



Rizzetta & Company

Alta Lakes Community Development District

Board of Supervisors' Meeting November 17, 2021

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

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

Board of Supervisors	Courtney Brackin W. Parker Pearman Cassidy Hardison Kisha Mayo-Lewis Sylvester Wilkins	Chariman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager Associate District Manager	Lesley Gallagher Carol Brown	Rizzetta & Company, Inc. Rizzetta & Company, Inc.
District Counsel	Katie Buchanan	Kutak Rock LLP
District Engineer	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.

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

November 10, 2021

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors' of the Alta Lakes Community Development District will be held on **Wednesday, November 17, 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 September 22, 2021.....Tab 1
 - B. Ratification of Operations & Maintenance Expenditures for September 2021.....Tab 2
 - C. Establishing Audit Committee & Setting 1st Meeting Date
- 4. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - 1.) Consideration of Watson Civil Service Request of Dewatering Plan
 - C. Landscape and Maintenance
 - 1.) BrightView Landscape Report – November 2021.....Tab 3
 - D. Amenity Manager
 - 1.) First Coast CMS Report – November 2021.....Tab 4
 - E. District Manager
 - 1.) Rizzetta & Company Report – November 2021
(Under Separate Cover)
 - 2.) Acceptance of Technology Services Contractual Assignment.....Tab 5
- 5. BUSINESS ITEMS**
 - A. Consideration of Updated Proposal(s) for Pool Repairs.....Tab 6
 - B. Consideration of Proposal for Comcast Services
 - C. Discussion of CDD Property Lines
 - D. Discussion and Consideration of Offer to Purchase Tract 6
 - E. Consideration of Resolution 2022-01, Redesignating Certain Officers.....Tab 7
- 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, 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 agenda for the meeting.

Courtney Brackin
Cassidy Hardison
Sylvester Wilkins

Board Supervisor, Chairman
Board Supervisor, Assistant Secretary
Board Supervisor, Assistant Secretary

Also present were:
Lesley Gallagher
Carol Brown
Tony Shiver
Chris Ernst

District Manager, Rizzetta & Company, Inc.
Associate District Manager, Rizzetta & Co., Inc.
Amenity Manager & President, First Coast CMS
Account Manager, BrightView Landscape

Present via Speakerphone:
Katie Buchanan
No public members present

District Counsel, Hopping Green & Sams

Audience members present

FIRST ORDER OF BUSINESS

Call to Order

Ms. Brackin called the meeting to order at 10:00 am.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

No comments

THIRD ORDER OF BUSINESS

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

On a motion by Ms. Brackin, seconded by Mr. Wilkins, with all in favor, the Board approved the Minutes of Meeting of the Board of Supervisors' Regular Meeting held July 28, 2021 for Alta Lakes Community Development District.

FOURTH ORDER OF BUSINESS

**Ratification of Operations &
Maintenance Expenditures for
May 2021, June 2021, July 2021 &
August 2021**

On a motion by Ms. Brackin, seconded by Mr. Wilkins, with all in favor, the Board ratified acceptance of the Operations & Maintenance Expenditures for May 2021 in the amount of \$20,809.05, June 2021 in the amount of \$15,032.79, July 2021 in the amount of \$17,331.21 & August 2021 in the amount of \$51,214.50 for Alta Lakes Community Development District.

FIFTH ORDER OF BUSINESS

Staff Report

- A. District Counsel
Ms. Buchanan advised the Board against selling tract 6 of the district property. She said it is not prohibited, but from a practicality standpoint, does not recommend it. Chair noted counsel's recommendation not to sell track 6 of the district property.
- B. District Engineer
Not required to attend.
- C. Landscape and Maintenance
Mr. Ernst reviewed the Landscape Report, under Tab 3.

He informed the Board that the turf had been treated the previous week and mulch would be installed next week. The rain has delayed mowing and the field is holding the water. They are allowing areas to dry out and not mowing to prevent turf damage.

Mr. Wilkins informed Mr. Ernst that some lake banks were not getting mowed and is also concerned about the overgrowth in the JEA easement. District will reach out to JEA and request them to maintain this area. This area and the pond banks along private property do not belong to the CDD.

Ms. Brackin has heard concerns that the berms are not being mowed regularly.

- D. Amenity Manager
 - 1.) Mr. Shiver reviewed the Amenity Management Report, under Tab 4. He informed the Board that the fitness equipment, extra gym wipe station and additional signs were installed.
 - 2.) Discussion & Consideration of Proposal for Holiday Lighting
Board reviewed proposal and discussed different holiday lighting options. Discussion ensued.

