



Rizzetta & Company

# **Alta Lakes Community Development District**

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**Board of Supervisors' Meeting  
April 22, 2026**

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

**ALTA LAKES  
COMMUNITY DEVELOPMENT DISTRICT**

Alta Lakes Amenity Center

3108 Alta Lakes Blvd., Jacksonville, FL 32226

[www.altalakescdd.org](http://www.altalakescdd.org)

<b>District Board of Supervisors</b>	Sylvester Wilkins Nelson Ortega Vacant Kevin Sibley Vacant	Chairperson Vice Chairman Assistant Secretary Assistant Secretary Board Member
<b>District Manager</b>	Ben Pfuhl	Rizzetta & Company, Inc.
<b>District Counsel</b>	Kyle Magee	Kutak Rock LLP
<b>District Engineer</b>	Chris Ralph	BGE

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

The Audience Comments portion, **on Agenda Items Only**, will be held at the beginning of the meeting. The Audience Comments portion of the agenda, **on General Items**, will be held at the end of the meeting. During these portions of the agenda, audience members may make comments on matters that concern the District (CDD) and will be limited to a total of three (3) minutes to make their comments.

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 (239) 936-0913. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

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

# ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

**District Office · St. Augustine, Florida · (904) 436-6270**  
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614  
[www.altalakescdd.org](http://www.altalakescdd.org)

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Board of Supervisors  
Alta Lakes Community  
Development District

**April 15, 2026**

## FINAL AGENDA

Dear Board Supervisors:

The **regular** meeting of the Board of Supervisors of the Alta Lakes Community Development District will be held on **April 22, 2026, at 6:00 p.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. Consideration of Minutes of the Board of Supervisors' Regular Meeting held April 2, 2026 ..... Tab 1
  - B. Ratification of Operations & Maintenance Expenditures for March 2026 ..... Tab 2
- 4. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. Landscape Manager ..... Tab 3
    1. Consideration of Freeze-Damaged Landscaping Proposal
  - D. District Manager
- 5. BUSINESS ITEMS**
  - A. Consideration of the Resignation of Courtney Brackin ..... Tab 4
  - B. Consideration of Resolution 2026-04; Redesignating Assistant Treasurer ..... Tab 5
  - C. Presentation of Fiscal Year 2026-2027 Proposed Budget ..... Tab 6
    1. Consideration of Resolution 2026-05; Approving Proposed Budget and Setting a Public Hearing
  - D. Consideration of Fence Proposal ..... Tab 7
  - E. Discussion on District Security Systems\*
- 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 contact us at 904-436-6270.

Sincerely,

*Benjamin Pfuhl,*

District Manager

**\*Note: In accordance with Sections 119.071(3)(a) and 286.0113(1), Florida Statutes, a portion of the meeting will be closed to the public, as it relates to details of the District's security system plan. The closed session may occur at any time during the meeting and is expected to last approximately thirty (30) minutes but may end earlier or extend longer.**

# **Tab 1**

**MINUTES OF MEETING**

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

**ALTA LAKES  
COMMUNITY DEVELOPMENT DISTRICT**

The meeting of the Board of Supervisors of the Alta Lakes Community Development District was held on **April 2, 2026, at 6:00 P.M.** at the Alta Lakes Amenity Center located at 3108 Alta Lakes Blvd., Jacksonville, FL 32226.

Sylvester Wilkins	<b>Board Supervisor, Chairman</b>
Nelson Ortega	<b>Board Supervisor, Vice Chairman</b>
Kevin Sibley	<b>Board Supervisor, Assistant Secretary</b>

**Also present were:**

Ben Pfuhl	<b>District Manager, Rizzetta &amp; Co., Inc.</b>
Kyle Maggee	<b>District Counsel, Kutak Rock LLP</b>
Tony Shiver	<b>President/Owner, First Coast CMS</b>
Corey Wissinger	<b>Account Manager, BrightView</b>

Public audience members present.

