



Rizzetta & Company

Alta Lakes Community Development District

Board of Supervisors' Meeting November 30, 2022

**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	Carol Brown Lesley Gallagher	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.

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

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Board of Supervisors
Alta Lakes Community
Development District

November 28, 2022

REVISED FINAL 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 30, 2022 at 10:00 A.M. at the Alta Lakes Amenity Center located at 3108 Alta Lakes Blvd., Jacksonville, FL 32226.

BOARD OF SUPERVISORS MEETING:

1. CALL TO ORDER/ROLL CALL

2. AUDIENCE COMMENTS ON AGENDA ITEMS

3. BUSINESS ADMINISTRATION

- A. Administration of Oath of Office.....Tab 1
- B. Consideration of Resolution 2023-01; Canvassing and Certifying the Landowners Election.....Tab 2
- C. Consideration of Resolution 2023-02; Redesignating Officers.....Tab 3
- D. Consideration of Minutes of the Special Meeting held October 14, 2022.....Tab 4
- E. Consideration of Minutes of the Landowner Election held November 7, 2022.....Tab 5
- F. Ratification of Operations & Maintenance Expenditures for August 2022 & September 2022.....Tab 6

4. STAFF REPORTS

- A. District Counsel
- B. District Engineer
 - 1.) Update on the Alta Lakes Dr. Construction Project
- C. Landscape Manager.....Tab 7
 - 1.) BrightView Landscape Report, dated November 15, 2022
 - 2.) Turf and Ornamental Soil Test and Recommendation Report
- D. Amenity Manager.....Tab 8
 - 1.) Amenity Manager Report, dated November 2022
- E. Aquatic Maintenance Manager.....Tab 9
 - 1.) Solitude Lake Management Report, dated October & November 2022

2.) Restoration Assessment Report, dated November 2022

F. District Manager.....Tab 10
1.) Turner Pest Control January 2023 Price Increase Notification

5. BUSINESS ITEMS

A. Consideration of Dunn & Associates, Inc. Engineering
Proposal.....Tab 11
B. Consideration of Playground Mulch Proposal(s).....Tab 12
C. Consideration of Bed Enhancement Proposal(s).....Tab 13
D. Consideration of the Amendment to the Doody Daddy
Agreement.....Tab 14
E. Consideration of Resolution 2023-03; Amending Record Retention
Policy.....Tab 15

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.

Yours kindly,

Carol L. Brown

District Manager

Tab 1

**ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
OATH OF OFFICE**

I, _____, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.

Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing oath was administered before me by means of ☐ physical presence or ☐ online notarization this _____ day of _____, 20____, by _____, who personally appeared before me, and is personally known to me or has produced _____ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of _____ District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)

Notary Public, State of Florida

Print Name: _____

Commission No.: _____ Expires: _____

Tab 2

RESOLUTION 2023-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT CANVASSING AND CERTIFYING THE RESULTS OF THE LANDOWNERS ELECTION OF SUPERVISORS HELD PURSUANT TO SECTION 190.006(2), FLORIDA STATUTES, AND PROVIDING FOR AN EFFECTIVE DATE

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

WHEREAS, pursuant to Section 190.006(2), Florida Statutes, a landowners meeting is required to be held within 90 days of the District’s creation and every two years following the creation of the District for the purpose of electing supervisors of the District; and

WHEREAS, such landowners meeting was held on November 7, 2022, the Minutes of which are attached hereto as Exhibit A, and at which the below recited persons were duly elected by virtue of the votes cast in his/her favor; and

WHEREAS, the Board of Supervisors of the District, by means of this Resolution, desire to canvas the votes and declare and certify the results of said election.

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

SECTION 1. The following person is found, certified, and declared to have been duly elected as Supervisor of and for the District, having been elected by the votes cast in their favor as shown:

<u>Kisha Mayo-Lewis</u>	Seat 1	Votes <u>16</u>
<u>Nelson Ortega</u>	Seat 2	Votes <u>14</u>
<u>Courtney Brackin</u>	Seat 3	Votes <u>13</u>

SECTION 2. In accordance with Section 190.006(2), Florida Statutes, and by virtue of the number of votes cast for the Supervisor, the above-named person is declared to have been elected for the following term of office:

<u>Kisha Mayo-Lewis</u>	4 Year Term
<u>Nelson Ortega</u>	4 Year Term
<u>Courtney Brackin</u>	2 Year Term

[Continued on following page]

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

PASSED AND ADOPTED this 30th day of November, 2022.

ATTEST:

**ALTA LAKES COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chairman, Board of Supervisors

Tab 3

RESOLUTION 2023-02

**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. _____ is appointed Chairman.

SECTION 2. _____ is appointed Vice Chairman.

SECTION 3. _____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ 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 30th day of November 2022.

ATTEST:

**ALTA LAKES COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman, Board of Supervisors

Tab 4

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 **special** meeting of the Board of Supervisors of the Alta Lakes Community Development District was held on **Friday, October 14, 2022 at 10:00 A.M.** at the Alta Lakes Amenity Center located at 3108 Alta Lakes Blvd., Jacksonville, FL 32226.

Courtney Brackin
W. Parker Pearman
Cassidy Hardison
Sylvester Wilkins

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

Also present were:

Carol Brown
Katie Buchanan
David Taylor
Chris Ernst
William Hinton

District Manager, Rizzetta & Co., Inc.
District Counsel, Kutak Rock LLP (via speaker phone)
District Engineer, Dunn & Associates Inc.
Account Manager, BrightView Landscape
Account Representative, Solitude Lake Management

Audience members present

FIRST ORDER OF BUSINESS

Call to Order

Ms. Brackin called the meeting to order at 10:01 A.M.

SECOND ORDER OF BUSINESS

**Audience Comments on
Agenda Items**

Audience member thanked staff and shared that he had observed an improvement in the pond's appearance behind his home.

THIRD ORDER OF BUSINESS

**Consideration of Minutes of
Meeting of the Board of
Supervisors' Regular Meeting
held July 27, 2022**

On a motion by Ms. Brackin, seconded by Ms. Hardison, with all unanimously in favor, the Board approved the Minutes of Meeting of the Board of Supervisors' Regular Meeting held July 27, 2022, for Alta Lakes Community Development District.
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FOURTH ORDER OF BUSINESS

**Ratification of Operations &
Maintenance Expenditures for
June 2022 & July 2022**

On a motion by Ms. Brackin, seconded by Ms. Hardison, with all unanimously in favor, the Board ratified the of Operations & Maintenance Expenditures for June 2022, in the amount of \$39,833.35 and June 2022, in the amount of \$26,606.96, for Alta Lakes Community Development District.

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Ms. Buchanan had no report, however, was present via speakerphone, and available to take questions from the Board.

B. District Engineer

1.) Update on Alta Lakes Drive Construction

Ms. Brown provided the Board with an update on the project. She said the District has been informed that the substantial completion date of the Alta Lakes Drive construction project that is scheduled for September 2023. During construction, electricity at the entrance had been cut. Staff notified Watson Civil and they took no responsibility. The District hired an electrician to repair wire and an invoice was submitted in the amount of \$1,792.00 to the District. She also informed the Board that one of the fountains had been damaged and that Staff were in the process of obtaining proposals for the masonry repairs. She also said Staff continue to monitor the pond bank.

Mr. Taylor was present, via speaker phone, and available to take any questions.

Mr. Wilkins expressed safety concerns for residents entering or exiting the District. The Board directed staff to reach out to contractor and communicate this safety concern.

Ms. Buchanan suggested the option for the CDD and HOA to work together and send a joint letter of concern to the contractor to ensure that the pond is properly remedied and if not, the District can file a suit. Discussion ensued.

C. Landscape Manager

1.) BrightView Quality Site Assessment, dated August 28, 2022

Mr. Ernst informed the Board that they have moved into the bi-weekly mowing schedule. They will be focusing on detailing, cutbacks and weeding. They are managing the entrance as best as possible. He also informed the Board that they are treating some sod pest issues and are taking soil tests to determine the best fertilizer to use on plants. They will also be updating the proposals from the July meeting and breaking them into separate phases.

Mr. Wilkins expressed concerns with current landscape conditions and that the quality of work. Discussion ensued.

The Board directed the Staff to obtain flower bed enhancements proposals along Alta Lakes Boulevard from other vendors. Ms. Buchanan reminded the Board of the challenges of warranting the plants when other vendors are involved.

2.) BrightView Memorandum, dated September 19, 2022

D. Amenity Manager

Ms. Brackin informed Staff that the Exit bottom on the pool gate is not working properly and that she is working with Staff in setting up the TrimLights.

E. District Manager

Ms. Brown reviewed the District Manager's Report. (Exhibit A)

1.) Solitude Lake Management Service History Report, dated
August 30, 2022

Mr. Hinton was present and able to take questions on the report. Ms. Brackin stated the reports are confusing and the information is not clear. Mr. Hinton said they have transitioned to a new software and are working out the bugs.

Ms. Brackin updated the Board of a recent report of dead fish in a pond. Mr. Hinton explained to the Board the reason for this was due to the drop in temperature and this was not caused by a chemical imbalance. Discussion ensued.

SIXTH ORDER OF BUSINESS

Ratification of Acceptance of the Third Addendum to Professional District Services Agreement

On a motion by Mr. Pearman, seconded by Mr. Wilkins, with all unanimously in favor, the Board ratified the acceptance of the Third Addendum to the Rizzetta & Company Professional District Service Agreement in the annual amount of \$55,942.00, for Alta Lakes Community Development District.

