

**VISTA LAKES  
COMMUNITY DEVELOPMENT DISTRICT**

**AGENDA PACKAGE**

**AUGUST 6, 2020**

Due to the COVID-19 pandemic, and pursuant to Executive Orders 20-52, 20-69, 20-112, and any further extensions, issued by Governor DeSantis, and pursuant to Section 120.54(5)(b)2., Florida Statutes, the meeting will be conducted using the following means of communications media technology (CMT):

<https://us02web.zoom.us/j/88196383017>

Call-In: 929-205-6099, Meeting ID #881-9638-3017

**Inframark, Infrastructure Management Services**

210 North University Drive • Suite 702 • Coral Springs, Florida 33071

Telephone: (954) 603-0033 • Fax: (954) 345-1292

July 30, 2020

Dear Board Members:

The regular meeting of the Board of Supervisors of the Vista Lakes Community Development District will be held **Thursday, August 6, 2020 at 10:00 a.m.**, via teleconference under Executive Orders 20-52, 20-69, 20-112, as further extended by Governor DeSantis on March 9, 2020, March 20, 2020, April 29, 2020 and May 11, 2020, respectively, and pursuant to Section 120.54(5)(b)2., Florida Statutes: <https://us02web.zoom.us/j/88196383017>, or telephonically at **1-929-205-6099**, Meeting ID (Access Code) **#881-9638-3017**. While it is necessary to hold the meeting utilizing communications technology, the District fully encourages public participation in a safe and efficient manner. Additionally, participants are encouraged to submit questions and comments to the District Manager at least 24 hours in advance of the meeting by email to [kristen.suit@inframark.com](mailto:kristen.suit@inframark.com) to facilitate the Board's consideration of such questions and comments during the meeting. The email subject should be "*Written Comments: Vista Lakes CDD August 6, 2020*" and the email must provide your name, address and email address. Future meetings may be cancelled, or locations and technology may be changed, so please refer to the District's website [www.vistalakes.org](http://www.vistalakes.org) for current information. Following is the advance agenda for the meeting.

- 1. Roll Call**
- 2. Public Comments**
  - A. Consideration of Constructing Wall Separating Champlain from Stonebridge (Request Provided in Writing)
- 3. Business Administration Items**
  - A. Consideration of the Minutes of the June 4, 2020 Board of Supervisors Meeting
  - B. Consideration of May and June 2020 Check Register and Invoices
  - C. Consideration of June 2020 Financial Statements
- 4. Public Hearing to Adopt the Budget for Fiscal Year 2021**
  - A. Fiscal Year 2021 Budget Discussion
  - B. Consideration of Resolution 2020-03, Adopting the Budget for Fiscal Year 2021
  - C. Consideration of Resolution 2020-04, Levying Assessments for Fiscal Year 2021
- 5. Staff Reports**
  - A. District Engineer
    - i. District Engineering Services Fiscal Year 2021 Authorization
    - ii. CCTV Proposals and Supporting Figures for Seven Storm Sewer Services
    - iii. Vista Lakes Outfall System Modification/Permitting Services Proposal
  - B. District Counsel
  - C. District Manager
    - i. Consideration of Fiscal Year 2021 Meeting Schedule
    - ii. Discussion of Encroachments on CDD Property
    - iii. Amendment to Website Requirements
    - iv. Consideration of Chair-Authorized Expenditures
    - v. Discussion and Consideration of Moving the District's Checking Account to Bank United
    - vi. Consideration of Series 2017 A1 and A2 Arbitrage Reporting Proposals
  - D. Field Manager
    - i. Field Management Report
    - ii. Lexington Pools Estimate
    - iii. HOA Liaison Report
- 6. Supervisor Requests**
- 7. Adjournment**

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

Sincerely,

*Kristen Suit*

Kristen Suit

District Manager

# **Third Order of Business**

**3A.**

**MINUTES OF MEETING  
VISTA LAKES  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Vista Lakes Community Development District was held Thursday, June 4, 2020 at 10:00 a.m. via WebEx.

Present and constituting a quorum were:

Frank Sebestyen	Chairman
William Pass	Vice Chairman
Paula Edwards	Assistant Secretary
John DeCrotie, Sr.	Assistant Secretary
Jason McCright	Assistant Secretary

Also present were:

Kristen Suit	District Manager
Scott Clark	District Counsel
David Hamstra	District Engineer
Ariel Medina	Field Supervisor
Carla Daly	HOA Liaison
Solitude Lake Management Representative	

*The following is a summary of the discussions and actions taken at the June 4, 2020 Vista Lakes Community Development District's Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Sebestyen called the meeting to order. All Board members were present and a quorum was established.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There being no members of the public present, the next order of business followed.

**THIRD ORDER OF BUSINESS**

**Business Administration Items**

**A. Consideration of the Minutes of the May 14, 2020 Board of Supervisors Meeting**

Mr. Sebestyen stated each Board member received a copy of the Minutes of the May 14, 2020 Board of Supervisors Meeting, and requested any additions, corrections or deletions.

- On Page 6, under the SIXTH ORDER OF BUSINESS, second bullet, *a water control structure*, should replace *cameras*.
- On Page 7, fourth bullet, *water control structure*, should replace *wall*.

There being no further additions, corrections or deletions,

On MOTION by Ms. Edwards, seconded by Mr. DeCrotie, Sr., with all in favor, the Minutes of the May 14, 2020 Board of Supervisors Meeting, were approved as amended.

**B. Consideration of April 2020 Check Register and Invoices**

The April 2020 Check Register and Invoices were presented for the Board’s review and approval.

There being no comments or questions,

On MOTION by Mr. Sebestyen, seconded by Ms. Edwards, with all in favor, the April 2020 Check Register and Invoices were approved.

**C. Consideration of April 2020 Financial Statements**

The April 2020 Financial Statements were presented for the Board’s review and approval.  
*The record shall reflect Mr. McCright and Mr. Pass joined the meeting.*

There being no comments or questions,

On MOTION by Mr. DeCrotie, Sr., seconded by Mr. Pass, with all in favor, the April 2020 Financial Statements were approved.

**FOURTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Engineer**

**i. Consideration of Obtaining CCTV Proposals for Storm Sewer Pipes**

- Mr. Hamstra presented the attachments for the various divisions.

**C. Field Manager**

**vi. Summary of Proposals for Sidewalk Pressure Washing**

**a. Miracle Malones Affordable Power Wash LLC**

**b. Pressure Wash This Inc.**

**c. Simple Solutions Exterior Cleaning LLC**

- The Board discussed maintenance responsibility for pressure washing of sidewalks.

Mr. Pass MOVED for the District not to accept maintenance responsibility for pressure washing of sidewalks in the District; and Ms. Edwards seconded the motion.

Upon further discussion,

On VOICE vote with Mr. Pass and Ms. Edwards voting aye, and Mr. Sebestyen, Mr. DeCrotie, Sr. and Mr. McCright voting nay, the prior motion failed.

Mr. DeCrotie, Sr. MOVED for the District to accept maintenance responsibility for pressure washing City-owned sidewalks, and to approve the proposal from Simple Solutions Exterior Cleaning LLC in the amount of \$16,680, subject to District Counsel preparing an Agreement; and Mr. Sebestyen seconded the motion.

Upon further discussion,

On VOICE vote, with Mr. Sebestyen and Mr. DeCrotie, Sr. voting aye, and Mr. Pass, Ms. Edwards and Mr. McCright voting nay, the prior motion failed.

Mr. DeCrotie, Sr. MOVED for the District to accept maintenance responsibility for pressure washing City-owned sidewalks, and to approve the proposal from Miracle Malones Affordable Power Wash LLC in the amount of \$6,600, subject to District Counsel preparing an Agreement; and Mr. Sebestyen seconded the motion.

Upon further discussion,

On VOICE vote, with Mr. Sebestyen and Mr. DeCrotie, Sr. voting aye, and Mr. Pass, Ms. Edwards and Mr. McCright voting nay, the prior motion failed.

**A. Engineer (Continued)**

**i. Update Regarding Proposed Stucco Wall Between Vista Promenade and Pembroke Subdivision**

Mr. Hamstra presented details of the project, along with a survey drawing, a copy of which was included in the agenda package.

**ii. Update on Proposed Camera Locations**

Mr. Hamstra presented a map of the District showing proposed camera locations, a copy of which was included in the agenda package.

**iii. Update on Sidewalk Inventory**

Mr. Hamstra presented an inventory of sidewalks throughout the District, a copy of which was included in the agenda package.

**iv. Update on the Vista Lake Control Structure Modification**

Mr. Hamstra presented a Project Memorandum from Pegasus Engineering to SJRWMD regarding the Pond 9 Outfall System Modifications, a copy of which was included in the agenda package.

On MOTION by Mr. Pass, seconded by Mr. DeCrotie, Sr., with all in favor, the District Engineer was authorized to obtain permitting for control structure modification in an amount not to exceed \$7,500.

**v. Wetland #21 Maintenance**

Mr. Hamstra discussed Wetland #21 maintenance.

**B. District Counsel**

There being no report, the next item followed.

**C. Field Manager (Continued)**

**i. Field Management Report**

Mr. Medina presented the Field Management Report, a copy of which was included in the agenda package.

**ii. Discussion and Consideration of Solitude Lake Management Proposal**

Mr. Medina presented a proposal from Solitude Lake Management, a copy of which was included in the agenda package.

On MOTION by Mr. Pass, seconded by Mr. Sebestyen, with all in favor, the Services Contract from Solitude Lake Management in the amount of \$1,915 was approved, subject to District Counsel preparing an agreement.

**iii. Proposal from Solitude Lake Management for Fountain Aerator**

Mr. Medina presented a proposal from Solitude Lake Management for a fountain aerator, a copy of which was included in the agenda package.

On MOTION by Mr. DeCrotie, Sr., seconded by Ms. Edwards, with all in favor, the proposal from Solitude Lake Management and electric proposal for installation of a fountain aerator were approved in an amount not to exceed \$35,000, subject to District Counsel preparing an agreement.

**iv. Plans from Servello for Irrigation Permit in Newport**

Mr. Medina presented a proposal from Servello, a copy of which was included in the agenda package.

On MOTION by Mr. DeCrotie, Sr., seconded by Ms. Edwards, with all in favor, the proposal from Servello in the amount of \$4,500 for a permit for new irrigation zones in Newport, was approved.

**v. Proposals for Playground**

- a. Proposals for Playground – Option 1**
- b. Proposals for Playground – Option 2**
- c. Proposals for Playground – Equipment**

Mr. Medina presented proposals for the playground, copies of which were included in the agenda package.

- The Board took no action on this item.

**vi. HOA Liaison Report**

There being no report, the next order of business followed.

**FIFTH ORDER OF BUSINESS**

**Supervisor Requests**

Hearing no requests from Supervisors, the next order of business followed.

**SIXTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Ms. Edwards, seconded by Mr. Pass, with all in favor, the meeting was adjourned at approximately 12:30 p.m.

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Kristen Suit  
Secretary

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Frank Sebestyen  
Chairman

**3B.**

VISTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund  
 For the Period from 5/1/2020 to 6/30/2020  
 (Sorted by Payee)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<b>GENERAL FUND - 001</b>								
001	008174	05/07/20	BMZ PARTNERSHIP	42667	MAY RENT BLDG 02	Lease- Building	544031-53902	\$620 00
001	008191	06/04/20	BMZ PARTNERSHIP	42929	RENT BLDG 02	Lease- Building	544031-53902	\$620 00
001	008175	05/07/20	CITY OF ORLANDO	MAY-20	LIGHTING AGRMNT - MAY 2020	Electricity - Streetlighting	543013-53901	\$1,440 39
001	008192	06/04/20	CITY OF ORLANDO	JUN-20	LIGHTING AGRMNT - JUN 2020	Electricity - Streetlighting	543013-53901	\$1,440 39
001	008181	05/14/20	CLARK, ALBAUGH LLP	17020	COVID-19/CMT HEAR NG	ProfServ-Legal Services	531023-51401	\$599 00
001	008201	06/11/20	CLARK, ALBAUGH LLP	17046	REV EW AGENDA/AGRMNT SOLITUDE LAKE	ProfServ-Legal Services	531023-51401	\$1,411 00
001	008202	06/11/20	FEDEX	7-021-25331	MAY POSTAGE	Postage and Freight	541006-51301	\$28.18
001	008204	06/11/20	GENTRY PARK HOA	PE 4-20	MAILBOXES/ENTRANCE LIGHTS	Electricity - Streetlighting	543013-53901	\$26 00
001	008204	06/11/20	GENTRY PARK HOA	PE 3-20	MAILBOXES/ENTRANCE LIGHTS 02/14-03/17	Electricity - Streetlighting	543013-53901	\$26 89
001	008204	06/11/20	GENTRY PARK HOA	PE 5-20	MAILBOXES/ENTRANCE LIGHTS 04/17-05/18	Electricity - Streetlighting	543013-53901	\$24 89
001	008176	05/07/20	HOME DEPOT CREDIT SVS	042120-7884	SLEDGE HAMMER/STAKES/SUPER STRIP	Misc-Contingency	549900-53901	\$113 63
001	008203	06/11/20	HOME DEPOT CREDIT SVS	052120-7884	TOILET PAPER/FABULOSO/DIS NFECTANTS	Misc-Contingency	549900-53901	\$119 84
001	008189	05/21/20	INFRAMARK, LLC	51520	MAY MGMT FEES	Postage and Freight	541006-51301	\$1 00
001	008189	05/21/20	INFRAMARK, LLC	51520	MAY MGMT FEES	Printing and Binding	547001-51301	\$4 50
001	008189	05/21/20	INFRAMARK, LLC	51520	MAY MGMT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,773 92
001	008189	05/21/20	INFRAMARK, LLC	51520	MAY MGMT FEES	ProfServ-Field Management	531016-53901	\$6,846 33
001	008208	06/25/20	INFRAMARK, LLC	52338	JUNE MGMT FEES	Postage and Freight	541006-51301	\$7 00
001	008208	06/25/20	INFRAMARK, LLC	52338	JUNE MGMT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,773 92
001	008208	06/25/20	INFRAMARK, LLC	52338	JUNE MGMT FEES	ProfServ-Field Management	531016-53901	\$6,846 33
001	008208	06/25/20	INFRAMARK, LLC	52338	JUNE MGMT FEES	EMAIL STORAGE RENEWAL	549001-51301	\$151 52
001	008208	06/25/20	INFRAMARK, LLC	52338	JUNE MGMT FEES	TIRES FOR SMALL TRAILER	549900-53901	\$174.78
001	008208	06/25/20	INFRAMARK, LLC	52338	JUNE MGMT FEES	CONCRETE FOR S DEWALKS/BENCH BASE	546016-53901	\$833.75
001	008193	06/04/20	LEX NGTON POOL & MAINTENANCE, LLC	6314	MAY FOUNTAIN SVCS	Contracts-Fountain	534023-53901	\$600 00
001	008206	06/18/20	ORLANDO SENT NEL	018468582000	NOTICE OF CLASSIFIED LISTINGS ONLINE	Legal Advertising	548002-51301	\$181 25
001	DD412	05/11/20	DUKE ENERGY FLOR DA, INC.	041720 ACH	BILL PRD 3/17-4/17/20	Streetslights Gated	543046-53901	\$59 56
001	DD412	05/11/20	DUKE ENERGY FLOR DA, INC.	041720 ACH	BILL PRD 3/17-4/17/20	Electricity - Streetlighting	543013-53901	\$969.71
001	DD416	05/21/20	DUKE ENERGY FLOR DA, INC.	42920 ACH	BILL PRD 3/30-4/29/20 / STREETLIGHTING	Electricity - Streetlighting	543013-53901	\$2,274 23
001	DD415	05/13/20	DUKE ENERGY FLOR DA, INC.	42120 ACH	BILL PRD 3/19-4/21/20	Streetslights Gated	543046-53901	\$5,693 98
001	DD415	05/13/20	DUKE ENERGY FLOR DA, INC.	42120 ACH	BILL PRD 3/19-4/21/20	Streetslights Non-Gated	543047-53901	\$9,326 01
001	DD417	05/22/20	AT&T - ACH	050520-1037 ACH	BILL PRD 5/5-6/4/20	Communication - Teleph - Field	541005-53901	\$263.45
001	DD418	05/22/20	ORANGE COUNTY UTILIT ES	051220-7700 ACH	BILL PRD 4/14-5/12/20	Utility - Water & Sewer	543021-53901	\$5,218 84
001	DD420	05/27/20	BRIGHT HOUSE NETWORKS	023029901051220 ACH	BILL PRD 5/11-6/10/20 INTERNET/VOICE	R&M-Common Area	546016-53901	\$123 02
001	DD419	05/27/20	AT&T - ACH	051020-9620 ACH	BILL PRD 5/10-6/9/20	Communication - Teleph - Field	541005-53901	\$315 67
001	DD422	05/28/20	WASTE CONNECTIONS OF FLORIDA	1277615 ACH	REFUSE REMOVAL 5/25/20 ACH 5/27/20	Misc-Contingency	549900-53901	\$135 86
001	DD421	05/28/20	AT&T - ACH	051320-2683 ACH	SERVICE 05/13 - 06/12	Communication - Teleph - Field	541005-53901	\$260 30
001	DD423	06/05/20	DUKE ENERGY FLOR DA, INC.	051820 ACH	BILL PRD 4/21-5/20/20	Streetslights Gated	543046-53901	\$5,414 63
001	DD423	06/05/20	DUKE ENERGY FLOR DA, INC.	051820 ACH	BILL PRD 4/21-5/20/20	Streetslights Non-Gated	543047-53901	\$8,868 38
001	DD424	06/05/20	DUKE ENERGY FLOR DA, INC.	051920 ACH	BILL PRD 4/17-5/18/20	Streetslights Gated	543046-53901	\$67.16
001	DD424	06/05/20	DUKE ENERGY FLOR DA, INC.	051920 ACH	BILL PRD 4/17-5/18/20	Electricity - Streetlighting	543013-53901	\$928 35
001	DD425	06/11/20	DUKE ENERGY FLOR DA, INC.	052920 ACH	BILL PRD 4/29-5/29/20	Electricity - Streetlighting	543013-53901	\$2,805 65
001	DD426	06/23/20	AT&T - ACH	060520-1037 ACH	BILL PRD 6/5-7/4/20	Communication - Teleph - Field	541005-53901	\$263.45

VISTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund  
For the Period from 5/1/2020 to 6/30/2020  
(Sorted by Payee)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
001	DD427	06/26/20	AT&T - ACH	061020-9620 ACH	BILL PRD 6/10-7/9/20	Communication - Teleph - Field	541005-53901	\$315.79
001	DD428	06/28/20	BRIGHT HOUSE NETWORKS	023029901061220 ACH	BILL PRD 06/11 - 07/10/20	R&M-Common Area	546016-53901	\$123.02
001	DD429	06/27/20	WASTE CONNECTIONS OF FLORIDA	1282299	REFUSE REMOVAL 6/25/20	Misc-Contingency	549900-53901	\$136.18
001	DD430	06/25/20	ORANGE COUNTY UTILIT ES	061520-7700 ACH	BILL PRD 5/13-6/11/20 ACH	Utility - Water & Sewer	543021-53901	\$6,741.52
001	008182	05/14/20	PEGASUS ENG NEER NG	224986	DRAINAGE / WALL / S DEWALK ISSUES	ProfServ-Engineering	531013-51501	\$8,729.84
001	008205	06/11/20	PEGASUS ENG NEER NG	225011	HASTINGS PRIVACY WALL MAINT	ProfServ-Engineering	531013-51501	\$2,732.95
001	008209	06/25/20	PEGASUS ENG NEER NG	224871-4A	CONTROL STRUCTURE MODS	ProfServ-Engineering	531013-51501	\$3,148.00
001	008178	05/07/20	SERVELLO	16245	TREE REPLACEMENT & DISPOSAL ZONE #1	R&M-Plant&Tree Replacement	546170-53902	\$3,836.05
001	008178	05/07/20	SERVELLO	16243	REMOVAL OF DEAD PALM TREE	R&M-Trees and Trimming	546099-53902	\$1,200.00
001	008178	05/07/20	SERVELLO	16247	PLANT REPLACEMENT MELROSE FRONT ENT.	R&M-Plant&Tree Replacement	546170-53902	\$2,211.92
001	008178	05/07/20	SERVELLO	16264	SEASONAL ANNUALS -CONTRACT	R&M-Plant&Tree Replacement	546170-53902	\$5,374.12
001	008178	05/07/20	SERVELLO	16272	IRRIGATION REPAIRS VARIOUS ZONES	R&M-Irrigation	546041-53902	\$975.00
001	008178	05/07/20	SERVELLO	16353	APR L LANDSCAPE MAINT	Contracts-Landscape	534050-53902	\$29,123.40
001	008178	05/07/20	SERVELLO	16500	IRRIGATION REPAIRS VARIOUS ZONES	R&M-Irrigation	546041-53902	\$5,313.76
001	008178	05/07/20	SERVELLO	16508	IRR REPAIRS ZONE #20	R&M-Irrigation	546041-53902	\$937.09
001	008178	05/07/20	SERVELLO	16509	IRR REPAIRS ZONE 20 CLOCK E	R&M-Irrigation	546041-53902	\$549.14
001	008178	05/07/20	SERVELLO	16510	NEW VALVE PIT BOXES - GENTRY PARK	R&M-Irrigation	546041-53902	\$202.45
001	008178	05/07/20	SERVELLO	16511	IRR REPAIRS ZONE 5 CLOCK F	R&M-Irrigation	546041-53902	\$919.67
001	008178	05/07/20	SERVELLO	16645	INSTALL ST AUGUSTINE SOD	R&M-Plant&Tree Replacement	546170-53902	\$680.00
001	008194	06/04/20	SERVELLO	16559	MAY LANDSCAPE MA NT	Contracts-Landscape	534050-53902	\$29,123.40
001	008194	06/04/20	SERVELLO	16866	IRR REPAIRS ZONE #22 & 23	R&M-Irrigation	546041-53902	\$718.50
001	008183	05/14/20	SOLITUDE LAKE MGMT	PI-A00369889	MAR FOUNTAIN/AERATOR MA NT	Contracts-Fountain	534023-53901	\$513.00
001	008183	05/14/20	SOLITUDE LAKE MGMT	PI-A00369888	MAR LAKE/POND MAINT	Contracts-Lake and Wetland	534021-53901	\$1,803.00
001	008190	05/21/20	SOLITUDE LAKE MGMT	PI-A00398473	NEW 20AMP BREAKER AERATOR #10B	R&M-Fountain	546032-53901	\$175.90
001	008195	06/04/20	SOLITUDE LAKE MGMT	PI-A00403092	MAY LAKE/POND MGMT SVCS	Contracts-Lake and Wetland	534021-53901	\$1,803.00
001	008195	06/04/20	SOLITUDE LAKE MGMT	PI-A00403093	FOUNTAIN / AERATOR MA NT	Contracts-Fountain	534023-53901	\$513.00
001	008195	06/04/20	SOLITUDE LAKE MGMT	PI-A00412722	REPLACE LIGHT BULB FOUNTA N #8	R&M-Fountain	546032-53901	\$92.50
001	008207	06/18/20	TOM MACCUBB N	152 CDD	PROPERTY VISIT/EVALUATION 05/27	Contracts-Landscape Consultant	534062-53902	\$500.00
001	1039	06/25/20	VISTA LAKES CDD	061220-2327	TRFR FUNDS TO CHECKING 2505	Cash with Fiscal Agent	103000	\$125,000.00
001	008186	05/18/20	FRANK J. SEBESTYEN	PAYROLL	May 18, 2020 Payroll Posting			\$184.70
001	008198	06/04/20	FRANK J. SEBESTYEN	PAYROLL	June 04, 2020 Payroll Posting			\$184.70
001	008185	05/18/20	JASON M. MCCRIGHT	PAYROLL	May 18, 2020 Payroll Posting			\$184.70
001	008197	06/04/20	JASON M. MCCRIGHT	PAYROLL	June 04, 2020 Payroll Posting			\$184.70
001	008184	05/18/20	JOHN A. DECROTIE	PAYROLL	May 18, 2020 Payroll Posting			\$184.70
001	008196	06/04/20	JOHN A. DECROTIE	PAYROLL	June 04, 2020 Payroll Posting			\$184.70
001	008188	05/18/20	PAULA Z. EDWARDS	PAYROLL	May 18, 2020 Payroll Posting			\$184.70
001	008200	06/04/20	PAULA Z. EDWARDS	PAYROLL	June 04, 2020 Payroll Posting			\$184.70
001	008187	05/18/20	WILLIAM H. PASS	PAYROLL	May 18, 2020 Payroll Posting			\$184.70
001	008199	06/04/20	WILLIAM H. PASS	PAYROLL	June 04, 2020 Payroll Posting			\$184.70
							<b>Fund Total</b>	<b>\$309,991.96</b>

VISTA LAKES COMMUNITY DEVELOPMENT DISTRICT

**Payment Register by Fund**  
**For the Period from 5/1/2020 to 6/30/2020**  
**(Sorted by Payee)**

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<u>SERIES 2017 A1 &amp; A2 DEBT SERVICE FUND - 204</u>								
204	008179	05/07/20	VISTA LAKES C/O US BANK N.A.	050120-3000A2	TRFR ASSESS SER ES 2017-A2	Due From Other Funds	131000	\$90,896.40
204	008180	05/07/20	VISTA LAKES C/O US BANK N.A.	050120-7000A1	TRFR ASSESS SER ES 2017-A1	Due From Other Funds	131000	\$62,202.84
							<b>Fund Total</b>	<b>\$153,099.24</b>
							<b>Total Checks Paid</b>	<b>\$463,091.20</b>

**3C.**

**VISTA LAKES**  
**Community Development District**

*Financial Report*

*June 30, 2020*

**Prepared by:**



**Table of Contents**

<b><u>FINANCIAL STATEMENTS</u></b>	Page
Balance Sheet - All Funds .....	1
Statement of Revenues, Expenditures and Changes in Fund Balances	
General Fund .....	2 - 3
Debt Service Funds .....	4
Notes to the Financial Statements .....	5 - 7
 <b><u>SUPPORTING SCHEDULES</u></b>	
Non-Ad Valorem Special Assessments Schedule .....	8
Cash and Investment Report .....	9
Bank Reconciliation .....	10

**VISTA LAKES**  
**Community Development District**

**Financial Statements**

(Unaudited)

*June 30, 2020*

**Balance Sheet**  
June 30, 2020

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2017 A1 & A2 DEBT SERVICE FUND	TOTAL
<b>ASSETS</b>			
Cash - Checking Account	\$ 249,301	\$ -	\$ 249,301
Interest/Dividend Receivables	4,826	-	4,826
Due From Other Funds	11,227	-	11,227
Investments:			
Certificates of Deposit - 12 Months	954,566	-	954,566
Money Market Account	1,238,815	-	1,238,815
Reserve Fund (A-1)	-	28,723	28,723
Reserve Fund (A-2)	-	63,062	63,062
Revenue Fund (A-1)	-	74,948	74,948
Revenue Fund (A-2)	-	113,577	113,577
Deposits	15,891	-	15,891
<b>TOTAL ASSETS</b>	<b>\$ 2,474,626</b>	<b>\$ 280,310</b>	<b>\$ 2,754,936</b>
<b>LIABILITIES</b>			
Accounts Payable	\$ 63,108	\$ -	\$ 63,108
Accrued Expenses	15,506	-	15,506
Accrued Taxes Payable	28	-	28
Due To Other Funds	-	11,227	11,227
<b>TOTAL LIABILITIES</b>	<b>78,642</b>	<b>11,227</b>	<b>89,869</b>
<b>FUND BALANCES</b>			
<b>Nonspendable:</b>			
Deposits	15,891	-	15,891
<b>Restricted for:</b>			
Debt Service	-	269,083	269,083
<b>Assigned to:</b>			
Operating Reserves	306,532	-	306,532
Reserves - Fences / Walls	264,940	-	264,940
Reserves - Gate/Entry Features	41,859	-	41,859
Reserves - Irrigation System	117,483	-	117,483
Reserves - Other	112,545	-	112,545
Res-Pav/Concrete/Basin/Curb	484,487	-	484,487
Reserves - Ponds / Lakes	219,561	-	219,561
Reserves-Reserve Study	1,247	-	1,247
<b>Unassigned:</b>	<b>831,439</b>	<b>-</b>	<b>831,439</b>
<b>TOTAL FUND BALANCES</b>	<b>\$ 2,395,984</b>	<b>\$ 269,083</b>	<b>\$ 2,665,067</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 2,474,626</b>	<b>\$ 280,310</b>	<b>\$ 2,754,936</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending June 30, 2020

<b>ACCOUNT DESCRIPTION</b>	<b>ANNUAL ADOPTED BUDGET</b>	<b>YEAR TO DATE ACTUAL</b>	<b>YTD ACTUAL AS A % OF ADOPTED BUD</b>	<b>JUN-20 ACTUAL</b>
<b>REVENUES</b>				
Interest - Investments	\$ 6,000	\$ 10,975	182.92%	\$ 277
Hurricane Irma FEMA Refund	-	558	0.00%	-
Interlocal Agreement	40,000	44,082	110.21%	-
Interest - Tax Collector	2,000	1,587	79.35%	257
Special Assmnts- Tax Collector	1,188,895	1,148,321	96.59%	22,000
Special Assmnts- Other	240	719	299.58%	-
Special Assmnts- Discounts	(47,556)	(43,663)	91.81%	14
<b>TOTAL REVENUES</b>	<b>1,189,579</b>	<b>1,162,579</b>	<b>97.73%</b>	<b>22,548</b>

**EXPENDITURES**

**Administration**

P/R-Board of Supervisors	5,000	3,800	76.00%	1,000
FICA Taxes	383	291	75.98%	77
ProfServ-Arbitrage Rebate	1,200	-	0.00%	-
ProfServ-Dissemination Agent	1,000	-	0.00%	-
ProfServ-Engineering	15,000	41,950	279.67%	9,580
ProfServ-Legal Services	20,000	13,329	66.65%	1,411
ProfServ-Mgmt Consulting Serv	57,287	42,965	75.00%	4,774
ProfServ-Property Appraiser	2,196	2,196	100.00%	-
ProfServ-Special Assessment	5,330	5,392	101.16%	-
ProfServ-Trustee Fees	8,500	6,963	81.92%	-
Auditing Services	5,500	5,700	103.64%	-
Website Compliance	3,765	2,202	58.49%	-
Postage and Freight	800	315	39.38%	7
Insurance - General Liability	12,250	7,969	65.05%	-
Printing and Binding	2,500	1,376	55.04%	-
Legal Advertising	1,428	1,571	110.01%	-
Miscellaneous Services	1,000	1,680	168.00%	224
Misc-Assessmnt Collection Cost	2,000	1,975	98.75%	-
Office Supplies	550	176	32.00%	-
Annual District Filing Fee	175	175	100.00%	-
<b>Total Administration</b>	<b>145,864</b>	<b>140,025</b>	<b>96.00%</b>	<b>17,073</b>

**Field**

ProfServ-Field Management	82,156	61,617	75.00%	6,846
Contracts-Lake and Wetland	21,000	16,015	76.26%	1,803
Contracts-Fountain	9,732	10,017	102.93%	1,113
Communication - Teleph - Field	6,540	7,231	110.57%	839

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending June 30, 2020

<b>ACCOUNT DESCRIPTION</b>	<b>ANNUAL ADOPTED BUDGET</b>	<b>YEAR TO DATE ACTUAL</b>	<b>YTD ACTUAL AS A % OF ADOPTED BUD</b>	<b>JUN-20 ACTUAL</b>
Electricity - Streetlighting	72,000	46,098	64.03%	5,174
Utility - Water & Sewer	70,000	53,577	76.54%	6,742
Streetlights Gated	70,000	51,302	73.29%	5,482
Streetlights Non-Gated	115,000	82,988	72.16%	8,868
R&M-Common Area	10,000	9,429	94.29%	1,379
R&M-Fountain	25,000	4,372	17.49%	3,786
Misc-Contingency	12,507	6,873	54.95%	311
Holiday Lighting & Decorations	15,000	17,317	115.45%	-
<b>Total Field</b>	<b>508,935</b>	<b>366,836</b>	<b>72.08%</b>	<b>42,343</b>
<b><u>Landscape Services</u></b>				
Contracts-Landscape	349,480	262,111	75.00%	29,123
Contracts-Landscape Consultant	5,400	1,000	18.52%	-
Contracts-Mulch	30,000	-	0.00%	-
Contracts-Annuaals	23,457	12,709	54.18%	5,374
Lease - Building	7,440	5,580	75.00%	620
R&M-Irrigation	30,000	27,231	90.77%	-
R&M-Trees and Trimming	10,000	7,956	79.56%	-
R&M-Plant&Tree Replacement	40,000	23,892	59.73%	540
<b>Total Landscape Services</b>	<b>495,777</b>	<b>340,479</b>	<b>68.68%</b>	<b>35,657</b>
<b><u>Reserves</u></b>				
Reserve	92,300	32,107	34.79%	11,153
<b>Total Reserves</b>	<b>92,300</b>	<b>32,107</b>	<b>34.79%</b>	<b>11,153</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>1,242,876</b>	<b>879,447</b>	<b>70.76%</b>	<b>106,226</b>
Excess (deficiency) of revenues				
Over (under) expenditures	(53,297)	283,132		(83,678)
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Contribution to (Use of) Fund Balance	(53,297)	-	0.00%	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(53,297)</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>
Net change in fund balance	\$ (53,297)	\$ 283,132		\$ (83,678)
<b>FUND BALANCE, BEGINNING (OCT 1, 2019)</b>	<b>2,112,852</b>	<b>2,112,852</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 2,059,555</b>	<b>\$ 2,395,984</b>		

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending June 30, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	JUN-20 ACTUAL
<b>REVENUES</b>				
Interest - Investments	\$ 500	\$ 2,042	408.40%	\$ 4
Interest - Tax Collector	200	1,989	994.50%	158
Special Assmnts- Tax Collector	743,127	724,510	97.49%	10,677
Special Assmnts- Discounts	(29,725)	(27,864)	93.74%	9
<b>TOTAL REVENUES</b>	<b>714,102</b>	<b>700,677</b>	<b>98.12%</b>	<b>10,848</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
Misc-Assessmnt Collection Cost	14,862	1,283	8.63%	-
<b>Total Administration</b>	<b>14,862</b>	<b>1,283</b>	<b>8.63%</b>	<b>-</b>
<b>Debt Service</b>				
Principal Debt Retirement A-1	192,000	192,000	100.00%	-
Principal Debt Retirement A-2	263,000	263,000	100.00%	-
Interest Expense Series A-1	93,868	93,868	100.00%	-
Interest Expense Series A-2	156,114	156,114	100.00%	-
<b>Total Debt Service</b>	<b>704,982</b>	<b>704,982</b>	<b>100.00%</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>719,844</b>	<b>706,265</b>	<b>98.11%</b>	<b>-</b>
Excess (deficiency) of revenues Over (under) expenditures	(5,742)	(5,588)		10,848
<b>OTHER FINANCING SOURCES (USES)</b>				
Contribution to (Use of) Fund Balance	(5,742)	-	0.00%	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(5,742)</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>
Net change in fund balance	\$ (5,742)	\$ (5,588)		\$ 10,848
<b>FUND BALANCE, BEGINNING (OCT 1, 2019)</b>	<b>274,671</b>	<b>274,671</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 268,929</b>	<b>\$ 269,083</b>		

**Notes to the Financial Statements**  
**June 30, 2020**

**General Fund**

▶ **Assets**

- **Cash and Investments** - In order to maximize liquidity, the District has invested in various CDs with varying maturities and Money Market Accounts (See Cash & Investments Report).
- **Interest/Dividend Receivables** - Accruals for CD's @ 9/30/19.
- **Deposits** - Duke Energy and OCU utility deposits.

▶ **Liabilities**

- **Accounts Payable** - Invoices for current month but not paid in current month.
- **Accrued Expenses** - Electricity - Streetlighting Gated / Non Gated, Telephone, new Bike racks & Landscaping services.
- **Due to Other Funds** - Funds owed to Debt service for Tax Assessments collected.

▶ **Fund Balance**

- **Assigned To:** To be assigned by the board.

Operating Reserves	\$	306,532
Fences, Walls		264,940
Gates, Entry Features		41,859
Irrigation System		117,483
Other		112,545
Pavement, Concrete, Catch Basins, Curb Inlets		484,487
Ponds, Lakes		219,561
Reserve Study		1,247
<b>Total Reserves</b>	<b>\$</b>	<b><u>1,548,654</u></b>

Notes to the Financial Statements  
June 30, 2020

Financial Overview / Highlights

Revenues

Total General Fund Non-Ad Valorem assessments are 97% collected.  
 Interlocal Agreement - Reimbursement from City of Orlando Electric.  
 Total General Fund expenditures and reserves are at 56% below the prorated 75% of the adopted budget.  
 Special Assessments Other: CVS reimbursement for the shared cost of streetlighting & landscaping.

Variance Analysis

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
<b>Expenditures</b>				
<b><u>Administrative</u></b>				
ProfServ-Engineering	\$ 15,000	\$ 41,950	280%	Engineering issues regarding the Gentry Park drainage and parking issues, requirements associated with the Chickasaw Trail directional drill project, plans to modify Vista Lakes outfall system, Reserve Study report & Sidewalk repair.
ProfServ - Property Appraiser	\$ 2,196	\$ 2,196	100%	Property appraiser fees are paid in full.
ProfServ-Special Assessment	\$ 5,330	\$ 5,392	101%	Assessment roll service paid in full.
ProfServ-Trustee Fees	\$ 8,500	\$ 6,963	82%	Trustee Fees paid in full.
Auditing Services	\$ 5,500	\$ 5,700	104%	Auditing fees are paid in full.
Insurance- General Liability	\$ 12,250	\$ 7,969	65%	Insurance is paid in full for: Public Officials Employment Liability, General Liability, Property & Inland Marine coverage.
Miscellaneous Services	\$ 1,000	\$ 1,680	168%	Bank fees & Inframark fees for Go Daddy.com email & renewals.
Annual District Filing Fee	\$ 175	\$ 175	100%	Annual fee paid in full.
<b><u>Field</u></b>				
Contracts-Lake & Wetland	\$ 21,000	\$ 16,015	76%	Price increase from \$1,750 to \$1,803 per month.
Contracts-Fountain	\$ 9,732	\$ 10,017	103%	Two vendors are doing the monthly fountain services.
Communication-Telephone	\$ 6,540	\$ 7,231	111%	Telephone fees higher than budgeted amount.
Holiday Lighting & Decorations	\$ 15,000	\$ 17,317	115%	Decorations are paid in full.
<b><u>Landscape Services</u></b>				
Contracts-Landscape Consultant	\$ 5,400	\$ 1,000	19%	Not a monthly service.
R&M-Trees and Trimming	\$ 10,000	\$ 7,956	80%	Tree removals have been done and bubblers have been installed.

Notes to the Financial Statements  
June 30, 2020

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
<b><u>Reserves</u></b>				
Reserve	\$ 92,300	\$ 32,107	35%	Fence repairs, new 7.5HP & 15 HP fountain pumps with new impeller.

**2017 Debt Service Fund**

- **Interest Expense** - Interest Expense on Series A -1 & 2 are paid in full.
- **Principal Payment** - Principal payments on Series A-1 & 2 are paid in full.

