



Rizzetta & Company

# **Cross Creek North Community Development District**

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## **Board of Supervisors' Meeting September 9, 2025**

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

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

## **CROSS CREEK NORTH COMMUNITY DEVELOPMENT DISTRICT**

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

<b>Board of Supervisors</b>	Robert Porter Shane Ricci Anthony Sharp Elizabeth Buschbacher Frank Mattera	Chairman Assistant Secretary Assistant Secretary Board Supervisor Board Supervisor
<b>District Manager</b>	Lesley Gallagher Danielle Wasilewski	Rizzetta & Company, Inc.
<b>District Counsel</b>	Katie Buchanan	Kutak Rock, LLP
<b>District Engineer</b>	Brad Weeber Matthew Guilbeault	England-Thims and Miller, Inc.

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

The first section of the meeting is called Audience Comments, which is the portion of the agenda where individuals may make comments on Agenda Items. The final section of the meeting will provide an additional opportunity for Audience Comments on other matters of concern that were not addressed during the meeting. Individuals are limited to a total of three (3) minutes to make comments during these times.

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.

# CROSS CREEK NORTH COMMUNITY DEVELOPMENT DISTRICT

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

Board of Supervisors  
Cross Creek North Community  
Development District

September 2, 2025

## FINAL AGENDA

Dear Board Members:

The **regular** meeting of the Board of Supervisors of the Cross Creek North Community Development District will be held on **September 9, 2025, at 3:15 p.m.** at the Cross Creek North Amenity Center located at 2895 Big Oak Drive, Green Cove Springs, FL 32043. The following is the tentative agenda for this meeting:

1. **CALL TO ORDER/ROLL CALL**
2. **AUDIENCE COMMENTS ON AGENDA ITEMS**
3. **BUSINESS ADMINISTRATION**
  - A. Consideration of the Minutes of the Workshop Meeting held on August 12, 2025 ..... Tab 1
  - B. Consideration of the Minutes of the Board of Supervisors' Meeting held on August 12, 2025 ..... Tab 2
  - C. Ratification of Operation & Maintenance Expenditures for July 2025 ..... Tab 3
4. **STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. Vesta Amenity Manager Report..... Tab 4
    - 1.) Discussion of RV/Boat Storage Policies and Annual Agreement
    - 2.) Discussion of Amenity Rooms & Proposed Policies
  - D. Vesta Field Operations Manager Report..... Tab 5
    - 1.) Consideration of Missing Street Sign Proposal
    - 2.) J&J Aquatics Pond Report
    - 3.) Discussion Regarding Pond Maintenance
  - E. BrightView Landscape Report ..... Tab 6
    - 1.) Consideration of Missing Tree Replacement Proposal
    - 2.) Consideration of Landscape Proposals
    - 3.) Discussion of RV/Boat Landscape
  - F. District Manager
5. **BUSINESS ITEMS**
  - A. Consideration of Holiday Lighting Proposal ..... Tab 7
  - B. Consideration of Fountain Repair Proposals ..... Tab 8
  - C. Consideration of Access Control Proposals for Pickleball Courts ..... Tab 9
  - D. Consideration of Resolution 2025-10 Setting FY 25-26 Meeting Dates, Times & Location ..... Tab 10
  - E. Acceptance of Addendum for District Management Services Agreement.... Tab 11
6. **AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
7. **ADJOURNMENT**

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact me at (904) 436-6270.

Sincerely,  
*Lesley Gallagher*  
District Manager

## **Tab 1**



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**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.*

**CROSS CREEK NORTH  
COMMUNITY DEVELOPMENT DISTRICT**

The **workshop** meeting of Cross Creek North Community Development District was held on **August 12, at 5:00 p.m.** at the Cross Creek North Amenity Center located at 2895 Big Oak Drive, Green Cove Springs, FL 32043.

**Present:**

Bob Porter	<b>Board Supervisor, Chairman</b>
Shane Ricci	<b>Board Supervisor, Vice Chairman</b>
Anthony Sharp	<b>Board Supervisor, Assistant Secretary</b>
Elizabeth Buschbacher	<b>Board Supervisor, Assistant Secretary</b>
Frank Mattera	<b>Board Supervisor, Assistant Secretary</b>

**Also present were:**

Lesley Gallagher	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Katie Buchanan	<b>District Counsel, Kutak Rock, LLP</b>
Matthew Guilbeault	<b>District Engineer, England-Thims &amp; Miller, Inc.</b>
John Williams	<b>Field Operations Manager, Vesta</b>
Mark Insel	<b>General Manager, Vesta</b>
Dan Fagen	<b>Regional General Manager, Vesta</b>

Audience Members were present

**FIRST ORDER OF BUSINESS****Call to Order**

Mr. Porter called to order the Community Workshop meeting at 5:00 pm and the Board and staff introduced themselves.

Mr. Porter then provided a brief overview of the area of potential expansion noting DR Horton had this property under contract and it was estimated to include approximately 220 lots. It was also noted that there is a separate parcel that would have approximately 100 lots that is separate from the DR Horton purchase and that developer has expressed that they would also like these lots to be included as part of the expansion. It was noted that the additional areas can be part of the CDD and annexed in or not part of the CDD and not annexed. If they do not become part of the CDD they will use the roads but not the amenity center.

**SECOND ORDER OF BUSINESS**

**Discussion Regarding Possible  
Community Expansion and Other  
Matters as it relates to the District &  
Discussion of CDD Fees**

The workshop was then opened for public comments.

An audience member inquired about a connection to Sandridge, and it was noted that the creek and a cemetery would not allow this to be possible.

Discussion topics included impacts on wildlife, County approval of access, impacts on current bonds, and it was noted that there would be no impact on the current bonds for the district.

Audience members inquired about additional amenities, second asphalt lift, road damage concern with construction, street sweeping, traffic and speeding concerns. It was noted that if the new homes were annexed the intent was to provide up to 20% on the bond proceeds for capital improvements to the CDD.

Board seats, MSBU, threshold for number of homes with current amenity facility, access control for courts, Creek, dock, water access inquires, and areas identified as wetlands were discussed.

Further discussion about roadways ensued and audience questioned if any dead-end roads were going to connect to Saratoga.

An audience member inquired about any additional development planned by DR Horton.

**THIRD ORDER OF BUSINESS**

**Adjournment**

The Community Workshop concluded at 6:10 p.m. with a request to set up a second workshop to continue to hear public comments and answer questions regarding potential CDD expansion.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

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## **Tab 2**

## 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.*

CROSS CREEK NORTH  
COMMUNITY DEVELOPMENT DISTRICT

The **regular** meeting of the Board of Supervisors of Cross Creek North Community Development District was held on **August 12, at 6:00 p.m.** at the Cross Creek North Amenity Center located at 2895 Big Oak Drive, Green Cove Springs, FL 32043.

Present and constituting a quorum:

Bob Porter	<b>Board Supervisor, Chairman</b>
Shane Ricci	<b>Board Supervisor, Vice Chairman</b>
Anthony Sharp	<b>Board Supervisor, Assistant Secretary</b>
Elizabeth Buschbacher	<b>Board Supervisor, Assistant Secretary</b>
Frank Mattera	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Lesley Gallagher	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Wes Haber	<b>District Counsel, Kutak Rock, LLP (via speakersphone)</b>
Matthew Guilbeault	<b>District Engineer, England-Thims &amp; Miller, Inc.</b>
John Williams	<b>Field Operations Manager, Vesta</b>
Mark Insel	<b>General Manager, Vesta</b>
Dan Fagen	<b>Regional General Manager, Vesta</b>
Tiffany Louks	<b>J&amp;J Aquatics (via speakerphone)</b>
Royce Peaden	<b>BrightView</b>

Audience Members were present

## FIRST ORDER OF BUSINESS

## Call to Order

Mr. Porter called to order the Board of Supervisors' meeting at 6:12 pm.

## SECOND ORDER OF BUSINESS

## Audience Comments on Agenda Items

Audience members commented on the budget.

## THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the  
Board of Supervisors' Regular  
Meeting held on May 13, 2025**

On a motion by Mr. Mattera, seconded by Mr. Ricci, with all in favor, the Board approved, Minutes of the Board of Supervisors' regular meeting held on May 13, 2025, for Cross Creek North Community Development District.

**FOURTH ORDER OF BUSINESS**

**Ratification of Operation and  
Maintenance Expenditures for April  
2025 through June 2025**

On a motion by Mr. Sharp, seconded by Ms. Buschbacher, with all in favor, the Board ratified the Operation and Maintenance Expenditures for April 2025 in the amount of \$78,576.63, May 2025 in the amount of \$101,506.68, and June 2025 in the amount of \$113,165.70, for Cross Creek North Community Development District.

**FIFTH ORDER OF BUSINESS**

**Ratification of Acceptance of Fiscal  
Year 2023-2024 Audit Report**

It was noted that this was a clean audit with no findings.

On a motion by Mr. Sharp, seconded by Mr. Mattera, with all in favor, the Board ratified the acceptance of the Fiscal Year 2023-2024 Audit Report, for Cross Creek North Community Development District.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

**No report**

Mr. Haber was available for questions.

**B. District Engineer**

**1.) Consideration of Roadway Barriers Proposal**

Mr. Guilbeault did not have a report, and the Board moved into the roadway barrier striping proposal from Rogers Paving. Discussion ensued with Shane reviewing based on his years of experience. It was noted that both the grinding and water blasting would leave marks on the roadway and that he did not think the temporary striping was necessary in this application.

On a motion by Mr. Mattera, seconded by Ms. Buschbacher, with all in favor, the Board approved Rogers Paving proposal as amended to remove the water blasting reducing the cost by \$2500 and temporary striping reducing the cost by \$900 for a new total of \$2350, for Cross Creek North Community Development District.

**C. Amenity Manager/Field Operations Manager Reports**

Mr. Insel was available to answer any questions regarding his report found under tab 5.

*The Board moved to the Consideration of Policy updates found under agenda item 4C, 2.*

Mr. Insel reviewed potential changes to policies.

The Board approved amending the existing policies to include the policies listed as general swimming pool rules and swimming pool – thunderstorm policy found under tab 7 of the agenda.

On a motion by Mr. Mattera, seconded by Mr. Ricci, with all in favor, the Board approved amending the existing policies to include the general swimming pool rules and thunderstorm policy, for Cross Creek North Community Development District.

### 1.) Consideration of Outdoor Furniture

The Board reviewed proposals from: Southern Recreation, REP Services, Southern Breeze Furnishings and STA Home Services .

The Board approved the Southern Breeze proposal and installation proposal from STA Home Services.

On a motion by Ms. Buschbacher, seconded by Mr. Mattera, with all in favor, the Board approved the proposal from Southern Breeze and the installation proposal from STA, for Cross Creek North Community Development District.

### 2.) Consideration of Policy Updates

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Discussed under Amenity Manager Report.

#### D. Aquatic Pond Report

Ms. Louks was on the phone to answer any questions.

*The Board then moved back to the Operations Manager Report under Tab 5 of the agenda.*

Mr. Williams reviewed the preliminary figures he had put together for a community garden and experiences from other communities. The Board took no action on the community gardens.

The Board approved a not to exceed amount of \$1000 to install two grills and adopted the grill policies.

On a motion by Mr. Mattera, seconded by Ms. Buschbacher, with all in favor, the Board approved a not to exceed amount of \$1,000 to install two (2) grills and adopted the grill policies, for Cross Creek North Community Development District.

Board directed Vesta to purchase another trash can.

Discussion Ensued regarding the RV/Boat storage facility and audience stated paying annually may impact the use of the facility and requested the board to consider making the fee monthly. This will be brought back to the next meeting once onsite staff has had an opportunity to

review the impacts of renewals occurring less than on an annual basis.

*The Board moved back to landscape and irrigation reports.*

## **E. Landscape and Irrigation Reports**

### **1.) Ratification of Pre-Approval Hurricane Response Letter**

On a motion by Mr. Mattera, seconded by Mr. Ricci, with all in favor, the Board ratified BrightView's Pre-Approval Hurricane Response Letter, for Cross Creek North Community Development District.

*The Board then moved to agenda item 5B – Consideration of Termite Bond Proposals*

## **SEVENTH ORDER OF BUSINESS**

### **Consideration of Termite Bond Proposals**

The Board approved the Turner proposal for the two (2) entrances and main building.

On a motion by Mr. Mattera, seconded by Mr. Ricci, with all in favor, the Board approved Turner Pest Control proposal for the initial amount of \$3,450 and an annual renewal amount of \$345, for Cross Creek North Community Development District.