SEVENTH ORDER OF BUSINESS

Consideration of Amendment to FC CMS Agreement

On a motion by Ms. Brackin, seconded by Ms. Hardison, with all unanimously in favor, the Board approved the Amendment to FC CMS Agreement in the annual amount of the following: Janitorial \$8,652.00; Pool Chemicals \$9,912.00; Maintenance \$3,024.00; Management \$7,320.00; and Staffing \$20,220.00, for Alta Lakes Community Development District.

EIGHTH ORDER OF BUSINESS

**Consideration of Amendment
to BrightView Agreement**

On a motion by Ms. Brackin, seconded by Mr. Pearman, with all unanimously in favor, the Board approved the Amendment to BrightView Agreement, in the annual amount of \$93,600.00, for Alta Lakes Community Development District.

The Board directed Staff to obtain a landscaping proposal for the curb near 3523 Shiner Drive. The Staff is to research who owns property prior to obtaining proposal.

NINTH ORDER OF BUSINESS

**Consideration of Landscape
Proposal(s)**

1.) BrightView Palm Tree Trimming at Entrance and Amenity
Center

On a motion by Ms. Brackin, seconded by Mr. Pearman, with all unanimously in favor, the Board approved the BrightView Palm Tree Trimming proposal at the entrance and the amenity center, in the amount of \$2,356.25, for Alta Lakes Community Development District.

2.) BrightView Hurricane Ian Removal of Fallen Tree

On a motion by Mr. Pearman, seconded by Ms. Brackin, with all unanimously in favor, the Board approved the BrightView Hurricane Ian Removal of Fallen Tree, in the amount of \$600.00, for Alta Lakes Community Development District.

3.) BrightView Proposal to Drop Sycamore Tree

Ms. Brown presented the BrightView proposal to drop a sycamore tree, in the amount of \$1,680.00, behind 111458 Sheepshead Lane. The homeowner contacted the District regarding concerns of a potentially dangerous tree in the conservation area behind their property.

BrightView inspected the tree, provided a proposal and an Arborist report. The BrightView Arborist, Daniel LeBlanc, stated in his report that this sycamore tree is alive.

Mr. Ernst stated that there is dead wood on the top of the tree but the rest of the tree is in good health.

Ms. Brown informed the Board that should they approve this proposal, the District will also need permission from the St. Johns Water Management District, as it is located in a conservation area.

Tabled by Board.

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173 4.) Consideration of Sod Replacement at Volleyball Court
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175 Tabled by Board.

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177 Mr. Ernst was excused from the meeting at 11:14 a.m.
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179 **TENTH ORDER OF BUSINESS**

**Consideration of Amendment to
Innovation Fountain Services
Agreement**

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183 Ms. Brown presented the Innovative Fountain renewal proposal in the amount of
184 \$7,296.00. She stated this was within the FY 22-23 budget.
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186 The Board discussed ongoing entry fountain issues, repairs and negative impact from
187 construction. Mr. Pearman posed the question to the Board if the agreement was
188 necessary, considering the fountains are often not working, the impact from the
189 construction and if they should running until the construction is complete. Discussion
190 ensued.
191

192 The Board directed the Staff to confirm future amendments have a 30-day termination
193 clause.
194

On a motion by Ms. Brackin, seconded by Ms. Hardison, with Mr. Wilkins in favor and Mr. Pearman opposed, the Board approved the Amendment to Innovation Fountain Services renewal proposal in the amount of \$7,296.00, for Alta Lakes Community Development District.

195
196 1.) Consideration of Innovative Fountain Service Repair
197 Proposal
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On a motion by Mr. Pearman, seconded by Ms. Hardison, with all unanimously in favor, the Board approved replacing the front entry fountain starter, with a not to exceed of \$2,281.66, for Alta Lakes Community Development District.

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200 **ELEVENTH ORDER OF BUSINESS**

**Discussion of Aquatic
Maintenance Services and
Review of Proposal(s)**

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204 Ms. Brown reminded the Board that the District has an agreement with Solitude Lake
205 Management in the annual amount of \$20,388.00 for the aquatic maintenance of 19
206 ponds and the agreement goes through April 2023. She said there have been ongoing
207 pond issues throughout the District.
208

209 Mr. Hinton updated the Board that summer is a difficult time of year to treat ponds.
210 These are retention ponds, that collect run-offs, and as a new development these ponds
211 being impacted by the on-going construction.
212
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Mr. Hinton informed the Board that some ponds develop resistant to treatments and maintaining these ponds are important to the ecosystem. He re-stated the recent fish kill was from the temperature change and not chemicals harming the fish. He stated that fountains are for aesthetics purposes, however, there are aeration systems that do help improve pond resistant algae. Discussion ensued.

On a motion by Ms. Hardison, seconded by Ms. Brackin, with all unanimously in favor, the Board approved the Solitude Lake Water Quality Testing of Pond 13, in the amount of \$1,094.00, for Alta Lakes Community Development District.

Mr. Hinton was excused from the meeting at 11:43 a.m.

No further direction given by the Board to Staff.

TWELFTH ORDER OF BUSINESS

Consideration of Pool Repair Proposal(s)

Ms. Brown informed the Board that Mr. Shiver requested proposals from four pool vendors and received one. The proposal is from Oak Wells Pools, in the amount of \$10,256.28. She said that this is the vendor who installed the pool. Mr. Shiver did advise Ms. Brown that he is led to believe the issues with the pool is the result of a product failure, that was part of the original design plans, and that Oak Wells no longer uses this product. Discussion ensued.

On a motion by Ms. Brackin, seconded by Ms. Hardison, with all unanimously in favor, the Board approved the Oak Wells Pools Proposal, in the amount of \$10,256.28, for Alta Lakes Community Development District.

THIRTEENTH ORDER OF BUSINESS

Consideration of Mail Kiosk Lighting Proposal(s)

On a motion by Ms. Brackin, seconded by Mr. Wilkins, with Ms. Hardison in favor and Mr. Parker, opposed, the Board approved the American Electric Mail Kiosk Proposal, in the amount of \$3,785.00, for Alta Lakes Community Development District.

FOURTEENTH ORDER OF BUSINESS

Consideration of Amendment to the Soccer Shots Agreement

On a motion by Ms. Brackin, seconded by Ms. Hardison, with all unanimously in favor, the Board approved the Amendment to the Soccer Shots Agreement, for Alta Lakes Community Development District.

FIFTEENTH ORDER OF BUSINESS

**Consideration of Acceptance
of Reserve Study, dated July
29, 2022**

Ms. Brown presented the Reserve Study, dated July 29, 2022. She informed the Board that Staff have identified potential underfunding for the facility repaint, flooring and HVAC replacement. The Board directed Staff to have the reserve study updated to reflect these items. Ms. Brown asked if Board Supervisors had identified any additional items that they would like the for the Community Reserve Advisor to re-visit, and if so, to have this information to her by the end of next week.

Ms. Buchanan informed the Board that it is very rare for a District to have a fully funded reserve and the study is a tool for planning future expenses.

SIXTEENTH ORDER OF BUSINESS

**Ratification of Fiscal Year
22 - 23 District Insurance
Policy**

On a motion by Mr. Pearman, seconded by Mr. Wilkins, with all unanimously in favor, the Board ratified the Fiscal Year 22-23 District Insurance Policy, in the annual amount of \$27,586.00, for Alta Lakes Community Development District.

SEVENTEENTH ORDER OF BUSINESS

**Consideration of Resolution
2022-07, Designating Date,
Time & Location of FY 22-23
Meetings**

On a motion by Ms. Brackin, seconded by Mr. Wilkins, with all unanimously in favor, the Board adopted the Resolution 2022-07, Designating Time & Location of Fiscal Year 22-23 Meetings, for Alta Lakes Community Development District.

EIGHTEENTH ORDER OF BUSINESS

**Supervisor Requests and
Audience Comments**

Supervisors:

Ms. Brackin requested the Staff to obtain proposals to turn the fountains into planters.

Mr. Wilkins requested the Staff to obtain proposals for a canopy style roof over the mailboxes.

Audience:

Audience member informed the Board and the Staff that the elliptical near the window is not working properly. He asked for the landscape proposals to include the amenity area and for landscapers to trim the hedges around the pool area.

NINETEENTH ORDER OF BUSINESS

Adjournment

On a motion by Ms. Brackin, seconded by Ms. Hardison, with all unanimously in favor, the Board adjourned the meeting at 12:14 PM, for Alta Lakes Community Development District.

Secretary / Assistant Secretary

Chairman / Vice Chairman

Tab 5

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 **Landowner Election** meeting of the Alta Lakes Community Development District was held on **November 7, 2022 at 6:00 p.m.** at the Alta Lakes Amenity Center located at 3108 Alta Lakes Blvd., Jacksonville, FL 32226.

Present:

Carol Brown

District Manager, Rizzetta & Co., Inc.

Lesley Gallagher

District Manager, Rizzetta & Co., Inc.

Katie Buchanan

District Counsel, Kutak Rock LLP (via speaker phone)

Audience members were present.

FIRST ORDER OF BUSINESS

Call to Order

Ms. Brown called the meeting to order at 6:30 PM.

SECOND ORDER OF BUSINESS

**Election of Chairperson for the
Purpose of Conducting the
Landowner Election**

Ms. Brown was designated as the Chairperson for the election.

THIRD ORDER OF BUSINESS

**Determination of Number of
Voting Units Represented**

Ms. Brown stated that 20 Landowners and 1 Proxy Holder were present.

FIFTH ORDER OF BUSINESS

**Nominations of Positions of
Supervisors**

Ms. Brown asked for a call for nominations. The nominations were Courtney Brackin, Kisha Mayo-Lewis, Nelson Ortega and Michael Taber.

