a non-assessable Trust, our members are only responsible for two items:

- Annual Premiums
- Individual Member Deductibles

FIA Bylaws prohibit any assessments or other fees.

**Additional information regarding FIA and our member services can be found at [www.fia360.org](http://www.fia360.org).**

Quotation being provided for:

Alta Lakes Community Development District  
c/o Rizzetta & Company  
3434 Colwell Ave., Ste 200  
Tampa, FL 33614

Term: October 1, 2021 to October 1, 2022

Quote Number: 100121398

## PROPERTY COVERAGE

### SCHEDULE OF COVERAGES AND LIMITS OF COVERAGE

COVERED PROPERTY	
Total Insured Values – Blanket Building and Contents – Per Schedule on file totalling	\$1,996,617
Loss of Business Income	\$1,000,000
Additional Expense	\$1,000,000
Inland Marine	
Scheduled Inland Marine	\$79,000

It is agreed to include automatically under this Insurance the interest of mortgagees and loss payees where applicable without advice.

	Valuation	Coinsurance
Property	Replacement Cost	None
Inland Marine	Actual Cash Value	None

DEDUCTIBLES:	\$2,500	Per Occurrence, All other Perils, Building & Contents and Extensions of Coverage.
	3 %	Total Insured Values per building, including vehicle values, for "Named Storm" at each affected location throughout Florida subject to a minimum of \$10,000 per occurrence, per Named Insured.
	Per Attached Schedule	Inland Marine

Special Property Coverages		
Coverage	Deductibles	Limit
Earth Movement	\$2,500	Included
Flood	\$2,500 *	Included
Boiler & Machinery		Included
TRIA		Included

\*Except for Zones A & V see page 8 (Terms and Conditions) excess of NFIP, whether purchased or not

**TOTAL PROPERTY PREMIUM**

**\$19,178**

**Extensions of Coverage**

If marked with an "X" we will cover the following EXTENSIONS OF COVERAGE under this Agreement, These limits of liability do not increase any other applicable limit of liability.

(X)	Code	Extension of Coverage	Limit of Liability
X	A	Accounts Receivable	\$500,000 in any one occurrence
X	B	Animals	\$1,000 any one Animal \$5,000 Annual Aggregate in any one agreement period
X	C	Buildings Under Construction	As declared on Property Schedule, except new buildings being erected at sites other than a covered location which is limited to \$250,000 estimated final contract value any one construction project.
X	D	Debris Removal Expense	\$250,000 per insured or 25% of loss, whichever is greater
X	E	Demolition Cost, Operation of Building Laws and Increased Cost of Construction	\$500,000 in any one occurrence
X	F	Duty to Defend	\$100,000 any one occurrence
X	G	Errors and Omissions	\$250,000 in any one occurrence
X	H	Expediting Expenses	\$250,000 in any one occurrence
X	I	Fire Department Charges	\$50,000 in any one occurrence
X	J	Fungus Cleanup Expense	\$50,000 in the annual aggregate in any one occurrence
X	K	Lawns, Plants, Trees and Shrubs	\$50,000 in any one occurrence
X	L	Leasehold Interest	Included
X	M	Air Conditioning Systems	Included
X	N	New locations of current Insureds	\$1,000,000 in any one occurrence for up to 90 days, except 60 days for Dade, Broward, Palm Beach from the date such new location(s) is first purchased, rented or occupied whichever is earlier. Monroe County on prior submit basis only
X	O	Personal property of Employees	\$500,000 in any one occurrence
X	P	Pollution Cleanup Expense	\$50,000 in any one occurrence
X	Q	Professional Fees	\$50,000 in any one occurrence
X	R	Recertification of Equipment	Included
X	S	Service Interruption Coverage	\$500,000 in any one occurrence
X	T	Transit	\$1,000,000 in any one occurrence
X	U	Vehicles as Scheduled Property	Included
X	V	Preservation of Property	\$250,000 in any one occurrence
X	W	Property at Miscellaneous Unnamed Locations	\$250,000 in any one occurrence
X	X	Piers, docs and wharves as Scheduled Property	Included on a prior submit basis only

X	Y	Glass and Sanitary Fittings Extension	\$25,000 any one occurrence
X	Z	Ingress / Egress	45 Consecutive Days
X	AA	Lock and Key Replacement	\$2,500 any one occurrence
X	BB	Awnings, Gutters and Downspouts	Included
X	CC	Civil or Military Authority	45 Consecutive days and one mile
X	Section II B1	Business Income	\$1,000,000 in any one occurrence
X	Section II B2	Additional Expenses	\$1,000,000 in any one occurrence
X	FIA 120	Active Assailant(s)	\$1,000,000 in any one occurrence