On a motion by Ms. Brackin, seconded by Ms. Hardison, with all in favor, the Board approved staff to purchase holiday lights and supplies, not to exceed \$3,000, and to coordinate with the HOA social committee for the installation for Alta Lakes Community Development District.

Counsel noted that a very short agreement would need to be in place, noting that the HOA would repair any damage and that the CDD would not be liable if anyone was injured.

E. District Manager

Ms. Gallagher received a request from DR Horton regarding the volleyball court. They are willing to pay for the repairs, but do not want to coordinate them. The District does not have an amount for this work. Staff would need to obtain proposals and requesting direction from Board.

Board has directed staff to request DR Horton to included paying site management fees for the time incurred from obtaining proposals, along with the volleyball court repairs.

Turner Pest Control will be conducting their annual inspection on October 11, 2021.

- 1.) Acceptance of Second Addendum to the Contract
for Professional District Services

On a motion by Ms. Brackin, seconded by Ms. Hardison, with all in favor, the Board approved the Second Addendum to the Contract, in the amount of \$53,791 for Professional District Services proposal from for Alta Lakes Community Development District.

- 2.) Solitude Lake Management Reports: September 8, 2021

Ms. Brown updated the Board that a new technician has been assigned to the District and that he has been on property multiple times treating ponds.

SIXTH ORDER OF BUSINESS

**Consideration of Proposal for
Brightview Landscape Renewal**

On a motion by Ms. Brackin, seconded by Ms. Hardison, with all in favor, the Board approved the proposal from BrightView Landscape Renewal, in the annual amount of \$90,882.00, with the additional services of mulch installation in the amount of \$7,104 per installation and annuals in the amount of \$2,690 annually for Alta Lakes Community Development District.

SEVENTH ORDER OF BUSINESS

**Consideration of Proposal(s) for
Landscape Enhancements**

Tabled.

EIGHTH ORDER OF BUSINESS

Consideration of Proposal for First Coast CMS Renewal

On a motion by Ms. Brackin, seconded by Ms. Hardison, with all in favor, the Board approved the Proposal for First Coast CMS Renewal, as amended with weekend staffing eliminated until further notice and if staffing hours returns will bill separately for these hours for Alta Lakes Community Development District.

NINTH ORDER OF BUSINESS

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

On a motion by Ms. Brackin, seconded by Mr. Wilkins, with all in favor, the Board approved the Proposal for Duval Fence for Amenity Parking Lot Area (Exhibit A), in the amount of \$6,358.32 for Alta Lakes Community Development District.

TENTH ORDER OF BUSINESS

Consideration of Proposal(s) for Rear Entry Lighting

On a motion by Ms. Brackin, seconded by Ms. Hardison, with all in favor, the Board approved the American Electrical Proposal for Rear Entry Lighting, in the amount of \$1,217.00, for Alta Lakes Community Development District.

ELEVENTH ORDER OF BUSINESS

Consideration of Proposal for Innovative Fountain Renewal

On a motion by Ms. Brackin, seconded by Ms. Hardison, with all in favor, the Board approved the Proposal for Innovative Fountain Renewal, in the monthly amount of \$580.00 for Alta Lakes Community Development District.

Mr. Shiver informed the Board that the technician with Innovative Fountain identified that both entry fountain motors have failed. Mr. Shiver presented the Board with an Innovative Fountain proposal in the amount of \$7,599.57 (Exhibit B) for the replacement of both entry fountain motors. He suggested Board allow him to obtain additional proposals with a not to exceed amount.

On a motion by Ms. Brackin, seconded by Ms. Hardison, with all in favor, the Board approved the replacement of entry fountain motors, with a not to exceed amount of \$7,599.57, for Alta Lakes Community Development District.

TWELFTH ORDER OF BUSINESS

Consideration of Proposal for Cattail Removal

On a motion by Ms. Brackin, seconded by Mr. Wilkins, with all in favor, the Board approved the Solitude Lake Management Proposal for Cattail Removal on ponds 16 & 17, in the amount of \$4,552.00, for Alta Lakes Community Development District.

THIRTEENTH ORDER OF BUSINESS

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

On a motion by Ms. Brackin, seconded by Ms. Hardison, with all in favor, the Board approved the Franks Pool Service Proposal for Pool Repairs, option #2 for all relief joints, in the amount of \$9,500 with the condition of vendor offering a minimum one year warranty for Alta Lakes Community Development District.