SIXTH ORDER OF BUSINESS

Casting of Ballots

Ms. Brown stated that she received 21 ballots.

SEVENTH ORDER OF BUSINESS

**Final Tabulation of Ballots and
Announcement of Candidates**

Ms. Brown stated the votes were cast as follows: Kisha Mayo-Lewis received sixteen (16) votes, Nelson Ortega received fourteen votes (14), Courtney Brackin received thirteen (13) votes and Michael Taber received nine (9) votes.

As a result of these votes, Kisha Mayo-Lewis will receive a four (4) year term, Nelson Ortega will receive a four (4) year term and Courtney Brackin will receive a two (2) year term.

EIGHTH ORDER OF BUSINESS

Adjournment

Ms. Brown stated there was no other business to come before the Landowners and adjourned the meeting at 7:05 PM.

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Secretary / Assistant Secretary

Chairman / Vice Chairman

DRAFT

Tab 6

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · St. Augustine, Florida · 904-436-6270

DISTRICT OFFICE · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FL 33614

www.altalakescdd.org

Operations and Maintenance Expenditures

August 2022

For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from August 1, 2022 through August 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented:

Approval of Expenditures: **\$38,944.96**

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures

August 1, 2022 Through August 31, 2022

Vendor Name	Check Number	Invoice Number	Transaction Description	Check Amount
Always Improving, LLC	100003	27954	Fitness Equipment Repairs 07/22	\$ 113.19
BrightView Landscape Services, Inc.	100008	7998163	Exterior Maintenance 08/22	\$ 7,573.50
BrightView Landscape Services, Inc.	100009	8030314	Landscape Repairs 08/05	\$ 8,049.37
Cassidy Hardison	100010	CH072722	BOS Supervisor Pay 072722	\$ 200.00
Community Advisors, LLC	100001	1452	District Reserve Analysis 07/22	\$ 3,000.00
Doody Daddy, LLC	100002	2208	Pet Waste Station Maintenance 08/22	\$ 361.00
Dunn & Associates, Inc.	100011	22-530	Engineering Services 08/22	\$ 1,371.25
First Coast Contract Maintenance Service, LLC	100005	6922	Special Trip Charge 07/22	\$ 75.00
First Coast Contract Maintenance Service, LLC	100012	6998	Purchase Reimbursement 08/22	\$ 663.85
First Coast Contract Maintenance Service, LLC	100012	6955	Purchase Reimbursement 08/22	\$ 2,073.42
Innovative Fountain Services	100013	2023237	Fountain Maintenance 08/22	\$ 621.26
Innovative Fountain Services	100006	2023152	Fountain Maintenance 07/22	\$ 647.09

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures

August 1, 2022 Through August 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Transaction Description</u>	<u>Check Amount</u>
JEA	ACH	Account #9415158183	Utilities	\$ 3,695.95
Kisha Mayo-Lewis	100014	KML072722	BOS Supervisor Pay 072722	\$ 200.00
Republic Services	ACH	3-0687-0015671	Waste Services 3-0687-0015671 08/22	\$ 215.61
Rizzetta & Company, Inc.	100000	INV0000070139	Administrative Services 08/22	\$ 4,144.84
Solitude Lake Management, LLC	100015	Pi-A008666224	Lake & Pond Maintenance 08/22	\$ 1,699.00
U.S. Bank	100007	6602537	Trustee Fees S2019 07/01/22-06/30/23	\$ 4,040.63
William Parker Pearman	100016	WPP072722	BOS Supervisor Pay 072722	<u>\$ 200.00</u>
Report Total				<u>\$ 38,944.96</u>

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · St. Augustine, Florida · 904-436-6270

DISTRICT OFFICE · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FL 33614

www.altalakescdd.org

Operations and Maintenance Expenditures

September 2022

For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2022 through September 30, 2022. This does not include expenditures previously approved by the Board.

The total items being presented:

Approval of Expenditures: **\$49,154.10**

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures
September 1, 2022 Through September 30, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Transaction Description</u>	<u>Check Amount</u>
Always Improving, LLC	100021	28185	Fitness Maintenance 08/22	\$ 169.79
COMCAST	2022090722-2	8495 74 120 3378488 09/22	Monthly Cable & Internet 09/22	\$ 308.36
Doody Daddy, LLC	100020	2209	Pet Waste Station Maintenance 09/22	\$ 361.00
Egis Insurance Advisors, LLC	100026	Policy 100119398 10/1/22-10/1/23	Policy 100119398 10/1/22-10/1/23	\$ 27,586.00
First Coast Contract Maintenance Service, LLC	100019	7052	Purchase Reimbursements 08/22	\$ 2,174.14
First Coast Contract Maintenance Service, LLC	100027	6928	Amenity Services	\$ 2,261.00
First Coast Trimlight, LLC	100023	1439	Trimlight Installation 08/22	\$ 966.00
First Coast Trimlight, LLC	100022	1440	Trimlight Installation 08/22	\$ 966.00
Florida Pump Service, Inc.	100024	84704	Fountain Pump Repairs 07/22	\$ 3,190.00
Jacksonville Daily Record	100025	365139	Legal Advertising 09/22	\$ 93.13
JEA	2022092322-1	Account #9415158183	Utilities	\$ 4,085.82
Kutak Rock, LLP	100018	3097059	Legal Services 07/22	\$ 2,636.50

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures
September 1, 2022 Through September 30, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Transaction Description</u>	<u>Check Amount</u>
Republic Services	2022090722-1	0687-001251515	Waste Services 08/22	\$ 211.52
Rizzetta & Company, Inc.	100017	INV0000070795	Administrative Services 09/22	<u>\$ 4,144.84</u>
Report Total				<u>\$ 49,154.10</u>

Tab 7

Quality Site Assessment

Prepared for: Alta Lakes CDD

General Information

DATE: Tuesday, Nov 15, 2022

NEXT QSA DATE: Monday, Nov 06, 2023

CLIENT ATTENDEES:

BRIGHTVIEW ATTENDEES: Christopher Ernst

Customer Focus Areas

Quality you can count on.

7

Seven Standards of Excellence

1



Site Cleanliness

2



Weed Free

3



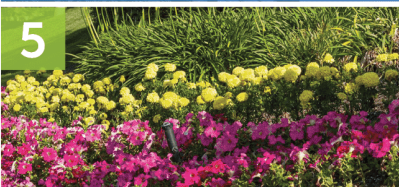
Green Turf

4



Crisp Edges

5



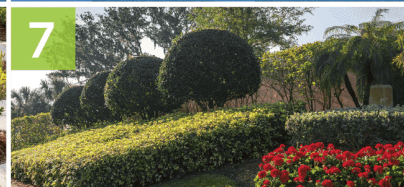
Spectacular Flowers

6



Uniformly Mulched Beds

7



Neatly Pruned Trees & Shrubs

Recommendations for Property Enhancements



1 This is the plant beds that are not doing well as it is not the right plant material for this environment. I have proposed to either plant material that is more suitable to this environment or to lay sod.

2 Here is another picture of another plant bed that does not look good.

3 Here is another bed that does not look good

QUALITY SITE ASSESSMENT

Alta Lakes CDD

Notes to Owner / Client



1 The turf has been recently treated with insecticide and fungicide. There was also a blanket weed treatment.

2 There are weeds in the volleyball court. The crew got this treated today with a herbicide.

3 We have been working on cutting back the native grasses around the amenity center and the entrance.

4 The turf is starting to go dormant with due to the colder weather we have been experiencing

QUALITY SITE ASSESSMENT

Alta Lakes CDD

Notes to Owner / Client



5 We will be cutting back the flax lily starting in February.

6 At the moment these walters viburnum are losing their leaves but if you look closely they are budding up for new leaves

7 The palm trees have been trimmed

8 The guys have done a good job keeping the entrance trimmed

REPORT TO: 11021
 SITEONE LANDSCAPE
 8618 PHILLIPS HWY
 JACKSONVILLE, FL 32256

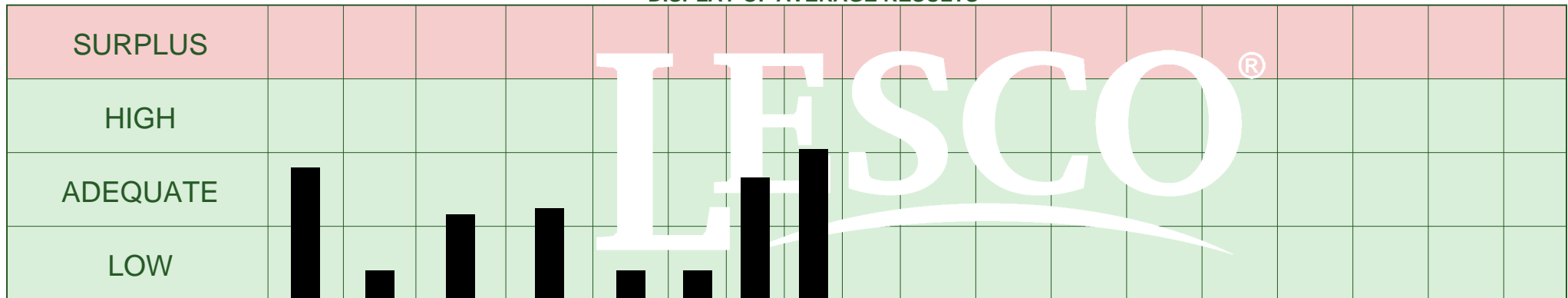
TURF AND ORNAMENTAL SOIL TEST AND RECOMMENDATION REPORT

SUBMITTED BY/FOR: BVLS SOUTH
 34610
 10/31/2022

Spectrum Analytic
 1087 Jamison Road NW
 Washington Court House, OH 43160-8748
 www.spectrumanalytic.com