**FIRST ORDER OF BUSINESS**

**CALL TO ORDER**

Mr. Wilkins called the meeting to order at 6:01 p.m. and Mr. Pfuhl proceeded with the meeting.

**SECOND ORDER OF BUSINESS**

**AUDIENCE COMMENTS ON  
AGENDA ITEMS**

An audience member made a request on behalf of the Homeowners Association (HOA) to install an electrical outlet in the multipurpose field across from the Amenity Center.

On a motion by Mr. Ortega, seconded by Mr. Sibley, with all in favor, the Board approved the Alta Lakes Homeowners Association request to install and electrical outlet in the multipurpose field at their own expense, for Alta Lakes Community Development District.

An audience member raised a concern about dogs being in the playground area.

An audience member raised a concern about the splash pad being closed

43 An audience member raised a concern about the condition of the ponds and the  
44 landscaping throughout the community.

45  
46 An audience raised a concern about the street in front of her house. She was informed  
47 that the roads are owned and maintained by the County and was advised to contact them  
48 for assistance.

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50 **THIRD ORDER OF BUSINESS**

**CONSIDERATION OF MINUTES  
OF THE BOARD OF  
SUPERVISORS' SPECIAL  
MEETING HELD JULY 30, 2025**

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On a motion by Mr. Wilkins, seconded by Mr. Ortega, with all in favor, the Board approved the Minutes of the Board of Supervisor's Special Meeting held on July 30, 2025, for Alta Lakes Community Development District.
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56 **FOURTH ORDER OF BUSINESS**

**CONSIDERATION OF MINUTES  
OF THE BOARD OF  
SUPERVISORS' REGULAR  
MEETING HELD OCTOBER 1,  
2025**

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On a motion by Mr. Wilkins, seconded by Mr. Sibley, with all in favor, the Board approved the Minutes of the Board of Supervisor's Regular Meeting held on October 1, 2025, for Alta Lakes Community Development District.
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63 **FIFTH ORDER OF BUSINESS**

**RATIFICATION OF  
OPERATIONS &  
MAINTENANCE  
EXPENDITURES FOR  
SEPTEMBER 2025 THROUGH  
FEBRUARY 2026**

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On a motion by Mr. Wilkins, seconded by Mr. Ortega, with all in favor, the Board ratified the Operations & Maintenance Expenditures for September 2025 in the amount of \$16,531.07, October 2025 in the amount of \$84,922.88, November 2025 in the amount of \$31,416.14, December 2025 in the amount of \$62,544.01, January 2026 in the amount of \$26,074.21, and February 2026 in the amount of \$51,981.58, for Alta Lakes Community Development District.
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71 **SIXTH ORDER OF BUSINESS**

**STAFF REPORTS**

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73 **A. District Counsel**

74 Mr. Magee reviewed his report with the Board, updating them on his communication with  
75 JTA about seeking reimbursement for damages from the roadwork on Alta Drive.

76

## B. Landscape Manager

77 Mr. Wissinger reviewed the BrightView Quality Site Assessment with the Board.

78

79 Mr. Ortega raised a concern about the quality/condition of the grass that was installed at  
80 the front entrance. Mr. Wissinger informed the Board that Bahia Grass was installed and  
81 that it takes time to take root in the ground and turn green but that BrightView will continue  
82 to monitor its condition.

83

84

### 1. Consideration of BrightView Landscape Proposals

85 Mr. Wissinger reviewed the proposals for cutting back the native areas throughout the  
86 community.

87

On a Motion by Mr. Ortega, seconded by Mr. Sibley, with all in favor, the Board approved the BrightView proposal to cut back the native areas in areas A-C in the amount of \$3,500, and the BrightView proposal to cut back the native areas in area D in the amount of \$4,900, for Alta Lakes Community Development District.

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89 Mr. Wissinger presented an additional proposal to the Board (Exhibit A) to cut the  
90 Podocarpus along the pool pump fence.

91

On a Motion by Mr. Ortega, seconded by Mr. Sibley, with all in favor, the Board approved the BrightView proposal to cut the Podocarpus along the pool pump fence in the amount of \$235.70, for Alta Lakes Community Development District.

