

# TWO CREEKS Community Development District

# Board of Supervisors' Meeting October 28, 2020

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

www.twocreekscdd.org

## TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT

Rizzetta & Company, Inc., 2406 North Fifth Street, Unit 403, St. Augustine, FL 32084

**Board of Supervisors** Darryl Del Rio Chairman

Brian Wigal Vice Chairman

Karen Burt Assistant Secretary
Michael Jones Assistant Secretary
Lan Ngyen Assistant Secretary

**District Manager** Lesley Gallagher Rizzetta & Company, Inc.

**District Counsel** Wes Haber Hopping Green & Sams, P.A

**District Engineer** D. Glynn Taylor Taylor & White

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

The first section of the meeting is called Public Comments, which is the portion of the agenda where individuals may make comments. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (904) 436-6270. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY)

1-800-955-8770 (Voice), who can aid you in contacting the District Office.

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

#### TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE • 2806 N. FIFTH STREET • UNIT 403 • ST AUGUSTINE, FL 32084 www.twocreekscdd.org

October 21, 2020

#### Board of Supervisors Two Creeks Community Development District

#### **AGENDA**

**Dear Board Members:** 

The regular meeting of the Board of Supervisors of the Two Creeks Community Development District will be held on **Wednesday**, **October 28**, **2020 at 6:00 p.m.** via teleconference at 1-929-205-6099 Meeting ID 680 626 4765, pursuant to Executive Orders 20-52, 20-69, 20-123, 20-150, 20-179, 20-193 and 20-246, respectively, and pursuant to Section 120.54(5)(b)2., Florida Statutes. Following is the agenda for the meeting.

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1.	CALL	10	UKDEK/KULL GA	$\mathbf{L}$

- 2. AUDIENCE COMMENTS ON AGENDA ITEMS
- 3. BUSINESS ADMINISTRATION

Α.	Consideration of the Minutes of the Board of Supervisors'	
	Regular Meeting held August 26, 2020	Tab 1
B.	Ratification of Operation and Maintenance Expenditures for	
	August 2020 and September 2020	Tab 2
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#### 4. STAFF REPORTS

- A. District Counsel
- B. District Engineer
- C. Amenity Manager
  - 1.) Amenity Manager Report, October 2020......Tab 3
    - 2.) Discussion Regarding Capital Improvement
    - 3.) Discussion Regarding Amenity Facility and COVID-19
- D. Landscape
  - 1.) BrightView Landscape Report, October 20, 2020......Tab 4
- E. District Manager
  - Acceptance of Addendum to Professional District Services
     Agreement......Tab 5

#### 5. BUSINESS ITEMS

- A. Consideration of BrightView Landscape Renewal
- B. Consideration Proposals for Pond Maintenance (Under Separate Cover)
- C. Repaids/Retiplace/nPeoplosal(s).for.Amenity.Center.P.ond.Fountain......Tab 6
- D. Consideration of Proposal for Amenity Services......Tab 7
- E. Consideration of Proposals for Playground Equipment.....Tab 8
- F. Consideration of Proposals for Lighting.....Tab 9
- G. Ratification of Approval of Fiscal Year 2020-2021 District Insurance
  Policy......Tab 10

#### 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.

Very truly yours, Lesley Gallagher

# CALL TO ORDER / ROLL CALL

# **PUBLIC COMMENTS**

## **BUSINESS ADMINISTRATION**

## Tab 1

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49 50 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.

#### **TWO CREEKS** COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of Two Creeks Community Development District was held on Wednesday, August 26, 2020 at 6:00 p.m. via Zoom at 1-929-205-6099 Meeting ID 680 626 4765, pursuant to Executive Orders 20-52, 20-69, 20-123, 20-150, 20-179 and 20-193 issued by Governor DeSantis, respectively, and pursuant to Section 120.54(5)(b)2. Following is the agenda for the meeting.

#### Present and constituting a quorum:

Board Supervisor, Chairman
<b>Board Supervisor, Vice Chairman</b>
<b>Board Supervisor, Assistant Secretary</b>
<b>Board Supervisor, Assistant Secretary</b>
Board Supervisor Assistant Secretary

#### Also present were:

Lesley Gallagher

Darryl Del Rio Brian Wigal

Lan Nguyen

Karen Burt

Wes Haber

Brian Parks

Brian Mercer

Rodney Hicks

Oscar Miranda

Michael Jones

District Manager, Rizzetta & Company, Inc. District Counsel, Hopping Green & Sams Amenity Manager, Vesta Property Services Associate Branch Manager, BrightView Landscape Branch Manager, BrightView Landscape Account Manager, BrightView Landscape

Members of the Public Present

#### FIRST ORDER OF BUSINESS

Call to Order

Ms. Gallagher called the meeting to order at 6:02 p.m. and read roll call.

#### SECOND ORDER OF BUSINESS **Public Comments on Agenda Items**

Ms. Gallagher opened up the meeting for public comment. Callers had comments on the following items: landscaping, basketball courts, lighting, gym equipment, amenity center conditions, gate at amenity center, comcast, the pool area, playground area at pool, ponds and also dog park possibilities.

#### THIRD ORDER OF BUSINESS

Consideration of the Minutes of the Board of Supervisors' Regular Meeting held May 27, 2020

On a motion by Mr. Wigal, seconded by Mr. Jones, with all in favor, the Board approved the Minutes of the Board of Supervisors' Regular Meeting held May 27, 2020 for Two Creeks Community Development District.

#### **FOURTH ORDER OF BUSINESS**

Ratification of Operation and Maintenance Expenditures for May 2020, June 2020 and July 2020

On a motion by Mr. Wigal, seconded by Mr. Del Rio, with all in favor, the Board ratified Operation and Maintenance Expenditures for May 2020 in the amount of \$37,158.76, June 2020 in the amount of \$45,141.41 and July 2020 in the amount of \$46,571.01 for Two Creeks Community Development District.

#### FIFTH ORDER OF BUSINESS

#### **Staff Reports**

#### A. District Counsel

Mr. Haber updated that Board that the current orders allowing for virtual meetings has been extended through the end of September 2020.

## B. District Engineer Not present.

#### C. Amenity Manager

Mr. Parks addressed the amenity center concerns that were noted at the beginning of the meeting and noted that he is implementing a maintenance sign off sheet and will be monitoring maintenance staff. He updated the Board that the pond fountain at the amenity center is not working. He had received a proposal for diagnostic work and a replacement proposal. He will

1.) Amenity Managers Report, August 18, 2020

The Board reviewed the current facility for COIVD. Discussion ensued.

have additional information available at the next meeting.

On a motion by Mr. Del Rio, seconded by Ms. Nguyen, with all in favor, the Board opened the pool and fitness room on Mondays for Two Creeks Community Development District.

Mr. Del Rio noted again that the current conditions of the amenity center at this time are unacceptable. He also noted that the grills needed to be cleaned. Mr. Wigal then requested a timeframe in which all maintenance and janitorial items could be expected to be resolved and a schedule provided for regular maintenance staff. Mr. Parks noted that outside of repairs the concerns were routine maintained items and would be completed within a

89 week. The Board then directed Staff as to which playground options they would like 90 to see proposals for at the October meeting. 91 92 D. Landscape 93 1.) Brightview Landscape Report, August 2020 94 2.) Consideration of BrightView Proposals for Landscape Enhancements 95 Mr. Miranda updated the Board that a recent walk through was productive. 96 He noted that the sunshine ligustrum at the pool would be replaced at their 97 cost with an alternative plant material. 98 99 The Board then reviewed the proposal for the landscape enhancement at 100 the corner of Tynes and Long Bay. 101 102

On a motion by Mr. Wigal, seconded by Mr. Jones, with all in favor, the Board approved BrightView landscape enhancement proposal in the amount of \$5,079.00, to be installed in Fiscal Year 2020-2021, for Two Creeks Community Development District.

#### E. District Manager

Ms. Gallagher updated the Board that she had received a request for the HOA to use the pavilion area for a HOA meeting on September 10, 2020. The Board approved keeping in mind that they must also follow the maximum capacity restrictions.

#### SIXTH ORDER OF BUSINESS

Consideration of Proposals for Play Area Drainage

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The Board reviewed two (2) proposals to install drains in the playground area at the amenity center.

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On a motion by Mr. Wigal, seconded by Mr. Del Rio, with all in favor, the Board approved the Paver Protections proposals in the amount of \$4,266.00 for Two Creeks Community Development District.

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#### SEVENTH ORDER OF BUSINESS

#### Consideration of Proposals for Amenity Facility Stucco Repairs

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The Board reviewed two (2) proposal for stucco repairs at the amenity center, one from All Weather in the amount of \$2,430.00 and one from McIntyre in the amount of \$5,400.00. Discussions ensued. It was requested that because McIntyre proposal included additional work, Mr. Parks go back to All Weather and request they update their proposal to match the scope. It was also noted to remove the fee to install down cap back to columns and request a third proposal.

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On a motion by Mr. Del Rio, seconded by Ms. Burt, with all in favor, the Board approved a not to exceed amount of \$4,900.00 for stucco repair for Two Creeks Community Development District.

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130 EIGHTH ORDER OF BUSINESS Consideration of Proposals for Playground Mulch

The Board reviewed proposals for playground mulch from BrightView, Mulch Masters and Vesta Property Services. Discussions ensued regarding the yards required.

On a motion by Mr. Wigal, seconded by Mr. Del Rio, with all in favor, the Board approved BrightView proposal, excluding the clubhouse areas, for a total cost of \$12,691.00 Two Creeks Community Development District.

**NINTH ORDER OF BUSINESS** 

Consideration Contract Renewals, Vesta Property Services, Giddens Security Corporation and Poolsure

The Board reviewed the Vesta Property Services renewal proposal. Mr. Wigal suggested the hours be amended to have 30 hours in the summer and 15 in the winter. Mr. Wigal also requested that Vesta extended their current agreement for 30 days based on their current concerns and request for modified hours.

On a motion by Mr. Jones, seconded by Ms. Burt, with all in favor, the Board requested Vesta extend current agreement for 30 days and request for modified hours for Two Creeks Community Development District.

On a motion by Mr. Del Rio, seconded by Mr. Wigal, with all in favor, the Board requested additional proposals from alternative vendors for review in October for Two Creeks Community Development District.

The Board reviewed the Giddens Security proposal which was distributed under separate cover as it involved District security.

On a motion by Ms. Burt, seconded by Ms. Nguyen, with all in favor, the Board approved Giddens Security proposal Two Creeks Community Development District.

On a motion by Mr. Del Rio, seconded by Mr. Wigal, with all in favor, the Board approved Poolsure renewal reflecting a monthly amount of \$550.00 for Two Creeks Community Development District.

#### **TENTH ORDER OF BUSINESS**

Public Hearings on Fiscal Year 2020-2021 Final Budget and Imposing Special Assessments

On a motion by Mr. Wigal, seconded by Ms. Nguyen, with all in favor, the Board opened public hearings on Fiscal Year 2020-2021 Final Budget and Imposing Special Assessments for Two Creeks Community Development District.

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158 No public comments.

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On a motion by Ms. Burt, seconded by Mr. Del Rio, with all in favor, the Board closed public hearings on Fiscal Year 2020-2021 Final Budget and Imposing Special Assessments for Two Creeks Community Development District.

1.) Consideration of Resolution 2020-13, Approving Fiscal Year 2020-2021 Final Budget

On a motion by Ms. Burt, seconded by Mr. Jones, with all in favor, the Board adopted Resolution 2020-13, Approving Fiscal Year 2020-2021 Fiscal Year Budget for Two Creeks Community Development District.

2.) Consideration of Resolution 2020-14, Imposing Special Assessments

On a motion by Mr. Wigal, seconded by Mr. Del Rio, with all in favor, the Board adopted Resolution 2020-14, Imposing Special Assessments for Two Creeks Community Development District.

#### **ELEVENTH ORDER OF BUSINESS**

Consideration of Resolution 2020-15, Designating Date, Time and Location of Fiscal Year 2020-2021 Regular Board of Supervisors Meetings

On a motion by Mr. Wigal, seconded by Mr. Del Rio, with all in favor, the Board adopted Resolution 2020-15, Designating Date, Time and Location of Fiscal Year 2020-2021 Regular Board of Supervisors Meetings for Two Creeks Community Development District.

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## **TWELFTH ORDER OF BUSINESS**

Discussion Regarding Request from Oakleaf Youth Sports for Use of CDD Property

The Board reviewed a request from Oakleaf Youth Sports for the use of the amenity center field. Discussions ensued.

 The Board declined the request for use of the amenity field and requested it will be communicated that no residents use the amenity center parking lot if attending the Oakleaf event as the amenity center parking lot is for amenity center use.

#### TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT **August 26, 2020 Minutes of Regular Meeting**

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195 196 THIRTEENTH ORDER OF BUSINESS Consideration of Request for 197 **Neighboring Property Owner** Regarding Construction of the Project 198 199 **Drainage Facility** 200 201 Mr. Haber reviewed a request from a neighboring property owner regarding construction of a drainage facility. He noted that the landowner had noted they would pay for the pond 202 and was requesting that Two Creeks CDD indicate their approval and support for the 203 project and following construction and subject to the storm water management permit the 204 205 pond would require a limited amount of maintenance and requested Two Creeks CDD contribute. 206 207 208 Mr. Jones asked for Taylor and White to note what percentage of benefit would 209 result for Two Creeks residents versus the cost to maintain, how many homeowners this would help and to confirm how much ongoing maintenance. 210 211 On a motion by Mr. Wigal, seconded by Mr. Del Rio, with all in favor, the Board agreed to show support in favor of the project, however, without making any commitment as it relates to the maintenance of for Two Creeks Community Development District. 212 213 FOURTEENTH ORDER OF BUSINESS **Supervisor Requests** 214 215 Mr. Del Rio had a question about food trucks at the amenity center. 216 On a motion by Mr. Del Rio, seconded by Ms. Burt, with all in favor, the Board approved food trucks at the amenity center, subject to authorizing an agreement, and designating Mr. Del Rio as CDD representative for coordination for Two Creeks Community Development District. 217 FIFTEENTH ORDER OF BUSINESS Adjournment 218 219 On a motion by Ms. Burt, seconded by Mr. Del Rio, with all in favor, the Board adjourned the meeting at 9:20 p.m. for Two Creeks Community Development District. 220 221 222 223 224 225 226 227

## TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT August 26, 2020 Minutes of Regular Meeting

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251	Secretary/Assistant Secretary	Chairman/Vice Chairman
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## Tab 2

#### TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT

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

# Operation and Maintenance Expenditures August 2020 Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from August 1, 2020 through August 31, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: \$30,939.99

Approval of Expenditures:	
Chairperson	
Vice Chairperson	
Assistant Secretary	

### **Two Creeks Community Development District**

### Paid Operation & Maintenance Expenditures

August 1, 2020 Through August 31, 2020

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoi	ce Amount
BrightView Landscape Services, Inc.	001106	6923095	Irrigation Repairs 07/20	\$	615.00
Cintas Fire Protection	001102	0F61594893	Inspection 06/20	\$	659.12
Clay County Utility Authority	001107	Water Summary 07/20	Water Summary 07/20	\$	2,658.91
Clay Electric Cooperative, Inc.	001111	Electric Summary 08/20	Electric Summary 08/20	\$	2,718.00
COMCAST	001112	8495 74 144 1205022 08/20	Amenity Telephone/Fax/Internet/Cable 08/20	\$	409.55
Future Horizons, Inc.	001108	64090	Aquatic Weed Control Services 07/20	\$	1,105.00
Giddens Security Corporation	001103	23460648	Security Service 07/13/20-07/26/20	\$	4,232.32
Giddens Security Corporation	001113	23460761	Security Service 07/27/20-08/09/20	\$	4,251.66
Hopping Green & Sams, P.A.	001117	116542	General Legal Services 06/20	\$	641.50
OPC News LLC Clay Today-Clay	001109	Ad #264898	Acct #503689 Legal Advertising 07/16/20	\$	648.00
County Leader OPC News LLC Clay Today-Clay	001118	Ad #313754 07/23/20	Acct #503689 Legal Advertising 07/23/20	\$	155.25
County Leader Poolsure	001114	131295594141	Pool Chemicals 08/20	\$	517.50
Rizzetta & Company, Inc.	001104	INV0000051703	District Management Fees 08/20	\$	4,597.92
Rizzetta & Company, Inc.	001115	INV0000051864	Mass Mailing 08/20	\$	626.17
Rizzetta Technology Services, LLC	001105	INV000006043	Website Hosting Services 08/20	\$	100.00

## **Two Creeks Community Development District**

### Paid Operation & Maintenance Expenditures

August 1, 2020 Through August 31, 2020

Vendor Name	Check Number	Invoice Number	Invoice Description	Invo	ice Amount
Vesta Property Services, Inc.	001116	371857	Amenity Management Services 08/20	\$	6,607.59
Vesta Property Services, Inc.	001119	372653	Office Supplies 07/20	\$	188.34
Vesta Property Services, Inc.	001119	372834	Billable Mileage 07/31/20	\$	21.84
Waste Pro USA - Jacksonville	001110	0000458386	Amenity Waste Disposal 09/20	\$	186.32
Report Total				<u>\$</u>	30,939.99

#### TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT

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

# Operation and Maintenance Expenditures September 2020 Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2020 through September 30, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: \$38,948.64

Approval of Expenditures:	
Chairperson	
Vice Chairperson	
Assistant Secretary	1

### **Two Creeks Community Development District**

### Paid Operation & Maintenance Expenditures

September 1, 2020 Through September 30, 2020

Vendor Name	Check Number	Invoice Number	Invoice Description	Invo	oice Amount
Brian Wigal	001126	BW082620	Board of Supervisor Meeting 08/26/20	\$	200.00
Clay County Utility Authority	001129	Water Summary 08/20	Water Summary 08/20	\$	3,500.04
Clay Electric Cooperative, Inc.	001131	Electric Summary 09/20	Electric Summary 09/20	\$	2,821.00
Darryl E. Del Rio	001120	DD082620	Board of Supervisor Meeting 08/26/20	\$	200.00
Egis Insurance Advisors LLC	001137	11431	General Liability/Prop/POL Insurance FY	\$	12,155.00
Future Horizons, Inc.	001127	64523	20/21 Aquatic Weed Control Services 08/20	\$	1,105.00
Giddens Security Corporation	001132	23460795	Security Service 08/10/20-08/23/20	\$	1,822.14
Giddens Security Corporation	001130	23460855	Security Service 08/24/20-09/06/20	\$	1,822.14
Giddens Security Corporation	001138	23460944	Security Service 09/07/20-09/20/20	\$	1,996.94
HomeTeam Pest Defense, Inc.	001133	70643696	Termite Treatment 07/20	\$	122.70
Hopping Green & Sams, P.A.	001134	117110	General Legal Services 07/20	\$	529.50
Karen J. Burt	001122	KB082620	Board of Supervisor Meeting 08/26/20	\$	200.00
Lan Nguyen	001123	LN082620	Board of Supervisor Meeting 08/26/20	\$	200.00
Michael Jones	001121	MJ082620	Board of Supervisor Meeting 08/26/20	\$	200.00
Poolsure	001135	131295594898	Pool Chemicals 09/20	\$	517.50

### **Two Creeks Community Development District**

### Paid Operation & Maintenance Expenditures

September 1, 2020 Through September 30, 2020

Vendor Name	Check Number	Invoice Number	Invoice Description	Invo	oice Amount
Rizzetta & Company, Inc.	001124	INV0000052494	District Management Fees 09/20	\$	4,597.92
Rizzetta Technology Services, LLC	001125	INV000006144	Website Hosting Services 09/20	\$	100.00
Vesta Property Services, Inc.	001139	373404	Amenity Management Services 09/20	\$	6,607.59
Vesta Property Services, Inc.	001136	373822	Billed Expenses 08/20	\$	65.10
Waste Pro USA - Jacksonville	001128	0000461394	Amenity Waste Disposal 10/20	\$	186.07
Report Total				\$	38,948.64

# **STAFF REPORTS**

# **District Counsel**

# District Engineer

# Amenity Manager Report

## Tab 3

## Facility Maintenance Report Prepared by: Brian Parks

Two Creeks

Item/Location	Scope of work	Status	Projected Completion Date &/or Frequency	Fee if Outsourced
0	Clean daily	Completed	Daily	
Pool deck	Straigten chairs on pool deck daily	Completed	Daily	
Gym	Clean and vacuum gym as needed	Completed	As needed	
Pool grids	Clean pool grids twice a week	Completed	Twice a week	
Exterior	Pick up trash daily	Completed	Daily	
Water Foutains	Clean water fountains daily	Completed	Daily	
Amenity Center & surrounding areas	Take out trash as needed	Completed	As needed	
Community Grill	Clean grill as needed	Completed	As needed	
Pool Maintenance	Skim daily	Completed	Daily	
Pool Maintenance	Brush pools every week	Completed	Weekly	
Pool Maintenance	Vacuum pool as needed 3-4 times a week	Completed	3-4times a week	
Pool Maintenance	Add dry goods as needed	Completed	As needed	
Street Lighting	Replace lights as needed		As needed	

Lighting	Replace lights as needed	Completed	As needed	
Pool deck	Scraped gum around deck	Completed	As needed	
Gym Floor	scraped gum off the gym floor	Completed	As needed	
Gym Equipment	Clean	Completed	As needed	
Gym blinds	Dust	Completed	As needed	
Stainless Steel	Cleaned all stainless steel in restrooms, grill area, as well as gym equipment	Completed	Daily Restrooms, Equipment	
Pool tiles	Cleaned both pools tiles	Completed	As needed	
Windows around Gym & Social Room	Cleaned, wiped down inside and out	Completed	As needed Daily	
Hood above grill	Cleaned	Completed		
Pool deck	Blow off pool deck as needed	Completed	As needed	
Celing in Amenity Center	Brushed off cob webs from ceiling	Completed	As needed	
Splash Feature netting	Took down netting on splash feature to brush underneath	Completed	As needed	
Social Room	Dusted blinds	Completed	As needed	
Grill	Grill has been inspected & passed	Completed	As needed	
Grill	Cleaned Grill as needed	Completed	As needed	
Pool Maintenance	Cleaned filter in small pool	Completed	As needed	
Pool Maintenance	Recalibrated chlorine feeders on both pools	Completed	As needed	

Playground	Filled in holes around playground with mulch. Also raked mulch to level around playgrounds	Completed	As needed	
Ponds	Pick up trash in and around ponds		As needed	
A/C Units	Changed air filters on all 3 units	Completed	As needed	
Trail Ridge Road	Picked up trash	Completed	As needed	
Fans	Dusted fans outside and inside gym	Completed	As needed	
Exterior	Knocked down dirt dobblers and hornets nests	Completed	As needed	
Gym Equipment	Serviced	Completed	As needed	
Parks in Community	Went around all parks and picked up trash and debris	Completed	As needed	
Restrooms	Repaired Women's restroom door hinges	Completed	As needed	
Restroom	Repaired Leaking Sink In Mens Restroom	Completed		\$ 150.00
Front Gate	Replaced Hinges & Added A Spring Closer	Completed		\$ 175.00
Fencing	Painted Fencing Where Needed	Completed		\$ 200.00
Pool Shower For Small Pool	Repaired Shower Head & Handle	Completed		\$ 150.00
Community Light Poles	Sanded & Repainted Bottoms Of All Decorative Community Light Poles	Completed		\$ 275.00
Trash Cans	Repairing Trash Can Locks	In Progress		
Small Pool Pump	Replaced Filter	Completed		
Landscaping	Rasied Tree Folage Down Tynes Blvd Near SideWalks	Had Completed By Brightview	As needed	

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Advertisement Signs	Drove around and removed all signs used for advertisements placed throughout community	Completed	Daily	
Landscsping	Trimmed All Bushes In And Around Amenity Center	Had Completed By Brightview	As needed	
BrightView Lanscaping	Walked All Irrigation Areas Throughout Community	Completed	As needed	
BrightView Lanscaping	Drove around the neigborhood with account manager to go over areas that need attention	Completed	As needed	
Giddens	Renewed Contract	Completed		
Restrooms	Replaced Womens & Mens Restroom Door Signs	Completed	As needed	
Covid19	Installed all pool furniture	Completed		
A/C Units	Had A/C Repaired In The Social Room	Completed		
				\$ 950.00
			Period Savings	\$ 950.00
			YTD Savings	\$ 5,093.00

#### \*\*\* Forecasted Items that need to be addressed\*\*\*

Item/Location	Scope of work	Status	Completion	Fee if Outsourced
Women's & Mens Restroom	Need to have doors replaced	Completed	Installed	
Restrooms	Need To Replace All Toilet Seat Due To Normal Wear & Tear	Completed	Installed	