Line Number	RESULTS OF ANALYSIS						CALCULATED VALUES					RESULTS OF ANALYSIS										
	LAB NO	Soil pH	Buffer pH	Pounds per Acre Available Nutrient				CEC	% Base Saturation				Pounds per Acre Available Nutrient								Soluble Salts mmhos/cm	O.M. %
				P	K	Ca	Mg		K	Ca	Mg	Na	S	B	Cu	Fe	Mn	Zn	Na			
1	H16035	7.2		78	48	1790	262	4.6	1.1	73	21											
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11	AVERAGE RESULTS																					

DISPLAY OF AVERAGE RESULTS



Line Number	SAMPLE INFORMATION					FERTILIZER RECOMMENDATIONS IN LBS PER 1000 SQ FT										
	SAMPLE IDENTIFICATION		PLANT TYPE	AREA TYPE	MAINT LEVEL	LIME	Type	NITROGEN	Freq	P2O5	K2O	Mg	Fe	Mn	Zn	
1	NORTH CORNR SOD		ST.AUGUSTINE	LAWN	MED.	0		4.50 - 5.50	S	0.25	6.00	0.00				
2																
3																
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5																
6																
7																
8																
9																
10																
11	RECOMMENDATIONS FOR AVERAGE RESULTS															

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 SITEONE LANDSCAPE
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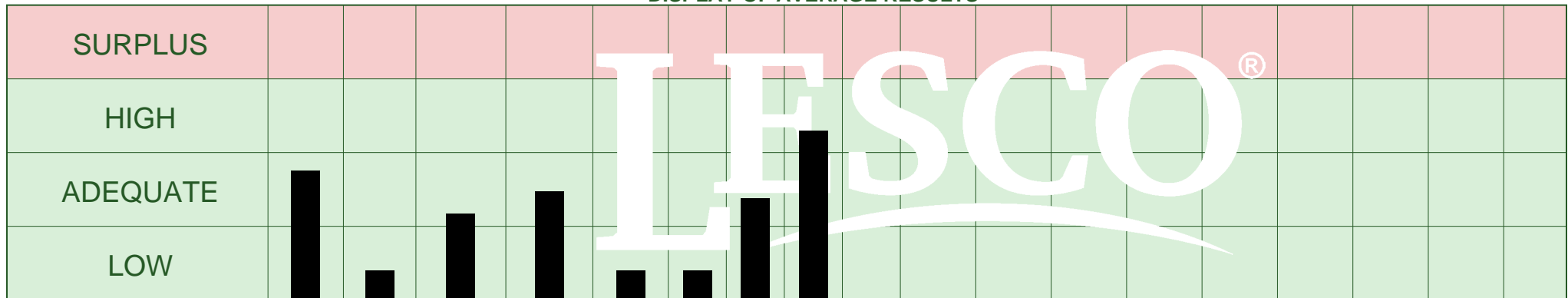
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				P	K	Ca	Mg		K	Ca	Mg	Na	S	B	Cu	Fe	Mn	Zn	Na			
1	H16036	7.2		76	70	1840	362	5.1	1.5	68	26											
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10																						
11	AVERAGE RESULTS																					

DISPLAY OF AVERAGE RESULTS



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	SAMPLE IDENTIFICATION	PLANT TYPE	AREA TYPE	MAINT LEVEL	LIME	Type	NITROGEN	Freq	P2O5	K2O	Mg	Fe	Mn	Zn		
1	EAST SOD	ST.AUGUSTINE	LAWN	MED.	0		4.50 – 5.50	S	0.25	4.50	0.00					
2																
3																
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6																
7																
8																
9																
10																
11	RECOMMENDATIONS FOR AVERAGE RESULTS															

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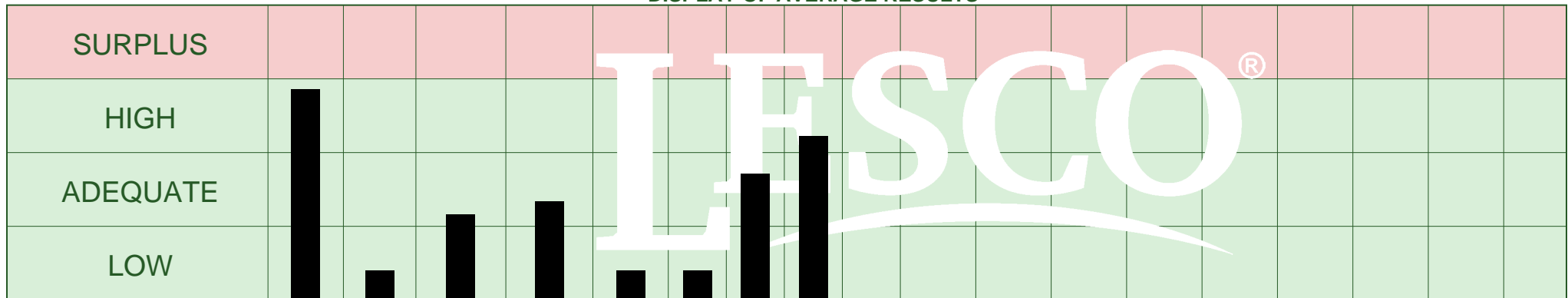
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				P	K	Ca	Mg		K	Ca	Mg	Na	S	B	Cu	Fe	Mn	Zn	Na			
1	H16037	7.5		186	54	1810	304	4.6	1.3	74	24											
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10																						
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Line Number	SAMPLE INFORMATION					FERTILIZER RECOMMENDATIONS IN LBS PER 1000 SQ FT											
	SAMPLE IDENTIFICATION		PLANT TYPE	AREA TYPE	MAINT LEVEL	LIME	Type	NITROGEN	Freq	P2O5	K2O	Mg	Fe	Mn	Zn		
1	SOUTH CORNR SOD		ST.AUGUSTINE	LAWN	MED.	0		4.50 - 5.50	S	0.00	6.00	0.00					
2																	
3																	
4																	
5																	
6																	
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8																	
9																	
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11	RECOMMENDATIONS FOR AVERAGE RESULTS																

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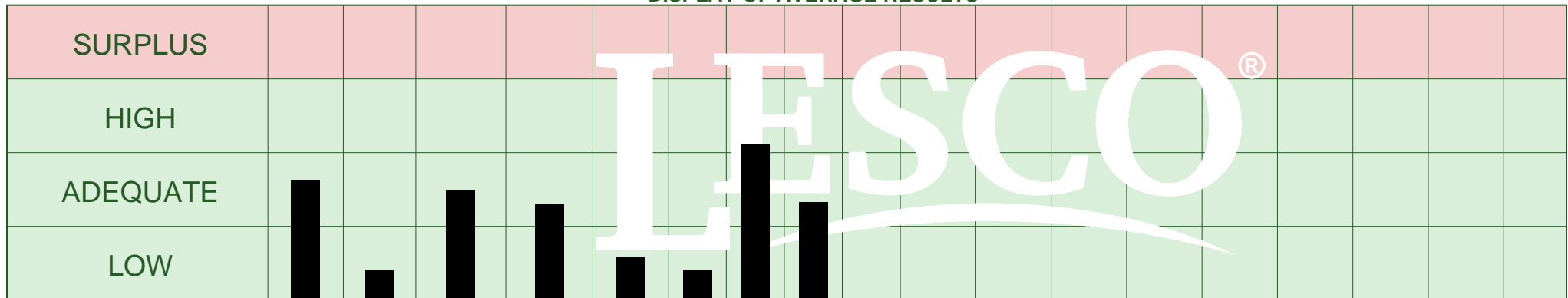
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	LAB NO	Soil pH	Buffer pH	Pounds per Acre Available Nutrient				CEC	% Base Saturation				Pounds per Acre Available Nutrient								Soluble Salts mmhos/cm	O.M. %
				P	K	Ca	Mg		K	Ca	Mg	Na	S	B	Cu	Fe	Mn	Zn	Na			
1	H16038	7.2		70	54	3418	286	7.9	0.7	81	13											
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11	AVERAGE RESULTS																					

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	SAMPLE IDENTIFICATION		PLANT TYPE	AREA TYPE	MAINT LEVEL	LIME	Type	NITROGEN	Freq	P2O5	K2O	Mg	Fe	Mn	Zn		
1	NORTH PLANTS		SHRUB	LANDSCAPE	MED.	0		2.00 - 4.00	S	1.00	4.00	0.00					
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
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11	RECOMMENDATIONS FOR AVERAGE RESULTS																

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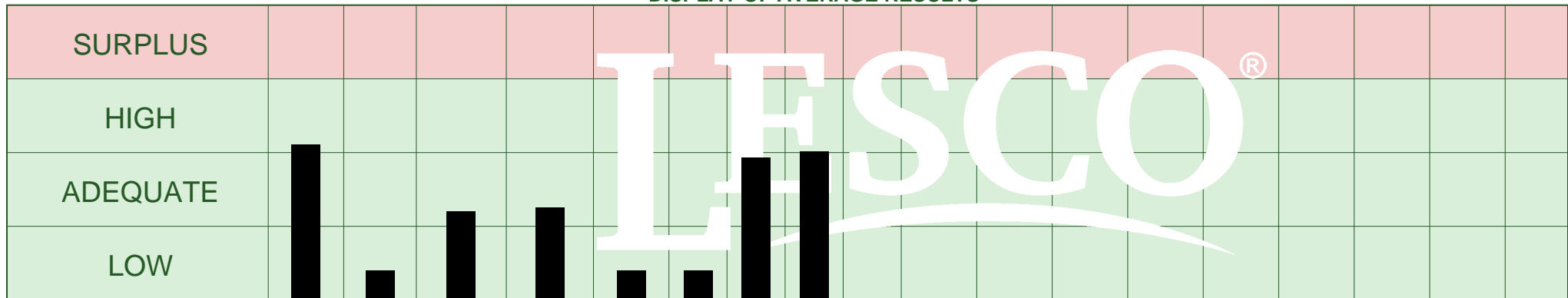
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				P	K	Ca	Mg		K	Ca	Mg	Na	S	B	Cu	Fe	Mn	Zn	Na			
1	H16039	7.7		100	42	1994	264	4.8	1.0	79	20											
2																						
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11	AVERAGE RESULTS																					