**VISTA LAKES**  
**Community Development District**

**Supporting Schedules**

*June 30, 2020*

**Non-Ad Valorem Special Assessments - Orange County Tax Collector  
(Monthly Collection Distributions)  
For the Fiscal Year Ending September 30, 2020**

Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	ALLOCATION BY FUND	
					General Fund	Debt Service 2017 Fund
<b>Assessments Levied FY 2020</b>				\$ 1,932,022	\$ 1,188,895 62%	\$ 743,127 38%
11/12/19	\$ 9,713	\$ 539	\$ -	\$ 10,252	\$ 6,243	\$ 4,009
11/18/19	45,531	1,890	-	47,421	30,409	17,012
11/22/19	74,516	3,105	-	77,621	49,501	28,120
12/09/19	270,898	11,287	-	282,185	172,892	109,293
12/16/19	236,609	9,859	-	246,468	151,090	95,377
12/23/19	55,966	2,332	-	58,298	36,152	22,146
01/13/20	723,471	30,143	-	753,614	451,050	302,564
02/18/20	142,996	5,958	-	148,955	91,653	57,301
03/16/20	60,926	2,631	3,258	66,815	40,505	26,310
03/23/20	75,889	2,640	-	78,529	50,123	28,406
04/13/20	41,917	891	-	42,808	28,683	14,126
05/18/20	26,912	275	-	27,188	18,020	9,167
06/15/20	32,700	(23)	-	32,677	22,000	10,677
<b>TOTAL</b>	<b>\$ 1,798,045</b>	<b>\$ 71,527</b>	<b>\$ 3,258</b>	<b>\$ 1,872,830</b>	<b>\$ 1,148,321</b>	<b>\$ 724,510</b>
<b>% COLLECTED</b>				<b>97%</b>	<b>97%</b>	<b>97%</b>
<b>TOTAL OUTSTANDING</b>				<b>\$ 59,192</b>	<b>\$ 40,575</b>	<b>\$ 18,617</b>

Cash and Investment Report  
June 30, 2020

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>MATURITY</u>	<u>YIELD</u>	<u>BALANCE</u>
<b>GENERAL FUND</b>				
Checking Account - Operating	SunTrust	N/A	0.04%	\$ 249,301
Certificate of Deposit - 12 Months	BankUnited	2/27/2021	1.45%	\$ 105,305
Certificate of Deposit - 12 Months	BankUnited	2/27/2021	1.45%	\$ 105,305
Certificate of Deposit - 12 Months	BankUnited	9/17/2020	1.89%	\$ 268,063
Certificate of Deposit - 12 Months	BankUnited	9/17/2020	1.89%	\$ 268,063
Certificate of Deposit - 12 Months	BankUnited	11/1/2020	2.35%	\$ 103,914
Certificate of Deposit - 12 Months	BankUnited	11/1/2020	2.35%	\$ 103,914
		<b>Subtotal 12 Mo. CD's</b>		<b>\$ 954,566</b>
Money Market Account	BankUnited	N/A	0.25%	\$ 1,238,815
<b>DEBT SERVICE FUND</b>				
<b>Series 2017 A-1 Reserve account</b>				
US Bank Open-Ended Interest Bearing Commercial Paper	US Bank	N/A	0.02%	\$ 28,723
<b>Series 2017 A-2 Reserve account</b>				
US Bank Open-Ended Interest Bearing Commercial Paper	US Bank	N/A	0.02%	\$ 63,062
<b>Series 2017 A-1 Revenue account</b>				
US Bank Open-Ended Interest Bearing Commercial Paper	US Bank	N/A	0.02%	\$ 74,948
<b>Series 2017 A-2 Revenue account</b>				
US Bank Open-Ended Interest Bearing Commercial Paper	US Bank	N/A	0.02%	\$ 113,577
		<b>Subtotal Debt Service Fund</b>		<b>\$ 280,310</b>
		<b>Total</b>		<b>\$ 2,722,992</b>

**Vista Lakes CDD**

Bank Reconciliation

Bank Account No. 2505 SunTrust Bank GF Checking  
 Statement No. 06-20  
 Statement Date 6/30/2020

<b>G/L Balance (LCY)</b>	249,301.28	<b>Statement Balance</b>	268,884.88
<b>G/L Balance</b>	249,301.28	<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00		
	<hr/>	<b>Subtotal</b>	268,884.88
<b>Subtotal</b>	249,301.28	<b>Outstanding Checks</b>	19,583.60
<b>Negative Adjustments</b>	0.00	<b>Differences</b>	0.00
	<hr/>		
<b>Ending G/L Balance</b>	249,301.28	<b>Ending Balance</b>	249,301.28
<b>Difference</b>	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
<b>Outstanding Checks</b>						
4/16/2020	Payment	008171	TREETOP PRODUCTS	2,786.48	0.00	2,786.48
5/18/2020	Payment	008186	FRANK J. SEBESTYEN	184.70	0.00	184.70
6/4/2020	Payment	008198	FRANK J. SEBESTYEN	184.70	0.00	184.70
6/4/2020	Payment	008199	WILLIAM H. PASS	184.70	0.00	184.70
6/4/2020	Payment	008200	PAULA Z. EDWARDS	184.70	0.00	184.70
6/25/2020	Payment	008208	INFRAMARK, LLC	12,787.30	0.00	12,787.30
6/25/2020	Payment	008209	PEGASUS ENGINEERING	3,148.00	0.00	3,148.00
6/28/2020	Payment	DD428	Payment of Invoice 011024	123.02	0.00	123.02
<b>Total Outstanding Checks.....</b>				<b>19,583.60</b>		<b>19,583.60</b>

## **Fourth Order of Business**

**4A.**

**VISTA LAKES**  
Community Development District

***Annual Operating and Debt Service Budget***  
**Fiscal Year 2021**

Approved Tentative Budget  
Approved 05/14/20  
Printed 07/17/20

Prepared by:



**Table of Contents**

	<u>Page</u>
<b><u>OPERATING BUDGET</u></b>	
General Fund	
Summary of Revenues, Expenditures and Changes in Fund Balances .....	1 - 2
Budget Narrative .....	3 - 7
Reserve Funding Table and Graph .....	8
Exhibit A - Allocation of Fund Balances .....	9
 <b><u>DEBT SERVICE BUDGETS</u></b>	
Series 2017	
Summary of Revenues, Expenditures and Changes in Fund Balances .....	10
Amortization Schedules.....	11 - 12
Budget Narrative.....	13
 <b><u>SUPPORTING BUDGET SCHEDULES</u></b>	
2020-2021 Non-Ad Valorem Assessment Summary.....	14

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**Vista Lakes**  
Community Development District

**Operating Budget**  
Fiscal Year 2021

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
FY 2021 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2018	FY 2019	BUDGET FY 2020	THRU JUN-2020	JUL- SEP-20	PROJECTED FY 2020	BUDGET FY 2021
<b>REVENUES</b>							
Interest - Investments	\$ 25,753	\$ 41,340	\$ 6,000	\$ 10,975	\$ 3,658	\$ 14,633	\$ 20,000
Hurricane Irma FEMA Refund	-	6,511	-	558	-	558	-
Interlocal Agreement	43,726	44,025	40,000	44,082	-	44,082	40,000
Interest - Tax Collector	3,468	3,202	2,000	1,587	529	2,116	2,000
Special Assmnts- Tax Collector	1,188,895	1,188,895	1,188,895	1,148,321	40,574	1,188,895	1,188,895
Special Assmnts- Other (CVS)	4,169	958	240	719	240	959	1,000
Special Assmnts- Discounts	(43,907)	(42,726)	(47,556)	(43,663)	(3,893)	(47,556)	(47,556)
<b>TOTAL REVENUES</b>	<b>1,222,104</b>	<b>1,242,205</b>	<b>1,189,579</b>	<b>1,162,579</b>	<b>41,108</b>	<b>1,203,687</b>	<b>1,204,339</b>
<b>EXPENDITURES</b>							
<i>Administrative</i>							
P/R-Board of Supervisors	4,600	4,600	5,000	3,800	1,200	5,000	5,000
FICA Taxes	352	352	383	291	92	383	383
ProfServ-Arbitrage Rebate	1,200	-	1,200	-	1,200	1,200	1,200
ProfServ-Dissemination Agent	1,000	-	1,000	-	1,000	1,000	1,000
ProfServ-Engineering	26,564	24,551	15,000	41,950	2,500	44,450	25,000
ProfServ-Legal Services	34,762	15,908	20,000	13,329	12,006	25,335	20,000
ProfServ-Mgmt Consulting Serv	53,998	55,618	57,287	42,965	14,322	57,287	60,000
ProfServ-Property Appraiser	2,196	2,196	2,196	2,196	-	2,196	2,196
ProfServ-Special Assessment	5,330	5,810	5,330	5,392	-	5,392	5,330
ProfServ-Trustee Fees	633	7,596	8,500	6,963	-	6,963	7,000
Auditing Services	5,500	5,700	5,500	5,700	-	5,700	5,900
Postage and Freight	995	1,123	800	315	105	420	800
Insurance - General Liability	5,195	11,134	12,250	7,969	-	7,969	12,618
Website ADA Compliance	-	-	3,765	2,202	1,563	3,765	3,765
Printing and Binding	3,330	3,157	2,500	1,376	459	1,835	2,500
Legal Advertising	2,463	969	1,428	1,571	524	2,095	600
Miscellaneous Services	3,908	1,726	1,000	1,680	560	2,240	2,100
Misc-Assessmnt Collection Cost	1,611	4,251	2,000	1,975	25	2,000	2,000
Office Supplies	187	154	550	176	59	235	250
Annual District Filing Fee	175	175	175	175	-	175	175
<b>Total Administrative</b>	<b>153,999</b>	<b>145,020</b>	<b>145,864</b>	<b>140,025</b>	<b>35,614</b>	<b>175,639</b>	<b>157,816</b>
<i>Field</i>							
ProfServ-Field Management	68,526	67,030	82,156	61,617	20,539	82,156	85,000
Contracts-Lake and Wetland	19,992	24,300	21,000	16,015	4,985	21,000	25,140
Contracts-Fountain	-	-	9,732	10,017	3,339	13,356	13,356
Contracts-On-Site Maintenance	500	3,575	-	-	-	-	-
Communication - Teleph - Field	7,238	7,599	6,540	7,231	2,410	9,641	7,600
Electricity - Streetlighting	69,275	63,307	72,000	46,098	15,366	61,464	63,000
Utility - Water & Sewer	55,698	71,460	70,000	53,577	17,859	71,436	69,000
Streetlights Gated	62,248	67,308	70,000	51,302	17,101	68,403	70,000
Streetlights Non-Gated	104,459	114,387	115,000	82,988	27,663	110,651	112,000
R&M-Common Area	32,361	18,083	10,000	9,429	500	9,929	10,000
R&M-Fountain	27,963	27,504	25,000	4,372	1,457	5,829	8,400
R&M-Gate	1,364	183	-	-	-	-	-
Misc-Contingency	7,527	22,683	12,507	6,873	2,291	9,164	30,000
Holiday Lighting & Decorations	5,216	-	15,000	17,317	-	17,317	17,500
<b>Total Field</b>	<b>462,367</b>	<b>487,419</b>	<b>508,935</b>	<b>366,836</b>	<b>113,510</b>	<b>480,346</b>	<b>510,996</b>

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
FY 2021 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	ADOPTED BUDGET FY 2020	ACTUAL THRU JUN-2020	PROJECTED JUL- SEP-20	TOTAL PROJECTED FY 2020	ANNUAL BUDGET FY 2021
<b>Landscape Services</b>							
Contracts-Chemicals	65,038	-	-	-	-	-	-
Contracts-Landscape	252,509	357,400	349,480	262,111	87,369	349,480	354,723
Contracts-Landscape Consultant	-	1,500	5,400	1,000	4,400	5,400	2,000
Contracts-Annuals	-	-	23,457	12,709	10,748	23,457	23,809
Contracts-Mulch	-	-	30,000	-	30,000	30,000	30,000
Lease - Building	7,380	7,440	7,440	5,580	1,860	7,440	7,440
R&M-Irrigation	20,945	32,965	30,000	27,231	750	27,981	28,000
R&M-Mulch	15,876	28,800	-	-	-	-	-
R&M-Trees and Trimming	10,351	2,958	10,000	7,956	2,044	10,000	9,600
R&M-Plant&Tree Replacement	20,757	138,276	40,000	23,892	16,108	40,000	35,000
<b>Total Landscape Services</b>	<b>392,856</b>	<b>569,339</b>	<b>495,777</b>	<b>340,479</b>	<b>153,279</b>	<b>493,758</b>	<b>490,572</b>
<b>Reserves</b>							
Reserve	24,658	4,150	92,300	32,107	60,193	92,300	119,000
<b>Total Reserves</b>	<b>24,658</b>	<b>4,150</b>	<b>92,300</b>	<b>32,107</b>	<b>60,193</b>	<b>92,300</b>	<b>119,000</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>1,033,880</b>	<b>1,205,928</b>	<b>1,242,876</b>	<b>879,447</b>	<b>362,596</b>	<b>1,242,043</b>	<b>1,278,384</b>
Excess (deficiency) of revenues Over (under) expenditures	188,224	36,277	(53,297)	283,132	(321,488)	(38,356)	(74,045)
<b>OTHER FINANCING SOURCES (USES)</b>							
Operating Transfers-Out	652	-	-	-	-	-	-
Contribution to (Use of) Fund Balance	-	-	-	-	-	-	-
<b>TOTAL OTHER SOURCES (USES)</b>	<b>652</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	188,876	36,277	(53,297)	283,132	(321,488)	(38,356)	(74,045)
<b>FUND BALANCE, BEGINNING</b>	<b>1,887,699</b>	<b>2,076,575</b>	<b>2,112,852</b>	<b>2,112,852</b>	<b>-</b>	<b>2,112,852</b>	<b>2,074,496</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 2,076,575</b>	<b>\$ 2,112,852</b>	<b>\$ 2,059,555</b>	<b>\$ 2,395,984</b>	<b>\$ (321,488)</b>	<b>\$ 2,074,496</b>	<b>\$ 2,000,451</b>

**Budget Narrative**  
Fiscal Year 2021

<b>REVENUES</b>
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**Interest Income (Investments)**

The District earns interest on each of their operating and investment accounts.

**Interlocal Agreement/Streetlighting Reimbursement**

Reimbursement for the non-gated Streetlighting accounts per agreement with the City of Orlando (Duke Energy.)

**Special Assessment – Tax Collector**

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the operating expenditures during the fiscal year.

**Special Assessment – Discounts**

Per Section 197.3632 and Section 197.162 of the Florida Statutes, discounts are allowed for early payment of assessments collected by the Tax Collector and only when the Tax Collector is using the uniform methodology. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

<b>EXPENDITURES</b>
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<b>ADMINISTRATIVE</b>
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**P/R-Board of Supervisors**

Chapter 190, Florida Statutes, allows for members of the Board of Supervisors to be compensated \$200 per meeting in which they attend. The budgeted amount for the fiscal year is based on all supervisors attending all the meetings.

**FICA Taxes**

Payroll taxes on Board of Supervisor's compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total Board of Supervisor's payroll expenditures.

**Professional Services – Arbitrage Rebate Calculation**

The District contracted with Amtec to annually calculate the District's arbitrage rebate liability on its bonds. The budgeted amount for the fiscal year is based in the negotiated contract.

**Professional Services – Dissemination Agent**

The bond indenture requests a special annual report on the District's development activity. The District has contracted with Disclosure Services, LLC. to provide these reports. The amount is based upon the contract amount.

**Budget Narrative**  
Fiscal Year 2021

<b>EXPENDITURES- Administrative (Continued)</b>
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**Professional Services-Engineering**

The District's engineer will provide general engineering services to the District, i.e. attendance and preparation for board meetings, review of invoices, and other specifically requested assignments.

**Professional Services-Legal Services**

The District's legal counsel will provide general legal services to the District, i.e. attendance and preparation for meetings, review of operating and maintenance contracts, and other specifically requested assignments.

**Professional Services- Management Services**

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Inframark Infrastructure Management Services.

**Professional Services- Property Appraiser**

The Property Appraiser provides the District with a listing of the legal description of each property parcel within the District boundaries, and the names and addresses of the owners of such property. The District reimburses the Property Appraiser for necessary administrative costs incurred to provide this service. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The budget for property appraiser costs is based on a flat fee.

**Professional Services- Special Assessment**

These fees are for preparation of the annual assessment roll that is certified to the tax collector.

**Professional Services- Trustee**

The District pays US Bank an annual fee for trustee services on the Series 2017 Special Assessment Bond. The budgeted amount for the fiscal year is based on prior year spending.

**Auditing Services**

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is based on prior year spending plus contingency.

**Postage & Freight**

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

**Insurance – General Liability**

The District's General Liability & Public Officials Liability Insurance policy is with **Public Risk Insurance Agency**, which specializes in providing insurance coverage to governmental agencies. The budgeted amount for the fiscal year is based on prior year premiums plus 10% in order to be conservative.

**VISTA LAKES**

Community Development District

*General Fund***Budget Narrative**  
Fiscal Year 2021**EXPENDITURES- Administrative (Continued)****Printing & Binding**

Copies used in the preparation of agenda packages, required mailings, and other special projects.

**Legal Advertising**

The District is required to advertise various notices for Board meetings and other public hearings in a newspaper of general circulation.

**Miscellaneous Services**

Monthly bank charges.

**Misc. – Assessment Collection Costs**

The District reimburses the Tax Collector for her or his necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater. The Tax Collector charges the District based on the number of units placed on the roll. To be conservative, the budget for collection costs is based on a maximum of 2% of the anticipated assessment collections, which is the maximum percentage allowed by law.

**Office Supplies**

Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects.

**Annual District filling fee**

The District is required to pay an annual fee of \$175 to the Department of Community Affairs.

**FIELD****ProfServ-Field Management**

The District has a contract with Inframark - Infrastructure Management Services for services in the administration and operation of the Property and its contractors.

**Contracts- Lake and Wetland**

The District has a contract with Aquatic Systems, Inc for lake and wetland maintenance.

**Contracts On-Site Maintenance**

The District pays 100% of the payroll for employees utilized in the field for operations and maintenance of District assets.

**Communication-Telephone-Field**

Includes monthly service fee for local services for the gate entry systems.

**VISTA LAKES**

Community Development District

*General Fund***Budget Narrative**  
Fiscal Year 2021**FIELD (Continued)****Electricity- Streetlighting**

Electrical usage for the District facilities and assets.

**Utility Water & Sewer**

This represents the estimated cost for water, sewer and irrigation services. The budget amount is based on historical usage.

**Streetlights- Gated**

Electrical usage for the light poles and fixtures for all the private or gated communities within the District.

**Streetlights- Non- Gated**

Electrical usage for the light poles and fixtures in the public roads. These also represent the poles for which we will be reimbursed from the City of Orlando.

**R&M Common Area**

The cost of any maintenance expenses that are incurred during the year such as painting, pressure washing, repairs, etc.

**R&M Gate Repair**

Repairs and maintenance to the gate entry.

**R&M Fountain**

Repair and maintenance to the District's Fountain(s)

**Misc-Contingency**

Represents the potential excess of unscheduled maintenance expenses not included in budget categories or not anticipated in specific line items.

**Holiday Lighting & Decoration**

Represents the seasonal holiday decorations throughout the District.

**LANDSCAPE****Contracts-Landscape**

The District has a contract with Servello & Sons Inc. to provide services for: mowing, edging, fertilization, pest control and maintenance of sods and plant beds.

**R&M- Irrigation**

Repairs and maintenance to irrigation system.

**Budget Narrative**  
Fiscal Year 2021**LANDSCAPE (Continued)****Building Lease**

To pay the lease on a storage building used by the district for the field staff and irrigation equipment.

**R&M- Mulch**

Pine bark and pine straw for landscape and berms.

**R&M- Trees Trimming**

Preventative maintenance and tree trimming services.

**R&M- Plant & Tree Replacement**

Annuals, plants and shrubs provided at community sign walls and median throughout Vista Lakes.

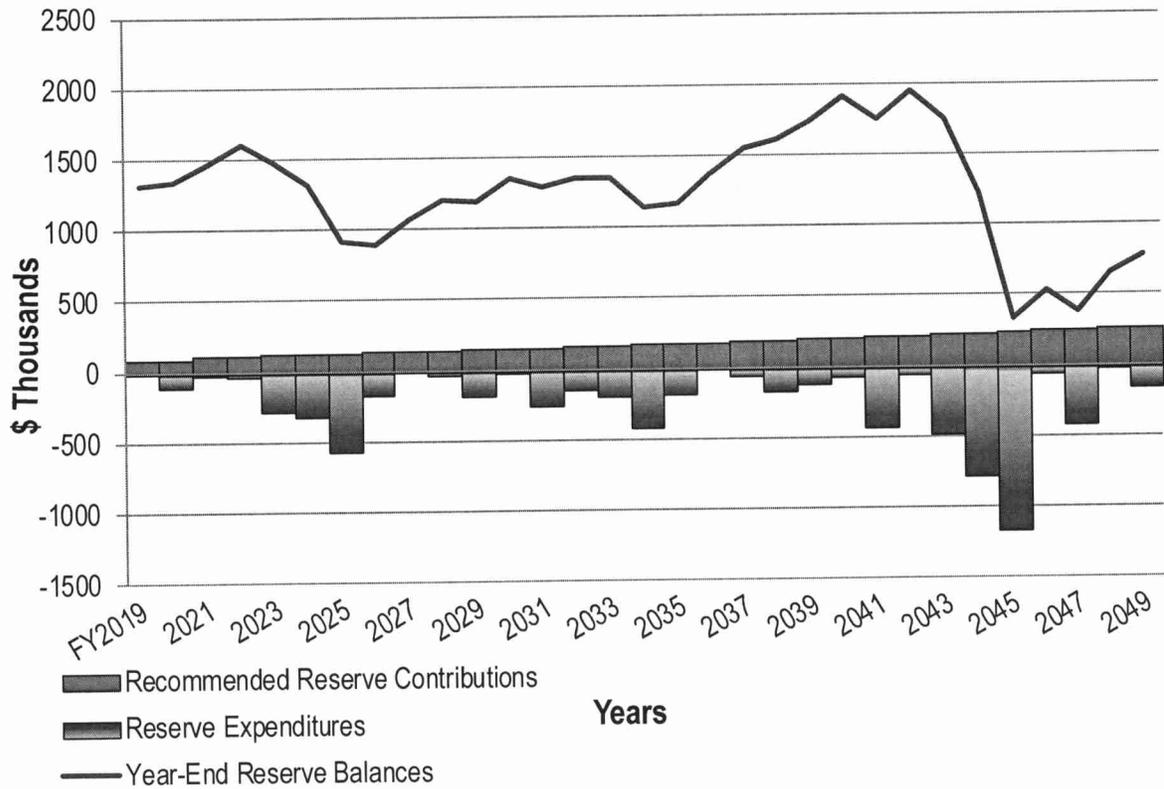
**RESERVE****Reserve**

For this fiscal year, the District will reserve \$119,000 for future capital projects. These capital expenditures are based on a reserve study performed by Reserve Advisors, Inc, dated 8/26/2019.