*The Board then moved to agenda item 5C – Consideration of Vesta's Pest Waste Management Proposal.*

## **EIGHTH ORDER OF BUSINESS**

### **Consideration of Vesta's Pet Waste Management Proposal**

Mr. Fagan noted that this would be the same service that Doody Daddy is providing at a lower cost and included free repairs, additional services of stations when needed, waste bag liners and container liners.

On a motion by Mr. Mattera, seconded by Ms. Buschbacher, with all in favor, the Board approved terminating Doody Daddy's contract for a fee of \$867 and approved Vesta's Pet Waste Management proposal for an annual amount of \$10,260, for Cross Creek North Community Development District.

*The board then moved back to agenda item 4E2 – Consideration of Brightview's Landscape Proposals*

Mr. Peadon addressed concerns from residents regarding mowers blowing grass clippings in ponds.

### **2.) Consideration of Landscape Proposals**

The board reviewed three (3) proposals including a proposal for hydro seeding based on the board's direction for BrightView to work with Mr. Mattera on between meetings, a proposal to replace dead plant material at the amenity center based on board's direction for Ms.



Buschbacher to work with BrightView on and a proposal to remove and replace a dead oak tree at the amenity center.

On a motion by Ms. Buschbacher, seconded by Mr. Mattera, with all in favor, the Board approved the BrightView proposals for hydroseeding in the amount of \$5645.16, dead plant replacement at the amenity center in the amount of \$14,555.78 and oak tree removal and replacement at the amenity center in the amount of \$1807.23, for Cross Creek North Community Development District.

#### F. District Manager's Report

A copy was provided, and the Board did not have comments.

#### NINETH ORDER OF BUSINESS

##### Consideration of Pool Repair Proposals

The board reviewed proposals for pool repairs from Crown Pools in the amount of \$19,000, Southern Elegance in the amount of \$94,402, Oak Wells in the amount of 11,985 and Coastal Pool Care in the amount of \$7,500. Discussion ensued regarding the varied pricing and the familiarity of the pool for vendors.

On a motion by Mr. Mattera, seconded by Mr. Ricci, with all in favor, the Board approved the Oak Wells proposal in the amount of \$11,985.00, for Cross Creek North Community Development District.

*The board then moved to agenda item 5E – Public Hearing on FY 2025/26 Budget*

#### TENTH ORDER OF BUSINESS

##### Public Hearing on Fiscal Year 2025-2026 Final Budget

On a motion by Mr. Mattera, seconded by Ms. Buschbacher, with all in favor, the Board opened the Public Hearing on Fiscal Year 2025-2026 Final Budget, for Cross Creek North Community Development District.

Ms. Gallagher reviewed the year-to-date information that has been adjust to reflect current financials and some projections have also been adjust since the proposed budget was approved in May.

Audience members commented on pressure washing, RV/Boat Storage, and access control for courts. The Board directed Vesta to provide estimates at the next meeting.

Audience members noted the 3-way stop at Spider Lily, playground equipment, funding for dogs and not kids, and volleyball.

Audience members commented on Pond 8, the number of staff members for Vesta, pool attendants, and Vesta staffing hours.

On a motion by Mr. Mattera, seconded by Mr. Ricci, with all in favor, the Board closed the Public Hearing for Fiscal Year 2025-2026 Final Budget, for Cross Creek North Community Development District.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-08;  
Approving Final Budget for Fiscal  
Year 2025-2026**

The Board had no changes to the proposed final budget.

On a motion by Mr. Sharp, seconded by Mr. Ricci, with all in favor, the Board adopted Resolution 2025-08; Approving Final Budget for Fiscal Year 2025-2026 as presented, for the Cross Creek North Community Development District.

**TWELVTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-09;  
Imposing Special Assessments for  
Fiscal Year 2025-2026**

On a motion by Mr. Sharp, seconded by Mr. Ricci, with all in favor, the Board adopted Resolution 2025-09; Imposing Special Assessment, for the Cross Creek North Community Development District.

**THIRTEENTH ORDER OF BUSINESS**

**Supervisor Requests & Audience  
Comments**

**Supervisor Requests:**

Mr. Sharp requested that the squeaky door be adjusted.

**Audience Comments:**

An audience member commented on the mowing of ponds and irrigation.

Agenda item 5D was reviewed – Consideration of AED machines – the Board authorized staff to move forward with the Phillips Unit with the service plan and wall cabinet to total \$1,745.

No Soliciting signs – the board directed staff to obtain and install these but noted these would only act as a deterrent as the roads are public.

*The Board continued with audience comments.*

An audience member requested to use the amenity room when it is not rented having it open and available as a quiet space. The Board requested policies be brought to the next meeting for further discussion.

Exterior maintenance concerns and frequency of inspections were discussed.

An audience member requested covered area for the splash pad and basketball.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

On a motion by Mr. Mattera, seconded by Mr. Ricci, with all in favor, the meeting was adjourned at 7:16 p.m., for the Cross Creek North Community Development District.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

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## **Tab 3**

# CROSS CREEK NORTH COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · ST. AUGUSTINE, FLORIDA 32084

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

WWW.CROSSCREEKNORTHCCDD.ORG

## **Operation and Maintenance Expenditures**

**July 2025**

**Presented For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from July 1, 2025 through July 31, 2025. This does not include expenditures previously approved by the Board.

The total items being presented:      **\$89,441.52**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# CROSS CREEK NORTH COMMUNITY DEVELOPMENT DISTRICT

## Paid Operation & Maintenance Expenditures

July 1, 2025 Through July 31, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
BrightView Landscape Services, Inc.	300117	9398764	Infill Jasmine Bed 06/25	\$ 1,200.31
BrightView Landscape Services, Inc.	300108	9402694	Monthly Landscape Maintenance 07/25	\$ 16,946.00
BrightView Landscape Services, Inc.	300122	9427084	Irrigation Repair 07/25	\$ 124.98
BrightView Landscape Services, Inc.	300133	9428681	Irrigation Repair 07/25	\$ 845.00
Clay County Utility Authority	20250724-1	A00065960 06/25 ACH	3124 Oak Stream Drive 06/25	\$ 104.20
Clay County Utility Authority	20250724-1	Monthly Summary 06/25 ACH 274	CCUA Summary 06/25	\$ 3,743.73
Clay Electric Cooperative, Inc.	20250716-1	Monthly Summary 06/25 ACH 274	Electric Monthly Summary 06/25	\$ 3,088.98
Clay Today	300123	2025-299945	Legal Advertising 07/25	\$ 164.80
Clay Today	300138	2025-300648	Account# 22750 Legal Advertising 07/25	\$ 64.80
Coastal Pool Care, LLC	300121	257997	Filter Replacements 06/25	\$ 8,618.10
COMCAST	200250715-1	8495 74 144 1963216 07/25 ACH	Cable & Internet Services 07/25	\$ 337.87

# CROSS CREEK NORTH COMMUNITY DEVELOPMENT DISTRICT

## Paid Operation & Maintenance Expenditures

July 1, 2025 Through July 31, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Constant Contact, Inc	20250703-1	1751354348	E-blast Communication 07/25	\$ 58.90
Crowbar Ventures, LLC	300134	2059983 Balance	Balance Interior/Exterior Window Covering 05/25	\$ 3,184.43
Doody Daddy, LLC	300118	2507-CCN	Pet Waste Station Maintenance 07/25	\$ 1,006.00
England, Thims & Miller, Inc.	300124	220660	Engineering Services 06/25	\$ 575.00
First Coast Fire & Safety Equipment	300130	9851070225	Service Call - 07/25	\$ 214.95
First Place Fitness Equipment, Inc	300125	43510	Fitness Equipment 07/25	\$ 400.01
First Place Fitness Equipment, Inc	300137	43592	Fitness Equipment 07/25	\$ 109.21
First Place Fitness Equipment, Inc	300135	WO-46567	Fitness Equipment 05/25	\$ 149.95
First Place Fitness Equipment, Inc	300136	WO-46717	Fitness Equipment 06/25	\$ 224.93
Florida Department of Revenue	20250721-1	65-8019576774-3 06/25	65-8019576774-3 Sales & Use Tax 04/25-06/25	\$ 116.66
Hawkins, Inc	300126	7126371	Pool Chemicals 07/25	\$ 959.60



# CROSS CREEK NORTH COMMUNITY DEVELOPMENT DISTRICT

## Paid Operation & Maintenance Expenditures

July 1, 2025 Through July 31, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Hawkins, Inc	300139	7143384	Pool Chemicals 07/25	\$ 2,224.20
Hi-Tech System Associates	300116	76880	Service Call 06/25	\$ 531.25
Hi-Tech System Associates	300140	77014	Service Call 07/25	\$ 118.75
Hi-Tech System Associates	300131	77074	Service Call 07/25	\$ 118.75
Hi-Tech System Associates	300119	426612	Access Control 07/25	\$ 284.99
J & J Aquatics Specialist, LLC	300127	990835	Pond Maintenance 07/25	\$ 2,836.83
Kutak Rock, LLP	300128	3594945	Legal Services 04/25 & 05/25	\$ 2,534.00
Republic Services	20250708-1	0687-001540294 ACH	Waste Disposal Services 07/25	\$ 284.03
Rizzetta & Company, Inc.	300115	INV0000100470	District Management Fees 07/25	\$ 5,276.41
School Now	300141	INV-SN-866	Quarterly Website & Compliance Services 07/25	\$ 384.38
Steven Thomas	300120	ST070125 Refund	Storage Space Refund 07/25	\$ 240.00

# CROSS CREEK NORTH COMMUNITY DEVELOPMENT DISTRICT

## Paid Operation & Maintenance Expenditures

July 1, 2025 Through July 31, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
TeleVoIPs, LLC	300129	53332	Phone Equipment 07/25	\$ 86.12
Valley National Bank	20250731-1	CC063025-274 ACH	Credit Card Expenses 06/25	\$ 702.32
Vesta Property Services, Inc.	300132	427255	Management Services 07/25	<u>\$ 31,581.08</u>
<b>Report Total</b>				<u><b>\$ 89,441.52</b></u>

## **Tab 4**

# Cross Creek N CDD

## Managers Report

Date of meeting: 9.9.25

Submitted by: Mark Insel

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### **POOL & FACILITY OPERATIONS**

- Seasonal Use: Pool activity has slowed since school resumed, though weekends remain busy. Hours have been reduced with earlier sunsets and will continue to adjust as fall approaches.
- Clubhouse Use: Clubhouses remain in high demand, booked every weekend and occasionally on weekdays. Policy revisions regarding possible no-fee use of one clubhouse will be discussed.
- Facility Maintenance:
  - - Blinds installed in the gym and clubhouses have received positive feedback.
  - - Pressure washing completed on buildings, decks, and pavers around the main pool.
  - - Loungers, chairs, and tables underwent another round of bleaching and pressure washing.
  - - Small touch-up and repair items (locks, weather stripping, painting) are addressed regularly. Restroom floors in the main pool area have been repainted.
- Storage Lot Gate: Functioning properly since sensor covers were installed.
- Resident Registration: Registrations continue, though at a slower pace.
- Communications & Technology:
  - - The Vesta website (<https://ccnamerities.com/>) and monthly newsletters remain key resources for residents.
  - - QR codes posted on bulletin boards and playgrounds provide access to surveys and the website.
- Cleaning & Safety:
  - - Staff continue routine cleaning; exterior stains have been removed.
  - - Daily safety checks are completed on the playground, volleyball court, and other amenities.
  - - Playground paver area and shade structure were pressure washed (8.25.25).
- Amenity Use:
  - - Monthly food trucks continue to be popular.
  - - Pickleball court use has been monitored; full court usage is rare. Two donated trash receptacles have been added at entrances. Access control remains under discussion.
  - - Dog parks remain active with no issues; sod replacement options will be presented.

### **GYM & EQUIPMENT**

- AED machine installed in the gym.
- New slam ball area has been well received by residents.
- Preventive maintenance completed 8.25.25 with minor repairs as needed.
- Janitorial services provided three times weekly; staff conduct frequent cleanings and weekly deep cleans.
- All machines are in good condition and operational at this time.
- Newly installed blinds have been particularly appreciated during the recent heat.