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	SAMPLE IDENTIFICATION		PLANT TYPE	AREA TYPE	MAINT LEVEL	LIME	Type	NITROGEN	Freq	P2O5	K2O	Mg	Fe	Mn	Zn		
1	SOUTH CRN PLANT		SHRUB	LANDSCAPE	MED.	0		2.00 - 4.00	S	0.50	4.00	0.00					
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11	RECOMMENDATIONS FOR AVERAGE RESULTS																

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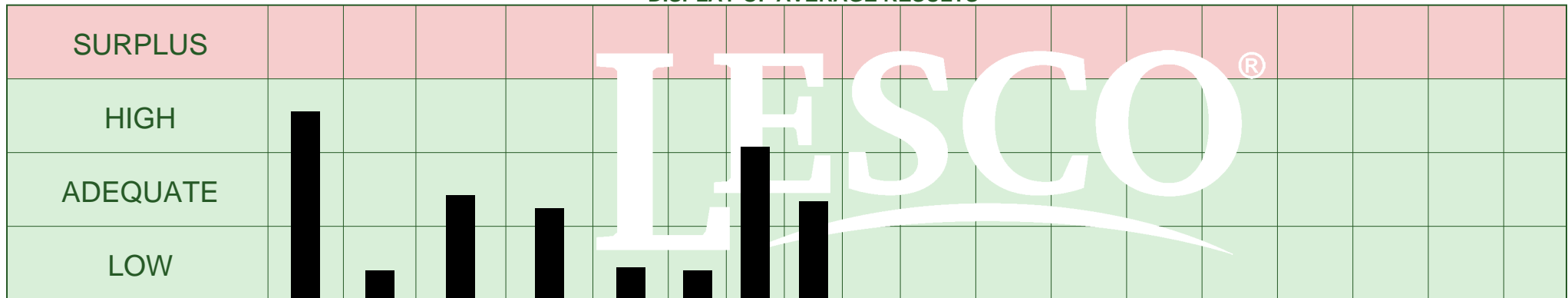
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	LAB NO	Soil pH	Buffer pH	Pounds per Acre Available Nutrient				CEC	% Base Saturation				Pounds per Acre Available Nutrient								Soluble Salts mmhos/cm	O.M. %
				P	K	Ca	Mg		K	Ca	Mg	Na	S	B	Cu	Fe	Mn	Zn	Na			
1	H16040	7.2		152	70	3090	262	7.2	1.1	81	13											
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9																						
10																						
11	AVERAGE RESULTS																					

DISPLAY OF AVERAGE RESULTS



Line Number	SAMPLE INFORMATION				FERTILIZER RECOMMENDATIONS IN LBS PER 1000 SQ FT											
	SAMPLE IDENTIFICATION	PLANT TYPE	AREA TYPE	MAINT LEVEL	LIME	Type	NITROGEN	Freq	P2O5	K2O	Mg	Fe	Mn	Zn		
1	OAK TREE	TREE-YOUNG	LANDSCAPE	MED.	0		3.00 - 4.00	S	0.25	2.00	0.00					
2																
3																
4																
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6																
7																
8																
9																
10																
11	RECOMMENDATIONS FOR AVERAGE RESULTS															

Tab 8



Alta Lakes CDD

Field Report Nov 2022

First Coast CMS LLC

Nov 2022 Alta Lakes CDD



Pool

At this time, there are a few issues regarding the swimming pool.

Two of the 3 filtration pumps have seized up and will need to be replaced. We have reached out to Oak Wells Aquatics for a replacement of the pumps. We anticipate the cost to be around \$5k for the replacement.

The Agreement for Oak Wells has been distributed and we are waiting for them to return the signed copy. Currently, the repairs to the pool and splash pad is scheduled for January 2023. The blue finish on the splash pad surface is being replaced with a white, knock down texture. This was our recommendation due to the frequency that the blue product fades.

Maintenance and Facility

- Soccer Shots Agreement has been circulated for signatures. We will assist in marketing to the community once the agreements have been signed.
- American Electrical has been notified of the approval to install additional lighting at the mailboxes and they are just waiting on the poles to arrive
- Power was restored to the main entrance and one fountain is up and running. We anticipate the second found to be operable the week of the meeting
- Several Street Lights in the District were reported to JEA for Repair
- Hi Tech has installed the new speaker for the camera system
- The exit button on the pool gate was repaired
- The drywall in the gym has been patched and is need sanding an painting

The Board requested cost for a “lost and found” for the amenity center. It was suggested that a wall mounted lock box be quoted but it is our staff’s recommendation that a larger box be placed to accommodate larger items such as goggles, floats, shoes, towels, etc.

The cost of a wall mounted lockbox with “lost and found” sign is \$161

The cost of a deck box would be around \$150.

Tab 9

Service Report



Work Order

Work Order Number

00039061

Created Date 10/31/2022

Account

Alta Lakes CDD

Contact

Lesley Gallagher

Address

Yellow Perch Road
Jacksonville, FL 32226

Work Details

Specialist
Comments to
CustomerAssigned
Resource

EDUARDO J. MORALES

Work Order Assets

Asset	Status	Product Work Type	Specialist Comments to Customer
Alta Lakes Cdd-Lake-ALL	Treated		Ponds 2, 5, 6, 7 and 15 were treated for algae and shoreline weeds.

Service Parameters

Asset	Product Work Type	Specialist Comments to Customer
Alta Lakes Cdd-Lake-ALL	TRASH / DEBRIS COLLECTION (IN HOUSE)	
Alta Lakes Cdd-Lake-ALL	SHORELINE WEED CONTROL	
Alta Lakes Cdd-Lake-ALL	MONITORING	
Alta Lakes Cdd-Lake-ALL	LAKE WEED CONTROL	
Alta Lakes Cdd-Lake-ALL	ALGAE CONTROL	
Alta Lakes Cdd-Lake-ALL		Ponds 2, 5, 6, 7 and 15 were treated for algae and shoreline weeds.

Service Report



Work Order

Work Order Number
00039062

Created Date
10/31/2022

Account
Alta Lakes CDD

Contact
Lesley Gallagher

Address
Yellow Perch Road
Jacksonville, FL 32226

Work Details

Specialist
Comments to
Customer

Assigned
Resource
EDUARDO J. MORALES

Work Order Assets

Asset	Status	Product Work Type	Specialist Comments to Customer
Alta Lakes Cdd-Lake-ALL	Treated		Ponds inspected and treated. Pond 1 treated for algae, submerged weeds and debris removed. Weeds treated in ponds 1, 10, 11 and 18 Follow up performed in pond 11.

Service Parameters

Asset	Product Work Type	Specialist Comments to Customer
Alta Lakes Cdd-Lake-ALL	TRASH / DEBRIS COLLECTION (IN HOUSE)	
Alta Lakes Cdd-Lake-ALL	SHORELINE WEED CONTROL	
Alta Lakes Cdd-Lake-ALL	MONITORING	
Alta Lakes Cdd-Lake-ALL	LAKE WEED CONTROL	
Alta Lakes Cdd-Lake-ALL	ALGAE CONTROL	

Service Report



Work Order

Work Order

Number

Created Date

00053804

11/11/2022

Account

Contact

Address

Alta Lakes CDD

Lesley Gallagher

Yellow Perch Road
Jacksonville, FL 32226

Work Details

Specialist
Comments to
CustomerAssigned
Resource

EDUARDO J. MORALES

Work Order Assets

Asset	Status	Product Work Type	Specialist Comments to Customer
Alta Lakes Cdd-Lake-ALL	Treated		Ponds 1, 5, 9, 12, 13 and 14 were addressed accordingly. Submerged weeds treated in pond 12. Debris was removed from all other ponds.

Service Parameters

Asset	Product Work Type	Specialist Comments to Customer
Alta Lakes Cdd-Lake-ALL	TRASH / DEBRIS COLLECTION (IN HOUSE)	
Alta Lakes Cdd-Lake-ALL	SHORELINE WEED CONTROL	
Alta Lakes Cdd-Lake-ALL	MONITORING	
Alta Lakes Cdd-Lake-ALL	LAKE WEED CONTROL	
Alta Lakes Cdd-Lake-ALL	ALGAE CONTROL	
Alta Lakes Cdd-Lake-ALL		Ponds 1, 5, 9, 12, 13 and 14 were addressed accordingly. Submerged weeds treated in pond 12. Debris was removed from all other ponds.

Service Report



Work Order

Work Order Number
00053805
Created Date
11/18/2022

Account

Alta Lakes CDD

Contact

Lesley Gallagher

Address

Yellow Perch Road
Jacksonville, FL 32226

Work Details

Specialist
Comments to
Customer

Assigned
Resource

EDUARDO J. MORALES

Work Order Assets

Asset	Status	Product Work Type	Specialist Comments to Customer
Alta Lakes Cdd-Lake-ALL	Treated		Ponds 2, 10, 11, 16 and 18 were inspected and respectively treated. Improvement noted in pond 11. Debris removed from ponds.