FOURTEENTH ORDER OF BUSINESS

**Consideration of Fiscal Year
2021-2022 District Insurance
Policy Renewal**

On a motion by Ms. Brackin, seconded by Ms. Hardison, with all in favor, the Board approved the of Fiscal Year 2021-2022 District Insurance Policy Renewal from Egis Insurance in the annual amount of \$24,691 for Alta Lakes Community Development District.

FIFTEENTH ORDER OF BUSINEES

**Consideration of Resolution
2021-07, Designation Date, Time and
Location of Regular Fiscal Year
Meetings 2021-2022**

On a motion by Ms. Brackin, seconded by Ms. Hardison, with all in favor, the Board accepted Resolution 2021-07, Designation Date, Time and Location of Regular Fiscal Year Meetings 2021-2022, as amended to move the November meeting date to November 17, 2021 at 10 a.m., for Alta Lakes Community Development District.

SIXTEENTH ORDER OF BUSINESS

**Consideration of Proposals for
Security Cameras/Services**

On a motion by Ms. Brackin, seconded by Mr. Wilkins, with all in favor, the Board approved the Alpha Dog Camera Monitoring System proposal in the amount of \$5,200.00 with monthly professional services of \$475.00 for Alta Lakes Community Development District.

SEVENTEENTH ORDER OF BUSINESS

**SUPERVISOR REQUESTS AND
AUDIENCE COMMENTS**

No supervisor or audience requests.

Adjournment

On a motion by Ms. Brackin, seconded by Mr. Wilkins, with all in favor, the Board adjourned the meeting at 11:45 am for Alta Lakes Community Development District.

Secretary / Assistant Secretary

Chairman / Vice Chairman

Exhibit A



DUVAL FENCE, INC.

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

5151 Sunbeam Road, Suite 13
904-260-4747

PROPOSAL/CONTRACT

Page 1
09/21/2021

Customer Information:

ALTA LAKES CDD
TONY SHIVER (904) 537.9034
2806 N. 5TH ST, #403
ST. AUGUSTINE, FL 32084

Job Information:

Josh L
3104 ALTA LAKES BLVD,
JACKSONVILLE, FLA 32226

Notes:

- FURNISH AND INSTALL:

280' 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

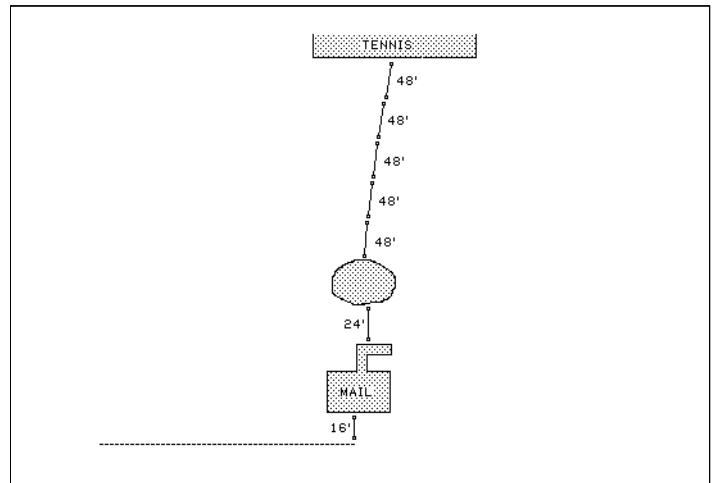
PRICE INCLUDES MATERIALS & INSTALLATION
TERMS: 50% DOWN BALANCE ON COMPLETION
*PRICE VALID FOR 5 DAYS

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.

Approved & Accepted for Customer:

Customer Date

Accepted for DUVAL FENCE, INC.:

Salesperson Date

Contract Amount: \$ 6358.32

Down Payment: \$ 3179.16

Balance Due: \$ 3179.16

Exhibit B



INNOVATIVE FOUNTAIN SERVICES

450-106 SR 13 N #217
SAINT JOHNS, FL 32259

Phone #(904) 551-1017
customerservice@innovativefountainservices.com

Estimate

Date	Estimate #
9/21/2021	2452

Name / Address
Alta Lakes CDD 2806 N. 5th Street, Suite 403 St Augustine, FL 32084

Description	Qty	Total
Innovative Fountain Services propose to furnish all materials, labor, and tools to install new motor on the feature pump for both entry fountains with all associated seals and gaskets for the pumps and new 2pole 40 amp non-GFI breaker, one for each pump. Motors each come with a one year manufacturers warranty.		7,599.57
Thank you for the opportunity to serve you!		Total \$7,599.57

Tab 2

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

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

Operations and Maintenance Expenditures September 2021 For Board Approval

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

The total items being presented:

Approval of Expenditures: **\$69,000.00**

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures
September 1, 2021 Through September 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	1463	16622	ADC Access Door Addon 07/21	\$ 197.09
AlphaDog Audio, Video, Security, LLC	1463	16767	ADC Access Door Addon 08/21	\$ 80.00
AlphaDog Audio, Video, Security, LLC	1466	17562	Monthly Security System 09/21	\$ 80.00
BrightView Landscape Services, Inc	1470	21708534	Landscape Maintenance 09/21	\$ 7,076.58
BrightView Landscape Services, Inc	1464	7377117	Landscape Maintenance 06/21	\$ 7,076.58
Cassidy Hardison	1477	CH092321	BOS Meeting 09/23/2021	\$ 200.00
Doody Daddy	1474	2109	Pet Station Maintenance 09/21	\$ 361.00
Dunn & Associates, Inc.	1467	21-503	Engineering General Services 09/21	\$ 497.65
Duval Fence, Inc	1475	92121	Vinyl Fence 09/21	\$ 3,179.16
Duval Fence, Inc	1465	22611	Furnish and Install 08/21	\$ 8,663.20
Egis Insurance Advisors LLC	1476	14003	Policy 100119398 10/01/21-10/01/2022-Insurance Renewal	\$ 24,691.00
First Coast Contract Maintenance Service, LLC	1471	5830	Purchase Reimbursements 06/21	\$ 2,431.23
First Coast Contract Maintenance Service, LLC	1471	5949	Amenity Services 09/21	\$ 3,946.00
Jacksonville Daily Record	1472	21-06224D	Legal Advertising 09/21	\$ 140.38

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures
September 1, 2021 Through September 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
North Florida Irrigation, Inc	1478	45460	Fountain Maintenance 07/21	\$ 375.00
Rizzetta & Company, Inc.	1468	INV0000061104	District Management Fees 09/21	\$ 3,965.50
Rizzetta Technology Services	1469	INV0000007878	Email/Website Hosting Service 09/21	\$ 100.00
Solitude Lake Management LLC	1473	PI-A00668195	Lake & Pond Management Services 09/21	\$ 1,699.00
Sylvester Wilkins	1480	SW092321	BOS Meeting 09/23/21	\$ 200.00
U.S. Bank National Association	1479	6203707	Trustee Fees Assessment Bond Series	<u>\$ 4,040.63</u>
Report Total				<u>\$ 69,000.00</u>

Establishing Audit Committee & Setting 1st Meeting Date

STAFF REPORTS

District Counsel

District Engineer

Consideration of Watson Civil Service Request of Dewatering Plan

Landscape and Maintenance

Tab 3



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

MEMORANDUM

DATE: November 10, 2021
TO: Alta Lakes
ATTN: Board of Directors
FROM: Chris Ernst
RE: Landscape Report

Grounds Maintenance

Weekly grounds maintenance

Bi-weekly mowing

Apply herbicide to pavers and sidewalk cracks.

Apply herbicide to landscape beds

Trimming entrances and amenity center

Cutting back ornamental grasses

Preparing to cut back herbaceous plant material like liriope and flax lilly

Hand weeding landscape beds

Irrigation

Inspections are up to date

Agronomics

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

Treated the spider mites on the Italian Cypress trees

Enhancements

No new news to report

Arbor Care

No new news to report

Amenity Manager

Tab 4



Alta Lakes CDD

Field Report November 2021

First Coast CMS LLC

Swimming Pools

There are several issues regarding the swimming pool that we are addressing at this time.

One of the pool motors has failed. We have ordered a replacement motor and will get it installed when it arrives. The top of one of the pool filters is leaking. We have temporarily repaired the leak but have ordered a replacement cap to install to make the permanent repair.

Both pool vendors have agreed to hold their pricing for repairs of the swimming pool. Neither company would offer a one year warranty on the repairs of the sealant.

Maintenance and Facility

- We have been approached by a Vendor called Soccer Shots to bring seasonal soccer clinics to Alta Lakes for kids ages 3 to 9 years old.
- The Halloween event put on for the community by the Social Committee was a success.
- We have ordered replacement windscreen for the pickleball courts
- We are waiting on replacement LED drivers to arrive from Mexico. Shipment date is scheduled for 11/17. After that, the electrical contractor will be out to repair the pickleball court lights.
- We are moving forward with the repair of the entrance fountain. Innovative fountains will be replacing the motor \$4077.74.
- The additional fencing that was approved on the Soccer field was installed by Duval Fence.
- We are waiting on Admin items to be addressed before the new Cameras can be installed