## **POND & LAKE MANAGEMENT**

- J & J Aquatics continues biweekly service. Reporting has improved slightly but still lacks clarity regarding algae, weeds, low water, and trash issues. Last report received 7.16.25.
- John monitors pond conditions daily, submits work orders, and tracks improvements.
- Biological solutions (e.g., carp, tilapia) remain under review for certain ponds.

## **LANDSCAPE MANAGEMENT**

- BrightView remains on the summer schedule, adjusting for heat and rain as needed.
- Overall community landscaping is in excellent condition.
- Palm, hedge, and bush trimming scheduled for the coming month; some palm pruning has already been completed.
- Entrance beds have been weeded. Road and drainage work near the front entrance is pending; bushes will be removed and annuals planted once work is complete.

## **COMPLETED PROJECTS (No Board Action Required)**

- Dead/fallen trees removed from common areas.
- Back entrance pressure washing and deep cleaning scheduled within the next few weeks.
- Residents have provided positive feedback on overall facility appearance.
- Routine janitorial and maintenance services continue.
- Ongoing community inspections monitor signage, road conditions, and drains. Trash continues to be an issue near roads and mail kiosks.

## **LOOKING AHEAD**

- Completion of previously approved proposals.
- Monthly food trucks to continue.
- Ongoing newsletters, policy reminders, and community updates.
- Informal Q&A sessions with residents to be held quarterly, or as needed.
- Continued emphasis on a clean facility, pools, and grounds.
- Oversight of landscaping and irrigation.
- Completion of punch list projects not requiring Board approval.

*Should you have any comments or questions feel free to contact me directly*

*Mark Insel 904-408-7716*



## **CURRENT POLICIES & RATES**

### **Recreational Vehicle and Watercraft Facility Policies -Amended May 13. 2025**

#### **Definitions**

**Recreational Vehicle** – Any vehicle defined as the following: Motor Home, Pop-up Camper, Motor Coach, Motorcycles, Off-Road Bikes or Vehicles. If Motor Homes or Campers are not self-operated, they must be on a trailer. Any trailer without an approved vehicle must store recreational equipment only and is subject to a visual inspection. All motor bikes, off-road bikes or vehicles must be on a trailer at all times while in the storage facility.

**Watercraft** – Any watercraft defined as the following: Any type of boat or jet ski that meets the size requirements on a trailer. Watercraft must be on a trailer at all times.

#### **User Fee Structure**

- 1) Fees shall be as set by the Board of Supervisors for the District and will go from October 1<sup>st</sup> to September 30<sup>th</sup> of each year.
- 2) The annual user fee for a person owning property in the District such as a Recreational Vehicle (RV) or Watercraft (Boat/Jet Ski) as defined above, will be the following:
  - a. Spaces 30 feet in length will be \$720.00 per year.
  - b. Spaces 35 feet in length will be \$960.00 per year.
  - c. Spaces 40 feet in length will be \$1,200.00 per year.

**The above measurements for the space are general language for the total length of the space and not the length of the Boat/RV itself.**

- 3) Storage is allotted from October 1<sup>st</sup> to September 30<sup>th</sup> and will automatically renew at the end of term for another twelve (12) months, unless the user provides thirty (30) day written notice to the District prior to the annual renewal date.
- 4) There will be a prorated monthly refund for storage fees if you terminate your license early or are asked to remove your RV or Watercraft from the facility by the Board of Supervisors for violation of facility policies. Users may terminate their license at any time upon providing the District with a thirty (30) day written notice.
- 5) Fees are due in full at license signing. Annual renewal fees will be due on the 1<sup>st</sup> day of September prior to the start of the renewal period. There will be a Ten Dollar (\$10.00) late payment fee after the 1<sup>st</sup> of the month. If full payment is not received by the 5<sup>th</sup> business day of September then the license agreement and space will be made available to the next person on the waiting list.
- 6) The Board of Supervisors has the right to cancel any person's license that no longer owns property in the District or is no longer a non-resident fee payer of the District.

### **Eligibility for and Allocation of Storage**

- 1) Storage spaces may be rented at any one time by persons owning property in the District, or non-resident fee payers in the District.
- 2) Persons leasing from persons owning property in the District may only use a storage space under contract to persons owning property.
- 3) Storage space will be allocated on a first come first serve basis.
- 4) Should facility be filled to capacity then a waiting list will be established on a first come first served basis, and you will be contacted once a space opens.
- 5) Should persons renting a spot choose to leave or not renew at the end of the license, then the next person on the waiting list will be offered the license agreement and space, paying the required fees at time of license.
- 6) Eligibility will only be open to current RV or Watercraft owners at time of license. Commercial vehicles and food trucks are not allowed. You must present to the facility staff proof of registration or ownership prior to being allocated a storage space in the facility. Each year upon renewal you must show proof of ownership your RV or Watercraft to facility staff.
- 7) Should persons renting a spot have a military exemption, proof of registration or ownership out state will be accepted.

### **General Facility Provisions**

- 1) This facility is for RV's and Watercraft (Boats/Jet Skis) only. Commercial vehicles and food trucks are not allowed.
- 2) The Board of Supervisors or District Staff has the right to terminate your license if you have not responded to policy violations within thirty (30) days after receiving the written notice of the violations. You will be refunded the remaining amount of your license and given one (1) week to remove your RV or Watercraft. After one week it will be towed at the owner's expense.
- 3) Persons are not permitted to work on RV's or Watercraft within the storage facility at any time.
- 4) You must have a wood block under the stand on your trailer at all times will parked in the facility.
- 5) Persons are permitted to use covers on RV's and Watercraft within the storage facility.
- 6) All required RV's and Watercraft must be on a tow trailer while in the storage facility.
- 7) No electric or water service will be provided at the storage facility by the District.
- 8) The Cross Creek North Community Development District, the Board of Supervisors, and the Amenity Center Staff cannot guarantee security of RV's or Watercrafts stored and does not accept responsibility for loss or damage due to theft, vandalism or any other cause.
- 9) The Amenity Center Staff and District Employees are not on site to assist RV and Watercraft owners.
- 10) Smoking, and the use of alcohol, is prohibited at the storage facility. Firearms are also prohibited on all District property and facilities.
- 11) You may not store any of the following items in or on your RV or Watercraft in the storage facility: Flammables of any kind, drugs, hazardous items or waste, any living thing, and any item deemed inappropriate by the District Manager or the Facility Staff.
- 12) Persons are responsible for tying down their RV's and Watercrafts and may be held responsible if their property damages another person's property.

- 13) The District strongly advises persons to insure their RV or Watercraft. There will be NO security staff for the storage facility.
- 14) There is a motorized gate at the entrance to the storage facility. The gate can be opened by an access card, which shall be issued by the District for the amenity facilities. At the time of issuance, the license holder shall execute a document evidencing receipt of their access cards and agreeing to pay, upon loss of or damage to the access cards, the District's actual replacement costs.
- 15) All trash and debris must be removed from the storage facility by user.
- 16) You are responsible for ensuring that your RV or Watercraft fits within the designated space. Space lengths denote the exterior measurements of the space, not the size of the RV or Watercraft it may house.
- 17) User/Lessee is responsible for any damages he/she causes to the facility.



## **CURRENT STORAGE LICENSE AGREEMENT**

### **STORAGE LICENSE AGREEMENT**

**THIS AGREEMENT** made effective as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between:

**CROSS CREEK NORTH COMMUNITY DEVELOPMENT DISTRICT**, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, being situated in Clay County, Florida, and whose mailing address is 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614 (the "District")

- and -

\_\_\_\_\_  
(The "User")

\_\_\_\_\_  
Date

Address: \_\_\_\_\_

City, State, Zip/Postal Code: \_\_\_\_\_

Home Phone No: (\_\_\_\_\_)\_\_\_\_\_ Cell No: (\_\_\_\_\_)\_\_\_\_\_

Email: \_\_\_\_\_

**All Item(s) being stored:** \_\_\_\_\_

**Tag Number or Proof of Title:** \_\_\_\_\_

**Tag Expiration Date(s):** \_\_\_\_\_

**RV or Watercraft(s)/Trailer Length:** \_\_\_\_\_

#### **WITNESSETH:**

In consideration of the premises, the covenants conditions hereinafter set forth, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto covenant and agree as follows:

#### **1. Grant of License**

District hereby grants to User a license to use RV/Watercraft **Storage Space No.** \_\_\_\_\_, **Space Length** \_\_\_\_\_, **Space Fee Amount** \$\_\_\_\_\_, in the RV/Watercraft storage facility owned by the District and located along Big Oak Drive, in Clay County, Florida (the "Unit"), subject to the terms and conditions of this Agreement.

#### **2. Term**

The term ("Term") of this License shall be for the period commencing on the date hereof through and until September 30, 20\_\_\_\_. Notwithstanding the foregoing, User may terminate this License at any time upon thirty (30) days prior written notice. Upon User's termination, the District shall refund to the User a proportionate amount of the Fee, as said term is defined below, for the unused portion of the Term.

### **3. Payment / Consideration**

In consideration of the License herein granted, User agrees to pay to District a fee in the sum of the following upon execution of this Agreement (the "Fee"):

- a. Spaces 30 feet in length will be \$720.00 per year.
- b. Spaces 35 feet in length will be \$960.00 per year.
- c. Spaces 40 feet in length will be \$1,200.00 per year.

**The above measurements for the space are general language for the total length of the space and not the length of the Boat/RV itself.**

**Should User intend on using the Unit for another Term, User shall pay the Fee to the District in full at license signing. Prior to October 1, 20\_\_\_\_, the Fee shall be prorated from the date of execution of the Agreement to September 30, 20\_\_\_\_. After October 1, 20\_\_\_\_ the fee must be paid in full even if the License Term is less than a full year. Annual renewal Fees will be due on the 1<sup>st</sup> day of the September each year. There will be a Ten Dollar (\$10.00) late payment Fee after the 1<sup>st</sup> of that month. If full payment is not received by the 5<sup>th</sup> business day of the September, then the license agreement and space will be made available to the next person on the waiting list.**

### **4. Purpose of License**

During the Term hereof, User shall only be permitted to use the Unit for the purpose of storing property wholly owned by User and property permitted by the Rules adopted by the District governing the RV/Watercraft Storage Facility. A copy of the rules are attached hereto as Exhibit "A" and incorporated herein by reference. By signing this agreement, User represents that he or she has read Exhibit "A" and agrees to comply with the rules and policies set forth therein, as well as any amendments or additions thereto. User agrees not to store collectibles, heirlooms, jewelry, and works of art or any property having special or sentimental value to User. User waives any and all claims for emotional or sentimental attachments to the stored property. Nothing herein contained shall constitute any agreement or admission by District that User's stored property has any value, nor shall anything alter the release of District's liability set forth below. User acknowledges and agrees that District is not engaged in the business of storing goods for hire and no bailment is created under this Agreement. District exercises neither care, custody nor control over User's stored property, and District shall have no duty to maintain any inventory or any other records of contents stored in the Unit.

### **5. Enforcement**

This Agreement shall be construed and governed in accordance with the laws of the State of Florida. The provisions of this Agreement may be enforced by all appropriate actions at law and in equity, including, without limitation, the right of District to terminate this Agreement.

## **6. Right of Entry**

District may enter User's Unit for any of, but not limited to, the following reasons: pest control, maintenance, inspection, repair, alteration and fire protection. Upon the request of District, User shall provide access to District to enter the Unit for the foregoing purposes. In case of emergency, District may enter the Unit for any of the foregoing purposes without notice or consent from User, and District reserves the right to remove the contents of the Unit to another space. For the purposes of this paragraph, the term "emergency" means any sudden, unexpected occurrence or circumstance which demands immediate attention.

## **7. Expiration of Term**

Provided User pays the annual fee 30 days in advance of the end of the Term, the Term of this Agreement shall automatically renew. Should user fail to make such payment, the License granted by this Agreement shall automatically terminate as to the Unit and be of no further force and effect without the necessity of any further action by either party. Upon expiration of the Term or earlier termination of this Agreement, User shall immediately vacate the facility and surrender the Unit in the same condition in which User received the same, normal wear and tear excepted. Any items left in the Unit following such expiration or earlier termination of this Agreement may be removed by District at the sole cost and expense of User.

## **8. Compliance with Laws, Rules & Regulations**

In its use of the Unit and the facility, User shall faithfully observe all municipal and county ordinances and codes and all local, state and federal statutes, rules and regulations now in force or which may hereafter be in force. User further agrees to comply with the Rules and Regulations. The rules and regulations promulgated by District may condition access to the facility in any manner deemed reasonably necessary by District. User shall not store items in the Unit which are in violation of any order or requirements imposed by any governmental authority. User shall not do any act or cause to be done any act which creates or may create a nuisance in or upon the Unit or the facility. User is responsible for any damages he/she causes to the facility.

