

**EAST PARK  
COMMUNITY DEVELOPMENT  
DISTRICT**

**AGENDA PACKAGE**

**JANUARY 28, 2019**

# East Park Community Development District Agenda Page 2

Angel Colon, Chairman  
Scott Phillips, Vice Chairman  
Graciela Von Blon, Assistant Secretary  
Tom Bonner, Assistant Secretary  
Todd Oneal, Assistant Secretary

Robert Koncar, District Manager  
Kristen Suit, District Manager  
Roy Van Wyk, District Counsel  
Rey Malave, District Engineer  
Ariel Medina, Project Coordinator  
Freddy Blanco, Field Service Manager  
Russell Simmons, Field Service Manager

---

January 21, 2019

East Park Community Development District  
Board of Supervisors

Dear Board Members:

The regular meeting of the Board of Supervisors of the East Park Community Development District will be held **Monday, January 28, 2019 at 5:00 p.m.** in the conference room at **The House of Management Enterprises, 5756 South Semoran Blvd.,** Orlando, Florida. Following is the advance agenda for this meeting:

- 1. Call to Order and Roll Call**
- 2. Public Comments on Agenda Items**
- 3. Organizational Matters**
  - A. Oath of Office Seat 3 – Tom Bonner
- 4. Presentation by Village Center II Landowner**
- 5. Approval of the Minutes of the November 26, 2018 Meeting**
- 6. District Manager's Report**
  - A. Financial Statements and Check Register
  - B. Consideration of Change to the Meeting Schedule for FY 2019 to the 2<sup>nd</sup> Tuesday (March 12, May 14, July 9, and September 10)
- 7. Staff Reports**
  - A. Attorney
  - B. Engineer
  - C. Field Services
    - i. Field Manager's Report
    - ii. Proposals to Repair Bricks at Entrance
    - iii. Proposal for Fountain Cleaning Program
- 8. Other Business**
- 9. Supervisor Requests and Audience Comments**
- 10. Adjournment**

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please contact me.

Sincerely,

*Kristen Suit*  
District Manager

## **Fifth Order of Business**

## **MINUTES OF MEETING EAST PARK COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the East Park Community Development District was held at 5:00 P.M. on Monday, November 26, 2018 at the offices of the House of Management Enterprise, 5756 S. Semoran Boulevard, Orlando, Florida.

Present and constituting a quorum were:

Angel Colon	Chairman
Scott Phillips	Vice Chairman
Graciela Von Blon	Assistant Secretary
Todd Oneal	Assistant Secretary

Also present were:

Kristen Suit	District Manager
Russ Simmons	Field Services Manager
Rey Malave	District Engineer (via conference call)
Alyssa Willson	District Counsel (via conference call)

*The following is a summary of the minutes and actions taken at the November 26, 2018 East Park Board of Supervisors meeting.*

### **FIRST ORDER OF BUSINESS**

### **Call to Order and Roll Call**

Ms. Suit called the meeting to order

### **SECOND ORDER OF BUSINESS**

### **Public Comments on Agenda Items**

There were no members of the public present.

### **THIRD ORDER OF BUSINESS**

### **Organizational Matters**

#### **A. Oath of Office Elected Supervisors – Seat 1 Graciela Von Blon; Seat 3 – No One Qualified**

Ms. Suit, a Notary of the State of Florida, administered the Oath of Office to Graciela Von Blon, Seat 1.

- No one qualified for Seat 3.

On MOTION by Mr. Colon seconded by Mr. Phillips with all in favor Seat 3 was declared vacant.

- Discussion ensued to appoint Mr. Bonner to the vacant seat.

On MOTION by Mr. Colon seconded by Mr. Oneal with all in favor Mr. Tom Bonner was appointed to Seat 3.

#### **B. Resolution 2019-1 Designating Officers**

On MOTION by Mr. Phillips seconded by Mr. Colon with all in favor Resolution 2019-1 designating Angel Colon Chairman; Scott Phillips Vice Chairman; Kristen Suit Secretary; Stephen Bloom Treasurer; Alan Baldwin Assistant Treasurer; Todd Oneal, Graciela Von Blon and Tom Bonner Assistant Secretaries was adopted.

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

##### **Approval of the Minutes of the September 24, 2018 Meeting**

On MOTION by Mr. Colon seconded by Mr. Phillips with all in favor the minutes of the September 24, 2018 meeting were approved.

#### **FIFTH ORDER OF BUSINESS**

##### **District Manager's Report**

##### **A. Financial Statements and Check Register**

The financial statements through September 30, 2018 and Check Register through October 31, 2018 were reviewed.

- Street paving costs were discussed.
- Questions regarding the invoice system were addressed. The Board requested going forward copies of all invoices that coincide with the check register in the agenda packages be emailed to them monthly when the meeting packages are sent out.

On MOTION by Mr. Phillips seconded by Mr. Colon with all in favor the September 30, 2018 financial statements and check register through October 31, 2018 were approved.

**B. Motion to Assign Fund Balance**

- \$119, 606 Operating Reserve
- \$39,916 Reserves – Renewal & Replacement
- Total Assigned Reserves \$159,522

On MOTION by Mr. Colon seconded by Ms. Von Blon with all in favor the motion to assign fund balance as presented was approved.

**C. Engagement Letter Fiscal Year 2018 Audit**

On MOTION by Mr. Colon seconded by Ms. Von Blon with all in favor the Engagement Letter with Grau & Associates to perform the Fiscal Year 2018 audit in an amount not to exceed \$5,700 was approved.

**D. Website Compliance Checklist**

- Website Compliance Checklist was included for informational purposes.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There not being any, the next item followed.

**B. Engineer**

**i. Road Resurfacing Inspection Report**

- The City of Orlando has inspected the CDD roads and has concluded the following streets required resurfacing:
  - Moss Rose Way – from Caroline Park Drive to Savannah Park Drive
  - Savannah Park Drive – From Moss Rose Way to Narcoossee Road
- The work should commence in the beginning of 2019.
- The City will not repair the bricks that are a part of the roadway. Any special items will be taken care of by whoever owns them; if it is the City they will resurface only.

- Proposals will be obtained to repair CDD brickwork.
- ii. Play Area Ground Surfacing Quotes**
- Mr. Malave reviewed the play area ground surfacing quotes and the Dewberry summary memorandum.
- Dewberry recommends East Park CDD select the poured in place rubber surfacing from Robertson Recreational Surfaces. This surface comes with a five-year warranty, and the quote includes site work that needs to be done, such as the removal of existing mulch and construction of the aggregate sub base and concrete curbing that surrounds the site.
- Discussion ensued and it was noted the contract should state the company is responsible for any drainage issues after the work is completed.

On MOTION by Mr. Colon seconded by Mr. Oneal with all in favor the Robertson Recreational Surfaces Proposal in the Amount of \$20,384 Subject to District Engineer & District Counsel Drafting Provisions of Responsibility to be Included in the Agreement was approved.