Service Parameters

Asset	Product Work Type	Specialist Comments to Customer
Alta Lakes Cdd-Lake-ALL	TRASH / DEBRIS COLLECTION (IN HOUSE)	
Alta Lakes Cdd-Lake-ALL	SHORELINE WEED CONTROL	
Alta Lakes Cdd-Lake-ALL	MONITORING	
Alta Lakes Cdd-Lake-ALL	LAKE WEED CONTROL	
Alta Lakes Cdd-Lake-ALL	ALGAE CONTROL	
Alta Lakes Cdd-Lake-ALL		Ponds 2, 10, 11, 16 and 18 were inspected and respectively treated. Improvement noted in pond 11. Debris removed from ponds.

Alta Lakes CDD

Restoration Assessment

Sample Date: 21 Nov 2022

Report Date: 23 Nov 2022

Field Biologist: William Hinton

Lab Scientist: Haley Canady

Site #Pond 13 2-3

Glossary 4



SOLITUDE
LAKE MANAGEMENT

888.480.LAKE (5253)

Solitudelakemanagement.com

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Restoration Assessment: Alta Lakes CDD, Site #Pond 13

Sample Date: 21 Nov 2022

Test	Desired Range	Action Range	Surface	Bottom	This lake is
Phosphorus, Total	< 30 ppb	> 100	48	44	Healthy
Nitrogen, Total	<1,200 ppb	> 2,000	1433	1271	Healthy
Ammonia	< 100 ppb	> 250	321	312	High
Conductivity	< 1,200 uS/cm	NA	839	841	Healthy
Alkalinity, Total	> 80 ppm	NA	48	47	Low
Turbidity	< 5 NTU	NA	6.08	5.57	High
pH reading	6.5 - 8.5	NA	8.2	7.6	Healthy
Secchi reading	> 4 feet	NA	2		Low



Acres: 0.94

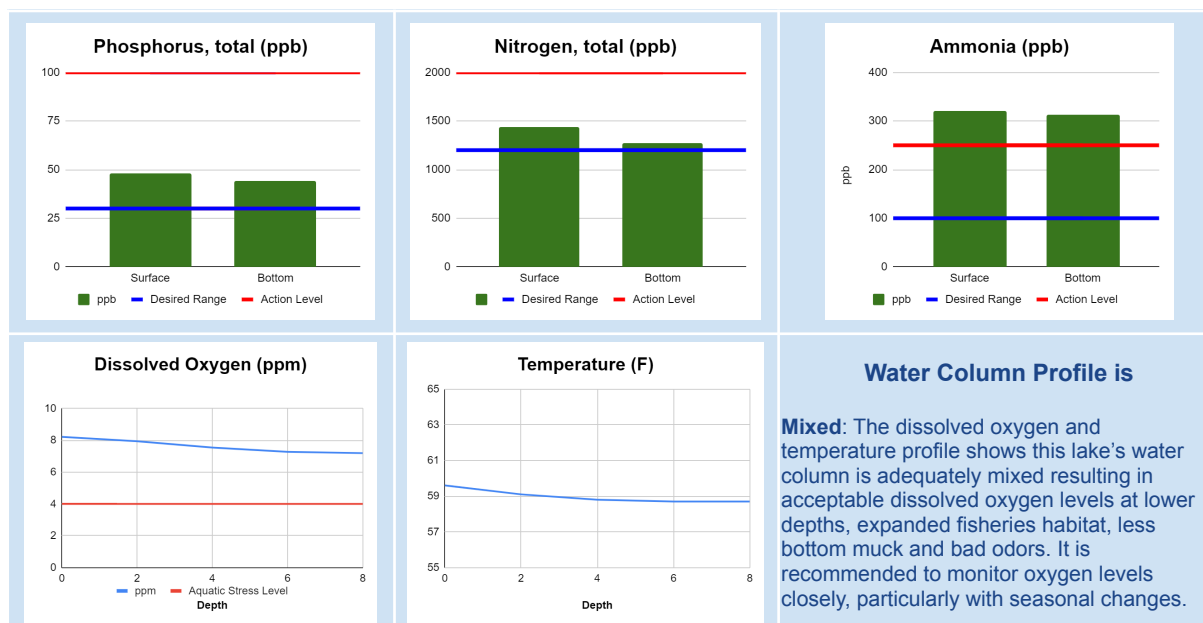
Average Depth (feet): 6.5

Observations

Water quality analysis suggests that this site is experiencing elevated ammonia levels. Ammonia is a byproduct of organic matter decomposition. It is common for ammonia to accumulate under low-oxygen conditions or from recent runoff events. Elevated ammonia may cause toxicity issues for aquatic life. Alkalinity at this site is low. Alkalinity is a measure of the buffering capacity of the waterbody. Lakes with low alkalinity are susceptible to stronger swings in pH.

Recommendations

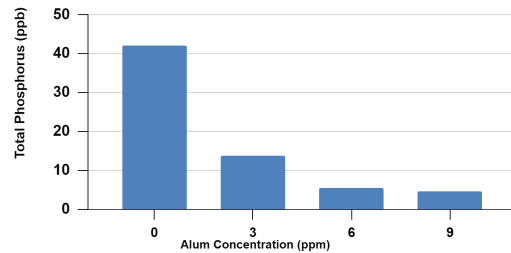
- Ammonia reduction
- Watershed management
- Ongoing water quality monitoring



Restoration Assessment: Alta Lakes CDD, Site #Pond 13

Sample Date: 21 Nov 2022

Phosphorus Dosing Results (Desired Range is <30 ppb, Action Level is >100 ppb)



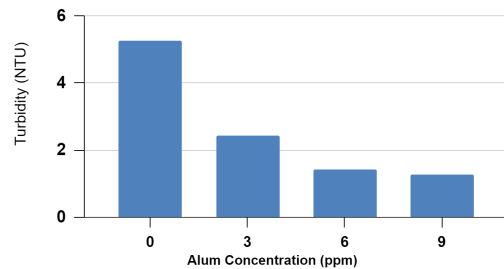
Product (ppm as Aluminum)	Total Phosphorus (ppb)
0	42
3	14
6	6
9	5

Treatment Recommendations

Based on laboratory results the following is recommended

- 3 ppm as aluminum
- Follow up testing to verify treatment results 7-30 days post treatment

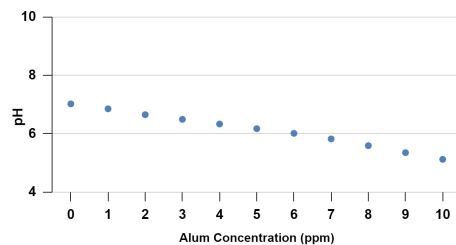
Turbidity Dosing Results (Desired Range is <5 NTU)



Product (ppm as Aluminum)	Turbidity (NTU)
0	5.25
3	2.42
6	1.41
9	1.27

Due to external factors not accounted for in a laboratory setting results may vary from this report.

pH Titration Dosing Limitations



In order to protect aquatic life, it is recommended that the pH levels do not drop below 6.0.

It is recommended that the dosage does not exceed 6 ppm as aluminum, at any one time based on laboratory data.

Glossary

Water Quality Parameter	Desired Range	Action Level	Non-normal results may lead to	Common causes of non-normal levels
Phosphorus, total	< 30 ppb	> 100 ppb	Excessive algae growth, muck accumulation, nuisance midge fly population, unbalanced fishery, etc.	Reclaimed water discharge, landscape fertilizer runoff and agricultural drainage, phosphorus laden bottom sediments
Nitrogen, total	< 1,200 ppb	> 2,000 ppb	Excessive algae growth, muck accumulation, nuisance midge fly population, unbalanced fishery, etc.	Reclaimed water discharge, landscape fertilizer runoff and agricultural drainage, organic material input like grass clippings and leaf litter
Ammonia	< 100 ppb	> 250 ppb	May lead to fish and wildlife becoming unhealthy or passing, especially under high pH conditions	Organic decomposition, landscape/fertilizer runoff, and anoxic conditions (low oxygen), excessive waterfowl excrement
Dissolved Oxygen	> 4 ppm	N/A	Leads to nutrient recycling from the sediments (phosphorus), may cause fish kill events, foul odors, etc.	Stratification, higher than normal biological oxygen demand
Temperature	< 4 degree difference	N/A	Often leads to low dissolved oxygen, nutrient recycling, and unbalanced ecosystems	Natural processes
Alkalinity	> 80 ppm	N/A	Drastic pH swings and an unhealthy ecosystem to grow sportfish populations	Low background levels
Conductivity	< 1,200 uS/cm	N/A	Fish kills for salt intolerant species, damage to turf through irrigation, change in algae community (golden algae)	Salt water intrusion, road salt runoff, excessive additions of reclaimed / effluent water
Turbidity	< 5 NTU	N/A	Loss of clarity in water and in extreme conditions fish kills	Sediment run-off, bottom sediment in suspension, algae blooms, etc.
Secchi Disk	> 4 feet	N/A	Loss of clarity in water	Sediment run-off, bottom sediment in suspension, algae blooms, etc.
pH reading	6.5 - 8.5	N/A	Unbalanced ecosystems and potentially fish kill events	Watershed run-off, pool discharges, algae blooms, etc.

^The above thresholds are general goals that have been determined by decades of lake management experience from our lake management team and a variety of peer reviewed journal studies.