## CRIME COVERAGE

### Description

### Limit

### Deductible

Forgery and Alteration

Not Included

Not Included

Theft, Disappearance or Destruction

Not Included

Not Included

Computer Fraud including Funds Transfer Fraud

Not Included

Not Included

Employee Dishonesty, including faithful performance, per loss

Not Included

Not Included

## AUTOMOBILE COVERAGE

Coverages	Covered Autos	Limit	Premium
Covered Autos Liability	8,9	\$1,000,000	Included
Personal Injury Protection	N/A		Not Included
Auto Medical Payments	N/A		Not Included
Uninsured Motorists including Underinsured Motorists	N/A		Not Included
Physical Damage Comprehensive Coverage	N/A	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto, But No Deductible Applies To Loss Caused By Fire or Lightning.  See item Four for Hired or Borrowed Autos.	Not Included
Physical Damage Specified Causes of Loss Coverage	N/A	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto For Loss Caused By Mischief Or Vandalism  See item Four for Hired or Borrowed Autos.	Not Included
Physical Damage Collision Coverage	N/A	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto  See item Four for Hired or Borrowed Autos.	Not Included
Physical Damage Towing And Labor	N/A	\$0 For Each Disablement Of A Private Passenger Auto	Not Included

**GENERAL LIABILITY COVERAGE (Occurrence Basis)**

Bodily Injury and Property Damage Limit	\$1,000,000
Personal Injury and Advertising Injury	Included
Products & Completed Operations Aggregate Limit	Included
Employee Benefits Liability Limit, per person	\$1,000,000
Herbicide & Pesticide Aggregate Limit	\$1,000,000
Medical Payments Limit	\$5,000
Fire Damage Limit	Included
No fault Sewer Backup Limit	\$25,000/\$250,000
General Liability Deductible	\$0

**PUBLIC OFFICIALS AND EMPLOYMENT PRACTICES LIABILITY (Claims Made)**

Public Officials and Employment Practices Liability Limit	Per Claim	\$1,000,000
	Aggregate	\$2,000,000
Public Officials and Employment Practices Liability Deductible		\$0

Supplemental Payments: Pre-termination \$2,500 per employee - \$5,000 annual aggregate.  
Non-Monetary \$100,000 aggregate.

**Cyber Liability sublimit included under POL/EPLI**

Media Content Services Liability  
Network Security Liability  
Privacy Liability  
First Party Extortion Threat  
First Party Crisis Management  
First Party Business Interruption  
Limit: \$100,000 each claim/annual aggregate





## PREMIUM SUMMARY

**Alta Lakes Community Development District**  
**c/o Rizzetta & Company**  
**3434 Colwell Ave., Ste 200**  
**Tampa, FL 33614**

**Term: October 1, 2021 to October 1, 2022**

**Quote Number: 100121398**

### PREMIUM BREAKDOWN

Property (Including Scheduled Inland Marine)	\$19,178
Crime	Not Included
Automobile Liability	Not Included
Hired Non-Owned Auto	Included
Auto Physical Damage	Not Included
General Liability	\$3,032
Public Officials and Employment Practices Liability	\$2,481
<b>TOTAL PREMIUM DUE</b>	<b>\$24,691</b>

#### IMPORTANT NOTE

Defense Cost - Outside of Limit, Does Not Erode the Limit for General Liability, Public Officials Liability, and Employment related Practices Liability.

Deductible does not apply to defense cost. Self-Insured Retention does apply to defense cost.

Additional Notes:

(None)





## PROPERTY VALUATION AUTHORIZATION

**Alta Lakes Community Development District**  
**c/o Rizzetta & Company**  
**3434 Colwell Ave., Ste 200**  
**Tampa, FL 33614**

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### QUOTATIONS TERMS & CONDITIONS

1. Please review the quote carefully for coverage terms, conditions, and limits.
2. The coverage is subject to 100% minimum earned premium as of the first day of the "Coverage Period".
3. Total premium is late if not paid in full within 30 days of inception, unless otherwise stated.
4. Property designated as being within Flood Zone A or V (and any prefixes or suffixes thereof) by the Federal Emergency Management Agency (FEMA), or within a 100 Year Flood Plain as designated by the United States Army Corps of Engineers, will have a Special Flood Deductible equal to all flood insurance available for such property under the National Flood Insurance Program, whether purchased or not or 5% of the Total Insured Value at each affected location whichever the greater.
5. The Florida Insurance Alliance is a shared limit. The limits purchased are a per occurrence limit and in the event an occurrence exhaust the limit purchased by the Alliance on behalf of the members, payment to you for a covered loss will be reduced pro-rata based on the amounts of covered loss by all members affected by the occurrence. Property designated as being within.
6. Coverage is not bound until confirmation is received from a representative of Egis Insurance & Risk Advisors.

I give my authorization to bind coverage for property through the Florida Insurance Alliance as per limits and terms listed below.