**iii. Discussion and Consideration of DR Horton Product Modification Plat and District Ownership**

- The DR Horton Product Modification Plat and District Ownership map were reviewed.
- DR Horton will be requested to provide the True Up in the amount of \$29,085.42 by March 15, 2019. If not provided, they will continue to be assessed at the O&M and Debt Service of the Town Homes.
- Once the developer completes the True Up, the 2019 assessment charge will be revised; which will have those 46 town homes removed and two parcels that are Village Center 3 added.

On MOTION by Mr. Phillips seconded by Mr. Colon with all in favor the DR Horton Product Modification Plat Subject to True Up payment by DR Horton; and to authorize staff to send a Notice of True Up obligation to the developer was approved.

**C. Field Services**

**i. Field Managers Report**

- The monthly Field Management Reports were included in the agenda package.

- Questions and comments were addressed.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

There are not any, next order of business.

**EIGHTH ORDER OF BUSINESS**

**Supervisor Requests and Audience  
Comments**

On MOTION by Mr. Oneal seconded by Mr. Phillips with all in favor Planting & Sod Install at Median Entrance (Across from the 7-11) in an amount Not to Exceed \$3000 was approved.
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**NINTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Phillips seconded by Mr. Colon with all in favor the meeting was adjourned.
----------------------------------------------------------------------------------------------

---

Secretary/Assistant Secretary

---

Angel Colon  
Chairman



## **Sixth Order of Business**

**6A.**

**EAST PARK**  
**Community Development District**

*Financial Report*  
*December 31, 2018*



## **Table of Contents**

### **FINANCIAL STATEMENTS**

Balance Sheet - All Funds .....	Page 1
Statement of Revenues, Expenditures and Changes in Fund Balances	
General Fund .....	Page 2
Debt Service Fund .....	Page 3
Notes to the Financial Statements .....	Page 4 - 5

### **SUPPORTING SCHEDULES**

Non-Ad Valorem Special Assessments .....	Page 6
Cash and Investment Report .....	Page 7
Bank Reconciliation .....	Page 8

---

**East Park  
Community Development District**

**Financial Statements**

**(Unaudited)**

**December 31, 2018**

**Balance Sheet**  
December 31, 2018

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2013 DEBT SERVICE FUND	TOTAL
<b><u>ASSETS</u></b>			
Cash - Checking Account	\$ 595,481	\$ -	\$ 595,481
Accounts Receivable	2,423	-	2,423
Assessments Receivable	1,710	1,478	3,188
Allow-Doubtful Collections	(1,710)	(1,478)	(3,188)
Due From Other Funds	-	265,675	265,675
Investments:			
Certificates of Deposit - 12 Months	203,870	-	203,870
Certificates of Deposit - 18 Months	153,803	-	153,803
Money Market Account	386,689	-	386,689
Prepayment Fund (A-2)	-	1,332	1,332
Redemption Fund (A-2)	-	1	1
Reserve Fund (A-1)	-	121,320	121,320
Reserve Fund (A-2)	-	58,944	58,944
Revenue Fund	-	29,590	29,590
<b>TOTAL ASSETS</b>	<b>\$ 1,342,266</b>	<b>\$ 476,862</b>	<b>\$ 1,819,128</b>
<b><u>LIABILITIES</u></b>			
Accounts Payable	\$ 16,809	\$ -	\$ 16,809
Accrued Expenses	11,941	-	11,941
Due To Other Funds	265,675	-	265,675
<b>TOTAL LIABILITIES</b>	<b>294,425</b>	<b>-</b>	<b>294,425</b>
<b><u>FUND BALANCES</u></b>			
<b>Restricted for:</b>			
Debt Service	-	476,862	476,862
<b>Assigned to:</b>			
Operating Reserves	119,606	-	119,606
Reserves-Renewal & Replacement	39,916	-	39,916
<b>Unassigned:</b>	888,319	-	888,319
<b>TOTAL FUND BALANCES</b>	<b>\$ 1,047,841</b>	<b>\$ 476,862</b>	<b>\$ 1,524,703</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 1,342,266</b>	<b>\$ 476,862</b>	<b>\$ 1,819,128</b>

## Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending December 31, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 3,000	\$ 750	\$ 2,642	\$ 1,892
Special Assmnts- Tax Collector	461,380	239,918	320,814	80,896
Special Assmnts- Discounts	(18,455)	(9,412)	(12,837)	(3,425)
Physical Environment	6,085	6,085	-	(6,085)
Other Miscellaneous Revenues	32,500	-	-	-
<b>TOTAL REVENUES</b>	<b>484,510</b>	<b>237,341</b>	<b>310,619</b>	<b>73,278</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
P/R-Board of Supervisors	5,000	1,000	800	200
FICA Taxes	383	77	61	16
ProfServ-Arbitrage Rebate	600	-	-	-
ProfServ-Dissemination Agent	1,000	-	-	-
ProfServ-Engineering	8,000	2,000	4,143	(2,143)
ProfServ-Legal Services	25,000	6,250	2,065	4,185
ProfServ-Mgmt Consulting Serv	51,052	12,763	12,763	-
ProfServ-Property Appraiser	1,500	1,500	828	672
ProfServ-Trustee Fees	4,310	4,310	4,741	(431)
Auditing Services	6,000	-	-	-
Postage and Freight	900	225	109	116
Insurance - General Liability	15,854	15,854	12,080	3,774
Printing and Binding	1,500	375	429	(54)
Legal Advertising	1,300	500	253	247
Miscellaneous Services	700	175	145	30
Misc-District Filing Fees	175	175	175	-
Misc-Assessmnt Collection Cost	500	-	-	-
Office Supplies	400	100	66	34
<b>Total Administration</b>	<b>124,174</b>	<b>45,304</b>	<b>38,658</b>	<b>6,646</b>
<b>Field</b>				
ProfServ-Field Management	21,912	5,478	5,478	-
Contracts-Wetland Mitigation	20,800	5,200	4,800	400
Contracts-Landscape	145,000	36,250	28,123	8,127
Electricity - General	134,000	33,500	32,132	1,368
Utility - Water	9,000	2,250	1,447	803
R&M-General	5,000	1,250	858	392
R&M-Common Area	20,000	5,000	1,157	3,843
R&M-Drainage	2,000	500	-	500
R&M-Landscape Renovations	9,000	2,250	7,564	(5,314)
Impr - Fountain	5,000	5,000	-	5,000
<b>Total Field</b>	<b>371,712</b>	<b>96,678</b>	<b>81,559</b>	<b>15,119</b>
<b>TOTAL EXPENDITURES</b>	<b>495,886</b>	<b>141,982</b>	<b>120,217</b>	<b>21,765</b>
Net change in fund balance	\$ (11,376)	\$ 95,359	\$ 190,402	\$ 95,043
<b>FUND BALANCE, BEGINNING (OCT 1, 2018)</b>	<b>857,439</b>	<b>857,439</b>	<b>857,439</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 846,063</b>	<b>\$ 952,798</b>	<b>\$ 1,047,841</b>	