**Vista Lakes**  
Recommended Reserve Funding Table and Graph

Year	Reserve Contributions (\$)	Reserve Balances (\$)	Year	Reserve Contributions (\$)	Reserve Balances (\$)	Year	Reserve Contributions (\$)	Reserve Balances (\$)
2020	92,300	1,332,819	2030	155,300	1,356,238	2040	208,700	1,913,545
2021	119,000	1,469,468	2031	160,000	1,294,127	2041	215,000	1,743,754
2022	122,600	1,598,430	2032	164,800	1,346,013	2042	221,500	1,954,176
2023	126,300	1,479,850	2033	169,700	1,347,233	2043	228,100	1,746,409
2024	130,100	1,319,696	2034	174,800	1,138,121	2044	234,900	1,232,532
2025	134,000	910,964	2035	180,000	1,168,254	2045	241,900	332,007
2026	138,000	896,160	2036	185,400	1,381,395	2046	249,200	535,727
2027	142,100	1,059,539	2037	191,000	1,547,258	2047	256,700	381,543
2028	146,400	1,198,243	2038	196,700	1,609,176	2048	264,400	648,668
2029	150,800	1,190,641	2039	202,600	1,734,552	2049	272,300	777,543



**Exhibit "A"**  
Allocation of Fund Balances

**AVAILABLE FUNDS**

	<b><u>Amount</u></b>
Anticipated beginning Fund Balance - Fiscal Year 2021	\$ 2,074,496
Net Change in Fund Balance - Fiscal Year 2021	(74,045)
Reserves - Fiscal Year 2021	119,000
<b>Total Funds Available (Estimated) - 09/30/2020</b>	<b>2,119,451</b>

**ALLOCATION OF AVAILABLE FUNDS**

***Assigned Fund Balance***

Operating Reserve - First Quarter Operating Capital		289,846 <sup>(1)</sup>
Reserves - Fences / Walls		264,940
Reserves- Irrigation System		117,483
Reserves- Gates/Entry Features		41,859
Reserves - Other		112,545
Res-Pav/Concrete/Basin/Curb		484,487
Reserves - Ponds / Lakes		219,561
Reserves-Reserve Study		1,247
FY 2020 Reserves	92,300	
Less: 2020 Expenses	<u>(32,107)</u>	60,193
FY 2021 Reserves		<u>119,000</u>
	Subtotal	<u>1,711,161</u>
<b>Total Allocation of Available Funds</b>		<b>1,711,161</b>

<b>Total Unassigned (undesigned) Cash</b>	<b>\$ <u>408,290</u></b>
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**Notes**

(1) Represents approximately 3 months of operating expenditures

**Vista Lakes**

Community Development District

**Debt Service Budgets**

Fiscal Year 2021

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
FY 2021 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2018	FY 2019	BUDGET FY 2020	THRU JUN-2020	JUL- SEP-20	PROJECTED FY 2020	BUDGET FY 2021
<b>REVENUES</b>							
Interest - Investments	\$ 667	\$ 1,342	\$ 500	\$ 2,042	\$ 175	\$ 2,217	\$ 2,000
Interest - Tax Collector	160	1,847	200	1,989	663	2,652	1,250
Special Assmnts- Tax Collector	743,128	743,128	743,127	724,510	18,617	743,127	743,127
Special Assmnts- Discounts	(28,008)	(27,409)	(29,725)	(27,864)	(1,861)	(29,725)	(29,725)
<b>TOTAL REVENUES</b>	<b>715,947</b>	<b>718,908</b>	<b>714,102</b>	<b>700,677</b>	<b>17,594</b>	<b>718,271</b>	<b>716,652</b>
<b>EXPENDITURES</b>							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	987	1,290	14,862	1,283	-	1,283	14,863
<b>Total Administrative</b>	<b>987</b>	<b>1,290</b>	<b>14,862</b>	<b>1,283</b>	<b>-</b>	<b>1,283</b>	<b>14,863</b>
<i>Debt Service</i>							
Principal Debt Retirement A-1	181,000	186,000	192,000	192,000	-	192,000	198,000
Principal Debt Retirement A-2	247,000	254,000	263,000	263,000	-	263,000	271,000
Interest Expense Series A-1	75,133	99,634	93,868	93,868	-	93,868	87,916
Interest Expense Series A-2	122,714	164,115	156,114	156,114	-	156,114	147,830
<b>Total Debt Service</b>	<b>625,847</b>	<b>703,749</b>	<b>704,982</b>	<b>704,982</b>	<b>-</b>	<b>704,982</b>	<b>704,746</b>
<b>TOTAL EXPENDITURES</b>	<b>626,834</b>	<b>705,039</b>	<b>719,844</b>	<b>706,265</b>	<b>-</b>	<b>706,265</b>	<b>719,609</b>
Excess (deficiency) of revenues Over (under) expenditures	89,113	13,869	(5,742)	(5,588)	17,594	12,006	(2,957)
<b>OTHER FINANCING SOURCES (USES)</b>							
Interfund Transfer - In	(652)	-	-	-	-	-	-
Proceeds of Refunding Bonds	-	-	-	-	-	-	(2,957)
<b>TOTAL OTHER SOURCES (USES)</b>	<b>(652)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(2,957)</b>
Net change in fund balance	88,461	13,869	(5,742)	(5,588)	17,594	12,006	(2,957)
<b>FUND BALANCE, BEGINNING</b>	<b>172,341</b>	<b>260,802</b>	<b>274,671</b>	<b>274,671</b>	<b>-</b>	<b>274,671</b>	<b>286,677</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 260,802</b>	<b>\$ 274,671</b>	<b>\$ 268,929</b>	<b>\$ 269,083</b>	<b>\$ 17,594</b>	<b>\$ 286,677</b>	<b>\$ 283,720</b>

**AMORTIZATION SCHEDULE**

SPECIAL ASSESSMENT BONDS

<b>Payment Date</b>	<b>Outstanding Balance</b>	<b>Rate</b>	<b>Principal</b>	<b>Interest</b>	<b>Total Debt Payment</b>	<b>Total Production</b>
1-Nov-20	2,836,000			43,958	43,958	
1-May-21	2,836,000	3.100%	198,000	43,958	241,958	198,000
1-Nov-21	2,638,000			40,889	40,889	
1-May-22	2,638,000	3.100%	204,000	40,889	244,889	204,000
1-Nov-22	2,434,000			37,727	37,727	
1-May-23	2,434,000	3.100%	211,000	37,727	248,727	211,000
1-Nov-23	2,223,000			34,457	34,457	
1-May-24	2,223,000	3.100%	218,000	34,457	252,457	218,000
1-Nov-24	2,005,000			31,078	31,078	
1-May-25	2,005,000	3.100%	224,000	31,078	255,078	224,000
1-Nov-25	1,781,000			27,606	27,606	
1-May-26	1,781,000	3.100%	231,000	27,606	258,606	231,000
1-Nov-26	1,550,000			24,025	24,025	
1-May-27	1,550,000	3.100%	239,000	24,025	263,025	239,000
1-Nov-27	1,311,000			20,321	20,321	
1-May-28	1,311,000	3.100%	246,000	20,321	266,321	246,000
1-Nov-28	1,065,000			16,508	16,508	
1-May-29	1,065,000	3.100%	254,000	16,508	270,508	254,000
1-Nov-29	811,000			12,571	12,571	
1-May-30	811,000	3.100%	262,000	12,571	274,571	262,000
1-Nov-30	549,000			8,510	8,510	
1-May-31	549,000	3.100%	270,000	8,510	278,510	270,000
1-Nov-31	279,000			4,325	4,325	
1-May-32	279,000	3.100%	279,000	4,325	283,325	279,000
<b>Totals</b>			<b>\$2,836,000</b>	<b>\$ 603,942</b>	<b>\$ 3,439,942</b>	<b>\$2,836,000</b>

**AMORTIZATION SCHEDULE**

SPECIAL ASSESSMENT BONDS

<b>Payment Date</b>	<b>Outstanding Balance</b>	<b>Rate</b>	<b>Principal</b>	<b>Interest</b>	<b>Total Debt Payment</b>	<b>Total Production</b>
1-Nov-20	4,693,000			73,915	73,915	
1-May-21	4,693,000	3.150%	271,000	73,915	344,915	271,000
1-Nov-21	4,422,000			69,647	69,647	
1-May-22	4,422,000	3.150%	280,000	69,647	349,647	280,000
1-Nov-22	4,142,000			65,237	65,237	
1-May-23	4,142,000	3.150%	289,000	65,237	354,237	289,000
1-Nov-23	3,853,000			60,685	60,685	
1-May-24	3,853,000	3.150%	298,000	60,685	358,685	298,000
1-Nov-24	3,555,000			55,991	55,991	
1-May-25	3,555,000	3.150%	307,000	55,991	362,991	307,000
1-Nov-25	3,248,000			51,156	51,156	
1-May-26	3,248,000	3.150%	317,000	51,156	368,156	317,000
1-Nov-26	2,931,000			46,163	46,163	
1-May-27	2,931,000	3.150%	327,000	46,163	373,163	327,000
1-Nov-27	2,604,000			41,013	41,013	
1-May-28	2,604,000	3.150%	338,000	41,013	379,013	338,000
1-Nov-28	2,266,000			35,690	35,690	
1-May-29	2,266,000	3.150%	349,000	35,690	384,690	349,000
1-Nov-29	1,917,000			30,193	30,193	
1-May-30	1,917,000	3.150%	360,000	30,193	390,193	360,000
1-Nov-30	1,557,000			24,523	24,523	
1-May-31	1,557,000	3.150%	371,000	24,523	395,523	371,000
1-Nov-31	1,186,000			18,680	18,680	
1-May-32	1,186,000	3.150%	383,000	18,680	401,680	383,000
1-Nov-32	803,000			12,647	12,647	
1-May-33	803,000	3.150%	395,000	12,647	407,647	395,000
1-Nov-33	408,000			06,426	06,426	
1-May-34	408,000	3.150%	408,000	06,426	414,426	408,000
<b>Totals</b>			<b>\$4,693,000</b>	<b>\$1,183,928</b>	<b>\$5,876,928</b>	<b>\$4,693,000</b>

**VISTA LAKES**

Community Development District

*Debt Service Fund***Budget Narrative**  
Fiscal Year 2021**REVENUES****Interest - Investments**

The District earns interest income on their trust accounts with US Bank.

**Special Assessment – Tax Collector**

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the debt service expenditures. The District will assess the maximum annual debt service amount.

**Special Assessment – Discounts**

Per Section 197.3632 and Section 197.162 of the Florida Statutes, discounts are allowed for early payment of assessments collected by the Tax Collector and only when the Tax Collector is using the uniform methodology. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

**EXPENDITURES****ADMINISTRATIVE****Misc. – Assessment Collection Costs**

The District reimburses the Tax Collector for her or his necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection **or** 2% on the amount of special assessments collected and remitted, whichever is greater. The Tax Collector charges the District based on the number of units placed on the roll. To be conservative, the budget for collection costs is based on a maximum of 2% of the anticipated assessment collections, which is the maximum percentage allowed by law.

**DEBT SERVICE****Principal Debt Retirement**

The District pays regular principal payments annually in order to pay down/retire the debt.

**Interest Expense**

The District pays interest expense on the outstanding debt twice a year.

**Vista Lakes**

Community Development District

**Supporting Budget Schedules**

Fiscal Year 2021

**2020-2021 Non-Ad Valorem Assessment Summary**

**2017 Series A-1 Bond Issue**

Village	Unit Type	Subdivision Name	Total # of Units	Assessments				
				O & M	Debt Service 2017 Series	FY 2021 Total	FY 2020 Total	Difference
N-1	60' Villa	Pembroke	127	\$ 588	\$ 389	\$ 977	\$ 977	\$ -
N-2	50' Patio	Amhurst	106	\$ 490	\$ 318	\$ 808	\$ 808	\$ -
N-4,5	50' Patio	Champaign	148	\$ 490	\$ 318	\$ 808	\$ 808	\$ -
N-7	80' Pool	Melrose	81	\$ 784	\$ 495	\$ 1,279	\$ 1,279	\$ -
N-10	Condo	Central Park	296	\$ 367	\$ 64	\$ 431	\$ 431	\$ -
N-13	60' Villa	Waverly	119	\$ 588	\$ 425	\$ 1,012	\$ 1,012	\$ -
N-15	70' Pool	Carlisle	125	\$ 686	\$ 495	\$ 1,181	\$ 1,181	\$ -
<b>Total</b>			<b>1,002</b>					

**2017 Series A-2 Bond Issue**

Parcel	Unit Type	Subdivision Name	Total # of Units	Assessments				
				O & M	Debt Service 2017 Series	FY 2021 Total	FY 2020 Total	Difference
N-3	60' Villa-ungated	Colonie	79	\$ 588	\$ 452	\$ 1,040	\$ 1,040	\$ -
N-6	50' Patio-ungated	Champlain	63	\$ 490	\$ 377	\$ 867	\$ 867	\$ -
N-8	50' Patio-ungated	Newport	243	\$ 490	\$ 377	\$ 867	\$ 867	\$ -
N-9	50' Patio-ungated	Newport	57	\$ 490	\$ 377	\$ 867	\$ 867	\$ -
N-11	60' Villa-ungated	Avon	128	\$ 588	\$ 452	\$ 1,040	\$ 1,040	\$ -
N-14	80' Manor-gated	Warwick	54	\$ 784	\$ 603	\$ 1,387	\$ 1,387	\$ -
N-14	70' Manor-gated	Warwick	55	\$ 686	\$ 528	\$ 1,213	\$ 1,213	\$ -
N-16,17	70' Manor-gated	Windsor	146	\$ 686	\$ 528	\$ 1,213	\$ 1,213	\$ -
	Church	Warwick	6	\$ 686	\$ 528	\$ 1,213	\$ 1,213	\$ -
	Townhomes	Gentry Park	116	\$ 367	\$ 188	\$ 556	\$ 556	\$ -
	Condo	Horizons	240	\$ 367	\$ 75	\$ 443	\$ 443	\$ -
<b>Total</b>			<b>1,187</b>					

Parcel	Unit Type	Subdivision Name	Total # of Units	Assessments				
				O & M	Debt Service 2017 Series	FY 2021 Total	FY 2020 Total	Difference
	Commercial		161,000	\$ 47,321	\$ 30,332	\$ 77,653	\$ 77,653	\$ -
<b>Total</b>			<b>161,000</b>					

**4B**

**RESOLUTION 2020-03****A RESOLUTION OF THE VISTA LAKES COMMUNITY DEVELOPMENT DISTRICT RELATING TO THE ANNUAL APPROPRIATIONS OF THE DISTRICT AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021, AND REFERENCING THE MAINTENANCE AND BENEFIT SPECIAL ASSESSMENTS TO BE LEVIED BY THE DISTRICT FOR SAID FISCAL YEAR**

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June, 2020, submitted to the Board of Supervisors (the "Board") a proposed budget for the next ensuing budget year along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), Florida Statutes; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Annual Budget and any proposed long-term financial plan or program of the District for future operations (the "Proposed Budget") the District did file a copy of the Proposed Budget with the general purpose local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), Florida Statutes; and

WHEREAS, on May 14, 2020, the Board set August 6, 2020 as the date for a Public Hearing thereon and caused notice of such Public Hearing to be given by publication pursuant to Section 190.008(2)(a) Florida Statutes; and

WHEREAS, Section 190.008(2)(a), Florida Statutes requires that, prior to October 1 of each year, the District Board by passage of the Annual Appropriation Resolution shall adopt a budget for the ensuing Fiscal Year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing Fiscal Year; and

WHEREAS, the District Manager has prepared a Proposed Budget on a cash flow budget basis, whereby the Budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the Fiscal Year; and

WHEREAS, Section 190.021, Florida Statutes, provides that the Annual Appropriation Resolution shall also fix the maintenance special assessments and benefit special assessments upon each piece of property within the boundaries of the District benefited, specifically and peculiarly, by the maintenance and/or capital improvement programs of the District, such levy representing the amount of District assessments necessary to provide for payment during the ensuing budget year of all properly authorized expenditures to be incurred by the District, including principal and interest of special revenue, capital improvement and/or benefit assessment bonds, in order for the District to exercise its various general and special powers to implement its single and specialized infrastructure provision purpose; and

WHEREAS, the Board of Supervisors of the Vista Lakes Community Development District finds and determines the non-ad valorem special assessments it imposes and levies by this Resolution for maintenance on the parcels of property involved will constitute a mechanism by which the property owners lawfully and validly will reimburse the District for those certain special and peculiar benefits the District has determined are received by, and flow to, the parcels of property from the systems, facilities

and services being provided, and that the special and peculiar benefits are apportioned in a manner that is fair and reasonable in accordance with applicable assessment methodology and related case law; and

WHEREAS, the Chair of the Board of Supervisors may designate the District Manager or other person to certify the Non-Ad Valorem Assessment Roll to the Tax Collector in and for Orange County political subdivision on compatible electronic medium tied to the property identification number no later than 31 August 2020 so that the Tax Collector may merge that roll with others into the collection roll from which the November tax notice is to be printed and mailed; and

WHEREAS, the proceeds from the collections of these imposed and levied non-ad valorem assessments shall be paid to the Vista Lakes Community Development District; and

WHEREAS, the Tax Collector, under the direct supervision of the Florida Department of Revenue performs the state work in preparing, mailing out, collecting and enforcing against delinquency the non-ad valorem assessments of the District using the Uniform Collection Methodology for non-ad valorem assessments; and

WHEREAS, if the Property Appraiser and the Tax Collector have adopted a different technological procedure for certifying and merging the rolls, that procedure must be worked out and negotiated with Board approval through the auspices of the District Manager before there are any deviations from the provisions of Section 197.3632, Florida Statutes, and Rule 12D-18, Florida Administrative Code.

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

**Section 1.** The provisions of the whereas clauses are true and correct and are incorporated herein as dispositive.

**Section 2. Budget**

- a. That the Board of Supervisors has reviewed the District Manager's Proposed Budget, a copy of which is on file with the Office of the District Treasurer and the Records Administration Department, and is hereby attached to this Resolution, and hereby approves certain amendments thereto, may have been made at the Board's meeting of August 6, 2020 and reflected in the minutes thereof.
- b. That the District Manager's Proposed Budget, as amended by the Board, is adopted hereby in accordance with the provisions of Section 190.008(2)(a), Florida Statutes and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be revised subsequently as deemed necessary by the District Manager to reflect actual revenues and expenditures for Fiscal Year 2020 and/or revised projections for Fiscal Year 2021.
- c. That the Adopted Budget, as amended, shall be maintained in the Office of the District Treasurer and the Records Administration Department and identified as "The Budget for the Vista Lakes Community Development District for the Fiscal Year Ending September 30, 2021, as Adopted by the Board of Supervisors on August 6, 2020."

**Section 3. Appropriations**

That there be, and hereby is appropriated out of the revenues of the Vista Lakes Community Development District, for the Fiscal Year beginning October 1, 2020, and ending September 30, 2021 the sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) to be raised by the applicable imposition and levy by the Board of applicable non-ad valorem special assessments and otherwise, which sum is deemed by the Board of Supervisors to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$
DEBT SERVICE FUND	\$
Total All Funds	\$

**Section 4. Supplemental Appropriations**

The Board may authorize by Resolution supplemental appropriations or revenue changes for any lawful purpose from funds on hand or estimated to be received within the Fiscal Year as follows:

- a. Board may authorize a transfer of the unexpended balance or portion thereof of any appropriation item.
- b. Board may authorize an appropriation from the unappropriated balance of any fund.
- c. Board may increase any revenue or income budget account to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.

The District Manager and Treasurer shall have the power within a given fund to authorize the transfer of any unexpended balance of any appropriation item or any portion thereof, provided such transfers do not exceed Ten Thousand Dollars (\$10,000) or have the effect of causing more than 10% of the total appropriation of a given program or project to be transferred previously approved transfers included. Such transfer shall not have the effect of causing a more than \$10,000 or 10% increase, previously approved transfers included, to the original budget appropriation for the receiving program. Transfers within a program or project may be approved by the applicable Department Director and the District Manager or Treasurer. The District Manager or Treasurer must establish administrative procedures, which require information on the request forms proving that such transfer requests comply with this section.

**Section 5. Maintenance Special Assessment Levy: Fixed and Referenced and to be Levied by the Board**

- a. That the Fiscal Year 2020/2021 Maintenance Special Assessment Levy (the "assessment levy") for the assessment upon all the property within the boundaries of the District based upon the special and peculiar benefit received and further based upon reasonable and fair apportionment of the special benefit, shall be in accordance with the attached Exhibit A, which levy represents the amount of District assessments necessary to provide for payment during the aforementioned budget year of all properly authorized expenditures to be incurred by the District, including

principal and interest of special revenue, capital improvement and/or benefit assessment bonds. Said assessment levy shall be distributed as follows:

General Fund O & M	\$ [See Assessment Levy Resolution 2020-04]
Debt Service Fund	\$ [See Assessment Levy Resolution 2020-04]

- b. The designee of the Chair of the Board of Supervisors of the Vista Lakes Community Development District shall be the Manager or the Treasurer of the District designated to certify the Non-Ad Valorem Assessment Roll to the Tax Collector in and for the Orange County political subdivision, in accordance with applicable provisions of State law (Chapters 170, 190 and 197, Florida Statutes) and applicable Rules (Rule 12D-18, Florida Administrative Code) which shall include not only the maintenance special assessment levy, but also the total for the debt service levy, as required by and pursuant to law.

Introduced, considered favorably, and adopted this 6<sup>th</sup> day of August, 2020.

Vista Lakes Community Development District

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Frank Sebestyen  
Chairman

Attest:

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Kristen Suit  
Secretary

**4C.**

**RESOLUTION 2020-04**

**A RESOLUTION LEVYING AND IMPOSING A NON-AD VALOREM MAINTENANCE SPECIAL ASSESSMENT FOR THE VISTA LAKES COMMUNITY DEVELOPMENT DISTRICT FOR FISCAL YEAR 2020/2021**

*Preamble*

WHEREAS, certain improvements existing within the Vista Lakes Community Development District and certain costs of operation, repairs and maintenance are being incurred; and

WHEREAS, the Board of Supervisors of the Vista Lakes Community Development District find that the District's total General Fund Operation Assessments, taking into consideration other revenue sources during Fiscal Year 2021, will amount to \$\_\_\_\_\_; and

WHEREAS, the Board of Supervisors of the Vista Lakes Community Development District finds the District's Debt Service Fund Assessment during Fiscal Year 2021 will amount to \$\_\_\_\_\_; and

WHEREAS, the Board of Supervisors of the Vista Lakes Community Development District finds that the Debt Service Fund relates to systems and facilities which provide special benefits peculiar to certain property within the District based on the applicable assessment methodology; and

WHEREAS, the Board of Supervisors of the Vista Lakes Community Development District finds the non-ad valorem special assessments it levies and imposes by this Resolution for maintenance on the parcels of property involved will reimburse the District for certain special and peculiar benefits received by the property flowing from the maintenance of the systems, facilities and services apportioned in a manner that is fair and reasonable, in accordance with the applicable assessment methodology; and

WHEREAS, the District Board understands that this Resolution levies only the maintenance assessments for 2021, the Chair of the District, or the designee of the District Manager, shall certify a total Non-Ad Valorem Assessment Roll in a timely manner to the Tax Collector in and for Orange County for collection to include all assessments levied and approved by the District on the property including those for debt service as well as for special maintenance assessments.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE VISTA LAKES COMMUNITY DEVELOPMENT DISTRICT OF ORANGE COUNTY, FLORIDA;**

Section 1. All the whereas clauses are incorporated herein and are dispositive.

Section 2. A special assessment for maintenance as provided for in Chapters 190.021(3), Florida Statutes, (hereinafter referred to as “assessment”) is hereby levied on the platted lots within the District, as defined in the chart attached to this Resolution.

Section 3. That the collection and enforcement of the aforesaid assessments on platted lots shall be by the Tax Collector serving as agent of the State of Florida in Orange County (Tax Collector) and shall be at the same time and in like manner as ad valorem taxes and subject to all ad valorem tax collection and enforcement procedures which attend the use of the official annual tax notice.

Section 4. The levy and imposition of the maintenance special assessments on platted lots included in the District will be combined with the debt service non-ad valorem assessments which were levied and certified as a total amount on the Non-Ad Valorem Assessment Roll to the Orange County Tax Collector by the designee of the Chair of the Board on compatible medium no later than 15 September 2020, which shall then be collected by the Tax Collector on the tax notice along with other non-ad valorem assessments from other local governments and with all applicable property taxes to each platted parcel of property.

Section 5. The proceeds therefrom shall be paid to the Vista Lakes Community Development District.

Section 6. The Chair of the Board of the Vista Lakes Community Development District designates the District Manager to perform the certification duties.

Section 7. Be it further resolved, that a copy of this Resolution be transmitted to the proper public officials so that its purpose and effect may be carried out in accordance with law.

PASSED AND ADOPTED this 6<sup>th</sup> day of August, 2020 by the Board of Supervisors of the Vista Lakes Community Development District, Orange County, Florida.

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Kristen Suit  
Secretary

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Frank Sebestyen  
Chairman

## **Fifth Order of Business**

**5Ai.**



July 20, 2020

P-229384

Ms. Kristen Suit  
District Manager  
Inframark Management Services  
313 Campus Street  
Celebration, Florida 34747

**Re: Vista Lakes Community Development District  
Fiscal Year 2020 / 2021 Board Meetings and Miscellaneous Services**

Dear Ms. Suit:

The purpose of this proposal is to respectfully request authorization to provide professional stormwater engineering services associated with the above referenced project. Specifically, to perform the following services during the Fiscal Year 2020 / 2021:

1. Prepare for and attend the Vista Lakes Community Development District (CDD) Board of Supervisors meetings.
2. Prepare for and conduct field reviews with the CDD Board Members and Inframark Management Services to investigate known problem areas (e.g., localized flooding) and/or access potential areas in need of repairs (e.g., roadway, pipes etc.).
3. Update the 11-inch x 17-inch Stormwater Atlas booklets which depict the primary (stormwater ponds and outfall systems) and secondary (inlets and storm sewer pipes) stormwater systems within and adjacent to the Vista Lakes Community. The Stormwater Atlas maps will continue to be updated based on permitted construction plans, as-built drawings, survey notes, and field reviews.
4. Coordinate with subconsultants (e.g., surveyors and geotechnical engineers) to provide requested services by the CDD (e.g., perform specific-purpose survey services, utility locates, preparation of easement documents, subsurface investigations, pavement cores, etc.).
5. Monitor and report on new proposed developments adjacent to the Vista Lake Community (e.g., Vista Park).

Ms. Kristen Suit  
July 20, 2020  
Page 2

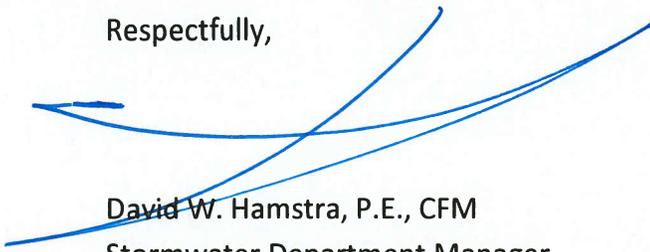
6. Perform miscellaneous stormwater engineering services, such as computer modeling revisions of the master stormwater systems based on future development and/or modifications to the drainage systems.
7. Prepare for and attend Development Review Committee (DRC) and/or Planning & Zoning meetings by Orange County or the City of Orlando associated with future development as requested by the CDD Board (e.g., Vista Park).
8. Update the lake level and rainfall databases and graphs in order to monitor the stormwater management ponds in response to moderate to significant storm events and identify potential drainage problem areas (hydraulic bottlenecks).

The above described services will be performed for an hourly not-to-exceed fee amount of **\$35,000.00** (refer to the attached Hourly Rate Sheet). Reimbursable expenses, such as mileage, photocopies, and plotting of drawings and exhibits, as well as requested subconsultant services, incurred in connection with the above described work, will be invoiced separately from the labor costs.

We appreciate the opportunity to serve the Vista Lake CDD. If you have any questions, please do not hesitate to contact me directly at 407-992-9160, extension 309, or by email at [david@pegasusengineering.net](mailto:david@pegasusengineering.net).

PEGASUS ENGINEERING, LLC

Respectfully,



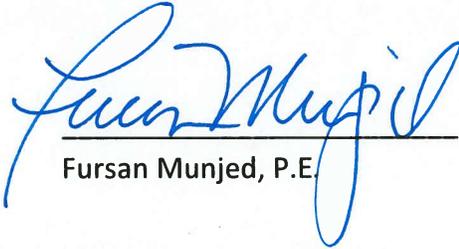
David W. Hamstra, P.E., CFM  
Stormwater Department Manager

Enclosures

Ms. Kristen Suit  
July 20, 2020  
Page 3

**Vista Lakes Community Development District  
Board Meetings and Miscellaneous Services  
Fiscal Year 2020 / 2021**

Approved for Pegasus Engineering, LLC



Fursan Munjed, P.E.

Principal  
Officer's Title

July 20, 2020  
Date

This Proposal is hereby accepted and authorization to proceed is hereby given.  
(Please return one executed copy of this proposal for our Pegasus Engineering records).

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Officer's Title

\_\_\_\_\_  
Date



<b>HOURLY RATE SCHEDULE</b>	
Senior Project Manager	\$185.00 / Hour
Project Manager	\$175.00 / Hour
Senior Project Engineer	\$165.00 / Hour
Project Engineer	\$150.00 / Hour
Senior Design	\$100.00 / Hour
Designer	\$90.00 / Hour
CADD / GIS Technician	\$85.00 / Hour
Word Processor / Clerical	\$50.00 / Hour
Mileage	53.5¢ / mile
Copies and Prints (In-House)	
Black and White Copies	
8.5 x 11	\$0.10 / page
11 x 17	\$0.15 / page
Color Copies	
8.5 x 11	\$1.00 / page
11 x 17	\$1.50 / page
Plots (In-House)	
All Color Plots	\$5.00 / SF
All B&W Sizes	\$0.15 / SF
Overnight Delivery	Actual Cost
Courier Services	Actual Cost
Postage	Actual Cost
Government Permits	Actual Cost

Unit Prices Effective Until September 30, 2021

**5Aii.**



2905 E. Moody Blvd.  
 Bunnell, Florida 32110  
 P: (386) 313-9060  
 info@atlanticpipe.us

**We propose to hereby furnish the following:**

**Customer Responsibilities**

- Local facility or dump-site for disposal of debris / waste material removed from project location
- Local metered water supply (Access on Site)
- Access to secure site for storage of equipment and materials
- Exposure of all structures and access to all work areas without delay
- Stabilized Access to work areas - Two Wheel Drive Accessible only
- Traffic Control - If Applicable

**Qualifications**

- Any delays beyond the direct control of APS will be subject to an hourly charge for each unit on site.
- Weekend and Night Work may be subject to increased rates.
- Any unforeseen or abnormal pipeline or site conditions will be subject to renegotiation without penalty to APS
- Payment terms are NET 30 days of invoice date
- This proposal is valid for 30 days from the date of submission

<b>APS Representative</b>	Matthew Henry		
<b>Signature</b>		<b>Date</b>	

*Acceptance of Proposal:* The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as outlined above.

<b>Client Representative:</b>			
<b>Signature</b>		<b>Date</b>	

# ATLANTIC PIPE SERVICES, LLC

## STANDARD TERMS & CONDITIONS OF BUSINESS

**COMPANY:** Atlantic Pipe Services, LLC, a Florida Limited Liability Company, whose address 1420 Martin Luther King Jr. Blvd, Sanford, Florida, 32771 (Hereinafter referred to as "APS")

**CUSTOMER:** Any corporation, company, organization, agent or individual entering into a written agreement with APS for the provision of services or materials or any other business dealing, for which payment is agreed with or becomes due and payable to APS (hereinafter referred to as "Customer")

**PROPOSAL & QUOTATION:** All proposals or quotations provided by APS must be in writing and signed by an authorized representative of the company to be valid and any such proposal or quotation is valid for acceptance within 30 days of the respective proposal date, unless agreed otherwise in writing.

**PAYMENT TERMS:** Payment of all invoices is due within 30 days from the invoice date, unless terms are agreed otherwise, in writing from APS. Any Dispute or query regarding the invoiced amount must be communicated in writing within 10 days (objection period) from the invoice date and customer will be deemed to have accepted the invoice as delivered and all services /work standards relating thereto, unless objected to in writing within the objection period. Customer agrees that no retainage will held for all services performed.

**REMEDIES FOR NON-PAYMENT:** All sums not paid when due will bear interest at the rate of 1.5% per month from due date until paid or the maximum legal rate permitted by law, whichever is less. In the event of legal action being deemed necessary to enforce payment, APS shall be entitled to all costs of collection, including a reasonable attorney's fee. In addition, if the customer fails to make payment to APS as herein provided, then APS may stop work without prejudice to any other remedy it may have. The parties further agree that in the event of any controversy arising between them, then in such event, the State Courts of Seminole County, Florida, shall be the forum in which the parties agree to try and have heard any matters of litigation arising out of such controversies.

**WARRANTIES:** All workmanship and materials are guaranteed against defects in workmanship for a period of one year from the date of substantial completion of the project. This warranty is in lieu of all other warranties, expressed or implied, including any warranties of merchantability of fitness for a particular purpose. APS will not be responsible for damage to its work by other parties or normal wear and tear. Any repair work necessitated by caused damage will be considered as an order for extra work.

**INDEPENDENT CONTRACTOR:** Both APS and the customer agree that APS will act as an independent contractor in the performance of its duties under this contract. Accordingly, APS shall be responsible for payment of all taxes, including Federal, State, and local taxes arising out of APS's activities, including by way of illustration but not limitation, Federal and State income tax, social security tax, Unemployment Insurance taxes, and any other taxes.

**UNFORESEEN OCCURRENCE:** In the event that any unforeseen occurrences or conditions are encountered after the work has commenced and which APS judge, at their sole discretion, to significantly affect or may affect the services, the risk involved in providing the services or there being a material change to the proposed or quoted scope of services, APS may a) Immediately cease work without liability to the customer, or b) renegotiate with customer to change the scope of work with price adjustment or change order, or c) Apply downtime /hourly or day rates until occurrence or condition is resolved to the satisfaction of APS.

**DOWNTIME/STOPPAGES/ADDITIONAL WORK:** In the event that APS is unable to work or encounter stoppages due to circumstances beyond their control or unforeseen circumstances or occurrences, particularly any underground structure problems causing delay or stoppage of work or in the event of any work being required beyond the quoted scope of work, then an hourly or daily rate will be charged, subject to prior customer notification in writing from APS.

**PROJECT ESTIMATES:** APS may from time to time provide written estimates of projected timescale or hours for a particular project at customer request, however, this in no way binds APS to a final timescale for the services to be provided. The actual hours will be determined by specific site requirements and operational demands, which cannot be wholly determined due to the nature of the services provided by APS.

**CUSTOMER PURCHASE ORDERS:** In the event that the customer chooses to issue a purchase order, whether verbal or in writing, such purchase order shall be governed by APS Standard Terms & Conditions of Business as detailed herein and any such client agreement cannot change the payment terms under any circumstances unless specifically agreed to in writing APS and such agreement being authorized and signed by the owner or director of APS. In the event of any inconsistency between the APS terms and conditions as detailed herein and the terms of a service order, the APS terms and conditions shall prevail. In any event, settlement of all APS correctly submitted invoices must be made within 30 days from invoice date, irrespective of customer having received payment from their respective customer.

**CONTRACT ACCEPTANCE:** In the event that the client fails to sign acceptance of an APS proposal or quotation, due to oversight by either or both parties or any other reason and the services are commenced or completed on the clients written or verbal instruction due to emergency, urgency or some other reason, then these terms and conditions will be deemed to have been accepted by the client as if such proposal or quotation had been signed.

**CUSTOMER RESPONSIBILITIES:** The customer will normally provide the following services, at no cost to APS for the duration of the project, unless agreed otherwise in writing by APS, a) Approved dumpsite and disposal for all materials to be removed from site of work, b) Access and exposure of all structures for APS personnel and equipment without delay, c) All temporary site facilities including suitable storage space for equipment, d) Any special permits and/or licenses, without delay, e) Supply and access to all water required for the project with meter if applicable. f) Work areas prepared and accessible, without delay, to enable the services to be provided, g) Authorized representative of the customer at the site of work, at all times services are being performed and with authority to accept the services as completed and / or hours worked and h) Location and exposure of all manholes in the project area.



2905 E. Moody Blvd.  
 Bunnell, Florida 32110  
 P: (386) 313-9060  
 info@atlanticpipe.us

**We propose to hereby furnish the following:**

**Customer Responsibilities**

- Local facility or dump-site for disposal of debris / waste material removed from project location
- Local metered water supply (Access on Site)
- Access to secure site for storage of equipment and materials
- Exposure of all structures and access to all work areas without delay
- Stabilized Access to work areas - Two Wheel Drive Accessible only
- Traffic Control - If Applicable

**Qualifications**

- Any delays beyond the direct control of APS will be subject to an hourly charge for each unit on site.
- Weekend and Night Work may be subject to increased rates.
- Any unforeseen or abnormal pipeline or site conditions will be subject to renegotiation without penalty to APS
- Payment terms are NET 30 days of invoice date
- This proposal is valid for 30 days from the date of submission

<b>APS Representative</b>	Matthew Henry		
<b>Signature</b>		<b>Date</b>	

*Acceptance of Proposal:* The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as outlined above.

<b>Client Representative:</b>			
<b>Signature</b>		<b>Date</b>	

# ATLANTIC PIPE SERVICES, LLC

## STANDARD TERMS & CONDITIONS OF BUSINESS

**COMPANY:** Atlantic Pipe Services, LLC, a Florida Limited Liability Company, whose address 1420 Martin Luther King Jr. Blvd, Sanford, Florida, 32771 (Hereinafter referred to as "APS")

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**CUSTOMER RESPONSIBILITIES:** The customer will normally provide the following services, at no cost to APS for the duration of the project, unless agreed otherwise in writing by APS, a) Approved dumpsite and disposal for all materials to be removed from site of work, b) Access and exposure of all structures for APS personnel and equipment without delay, c) All temporary site facilities including suitable storage space for equipment, d) Any special permits and/or licenses, without delay, e) Supply and access to all water required for the project with meter if applicable. f) Work areas prepared and accessible, without delay, to enable the services to be provided, g) Authorized representative of the customer at the site of work, at all times services are being performed and with authority to accept the services as completed and / or hours worked and h) Location and exposure of all manholes in the project area.



2905 E. Moody Blvd.  
 Bunnell, Florida 32110  
 P: (386) 313-9060  
 info@atlanticpipe.us

**We propose to hereby furnish the following:**

**Customer Responsibilities**

- Local facility or dump-site for disposal of debris / waste material removed from project location
- Local metered water supply (Access on Site)
- Access to secure site for storage of equipment and materials
- Exposure of all structures and access to all work areas without delay
- Stabilized Access to work areas - Two Wheel Drive Accessible only
- Traffic Control - If Applicable

**Qualifications**

- Any delays beyond the direct control of APS will be subject to an hourly charge for each unit on site.
- Weekend and Night Work may be subject to increased rates.
- Any unforeseen or abnormal pipeline or site conditions will be subject to renegotiation without penalty to APS
- Payment terms are NET 30 days of invoice date
- This proposal is valid for 30 days from the date of submission

<b>APS Representative</b>	Matthew Henry		
<b>Signature</b>		<b>Date</b>	

*Acceptance of Proposal:* The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as outlined above.