<input checked="" type="checkbox"/>	Building and Content TIV	\$1,996,617	As per schedule attached
<input checked="" type="checkbox"/>	Inland Marine	\$79,000	As per schedule attached
<input type="checkbox"/>	Auto Physical Damage	Not Included	

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_



Property Schedule

Schedule Items Effective As of: 10/01/2021

**Alta Lakes Community Development District**

Policy No.: 100121398

Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description Address		Year Built Const Type	Eff. Date		Building Value		Total Insured Value	
	Roof Shape	Roof Pitch		Term	Date	Contents Value	Covering Replaced	Roof Yr Blt	
1	Entry Monument		2019	10/01/2021		\$215,500			
	Alta Drive and Alta Lakes Blvd Jacksonville FL 32226		Masonry non combustible	10/01/2022					\$215,500
Unit #	Description Address		Year Built Const Type	Eff. Date		Building Value		Total Insured Value	
	Roof Shape	Roof Pitch		Term	Date	Contents Value	Covering Replaced	Roof Yr Blt	
2	Entry Monument		2019	10/01/2021		\$215,500			
	Alta Drive and Alta Lakes Blvd Jacksonville FL 32226		Masonry non combustible	10/01/2022					\$215,500
Unit #	Description Address		Year Built Const Type	Eff. Date		Building Value		Total Insured Value	
	Roof Shape	Roof Pitch		Term	Date	Contents Value	Covering Replaced	Roof Yr Blt	
3	Irrigation System		2019	10/01/2021		\$50,000			
	Alta Drive and Alta Lakes Blvd Jacksonville FL 32226		Pump / lift station	10/01/2022					\$50,000
Unit #	Description Address		Year Built Const Type	Eff. Date		Building Value		Total Insured Value	
	Roof Shape	Roof Pitch		Term	Date	Contents Value	Covering Replaced	Roof Yr Blt	
4	Clubhouse		2019	10/01/2021		\$578,573			
	3108 Alta Lake Blvd. Jacksonville FL 32226		Frame	10/01/2022		\$30,461			\$609,034
	Complex			Asphalt shingles					
Unit #	Description Address		Year Built Const Type	Eff. Date		Building Value		Total Insured Value	
	Roof Shape	Roof Pitch		Term	Date	Contents Value	Covering Replaced	Roof Yr Blt	
5	Zero-entry pool, splash pad, pumps & equipment		2019	10/01/2021		\$615,305			
	3108 Alta Lake Blvd. Jacksonville FL 32226		Below ground liquid storage tank / pool	10/01/2022					\$615,305
Unit #	Description Address		Year Built Const Type	Eff. Date		Building Value		Total Insured Value	
	Roof Shape	Roof Pitch		Term	Date	Contents Value	Covering Replaced	Roof Yr Blt	
6	Playground Equipment		2019	10/01/2021		\$40,000			
	3108 Alta Lake Blvd. Jacksonville FL 32226		Non combustible	10/01/2022					\$40,000
Unit #	Description Address		Year Built Const Type	Eff. Date		Building Value		Total Insured Value	
	Roof Shape	Roof Pitch		Term	Date	Contents Value	Covering Replaced	Roof Yr Blt	
7	Access and Security System including Cameras		2019	10/01/2021		\$15,650			
	3108 Alta Lake Blvd. Jacksonville FL 32226		Electrical equipment	10/01/2022					\$15,650

Sign: \_\_\_\_\_

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

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



Property Schedule

Schedule Items Effective As of: 10/01/2021

**Alta Lakes Community Development District**

Policy No.: 100121398

Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description		Year Built	Eff. Date	Building Value	Total Insured Value	
	Address		Const Type	Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt	
8	Outdoor Pool Furniture		2019	10/01/2021	\$14,300		
	3108 Alta Lake Blvd. Jacksonville FL 32226		Property in the Open	10/01/2022			\$14,300
Unit #	Description		Year Built	Eff. Date	Building Value	Total Insured Value	
	Address		Const Type	Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt	
9	Goal Posts in Multi-Purpose Field and Athletic Court Fencing, shade pavilion		2019	10/01/2021	\$15,000		
	3108 Alta Lake Blvd. Jacksonville FL 32226		Non combustible	10/01/2022			\$15,000
Unit #	Description		Year Built	Eff. Date	Building Value	Total Insured Value	
	Address		Const Type	Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt	
10	2 Pool Shade Structures		2019	10/01/2021	\$23,500		
	3108 Alta Lake Blvd. Jacksonville FL 32226		Non combustible	10/01/2022			\$23,500
Unit #	Description		Year Built	Eff. Date	Building Value	Total Insured Value	
	Address		Const Type	Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt	
11	Amenity Fencing		2019	10/01/2021	\$52,000		
	3108 Alta Lake Blvd. Jacksonville FL 32226		Non combustible	10/01/2022			\$52,000
Unit #	Description		Year Built	Eff. Date	Building Value	Total Insured Value	
	Address		Const Type	Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt	
12	Mail Kiosks		2019	10/01/2021	\$46,948		
	Within District Jacksonville FL 32226		Property in the Open	10/01/2022			\$46,948
Unit #	Description		Year Built	Eff. Date	Building Value	Total Insured Value	
	Address		Const Type	Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt	
13	Monument		2020	10/01/2021	\$56,000		
	Alta Lakes Blvd. Jacksonville FL 32226		Non combustible	10/01/2022			\$56,000
Unit #	Description		Year Built	Eff. Date	Building Value	Total Insured Value	
	Address		Const Type	Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt	
14	Dog Park Fence		2021	10/01/2021	\$11,946		
	3108 Alta Lake Blvd. Jacksonville FL 32226		Non combustible	10/01/2022			\$11,946