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending December 31, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ -	\$ -	\$ 1,013	\$ 1,013
Special Assmnts- Tax Collector	398,008	206,964	276,749	69,785
Special Assmnts- Discounts	(15,920)	(8,278)	(11,074)	(2,796)
<b>TOTAL REVENUES</b>	<b>382,088</b>	<b>198,686</b>	<b>266,688</b>	<b>68,002</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
Misc-Assessmnt Collection Cost	7,960	-	-	-
<b>Total Administration</b>	<b>7,960</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Debt Service</b>				
Principal Debt Retirement A-1	120,000	-	-	-
Principal Debt Retirement A-2	45,000	-	-	-
Interest Expense Series A-1	122,442	61,221	61,221	-
Interest Expense Series A-2	70,850	35,425	35,425	-
<b>Total Debt Service</b>	<b>358,292</b>	<b>96,646</b>	<b>96,646</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>366,252</b>	<b>96,646</b>	<b>96,646</b>	<b>-</b>
Excess (deficiency) of revenues				
Over (under) expenditures	15,836	102,040	170,042	68,002
<b>OTHER FINANCING SOURCES (USES)</b>				
Contribution to (Use of) Fund Balance	15,836	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>15,836</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ 15,836	\$ 102,040	\$ 170,042	\$ 68,002
<b>FUND BALANCE, BEGINNING (OCT 1, 2018)</b>	<b>306,820</b>	<b>306,820</b>	<b>306,820</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 322,656</b>	<b>\$ 408,860</b>	<b>\$ 476,862</b>	



**Notes to the Financial Statements**  
**December 31, 2018**

**General Fund**

► **Assets**

**Cash and Investments** - See Cash and Investment Report on page 7 for further details.

**Accounts Receivable** - Due from Ravina at East Park HOA for OUC streetlighting for periods Oct thru Dec.

**Assessments Receivable** - Delinquent assessments per tax collector due to Parcel 08-24-31-4825-00080 bankruptcy beginning FY 2015.

**Allow - Doubtful Collections** - Delinquent assessments on Parcel 08-24-31-4825-00080 for FY2015 thru FY2018 deemed uncollectible.

► **Liabilities**

**Accounts Payable** - Outstanding December invoices paid in January.

**Accrued Expenses** - Unbilled expenses accrued pending receipt of invoices are as follows:

OUC - December Electricity & Water	\$11,941
------------------------------------	----------

**Due To Other Funds** - FY19 debt service assessments collected and to be transferred to Revenue Fund.

**Debt Service Fund**

► **Assets**

**Assessments Receivable** - Delinquent assessments per tax collector due to Parcel 08-24-31-4825-00080 bankruptcy beginning FY 2015.

**Allow - Doubtful Collections** - Delinquent assessments on Parcel 08-24-31-4825-00080 for FY2015 thru FY2018 deemed uncollectible.

**Notes to the Financial Statements**  
*December 31, 2018*

**Financial Highlights**

- ▶ 70% of FY19 Assessments have been collected compared to 57% last year at the same time.
- ▶ Total general fund expenditures are approximately 85% of the YTD budget. Variances are explained below.

**General Fund**

Account Name	YTD Budget	YTD Actual	% of Budget	Explanation
<b>Expenditures</b>				
<b><u>Administrative</u></b>				
Pro-Serv Engineering	\$2,000	\$4,143	207%	Dewberry Engineering - Services thru Dec 2018.
Pro-Serv Legal Services	\$6,250	\$2,065	33%	Hopping Green & Sams - General counsel & monthly meeting billed through Nov 2018.
Printing and Binding	\$375	\$429	114%	The cost to prepare agenda packages thru Dec 2018.
<b><u>Field</u></b>				
Contracts-Wetland Mitigation	\$5,200	\$4,800	92%	Sitex Aquatics - \$1,600 per month.
Contracts - Landscape	\$36,250	\$28,123	78%	Servello & Sons - \$9,374.49 per month and reimbursements to Ravina at East Park HOA.
R&M-Landscape Renovations	\$2,250	\$7,564	336%	Servello - Proposals for landscape improvements.

**East Park  
Community Development District**

**Supporting Schedules**

**December 31, 2018**

**Non-Ad Valorem Special Assessments - Orange County Tax Collector  
(Monthly Collection Distributions)  
For the Fiscal Year Ending September 30, 2019**

					ALLOCATION BY FUND	
Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	General Fund	Debt Service Fund
Assessments Levied				\$ 859,388	\$ 461,380	\$ 398,008
Allocation %				100%	54%	46%
11/06/18	\$1,273	\$71	\$0	\$1,343	\$721	\$622
11/19/18	6,308	263	-	6,571	3,528	3,043
12/03/18	42,781	1,783	-	44,564	23,925	20,639
12/10/18	114,600	4,775	-	119,375	64,089	55,286
12/17/18	124,898	5,204	-	130,102	69,848	60,254
12/24/18	283,793	11,816	-	295,609	158,704	136,905
	-	-	-	-	-	-
	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 573,652</b>	<b>\$ 23,911</b>	<b>\$ -</b>	<b>\$ 597,563</b>	<b>\$ 320,814</b>	<b>\$ 276,749</b>
% COLLECTED					70%	70%
<b>TOTAL OUTSTANDING</b>					<b>\$ 261,825</b>	<b>\$ 140,566</b>
					<b>\$ 121,259</b>	

**Cash and Investment Report**  
**December 31, 2018**

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
<b>GENERAL FUND</b>					
Checking Account - Operating	SunTrust	Public Funds Now	n/a	1.93%	\$595,481
Certificates of Deposit (12 months)	BankUnited	CD-3637	04/05/19	1.55%	203,870
Certificate of Deposit (18 months)	BankUnited	CD-7563	10/16/19	1.80%	101,442
	BankUnited	CD-6718	04/01/20	2.43%	52,361
		sub total			153,803
Public Funds Money Market	BankUnited	MMA - #9406	n/a	1.30%	386,689
<b>Subtotal-General Fund</b>					<b>\$1,339,843</b>
<b>DEBT SERVICE FUND</b>					
Series 2013 Prepayment Fund A-2	US Bank	1st Am Gov't Obligation Fund	n/a	2.10%	\$1,332
Series 2013 Redemption Fund A-2	US Bank	1st Am Gov't Obligation Fund	n/a	2.10%	1
Series 2013 Reserve Fund A-1	US Bank	1st Am Gov't Obligation Fund	n/a	2.10%	121,320
Series 2013 Reserve Fund A-2	US Bank	1st Am Gov't Obligation Fund	n/a	2.10%	58,944
Series 2013 Revenue Account	US Bank	1st Am Gov't Obligation Fund	n/a	2.10%	29,590
<b>Subtotal-Debt Service Fund</b>					<b>\$211,187</b>
<b>Total - All Funds</b>					<b>\$1,551,030</b>