District Manager

Rizzetta & Company Report
November 2021
(Under Separate Cover)

Tab 5

**CONSENT TO ASSIGNMENT OF THE CONTRACT FOR
TECHNOOLOGY SERVICES BY
AND BETWEEN ALTA LAKES COMMUNITY DISTRICT AND
RIZZETTA TECHNOLOGY SERVICES, LLC TO
RIZZETTA & COMPANY**

THIS ASSIGNMENT AND AMENDMENT (“Assignment”) is made and entered into this 17th day of November 2021 by and between, Rizzetta Technology Services, LLC. whose mailing address is 3434 Colwell Ave., Suite 200, Tampa, FL, 33614 (“**Assignor**”); and Rizzetta & Company, a Florida Corporation, whose mailing address is 3434 Colwell Ave, Suite 200, Tampa FL 33614 (“**Assignee**”); and Alta Lakes Community Development District, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, located in Duval County, Florida, whose address is 3434 Colwell Ave., Suite 200, Tampa, FL, 33614 (the “**District**”).

RECITALS

WHEREAS, Assignor and the District previously entered into that certain *Technology Services contract*, dated July 24, 2019, respectively, (the “**Agreement**”); and

WHEREAS, on January 1, 2022, Assignee will consolidate multiple legal entities with common and exclusive ownership under the single organization (Assignee) and Assignor is one such entity resulting in Assignor being assimilated into Assignee, and such assignment requires written approval from the District to be effective; and

WHEREAS, Assignor and the District hereby recognize and agree that the Assignor’s rights and obligations under the Agreement could be assigned to a third party pursuant to Section XX of the Agreement; and

WHEREAS, Assignor desires to assign all of its rights and obligations under the Agreement, as amended by this instrument, to Assignee, Assignee desires to accept such assignment, and the District desires to express that it agrees with and has no objection to such assignment; and

NOW THEREFORE, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which are hereby acknowledged, the District, Assignee, and Assignor agree as follows:

- 1. INCORPORATION OF RECITALS.** The Recitals stated above are true and correct and are incorporated herein as a material part of this Assignment.
- 2. DISTRICT CONSENT TO ASSIGNMENT OF THE AGREEMENT.** The District consents to Assignor’s assignment of the Agreement to Assignee.



Rizzetta & Company

3. ASSIGNEE'S ACCEPTANCE OF LIABILITY. Assignee agrees to assume any and all debts, obligations and liabilities of Assignor present and future, arising out of or related to the Agreement.

4. NOTICES. Upon this Assignment, notices pursuant to the Agreement shall be in writing and shall be delivered to the Assignee as follows:

A. If to the District: Alta Lakes CDD
3434 Colwell Ave, Suite 200
Tampa, Florida 33614
Attn: District Manager

With a copy to: Kutak Rock LLP
PO Box 102302
Tallahassee, FL 32302
Attn: District Counsel

B. If to Assignee: Rizzetta & Company, Inc.
3434 Colwell Ave, Suite 200
Tampa, Florida 33614
Attn: CDD Legal

5. COUNTERPARTS. This Assignment may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute but one and the same instrument. Signature and acknowledgment pages, if any, may be detached from the counterparts and attached to a single copy of this document to physically form one document.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]



Rizzetta & Company

IN WITNESS WHEREOF, the parties have executed this Assignment effective as of the date set forth above.

Alta Lakes Community Development District

By: _____

Print Name: _____

Its: Chairman or Vice Chairman

Assignor: Rizzetta Technology Services, LLC

By: _____

Print Name: William J. Rizzetta

Its: President

Assignee: Rizzetta & Company, Inc.

By: _____

Print Name: William J. Rizzetta

Its: President



Rizzetta & Company



Rizzetta Consolidation

Historically the services provided by Rizzetta have been provided by three legal entities: Rizzetta & Company, Rizzetta Amenity Services (RASI) and Rizzetta Technology Services (RTS). Each entity authored and administered its own contracts as well as individually maintained staff. In an effort to unify our service offerings and capitalize on the efficiencies gained with size, all three entities will consolidate under “Rizzetta & Company” (Rizzetta) effective January 1st, 2022. Below are answers to a few frequently asked questions regarding this change:

Q: Why is this change being made?

A: In our continued effort to streamline internal processes, reduce unnecessary paperwork, unify services provided to our communities, and promote overall better services for our clients, “RASI” and “RTS” will officially be integrated into Rizzetta & Company as of January 1st, 2022.

Q: What will “RASI” be known as after this date?

A: “RASI” will be “Rizzetta & Company” with its management chain residing in the Community Services Division.

Q: How will this change affect our communities?

A: There will be no changes to the services provided. Some communities may receive bills with both “RASI” and Rizzetta & Company as we make this transition. However, this impact will be minimal and temporary.

Q: How will our communities notice the change?

A: Communities receiving invoices from RASI, RTS and Rizzetta & Company will see fewer invoices. Historical RASI invoices for on-site staff will continue to be received at the same intervals (every other week) but will come from “Rizzetta & Company”. Communities that have been receiving invoices from RTS will see that invoice being included in the “Rizzetta & Company” invoiced received monthly.

Q: How will current team members of “RASI” be impacted by this change?

A: There will be no impact to employees of “RASI”. Payroll processing, labor, and leadership will remain the same through this process. Their checks will originate from Rizzetta & Company.



BUSINESS ITEMS

Tab 6



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>

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>

Cc: Tony Shiver <tony@firstcoastcms.com>, Lesley Gallagher <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





COMCAST BUSINESS SERVICE ORDER

Company Name:

LAKES CDD ALTA

Order #

29700838

Service Location:		Billing Location:	
Address 1	3108 ALTA LAKES BLVD	Address 1	3108 ALTA LAKES BLVD
Address 2		Address 2	
City	JACKSONVILLE	City	JACKSONVILLE
State	FL	State	FL
Zip	32226	Zip	32226
Primary Contact Name	Lesley Gallagher	Billing Contact Name	Lesley Gallagher
Primary Contact Phone	(904) 436-6270	Billing Contact Phone	(904) 436-6270
Primary Contact Email	lgallagher@rizzetta.com	Billing Contact Email	lgallagher@rizzetta.com
Service Term	24	Tax Exempt	No
Package Code:	\$100DataVoiceAccessPack_BI200_2 yr	Promo Code:	50PercentOff_BTVMStandard_WVI59

Package & Promotion Details	
<p>Data, Voice, Access Pack for discounted rate of \$100 for months 1-12, increasing to \$130 for months 13-24 , increasing to then regular rate in month 25. Package includes Business Internet 200/20 Mbps, 1 Mobility Line, Wifi Pro, SecurityEdge, and Equipment Fees (Modem, Wifi Pro). 2 year term agreement required. Additional services may be added to qualifying bundles: Two or more Mobility Lines \$25 each/mo. After 24 months, monthly service charge increases to regular rate for each additional service. Pricing subject to change. All products in the package must be maintained to sustain the package rate. Additional \$10 MRC discount with enrollment in EcoBill paperless billing and automatic payments through Comcasts self-service online tool via https://business.comcast.com/myaccount within 30 days of service installation. If either EcoBill paperless billing or automatic payment service is cancelled during the promo, the monthly service charge automatically increases by \$10.00. Equipment, installation, taxes and fees, including Broadcast TV Fee, Regional Sports Fee, regulatory recovery fee and other applicable charges extra and subject to change.</p> <p>Promotion Code 50PercentOff_BTVMStandard_WVI59 - Business TV Standard for discounted rate of \$37.48 for months 1-12, increasing to then regular rate in month 13. Minimum Business Internet 200 and 1 Mobility Line required. Minimum 2 year term required. Standard Install reduced to \$59.95. Equipment, installation, taxes and fees, including Broadcast TV Fee, Regional Sports Fee, regulatory recovery fee and other applicable charges extra and subject to change.</p>	
Customer Initials	

Package	Services Included	Qty	Package Monthly Service Charge ¹	Package Non-Recurring Charge ²
Data, Voice, Access Pack	Business Internet 200	1	\$ 100.00	\$ 0.00
	WiFi Pro Service	1		
	SecurityEdge	1		
	Mobility Lines	1		
	Equipment Fees (Modem,Wifi Pro)			

Equipment and Additional Service(s)	Qty	Additional Monthly Service Charge ¹	Additional Non-Recurring Charge ²
Business Voice			
Directory Listing Suppression Fee	1		\$ 24.95
Business Video			
TV Standard	1	\$ 74.95	
Equipment - TV Box + Remote (STB)	2	\$ 19.90	
Service Discount(s) ³			
Video Discount		\$ 37.47	



COMCAST BUSINESS SERVICE ORDER

Company Name: LAKES CDD ALTA Order # 29700838

Additional Fees			
Standard Installation Fee / Change of Service Fee	1	\$	0.00
Total Additional Charge		\$	57.38
		\$	24.95

	Monthly Service Charge ¹	Non-Recurring Charge ²
Total Charge for Service	\$ 157.38	\$ 24.95

¹ Charges identified in the Service Order Agreement are exclusive of maintenance and repair charges, and applicable federal, state, and local taxes, fees, surcharges and recoupments (however designated).

² Non-Recurring Charges in the Service Order Agreement reflect activation and installation fees for this order. This excludes any custom installation fees.

³ Discount per Service (e.g. Business Internet, Business Voice, etc.) based on business offer.

General Special Instructions

AGREEMENT

1. This Comcast Business Service Order Agreement sets forth the terms and conditions under which Comcast Cable Communications Management, LLC and its operating affiliates ("Comcast") will provide the Services to Customer. This Comcast Business Service Order Agreement consists of this document ("SOA"), the standard Comcast Business Terms and Conditions ("Terms and Conditions"), and any jointly executed amendments ("Amendments") entered under the Agreement. In the event of inconsistency among these documents, precedence will be as follows: (1) Amendments, (2) Terms and Conditions, and (3) this SOA. This Agreement shall commence and become a legally binding agreement upon Customer's execution of the SOA. The Agreement shall terminate as set forth in the Terms and Conditions (<http://business.comcast.com/terms-conditions/index.aspx>). All capitalized terms not defined in this SOA shall reflect the definitions given to them in the Terms and Conditions. Use of the Services is also subject to the then current High-Speed Internet for Business Acceptable Use Policy located at <http://business.comcast.com/terms-conditions/index.aspx> (or any successor URL), and the then current High-Speed Internet for Business Privacy Policy located at <http://business.comcast.com/terms-conditions/index.aspx> (or any successor URL), both of which Comcast may update from time to time.
2. Each Comcast Business Service ("Service") carries a 30 day money back guarantee. If within the first thirty days following Service activation Customer is not completely satisfied, Customer may cancel Service and Comcast will issue a refund for Service charges actually paid by Customer, custom installation, voice usage charges, and optional service fees excluded. In order to be eligible for the refund, Customer must cancel Service within thirty days of activation and return any Comcast-provided equipment in good working order. In no event shall the refund exceed \$500.00. If you use the service in the first 30 days, you will be refunded your subscription fees, but charged the applicable one-time fee.
3. Customer must provide thirty (30) days' prior notice to Comcast in order to terminate a Service Order or the Agreement. Any termination of a Service Order or the Agreement may be subject to early termination fees in accordance with the Business Services Customer Terms and Conditions.
4. To complete a Voice order, Customer must execute a Comcast Letter or Authorization ("LOA") and submit it to Comcast, or Comcast's third party order entry integrator, as directed by Comcast.
5. New telephone numbers are subject to change prior to the install. Customers should not print their new number on stationery or cards until after the install is complete.
6. Modifications: All modifications to the Agreement, if any, must be captured in a written Amendment, executed by an authorized Comcast Senior Vice President and the Customer. All other attempts to modify the Agreement shall be void and non-binding on Comcast. Customer by signing below, agrees and accepts the Terms and Conditions of this Agreement.
7. IF CUSTOMER IS SUBSCRIBING TO COMCAST'S BUSINESS DIGITAL VOICE SERVICE, CUSTOMER, BY SIGNING BELOW, ACKNOWLEDGES RECEIPT AND UNDERSTANDING OF THE FOLLOWING 911 NOTICE:

911 Notice

911 Email Notification- If 911 is dialed using the Voice Service, Comcast will send a notification to the Customer designated email address, unless the Customer has opted out of receiving such notifications. Each notification will include the telephone number from which 911 was dialed, location information, and the time the call was placed. After installation of the Voice Service, Customer may change the designated email address and/or decision to receive notifications by calling Comcast at 1-888-824-8104.

Your Comcast voice service ("Voice Service") may have the following 911 limitations:



COMCAST BUSINESS SERVICE ORDER

Company Name: LAKES CDD ALTA Order # 29700838

- For 911 calls to be properly directed to emergency services using the Voice Service, Customer must provide the correct address information ("Registered Service Location") for each telephone number used by Customer. The Registered Service Location may also include information such as floor and office number.
- If the Voice Service or any Voice Service device is moved to a different location without Customer providing an updated Registered Service Location, 911 calls may be directed to the wrong emergency authority, may transmit the wrong address, and/or the Voice Service (including 911) may fail altogether. Customer's use of a telephone number not associated with its geographic location, or a failure to allot sufficient time for a Registered Service Location change to be processed, may increase these risks.
- If a Registered Service Location is deemed to be in an area that is not supported for 911 calls, Customer 911 calls will be sent to an emergency call center where a trained agent will ask for the caller's name, telephone number, and location, and then will contact the local emergency authority.
- The Voice Service uses electrical power in the Customer's premises. If there is an electrical power outage, 911 calling may be interrupted if back-up power is not installed, fails, or is exhausted. Voice Services that rely on a broadband connection may also be interrupted if the broadband service fails.
- Calls using the Voice Service, including calls to 911, may not be completed if there is a problem with network facilities, including network congestion, network equipment, and/or power failure, a broadband connection failure, or another technical problem.