Tab 10

RECEIVED
AUG 11 2022
BY:

Alta Lakes CDD
3434 Colwell Ave Suite 200
Tampa, FL 33614-8390

August 5, 2022

RE: January 2023 Price Increase Notification

Service Location(s): Alta Lakes CDD, 3108 Alta Lakes Blvd, Jacksonville, FL 32226-2161

Dear Valued Client,

While we strive to manage costs wherever possible and shield our clients from price adjustments as often as we can, we find it necessary to raise our prices in 2023 due to increasing labor and materials costs. As a result, and in order to continue providing the highest-quality service in the market, we will be implementing a 10% price increase on all commercial contracts as of January 1, 2023. This is an advanced notice for the upcoming budgeting season to allow you as much time to plan as possible.

You have my personal assurance that this will allow us to continue delivering unsurpassed service, top-of-the-line products and equipment, the latest technological advancements, and the best-trained technicians.

If you have any questions or concerns, please do not hesitate to contact me at 1-800-225-5305. I, and the entire Turner Pest Control team, look forward to many more years of working with you to support the success of your business.

Best regards,

Cheri Michaels
President
Turner Pest Control

Tab 11



Dunn & Associates, Inc.

CIVIL ENGINEERS / LAND PLANNERS

8647 Baypine Road, Suite 200 Jacksonville, Florida 32256

Phone: (904) 363-8916

Fax: (904) 363-8917

November 2, 2022

Lesley Gallagher, District Manager
Alta Lakes Community Development District
c/o Rizzetta & Company, Inc.
2806 N. 5th St., Unit 403
St. Augustine, FL 32084

Re: Engineering Proposal for
Alta Lakes CDD
Annual Report
Job Number 1507-425-20

Dear Ms. Gallagher:

Dunn & Associates, Inc. is pleased to offer this proposal for engineering services related to preparation of the Annual Report for the Alta Lakes Community Development District. Being familiar with the project, we offer the following scope of work and related fees.

1. We will visit the project to inspect the District improvements and the stormwater system. We will prepare a report noting items that may need repair or maintenance.
2. We will respond to any questions regarding the report.

Hourly, Upset Limit:

\$3,000.00 *

Hourly Rates

Principal	\$200.00
Senior Engineer (P.E.)	\$170.00
Engineer (P.E.)	\$130.00
Engineer (E.I.) and Senior Designer	\$110.00
Senior CADD Technician	\$95.00
CADD Technician	\$80.00
Senior Construction Inspector	\$110.00
Construction Inspector	\$90.00
Administrative Support	\$55.00

NOTE: * Our fee for the above tasks will be billed at our standard hourly rates. In the event that unknown/unforeseen issues come up or are requested during our work, these amounts may be exceeded, however we will not exceed these amounts without your prior written approval.

Payment is due within 30 days of invoice. Late payments will be subject to a monthly 1.5% surcharge. Payment is for completed work and is not contingent on approvals. We can begin on this project immediately and have the necessary manpower to complete work very quickly. If this proposal meets your approval, please return a signed copy for our files. Should you have any questions please call us.

Sincerely,

DUNN & ASSOCIATES, INC.



Vincent J. Dunn, P.E.
President

Accepted By

Company

Date

VJD/rto

Tab 12

Proposal for Extra Work at Alta Lakes CDD

Property Name	Alta Lakes CDD	Contact	Tony Shiver
Property Address	3108 Alta Lakes Blvd. Jacksonville, FL 32226	To	Alta Lakes CDD
		Billing Address	c/o Rizzetta & Company 3434 Colwell Ave Ste 200 Tampa, FL 33614
Project Name	Playground Mulch 2022		
Project Description	Add mulch to the playground		

Scope of Work

QTY	UoM/Size	Material/Description
1.00	LUMP SUM	35 yards of playground mulch installed to the required depth

For internal use only

SO# 7980245
JOB# 346100484
Service Line 160

Total Price \$2,791.25

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

TERMS & CONDITIONS

- 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.
- 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.
- 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 requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
- Taxes:** Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
- Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
- Liability:** Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
- Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
- Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
- 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.
- Access to Jobsite:** Customer shall provide all utilities to perform the work. Customer 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 Customer makes the site available for performance of the work.
- Payment Terms:** Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise, agreed to in writing.
- Termination:** This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
- Assignment:** The Customer 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 Customer 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.
- 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 Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

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

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

- 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 Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark 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 Customer's expense.
- 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

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor 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 Customer. 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 15 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

Manager	
Signature	Title
Tony Shiver	November 21, 2022
Printed Name	Date

BrightView Landscape Services, Inc. "Contractor"

Associate Account Manager	
Signature	Title
Christopher R. Ernst	November 21, 2022
Printed Name	Date

Job #:	346100484		
SO #:	7980245	Proposed Price:	\$2,791.25

TAB 13

Proposal for Extra Work at Alta Lakes CDD

Property Name	Alta Lakes CDD	Contact	Carol Brown
Property Address	3108 Alta Lakes Blvd. Jacksonville, FL 32226	To	Alta Lakes CDD
		Billing Address	c/o Rizzetta & Company 3434 Colwell Ave Ste 200 Tampa, FL 33614

Project Name Roadway bed upgrades

Project Description Upgrade the beds along Alta Lakes Dr. with new plant material

Scope of Work

QTY	UoM/Size	Material/Description	Total
Phase 1			\$8,795.26
1.00	LUMP SUM	Prep area by removing existing plant material, shovel grading, designing bed with sod cutter, and deep edge bed lines and hardscapes. Dispatch of Crew	
150.00	EACH	Liriope 1 gal. installed	
36.00	EACH	Muhly grass 3 gal. installed	
1,400.00	SQUARE FEET	Bahai sod installed	
147.00	EACH	Pine bark mulch installed	
1.00	LUMP SUM	Make irrigation adjustments and modifications to ensure proper coverage.	
Phase 2			\$10,399.15
1.00	LUMP SUM	Prep area by removing existing plant material, shovel grading, designing bed with sod cutter, and deep edge bed lines and hardscapes. Dispatch of Crew	
166.00	EACH	Liriope 1 gal. installed	
48.00	EACH	Muhly grass 3 gal. installed	
1,600.00	SQUARE FEET	Bahai sod installed	
168.00	EACH	Pine bark mulch installed	
1.00	LUMP SUM	Make irrigation adjustments and modifications to ensure proper coverage.	
Phase 3			\$11,128.35
1.00	LUMP SUM	Prep area by removing existing plant material, shovel grading, designing bed with sod cutter, and deep edge bed lines and hardscapes. Dispatch of Crew	
160.00	EACH	Liriope 1 gal. installed	
56.00	EACH	Muhly grass 3 gal. installed	
1,900.00	SQUARE FEET	Bahai sod installed	
168.00	EACH	Pine bark mulch installed	
1.00	LUMP SUM	Make irrigation adjustments and modifications to ensure proper coverage.	

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

Proposal for Extra Work at Alta Lakes CDD

Phase 4			\$7,275.31
1.00	LUMP SUM	Prep area by removing existing plant material, shovel grading, designing bed with sod cutter, and deep edge bed lines and hardscapes. Dispatch of Crew	
105.00	EACH	Liriope 1 gal. installed	
37.00	EACH	Muhly grass 3 gal. installed	
1,300.00	SQUARE FEET	Bahai sod installed	
105.00	EACH	Pine bark mulch installed	
1.00	LUMP SUM	Make irrigation adjustments and modifications to ensure proper coverage.	

For internal use only

SO# 7963477
JOB# 346100484
Service Line 130

Total Price \$37,598.07

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
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 requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. Taxes: Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. Insurance: Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, 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 not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. Subcontractors: Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. 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.
10. Access to Jobsite: Customer shall provide all utilities to perform the work. Customer 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 Customer makes the site available for performance of the work.
11. Payment Terms: Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise, agreed to in writing.
12. Termination: This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. Assignment: The Customer 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 Customer 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.
14. 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 Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

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

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

16. 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 Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark 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 Customer's expense.
17. 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

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor 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 Customer. 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 15 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 _____
Carol Brown	November 21, 2022
Printed Name _____	Date _____

BrightView Landscape Services, Inc. "Contractor"

Associate Account Manager	
Signature _____	Title _____
Christopher R. Ernst	November 21, 2022
Printed Name _____	Date _____

Job #:	346100484		
SO #:	7963477	Proposed Price:	\$37,598.07

Proposal for Extra Work at Alta Lakes CDD

Property Name	Alta Lakes CDD	Contact	Carol Brown
Property Address	3108 Alta Lakes Blvd. Jacksonville, FL 32226	To	Alta Lakes CDD
		Billing Address	c/o Rizzetta & Company 3434 Colwell Ave Ste 200 Tampa, FL 33614

Project Name Roadway bed upgrades

Project Description Upgrade the beds along Alta Lakes Dr. with sod

Scope of Work

QTY	UoM/Size	Material/Description	Total
Phase 1			\$6,388.32
1.00	LUMP SUM	Prep area for sod by removing existing plant material, shovel grading, and deep edging. Dispatch of crew	
2,400.00	SQUARE FEET	Bahia Sod installed	
1.00	LUMP SUM	Make irrigation adjustments and modifications to ensure proper coverage	
Phase 2			\$7,071.43
1.00	LUMP SUM	Prep area for sod by removing existing plant material, shovel grading, and deep edging. Dispatch of crew	
2,700.00	SQUARE FEET	Bahia Sod installed	
1.00	LUMP SUM	Make irrigation adjustments and modifications to ensure proper coverage	
Phase 3			\$8,534.26
1.00	LUMP SUM	Prep area for sod by removing existing plant material, shovel grading, and deep edging. Dispatch of crew	
3,550.00	SQUARE FEET	Bahia Sod installed	
1.00	LUMP SUM	Make irrigation adjustments and modifications to ensure proper coverage	
Phase 4			\$6,564.99
1.00	LUMP SUM	Prep area for sod by removing existing plant material, shovel grading, and deep edging. Dispatch of crew	
2,550.00	SQUARE FEET	Bahia Sod installed	
1.00	LUMP SUM	Make irrigation adjustments and modifications to ensure proper coverage	

For internal use only

SO# 7964187

JOB# 346100484

Service Line 130

Total Price \$28,559.00

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

TERMS & CONDITIONS

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- Taxes:** Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
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- Liability:** Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
- Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
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- Termination:** This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
- Assignment:** The Customer 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 Customer 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.
- 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 Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

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

- 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 Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark 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 Customer's expense.
- 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

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor 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 Customer. 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 15 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

District Manager	
Signature	Title
Carol Brown	November 21, 2022
Printed Name	Date

BrightView Landscape Services, Inc. "Contractor"

Associate Account Manager	
Signature	Title
Christopher R. Ernst	November 21, 2022
Printed Name	Date

Job #:	346100484		
SO #:	7964187	Proposed Price:	\$28,559.00

TAB 14



DOODY DADDY SERVICE AGREEMENT

This agreement is in effect as of December 1, 2022 and will stay in effect through December 1, 2024 is made between *Doody Daddy, LLC* and Alta Lakes CDD whose address is 2806 N. 5th Street, Suite 403, St. Augustine, FL 32084.