Access Card System	Updating Access Card System	TBD		
Sidewalk	Need to replace part of sidewalk that has writing in it	TBD		
Handicap Ramps	Need to Replace some handicap ramps	TBD		
Pool Pump	Need to have pool pump inside recoated	TBD		
Trash Cans	Need to install one trash cans around parks	Receiving Quotes		
Community Signs	Ordering and installing of two community signs	Completed	Installed	
Play Ground Signs	Proposals for playground signs with rules on them	TBD		
Lights	Receiving Proposal For Replacing & Or Repairing Lights On Tower Above Amenity Center	Receiving Quotes		
Lights in Community	Working on Changing out original lights to LED lights	Completed	Installed	
Front Gate	Need To Repair Uprights	Completed		
Soap Dispenser	Need To Order & Replace Dispenser	Completed	Installed	
Tennis Court Net	Need to replace tennis court net	Completed	Installed	
Small Pool Pump Filter	Need To Replace Small Pump Filter	Completed	Installed	
Playground	Installing Playground On KingRail	Receiving Quotes		
Playground	Need to replace two swings on the playground at Amenity Center	Ordered		
Pocket Parks				
Restrooms	Door magnet needs installed	Scheduled		

Pressure Washing	Pressure Washing Amenity Center, Parking Lot, Sidewalk & Curbing	Receiving Quotes		
Stucco	Stucco	In progress to start soon		
Social Room furniture	Looking into the cost of put more user friendly furniture in the+ social room	Working on getting Quotes		
Playgrounds	Need To Add Mulch To Playgrounds	Completed	Installed	
Drainage In Playgroung	Installing drianage in the playground next to the Amenity Center	In progress		
Awnings for the upper pool deck for additional shade cover	Looking into the cost to have two awnings installed	Working on getting Quotes		
Address pond bank mowing, scalping, edge trimming, grass clippings, fence damage,	Spoke with Brgithview in meeting. Need to continually monitor	Ongoing		
Get with Ross Ruben regarding community communication method	Spoke with Ross regarding the need for this and we are looking into both the app and the website	Scope has been discussed and is in		
Check and straighten all reclaim water signs, paint posts where necessary	Brian / Steve to ride community and pretty up the reclaim water signs and remount ones that have fallen	Ongoing		
Brightview on palm trees and tree lifts. Schedule for right before school next year.	Double check to make sure all palms were trimmed according to their 'in contract' obligation to do so on	Discussed with Brightview		
Brightview focus on crack weeds throughout the property (i.e. common area	Stay on top of Brightview regarding Cracks	Progress has been seen on this		
Change bulbs around amenity and determine where ballasts are bad and	Need to change all, then report broken ones for elctrician to repair ballasts	Received a Quote for broken Fixtures		
Toilets are all residential and need to be converted to commercial. Get with	Need to get pics of these toilets and send to contractor for estimate to replace all	Working on getting Quotes		
Install a dead bolt for better, more flush closure to prolong need for new door and	This can be handled by staff and needs to be completed prior to next meeting	Completed	Installed	
Pressure wash estimate for amenity center areas and Trail Ridge entrance	Pressure wash estimate to be submitted to Rizzetta for approval at next meeting	See Quotes		
Tennis windscreens	Call Josh with Burbank netting for measurements and estimate	Work in Progress		
change locks out on all trash can holders around amenity	Brian to purchase and replace prior to next meeting	Work in Progress		

Closers for tennis gates, adjust nets to	Brian to research, purchase and install closers. Staff	Schedule for off	
proper heights for play, straight bleach for	to adjust nets to proper height. Bleach clean all	season	
Basketball and Tennis court resurfacing,	We've requested proposals for the resurfacing of the	See Estimate from	
backboards, rims and nets. Better, more	Tennis courts, backboards, rims. It was suggested by	Vesta preferred	
Drinking fountain and A/C	It was requested that we disengae the drinking fountain during this period. Brian to fulfill	Completed	
Replace gate closer at kid pool	Brian will order and replace with functional lockset	Completed	
Playground estimates for existing playgrounds to become ADA compliant	Met with Bliss products and toured all existing playgrounds to discuss proposals for concrete curb	See Estimates	
Brightview mulch for playgrounds	Scheduled for 9/18 and 9/19 install per Brightview	Completed	
Estimate to install new playground	Awaiting proposal to install a new playground	Have price guide for 'like kind' on sale	
Stucco, drywall, and bathroom stall repairs. Cut and grind smoothe the broken section	Met with Tim of IBIS painting regarding the repair of all mentioned.	Received Quotes	











# Discussion Regarding Capital Improvements

# Discussion Regarding Amenity Facility and COVID-19

# Landscape Report

## Tab 4

#### **General Information**

**Property Name:** Two Creeks CDD **Date:** Tuesday, October 20, 2020

Next Inspection Date: Client Attendees:

Brightview Attendees: Oscar Miranda Jr

#### **CUSTOMER FOCUS AREA:**

Weeds and Line Trimming

#### **MAINTENANCE ITEMS:**

- 1) Main entrance of Trail Ridge kept neatly trimmed. Hollies shaped up and vines completely removed. Weeds to be continually removed and sprayed every visit.
- 2) Fall annuals have been rotated in. Mixed Begonias, Salvia, and Marigolds.
- 3) Trees from Trail Ridge to Pine Crest have been elevated.
- 4) Trees from Trail ridge down Tynes to the Amenity center have been elevated.
- 5) Clubhouse neatly trimmed. As of 10/20 enhancements are on going. Updates will be presented at next meeting.
- 6) Grasses will be trimmed back in November.
- 7) Volleyball and tennis court areas are maintained, weeds treated. A lot of trash build up by tennis court is being removed.
- 8) All playground at two creeks received new playground mulch. Except for two by the amenity center as drainage repairs are on going.
- 9) Ponds have begun to slow down.
- 10) Common areas off Tynes, Trail Ridge, and Long bay are maintained frequently every visit. St Augustine turf looks to be slowing down as well.

#### RECOMMENDATIONS FOR PROPERTY ENHANCEMENTS:

1) Palm trees throughout Tynes and Amenity center in need of pruning.

#### **NOTES TO OWNER/CLIENT:**



Main entrance of Trail Ridge kept neatly trimmed. Hollies shaped up and vines completely removed. Weeds to be continually removed and sprayed every visit.



Fall annuals have been rotated in. Mixed Begonias, Salvia, and Marigolds.



[1/10]

[2/10]

Trees from Trail Ridge to Pine Crest have been elevated.



[3/10]

Trees from Trail ridge down Tynes to the Amenity center have been elevated.



[4/10]

Clubhouse neatly trimmed. As of 10/20 enhancements are on going. Updates will be presented at next meeting.



Grasses will be trimmed back in November.



[5/10]

## [6/10]

All playground at two creeks received new playground mulch. Except for two by the amenity center as drainage repairs are on going.



[7/10]

[8/10]

Volleyball and tennis court areas are maintained, weeds treated. A lot of trash build up by tennis court is being removed.



#### Maintenance Items

Ponds have begun to slow down.



#### Maintenance Items

Common areas off Tynes, Trail Ridge, and Long bay are maintained frequently every visit. St Augustine turf looks to be slowing down as well.



[9/10]

[10/10]

#### Recommendations for Property Enhancements

Palm trees throughout Tynes and Amenity center in need of pruning.



[1/1]

# District Manager

## Tab 5

## SECOND ADDENDUM TO THE CONTRACT FOR PROFESSIONAL DISTRICT SERVICES

This SECOND Addendum to the Contract for Professional District Services (this "Addendum"), is made and entered into as of the October 1, 2020 (the "Effective Date"), by and between Two Creeks 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 Professional District Services dated <u>October 1st, 2018</u> (the "**Contract**"), incorporated by reference herein; and

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

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

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

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

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



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

#### **ACCEPTED BY:**

RIZZETTA & COMPANY, INC	•
BY:	
PRINTED NAME:	William J. Rizzetta
TITLE:	President
DATE:	
WITNESS:	Signature
	Print Name
Two Creeks Community	DEVELOPMENT DISTRICT
BY:	
PRINTED NAME:	
TITLE:	Chairman/Vice Chairman
DATE:	
ATTE	ST:
	Vice Chairman/Assistant Secretary Board of Supervisors
	Print Name

Exhibit B – Schedule of Fees



#### **EXHIBIT B**

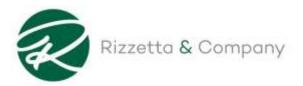
Schedule of Fees

#### STANDARD ON-GOING SERVICES:

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

ANNHALLY	MONTHLY		
ANNUALLY			
Management:	\$ 2,291.75	\$27,501	
Administrative:	\$ 418.42	\$ 5,021	
Accounting:	\$ 1,596.50	\$19,158	
Financial & Revenue Collections: Assessment Roll (1):	\$ 429.17	\$ 5,150 \$ 5,150	
Total Standard On-Going Services:	\$ 4,735.84	\$61,980	

(1) Assessment Roll is paid in one lump-sum payment at the time the roll is completed.



#### **ADDITIONAL SERVICES:**

Extended and Continued Meetings	Hourly	\$ 180.25
Special/Additional Meetings	Per Occurrence	Upon Request
Modifications and Certifications to		
Special Assessment Allocation Report	Per Occurrence	Upon Request
True-Up Analysis/Report	Per Occurrence	<b>Upon Request</b>
Re-Financing Analysis	Per Occurrence	Upon Request
Bond Validation Testimony	Per Occurrence	Upon Request
Special Assessment Allocation Report	Per Occurrence	<b>Upon Request</b>
Bond Issue Certifications/Closing Documents	Per Occurrence	<b>Upon Request</b>
Electronic communications/E-blasts	Per Occurrence	<b>Upon Request</b>
Special Information Requests	Hourly	<b>Upon Request</b>
Amendment to District Boundary	Hourly	<b>Upon Request</b>
Grant Applications	Hourly	<b>Upon Request</b>
Escrow Agent	Hourly	<b>Upon Request</b>
Continuing Disclosure/Representative/Agent	Annually	<b>Upon Request</b>
Community Mailings	Per Occurrence	<b>Upon Request</b>
Response to Extensive Public		
Records Requests	Hourly	Upon Request

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

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

JOB TITLE:	HOURLY RATE		
Senior Manager	\$ 54.00		
District Manager	\$ 42.00		
Accounting & Finance Staff	\$ 29.00		
Administrative Support Staff	\$ 25.00		

**LITIGATION SUPPORT SERVICES:** Hourly **Upon Request** 

#### **ADDITIONAL THIRD-PARTY SERVICES:**

Pre-Payment Collections/Estoppel/Lien Releases:

**Upon Request** Lot/ Homeowner Per Occurrence



**HOURLY RATE**:



# **BUSINESS ITEMS**

# Consideration of BrightView Landscape Renewal

# Consideration Proposals for Pond Maintenance (Under Separate Cover)

## Tab 6

## Future Horizons, Inc. 403 North First Street

403 North First Street P O Box 1115 Hastings, FL 32145-1115

Voice: 800-682-1187 Fax: 904-692-1193

## QUOTATION

Quote Number: 2371

Quote Date: Aug 24, 2020

Page: 1

#### Quoted To:

Two Creeks CDD c/o Rizzetta & Company 2806 North Fifth St. Unit 403 St. Augustine, FL 32084

CustomerID	Good Thru	Payment Terms	Sales Rep
Two01	9/23/20	Net 30 Days	Kenney01

Quantity	Item	Description	Unit Price	Amount
	Aerator Service	Quote #1 - Service Call Pull the fountain at Two Creeks to diagnose the problem with it. Preformed a site visit and found the overload relay on the capacitor box was tripped. Reset unit, able to get it to run for a few seconds. Motor is pulling high amps and the pattern fluctuates.	650.00	650.00
			Subtotal	650.00
			Sales Tax	
			Freight	
			TOTAL	650.00

## Future Horizons, Inc. 403 North First Street

403 North First Street P O Box 1115 Hastings, FL 32145-1115

Voice: 800-682-1187 Fax: 904-692-1193

## QUOTATION

350.00

6,513.96

Quote Number: 2372

Quote Date: Aug 24, 2020

Page:

Freight

TOTAL

#### Quoted To:

Two Creeks CDD c/o Rizzetta & Company 2806 North Fifth St. Unit 403 St. Augustine, FL 32084

Customer ID	Good Thru	Payment Terms	Sales Rep
Two01	9/23/20	Net 30 Days	Kenney01

Quantity	Item	Description	Unit Price	Amount
1.00	Kasco 3.1JF	Kasco 3.1JF Aerating Fountain with 50' of underwater cable and a C-85 Control Panel Three Year Warranty	3,812.26	3,812.26
1.00	EW3F	Additional Two Year Warranty Coverage on a 3hp Unit	800.00	800.00
1.00	Kasco LED3C11	Three Fixture Light Kit with industrial grade composite plastic material by Kasco Marine and 50' of underwater cable  Comes with a Two Year Warranty	601.70	601.70
1.00	Aerator Service	Remove old fountain and install new fountain New Kasco fountain to replace the existing fountain. Fountain comes standard with six different spay patterns. To get the extended warranty, it must be purchased at the time of fountain.	950.00	950.00
			Subtotal	6,163.9

## Tab 7

# Consideration of Proposal for Amenity Services





# OPERATION AND MAINTENANCE OF AMENITY FACILITIES



## VESTA PROPERTY SERVICES, INC.

245 RIVERSIDE AVENUE, SUITE 250 JACKSONVILLE, FL 32202 904.355.1831

www.VestaPropertyServices.com

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## **EXECUTIVE SUMMARY**

Vesta Property Services, Inc. is pleased to present Two Creeks CDD this proposal pool, janitorial, facility and field operations services. Our goal for your property, is to provide an all-inclusive package, making use of structurally staggered staff, with Pool and Field oversight, to fulfill every facet of long- and short-term maintenance for the preservation of your community's assets.

In the community management industry, it's relatively easy to manage well during the "good times" or "normal times." One factor that truly tests and separates companies is how they deal with very challenging and unprecedented times, like today's pandemic. We've included several specific examples of how we've dealt with these challenges, to better illustrate our overall, current capabilities for **Two Creeks CDD**.

Above all, Vesta offers the highest level of service and unsurpassed value for the District. We will deliver the best combination of:

- Experience and Expertise (as the leading amenity management company throughout Florida for the past 30+ years);
- Personnel, Oversight and Support (from a companywide and regional standpoints).
- Competitive Pricing (we're offering our unsurpassed value and advantages while being very competitive in our pricing);
- <u>Financial Capability</u> (evidenced by our company's strong financial ratios and resources). Also, for over 25 years Vesta has been a direct lender to communities to finance repairs, restoration, and/or construction of new amenities. <u>We offer developers and/or resident-run Boards access to capital more quickly and less expensively than is otherwise possible.</u>
- <u>Training and Development</u> as well as <u>Reporting and Engagement</u> (shown by the detailed examples of actual tools and reports that we utilize at our managed communities);
- a <u>strong Partnership with the Community</u> that will <u>ensure more efficient and productive Board Meetings and daily operations</u> along with <u>great Flexibility</u> <u>and Professionalism</u> (as shown by our long-term experience in working very well with *all* district management services providers and Association Management firms throughout Florida.)

We appreciate this opportunity of the District's further consideration of Vesta and look forward to highlighting the key aspects of our Proposal and answering the Board's questions at an upcoming meeting.

## **QUALIFICATIONS AND DISTINCTIVES**



Vesta Property Services, Inc. is a private company headquartered in Jacksonville, Florida, with over a quarter-century of experience, employing over 1,400 associates who serve over 700 managed associations and districts from Jacksonville to Key West, Florida. Vesta provides community and amenities management, financing, and ancillary services to developers of planned-unit communities and associations in connection with resort-style clubhouses, golf courses, amenity and infrastructure facilities, and commercial office buildings, serving more than 300,000 Florida residents and unit owners.

Our **mission** is to bring planned-communities to life and help sustain them in perpetuity by providing comprehensive community management services, vibrant lifestyle experiences, and affordable, direct financing of resort-style amenities for developers (upon community inception) and residents (upon community turnover, renovation, or expansion.)

By putting the needs of our residents first, everything else that is important to Vesta falls into place, including offering an attractive place both for our associates to enjoy an engaging, exciting, and successful career and for our stakeholders to earn a satisfactory return-on-investment. In return, Vesta enjoys strong, long-term loyalty by our clientele, associates, and investors by fulfilling our mission in this well-balanced manner.

Due to this approach, Vesta is:

- the established **trailblazer and leader** of Florida's community management industry;
- **financially sound** with a 25-year track record of thriving in wideranging economic environments and originating hundreds-of-millions of dollars in default-free loans for planned-communities;
- **well-positioned** for continued, excellent service and success for decades to come.

#### As a result, Vesta is:

- large enough to provide outstanding oversight/support and other valuable resources for our frontline associates and assistance to our Board Members that we serve.
- small enough to preserve our family-like culture, close interpersonal ties, and truly care about each individual associate, client-community, and their residents.



## VESTA'S THREE KEY QUALITIES

## 1. Comprehensive Expertise & Deep Engagement

We provide a broad range of services for planned communities through friendly and passionate service professionals who personally engage with our residents every day. Our wide array of services includes association management; resort and recreation facilities management, maintenance, lifestyle programming and turnkey food & beverage operations; and amenities financing.

## 2. Exceptional, Long-term Relationships

Vesta is marked by deep, long-term relationships featuring close ties between our customers, our management team and other key associates, and our vendors. For example, we still serve *our very first customer*, Kings Point Delray, after 26 years and last year received A 5-year renewal of our management agreement, under the leadership of Ms. Lisa Manzione, our General Manager who has been there for 20 years! The vast majority of our most prized client communities are the many for whom we have served well over a decade.

"Vesta takes great pride in their work and their expertise in amenity management is top-notch. I recommend their services to anyone seeking an all-inclusive solution for their amenity management needs."

- Peter PollicinoBoard Chairman,Durbin Crossing Community Development District



## VESTA'S THREE KEY QUALITIES

## 3. <u>Community Management, Lifestyle & Finance</u> Services Under One Umbrella

Vesta has redefined property management with our customized community management services, superior resortstyle operations and programing, and affordable, direct financing for communities. We offer a single place where these key needs can be met; our three-dimensional approach is The Vesta Difference:

managed associations, Vesta is one of Florida's top Homeowners Association management companies. Our management solutions – specifically tailored to each community we serve – set us apart from our competition. Vesta's frontline talent, unique developer experience, and decades of in-depth industry knowledge and experience in the daily operations and maintenance of community property combine to deliver the quality results that help us achieve our near 100% annual customer retention rate.

- Amenities & Lifestyle Services We manage resort-style amenities and dynamic lifestyle programs ranging from running recreation leagues to carrying out popular events to facilitating theatrical productions to providing turnkey restaurant management. Our cohesive approach ensures every element of lifestyle curation is part of a seamless operation, with no unnecessary stress on the community's residents or budget. We work directly with CDDs and HOAs to become their one point of contact, and Vesta's on-site associates are overseen and supported by our Regional Operations Managers and shared services.
- Finance Services For over 25 years, Vesta has originated loans with low closing costs and provided comprehensive financial tools, exemplary fiscal management, and expert strategic planning and consulting services for our clients. Whether a developer is considering an early sale of the community amenities, extensive capital projects or improvements, or waiting until turnover to sell the amenities to its residents, we provide a range of financing solutions and expertise from start to finish. In sum, we offer access to valuable capital more quickly and less expensively than is otherwise possible.



## AMENITY MANAGEMENT SERVICES

The following is an overview of our core amenity management services:

### **Clubhouse and Amenities Management**

Experience the peace of mind that comes from knowing your community is being truly cared for by Vesta. Our expertise and daily dedication to managing, maintaining, and enhancing the look, feel, and value of your resort-style amenities and common areas are unsurpassed in our industry.

### **Resident Relations and Special Events Management**

Celebrations, competitions, games, and parties enhance residents' lives and make fond memories. Across Florida, Vesta facilitates such lifestyle enhancements as live theater shows, community plays, live music, dive-in movies, luxurious weddings, summer camps and swim meets. Every community that we serve benefits from our wide-ranging events management expertise as well as our focus on ensuring strong "resident relations" through an emphasis on welcoming hospitality and personal engagement as well as utilizing a cohesive, integrated communication platform.

#### **Aquatics Staffing & Programming**

Vesta has been Florida's leading aquatics specialist for communities and clubs since 1995. Our turnkey water park operations provide a variety of swimming programs, staffing, and maintenance services that keep pools safely thriving with activity. By providing quality maintenance and staffing for community pools, we handle the daily details, so residents can swim, relax, and enjoy the water.

#### **Food and Beverage Services**

From coffee bars and cafes to full-service restaurants, our industry-trained professionals ensure everything from poolside snack bars to full-service dining operations in your community run smoothly. Creating places where residents can gather to meet friends and build lasting memories is a highlight of our job.



## AMENITY SUPPORT SERVICES

## **SUPPORT SERVICES:**

## Accounting

Vesta deploys an experienced Assistant Controller to supervise the accounting responsibilities of the Northeast Region of our Amenity Division. We also deploy a Regional Accounting Manager to work closely with our on-site managers to ensure that invoices to the District are consistent with our contracted scope of work and accurate. We also provide detailed tracking of all of our lifestyle program activity and financials for our client communities.

#### **Human Resources**

Recruiting, testing, training and rewarding are all part of the employment lifecycle. Acquiring, and retaining talented associates is a complex process; Vesta makes it look easy. Through a variety of resources including our professional HR department and our deep connections throughout Florida, Vesta ensures that all hiring and operating requirements are met while we seek the right person with the right attitude and skillset to fit each position.

### **Information Technology**

Vesta deploys a companywide IT team to provide further support for our frontline associates' IT-related needs. Our team is managed out of our Jacksonville corporate headquarters.

## VALUE PROPOSITION FOR TWO CREEKS CDD

Due to our over a quarter-century of experience and expertise in the management of amenities for many of Florida's most-outstanding planned-communities, Vesta knows that there are six key areas of greatest importance to our extensive clientele. These are your amenity management company's:

- Experience
- Personnel, Oversight, and Support
- Price
- Financial Capability
- Training and Development
- Reporting and Engagement



The following material addresses each of these areas in order and explains in detail Vesta's value for **Two Creeks CDD**.

Furthermore, Vesta offers a combination of an exceptional partnership along with great flexibility. More specifically, our value to you includes providing:

- the **benefits of a very strong partnership** with Leland that will <u>ensure more efficient and productive Board Meetings and daily operations</u>.
- the **necessary flexibility and appropriate professionalism** to work very well with other, experienced managers and fine management firms, such as Governmental Management Services, LLC; Halifax Solutions, LLC; InfraMark; Rizzetta & Co.; Special District Services; and Wrathell, Hunt & Associates (as evidenced by our 23-year track record of doing so for dozens of Community Development Districts throughout Florida.)

## EXPERIENCE

## Length of time Vesta has been in business

Vesta Property Services, Inc. began (as "Point Management) in 1991.

Since its founding in the fall of 1994, Amenity Companies has been the trailblazer and leader in providing contracted amenity and recreation facility operations for planned communities in Florida, touching the lives of hundreds of thousands of people for well over 25 years. Since then, we have continuously and successfully handled large, amenity facility-management contracts throughout the state, specializing in serving Florida's Community Development Districts since 1997. Communities have also contracted with us to benefit from our consulting expertise on behalf of new facility construction and extensive renovation projects.

In 2011, Amenity Companies joined Vesta Property Services, Inc. – Florida's pioneer and leader in combining Amenities Financing and Management, Lifestyle Programming, Community Association Management, and District Management services under one company umbrella.

- The Amenity Companies and now Vesta have been continuously contracting with Community Development Districts throughout Florida since 1997.
- Combined amenity management contracts just from CDDs have averaged a total of \$6m./year during the past 10 years.
- Vesta currently serves over 300,000 individual households throughout Florida.
- During the past 30 years and through its affiliated Special Purpose Entity, Association Finance, Vesta has facilitated a total of over \$300m. in direct financing for planned-communities throughout Florida, without a single default occurring.