Sign: \_\_\_\_\_

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

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

**Alta Lakes Community Development District**

Policy No.: 100121398

Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description Address		Year Built	Eff. Date	Building Value	Total Insured Value	
	Roof Shape	Roof Pitch	Const Type	Term Date	Contents Value	Covering Replaced	Roof Yr Blt
15	Dog Park Equipment		2021	10/01/2021	\$7,271	\$7,271	
	3108 Alta Lake Blvd. Jacksonville FL 32226		Non combustible	10/01/2022			
Unit #	Description Address		Year Built	Eff. Date	Building Value	Total Insured Value	
	Roof Shape	Roof Pitch	Const Type	Term Date	Contents Value	Covering Replaced	Roof Yr Blt
16	Fencing		2021	10/01/2021	\$8,663	\$8,663	
	Alta Lakes Blvd. Jacksonville FL 32226		Non combustible	10/01/2022			
			Total:	Building Value \$1,966,156	Contents Value \$30,461	Insured Value \$1,996,617	

Sign: \_\_\_\_\_

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

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

**Alta Lakes Community Development District**

Policy No.: 100121398

Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Item #	Department Description	Serial Number	Classification Code	Eff. Date Term Date	Value	Deductible
1	Pond Fountain 5 hp @ 3249 Alta Lakes Blvd		Mobile equipment	10/01/2021 10/01/2022	\$11,000	\$1,000
2	Pond Fountain 5 hp @ 3394 Alta Lakes Blvd		Mobile equipment	10/01/2021 10/01/2022	\$11,000	\$1,000
3	Pond Fountain 5 hp @ 3305 Alta Lakes Blvd		Mobile equipment	10/01/2021 10/01/2022	\$11,000	\$1,000
4	ADA Lift Chair for pool		Mobile equipment	10/01/2021 10/01/2022	\$6,000	\$1,000
5	Parking Lot & Amenity Lights		Other inland marine	10/01/2021 10/01/2022	\$40,000	\$1,000
				<b>Total</b>	<b>\$79,000</b>	

Sign: \_\_\_\_\_

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

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

## **TAB 14**



## **RESOLUTION 2021-07**

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIME AND LOCATION FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, Alta Lakes Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within the City of Jacksonville, Florida; and

WHEREAS, the District's Board of Supervisors (hereinafter the "Board") is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes; and

WHEREAS, the Board is statutorily required to file annually, with the local governing authority and the Florida Department of Economic Opportunity, a schedule of its regular meetings.

### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT:**

Section 1. Regular meetings of the Board of Supervisors of the District shall be held as provided on the schedule attached as Exhibit "A".

Section 2. In accordance with Section 189.015(1), Florida Statutes, the District's Secretary is hereby directed to file annually, with the City of Jacksonville, a schedule of the District's regular meetings.

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

**PASSED AND ADOPTED THIS 22nd DAY OF SEPTEMBER 2021.**

**ALTA LAKES COMMUNITY  
DEVELOPMENT DISTRICT**

ATTE

\_\_\_\_\_  
CHAIRMAN/VICE CHAIRMAN

\_\_\_\_\_  
SECRETARY/ ASSISTANT SECRETARY

**EXHIBIT "A"**

**ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS MEETING DATES  
FOR FISCAL YEAR 2021/2022**

**November 24, 2021**

January 26, 2022 \*

March 23, 2022

April 27, 2022\*

July 27, 2022\*

September 28, 2022

All meetings will convene at 10:00 am  
with the exception of the meetings marked with an asterisk\*  
which will convene at 6:00 p.m.  
at the Alta Lakes Amenity Center located at  
3108 Alta Lakes Blvd, Jacksonville, FL 32226.

*Consideration of Proposals for  
Security Cameras/Services  
(Under Separate Cover)*

# **SUPERVISOR REQUESTS AND AUDIENCE COMMENTS**

# ADJOURNMENT