## **9. Hazardous and Toxic Materials Prohibited**

User is strictly prohibited from storing or using materials in the Unit or in or around the facility which are classified as hazardous or toxic under any local, state or federal law or regulation and from engaging in any activity which produces such materials. User shall not store any welding or flammable, chemical, odorous, explosive or other inherently dangerous material in the Unit. User's obligation of indemnity set forth in paragraph 13 specifically includes any cost, expenses, fines, liabilities, damages and/or penalties imposed against or suffered by District arising out of the storage or use of any hazardous or toxic materials by User, User's agents, employees, invitees or guests. District may enter the Unit at any time to remove and dispose of prohibited items.

## **10. Indemnification**

In consideration of the License granted herein, User agrees that User, at all times, will indemnify and hold harmless District from all losses, damages, liabilities and expenses (including reasonable legal fees and court costs at trial and all appellate levels) whatsoever, which may arise or be

claimed against District for any injuries or damages to the persons or property of any person, firm, corporation or entity, consequent upon or arising from use or occupancy of the Unit by User (or persons acting by, through or under User) or consequent upon or arising from any acts, omissions, neglect or fault of User, User's agents, employees, invitees or guests. In case District shall be made a party to any litigation commenced against User, User shall protect and hold District harmless and shall pay all costs, expenses and reasonable attorneys' fees incurred or paid by District in connection with such litigation and any appeal thereof. The provisions of this paragraph shall survive the termination of this Agreement.

## **11. Insurance**

User, at its sole expense, shall maintain a policy of fire, extended coverage endorsement, burglary, vandalism and malicious mischief insurance for the actual cash value of stored property. User's obligation to obtain insurance on User's property is a material condition of this Agreement and is for the benefit of both parties hereto. Failure to carry the required insurance is a breach of this Agreement and User assumes all risk or loss to stored property that would be covered by such insurance. User expressly agrees that the insurance company providing such insurance shall not be subrogated to any claim of User against District, District's agents or employees for loss or damage to stored property.

## **12. No Liability**

District makes no representations or warranties whatsoever to User with respect to the condition of the Unit. User acknowledges and agrees that the agents and employees of District are not authorized to make any warranties about the Unit. **USER SHALL NOT BE ENTITLED TO RELY UPON ANY ORAL STATEMENTS MADE BY ANY AGENTS AND/OR EMPLOYEES OF DISTRICT AND SUCH STATEMENTS SHALL NOT CONSTITUTE WARRANTIES AND SHALL NOT BE DEEMED TO BE A PART OF THIS AGREEMENT.** User acknowledges and agrees that User has had an opportunity to inspect the Unit, and User is accepting the Unit on an "AS IS" basis "WITH ALL FAULTS" and User assumes all risk with respect to the condition thereof. User agrees that District will not be responsible for any loss, theft or damage to User's stored property or to any articles left therein or for any injury or death and hereby waives any claims against District for any such loss or damage to the stored property or injury or death, even if such loss, damage, injury or death is caused by the active or passive acts or negligence of District, its agents and/or employees or from any failure of, interruption or malfunction of the utilities, appliances or fixtures, if any, provided to User under this Agreement. User further acknowledges and agrees that **ALL IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE, MERCHANTABILITY, HABITABILITY, QUALITY OR FITNESS OF THE ASSIGNED STORAGE SPACE AND ALL OTHER IMPLIED WARRANTIES OF ANY KIND OR CHARACTER ARE SPECIFICALLY DISCLAIMED.**

## **13. Locks**

The Unit must be securely locked with a locking device obtained by the User, at User's sole cost and expense, and approved by District. User shall not be permitted to utilize a combination lock. Upon the expiration or earlier termination of this Agreement, User shall be responsible for removing the lock. If User fails to remove the lock, District may use whatever means are

reasonably necessary to remove the lock, including hiring a locksmith to remove the lock, and shall charge the costs of such removal to User.

#### **14. Alterations**

User shall not make or cause to be made any alterations of the Unit or facility, nor post any sign thereon. Furthermore, User shall not commit nor suffer to be committed any waste in or on the Unit or at the facility.

#### **15. Notices**

Any notice to be given under this Agreement shall be in writing and sent to the party to whom it is addressed by United States certified mail, postage prepaid, return receipt requested, personal hand delivery or overnight delivery with a nationally recognized overnight delivery service, at the address set forth below:

If to the District:

Cross Creek North Community Development District  
3434 Colwell Avenue, Suite 200  
Tampa, Florida 33614  
Attn: District Manager

With a copy to:

Kutak Rock LLP  
107 West College Avenue  
Tallahassee, Florida 32301  
Attn: District Counsel

If to User:

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

Address: \_\_\_\_\_

\_\_\_\_\_

Either party, from time to time, by such notice, may change its address for service of notice hereunder. Any notice sent by mail shall be deemed given three (3) days following the date of mailing. Any notice given by personal hand delivery shall be deemed given on the date delivered, and any notice sent by overnight delivery shall be deemed given on the day following the date sent.

#### **16. Time of Essence**

Time is of the essence in the performance of this Agreement by User, and in the payment of each and every installment of the Fee and other charges to be paid by User hereunder.

## **17. Assignability, Binding Effect**

User shall not assign, sublicense, transfer or otherwise encumber this License or any interest herein, to any other person or entity. All terms and provisions of this License to be observed and performed by User shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, representatives, agents, successors and permitted assigns. All expressed covenants of this Agreement shall be deemed to be covenants running with the land.

## **18. Attorneys Fees**

If either party defaults in the performance of any of the terms or provisions of this Agreement and by reason thereof the other party employs the services of an attorney to enforce performance of the covenants, or to perform any service based upon defaults, then in any of such events the prevailing party shall be entitled to receive from the other party reasonable attorneys' fees and all expenses and costs incurred by the prevailing party pertaining thereto (including costs and fees relating to any appeal) and in enforcement of any remedy. This provision shall survive the expiration or earlier termination of this Agreement.

## **19. Recording**

Neither this Agreement nor any notice hereof shall be recorded in the public records; provided, however, that nothing set forth herein shall preclude District from filing such instruments and notices as may be required for District to foreclose its lien on the stored property or otherwise exercise any of its remedies available at law or in equity.

## **20. Construction**

The section headings contained in this Agreement are for reference purposes only and shall not affect the meaning or interpretation hereof. All of the parties to this Agreement have participated fully in the negotiation of this Agreement and, accordingly, this Agreement shall not be more strictly construed against any one of the parties hereto. In construing this Agreement, the singular shall be held to include the plural and vice versa, and reference to any particular gender shall be held to include every other and all genders.

## **21. Severability**

In the event that any term or provision of this Agreement is determined by appropriate judicial authority to be illegal or otherwise invalid, such provision shall be given its nearest legal meaning or be construed as deleted as such authority determines, and the remainder of this Agreement shall continue in full force and effect.

## **22. Entire Agreement**

This Agreement contains the entire agreement between the parties hereto and all previous negotiations leading thereto, and may be modified only by an agreement in writing signed and sealed by both of the parties. User acknowledges and agrees that User has not relied upon any statement, representation, prior written or prior or contemporaneous oral promises, agreements or warranties except as such are expressed herein.

IN WITNESS WHEREOF the parties hereto have signed, sealed and delivered this Agreement in several counterparts, each of which shall be deemed an original, but all of which taken together constitute a single agreement, effective as of the date first above written.

**Attest:**

**Cross Creek North Community  
Development District**

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

\_\_\_\_\_  
District Manager

**Attest:**

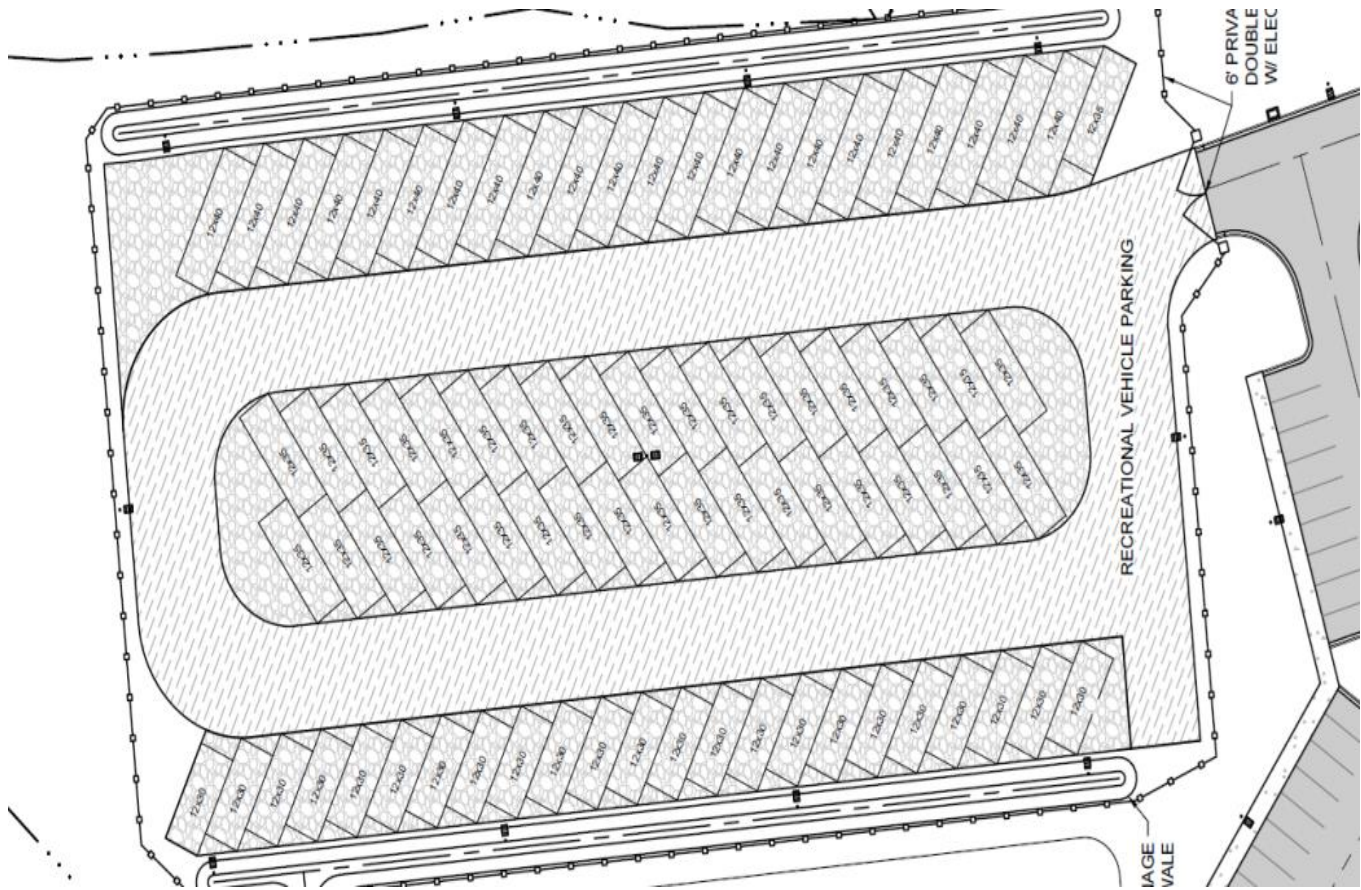
\_\_\_\_\_  
User:

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

\_\_\_\_\_  
Witness

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

30' – 23 spots  
35' – 38 spots  
40' – 22 spots





# **PROPOSED Storage Lot Payment Options**

## **Background**

A resident recently suggested that we offer monthly payment options for the Storage Lot rentals. Currently, payments are collected on an annual basis during the renewal cycle beginning September 1.

---

## **Research Findings**

- **Software Options:**
    - There are platforms that exist to manage monthly payments.
    - Estimated cost for a lot our size (80–100 spaces): **\$100–\$150 per month** (~\$1,800 annually).
    - It would require a **complete change** from our current system.
  - **Resident Feedback:**
    - To date, **only one resident** has requested monthly payments.
    - Most residents have expressed preference for the convenience of **annual payments** (“pay once and forget it”).
  - **Administrative Considerations:**
    - Processing annual paperwork already takes **about one month**.
    - A mandatory monthly system would significantly increase administrative workload and slow renewals.
    - We are **already in the middle of renewals** for the current cycle.
- 

## **Recommendation**

- **Do not adopt** a mandatory monthly payment system.
- **Allow monthly payments as an option, by request only**, under the following conditions:
  - Payments due on a **set date each month**.
  - Failure to pay results in **suspension of access** or **termination of the agreement**.
- **Benefits:**
  - No added software costs.
  - Minimal if any disruption to our current system.
  - Provides flexibility for residents who might ever request it.