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## C. Amenity Manager

94 Mr. Shiver reviewed his report with the Board highlighting the required pool repairs.

95

96 *The Board moved to agenda items 5-G: Consideration of Pool Shell Repair Proposal, and*  
97 *item 5-H: Consideration of Splash Pad Resurfacing Proposals*

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99 Mr. Shiver reviewed the proposals to repair the pool shell and resurface the splashpad,  
100 and recommended the Board consider replacing the LED lights in the pool.

101

On a Motion by Mr. Wilkins, seconded by Mr. Sibley, with all in favor, the Board approved the Oak Wells Aquatics proposal to repair the pool shell in the amount of \$23,800, the Oak Wells Aquatics proposal to resurface the splash pad in the amount of \$18,950, and authorized the staff to install new LED lights setting a not to exceed amount of \$1,000 per light, for Alta Lakes Community Development District.

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103 *The Board moved to agenda item 5-F: Consideration of Pool Maintenance Proposal*

104

105 Mr. Shiver reviewed the pool maintenance agreement proposal from CBUSS Enterprises  
106 with the Board.

107

On a Motion by Mr. Sibley, seconded by Mr. Wilkins, with all in favor, the Board approved the CBUSS Enterprises proposal for ongoing pool maintenance, for Alta Lakes Community Development District.

108

The Board requested Mr. Shiver see if CBUSS could also maintain the entry fountains.

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*The Board continued agenda item 4-C: Staff Reports- Amenity Manager*

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Mr. Sibley requested a closed security session at the next meeting to discuss potential upgrades to the District's security system.

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Mr. Shiver presented the Board with a proposal to have a weekend amenity/pool attendant at a cost of \$1,800 for the summer months (Memorial Day through Labor Day)

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116

On a Motion by Mr. Wilkins, seconded by Mr. Sibley, with all in favor, the Board approved the First Coast CMS proposal for a weekend attendant between Memorial Day and Labor Day in the amount of \$1,800 per month, for Alta Lakes Community Development District.

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**SEVENTH ORDER OF BUSINESS**

**CONSIDERATION OF APPOINTMENT TO SEAT VACANCIES**

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Ms. Courtney Brackin expressed interest in being appointed to the Alta Lakes CDD Board of Supervisors.

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On a Motion by Mr. Ortega, seconded by Mr. Sibley, with all in favor, the Board appointed Courtney Brackin to Seat 4 of the Alta Lakes CDD Board of Supervisors, for Alta Lakes Community Development District.

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**EIGHTH OF BUSINESS**

**CONSIDERATION OF RESOLUTION 2026-01; REDESIGNATING OFFICERS**

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On a Motion by Mr. Sibley, seconded by Mr. Wilkins, with all in favor, the Board adopted t Resolution 2026-01; Redesignating Officers, designating Ms. Brackin as an Assistant Secretary, for Alta Lakes Community Development District.

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137 **NINITH ORDER OF BUSINESS**

**CONSIDERATION OF FENCE  
PROPOSAL – UNDER  
SEPARATE COVER**

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141 The Board Tabled this item until the next meeting.

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144 **TENTH ORDER OF BUSINESS**

**CONSIDERATION OF AMENITY  
MANAGEMENT RENEWAL  
AGREEMENT**

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148 Mr. Shiver reviewed the renewal agreement with the Board.

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On a Motion by Mr. Ortega, seconded by Mr. Wilkins, with all in favor, the Board approved the First Coast CMS renewal agreement for amenity management, for Alta Lakes Community Development District.

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151 **ELEVENTH ORDER OF BUSINESS**

**CONSIDERATION OF  
RESOLUTION 2026-03;  
CONDUCTING GENERAL  
ELECTION**

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156 Mr. Pfuhl reviewed the resolution highlighting that Seat 1, currently vacant, and Seat 2, currently held by Nelson Ortega, will be up for General Election in November. Mr. Pfuhl also informed the Board that the candidates' qualification period will be from June 8<sup>th</sup> at 12:00 p.m. until June 12<sup>th</sup> at 12:00 p.m.