## East Park CDD

### Bank Reconciliation

Bank Account No. 5800 SunTrust Bank - GF  
 Statement No. 12-18  
 Statement Date 12/31/2018

<b>G/L Balance (LCY)</b>	595,480.87	<b>Statement Balance</b>	595,665.57
<b>G/L Balance</b>	595,480.87	<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00		
		<b>Subtotal</b>	595,665.57
<b>Subtotal</b>	595,480.87	<b>Outstanding Checks</b>	184.70
<b>Negative Adjustments</b>	0.00	<b>Differences</b>	0.00
<b>Ending G/L Balance</b>	595,480.87	<b>Ending Balance</b>	595,480.87
<b>Difference</b>	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
<b>Outstanding Checks</b>						
11/27/2018	Payment	003706	SCOTT E. PHILLIPS	184.70	0.00	184.70
<b>Total Outstanding Checks.....</b>				<b>184.70</b>		<b>184.70</b>

**East Park  
Community Development District**

**Check Register**

**November thru December, 2018**

# EAST PARK

## Community Development District

### Payment Register by Bank Account

For the Period from 11/1/18 to 12/31/18

(Sorted by Check / ACH No.)

Pymt Type	Check / ACH No.	Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<b>SUNTRUST BANK - GF - (ACCT# XXXXX5800)</b>									
Check	003692	11/02/18	Vendor	HOPPING GREEN & SAMS	103397	9/21-9/24/18 MTHLY MEETING EXP	ProfServ-Legal Services	001-531023-51401	\$1,500.00
Check	003693	11/02/18	Vendor	INFRAMARK, LLC	35077	OCT 2018 MGMT FEES/pass thru	ProfServ-Field Management	001-531016-53901	\$1,826.00
Check	003693	11/02/18	Vendor	INFRAMARK, LLC	35077	OCT 2018 MGMT FEES/pass thru	Postage and Freight	001-541006-51301	\$7.99
Check	003693	11/02/18	Vendor	INFRAMARK, LLC	35077	OCT 2018 MGMT FEES/pass thru	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$4,254.33
Check	003693	11/02/18	Vendor	INFRAMARK, LLC	35077	OCT 2018 MGMT FEES/pass thru	Printing and Binding	001-547001-51301	\$180.25
Check	003693	11/02/18	Vendor	INFRAMARK, LLC	35077	OCT 2018 MGMT FEES/pass thru	Office Supplies	001-551002-51301	\$33.00
Check	003693	11/02/18	Vendor	INFRAMARK, LLC	35077	OCT 2018 MGMT FEES/pass thru	Postage and Freight	001-541006-51301	\$13.40
Check	003693	11/02/18	Vendor	INFRAMARK, LLC	35077	OCT 2018 MGMT FEES/pass thru	Fast Signs	001-549900-53901	\$65.56
Check	003694	11/02/18	Vendor	TROM II CORPORATION	54691	NOV JANITORIAL SERVICES	R&M-General	001-546001-53901	\$200.00
Check	003695	11/07/18	Vendor	DEPT OF ECONOMIC OPPORTUNITY	72256	2018/2019 DISTRICT FILING FEE	Misc-District Filing Fees	001-549007-51301	\$175.00
Check	003696	11/07/18	Vendor	SERVELLO & SONS	12352	RMV HEDGE/ADD ST AUGUSTINE	R&M-Landscape Renovations	001-546051-53901	\$1,910.00
Check	003696	11/07/18	Vendor	SERVELLO & SONS	12353	RMV HEDGE/ADD ST AUGUSTINE	R&M-Landscape Renovations	001-546051-53901	\$1,750.00
Check	003697	11/07/18	Vendor	SITEX AQUATICS LLC	2695A	NOV LAKE MAINT	Contracts-Wetland Mitigation	001-534049-53901	\$1,600.00
Check	003698	11/07/18	Vendor	VERTEX WATER FEATURES	11544	FNTN REPRS SITE 3/follow up	R&M-Common Area	001-546016-53901	\$239.78
Check	003699	11/14/18	Vendor	RICK SINGH	1291	2018/2019 ASSESS ADMIN FEE	ProfServ-Property Appraiser	001-531035-51301	\$828.00
Check	003700	11/16/18	Vendor	ABBEY PRESS INC.	136347	2 SIGNS FOR GAZEBO (8/31/18)	Misc-Contingency	001-549900-53901	\$161.26
Check	003701	11/16/18	Vendor	DEWBERRY ENGINEERS INC	1614386	10/18 Eng Svc/Playground Rsrfc	ProfServ-Engineering	001-531013-51501	\$3,320.00
Check	003702	11/16/18	Vendor	THE LAKE DOCTORS, INC.	396225	NOV WTR MGMNT	R&M-Common Area	001-546016-53901	\$88.00
Check	003703	11/16/18	Vendor	VERTEX WATER FEATURES	11754	11/8/18 FOUNTAIN CLEANING	R&M-Common Area	001-546016-53901	\$246.00
Check	003704	11/27/18	Employee	ANGEL L. COLON	PAYROLL	November 27, 2018 Payroll Posting			\$184.70
Check	003705	11/27/18	Employee	GRACIELA M. VON BLON	PAYROLL	November 27, 2018 Payroll Posting			\$184.70
Check	003706	11/27/18	Employee	SCOTT E. PHILLIPS	PAYROLL	November 27, 2018 Payroll Posting			\$184.70
Check	003707	11/27/18	Employee	TODD M. ONEAL	PAYROLL	November 27, 2018 Payroll Posting			\$184.70
Check	003708	11/30/18	Vendor	INFRAMARK, LLC	35914	NOV MGMT FEES	ProfServ-Field Management	001-531016-53901	\$1,826.00
Check	003708	11/30/18	Vendor	INFRAMARK, LLC	35914	NOV MGMT FEES	Postage and Freight	001-541006-51301	\$5.64
Check	003708	11/30/18	Vendor	INFRAMARK, LLC	35914	NOV MGMT FEES	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$4,254.33
Check	003708	11/30/18	Vendor	INFRAMARK, LLC	35914	NOV MGMT FEES	Printing and Binding	001-547001-51301	\$34.35
Check	003709	11/30/18	Vendor	SERVELLO & SONS	12349	#1304 RMV TREES/ADD PLNTR BEDS	R&M-Landscape Renovations	001-546051-53901	\$1,350.00
Check	003709	11/30/18	Vendor	SERVELLO & SONS	12350	#1305 RMV OAK/ADD OAK/VIBURNMS	R&M-Landscape Renovations	001-546051-53901	\$1,298.00
Check	003709	11/30/18	Vendor	SERVELLO & SONS	12351	#1306 RMV & RPLC BALD CYPRESS	R&M-Landscape Renovations	001-546051-53901	\$435.00
Check	003709	11/30/18	Vendor	SERVELLO & SONS	12239	NOV LANDSCAPE MAINT	Contracts-Landscape	001-534050-53901	\$9,374.49
Check	003709	11/30/18	Vendor	SERVELLO & SONS	12372	#1412-IRR RPRS #6, ZONE 3,4,5	R&M-Landscape Renovations	001-546051-53901	\$117.67
Check	003709	11/30/18	Vendor	SERVELLO & SONS	12373	#1413-IRR RPRS, ZONE 5,11,21	R&M-Landscape Renovations	001-546051-53901	\$26.81
Check	003709	11/30/18	Vendor	SERVELLO & SONS	12374	#1414-IRR RPRS/6,7,12,13,15,19	R&M-Landscape Renovations	001-546051-53901	\$147.86
Check	003710	11/30/18	Vendor	VERTEX WATER FEATURES	11939	Site 4:7.5HP 2Tier reset brkrs	R&M-Common Area	001-546016-53901	\$233.00



# EAST PARK

## Community Development District

### Payment Register by Bank Account

For the Period from 11/1/18 to 12/31/18

(Sorted by Check / ACH No.)