*Given the lack of demand, additional costs, and the efficiency of the current annual system, the best approach is to maintain annual payments as the standard while permitting monthly payments as an optional accommodation.*

## **PROPOSED Amenity Facility Social Hall**

- (1) Patrons 18 years of age and older may access the Amenity Social Hall only as a relaxing/quiet area during normal Amenity Center office hours.
- (2) The Amenity Social Hall is on a first come, first serve basis unless there is a scheduled rental, meeting, or other activities. To gain access the patron is to request access at the Amenity Center Office during normal office hours.
- (3) All Patrons using the Amenity Facility Social Hall are expected to conduct themselves in a responsible, courteous and safe manner in compliance with all Policies of the Cross Creek North Community Development District governing the Amenity Facilities. Disregard or violation of the District's Policies and the misuse or destruction of any District property may result in the suspension or termination of Amenity privileges.
- (4) The Amenity Social Hall is not to be used to conduct business matters of any sort. Meetings, classes, seminars, and the like, are prohibited regardless of how the information is being presented (i.e. In-person, virtual).
- (5) The Patron is responsible for any damages during their use of the Amenity Center Social Hall.
- (6) Food is not permitted within the Amenity Center Social Hall. Non-alcoholic beverages are permitted.
- (7) Proper Attire: Appropriate clothing and footwear must be worn at all times.
- (8) Wet bathing suits and clothing are not permitted.
- (9) Laptops, radios or music players are permitted only when headphones are in use.
- (10) The Amenity Social Hall is not to be used as a shelter or waiting area during inclement weather when the pools and pool decks are closed.

## **Tab 5**

# *Cross Creek N CDD*

## Field Operations Managers' Report

*Date of meeting: 9/9/2025*

*Report submitted: 8/29/2025*

*Submitted by: John Williams*

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### **Completed Projects (In-House)/ No Board Action Needed:**

- Filter changes to the water fountains throughout the amenity.
- Cleaning of doors throughout the amenity
- Repair to the urinal at the pickleball court bathrooms.
- Repair to stones that fell from the wall at the Lap Pool breezeway.
- Spraying weeds and putting out ant bait around the amenity center to supplement the landscapers.
- WD-40 to the hinges on the social hall doors.
- Continuation of cleaning and spiderwebs throughout the amenities.
- Putting the volleyball net back in place again.
- Spraying cleaner on the entry monument (This will be pressure washed after construction is finished).
- Put the pickleball court gate back on its hinges.
- Found the issue with why the Main Pool deck lights weren't coming on at night.
- Replaced the ladder steps on the Main Pool.
- Continuation of adding Microbes to pond 8.
- Installed AED machine in the gym. This was supplied by Lifesafe Services.
- Removal of fallen tree by preserve.
- Pressure washing of the amenity walls and ceilings at the Main Pool.
- Pressure washing of the awnings at the main pool and by playground.
- Pressure washing of the pavers by the playground.
- Sanding and painting the grates to the main pool bathroom doors.
- Painting touch ups throughout the interior of the amenities.
- Repair to a stenner pump at the slash pad.

### **Completed Projects (Contractor)/ No Board Action Needed:**

- Warranty repair to the chain on one of the blinds in the social hall
- Black Creek Tree dropped dead trees in preserve that were in danger of falling on a residents fence.
- First Place Fitness made a repair to the cable machine.
- Elkay supplied a warranty part for the gym water fountain and Dales Plumbing installed.

### **Pool and Facility:**

- We are set to start the repair to the leak at the Main Pool on 9/8.
- We have started pressure washing of the facilities.

### **Gym and Equipment:**

- A new bar for the cable machine was added.
- The thermostat to the water fountain has gone bad and the unit keeps freezing over. Part is warranted so we have been waiting on the delivery of the part.

**Pond and Lake Management:**

- More discussions with J&J about what can be done for the condition of the ponds.

**Landscape Management:**

- Continuation of landscaping throughout the community.

**Third Party Quotes Provided:**

- Brightview quote for Hydroseeding the dog park.
- Brightview quote to replace trees that were cut or decayed.
- Brightview quote to remove excess mulch around tree rings throughout the property. This will help improve the health of the trees.
- Rogers Pavement Maintenance quote to make and install missing street signs at traffic circles.
- Quotes from J&J and Local Fountain Experts on repair to the fountain at pond 2.

**Other Comments:**

- Vesta is taking over the dog stations as of September.

**What to expect in the upcoming months (Already approved):**

- Hydroseeding of two parks by the traffic circle at the corner of cold stream and cold leaf.
- Replacement of the Jasmine at the main pool tree bed.
- Sundancer signs to install “No Soliciting” signs at both entrances.
- Installation of two grills by the playground.
- Replacement of the dead tree in the amenity parking lot.
- Installation of a picnic table and park benches.
- Repair to the four returns and expansion joint at the main pool.

*Should you have any comments or questions feel free to contact me directly.  
John Williams 904-478-9732 ext 504 or Jwilliams@vestapropertyservices.com*





Pavement Maintenance, Inc.  
P.O. Box 65909  
Orange Park, Fl 32065

Proposal

Date	Proposal #
8/25/2025	106850c

Customer		Job Name & Address			
Cross Creek north CDD C/O Rizzetta and Co. 3434 Colwel Ave suite 200 Tampa fl. 33614		Cross Creek North: Street Markers			
Attn To	John	Estimator	Joyce	DOP	

Description		Qty	U/M	Rate
Option #2				
Supply and Install Two Double-Sided Street Names on 2 3/8" Galvanized Steel Post in Landscape Total: \$5,850.00		13	EA	450.00
Supply and Install 1 Double-Sided Street Name Blade on existing Stop/Street Sign on U-Channel Add Sandridge Rd to existing Big Oak Dr with T-Cap Total: \$350.00		1	EA	350.00
Notes: 1. With the exclusion of the sign at the entrance, signs are quoted to Clay County specs on round posts. 2. Price is based on work to be completed Monday-Friday during normal business hours. Any additional mobilizations not included in this price will be \$850.00 per mobilization. Due to current market volatility, prices are good for 30 days.				
Acceptance Signature			Total	\$6,200.00
Fax #	Phone #	E-mail		Terms
904-213-1134	904-213-1080	rogerspm904@comcast.net		Net 30



Pavement Maintenance, Inc.  
P.O. Box 65909  
Orange Park, Fl 32065

Proposal

Date	Proposal #
8/20/2025	106833c

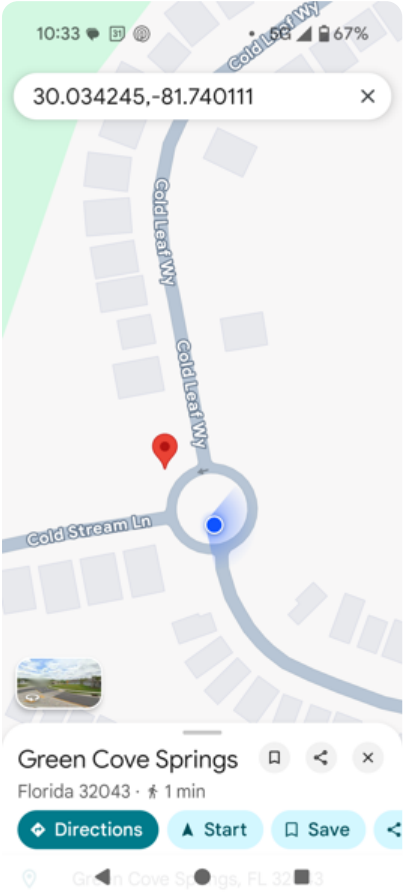
Customer		Job Name & Address			
Cross Creek north CDD C/O Rizzetta and Co. 3434 Colwel Ave suite 200 Tampa fl. 33614		Cross Creek North: Street Markers			
Attn To	John	Estimator	Joyce	DOP	

Description		Qty	U/M	Rate
Supply and Install Two Double-Sided Street Names on 2 3/8" Galvanized Steel Post in Landscape Cold Stream Ln & Evening Oaks Ln, Cold Leaf Way & Oak Stream Way and Cold Leaf Way & Cold Stream Ln Total: \$1,350.00		3	EA	450.00
Supply and Install 1 Double-Sided Street Name Blade on existing Stop/Street Sign on U-Channel Add Sandridge Rd to existing Big Oak Dr with T-Cap Total: \$350.00		1	EA	350.00
Notes: Price is based on work to be completed Monday-Friday during normal business hours. Any additional mobilizations not included in this price will be \$850.00 per mobilization. Due to current market volatility, prices are good for 30 days.				
Acceptance Signature			Total \$1,700.00	
Fax #	Phone #	E-mail		Terms
904-213-1134	904-213-1080	rogerspm904@comcast.net		Net 30



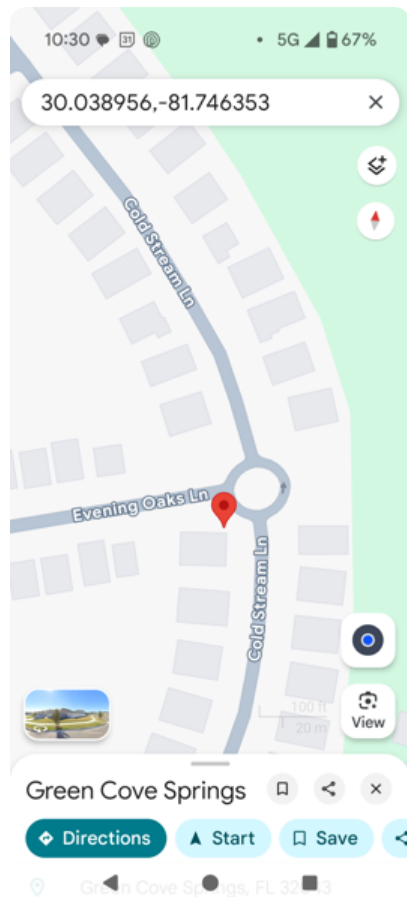
Vesta Property Services - Cross Creek North

COMMENTS

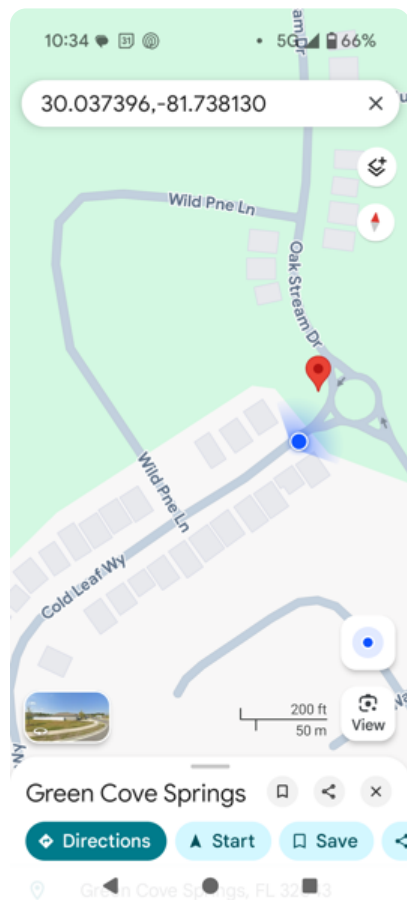


Commented by John Williams on 08/20/2025, 10:46 AM





Commented by John Williams on 08/20/2025, 10:46 AM



Commented by John Williams on 08/20/2025, 10:46 AM



*Commented by John Williams on 08/20/2025, 10:46 AM*

There are no street signs at any of those three traffic circles.