160

On a Motion by Mr. Wilkins, seconded by Mr. Sibley, with all in favor, the Board adopted Resolution 2026-03; Conducting General Election, as amended, for Alta Lakes Community Development District.

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162 **TWELFTH ORDER OF BUSINESS**

**SUPERVISOR REQUESTS AND  
AUDIENCE COMMENTS**

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165 **Supervisor Requests**

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167 There were no Supervisor Requests at this time.

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169 **Audience Comments**

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171 An audience member raised a concern about nonworking streetlights in the community. They were advised that staff will report them to JEA.

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174 An audience member questioned if they are allowed to have "no soliciting signs". They were advised to seek guidance from the HOA.

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**THIRTEENTH ORDER OF BUSINESS**

**ADJOURNMENT**

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On a motion by Mr. Sibley, seconded by Mr. Wilkins, with all in favor, the Board adjourned the meeting at 8:10 p.m., for Alta Lakes Community Development District.

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Secretary / Assistant Secretary

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Chairman / Vice Chairman

DRAFT

## **Tab 2**

# ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · 3434 Colwell Avenue, Suite 200 Tampa FL 33614

**Operations and Maintenance Expenditures  
March 2026  
For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from March 1, 2026 through March 31, 2026. This does not include expenditures previously approved by the Board.

The total items being presented:

Approval of Expenditures:           **\$93,075.81**

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures

March 1, 2026 Through March 31, 2026

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
American Electrical Contracting, Inc.	300202	73024005-1	lights in Pool is not working 02/26	\$ 2,224.00
BrightView Landscape Services, Inc.	300203	9685845	Exterior Maintenance 03/26	\$ 7,956.00
BrightView Landscape Services, Inc.	300211	9714795	Exterior Maintenance 03/26	\$ 8,987.62
COMCAST	20260306-01	8495 74 120 3378488-021326	Monthly Cable & Interne 02/26	\$ 530.94
Doody Daddy, LLC	300197	2603-AL	Pet Waste Station Maintenance 03/26	\$ 507.00
Extra Duty Solutions	300194	X233.027768	Duty Patrol 02/26	\$ 721.28
Extra Duty Solutions	300194	X233.028009	Duty Patrol 02/26	\$ 1,487.64
Extra Duty Solutions	300204	X233.028256	Duty Patrol 02/26	\$ 495.88
Extra Duty Solutions	300207	X233.028514	Duty Patrol 03/26	\$ 1,442.56
Extra Duty Solutions	300207	X233.028777	Duty Patrol 03/26	\$ 488.67
Extra Duty Solutions	300212	X233.029026	Duty Patrol 03/26	\$ 1,224.37
Extra Duty Solutions	300204	X233.993080	Duty Patrol 02/26	\$ 728.00
First Coast Contract Maintenance Service, LLC	300198	10067	Monthly Janitorial Service for the month 03/26	\$ 2,588.00
First Coast Contract Maintenance Service, LLC	300198	10092	Purchasing Fee 3% purchase fee 01/26	\$ 2,773.95

# ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures

March 1, 2026 Through March 31, 2026

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
First Coast Contract Maintenance Service, LLC	300198	10109	Misc. Labor Call out Sunday Feb 2nd due to freeze - pool deck shower burst due to	\$ 125.00
First Coast Contract Maintenance Service, LLC	300198	10112	Misc. Labor -Replumb broken shower on pool deck with shut off valve and freeze	\$ 150.00
First Coast Contract Maintenance Service, LLC	300199	10115	Purchasing Fee 3% purchase fee 02/26	\$ 1,493.46
First Coast Contract Maintenance Service, LLC	300205	10125	Misc. Labor Plumbing repair of pump #2 and pump #3. Both with major leaks	\$ 790.00
First Coast Contract Maintenance Service, LLC	300208	10146	Purchasing Fee 3% purchase fee February 2026 : 2 03/26	\$ 2,473.46
First Coast Contract Maintenance Service, LLC	300213	10171	Purchasing Fee 3% purchase fee 03/26	\$ 704.53
Hi-Tech System Associates	300214	437304	Security & Video Monitoring 02/26	\$ 555.00
Hi-Tech System Associates	300200	438806	Security & Video Monitoring 03/26	\$ 555.00
Innovative Fountain Services	300206	2030266	Fountain Service 02/26	\$ 37,219.62
Innovative Fountain Services	300209	2030518	Fountain Service 03/26	\$ 1,093.00
Jacksonville Daily Record	300201	26-00014D	Legal Advertising 02/26	\$ 112.16
JEA	20260325-01	9415158183-030326	Utility Services 02/26	\$ 4,887.97
Republic Services	20260310-01	0687-001605366	Waste Disposal Services 03/26	\$ 424.06
Rizzetta & Company, Inc.	300196	INV0000107454	Accounting Services 03/26	\$ 5,120.26

**ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT**

Paid Operation and Maintenance Expenditures

March 1, 2026 Through March 31, 2026

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
School Now	300210	INV-SN-1317	School Now CDD ADA-PDF 03/26	\$ 384.38
The Lake Doctors, Inc.	300195	2119008	Water Management - Zone 1 02/26	\$ 2,416.00
The Lake Doctors, Inc.	300215	2128404	Water Management - Zone 1 03/26	<u>\$ 2,416.00</u>
<b>Report Total</b>				<b><u>\$93,075.81</u></b>

## **Tab 3**



# Quality Site Assessment

Prepared for: Alta Lakes CDD

## General Information

- DATE: Tuesday, Apr 14, 2026
- NEXT QSA DATE: Wednesday, May 05, 2027
- CLIENT ATTENDEES: Benjamin Pfuhl
- BRIGHTVIEW ATTENDEES: Jennifer Mabus

## Customer Focus Areas

Amenity Center, Front Entrance

### Quality you can count on.

<h1>7</h1> <p>Seven Standards of Excellence</p>	 <p>1 Site Cleanliness</p>	 <p>2 Weed Free</p>	 <p>3 Green Turf</p>
	 <p>4 Crisp Edges</p>	 <p>5 Spectacular Flowers</p>	 <p>6 Uniformly Mulched Beds</p>

# QUALITY SITE ASSESSMENT

## Alta Lakes CDD

### Maintenance Items



**1** Front entrance, new sod is green, liriope has flushed out new growth. The shrubs are pruned on both sides, and weeds are sprayed in rotation to keep control.

**2** Shrubs at the tennis courts are pruned and look maintained

**3** Turf is has been fertilized and had post emergent herbicide for weeds. Fields have been mowed and are greening up.

**4** The dog park is mowed and line trimmed.

### Maintenance Items



- 5** The road side turf is greening up and sidewalks are edged.

### Recommendations for Property Enhancements



**1** The oleander in front of the Amenity Center has some freeze damage. A proposal is submitted to remove and replace with plants that are around the amenity center and look good.



**2** The palms at the entrance should be trimmed this year so that fronds do not fly off during Hurricane season. We can provide a proposal for that.

## Proposal for Extra Work at Alta Lakes CDD

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

Project Name      Alta Lakes CDD - Freeze damaged plant material  
 Project Description    Freeze Damaged plants at the Amenity Center

### Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
<b>Front of Amenity Center</b>			<b>Subtotal</b>	<b>\$3,920.73</b>
1.00	LUMP SUM	Mobilization and removal of Oleanders and Flax Lily damaged on both sides of the entrance to the center. Deep edge along sidewalks. Disposal included.	\$848.52	\$848.52
2.00	CUBIC YARD	Composted soil added to planting area	\$162.31	\$324.62
30.00	EACH	Loropetalum 3 gallon installed	\$42.71	\$1,281.31
40.00	EACH	Liriope 1 gallon installed	\$15.16	\$606.36
30.00	CUBIC YARD	Mulch	\$13.43	\$402.88
1.00	EACH	Irrigation modifications- re align new drip for new plants	\$457.04	\$457.04
<b>Island in front of Amenity Center</b>			<b>Subtotal</b>	<b>\$2,417.81</b>
1.00	LUMP SUM	Mobilization and removal of flax lily that was damaged by the freeze. Deep edge along sidewalks.	\$424.26	\$424.26
1.00	CUBIC YARD	Composted soil added to planting area	\$162.32	\$162.32
34.00	EACH	Pink Muhly grasses 3 gallon installed	\$32.52	\$1,105.58
20.00	CUBIC YARD	Mulch	\$13.43	\$268.61
1.00	EACH	Irrigation modifications - re align new drip for new plants	\$457.04	\$457.04

For internal use only

**SO#**                    8884504  
**JOB#**                 346100484  
**Service Line**        130

**Total Price**                    \$6,338.54

**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  
 Enhancement Manager  
 Certified Arborist #FL-6354A  
 Certified Pest Control Operator JF95758

# 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 on 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**

<b>Current PM</b>	
Signature	Title
<b>Ben Pfuhl</b>	<b>April 02, 2026</b>
Printed Name	Date

**BrightView Landscape Services, Inc. "Contractor"**

<b>Enhancement Manager</b>	
Signature	Title
<b>Jen Mabus</b>	<b>April 02, 2026</b>
Printed Name	Date

<b>Job #:</b>	<b>346100484</b>		
<b>SO #:</b>	<b>8884504</b>	<b>Proposed Price:</b>	<b>\$6,338.54</b>



3108



Alta



# Tab 4

## Benjamin Pfuhl

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**From:** Shawndra Brooks <altalakeevents@gmail.com>  
**Sent:** Friday, April 3, 2026 6:35 PM  
**To:** Benjamin Pfuhl; Sylvester Wilkins; Nelson Ortega  
**Subject:** [EXTERNAL]Fwd: CDD Social Media Post Unacceptable

**NOTICE: This email originated from outside of the organization.**

Do not click links or open attachments unless you recognize the sender and know the content is safe. Please use the Phish Alert! button to report suspicious messages.

Hi Ben,

This is incredibly disappointing and I'm incredibly apologetic.

Please accept this as my formal resignation after just one day. I feel threatened in my personal life regarding this situation and I cannot engage any further. I resign with respect effective immediately. I apologize for all the trouble this will cause you and the other board members.

My mental health has taken a toll in just one day when the information communicated was not slanderous in any way. (The screenshots were previously attached). But I will not have the CDD board tarnished in anyway by my presence. I have talked to many others who are interested in being on the board and will encourage them to join the meeting on April 22nd so they can get a seat. Please accept this resignation during your upcoming board meeting.

Regards,  
Courtney Brackin

## **Tab 5**

**RESOLUTION 2026-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT REAPPOINTING AN ASSISTANT TREASURER 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 Duval County, Florida; and

WHEREAS, the Board of Supervisors (hereinafter the “Board”) previously appointed **Shawn Wildermuth** as an Assistant Treasurer pursuant to Resolution 2019-05; and

WHEREAS, the Board now desires to remove **Shawn Wildermuth** as Assistant Treasurer and appoint **Susan Garcia** to the position.

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

**Section 1.** Shawn Wildermuth is removed as Assistant Treasurer.

**Section 2.** **Susan Garcia** is appointed as Assistant Treasurer.

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

**PASSED AND ADOPTED THIS 22<sup>nd</sup> DAY OF APRIL, 2026.**

**ALTA LAKES COMMUNITY  
DEVELOPMENT DISTRICT**

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**CHAIRMAN/VICE CHAIRMAN**

**ATTEST:**

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**SECRETARY/ASSISTANT SECRETARY**

# Tab 6

**RESOLUTION 2026-05**  
**[FY 2027 BUDGET APPROVAL RESOLUTION]**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGET(S) FOR FY 2027; SETTING A PUBLIC HEARING THEREON AND DIRECTING PUBLICATION; ADDRESSING TRANSMITTAL AND POSTING REQUIREMENTS; ADDRESSING SEVERABILITY AND EFFECTIVE DATE.**

**WHEREAS**, for the fiscal year beginning October 1, 2026, and ending September 30, 2027 (“**FY 2027**”), the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the Alta Lakes Community Development District (“**District**”) prior to June 15, 2026, the proposed budget(s) attached hereto as **Exhibit A (“Proposed Budget”)**; and

**WHEREAS**, the Board now desires to set the required public hearing on the Proposed Budget.

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget attached hereto as **Exhibit A** is hereby approved preliminarily.

2. **SETTING A PUBLIC HEARING; DIRECTING PUBLICATION.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, time, and location, and District staff is directed to provide notice of the same in accordance with Florida law:

DATE: **MM/DD/2026**  
TIME: **\_\_:\_\_ AM OR PM**  
LOCATION: Alta Lakes Amenity Center  
3108 Alta Lakes Blvd.,  
Jacksonville, FL 32226

3. **TRANSMITTAL TO LOCAL GENERAL PURPOSE GOVERNMENT; POSTING OF PROPOSED BUDGET.** The District Manager is hereby directed to (i) submit a copy of the Proposed Budget to the applicable local general-purpose government(s) at least 60 days prior to its adoption, and (ii) post the approved Proposed Budget on the District’s website in accordance with Chapter 189, Florida Statutes.

4. **SEVERABILITY; EFFECTIVE DATE.** 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. This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 22nd DAY OF APRIL, 2026.**

ATTEST:

**ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT**

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

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

**Exhibit A:** Proposed Budget

# **Tab 7**

# P R O P O S A L

Silverman Fence Company

4698 Dusk Ct

Jacksonville, FL 32207

(904)730-0882


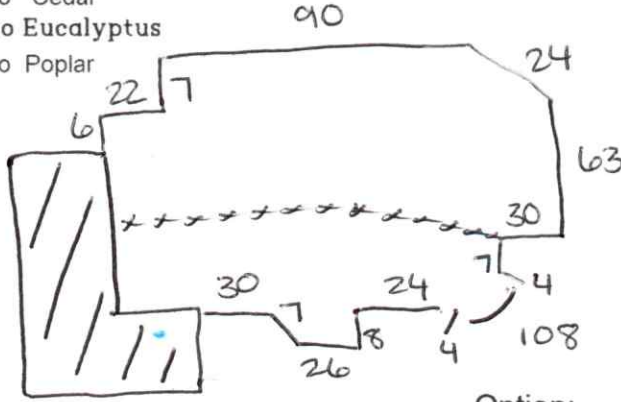
Fax: (904)730-5142

www.silvermanfence.com

Date: 4/10/26

Please Contact: Deana

Customer's name	Alta Lakes HOA		Home Phone:	Work Phone:
Address:	c/o First Coast Management	City:	State:	Zip: 32226
Installation Address: (If Different) Or Subdivision Name:				