Pymt Type	Check / ACH No.	Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
Check	003711	12/03/18	Vendor	TROM II CORPORATION	55034	DEC JANITORIAL SVCS	R&M-General	001-546001-53901	\$200.00
Check	003712	12/04/18	Vendor	FED EX	6-381-67610	11/19/18 POSTAGE	Postage and Freight	001-541006-51301	\$87.40
Check	003713	12/04/18	Vendor	HOPPING GREEN & SAMS	103970	OCT GEN COUNSEL	ProfServ-Legal Services	001-531023-51401	\$269.50
Check	003714	12/04/18	Vendor	SITEX AQUATICS LLC	2733A	DEC LAKE MAINT	Contracts-Wetland Mitigation	001-534049-53901	\$1,600.00
Check	003715	12/04/18	Vendor	VERTEX WATER FEATURES	I2086	Site 4:Rplc Run Capacitor	R&M-Common Area	001-546016-53901	\$94.39
Check	003716	12/06/18	Vendor	THE LAKE DOCTORS, INC.	401730	DEC WTR MGMNT ACCT 721272	R&M-Common Area	001-546016-53901	\$88.00
Check	003717	12/20/18	Vendor	HOME DEPOT CREDIT SERVICES	120518-0670	HD:11/19-11/27/18 PURCHASES	R&M-General	001-546001-53901	\$192.73
Check	003718	12/26/18	Vendor	DEWBERRY ENGINEERS INC	1626478	11/18 Eng Svcs	ProfServ-Engineering	001-531013-51501	\$452.50
Check	003719	12/26/18	Vendor	INFRAMARK, LLC	36709	DEC MGMT FEES	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$4,254.33
Check	003719	12/26/18	Vendor	INFRAMARK, LLC	36709	DEC MGMT FEES	ProfServ-Field Management	001-531016-53901	\$1,826.00
Check	003719	12/26/18	Vendor	INFRAMARK, LLC	36709	DEC MGMT FEES	Postage and Freight	001-541006-51301	\$7.99
Check	003719	12/26/18	Vendor	INFRAMARK, LLC	36709	DEC MGMT FEES	Printing and Binding	001-547001-51301	\$214.25
Check	003719	12/26/18	Vendor	INFRAMARK, LLC	36709	DEC MGMT FEES	Office Supplies	001-551002-51301	\$33.00
ACH	DD129	11/23/18	Vendor	ORLANDO UTILITIES COMMISSION	110118 ACH 11.23.18	OUC 9/4-10/2/18 Balance ACH	Electricity - General	001-543006-53901	\$796.43
ACH	DD130	12/28/18	Vendor	ORLANDO UTILITIES COMMISSION	120218 ACH 12.28.18	OUC PRD 10/2-11/1/18:ACH 12.28	Electricity - General	001-543006-53901	\$10,411.15
ACH	DD130	12/28/18	Vendor	ORLANDO UTILITIES COMMISSION	120218 ACH 12.28.18	OUC PRD 10/2-11/1/18:ACH 12.28	Utility - Water	001-543018-53901	\$701.30
ACH	DD132	12/28/18	Vendor	ORLANDO UTILITIES COMMISSION	120418-ACH 12.28.18	OUC 11/1-12/3/18 ELEC/WATER	Electricity - General	001-543006-53901	\$10,800.33
ACH	DD132	12/28/18	Vendor	ORLANDO UTILITIES COMMISSION	120418-ACH 12.28.18	OUC 11/1-12/3/18 ELEC/WATER	Utility - Water	001-543018-53901	\$554.48
<b>Account Total</b>									<b>\$70,824.30</b>

<b>Total Amount Paid</b>	<b>\$70,824.30</b>
--------------------------	--------------------

## **Seventh Order of Business**

**7Ci.**

# **EAST PARK COMMUNITY DEVELOPMENT DISTRICT FIELD MANAGEMENT REPORT**

**EAST PARK COMMUNITY DEVELOPMENT DISTRICT**

**FIELD MAINTENANCE HIGHLIGHT REPORT**

**January 2019**

**COMPLETED ITEMS:**

- Meet with contractors on a monthly basis and performed a drive through
- Followed up with vendors on pending items
- Reviewed and processed invoices on a weekly basis
- Performed irrigation maintenance/repairs
- Returned phone calls
- Solved resident inquiries made by phone and email
- Respond to emails and communications as needed
- Performed community light review
- Installed Christmas lights
- Coordinated with Vertex to repair fountains
- Performed timer light review for all up lighting
- Returned Christmas Lights
- Replaced flag as Savannah gazebo
- Checked and repaired light at sign on Medina by Fire Station

**ATTACHMENTS**

- ❖ Sitex
- ❖ Vertex
- ❖ Lake Doctors, Inc.
- ❖ Landscape Review
- ❖ Servello & Sons

# **EAST PARK COMMUNITY DEVELOPMENT DISTRICT SITEX REPORT**

**EAST PARK COMMUNITY DEVELOPMENT DISTRICT**

**OPERATIONS & MAINTENANCE HIGHLIGHT**

**SITEX AQUATICS MANAGEMENT REPORT**

January 2019

All ponds were treated for shoreline vegetation as needed with a custom grass mix targeted for specific species present.

**POND1**-Spot treated for Algae

**POND2**-Treated for shoreline grasses

**POND3**- Treated for shoreline grasses

**POND4**- Treated for shoreline grasses

**POND5**- Spot treated for Algae

**POND6**- Spot treated for Algae

**POND7**- Treated for shoreline grasses

**POND8**- Spot treatment for Algae

**POND9**-Spot treated for Algae

**POND10- Treated for shoreline grasses**

**POND11-Spot treated for Algae**

**DITCH-Ditch was treated for shore grasses & invasive vegetation as needed.**

**ADDITIONAL NOTES:**

Cooler air is kicking in now & growth has really slowed down. Algae was spot treated & some grasses also. Ponds are in great shape as we roll into the winter. Please don't hesitate to reach out to my staff or myself if you need anything at all.

Regards

Joe Craig

President

Sitex Aquatics llc.



# **EAST PARK COMMUNITY DEVELOPMENT DISTRICT VERTEX REPORT**



Vertex Water Features, Inc.  
2100 NW 33rd Street  
Pompano Beach, FL 33069

Phone: (844) 432-4303  
Fax:  
raquel.mason@vertexwaterfeatures.com  
www.vertexwaterfeatures.com

Bill To  
**East Park CDD 0598080**  
c/o Inframark Infrastructure Management  
S  
210 North University Drive #702  
Coral Springs FL 33071

Ship To  
**Ariel Medina**  
East Park CDD 0598080  
10426 Eastpark Woods Dr.  
Orlando FL 32832

Work Order #: 2654      Assigned Tech: Brian G. (BJG)

Completion Date: 11/5/2018

Equipment Type: Floating Fountain

Name: Site #1 (East Park Woods)

Manufacturer: Vertex

Model: 10Hp TwoTier

Install Date: 10/1/2014

Parts Warranty Expiration: 9/30/2018

Labor Warranty Expiration: 9/30/2015

Service Comments			
1.	Cleaned heavy algae from components.	2.	All circuits normal at departure.
3.			
Services Performed			
4.	<input checked="" type="checkbox"/> Test Motor GFCI circuit <input checked="" type="checkbox"/> Test Light GFCI circuit <input checked="" type="checkbox"/> Clean Intake Screen <input checked="" type="checkbox"/> Clean Light & Lenses <input checked="" type="checkbox"/> Clean Float <input checked="" type="checkbox"/> Clean Display Head/Ring & Jets <input checked="" type="checkbox"/> Adjust Mooring Lines <input checked="" type="checkbox"/> Reset Timers		
Readings			



Vertex Water Features, Inc.  
2100 NW 33rd Street  
Pompano Beach, FL 33069

Phone: (844) 432-4303  
Fax:  
raquel.mason@vertexwaterfeatures.com  
www.vertexwaterfeatures.com

5. Motor Voltage	238.6	6. Motor Amperage / Leakage	42.2 @ .62mA
7. Lighting Voltage	119.3	8. Lighting Amperage / Leakage	1.83 @ 1.5 mA
9. Timer Settings	Motor 7 a.m. to 11 p.m. lights 6 p.m. to 11 p.m.		
Customer Contact Method			
10.	<input checked="" type="checkbox"/> Call After		



Vertex Water Features, Inc.  
2100 NW 33rd Street  
Pompano Beach, FL 33069

Phone: (844) 432-4303  
Fax:  
raquel.mason@vertexwaterfeatures.com  
www.vertexwaterfeatures.com

Bill To  
**East Park CDD 0598080**  
c/o Inframark Infrastructure Management  
S  
210 North University Drive #702  
Coral Springs FL 33071

Ship To  
**Ariel Medina**  
East Park CDD 0598080  
10426 Eastpark Woods Dr.  
Orlando FL 32832

Work Order #: 2654      Assigned Tech: Brian G. (BJG)

Completion Date: 11/5/2018

Equipment Type: Floating Fountain      Name: Site #2 (Kristen Park Dr. & Caroline Park Dr.)

Manufacturer: Vertex      Model: 5Hp TwoTier

Install Date: 4/24/2017      Parts Warranty Expiration: 4/23/2021      Labor Warranty Expiration: 4/23/2018

Service Comments			
1.	Cleaned heavy algae from components.	2.	All circuits normal at departure.
3.			
Services Performed			
4.	<input checked="" type="checkbox"/> Test Motor GFCI circuit <input checked="" type="checkbox"/> Test Light GFCI circuit <input checked="" type="checkbox"/> Clean Intake Screen <input checked="" type="checkbox"/> Clean Light & Lenses <input checked="" type="checkbox"/> Clean Float <input checked="" type="checkbox"/> Clean Display Head/Ring & Jets <input checked="" type="checkbox"/> Adjust Mooring Lines <input checked="" type="checkbox"/> Reset Timers		
Readings			



Vertex Water Features, Inc.  
2100 NW 33rd Street  
Pompano Beach, FL 33069

Phone: (844) 432-4303  
Fax:  
raquel.mason@vertexwaterfeatures.com  
www.vertexwaterfeatures.com

5. Motor Voltage	243.4	6. Motor Amperage / Leakage	19.6 @ 1.2 mA
7. Lighting Voltage	121.4	8. Lighting Amperage / Leakage	1.37 @ 1.0 mA
9. Timer Settings	Motor 7 a.m. to 11 p.m. lights 6 p.m. to 11 p.m.		
Customer Contact Method			
10.	<input checked="" type="checkbox"/> Call After		

**EAST PARK COMMUNITY  
DEVELOPMENT DISTRICT  
LAKE DOCTORS, INC. REPORT**



**The Lake Doctors, Inc.**  
Aquatic Management Services®

**Corporate Offices**  
3543 State Road 419  
Winter Springs, FL 32708  
1-800-666-5253  
[lakes@lakedoctors.com](mailto:lakes@lakedoctors.com)  
[www.lakedoctors.com](http://www.lakedoctors.com)

**FJS/ 721272**

Dear Ms. Rosemary Tschinkel,

On November 27, 2018 and December 14, 2018's visit to spray the ponds at East Park CDD, The Lake Doctors, Inc., implemented treatment of emergent weeds. Included in the bullet points are the targeted species.

- Exposed Baby Tear Plant
- Alligator Weed
- Torpedograss
- Primrose
- Cattails
- Terrestrial Vegetation

On November's and December's treatment we treated for emergent and terrestrial vegetation. Should you have any questions or concerns please do not hesitate to contact your assigned Biologist or Field Manager listed below.

Thank you,

Aquatic Biologist  
Robert (Bob) Kind  
[Robert.Kind@lakedoctors.com](mailto:Robert.Kind@lakedoctors.com)  
**407-961-9223**

Field Manager  
Tom Publick  
[Tom.Publick@lakedoctors.com](mailto:Tom.Publick@lakedoctors.com)  
**407-761-9550**



**Ft. Lauderdale**  
(954) 565-7488  
1-800-683-5253

**Sarasota**  
(941) 377-0658  
1-800-444-5253

**Jacksonville**  
(904) 262- 5500  
1-800-398-5253

**Largo**  
(727) 544-7644  
1-888-668-5253

**Ft. Myers**  
(239) 693-2270  
1-800-444-5253

**Navarre**  
(850) 939-5787  
1-800-398-5253

**Ohio**  
(937) 433-2942  
1-866-774-5253

**South Carolina**  
(843) 873-1911  
1-800-398-5253

**EAST PARK COMMUNITY  
DEVELOPMENT DISTRICT  
RESIDENTIAL SERVICE  
LANDSCAPE REVIEW**



# ***East Park Landscape Review - 11/15/18***

<b>Issue</b>	<b>Location</b>	<b>Status</b>	<b>Field Manager Comments</b>
Trash pick up	Throughout the community	<b>Completed as scheduled</b>	Servello have responded effectively when notified about picking up trash out of schedule.
Annuals/Flower beds	At all entrances and Savannah Park Gazebo	<b>Pending</b>	Next on is scheduled for last week of November 27, 2018
Tree removal and replacement	Caroline Park Dr between Park Row Ct and Cobalt Park Dr	<b>Completed</b>	Completed according to scheduled
Conservation Area - Canal	Behind the lake parallel to Dawson and Lily way	<b>Pending</b>	Scheduled for the Dic./ January
Fertilizer	Throughout the community	<b>Pending</b>	The last fertilization service was at the end of Sep. Servello will provide new schedule.
Tree removal and replacement	Play House park between Moss Rose Way/old Patina Way	<b>Completed</b>	Completed according to scheduled
Irrigation	Throughout the community	<b>Pending</b>	Report to be provided by Servello
Tree removal and replacement	Dowden Rd and Easters Field Dr	<b>Completed</b>	Completed according to scheduled

## ***East Park Landscape Review - 1/3/19***

<b>Issue</b>	<b>Location</b>	<b>Status</b>	<b>Field Manager Comments</b>	<b>Servello's Comments</b>
Annuals/Flower beds	At all entrances and Savannah Park Gazebo	<b>Completed</b>	Please send schedule for next annuals installation.	Per agreement March-Existing annuals look bad need sooner
Tree removal and replacement	Caroline Park Dr between Park Row Ct and Cobalt Park Dr	<b>Completed</b>	Completed according to scheduled	Completed
Conservation Area - Canal	Behind the lake parallel to Dawson and Lily Way	<b>Completed</b>	To be discussed with Russ Simmons.	First phase completed-additional proposal needed
Fertilizer	Throughout the community	<b>Completed</b>	Completed on 1/3/19. Provide next schedule.	Completed
Irrigation	Throughout the community	<b>Completed</b>	Not completed for month of January	On schedule
Mulching	Throughout the community	Completed	Second week of December 2018	Mulch completed
Median	7 Eleven entrance	Completed	Palm trees were completed.	

# **EAST PARK COMMUNITY DEVELOPMENT DISTRICT SERVELLO**



**EAST PARK CDD**  
MAINTENANCE MONTHLY SUMMARY  
November 2018 (Bi-Weekly Mowing)

**1.1 Turf**

1.1.1 - Mowing – Mowing was performed BI weekly throughout common grounds, lakes, and utility easements. Service agreement calls for 2 mowing cycles in November.  
Mowing cycles completed:

- Week ending 11/9/18
- Week ending 11/23/18

1.1.2 – Edging (same as above (1.1.1))

1.1.3 – Line Trimming (same as above (1.1.1))

1.1.4 – Weed and Disease Control

- a) St. Augustine – Follow up scheduled for None
- b) Zoysia – Follow up scheduled for None

1.1.5 – Fertilization

- a) None

1.1.6 – Pest Control

- a) No active pests in any turf found

**1.2 Shrub/Ground Cover Care**

1.2.1 - Pruning

- a) All shrubs pruned weeks ending  
Done is 3 detail rotations

1.2.2 - Weeding

- a) Herbicide applications to weeds in landscape beds, sidewalks, and roadway  
crack weeds performed bi-weekly on a rotating basis

1.2.3 – Fertilization and Pest Control

a) Plant and tree fertilization- None

1.2.4 – Mulching

a) Completed

**1.3 Tree Care**

1.3.1 Pruning

a) None

b) Tree elevations raised along roadways and sidewalk on rotational basis

**1.4 Annual Flowers**

1.4.1 Annuals – New Annuals installed on the 27th



**EAST PARK CDD**  
**MAINTENANCE MONTHLY SUMMARY**  
**December 2018 (Bi-Weekly Mowing)**

**1.1 Turf**

1.1.1 - Mowing – Mowing was performed BI- weekly throughout common grounds, lakes, and utility easements. Service agreement calls for 2 mowing cycles in December. Mowing cycles completed:

- Week ending 12/7/18
- Week ending 12/21/18

1.1.2 – Edging (same as above (1.1.1))

1.1.3 – Line Trimming (same as above (1.1.1))

1.1.4 – Weed and Disease Control

a) St. Augustine – 12/17/19

b) Zoysia – Follow up scheduled for 12/28/18

1.1.5 – Fertilization

a) 12/17/18

1.1.6 – Pest Control

a) No active pests in any turf found

**1.2 Shrub/Ground Cover Care**

1.2.1 - Pruning

a) All shrubs pruned weeks ending

Done is 3 detail rotations

1.2.2 - Weeding

a) Herbicide applications to weeds in landscape beds, sidewalks, and roadway crack weeds performed bi-weekly on a rotating basis

1.2.3 – Fertilization and Pest Control

a) Plant and tree fertilization- 12/17/18

1.2.4 – Mulching

a) Completed

**1.3 Tree Care**

1.3.1 Pruning

a) None

b) Tree elevations raised along roadways and sidewalk on rotational basis

**1.4 Annual Flowers**

1.4.1 Annuals – New Annuals installed

\* Proposal 1636 submitted 12/17/18

**7Ciii.**



January 15, 2019

Mr. Ariel Medina  
**East Park CDD**  
c/o Inframark Infrastructure Management Services  
210 North University Drive  
Coral Springs, Florida 33071

**VIA EMAIL: [ariel.medina@inframark.com](mailto:ariel.medina@inframark.com)**

**RE: Add-On Fountain Cleaning Program**

Dear Mr. Medina:

Enclosed please find the proposal agreement for INSPECTION and CLEANING of your decorative fountain equipment. You will find that the benefits of this service will extend the life of your fountain system and help prevent the high cost of repair work.

Our service includes the following:

1. **The submersible pump.** We will clean the pump intake screens to maintain the highest degree of movement through the pump. This will allow for maximum display of the spray pattern. The motor will run cooler, and the life of the pump will be extended.
2. **The lights and lenses.** A build up of dirt, algae and mineral sediments naturally accumulate on the lenses. We will scrape, clean and polish the lights to extend the life of the bulbs and to allow maximum illumination.
3. **Display heads, jets and rings.** Proper cleaning of the jet nozzles is vital to maintain the spray pattern as engineered. We will clean each part and disassemble the part as needed to clean orifice impediments.
4. **The float.** The build-up of aquatic debris on the float creates an unsightly attraction in your lake. We will clean all surfaces of the float to maximize visual appearance.

Kindly sign and return the enclosed quotation so we can schedule your program.

We look forward to extending our service to you!

Sincerely,



Tom J. Lawrence  
Vertex Service Manager

TJL/dk

**Aeration and Restoration**



**Custom Floating Fountains**

1-844-432-4303

**Vertex Water Features**  
2100 N.W. 33<sup>rd</sup> Street  
Pompano Beach, Florida 33069  
www.vertexwaterfeatures.com

**Fountain Cleaning Agreement—Add-On**

This Agreement made the date set forth below, by and between **Vertex Water Features**, a Florida Corporation, hereinafter called "**Vertex**", and

Mr. Ariel Medina  
**East Park CDD**  
c/o Inframark Infrastructure Management Services  
210 North University Drive  
Coral Springs, Florida 33071  
(407) 566-4122  
ariel.medina@inframark.com

**Addon To Master Agreement: #0598080**

Master Agreement's Anniversary Date: 10/31/19

**Month Service is to Commence:** \_\_\_\_\_

**Date of this proposal:** January 15, 2019 TJL-AO

hereinafter called "Customer". The parties hereto agree as follows:

1. Vertex agrees to perform inspection and cleaning in accordance with the terms and conditions of this Agreement at the above-named site.
2. Cleaning Schedule To Correspond With Master Agreement:
3. CUSTOMER agrees to pay **Vertex**, its agents or assigns, the following sum for inspection and cleaning

**Two (2) Floating Fountains:**

**\$306.00 Quarterly**

**Site #3:** One (1) 15HP Lake Fountain Twotier

**Site #4:** One (1) 7.5HP Vertex TwoTier

Includes Management Reporting

**Our service includes the inspection and cleaning of the following:**

Submersible Pump	Lights & Lenses	The Float	Display Heads, Jets & Rings
<b>Vertex</b> will clean the pump intake screens.	<b>Vertex</b> will scrape, clean and polish the lights.	<b>Vertex</b> will clean all surfaces of the float.	<b>Vertex</b> will clean each part and disassemble the parts, as needed to clean orifice impediments.
BULB REPLACEMENT: If bulb replacement is required during our scheduled fountain cleaning, <b>Vertex</b> will automatically replace the bulb and charge its Customers for parts cost only. If, however, a Customer supplies the bulbs, <b>Vertex</b> will charge a fee for bulb replacement.			
No parts or special repairs are included in our cleaning agreement. By charging for cleaning, <b>Vertex</b> does not assume responsibility for parts failure and repair costs. Any parts or repair costs, including replacement of light bulbs or gaskets will be invoiced separately.			

***The above price is effective for 6 months from the date of this proposal.***

This Agreement shall have as its effective date the first day of the month in which services are first rendered to CUSTOMER. Collection terms are net 30 days from invoice date.

This *Addon Fountain Cleaning Agreement* and its Terms & Conditions (as per your Master Agreement) are entered into in Broward County, Florida, which the parties agree is the place of payment and the situs jurisdiction in the event of dispute.

**Vertex Water Features' Signature**      **Date**

**Customer/Authorized Agent's Signature**      **Title**

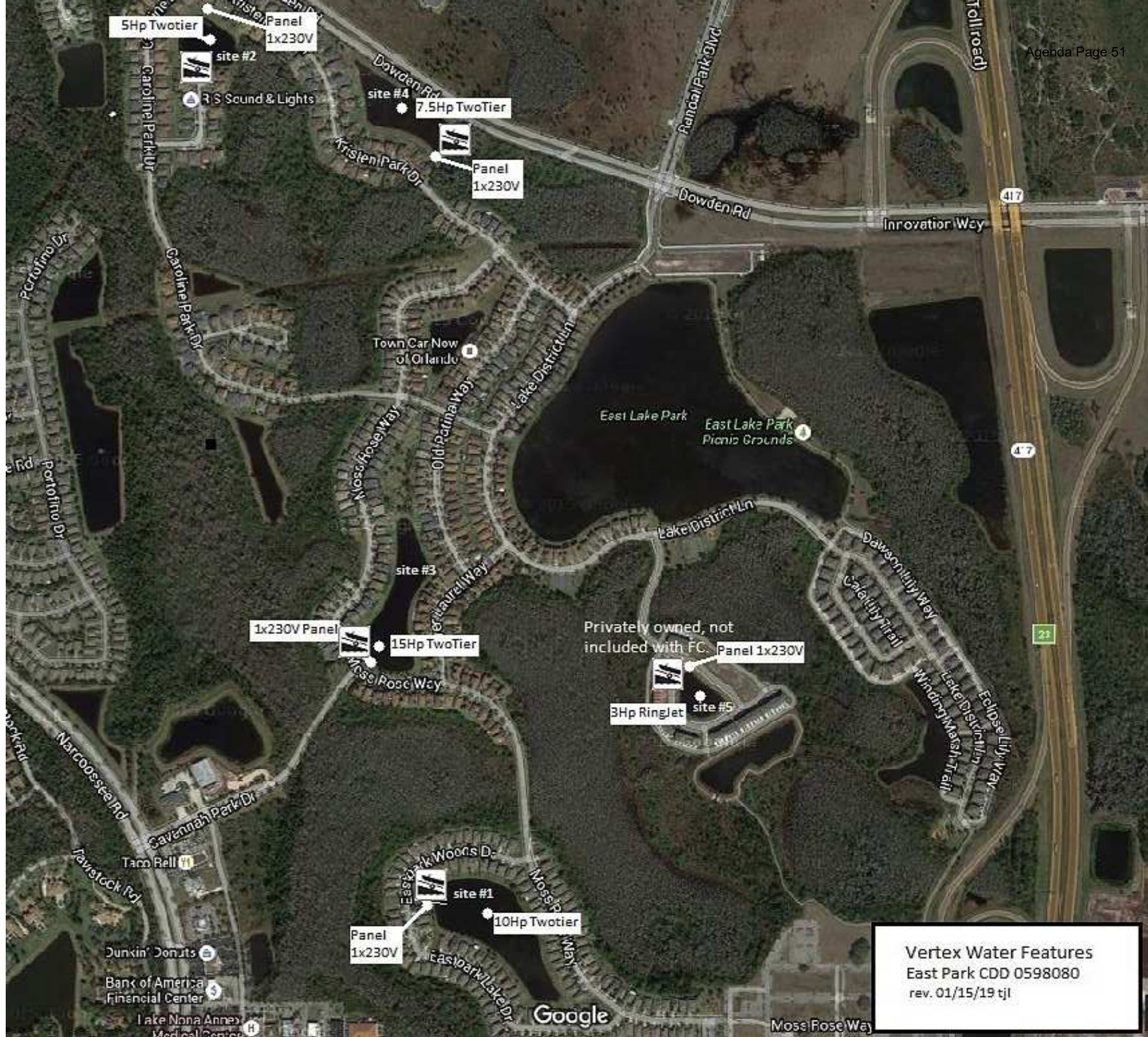
Checks made payable to **Vertex Water Features, Inc.**  
**TAX EXEMPT:** If you are tax exempt, please provide  
a copy of your Tax Exemption Certificate.

**Print Name**      **Date**

**Print Company Name**







Vertex Water Features  
East Park CDD 0598080  
rev. 01/15/19 tjf