<b>Client Representative:</b>			
<b>Signature</b>		<b>Date</b>	

# ATLANTIC PIPE SERVICES, LLC

## STANDARD TERMS & CONDITIONS OF BUSINESS

**COMPANY:** Atlantic Pipe Services, LLC, a Florida Limited Liability Company, whose address 1420 Martin Luther King Jr. Blvd, Sanford, Florida, 32771 (Hereinafter referred to as "APS")

**CUSTOMER:** Any corporation, company, organization, agent or individual entering into a written agreement with APS for the provision of services or materials or any other business dealing, for which payment is agreed with or becomes due and payable to APS (hereinafter referred to as "Customer")

**PROPOSAL & QUOTATION:** All proposals or quotations provided by APS must be in writing and signed by an authorized representative of the company to be valid and any such proposal or quotation is valid for acceptance within 30 days of the respective proposal date, unless agreed otherwise in writing.

**PAYMENT TERMS:** Payment of all invoices is due within 30 days from the invoice date, unless terms are agreed otherwise, in writing from APS. Any Dispute or query regarding the invoiced amount must be communicated in writing within 10 days (objection period) from the invoice date and customer will be deemed to have accepted the invoice as delivered and all services /work standards relating thereto, unless objected to in writing within the objection period. Customer agrees that no retainage will held for all services performed.

**REMEDIES FOR NON-PAYMENT:** All sums not paid when due will bear interest at the rate of 1.5% per month from due date until paid or the maximum legal rate permitted by law, whichever is less. In the event of legal action being deemed necessary to enforce payment, APS shall be entitled to all costs of collection, including a reasonable attorney's fee. In addition, if the customer fails to make payment to APS as herein provided, then APS may stop work without prejudice to any other remedy it may have. The parties further agree that in the event of any controversy arising between them, then in such event, the State Courts of Seminole County, Florida, shall be the forum in which the parties agree to try and have heard any matters of litigation arising out of such controversies.

**WARRANTIES:** All workmanship and materials are guaranteed against defects in workmanship for a period of one year from the date of substantial completion of the project. This warranty is in lieu of all other warranties, expressed or implied, including any warranties of merchantability of fitness for a particular purpose. APS will not be responsible for damage to its work by other parties or normal wear and tear. Any repair work necessitated by caused damage will be considered as an order for extra work.

**INDEPENDENT CONTRACTOR:** Both APS and the customer agree that APS will act as an independent contractor in the performance of its duties under this contract. Accordingly, APS shall be responsible for payment of all taxes, including Federal, State, and local taxes arising out of APS's activities, including by way of illustration but not limitation, Federal and State income tax, social security tax, Unemployment Insurance taxes, and any other taxes.

**UNFORESEEN OCCURRENCE:** In the event that any unforeseen occurrences or conditions are encountered after the work has commenced and which APS judge, at their sole discretion, to significantly affect or may affect the services, the risk involved in providing the services or there being a material change to the proposed or quoted scope of services, APS may a) Immediately cease work without liability to the customer, or b) renegotiate with customer to change the scope of work with price adjustment or change order, or c) Apply downtime /hourly or day rates until occurrence or condition is resolved to the satisfaction of APS.

**DOWNTIME/STOPPAGES/ADDITIONAL WORK:** In the event that APS is unable to work or encounter stoppages due to circumstances beyond their control or unforeseen circumstances or occurrences, particularly any underground structure problems causing delay or stoppage of work or in the event of any work being required beyond the quoted scope of work, then an hourly or daily rate will be charged, subject to prior customer notification in writing from APS.

**PROJECT ESTIMATES:** APS may from time to time provide written estimates of projected timescale or hours for a particular project at customer request, however, this in no way binds APS to a final timescale for the services to be provided. The actual hours will be determined by specific site requirements and operational demands, which cannot be wholly determined due to the nature of the services provided by APS.

**CUSTOMER PURCHASE ORDERS:** In the event that the customer chooses to issue a purchase order, whether verbal or in writing, such purchase order shall be governed by APS Standard Terms & Conditions of Business as detailed herein and any such client agreement cannot change the payment terms under any circumstances unless specifically agreed to in writing APS and such agreement being authorized and signed by the owner or director of APS. In the event of any inconsistency between the APS terms and conditions as detailed herein and the terms of a service order, the APS terms and conditions shall prevail. In any event, settlement of all APS correctly submitted invoices must be made within 30 days from invoice date, irrespective of customer having received payment from their respective customer.

**CONTRACT ACCEPTANCE:** In the event that the client fails to sign acceptance of an APS proposal or quotation, due to oversight by either or both parties or any other reason and the services are commenced or completed on the clients written or verbal instruction due to emergency, urgency or some other reason, then these terms and conditions will be deemed to have been accepted by the client as if such proposal or quotation had been signed.

**CUSTOMER RESPONSIBILITIES:** The customer will normally provide the following services, at no cost to APS for the duration of the project, unless agreed otherwise in writing by APS, a) Approved dumpsite and disposal for all materials to be removed from site of work, b) Access and exposure of all structures for APS personnel and equipment without delay, c) All temporary site facilities including suitable storage space for equipment, d) Any special permits and/or licenses, without delay, e) Supply and access to all water required for the project with meter if applicable. f) Work areas prepared and accessible, without delay, to enable the services to be provided, g) Authorized representative of the customer at the site of work, at all times services are being performed and with authority to accept the services as completed and / or hours worked and h) Location and exposure of all manholes in the project area.

**5Aiii.**



July 23, 2020

MSC-22024

Ms. Kristen Suit  
District Manager  
Inframark  
313 Campus Street  
Celebration, Florida 34747

**Re: Vista Lakes Community Development District  
Vista Lake Outfall System Modification | Permitting Services**

Dear Kristen:

The purpose of this proposal is to respectfully request authorization to provide permitting services associated with the above referenced project. More specifically, to prepare, submit, and secure an Environmental Resource Permit (ERP) modification from the St. Johns River Water Management District (SJRWMD). Based on our recent pre-application meeting with the SJRWMD, it is our understanding that Pegasus Engineering shall provide the following services (refer to Attachment "A" for the meeting minutes):

1. Utilize the existing Vista Lakes ICPR (Interconnected Channel and Pond Routing) model to perform a drawdown analysis to establish the approximate time required to "free-up" volume in the lakes prior to a major storm event.
2. Identify on-site wetlands that contribute potential flows to the master stormwater system.
3. Prepare a draft Operating Protocol.
4. Conduct a follow-up meeting with the SJRWMD to discuss the results of the drawdown analysis, the draft operating protocol, and any critical issues that need to be addressed prior to the permit submittal.
5. Prepare a Technical Memorandum to document the analysis and proposed improvements.
6. Fill-out the ERP application and prepare supporting documents and figures.

Ms. Kristen Suit  
July 23, 2020  
Page 2

7. Coordinate with Vista Lakes CDD and Inframark to request a check for the permit application fee.
8. Finalize and submit the ERP modification to the SJRWMD for review.
9. Address one (1) round of request for additional information (RAI) comments from the SJRWMD.
10. Review the permit conditions and submit the required forms prior and after to construction.

Please note that this proposal is associated exclusively with securing a permit modification with the SJRWMD and does not include the following:

1. Additional survey services associated with the existing Vista Lake outfall system.
2. Detailed hydrologic/hydraulic model of the entire Vista Lakes stormwater management systems (i.e., interconnected stormwater ponds, control structures, etc.).
3. Wetland mitigation related tasks. The proposed improvements are assumed to involve surface water impacts, not wetland impacts.
4. In the event that the SJRWMD issues more than one round of RAI comments, an amendment will be submitted to provide additional services.
5. Post-design and inspection services.

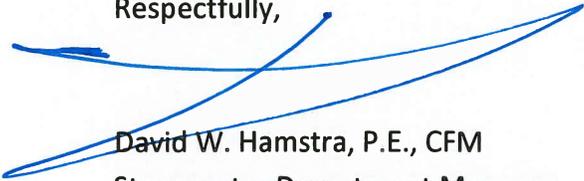
As you are aware, the Vista Lakes CDD approved an hourly not-to-exceed amount of **\$15,000.00** on June 4, 2020. Refer to Attachment "B" for the manhour and fee estimate associated with the requested fees.

We look forward to providing the above referenced services to permit the important flood protection improvements for the protection of the Vista Lakes Community. If you have any questions, please do not hesitate to contact me directly at 407-247-0003 (cell) or 407-992-9160, extension 309, or by email at david@pegasusengineering.net.

Ms. Kristen Suit  
July 23, 2020  
Page 3

PEGASUS ENGINEERING, LLC

Respectfully,



David W. Hamstra, P.E., CFM  
Stormwater Department Manager

**Vista Lake Community Development District  
Vista Lake Outfall System Modification | Permitting Services**

Approved for Pegasus Engineering, LLC



Juan Fong, P.E.

Principal  
Officer's Title

July 23, 2020  
Date

This Proposal is hereby accepted and authorization to proceed is hereby given.  
(Please return one executed copy of this proposal for our Pegasus Engineering records).

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Officer's Title

\_\_\_\_\_  
Date

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# Attachment “A”

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## SJRWMD Pre-Application Meeting Minutes

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## PROJECT MEMORANDUM

To: Cammie Dewey, P.E.  
Environmental Resource Program Manager  
SJRWMD – Maitland Service Center

From: Greg Teague, P.E., CFM  
Pegasus Engineering Project Manager

Date: May 26, 2020

Re: Vista Lake (Pond 9) Outfall System Modifications  
SJRWMD Permit No. 20988

Subject: Minutes for the Pre-application Meeting on April 3, 2020

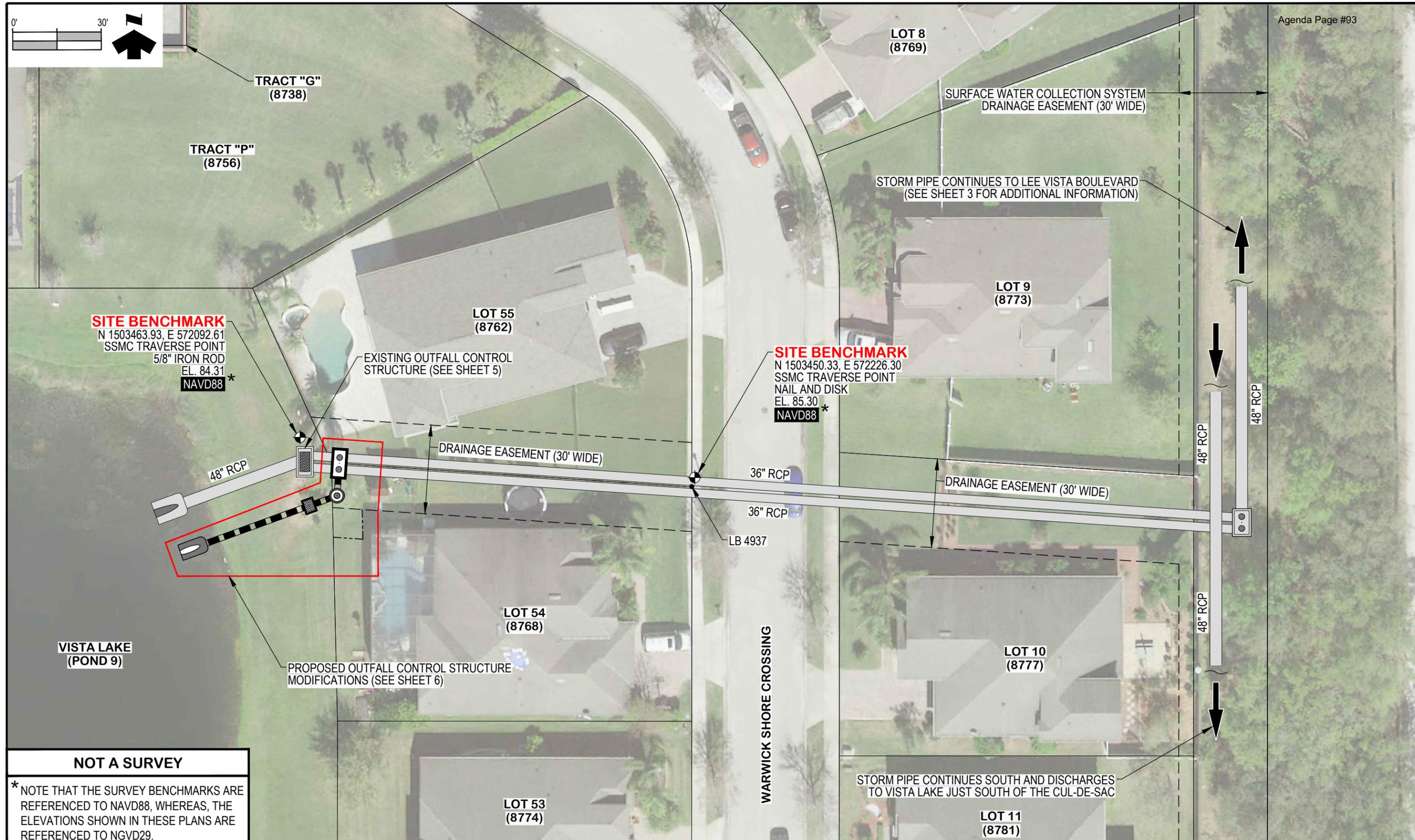
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The following individuals participated in a pre-application meeting (video conference) that was conducted for this project on Friday, April 3, 2020 at 2:00 p.m., specifically to discuss various issues and considerations related to the preliminary construction plans dated January 6, 2020:

- Cammie Dewey, SJRWMD
- David Hamstra, Pegasus Engineering
- Greg Teague, Pegasus Engineering

The following is a list of pertinent topics and issues discussed during the pre-application meeting.

1. David and Greg provided a general overview of the project as depicted on Sheet 4 of the construction plans (provided on the following page).
2. Cammie coordinated with Margie Cook and Nicole Martin before the video conference and the general consensus is that an official permit modification is required.



**NOT A SURVEY**

\* NOTE THAT THE SURVEY BENCHMARKS ARE REFERENCED TO NAVD88, WHEREAS, THE ELEVATIONS SHOWN IN THESE PLANS ARE REFERENCED TO NGVD29.

REVISIONS		
NO.	DATE	DESCRIPTION

ENGINEER OF RECORD  
 JANUARY 6, 2020  
**PRELIMINARY**  
 GREGORY A. TEAGUE, P.E.  
 FLORIDA REGISTRATION NO. 47663

**Pegasus**  
 ENGINEERING  
 301 WEST STATE ROAD 434, SUITE 309  
 WINTER SPRINGS, FLORIDA 32708  
 CERTIFICATE OF AUTHORIZATION NO. 27770

**VISTA LAKES COMMUNITY DEVELOPMENT DISTRICT**  
 8841 LEE VISTA BOULEVARD  
 ORLANDO, FLORIDA 32829

VISTA LAKES - WARWICK VILLAGE  
 POND 9 OUTFALL STRUCTURE MODIFICATIONS  
 SITE PLAN AND SURVEY BENCHMARKS

SHEET NO.  
**4**

3. The outfall system modifications are proposed as a means of lowering water levels within all of the upstream ponds that are hydraulically connected to Vista Lake (Pond 9) in anticipation of an extreme storm event that could potentially cause flooding at various roadway low-points located throughout the Vista Lakes community.
  - A map of the Vista Lakes community showing the roadway locations that were constructed below the permitted crest elevation of the existing overflow weir for Vista Lake (Pond 9) will be provided within the application for permit modification, along with photographs documenting the extent of localized flooding that has occurred during extreme weather events. Although the reasons are not presently known, Greg speculated that a datum discrepancy might explain why some roadway low-points were constructed too low (the original design and permitting was based on the NGVD29 vertical datum).
  - The topographic survey, and specifically the invert elevations of the existing storm pipes, defines a maximum drawdown of approximately 28-inches that can occur by gravity flow.
4. Cammie explained that an application for permit modification will need to quantitatively define the storm magnitude that will require the proposed drawdown device to be opened in an effort to provide improved flood protection in advance of a potential flooding event.
  - In lieu of a traditional H&H model, David suggested a mathematical approach to determine how much rainfall is required to raise water levels within the interconnected ponds to the permitted crest elevation of the existing overflow weir at Vista Lake (Pond 9).
  - Although a simplified approach is acceptable, Cammie advised that groundwater seepage from the adjacent and/or interconnected wetlands may need to be included as a contributing baseflow.
5. Greg suggested an operating protocol be developed using similar examples from previously permitted projects.
  - The protocol should include operational information such as the opening and closing elevations for the proposed flow control device (aka, slide gate), maintaining the system in a locked condition when not in operation, a timetable for water level drawdown that is rainfall dependent, etc.

- Cammie emphasized that maintaining permit compliance will require closing the flow control device before upstream water levels reach the crest of the permitted overflow weir, and keeping the flow control device closed during extreme weather events such as tropical storms or hurricanes.
6. Cammie emphasized that there is a significant amount of information in the permit file for Vista Lakes.
- The previous permit conditions require wetland monitoring that is still on-going, and Cammie believed that this work is currently being performed by Dewberry (fka, Bowyer-Singleton Associates).
  - Additional water level monitoring for the wetlands would likely be required anytime that the proposed flow control device is in operation. The applicant could request that this permit condition be removed in the future.
7. Various construction issues and complications were briefly discussed.
- Traditional dewatering within Vista Lake (Pond 9) would be difficult to accomplish due to the large volume of water spread across all of the interconnected ponds located throughout the Vista Lakes community. For that reason, a temporary cofferdam used to isolate the proposed construction activities from Vista Lake (Pond 9) is preferred and recommended.
  - Survey information for the existing 48-inch RCP that connects Vista Lake (Pond 9) to the existing overflow structure indicates that the pipe was potentially installed with an invert substantially below the adjacent grade, or perhaps the west end of the pipe has become silted over time. Additional survey information may be required to determine if additional improvements need to be shown in the construction plans for this area.
  - Cammie will coordinate with Margie to determine whether or not any of the proposed construction activities need to be quantified as work within surface waters.

If corrections or clarifications are required to any information presented herein, please notify the writer within five (5) business days at 407-992-9160, extension 311, or by e-mail at [greg@pegasusengineering.net](mailto:greg@pegasusengineering.net).

END OF MEMO

cc: All Attendees

Frank Sebestyer, Vista Lakes CDD Chairman

Kristen Suit, Inframark

Pegasus Project File MSC-22024

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# Attachment “B”

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Manhour and  
Fee Estimate

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**ATTACHMENT "B"**  
**Manhour and Fee Estimate**  
**VISTA LAKE OUTFALL SYSTEM MODIFICATION | PERMITTING SERVICES**  
**Vista Lakes Community Development District**

Task Description (Effective Date : July 23, 2020)	Sr. Project Manager (Hamstra, P.E.)	Project Manager (Teague, P.E.)	Sr. Project Engineer (Rodriguez, P.E.)	CADD Technician (Greenough)	Administrative Assistant (Villanueva)	Task Hours	Task Fees	
(Standard Hourly Rates)	\$185.00	\$175.00	\$165.00	\$85.00	\$50.00			
Utilize the Existing Vista Lakes ICPR Model to perform a Drawdown Analysis		12		2		14	\$2,270.00	
Identify On-Site Wetland Systems that contribute to the Stormwater Master System		4		1		5	\$785.00	
Prepare a Draft Operating Protocol		8			1	9	\$1,450.00	
Conduct Follow-Up Meeting with the SJRWMD	2	4				6	\$1,070.00	
Finalize the Operating Protocol		4				4	\$700.00	
Prepare a Technical Memorandum		12			2	14	\$2,200.00	
Prepare the ERP Application and Supporting Documents and Figures		12		2	1	15	\$2,320.00	
Coordinate with the Vista Lakes CDD and Inframark regarding the submittal to the SJRWMD		2				2	\$350.00	
Finalize and Submit the ERP Application to the SJRWMD		4		2	1	7	\$920.00	
Address One (1) Round of RAI Comments		8			1	9	\$1,450.00	
Prepare and Submit the required Forms to the SJRWMD (Pre and Post Construction)		2				2	\$350.00	
Project Administration	4				4	8	\$940.00	
<b>TOTAL HOURS</b>	<b>6</b>	<b>72</b>	<b>0</b>	<b>7</b>	<b>10</b>	<b>95</b>	<b>\$14,805.00</b>	
<b>TOTAL LABOR COSTS</b>	<b>\$1,110.00</b>	<b>\$12,600.00</b>	<b>\$0.00</b>	<b>\$595.00</b>	<b>\$500.00</b>			
<b><u>Total Lump Sum Fee Computations</u></b>								
(1) Labor Costs (Pegasus Engineering)							=	\$14,805.00
(2) Reimbursable Expenses (Plots, Prints and Copies)							=	\$195.00
<b>TOTAL LUMP SUM FEE</b>							=	<b>\$15,000.00</b>





<b>HOURLY RATE SCHEDULE</b>	
Senior Project Manager	\$185.00 / Hour
Project Manager	\$175.00 / Hour
Senior Project Engineer	\$165.00 / Hour
Project Engineer	\$150.00 / Hour
Senior Design	\$100.00 / Hour
Designer	\$90.00 / Hour
CADD / GIS Technician	\$85.00 / Hour
Word Processor / Clerical	\$50.00 / Hour
Mileage	53.5¢ / mile
Copies and Prints (In-House)	
Black and White Copies	
8.5 x 11	\$0.10 / page
11 x 17	\$0.15 / page
Color Copies	
8.5 x 11	\$1.00 / page
11 x 17	\$1.50 / page
Plots (In-House)	
All Color Plots	\$5.00 / SF
All B&W Sizes	\$0.15 / SF
Overnight Delivery	Actual Cost
Courier Services	Actual Cost
Postage	Actual Cost
Government Permits	Actual Cost

Unit Prices Effective Until September 30, 2020

**5Ci.**

**NOTICE OF MEETINGS  
VISTA LAKES  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Vista Lakes Community Development District will hold meetings for **Fiscal Year 2021** at the Vista Lakes Clubhouse; 8841 Lee Vista Boulevard; Orlando, Florida at 10:00 a.m. on the first Thursday, unless otherwise noted, as follows:

October 1, 2020  
February 4, 2021  
April 1, 2021-Tentative Budget  
June 3, 2021- PH Budget Adoption  
August 5, 2021

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. Meetings may be continued to a date, time and location to be specified on the record at the meetings.

There may be occasions when one or more Supervisors will participate via telephone. Any person requiring special accommodations at any of these meetings because of a disability or physical impairment should contact the District Management Company, Inframark at (954) 603-0033 at least two (2) calendar days prior to the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1, or 800-955-8771 (TTY)/800-955-8770 (Voice) for aid in contacting the District Office at least two (2) days prior to the date of the meetings.

Each person who decides to appeal any action taken at these meetings is advised that person will need a record of the proceedings and accordingly, the person may need to ensure a verbatim record of the proceedings is made including the testimony and evidence upon which such appeal is to be based.

Kristen Suit  
District Manager

**5Ciii.**

The Florida Legislature recently enacted amendments to the website requirements contained in Section 189.069(2)(a), *Florida Statutes*, effective July 1, 2020.

- The requirement to post the final, complete audit report for the most recent completed fiscal year and audit reports required by law or authorized by the governing body of the special district may be satisfied by providing a link to the audit report on the Auditor General's website.
- The public facilities report is no longer required to be posted.
- Meeting materials accompanying meeting or workshop agendas are no longer required to be posted. Please note that the agenda itself is still required to be posted.

The amendments do not prevent districts from including these documents on their websites, but districts may remove them if they so choose.

## CHAPTER 2020-77

## Committee Substitute for Senate Bill No. 1466

An act relating to government accountability; amending s. 189.031, F.S.; specifying conditions under which board members and public employees of special districts do not abuse their public positions; amending s. 189.069, F.S.; revising the list of items required to be included on the websites of special districts; amending s. 190.007, F.S.; specifying conditions under which board members and public employees of community development districts do not abuse their public positions; providing effective dates.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Effective January 1, 2021, subsection (6) is added to section 189.031, Florida Statutes, to read:

189.031 Legislative intent for the creation of independent special districts; special act prohibitions; model elements and other requirements; local general-purpose government/Governor and Cabinet creation authorizations.—

(6) GOVERNANCE.—For purposes of s. 8(h)(2), Art. II of the State Constitution, a board member or a public employee of a special district does not abuse his or her public position if the board member or public employee commits an act or omission that is authorized under s. 112.313(7), (12), (15), or (16) or s. 112.3143(3)(b), and an abuse of a board member's position does not include any act or omission in connection with a vote when the board member has followed the procedures required by s. 112.3143.

Section 2. Paragraph (a) of subsection (2) of section 189.069, Florida Statutes, is amended to read:

189.069 Special districts; required reporting of information; web-based public access.—

(2)(a) A special district shall post the following information, at a minimum, on the district's official website:

1. The full legal name of the special district.
2. The public purpose of the special district.
3. The name, official address, official e-mail address, and, if applicable, term and appointing authority for each member of the governing body of the special district.
4. The fiscal year of the special district.

5. The full text of the special district's charter, the date of establishment, the establishing entity, and the statute or statutes under which the special district operates, if different from the statute or statutes under which the special district was established. Community development districts may reference chapter 190 as the uniform charter but must include information relating to any grant of special powers.

6. The mailing address, e-mail address, telephone number, and website uniform resource locator of the special district.

7. A description of the boundaries or service area of, and the services provided by, the special district.

8. A listing of all taxes, fees, assessments, or charges imposed and collected by the special district, including the rates or amounts for the fiscal year and the statutory authority for the levy of the tax, fee, assessment, or charge. For purposes of this subparagraph, charges do not include patient charges by a hospital or other health care provider.

9. The primary contact information for the special district for purposes of communication from the department.

10. A code of ethics adopted by the special district, if applicable, and a hyperlink to generally applicable ethics provisions.

11. The budget of the special district and any amendments thereto in accordance with s. 189.016.

12. The final, complete audit report for the most recent completed fiscal year and audit reports required by law or authorized by the governing body of the special district. If the special district has submitted its most recent final, complete audit report to the Auditor General, this requirement may be satisfied by providing a link to the audit report on the Auditor General's website.

13. A listing of its regularly scheduled public meetings as required by s. 189.015(1).

~~14. The public facilities report, if applicable.~~

~~15. The link to the Department of Financial Services' website as set forth in s. 218.32(1)(g).~~

~~15.16. At least 7 days before each meeting or workshop, the agenda of the event, along with any meeting materials available in an electronic format, excluding confidential and exempt information. The information must remain on the website for at least 1 year after the event.~~

Section 3. Effective January 1, 2021, subsection (1) of section 190.007, Florida Statutes, is amended to read:

## 190.007 Board of supervisors; general duties.—

(1) The board shall employ, and fix the compensation of, a district manager. The district manager shall have charge and supervision of the works of the district and shall be responsible for preserving and maintaining any improvement or facility constructed or erected pursuant to the provisions of this act, for maintaining and operating the equipment owned by the district, and for performing such other duties as may be prescribed by the board. It shall not be a conflict of interest under chapter 112 for a board member or the district manager or another employee of the district to be a stockholder, officer, or employee of a landowner or of an entity affiliated with a landowner. The district manager may hire or otherwise employ and terminate the employment of such other persons, including, without limitation, professional, supervisory, and clerical employees, as may be necessary and authorized by the board. The compensation and other conditions of employment of the officers and employees of the district shall be as provided by the board. For purposes of s. 8(h)(2), Art. II of the State Constitution, a board member or a public employee of a district does not abuse his or her public position if the board member or public employee commits an act or omission that is authorized under this subsection, s. 112.313(7), (12), (15), or (16), or s. 112.3143(3)(b), and an abuse of a board member's public position does not include any act or omission in connection with a vote when the board member has followed the procedures required by s. 112.3143.

Section 4. Except as otherwise expressly provided in this act, this act shall take effect July 1, 2020.

Approved by the Governor June 23, 2020.

Filed in Office Secretary of State June 23, 2020.

**5Civ.**



**Service Quote**  
Page 1

**Solitude Lake Management**  
1320 Brookwood Drive  
Suite H  
Little Rock, AR 72202

Phone No. (888) 480-5253  
Fax No. (888) 358-0088

No. SMQT-001572  
Status Pending  
Order Date 06/05/20  
Order Time 2:45:11 PM

**Quote Provided to:**

Vista Lakes CDD  
Inframark Infrastructure Management S  
210 North University Drive #702  
Coral Springs, FL 33071

Phone No. (281) 831-0139  
Email ariel.medina@inframark.com

1 year manufacturer warranty on compressor.  
Aerator 10B Main needs overhauled, system was installed in 2012. One compressor has melted and cooling fans have failed. The hoses and valves are leaking and need replaced. This is a quote to replace 1 compressor, 3 fans, 7 valves and 70' of heater hose. Thank you, Greg

Service Item No.	Service Item Group Code	Item No.	Serial No.	Description
0486280-AERATOR-007	AERATOR		S????	Vista Lakes VTX Aerator 7 Sit

**Service Line**

No.		Quantity	Unit Price Excl. Tax	Amount	Amount Incl. Tax
SERVICE FEE	Service Fee	1	82.00	82.00	82.00
VER-COM403-CK	3/4 HP Dual Cylinder Comp 230V	1	685.31	685.31	685.31
VER-FAN111	230V 290 CFM cooling fan: Air2 -7, Air2XL - 4XL	3	137.44	412.32	412.32
LABOR-REPAIRS	REPAIR LABOR	6	107.00	642.00	642.00
FOUNT SERV	Heater Hose	70	1.17	81.90	81.90
FOUNT SERV	1/2" Bronze Valve	7	16.90	118.30	118.30
FOUNT SERV	Misc Parts	1	39.00	39.00	39.00
FOUNT SERV	Shipping	1	44.00	44.00	44.00
<b>Total</b>				<b>2,104.83</b>	<b>2,104.83</b>

Service quote price expires 90 days following order date.

Quote Approved By:   
Chairman, Vista Lakes CDD



**Service Quote**

Page 1

**Solitude Lake Management**

1320 Brookwood Drive  
Suite H  
Little Rock, AR 72202

Phone No. (888) 480-5253  
Fax No. (888) 358-0088

**No.** SMQT-001574  
**Status** Pending  
**Order Date** 06/05/20  
**Order Time** 4:18:39 PM

**Quote Provided to:**

Vista Lakes CDD  
Inframark Infrastructure Management S  
210 North University Drive #702  
Coral Springs, FL 33071

Phone No. (281) 831-0139  
Email ariel.medina@inframark.com

Aerators #3 and #10 Lagoon have not worked in a very long time. Each system needs a compressor and fan to become operational again. Thank you, Greg  
1 year manufacturers warranty on compressors.

Service Item No.	Service Item Group Code	Item No.	Serial No.	Description
0486280-AERATOR-003	AERATOR		S0634	Vista Lakes VTX Aerator 3 Sit

**Service Line**

No.	Description	Quantity	Unit Price Excl.		Amount	Amount Incl.		
			Unit Price	Tax		Amount	Tax	
VER-COM106-CK	1/2 HP Dual Piston Compressor+	2	667.67		1,335.34		1,335.34	
VER-FAN104	115V 290 CFM cooling fan: Air2 -7, Air2XL - 4XL	2	107.72		215.44		215.44	
LABOR-REPAIRS	REPAIR LABOR	2.5	107.00		267.50		267.50	
SERVICE FEE	Service Fee	1	82.00		82.00		82.00	
FOUNT SERV	Shipping	1	49.50		49.50		49.50	
FOUNT SERV	Misc Parts	1	32.50		32.50		32.50	
<b>Total</b>						1,982.28		<b>1,982.28</b>

Service quote price expires 90 days following order date.

Quote Approved By:   
Chairman, Vista Lakes CDD



**Service Quote**

Page 1

**Solitude Lake Management**

1320 Brookwood Drive  
Suite H  
Little Rock, AR 72202

Phone No. (888) 480-5253

Fax No. (888) 358-0088

No. SMQT-001573

Status Pending

Order Date 06/05/20

Order Time 4:03:18 PM

**Quote Provided to:**

Vista Lakes CDD  
Inframark Infrastructure Management S  
210 North University Drive #702  
Coral Springs, FL 33071

Phone No. (281) 831-0139

Email ariel.medina@inframark.com

1 year manufacturer warranty on compressor.

#13 aerator compressor has failed. I have original install date of 3/2006. It needs a compressor, fan and misc parts. Thank you, Greg

Service Item No.	Service Item Group Code	Item No.	Serial No.	Description
0486280-AERATOR-006	AERATOR		S1416	Vista Lakes VTX Aerator 6 Sit

**Service Line**

No.		Quantity	Unit Price Excl. Tax	Amount	Amount Incl. Tax
VER-COM106-CK	1/2 HP Dual Piston Compressor+	1	667.67	667.67	667.67
VER-FAN104	115V 290 CFM cooling fan: Air2 -7, Air2XL - 4XL	1	107.72	107.72	107.72
LABOR-REPAIRS	REPAIR LABOR	2	107.00	214.00	214.00
SERVICE FEE	Service Fee	1	82.00	82.00	82.00
FOUNT SERV	Shipping	1	38.50	38.50	38.50
FOUNT SERV	Misc Parts	1	26.00	26.00	26.00
FOUNT SERV	GFI Outlet	1	32.50	32.50	32.50
<b>Total</b>				<b>1,168.39</b>	<b>1,168.39</b>

Service quote price expires 90 days following order date.

Quote Approved By:   
Chairman, Vista Lakes CDD



July 20, 2020

MSC-22024

Ms. Kristen Suit  
District Manager  
Inframark  
313 Campus Street  
Celebration, Florida 34747

**Re: Vista Lakes Community Development District  
Fiscal Year 2019/2020 Miscellaneous Engineering Services**

**Subj: Amendment #1**

Dear Ms. Suit:

The purpose of this letter is to respectfully request an amendment to our original authorization to continue serving the Vista Lakes Community Development District (CDD). Based on our attached invoices (refer to Attachment "A"), we have exhausted the **\$30,000.00** budget associated with Fiscal Year 2019/2020 miscellaneous engineering services approved on October 3, 2019. Pegasus Engineering will continue to invoice the District for these services on a time and expense basis in accordance with the current Schedule of Hourly Rates and Reimbursable Costs (refer to Attachment "B"). With that said, we respectfully request an hourly not-to-exceed amount of **\$7,000.00** to continue providing miscellaneous engineering services on a continuous basis. It is our understanding that our services will encompass continued attendance of the CDD meetings, as well as typical District Engineer tasks (e.g., address localized flooding, implement privacy / security fencing, address miscellaneous repairs and improvements, etc.).

We sincerely appreciate the opportunity to continue assisting the Vista Lakes Community Development District and thank you in advance for your consideration of this request. If you have any questions, please contact me directly at 407-992-9160, extension 309, or by email at david@pegasusengineering.net.

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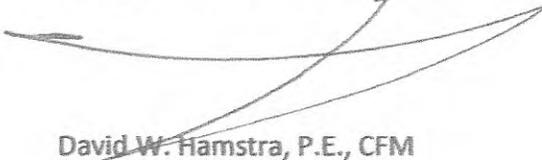
*"Engineering a Higher Standard"*

301 West State Road 434, Suite 309, Winter Springs, FL 32708 • 407-992-9160 • Fax 407-358-5155  
www.pegasusengineering.net

Ms. Kristen Suit  
July 20, 2020  
Page 2

Respectfully,

PEGASUS ENGINEERING, LLC

  
David W. Hamstra, P.E., CFM  
Stormwater Department Manager

Vista Lakes Community Development District  
Fiscal Year 2019/2020 Miscellaneous Engineering Services  
Amendment #1

Approved for Pegasus Engineering, LLC

  
Fursan Munjed, P.E.

Principal \_\_\_\_\_  
Officer's Title

July 20, 2020 \_\_\_\_\_  
Date

This Proposal is hereby accepted and authorization to proceed is hereby given.  
(Please return one executed copy of this proposal for our Pegasus Engineering records).

  
Authorized Signature

Chairman \_\_\_\_\_  
Officer's Title  
Vista Lakes CDD

7/21/2020 \_\_\_\_\_  
Date

# Proposal



261 Springview Commerce Drive  
 DeBary, FL 32713  
 Telephone 386-753-1100  
 Fax 386-753-1106

Date	Proposal #
07/21/2020	4349

Submitted To
<b>Vista Lakes CDD</b> Ariel Medina 210 North University Drive Suite 702 Coral Springs, FL 33071

Project
Vista Lakes CDD Lee Vista Blvd. Orlando, FL 32829

## Scope

*We propose to furnish the following scope of work to complete Vista Lakes CDD.*

### Irrigation Maintenance

Melrose Entrance: Main line break underneath concrete sidewalk.

Description	Quantity	Unit	Price
Irrigation NTE	1.00	ea	3,500.00
<b>Subtotal Irrigation Maintenance</b>			3,500.00
<b>Project Total</b>			<b>\$3,500.00</b>

Vista Lakes CDD

**Proposal # 4349**

**Project Total**

\$3,500.00

**Terms & Conditions**

Plant material is guaranteed for controlable insects and disease only when a horticulture program is in place through Servello & Son, Inc. Plant damage due to drought is only covered when an irrigation agreement is in place through Servello & Son, Inc. and the Client signs off on needed repairs as they are brought to the Clients attention. Servello & Son, Inc. will not be responsible for plant damage due to catastrophic events such as: Hurricanes, Floods, Fire, Lightning, Freeze, and severe drought (no recorded rainfall for 30 days). Irrigation parts will be guaranteed against defect and improper installation for a period of (1) one year.

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from the above specifications will be executed only upon written authorization and billed accordingly. Servello & Son, Inc. is a drug free workplace and carries workers compensation insurance.

By: Corey Westmark 7/21/2020 Accepted: \_\_\_\_\_  
 Servello & Son, Inc. Date Vista Lakes CDD Date

The above prices, specifications and conditions are accepted. Not valid after 30 days. Full payment is due upon completion.

**All jobs equal to or totaling a price of \$10,000.00 and above: A minimum 40% draw is required to schedule and start the job.**

# Proposal

Date	Proposal #
07/21/2020	4347



261 Springview Commerce Drive  
 DeBary, FL 32713  
 Telephone 386-753-1100  
 Fax 386-753-1106

Submitted To
<b>Vista Lakes CDD</b> Ariel Medina 210 North University Drive Suite 702 Coral Springs, FL 33071

Project
Vista Lakes CDD Lee Vista Blvd. Orlando, FL 32829

## Scope

*We propose to furnish the following scope of work to complete Vista Lakes CDD.*

### Bedding Plants

Remove and dispose existing damaged plant material

Description	Quantity	Unit	Price
Removal and disposal	2.00	Hr	250.00
Crape Myrtle multi trunk	1.00	30G	285.00
Agapanthus Blue Storm	10.00	3G	142.50
St Augustine Floratam Strip & Lay	400.00	1sF	660.00
Irrigation NTE	1.00	ea	500.00

<b>Subtotal Bedding Plants</b>	1,837.50
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<b>Project Total</b>	<b>\$1,837.50</b>
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**5Cvi.**

**Arbitrage Rebate Computation  
Proposal For  
\$8,852,000  
Vista Lakes  
Community Development District  
Capital Improvement Revenue Refunding Bonds**

**Consisting of:**

**\$3,395,000 Series 2017A-1**

**\$5,457,000 Series 2017A-2**





# AMTEC

American Municipal Tax-Exempt Compliance

Agenda Page #119

90 Avon Meadow Lane  
Avon, CT 06001  
(T) 860-321-7521  
(F) 860-321-7581

[www.amteccorp.com](http://www.amteccorp.com)

April 3, 2020

Vista Lakes Community Development District  
c/o Mr. Alan J. Baldwin  
Assistant Treasurer  
Inframark  
210 North University Drive, Suite 702  
Coral Springs, FL 33071

Re: \$8,852,000 Vista Lakes Community Development District Capital Improvement Revenue  
Refunding Bonds, Consisting of \$3,395,000 Series 2017A-1 & \$5,457,000 Series 2017A-2

Dear Mr. Baldwin:

Thank you for contacting our office and requesting this Proposal for the above referenced Vista Lakes Community Development District (the "District") bond issue (the "Bonds"). AMTEC is an independent consulting firm that specializes in arbitrage rebate calculations. We have the ability to complete rebate computations for the above referenced District Issue. We do not sell investments or seek an underwriting role. As a result of our specialization, we offer very competitive pricing for rebate computations. Our typical fee averages less than \$1,000 per year, per issue and includes up to five years of annual rebate liability reporting.

### **Firm History**

AMTEC was incorporated in 1990 and maintains a prominent client base of community development districts, colleges and universities, school districts, hospitals, cities, state agencies and small-town bond issuers throughout the United States. We currently compute rebate for more than 6,200 bond issues and have delivered thousands of rebate reports. The IRS has never challenged our findings.

### **Southeast Client Base**

We provide arbitrage rebate services to over 1,650 bond issues aggregating more than \$62.7 billion of tax-exempt debt in the southeastern United States. As you know, we have recently performed computations for the Urban Orlando, Poinciana, Villasol, Beacon Lakes, Palm Coast Park and Town Center at Palm Coast Park Community Development Districts. Additionally, we perform calculations for the Town of Palm Beach, the City of Fort Lauderdale and Broward County in Florida. Nationally, we are rebate consultants for the Metropolitan Washington Airport Authority (DC), the City of Tulsa (OK), the City of Lubbock (TX) and the States of Connecticut, New Jersey, Montana, Alaska, Mississippi and West Virginia.

We have prepared a Proposal for the computation of arbitrage for the District's Bonds. We have established a "bond year end" of August 14<sup>th</sup> based on the closing date in 2017.

**Proposal**

We are proposing rebate computation services based on the following:

- \$8,852,000 Capital Improvement Revenue Refunding Bonds
- Fixed Rate Debt; and
- Escrow, Reserve, Acquisition and Construction, Expense and Debt Service Funds.

Should the Tax Agreement require rebate computations for any other accounts, computations will be extended to include those accounts at no additional cost to the District.

Our annual guaranteed fee for rebate computations for the Bonds is \$600 per year and will encompass all activity from August 14, 2017, the date of the closing, through August 14, 2022, the 5<sup>th</sup> anniversary of the Bonds. The fee is based upon the size as well as the complexity of the Bonds. Our fee is payable upon your acceptance of our rebate reports, which will be delivered shortly after the report dates specified in the following table.

**AMTEC's Professional Fee**

<b>Report Date</b>	<b>Type of Report</b>	<b>Period Covered</b>	<b>Fee</b>
April 30, 2020	Rebate and Opinion	Closing – July 31, 2020 (3 Years of Activity)	\$1,800
July 31, 2021	Rebate and Opinion	Closing – July 31, 2021	600
August 14, 2022	Rebate and Opinion	Closing – August 14, 2022	600

**In order to begin, we are requesting the following documentation for each bond issue (a copy of the entire bond transcripts, either electronically or on CD, would suffice):**

1. IRS Form 8038-G.
2. Tax Compliance Certificate for certification purposes. This Agreement may also be known as the Arbitrage Certificate and is usually filed near IRS Form 8038-G in the transcripts.
3. Closing Memorandum.
4. Refunding Verification Report, if one was prepared.

Items #1-4 can be found within the CD bond transcripts that the District received following the closing date. However, if you are unable to locate any of these items, bond counsel will be able to provide them to you.

5. Bank statements for all accounts from August 14, 2017, the date of the closing, through each report date. Our calculations require tracking the cash flow of the bond proceeds for the entire computation period.

**AMTEC's Scope of Services**

Our engagement includes, but is not limited to, the following services:

- Review of all bond documents and account statements for possible rebate exceptions;
- Computation of the rebate liability and/or the yield restricted amount, in accordance with Section 148 of the Internal Revenue Code, commencing with the date of the closing through the required reporting date of the Bonds;
- Calculation of the bond yield. Yield calculations performed prior to the closing often do not contain all requisite figures, resulting in inaccurate calculations for rebate purposes. This effort certifies we are presenting accurate information and enables us to issue our unqualified opinion;
- Reconciliation of the sources and uses of funds from the bond documentation;
- Calculation and analysis of the yield on all investments, subject to the Regulations, for each computation period;
- Production of rebate reports, indicating the above stated information, and the issuance of the AMTEC Opinion;
- Recommendations for proactive rebate management;
- Commingled funds, transferred proceeds and yield restriction analyses, if necessary;
- Preparation of IRS Form 8038-T and any accompanying documentation, should a rebate payment be required;
- We will discuss the results of our Reports with you and your auditors and provide our continued support in the event of an IRS inquiry; and
- We guarantee the completeness and accuracy of our work.

The District agrees to furnish AMTEC with the required documentation necessary to fulfill its obligation under the scope of services. The District will make available staff knowledgeable about the bond transactions, investments and disbursements of bond proceeds.

The District agrees to pay AMTEC its fee after it has been satisfied that the scope of services, as outlined under the Proposal, has been fulfilled. AMTEC agrees that its fee is all-inclusive and that it will not charge the District for any expenses connected with this engagement.

The parties have executed this Agreement on \_\_\_\_\_, 2020.

Vista Lakes  
Community Development District

Consultant: American Municipal Tax-Exempt  
Compliance Corporation



By: \_\_\_\_\_

By: Michael J. Scarfo  
Senior Vice President



Agenda Page #122  
LLS Tax Solutions Inc.  
2172 W. Nine Mile Rd.  
#352  
Pensacola, FL 32534  
Telephone: 850-754-0311  
Email: [liscott@llstax.com](mailto:liscott@llstax.com)

April 30, 2020

- \$8,852,000 Vista Lakes Community Development District Capital Improvement Revenue Refunding Bonds, Consisting of \$3,395,000 Series 2017A-1 & \$5,457,000 Series 2017A-2

On behalf of LLS Tax Solutions Inc. I want to thank you for extending to us this opportunity to propose services to you from our innovative Arbitrage Rebate Services Firm.

In regard to the above bond issue, we are delighted at this opportunity to present our scope of services. The annual fee is \$600 for each 12-month bond period. This all-inclusive fee includes the more complicated refunding bond issues with transferred proceeds or commingled funds.

Our scope of services that relate to the fee include:

- Assess whether the issue is subject to arbitrage rebate requirements (including an analysis to ascertain whether any “spending exceptions” or “small issuance exceptions” apply)
- Calculate the bond yield, as required under existing regulations (except where previously computed and provided to us)
- Calculate earnings from investment of bond proceeds (including a calculation of investment yield) to assess if any rebate to the federal government is required
- Analyze the data contained in source documents, helping to evaluate whether bond proceeds are included in the calculations
- Advise you of situations we become aware of where bond counsel consultation is recommended
- Work closely with bond counsel to resolve any questions that may arise
- Prepare a detailed report on arbitrage rebate that includes cumulative results since the issue date
- Prepare the necessary Form 8038T and reports to accompany any required payment to the U.S. Treasury

We serve you by offering objective advice, being attentive to your needs, drawing on our depth of resources to address your challenges, and employing our industry experience to seek the right solutions. Please let me know if you have any questions. You can contact me by telephone (850-754-0311) or email at [liscott@llstax.com](mailto:liscott@llstax.com). I look forward to providing you excellent arbitrage services.

Kind Regards,

*Linda L. Scott*

Linda L. Scott, CPA

**5Di.**

# Vista Lakes CDD Field Management Report

August 2020

**Ariel Medina** | Field Services Supervisor



313 Campus Street, Celebration, FL 34747  
(O) 407-566-4122 | (M) 281-831-0139 |  
[www.inframarkims.com](http://www.inframarkims.com)

**FREDDY BLANCO** | Assistant  
Maintenance Manager



313 Campus Street | Celebration, FL 34747  
Office: 1.407.566.1935 | Mobile:  
1.407.947.2489 | [www.inframarkims.com](http://www.inframarkims.com)



# Content

- General Updates
- Landscaping Report
- Lead Maintenance Technician Status Update
- Solitude Lake Management Report

# General Updates

- Meet with contractors monthly and performed a drive through
- Followed up with Lexington Pool on Fountain Repair.
- Met with Solitude's Technician to follow up with lake matters.
- Followed up with vendors on pending items
- Reviewed and processed invoices on a weekly basis
- Returned phone calls
- Solved resident inquires made by phone and email
- Respond to emails and communications as needed
- Performed community light review

# Landscaping Report

### Vista Lakes Landscape Review Report

Issue	Location	Date of Drive-thru	Status	Field Manager Comments	Photos
Several Irrigation boxes are not being trimmed around them.	Throughout the community	6/30/2020	<b>Pending</b>	After several reviews the job is not completed yet. Several irrigation boxes still are without the cleaning service.	
Plants are dying	At Vista Park Blvd.	6/30/2020	<b>Pending</b>	VistaPark Blvd by Windsor plants are getting dry	
Several irrigation boxes with cap broken or missing	Throughout the community	6/30/2020	<b>Pending</b>	Provide proposal for replace 25 irrigation boxes.	
Leaning tree	At Gentry Park.	6/30/2020	<b>Completed</b>	Leaning tree needs to be addressed. Account Manager was informed.	

<p>Palm tree trimming.</p>	<p>Throughout the community</p>	<p>6/30/2020</p>	<p><b>Not completed</b></p>	<p>Several Palm trees need the trimming service.</p>	
<p>Irrigation leak. (sprinkler head broken)</p>	<p>At Vista Park Blvd.</p>	<p>6/30/2020</p>	<p><b>Completed</b></p>	<p>Irrigation leak .</p>	
<p>Irrigation leak. (sprinkler head broken)</p>	<p>At Lee Vista Blvb.</p>	<p>6/30/2020</p>	<p><b>Completed</b></p>	<p>Irrigation leak near to the Home depot entrance fountain.</p>	
<p>Weed Control</p>	<p>At Lee Vista Blvb.</p>	<p>6/30/2020</p>	<p><b>Not completed</b></p>	<p>Deficient weed control on stone beds near to the fountain .(Weeds by the fountain behind HomeDepot are getting worst month by month at LeeVista Blvd)</p>	
<p>Weed Control</p>	<p>At Chickasaw</p>	<p>6/30/2020</p>	<p><b>Not completed</b></p>	<p>Chickasaw Trail bed before Newport have weeds in different sections</p>	
<p>Weed control and plants conditions</p>		<p>6/30/2020</p>	<p><b>Not completed</b></p>	<p>Lake Champlain Dr at the featured wall some plants are dry and weed control is needed.</p>	

Plants dying.	At S Chickasaw trail.	6/30/2020	<b>Pending</b>	The bed shows poor detailing service as well.	
Plants dying.	At Vista Park Blvd.	6/30/2020	<b>Pending</b>	The small plants on the bed are dying .	

Image.jpeg

# Lead Maintenance Technician Status Update

- Notified Servello of various irrigation issues
- Followed up with Lexington Pools regarding fountain repair
- Contacted Solitude for overgrown vegetation on big lake
- Removed debris and trash from CDD area
- Repaired trash on Gentry Park
- Addressed flooded area at Gentry Park
- Followed up with Solitude regarding overgrown vegetation in lakes
- Removed fallen tree due to an accident
- Repaired broken fence

# Solitude



**Service History Report**

June 4, 2020  
50097

**Vista Lakes CDD**

Date Range: 05/01/20..05/31/20

Toll Free: (888) 480-5253  
Fax: (888) 358-0088  
www.solitudelakemanagement.com

**Service Date** 5/1/2020 **0486280**  
**No.** PI-A00399437  
**Order No.** SMOR-340539  
**Contract No.** SVR49515  
**Technician Name and State License #s**  
 Errol Walsh

Service Item #	Description	Lake No.	Lake Name
486280-LAKE-ALL	Vista Lakes Cdd-Lake-ALL	14	Vista Lakes Cdd-Lake-ALL
Technician's Comments: Treated ponds for submersed plants, algae, and invasive shoreline perimetergrasses/weeds. Thanks, Errol.			
General Comments: Inspected Lake			
Inspected for algae			Treated

**Service Date** 5/15/2020 **0486280**  
**No.** PI-A00409851  
**Order No.** SMOR-344523  
**Contract No.** SVR49515  
**Technician Name and State License #s**  
 Errol Walsh

Service Item #	Description	Lake No.	Lake Name
486280-LAKE-ALL	Vista Lakes Cdd-Lake-ALL	14	Vista Lakes Cdd-Lake-ALL
Technician's Comments: Treated ponds for algae, submersed plants and invasive shoreline perimetergrasses/weeds. Thanks, Errol.			
General Comments: Inspected Lake			
Inspected for algae			

**Service Date** 5/18/2020 **0486280**  
**No.** PI-A00410356  
**Order No.** SMOR-338124  
**Contract No.** SVR13946  
**Technician Name and State License #s**  
 Carl Abinuman  
 Greg Baxter

Service Item #	Description	Lake No.	Lake Name
0486280-FOUNTAIN-005	Vista Lakes VTX Fountain 5 Site #8 - Ftn.		Site #8 - Ftn.
Technician's Comments: 5/18/2020 Completed monthly service for fountain #8. Thank you, Greg and Carl			
General Comments: Serviced Fountain			
Fountain Amps	34.2	Fountain Voltage	243
GFCI Breaker Test	OK	Control Breaker	OK
Contact (Starter)	OK	Motor Overload	OK
Fountain Power Cable	OK	Fuses	OK

Fountain-Timer	OK	Shaft Propeller Impeller	OK
Clean Debris Screen	OK	Clean Nozzles	OK
Fountain Disconnect	OK	Lighting Amps	16.1
Lighting Voltage	119	No. of Lights Burned Out	1
No. of Lights Replaced	1	Clean Lights	OK
Lighting Timer	OK	Lighting Power Cable	OK
Fixtures	OK	Lenses/Seals	OK
Lighting Disconnect	OK		



**Service History Report**

July 7, 2020  
50097

**Vista Lakes CDD**

Date Range: 06/01/20..06/30/20

Toll Free: (888) 480-5253  
Fax: (888) 358-0088  
www.solitudelakemanagement.com

**Service Date** 6/8/2020 **0486280**  
**No.** PI-A00424633  
**Order No.** SMOR-335613  
**Contract No.** SVR13946

**Technician Name and State License #s**

Carl Abinuman  
Greg Baxter

Service Item #	Description	Lake No.	Lake Name
<b>0486280-FOUNTAIN-001</b>	<b>Vista Lakes VTX Fountain 1 Site #2 - Ftn.</b>		Site #2 - Ftn.
Technician's Comments:	6/8/2020 Completed fountain service. Thank you, Greg and Carl		
General Comments:	Serviced Fountain		
Fountain Amps	25.3	Fountain Voltage	201
GFCI Breaker Test	OK	Control Breaker	OK
Contactora (Starter)	OK	Motor Overload	OK
Fountain Power Cable	OK	Fuses	OK
Fountain-Timer	OK	Shaft Propeller Impeller	OK
Clean Debris Screen	OK	Clean Nozzles	OK
Fountain Disconnect	OK	Lighting Amps	18.4
Lighting Voltage	115	No. of Lights Burned Out	0
No. of Lights Replaced	0	Clean Lights	OK
Lighting Timer	OK	Lighting Power Cable	OK
Fixtures	OK	Lenses/Seals	OK
Lighting Disconnect	OK		

Service Item #	Description	Lake No.	Lake Name
<b>0486280-FOUNTAIN-002</b>	<b>Vista Lakes VTX Fountain 2 Site #5 - Ftn.</b>		Site #5 - Ftn.
Technician's Comments:	6/8/2020 Completed fountain service. We replaced 2 run capacitors. Thank you, Greg and Carl		
General Comments:	Serviced Fountain		
Fountain Amps	24.2	Fountain Voltage	241
GFCI Breaker Test	OK	Control Breaker	OK
Contactora (Starter)	OK	Motor Overload	OK
Fountain Power Cable	OK	Fuses	OK
Fountain-Timer	OK	Shaft Propeller Impeller	OK
Clean Debris Screen	OK	Clean Nozzles	OK
Fountain Disconnect	OK	Lighting Amps	12.2
Lighting Voltage	118	No. of Lights Burned Out	0
No. of Lights Replaced	0	Clean Lights	OK
Lighting Timer	OK	Lighting Power Cable	OK
Fixtures	OK	Lenses/Seals	OK
Lighting Disconnect	OK		

Service Item #	Description	Lake No.	Lake Name
<b>0486280-FOUNTAIN-003</b>	<b>Vista Lakes VTX Fountain 3 Site #6 - Ftn.</b>		Site #6 - Ftn.
Technician's Comments:	6/8/2020 Completed fountain service. Thank you, Greg and Carl		
General Comments:	Serviced Fountain		
Fountain Amps	24.1	Fountain Voltage	240
GFCI Breaker Test	OK	Control Breaker	OK
Contactora (Starter)	OK	Motor Overload	OK
Fountain Power Cable	OK	Fuses	OK
Fountain-Timer	OK	Shaft Propeller Impeller	OK
Clean Debris Screen	OK	Clean Nozzles	OK
Fountain Disconnect	OK	Lighting Amps	8.1
Lighting Voltage	121	No. of Lights Burned Out	0
No. of Lights Replaced	0	Clean Lights	OK
Lighting Timer	OK	Lighting Power Cable	OK
Fixtures	OK	Lenses/Seals	OK
Lighting Disconnect	OK		

Service Item #	Description	Lake No.	Lake Name
<b>0486280-FOUNTAIN-004</b>	<b>Vista Lakes VTX Fountain 4 Site #7- Ftn.</b>		Site #7- Ftn.
Technician's Comments:	6/8/2020 Completed fountain service. Re-anchored fountain. Thank you, Greg and Carl		
General Comments:	Serviced Fountain		
Fountain Amps	24.0	Fountain Voltage	230
GFCI Breaker Test	OK	Control Breaker	OK
Contactora (Starter)	OK	Motor Overload	OK
Fountain Power Cable	OK	Fuses	OK
Fountain-Timer	OK	Shaft Propeller Impeller	OK
Clean Debris Screen	OK	Clean Nozzles	OK
Fountain Disconnect	OK	Lighting Amps	6.8
Lighting Voltage	119	No. of Lights Burned Out	0
No. of Lights Replaced	0	Clean Lights	OK
Lighting Timer	OK	Lighting Power Cable	OK
Fixtures	OK	Lenses/Seals	OK
Lighting Disconnect	OK		

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**Service Date** 6/8/2020 **0486280**

**No.** PI-A00424660

**Order No.** SMOR-347698

**Contract No.** SVR13946

**Technician Name and State License #s**  
 Carl Abinuman  
 Greg Baxter

Service Item #	Description	Lake No.	Lake Name
<b>0486280-FOUNTAIN-005</b>	<b>Vista Lakes VTX Fountain 5 Site #8 - Ftn.</b>		Site #8 - Ftn.
Technician's Comments:	6/8/2020 Completed fountain service. Thank you, Greg and Carl		
General Comments:	Serviced Fountain		
Fountain Amps	34	Fountain Voltage	243
GFCI Breaker Test	OK	Control Breaker	OK
Contactora (Starter)	OK	Motor Overload	OK
Fountain Power Cable	OK	Fuses	OK
Fountain-Timer	OK	Shaft Propeller Impeller	OK

Clean Debris Screen	OK	Clean Nozzles	OK
Fountain Disconnect	OK	Lighting Amps	16.0
Lighting Voltage	115	No. of Lights Burned Out	0
No. of Lights Replaced	0	Clean Lights	OK
Lighting Timer	OK	Lighting Power Cable	OK
Fixtures	OK	Lenses/Seals	OK
Lighting Disconnect	OK		

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**Service Date** 6/9/2020 **0486280**

**No.** PI-A00424326

**Order No.** SMOR-348225

**Contract No.** SVR49515

**Technician Name and State License #s**  
Errol Walsh

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Service Item #	Description	Lake No.	Lake Name
<b>486280-LAKE-ALL</b>	<b>Vista Lakes Cdd-Lake-ALL</b>	14	Vista Lakes Cdd-Lake-ALL

Technician's Comments: Treated ponds for submersed plants, algae and invasive shoreline perimetergrasses/weeds. Thank you, Errol.

General Comments: Inspected Lake

Inspected for algae

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**Service Date** 6/23/2020 **0486280**

**No.** PI-A00429308

**Order No.** SMOR-355361

**Contract No.** SVR49515

**Technician Name and State License #s**  
Errol Walsh

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Service Item #	Description	Lake No.	Lake Name
<b>486280-LAKE-ALL</b>	<b>Vista Lakes Cdd-Lake-ALL</b>	14	Vista Lakes Cdd-Lake-ALL

Technician's Comments: Treated ponds for algae and invasive shoreline perimeter grasses/weeds. Veryhigh water levels in most ponds, cleaned and inspected outflow structures.Thanks, Errol.

General Comments: Inspected Lake

Inspected for algae

**5Dii.**



**Lexington Pool & Maintenance, LLC**

2869 Wilshire Drive  
 Suite # 202  
 Orlando, Florida 32835

# Proposal

**Proposal Date:** 7/28/2020

**Proposal #:** 1699

**Project:**

**Bill To:**

Vista Lakes CDD  
 C/O INFRAMARK  
 313 Campus Street  
 Celebration, Florida 34747

Description	Est. Hours/Qty.	Rate	Total
M. A. Chlorinator Replacement No Sales Tax (Recurring)		425.00 0.00%	425.00T 0.00
<b>Total</b>			<b>\$425.00</b>

Phone:	Fax:	E-mail
407-778-5055	407-778-5057	paul@lexingtonmanagement.net