Registered Service Location Updates- The Registered Service Location will be provided to Public Safety Answering Points to assist in responding to a 911 call. Customer may update or otherwise customize the Registered Service Location by:

- Calling Comcast at 1-888-824-8104

BY SIGNING BELOW, CUSTOMER ACKNOWLEDGES THAT IT HAS READ AND UNDERSTANDS THE FOREGOING 911 NOTICE AND THE 911 LIMITATIONS OF THE VOICE SERVICE.

CUSTOMER SIGNATURE
By signing below, Customer agrees and accepts the Terms and Conditions of this Agreement. General Terms and Conditions can be found at http://business.comcast.com/terms-conditions/index.aspx
Signature
Name
Title
Date

FOR COMCAST USE ONLY	
Sales Representative	Melissa Dickerson
Sales Representative Code	
Sales Manager Name	A Tst A Tst
Sales Manager Approval	
Division	Central
SmartOffice License Number	



COMCAST BUSINESS SERVICE ORDER

Company Name:

LAKES CDD ALTA

Order #

29700838

BUSINESS INTERNET CONFIGURATION DETAILS

Transfer Existing Comcast.net

No

Equipment

Comcast Business Router

Number of Static Ips

0

Business Web

No

BUSINESS VIDEO CONFIGURATION DETAILS

Outlet Details	Location	Outlet Type
Outlet 1 - Primary	Outlet - 1	TV Box + Remote (STB)
Outlet 2 - Additional	Outlet - 2	TV Box + Remote (STB)

Service Location Occupancy*

* Occupancy required for public view

Additional Comments

OUTLETS 9 & UP

QUANTITY

TV Box + Remote

0

BUSINESS VOICE CONFIGURATION DETAILS

Directory Listing Details	
Directory Listing (Published, Non-Published, Unlisted)	Non-Listed
Directory Listing Phone Number	9043743240
Directory Listing Display Name	Alta Lakes
DA/DL Header Text Information	CONFERENCE CENTERS
DA/DL Header Code Information	020410
Standard Industry Code	6512

Additional Voice Details	
Caller ID (Yes/No)	Yes
Caller ID Display Name(max 15 char.)	ALTA LAKES CDD
International Dialing (Yes/No)	No
Call Blocking (Yes/No)	No
Auto Attendant (Yes/No)	No

Hunt Group Configuration Details	
Hunt Group Features Requested	No
Hunt Group 1 Configuration Type	
Hunt Group 2 Configuration Type	
Hunt Group 1 Pilot Number	
Hunt Group 2 Pilot Number	



COMCAST BUSINESS SERVICE ORDER

Company Name: LAKES CDD ALTA **Order #** 29700838

[illegible]

Toll Free Phone #	Calling Origination Area	Associated TN

Discussion of CDD Property Lines

Discussion and Consideration of Offer to Purchase Tract 6

Tab 7

RESOLUTION 2022-01

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ALTA LAKES
COMMUNITY DEVELOPMENT DISTRICT REDESIGNATING CERTAIN OFFICERS 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 Board of Supervisors of the District desires to re-designate certain Officers of the District.

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

SECTION 1. Courtney Brackin is appointed Chairman.

SECTION 2. W. Parker Pearman is appointed Vice Chairman.

SECTION 3. Cassidy Hardison is appointed Assistant Secretary.

Kisha Mayo-Lewis is appointed Assistant Secretary.

Sylvester Wilkins is appointed Assistant Secretary.

Lesley Gallagher is appointed Assistant Secretary.

Carol Brown is appointed Assistant Secretary.

SECTION 4. This Resolution supersedes any prior appointments made by the Board for Chairman and Vice-Chairman and Assistant Secretaries; however, prior appointments by the Board for Treasurer and Assistant Treasurer(s) remain unaffected by this Resolution.

SECTION 5. This Resolution shall become effective immediately upon its adoption.

APPROVED AND ADOPTED this 17th day of November 2021.

ATTEST:

**ALTA LAKES COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman, Board of Supervisors

**SUPERVISOR
REQUESTS AND
AUDIENCE COMMENTS**

ADJOURNMENT