## **EXPERIENCE**

## SAMPLE List of managed communities (700+ homes) with amenities

- Aberdeen CDD
- Anthem Park CDD
- Bartram Springs CDD
- Durbin Crossing CDD
- Glen St. Johns CDD
- Grand Haven CDD
- Heritage Isle
- Heritage Landing CDD
- Kings Point Delray
- Kings Point Sun City
- Julington Creek Plantation CDD

- LakeShore Ranch CDD
- Lakeside Plantation CDD
- MiraBay (Harbor Bay CDD)
- Queen's Harbour
- RiverTown (Rivers Edge CDD)
- Renaissance at West Villages
- Samara Lakes
- Sampson Creek CDD
- Shearwater (Trout Creek CDD)
- Tison's Landing CDD
- Trails CDD

"I am writing with enthusiasm to recommend Vesta Property Services. I have been serving on the Board of Bartram Springs CDD for approximately 10 years now and have had the pleasure of working with Vesta for every one of those years. I now serve as Chairman of the Board and I have no intention of ever going out for bid or making any changes with Vesta. They are extremely quick to react to any problems that arise, and their work has been nothing less than stellar. Whether it is a Vesta employee on property, Amenity Manager, General Manager or the President, I have direct access to each of them and they always respond.

They truly care about the community and the residents and are always looking for ways to enhance the quality-of-life for them. We have recently, and still ongoing, undertaken several, major amenity construction projects and the staff of Vesta have been instrumental in assisting with and ensuring the success of these projects. I could not give a higher recommendation."

- Kevin Colcord; Board Chairman, Bartram Springs CDD

List all Community Development Districts served, including the size and dollar amount of the annual contracts with each District.

NAME of CDD	Size (# residential units)	Annual Dollar Amount (\$)
Aberdeen	2,200	200,000
Anthem Park	700	94,000
Bartram Springs	1,300	300,000
Brandy Creek	583	171,000
Durbin Crossing	2,600	375,000
Glen St Johns	825	35,000
Grand Haven	1,900	530,000
Harbor Bay	1,200	700,000
Heritage Landing	1,200	400,000
Julington Creek Plantation	5,800	1,500,000
LakeShore Ranch	720	165,000
Lakeside Plantation	745	163,000
Rivers Edge I	600	200,000
Rivers Edge II	300	200,000
Sampson Creek	800	45,000
South Haven	500	80,000
Trout Creek	650	100,000
Tison's Landing	680	87,500
Two Creeks	600	50,000
Trails	750	65,000

"Over the past nine months, I have worked with DPFG Management & Consulting, LLC, and Vesta Property Services in my capacity as a board supervisor of the Harbor Bay CDD. I cannot speak for the rest of the Board members or the entire Board, but I can offer my personal opinion. My impression is that our MiraBay community has enjoyed an impressive elevation in the quality of amenities, programming, landscaping, maintenance, in-house repair, outside repair contracting, financial services, and overall efficiency.

This team continues to effectively perform the critical task of implementing federal, state, and county guidelines for the use of our amenities, even in the challenging time of COVID-19. Equally impressive is how they keep our residents informed of the operations of the Harbor Bay CDD. Their superb weekly, attention-getting, informative emails and a revitalized website further enhance our communications with MiraBay residents."

- Michael Maurer, Board Supervisor Harbor Bay Community Development District

### REFERENCES

### **Bartram Springs CDD**

Contact: Kevin Colcord – Board Chairman

Contact Phone: (904) 451-6808

Project Type: Planned community of 1,300 homes

(100% built out)

Location: Jacksonville, Florida

Scope of Services: Amenity Management, Field

Operations Mgmt., Maintenance Services, Lifestyle Programs, and Lifeguard Services.

Contract Value: \$400,00 Vesta On-Site Staff: 15

Dates Serviced: 2005 - present



### **Durbin Crossing CDD**

Contact: Peter Pollicino – Board Chairman

Contact Phone: (973) 713-7384

Project Type: Planned community of 2,600 homes

Location: Saint Johns, Florida

Scope of Services: Amenity Management, Field Operations

Management, Grounds Maintenance Management, Maintenance Services, Events & Programs, Lifequard Services, and Facility

Services, Events & Programs, Lifeguard Services, and Facility

Monitoring.

Contract Value: \$375,000 Vesta On-Site Staff: 15

Dates Serviced: 2008 - present



## **REFERENCES (CONTINUED)**

### **Heritage Landing CDD**

Contact: Robert Och, Board Supervisor and Resident

Email: robertochcdd@gmail.com

Cell: (904) 250-7602

Project Type: Planned community of 1,250 homes (100% built)

Location: St. Johns, Florida

Scope of Services: Amenity Management & Staffing, Field Operations Management and Grounds Maintenance Management, Maintenance Services, Programs, Lifeguard Services, and Facility Monitoring.

Contract Value: \$400,000 Vesta On-Site Staff: 15

Dates Serviced: 2006 - present



### **Kings Point Sun City**

Contact: Liz Argott – past Board Member

Contact Phone: (813) 362-6549

Project Type: Planned community of 5,200 homes (100% built)

Location: Sun City Center, FL

Scope of Services: Clubhouse Operations & Management, IT and Communications Services, Maintenance Services, Resident Programs

and Events, Theater Operation, Community CCTV Monitoring,

Gatehouse Staffing, & turnkey Restaurant Operations.

Contract Value: \$1M Vesta On-Site Staff: 100+

Dates Serviced: 2006 - present



## **REFERENCES (CONTINUED)**

### **Kings Point Delray Beach**

Contact: Frank Iovine – Board Chair.

Cell: 561-302-8803

Project Type/Description: Planned-community of 7,200 multifamily homes (100% built-out.)Scope of Services for Project:

Clubhouse Management, IT & Communications Services,

Maintenance Services, Resident Programs, Theater Operation,

Community Transportation Services, CCTV Monitoring,

Gatehouse Staffing, and Restaurant Operation.

Contract Value: \$1,000,000+

Vesta On-Site Staff: 75

Dates Serviced: 1992 - present



### Rivers Edge CDD (RiverTown)

Contact: Jacob O'Keefe, VP Land Acquisition and Development

Email: Jacob.OKeefe@mattamycorp.com

Cell: (561) 324-4492

Project Type: Planned-community of 4,500 homes at build-out (15 - 20%)

built now)

Scope of Services: Amenity Management & Staffing, Field Operations Management, Grounds Maintenance Management, Facility Maintenance Services, Lifeguard Staffing, and Resident Programs for two amenity centers, including turnkey management of full-service café.

Contract Value: \$400,000 Vesta On-Site Staff: 20+

Dates Served: March 2015 - present



## **REFERENCES (CONTINUED)**

### **Julington Creek Plantation CDD**

Contact: Chris Sexton – Board Chairman

Contact Phone: (904) 337-9759

Project Type: Planned community of 5,800 homes (100% built out)

Location: Saint Johns, Florida

Scope of Services: Amenity Management, Field Operations Mgmt., Maintenance Services, Lifestyle Programs, Lifeguard Services, and turnkey operation of Cafe.

Contract Value: \$1.5m. Vesta On-Site Staff: 60+

Dates Serviced: 2017 - present



"Vesta began working for Julington Creek Plantation in October of 2016. I am very happy with their performance, as they eagerly stepped into a very challenging situation and immediately demonstrated a professional attitude and willingness to work hard. They quickly took charge, made immediate changes, and suggested further improvements for our long-term success.

I have been most impressed by their willingness to work with the Board on a variety of issues. If we are concerned about something and unsure of how to fix it, Vesta volunteers to research the situation further and present viable options that usually solve the issue to everyone's satisfaction.

I believe three qualities make Vesta stand out: their experience, positive attitude/work ethic, and creative, problem-solving approach."

- Alison Golan; JCP CDD Board Supervisor, 2014 - 2018

## **REFERENCES (CONTINUED)**

### **LakeShore Ranch CDD**

Contact: John Rose, Board Chairman

Email: jhroselol@gmail.com

Project Type: Planned-community of 750 homes (95% built)

Location: Land O'Lakes, Florida

Scope of Services: Amenity Management & Staffing, Maintenance

Services, and Lifestyle Programs and Events.

Contract Value: \$160,000 Vesta On-Site Staff: 6

Dates Serviced: 2015 – present.



### **Anthem Park CDD**

Contact: Kenneth Williams, Board Chairman

Tel. 321-263-0132 X-4205 (District Mgmt. Office)

Project Type: Planned-community of 780 homes (100% built)

Location: Osceola County, Florida

Scope of Services: Amenity Management & Staffing, Maintenance

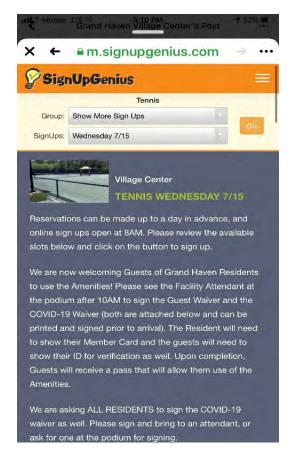
Services, and Lifestyle Programs and Events.

Contract Value: \$92,000 Vesta On-Site Staff: 4

Dates Serviced: 2016 – present.

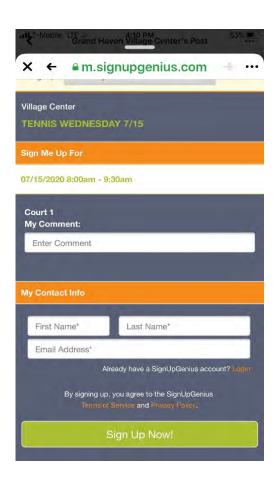


## **SAMPLE Vesta's Response to COVID-19**



**SignUpGenius** 





## **SAMPLE Vesta's Response to COVID-19 (continued)**



We are pleased to announce..

# TOTALLY TOUCHLESS TAKE-AWAY AND DELIVERY Starting Monday, April 27

#### How it works:

- Make your choices based on the menu below. We are offering several favorites AND some new FAMILY STYLE options as well!
  - · Call the Waterside Café at (386) 447-0239
- · Place your order AND make your payment over the phone
- For TAKEAWAY, pull into the parking lot. A staff member will bring your order and place it in your trunk or back seat
  - For DELIVERY, we will place your order at your front door
     ENJOY!

Cafe Hour: MONDAY through FRIDAY I 2PM—7PM

(last delivery order taken at 6:30PM)
386-447-0239

Please Note: The Waterside Café team will be following stringent guidelines including pre-shift health screenings, frequent timed hand washing, the wearing of gloves and masks, and social distancing. In order to remain touchless, we are only accepting payments via credit/debit card at this time. Thank you for your support!

#### Starten

Chicken Quesadilla \$10 Mediterranean Flatbread \$12 Waterside Wings \$12

#### Solode

Summer Bliss \$7/\$11 Classic Caesar \$6/\$10 Iceberg Wedge \$8 Add Chicken \$5 Mahi \$6 Salmon \$6

#### Burgers and Sandwickes

Burger \$9 Additions: Bacon \$2 Cheese \$1 Sautéed Mushrooms or Onions \$1

Blackened Fish Sandwich \$10

Grilled Chicken Sandwich \$10
Reuben \$10
Café Club Wrap \$11
Sandwiches served with your choice of fries, homemade chips,
or vegetable medley

#### Pizza

Cheese, Pepperoni, Veggie \$14 12 inch pie

#### Make it a Meal Deal \$30

Feeds up to four people
Pizza
Your Choice of Cheese, Pepperoni, or Veggle,
Breadsticks, Caesar Salad

Baked Ziti Pasta, Ground Beef, Marinara, Mozzarella Cheese with Breadsticks, Caesar Salad

> Meatloaf Meatloaf, Gravy, Mashed Potatoes, Vegetable Medley, Rolls



## **SAMPLE Vesta's Response to COVID-19 (continued)**

### **COVID-ERA LIFESTYLE PROGRAMMING**



#### WELCOME TO THE 2020 ISOLATION OLYMPICS

Keeping you MOTIVATED and MOVING during this time of social distance!

#### THE RULES:

- I. There are three categories of activity—Cardio, Strength, and Wellness. You can complete in any or all of the categories. These activities will remain the same all month, but there will be BONUS ACTIVITIES for EXTRA POINTS announced throughout the game.
- II. Points totals have been assigned to each activity, and points will be calculated weekly. We will be relying heavily on an honor system of self-reporting participation in events. Remember that the point of these games is to encourage fun, healthy activity! Let's all be positive and play nice!
- III. Score eards will be due to Sue by Midnight every Friday, and can be submitted via email. Points will be tallied and the leaderboard sent to the group via email and Facebook by noon on Sundays. (Due to the start date, the first leaderboard will be just 5 days worth of points).
- IV. Are you active on Facebook? If so, request your invitation to our Secret Facebook Group!
- V. Participants can join the fun at any point during the month.
- VI. Final scorecards need to be emailed by Midnight on Thursday, April 30th. Winners will be announced via eblast. We will have prizes based on points earned, and we will also award a number of Honorable Mentions as well. Awards will be presented at a special reception at the Waterside Café, just as soon as we are able to reopen!





### **SAMPLE Vesta's Response to COVID-19 (continued)**

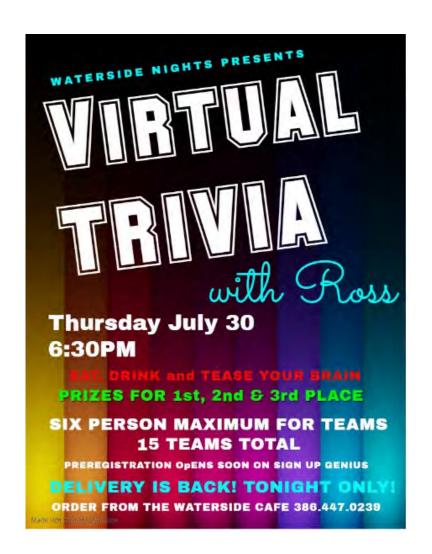
### COVID-ERA LIFESTYLE PROGRAMMING

Now that we have residents back in the Amenity Centers, we have reviewed our most popular events to see if it is possible to offer them now but in a new, "socially-distant" way.

On July 30<sup>th</sup> we will be having *VIRTUAL TRIVIA with ROSS*. Utilizing Zoom, Ross Ruben will be able to host up to 15 teams and provide an engaging and fun night of Trivia for residents.

We will be offering a special Trivia Night specials menu and are bringing back Waterside Delivery for the night, all in hopes of offering the resident a very high-touch experience even during this low-touch era.

As we are able to safely resume other activities, we have begun planning some new Amenity events, including both a Tennis and Pickleball social out at the courts, an Aqua Fitness Instructor Appreciation Pool Party, a Bocce Brunch, and an Isolation Olympics Awards Happy Hour.



## **SAMPLE Management Tools, Resources**

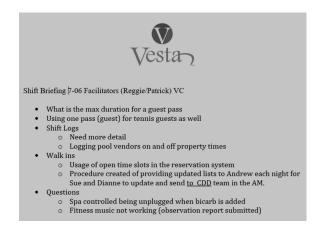
## **Daily Checklists**

Week of 2 10 - 2 16/2020 FACILITY ATTENDANT'S DAILY CHECKLIST - VILLAGE CENTER											
Initial after completed then submit to GM at the closing of each week.											
	Mon Tues Wed Thur Fri Sat Sun Opening Shift										
Ay.	TS		TS	85	TS	25	Opening Duties:				
	Ts			ρś	TS	8 TS	Open Fitness Room - turn off alarm.				
An	TS	Ts	Ts	és	TS	TŚ	Clock-in and sign in the pass down log.				
1/2/2	T5	TS	TS	PS	TS	TS	Fitness Room: check equipment, water, cups & towels. Wipe down and organize cubbies.				
1 hi		<u>ب</u>			1		Open bathrooms - check toiletry, hand towels (both dispensers), soap dispensers & replace as needed.				
AM	T5	13	TS	145	TS	15	Pool deck: check for trash and debris. Check alignment and wipe down all chairs				
An	TS	Ts	75	P5	170	Tr	and tables.				
174	13	13	13		13	13	Pool area: check chemicals, flow and temperatures in pool, spa & kiddle pool - record on daily chemical log				
An	TS	To	TS	00	Tr	170	report any readings outside of limits to Joel Cameron				
	75	75	75	oc.	150	70	Croquet Courts: check for trash. Wipe down all chairs. Put out umbrellas as needed.				
1/30	1,2	1/3	13	7	113	1	Check both parking lots for trash & debris. Blow off pool deck, basketball courts & walkways. Squeegee				
l A	15	Ts	TS	PS	TS	TC	all standing water.				
14			12		1	1	Wipe down all outside benches & water coolers (playground, croquet court, pool deck) and playground				
l Pa			15		TS		equipment.				
1374	TS	Ts	TS	05		TS	Check weekly & monthly duty log and complete duties assigned for each day.				
- Art	TS	TS	TS	165	TS	TS	Check incoming residents and guests for proper I.D ALL GUESTS MUST BE REGISTERED!!!				
C	TS	TS	TS	PS	TS	TS	Check in vendors & maintain vendor log - ALL VENDORS MUST SIGN IN!!!				
,					-		Mid Shift				
PS		P5		24	156	56	Clock-in and sign in the pass down log. Fitness Room: check equipment, water, cups & towels. Wipe down and organize cubbles.				
P5	P5		PS	630	156	26	Check bathrooms - clean & restock as needed (both dispensers).				
-BS		PS		PS	156	56	Pool area: Check for trash; check alignment & wipe down all chairs & tables.				
15	<b>P</b> 5	87	PS	2	-	-	Chack both parking lots for trash & debris Rlow off pool dack basketball courts & walkways Squeegee				
PS	PC	85	25	1 200	ton	cci	Ill standing water.				
PC.	PS	95	PS	100	150	35	Wipe down and clean ground lights and garbage cans.				
1,2		Y7	17	Te		-	Pool area: check chemicals, flow and temperatures in pool, spa & kiddle pool - record on daily chemical log				
185	P5	85	25	45	56	56	report any readings outside of limits to Joel Cameron				
Pe	PS	29	85	15/4	200	100	Check weekly & monthly duty log and complete duties assigned for each day.				
PS	PS	85	P5	-	111	16	Check incoming residents and guests for proper LD ALL GUESTS MUST BE REGISTERED III				
PS	95	85	85	P41	156	56	Croquet - check for equipment in box. Bring in all umbrellas				
		-									
PS	P5	84	85	A	156	56	Pool area: take out all trash, check alignment and wipe down all chairs & tables. Put down umbrellas.				
26	P5	85	4.	1	- 1		Fitness Room: wipe down all equipment, straighten cubbles and place used towels in bag in				
PS			95		56		equipment room.				
PS	PS	85	PS		BG		Fitness Room: take out all trash and vacuum floors.				
PS	P5	93	85	04)	5G		Bathrooms - check toiletry, hand towels (both dispensers) and soap dispensers. Lock all 3 doors.				
PS	95	25	95	REL	USG		Fitness Room: turn off all lights, fans & set alarm. Lock doors.				
RS	PS	80	85		156	56	Sign out of pass down log, turn off lights, clock out, lock equipment room doors and all gates.				
General Manager: Print Name Assistant General Manager: Print Name Hochner											

### **Daily Log Book**

1 7/8	HIGH LEVERS ON BOTH POOL & STA
7/8/20	O UNDIO ALARAS, SIGNED ALL PAPERWORK, CHECKED
	TRASH ON POL DECK, GYP, BATHROOMS, TENNIS BOCCE
	CROQUET / PICKLEBALL AND PLAYGROUND. OPENED TOWNS
2.5	COURTS 1/5/6 FOR PAM PLAY, OPEN REST AT JOAM
Α	STOCKED UP AND CLEANED THE GUN MATHROUGH ALL
27000	PLOPED FLOOR. SKIMMED POLISMA, BRUSHED POOL WALLS AND PLLED LAP LANGE IN AT 9:30AM. DID CHEMICALS
(75)	ALD RULED LAP LANS IN AT 9:30AM. DID CHEMICALS
(1)	AND ADDED TO SPA (BICARD), CHECKED IN KESIDKITCA
	ON JOCIAL DISTANCING. DID CLEMICALS AT CONVEN
- 5.0	AND ADDED IF NEEDED, DID POL FILTERS ALL
	KLODIE FOOL BACKEL WAS OUT OF CHI NUITE OF THE
To, 45	AND ANDREW A CHLORINE TABLET CAUSE WERE
	OUT OF CHLORINE IN JUGS (ABILITY TO SYPHER "NO GO)
	210 TENNIS COURTS GROWING FOR ALL 7.
- 03/	DUSTED GATES AND LIGHTS, LINED UP LOUNGE CHAR
- 4	CINED UP LOUNGE CHAR
1/2020	ADD ACREE CICLED AND A
10000	NOTO ALARMS, SIGNED ALL PAPERWORK. CHECKED TRASH
	N Rook DECK, Gym, BATHROMS, TENMS / Brock / FRANKET   BULL AND

### **Training & Shift Turnover**



### **Inspections & Quizzes**

	Bike rack at construction still not replaced, inside of canopies needs to be cleaned. Zip tied pickleball rack was sagging down. Mildew on top of reft. North windscreen on #2 needs to be rightened and Zip ties added. Same with south door								
S of 10 Manager	Inspection.				Imps Ado	cs google co	7/20/20, 4 6 om/Sozmo/w/1/d/10_40257Rus/ow/015dr2bs		
	Croquet/Bocce *								
		1	2	3	4	5			
	Attention Needed	0	•	0	0	0	No Attention Needed		
	Notes								

## CORPORATE, DIVISIONAL & REGIONAL OVERSIGHT AND SUPPORT

Vesta's depth of personnel goes well beyond the on-site staff, as it also includes a group of experienced, supportive and interwoven professionals who share "best practices" and solutions from across our 700+ managed-communities and varied operations.

This approach enables Vesta to deliver specialized support within the areas of our team's specific expertise and ensures that all of our clients and managers benefit from that knowledge, relevant experience, professional development, and training.





### Roy Deary, President, District Services Division



Since founding the "Amenity Companies" in 1994, Roy has over a quarter-century of experience in planned-community operations and services throughout Florida and has been a pioneer in serving Community Development Districts since 1997, beginning with the opening and management of Julington Creek Plantation's first amenity complex. Roy brought his companies to Vesta in 2011 through a stock purchase and then helped oversee Vesta's Property Management division from 2012-2014. After that, he became president of Vesta's Amenity & Lifestyle Division, joined by an excellent team of general managers and hundreds of outstanding associates in managing, maintaining, and programming dozens of first-class community amenities.

In 2020 he was named president of Vesta's newly-formed District Services Division, with a continued focus on leading and serving Vesta's amenity management services on behalf of its CDD clientele, and he has served as a corporate officer of Vesta since 2011.

He was a three-time Florida high school state swim champion as a member of Jacksonville Episcopal H.S.'s two-time state championship teams, competed in the NCAA men's swimming championships while earning his degree in Bachelor of Science in Business Administration from the University of Arkansas, and competed in the U.S. Olympic Trials in 1984.

Roy is proud to be in his tenth year now with Vesta and continuing his lifelong passion for excelling as a team in pursuit of lofty goals and service to others.

## CORPORATE, DIVISIONAL & REGIONAL OVERSIGHT AND SUPPORT

## Jay King, Vice President of Operations, District Services Division



Jay has more than 25 years of leadership experience with the U.S. Navy, The Home Depot, CSX Transportation, and Vesta. He is a current CDD Board Vice Chairman with over 7 years of experience, including heading up \$1.4 million in capital project management, as well as social media engagement, district financials and annual resident surveying for the Bartram Springs CDD Board. Jay has been a Senior Manager of Vesta since 2018.

As a long-time real estate investor, Jay remains active in the many Greater Jacksonville area communities in which he owns property. To further his investments in these communities, Jay serves on their HOA Boards.

He is committed to a culture that puts Customer Service first and a Regional Team that works primarily within the communities they serve, rather than mainly from a remote regional office. As part of his role as a Division Vice President, Jay provides direct regional support to the Durbin Crossing, Grand Haven, Julington Creek Plantation, and MiraBay managed communities of Vesta.

## Dan Fagen, Director of Operations, District Services Division



Dan has over 25 years of successful experience in the management of fitness and amenity operations at exclusive, local yacht-and-country clubs including Epping Forest Yacht Club, Deerwood Country Club, and San Jose Country Club. Dan joined Vesta in 2006 as the on-site Amenity Manager of Heritage Landing CDD and oversaw and developed a robust amenity complex and programs for the residents. He then was promoted to Director of Amenity Services for Vesta in 2008.

Mr. Fagen's experience also includes large asset and equipment purchases, event programming, and the management of staff such as maintenance personnel, personal trainers and group training instructors. Dan provides direct regional support to the Aberdeen, Bartram Springs Heritage Landing, Queen's Harbour, and Rivertown managed communities for Vesta, as well as close coordination between our amenity managers and internal administrative functions.

"Again, I can't tell you how much I appreciate your partnership, thoughtfulness, & engagement, – it is like no other company out there. I appreciate you very much."

Jennifer Kilinski,
 District Counsel, Julington Creek Plantation CDD - Wednesday, April 29, 2020

## CORPORATE, DIVISIONAL & REGIONAL OVERSIGHT AND SUPPORT

## Steve Howell, Director of Field Operations & Maintenance, District Services Division



With over 20 years in the outdoor services industry including sales and service of pond and lake management and landscape management, as our Regional Field Operations & Maintenance Director Steve seeks to ensure that every resident enjoys a "resort-like" look and feel within the communities they live.

After receiving his Business degree from Georgia Southern University, he has successfully worked in various roles throughout the Southeast in resort management, contract service, owner/operator of a residential rehabilitation company, and now oversight and support of various communities and Field Operations Managers within the Northeast Region of Vesta. Prior to assuming his current role, he was the on-site Field Operations Manager for Vesta at Durbin Crossing CDD for several years. Steve provides direct regional support to the Glen St Johns, Bartram Creek, Cross Creek, and Tison's Landing Communities.

Steve is committed to a team approach and takes every opportunity to promote learning every aspect of responsible and outstanding Field Operations within our company.

## Jason Davidson, Director of Standard Operating Procedures, District Services Division

Jason has 10 years of experience in both Amenity Operations and Facility Maintenance and has worn multiple hats within the Community Management Field. He has worked at Julington Creek Planation as the Facilities Director for 9 years after which becoming the General Manager at RiverTown. While at JCP he oversaw the community events, assisted with the on-site restaurant, guest services, fitness, and everyday operations. Jason has maintained facilities as well as started them from the ground up.

Jason has assisted with the development of RiverTown's Amenities as well as implemented initial policies and procedures. With determination and commitment, he strives to meet the goals and visions of all aspects of Amenity Operations. Jason is currently responsible for developing and implementing standard operating procedures to ensure consistency of best practices throughout the region. Jason provides direct regional support to the Two Creeks and Winchester Ridge Communities.

## CORPORATE, DIVISIONAL & REGIONAL OVERSIGHT AND SUPPORT

### Jacquelyn Chau, Human Resources Business Partner



Jacquelyn has over 12 years of professional Human Resource experience ranging from recruiting, compliance, talent management, payroll and workforce planning. She spent 8 years at Massage Envy as a regional manager supporting over 200 employees. Jacquelyn accepted a career opportunity as an HR Assistant at Vesta in 2017 and has taken on the role of HR Business Partner as of May 2020.

As a HRBP, of Vesta, her role is to be a strategic business partner to the senior level operation leaders. She assists in leading the initiatives to improve talent management, performance management, retention, and workforce planning. She is the primary contact for team members and managers to areas to ensure a professional level of employee relations, company policies, HRIS support and State and Federal HR compliance. Jacquelyn is in a "constant state of movement" as she visits all of our managed communities on a regular basis.

## Ross Ruben, Lifestyle Director, District Services Division



With more than 20 years in the entertainment, events, and recreation industry, Ross excels as our Regional Lifestyle Director. Always eager to get out in front of a crowd at our events, he has a diverse background, which includes acting for theatre, DJ, and MC work for top entertainment companies across the country, as well as eight years as a full-time professional stuntman for film and television.

Since earning a degree from Hofstra University, Ross has worked for companies including MTV Networks, Anheuser-Busch, Universal Studios, and the YMCA. He is constantly striving to bring new and exciting programming and events to our client-communities. Ross provides direct regional support to our Celestina community.

## **SCOPE OF SERVICES**

The Contract Personnel will be on site a minimum of 40 personnel hours per week, to include setup and general facility cleaning and maintenance, as well as community oversight with vendor management. Staff are responsible for the overall appearance of all community assets to include but not limited to amenity center, pool, playgrounds, monuments, courts, decorative light poles and signage, and dog stations (if applicable). Staff shall have a thorough knowledge of the community served and shall at all times endeavor to provide a timely, personal response to problems or requests for services.

### **General Maintenance**

Maintain and repair (where licensing and certifications are not required) the amenity/recreation components, and all community areas and assets.

- Building: monitor and repair fitness equipment as able; monitor condition of all doors, adjoining fencing and gates and resolve any problems, either through repairs or adjustments or securing services of door/gate contractor; touch-up painting where needed; control cobwebs and prevent other debris from accumulating on exterior walls; and replace interior lights and AC filters when necessary. Report any extraordinary repairs to DM.
- Pool Deck: Blow off entire deck area regularly; empty and replace waste receptacles around pool area; control algae growth around pool deck.
- Playground Park Area: Check equipment, maintain manicured mulch, periodically clean equipment and remove debris on and around equipment as needed.
- Parking Lot: Blow entire parking lot and accompanying sidewalks, pick up trash and debris as needed.
- Community roads and dog stations: A 'trash run' throughout the community will be conducted Monday, Wednesday and Fridays. All drains and common areas will be inspected and dealt with accordingly. All dog stations (where applicable) will be serviced weekly on Thursdays.
- Assess and advise the DM of any necessary repairs, extraordinary cleaning, or replacement items that may be required due to "normal wear and tear," "acts of God," or vandalism, and secure cost estimates for same. Such work shall be billed separately, upon approval of the community. Oversight of these services will be provided by Vesta or Licensed service contractors. Maintenance shall be performed Monday through Friday via structured staff arrangement.

Note: Vesta shall attempt to provide as many necessary repairs under this scope as possible without the community incurring the costs of utilizing outside contractors for repair services. Vesta shall not be held liable for the performance or lack thereof, of other vendors or contractors designated by Board.

### **Swimming Pool Maintenance**

Vesta shall provide the following services in order to maintain the community's swimming pool:

- Check pool water quality and complete equivalent to DH Form 921 3/98 Swimming Pool Report, as required by Chapter 64E-9.004(13), FAC, per site visit.
- Conduct necessary tests for proper pool chemicals in order to maintain water quality levels within requirements of Chapter 64E-9.004(d).
- Operate filtration and recirculation systems, with scheduled backwashing. Clean all strainers. Maintain pool at proper water level and maintain filtration rates. Check valves for leaks, as well as other components, and maintain in proper condition.
- Manually skim, brush and vacuum pools daily. Maintenance shall be performed three (3) to five (5) days per week.
- It is recommended that the pools be closed on Mondays for rejuvenation of pool, facility and pool water chemistry.
- Advise the CAM of any necessary repairs, cleaning, or replacement items required due to "normal wear & tear," "acts of God," or vandalism. Such repairs shall be billed separately, upon approval from the Board.
- Pool maintenance shall be performed daily, during normal operation hours
- All pool chemicals necessary to perform the above maintenance are not included in this proposal. Additional service and/or chemicals required due to natural disasters or gale-force winds (or stronger) shall be billable.

### **Facility Maintenance and Janitorial Services**

Vesta shall provide the following services in order to maintain a clean environment in all amenity centers indoor spaces:

- Dust and damp mop all tiled areas including baseboards. Acid wash all bathroom floors on a semi-annual basis pre and post swim season.
- Dust window ledges, blinds, air condition vents and returns.
- Clean all windows.
- Empty and remove all trash from receptacles.
- Bathrooms: clean and disinfect floors, counters, mirrors, toilets, urinals and all surrounding areas. Paper and soap dispensers shall be cleaned and filled when necessary.
- Fitness room: Clean flooring, ceiling fans, baseboards, and provide high alcohol sanitary cleaning to all fitness equipment.
- Vesta will provide all necessary supplies and equipment for cleaning. All necessary paper products, trash bags and soap items will be billable to the District in an effort to maintain a cost-conscious supply model.
- Janitorial duties shall be performed no less than three (3) days and no more than five (5) days per week, depending on season and usage. Ultimate cleanliness is our commitment.

### **Management Oversight**

Vesta shall provide the following services including any necessary communication and oversight of other onsite contractors or maintenance staff engaged by the Community.

- Provide general oversight of all district common grounds and assets.
- Advise the DM of any necessary repairs, extraordinary cleaning, or replacement of assets.
- Implement all policies and procedures established by the Board as they relate to the day-to-day maintenance and upkeep of the Community. The individual shall have a thorough knowledge of the community and provide a timely, personal response regarding problems or request for service and handle them as expeditiously as possible, given they are within the parameters requested by the Board.
- Remain aware of potential safety or security hazards within community property, communicate with the appropriate personnel regarding possible corrective action to resolve a safety or security matter, and implement such action when necessary, for the safety and security of the community.
- Maintain full knowledge/awareness of all aspects of residential community maintenance to include landscaping, lake and wetland maintenance, carpentry, electrical, plumbing, painting, and management and/or monitoring of recreational facilities.
- Facilitate billable pressure cleaning of all community assets, to include, but not limited to, common area sidewalks and curbing, monument signage, fencing, stucco caps and brick monuments, community owned poles and street signage, and amenity center grounds
- Assess property damage, neglect and/or depreciation and estimate costs associated with repair and/or replacement.
- Train/supervise site staff and maintenance team, if applicable; be responsible for all work performed by staff.
- Advise the Community of any necessary repairs, extraordinary cleaning, or replacement items that may be required due to "normal wear-and-tear," "acts of God," or vandalism, and secure cost estimates for the same.
- Maintain inventory control of maintenance items, including preparation of preventative maintenance programs, and detailed, operational Board reporting for all community assets
- Field Operations duties shall be performed as needed throughout the month to both ensure regular site inspections and provide oversight tied to work performed by outside service contractors.

### **Notes**

- <u>Insurance</u>: Vesta shall carry general liability coverage of at least \$1,000,000, and name the community as an additional insured under this policy. Vesta's program instructors and subcontractors (if any) shall also conform to the community's insurance requirements. Finally, Vesta shall provide proof of required insurance requirements upon request by the CAM.
- <u>Liability</u>: Vesta shall not be held liable for the performance or lack thereof, of other recreation complex vendors or contractors who are outside Vesta's control.
- <u>Corporate staffing expenses</u>: Vesta shall be responsible for all necessary insurance payments (including workman's compensation, as required by Florida law), payroll taxes, and the provision of various benefits on behalf of its staff.
- <u>Uniforms</u>: All Staff shall wear company uniforms, provided by Vesta.
- <u>Capital Expenditures</u>: Vesta shall obtain a minimum of three (3) competitive bids (if possible) on any recommended capital improvements
- <u>Mileage</u>: Vesta shall be responsible for regular mileage within the community while on site. However, any mileage incurred offsite for the benefit of the community such as acquiring parts or supplies for repairs, etc. shall be billable to the community.

## PRICING AND TERMS

### **Pricing:**

Option 1 (recommended) -20 hours weekly for maintenance annually Total Annual Fees for all services: \$79,866.00 or \$6,655.50 per a month

or

Option 2 – 30 hours, per week for six months in season, and 15 hours per week off season Total Annual Fees for all services: \$83,766.00 or \$6,980.50 per a month

### Terms:

Vesta shall invoice monthly for the above services. Invoices shall be paid net thirty (30) days upon receipt.

## SEASONAL RECOMMENDATION TO THE CONTRACT

### ADDITIONAL SERVICES PROVIDED

### Seasonal Facility Attendant

- Assist in staffing and monitoring the use of the amenity center/pool facility.
- Greet residents.
- Maintain regular upkeep of a clean facility throughout the shift to maintain a high standard of cleanliness and functionality of the facility
- Enforce district policies as they relate to the facility's usage by residents, authorized guests and other authorized users.

Proposed Facility Attendant schedule and pricing:

### Facility Attendants

- April 18th through May 31sth
  - Saturdays and Sundays
  - (12:00 p.m.-7:00 p.m.) June 4th August 5<sup>th</sup>
- - Clay County School Summer Break
  - Tuesdays through Sundays
  - (12:00 p.m.-7:00 p.m.)
- August 8th-September 6th
  - (12:00 p.m.-7:00 p.m.)

\$13,524.00 (annually) billable only on hours used.

## FINANCIAL CAPABILITY

Vesta has a variety of ways of showing our financial capability and long-term stability for the benefit of the District:

- Our Amenity Division has more than 40 separate management contracts, over \$7m. of annual revenue, and over \$4.5m. of annual payroll for those communities' Vesta associates. We have over 700 separate and diversified management contracts companywide, including our statewide Homeowners Association management contracts. We are <u>not</u> heavily dependent on any one account or even a few accounts.
- Vesta has an affiliated entity, Association Finance, that has provided over \$300m. in financing for amenity construction and redevelopment during the past 28 years for planned-communities' developers and residents, during real estate "boom times" and "busts" without a single default. Several principals and officers of Vesta are also investors in Association Finance, thus further aligning the financial interests of our clientele, our lending partners, and our own companies and investors.
- Vesta has been in existence since 1991, has over 1,400 associates, undergoes an annual, in-depth valuation by a professional investment banking firm which serves as the basis for the value of our privately-held stock and periodic capital-raises, and has over thirty individual investors that provide a fairly broad, diversified source of investment capital to help fund Vesta's continued growth.
- Vesta consistently maintains not only a very healthy Current Ratio (usually 2.5:1 3:1), Quick Ratio (better than 2.3:1) and Total Debt-to-Equity Ratio (under 1.4:1), but our long-term (5 7 years) debt service that supports our strong growth is also never more than about 45 48% of our "Adjusted" EBITDA. At the end of 2019, it was under 42%. In sum, Vesta has never been and never will be highly-leveraged and it is well-positioned financially to serve our clientele and associates while continuing to grow for the benefit of all.
- We've also had an extremely close and mutually beneficial, professional relationship with one of the nation's strongest and most stable banks, Bank of America, for over a quarter-century. It is certainly beneficial to have this strong financial partnership for the benefit of our company and our clientele when needed. Vesta also has immediate access to a very substantial line-of-credit from our affiliated entity, Association Finance.

## TRAINING AND DEVELOPMENT

## **SAMPLE Employee Training and Development**

Competency	Description	Self-Rating (1-5)
Resident Interactions	Focuses on the resident's specific needs and professionally handles their requests in a timely and accurate manner.	
Profit Consciousness	Uses a working knowledge of the department and team to operate in an economical manner and provides suggestions for further efficiencies	
Continuous Improvement	Displays an ongoing commitment to self-development through coachability and constant learning.	
Develop the Business	Provides suggestions for improving the resident experience	
Leverage Technology	Leverages technology to deliver operational services more efficiently and effectively.	
Initiative	A measure of self-starting ability and facility of creative thinking and innovation.	
Decision Making	Decisiveness, degree of good judgement used, and effectiveness of decisions made, and conclusions reached.	
Planning/Organizing Ability	Employee's ability to plan, organize, schedule and delegate work effectively.	
Human Relation Skills	Employees ability to handle situations involving subordinates, peers, supervisor and the public. Includes the ability to participate on a team, in group activities, and to act as a team player.	
Safety Focus	Adheres to all workplace and OSHA safety laws, regulations, standards, and practices.	
Team Cohesion	Works with the other team members to plan and execute a high-level service in a respectful and collaborative manner.	
Effective Communication	Speaks to individuals or team effectively, takes into account the audience and nature of the information. Listens to others, attends to non-verbal cues and responds appropriately and professionally	

Amenity Training	Descriptions
Daily Shift Turnover Meetings	These meetings are a brief meeting that cover high points, get the openers and closers on the same page, cover policy adjustments, double check team checklists and provide new information to standardize the resident experience. Meetings are conducted at 12pm at Village Center and 12:30pm at Creekside
Team Training (24 hrs a year)	These trainings are done monthly at the all-team meeting and have a rotating training topic that is covered and role-played for greater understanding
CPO & Clay Court Training	These outside training sessions are Vesta's contribution to individuals through industry specific courses that provide the team with tested and certified skills and abilities to best-perform their jobs.
Annual Employee Review	This is an initiative where the General Manager and employee's immediate supervisor conduct an individualized review by working through each employee's self assessment and creating goals to focus on for the coming year.
Quick Coaching	The focus of this training tool is to provide immediate feedback for the employee as they interact with the residents. Their interactions are evaluated both face to face and over the phone. They are scored and coached on opportunities as well as highpoints.
Periodic Testing on GH Rules and Policies	This is an online quiz that is reviewed with the team then they complete a test to assess their knowledge. This is implemented for current employees and new hires

## **SAMPLE Amenity Manager's Inspection**

This is a helpful online resource that Vesta utilizes. This is simply a "Walk-through Report" noting and logging areas of opportunity for the team.

We also use the report to generate Observation Reports for the CDD. Additionally, it allows us to categorize and organize photos for that specific walk-through. These are used to train the team and resolve opportunities.

### Manager's Inspection

**Date**: 01/20/2020

**Location:** Village Center

**Pool/Spa** – 1 (Attention Needed)

Notes: Spa heat still down. Need new pool closed signage that looks nicer.

**Pump room** – 3 (Satisfactory)

Notes: Mop sink needs new 5" grate. Controller reading ORP 728 pH 7.8.

Chemical prep test needed.

**Tennis/Pickleball** – 3 Satisfactory

Notes: Bick rack still not replaced. Inside of canopies need to be cleaned. Zip tied pickleball rack was sagging. Mildew on top of net. North windscreen on #2 needs to be tightened and zip ties added. Same with south door.

Croquet/Bocce - 2 Attention needed

Notes: Wickets need to be rotated out with freshly painted wickets (complete).

**Locker Rooms/Restrooms** – 3 Satisfactory

Notes: Mismatched rubber shower mats. Cabinets are empty. Doors and frames need painting.

Fitness Center - 3 Satisfactory

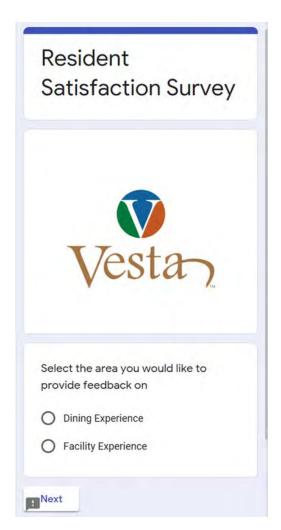
Notes: Sign requesting users to be 18 and up needs to be replaced. Facility needs painting.

**Grand Haven Room** – 3 Satisfactory

## **SAMPLE Resident Surveying**

"In the Fall of 2019, our Vesta team deployed a deliberate strategy to do a more consistent and data-driven job of hearing from the residents through the use of surveying, to capture resident feedback regarding the amenity operations.

Residents had the ability to complete surveys on paper or electronically. We have received almost 500 individual responses so far."



### **Staff Service Scores**

Each area is rated over several different categories. This specific category shows a general happiness among the residents with the Vesta employees (Cumulative Averages):

✓ *Facilities Staff*: 4.50 out of 5.0

### **Composite Scores**

This is the average score for the area to include all of the rating categories, which are experience and service (Cumulative Averages):

✓ *Facilities*: 4.32 out of 5.0



### **AMENITY MANAGER'S REPORT**

For the month of SEPTEMBER 2020

**Date of Meeting**: September 9, 2020

Submitted by: Lori Karpay; Amenity Manager, Vesta Property Services, Inc.

### **FACILITY**

- Fitness Logic performed their quarterly maintenance in the fitness center. Post-visit, one machine broke down and one treadmill has a frayed conveyer belt. Fitness Logic will be on the property to repair both machines.
- Florida Paver Savers LLC will start the pool coping and paver repairs in September.
- Air Hawk replaced A/C unit #5

### **Mailchimp emails:**

- 8/4: Food truck notification
- 8/11: CDD Board meeting reminder
- 8/11: Lakeshore Access from the CDD Board
- 8/13: Food truck notification
- 8/26: Food truck notification
- 8/26: OneBlood blood mobile notification
- 8/31: September newsletter

### SPECIAL EVENTS/PROGRAMMING

- Continuing to recruit food trucks, sometimes paired with a dessert truck, to cater to the community. The owners must be able to show proof of insurance and active business license. The community has enjoyed this! I plan on continuing to help feed the community and benefit the food industry.
- OneBlood blood mobile was at the clubhouse on September 1<sup>st</sup> with fantastic support. (LakeShore Ranch residents, you did so much good!!)

  The next date is in November.
- Receiving proposals to hire Santa for the Holiday Party in December. I
  have included a supporting document with a proposed outline of the event
  for the CDD Board to review.

### **AMENITY MANAGEMENT**

- As per the decision during the August Board meeting, the temp service was terminated on August 13, 2020.
- I am currently accepting proposals to pressure wash the mold that is around the edges of the interior tennis and basketball courts. Chris attempted to clean it himself, but he does not have the correct equipment.



### **AMENITY MANAGER'S REPORT**

- Suncoast Pools emptied the algae filled fountain at the entrance and in front of the clubhouse and refilled, adding chlorine. Looks much cleaner.
- Ordered and received new outdoor mats with the LakeShore Ranch logo for the clubhouse front and side doors.

**BEFORE** 



**AFTER** 



**BEFORE** 



**AFTER** 



### **AMENITY MANAGER'S REPORT**

### **Blocking off drain on pond bank:**

A large washout was discovered on pond 5, the cause being an unauthorized field drainpipe.

### Fallen trees cut up and removed:

Due to the increase of storms we have the occasional tree that breaks or topples over. We cut them in smaller pieces and remove it.















### **Movie theater wood replacement:**

Rotten wood replaced.







### **AMENITY MANAGER'S REPORT**

### **Kids forts broken down:**

The fort was broken down and the trash was removed.







### **Solar light at baseball field:**

Installed light works well.





### **Volleyball court clean up:**

The volleyball courts edge has become overgrown and raggedy. I brought my edger, and we created a straight edge line while removing some grass and raking the sand. I also trimmed the oak tree that was overhanging the court obstructing play and creating a mess with all the leaves and seeds it drops onto the sand. New lines were installed.





















### SAMPLE WEEKLY MANAGER'S UPDATE FOR THE BOARD

Weekly Update to the Board. 6.27.20

Like most of my reporting after a CDD Board meeting, my update will be brief but will include the <u>Open Action Items</u> from the last Board Meeting. Please let me know if you think I am missing any from the list.

### iVenture Serverless Migration and Equipment Replacement Project

This is slated to begin on Monday June 29th in the form of prep work (setting up back end of Office 365) and preparing any files that need to be moved to the new system. We will be using Microsoft Teams for our file sharing and communications, and Outlook for our email. Staff will be vetting all usernames with iVenture and ensuring all required documents/information are properly archived and retained. I do not yet have a timeframe for project completion this should be revealed to me next week.

### iVenture 5-year Plan

I have provided the 5-year plan that iVenture created and sent it as an attachment in the same email I sent the Weekly update. Please see the attachment and let me know if you have any questions.

### CivicRec mobile App

I have given approval to Civic Rec to fully publish our community app. I will update the Board immediately as soon as I am told it is live. I will then send out communications to the community to showcase the app and explain its usage. Residents will then be able to download and ultimately utilize the app.

### Alcohol License

Supervisor Gavin was kind enough to sign necessary paperwork for us to submit a document required in order for Vesta to obtain a liquor license that is to be used at the Recreation Center.

We also obtained a map that was required for our application submittal. These have been provided to Jason Davidson of Vesta to file accordingly. As far as we know these are all that has been required of us to provide at this point. I will update as I have more information on the matter.

### Group Fitness Pricing

Staff is meeting on Monday to discuss the Group Fitness Situation as well as the After-School Care that we spoke of at the meeting. We will begin to prepare our information to share with the Board after these discussions. I will provide you all needed information to consider prior to the next Meeting Agenda as we have it available to share.

### Open Action Items 6.23.20

- Bring to the Board at the July meeting ideas to improve the status of Group Fitness including its pricing and its offerings. Provide three categories including what we the program was run historically, its current status, and option moving forward. Staff is creating this item to be included in the July agenda.
- Clarify the iVenture 5-year plan, some items were missing from the GM report due to formatting. Included as an attachment on the Weekly update to the Board email sent 6/27/20
- Explain how we would ensure nonresidents would not utilize other parts of the facility should they be allowed entry for Group Fitness. Will be included in the above-mentioned Group Fitness plan.
- Ensure Jeff Branch's computer is in working order. Ensure he gets whatever he needs to do his job correctly. iVenture was onsite after the meeting to investigate the troubles Jeff has been having. His computer is also scheduled for replacement with the project slated to begin later next week (server migration and equipment replacement project).
- Revisit both the Scott Miller Tennis contract and the Loggerhead agreement and determine how to best account for proration of their contract due to facility closures.
- Look into the calendar/ reservation issue that was observed on the tennis reservation page of our registration system.
- Matthew Roberts, GM; Julington Creek Plantation CDD



## **CONCLUSION**

Due to our exceptional experience and expertise as well as our having attended all of your Board Meetings this summer, Vesta has responded thoroughly and in great detail to the needs of Two Creeks CDD. Vesta can be very flexible with the Board in carrying out the their desires for our contracted scope of services, whether it's just amenities management, maintenance and staffing, assistance in overseeing the landscaping and stormwater retention system maintenance providers and other vendors, or also some level of programming for engaging community events and enjoyable lifestyle activities added now or at any point in the future.

Vesta has an extensive, unrivaled track record of fulfilling exactly the type of services the Community requires (and then some), including personnel who are extremely focused on the day-to-day maintenance and upkeep of the Community's amenities and common areas, as well as Weekly Updates for the Board, usually in the form of an email every Friday afternoon (see SAMPLE on previous page); helpful, proactive reporting at monthly Board Meetings; and cost-effective project management as needed.

Vesta provides unmatched oversight and supportive resources for our frontline associates, which is crucial to our success and our clients' long-term satisfaction and loyalty. Vesta's footprint is statewide, with over 23 years of experience providing amenity management and maintenance services. We also offer the combination of (1) a <u>strong partnership</u> with your CAM that will ensure more efficient and productive Board Meetings and daily operations along with (2) <u>the appropriate flexibility and professionalism</u> as shown by our long-term experience in working very well with <u>all</u> management companies throughout Florida.

We would be happy to discuss all of this with the Board and provide **Two Creeks CDD** with the benefits and value of our statewide, over a quarter-century of experience in amenity management services. Again, thank you for this opportunity and your consideration of Vesta.



# Two Creeks Community Development District

## Proposal for Amenity Management Services

Presented by: Rizzetta & Company, Inc.

2806 North Fifth Street, Unit 403 St. Augustine, Florida 32084 904.436.6270

rizzetta.com

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### **About Rizzetta & Company**

### **COMPANY INTRODUCTION:**

Rizzetta & Company, Inc., is a Florida-based professional community management and consulting firm that provides services to residential and commercial communities throughout the state of Florida. With over 30 years in the industry, Rizzetta & Company, Inc., is staffed with highly experienced managers and support staff. Each of our eight offices throughout Florida has a team of employees with diverse backgrounds, both personally and professionally, who are dedicated to providing the highest quality services to our clients.

We provide professional expertise in five primary areas – District Services, Association Services, Community Services, Information Technology Services, and Real Estate Services to both Community Development Districts and Community Associations.

- District Services: As one of the largest Community Development District Management firms in the state of Florida, we provide professional management for over 100 Districts throughout the state of Florida.
- Association Services: We provide professional licensed portfolio and onsite management for over 180 Homeowners, Condominium and Commercial Property Owners Associations in Florida. That currently accounts for over 30,000 units in associations that will ultimately have near 40,000 total units at build out.
- Community Services: Community Services has two practice areas of expertise; Amenity Services and Field Services. These services are offered to Community Associations and Community Development Districts and can be customized to fit the needs of a community.
- Information Technology Services: Through our affiliate company, Rizzetta Technology Services, Inc., we provide professional information technology services for both Community Development Districts and Community Associations.
- **Real Estate Services**: Through our affiliate company, Rizzetta Management Services, Inc., we provide a full range of professional real estate services.



### **COMPANY HISTORY:**

Rizzetta & Company, Inc., was founded and incorporated in 1986 in Tampa, Florida by William Rizzetta. The original focus of the company was to provide professional financial consulting services for Community Development Districts in association with issuance of municipal bonds.

As the company's reputation for excellent work and customer service grew, the practice expanded over the next thirty years by adding related services which resulted in todays "Full Service" organization. Below is a timeline of our growth through our first thirty years:

- 1986 Rizzetta & Company, Inc. was founded.
- 1992 Collection agent services were added for Community Development Districts to support the process of bond repayments.
- 1996 Community Development District Management services were added.
- 1998 As a natural counterpart to District Management, Association Management was introduced.
- 2008 Seeing a growing need for Amenity Services at the request of various clients,
   Rizzetta Amenity Services, Inc. was created as an affiliate to the core company.
- **2009** In addition to the growing Amenity Management services, the need for more landscape oversight lead to adding our Field Services.
- 2011 With the departure of various companies from the market place, Continuing Disclosure services were added to provide various compliance reporting for Districts and Bondholders.
- 2013 Due to the recession, some Districts were in financial crisis and required the formation of Special Purpose Entities to manage them through these times. Our firm was asked to take on many of these projects as an additional service.
- 2015 With the continued growth in technology and changes to Florida Laws, we formed a second affiliate company, Rizzetta Technology Services, Inc., to provide website development and hosting, along with email and support services to our clients.
- **2016** Rizzetta & Company, Inc. celebrated its 30<sup>th</sup> anniversary and continued growth with the opening of two new office locations in Citrus Park and Riverview.

For more information please visit our company please website at www.rizzetta.com



### **OFFICE LOCATIONS:**

### **CORPORATE (14 Team Members)**

3434 Colwell Avenue Suite 200

Tampa, Florida 33614 Phone: (813) 514-0400

Fax: (813) 514-0401

### PANAMA CITY BEACH (2 Team Members)

120 Richard Jackson Boulevard

Suite 220

Panama City Beach, Florida 32407

Phone: (850) 334-9055 Fax: (850) 334-9062

### CITRUS PARK (22 Team Members) RIVERVIEW (29 Team Members)

12750 Citrus Park Lane

Suite 115

Tampa, Florida 33625 Phone: (813) 933-5571 Fax: (813) 935-6212

9428 Camden Field Parkway Riverview, Florida 33578 Phone: (813) 533-2950

Fax: (813) 935-2922

### FORT MYERS (4 Team Members)

9530 Marketplace Road

Suite 206

Fort Myers, Florida 33912 Phone: (239) 936-0913 Fax: (239) 936-1815

### ST. AUGUSTINE (13 Team Members)

2806 North Fifth Street

Unit 403

St. Augustine, Florida 32084 Phone: (904) 436-6270 Fax: (904) 436-6277

### **ORLANDO (15 Team Members)**

8529 South Park Circle

Suite 330

Orlando, Florida 32819 Phone: (407) 427-2471 Fax: (407) 472-2478

### **WESLEY CHAPEL (27 Team Members)**

5844 Old Pasco Road

Suite 100

Wesley Chapel, Florida 33544

Phone: (813) 994-1001 Fax: (813) 994-2100



### **About Rizzetta Amenity Services**

Rizzetta Amenity Services, Inc., is an affiliate of Rizzetta & Company, Inc., which offers an extensive menu of amenity management services for both Community Development Districts and Community Associations.

We provide professional onsite management services for amenity facilities in both Community Development Districts and Community Associations. Our amenity management services are customized and cost effective to meet our client's needs. We offer creative and diverse programs which include numerous activities for both children and adults.

Please see our complete listing of amenity management services below:

- ✓ Pre-Opening Services
- ✓ Onsite Management Services
- ✓ Recreation Management Services
- ✓ Lifestyle Programming and Activities



### **Our People**

Rizzetta & Company prides itself on the experience and dedication of its collective staff. When you engage Rizzetta, you have a combined group with hundreds of years of experience at your service. Each team member is carefully selected, subject to criminal background check which scan local, county, state and federal databases for their present and previous residences spanning the prior 7 years. Sex offender, fraud and abuse registries are then searched, and verifications made that there are no current wants or warrants for the individual. Civil records are searched and with prior employment rigorously verified. Lastly, all Rizzetta personnel are required to pass a 5 panel drug screening prior to being offered a position with us.

**Bill Rizzetta** is the founder and President of Rizzetta & Company and has been responsible for the overall operation of the firm for over 30 years. In that time, he participated in the establishment and management of over 150 Community Developments Districts in Florida which issued over \$3 Billion in bonds in over 250 separate transactions and managed over 170 Homeowners Associations.

He received his Bachelor's Degree from the U.S.F. College of Engineering and his M.B.A. From U.S.F. School of Business. He has been qualified as an expert witness and provided testimony in: bond validation hearings in circuit court; administrative hearings conducted by the State of Florida, local public hearings required for establishment of CDD's and the levy of special assessments and litigation regarding impact fee assessments.

He built Rizzetta on emphasizing the importance of giving back to the community and financially supports a variety of organizations including The Spring, Joshua House, Meals on Wheels, Athletes & Causes, Tampa Bay Heroes and the Shriners. He previously served on the Board of Directors of the Tampa Lighthouse for the Blind and currently serves on the Board of Directors of the Jason Ackerman Foundation.

**Bob Schleifer** is the newly appointed Chief Operating Officer tasked with overseeing all operational areas of the Rizzetta companies including District Services, Association Services, Field and Amenity Services, Information Technology, Human Resources and Marketing. Over his 30+ years in business he has gained broad experience in real estate (management, acquisition, site selection and tenant prep), information technology (software and database development, administration, procurement, and infrastructure design), manufacturing engineering, electrical (hardware) design, statistical analysis, logistics, law enforcement, market research and political consulting.

Bob received his B. S. in Electrical Engineering from the University of Minnesota Institute of Technology and his M.B.A. from U.S.F. School of Business with a concentration in Information Systems. Bob is a veteran of the United States Army Military Police Corps.



**Heather Russel** is our Vice President of Operations where she is responsible for contract management and compliance, staffing, customer service, business development and corporate association matters. Prior to her current position, Heather served for 17 years as the Director of Community Association Management, overseeing a team of management and support personnel.

Prior to joining Rizzetta Heather held positions as a portfolio Community Association Manager, an on-site manager and a Florida licensed real estate associate. She is a designated Association Management Specialist (AMS), Certified Manager of Community Associations (CMCA), is a Florida Licensed Community Association Manger (LCAM), and a Florida Notary Public.



### **Amenity Services Management Team**

**Gregg Gruhl** is the Manager, Amenity Services for Rizzetta & Company, Inc., and oversees and supports the onsite facility management staff for Rizzetta Amenity Services, Inc. (RASI). He was named to the position in April 2016. Mr. Gruhl previously served as Clubhouse and Amenity Manager for the Country Walk community in Wesley Chapel, Florida. Mr. Gruhl started with Rizzetta Amenity Services in May of 2011 as a Clubhouse and Amenity Manager for the Carriage Point community in Gibsonton, Florida.

Prior to joining Rizzetta Amenity Services Mr. Gruhl served as the Region 3 Tennis Program Coordinator for USTA Florida where he developed the strategic marketing for Adult & Junior League tennis in the USTA Florida Section Region 3 including more than 30 tennis leagues and involving more than 7,000 players.

Prior to that Mr. Gruhl was also the Chief Operating Officer and founding partner of GL Sports Entertainment planning and directing event operations as well as sponsorship sales. He has a wide variety of event experience that ranges from the USTA Pro Circuit, ABA, AVP and Indy Car to MMA, Boxing and Soccer.

In 2005 Mr. Gruhl opened the \$12 million dollar Sports & Field Athletic Club in Wesley Chapel assuming a double duty role by not only being the General Manager of the facility, but also the General Manager of the Tampa Bay Strong Dogs a member of the American Basketball Association. A team owned by Sports & Field.

Mr. Gruhl is also a former Athletic Director of Tampa's prestigious Harbour Island Athletic Club, after serving 22 years as the Director of Tennis at Northdale Golf and Tennis Club. Mr. Gruhl received his Bachelor of Arts from the University of South Florida in 1981. He is one of 3 Founders of the CHAMPS Middle School Foundation.

### Email: ggruhl@rizzetta.com

**Kelly Klukowski** is the Coordinator, Amenity Services for Rizzetta & Company, Inc., and assists with the management and support of the onsite facility staff for Rizzetta Amenity Services, Inc. (RASI). Kelly started in 2018 as the Assistant Clubhouse and Amenity Manager for the Meadow Pointe IV community in Wesley Chapel, Florida. She worked at Meadow Pointe IV for two years before recently joining the Amenity Services management team. Kelly received her bachelor's degree from the Zimmerman School of Advertising & Mass Communications from U.S.F.

Email: kklukowski@rizzetta.com



### **Scope of Services**

### INTRODUCTION:

Rizzetta Amenity Services, Inc. ("Consultant"), at the request of the Two Creeks Development District ("District"), is providing a proposal for professional Amenity Management Services. These services are listed by the following categories:

- MANAGEMENT
- PERSONNEL
- RESPONSIBILITIES
- ADDITIONAL SERVICES
- LITIGATION SUPPORT SERVICES

A detailed description of these services is provided below:

### MANAGEMENT:

Rizzetta Amenity Services, Inc. shall provide expert general management and oversight of the contract with the District within the agreed to scope of service. These responsibilities include duties associated with managing the personnel, such as recruiting, hiring, training, oversight and evaluation.

As required, the Consultant will attend meetings to provide any updates or address concerns. The Consultant will be available to any board member for open and direct communications regarding any questions they may have.

### PERSONNEL:

The Consultant shall provide the services of an Operations / Amenity Manager and Maintenance Technician that will be assigned to the District. A general description of this position is provided below:

- 1. Operations / Amenity Manager Shall be employed as a part time, hourly position to manage District facilities. They are the onsite representative of the District. The Operations Manager shall have the responsibilities of overseeing District property, facility operations, maintenance, coordination with vendors, and interaction with the District's Board of Supervisors, District Manager, and District Staff. The Operations Manager will report directly to the District Manager and Amenity Services Manager.
- 2. Maintenance Technician Shall be employed as a part time, CPO certified, hourly position to service general maintenance, preventive maintenance, field operation duties, pool services, and janitorial cleaning of the Districts amenities. The Maintenance Technician will report directly to the Operations Manager.



### **RESPONSIBILITIES:**

The onsite management personnel will be responsible for the following services, a detailed description of these services is provided below:

### **Operations / Amenity Manager**

#### General:

- Ensure safe and presentable overall appearance of District property and facilities.
- Represent the District in interactions with residents and guests on a day-to-day basis.
- Responsible for resident requests and notifying residents with CDD updates.
- Display flexibility in handling after-hours emergency calls.
- When requested, attend District Board of Supervisor meetings.
- Provide the best possible customer service to the residents and guests to maintain a safe and comfortable environment.

### Administrative Responsibilities:

- Responsible for day-to-day operations of District facilities in compliance with District Policies and Rules.
- Maintain onsite copies of District and resident records.
- Prepare any incident or accident reports and forward to the District Manager.
- Submit a monthly Operations report to the District Manager. Include:
  - Maintenance actions
  - Administrative actions
  - o Incidents and issues
  - o Resident Payment Log
  - Recommendations
- Purchase (via Consultant supplied debit card) supplies, consumables, and other items as approved by the District, and timely review and monthly submission of invoices.
- Process access card requests and update access cards database. When needed, coordinate access activation with the appropriate vendor.
- Process and oversee amenity room and pavilion rental agreements.
- Maintain log of all resident transactions and submit a monthly report to the Finance Team.
- Maintain preventative maintenance records and inventories.
- Assist the District Manager with maintaining and managing warranties and inspections for the facilities as needed.

### Facility Property Management:

- Work with assigned contractors to ensure quality service is provided to the District.
- Contact vendors for repair and maintenance items not covered by the Maintenance Technician.
- Prepare and obtain quotes for services when directed by the District Manager or CDD Board.
- Meet with prospective vendors for proposals, quotes, etc.
- Oversee workplace operations to maintain and improve effectiveness and efficiency.



- Oversee and coordinate with pond vendor, landscape vendor, and other vendors onsite.
- Process and manage work orders as needed.

### District Facility Specific Tasks:

- See the Maintenance Technician's District Facility Specific Tasks.
- Assist with minor repairs to facilities and equipment, as needed.
- Conduct walk through of all amenities, playgrounds, and pocket parks.

### **Maintenance Technician**

#### General:

- Ensure safe and presentable overall appearance of District property and facilities.
- Represent the District in interactions with residents and guests on a day-to-day basis.
- Display flexibility in handling after-hours emergency calls.
- When requested, attend District Board of Supervisor meetings.
- Provide the best possible customer service to the residents and guests to maintain a safe and comfortable environment.

### Field Maintenance:

- Conduct frequent patrols in the community and report/repair problems such as, but not limited to, damaged street signs, sidewalk trip hazards, reporting nonoperational street lights, noting landscaping deficiencies, reporting issues with ponds/nature preserve areas, following-up on street tree issues, noting areas that require pressure washing, picking up rubbish/debris and removing road kill.
- Respond to resident complaints and requests, and if possible, visit the site or location of the issue.
- Assist the Operations / Amenities Manager in overseeing the performance of all outside contractors.
- Assist the Operations / Amenities Manager in the overseeing of the maintenance of ponds, landscaping, and District property.
- Maintain the "Entry Monument" areas on a regular basis by picking up debris/rubbish, remove graffiti/dirt/stains and repair and paint monuments when necessary.

### District Facility Specific Tasks:

- Clubhouse:
  - Maintain a high level of appearance of all indoor/outdoor spaces by vacuuming, dusting, mopping, and cleaning windows and bathrooms.
  - Deep clean restrooms and clubhouse, including furniture, baseboards, window ledges, blinds, ceiling fans, tables, and lights.
  - Change A/C filters, replace light bulbs, ensure all door locks are in good condition, control cobwebs, dust, conduct light painting and conduct minor electrical/plumbing repairs.
  - Perform touch up painting as needed to the District facilities.
  - o Repair and clean indoor and outdoor furniture and equipment as needed.



- o Monitor condition of doors, fencing, and gates.
- o Control cobwebs and replace light bulbs as needed.
- As required setup for CDD meetings.

### Swimming Pool:

- Check operation of pool system and manually clean skimmer brush and maintain a vacuuming schedule.
- Maintain water quality according to state standards and perform required chemical checks.
- Address all water chemistry issues.
- Ensure required safety equipment is in good order.
- Blow off pool deck, clean and sanitize furniture, arrange furniture, empty and clean all receptacles, and adjust umbrellas.
- o Pressure wash pool deck as needed.
- Keep deck organized and clear of debris.
- Notify the Operations Manager of any repairs and vandalism.

### Splash Pad:

- Check operation of splash pad and manually clean as needed.
- Ensure no hazards are present and clear debris.

#### Fitness Center:

- Clean exercise equipment, check temperature settings, check that all windows are closed and locked.
- Address equipment repairs and check to see equipment is working properly.
- Clean floor, clean windows, and door. Check TV and remote batteries.
- Sports Court: Check equipment and courts periodically and clear debris.
- Playgrounds (5) & Parks:
  - Check and inspect the equipment regularly at the playground and other play areas. Remove debris.
  - Check for hazards and treat for insects and ants.
  - Power wash playground as needed.
  - Monitor and maintain all pocket parks.
- Community Entrances: pick up debris and trash as needs around the entrance of the community.
- Parking Lot: pick up litter, blow off debris.
- Roads: check conditions of roads, sidewalks and curbs, street signs, monuments, and informational signs.
- Perform minor repairs to equipment and facilities as needed.
- Equipment and cleaning supplies shall be properly stored.
- (Supplies and equipment are not included in this proposal.)



### **ADDITIONAL SERVICES:**

In addition to the Amenity Management Services described above, the District may, from time to time, require additional services from the Consultant. Any services not specifically provided for in the scope of services above, as well as any changes in the scope requested by the District, will be considered additional services. Such additional services may include but are not limited to attendance at additional meetings, District presentations and vendor responses.

If any additional services are required or requested, the Consultant will provide a detailed description of these services and fees for such services to the District for approval prior to beginning any additional services.

### **LITIGATION SUPPORT SERVICES:**

Prepare documentation in response to litigation requests and provide necessary expert testimony in connection with litigation involving District issues.

If any litigation support services are required or requested, the Consultant will provide a detailed description of these services and fees for such services to the District for approval prior to beginning any additional services.



### Schedule of Fees

### Option 1

#### **AMENITY MANAGEMENT SERVICES:**

Services will be billed bi-weekly, payable in advance of each bi-week for 12 months.

### **PERSONNEL:**

### **Operations / Amenity Manager**

Part Time Personnel - 20 hr/wk

### **Maintenance Technician**

Total Annual Cost:	\$ 65,635.
General Management and Oversight (2)	\$ 12,000.
Budgeted Personnel Total (1)	\$ 53,435.
	ANNUAL
Part Time Personnel - 20 hr/wk	

One-time Payroll Deposit (3)	\$ 4,112.
One-time Payroll Deposit (3)	\$ 4,112.

- (1). Budgeted Personnel: These budgeted costs reflect full personnel levels required to perform the services outlined in this contract. Personnel costs includes: All direct costs related to the personnel for wages, Full-Time benefits, applicable payroll-related taxes, workers' compensation, and payroll administration and processing.
- **(2).** General Management and Oversight: The costs associated with Rizzetta Amenity Services, Inc.'s expertise and time in the implementation of the day to day scope of services, management oversight, hiring, and training of staff.
- **(3).** Payroll Deposit: A one-time deposit required for use in paying salaries and related costs for personnel assigned and providing services to the District. This payroll deposit is defined as one month of maximum total services costs.



### Schedule of Fees

### Option 2

#### **AMENITY MANAGEMENT SERVICES:**

Services will be billed bi-weekly, payable in advance of each bi-week for 12 months.

### **PERSONNEL:**

### **Operations / Amenity Manager**

Part Time Personnel - 20 hr/wk

### **Maintenance Technician**

Part Time Personnel - 6 months at 15 hr/wk and 6 months at 30 hr/wk

	ļ	ANNUAL
Budgeted Personnel Total (1)	\$	57,293.
General Management and Oversight (2)	\$	12,000.
Total Annual Cost:	\$	69,293.

One-time Payroll Deposit (3)	\$ 4,409.

- (1). Budgeted Personnel: These budgeted costs reflect full personnel levels required to perform the services outlined in this contract. Personnel costs includes: All direct costs related to the personnel for wages, Full-Time benefits, applicable payroll-related taxes, workers' compensation, and payroll administration and processing.
- **(2).** General Management and Oversight: The costs associated with Rizzetta Amenity Services, Inc.'s expertise and time in the implementation of the day to day scope of services, management oversight, hiring, and training of staff.
- **(3).** Payroll Deposit: A one-time deposit required for use in paying salaries and related costs for personnel assigned and providing services to the District. This payroll deposit is defined as one month of maximum total services costs.



The District shall be responsible for any of the following costs associated with the operation of the amenity facilities:

**Pre-employment Testing:** Background and substance abuse reports shall be ordered for candidates identified to fill amenity positions.

**Uniforms:** Personnel shall wear community specific shirts provided by the District if required.

**Cell Phone:** Management personnel shall require a cell phone or a cell phone allowance. This phone will also be used as the contact number for the District for after hour emergencies.

**Office Equipment:** Personnel will require a dedicated computer, printer, and a digital camera as well as convenient access to an onsite copier and fax machine, provided by the District.

**Mileage Reimbursement:** Personnel shall receive mileage reimbursement incurred while performing the District's responsibilities when using a personal vehicle. Mileage shall be reimbursed at the rate approved by the Internal Revenue Service.



### **ADDITONAL AND LITIGATION SUPPORT SERVICES:**

Additional and Litigation Support Services will be billed hourly pursuant to the current hourly rates shown below:

Job Title:	Hourly Rate:
Principal	\$300.00
Vice President	\$250.00
Chief Financial Officer	\$250.00
Director	\$225.00
Information Technology Manager	\$225.00
Regional District Manager	\$200.00
Financial Services Manager	\$200.00
Accounting Manager	\$200.00
Regional Licensed Community Association Manager	\$200.00
District Manager	\$175.00
Licensed Community Association Manager	\$175.00
Amenity Services Manager	\$175.00
Clubhouse Manager	\$175.00
Senior Helpdesk Support Engineer	\$175.00
Financial Analyst	\$150.00
Senior Field Services Manager	\$150.00
Senior Accountant	\$150.00
Field Services Manager	\$125.00
Community Association Coordinator	\$100.00
Financial Associate	\$100.00
Staff Accountant	\$100.00
Accounting Clerk	\$ 85.00
Administrative Assistant	\$ 85.00



# Tab 8

# Consideration of Proposals for Playground Equipment



Sales Rep: James Peacock

**3 Installation** PSI Installation

10271 Deer Run Farms Road, Suite 1 Fort Myers, FL 33966 (239) 791-2400 (239) 791-2401 fax (888) 886-3757 toll free www.playmoreonline.com

# **QUOTATION**

10/19/20

Job Number: 15648

Phase: Opt 1

Revision:

1

**Subtotal:** 

Client: Two Creeks CDD 1365 Tynes Blvd.

Terms: Due With Order

Middleburg FL 32068

Job: Two Creeks PG

1365 Tynes Blvd. Middleburg FL 32068

Contact: Brian Parks Phone: Fax: Email:

Item **Description** Quantity Cost Subtotal 1 Equipment PSD-1104-FTD MEGA TUNNEL JUNCTION FOOTED 1 \$16,605.00 \$16,605.00 \$16,605.00 **Subtotal:** 2 Freight Freight Playworld Freight 1 \$3,430.00 \$3,430.00 **Subtotal:** \$3,430.00

Grand Totals: \$25,349.00

\$5,314.00

\$5,314.00

\$5,314.00

Notes: 2020 pricing expires 12/31/20.

Installation of Playworld Equipment

<sup>\*</sup>Border timbers and EWF are not included.



> Client: Two Creeks CDD 1365 Tynes Blvd. Middleburg FL 32068

# **QUOTATION**

0/19/2020

Job Number: 15648

Phase: Opt 1

Revision:

Job: Two Creeks PG 1365 Tynes Blvd. Middleburg FL 32068

#### **General Terms:**

Acceptance by a signature, purchase order, or contract based on this proposal indicates that you are in full agreement with all terms and conditions of this proposal, including the following:

- Prices are valid for 30 days, unless otherwise noted. After 30 days, prices are subject to change without notice.
- Sales Tax will be charged unless a valid Sales Tax Exemption Certificate is presented with order.
- . Specify all colors and options in writing. Any discrepancies that arise due to oral selections will be the responsibility of the customer.
- If the customer is installing equipment, all equipment is to be installed per manufacturer's instructions and applicable guidelines.
- Installation, site work, permits, engineering, etc. are not included unless noted.

### **Building Permits:**

Building permits are the responsibility of the owner. If a building permit is required for your project, the following options are available.

- Add 5% (minimum \$1,500) to the quotation/contract price. Playmore Recreational Products and Services will cover the costs of all the building permit fees and expeditor fees.
- Playmore Recreational Products and Services can assist the customer in obtaining their own permit. Customer is responsible for all fees
  directly to the permitting agency and/or the expediting company.

NOTE – All zoning, planning, environmental, etc. permits and approvals are the responsibility of others as well as any required site plans. If signed and sealed engineered drawings are needed for the installation of equipment, this will be included on the proposal. If it is omitted and later discovered necessary, the cost will be the responsibility of the customer.

#### Standard Services Include:

- Shipping Notification/Receiving Instructions
- Pre-Installation On-Site Meeting
- Underground Utility Check (Sunshine State One Call)
- Accept Delivery and Unload Equipment (If site is ready.)
- Moving New Equipment at Job Site

- Layout of Equipment
- Installation of Equipment and Materials per Manufacturer's Instructions
- Trash Clean Up (Leave on site.)
- Post-Installation Walk Through
- Maintenance Explanation

### Customer Responsibilities (unless otherwise noted in the applicable quotation/contract):

- Trash Disposal Dumpsters or Off Site Disposal.
- Accept Delivery and Unload Equipment (If site is not ready.). \$500.00 Charge will apply if Customer wants Installers to Unload.
- Provide Area for Storage and Staging.
- Secure Site and Equipment.

### Some Optional Responsibilities (Must be clearly outlined in the applicable quotation/contract):

- Removal of Existing Equipment.
- Site Preparation, Grading, Drainage Systems, etc.
- Engineered Drawings for Purchased Equipment.
- Other Permits or Engineered Drawings (i.e. zoning permits, environmental permits, site surveys, etc.)

#### General Notes

Access/Utilities. Access must be provided to the installation area for heavy trucks and equipment. Access of equipment and personnel is the obligation of the customer to provide until the project is fully completed. We will take every precaution to avoid damage, however any damage caused by the normal installation of our product, such as to sod, concrete sidewalks, private underground utilities, etc., will be the responsibility of the customer, as will any additional costs associated with limiting damage, such as providing plywood over sod for access. If access is not reasonably close to the jobsite, any additional costs incurred due to having to transport materials and/or supplies will be the responsibility of the customer.

Rock/Foreign Object Clause. Most installations require digging of holes and footing equipment in concrete below finished grade. Removal of existing ground covers such as asphalt, concrete, tan bark, sand, pea gravel, wood fiber, rubber matting, poured-in-place rubber surfacing, or any other material that interferes or delays the digging of holes, is the responsibility of others, unless otherwise noted. If excessive underground obstructions such as rocks, coral, asphalt, concrete, pipes, drainage systems, root systems, water, or any other unknown obstructions are discovered, charges will be added to the original proposal.

Playground Surfacing. All playground equipment is to be installed over safety surfacing per CPSC guidelines and ASTM standards. If the customer contracts for something contrary to the guidelines, they are accepting all responsibility for any liability and future litigation that may arise.

Acceptance Signature: X	Date:	P.O.#	
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<sup>\*</sup>Any other responsibilities must be clearly outlined in the applicable quotation/contract.



# **QUOTATION**

10/19/20

Job Number: 15648

Phase: Opt 2

Revision:

Client: Two Creeks CDD 1365 Tynes Blvd.

Middleburg FL 32068

Job: Two Creeks PG

1365 Tynes Blvd. Middleburg FL 32068

Contact: Brian Parks Phone: Fax: Email:

Sales Rep: Jan	mes Peacock	Terms: Due With Order			
Item	Description		Quantity	Cost	Subtotal
1 Equipment					
PSD-1105-FTD	EAGLE SUMMIT FOOTED		1	\$18,538.00	\$18,538.00
			Subtotal:		\$18,538.00
2 Freight					
Freight	Playworld Freight		1	\$3,430.00	\$3,430.00
			Subtotal:		\$3,430.00
3 Installation					
PSI Installation	Installation of Playworld Equipment		1	\$5,932.00	\$5,932.00
			Subtotal:		\$5,932.00
			Grand Totals:		\$27,900.00

Notes: 2020 pricing expires 12/31/20.

<sup>\*</sup>Border timbers and EWF are not included.



> Client: Two Creeks CDD 1365 Tynes Blvd. Middleburg FL 32068

# **QUOTATION**

0/19/2020

Job Number: 15648

Phase: Opt 2

Revision:

Job: Two Creeks PG 1365 Tynes Blvd. Middleburg FL 32068

#### **General Terms:**

Acceptance by a signature, purchase order, or contract based on this proposal indicates that you are in full agreement with all terms and conditions of this proposal, including the following:

- Prices are valid for 30 days, unless otherwise noted. After 30 days, prices are subject to change without notice.
- Sales Tax will be charged unless a valid Sales Tax Exemption Certificate is presented with order.
- . Specify all colors and options in writing. Any discrepancies that arise due to oral selections will be the responsibility of the customer.
- If the customer is installing equipment, all equipment is to be installed per manufacturer's instructions and applicable guidelines.
- Installation, site work, permits, engineering, etc. are not included unless noted.

### **Building Permits:**

Building permits are the responsibility of the owner. If a building permit is required for your project, the following options are available.

- Add 5% (minimum \$1,500) to the quotation/contract price. Playmore Recreational Products and Services will cover the costs of all the building permit fees and expeditor fees.
- Playmore Recreational Products and Services can assist the customer in obtaining their own permit. Customer is responsible for all fees
  directly to the permitting agency and/or the expediting company.

NOTE – All zoning, planning, environmental, etc. permits and approvals are the responsibility of others as well as any required site plans. If signed and sealed engineered drawings are needed for the installation of equipment, this will be included on the proposal. If it is omitted and later discovered necessary, the cost will be the responsibility of the customer.

#### Standard Services Include:

- Shipping Notification/Receiving Instructions
- Pre-Installation On-Site Meeting
- Underground Utility Check (Sunshine State One Call)
- Accept Delivery and Unload Equipment (If site is ready.)
- Moving New Equipment at Job Site

- Layout of Equipment
- Installation of Equipment and Materials per Manufacturer's Instructions
- Trash Clean Up (Leave on site.)
- Post-Installation Walk Through
- Maintenance Explanation

### Customer Responsibilities (unless otherwise noted in the applicable quotation/contract):

- Trash Disposal Dumpsters or Off Site Disposal.
- Accept Delivery and Unload Equipment (If site is not ready.). \$500.00 Charge will apply if Customer wants Installers to Unload.
- Provide Area for Storage and Staging.
- Secure Site and Equipment.

### Some Optional Responsibilities (Must be clearly outlined in the applicable quotation/contract):

- Removal of Existing Equipment.
- Site Preparation, Grading, Drainage Systems, etc.
- Engineered Drawings for Purchased Equipment.
- Other Permits or Engineered Drawings (i.e. zoning permits, environmental permits, site surveys, etc.)

#### General Notes

Access/Utilities. Access must be provided to the installation area for heavy trucks and equipment. Access of equipment and personnel is the obligation of the customer to provide until the project is fully completed. We will take every precaution to avoid damage, however any damage caused by the normal installation of our product, such as to sod, concrete sidewalks, private underground utilities, etc., will be the responsibility of the customer, as will any additional costs associated with limiting damage, such as providing plywood over sod for access. If access is not reasonably close to the jobsite, any additional costs incurred due to having to transport materials and/or supplies will be the responsibility of the customer.

Rock/Foreign Object Clause. Most installations require digging of holes and footing equipment in concrete below finished grade. Removal of existing ground covers such as asphalt, concrete, tan bark, sand, pea gravel, wood fiber, rubber matting, poured-in-place rubber surfacing, or any other material that interferes or delays the digging of holes, is the responsibility of others, unless otherwise noted. If excessive underground obstructions such as rocks, coral, asphalt, concrete, pipes, drainage systems, root systems, water, or any other unknown obstructions are discovered, charges will be added to the original proposal.

Playground Surfacing. All playground equipment is to be installed over safety surfacing per CPSC guidelines and ASTM standards. If the customer contracts for something contrary to the guidelines, they are accepting all responsibility for any liability and future litigation that may arise.

Acceptance Signature: X	Date:	P.O.#	
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<sup>\*</sup>Any other responsibilities must be clearly outlined in the applicable quotation/contract.



# **QUOTATION**

10/19/20

Job Number: 15648

Phase: Opt 3

Revision:

Client: Two Creeks CDD 1365 Tynes Blvd.

Middleburg FL 32068

Job: Two Creeks PG

1365 Tynes Blvd. Middleburg FL 32068

Contact: Brian Parks Phone: Fax: Email:

Sales Rep: Jar	nes Peacock	Terms: Due With Order			
Item	Description		Quantity	Cost	Subtotal
1 Equipment					
PSD-1106-FTD	LOOKOUT POINT FOOTED		1	\$23,564.00	\$23,564.00
			Subtotal:		\$23,564.00
2 Freight					
Freight	Playworld Freight		1	\$3,430.00	\$3,430.00
			Subtotal:		\$3,430.00
3 Installation					
PSI Installation	Installation of Playworld Equipment		1	\$7,540.00	\$7,540.00
			Subtotal:		\$7,540.00
			Grand Totals:		\$34,534.00

Notes: 2020 pricing expires 12/31/20.

<sup>\*</sup>Border timbers and EWF are not included.



> Client: Two Creeks CDD 1365 Tynes Blvd. Middleburg FL 32068

# **QUOTATION**

0/19/2020

Job Number: 15648

Phase: Opt 3

Revision:

Job: Two Creeks PG 1365 Tynes Blvd. Middleburg FL 32068

#### **General Terms:**

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- Prices are valid for 30 days, unless otherwise noted. After 30 days, prices are subject to change without notice.
- Sales Tax will be charged unless a valid Sales Tax Exemption Certificate is presented with order.
- . Specify all colors and options in writing. Any discrepancies that arise due to oral selections will be the responsibility of the customer.
- If the customer is installing equipment, all equipment is to be installed per manufacturer's instructions and applicable guidelines.
- Installation, site work, permits, engineering, etc. are not included unless noted.

### **Building Permits:**

Building permits are the responsibility of the owner. If a building permit is required for your project, the following options are available.

- Add 5% (minimum \$1,500) to the quotation/contract price. Playmore Recreational Products and Services will cover the costs of all the building permit fees and expeditor fees.
- Playmore Recreational Products and Services can assist the customer in obtaining their own permit. Customer is responsible for all fees directly to the permitting agency and/or the expediting company.

NOTE – All zoning, planning, environmental, etc. permits and approvals are the responsibility of others as well as any required site plans. If signed and sealed engineered drawings are needed for the installation of equipment, this will be included on the proposal. If it is omitted and later discovered necessary, the cost will be the responsibility of the customer.

#### Standard Services Include:

- Shipping Notification/Receiving Instructions
- Pre-Installation On-Site Meeting
- Underground Utility Check (Sunshine State One Call)
- Accept Delivery and Unload Equipment (If site is ready.)
- Moving New Equipment at Job Site

- Layout of Equipment
- Installation of Equipment and Materials per Manufacturer's Instructions
- Trash Clean Up (Leave on site.)
- Post-Installation Walk Through
- Maintenance Explanation

### Customer Responsibilities (unless otherwise noted in the applicable quotation/contract):

- Trash Disposal Dumpsters or Off Site Disposal.
- Accept Delivery and Unload Equipment (If site is not ready.). \$500.00 Charge will apply if Customer wants Installers to Unload.
- Provide Area for Storage and Staging.
- Secure Site and Equipment.

### Some Optional Responsibilities (Must be clearly outlined in the applicable quotation/contract):

- Removal of Existing Equipment.
- Site Preparation, Grading, Drainage Systems, etc.
- Engineered Drawings for Purchased Equipment.
- Other Permits or Engineered Drawings (i.e. zoning permits, environmental permits, site surveys, etc.)

#### General Notes

Access/Utilities. Access must be provided to the installation area for heavy trucks and equipment. Access of equipment and personnel is the obligation of the customer to provide until the project is fully completed. We will take every precaution to avoid damage, however any damage caused by the normal installation of our product, such as to sod, concrete sidewalks, private underground utilities, etc., will be the responsibility of the customer, as will any additional costs associated with limiting damage, such as providing plywood over sod for access. If access is not reasonably close to the jobsite, any additional costs incurred due to having to transport materials and/or supplies will be the responsibility of the customer.

Rock/Foreign Object Clause. Most installations require digging of holes and footing equipment in concrete below finished grade. Removal of existing ground covers such as asphalt, concrete, tan bark, sand, pea gravel, wood fiber, rubber matting, poured-in-place rubber surfacing, or any other material that interferes or delays the digging of holes, is the responsibility of others, unless otherwise noted. If excessive underground obstructions such as rocks, coral, asphalt, concrete, pipes, drainage systems, root systems, water, or any other unknown obstructions are discovered, charges will be added to the original proposal.

Playground Surfacing. All playground equipment is to be installed over safety surfacing per CPSC guidelines and ASTM standards. If the customer contracts for something contrary to the guidelines, they are accepting all responsibility for any liability and future litigation that may arise.

Acceptance Signature: X	Date:	P.O.#	
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<sup>\*</sup>Any other responsibilities must be clearly outlined in the applicable quotation/contract.



# **QUOTATION**

10/19/20

Job Number: 15648

Phase: Opt 4

Revision:

Client: Two Creeks CDD 1365 Tynes Blvd.

Middleburg FL 32068

Job: Two Creeks PG

1365 Tynes Blvd. Middleburg FL 32068

Contact: Brian Parks Phone: Fax: Email:

Terms: Due With Order Sales Rep: James Peacock Item **Description** Quantity Cost Subtotal 1 Equipment 500-1719 1 \$24,500.00 Superhero \$24,500.00 \$24,500.00 **Subtotal:** 2 Freight Freight Playworld Freight 1 \$3,430.00 \$3,430.00 **Subtotal:** \$3,430.00 3 Installation **PSI** Installation Installation of Playworld Equipment 1 \$7,840.00 \$7,840.00 \$7,840.00 **Subtotal: Grand Totals:** \$35,770.00

Notes: 2020 pricing expires 12/31/20.

<sup>\*</sup>Border timbers and EWF are not included.



> Client: Two Creeks CDD 1365 Tynes Blvd. Middleburg FL 32068

# **QUOTATION**

0/19/2020

Job Number: 15648

Phase: Opt 4

Revision:

Job: Two Creeks PG 1365 Tynes Blvd. Middleburg FL 32068

#### **General Terms:**

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- Sales Tax will be charged unless a valid Sales Tax Exemption Certificate is presented with order.
- . Specify all colors and options in writing. Any discrepancies that arise due to oral selections will be the responsibility of the customer.
- If the customer is installing equipment, all equipment is to be installed per manufacturer's instructions and applicable guidelines.
- Installation, site work, permits, engineering, etc. are not included unless noted.

### **Building Permits:**

Building permits are the responsibility of the owner. If a building permit is required for your project, the following options are available.

- Add 5% (minimum \$1,500) to the quotation/contract price. Playmore Recreational Products and Services will cover the costs of all the building permit fees and expeditor fees.
- Playmore Recreational Products and Services can assist the customer in obtaining their own permit. Customer is responsible for all fees
  directly to the permitting agency and/or the expediting company.

NOTE – All zoning, planning, environmental, etc. permits and approvals are the responsibility of others as well as any required site plans. If signed and sealed engineered drawings are needed for the installation of equipment, this will be included on the proposal. If it is omitted and later discovered necessary, the cost will be the responsibility of the customer.

#### Standard Services Include:

- Shipping Notification/Receiving Instructions
- Pre-Installation On-Site Meeting
- Underground Utility Check (Sunshine State One Call)
- Accept Delivery and Unload Equipment (If site is ready.)
- Moving New Equipment at Job Site

- Layout of Equipment
- Installation of Equipment and Materials per Manufacturer's Instructions
- Trash Clean Up (Leave on site.)
- Post-Installation Walk Through
- Maintenance Explanation

### Customer Responsibilities (unless otherwise noted in the applicable quotation/contract):

- Trash Disposal Dumpsters or Off Site Disposal.
- Accept Delivery and Unload Equipment (If site is not ready.). \$500.00 Charge will apply if Customer wants Installers to Unload.
- Provide Area for Storage and Staging.
- Secure Site and Equipment.

### Some Optional Responsibilities (Must be clearly outlined in the applicable quotation/contract):

- Removal of Existing Equipment.
- Site Preparation, Grading, Drainage Systems, etc.
- Engineered Drawings for Purchased Equipment.
- Other Permits or Engineered Drawings (i.e. zoning permits, environmental permits, site surveys, etc.)

#### General Notes

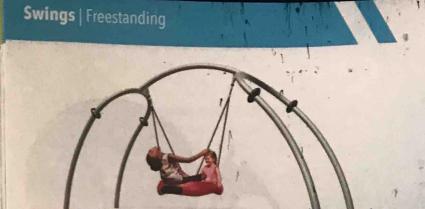
Access/Utilities. Access must be provided to the installation area for heavy trucks and equipment. Access of equipment and personnel is the obligation of the customer to provide until the project is fully completed. We will take every precaution to avoid damage, however any damage caused by the normal installation of our product, such as to sod, concrete sidewalks, private underground utilities, etc., will be the responsibility of the customer, as will any additional costs associated with limiting damage, such as providing plywood over sod for access. If access is not reasonably close to the jobsite, any additional costs incurred due to having to transport materials and/or supplies will be the responsibility of the customer.

Rock/Foreign Object Clause. Most installations require digging of holes and footing equipment in concrete below finished grade. Removal of existing ground covers such as asphalt, concrete, tan bark, sand, pea gravel, wood fiber, rubber matting, poured-in-place rubber surfacing, or any other material that interferes or delays the digging of holes, is the responsibility of others, unless otherwise noted. If excessive underground obstructions such as rocks, coral, asphalt, concrete, pipes, drainage systems, root systems, water, or any other unknown obstructions are discovered, charges will be added to the original proposal.

Playground Surfacing. All playground equipment is to be installed over safety surfacing per CPSC guidelines and ASTM standards. If the customer contracts for something contrary to the guidelines, they are accepting all responsibility for any liability and future litigation that may arise.

Acceptance Signature: X	Date:	P.O.#	
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<sup>\*</sup>Any other responsibilities must be clearly outlined in the applicable quotation/contract.



Unity' Hoopla Swing 350-HOOPLA • AGES: 2-12 APPROX. PRICE: \$6,748



Unity Basket Swing Add-A-Bay 350-BASKET-ADD • AGES: 2-12 APPROX. PRICE: \$7,144

Unity Hoopla Swing Add-A-Bay 350-HOOPLA-ADD • AGES: 2-12 APPROX. PRICE: \$6,901 (not shown)



### Classic Standard Swings

SWING-8-6 • AGES: 2-12 APPROX. PRICE: \$3,057

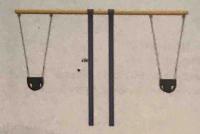
- · Slash-proof, black belt swing seats with zinc coated chains
- · 8' (2,44m) high top rail and 6 seats
- · Also available in 10t (3,05m) height
- · Available with anti-wrap swing hanger



# Single Post Swing w/Toddler Beam

SWING-SP-TOD • AGES: 2-12 APPROX. PRICE: \$2,028

- Two black belt swing seats and one toddler seat with zinc coated chains included
- 8' (2,44m) tall with 5" (12,7cm) outer diameter end posts
- · Also available without toddfer beam



### Early Childhood T-Swing

ZZXX0822 • AGES: 2-5 APPROX. PRICE: \$1,443

- Two black, slash-proof toddler seats with zinc coated chains included
- 7' (2,13m) tall with 3-1/2" (8,8cm) diameter posts

PRODUCT	ITEM	SPACE REQUIRED	FALL HEIGHT	USERS"	INSTALL HOURS	WEIGHT	ADA	ASTM F1487	CPSC PUB 325	CAN/CSA 2014	DITTI	APPROX. PRICE
Unity® Hoopla Swing	350-H00PLA	26' 7" x 27' 4" (8,1m x 8,33m)	7' 11" (2,41m)	4	5	232 lbs (106 kg)						\$6,748
Unity® Hoopla Swing Add-A-Bay	350-HOOPLA-ADD	x 15°0° (x 4,57m)	7' 11" (2,41m)	4	5	247 lbs (113 kg)	1				12	\$6,901
Unity* Basket Swing Add-A-Bay	350-BASKET-ADD	x 15' 0" (x 4,57m)	7° 11° (2,41m)	.4	5	281 lbs (128 kg)			*			\$7,144
Unity® Basket Swing	350-BASKET	26' 7" x 27' 4" (8,1m x 8,33m)	7'11" (2,41m)	4	5	266 lbs (121 kg)				100		\$6,991
Classic Standard Swings 6-Seats	SWING-8-6	48' 8" x 32' 2" (14,83m x 9,81m)	8°0° (2,44m)	6	7.5	504 lbs (229 kg)					44	\$3,057
Classic Standard Swings 4-Seats	SWING-8-4	38° 2" x 32° 2" (11,63m x 9,81m)	8° 0° (2,44m)	4	5.5	362 lbs (165 kg)						\$2,130
Classic Standard Swings 2-Seats	swing-8-2	27' 7" x 32' 2" (8,41m x 9,81m)	8° 0° (2,44m)	2	3.5	220 lbs (100 kg)		-				\$1,221
Single Post Swings 2-Seat	SWING-SP	24' 1" x 32' 4" (7,34m x 9,85m)	8°0° (2,44m)	2	2.5	276 bs (125 kg)						\$1,329
lingle Post Swing w/Toddler Beam	SWING-SP-TOD	28' 8" x 32' 4" (8,74m x 9,85m)	8°0° (2,44m)	3	3.5	333 lbs (151 kg)		1	100	-	34	\$2,028
arty Childhood T-Swing	72000822	22° 7° × 20° 4° (6,88m × 6,2m)	8° 0° (2,44m)	1	2	244 lbs (111 kg)					+	\$1,443



Sidewinder Cycle w/Sidecar

ZZXX0584 • AGES: 2-5 APPROX. PRICE: \$2,509

Also available w/out Sidecar, ZZXX0583



Freddy Firetruck
ZZXX0620 • AGES: 2-12
APPROX. PRICE: \$7,185



Bernie Bus zzxx0622 • AGES: 2-12 APPROX. PRICE: \$6,545

### Spring Mates



Chipmunk ZZXX0737 • AGES: 2-5 APPROX. PRICE: \$1,025



Duck ZZXX0721 • AGES: 2-5 APPROX. PRICE: \$1,025



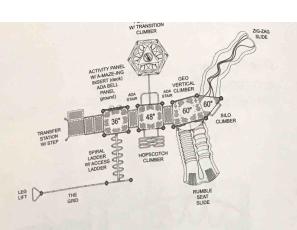
Turtle
ZZXX0741 • AGES: 2-5
APPROX. PRICE: \$1,025



Pony ZZXX0725 • AGES: 2-5 APPROX. PRICE: \$1,025

ODUCT	ITEM	SPACE REQUIRED	FALL HEIGHT	Herbe.	INSTALL	WEIGHT	DA	STM 1487	PSC UR 325	AN/CSA 614	92118	APPROX. PRICE
			TALL NEIGHT	USERS"	HOURS	WEIGHT	×	MIL	20	DA	900	FTOUR
ssic Spring Riders Sidewinder Cycle w/Sidecar	ZZXX0584	15' 3" x 15' 1" (4,65m x 4,6m)	2' 4" (0,71m)	2	3	130 lbs (59 kg)				*		\$2,509
ssic Spring Riders Sidewinder Cycle	ZZXX0583	15' 3" x 13' 3" (4,65m x 4,05m)	2° 4" (0,71m)	1	2	67 lbs (31 kg)		+				\$1,519
dy Firetruck Spring Mount	ZZXX0620	22' 3" x 18' 8" (6,78m x 5,7m)	2° 5° (0,73m)	9	10	752 bs (342 kg)						\$7,185
le Bus Spring Mount	ZZXX0622	22' 0" x 18' 8" (6,71m x 5,7m)	2' 3" (0,69m)	9	10	657 lbs (298 kg)		10	1.	1		\$6,545
g Mates* Chipmunk	ZZXX0737	14'6" x 13' 4" (4,41m x 4,08m)	1° 10° (0,55m)	1	2	68 lbs (31 kg)			1			\$1,025
y Mates* Ouck	ZZXX0721	14'3" x 13'3" (4,34m x 4,04m)	1'11" (0,58m)						1			
Mates* Turtle	ZZXX0741				2	64 tbs (29 kg)	1	100				\$1,025
The second secon	ZZAAUI41	14' 3" x 13' 2" (4,33m x 4,02m)	1' 12" (0,6m)	1	2	65 lbs (30 kg)				1		\$1,000
Mates® Pony	ZZXX0725	14'6" x 13'4" (4,41m x 4,06m)	1° 10° (0,57m)	1	2	70 bs (32 kg)					A	\$1,02
						A ST. SHIPE GARGE STEEL						4000000

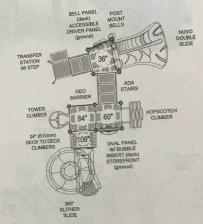




# Challengers® Ella-vated

350-2001 • AGES: 5-12 • APPROX. PRICE: \$27,500 SPACE REQUIRED: 41' 0" x 31' 0"

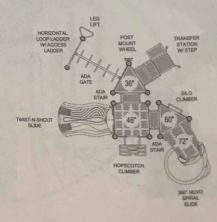




### Challengers\* Hop, Skip & Slide

350-1520 • AGES: 5-12 • APPROX. PRICE: \$26,500 SPACE REQUIRED: 26' 11" x 34' 6"

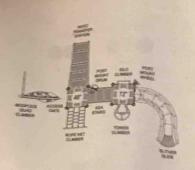




### Playmakers Superhero

500-1719 • AGES: 5-12 • APPROX. PRICE: \$24,500 SPACE REQUIRED: 29' 7" x 31' 1"

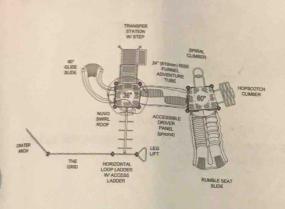
RODUCT	ITEM	SPACE REQUIRED	SIZE	FALL HEIGHT	EVENTS	USERS*	INSTALL			-	M	EST.	921	APPROX.
	350-2001	41' 0" x 31' 0"	28' 6" x 18' 6" x 9' 6"	8' 0"		OSENS	HOURS	WEIGHT	ADA	PSA F74	82	35	100	PRICE
Challengers* Ella-vated	000-2001	(12,5m x 9,45m)	(8,69m x 5,64m x 2,9m)	(2,44m)	12	43	46.75	2277 lbs						
Challengers® Hop, Skip & Slide	350-1520	26' 11" x 34' 6" (8,21m x 10,52m)	14' 8" x 20' 0" x 13' 10" (4,47m x 6,1m x 4,22m)	9' 0" (2,74m)	11	31		(1033 kg)				+		\$27,500
Playmakers* Superhero	500-1719	29' 7" x 31' 1" (9,02m x 9,47m)	17' 5" x 18' 11" x 11' 2"	8.0			35.5	1922 lbs (872 kg)			*	+		\$26,500
*User capacity numbers provi	idad for your reference usin		(5,31m x 5,77m x 3,4m)	A second	-	28	38	2673 lbs (1213 kg)				+	+	\$24,50



# Challengers' Hattie's Hideout

350-2000 • AGES: 5-12 • APPROX. PRICE: \$21,000 SPACE REQUIRED: 35' 0" x 28' 0"

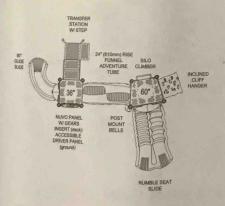




### Challengers\* Off the Grid

350-1502 • AGES: 5-12 • APPROX. PRICE: \$22,000 SPACE REQUIRED: 39' 0" x 28' 0"





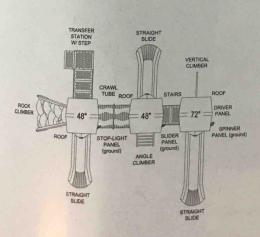
# Challengers' High Rise

350-1501 • AGES: 5-12 • APPROX. PRICE: \$18,000 SPACE REQUIRED: 32' 0" x 27' 4"



Phonus		SPACE REQUIRED	SIZE	FALL HEIGHT	EVENTS	USERS"	INSTALL HOURS	WEIGHT	ADA	ASTIM F1487	PUB 32	Z814 Z814	BHT76	APPROX. PRICE
PRODUCT	ITEM	35' 0" x 28' 0"	22' 9" x 15' 8" x 11' 5"	8' 5" (2,57m)	7	23	29.25	1735 lbs (787 kg)				+		\$21,000
Challengers* Hattie's Hideout	350-2000	(10,67m x 8,53m) 39' 0" x 28' 0"	26' 7" x 15' 3" x 12' 7"	8' 0" (2,44m)	10	35	32.75	1808 lbs (820 kg)				+		\$22,000
Challengers® Off the Grid	350-1502	(11,89m x 8,53m) 32' 0" x 27' 4"	19' 7" x 15' 3" x 9' 6" (5,97m x 4,65m x 2,9m)	5' 0"	9	25	26	1228 lbs (557 kg)				+		\$18,000
Malengeres Lich m	000 4501	(0.75m x 8.33m)	(9'a) III x 4'03III x 5'9(II)	(Coeili)				The state of the s	Assessed to the Parket					





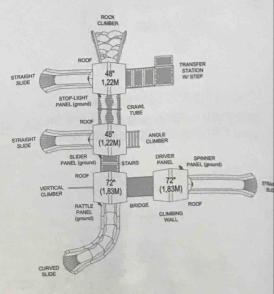
PlaySimple' Mega Tunnel Junction
PSD-1104-FTD • AGES: 5-12 • APPROX. PRICE: \$16,605
SPACE REQUIRED: 30' 7" x 32' 5"



Playworld.com

			0.75	FALL	EVENTS	USERS'	HOURS	WEIGHT	ADA	FLEE	25	35	16	PRICE	
The state of the s		COACE REQUIRED	SIZE	Haditt	FACILIO	DULLIN		9449 lbc				1		\$18 538	
PRODUCT	ITEM	SPACE HEGO	25' 5" x 21' 2" x 13' 0"	6.0"	11	28	25.5	(1108 kg)				1		9167996	
	- Company	37'5" x 33'2	(7.75m x 6.45m x 3,96m)	(1,83m)				free de						010 000	
PlaySimple* Eagle Summit	PSD-1105-FTD	(11,41m x 10,11m)	SIZE 25' 5" x 21' 2" x 13' 0" (7.75m x 6.45m x 3,96m) 18' 7" x 20' 5" x 13' 0" (5.66m x 6,22m x 3,96m)	6'0"	14	20	26	2171 lbs (985 kg)			100	+	100	\$10,000	
ragie Summit	FOU	20' 7" x 32' 5"	18 7 x 6 22m x 3.96m)	(1,83m)	-	60	-	(900 ye)							
the same of the sa		0 88m)	(5,00H A 0,000	_	-										





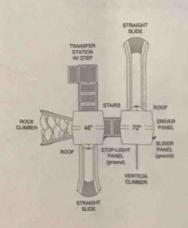
Primary

Natural

# PlaySimple® Lookout Point

PSD-1106-FTD • AGES: 5-12 • APPROX. PRICE: \$23,564 SPACE REQUIRED: 37' 5" x 40' 2"





### PlaySimple® Rock-N-Slide

PSD-1103-FTD • AGES: 5-12 • APPROX. PRICE: \$11,579 SPACE REQUIRED: 30' 6" x 25' 3"

PRODUCT		ITEM	SPACE REQUIRED	SIZE	FALL			INSTALL			1	30	25		
PlaySimple® Lookou	rt Point	PSD-1106-FTD	37' 5" x 40' 2" (11,41m x 12,24m)	25' 5" x 28' 2" y 12' 0"	HEIGHT	EVENTS	USERS"	HOURS	WEIGHT	107	ASTER FLAST	なる	CHE C	BITTE	APPROX.
PlaySimple® Rock-N		PSD-1103-FTD	30' 6" x 25' 3"	(7,75m x 8,59m x 3,96m)	(1,83m)	15	37	33.5	2992 (bs (1357 kg)				+	*	\$23,564
74 *User ca	pacity numbers provided for	your reference using		(0,04m x 4,04m x 3,96m)	(1,83m)	7	19	18	1621 lbs (736 kg)						\$11,579
7 - Au play o	quipritorit must pe assento s	yes ar report about	my surface, +LSA and E	t as no current industry standa N compliant versions available	ru exists. See your Pla	yworld repre	Statistics in	r province laderance							

# Unity Teeter Tunnel w/Perf Top

ZXX0192 • AGES: 5-12 ZZXAVIX PRICE: \$8,755 APPROX. PRICE: \$8,755

- Encourages socialization and cooperation as kids learn to work together to go up and down
- Unlike traditional seesaws, many kids can participate at once The cheerful shouts of the kids will make you think you're at the amusement park!
- harry ways to ride—stand, sit, lie down, or hang out in the tunnel for a different experience
- out in the control of the control of
- . Bumpers included perforated roof shown. Also available with Lexan top.



# seesaws

ZZXX0605 • AGES: 5-12 APPROX. PRICE: \$2,599

- . 4-seat version shown; 2-seat option available, ZZXX0604
- . Tires shown are included





22000597

### Duo Seesaws

Diseases wout Backrests.

ZZXX0596 · AGES: 2-12 APPROX. PRICE: \$2,845

- · Ideal for building strength & coordination
- Available w/out Backrests, ZZXX0595



### Quattro Seesaws

ZZXX0598 • AGES: 2-12 APPROX. PRICE: \$5,445

- Unique spring design prevents bottoming out for safer play
- Available w/out Backrests, ZZXX0597

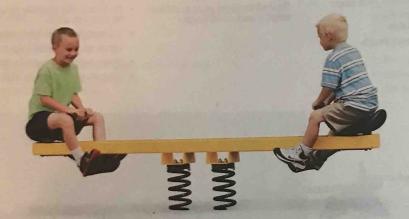
THE RESERVE OF THE PARTY OF THE PARTY.			THE PERSON NAMED IN	USERS"	HOURS	WEIGHT	×	44	-	-	-	-
		SPACE REQUIRED	FALL HEIGHT			910 lbs (413 kg)						\$8,755
DOUCT	ITEM	24' 10" x 14' 2" (7,56m x 4,33m)	2° 10° (0,86m)	10			1	3	10		201	\$2,599
The state of the s	ZZXX0192			4	4	324 lbs (147 kg)	1					
Nº Tester Tunnel" w/Perf Top	ZZXX0605	24° 1° x 17° 5° (7,34m x 5,31m)		2	3	171 lbs (78 kg)	*	1		*		\$1,419
Sites 4-Sept		24° 1° x 14° 10° (7,34m x 4,52m)	3°3" (0,99m)	-		210 lbs (96 kg)						\$2,845
No. O. Co.	ZZXX0604	20° 3° x 13° 3° (6,17m x 4,04m)	1' 7" (0,49m)	2	3							\$2,589
Sites 2-Seat	ZZXX0596	20'3" X 13'3 (0,171112 15	1° 7° (0,49m)	2	3	197 lbs (90 kg)			A COL			
Gersans w/Backrests		19' 8" x 13' 3" (6m x 4,04m)		6	5	483 lbs (219 kg)	*	*		*		\$5,445
Special wheel Products	ZZXX0595	20° 6° x 15° 8° (6.25m x 4,78m)	1'6" (0.45m)			456 lbs (207 kg)		*				\$4,895
Sections what Backrests	ZZXX0598	20 0 A 10 0 0 0 0 Mm v A 78(m)	1° 6° (0,45m)	6	0	ACID MA TA		-	-			
In Section will acknowled		19 10° x 15' 8° (6,04m x 4,78m)					Die					175



### Unity RockR

ZZXX0193 • AGES: 2-12 APPROX. PRICE: \$5,829

- Unlike a single rider experience, this spring rider can accommodate six riders at a time
- Multiple ways to engage—sit on outside edge, sit, kneel, or lie in bowl
- Multigenerational
- Inclusive features: mounted at transfer height, provides full body support, and encourages children of all abilities to play together on the same piece of equipment
- · Allows child-caregiver interaction



### Wave Rider Seesaw

ZZXX0650 • AGES: 2-12 APPROX. PRICE: \$1,595

- · Encourages cooperative play
- Unique spring design prevents "bottoming out" for safer play



### Bing Boing

ZZXX0044 • AGES: 5-12 APPROX. PRICE: \$3,055

 Kids can bob back and forth and spin around at the same time



### Nucleo

ZZXX0083 • AGES: 5-12 APPROX. PRICE: \$1,459

- . Kids can bounce and "surf"
- · Range of motion is determined by child's weight
- · Promotes balance and coordination

PRODUCT	ITEM	SPACE REQUIRED	FALL HEIGHT	USERS"	INSTALL HOURS	WEIGHT	ADA	ASTIM F1467	DPSC PUB.325	CAN'CSA	921130	APPROX. PRICE
Unity* Rock®	ZZXX0193	18 2° x 18° 2° (5,54m x 5,54m)	1'7" (0,49m)	6	4	499 lbs (227 kg)						\$5,829
Wave Rider Sessaw	ZZXX0650	19° 11° x 13° 2° (6,06m x 4,01m)	1 12° (0,6m)	2	2	168 lbs (76 kg)						\$1,596
Bing Boing	72000044	17 2" x 17" 2" (5,23m x 5,23m)	1'6" (0,45m)	4.	4	276 lbs (125 kg)						\$3,065
Notice	72000083	17°0" x 15'7" (5,18m x 4,75m)	2°0" (0,61m)	1	2.5	103 bs (47 kg)						\$1,459





544 Chestnut Street, , Chattanooga, TN 37402 (800) 727-1907



**Front View** 

### **Product Information**

Save 50% off\* of this structure now through October 30, 2020 and receive a FREE Hand Sanitizer Station with purchase. Pricing does not include sales tax, surfacing, or installation. No product substitutions but color changes are allowed. Full payment required at time of purchase for full discount. Product must ship before November 30, 2020. Cannot be combined with other offers.

Play System	Color Palette	Age	Space Required
DURAM a X PLAY SYSTEMS	Northwoods	5-12	36'1" x 32'0"
3-1/2" Diameter Uprights   36" Decks			
Capacity	Critical Fall Height	Weight	ADA Compliant
45-55	4' 8"	2914 lbs	E

Program Price

\$35,311.00

\$17,656.00

### Save 50%!

\*Prices shown in U.S. Dollar and may vary based upon configurations. Pricing does not include freight, sales tax, surfacing or installation costs. Please contact your local Recreation Consultant for more information.







SuperMax Arch

Climber



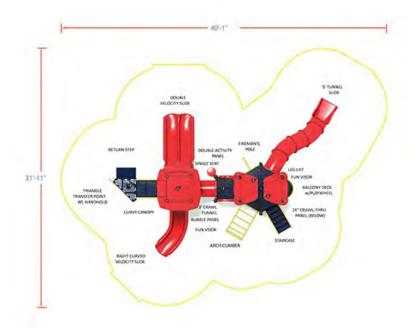
Double Velocity Slide



SuperMax Funvisor



**Back View** 

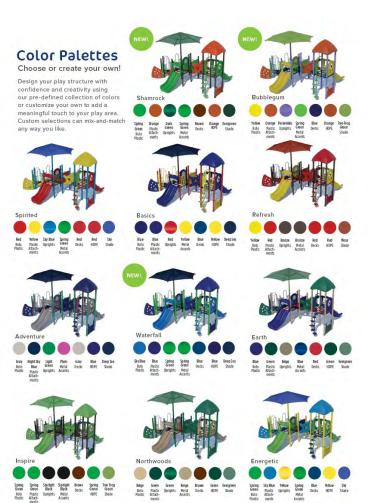


### Top View

Bliss Products

Bliss Products Gregg Bliss

info@blissproducts.com



Beige Green Green Beige Brown Green Evergreen Roto Plastic Uprights Metal Decks HDPE Shade Plastic Attach- Accents

Spring Sky Blue Yellow Spring Blue Yellow Sky Green Plastic Uprights Green Decks HDPE Shade Roto Atlach-Bustle Hought Accords



# play & park structures® warranties

### Limited Lifetime Warranty

Limited lifetime warranty on all Play & Park Structures posts, clamps, post caps, and hardware

### 15 Year Limited Warranty

15-Year limited warranty on SuperMax, DuraMax, totmax, Skyline, Early Horizons, rotomolded plastic components, decks, pipes, ralls, loops,

### 10 Year Limited Warranty

10-Year limited warranty on shade products, fiberglass signage, pressure treated pine, and redwood products utilized in site furnishings.

### 5 Year Limited Warranty

5-Year limited warranty on , HDPE panels, swing strap seats, tot seats, and nylon-covered cable net climbers and components

### 3 Year Limited Warranty

3-Year limited warranty on spring bouncer C-type springs.

### 1 Year Limited Warranty

1-Year limited warranty on spring bouncer coil springs and all other Play & Park Structures products including moving parts

### Terms & Conditions

TO THE EXTENT PERMITTED BY LAW, THESE WARRANTIES ARE EXPRESSLY IN LIEU OF ANY OTHER IMPLIED OR EXPRESSED WARRANTIES OR REPRESENTATIONS BY ANY PERSON, INCLUDING AN IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS. Warranties do not cover damage caused by vandalism or abuse. Warranty claims must be filed within the applicable warranty period and accompanied by a copy of the original invoice or Play & Park Structures invoice

### Play & Park Policies

Specifications: Specifications were current at the time of publication. Play & Park Structures has an ongoing policy of product improvement and therefore reserves the right to modify specifications or discontinue products without notice.

Terms of Sale: To governmental agencies and tax supported institutions, and those with approved credit. payment is due within 30 days from the date of invoice. A 1.5% per month finance charge will be imposed on all past due accounts. We also accept payment by VISA, MasterCard or American Express. All other orders will require a 50% deposit at the time of order entry. The balance will be due with a certified check upon receipt of shipment (C.O.D.).

Prices: Prices are F.O.B. factory and do not include freight charges. All prices listed were current at the time of publication and quoted in U.S. Funds Due to the abnormally high cost of fuel and its impact on many of the materials used in our industry, quotations are valid for 30 days only and prices may be subject to material and fuel surcharges at the time of shipment. Prices are subject to change without notice. Current prices will apply at the time of shipment.

Freight charges: Freight charges are determined and collected by the carrier unless Play & Park Structures is requested and agrees to prepay and add these costs to the invoice.

Taxes: If applicable, taxes will be added to the invoice except when a tax-exempt certificate is provided with the purchase order at the time of order

Minimum Order: Our minimum order

Order Cancellation: Once accepted, orders can be canceled only with the consent of Play & Park Structures, and on terms which will indemnify Play & Park Structures against loss, Canceled orders will be subject to a restocking fee. Equipment "built-to-order" is non-

Domestic Shipments: Unless specifically given routing Instructions on the purchase order, shipment will be made via the carrier we consider to be the most economical and practical in reaching the final destination. All domestic shipments are governed by ICC Regulations.

Delays in Transit: Play & Park Structures is not responsible for delays in transit and such delays shall not alter our involcing terms. If your order does not reach you within a reasonable time after being advised that shipment went forward from our plant, Play & Park Structures will assist in the tracking process.

Loss or Damage in Transit: Play & Park Structures is not responsible for loss or damage in transit. When we release the material to the carrier, a bill of lading is signed which states that the shipment was received from us complete and in good condition. A copy of this bill of lading is forwarded to you with the shipment and should be checked carefully with the materials you received. Any shortage, discrepancy or damage must be noted on the delivery receipt and signed by the carriers' representative. Failure to note acceptations on the delivery receipt may impair your right to recovery from the carrier

Weights: All published weights are estimated and include appropriate packing materials. Actual weights may vary slightly.

Pricing valid on orders received prior to November 30, 2019: orders must be shipped within 30 days.

\*For the purpose of this warranty lifetime encompasses no specific term of years, but rather that Seller warrants to its original customer for as long as the original customer owns the Product and uses the Product for its intended purpose that the Product and all parts will be free from defects in material and manufacturing workmanship.

### PARTNERSHIP STANDARDS & ORGANIZATIONS

### CPSC



The Consumer Product Safety Commission is an independent agency within the United States Federal Government with the authority to inform the public

of current product safety performance information and recommended practices. The CPSC first published their guidelines for public playgrounds in 1981 and have updated their publication several times since then The current CPSC Handbook for Public Playground Safety, publication #325, is an excellent guide for owners and operators of public play environments

U.S. Consumer Product Safety Commission Washington, DC 20207 Website: www.cpsc.gov E-mail: info@cpsc.gov

### Flo-Coat® Galvanized Steel Tubing

allied Galvanizing provides rusesconour electrochemical protection to steel, in addition to forming a protective barrier. Allied's unique triple layer Flo-Coat galvanizing process goes even a step further by adding a conversion coating to passivate the zinc, and a clear polymer topcoat that reduces the general corrosion rate of the zinc. This synergy between the coatings allows the zinc to be more effective in protecting uncoated edges





### ISO 14001

We are proud to be ISO14001 certified for our manufacturing facility in Fort Payne, Alabama. Also

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### **Front View**

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Play System	Color Palette	Ages	Space Required
SUPERMAN PLAY SYSTEMS  5" Diameter Uprights   48"  Decks	Spirited	2-5 5-12	43' 3" x 27' 9"
Capacity	Critical Fall Height	Weight	Program Price
40-50	4' 8"	3116 lbs	
			\$18,854.00
			Save 50%!
			*Prices shown in U.S. Dollar and may vary based upon configurations. Pricing does not include freight, sales tax, surfacing or installation costs.  Please contact your local Recreation Consultant for more information.

### **Featured Components**



Walk N Double

Chunnel Link



Double Velocity



SuperMax Apex

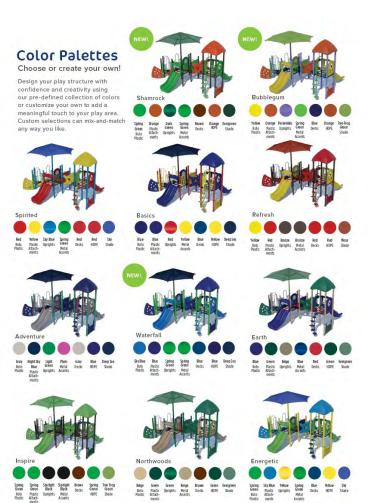
Climbing Attachment



Bliss Products

## Bliss Products Gregg Bliss

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Beige Green Green Beige Brown Green Evergreen Roto Plastic Uprights Metal Decks HDPE Shade Plastic Attach- Accents

Spring Sky Blue Yellow Spring Blue Yellow Sky Green Plastic Uprights Green Decks HDPE Shade Roto Atlach-Bustle Hought Accords



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Capacity	Critical Fall Height	Weight	Program Price
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\$13,423.00 Save 50%!