We are missing the "Sandridge" sign

*Commented by John Williams on 08/20/2025, 10:47 AM*

J&J Aquatics Report Requested but Not Received

## **Tab 6**



# Quality Site Assessment

Prepared for: **Cross Creek North CDD**

## General Information

**DATE:** Tuesday, Sep 02, 2025

**NEXT QSA DATE:** Monday, Dec 01, 2025

**CLIENT ATTENDEES:** Rodney.Hicks@brightview.com Rodney.Hicks@brightview.com

**BRIGHTVIEW ATTENDEES:** Royce Peaden

## Customer Focus Areas

Entrances, Amenities and focal areas

## Quality you can count on.

**7** Seven Standards of Excellence



Site Cleanliness



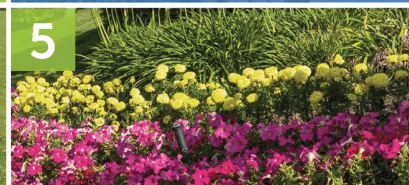
Weed Free



Green Turf



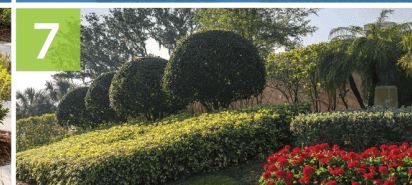
Crisp Edges



Spectacular Flowers



Uniformly Mulched Beds



Neatly Pruned Trees & Shrubs



# QUALITY SITE ASSESSMENT

## Cross Creek North CDD

### Carryover Items



**1** Recently approved proposal to in-fill tri-color jasmine at main pool was completed. During latest inspection some drought damage was noted. Irrigation has investigated and adjusted controller timing and coverage.



**2** Secondary entrance - some plant material showing signs of nutrient deficiency. We will apply additional shrub fertilizer in these areas.

# QUALITY SITE ASSESSMENT

## Cross Creek North CDD

### Maintenance Items



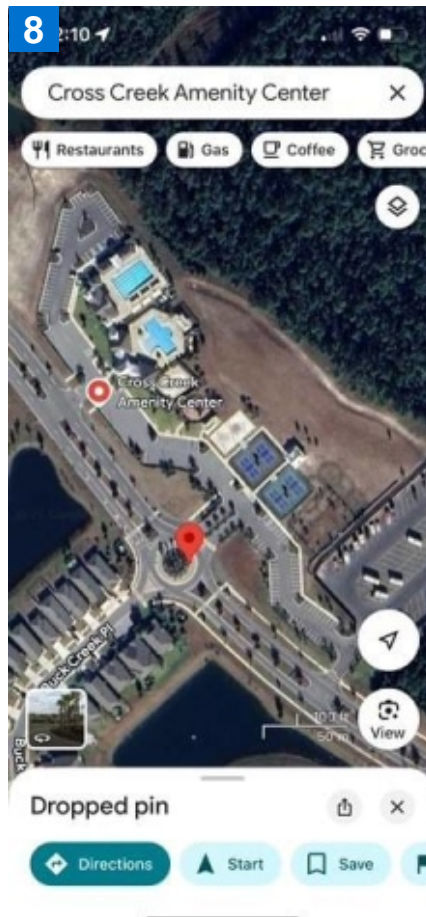
- 1** Proposals approved to replace cold damaged plant material at the amenity and a dead tree are expected to be completed by 9/5/25
- 2** Team is continuing to complete their weekly maintenance throughout site.
- 3** Crew is doing a good job of keeping beds and green spaces throughout site maintained, trimmed, and weed free.
- 4** Recent rains have inundated areas on property. Team is doing a good job of balancing these areas to ensure they are kept up while not damaging turf. Area in picture (Setting Sun Way common area) has a dry retention area at the back of the park that is not currently able to be mowed due to wet conditions.



# QUALITY SITE ASSESSMENT

## Cross Creek North CDD

### Maintenance Items



- 5** Team is continuing to work on tree canopies throughout site during their maintenance.
- 6** Main entrance - annuals were pulled and irrigation temporarily capped for construction project in this area. Once completed we will propose installation of new annuals and retrofit of irrigation.
- 7** Proposal submitted with 2 options for dog park - 1. Hydroseed and 2. Sod throughout
- 8** Roundabout in front of Amenity - noted there are 3 Washingtonia Palms that have declined. We have scheduled for an agronomist to look at these to determine if there is a bacterial/pest presence causing the trees to decline.



# QUALITY SITE ASSESSMENT

## Cross Creek North CDD

### Maintenance Items



- 9** Proposal submitted for removal of built-up mulch and dirt in tree rings throughout site. Approval of this project will help with the long-term health of the trees, which will likely suffer from oxygen deprivation with rootballs that are buried too deep.
- 10** 12 trees in common areas were noted as being declined. Proposal submitted to replace trees.

## Proposal for Extra Work at Cross Creek North CDD

Property Name	Cross Creek North CDD	Contact	Danielle Wasilewski
Property Address	2895 Big Oak Dr Green Cove Springs, FL 32043	To	Cross Creek North CDD
		Billing Address	c/o Rizetta & Company Inc 3434 Colwell Ave Ste 200 Tampa, FL 33614

Project Name      Cross Creek North CDD : Replacement of Declined Trees throughout site

Project Description      Cross Creek North CDD : Replacement of Declined Trees throughout site

### Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
1.00	LUMP SUM	Mobilization & Prep of area for install of new trees. Grade out area. Remove Trees. Haul away debris from site.	\$1,266.67	\$1,266.67
1.00	LUMP SUM	Machine For Removal and Setting of Trees	\$597.22	\$597.22
<b>Area 1 - Oak Stream / Cold Leaf</b>				<b>Subtotal      \$689.89</b>
1.00	EACH	Live Oak 30 gal. - Installed	\$497.22	\$497.22
1.00	EACH	Tree Straps - Installed	\$91.39	\$91.39
1.00	LUMP SUM	Inspection, enhancement and/or adjustments to provide proper coverage to all specified areas & new plant material.	\$78.89	\$78.89
2.00	EACH	Bagged Mulch - Pine Bark - installed	\$11.19	\$22.39
<b>Area 2 - Rustic Deer</b>				<b>Subtotal      \$811.73</b>
1.00	EACH	Pine 30 gal. - Installed	\$619.06	\$619.06
1.00	EACH	Tree Straps - Installed	\$91.39	\$91.39
1.00	LUMP SUM	Inspection, enhancement and/or adjustments to provide proper coverage to all specified areas & new plant material.	\$78.89	\$78.89
2.00	EACH	Bagged Mulch - Pine Bark - installed	\$11.19	\$22.39
<b>Area 3 - Mailboxes back Entrance</b>				<b>Subtotal      \$811.73</b>
1.00	EACH	Pine 30 gal. - Installed	\$619.06	\$619.06
1.00	EACH	Tree Straps - Installed	\$91.39	\$91.39
1.00	LUMP SUM	Inspection, enhancement and/or adjustments to provide proper coverage to all specified areas & new plant material.	\$78.89	\$78.89
2.00	EACH	Bagged Mulch - Pine Bark - installed	\$11.19	\$22.39
<b>Area 4 - Off Big Oak</b>				<b>Subtotal      \$654.06</b>
1.00	EACH	Red Maple 30 gal. - Installed	\$461.39	\$461.39
1.00	EACH	Tree Straps - Installed	\$91.39	\$91.39
1.00	LUMP SUM	Inspection, enhancement and/or adjustments to provide proper coverage to all specified areas & new plant material.	\$78.89	\$78.89

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11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

## Proposal for Extra Work at Cross Creek North CDD

2.00	EACH	Bagged Mulch - Pine Bark - installed	\$11.19	\$22.39
<b>Area 5 - Common Area Big Oak near Transformer</b>			<b>Subtotal</b>	<b>\$2,616.24</b>
2.00	EACH	Red Maple 30 gal. - Installed	\$461.39	\$922.78
2.00	EACH	DD Blanchard 30 gal. - Installed	\$461.39	\$922.78
4.00	EACH	Tree Straps - Installed	\$91.39	\$365.56
4.00	LUMP SUM	Inspection, enhancement and/or adjustments to provide proper coverage to all specified areas & new plant material.	\$78.89	\$315.56
8.00	EACH	Bagged Mulch - Pine Bark - installed	\$11.19	\$89.56
<b>Area 6 - Pond 9/Traffic Circle</b>			<b>Subtotal</b>	<b>\$654.06</b>
1.00	EACH	Red Maple 30 gal. - Installed	\$461.39	\$461.39
1.00	EACH	Tree Straps - Installed	\$91.39	\$91.39
1.00	LUMP SUM	Inspection, enhancement and/or adjustments to provide proper coverage to all specified areas & new plant material.	\$78.89	\$78.89
2.00	EACH	Bagged Mulch - Pine Bark - installed	\$11.19	\$22.39
<b>Area 7 - Wild Pine</b>			<b>Subtotal</b>	<b>\$811.73</b>
1.00	EACH	Pine 30 gal. - Installed	\$619.06	\$619.06
1.00	EACH	Tree Straps - Installed	\$91.39	\$91.39
1.00	LUMP SUM	Inspection, enhancement and/or adjustments to provide proper coverage to all specified areas & new plant material.	\$78.89	\$78.89
2.00	EACH	Bagged Mulch - Pine Bark - installed	\$11.19	\$22.39
<b>Area 8 - Setting Sun Way</b>			<b>Subtotal</b>	<b>\$811.73</b>
1.00	EACH	Pine 30 gal. - Installed	\$619.06	\$619.06
1.00	EACH	Tree Straps - Installed	\$91.39	\$91.39
1.00	LUMP SUM	Inspection, enhancement and/or adjustments to provide proper coverage to all specified areas & new plant material.	\$78.89	\$78.89
2.00	EACH	Bagged Mulch - Pine Bark - installed	\$11.19	\$22.39
<b>Area 9 - Side of road near Amenity</b>			<b>Subtotal</b>	<b>\$654.06</b>
1.00	EACH	DD Blanchard Magnolia 30 gal. - Installed	\$461.39	\$461.39
1.00	EACH	Tree Straps - Installed	\$91.39	\$91.39
1.00	LUMP SUM	Inspection, enhancement and/or adjustments to provide proper coverage to all specified areas & new plant material.	\$78.89	\$78.89
2.00	EACH	Bagged Mulch - Pine Bark - installed	\$11.19	\$22.39

For internal use only

**SO#** 8747958  
**JOB#** 346100624  
**Service Line** 130

**Total Price** \$10,379.12

### 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 for 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>Associate District Manager</b>	
Signature _____	Title _____
<b>Danielle Wasilewski</b>	<b>August 29, 2025</b>
Printed Name _____	Date _____

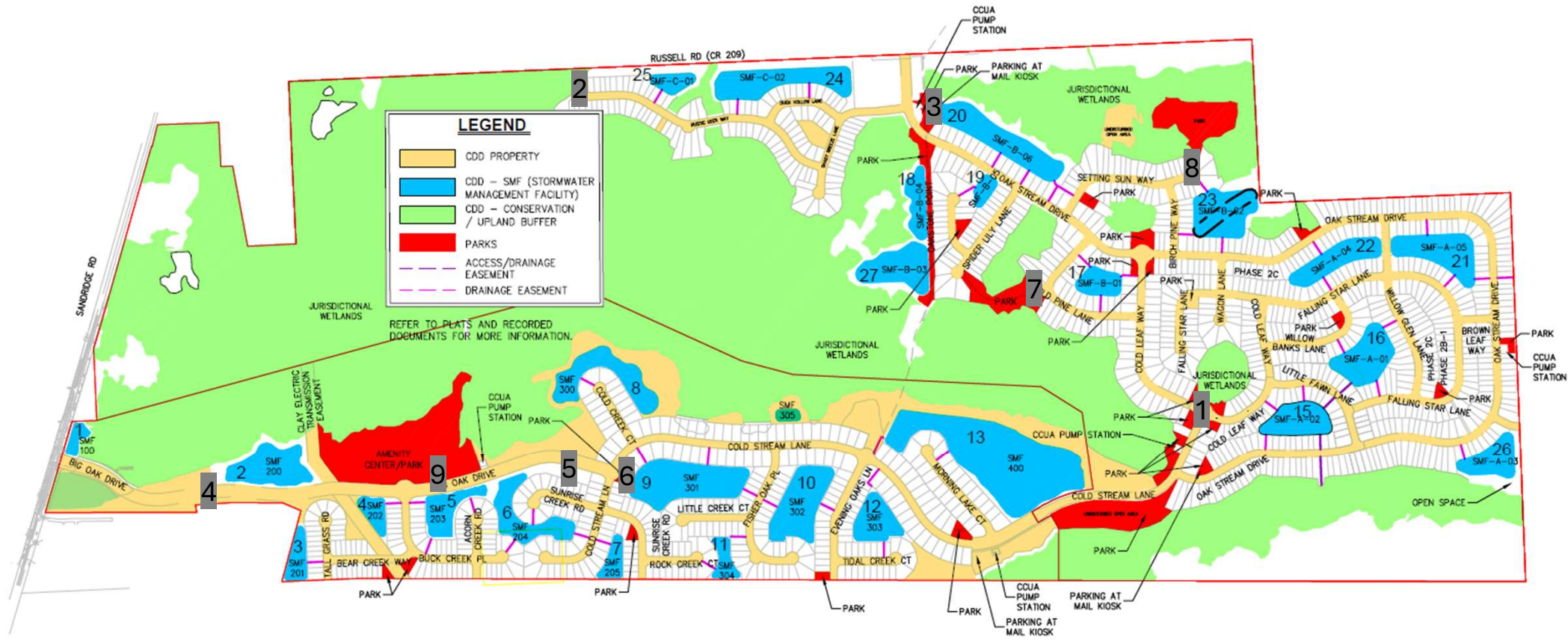
### BrightView Landscape Services, Inc. "Contractor"