- Pet Waste Station Service** – *Doody Daddy* hereby agrees to service the 7 pet waste stations located at above address. Servicing of the stations will occur once a week. *Doody Daddy* reserves the right to change the assigned day. *Doody Daddy* will purchase and provide all bags for each pet waste station. *Doody Daddy* is not responsible for any damage or repairs needed to any pet waste station.
- Park & Common Area** – *Doody Daddy* hereby agrees to service the N/A park/common areas located at above address. Servicing will occur N/A a week. *Doody Daddy* reserves the right to change the assigned day.
- Billing** – An invoice for the next month's service will be sent at the beginning of each month. This invoice will be due in full by the 15th of that month. If delinquency occurs a late charge of twenty five dollars (\$25.00) will be added to the total of the bill.
- Collection of unpaid bills** – If a bill becomes more than 30 days late, *Doody Daddy* reserves the right to pursue collection. A service fee of \$75.00 will be added to a bill that is sent to a collection agency.
- Access to Service Area** – It is the customer's responsibility to assure uninhibited access to the service area. If the area is not accessible during the service day, the customer will be charged the normal fee for that days waste removal.
- High Grass and Leaves** – The customer is responsible for keeping the grass at a reasonable level and to keep the leaves picked up in the service area. *Doody Daddy* will not return if waste is missed due to overgrown grass or un-raked leaves. If *Doody Daddy* returns to service and it is determined that high grass or un-raked leaves existed

at the time of the initial service call, the account will be charged an additional pick-up at the normal weekly rate.

7. **Inclement Weather** – If weather conditions prevent *Doody Daddy* from servicing on the assigned day, *Doody Daddy* will attempt to schedule a make up day. If we are unable to schedule a make up day, we will issue a credit towards the next month's invoice.

8. **Entire Contract** – This Contract contains the entire agreement of the parties regarding the subject matter of this Contract, and there are no other promises or conditions in any other agreement whether oral or written. This Contract supersedes any prior written or oral agreements between the parties.

Monthly contract \$361.00 per month starting 12/01/2022 through 12/01/2024.

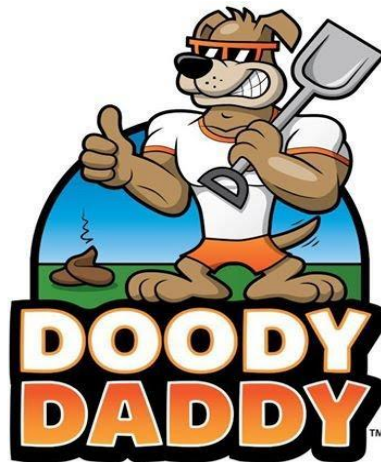
Property Manager Signature _____ Date _____

HOA Board President Signature _____ Date _____

Office Number _____ After Hours Number _____

Doody Daddy Signature _____ Date _____

WE THANK YOU FOR CHOOSING DOODY DADDY AS YOUR PET WASTE MANAGEMENT COMPANY, IF YOU HAVE ANY QUESTIONS FEEL FREE TO CALL US AT: 904-826-9235.



TAB 15

MEMORANDUM

TO: Alta Lakes Community Development District

FROM: Katie S. Buchanan

DATE: November 30, 2022

RE: Retention Requirements for Transitory Messages and Electronic Records Updates

On November 27, 2018, the District approved Resolution 2019-16, adopting a policy relating to the retention and disposition of its public records. The District's Record Retention Policy currently remains in full force and effect. In order to ensure the District's record retention practices remain economically feasible and technologically practical, we are offering some clarification regarding the retention period for records of short-term value. Additionally, we propose modifications to designate the electronic record as the official record of the district and allow for disposal of paper duplicate copies unless prohibited by any law, rule or ordinance.

According to the *General Records Schedule for State and Local Government Agencies* ("GS1-SL")¹ with which all community development districts must comply, records retention requirements "apply to records regardless of the format in which they reside."² This means that electronic communications, which include emails, instant messages, text messages, multimedia messages, chat messages, social networking, voicemail/ voice messaging, or other communications via electronic messaging technology or device, must be retained in accordance with the applicable section of the GS1-SL. Retention periods for electronic communications "are determined by the content, nature, and purpose of records, and are set based on their legal, fiscal, administrative, and historical values, regardless of the format in which they reside or the method by which they are transmitted."³

Electronic communications "created primarily to communicate information of short-term value" may fall under the Transitory Messages schedule set forth in GS1-SL.⁴ Transitory Messages do not "formalize or perpetuate knowledge and do not set policy, establish guidelines or

¹ Incorporated by reference in Rule 1B-24.003(1)(a), F.A.C.

² *General Records Schedule for State and Local Government Agencies*, Section V, Electronic Records.

³ *Id.* at Records Retention Schedules, Electronic Communications.

⁴ *Id.* at Records Retention Schedules, Transitory Messages, Item #146.

procedures, certify a transaction, or become a receipt.” Examples of Transitory Messages include, but are not limited to:

- reminder messages (“don’t forget the upcoming meeting”);
- email messages with short-lived or no administrative value (“thank you”)
- telephone messages lacking content (“Ms. Smith called – please return her call”);
- recipient copies of announcements of District sponsored events (“daily events email”); and,
- news releases received by the District strictly for informational purposes and unrelated to District programs or activities.

The retention requirement for Transitory Messages is “[r]etain until obsolete, superseded or administrative value is lost.”⁵ For example, an email message notifying employees of an upcoming meeting would only have value until the meeting has been attended or the employee receiving the message has marked the date and time in the calendar, at which time the message could be disposed of. In other words, an electronic communication intended for short-term value does not need to be retained once it is no longer needed. Unlike most other public records, the District may dispose of a transitory message once it is obsolete, superseded, or has lost its administrative value without having to document the disposition of the record, unless the record has been microfilmed or scanned and will serve as the record copy.⁶

⁵ *Id.*

⁶ *See* Rule 1B-24.003(9)(d), F.A.C.

RESOLUTION 2023-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT ADOPTING CERTAIN AMENDMENTS TO THE DISTRICT'S RECORD RETENTION POLICY; ADDRESSING CONFLICTS AND SEVERABILITY; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, Chapter 190, Florida Statutes, authorizes the Alta Lakes Community Development District ("**District**") to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of district business; and

WHEREAS, on November 27, 2018, the Board of Supervisors of the Alta Lakes Community Development District ("**Board**"), adopted Resolution 2019-16 providing for the adoption of the District's Record Retention Policy ("**Policy**"); and

WHEREAS, the Policy requires the District "retain all public records relating to District business until the Board of Supervisors amends the Records Retention Policy to address the disposition of the same"; and

WHEREAS, the Board finds that it is in the best interest of the District to amend the Record Retention Policy as described in more detail in paragraph 2 below; and

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

1. CONFLICTS. This Resolution is intended to amend, in part, Resolution 2019-16, which remains in full force and effect except as otherwise provided herein. All terms of Resolution 2019-16 that are not amended by this Resolution apply as if those terms were fully set forth herein. All District resolutions or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded and repealed.

2. AMENDMENT. The Records Retention Policy is hereby amended by inserting the language indicated in single underlined text (indicated textually in the same manner as the following example: underlined text) and by deleting the language indicated by strikethrough text (indicated textually in the same manner as the following example: ~~stricken-text~~) as set forth herein:

The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), Florida Statutes, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, Florida Statutes, and the General Records Schedules established by the Division. However, the District hereby extends the minimum retention

guidelines contained in the General Records Schedules so that the District will retain ~~all~~ public records relating to District business until the Board of Supervisors amends the Records Retention Policy to address the disposition of the same. Notwithstanding the foregoing, the District shall retain Transitory Messages until the Transitory Message is obsolete, superseded or administrative value is lost in accordance with the General Records Schedule for State and Local Government Agencies, Item #146, as incorporated by reference in Rule 1B-24.003(1)(a), Florida Administrative Code. The District hereby determines the electronic record shall be considered the official record of all public records relating to District business and any paper originals are designated as duplicates which may be disposed of unless prohibited by any law, rule or ordinance. To the extent the above statute, rules, or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic amendment does not permit the disposition of District records without further action of the Board. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

3. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

4. EFFECTIVE DATE. This Resolution shall take effect as of November 30, 2022.

Introduced, considered favorably, and adopted this 30th day of November 2022.

ATTEST:

**ALTA LAKES COMMUNITY DEVELOPMENT
DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors