

August 30, 2019

**Board of Supervisors  
Trails Community  
Development District**

**AGENDA**

Dear Board Members:

The **regular** meeting of the Board of Supervisors of the Trails Community Development District will be held on **September 10, 2019 at 1:00 p.m.** at the Winchester Ridge Amenity Center, located at 15431 Spotted Stallion Trail, Jacksonville, Florida 32234. The following is the agenda for this meeting.

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ADMINISTRATION**
  - A. Consideration of Appointment to Seats Two (2) & Four (4).....**Tab 1**
  - B. Oath of Office.....**Tab 2**
  - C. Consideration of Resolution 2019-06, ReDesignating Assistant Secretaries.....**Tab 3**
  - D. Ratification of the Operation and Maintenance Expenditures for June 2019 and July 2019.....**Tab 4**
  - E. Consideration of the Minutes of the Board of Supervisors' Regular Meeting held July, 9, 2019.....**Tab 5**
- 4. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. Amenity Manager
  - D. Landscape Manager
    - 1.) Yellowstone Landscape Report, July/August 2019.....**Tab 6**
  - E. District Manager
    - 1.) Acceptance of Modification of Professional District Services Agreement.....**Tab 7**
    - 2.) Future Horizon's Report, July 10, 2019.....**Tab 8**
- 5. BUSINESS ITEMS**
  - A. Acceptance of Dedication of Improvements to Trails CDD Phase Two, Units 1 & 2.....**Tab 9**
  - B. Consideration of Landscape and Irrigation Maintenance Services Proposals (Under Separate Cover)**
  - C. Presentation of Registered Voter Count.....**Tab 10**
  - D. Consideration of ADA Website Compliance Proposals.....**Tab 11**
  - E. Consideration of Future Horizon's Renewal Proposal.....**Tab 12**
  - F. Consideration of Vesta Renewal Proposal (Under Separate Cover)**
  - G. Consideration of Resolution 2019-09, Setting Date, Time, and Location of Fiscal Year 2019-2020 Regular Meetings.....**Tab 13**
- 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**  
Lesley Gallagher  
Trails Community Development District



**Trails**  
**Community Development District**  
**2019 Landscaping RFP**  
**September 3, 2019**





*Specializing in North Florida HOA  
Landscape Service for 30 years*

September 3, 2019

Trails Community Development District  
15431 Spotted Stallion Trail  
Jacksonville, FL 32234

RE: **Winchester Ridge 2019 Landscape Maintenance RFP**

Dear Lesley:

BrightView is pleased to submit a professional landscape proposal for Trails Community Development District. Based on our history servicing residential communities similar to Winchester Ridge, we will focus on being pro-active, providing consistent, high quality service, maintaining plant material health, dedicated and innovative communication, and providing a sense of urgency to meet community needs.

The enclosed proposal was developed based on feedback and our experience. Our skilled team will continue to achieve your landscape goals and keep your property looking its best. Again, our service commitment will include these areas as a high priority:

**Priority item #1: Plant Material Health screams "Curb Appeal" to Current and Prospective Residents as well as Management.** BrightView feels and understands your concern when residents and visitors notice the lack of green color in the turf, dead palm fronds, bed weeds and the like.. Healthy turf is a deep, dark green color signifying proper nutrients, appropriate irrigation and fertilization, as well as the care and pride of the community. We also understand the concern for following the "Florida Best Management Practices" directives established by the University of Florida. Items such as proper fertilization techniques, minimizing grass clippings into retention ponds, proper mowing and trimming techniques, and community landscape enhancement plantings. We further understand that trees and shrubs are expected to be healthy, upright, vigorous and colorful. To these ends, we will use the latest fertilizer formulations, irrigation techniques and Florida Friendly maintenance practices to achieve this high level curb appeal, with details presented later in this proposal.

Chris Charbonneau  
11530 Davis Creek Court  
Jacksonville, FL 32256  
cell 904 887 8553  
chris.charbonneau@brightview.com  
www.brightview.com





*Specializing in North Florida HOA  
Landscape Service for 30 years*

**Priority item #2: Communication.** Communication between your Property Manager, and BrightView will either make or break our contract. All the best intentions and service capabilities are useless if we do not communicate clearly with you. Our proposal will refer to specific reporting tools such as property management reports, irrigation inspection reports, and site specific enhancement ideas. These written reports, along with monthly property walks, will demonstrate not only our ability to keep the board informed of our services, but demonstrate our care and concern to constantly improve the Winchester Ridge landscape investment.

**Priority item #3: Vendor Capabilities and Pricing.** Vendor Capabilities and Pricing together reflect the Ultimate Outcome of your Satisfaction. Too few hours on the job means services go missed. Inadequate training and service practices result in unsightly "curb appeal". Rest assured, BrightView has extensive employee training, initial job assessment techniques, and a "value-driven" pricing program that results in a quality performance and customer satisfaction level second to none in the industry. All of this means our price and our service level is driven by your desired outcome for the property. Please note that our pricing that follows will be tied directly to your service expectations. As an added Bonus, our Digital Design studio is offered to all of our clients at no additional charge to provide digital renderings of any upcoming landscape project you have in mind.

As an experienced partner delivering both local expertise and national resources, we understand how a well-maintained landscape attracts people, adds to your property value and contributes to your success. When you partner with BrightView, you will have a team of local professionals dedicated to the careful stewardship of your landscape and its enduring beauty and value.

Thank you for the opportunity to submit this proposal. I will follow up with you in the next few days to answer any questions you may have. Feel free to contact me at (904) 887-8553 or by email at Chris.Charbonneau@brightview.com.

Sincerely,

A handwritten signature in blue ink that reads "Chris Charbonneau". The signature is written in a cursive, flowing style.

Chris Charbonneau  
Business Developer





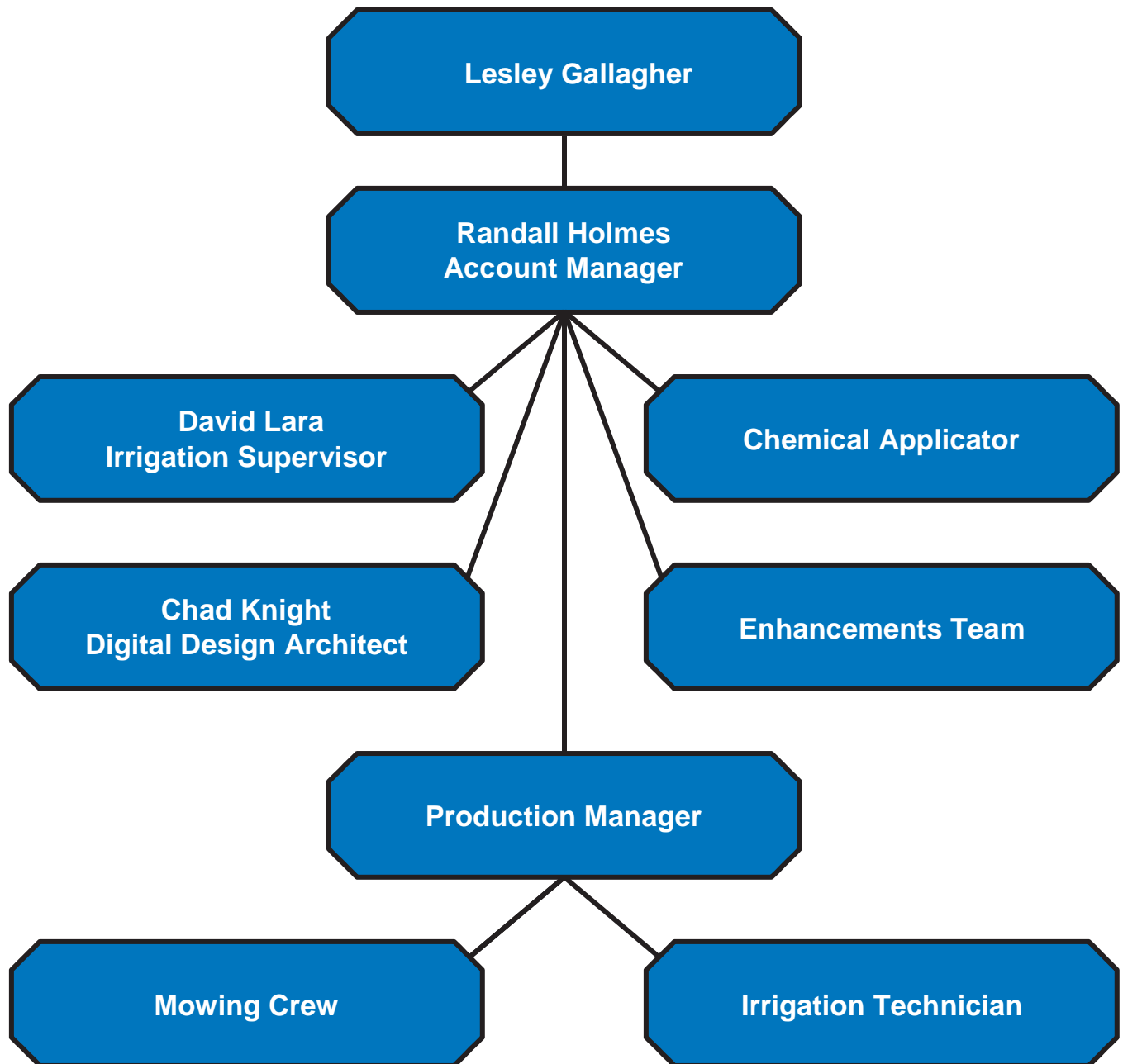
Your Team



## YOUR CUSTOMER SERVICE TEAM

### Winchester Ridge

The crew hand selected to Winchester Ridge has the skills and experience necessary to meet your specific needs and expectations. Meet your team:



# RESPONSIVE COMMUNICATION

## Winchester Ridge

- We will keep you informed when addressing unknown factors that occur from Mother Nature
- You will have 24/7 access to your Account Manager, Randall Holmes, by telephone [\(904\) 545-0437](tel:(904)545-0437) and email [randall.holmes@brightview.com](mailto:randall.holmes@brightview.com). Our gardeners and irrigation specialists are also available around the clock.
- Emergencies that occur outside of regular business hours will be dealt with depending on the severity of the situation.
  - For minor irrigation issues, we will do everything possible to turn off the water supply within two hours or less of being notified and fix the problem the next business day.
  - All safety hazards will be resolved at the time we are notified.
  - You can expect a response and proposed solutions to after hours emergencies within two hours or less
  - The following are your 24-hour emergency contacts.

<b>Randall Holmes</b>	Winchester Ridge Account Manager	<b>(904) 588-8301</b>
<b>Dave Lara</b>	Irrigation Manager	<b>(904) 434-7494</b>
<b>Rodney Hicks</b>	Branch Manager	<b>(904) 759-7753</b>
<b>Brian Mercer</b>	Associate Branch Manager	<b>(904) 591-2276</b>

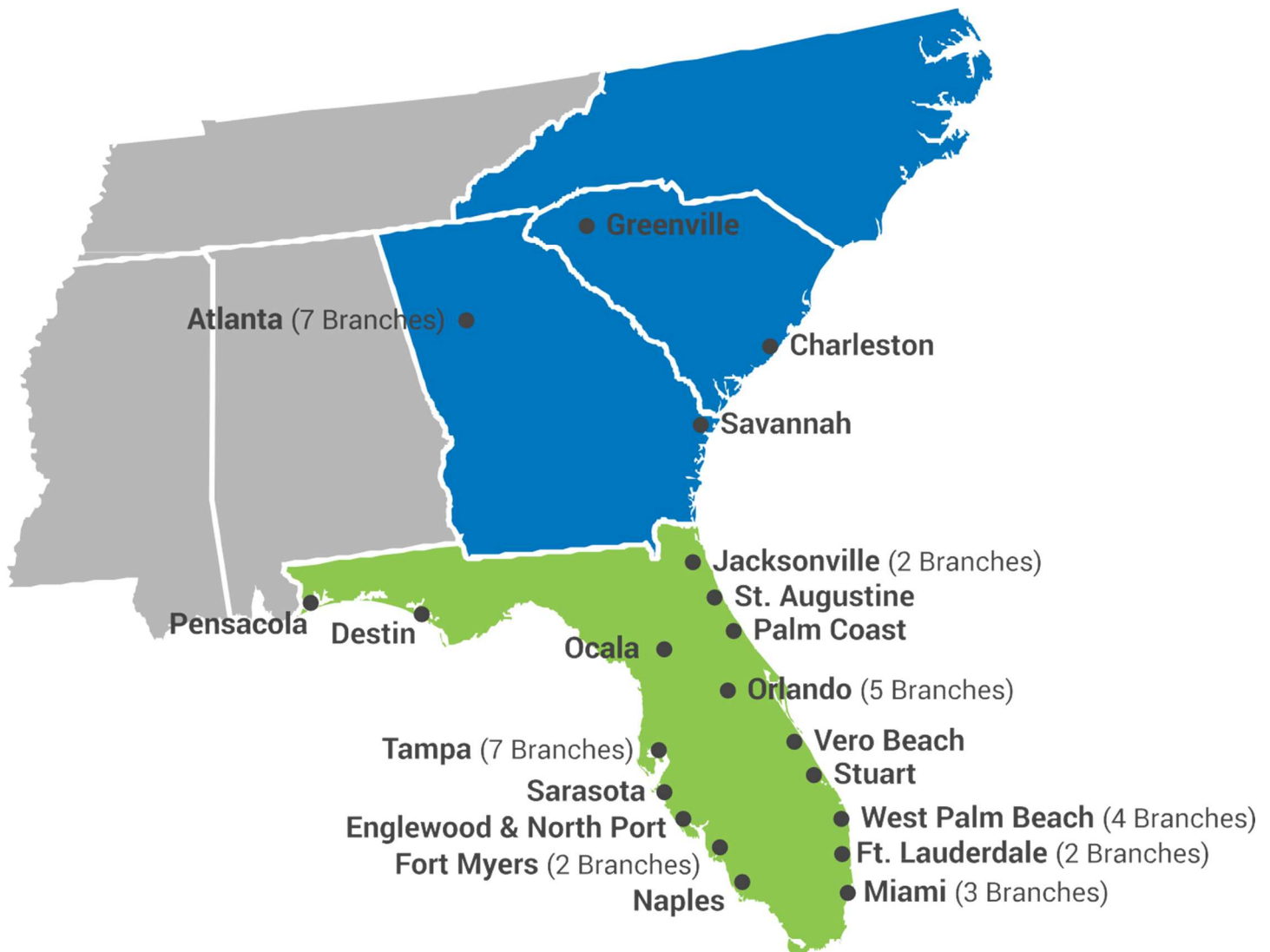




# OUR COMPANY - YOUR COMMUNITY

## Winchester Ridge

**BrightView** brings *140 years* of experience and client-focused service. We function under the belief that taking care of our teams and clients should always be at the heart of what we do. True to our name, BrightView represents our optimism for the future-offering new opportunities for our clients and team members to succeed.



# TRAINING AND TAKING CARE OF OUR PEOPLE

## Winchester Ridge

### Training Your Team to Exceed Your Expectations

We understand that on site well trained and tenured team members provide outstanding quality and customer service. Every gardener on the Winchester Ridge team is required to complete our certification program, which prepares your crew with the skills to perform quality work, safely and to your complete satisfaction.

### A Safe Community and Workplace is Our Priority

The safety and well-being of Winchester Ridge Residents, your property visitors, the general public, and our employees is of paramount importance to our operation. Below are measures we employ to maintain a safe working environment on and off your property.

#### Preserving a safe environment

- Criminal background checks
- E-Verification
- Initial and random driving record checks
- Initial and random drug/alcohol screenings
- Fully uniformed crews with safety vests
- BrightView logo clearly displayed on vehicles
- “How’s my driving?” stickers on vehicles
- Frenchman’s Logo on Vehicles
- Required use of cones to demark safety zone
- PTO
- Benefits (401k, Health Insurance, Dental, Vision)

#### Crew Safety

- Monthly Rodeo Trainings
- Extensive driver safety certification program
- New hire safety orientation
- Certification required to use all power equipment
- Reward system for safety compliance
- Mandatory weekly field crew safety meetings
- Weekly management safety calls
- Gardener Training



# E-VERIFY

## Winchester Ridge

## BRIGHTVIEW YOUR E-VERIFIED EMPLOYER

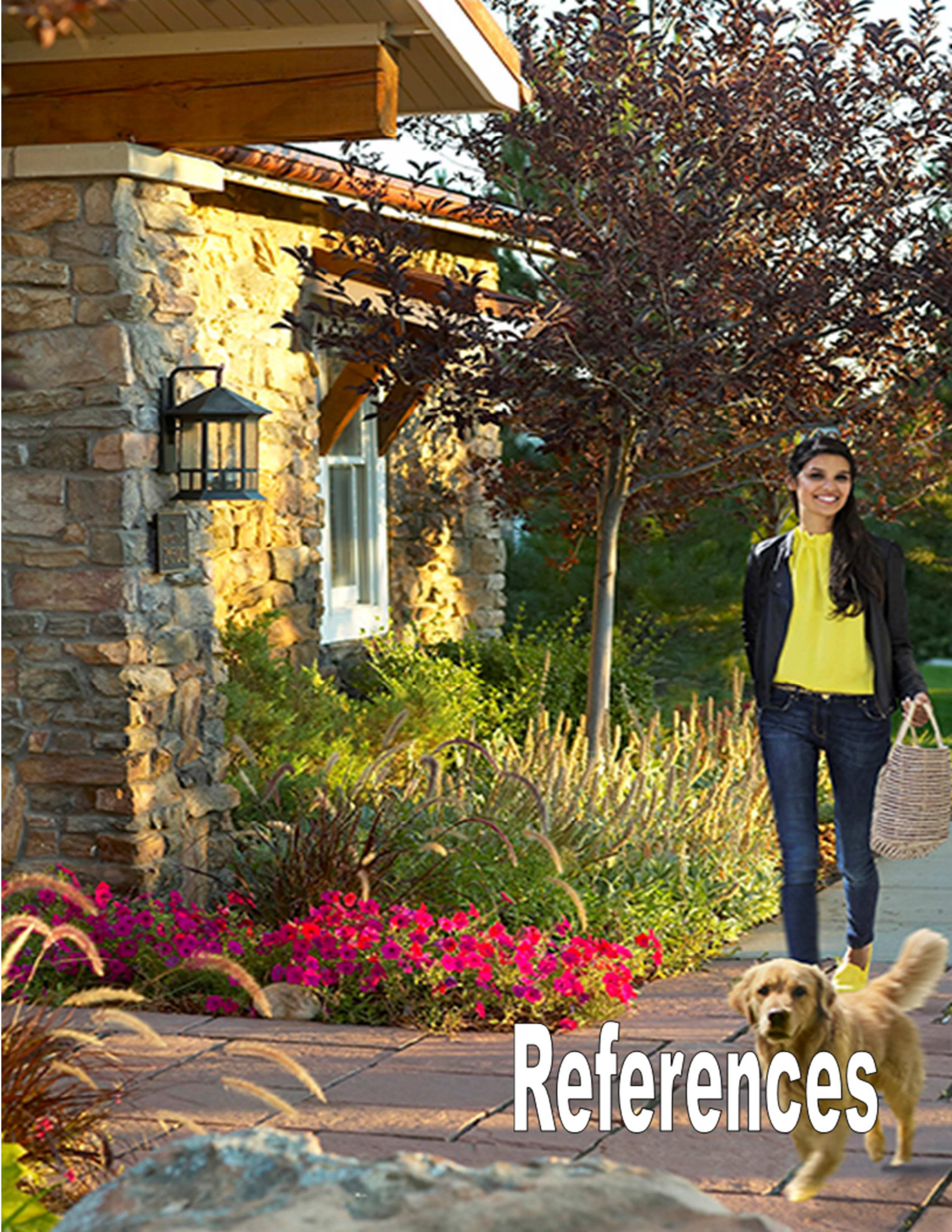


U.S. Citizenship  
and Immigration  
Services

This is a scan of the official USCIS Form I-9, titled "Employment Eligibility Verification". It includes the USCIS logo, the title "Employment Eligibility Verification", and the text "Department of Homeland Security, U.S. Citizenship and Immigration Services". The form contains instructions, an anti-discrimination notice, and Section 1: Employee Information and Attestation. It has fields for employee details like last name, first name, address, date of birth, and social security number. There are checkboxes for attesting to the employee's status as a U.S. citizen, non-citizen national, lawful permanent resident, or alien authorized to work. A large blue "FORM I-9" watermark is diagonally across the center. At the bottom, it says "Employer Completes Next Page" and "Page 1 of 3".

- Ensure 100% compliance with all labor and immigration laws ,we are enrolled in E-Verify in all states in which we operate.
- The organization's participation in E- Verify improves our ability to ensure the individuals we hire and are working on our client's sites are authorized to work in the United States.
- Additionally, E-Verify is only part of our robust employment verification program. The program includes a consistent policy and process enterprise-wide, as well as regular training of our staff and semi-annual auditing to maintain compliance with labor and immigration regulations.





References



# CUSTOMERS SOLD ON BRIGHTVIEW

## Winchester Ridge

In our effort to provide the best possible landscape service in town, our customers have become raving fans. But don't take our word for it. Ask them yourself!

### Fleet Landing

Naval Continuing Care Retirement

Atlantic Beach, Florida

Contact: Luis Peterman

Phone: (904) 504-8373

Email: [lpeterman@fleetlanding.com](mailto:lpeterman@fleetlanding.com)

BrightView Customer for 13 years



### Mid-America Apartment Communities

Contact: Will Pescara

Phone: (214) 534-1611

Email: [William.Pescara@maac.com](mailto:William.Pescara@maac.com)

BrightView Customer for 5 years

### Epping Forest Yacht and Country Club

Jacksonville, Florida

Contact: Terry Banning, Property Manager

Phone: (904) 730-7071

Email: [BMI@BanMgtInc.comcastbiz.net](mailto:BMI@BanMgtInc.comcastbiz.net)

BrightView Customer for 15 years





# CUSTOMERS SOLD ON BRIGHTVIEW

## Winchester Ridge



### Marsh Creek

Contact: Dottie Kriner  
Phone: (904) 461-9708

Email: [dkriner@mayresort.com](mailto:dkriner@mayresort.com)

BrightView Customer for 2 years

### Queens Harbor Yacht and Country Club

Jacksonville, Florida

Contact: Bethanne Parker, Community Manager

Phone: (904) 423-4110

Email: [bparker@mayresort.com](mailto:bparker@mayresort.com)

BrightView Customer for 3 years







**Pricing**



## Competitive Pricing Winchester Ridge

### COMPETITIVE PRICING THAT FITS YOUR BUDGET

We are committed to fulfilling the specific landscape needs of **Winchester Ridge** while providing the service you expect at a price point that fits your budget.

#### Landscape Management

Base Management Monthly Price	\$ 3,875.00
Base Management Yearly Fee	\$ 46,500.00

Base Management pricing includes:

- 52 Grounds Maintenance Visits
- Mowing, Weeding, Edging
- Blowing Debris
- Bed Weed Control
- Shrubs and Groundcover Pruning

Fertilizer/Pest Control/Weed Control Monthly Price	\$ 540.00
Fertilizer/Pest Control/Weed Control Yearly Fee	\$ 6,480.00

Agronomics Management pricing includes:

- 6x/year Turf Fertilization
- Turf Insect Control
- Turf Weed Control
- 2x/year Shrub and Groundcover Fertilization
- Shrub and Groundcover Insect Control

Irrigation Inspection Service Monthly Price	\$ 360.00
Irrigation Inspection Service Yearly Fee	\$ 4,320.00

Irrigation Inspection pricing includes:

- Monthly check and adjust all zones
- Monthly cleaning irrigation heads
- Monthly Irrigation report

Annual Installation Monthly Price	\$ 415.00
Annual Installation Yearly Fee	\$ 4,980.00

Annual Installation pricing Includes:

- Install 648 - 4" annuals 4x/year
- Soil amendment, prep and cleanup is included in price

Palm Tree Pruning Monthly Price	\$ 130.00
Palm Tree Pruning Yearly Fee	\$ 1,560.00

Palm Pruning pricing includes:

- Palms pruned 1x/ year
- 44 Washingtonian Palms
- Cleanup and debris removal is included in the price

Mulch Application Monthly Price	\$ 680.00
Mulch Application Yearly Fee	\$ 8,160.00

Mulch pricing includes:

- Prep and cleanup is included in the price
- 2x/year full application of Mulch to the property
- 85 cubic yards per application
- Prep and cleanup is included in the price

***Total Contract Value:*** ***\$72,000.00 per year***  
***\$ 6,000.00***





Capabilities



# A CUSTOM COLOR PROGRAM FOR YOUR BRAND AND BUDGET

## Winchester Ridge

On a per-square-foot basis, color plantings are usually the most intensively managed element of a landscape. There are ways, however, to develop an outstanding color program that makes a strong return on the investment. Color themes may be used to complement buildings, company colors or the appropriate season of the year. The number of potentially successful color schemes are many, but we'll put together a proposal based on your input—and deliver a customized, cost-effective plan that's uniquely yours.

With careful planning, we can offer your sites a well-designed and maintained seasonal color display that:

- Creates aesthetic excitement
- Provides an individual identity to the property
- Attracts the attention of tenants, residents, employees, guests and the general public
- Complements a well-maintained landscape
- Creates a pleasing atmosphere
- Makes an eye-catching statement about the property
- Adds value to the property



# BRIGHTVIEW LANDSCAPE MAINTENANCE

## Winchester Ridge

### Jacksonville Program

#### St Augustine Turf

Trt	Application Dates	Type	Maintenance Description (unit of measure)	Material
1	March	G	Fertilization	24-0-10 75% PSCU + AS Pre M
2	May	L	Fertilization with Chinchbug control (lb)	10-0-20 +.95% Arena
3	July	L	Fertilization with Chinchbug control (lb)	10-0-20 +.95% Talstar
4	September	G	Fertilization	24-0-10 75% PSCU + AS Pre M
<b>IPM and Misc Applications</b>				
A	Dec/Jan	L	Broadleaf weed control	Celsius
B	Mar to Oct			Octane (ml)
C	As needed	L	Summer weed control	Mansion (oz)
				Lontrel (Not on residential lawns)
D	As needed	L	Sedge control and with Amine 400 in winter	Certainy (gm)
				Amine 400
E	As needed	L	Brown Patch or other Disease	Heritage G
F	As needed	L	Sedge control	Certainty (gm)

\* Product formulation to be determined.

#### Ornamental Program

Trt	Application Dates	Type	Maintenance Description (unit of measure)	Material
1	February	L	Merit Drench on Azalea, Crape Myrtle (oz)	Bandit 2F
2	April	G	Fertilization of beds	13-0-13
3	April May	L	Preemergence Weed Control in Beds	Pre M Aquacap
4	Aug Sept	L	Preemergence Weed Control in Beds	Pre M Aquacap
5	Sept Oct	G	Fertilization of beds	13-0-13
<b>IPM and Misc Applications</b>				
A.	As needed	L	Insect and Scale Control	CrossCheck Plus
				Horticultural Oil (gal/100 gal)
B	As needed	L	Spider mite control	Avid
C	As needed	L	General Disease Control	T-Storm Flowable (fl oz)
D	Apr/May & Sept	L	Plant growth reduction	Atrimmec (fl oz/100 gal)
E	As needed	L	Weed control in beds	Prosecuter Pro (fl oz)



## BrightView Horticultural

### Jacksonville

	Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52
	Horticulture Activities	January				February				March				April				May				June				July				August				September				October				November				December							
1	Turf																																																				
2	Mow																																																				
6	Ornamental																																																				
	Shrub cut backs (Azaleas)																																																				
9	Tree stake removal	On Going all year long																																																			
10	Limb ups																																																				
16	Ornamental grass shearing																																																				
17	Shub pruning																																																				
	Seasonal Color																																																				
20	4 changes																																																				
21	Agronomic Program (Turf)																																																				
22	24-0-10 with pre m																																																				
23	10-0-20 plus Talastar																																																				
24	30-0-17 plus Talstar/Arena																																																				
25	24-0-11																																																				
26	Bfen for Chinchbug Spot treatments																																																				
27	Lontrel /Mansion/Q-silver for turf weeds																																																				
	Optional turf weed is 24D Amine																																																				
32																																																					
33	Ornamental Program																																																				
34	Fertilization 13-0-13																																																				
35	Insect control as needed																																																				
36	Growth Regulator Cutless/Atrimmec																																																				
40	Merit Drench Axaleas, Crepes, etc.																																																				
41	Pre-emergent (beds)Snapshot/AqaCap																																																				

- Turf
- Ornamental
- Seasonal Color
- Agronomic Turf
- Ornamental Program
- Irrigation
- Order material

#### Legend

# PRACTICAL SPECIFICATIONS FOR CONTRACT LANDSCAPE MANAGEMENT

## Winchester Ridge

### SCOPE OF WORK:

Contractor shall furnish all horticultural supervision, labor, material, equipment and transportation required to maintain the landscape throughout the contract period, as specified herein.

### LAWN CARE:

#### Mowing and Edging

Lawns shall be mowed more frequently during the active growing season and as needed during other seasons. During extended rainy or dry periods mowing will take place as conditions dictate. Mowing height will be based on what is horticultural correct for the turf variety taking into account the season.

Clippings shall not be caught and removed from lawn area unless they are lying in swaths which may damage the lawn.

Edges shall be trimmed to maintain a neat appearance. Outside of focal areas, edging surfaces will alternate between hard surfaces and bed lines weekly.

#### Fertilization

Lawns shall be fertilized as warranted with a commercial fertilizer. The number of applications will be dependent on the type of nitrogen used and the type of turf grass.

#### Disease control

Disease control is maintained through proper fertilization, mowing and water management. In the event that disease problems occur Contractor will use treatments to stop or slow progression of disease. This program does not include the prevention of disease with weekly or monthly applications of disease control products although such protection is available at substantial additional cost.

#### Insect control

Contractor will provide control of turf damaging insects using Federal and State registered insect control products as needed to prevent or mitigate turf damage. These treatments do not include the prevention of fire ant infestation which is available at added cost. Disease caused by infestation of nematodes (microscopic round worms that feed on roots) is not included. Currently, there is no effective nematode control product registered for use on landscapes. Contractor will recommend additional treatments and procedures to minimize damage should nematodes become a problem. These treatments will be provided at additional cost. Nematode control is available for some sports turf locations and will be quoted separately if required.



## Weed control:

Contractor will use proper fertilization, mowing and watering practices to promote the growth of weed resistant turf. Additionally, applications of pre and post emergence weed controls will be applied at times if warranted to control weeds without damaging desirable turf. Recent changes in Federal regulations have resulted in our loss of ability to selectively control some weeds including crabgrass when they are present in St Augustine. The only control of these weeds is to treat infested turf with non-selective products such as Roundup. These treatments require the resodding which will be quoted at additional charge.