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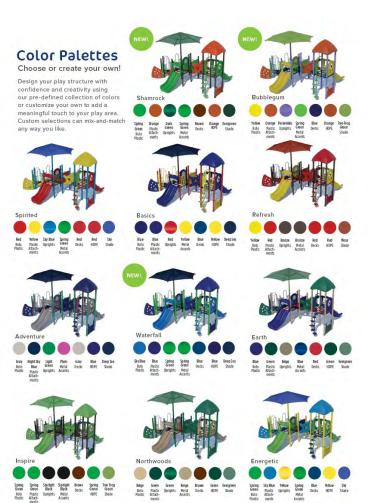


### **Back View**

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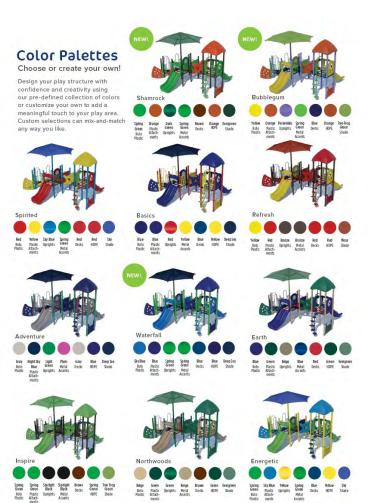


DuraMax Coil Climber

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to measure manufacturing standards and to certify company compliance with quality control systems covering design, development, production, installation, inspection and testing



### DOJ 2010 Standard for Accessible Design

Access Board (The United States Architectural and Transportation Barriers Compliance Board) has completed Accessibility Guidelines for Play Facilities as set forth in the Americans with Disabilities Act of 1990. The Final rules, fact sheets and analysis are all available at the Department of Justice.

Access Board 1331 F Street, NW, Washington, DC 20004-1111

Website: www.access-board.gov E-mail: ta@access-board.gov

US Department of Justice: www.ada.gov

### **ASTM** INTERNATIONAL

### International is an independent

**ASTM** 

and world renowned developer of technical standards utilized in testing a multitude of products. ASTM's F15.29 committee met regularly for over a decade in the continual development of the F1487 Standard Consumer Safety Performance Specifications for Playground Equipment for Public Use. Throughout this catalog we state ASTM Use Zones in dimensional form per the ASTM F1487 Standard Consumer Safety Performance Specifications for Playground Equipment for Public Use, which are minimum dimensions

Consideration should be given to the number of users and their circulation patterns.

ASTM International

100 Barr Harbor Drive, PO Box C700

West Conshohocken, PA 19428-2959

Website: www.astm.org E-mail: service@astm.org



In the interest of public playground safety, the International Playground Equipment Manufacturer's Association (IPEMA) provides a Third Party Certification Service whereby a designated independent laboratory, TUV America, Inc., validates an equipment manufacturer certification of conformance to ASTM F1487. Standard Consumer Safety Performance Specification for Playground Equipment for Public Use, except sections 7.1.1, 10 & 12.6.1; to CAN/CSA Z614, Children's Playspaces and Equipment, except clauses 9.8, 10 & 11, or both. The use of corresponding logo in Play & Park Structures' catalog signifies that Play & Park Structures has received written validation from the independent laboratory that the product(s) associated with the use of the logo conforms to the requirements of the indicated standard. Check the IPEMA website, www.ipema.org, to confirm product validation.

### IPEMA

4305 N. 6th Street, Suite A, Harrisburg, PA 17110

Website: www.ipema.org E-mail: certification@lpema.org

### CSA

A large portion of Play & Park Structures equipment meets CSA standards, but please request structures, components or freestanding items that specifically meet that need if required.

### Services Flexible Financing Program

Through a strategic alliance with Navitas Corporation®, Play & Park is able to provide flexible financing for customers who require funding assistance on their next playground project. Complete our financing request form online at playandpark.com, and bring play opportunities to your school or community more quickly.

### National Demonstration Site

Learn more about becoming a national demonstration site for inclusive playgrounds, fitness focused play, a NatureGrounds® play space, or for physically active play. To learn more visit: playandpark.com/national-demonstration-site-program











A PAYCORE Company

544 Chestnut Street Chattanooga, TN 37402

# Tab 9





5065 St. Augustine Road, Suite 3, Jacksonville, FL 32207 Office (904) 737-7770 • Fax (904) 737-1099 EC13007311

bparks@vestapropertyservices.com Date:

(904) 535-0971

Vesta Property Services Project: Two Creeks CDD

c/o Winchester Ridge – Two Creeks CDD Amenity Lighting Repairs

1365 Tynes Blvd. Middleburg, Fl, 32068

October 16, 2020

Jacksonville, FL 32202

### -PROPOSAL-

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

### Amenity Center Damaged Soffit Lighting Inside Gate:

- Retrofit (6) 8" recessed can lights that are broken with LED wafer trim
- Retrofit (1) 6" recessed can light that are broken with LED wafer trim.
- \$914.00.

To:

### Amenity Center Soffit Lighting Inside Gate:

- Retrofit (9) 8" recessed can lights with LED wafer trim
- Retrofit (5) 6" recessed can light with LED wafer trim.
- \$1,667.00.

### **Amenity Center Soffit Lighting Outside Gate:**

- Retrofit (8) 6" recessed can lights with LED wafer trim.
- \$854.00.

### **Amenity Center Soffit Lighting on Tower:**

- Retrofit (8) 6" recessed can lights with LED gimble trim.
- Boom lift is included.
- \$2,663.00.

### Amenity Center ALL Soffit Lighting

- Retrofit (9) 8" recessed can lights with LED wafer trim
- Retrofit (13) 6" recessed can light with LED wafer trim.
- Retrofit (8) 6" recessed can lights on tower with LED gimble trim.
- · Boom lift is included.
- \$4,865.00.

### **Quote Good For 15 Days!!!**

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

### Note:

- To the extent that additional work is performed or materials delivered at the Owner's request which is not the subject of a signed change order, American Electrical shall be entitled to recover the costs thereof, plus 25%.
- Any alterations or deviations from the above specifications involving extra costs will be executed only upon written
  orders, and will become an extra charge over and above the base contract.
- The onsite representative for the customer or contractor is deemed to be authorized to request and approve extras and alterations to scope of work and payment by the customer or contractor for said work.
- American Electrical Contracting, Inc. may withdraw this proposal if not accepted within 30 days.

• Page 2 October 16, 2020

 American Electrical Contracting, Inc. shall have the right to stop work for nonpayment within terms upon 10 days written notification.

- Customer agrees to pay the cost of collection, including all collection, bankruptcy and appellate attorney's fees, court cost and filing fees, upon customer's default of contract.
- Labor warranty covers one year on original installation.
- Warranty and warranty claims shall be invalid unless all work, both contract and change orders, have been <u>paid in</u> full.
- Materials warranty is by the manufacture of the product. Lamps, bulbs, and AFCI/GFCI devices are warranted for 30 days.
- Payment for work completed is COD.
- Any payment not paid by the 10th day will be subject to an interest rate, which is equal to the maximum allowed by Florida statute.
- The payment terms of the company are PAYMENT DUE UPON SERVICE RENDERED. If
  payment is not received within 60 DAYS of invoice date, customer authorizes and
  acknowledges AEC to enforce non-payment of work completed by placing a lien on
  owner's property for the value of materials, labor, and work provided on all
  delinquent accounts under Florida Statutes § 713.02 and § 713.06.

Authorizing Signature	Date	Brian Moore American Electrical Contracting, Inc.
The prices and conditions above are satisfactor Inc. is authorized to perform the work as proposed		cepted. American Electrical Contracting

# **Tab 10**





## Egis Insurance & Risk Advisors

Is pleased to provide a

Proposal of Insurance Coverage for:

## Two Creeks Community Development District

Please review the proposed insurance coverage terms and conditions carefully.

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

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

### **About FIA**

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

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

### **Competitive Advantage**

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

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

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

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

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

### What Are Members Responsible For?

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

- Annual Premiums
- Individual Member Deductibles

FIA Bylaws prohibit any assessments or other fees.

Additional information regarding FIA and our member services can be found at www.fia360.org.

Quotation being provided for:

Two Creeks Community Development District c/o Rizzetta & Company 2806 N. Fifth Street, Ste. 403 St. Augustine, FL 32084

Term: October 1, 2020 to October 1, 2021

**Quote Number:** 100120643

### **PROPERTY COVERAGE**

### **SCHEDULE OF COVERAGES AND LIMITS OF COVERAGE**

COVERED PROPERTY	
Total Insured Values – Blanket Building and Contents – Per Schedule on file totalling	\$1,536,560
Loss of Business Income	\$1,000,000
Additional Expense	\$1,000,000
Inland Marine	
Scheduled Inland Marine	\$25,000

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

	<u>Valuation</u>	<u>Coinsurance</u>
Property	Replacement Cost	None
Inland Marine	Actual Cash Value	None

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

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

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

### **TOTAL PROPERTY PREMIUM**

\$7,043

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

(x)	Code	Extension of Coverage	Limit of Liability
Х	Α	Accounts Receivable	\$500,000 in any one occurrence
Х	В	Animals	\$1,000 any one Animal \$5,000 Annual Aggregate in any one agreement period
Х	С	Buildings Under Construction	As declared on Property Schedule, except new buildings being erected at sites other than a covered location which is limited to \$250,000 estimated final contract value any one construction project.
Х	D	Debris Removal Expense	\$250,000 per insured or 25% of loss, whichever is greater
х	E	Demolition Cost, Operation of Building Laws and Increased Cost of Construction	\$500,000 in any one occurrence
Х	F	Duty to Defend	\$100,000 any one occurrence
Х	G	Errors and Omissions	\$250,000 in any one occurrence
Х	Н	Expediting Expenses	\$250,000 in any one occurrence
Х	1	Fire Department Charges	\$50,000 in any one occurrence
Х	J	Fungus Cleanup Expense	\$50,000 in the annual aggregate in any one occurrence
Х	К	Lawns, Plants, Trees and Shrubs	\$50,000 in any one occurrence
Х	L	Leasehold Interest	Included
Х	М	Air Conditioning Systems	Included
x	N	New locations of current Insureds	\$1,000,000 in any one occurrence for up to 90 days, except 60 days for Dade, Broward, Palm Beach from the date such new location(s) is first purchased, rented or occupied whichever is earlier. Monroe County on prior submit basis only
Х	0	Personal property of Employees	\$500,000 in any one occurrence
Х	Р	Pollution Cleanup Expense	\$50,000 in any one occurrence
Х	Q	Professional Fees	\$50,000 in any one occurrence
Х	R	Recertification of Equipment	Included
Х	S	Service Interruption Coverage	\$500,000 in any one occurrence
Х	Т	Transit	\$1,000,000 in any one occurrence
х	U	Vehicles as Scheduled Property	Included
Х	V	Preservation of Property	\$250,000 in any one occurrence
Х	W	Property at Miscellaneous Unnamed Locations	\$250,000 in any one occurrence
х	х	Piers, docs and wharves as Scheduled Property	Included on a prior submit basis only

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

### **CRIME COVERAGE**

<u>Description</u> Forgery and Alteration	<u>Limit</u> Not Included	<u>Deductible</u> Not Included
Theft, Disappearance or Destruction	Not Included	Not Included
Computer Fraud including Funds Transfer Fraud	Not Included	Not Included
Employee Dishonesty, including faithful performance, per loss	Not Included	Not Included

### **AUTOMOBILE COVERAGE**

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

### **GENERAL LIABILITY COVERAGE (Occurrence Basis)**

Bodily Injury and Property Damage Limit \$1,000,000

Personal Injury and Advertising Injury Included

Products & Completed Operations Aggregate Limit Included

Employee Benefits Liability Limit, per person \$1,000,000

Herbicide & Pesticide Aggregate Limit \$1,000,000

Medical Payments Limit \$5,000

Fire Damage Limit Included

No fault Sewer Backup Limit \$25,000/\$250,000

General Liability Deductible \$0

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

Public Officials and Employment Practices Liability Limit Per Claim \$1,000,000

Aggregate \$2,000,000

Public Officials and Employment Practices Liability Deductible \$0

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

### Cyber Liability sublimit included under POL/EPLI

Media Content Services Liability
Network Security Liability
Privacy Liability
First Party Extortion Threat
First Party Crisis Management
First Party Business Interruption

Limit: \$100,000 each claim/annual aggregate



### **PREMIUM SUMMARY**

Two Creeks Community Development District c/o Rizzetta & Company 2806 N. Fifth Street, Ste. 403 St. Augustine, FL 32084

Term: October 1, 2020 to October 1, 2021

**Quote Number:** 100120643

### **PREMIUM BREAKDOWN**

Property (Including Scheduled Inland Marine)	\$7,043
Crime	Not Included
Automobile Liability	Not Included
Hired Non-Owned Auto	Included
Auto Physical Damage	Not Included
General Liability	\$2,691
Public Officials and Employment Practices Liability	\$2,421

### **IMPORTANT NOTE**

**TOTAL PREMIUM DUE** 

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

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

**Additional Notes:** 

(None)

\$12,155



# PARTICIPATION AGREEMENT Application for Membership in the Florida Insurance Alliance

The undersigned local governmental entity, certifying itself to be a public agency of the State of Florida as defined in Section 163.01, Florida Statutes, hereby formally makes application with the Florida Insurance Alliance ("FIA") for continuing liability and/or casualty coverage through membership in FIA, to become effective 12:01 a.m., 10/01/2020, and if accepted by the FIA's duly authorized representative, does hereby agree as follows:

- (a) That, by this reference, the terms and provisions of the Interlocal Agreement creating the Florida Insurance Alliance are hereby adopted, approved and ratified by the undersigned local governmental entity. The undersigned local governmental entity certifies that it has received a copy of the aforementioned Interlocal Agreement and further agrees to be bound by the provisions and obligations of the Interlocal Agreement as provided therein;
- (b) To pay all premiums on or before the date the same shall become due and, in the event Applicant fails to do so, to pay any reasonable late penalties and charges arising therefrom, and all costs of collection thereof, including reasonable attorneys' fees;
- (c) To abide by the rules and regulations adopted by the Board of Directors;

Two Creeks Community Development District

- (d) That should either the Applicant or the Fund desire to cancel coverage; it will give not less than thirty (30) days prior written notice of cancellation;
- (e) That all information contained in the underwriting application provided to FIA as a condition precedent to participation in FIA is true, correct and accurate in all respects.

(Name of Local Governmental Entity)

By:

Signature

Print Name

Witness By:

Signature

Print Name

IS HEREBY APPROVED FOR MEMBERSHIP IN THIS FUND, AND COVERAGE IS EFFECTIVE October 1, 2020

By:

Administrator



### PROPERTY VALUATION AUTHORIZATION

Two Creeks Community Development District c/o Rizzetta & Company 2806 N. Fifth Street, Ste. 403 St. Augustine, FL 32084

### **QUOTATIONS TERMS & CONDITIONS**

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

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

☑ □	Building and Content TIV Inland Marine Auto Physical Damage		As per schedule attached As per schedule attached
Sign	ature:	Date:	
Nam	ne:		
Title			



### Property Schedule

### Two Creeks Community Development District

100120643

Policy No.: Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description	Year Built	Eff. Date	Building Value	Total Inc	umad Malua
	Address	Const Type	Term Date	Contents Value	Iotaiins	ured Value
	Roof Shape Roof Pitch		Roof Cov	ering Coverin	g Replaced	Roof Yr Blt
	Pool - In Ground and pool furniture	2008	10/01/2020	\$326,000	Ĭ	
1	1365 Tynes Blvd Middleburg FL 32068	Below ground liquid storage tank / pool	10/01/2021			\$326,000
		<b>, p</b>				
Unit#	Description	Year Built	Eff. Date	Building Value	Total Inc	ured Value
	Address	Const Type	Term Date	Contents Value	Totalilis	ureu value
	Roof Shape Roof Pitch		Roof Cov	ering Coverin	g Replaced	Roof Yr Blt
	Pavilion/shade struture	2008	10/01/2020	\$20,000		
2	1365 Tynes Blvd Middleburg FL 32068	Non combustible	10/01/2021			\$20,000
Unit #	Description	Year Built	Eff. Date	Building Value	Total Inc	ured Value
	Address	Const Type	Term Date	Contents Value		
	Roof Shape Roof Pitch		Roof Cov		g Replaced	Roof Yr Blt
	Recreational Courts	2008	10/01/2020	\$116,000		
3	1365 Tynes Blvd Middleburg FL 32068	Non combustible	10/01/2021			\$116,000
Unit #	Description	Year Built	Eff. Date	Building Value	Total Inc	ured Value
	Address	Const Type	Term Date	Contents Value	Totalilis	urea value
	Roof Shape Roof Pitch		Roof Cov		g Replaced	Roof Yr Blt
	Fence / Wall /Entry Features	2008	10/01/2020	\$100,000		
4	1365 Tynes Blvd Tynes and Trail Ridge Middleburg FL 32068	Joisted masonry	10/01/2021			\$100,000
					•	
Unit#	Description	Year Built	Eff. Date	Building Value		
	Address	Const Type	Term Date	Contents Value	Total Ins	ured Value
	Roof Shape Roof Pitch	7,1	Roof Cov		g Replaced	Roof Yr Blt
	Fountain(s)-(aquatic pond fountain that has a motor and a pum	p) 2008	10/01/2020	\$36,000		1
5	1365 Tynes Blvd Middleburg FL 32068	Non combustible	10/01/2021			\$36,000
Unit#	Description	Year Built	Eff. Date	Building Value	Total Ins	ured Value
	Address	Const Type	Term Date	Contents Value		
	Roof Shape Roof Pitch		Roof Cov		g Replaced	Roof Yr Blt
	Irrigation System	2008	10/01/2020	\$50,000		
6	1365 Tynes Blvd Middleburg FL 32068	Pump / lift station	10/01/2021			\$50,000
11.7. "	B	V. 5 ".	F# F :			<u> </u>
Unit #	Description	Year Built	Eff. Date	Building Value	Total Ins	ured Value
	Address	Const Type	Term Date	Contents Value		
	Roof Shape Roof Pitch	2000	Roof Cov	rering Covering	g Replaced	Roof Yr Blt
	Pool Pump and Equipment	2008	10/01/2020			
		1		\$12,000	1	\$12,000

Sign:	Print Name:	Date:



### Property Schedule

### Two Creeks Community Development District

Policy No.: 100120643 Agent: Egis Insuran

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

Unit#	Desc	ription	Year Built	Eff. Date	Building	Value		
	Ad	dress	Const Type	Term Date	Term Date Contents Value		Total Ins	ured Value
	Roof Shape	Roof Pitch		Roof Cov	ering	Covering	Replaced	Roof Yr Blt
	Pool Lift		2013	10/01/2020				
8	1365 Tynes Blvd Middleburg FL 32068		Electrical equipment	10/01/2021	\$6,00	0		\$6,000
Unit #	Desc	ription	Year Built	Eff. Date	Building	Value		l.
Oc		dress	Const Type	Term Date	Contents		Total Ins	ured Value
	Roof Shape	Roof Pitch	Const Type	Roof Cov			g Replaced	Roof Yr Blt
	Clubhouse		2008	10/01/2020	\$635,0		- Replaced	Noor II Dit
9	1365 Tynes Blvd Middleburg FL 32068		Masonry non combustible	10/01/2021	\$56,00	00		\$691,000
	Cross gable			Metal panel				
Unit#	Desc	ription	Year Built	Eff. Date	Building	Value	Totalina	ured Value
	Ad	dress	Const Type	Term Date	Contents	Value	Totalilis	ureu value
	Roof Shape	Roof Pitch		Roof Cov	ering	Covering	g Replaced	Roof Yr Blt
	2 Benches		2008	10/01/2020	\$1,14	0		
10	Tynes Blvd/Chimney Swifts Ln Middleburg FL 32068			10/01/2021				\$1,140
	Cross gable			Metal panel				
Unit#	Desc	ription	Year Built	Eff. Date	Building	Value		
	Ad	dress	Const Type	Term Date	Contents	Value	lotalins	ured Value
	Roof Shape	Roof Pitch		Roof Cov	ering	Covering	g Replaced	Roof Yr Blt
	2 Benches		2008	10/01/2020	\$1,14	0		
11	Trail Ridge Rd. Middleburg FL 32068			10/01/2021				\$1,140
	Cross gable			Metal panel				
Unit#	Desc	ription	Year Built	Eff. Date	Building	Value		
	Ad	dress	Const Type	Term Date	Contents	Value	Total Ins	ured Value
	Roof Shape	Roof Pitch		Roof Cov	ering	Covering	g Replaced	Roof Yr Blt
	2 Benches		2008	10/01/2020	\$1,14	0		
12	Song Sparrow Rd Middleburg FL 32068			10/01/2021				\$1,140
	Cross gable			Metal panel				
Unit#	Desc	ription	Year Built	Eff. Date	Building	Value	Tatalian	
	Ad	dress	Const Type	Term Date	Contents	Value	iotaiins	ured Value
	Roof Shape	Roof Pitch		Roof Cov	ering	Covering	g Replaced	Roof Yr Blt
	2 Benches		2008	10/01/2020	\$1,14	0		
13	Trail Ridge Rd. Middleburg FL 32068			10/01/2021				\$1,140
	Cross gable			Metal panel	•		•	
Unit#	Desc	ription	Year Built	Eff. Date	Building	Value		
		dress	Const Type	Term Date	Contents		Total Ins	ured Value
	Roof Shape	Roof Pitch	,,	Roof Cov			g Replaced	Roof Yr Blt
	Playground Equipment		2008	10/01/2020	\$60,00			
14	1365 Tynes Blvd Middleburg FL 32068		Non combustible	10/01/2021				\$60,000
	Cross gable			Metal panel	ı		<u>I</u>	
	_		•					

iign:	Print Name:	Date:	



### Property Schedule

### Two Creeks Community Development District

Policy No.: Agent:

100120643 Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	!	cription	Year	Built	Eff. Date	Building	Value	Total Insured Value		
	Ac	ddress	Cons	t Type	Term Date	Contents	Value	Totalilis	ureu value	
	Roof Shape	Roof Pitch			Roof Co	vering	Coverin	g Replaced	Roof Yr Blt	
	Playground Equipment		20	008	10/01/2020	\$25,0	00			
15	Tynes Blvd/Chimney Swifts Middleburg FL 32068		Non con	nbustible	10/01/2021				\$25,000	
	Cross gable				Metal panel					
Unit#	Des	cription	Year	Built	Eff. Date	Building	Value			
	Ad	ddress	Cons	t Type	Term Date	Contents		Total Ins	ured Value	
	Roof Shape	Roof Pitch		, , , .	Roof Co			g Replaced	Roof Yr Blt	
	Playground Equipment	110 01 1 10011	20	008	10/01/2020	\$25,0		,p.ueeu		
16	Song Sparrow Middleburg FL 32068		Non con	nbustible	10/01/2021	ann			\$25,000	
1	Cross gable				Metal panel					
Unit#	Des	cription	Year	Built	Eff. Date	Building	Value			
		ddress		t Type	Term Date	Contents		Total Ins	ured Value	
	Roof Shape	Roof Pitch		, pc	Roof Co			g Replaced	Roof Yr Blt	
	Playground Equipment	Noor Field	20	008	10/01/2020	\$25,0			ROOF IT DIE	
17	Trail Ridge/Longbay Middleburg FL 32068			nbustible	10/01/2021				\$25,000	
	Cross gable				Metal panel					
Unit #	Des	cription	Year	Built	Eff. Date	Building	Value			
	Ac	ddress	Cons	t Type	Term Date	Contents	Value	Total Insured Value		
	Roof Shape	Roof Pitch		••	Roof Co	vering	Coverin	g Replaced	Roof Yr Blt	
	Playground Equipment	ı	20	008	10/01/2020	\$40,0	00	Ĭ	11	
18	Trail Ridge Middleburg FL 32068		Non con	nbustible	10/01/2021				\$40,000	
	Cross gable				Metal panel	•				
			Total:	Building \$1,462,5		Contents Valu \$74.000	e	Insured Va \$1,536,56		

iign:	Print Name:	Date:
·		



### Inland Marine Schedule

### Two Creeks Community Development District

Policy No.: Agent: 100120643 Egis Insurance Advisors LLC (Boca Raton, FL)

Item #	Department Description	Serial Number	Classification Code	Eff. Da Term D		Value	Deductible
1			Other inland marine	10/01/2	2020	\$25,000	\$1,000
_	Street Lights (Community Wide)		other mana manne	10/01/2	2021	<b>\$23,000</b>	71,000
				Total		\$25,000	

Sign:	Print Name:	Date:

# **Supervisor Requests**

# **ADJOURNMENT**