<b>Account Manager - Exterior</b>	
Signature _____	Title _____
<b>Royce Peaden</b>	<b>August 29, 2025</b>
Printed Name _____	Date _____

<b>Job #:</b>	<b>346100624</b>		
<b>SO #:</b>	<b>8747958</b>	<b>Proposed Price:</b>	<b>\$10,379.12</b>



## Location of Proposed Replacement Trees 9/2025



## Proposal for Extra Work at Cross Creek North CDD

Property Name	Cross Creek North CDD	Contact	Danielle Wasilewski
Property Address	2895 Big Oak Dr Green Cove Springs, FL 32043	To	Cross Creek North CDD
		Billing Address	c/o Rizetta & Company Inc 3434 Colwell Ave Ste 200 Tampa, FL 33614

Project Name      Cross Creek North - Removal of Built up mulch and soil at the base of trees throughout community

Project Description      Cross Creek North - Removal of Built up mulch and soil at the base of trees throughout community

### Scope of Work

Scope of Project - Removal of built up soil and mulch at the base of approximately 300 trees throughout site. Project will include the removal and disposal of all material above grade at the base of each tree.

Grade will be determined by the top of the rootball of each tree. Trees planted with rootball above surrounding grade will have soil/mulch removed to expose trunk flare as part of proper planting technique.

Trees rings are currently mounded to the point that long-term health of the trees is in question due to limitation of oxygen in the root zone.

Project should be done in conjunction with, or just prior to, community mulching as tree rings will need to be re-established with mulch once project is complete. If areas are left without mulch weed populations will increase and trees are more susceptible to drying out.

QTY	UoM/Size	Material/Description
1.00	EACH	Cross Creek North - Removal of Built up mulch and soil at the base of trees throughout community - Approximately 300 trees located throughout community with 0.5-2yds of soil/debris per tree

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11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

## Proposal for Extra Work at Cross Creek North CDD

### Images

#### mulchrings



For internal use only

**SO#** 8747867  
**JOB#** 346100624  
**Service Line** 130

**Total Price** \$30,505.60

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11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

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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.
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### Customer

<b>Associate District Manager</b>	
Signature _____	Title _____
<b>Danielle Wasilewski</b>	<b>August 29, 2025</b>
Printed Name _____	Date _____

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

<b>Account Manager - Exterior</b>	
Signature _____	Title _____
<b>Royce Peaden</b>	<b>August 29, 2025</b>
Printed Name _____	Date _____

<b>Job #:</b>	<b>346100624</b>		
<b>SO #:</b>	<b>8747867</b>	<b>Proposed Price:</b>	<b>\$30,505.60</b>



## Proposal for Extra Work at Cross Creek North CDD

Property Name	Cross Creek North CDD	Contact	Danielle Wasilewski
Property Address	2895 Big Oak Dr Green Cove Springs, FL 32043	To	Cross Creek North CDD
		Billing Address	c/o Rizetta & Company Inc 3434 Colwell Ave Ste 200 Tampa, FL 33614

Project Name      Cross Creek CDD - Mulch Install - Tree Rings only

Project Description      Mulch Install (Pine Bark) of Tree Rings only

### Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
1.00	EACH	Medium Pine Bark - Installed in TREE RINGS ONLY following removal of dirt/debris currently mounding tree rings - 750 bags	\$7,131.74	\$7,131.74

For internal use only

**SO#**                      8749064  
**JOB#**                    346100624  
**Service Line**            160

**Total Price**                      \$7,131.74

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11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

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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.
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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.

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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>Associate District Manager</b>	
Signature _____	Title _____
<b>Danielle Wasilewski</b>	<b>September 02, 2025</b>
Printed Name _____	Date _____

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

<b>Account Manager - Exterior</b>	
Signature _____	Title _____
<b>Royce Peaden</b>	<b>September 02, 2025</b>
Printed Name _____	Date _____

<b>Job #:</b>	<b>346100624</b>		
<b>SO #:</b>	<b>8749064</b>	<b>Proposed Price:</b>	<b>\$7,131.74</b>

## Proposal for Extra Work at Cross Creek North CDD

Property Name	Cross Creek North CDD	Contact	Danielle Wasilewski
Property Address	2895 Big Oak Dr Green Cove Springs, FL 32043	To	Cross Creek North CDD
		Billing Address	c/o Rizetta & Company Inc 3434 Colwell Ave Ste 200 Tampa, FL 33614

Project Name      Cross Creek CDD - Mulch Install

Project Description      Mulch Install (Pine Bark) of ALL landscaped common areas in community.

### Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
<b>Mulch - ALL Common Areas (Site Wide)</b>				<b>Subtotal      \$21,600.00</b>
360.00	YARD	Medium Pine Bark - Blown-In/Installed in ALL landscaped common areas throughout community.	\$60.00	\$21,600.00

For internal use only

**SO#**                      8747903

**JOB#**                    346100624

**Service Line**            160

**Total Price      \$21,600.00**

#### 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

- 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.
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- 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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- 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

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### Customer

<b>Associate District Manager</b>	
Signature _____	Title _____
<b>Danielle Wasilewski</b>	<b>August 29, 2025</b>
Printed Name _____	Date _____

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

<b>Mgr, Specialty Services</b>	
Signature _____	Title _____
<b>Justin L Blosser</b>	<b>August 29, 2025</b>
Printed Name _____	Date _____

<b>Job #:</b>	<b>346100624</b>		
<b>SO #:</b>	<b>8747903</b>	<b>Proposed Price:</b>	<b>\$21,600.00</b>

## Proposal for Extra Work at Cross Creek North CDD

Property Name	Cross Creek North CDD	Contact	Danielle Wasilewski
Property Address	2895 Big Oak Dr Green Cove Springs, FL 32043	To	Cross Creek North CDD
		Billing Address	c/o Rizetta & Company Inc 3434 Colwell Ave Ste 200 Tampa, FL 33614

Project Name      Cross Creek North - Dog Park Renovation 9-2025

Project Description      Cross Creek North - Dog Park Renovation 9-2025

### Scope of Work

#### Scope of Work -

Option 1 - One side of dog park will have Hydroseed application completed at each time. For best results area should be allowed to germinate and establish for between 60-90 days (season dependent) prior to being re-opened. Once the initial area is ready the second phase would be installed. This area should be allowed to grow in for 60-90 days prior to re-opening.

Option 2 - Re-sodding of dog park - Same approach as above however establishment time for each area would be within 30-45 days.

QTY	UoM/Size	Material/Description	Unit Price	Total
<b>Option 1 - Hydroseed Area</b>				<b>Subtotal      \$5,322.33</b>
1.00	EACH	Prep area by lightly raking throughout	\$1,122.33	\$1,122.33
<b>Option 2 - Install Bahia Sod Throughout</b>				<b>Subtotal      \$12,414.95</b>
1.00	EACH	Mobilization, Delivery, and Staging - Prep Sod areas for installation	\$4,042.89	\$4,042.89
19.00	EACH	Installation of Bahia Sod - 19 pallets	\$362.46	\$6,886.72
1.00	EACH	Irrigation - Ensure proper coverage of sod areas and programming following installation of new sod	\$1,485.34	\$1,485.34

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**SO#**                      8748042  
**JOB#**                    346100624  
**Service Line**            130

**Total Price      \$17,737.28**

#### 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.
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### Customer

<b>Associate District Manager</b>	
Signature _____	Title _____
<b>Danielle Wasilewski</b>	<b>August 29, 2025</b>
Printed Name _____	Date _____

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

<b>Account Manager - Exterior</b>	
Signature _____	Title _____
<b>Royce Peaden</b>	<b>August 29, 2025</b>
Printed Name _____	Date _____

<b>Job #:</b>	<b>346100624</b>		
<b>SO #:</b>	<b>8748042</b>	<b>Proposed Price:</b>	<b>\$17,737.28</b>

## **Tab 7**

ESTIMATE

A Beautiful Life Enterprises LLC  
52 Tuscan Way Ste 202-349  
Saint Augustine, FL 32092

holidayandeventlights@gmail.com  
+1 (904) 679-1150



Bill to  
Lesley Gallagher  
Cross Creek North CDD  
2806 North Fifth Street  
Unit 403  
St. Augustine, FL 32084

Estimate details

Estimate no.: 1056  
Estimate date: 08/03/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Holiday Lighting Reinstall	Front Tower - Reinstall Warm White C7 lighting to tower columns and facia areas facing entrance	1	\$436.00	\$436.00
2.		Holiday Lighting Reinstall	Reinstall Warm White C7 lighting to gutter line and facia of clubhouse	1	\$826.00	\$826.00
3.		Holiday Lighting Reinstall	Reinstall 2, 48" pre-lit wreaths with traditional red bows and hardware to clubhouse building. (one facing incoming traffic and one facing exiting traffic)	1	\$203.50	\$203.50
4.		Holiday Lighting Reinstall	Reinstall Warm White mini lights to 4 palms in front of clubhouse 10' high.	1	\$375.00	\$375.00
5.		Holiday Lighting Reinstall	Rear Entrance - Reinstall Warm White C7 lighting to tower and sign area of back entrance to community	1	\$275.00	\$275.00
6.		Holiday Lighting Reinstall	Reinstall 2, 48" pre-lit wreaths with traditional red bows to tower at back entrance to community	1	\$203.50	\$203.50
7.		Miscellaneous Wire, Plugs, Supplies, Etc	Miscellaneous Wire, Plugs and Supplies	1	\$175.00	\$175.00
8.		Equipment Charge	Boom rental for installation and season end take down	1	\$600.00	\$600.00



9.	Take Down	Take down of lights and decor at end of season	1	\$400.00	\$400.00
10.	Storage	Storage of lights and decor until 2025 holiday season	1	\$100.00	\$100.00
Total				\$3,594.00	

Accepted date

Accepted by

## Tab 8

Local Fountain Expert  
7520 Ana St  
Jacksonville FL 32256  
9042068355  
office@yourfountainexpert.com  
www.yourfountainexpert.com



Estimate #	1200
Date	Aug 12, 2025

Cross Creek North CDD  
2895 Big Oak Drive  
Green Cove Springs FL 32043

Description	Taxes %	Total
Cross Creek North CDD Property: 2891 Big Oak Drive Green Cove Springs FL, 32043		
Pond Fountain Repair		
Diagnostic:	0	2,232.44
Local Fountain Expert will perform the following repairs on the fountain.		
1. Pull pump & motor for diagnostics. Determine what has failed.		

Notes: I would be happy to have an opportunity to work with you.	Subtotal	2,232.44
	Taxes	0.00
	Total Estimated Cost	2,232.44

By signing a contract you are signing a legally binding contract for work to be performed.

This estimate is an approximation and is not guaranteed. Actual cost may change once all project elements are finalized or negotiated. Prior to any changes of cost, the client will be notified.

Services. Upon acceptance, we will perform the services described in this estimate. Any additional services requested by you and not included in this estimate will incur additional charges.

Schedule. The services will be completed and will be made in accordance with the schedule agreed upon.

Changes. Changes in the specifications, quantities, schedule or other aspects of the services that are requested or approved by you do not become binding unless accepted in writing. Any such changes may result in additional or increased charges, and you agree to pay such increased charges.

Taxes. You will be responsible for payment of all applicable federal, state and local taxes.

Payment Terms. All invoices for services covered by the estimate are payable upon completion of work or date stated on the invoice.

Late Charges; Interest. Any invoices not paid by you on the date of completion may bear interest after the due date until the invoice is paid.