## GROUND COVER AREA/SHRUB AREAS:

### Edging

Edge ground cover as needed to keep within bounds and away from obstacles.

### Pruning

Shrubs shall be pruned only as necessary to maintain the natural form of the plant, to maintain growth within space limitations, and to eliminate damage or diseased wood. This excludes pruning necessitated by storm damage, disease, neglected overgrowth or winterkill.

### Weed Control

Keep beds reasonably free of broadleaf or grassy weeds, preferably with pre-emergent and/or selective post-emergent/contact herbicides.

Pre-emerge This type of control should be used only if a known weed problem warrants its use.

Post-emerge Control broadleaf weeds with selective herbicides.

The chosen chemical will be recommended and legally approved for the specific weed problem.

### Fertilization

Apply fertilizer as warranted. The number of applications will be dependent on the type of nitrogen used and the type of plant material.

### Pesticide

Apply recommended, legally approved pesticides to control insects causing damage to ornamentals if warranted.

### Control of imported pests

Certain locations in the United States have a record of accidental introduction of pests from other countries. These imported pests can be very damaging and difficult or impossible to control with available products. Where such pests become a problem Contractor will recommend the most cost effective alternatives for pest mitigation. Such recommendations may include plant replacement or intensified treatment schedules that may require additional cost to the customer.

## TREE CARE:

### Pruning

Height limitation for tree pruning covered in the specification is 8 feet. On trees over 8 feet in height only low-hanging branches that present a hazard to pedestrian or vehicular traffic will be raised. Trees under 10 feet are scheduled to be pruned in the winter months except for safety-related pruning, which will be done only if necessary.

### Staking

Stakes are to be inspected and adjusted or removed as necessary. When trees attain a trunk caliper of 4" or substantial root development stability, removal will be discussed with client.

### Palm Pruning

Dead or dying fronds should be removed annually. It is best to leave healthy fronds when possible and defer to specific pruning methods and finished cuts per palm type.

## MULCHED AREA:

Mulched areas will be inspected on our days of service. Weeds and grasses shall be controlled with recommended, legally approved herbicides only if necessary. Mulch beds should be replenished with up to 2" of mulch annually. In those areas with excessive mulch build up, alternatives will be discussed with the client.

## IRRIGATION SYSTEM:

Watering shall be scheduled with automatic controllers to supply quantities and frequencies consistent with seasonal requirements of the plant materials in the landscape. In some circumstances, water scheduling may be limited by local watering restrictions.

Where practical, watering shall be done at night or early morning if the system is automatic, unless notified otherwise by the owner.

Any damages to the irrigation system caused by the Contractor while carrying out maintenance operations shall be repaired without charge. Where practical, repairs shall be made within one watering period.

Faulty equipment, vandalism or accidental damage caused by others shall be reported promptly to owner. Cost of labor and material to perform repair is an extra and shall be paid for by the owner upon authorization.

Whenever possible, owner's representative shall be instructed on how to turn off system in case of emergency. Our office is to be advised at once or by next business day.

If the Contractor is required to make emergency repairs or adjustments on other than regularly scheduled visits, a minimum charge of \$75.00 emergency calls will apply.

## DEBRIS CLEANUP:

All landscape areas shall be inspected on days of service and excess debris removed. Gardening debris, generated from our work, shall be removed from paved areas on days of service. This excludes heavy leaf fall pickup from parking areas, sidewalks, pools, etc.



# RESULTS IN THE FIRST 30 DAYS

## Winchester Ridge

Our goal is to show a noticeable difference within the first 30 days on the job. Through our onsite inspections, property reviews and conversations with you and your team, together we will construct service, communication and action plans best suited for Winchester Ridge. Listed below are tasks we will fulfill in the first 30 days based on priorities you have already identified.

### Irrigation

- Perform a thorough inspection of the systems and components.
- Map the system showing locations of major components and zone coverage.
- Sample the soil and adjust watering schedule for desired moisture.
- Recommend necessary repairs and upgrade
- Identify water shutoffs in event of emergency

### Shrubs and Beds

- Remove weeds
- Prune all shrubs
- Eliminate sucker growth and volunteer plantings from beds.
- Apply insect and disease control practices to plant material
- Propose solutions for dead plant replacements

### Safety

- Trim plant material blocking line of sight to buildings and facilities
- Identify obstacles in the path of motion for production teams
- Identify trip hazards created by plant or tree growth
- Provide proposal to ensure tree canopies are above the height of vehicles in parking areas
- Identify drainage problems and propose solutions

### Communication

- Introduce Account Manager and key staff
- Walk site with Property Manager and BrightView team
- Determine your preferred communication methods
- Schedule key production cycles
- Deliver all key contact information for the team

### Turf

- Apply Broadleaf Weed Control
- Develop customized fertilization program
- Apply blanket coverage of chinch bug suppression agent
- Apply Pre-emergent weed control to inhibit new growth.

### Trees

- Provide proposal to elevate canopies for clearance and safety.
- Repair tree wells as needed
- Propose to replace or repair improperly installed or damaged tree stakes
- Provide an extensive plan for preserving and maintaining legacy trees

# COMMUNICATION CATERED TO YOUR STYLE

## Winchester Ridge

To ensure a successful partnership, effective communication is one of our top priorities. We have found the best way to keep our customers highly satisfied is to always make sure we understand your current needs and priorities. We believe strongly in being proactive in our communication and have designed several forms and checklists our customers find valuable for staying apprised of their landscape status and maintenance activity. Additionally, we are equipped to respond quickly to new and unexpected needs as they arise.

## Proactive Communication

- Walk your property with you to continually be aware of your priorities
- Report our daily maintenance activities as often as you prefer
- Provide digital photos to verify technical issues, damage and plant and tree health
- Digital Design studio to provide state of the art imaging for your enhancement projects

The image displays five overlapping forms from BrightView, illustrating their proactive communication system:

- Customer Profile:** A form for gathering customer information, including company name, contact details, and preferred communication methods.
- Job Start-Up Safety Inspection:** A checklist for safety protocols during the initial site visit, covering trees, turf, shrubs, and hardscape.
- 30 Day Follow-Up:** A form to check customer satisfaction and address any concerns after the first month of service.
- Job Start-Up:** A detailed checklist for the initial maintenance tasks, categorized by plant type (Trees, Shrubs, Turf, Ground Cover, Color) and specific maintenance actions.
- Checklist:** A detailed checklist for various maintenance tasks, including tree care, shrub pruning, turf maintenance, ground cover weeding, and color treatments.



# PRESERVING THE VALUE OF YOUR ASSET

## Winchester Ridge

The leader in innovative landscape maintenance solutions, we seek out ways to help our customers save money through more efficient and healthier landscapes. Our integrated practice allows us to offer our customers additional services that protect the landscape and add value to the asset. This provides you with the ease of working with your one trusted service provider, BrightView, and frees you up from having to manage multiple third-party consultants saving you time and money. Value-added services we offer that could benefit your property include:

- **Highest percentage of Best Management Practices Certified Personnel in the industry**
- **Multiple Certified and Licensed Irrigation Managers**
- **24 Hour Emergency Response**
- **Licensed Pest Control Services provider**
- **Digital Design Studio**
- **In-house nationally certified Tree Arborists**



# EMERGENCY RESPONSE TEAM... READY WHEN YOU NEED US

## Winchester Ridge

With hundreds of locations, we can dispatch faster than other landscape service providers in the event of a catastrophic situation, including but not limited to hurricanes, tornadoes / water spouts, and severe weather.

When a catastrophe occurs, your local Branch Manager, Rodney Hicks, will personally draw on resources and pull equipment from within the BrightView network to ensure your property is quickly, properly and safely serviced.

**Resources from branch offices will be available in the event of an emergency to ensure our customers have access to crews and equipment quickly.**







**Certifications**



# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
03/31/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Aon Risk Services Northeast, Inc. New York NY Office 199 Water Street New York NY 10038-3551 USA	<b>CONTACT</b> NAME: PHONE (A/C No. Ext): (866) 283-7122 FAX (A/C No.): (800) 363-0105 E-MAIL ADDRESS:	
	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: ACE American Insurance Company 22667 INSURER B: American Guarantee & Liability Ins Co 26247 INSURER C: INSURER D: INSURER E: INSURER F:	
<b>INSURED</b> BrightView Landscape Services, Inc. Location #34610 11530 Davis Creek Court Jacksonville FL 32256 USA	<b>NAIC #</b>	

**COVERAGES** **CERTIFICATE NUMBER: 570061624617** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL RISK	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Pesticide/Herbicide Applicator Coverage  GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER			HD0G24556876001	10/01/2015	10/01/2016	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$2,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			IGA 108874535	10/01/2015	10/01/2016	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION			AUC508596811	10/01/2015	10/01/2016	EACH OCCURRENCE \$3,000,000 AGGREGATE \$3,000,000
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	C47855081 Workers Comp - ADS C47855093 Workers Comp - WI	10/01/2015 10/01/2015	10/01/2016 10/01/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$2,000,000 E.L. DISEASE-EA EMPLOYEE \$2,000,000 E.L. DISEASE-POLICY LIMIT \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  <i>Aon Risk Services Northeast, Inc.</i>

ACORD 25 (2016/03)

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Holder Identifier : BCG

Certificate No : 570061624617



**Request for Taxpayer  
Identification Number and Certification**

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the  
requester. Do not  
send to the IRS.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>BrightView Landscape Services, Inc.</b>	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=S corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions. <b>11530 Davis Creek Court</b>	Requester's name and address (optional)
	6 City, state, and ZIP code <b>Jacksonville FL 32256</b>	
7 List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
			-				-			
or										
Employer identification number										
9	5	-	4	1	9	4	2	2	3	

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ► <i>[Signature]</i>	Date ► <i>10/18/2018</i>
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

State of

Florida



Department of Agriculture and Consumer Services  
Bureau of Entomology and Pest Control

**CERTIFIED PEST CONTROL OPERATOR**

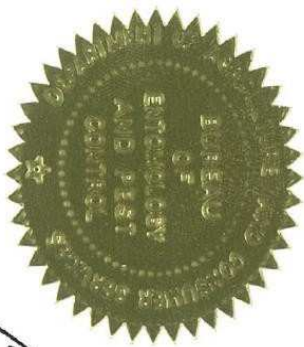
Number: JF165707

JAY WESTON JERNIGAN

*This is to Certify that the individual named above is a Certified Pest Control Operator and is privileged to practice*

*Lawn and Ornamental*

*in conformity with an Act of the Legislature of the State of Florida regulating the  
practice of Pest Control and imposing penalties for violations.*



*Charles H. Bronson*

Charles H. Bronson  
Commissioner of Agriculture

*In Testimony Whereof, Witness this*

*signature at Tallahassee, Florida on January 7, 2009*

*Debra J. Jernigan*  
Chief Bureau of Entomology and Pest Control





FLORIDA GREEN INDUSTRIES



# Certificate



Awarded to



**CHRIS CHARBONNEAU**

Certifying The Completion of 6 Training Hours on  
the Topic of Green Industries Best Management  
Practices on July 6th 2007

*Terril A. Nell*

Terril A. Nell, Chair,  
Environmental Horticulture

*Laurie E. Trenholm*

Laurie E. Trenholm,  
Urban Turfgrass Specialist

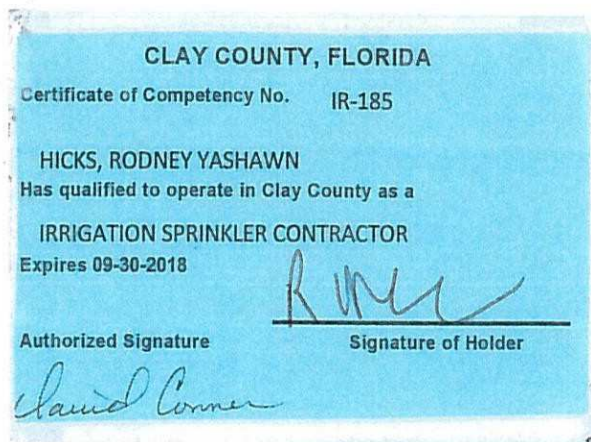
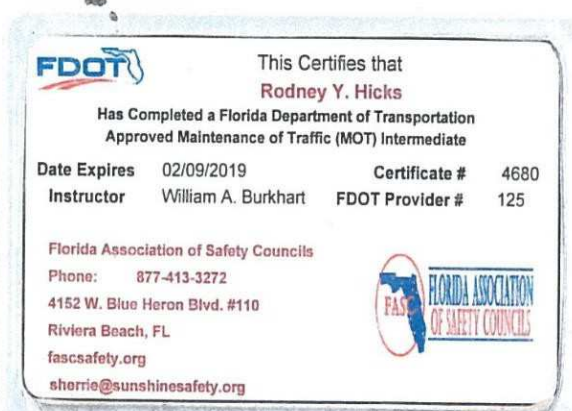
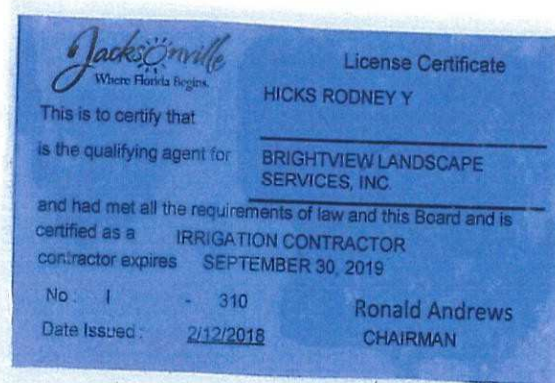
UNIVERSITY OF  
**FLORIDA**

IFAS EXTENSION

for the PROTECTION OF WATER RESOURCES in FLORIDA



BEST MANAGEMENT PRACTICES





# DESIGN | DEVELOP | MAINTAIN | ENHANCE

## Winchester Ridge

BrightView takes pride in providing the **highest-quality** landscape with a worry-free, dependable service commitment. As the **nation's leading landscape services company**, we consistently bring excellent landscapes to life at thousands of clients' properties, fostering collaborative relationships to drive clients' success.

A full service landscape company, BrightView can *mobilize quickly* to respond to special requests that may fall outside of the scope of landscape maintenance. In addition to landscape maintenance, our expertise extends to:

At every stage of your property's lifecycle, BrightView is here to take care of your landscape.



Design	Develop	Maintain	Enhance
Landscape Architecture & Planning Design Build Program Management	Planting Hardscaped Pools & Water Features Compliance Tree Growing & Moving	Landscape Tree Care Specialty Turf Exterior Maintenance	Enhancements Sustainability Water Management



Trails CDD  
Proposal  
For  
Landscape Maintenance  
9/6/19





# Trails CDD

## Proposal For Landscape Maintenance

15431 Spotted Stallion Trail  
Jacksonville, FL 32234

September 6, 2019



386-931-6018 Phone  
3335 North State Street  
Bunnell, FL 32110

September 6, 2019

Trails CDD  
15431 Spotted Stallion Trail  
Jacksonville, FL 32234

LGallagher@rizzetta.com

**RE: Bid Proposal For Landscape Maintenance**

Dear Mrs. Gallagher,

Thank you for the opportunity to provide a proposal for Trails CDD. At VerdeGo, we fully understand the high expectations for your property, and our focus is to exceed those expectations through proactive communication and extensive landscape experience.

VerdeGo has been providing high-quality plant material, landscape design, landscape construction and maintenance services to Northeast Florida for more than 15 years. Our maintenance division has the best and brightest talent throughout the United States and is comprised of more than 60 full-time employees. Many of our employees have multiple certifications (BMP, OHSA, FNGLA, Arborist, GC, Designer) and degrees that are specific to landscape horticulture, design, architecture, sports turf, finance and landscape construction. Such education and certifications allow us to serve you and your property with knowledge and experience.

Our qualified team is here to clearly communicate the services performed on your property. A proactive approach to serving you and your property is strongly valued at VerdeGo. We understand your time is valuable, and we are here to simplify the landscape process.

Again, we sincerely appreciate the opportunity to provide a quote for your property's landscape services.

Sincerely,

T.J. McNitt  
Owner  
tmcnitt@verdego.com  
386-931-6018





# Proposal



## **Landscape Maintenance Proposal**

**Property Name:** Trails CDD- Current Property

**Company Name:** Rizzetta & Company

**Contact Name:** Lesley Gallagher

**E-mail:** [LGallagher@rizzetta.com](mailto:LGallagher@rizzetta.com)

**Office Phone:** 904-436-6270

**Property Address:** 15431 Spotted Stallion Trail  
Jacksonville, FL 32234

<u>Services</u>	<u>Frequency</u>	<u>Amount</u>
Full Service Maintenance- Frequency to match areas in scope		\$56,949.84
Irrigation Management	12	\$2,159.64
Chemical/Fertilization Program - St. Augustine Turf	6	\$10,239.72
Shrub, Tree, and Palm Fertilization Program	3	\$645.51
Sabal Palm Pruning	1	\$1,139.97

**MONTHLY INVESTMENT** **\$5,927.89**

**ANNUAL INVESTMENT** **\$71,134.68**

<u>Optional Services</u>	<u>Frequency</u>	<u>Amount</u>
Annual Flowers Rotation: Qty 270 per rotation	4	\$1,978.96
Mulch Installation: Qty 75 cu yds	1	\$3,349.92

---

**Contract Period** **November 1, 2019** to **October 31, 2020**





## **Landscape Maintenance Proposal**

**Property Name: Trails CDD Future Property**

**Company Name: Rizzetta & Company**

**Contact Name:** Lesley Gallagher

**E-mail:** [LGallagher@rizzetta.com](mailto:LGallagher@rizzetta.com)

**Office Phone:** 904-436-6270

**Property Address:** 15431 Spotted Stallion Trail  
Jacksonville, FL 32234

<u>Services</u>	<u>Frequency</u>	<u>Amount</u>
Full Service Maintenance- Frequency to match areas in scope		\$33,320.68
Irrigation Management	12	\$2,159.64
Chemical/Fertilization Program - St. Augustine Turf	4	\$4,512.00
<b>MONTHLY INVESTMENT</b>		<b><u>\$3,332.69</u></b>
<b>ANNUAL INVESTMENT</b>		<b><u>\$39,992.32</u></b>

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**Contract Period** **November 1, 2019** **to** **October 31, 2020**



**Company History,  
Experience  
&  
Services**



# Our History



## History

At VerdeGo, we opened our doors in 2002 as a small, locally owned company.

Our owner, T.J. McNitt, a Flagler County native, realized the area's need for a friendly retail garden center that provided the ability for homeowners to beautify their residences with affordable plants and landscaping.

As Palm Coast and the surrounding areas grew, so too did VerdeGo. In 2005, we launched our full-service design center, offering groundbreaking trends in commercial and residential design, including irrigation, lighting and hardscape. This service was added to our already successful retail center and landscape installation division.

Our continued success in the industry led us to open our landscape maintenance division. Today, we take pride in serving the landscape architecture, installation and maintenance needs of Flagler, Volusia and St. Johns Counties.

At VerdeGo, we offer a comprehensive approach to managing the outdoor needs of properties such as yours. Our professional team is certified in University of Florida's Green Industries Best Management Practices and is dedicated to offering the time, care and dedication your superior landscape deserves. Our team provides sustainable solutions to meet and surpass your needs and expectations.

We pride ourselves not only on our attractive landscape design, professional installation and quality maintenance but also on the wealth of knowledge and experience of our team.

We invite you to experience more at [www.VerdeGo.com](http://www.VerdeGo.com).

# Experience

## Installation / Maintenance / Design



### Installation



- Industrial, Commercial - Shopping Centers, Roadways & Office Parks
- High End Residential - Plantation Bay, Ocean Hammock, Grand Haven
- Parks & Recreation - Holland Park



### Maintenance

- State of Florida's 'Best Management Practices'
- Skilled & Experienced Personnel
- Pro-Active Communication with Focus on the 'Details'



### Design

- Personnel Education / Training

Bachelor of Landscape Architecture

Florida Certified Landscape Designer

AutoCAD & 3D Modeling



# Irrigation Installation & Management

## Certified & Licensed Technicians



### Irrigation Installation & Management

- **Installation** - Our highly qualified technicians are licensed and certified.
- **Maintenance** - Monthly performance checks are scheduled.
  - The proper coverage of all areas is ensured.
- **Service Calls** - Our team of trained and licensed irrigation technicians are ready to deploy and serve you.



# Fertilization & Pest Management

## Certified Pest Control Operators



### Fertilization & Pest Management

- Our goal is to achieve the optimal health of all trees, palms, shrubs and turf.
- Our team is comprised of licensed and experienced technicians.
- A site-specific analysis and management programs are offered.



### Fertilization

- We have commercial, resort and residential experience.
- The environmental impacts are considered.
- All equipment is updated and efficient.



### Pest Management

- Pest management includes insecticide, herbicide and fungicide applications.
- Our team is comprised of knowledgeable personnel to identify and treat all needs of the landscape.
- All safety standards are promoted and maintained.



# Landscape Lighting

VerdeGo, Lighting the Way



## Landscape Lighting

- Final Step To Create A Beautiful Landscape
- Low Voltage
- Highlighting Specimen Palms & Trees
- 15—Lifetime Warranties
- Anti—Rust And Corrosion
- High-Quality Halogen or Astro-Brite Lamps
- 2,000-Hours Life Expectancy



# **Landscape Management Specifications**



# Landscape Management Specifications

## 1. Turf Care

Our Turf Program focuses on proper mowing techniques that promote optimal vigor for turf grass health. Great care will be taken to ensure proper edging, line trimming and blowing are in the best interest of you, your guests and the plants on your property.

- Turf areas will be free of bare spots, holes and depressions.
- Hard edging of curbs and sidewalks will be performed with each mowing rotation.
- Grass clippings will be blown off all hardscape surfaces after mowing.
- Mowing equipment will be well maintained (sharpened blades and proper deck height positioning).
- The health of the turf will be monitored. This includes:
  - ◊ Color
  - ◊ Density
  - ◊ Weed/pest control
- Pesticide applications will be applied as needed (herbicide, insecticide and fungicide).
- Soil samples will be administered as part of our Start-Up Program to determine the appropriate fertilization program for your site.
- Pesticide applicators at VerdeGo are licensed with the Florida Department of Agriculture and Consumer Services.



# Landscape Management Specifications

## 2. Palms, Trees, Shrubs and Ground Cover

Our horticulture techniques are based on the Green Industries 'Best Management Practices'. Many of our leaders are licensed and trained by UF-IFAS Florida-Friendly Landscaping program professionals. These programs are designed to promote environmentally safe landscaping practices and protect Florida's water sources. VerdeGo Landscape promotes these practices at the same time as providing beautiful outdoor spaces that Florida residents and visitors have come to enjoy and expect.

Our management practices and components consist of, but are not limited to the following:

- Pruning and shearing—equipment will be maintained to the highest of standards
- Pruning and shearing techniques will be performed according to horticulture industry standards
- Soil samples will be taken to promote optimal tree and plant health
- Fertilization will be performed per contractual obligation, however, (VerdeGo Landscape will advise and make recommendations to promote plant health and vigor)
- Pesticide Applications will be administered to protect trees and plants from diseases and decline
- Recommendations for plant replacement will be made on an 'as needed' basis. 'Right Plant, Right Place' will be promoted to enhance the aesthetics and health of all plant material







# Landscape Management Specifi-

## 3. Irrigation

VerdeGo irrigation experts have developed practices to ensure your turf, trees, palms and shrubs are healthy and all water needs have been met. Our teams are trained and encouraged to consider Best Management Practices in all irrigation practices while achieving optimal plant health.

Our practices include the following:

- Monthly wet checks will be performed.
- Rain sensors will be used whenever possible.
- Highly trained personnel in all irrigation practices and techniques will work on your property.
- The VerdeGo irrigation team will receive continual education on the latest irrigation techniques and materials.

## 4. Annuals

Annuals bring a pop of color to landscapes. Whether it's to enhance and highlight a monument sign or simply bring attention to a community's entrance or amenity center, VerdeGo prides itself on providing great annual designs for you and your property.

Our practices include:

- Rotations will be determined per contract specifications.
- Variety choices or annuals will be determined by seasonal availability.
- Pesticides (insecticides and fungicides) will be applied to prevent plant decline.
- Fertilization will be provided to promote optimal growth and longevity.
- Soil amendments and treatments will be administered before planting each rotation (fertilization and roto-tilling).

## 5. Mulch

The installation or replenishment of mulch will be performed per contract specifications.



**References  
&  
Letters of Recommendations**



# References



**Project Name:** Florida Memorial Hospital

**Client Since:** 2014

**Services Provided:** Landscape Maintenance, Landscape Enhancements

**Client Contact Information:** Drew Droste, *Facilities Director*  
301 Memorial Medical Pkwy Daytona Beach, FL 32117  
386-231-3084  
[richard.droste@fhmmc.com](mailto:richard.droste@fhmmc.com)

**Project Name:** Reserve at Ormond

**Client Since:** 2016

**Services Provided:** Landscape Maintenance

**Client Contact Information:** Shannon Karins  
600 Crowne Commerce Court  
Ormond Beach, FL 32174  
386-672-7484  
[manager@reserve@ormond.com](mailto:manager@reserve@ormond.com)

**Project Name:** Whisper Ridge HOA

**Client Since:** 2016

**Services Provided:** Landscape Maintenance

**Client Contact Information:** Cindy Chapman, c/o Alliance Realty and Management  
205 Waler Way  
St. Augustine, FL 32086  
904-429-7624  
[cchapmanalliance@gmail.com](mailto:cchapmanalliance@gmail.com)



## Certificates & Licenses

# Certifications & Licenses



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/29/2016

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<b>PRODUCER</b> Caton-Hosey Insurance 3731 Nova Rd.  Port Orange FL 32129		<b>CONTACT</b> Melissa Adrian, CPSR NAME: PHONE: (386) 767-3161 FAX: (386) 760-1770 E-MAIL: melissa@catonhosey.com ADDRESS:															
<b>INSURED</b> VerdeGo, LLC VLSW, Inc PO Box 789 Bunnell FL 32110		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Westfield Insurance Company</td> <td>24112</td> </tr> <tr> <td>INSURER B: Florida Hospitality Mutual</td> <td>10699</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Westfield Insurance Company	24112	INSURER B: Florida Hospitality Mutual	10699	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER C:																	
INSURER D:																	
INSURER E:																	
INSURER F:																	

### COVERAGES

CERTIFICATE NUMBER: CL16121916442

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> \$500 PD Deductible GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:			TRA5095617	1/1/2017	1/1/2018	<table border="1"> <tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr> <tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 500,000</td></tr> <tr><td>MED EXP (Any one person)</td><td>\$ 5,000</td></tr> <tr><td>PERSONAL &amp; ADV INJURY</td><td>\$ 1,000,000</td></tr> <tr><td>GENERAL AGGREGATE</td><td>\$ 2,000,000</td></tr> <tr><td>PRODUCTS - COMPI/OP AGG</td><td>\$ 2,000,000</td></tr> <tr><td></td><td>\$</td></tr> </table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000	MED EXP (Any one person)	\$ 5,000	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS - COMPI/OP AGG	\$ 2,000,000		\$
EACH OCCURRENCE	\$ 1,000,000																				
DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000																				
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GENERAL AGGREGATE	\$ 2,000,000																				
PRODUCTS - COMPI/OP AGG	\$ 2,000,000																				
	\$																				
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			TRA5095617	1/1/2017	1/1/2018	<table border="1"> <tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$ 1,000,000</td></tr> <tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr> <tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr> <tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr> <tr><td>PIP-Basic</td><td>\$ 10,000</td></tr> </table>	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$	PIP-Basic	\$ 10,000				
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PROPERTY DAMAGE (Per accident)	\$																				
PIP-Basic	\$ 10,000																				
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DEF <input type="checkbox"/> RETENTION \$			TRA5095617	1/1/2017	1/1/2018	<table border="1"> <tr><td>EACH OCCURRENCE</td><td>\$ 3,000,000</td></tr> <tr><td>AGGREGATE</td><td>\$ 3,000,000</td></tr> <tr><td></td><td>\$</td></tr> </table>	EACH OCCURRENCE	\$ 3,000,000	AGGREGATE	\$ 3,000,000		\$								
EACH OCCURRENCE	\$ 3,000,000																				
AGGREGATE	\$ 3,000,000																				
	\$																				
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC306-0024320-2016	1/1/2017	1/1/2018	<table border="1"> <tr><td><input checked="" type="checkbox"/> PER STATUTE</td><td><input type="checkbox"/> OTH-ER</td></tr> <tr><td>E.L. EACH ACCIDENT</td><td>\$ 1,000,000</td></tr> <tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$ 1,000,000</td></tr> <tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$ 1,000,000</td></tr> </table>	<input checked="" type="checkbox"/> PER STATUTE	<input type="checkbox"/> OTH-ER	E.L. EACH ACCIDENT	\$ 1,000,000	E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000	E.L. DISEASE - POLICY LIMIT	\$ 1,000,000						
<input checked="" type="checkbox"/> PER STATUTE	<input type="checkbox"/> OTH-ER																				
E.L. EACH ACCIDENT	\$ 1,000,000																				
E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000																				
E.L. DISEASE - POLICY LIMIT	\$ 1,000,000																				
A	Rented & Leased Equipment			TRA5095617	1/1/2017	1/1/2018	<table border="1"> <tr><td>Limit</td><td>\$60,000</td></tr> </table>	Limit	\$60,000												
Limit	\$60,000																				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

### CERTIFICATE HOLDER

### CANCELLATION

**\*\*Proof of Coverage\*\***

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

John Hosey/ATHOMP

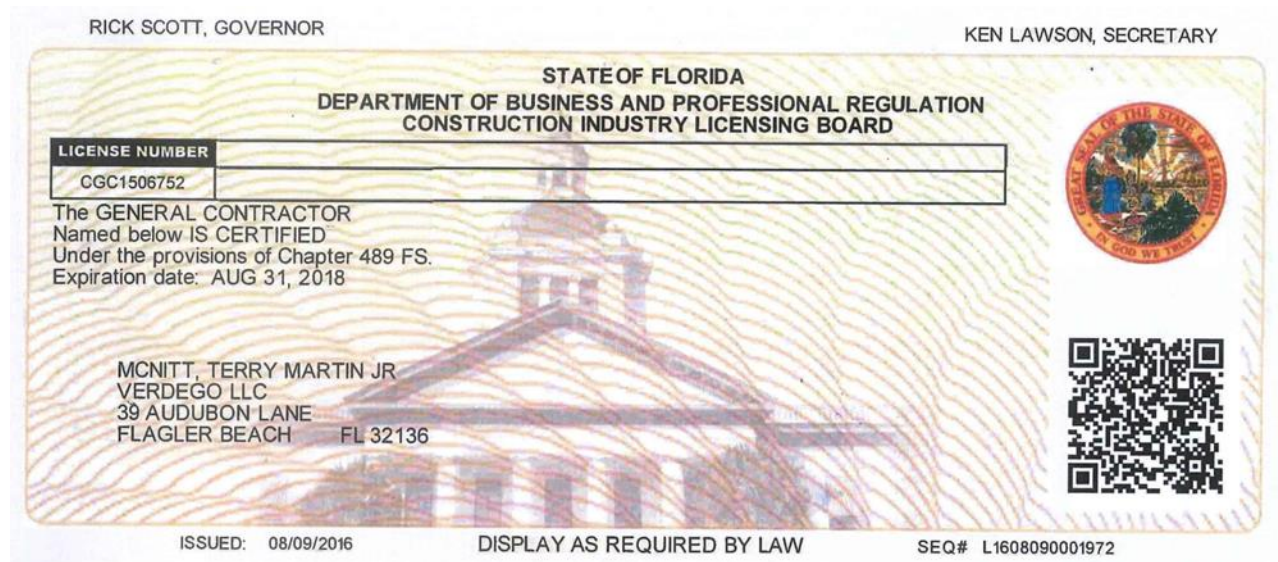
© 1988-2014 ACORD CORPORATION. All rights reserved.

ACORD 25(2014/01)  
INS025 (201401)

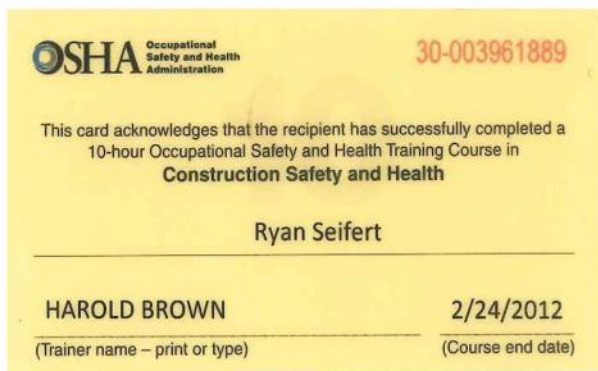
The ACORD name and logo are registered marks of ACORD



# Certifications & Licenses



# Certifications & Licenses





# Certifications & Licenses



State of

Florida

Department of Agriculture and Consumer Services  
Bureau of Licensing and Enforcement

## PEST CONTROL LICENSE

Number: JB262544

VERDEGO

3335 NORTH STATE STREET, BUNNELL, FL 32110

*This is to Certify that the Pest Control Firm named above is licensed by the State of Florida, Department of Agriculture and Consumer Services for the Year Ending August 31, 2018 as prescribed by Law.*

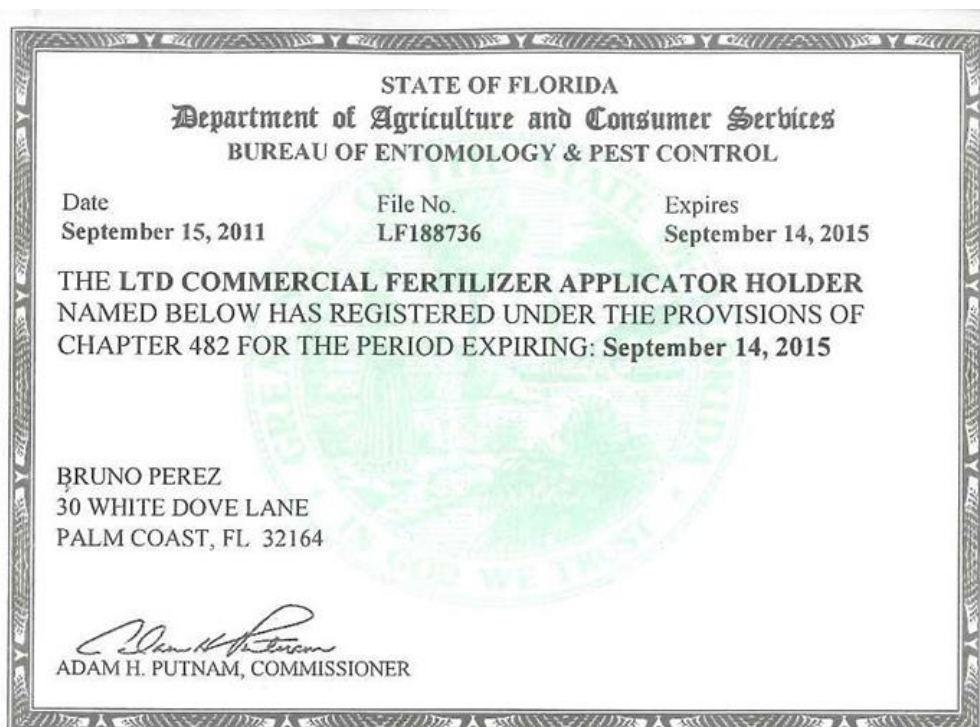
Adam H. Putnam  
Commissioner of Agriculture

*Issue Date: August 23, 2017*

FDACS 13618. 06/01



# Certifications & Licenses



# Certifications & Licenses



Let's protect our earth



STATE OF NEW JERSEY  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
Examination & Licensing Unit  
PO BOX 441  
Trenton, NJ 08625-0411  
(609)-777-1013

Please detach your license and carry it with you for identification purposes.

JOHN S SPRAGUE  
2880 LANGHORNE-YARDLEY RD  
C/O AUTUMN HILL LANDSCAPE INC  
LANGHORNE PA 19047

Document #: 102237000

DEPARTMENT OF ENVIRONMENTAL PROTECTION		STATE OF NEW JERSEY	
Hereby Certifies the Goodstanding of:			
JOHN S SPRAGUE		SSN:	
License No.	0015835	Reg No.	0015835
AS A LICENSED: LANDSCAPE IRRIGATION			
Expires:	01/31/13	Document#:	102237000

TO DETACH

- Push license down thru paper.



3335 North State Street  
Bunnell, FL 32110  
386-437-3122  
[www.verdego.com](http://www.verdego.com)





**Trails CDD 2019  
JAX  
Exhibit A  
Landscape Management Service Pricing Sheet**

Core Maintenance Services

<b>Mowing</b> - Includes mowing, edging, string-trimming and cleanup.	\$30,911.00
<b>Detailing</b> - Includes shrub pruning, tree pruning and weeding.	\$10,251.00
<b>IPM - Fertilization &amp; Pest Control</b> - Fertilization/fungicide/insecticide/herbicide/etc.	\$4,200.00
<b>Irrigation Inspection (12x)</b>	\$1,620.00

Annual Core Total	\$46,982.00
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Additional Services

<b>Palm Pruning (1x per year)</b>	\$1,080.00
<b>Annual Flower (4 rotations)</b>	\$2,244.00
<b>Mulch (one replenishment)</b>	\$4,906.00

Additional Services Total	\$8,230.00
---------------------------	------------

**GRAND TOTAL ANNUAL    \$55,212.00**

**MONTHLY    \$4,601.00**



**Client:** Trails CDD  
**Service Area:** JAX  
**Effective Date:** 10/1/19-9/30/20

## Exhibit B - Performance Standards

Managing the needs of your unique landscape requires careful planning and attention to detail. Our experienced professionals use their extensive training and state-of-the-art equipment to ensure the health and sustainability of your living investment. Should you ever have additional needs, questions or concerns, please feel completely free to ask us.

Geographic location and climate play a major role in the timing of our service delivery; schedules are adjusted to coincide with seasonal growth rates in order to maintain a consistent, healthy appearance. Services missed due to inclement weather will be made up as soon as possible. The following table summarizes our planned visits for completing each of the services performed on your property:

Service	Visits
<b>Maintenance</b>	
60" Walk Behind (St. Augustine)	42
Lake Bank Mowing	17
Backpack Lf (St. Augustine)	42
Hard Edging (St. Augustine)	42
Soft Edging (St. Augustine)	21
<b>Detailing</b>	
Weeding Manual - Beds	As Needed
Weeding Non-Selective Herbicide-Beds	As Needed
Medium Trees (under 10') Pruning	1
Shrubs Pruning	10
<b>IPM - Fertilization &amp; Pest Control</b>	
<b>Fertilization</b>	
St. Augustine	6
Medium Trees (under 10')	1
Shrubs - Cypress/Pinebark	1
<b>Chemical - Turf</b>	
St. Augustine - Insecticide	2
St. Augustine - Herbicide	2
<b>Chemical - Shrubs/Trees</b>	
Shrubs-Fungicide	2
Shrubs-Insecticide	2
Shrubs-Pre-Emergent	2
Small/Medium Trees-Fungicide	1
Small/Medium Trees-Insecticide	1
<b>Irrigation Inspection</b>	
# of Checks	12
<b>Palm Pruning</b>	
Palm Pruning	1
<b>Mulch</b>	
Mulch Installation	1
<b>Annual Flowers</b>	
Standard Annuals	4
Annuals Bed Soil Replenishment	1
Annual bed maintenance	As needed
<b>Subcontract Services</b>	

# What you can expect from us as our valued Client!

## Communication

- **You need to know what's going on.** Most frustration comes from not knowing. We've confronted this issue head on-our systems put communication first. Clients have a single point of contact regardless of the stage of their job. There are regular updates and we always welcome lots of feedback. It is our policy to be honest and responsive at all times and our objective is complete customer satisfaction.

## Customization

- **One size doesn't fit all.** Every property we service has its own set of needs and issues. Our experienced staff and integrated approach allow us to find unique solutions to meet most property or budget constraints. It is our focus to be as flexible as possible so that we find the best solution and our customer experience is stress free.

## Proactivity

- **We'll fix it before it's a problem.** The last thing we want is for our clients to point out something we've missed. We've built our service programs around proactivity and our professionals strive to catch every detail before someone else does. Procedures, checklists and training all focus on one result-making sure our customers don't have to manage our work.

## Personnel

- We understand that our personnel are perceived as your representatives while on your property; rest assured in knowing they will conduct themselves in an efficient, well-mannered, well-groomed and workman-like manner.
- All of our services are coordinated to minimize disruption and maximize safety to people and vehicular traffic.
- We provide all labor, transportation and supervision necessary except in circumstances where we may use a reputable subcontractor (e.g. palm pruning, mulch, and irrigation) to carry out the task.
- Should we accidentally damage anything on your property, we will promptly make repairs at no cost to you.

## Our Vehicles and Equipment

- Our service vehicles are well maintained, registered, insured, and operated only by responsible licensed personnel.
- All trailers, storage facilities, and maintenance equipment are in good condition and present a clean and neat appearance.
- Tools and equipment will be properly suited to the task at hand and used with safety gear when necessary.

## Additional Services

- We will gladly provide extra services (such as irrigation repair and plant material replacement), special services and/or landscape enhancements at an additional charge with written approval from one of your authorized representatives. Our landscape design team and enhancement crews are ready when you are!

## Additional Provisions

- Your personal Account Manager will conduct inspections on a monthly basis to assess and remedy landscape maintenance deficiencies as soon as possible.
- We offer a 24 hour contact list for use in case of emergencies.
- Removal of all landscape debris generated on the property during landscape maintenance is our sole responsibility, at no additional expense to you.
- Access to a water source on your property must be provided for use in spray applications.
- All products will be applied as directed by the manufacturers' instructions and in accordance with all state and federal regulations.
- We will frequently assess, identify, and notify you of any landscape conditions that affect long-term health including our suggestions regarding the best course of action. While we can't guarantee the survival of plant material, since it is a living thing, any plant material that dies as a direct and identifiable result of improper maintenance practices will be replaced at no additional cost to you.





**Trails CDD-Future Phase Addendum 2019**  
**JAX**  
**Exhibit A**  
**Landscape Management Service Pricing Sheet**

Core Maintenance Services

<b>Mowing</b> - Includes mowing, edging, string-trimming and cleanup.	\$15,450.00
<b>Detailing</b> - Includes shrub pruning, tree pruning and weeding.	\$1,194.00
<b>IPM - Fertilization &amp; Pest Control</b> - Fertilization/fungicide/insecticide/herbicide/etc.	\$1,260.00
<b>Irrigation Inspection (12x)</b>	\$1,080.00

<b>Annual Core Total</b>	<b>\$18,984.00</b>
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Additional Services

<b>Palm Pruning (per palm pricing)</b>	\$30.00 per
<b>Annual Flower (per flower cost)</b>	\$1.45 per
<b>Mulch (per cubic yard)</b>	\$45.00

<b>Additional Services Total</b>	<b>N/A</b>
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**GRAND TOTAL ANNUAL \$18,984.00**

**MONTHLY \$1,582.00**



**Client:** Trails-Future Phase CDD  
**Service Area:** JAX  
**Effective Date:** 10/1/19-9/30/20

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Client Initial: \_\_\_\_\_

Creating premier properties. Building lasting relationships.

Page 5 of 5



## **Trails Community Development District**

*Lesley Gallagher*

District Manager

Rizzetta & Company

2806 N. 5<sup>th</sup> Street, Unit 403

St. Augustine, FL 32084

### **Amenity Center and Field Management Services**

Proposal for FY '20 (Oct. 1, 2019 – Sept. 30, 2020)

*(Includes multi-year pricing)*

#### **Introduction:**

Vesta Property Services, (“Vesta”) shall manage Trails CDD Amenity Center and all District property and assets. Services shall consist of: 1) Operations and Field Management 2) Facility Maintenance 3) Facility Monitoring (*seasonally*)

#### **I. OPERATION AND FIELD MANAGEMENT RESPONSIBILITIES INCLUDE:**

- a) Report to Board of Supervisors/Implement District Directives/Policies
- b) Advise the C.D.D. of any necessary repairs, extraordinary cleaning, or replacement items that may be required due to “normal wear-and-tear,” natural disasters, vandalism, etc. and secure cost estimates for same.
- c) Assess the performance of all maintenance contractors, and advise the board of appropriate remedial action being taken to ensure proper performance of same.
- d) Report to and interact with district supervisors, staff and audience members in answering questions and providing any relevant information, as able, at monthly meetings.
- e) Arrange, bid and supervise as-able the work of contractual service providers hired by the District. Includes understanding of other contractors’ performance obligations under their contracts with the district.
- f) Implementation of a Facility Maintenance Plan and an Emergency Action Plan for the Amenity Complex.
- g) Operate the Access Control Systems installed at the Amenity Complex
- h) Develop an annual maintenance budget for the District and a long-term facility replacement schedule
- i) Maintain an up-to-date operations and maintenance manual, complete with current drawings
- j) Develop an annual maintenance budget for the District and a long-term facility replacement schedule
- k) Management and coordination of all onsite staff.
- l) *Landscaping/Irrigation:* Oversee landscape maintenance/irrigation system provider’s performance through regular meetings and inspections. Action item lists will be created in documenting and monitoring problem-resolution. Work with provider’s management team to ensure compliance with contractual requirements and corrections to performance deficiencies, as needed.

- m) *Maintenance of Lakes/Holding Ponds*: Oversee performance of storm water-management system service provider, as well as pond maintenance provider. Ensure that inlets are maintained, debris around embankments is removed, etc.
- n) *Clubhouse Facility Management*: Ensure that the amenity center is kept in proper condition and that its patrons are served satisfactorily and safely.
- o) Respond in a timely and professional manner to resident/HOA inquiries, including relevant direction/inquiries from the board and other staff, to ensure that appropriate issues are addressed and resolved as able.
- p) Act as the primary point of contact to residents on behalf of the district for all issues related to the operation of the Amenity Center.
- q) Schedule all private room rentals.

**Note:** *Vesta shall not be held liable for the performance or lack thereof, of other district vendors or contractors.*

## **II. MAINTENANCE SERVICES INCLUDE:**

### **a) *Swimming Pool Maintenance***

Vesta shall provide the following services in order to maintain the facilities' pool:

1. 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,
2. Conduct necessary tests for proper pool chemicals as required in order to maintain water quality levels within requirements of Chapter 64E-9.004(d).
3. Operate filtration and recirculation systems, backwashing as needed. 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.
4. Manually skim, brush and vacuum pools as necessary. Maintenance shall be performed three (3) days per week. It is recommended that the pools be closed on Mondays for super chlorination and algae treatment as necessary.
5. Advise the C.D.D. 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 of the C.D.D.

**NOTE:** *All pool chemicals necessary to perform the above maintenance, as well as chemicals required for special treatment of stains, metals sequestering, foam removal, oil removal, phosphate and nitrate removal, mustard and black algae treatment, and super chlorination, shall be used as needed and billed separately. Additional service and/or chemicals required due to natural disasters or gale-force winds (or stronger) shall also be billable.*

### **b) *Janitorial Maintenance***

Vesta shall provide the following duties three (3) days per week in order to maintain the facility's indoor space and bathroom areas:

1. Maintain the general appearance of all indoor spaces by maintaining floors, dusting, cleaning windows, and cleaning tiled areas.
2. Bathroom cleaning includes all toilets, counters, and mirrors. Soap dispensers

shall be cleaned and filled when necessary. Paper product dispensers shall be restocked as needed (*bathroom paper products and soaps are to be supplied by the District*).

3. Dusting of window ledges and blinds, furniture, baseboards, countertops, lights.
4. Storage closets shall be kept in an orderly condition, with supplies stored properly.

*Cleaning supplies used for the sole purpose of providing janitorial services will be provided by Vesta. All paper and soap supplies are billable to the district.*

**c) General Facility Maintenance**

1. *Building*: Clean gym equipment weekly, repair equipment as able and report any other repairs to the outside maintenance provider as needed; 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; spot treatment of carpet stains; touch-up painting as needed; control cobwebs and prevent other debris from accumulating on exterior walls; and replace interior lights and AC filters as needed. (*Vesta shall be reimbursed for the purchase of supplies related to the general maintenance of the facility*)
2. *Pool Deck*: Blow off entire deck area regularly; empty and replace waste receptacles around pool area; control algae growth around pool deck.
3. *Playground*: Check equipment and fencing periodically and work with district management company field personnel to resolve any repair needs; clean equipment and remove debris on and around equipment as needed.
4. *Volleyball Court*: Rake volleyball court regularly and pick up debris around area.
5. *Parking Lot*: Blow off debris; pick up trash and debris as needed

*Tools and equipment used to provide the above services shall be purchased by and considered property of the district. Any purchase that exceeds an agreed upon threshold will require approval from the District Manager.*

### **III. ADDITIONAL SERVICES PROVIDED**

**a) Seasonal Facility Monitoring**

1. Assist in staffing and monitoring the use of the amenity center/pool facility.
2. Greet residents.
3. Enforce district policies as they relate to the facility's usage by residents, authorized guests and other authorized users.

**b) Event Services**

1. Planning and promotion of community events and activities
2. Staffing and execution of planned events and activities

### **IV. OTHER**

**a) Uniforms:**

All Staff shall wear company uniforms, provided by Vesta.

**b) Equipment Recommendation:**

The purchase of one (1) defibrillator (AED) unit is highly recommended (estimated



cost of \$2,200.00).

c) Capital Expenditures:

Vesta shall obtain a minimum of three (3) competitive bids (if possible) on any recommended capital improvements in the future.

d) Insurance Levels:

Vesta shall carry general liability coverage of at least \$1,000,000, including employer's liability coverage of \$250,000.00.

e) Mileage:

All mileage and tolls incurred offsite for the benefit of the community such as acquiring parts and supplies shall be billable. Mileage will be reimbursed at the current IRS rate.

f) Storm preparation and recovery:

Additional hours incurred for the purposes of preparing the facility for extreme weather conditions or recovery after a storm event are billable at a rate of \$32.00 hourly.

g) Emergency services:

In the event an immediate response is required, a billing rate of \$45 an hour will apply with a three-hour minimum.

## VI. PRICING:

A. Operation and Field Services:

20 hours weekly

**\$31,193.87**

B. Facility Maintenance and Janitorial Services:

20 hours weekly

**\$23,920.00**

C. Facility Monitor:

Weekends only from Memorial Day up to the beginning of Duval County school summer break. (3:00 p.m.-8:00 p.m.)

Summer break Tuesday- Sunday (3:00 p.m.-8:00 p.m.)

Labor Day Weekend (3:00 p.m.-8:00 p.m.)

**\$9,525.60**

D. Program Director:

Services will be billed at an hourly rate of twenty-nine (\$29) dollars on an as-needed basis.

***Total Annual Fee for all services: \$64,639.47***

*3-year agreement secures future district expenses.*

*Year 1: FY'21 not to exceed a 5.0% increase on base fees*

*Year 2: FY'22 not to exceed a 2.5% increase on base fees*

*Year 3: FY'23 NO increase to base fees*

**Terms:**

- Vesta shall invoice monthly for all services.
- Invoices shall be paid net thirty (30) days upon receipt.
- Residents shall pay an hourly rate set forth by Vesta for temporary staffing services related to parties.
- Vesta shall charge a fee of \$29.00 per hour upon approval from the district manager for any additional services not listed within the regular work schedule.