<p><b>Fence Type</b> California</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Board on Board</li> <li><input type="checkbox"/> Shadow box</li> <li><input type="checkbox"/> Stockade</li> <li><input type="checkbox"/> Space Picket</li> <li><input type="checkbox"/> Chain Link</li> <li><input type="checkbox"/> PVC Vinyl</li> <li><input checked="" type="checkbox"/> Aluminum</li> </ul> <p><b>Wood board width</b> 4" ___ 6" ___ Style: _____</p>	<p><b>Material List</b></p> <p>2-4' gates 4-gate posts 77-6x6 sections 80-posts coredrill gate posts</p> <p><input checked="" type="checkbox"/> Concrete posts <input checked="" type="checkbox"/> Haul Off existing <input checked="" type="checkbox"/> Take down existing</p>	<p><b>Fence Diagram Key:</b> Fence line to be erected Existing fence line Building or house Gate Openings</p> <p>C&amp;F = Cap and Fascia Top trim RSWF = Right Side When Facing LSWF = Left Side When Facing</p> <p>XXXXXXXXXXXX</p>	<p><b>We Participate</b></p>  <p>A Customer Assistance Program of the Better Business Bureau (®)</p> <p>Please note: All fence lines must be cleared of any vines and/or bushes to avoid additional charges</p> <p><b>Thank You</b></p>																	
<p><b>Description</b></p> <table border="1"> <tr> <th>Total Linear Footage</th> <th>Fence Height</th> </tr> <tr> <td style="width: 50px; height: 40px;"></td> <td style="width: 50px; height: 40px; text-align: center;">6'</td> </tr> </table>	Total Linear Footage	Fence Height		6'	<p>This estimate professionally provided by:</p> <p style="text-align: center;">Kimball</p>	 <p style="text-align: center;">Option: Panic bars system on gates (+\$2800.00)</p>	<p><b>Specifications</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Follow slope or contour of ground</li> <li><input type="checkbox"/> Be level at top</li> <li><input type="checkbox"/> Straight across top</li> <li><input type="checkbox"/> Permit Responsibility</li> <li><input type="checkbox"/> HOA approval</li> <li><input type="checkbox"/> Dogs</li> </ul>													
Total Linear Footage	Fence Height																			
	6'																			
<p><b>Gates</b></p> <p>ALL gates built SOLID Scroll</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Quantity</th> <th>Width</th> <th>Height</th> </tr> </thead> <tbody> <tr> <td>W</td> <td>2</td> <td>4</td> <td>6</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Type	Quantity	Width	Height	W	2	4	6									<p><b>Special work to be performed by customer:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> copy of survey</li> <li><input type="checkbox"/> survey received</li> <li><input type="checkbox"/> clear line</li> <li><input type="checkbox"/> of personals</li> <li><input type="checkbox"/> bushes or vines</li> </ul>	<p><b>PLEASE TO THE EYE LEVEL</b></p> <p><b>FOLLOWING FLOW STRAIGHT TOP</b></p> <p><b>STEPED (INSTALLATION STEPPED)</b></p> <p><b>FOLLOWING ROLL CONTOUR</b></p>	<p><b>Special work to be performed by customer:</b></p> <p>Locate info: office use only <i>includes discount</i></p> <p>key job entry to be done by others</p>	<p><b>Price:</b> \$27,650.00</p> <p>We hereby purpose to furnish labor and materials- complete in accordance with the above specifications, for the sum of \$_____ with payment to be made upon completion. CASH, CHECK or CREDIT as payment. All work to be guaranteed for one (1) year, labor and workmanship only. NO warranty on Pressure Treated Pine or Cypress lumber for warping, twisting, splitting or any change of lumber shape or otherwise. I understand ALL lumber is rough sawn and may vary in dimension and/or shape. Silverman Fence is not responsible for underground obstructions such as power lines, irrigation, gas or sprinkler lines of any kind, pipes for wells, etc... Nor is Silverman Fence responsible to repair any such lines if damaged during project installation. All materials remain property of Silverman Fence Co until paid in full. Any special order items such as vinyl or aluminum will have a 25% restocking charge if the order has been placed and/or the cancellation of the order is passed a 24 hour time frame from acceptance. Silverman Fence is not responsible for shipping delays on any ordered items. All properties are located by Central Locate Service through the State of Florida. Underground utilities, electrical lines, phone, cable and TECO gas is located. Please be aware your yard will be spray painted or marked. Fully licensed and insured. All jobs and contracts are bound per our current insurance coverages.</p> <p>All install date(s) are pending material availability The above prices, specifications and conditions are hereby accepted. You (Silverman Fence) are authorized to do the work as specified above. I agree if paying with a charge card; I understand this incurs a 3% added charge as listed above and I will not dispute any charges at project completion for balances paid in full. Payments will be made in full as outlined above (COD) at completion.</p> <p><b>Credit (+)3%</b> Silverman Fence does not warranty discoloration of lumber if it is not stained as recommended.</p> <p>Accepted: _____ Date: _____ Signature: _____</p>
Type	Quantity	Width	Height																	
W	2	4	6																	

Email: Info@silvermanfence.com