We abide to all of the statements stated on this estimate - Service Terms and Conditions.

If applicable, client agrees to authorize us on their property for the purposes of performing the services stated on this estimate. Client understands that although we try our best to provide you with an accurate timeframe, there is no set timeframe for the completion of services and several visits to the property may be required. The time stated on your appointment is just an arrival window, we will be sure to contact you when we are on our way. We also have permission to visit the property with little or no notice to assess service needs prior to the date of service, as well as to check completion after services have been rendered.

Client agrees to allow us to utilize any photos, descriptions, reviews, quotes, texts or videos of the property for marketing purposes.

By inquiring about our services or doing business with us, you are giving your consent to receive notifications and messages (e-mail or text) regarding our promotions or services.

Again, we appreciate you agreeing to these terms and conditions as we only set them in place to ensure everyone's safety and satisfaction. If you have any questions regarding these Terms and Conditions, please reach out to us.

You can be confident, that our goal is to provide you with the highest quality of service! We look forward to working with you!

Local Fountain Expert  
7520 Ana St  
Jacksonville FL 32256  
9042068355  
office@yourfountainexpert.com  
www.yourfountainexpert.com



Estimate #	1194
Date	Aug 07, 2025

Cross Creek North CDD  
2895 Big Oak Drive  
Green Cove Springs FL 32043

Description	Taxes %	Total
Cross Creek North CDD Property: 2891 Big Oak Drive Green Cove Springs FL, 32043		
15HP 230v 1PH Motor	0	4,374.00
*Product Only		

<b>Notes:</b> I would be happy to have an opportunity to work with you.	Subtotal	4,374.00
	Taxes	0.00
	Total Estimated Cost	4,374.00

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Client agrees to allow us to utilize any photos, descriptions, reviews, quotes, texts or videos of the property for marketing purposes.

By inquiring about our services or doing business with us, you are giving your consent to receive notifications and messages (e-mail or text) regarding our promotions or services.

Again, we appreciate you agreeing to these terms and conditions as we only set them in place to ensure everyone's safety and satisfaction. If you have any questions regarding these Terms and Conditions, please reach out to us.

You can be confident, that our goal is to provide you with the highest quality of service! We look forward to working with you!

## **Tab 9**



2498 Centerville Road  
Tallahassee, FL 32308

(850)-385-7649  
brian@hitechflorida.com  
www.hitechflorida.com

**Project Management**  
Brian Jones

# Pickle Ball Gates Access Control

Project # 9750-1-0

Prepared For  
**Mark Insel**

**Cross Creek North CDD**  
2895 Big Oak Drive  
Green Cove Springs, FL 32043

9044087716  
minsel@vestapropertyservices.com

Proposal Issued  
**8/20/2025**

Proposal Valid To  
**9/19/2025**

## PROJECT INVESTMENT

### Estimate

QTY	Manufacture	Part #	Description	Unit Price	Ext.Price
1	ADC	ADC-AC-X1100-2PSE	HID Aero X1100 2 Door Controller and Power Kit	\$1,395.00	\$1,395.00
1	Toyo-USP	PS1270	12v-7 AH Back Up Battery	\$39.00	\$39.00
2	HID Global	6005BKB00	HID Prox Point Plus Reader Black	\$199.99	\$399.98
2	Alarm Controls	TS-2	Alarm Controls Request to Exit Push Button	\$100.00	\$200.00
2	ASSA ABLOY	GL1-FL	Securitron GL1-FL Gate Lock Fail Secure	\$539.95	\$1,079.90
2	ASSA ABLOY	FMK-SW	FLEX MOUNT KIT FOR A SWING GATE	\$129.99	\$259.98
350	Miscellaneous	21965002	Banana Access Control Cable Shielded	\$1.00	\$350.00

### Labor:

QTY	Description	Ext.Price
60	Installation	5700

### Supplies & Materials:

QTY	Description	Ext.Price
1	Conduit	\$500.00
1	Hardware	\$300.00
-1	Discount	-\$1,000.00

Total Estimate Installation	\$3,723.86
Labor Subtotal	\$5,700.00
Supplies & Materials SubTotal	(\$200.00)
<b>Estimate SubTotal</b>	<b>\$9,223.86</b>
Monthly Services Subtotal	\$20.00

### Monthly Services:

RMR Code	Description	Term (MTHS)	Monthly Price
Add-on Access 1	Access Control Door Add-on	60	\$20.00

Total Labor	\$5,700.00
Total Supplies & Materials	(\$200.00)
Total Proposal Amount	\$9,223.86
Monthly Services	\$20.00
Deposit Due in Advance	\$4,611.93
Balance Due Upon Completion	\$4,611.93

Note: Taxes are not included and will be charged at the time of invoice.

## PROJECT DESCRIPTION & INVESTMENT

### Client Information

**Name:** Cross Creek North CDD

**Site**

2895 Big Oak Drive  
Green Cove Springs, FL 32043

**Billing**

,

**Contact**

Mark Insel

**P** (904) 408-7716

**E**

minsel@vestapropertyservices.com

### Project Description

Install access control readers and locks on the pickle ball court gates. Will use the provided internet connection that is closet for rest room. Setup access rules





## **Tab 10**

## **RESOLUTION 2025-10**

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CROSS CREEK NORTH COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIME AND LOCATION FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT, FOR FISCAL YEAR 2025/2026, AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, Cross Creek North 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 Clay County, Florida; and

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

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

WHEREAS, the Board is statutorily required to file annually, with the local governing authority or authorities a schedule of its regular meetings; and

WHEREAS, the District is required by Florida law to prepare an annual schedule of its regular public meetings which designates the date, time, and location of the District's meetings.

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

1. The Fiscal Year 2025/2026 annual public meeting schedule attached hereto and incorporated by reference herein as Exhibit A is hereby approved and will be published and filed in accordance with Section 189.015(1), Florida Statutes.

2. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 9<sup>th</sup> DAY OF SEPTEMBER 2025.**

**ATTEST:**

**CROSS CREEK NORTH COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
**SECRETARY / ASST. SECRETARY**

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

**EXHIBIT “A”**

**BOARD OF SUPERVISORS’ MEETING DATES  
CROSS CREEK NORTH COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2025/2026**

**November 11, 2025**

**January 13, 2026**

**March 10, 2026**

**May 12, 2026**

**\*June 10, 2026**

**July 8, 2026**

**\*August 12, 2026**

**September 9, 2026**

All meetings will convene **at 3:30 p.m.** and will be held at the  
Cross Creek North Amenity Center,  
2895 Big Oak Drive, Green Cove Springs, FL 32043.

Meetings with an \* will be held at 6:00 p.m.

## **Tab 11**

## FIRST ADDENDUM TO THE CONTRACT FOR DISTRICT MANAGEMENT SERVICES

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This First Addendum to the Contract for District Management Services (this “**Addendum**”), is made and entered into as of the 1<sup>st</sup> day of October, 2025 (the “**Effective Date**”), by and between **Cross Creek North Community Development District**, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, located in Clay County, Florida (the “**District**”), and **Rizzetta & Company, Inc.**, a Florida corporation (the “**Consultant**”).

### RECITALS

**WHEREAS**, the District and the Consultant entered into the Contract for District Management Services dated October 1, 2024 (the “**Contract**”), incorporated by reference herein; and

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

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

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

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

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

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

Therefore, the Consultant and the District each intend to enter this Addendum, understand the terms set forth herein, and hereby agree to those terms.

**ACCEPTED BY:**

**RIZZETTA & COMPANY, INC.**

BY: William J. Rizzetta  
 PRINTED NAME: William J. Rizzetta  
 TITLE: President  
 DATE: Aug 11, 2025

**CROSS CREEK NORTH COMMUNITY DEVELOPMENT DISTRICT**

BY: \_\_\_\_\_  
 PRINTED NAME: \_\_\_\_\_  
 TITLE: Chairman/Vice Chairman  
 DATE: \_\_\_\_\_

**ATTEST:**

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

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

**Exhibit B – Schedule of Fees**

**Exhibit B  
Schedule of Fees**

**STANDARD ON-GOING SERVICES:**

Standard On-Going Services will be billed in advance monthly pursuant to the following schedule:

	<b>MONTHLY</b>	<b>ANNUALLY</b>
Management:	\$2,078.25	\$24,939
Administrative:	\$465.25	\$5,583
Accounting:	\$1,861.08	\$22,333
Financial & Revenue Collections:	\$372.25	\$4,467
Assessment Roll <sup>(1)</sup>		\$6,204
<b>Total Standard On-Going Services:</b>	<b>\$4,776.83</b>	<b>\$63,526</b>

(1) Assessment Roll is to paid in one lump-sum upon completion.



<b>ADDITIONAL SERVICES:</b>	<b>FREQUENCY</b>	<b>RATE</b>
Extended and Continued Meetings	Hourly	\$ 400
Additional Meetings (includes meeting prep, attendance and drafting of minutes)	Hourly	\$ 400
Estoppel Requests (billed to requestor):		
One Lot (on tax roll)	Per Occurrence	\$ 125
Two+ Lots (on tax roll)	Per Occurrence	\$ 150
One Lot (direct billed by the District)	Per Occurrence	\$ 150
Two–Five Lots (direct billed by the District)	Per Occurrence	\$ 200
Six-Ten Lots (direct billed by the District)	Per Occurrence	\$ 250
Elevent+ Lots (direct billed by the District)	Per Occurrence	\$ 300
Long Term Bond Debt Payoff Requests	Per Occurrence	\$ 150/Lot
Two+ Lots	Per Occurrence	Upon Request
Short Term Bond Debt Payoff Requests &		
Long Term Bond Debt Partial Payoff Requests		
One Lot	Per Occurrence	\$ 150
Two – Five Lots	Per Occurrence	\$ 200
Six – Ten Lots	Per Occurrence	\$ 300
Eleven – Fifteen Lots	Per Occurrence	\$ 400
Sixteen+ Lots	Per Occurrence	\$ 500
Bond Amortization Schedules	Per Occurrence	\$ 600
Special Assessment Allocation Report	Per Occurrence	Upon Request
True-Up Analysis/Report	Per Occurrence	Upon Request
Re-Financing Analysis	Per Occurrence	Upon Request
Bond Validation Testimony	Per Occurrence	Upon Request
Bond Issue Certifications/Closing Documents	Per Occurrence	Upon Request
Electronic communications/E-blasts	Per Occurrence	Upon Request
Special Information Requests	Hourly	Upon Request
Amendment to District Boundary	Hourly	Upon Request
Grant Applications	Hourly	Upon Request
Escrow Agent	Hourly	Upon Request
Continuing Disclosure/Representative/Agent	Annually	Upon Request
Community Mailings	Per Occurrence	Upon Request
Response to Extensive Public Records Requests	Hourly	Upon Request
Litigation Support Services	Hourly	Upon Request

### **PUBLIC RECORDS REQUESTS FEES:**

Public Records Requests will be billed hourly to the District pursuant to the current hourly rates shown below:

<b>JOB TITLE:</b>	<b>HOURLY RATE:</b>
Regional Manager	\$ 52.00
District Manager	\$ 40.00
Accounting & Finance Staff	\$ 28.00
Administrative Support Staff	\$ 21.00

**LITIGATION SUPPORT SERVICES:**

Litigation Support Services shall be billed hourly to the District pursuant to the current hourly rates shown below:

<b>JOB TITLE:</b>	<b>HOURLY RATE:</b>
President	\$ 500.00
Chief Financial Officer	\$ 450.00
Vice President	\$ 400.00
Controller	\$ 350.00
Regional District Manager	\$ 300.00
Accounting Director	\$ 300.00
Finance Manager	\$ 300.00
Senior District Manager	\$ 275.00
District Manager	\$ 250.00
Amenity Services Manager	\$ 250.00
Business Development Manager	\$ 250.00
Landscape Inspection Services Manager	\$ 250.00
Financial Analyst	\$ 250.00
Senior Accountant	\$ 225.00
Landscape Specialist	\$ 200.00
Administrative Support Manager	\$ 200.00
Senior Financial Associate	\$ 200.00
Senior Administrative Assistant	\$ 200.00
Staff Accountant II	\$ 200.00
District Coordinator	\$ 175.00
Administrative Assistant II	\$ 150.00
District Compliance Associate	\$ 150.00
Staff Accountant	\$ 150.00
Financial Associate	\$ 150.00
Administrative Assistant	\$ 100.00
Accounting Clerk	\$ 100.00
Client Relations Specialist	\$ 100.00