

**VISTA LAKES
COMMUNITY DEVELOPMENT DISTRICT
AGENDA PACKAGE
FEBRUARY 11, 2021**

Inframark, Infrastructure Management Services

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

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

February 4, 2021

Dear Board Members:

The regular meeting of the Board of Supervisors of the Vista Lakes Community Development District will be held **Thursday, February 11, 2021 at 6:30 p.m.**, at the Vista Lakes Clubhouse, located at 8841 Lee Vista Boulevard, Orlando, Florida 32829. Following is the advance agenda for the meeting.

- 1. Roll Call**
- 2. Public Comments**
- 3. Business Items**
 - A.** Administer Oaths of Office for Newly Elected Board Supervisors - Carla Daly - Seat 4 and Aaron Simmons - Seat 5
 - B.** Consideration of Resolution 2021-02, Designation of Officers
 - C.** Public Hearing – Rules of Procedure
 - i.** Consideration of Resolution 2021-01, Adoption of Rule of Procedure Relating to Encroachment on District Stormwater Ponds and Other Property
- 4. Business Administration Items**
 - A.** Consideration of the Minutes of the October 1, 2020 Board of Supervisors Meeting
 - B.** Consideration of December 2020 Check Register and Invoices (Invoices Attached Separately)
 - C.** Consideration of December 2020 Financial Statements
- 5. Staff Reports**
 - A.** District Engineer
 - i.** Update on the review of the Amhurst Subdivision CCTV Inspections
 - ii.** Update on Permitting and Installing the Security Cameras
 - iii.** Update on the Proposed Monument at Vista Lakes on Chickasaw Boulevard
 - iv.** Consideration of Proposal for Removing Sidewalk Panels
 - v.** Update on the Privacy Wall between Pembroke and Vista Promenade
 - vi.** Update on the Privacy Wall between Champlain and Stonebridge
 - vii.** Consideration of Proposals for Removing Wood Fence and Replacing with Stucco Wall at Windsor and Narcoossee Road
 - viii.** Update of Sound Wall at Windsor and Extension of Hazeltine National Drive
 - ix.** Update of Outfall System Modification
 - x.** Update on the Tree Trimming and Retaining Wall for 5509 Florence Harbor Drive
 - B.** District Counsel
 - C.** District Manager
 - i.** Discussion and Consideration of Memorandum of Understanding - E-Verify
 - D.** Field Manager
 - i.** Field Management Report
 - a.** Consideration of Servello Cutback Proposals #4877 - #4883
 - b.** Consideration of Servello Gentry Park Proposals #4884 - #4886
 - ii.** Solitude Aquatic Report
 - iii.** HOA Liaison Report
- 6. Supervisor Requests**
- 7. Adjournment**

February 4, 2021

Page 2

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

3B.

RESOLUTION 2021-02

A RESOLUTION DESIGNATING OFFICERS OF THE VISTA LAKES COMMUNITY DEVELOPMENT DISTRICT

WHEREAS, the Board of Supervisors of the Vista Lakes Community Development District at a meeting held on February 11, 2021 desires to appoint the below recited persons to the offices specified.

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

1. The following persons were appointed to the offices shown, to wit:

	Chairperson
	Vice Chairperson
<u>Kristen Suit</u>	Secretary
<u>Alan Baldwin</u>	Treasurer
<u>Stephen Bloom</u>	Assistant Treasurer
	Assistant Secretary
	Assistant Secretary
	Assistant Secretary

PASSED AND ADOPTED THIS, 11TH DAY OF FEBRUARY.

Chairperson/Vice Chairperson

Kristen Suit
Secretary/Assistant Secretary

3Ci.

RESOLUTION 2021-01

A RESOLUTION OF THE VISTA LAKES COMMUNITY DEVELOPMENT DISTRICT RELATING TO ADOPTION OF RULE OF PROCEDURE 2.1 RELATING TO ENCROACHMENT ON DISTRICT STORMWATER PONDS AND OTHER PROPERTY

WHEREAS, the Vista Lakes Community Development District (“CDD”) is the Community Development District for the Vista Lakes community, established pursuant to Chapter 190, Florida Statutes;

WHEREAS, pursuant to Section 190.012(1)(a), Florida Statutes, the CDD is the entity responsible for the maintenance and operation of the master surface water management system for Vista Lakes (“System”) in compliance with the terms and conditions of Permit No. 4-095-0549-ERP, issued by the St. Johns River Water Management District;

WHEREAS, the CDD owns various tracts of land within its boundaries that function as part of the System and provide treatment and retention of the surface waters within the CDD;

WHEREAS, the Board has the authority to adopt and enforce appropriate rules following the procedures set forth in Chapter 120, Florida Statutes, in connection with the provision of services through its systems and facilities;

WHEREAS, from time to time, owners of property located within the Vista Lakes community plant vegetation on and otherwise alter or install items of personal property on CDD property, specifically including, without limitation, the stormwater pond and bank areas (“Encroachments”);

WHEREAS, the Board deems it to be in the best interest of the community and its residents, in furtherance of the safety and welfare thereof and to protect the CDD’s interests in property it owns, to adopt rules and procedures for addressing and resolving such Encroachments.

WHEREAS, on February 11, 2021, the Board held a Public Hearing thereon and caused notice of such Public Hearing to be given by publication in accordance with applicable law.

NOW, THEREFORE, BE IT RESOLVED THAT, in order to protect the safety and welfare of the Vista Lakes community and to ensure proper functioning of the System in accordance with the applicable permit, the Board hereby adopts the attached Rule of Procedure 2.1 – Encroachment on District Property.

Introduced, considered favorably, and adopted this 11th day of February, 2021.

Vista Lakes Community Development District

Frank J. Sebestyen
Chairman

Attest:

Kristen Suit
Secretary

VISTA LAKES COMMUNITY DEVELOPMENT DISTRICT RULES OF PROCEDURE

2.1 Encroachment on District Property.

(1) **Purpose.** The District is responsible for the operation and maintenance of the master surface water management system for Vista Lakes in accordance with the conditions of a permit issued by the St. Johns River Water Management District. Therefore, the District must ensure compliance with the conditions of the Water Management District Permit, as same may be modified from time to time.

(2) **Definitions.** Certain terms used herein shall have the meanings set forth below. Terms not defined in this section shall be construed according to their customary and usual meaning, unless the context indicates otherwise.

District: Vista Lakes Community Development District.

District Property: All real property within the District that is owned by the District.

Encroachment:

- (1) Any plant, tree, shrub, or other vegetation, planted or placed on District Property; or
- (2) Any item of personal property, including without limitation, fencing, outdoor furniture, grills, fire pits, paving stones, personal watercraft, or the like, placed or installed on District Property; or
- (3) Any alteration(s) of any kind whatsoever, to District Property.

Encroachment Notice: A written notification of an Encroachment sent by U.S. Mail or other means from District Counsel to the Property Owner in closest proximity to the Encroachment.

Property Owner: Any person(s) holding legal title to real property adjacent to or abutting District Property.

System: The master surface water management system for Vista Lakes.

Water Management District: St. Johns River Water Management District.

Water Management District Permit: Permit No. 4-095-20988-1 issued by the Water Management District in favor of the District, as same may be modified from time to time.

(a) Prohibition. No Property Owner shall under any circumstances make any Encroachment on or upon District Property.

(b) Notice and Administrative Fee. Upon learning of an Encroachment, the District shall instruct District Counsel to send an Encroachment Notice to the apparent offending Property Owner. For each such Encroachment Notice sent, the Property Owner shall be charged an administrative fee equal to the cost incurred by the District in remedying the Encroachment, the cost of the District's attorneys' fees plus \$250.00. Further, the Encroachment Notice shall establish the number of calendar days the Property Owner shall have to remove the Encroachment and fully restore the subject District Property to its pre-Encroachment condition. Such time period for curative action shall be thirty (30) days, except that the time period may be reduced to five (5) days in the event that (i) the Encroachment involves property deposited on District Property that is portable and can be moved without undue effort or delay, or (ii) the Encroachment involves an imminent risk of harm to persons or to the function of the District's Property.

(c) Failure of Property Owner to Timely Remedy Encroachment: Should the Property Owner fail to remove the Encroachment and fully restore the subject District Property to its pre-Encroachment condition before the expiration of the number of days established in the Encroachment Notice, the District shall be entitled to perform this work and charge the Property Owner for the actual cost incurred plus an additional \$250.00 administrative fee. If the Property Owner fails to pay the cost and additional fee within 30 days of receiving notice thereof, the District may pursue legal action against the Property Owner to collect the costs and fee(s), together with its attorneys' fees and court costs, in accordance with Section 190.036, Florida Statutes.

3. Request for Hearing. Any person who disagrees with or contests a notice of other action taken by District under this Rule may request to be heard and to raise such objection. Such request and Hearing shall be governed by District's Rule of Procedure 1.6.

Fourth Order of Business

4A.

**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, October 1, 2020 at 10:00 a.m. via Zoom Video Conference.

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
Marti Veatch	Solitude Lake Management

Following is a summary of the discussions and actions taken at the October 1, 2020 Vista Lakes Community Development District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Sebestyen called the meeting to order. Ms. Suit called the roll, and a quorum was established.

- Following Public Comments, Solitude Lake Management staff will give a presentation.

SECOND ORDER OF BUSINESS

Public Comments

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

FOURTH ORDER OF BUSINESS**Staff Reports****D. Field Manager****ii. Solitude Restoration and Standard Lake Assessment**

Ms. Marti Veatch of Solitude Lake Management presented this item.

The record shall reflect Mr. McCright and Ms. Daly joined the meeting.

- There is fertilization runoff which causes the low nitrogen levels.
- The lake had low oxygen levels at the bottom. Recommendations were for aeration, nitrogen rejection and ongoing water quality monitoring.
- Liquid fertilization should not be done during the rainy season.
- A small aeration system would help at the north end of the lake.
- The south end of the lake is normal which may be the result of no homes in this area.
- Bird droppings can cause ammonia buildup. Aeration can help with this issue.
- Fountains help.
- The lake is above average at C+ or B-, considering the size and region.
- Elevated nitrogen levels feed algae, and interfere with the dissolved oxygen.
- This assessment was only done on Site #8.
- Mr. Pass believes an aerator will help on the south end of the lake.
- An assessment of other lakes should only be done if there are issues, as an assessment of all lakes is expensive.
- Mr. Pass indicated this lake was the only one not receiving full maintenance.
- The Board will continue to monitor the lakes to determine whether additional assessments are needed.

THIRD ORDER OF BUSINESS**Business Administration Items****A. Consideration of the Minutes of the August 6, 2020 Board of Supervisors Meeting**

Mr. Sebestyen stated each Board member received a copy of the Minutes of the August 6, 2020 Board of Supervisors Meeting, and requested any additions, corrections or deletions.

- On Page 7 in the last bullet, *any planting or material by the resident from encroaching on* should replace *anything from*.
- On Page 8 at the top, Mr. Clark confirmed the Board agreed staff will be posting the full agenda package to the Website.

- On Page 9 in the second bullet from the bottom, staff is still awaiting information regarding the vehicular accident.
- On Page 9 in the bullet above the second motion box, Mr. Sebestyen still wants to meet with the Arbitrage firm, and Ms. Suit will follow up with the Accounting Department.

There being no further additions, corrections or deletions,

On MOTION by Mr. Sebestyen, seconded by Ms. Edwards with all in favor by roll call vote, the Minutes of the August 6, 2020 Board of Supervisors Meeting were approved as amended.

B. Consideration of July and August 2020 Check Register and Invoices

The July and August 2020 Check Register and Invoices were presented for the Board's review and approval.

- Mr. Pass wants to know the reason the CDD is being charged for the weekly maintenance on a continuous basis when there is no service either required or performed during the extended periods the fountains have been under repair or rehabilitation. The District should only be charged when the fountain is operating. Mr. Medina will follow up with the vendor to credit the District.
- Legal advertising was discussed. The new Fiscal Year 2021 Meeting Schedule will include a reference to both in-person and virtual meetings.
- The charge to O&M-General Services for electrical services covers the electricity for the fountain on the lake at Chickasaw.
- The additional invoice for Servello for additional planting beds was discussed. Ms. Daly confirmed this was for the new Newport planter beds, and Annuals were added for Champlain Boulevard. Perennials were removed and replaced by the Annuals for better visual from the road. Mr. Medina confirmed this was previously discussed by the Board.

On MOTION by Mr. Pass, seconded by Mr. DeCrotie, Sr., with all in favor by roll call vote, the July and August 2020 Check Register and Invoices were approved, subject to Mr. Medina following up with the fountain vendor to credit the District for maintenance.

C. Consideration of August 2020 Financial Statements

The August 2020 Financial Statements were presented for the Board's review and approval.

- Holiday lighting was discussed. The amount is up from \$15,000 to \$26,000 because the deposit is done one year, and the total the next year.
- Ms. Edwards discussed landscaping. She does not see evidence of tree trimming being done. Ms. Daly commented tree trimming is done on a schedule. The trimming will be done within the next week. Nothing should be paid for which has not been completed. The following items are billed separately:
 - Hand watering.
 - Annuals – four times per year.
 - Mulch.
 - Tree mulch.
- Tree trimming is included in the contract, according to Mr. Medina. There should not be an invoice for tree trimming. Mr. Medina will investigate further. Ms. Suit indicated there was a separate cut-back of trees from the Boulevard, and other specific items.

On MOTION by Mr. Sebestyen, seconded by Mr. Pass, with all in favor by roll call vote, the August 2020 Financial Statements were approved.

FOURTH ORDER OF BUSINESS**Staff Reports (Continued)****A. District Engineer****i. Update on the Amhurst Subdivision CCTV Inspections**

- The CCTV work has been completed for Areas 4 and 7 in Amhurst.
- It appears the construction of the pipes was poor. This is causing water and sand to be sucked into the pipe system, and sooner or later there will be subsidence or potholes in the streets or yards.
- The initial review of the deliverables is complete.
- Each pipe segment will be reviewed in detail.
- Maintenance improvements may be recommended.

- The pipe which runs from 24 to miter 2 is showing a significant amount of sand. Mr. Hamstra believes there may be damage between the two homes.
- ii. **Update on the Privacy Wall Between Champlain and Stonebridge Subdivisions**
- Mr. Hamstra had a meeting with various staff members regarding erection of some type of fence and access gate, and for Servello to have a gate in order to get their equipment in the back to maintain the open space between the homes.
- Mr. Hamstra read into the record issues of concern raised by an official from the City of Orlando.
 - Bollards need to be removed.
 - If the CDD builds a fence in any of these areas, the homeowners will be encouraged to build their own fences to prevent an access point for potential burglaries or other safety issues.
 - The area needs to be well-lit.
 - This area is not zoned for CDD-area schools.
- A PVC fence will be installed on the boundary. The City will determine the type of gate for pedestrian access.
- It was supposed to be a right-of-way connecting the neighborhood streets according to the plat.
- Mr. Hamstra will make the City aware the CDD intends to move forward with securing the area, and for the City to let CDD staff know what type of gate would be required.
- Mr. Hamstra does not believe there will be vehicular movement between the two neighborhoods.
- Ms. Daly indicated there have been numerous burglaries in the area.
- Mr. Hamstra estimates the cost may be \$20,000 to \$25,000. This would include the fence, gates, limited survey, permitting fees and one-sheet construction plan.
- The motion would be for approval to install a PVC fence and gate between Champlain and Stonebridge in an amount not to exceed \$25,000, which includes the fence, gate, permit, survey and construction plan, and authorizing the Chair to execute prior to the February 11, 2021 Board Meeting.

- Mr. Sebestyen is in favor of just the fence and gate for Servello.
- The revised motion would be for approval to install a PVC fence and one gate between Champlain and Stonebridge in an amount not to exceed \$25,000, with costs to include fence, gate, survey and construction plan, with Chair to execute prior to the next Board meeting on February 11, 2021.
- Mr. Hamstra wants to know if the sidewalk panels should be removed. Mr. Sebestyen indicated this may be done at a later date.
- Mr. Hamstra will clarify whether emergency ingress and egress is necessary.
- Mr. Hamstra will have the sidewalk panels underneath the fence removed, and he will obtain a cost to remove sidewalk panels from the fence to the right-of-way.
- Ms. Daly indicated a majority of the residents were petitioning the CDD to install a fence because they do not want residents from the Stoneybrook community to enter Vista Lakes.

On MOTION by Mr. DeCrotie, Sr., seconded by Mr. Sebestyen, with all in favor by roll call vote, installation of a fence and gate for maintenance only between Champlain and Stonebridge in an amount not to exceed \$25,000, which includes the fence, gate, survey, construction plan and removal of sidewalk panels under the fence only, if necessary, was approved, and the Chairman was authorized to execute said plan prior to the February 11, 2021 Board meeting.

- Mr. Hamstra will have each quote executed by the Chair.
- iii. Update on the Privacy Wall Between Pembroke Subdivision and Vista Promenade**
- Currently, people who work at the site, are going through this area.
 - It has been confirmed that the masonry wall is on private property and does not run along the Vista Lakes property limits.
 - There is an existing wood fence which is running north to south.
 - The gap is large enough for people to pass through.
 - There are two options:
 - The District may ask for permission to enter the easement through Vista Promenade perpendicular to the property limits, then run a new wall along CDD property limits.

- If Vista Promenade officials refuse to give the CDD an easement, all trees along the property line would have to be removed. The CDD would have to put up its own wall.
- The wood fence is not sturdy.
- Servello is maintaining up to the wall.
- Mr. Hamstra recommends running a fence from the Vista Promenade wall to the Vista Lakes property line, and continue the same stucco wall, and dead end at the wood fence, which is in poor shape.
- If the CDD can obtain permission from Vista Promenade for the easement, Mr. Hamstra will present cost estimates at the February meeting.
- Mr. Clark commented the current owner of Vista Promenade is local to Lake Mary, as opposed to a large company. Mr. Clark was directed to discuss the easement with them.

iv. River Walk (Vista Park) Update

- There was a meeting regarding this issue. it will be mostly residential, but there will be a town center as well as a multi-family area.
- The developer has not responded regarding construction plans. They plan on a downtown area.
- The traffic issue will have to be studied. In the meantime, all traffic will go north until Hazeltine National Drive is extended from the west into the community, which will happen over the years.
- It appears they are going to tie into the wetlands system, as opposed to the CDD's outfall pipe.
- The site will have to be raised.
- Mr. Hamstra does not believe there will be a drainage issue, but he will monitor the situation.

v. Update on the Privacy Wall Between Windsor Subdivision and Vista Park

- This is a wall between the future new neighbors to the east and Windsor to the south end of Vista Lakes. There is a brick wall to the north, but there is no buffer to the south.

- Mr. Hamstra obtained a price on building the same brick wall on the south side of Windsor in the amount of approximately \$700,000.
- Nothing needs to be done at this time.
- vi. Update on the Replacement of the Wood Fence Between Windsor Subdivision and the Narcoossee Road Off-Site Properties**
- The wall is being compromised by tree growth.
- Mr. Hamstra has not obtained a price, but when he does, he will send it to Ms. Suit to present to the Board.
- vii. Future Privacy Wall Between Windsor Subdivision and the Extension of Hazeltine National Drive**
- When Vista Park has enough homes built, the City will extend Hazeltine National Drive from west to east through the south tip of Vista Lakes into Vista Park.
- There will be a right-of-way.
- Mr. Hamstra predicts something robust and security-minded will be needed to separate a major roadway from the south end of Vista Park at Windsor.
- He would like the wall to be eight to 10 feet, but needs the City's permission. It will be a brick wall to provide a buffer.
- A sound barrier wall is possible.
- Mr. Hamstra will follow up with the City.
- viii. Outfall System Modifications**
- This is in preparation for emergency events and requires permission from SWFWMD, to lower water levels in advance of a storm.
- Mr. Hamstra will keep the Board updated through Ms. Suit.
- ix. 5509 Florence Harbor Drive (Newport Subdivision)**
- The homeowner contacted Inframark, and she indicated a large area of her yard is eroding.
- Mr. Hamstra has to determine private versus CDD property.
- Mr. Hamstra is requesting permission from the Board to have a surveyor locate the property corners on both homes, and get back to the owners, to determine whether it is their responsibility entirely, or if the CDD has some joint responsibility on this erosion and downed vegetation on the properties.
- Mr. Hamstra believes the survey will cost between \$750 and \$1,000.

- The owners are willing to correct it at their cost if necessary.
- Mr. Pass suggested the owner provide their current boundary survey.

On MOTION by Mr. Pass, seconded by Ms. Edwards, with four in favor by roll call vote from Mr. Sebestyen and Mr. DeCrotie, Sr., the District Engineer was authorized to have a limited survey conducted at 5509 Florence Harbor Drive, to establish property limits in an amount not to exceed \$1,000.

x. Maintenance of Conservation Areas

- There was an on-site meeting between Servello, Mr. Medina and other staff, and it was determined a maintenance plan has to be prepared and submitted.
- Mr. Pass indicated there is no Melaleuca, but Camphor and Chinese Tallow should be added to the list.
- Ms. Daly did a walk-through with Servello yesterday, and a list was prepared with all of the areas and exact locations of invasive plants.
- Mr. Pass noted weed eating and mowing has not been done for a number of years, which has caused the issue with the invasive plants. He believes the landscaping company should bear most, if not all, costs associated with the invasive plant removal.
- Staff needs to determine how much they are responsible for in this regard.
- Servello staff should attend the next meeting to determine responsibility.
- Mr. Pass will be the point person regarding this issue. He will take photos.

B. District Counsel

i. Discussion and Consideration of Resolution 2021-01, Adopting Policy of Encroachments on CDD Property

- Planting and other items regarding encroachments on CDD property were discussed at the last meeting.
- Mr. Clark was directed to prepare a Rule in this regard.
- A Rulemaking Hearing is necessary, which would have to be advertised.
- Mr. Clark sent letters to three residents who were encroaching on CDD property. There are no lawsuits at this point.
- Comments from Mr. Pass are included on Mr. Clark's document.
 - Mr. Pass is in favor of this.

- He believes residents encroaching should be made aware of the situation before any fines are assessed or official letters sent out. However, the Board is not statutorily required to do so. Most of Ms. Suit's other Districts are not doing this.
- They should be given no more than 30 days.
- Mr. Sebestyen advised the CDD should be flexible depending on the situation. Some residents should be given less time to remedy a situation. Mr. Clark confirmed he may include wording on the document in this regard.
- Mr. Sebestyen noted minor changes to the document. Mr. Clark indicated there is to be no favoritism.
- Mr. Clark advised the Board should not adopt the Resolution, but should adopt the procedure as Policy, with the revisions, as discussed, and direct District Counsel to schedule the Public Hearing. The Resolution will be presented at the Public Hearing.

On MOTION by Ms. Edwards, seconded by Mr. Pass, with all in favor by roll call vote, the Encroachment Policy was adopted as amended, and District Counsel was authorized to schedule a Public Hearing regarding the Encroachment Policy on Thursday, February 11, 2021 at 10:00 a.m. at the Vista Lakes Clubhouse, located at 8841 Lee Vista Boulevard, Orlando, Florida 32829.

C. District Manager

i. Consideration of Engagement Letter for the Fiscal Year 2020 Audit

- This is in line with the budget.

Mr. Pass MOVED to approve the Engagement Letter from Grau & Associates for the Fiscal Year 2020 Audit.

- Mr. Clark indicated a formal opinion on internal controls would require a higher level audit. They will indicate whether there were any problems with the audit. This is consistent with what has been done in the past.

Mr. DeCrotie, Sr. SECONDED the prior motion.

There being no further discussion,

On VOICE vote, with all in favor, by roll call vote, the Engagement Letter from Grau & Associates for the Fiscal Year 2020 Audit was approved.

D. Field Manager (Continued)

i. Field Management Report

- The tower near Home Depot was shut down and new tiles were installed.
- The electrical component on the new fountain at Chickasaw was installed. A No. 2 cable is needed for the fountain to work properly. Duke Energy will be there tomorrow to install it.
- Jorge has been pressure washing the entrances.
- Lakes are being cleaned.
- Political signs should be removed.
- Mr. Medina has been meeting frequently with Servello, as some areas appeared to be incomplete. They should trim when they mow. The edging also was not done. All issues are being corrected. Servello staff prepared a new rotation schedule. It will be discussed this week.
- The bat house was built.
- Cabling is being installed along Lee Vista. The equipment is damaging the grass. AT&T is doing the work.
- Mr. Medina has a meeting next week with Orange County Utilities. Staff is having problems locating the meter.

iii. HOA Liaison Report

- With regards to the Vista Lakes entrance monument sign to be posted at Chickasaw Boulevard outside of Newport, Ms. Daly will meet with vendors next week and will send bids to Mr. Medina, along with diagrams. Ms. Daly described the area where the sign will be placed. Ms. Daly was authorized to obtain quotes.

FIFTH ORDER OF BUSINESS

Supervisor Requests

- Mr. Pass indicated the area behind Central Park condominiums is washed out by a drainage pipe coming from Central Park. Nothing has been done with it. It was

damaging CDD property. Mr. Hamstra met staff from the Central Park HOA a couple of months ago and made them aware it is not the CDD's responsibility. He assisted in obtaining the services of a contractor. It is a dangerous situation which needs to be repaired.

SIXTH ORDER OF BUSINESS**Adjournment**

There being no further business,

On MOTION by Mr. Pass, seconded by Mr. McCright, with all in favor by roll call vote, the meeting was adjourned at approximately 12:30 p.m.

Kristen Suit
Secretary

Frank Sebestyen
Chairman

4B.

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
GENERAL FUND - 001								
001	407	12/10/20	A-Z BACKFLOW INC.	20-139	TEST BACKFLOW PREVENTERS	Misc-Contingency	549900-53901	\$130.00
001	401	12/03/20	BMZ PARTNERSHIP	44545	RENT BLDG 02	Lease- Building	544031-53902	\$620.00
001	408	12/10/20	CITY OF ORLANDO	DEC-20	LIGHTING AGRMNT - DEC 2020	Electricity - Streetlighting	543013-53901	\$1,440.39
001	402	12/03/20	CLARK, ALBAUGH LLP	17234	GEN MATTERS THRU OCT 2020	ProfServ-Legal Services	531023-51401	\$2,546.32
001	413	12/16/20	CLARK, ALBAUGH LLP	17266	MEETINGS REVIEW/SUNSHINE LAW REQ	ProfServ-Legal Services	531023-51401	\$511.00
001	414	12/16/20	CONNOR F. GRAHAM	1411	HOLIDAY DECORATIONS	Holiday Lighting & Decorations	549940-53901	\$3,878.27
001	417	12/22/20	CONNOR F. GRAHAM	1389	XMAS DECORATIONS - 2ND INSTALLMENT	Holiday Lighting & Decorations	549940-53901	\$4,871.35
001	416	12/16/20	GRAU & ASSOCIATES	20315	AUDIT FYE 9/30/20	Auditing Services	532002-51301	\$2,000.00
001	415	12/16/20	HOME DEPOT CREDIT SVS	112020-7884	VECTOR 500W POWER INVERTER	Misc-Contingency	549900-53901	\$79.95
001	403	12/03/20	INFRAMARK, LLC	57434	NOV MGMT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$5,000.00
001	403	12/03/20	INFRAMARK, LLC	57434	NOV MGMT FEES	ProfServ-Field Management	531016-53901	\$7,083.33
001	403	12/03/20	INFRAMARK, LLC	57434	NOV MGMT FEES	Postage and Freight	541006-51301	\$11.00
001	403	12/03/20	INFRAMARK, LLC	57434	NOV MGMT FEES	Printing and Binding	547001-51301	\$36.15
001	410	12/10/20	LEXINGTON POOL & MAINTENANCE, LLC	6874	NOV FOUNTAIN SVCS	Contracts-Fountain	534023-53901	\$600.00
001	422	12/29/20	LEXINGTON POOL & MAINTENANCE, LLC	6947	FOUNTAIN SVCS THRU DEC 2020	Contracts-Fountain	534023-53901	\$600.00
001	418	12/22/20	ORANGE COUNTY PROPERTY APPRAIS	1476	NON AD VALOREM ASSESS ADMIN FEES	FY 19/20	531035-51301	\$2,196.00
001	DD466	12/02/20	AT&T - ACH	111320-2683 ACH	BILL PRD 11/13-12/12/20	Communication - Teleph - Field	541005-53901	\$265.25
001	DD460	12/07/20	DUKE ENERGY FLORIDA, INC.	111320 ACH	BILL PRD 10/15-11/24/20	Streetlights Gated	543046-53901	\$5,754.71
001	DD460	12/07/20	DUKE ENERGY FLORIDA, INC.	111320 ACH	BILL PRD 10/15-11/24/20	Streetlights Non-Gated	543047-53901	\$9,329.22
001	DD460	12/07/20	DUKE ENERGY FLORIDA, INC.	111320 ACH	BILL PRD 10/15-11/24/20	Electricity - Streetlighting	543013-53901	\$4,158.10
001	DD460	12/07/20	DUKE ENERGY FLORIDA, INC.	111320 ACH	TO CORRECT ACH TAKEN IN DEC	Streetlights Gated	543046-53901	(\$5,695.98)
001	DD460	12/07/20	DUKE ENERGY FLORIDA, INC.	111320 ACH	TO CORRECT ACH TAKEN IN DEC	Streetlights Non-Gated	543047-53901	(\$9,329.22)
001	DD456	12/28/20	BRIGHT HOUSE NETWORKS - ACH	023029901121220 ACH	BILL PRD 12/11/20-1/10/21	R&M-Common Area	546016-53901	\$124.12
001	DD459	12/30/20	AT&T - ACH	121320-2683 ACH	BILL PRD 12/13/20-1/12/21	Communication - Teleph - Field	541005-53901	\$263.05
001	DD467	12/02/20	BRIGHT HOUSE NETWORKS - ACH	023029901111220	BILL PRD 11/11/20-12/10/20	R&M-Common Area	546016-53901	\$124.12
001	DD462	12/21/20	ORANGE COUNTY UTILITIES - ACH	121120-7700 ACH	BILL PRD 11/12-12/10/20	Utility - Water & Sewer	543021-53901	\$4,058.95
001	DD462	12/21/20	ORANGE COUNTY UTILITIES - ACH	121120-7700 ACH	TO CORRECT AMOUNT POSTED	Utility - Water & Sewer	543021-53901	(\$0.22)
001	DD468	12/09/20	DUKE ENERGY FLORIDA, INC.	111720 ACH	BILL PERIOD 10/19-11/17 (POST IN OCT)	Streetlights Gated	543046-53901	\$5,695.98
001	DD468	12/09/20	DUKE ENERGY FLORIDA, INC.	111720 ACH	BILL PERIOD 10/19-11/17 (POST IN OCT)	Streetlights Non-Gated	543047-53901	\$9,329.22
001	411	12/10/20	PEGASUS ENGINEERING	225302	ENGG SVCS THRU OCT 2020	ProfServ-Engineering	531013-51501	\$2,475.00
001	419	12/22/20	PEGASUS ENGINEERING	225353	ENCORE APARTEMENTS PROJECT OF 11/17/20	ProfServ-Engineering	531013-51501	\$672.18
001	419	12/22/20	PEGASUS ENGINEERING	225354	LOTS 77 & 78 - ROUGH STAKE	ProfServ-Engineering	531013-51501	\$998.50
001	405	12/03/20	SERVELLO	17931	NOV LANDSCAPE MAINT	Contracts-Landscape	534050-53902	\$29,560.25
001	423	12/29/20	SERVELLO	18126	DEC LANDSCAPE MAINT	Contracts-Landscape	534050-53902	\$29,560.25
001	423	12/29/20	SERVELLO	182				

VISTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund
For the Period from 12/1/2020 to 12/31/2020
(Sorted by Payee)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
----------	-----------------	------	-------	-------------	---------------------	--------------------------	---------------	-------------

SERIES 2017 A1 & A2 DEBT SERVICE FUND - 204

204	420	12/22/20	VISTA LAKES C/O US BANK N.A.	121520-7000A1	TRFR FY21 ASSESS SERIES 2017-A1	Due From Other Funds	131000	\$59,365.00
204	421	12/22/20	VISTA LAKES C/O US BANK N.A.	121520 - 3000A2	TRFR FY21 ASSESS SERIES 2017-A2	Due From Other Funds	131000	\$94,676.00
Fund Total								\$154,041.00

Total Checks Paid	\$285,649.21
--------------------------	---------------------

4C.

VISTA LAKES
Community Development District

Financial Report
December 31, 2020

Prepared by:



Table of Contents

<u>FINANCIAL STATEMENTS</u>	<u>Page</u>
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 - 6
 <u>SUPPORTING SCHEDULES</u>	
Non-Ad Valorem Special Assessments Schedule	7
Cash and Investment Report	8
Bank Reconciliation	9 - 10

VISTA LAKES
Community Development District

Financial Statements

(Unaudited)

December 31, 2020

Balance Sheet
December 31, 2020

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2017 A1 & A2 DEBT SERVICE FUND	TOTAL
ASSETS			
Cash - Checking Account	\$ 445,867	\$ -	\$ 445,867
Interest/Dividend Receivables	1,801	-	1,801
Due From Other Funds	-	54,666	54,666
Investments:			
Certificates of Deposit - 12 Months	210,610	-	210,610
Money Market Account	1,608,525	-	1,608,525
Prepayment Fund (A-2)	-	755	755
Reserve Fund (A-1)	-	28,724	28,724
Reserve Fund (A-2)	-	63,064	63,064
Revenue Fund (A-1)	-	90,358	90,358
Revenue Fund (A-2)	-	134,343	134,343
Prepaid Items	5,293	-	5,293
Deposits	15,891	-	15,891
TOTAL ASSETS	\$ 2,287,987	\$ 371,910	\$ 2,659,897
LIABILITIES			
Accounts Payable	\$ 39,748	\$ -	\$ 39,748
Accrued Expenses	6,956	-	6,956
Due To Other Funds	54,666	-	54,666
TOTAL LIABILITIES	101,370	-	101,370
FUND BALANCES			
Nonspendable:			
Prepaid Items	5,293	-	5,293
Deposits	15,891	-	15,891
Restricted for:			
Debt Service	-	371,910	371,910
Assigned to:			
Operating Reserves	287,644	-	287,644
Reserves - Fences / Walls	279,343	-	279,343
Reserves - Gate/Entry Features	44,960	-	44,960
Reserves - Irrigation System	111,267	-	111,267
Reserves - Other	105,145	-	105,145
Res-Pav/Concrete/Basin/Curb	516,543	-	516,543
Reserves - Ponds / Lakes	213,518	-	213,518
Reserves-Reserve Study	5,465	-	5,465
Unassigned:	601,548	-	601,548
TOTAL FUND BALANCES	\$ 2,186,617	\$ 371,910	\$ 2,558,527
TOTAL LIABILITIES & FUND BALANCES	\$ 2,287,987	\$ 371,910	\$ 2,659,897

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-20 ACTUAL
<u>REVENUES</u>				
Interest - Investments	\$ 20,000	\$ 1,490	7.45%	\$ 387
Interlocal Agreement	40,000	-	0.00%	-
Interest - Tax Collector	2,000	36	1.80%	36
Special Assmnts- Tax Collector	1,188,895	341,993	28.77%	279,776
Special Assmnts- Other	1,000	240	24.00%	-
Special Assmnts- Discounts	(47,556)	(13,722)	28.85%	(11,191)
Other Miscellaneous Revenues	-	6,178	0.00%	-
TOTAL REVENUES	1,204,339	336,215	27.92%	269,008
<u>EXPENDITURES</u>				
<u>Administration</u>				
P/R-Board of Supervisors	5,000	1,000	20.00%	-
FICA Taxes	383	77	20.10%	-
ProfServ-Arbitrage Rebate	1,200	-	0.00%	-
ProfServ-Dissemination Agent	1,000	-	0.00%	-
ProfServ-Engineering	25,000	9,431	37.72%	1,671
ProfServ-Legal Services	20,000	3,568	17.84%	511
ProfServ-Mgmt Consulting Serv	60,000	15,000	25.00%	5,000
ProfServ-Property Appraiser	2,196	2,196	100.00%	2,196
ProfServ-Special Assessment	5,330	5,392	101.16%	5,330
ProfServ-Trustee Fees	7,000	7,596	108.51%	-
Auditing Services	5,900	2,000	33.90%	2,000
Website Compliance	3,765	388	10.31%	-
Postage and Freight	800	19	2.38%	3
Insurance - General Liability	12,618	11,905	94.35%	-
Printing and Binding	2,500	218	8.72%	29
Legal Advertising	600	-	0.00%	-
Miscellaneous Services	2,100	1,171	55.76%	873
Misc-Assessmnt Collection Cost	2,000	-	0.00%	-
Office Supplies	250	-	0.00%	-
Annual District Filing Fee	175	175	100.00%	-
Total Administration	157,817	60,136	38.10%	17,613
<u>Field</u>				
ProfServ-Field Management	85,000	21,250	25.00%	7,083
Contracts-Lake and Wetland	25,140	6,285	25.00%	2,095
Contracts-Fountain	13,356	3,339	25.00%	1,113
Communication - Teleph - Field	7,600	790	10.39%	263

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-20 ACTUAL
Electricity - Streetlighting	63,000	16,967	26.93%	5,598
Utility - Water & Sewer	69,000	15,232	22.08%	4,059
Streetlights Gated	70,000	17,215	24.59%	5,696
Streetlights Non-Gated	112,000	27,988	24.99%	9,329
R&M-Common Area	10,000	1,837	18.37%	248
R&M-Fountain	8,400	43	0.51%	43
Misc-Contingency	30,000	1,904	6.35%	1,330
Holiday Lighting & Decorations	17,500	8,750	50.00%	8,750
Total Field	510,996	121,600	23.80%	45,607
<u>Landscape Services</u>				
Contracts-Landscape	354,723	88,681	25.00%	29,560
Contracts-Landscape Consultant	2,000	-	0.00%	-
Contracts-Mulch	30,000	-	0.00%	-
Contracts-Annuals	23,809	7,445	31.27%	7,445
Lease - Building	7,440	1,860	25.00%	620
R&M-Irrigation	28,000	-	0.00%	-
R&M-Trees and Trimming	9,600	2,500	26.04%	2,500
R&M-Plant&Tree Replacement	35,000	988	2.82%	-
Total Landscape Services	490,572	101,474	20.68%	40,125
<u>Reserves</u>				
Reserve	119,000	-	0.00%	-
Total Reserves	119,000	-	0.00%	-
TOTAL EXPENDITURES & RESERVES	1,278,385	283,210	22.15%	103,345
Excess (deficiency) of revenues				
Over (under) expenditures	(74,046)	53,005		165,663
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	(74,046)	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	(74,046)	-	0.00%	-
Net change in fund balance	\$ (74,046)	\$ 53,005		\$ 165,663
FUND BALANCE, BEGINNING (OCT 1, 2020)	2,133,612	2,133,612		
FUND BALANCE, ENDING	\$ 2,059,566	\$ 2,186,617		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-20 ACTUAL
REVENUES				
Interest - Investments	\$ 2,000	\$ 3	0.15%	\$ 1
Interest - Tax Collector	1,250	23	1.84%	23
Special Assmnts- Tax Collector	743,127	209,300	28.16%	175,413
Special Assmnts- Prepayment	-	755	0.00%	755
Special Assmnts- Discounts	(29,725)	(8,401)	28.26%	(7,017)
TOTAL REVENUES	716,652	201,680	28.14%	169,175
EXPENDITURES				
Administration				
Misc-Assessmnt Collection Cost	14,863	-	0.00%	-
Total Administration	14,863	-	0.00%	-
Debt Service				
Principal Debt Retirement A-1	198,000	-	0.00%	-
Principal Debt Retirement A-2	271,000	-	0.00%	-
Interest Expense Series A-1	87,916	43,958	50.00%	-
Interest Expense Series A-2	147,830	73,915	50.00%	-
Total Debt Service	704,746	117,873	16.73%	-
TOTAL EXPENDITURES	719,609	117,873	16.38%	-
Excess (deficiency) of revenues Over (under) expenditures	(2,957)	83,807		169,175
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	(2,957)	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	(2,957)	-	0.00%	-
Net change in fund balance	\$ (2,957)	\$ 83,807		\$ 169,175
FUND BALANCE, BEGINNING (OCT 1, 2020)	288,103	288,103		
FUND BALANCE, ENDING	\$ 285,146	\$ 371,910		

Notes to the Financial Statements
December 31, 2020

General Fund

► **Assets**

- **Cash and Investments** - In order to maximize liquidity, the District has invested in two CDs with Bank United along with one Money Market and two General Fund accounts. The Suntrust Bank GF will be closing leaving Bank United. (See Cash & Investments Report).
- **Interest/Dividend Receivables** - Accruals for CD's for Fiscal Year ending 9/30/20.
- **Due from Other Funds** - Amount due from General Fund to Debt Service for assessment collections.
- **Deposits** - Duke Energy and OCU utility deposits.

► **Liabilities**

- **Accounts Payable** - Invoices for current month but not paid in current month.
- **Accrued Expenses** - Electricity - Streetlights, Fountain repairs & Tree Cutting.
- **Due to Other Funds** - Funds owed to Debt service for Tax Assessments collected.

► **Fund Balance**

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

Operating Reserves	\$	287,644
Fences, Walls		279,343
Gates, Entry Features		44,960
Irrigation System		111,267
Other		105,145
Pavement, Concrete, Catch Basins, Curb Inlets		516,543
Ponds, Lakes		213,518
Reserve Study		5,465
Total Reserves		<u>\$ 1,563,885</u>

Revenue & Expenses - All Funds
December 31, 2020

Financial Overview / Highlights

Revenues

Total General Fund Non-Ad Valorem assessments are 29% collected.

Total General Fund expenditures and reserves are at 22% below the prorated 25% of the adopted budget.

Special Assessments Other: CVS reimbursement for the shared cost of streetlighting & landscaping.

Other Miscellaneous Revenue: Property Damage reimbursement check & Solitude Lake reimbursement for overpayment.

Variance Analysis

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
Expenditures				
<u>Administrative</u>				
ProfServ-Engineering	\$ 25,000	\$ 9,431	38%	SSMC Drawing of Aerial Background, Champlain security fence & Encore Apartments project fees.
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	\$ 7,000	\$ 7,596	109%	Trustee Fees paid in full for 2017 Series.
Insurance- General Liability	\$ 12,618	\$ 11,905	94%	Insurance is paid in full for General Liability / Property.
Miscellaneous Services	\$ 2,100	\$ 1,171	56%	Bank fees & Inframark fees for Go Daddy.com email & renewals.
Annual District Filing Fee	\$ 175	\$ 175	100%	Annual fee paid in full.
<u>Landscape Services</u>				
Contracts-Annals	\$ 23,809	\$ 7,445	31%	Not a monthly contract.
<u>Field</u>				
Holiday Lighting & Decorations	\$ 17,500	\$ 8,750	50%	Decorations paid in full. Expenses of \$8,750 were captured in FY19-20

2017 Debt Service Fund

- **Interest Expense** - 1st Interest Expense payment on 2017 Series were paid in in October (normally November.)
- **Principal Payment** - Principal payments on Series A-1 & 2 will be paid in May '21.

VISTA LAKES
Community Development District

Supporting Schedules

December 31, 2020

**Non-Ad Valorem Special Assessments - Orange County Tax Collector
(Monthly Collection Distributions)
For the Fiscal Year Ending September 30, 2021**

					ALLOCATION BY FUND	
Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	General Fund	Debt Service 2017 Fund
Assessments Levied FY 2021				\$ 1,932,022	\$ 1,188,895 62%	\$ 743,127 38%
11/09/20	\$ 8,561	\$ 449	\$ -	\$ 9,010	\$ 5,395	\$ 3,615
11/16/20	23,556	964	-	24,520	15,991	8,528
11/23/20	60,072	2,503	-	62,575	40,830	21,745
12/07/20	108,272	4,511	-	112,784	69,585	43,199
12/10/20	184,365	7,682	-	192,047	116,754	75,293
12/21/20	144,343	6,014	-	150,358	93,437	56,921
TOTAL	\$ 529,170	\$ 22,123	\$ -	\$ 551,293	\$ 341,993	\$ 209,300
% COLLECTED					29%	29%
TOTAL OUTSTANDING					\$ 1,380,729	\$ 533,826

Notes:

(1) Collection costs are paid in February to the Orange County Tax Collector.

Cash and Investment Report
December 31, 2020

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>MATURITY</u>	<u>YIELD</u>	<u>BALANCE</u>
GENERAL FUND				
Checking Account - Operating	SunTrust	N/A	0.01%	\$ 96,532
Checking Account - Operating	Bank United	N/A	0.00%	\$ 349,335
			Subtotal Checking	\$ 445,867
Certificate of Deposit - 12 Months - #1510	BankUnited	2/27/2021	1.45%	\$ 105,305
Certificate of Deposit - 12 Months - #1511	BankUnited	2/27/2021	1.45%	\$ 105,305
			Subtotal 12 Mo. CD's	\$ 210,610
Money Market Account	BankUnited	N/A	0.25%	\$ 1,608,525
DEBT SERVICE FUND				
Series 2017 A-2 Prepayment				
US Bank Open-Ended Interest Bearing Commercial Paper	US Bank	n/a	0.02%	\$ 755
Series 2017 A-1 Reserve account				
US Bank Open-Ended Interest Bearing Commercial Paper	US Bank	N/A	0.02%	\$ 28,724
Series 2017 A-2 Reserve account				
US Bank Open-Ended Interest Bearing Commercial Paper	US Bank	N/A	0.02%	\$ 63,064
Series 2017 A-1 Revenue account				
US Bank Open-Ended Interest Bearing Commercial Paper	US Bank	N/A	0.02%	\$ 90,358
Series 2017 A-2 Revenue account				
US Bank Open-Ended Interest Bearing Commercial Paper	US Bank	N/A	0.02%	\$ 134,343
			Subtotal Debt Service Fund	\$ 317,243
			Total	\$ 2,582,246

Vista Lakes CDD

43

Bank Reconciliation

Bank Account No. 5060 Bank United GF
Statement No. 12-20
Statement Date 12/31/2020

G/L Balance (LCY)	349,334.66	Statement Balance	393,693.56
G/L Balance	349,334.66	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	393,693.56
Subtotal	349,334.66	Outstanding Checks	44,358.90
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	349,334.66	Ending Balance	349,334.66
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
12/10/2020	Payment	411	PEGASUS ENGINEERING	2,475.00	0.00	2,475.00
12/22/2020	Payment	419	PEGASUS ENGINEERING	1,670.68	0.00	1,670.68
12/29/2020	Payment	422	LEXINGTON POOL & MAINTENANCE, LLC	600.00	0.00	600.00
12/29/2020	Payment	423	SERVELLO	37,005.22	0.00	37,005.22
12/29/2020	Payment	424	SOLITUDE LAKE MGMT	2,608.00	0.00	2,608.00
Total Outstanding Checks.....				44,358.90		44,358.90

Vista Lakes CDD

44

Bank Reconciliation

Bank Account No. 2505 SunTrust Bank GF
Statement No. 12-20
Statement Date 12/31/2020

G/L Balance (LCY)	96,532.39	Statement Balance	96,532.39
G/L Balance	96,532.39	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	96,532.39
Subtotal	96,532.39	Outstanding Checks	0.00
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	96,532.39	Ending Balance	96,532.39
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
--------------	---------------	--------------	-------------	--------	----------------	------------

Fifth Order of Business

5.A.i.



PROJECT MEMORANDUM

To: Kristen Suit
District Manager
Inframark, Infrastructure Management Services

From: David Hamstra, P.E., CFM [REDACTED]
District Engineer

Date: February 3, 2021

Re: Vista Lakes Community | Amhurst Subdivision

Subject: Storm Sewer System 4 CCTV Inspection Program

On Thursday, August 6, 2020, the Vista Lakes Community Development District (CDD) Board Supervisors approved two (2) proposals from Atlantic Pipe Services (APS) during the regular meeting to dewater, clean, and conduct a CCTV (closed-circuit television) inspection for two (2) existing storm sewer systems within the Amhurst Subdivision. More specifically, APS was approved to CCTV inspect Storm Sewer Systems 4 and 7 (refer to Attachment "A" for the Storm Sewer System 4 Figure). The purpose of the CCTV inspection program was to investigate potential causes to the reported localized flooding within the Amhurst Subdivision. For example, determine any potential pipe blockage, sedimentation issues, or structural deficiencies such as cracked pipes or excessive joint gaps that may lead to surface subsidence and infiltration of soils and groundwater.

The purpose of this project memorandum is to summarize the maintenance and structural deficiencies for Storm Sewer System 4 as noted in the APS CCTV Inspection Report (refer to Attachment "B") and as observed from review of the CCTV inspection videos. Storm Sewer System 4 consists of thirteen (13) reinforced concrete pipe (RCP) segments ranging in diameter from 15-inches to 36-inches for a total length of 1,754 linear feet. Please note that this project memorandum addresses the following categories that warrant comments and recommendations:

- Circumferential Cracks
- Longitudinal Cracks
- Multiple Cracks
- Groundwater Infiltration
- Root Intrusion
- Pipe Joints

The remainder of this project memorandum shall note and document the noted deficiencies (refer to Attachment “C” for the referenced Tables).

1. The CCTV inspection videos revealed 33 circumferential crack locations for multiple pipe segments. Most of the cracks can be considered minor but there were 4 cracks that may require repairs to prevent further damage to the pipes. Please refer to **Table 1** for specific locations and refer below to Screenshots 1 and 2 for examples of circumferential cracking.



Screenshot 1 – Circumferential Cracking



Screenshot 2 – Circumferential Cracking

2. The CCTV inspection videos disclosed longitudinal pipe cracking at 36 locations for multiple pipe segments. Please refer to **Table 2** for specific longitudinal pipe crack locations and refer below to Screenshots 3 and 4 for examples of the longitudinal cracking.



Screenshot 3 – Longitudinal Cracking



Screenshot 4 – Longitudinal Cracking

3. The CCTV inspection videos revealed multiple pipe cracking at 11 locations for six (6) pipe segments. Please refer to **Table 3** for the specific multiple pipe crack locations and refer below to Screenshots 5 and 6 for examples of multiple cracks.



Screenshot 5 – Multiple Cracks



Screenshot 6 – Multiple Cracks

4. Infiltration was noted at 45 locations for 10 out of the 13 pipe segments. It should be noted that the amount of infiltration varies from minor (seepage, dripper or weeper) to moderate (runner) to significant (gusher). Also, the amount of infiltration will vary throughout the year based on the amount of rainfall and variation in the groundwater levels. Typically, moderate to significant infiltration locations may lead to subsidence above the pipe due to loss of soils. For moderate to significant infiltration, it is recommended that the pipe segments be lined in order to minimize/eliminate the groundwater infiltration. Refer to **Table 4** for specific infiltration locations and refer to Screenshots 7 and 8 for examples of infiltration.



Screenshot 7 – Infiltration Runner



Screenshot 8 – Infiltration Runner

5. Roots were noted growing through pipe joints for two (2) pipe segments. Refer to **Table 5** for specific root intrusion locations and refer below to Screenshots 9 and 10 for examples of root intrusion.



Screenshot 9 – Root Intrusion



Screenshot 10- Root Intrusion

6. An intruding broken seal ring was noted at two (2) locations (refer to Screenshot 11).

Table 6 – Intruding Broken Seal Ring Locations

Structure From	Structure To	Pipe Size (inches)	Distance (feet)
2	4	18	37.7
12	13	36	163.6



Screenshot 11 – Intruding broken seal ring

7. A vertical joint offset was noted in the pipe segment from Drainage Structure 11 to Drainage Structure 10 at 7.5 feet from structure 11 (refer below to Screenshot 12).



Screenshot 12 – Vertical Joint Offset

8. A buried manhole was noted between Drainage Structures 11 and 10A (refer below to Screenshot 13).



Screenshot 13 – Buried Manhole

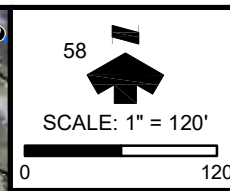
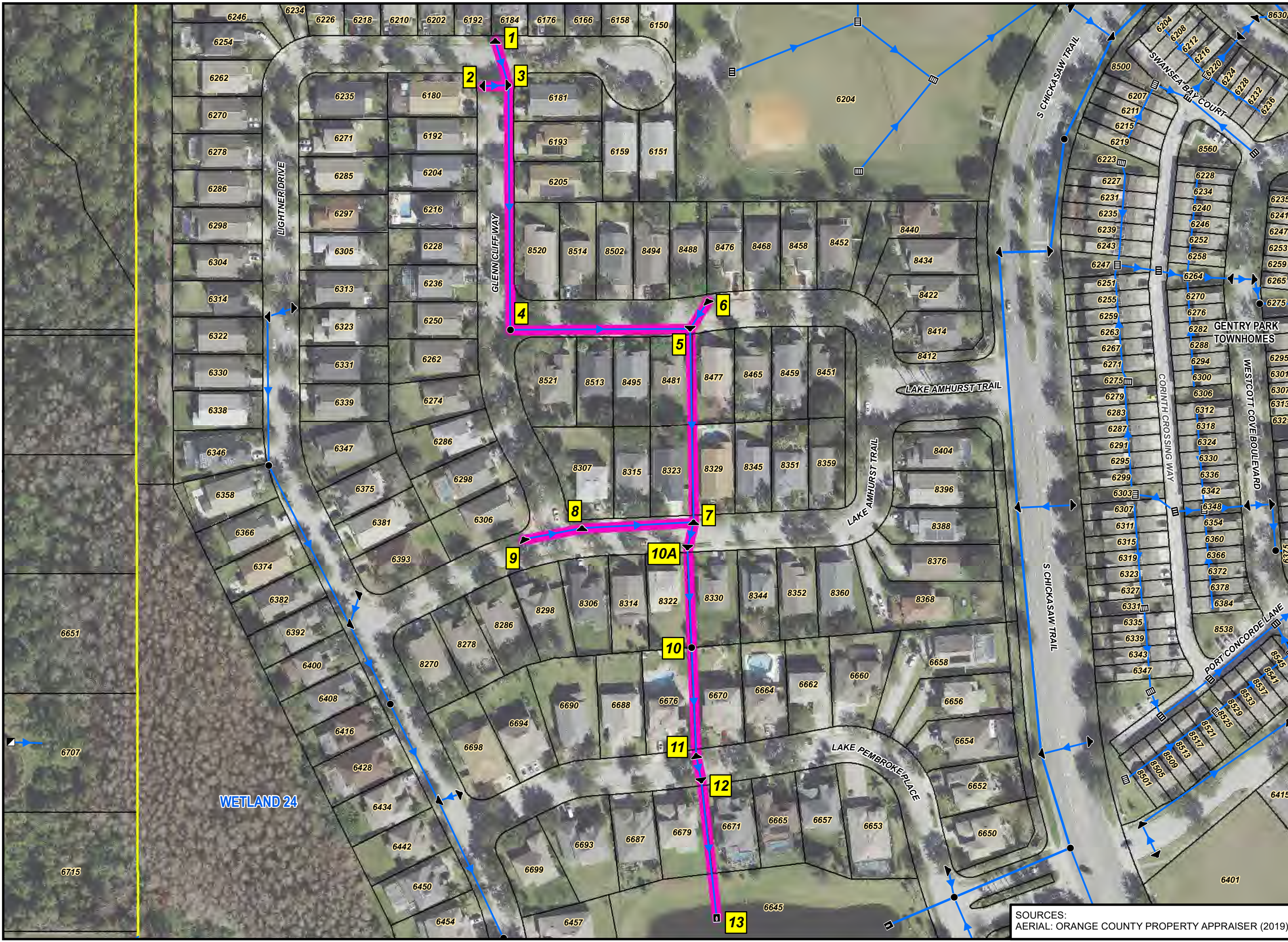
In closing, even though numerous structural deficiencies were noted and documented associated with System 4 CCTV inspection program, none of the issues would be responsible for the observed localized flooding. Therefore, we recommend the next step would be to perform a hydraulic analysis of the existing storm sewer system. The purpose of this effort is to determine if the existing storm sewer system can properly capture and convey the peak runoff rates from the contributing drainage areas and identify potential hydraulic “bottlenecks” that may require upgrades. Concurrently, we will coordinate with APS to request quotes to address some of the noted deficiencies.

END OF MEMO

cc: Ryan Clayton, APS
Beth Whitehart, Pegasus Engineering
Pegasus Project File MSC-22024

Attachment “A”

Storm Sewer System 4 Figure



VISTA LAKES

**AMHURST SUBDIVISION
STORM SEWER SYSTEM 4**

VISTA LAKES COMMUNITY DEVELOPMENT DISTRICT
ORANGE COUNTY, FLORIDA

Pegasus
ENGINEERING

301 WEST STATE ROAD 434, SUITE 309
WINTER SPRINGS, FL 32708
TEL: 407-992-9160 • FAX: 407-358-5155
WEB: WWW.PEGASUSENGINEERING.NET

JOB NO.: MSC-22024
DATE: 02-03-2021

SOURCES:
AERIAL: ORANGE COUNTY PROPERTY APPRAISER (2019)

Attachment “B”

APS CCTV Inspection Report



1420 Martin Luther King Jr Blvd
Sanford, Florida 32771
(407) 792-1360
info@atlanticpipe.us

Vista Lakes Community

Orlando, Florida

Vista Lakes Area 4
Orlando, Florida

Internal Video Inspection of Storm Water Pipeline

APS Job # 20-0426

Project: Vista Lakes

Date: 8/25/2020 7:31:00 AM

Street: Lightner Dr

Length Surveyed: 59.5

Pacp Quick Overall Rating: 3121

Height (Diameter): 15

Street: Lightner Dr

Pipe Segment Reference: 1-2

Upstream MH: 1

Downstream MH: 2

Direction of Survey: Upstream

Material: Reinforced Concrete
Pipe

Severity
Light
Moderate
Average
Heavy
Severe

61

ID Number: 2

(0.0) ACB - Catch Basin Remark: 2

(0.0) MWL - Water Level

(8.5) CL - Crack Longitudinal - Position: 12
Remark: 8ft-9.5ft less than 0.01

(15.9) CM - Crack Multiple - Position: 11 To 12
Remark: 16-17ft

(53.9) CC - Crack Circumferential - Position: 9 To 3

(59.5) ACB - Catch Basin Remark: 1

Total Distance: 59.5

ID Number: 1

Created with the  report generator

Project: Vista Lakes

Date: 8/25/2020 7:34:00 AM

Street: Glenn Cliff Way

Length Surveyed: 33.7

Pacp Quick Overall Rating: 4131

Height (Diameter): 15

Street: Glenn Cliff Way

Pipe Segment Reference: 3-2

Upstream MH: 3

Downstream MH: 2

Direction of Survey: Upstream

Material: Reinforced Concrete
Pipe

Severity

Light

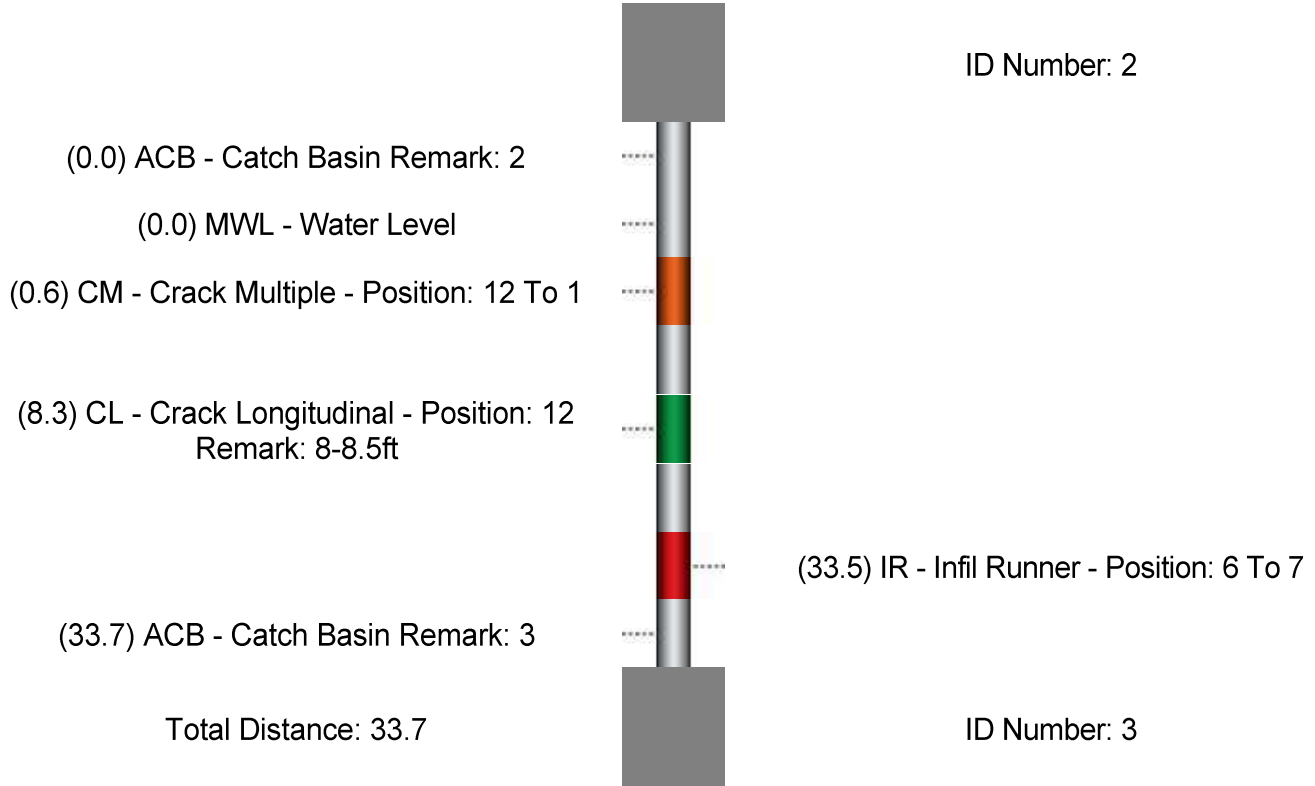
Moderate

Average

Heavy

Severe

62



Project: Vista Lakes

Date: 8/25/2020 7:34:00 AM

Street: Glenn Cliff Way

Length Surveyed: 325.2

Pacp Quick Overall Rating: 4434

Height (Diameter): 18

Street: Glenn Cliff Way

Pipe Segment Reference: 2-4

Upstream MH: 2

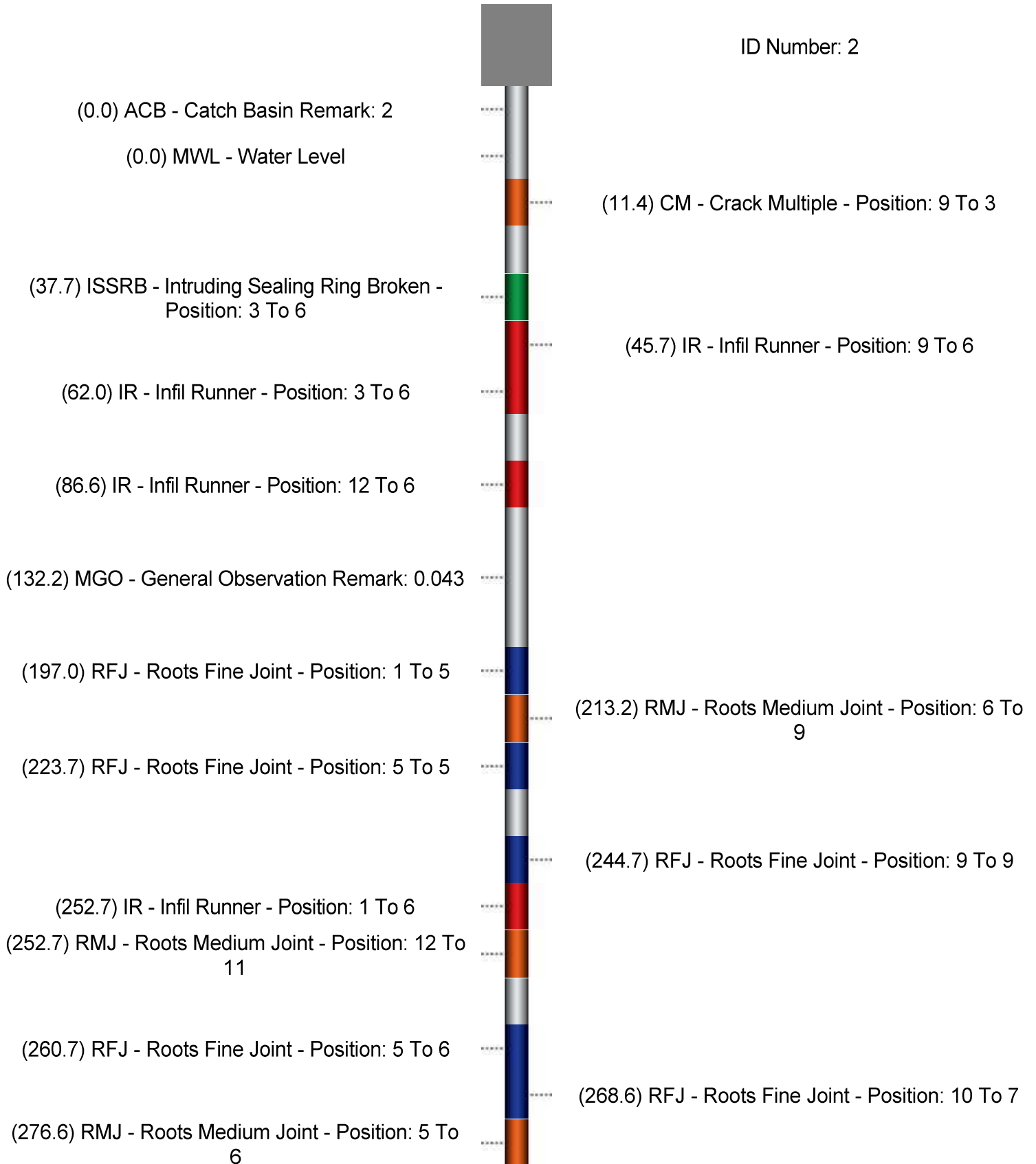
Downstream MH: 4

Direction of Survey: Downstream

Material: Reinforced Concrete
Pipe

Severity
Light
Moderate
Average
Heavy
Severe

63



(325.2) ACB - Catch Basin Remark: 4

64

Total Distance: 325.2

ID Number: 4

Created with the  report generator

Project: Vista Lakes

Date: 8/25/2020 9:10:00 AM

Street: Lake Amhurst Trail Lake

Length Surveyed: 238.1

Pacp Quick Overall Rating: 4132

Height (Diameter): 18

Street: Lake Amhurst Trail Lake

Pipe Segment Reference: 4-5

Upstream MH: 4

Downstream MH: 5

Direction of Survey: Upstream

Material: Reinforced Concrete
Pipe

Severity

Light

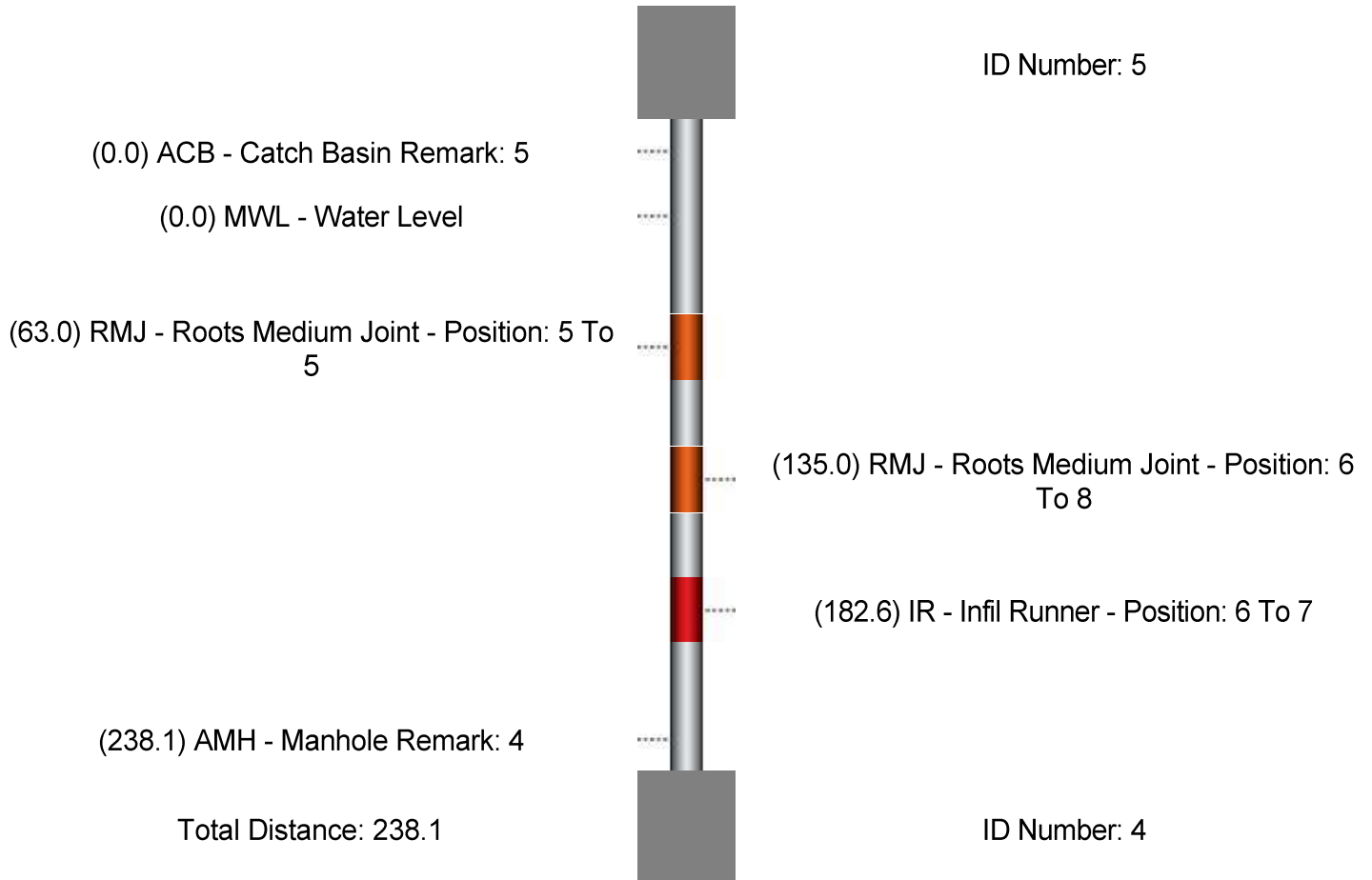
Moderate

Average

Heavy

Severe

65



Project: Vista Lakes

Date: 8/25/2020 9:35:00 AM

Street: Lake Amhurst Trail Lake

Length Surveyed: 42.7

Pacp Quick Overall Rating: 4132

Height (Diameter): 15

Street: Lake Amhurst Trail Lake

Pipe Segment Reference: 6-5

Upstream MH: 6

Downstream MH: 5

Direction of Survey: Upstream

Material: Reinforced Concrete
Pipe

Severity

Light

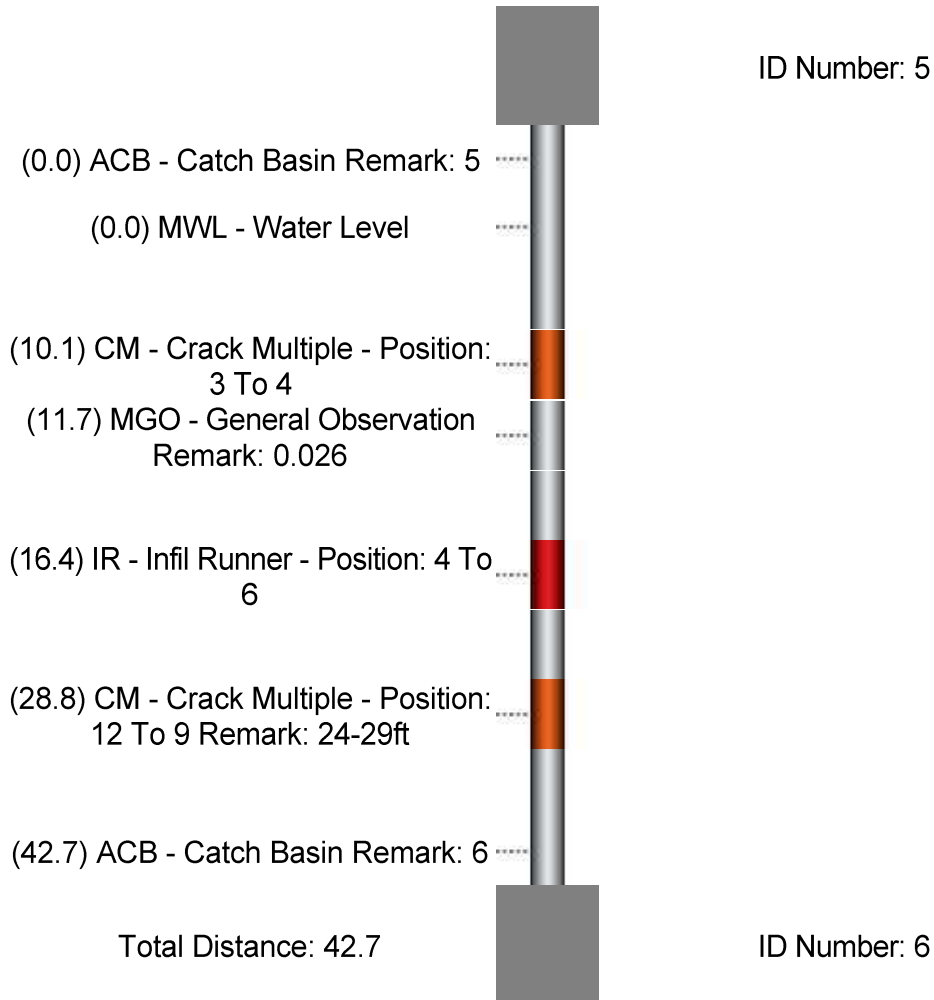
Moderate

Average

Heavy

Severe

66



Created with the  report generator

Project: Vista Lakes

Date: 8/25/2020 12:07:00 PM

Street: Lake Amhurst Trail Lake

Length Surveyed: 256.3

Pacp Quick Overall Rating: 4B32

Height (Diameter): 24

Street: Lake Amhurst Trail Lake

Pipe Segment Reference: 5-7

Upstream MH: 5

Downstream MH: 7

Direction of Survey: Upstream

Material: Reinforced Concrete
Pipe

Severity

Light

Moderate

Average

Heavy

Severe

67

ID Number: 7

(0.0) ACB - Catch Basin Remark: 7

(0.0) MWL - Water Level

(6.5) ID - Infil Dropper - Position: 6 To 10

(38.7) IR - Infil Runner - Position: 6 To 9

(46.7) IR - Infil Runner - Position: 6 To 9

(62.6) IR - Infil Runner - Position: 2 To 6

(70.6) IR - Infil Runner - Position: 4 To 7

(83.5) CL - Crack Longitudinal - Position: 12
Remark: 83-86ft

(94.4) IR - Infil Runner - Position: 9 To 6

(110.4) ID - Infil Dropper - Position: 3 To 6

(118.3) IR - Infil Runner - Position: 6 To 5

(126.3) IR - Infil Runner - Position: 4 To 6

(134.3) IR - Infil Runner - Position: 6 To 7

(157.9) IR - Infil Runner - Position: 3 To 6

(182.3) IR - Infil Runner - Position: 3 To 6

(190.1) IR - Infil Runner - Position: 6 To 8

(197.6) IR - Infil Runner - Position: 12 To 11

68

(222.0) IR - Infil Runner - Position: 3 To 6

(229.4) IR - Infil Runner - Position: 6 To 8

(237.4) IR - Infil Runner - Position: 6 To 7

(245.1) CL - Crack Longitudinal - Position: 12
Remark: 240-245ft

(245.4) IR - Infil Runner - Position: 12 To 11

(254.5) CL - Crack Longitudinal - Position: 3
Remark: 253-254.5ft

(256.3) ACB - Catch Basin Remark: 5

Total Distance: 256.3

ID Number: 5

Project: Vista Lakes

Date: 8/25/2020 12:00:00 PM

Street: Lake Amhurst Trail Lake

Length Surveyed: 33.4

Pacp Quick Overall Rating: 0000

Height (Diameter): 24

Street: Lake Amhurst Trail Lake

Pipe Segment Reference: 7-10A

Upstream MH: 7

Downstream MH: 10A

Direction of Survey: Downstream

Material: Reinforced Concrete
Pipe

Severity

Light

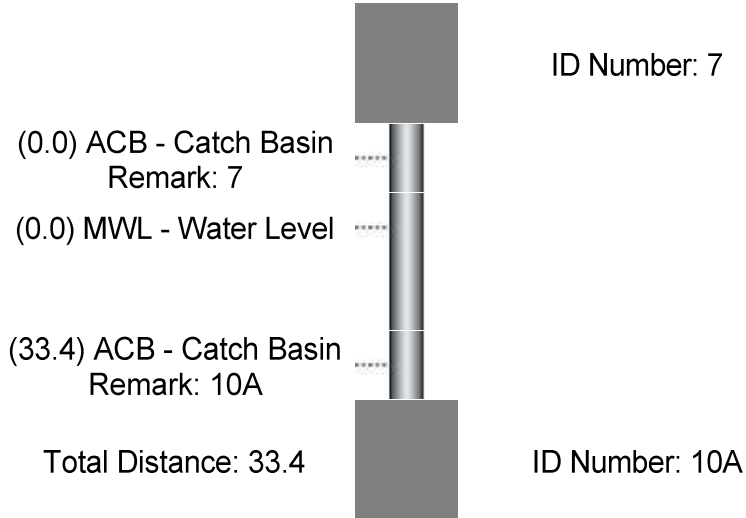
Moderate

Average

Heavy

Severe

69



Created with the  report generator

Project: Vista Lakes

Date: 8/25/2020 1:54:00 PM

Street: Lake Amhurst Trail Lake

Length Surveyed: 147.1

Pacp Quick Overall Rating: 4121

Height (Diameter): 18

Street: Lake Amhurst Trail Lake

Pipe Segment Reference: 8-7

Upstream MH: 8

Downstream MH: 7

Direction of Survey: Downstream

Material: Reinforced Concrete
Pipe

Severity

Light

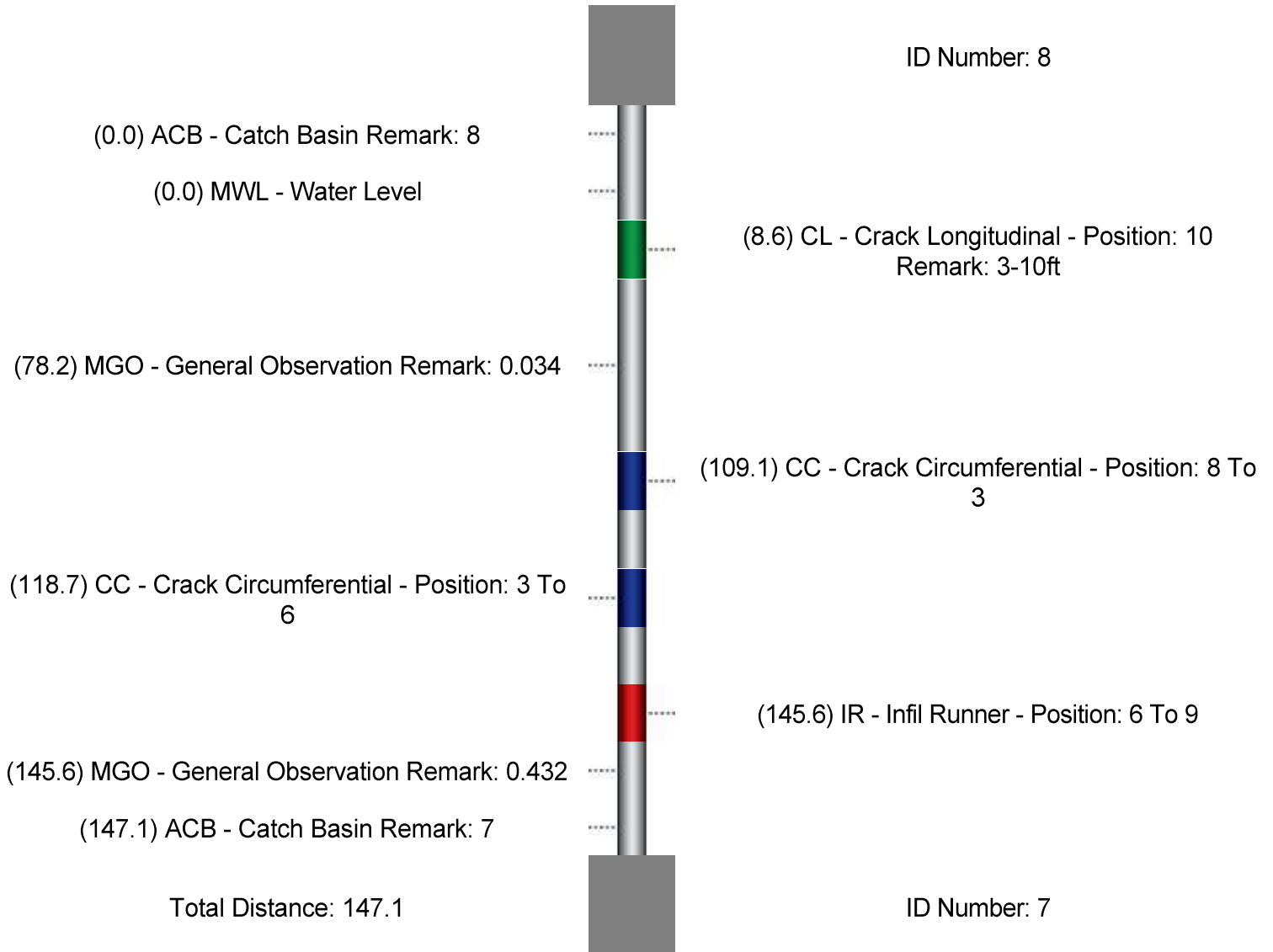
Moderate

Average

Heavy

Severe

70



Project: Vista Lakes

Date: 8/25/2020 1:47:00 PM

Street: Lake Amhurst Trail Lake

Length Surveyed: 77.4

Pacp Quick Overall Rating: 4122

Height (Diameter): 15

Street: Lake Amhurst Trail Lake

Pipe Segment Reference: 9-8

Upstream MH: 9

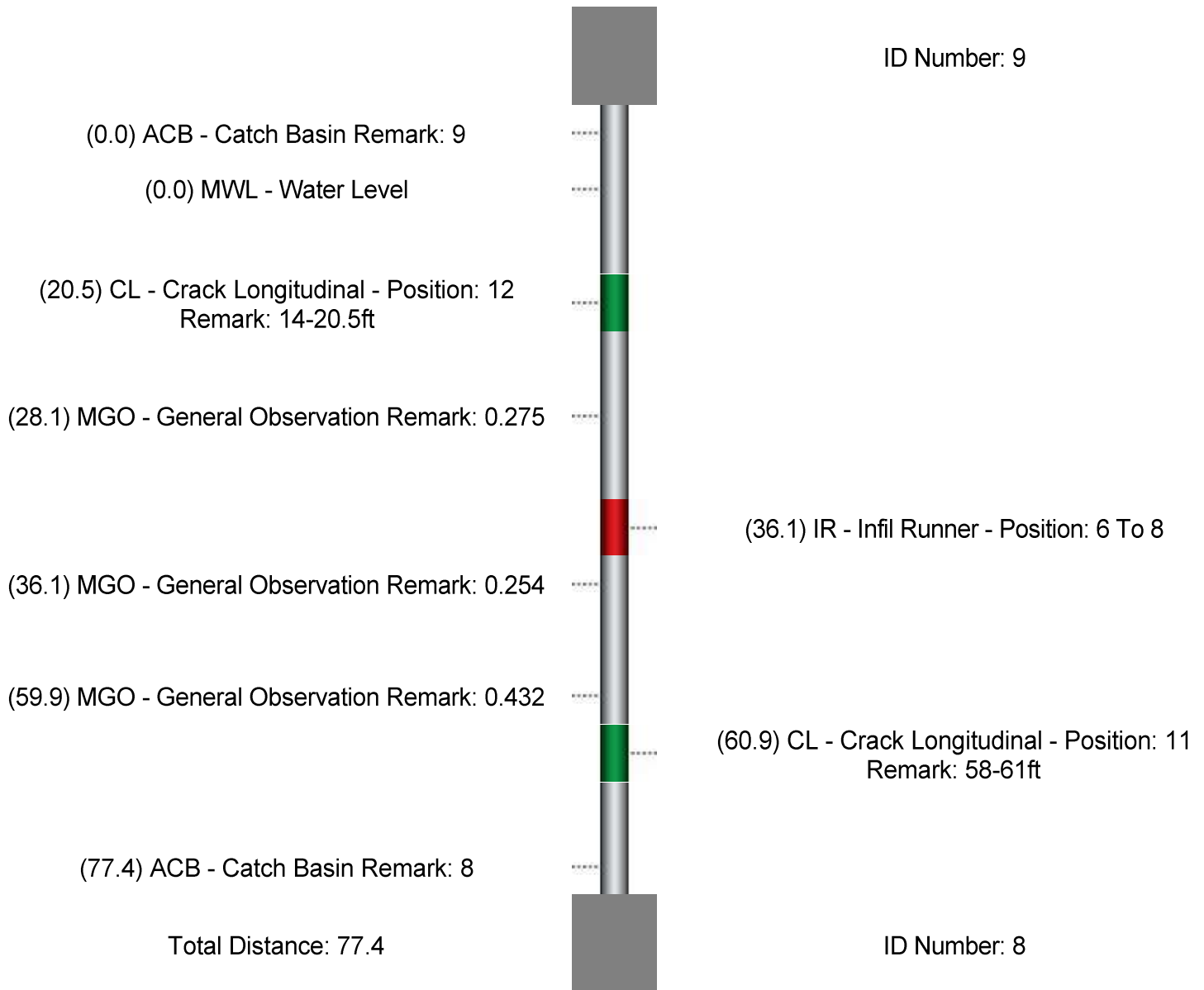
Downstream MH: 8

Direction of Survey: Downstream

Material: Reinforced Concrete
Pipe

Severity
Light
Moderate
Average
Heavy
Severe

71



Project: Vista Lakes

Date: 8/25/2020 11:08:00 AM

Street: Lake Pembroke Place

Length Surveyed: 127.1

Pacp Quick Overall Rating: 4100

Height (Diameter): 24

Street: Lake Pembroke Place

Pipe Segment Reference: 10A-10

Upstream MH: 10A

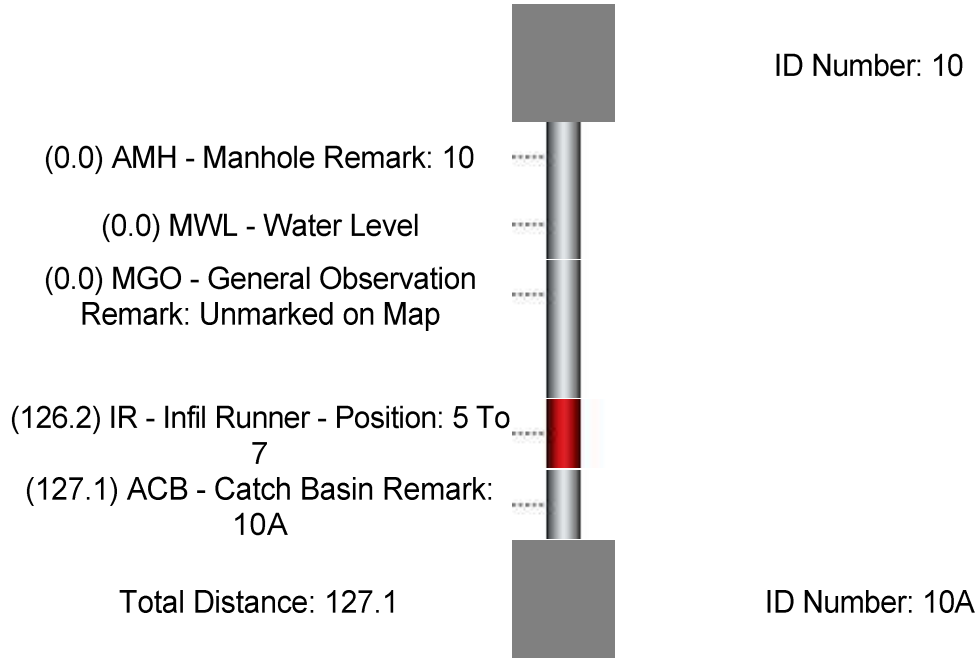
Downstream MH: 10

Direction of Survey: Upstream

Material: Reinforced Concrete Pipe

Severity
Light
Moderate
Average
Heavy
Severe

72



Created with the  report generator

Project: Vista Lakes

Date: 8/25/2020 10:47:00 AM

Street: Lake Pembroke Place

Length Surveyed: 148.8

Pacp Quick Overall Rating: 4131

Height (Diameter): 24

Street: Lake Pembroke Place

Pipe Segment Reference: 10-11

Upstream MH: 10

Downstream MH: 11

Direction of Survey: Upstream

Material: Reinforced Concrete
Pipe

Severity

Light

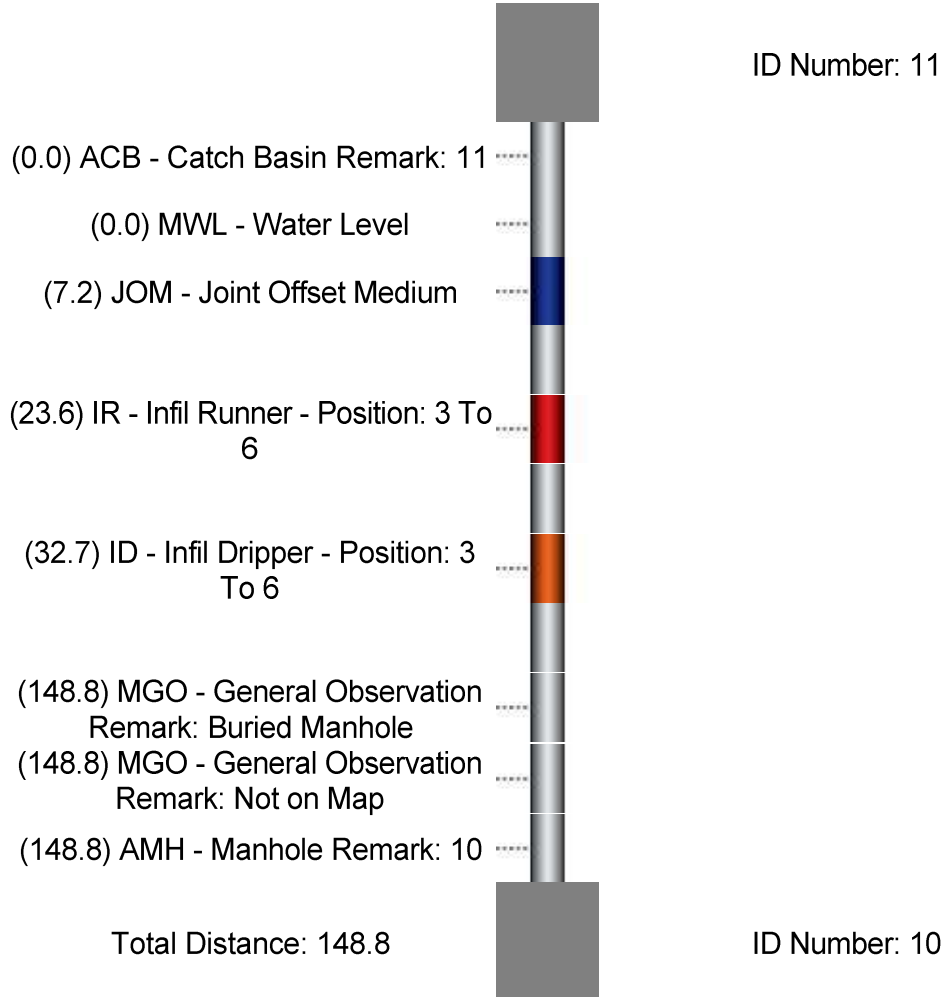
Moderate

Average

Heavy

Severe

73



Created with the  report generator

Project: Vista Lakes

Date: 8/25/2020 10:24:00 AM

Street: Lake Pembroke Place

Length Surveyed: 33.2

Pacp Quick Overall Rating: 4100

Height (Diameter): 36

Street: Lake Pembroke Place

Pipe Segment Reference: 11-12

Upstream MH: 11

Downstream MH: 12

Direction of Survey: Downstream

Material: Reinforced Concrete
Pipe

Severity

Light

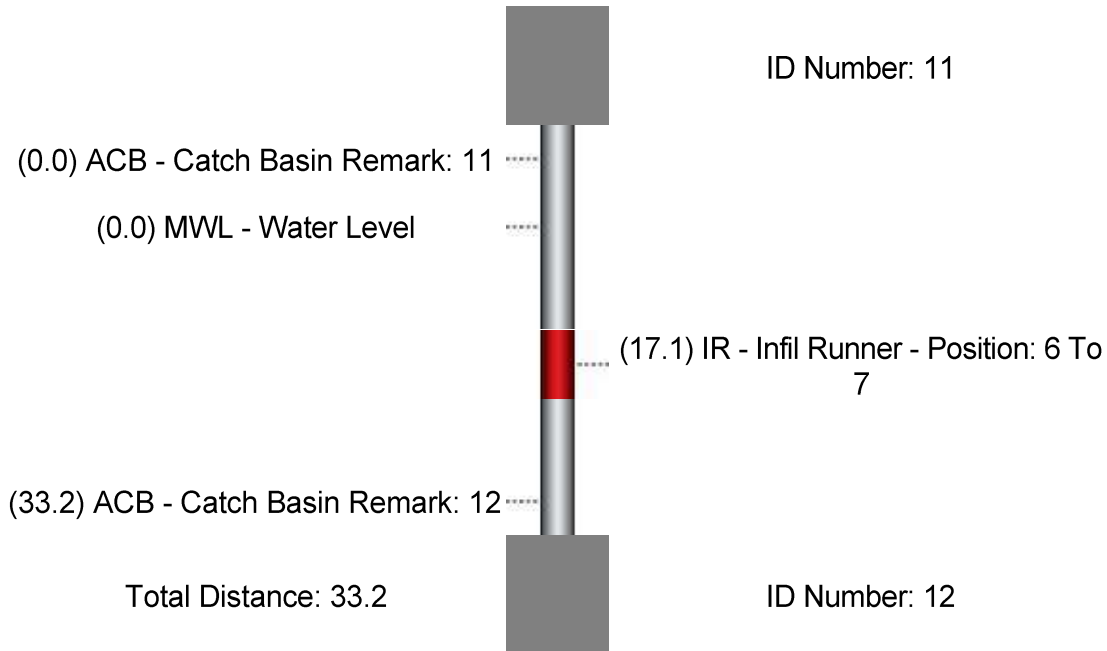
Moderate

Average

Heavy

Severe

74



Created with the  report generator

Project: Vista Lakes

Date: 8/25/2020 12:55:00 PM

Street: Lake Pembroke Place

Length Surveyed: 171.4

Pacp Quick Overall Rating: 4621

Height (Diameter): 36

Street: Lake Pembroke Place

Pipe Segment Reference: 12-Miter
End 1

Upstream MH: 12

Downstream MH: Miter End 1

Direction of Survey: Downstream

Material: Reinforced Concrete Pipe

Severity	75
Light	
Moderate	
Average	
Heavy	
Severe	

ID Number: 12

(0.0) ACB - Catch Basin Remark: 12

(0.0) MWL - Water Level

(84.2) IR - Infil Runner - Position: 2 To 6

(91.9) IR - Infil Runner - Position: 3 To 6

(99.8) IR - Infil Runner - Position: 10 To 6

(123.8) IR - Infil Runner - Position: 6 To 9

(163.6) ISSRB - Intruding Sealing Ring Broken -
Position: 9 To 9

(163.6) IR - Infil Runner - Position: 3 To 6

(171.4) IR - Infil Runner - Position: 6 To 11

(171.4) MSA - Abandoned Survey Remark:
Plugged

Total Distance: 171.4

ID Number: Miter End 1

REVIEWED BY

BG

Vista Lakes Area 4

Notice to Client: APS Control sheet is a summary of the work performed and deficiencies located during the inspection. The purpose of the summary is not to be used as recommendations for any repairs. The client must determine what deficiencies must be addressed.



No.	PRE INSPECTION				Total Length TVd	TV'd By	Date TV'd	Comments
	Structure		Pipe Size	Pipe Type				
	From	To						
1	MH-2	MH-1	15"	RCP	59.5'	JP	08/25/20	Crack Longitudinal @8.5' Crack Multiple @15.9' Crack Circumferential @53.9'
2	MH-2	MH-3	15"	RCP	33.7'	JP	08/25/20	Crack Multiple @0.6' Crack Longitudinal @8.3' Infil Runner @33.5'
3	MH-2	MH-4	18"	RCP	325.2'	JP	08/25/20	Crack Multiple @11.4' Intruding Sealing Ring @37.7' Multiple Infiles and Multiple Roots Fine Joint, Refer to PDF
4	MH-5	MH-4	18"	RCP	238.1'	JP	08/25/20	Roots Medium Joint @63.0'/ @135.0' Infil Runner @182.6'
5	MH-5	MH-6	15"	RCP	42.7'	JP	08/25/20	Crack Multiple @10.1' Infil Runner @16.4' Crack Multiple @28.8'
6	MH-7	MH-5	24"	RCP	256.3'	JP	08/25/20	Multiple Infiles & Cracks , Refer to PDF
7	MH-7	MH-10A	24"	RCP	33.4'	JP	08/25/20	
8	MH-8	MH-7	18"	RCP	147.1'	JP	08/25/20	Crack Longitudinal @8.6' Crack Circumferential @109.1'/ @118.7' Infil Runner @145.6'
9	MH-9	MH-8	15"	RCP	77.4'	JP	08/25/20	Crack Longitudinal @20.5' Infil Runner @36.1' Crack Longitudinal @60.9'
10	MH-10	MH-10A	24"	RCP	127.1	JP	08/25/20	Infil Runner @126.2'
11	MH-11	MH-10A	24"	RCP	148.8	JP	08/25/20	Joint Offset Medium @7.2' Infil Runner @23.6' Infil Dripper @32.7'
12	MH-11	MH-12	36"	RCP	33.2	JP	08/25/20	Infil Runner @17.1'
13	MH-12	Miter End1	36"	RCP	171.4	JP	08/25/20	Infil Runner @84.2'/ @91.9'/ @99.8'/ @123.8' Intruding Sealing Ring @163.6' Infil Runner @163.6'/ @171.4' MSA @171.4' (Plug)

Attachment “C”

Deficiency Tables

Table 1 - Circumferential Crack Location

Structure from	Structure to	Pipe Size (in)	Distance (ft)	Crack Width (in)
2	1	15	38.2	
2	1	15	50.1	
2	1	15	53.7	
2	3	15	4.0	
2	3	15	13.9	
2	3	15	20.7	
2	4	18	1.5	
2	4	18	75.7	
2	4	18	161.2	
5	6	15	20.0	
8	7	18	1.0	
8	7	18	16.0	
8	7	18	32.0	
8	7	18	48.6	
8	7	18	57.3	
8	7	18	77.2	
8	7	18	78.2	
8	7	18	85.1	
8	7	18	109.1	
8	7	18	112.8	
8	7	18	118.4	
8	7	18	118.7	
8	7	18	141.0	
8	7	18	145.0	0.432
9	8	15	0.3	
9	8	15	14.1	
9	8	15	28.1	0.275
9	8	15	29.3-36.1	
9	8	15	36.1	0.254
9	8	15	37.2	
9	8	15	47.0	
9	8	15	59.9	0.432
9	8	15	70.4	

Table 2 - Longitudinal Crack Locations

Structure from	Structure to	Pipe Size (in)	Distance (ft)
2	1	15	8.5
2	3	15	8-8.5
2	3	15	16.3
2	4	18	37.6
2	4	18	86.6
2	4	18	293
2	4	18	11.5
2	4	18	175
5	6	15	8.2
5	6	15	25
5	6	15	24-31
7	5	24	29.8
7	5	24	83-86
7	5	24	94.4-96
7	5	24	114-118
7	5	24	126-134
7	5	24	150-158
7	5	24	159-165.7
7	5	24	172-173.9
7	5	24	191-196
7	5	24	198-204
7	5	24	208-215
7	5	24	240-245
7	5	24	253-254.5
8	7	18	3-10
8	7	18	35-36
8	7	18	36-41
8	7	18	57.3
8	7	18	117.5
9	8	15	14-20.5
9	8	15	35-37
9	8	15	58-61
10	10A	24	65-69
10	10A	24	102-108
10	10A	24	115-122
11	10	24	120.1

Table 3 - Multiple Crack Locations

Structure from	Structure to	Pipe Size (in)	Distance (ft)	Notes
2	1	15	16-17	Cracks Longitudinal and Circumferential with water staining (16-17 ft location)
2	3	15	0.6	Multiple cracks
2	3	15	17.8	Crack in the base of the pipe
2	4	18	11.5	
2	4	18	131.8	
5	6	15	10.0	
5	6	15	10.2	
5	6	15	29.0	
7	5	24	229.4-234	
7	5	24	247.7	Cracking/seepage in the side of pipe. Apparent pipe degradation. See Screenshot 5.
9	8	15	19.7	

Table 4 - Infiltration Locations

Structure from	Structure to	Pipe Size (in)	Distance (ft)	Notes
2	3	15	33.5	Infil Runner in top corner of catch basin structure at MH-3
2	4	18	45.7	
2	4	18	62	
2	4	18	86.6	
2	4	18	252.8	Infil Runner at Joint
5	4	18	183	
5	6	15	16.4	
7	5	24	6.5	Dripper
7	5	24	14.4	Dripper
7	5	24	22.6	Dripper
7	5	24	30.6	Dripper
7	5	24	38.6	Runner
7	5	24	46.7	Runner
7	5	24	62.6	Runner
7	5	24	70.6	Runner
7	5	24	78.6	Weeper
7	5	24	86.3	Weeper
7	5	24	94.4	Runner
7	5	24	100.4	Dripper
7	5	24	118.4	Runner
7	5	24	126.3	Runner
7	5	24	134.3	Runner
7	5	24	142.4	Seepage
7	5	24	157.9	Runner
7	5	24	182.2	Gusher
7	5	24	197.6	Runner
7	5	24	222.0	Runner
7	5	24	229.4	Runner
7	5	24	237.4	Runner
7	5	24	245.4	Runner
7	5	24	253.5	Seepage
8	7	18	26.5	Seepage at Joint
8	7	18	58.3	Seepage at Joint
8	7	18	114.6	Seepage at Joint
10	10A	24	126.2	Runner, Circumferential Crack
11	10	24	23.6	Runner
11	10	24	32.6	Dripper
11	12	36	17.1	Runner
12	MES	36	84.2	Runner
12	MES	36	92	Runner
12	MES	36	99.8	Runner
12	MES	36	108.5	Dripper
12	MES	36	123.8	Runner
12	MES	36	163.6	Runner
12	MES	36	171.4	Runner


Table 5 - Root Intrusion Locations

Structure from	Structure to	Pipe Size (in)	Distance (ft)	Notes
2	4	18	197.0	Root Intrusion at Joint
2	4	18	213.2	Root Intrusion at Joint
2	4	18	223.7	Root Intrusion at Joint
2	4	18	244.7	Root Intrusion at Joint
2	4	18	252.8	Root Intrusion at Joint
2	4	18	260.7	Root Intrusion at Joint
2	4	18	268.6	Fine Root intrusion at Joint
2	4	18	276.6	Medium Root intrusion at Joint
5	4	18	63.0	Medium Root Intrusion at Joint
5	4	18	135.0	Medium Root Intrusion at Joint

5.A.ii.

PROJECT MEMORANDUM

To: Kristen Suit
District Manager
Inframark, Infrastructure Management Services

From: David Hamstra, P.E., CFM 
District Engineer

Date: February 3, 2021

Re: Vista Lakes Security Cameras

Subject: City of Orlando Permitting Requirements

The purpose of this project memorandum is to inform the CDD Board of Directors that, based on our review of the City of Orlando permitting requirements currently in place, the installation of security cameras to improve the safety of the residents within the Vista Lake community will require a City of Orlando Building Permit as well as a City of Orlando Electrical Permit (refer to Attachment "A" for copies of the permit applications).

No work or installation will be allowed to commence prior to the issuance of said permits and all work must meet the standards of all laws regulating construction in the City of Orlando.

We contacted Mr. Larry Barton (407-246-3430), Electrical Plans Examiner, for additional information regarding specific technical documentation required to allow for his review and permit application approval. Electrical drawings, at a minimum, will be required to accompany the permit application associated with the proposed 14 security cameras (refer to Attachment "B" for the camera locations). We will provide any additional information conveyed by Mr. Barton in a follow-up memorandum. The permitting process will take approximately two weeks to complete assuming a minimum number of requests for additional information.

In closing, we respectfully request the Board's direction on whether the CDD, or the Homeowner's Association will undertake this assignment so that we may proceed accordingly.

END OF MEMO

cc: Leylah Saavedra, Pegasus Engineering
Pegasus Project File MSC-22024

Attachment “A”

Copies of the City
Permit Applications

BUILDING PERMIT APPLICATION

Submit application to digitalpermits@cityoforlando.net

For efficient processing, please reference "New Permit" in the Subject Line



Date: _____

*Required Fields

*Job Site Address or Parcel ID #:

*Digital Applicant/Primary Contact: _____ *Phone: _____

*Email: _____

*Job/Project Name: _____

*Property Owner Name: _____

*Property Owner Email: _____

*Address: _____

*Phone: _____

Business Owner Name: _____

Address: _____

*Phone: _____

Name: _____

Address: _____

Email: _____

Company Name: _____

Company Address: _____

*Phone: _____

Architect/Engineer's Name: _____

Email: _____

Address: _____

*Phone: _____

Bonding Company Name & Address: _____

Fee Simple Titleholder's Name & Address (if other than owner): _____

Mortgage Lender's Name & Address: _____

Will you be removing any trees on the property? Yes No

If yes, a [tree removal permit](#) is required. Have you already applied for one? Yes No

PROPERTY
CONTRACTOR
PROFESSIONALS
WORK DESCRIPTION
TREES

(SUBTYPE - SELECT ONE):

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> New | <input type="checkbox"/> Roof ² | <input type="checkbox"/> Billboard | <input type="checkbox"/> Dumpster Enclosure/Pad |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Accessory Structure | <input type="checkbox"/> Change of Use | LEED: <input type="checkbox"/> Certified |
| <input type="checkbox"/> Alteration ¹ | <input type="checkbox"/> Tent | <input type="checkbox"/> Swimming Pool | <input type="checkbox"/> Silver |
| <input type="checkbox"/> Site Work | <input type="checkbox"/> Repair/Replace ¹ | <input type="checkbox"/> Solar | <input type="checkbox"/> Gold |
| <input type="checkbox"/> Fence | <input type="checkbox"/> Sign | <input type="checkbox"/> Foundation Only | <input type="checkbox"/> Platinum |

¹Requires separate scope of work ²Requires Re-roofing Information form

*Total Sq. Ft of Tenant Space: _____ *Estimated Construction Cost: \$_____

Note: Owner furnished equipment and materials must be included in Estimated Construction Cost.

Related to Code Enforcement Action? ☐ Yes ☐ No*Plan Review Type: ☐ Commercial ☐ Residential¹ (single family) ☐ Residential 2 (duplex)☐ Residential 3 or more units ^a ☐ Detached Structure (ex: garage/apt, etc) Please explain in work description.

Company Name

State of Florida
License # Reg/Cert

Card Holders Name

Elect. _____	_____	_____
Mech. _____	_____	_____
Plumb. _____	_____	_____
Gas. _____	_____	_____
Fire. _____	_____	_____

(PLEASE FILL OUT THIS SECTION FOR SIGN PERMITS ONLY)

Building Frontage (Ft): _____ Primary _____ Secondary _____ Third _____ Fourth _____

Sign Type ³	Electric? (Y/N)	Test Lab #	Sign Area (SqFt)	Existing or Proposed?
------------------------	-----------------	------------	------------------	-----------------------

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

³Awning, Billboard, Construction, Ground/Pole, Marquee, Menu, Monument, Other, Political Campaign, Projecting, Real Estate, Trailer, Wall, Window (identify existing and proposed signs)

Deck Area (SqFt): _____ Fenced? (Y/N) _____ Screened? (Y/N) _____ Overhead Power Distance (Ft): _____

Length (Ft): _____ Width (Ft): _____ Area (SqFt): _____ In Use From: _____ To: # of Tents: _____

⁴Flame Retardant Certificate Required

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in the City of Orlando. I understand that a separate permit must be secured for MECHANICAL, ELECTRICAL, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS and AIR CONDITIONERS, etc.

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.



WARNING TO OWNER

YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT. IF THE ESTIMATED COST OF THIS JOB IS GREATER THAN \$2,500 A CERTIFIED COPY OF THE RECORDED NOTICE OF COMMENCEMENT MUST BE FILED WITH PERMITTING SERVICES PRIOR TO SCHEDULING YOUR FIRST INSPECTION.

If you are not the owner of the property being permitted, you must, by law (FS 713.135 (c)) promise to inform the fee simple titleholder that the property in question is being subjected to possible liens and/or attachment.

Property Address: _____ Phone: _____
 Permit #: _____ (if applicable)

*Property Owner Signature _____ Date: _____

Print Name _____ (Owner)

STATE OF FLORIDA, COUNTY OF _____

SWORN to and subscribed freely and voluntarily for the purpose therein expressed before me by _____, known to me to be the person described in and who executed the foregoing. He/she is personally known to me or has produced _____ (type of identification) as identification.

WITNESS my hand and official seal in the County and State last aforesaid this _____ day of _____, 201____.

 Notary Public Signature

Print Name: _____ My Commission Expires: _____

*Contractor Signature _____ Date: _____

Print Name _____ (Contractor)

STATE OF FLORIDA, COUNTY OF _____

SWORN to and subscribed freely and voluntarily for the purpose therein expressed before me by _____, known to me to be the person described in and who executed the foregoing. He/she is personally known to me or has produced _____ (type of identification) as identification.

WITNESS my hand and official seal in the County and State last aforesaid this _____ day of _____, 201____.

 Notary Public Signature

Print Name: _____ My Commission Expires: _____

CERTIFICATE OF COMPETENCY HOLDER

Contractor's State Certification or Registration No. _____

Contractor's Certificate of Competency No. _____

OWNER'S ELECTRONIC SUBMISSION STATEMENT:

Under penalty of perjury, I declare that all the information contained in this building permit application is true and correct.

For plan review status, inspection scheduling/results and other permitting information, visit online at cityoforlando.net/permits or please call "PROMPT", our Interactive Voice Response system at 407.246.4444.



PROPERTY OWNER

CONTRACTOR

Electrical Permit Application

*For digital plans review, please email this application to digitalpermits@orlando.gov

Projects utilizing Private Provider require submittal and application via our [Private Provider application service page](#).

Date: _____ Related Building Permit # (if applicable): _____

Job Site Address, Parcel ID # or Legal Description: _____

Owner Name, Address, Phone: _____

*Digital Plans Applicant Name: _____ *Company: _____

*Email: _____ *Phone: _____

Contractor Name¹: _____ License #: _____

Contractor Company Name¹, Address: _____

¹Current license and insurance information must be registered with Permitting Services or provided with this application.

Primary Contact: _____ Job/Project Name: _____

For Contractor and Primary Contact, do we have current Phone #, FAX # and email address? _____

*Work Description: _____

Electric Utility:

Orlando Utilities Commission

Duke Energy

***** If power is required to be released, please complete the service type section below:

<u>SERVICE TYPE</u>				
Phase ³	# of Amps	Description ⁴	# of Meters ⁵	
_____	_____	_____	_____	
_____	_____	_____	_____	

³Single

⁴New Service, Temporary Service/Pole

⁵Multiple meters require address assignment for each meter. Indicate additional meter addresses in the work description above. New addresses or an increase in # of meters will be subject to Engineering/Zoning review for allowable number of residential units.

GENERAL

Type of Work (subtype—select one):

Addition

Alteration

Change of Service

New

Repair²

Solar

Low Voltage (**security alarm systems also require the Low Voltage Security Alarm Form**)

Safety Check Swimming Pool Temporary Service/Pole Only(may be included in New - Residential 1 or 2 Units

Rewiring one or more rooms, or opening walls requires compliance with current code for the affected location(s).

²For restoring existing equipment and materials with new equipment and materials in the same location.

ECONOMIC DEVELOPMENT • PERMITTING SERVICES

400 South Orange Avenue • First Floor PO Box 4990 • Orlando, FL 32802-4990 P

407.246.2204 • F 407.246.3420 • Orlando.gov/permits

FIXTURES

Quantity of receptacles _____ Quantity of light fixtures _____ Quantity of light switches _____ 90
Quantity of phone outlets _____ Quantity of data outlets _____ Quantity of TV outlets _____

Plan Review Type: Commercial Residential 1 or 2 units Residential 3 or more units

Related to Code Enforcement Action? (Y/N) _____ Estimated Construction Cost: \$ _____

Note: Owner furnished equipment and materials must be included in Estimated Construction Cost. If the estimated cost of this job is greater than \$2,500 and not related to a Building Permit, a certified copy of the recorded Notice of Commencement must be filed with Permitting Services prior to scheduling your first inspection. A Notice of Commencement is not required for Temporary Service/Pole. FS 713.135(d).

I hereby acknowledge that I have read this application and state that the above information is correct. I also agree to conform to all City Ordinances regulating the installation of electrical wiring, fixtures, apparatus and equipment.

Owner/ Contractor / Agent Signature: _____ Date: _____

Print Name: _____

All Commercial electrical permits associated to the project must be scheduled for the same day as "above ceiling" and "final" inspections. All Residential projects must be scheduled for the same day as "rough-in" and "final" inspections".

**NOTARIZED OWNER SIGNATURE REQUIRED ONLY IF THIS WORK IS NOT
PART OF A PROJECT WITH AN ISSUED BUILDING PERMIT.**

Owner Signature: _____

Print Name: _____ (Owner) Date: _____

(Owner)

STATE OF FLORIDA

COUNTY OF _____

SWORN to and subscribed freely and voluntarily for the purpose therein expressed before me by _____, known to me to be the person described in and who executed the foregoing. He/she is personally known to me or has produced _____ (type of identification) as identification.

WITNESS my hand and official seal in the County and State last aforesaid this _____ day of _____, 202__.

Notary Public Signature

Print Name: _____

My Commission Ends: _____

OWNER'S ELECTRONIC SUBMISSION STATEMENT:

Under penalty of perjury, I declare that all the information contained in this building permit application is true and correct.

For plan review status, inspection scheduling/results and other permitting information, please call "PROMPT", our Interactive Voice Response system at 407.246.4444 or visit online at orlando.gov/permits.

Attachment “B”

Camera Location Maps



LEGEND

Proposed Galvanized Pole Location

Location of Meter, Circuit Breaker Box, and Proposed Nema Box Location

Proposed Low Voltage Wire Run

CDD PROPERTY

CDD OPEN SPACE

HOA

93

SCALE: 1" = 30'

0

30

VISTA LAKES

PROPOSED SECURITY CAMERA LOCATION

AVON SUBDIVISION

VISTA LAKES COMMUNITY DEVELOPMENT DISTRICT

ORANGE COUNTY, FLORIDA

Pegasus

ENGINEERING

301 WEST STATE ROAD 434, SUITE 309

WINTER SPRINGS, FL 32708

TEL: 407-992-9160 • FAX: 407-358-5155

WEB: WWW.PEGASUSENGINEERING.NET

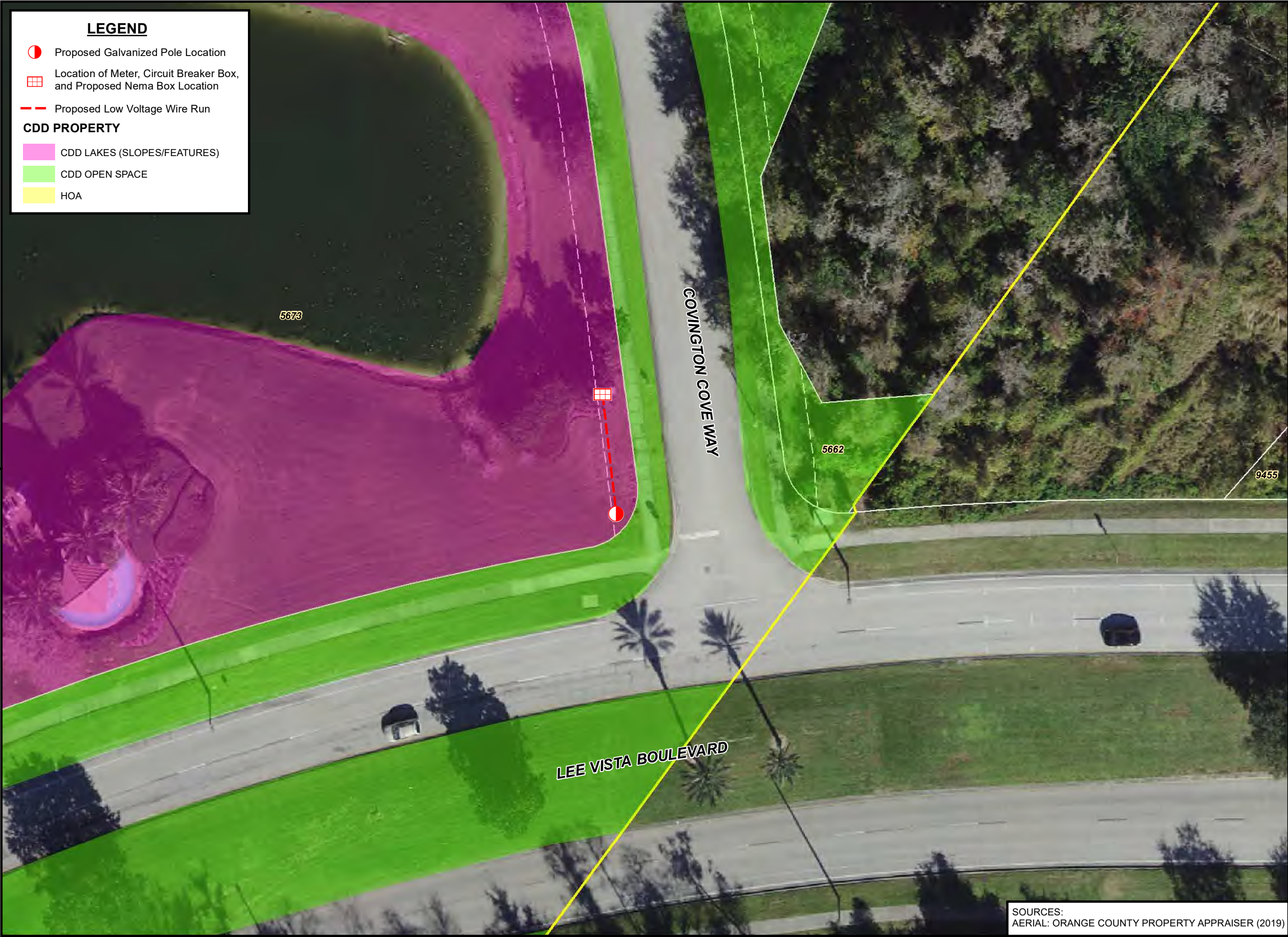
JOB NO.: MSC-22024

DATE: 03-17-2020

LOCATION

A

SOURCES:
AERIAL: ORANGE COUNTY PROPERTY APPRAISER (2019)



LEGEND

- Proposed Galvanized Pole Location
- Location of Meter, Circuit Breaker Box, and Proposed Nema Box Location
- Proposed Low Voltage Wire Run

CDD PROPERTY

- CDD LAKES (SLOPES/FEATURES)
- CDD OPEN SPACE
- HOA

94



SCALE: 1" = 30'



VISTA LAKES

PROPOSED SECURITY CAMERA LOCATION
AVON SUBDIVISION

VISTA LAKES COMMUNITY DEVELOPMENT DISTRICT
ORANGE COUNTY, FLORIDA



301 WEST STATE ROAD 434, SUITE 309
WINTER SPRINGS, FL 32708
TEL: 407-992-9160 • FAX: 407-358-5155
WEB: WWW.PEGASUSENGINEERING.NET

JOB NO.: MSC-22024
DATE: 03-17-2020

LOCATION

B

SOURCES:
AERIAL: ORANGE COUNTY PROPERTY APPRAISER (2019)



LEGEND

Proposed Galvanized Pole Location

Location of Meter, Circuit Breaker Box, and Proposed Nema Box Location

Proposed Low Voltage Wire Run

CDD PROPERTY

CDD OPEN SPACE

HOA

95

SCALE: 1" = 20'

0

20

PROPOSED SECURITY CAMERA LOCATION

WARWICK SUBDIVISION

VISTA LAKES COMMUNITY DEVELOPMENT DISTRICT

ORANGE COUNTY, FLORIDA

Pegasus

ENGINEERING

301 WEST STATE ROAD 434, SUITE 309

WINTER SPRINGS, FL 32708

TEL: 407-992-9160 • FAX: 407-358-5155

WEB: WWW.PEGASUSENGINEERING.NET

JOB NO.: MSC-22024

DATE: 03-17-2020

LOCATION




D

SOURCES:



AERIAL: ORANGE COUNTY PROPERTY APPRAISER (2019)



LEGEND

-  Proposed Galvanized Pole Location
-  Location of Meter, Circuit Breaker Box, and Proposed Nema Box Location
-  Proposed Low Voltage Wire Run

CDD PROPERTY

-  CDD OPEN SPACE
-  HOA

96



SCALE: 1" = 20'



VISTA LAKES

PROPOSED SECURITY CAMERA LOCATION
WAVERLY, CARLISLE
& WINDSOR SUBDIVISIONS
VISTA LAKES COMMUNITY DEVELOPMENT DISTRICT
ORANGE COUNTY, FLORIDA

Pegasus
ENGINEERING
301 WEST STATE ROAD 434, SUITE 309
WINTER SPRINGS, FL 32708
TEL: 407-992-9160 • FAX: 407-358-5155
WEB: WWW.PEGASUSENGINEERING.NET

JOB NO.: MSC-22024
DATE: 03-17-2020

LOCATION
E

SOURCES:
AERIAL: ORANGE COUNTY PROPERTY APPRAISER (2019)



LEGEND

Proposed Galvanized Pole Location

Location of Meter, Circuit Breaker Box, and Proposed Nema Box Location

Proposed Low Voltage Wire Run

CDD PROPERTY

CDD OPEN SPACE

HOA

97

SCALE: 1" = 20'

0

20

PROPOSED SECURITY CAMERA LOCATION

PEMBROKE SUBDIVISION

VISTA LAKES COMMUNITY DEVELOPMENT DISTRICT

ORANGE COUNTY, FLORIDA

Pegasus
ENGINEERING
301 WEST STATE ROAD 434, SUITE 309
WINTER SPRINGS, FL 32708
TEL: 407-992-9160 • FAX: 407-358-5155
WEB: WWW.PEGASUSENGINEERING.NET

JOB NO.: MSC-22024

DATE: 03-17-2020

LOCATION

F

SOURCES:

AERIAL: ORANGE COUNTY PROPERTY APPRAISER (2019)



LEGEND

- Proposed Galvanized Pole Location
- Location of Meter, Circuit Breaker Box, and Proposed Nema Box Location
- Proposed Low Voltage Wire Run

CDD PROPERTY

- CDD OPEN SPACE
- HOA

98
SCALE: 1" = 20'
0 20

VISTA LAKES

PROPOSED SECURITY CAMERA LOCATION
AMHURST SUBDIVISION
VISTA LAKES COMMUNITY DEVELOPMENT DISTRICT
ORANGE COUNTY, FLORIDA

Pegasus
ENGINEERING
301 WEST STATE ROAD 434, SUITE 309
WINTER SPRINGS, FL 32708
TEL: 407-992-9160 • FAX: 407-358-5155
WEB: WWW.PEGASUSENGINEERING.NET




JOB NO.: MSC-22024
DATE: 03-17-2020

LOCATION
G



SOURCES:
AERIAL: ORANGE COUNTY PROPERTY APPRAISER (2019)



LEGEND

-  Proposed Galvanized Pole Location
-  Location of Meter, Circuit Breaker Box, and Proposed Nema Box Location
-  Proposed Low Voltage Wire Run

CDD PROPERTY

-  CDD OPEN SPACE
-  HOA

99
SCALE: 1" = 30'
0 30

VISTA LAKES

PROPOSED SECURITY CAMERA LOCATION
COLONIE SUBDIVISION
VISTA LAKES COMMUNITY DEVELOPMENT DISTRICT
ORANGE COUNTY, FLORIDA

Pegasus
ENGINEERING
301 WEST STATE ROAD 434, SUITE 309
WINTER SPRINGS, FL 32708
TEL: 407-992-9160 • FAX: 407-358-5155
WEB: WWW.PEGASUSENGINEERING.NET

JOB NO.: MSC-22024
DATE: 03-17-2020

LOCATION
H

SOURCES:
AERIAL: ORANGE COUNTY PROPERTY APPRAISER (2019)

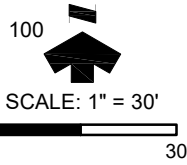


LEGEND

- Proposed Galvanized Pole Location
- Location of Meter, Circuit Breaker Box, and Proposed Nema Box Location
- Proposed Low Voltage Wire Run

CDD PROPERTY

- CDD OPEN SPACE
- HOA



VISTA LAKES

PROPOSED SECURITY CAMERA LOCATION
CHAMPLAIN SUBDIVISION

VISTA LAKES COMMUNITY DEVELOPMENT DISTRICT
ORANGE COUNTY, FLORIDA

Pegasus
ENGINEERING
301 WEST STATE ROAD 434, SUITE 309
WINTER SPRINGS, FL 32708
TEL: 407-992-9160 • FAX: 407-358-5155
WEB: WWW.PEGASUSENGINEERING.NET

JOB NO.: MSC-22024
DATE: 03-17-2020

LOCATION

1

SOURCES:
AERIAL: ORANGE COUNTY PROPERTY APPRAISER (2019)



101
SCALE: 1" = 30'

VISTA LAKES

PROPOSED SECURITY CAMERA LOCATION
CHAMPLAIN SUBDIVISION
VISTA LAKES COMMUNITY DEVELOPMENT DISTRICT
ORANGE COUNTY, FLORIDA

Pegasus
ENGINEERING
301 WEST STATE ROAD 434, SUITE 309
WINTER SPRINGS, FL 32708
TEL: 407-992-9160 • FAX: 407-358-5155
WEB: WWW.PEGASUSENGINEERING.NET

JOB NO.: MSC-22024
DATE: 03-17-2020

LOCATION
J

SOURCES:
AERIAL: ORANGE COUNTY PROPERTY APPRAISER (2019)



LEGEND

Proposed Galvanized Pole Location

Location of Meter, Circuit Breaker Box, and Proposed Nema Box Location

Proposed Low Voltage Wire Run

CDD PROPERTY

CDD OPEN SPACE

HOA

102

SCALE: 1" = 30'

0

30

VISTA LAKES

PROPOSED SECURITY CAMERA LOCATION
NEWPORT SUBDIVISION

VISTA LAKES COMMUNITY DEVELOPMENT DISTRICT
ORANGE COUNTY, FLORIDA

Pegasus
ENGINEERING

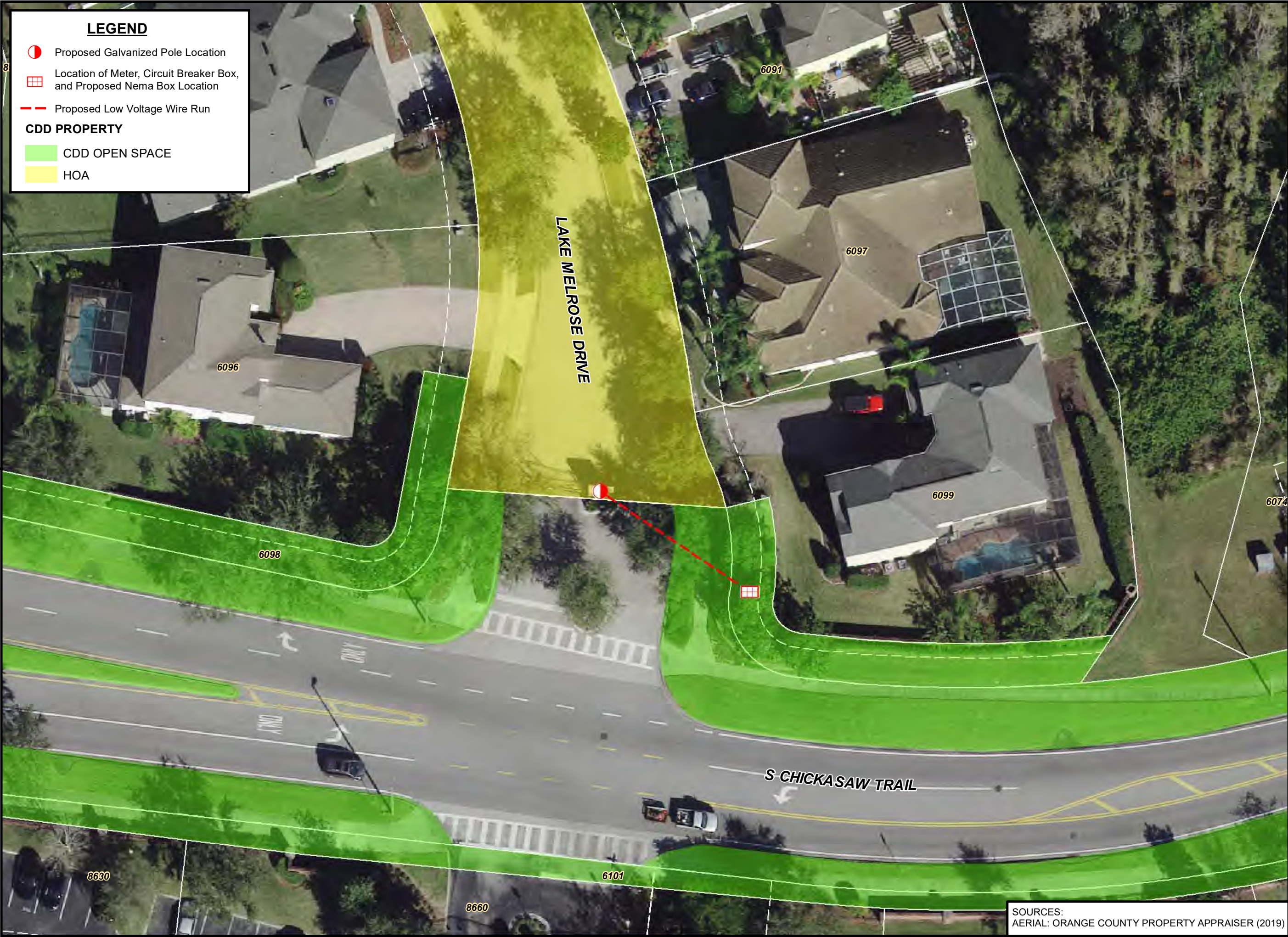
301 WEST STATE ROAD 434, SUITE 309
WINTER SPRINGS, FL 32708
TEL: 407-992-9160 • FAX: 407-358-5155
WEB: WWW.PEGASUSENGINEERING.NET

JOB NO.: MSC-22024
DATE: 03-17-2020

LOCATION

K & L

SOURCES:
AERIAL: ORANGE COUNTY PROPERTY APPRAISER (2019)



LEGEND

- Proposed Galvanized Pole Location
- Location of Meter, Circuit Breaker Box, and Proposed Nema Box Location
- Proposed Low Voltage Wire Run

CDD PROPERTY

- CDD OPEN SPACE
- HOA

103



SCALE: 1" = 30'

VISTA LAKES

PROPOSED SECURITY CAMERA LOCATION
MELROSE SUBDIVISION

VISTA LAKES COMMUNITY DEVELOPMENT DISTRICT
ORANGE COUNTY, FLORIDA



301 WEST STATE ROAD 434, SUITE 309
WINTER SPRINGS, FL 32708
TEL: 407-992-9160 • FAX: 407-358-5155
WEB: WWW.PEGASUSENGINEERING.NET

JOB NO.: MSC-22024
DATE: 03-17-2020

LOCATION


M

SOURCES:
AERIAL: ORANGE COUNTY PROPERTY APPRAISER (2019)

5.A.iii.

PROJECT MEMORANDUM

To: Kristen Suit
District Manager
Inframark, Infrastructure Management Services

From: David Hamstra, P.E., CFM 
District Engineer

Date: February 3, 2021

Re: Vista Lakes Entrance Monument

Subject: City of Orlando Permitting Requirements

The purpose of this project memorandum is to inform the CDD Board of Supervisors that, based on our review of the City of Orlando permitting requirements currently in place, the installation of an entrance monument to serve the north entrance of the Vista Lakes community at Chickasaw Trail will require a City of Orlando Building Permit (refer to Attachment "A" for a copy of the permit application).

No work or installation will be allowed to commence prior to the issuance of said permit and all work must meet the standards of all laws regulating construction in the City of Orlando (refer to Attachment "B" for the Location Map).

Based on a conversation with Mr. Don Fields (407-246-2654), Chief Building Plans Examiner, the Building Permit Application must be accompanied by a detailed survey and civil drawings. The permitting process will take approximately two to three weeks to complete assuming a minimum number of requests for additional information.

In closing, we respectfully request the Board's direction on whether the CDD, or the Master Homeowner's Association will undertake this assignment so that we may proceed accordingly.

END OF MEMO

cc: Leylah Saavedra, Pegasus Engineering
Pegasus Project File MSC-22024

Attachment “A”

City Permit Application

BUILDING PERMIT APPLICATION

Submit application to digitalpermits@cityoforlando.net

For efficient processing, please reference "New Permit" in the Subject Line



Date: _____

***Required Fields**

*Job Site Address or Parcel ID #: _____

*Digital Applicant/Primary Contact: _____ *Phone: _____

*Email: _____

*Job/Project Name: _____

*Property Owner Name: _____

*Property Owner Email: _____

*Address: _____

*Phone: _____

Business Owner Name: _____

Address: _____

*Phone: _____

Name: _____

Address: _____

Email: _____

Company Name: _____

Company Address: _____

*Phone: _____

Architect/Engineer's Name: _____

Email: _____

Address: _____

*Phone: _____

Bonding Company Name & Address: _____

Fee Simple Titleholder's Name & Address (if other than owner): _____

Mortgage Lender's Name & Address: _____

Will you be removing any trees on the property?

Yes

No

If yes, a [tree removal permit](#) is required. Have you already applied for one?

Yes

No

PROPERTY
CONTRACTOR
PROFESSIONALS
WORK DESCRIPTION
TREES

(SUBTYPE - SELECT ONE):

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> New | <input type="checkbox"/> Roof ² | <input type="checkbox"/> Billboard | <input type="checkbox"/> Dumpster Enclosure/Pad |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Accessory Structure | <input type="checkbox"/> Change of Use | LEED: <input type="checkbox"/> Certified |
| <input type="checkbox"/> Alteration ¹ | <input type="checkbox"/> Tent | <input type="checkbox"/> Swimming Pool | <input type="checkbox"/> Silver |
| <input type="checkbox"/> Site Work | <input type="checkbox"/> Repair/Replace ¹ | <input type="checkbox"/> Solar | <input type="checkbox"/> Gold |
| <input type="checkbox"/> Fence | <input type="checkbox"/> Sign | <input type="checkbox"/> Foundation Only | <input type="checkbox"/> Platinum |

¹Requires separate scope of work ²Requires Re-roofing Information form

*Total Sq. Ft of Tenant Space: _____ *Estimated Construction Cost: \$_____

Note: Owner furnished equipment and materials must be included in Estimated Construction Cost.

Related to Code Enforcement Action? ☐ Yes ☐ No*Plan Review Type: ☐ Commercial ☐ Residential¹ (single family) ☐ Residential 2 (duplex)☐ Residential 3 or more units ^a ☐ Detached Structure (ex: garage/apt, etc) Please explain in work description.

Company Name

State of Florida
License # Reg/Cert

Card Holders Name

Elect. _____	_____	_____
Mech. _____	_____	_____
Plumb. _____	_____	_____
Gas. _____	_____	_____
Fire. _____	_____	_____

(PLEASE FILL OUT THIS SECTION FOR SIGN PERMITS ONLY)

Building Frontage (Ft): _____ Primary _____ Secondary _____ Third _____ Fourth _____

Sign Type³

Electric? (Y/N)

Test Lab #

Sign Area (SqFt)

Existing or Proposed?

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

³Awning, Billboard, Construction, Ground/Pole, Marquee, Menu, Monument, Other, Political Campaign, Projecting, Real Estate, Trailer, Wall, Window (identify existing and proposed signs)

Deck Area (SqFt): _____ Fenced? (Y/N) _____ Screened? (Y/N) _____ Overhead Power Distance (Ft): _____

Length (Ft): _____ Width (Ft): _____ Area (SqFt): _____ In Use From: _____ To: # of Tents: _____

⁴Flame Retardant Certificate Required

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in the City of Orlando. I understand that a separate permit must be secured for MECHANICAL, ELECTRICAL, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS and AIR CONDITIONERS, etc.

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.



WARNING TO OWNER

YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT. IF THE ESTIMATED COST OF THIS JOB IS GREATER THAN \$2,500 A CERTIFIED COPY OF THE RECORDED NOTICE OF COMMENCEMENT MUST BE FILED WITH PERMITTING SERVICES PRIOR TO SCHEDULING YOUR FIRST INSPECTION.

If you are not the owner of the property being permitted, you must, by law (FS 713.135 (c)) promise to inform the fee simple titleholder that the property in question is being subjected to possible liens and/or attachment.

Property Address: _____ Phone: _____
 Permit #: _____ (if applicable)

*Property Owner Signature _____ Date: _____

Print Name _____ (Owner)

STATE OF FLORIDA, COUNTY OF _____

SWORN to and subscribed freely and voluntarily for the purpose therein expressed before me by _____, known to me to be the person described in and who executed the foregoing. He/she is personally known to me or has produced _____ (type of identification) as identification.

WITNESS my hand and official seal in the County and State last aforesaid this _____ day of _____, 201____.

 Notary Public Signature

Print Name: _____ My Commission Expires: _____

*Contractor Signature _____ Date: _____

Print Name _____ (Contractor)

STATE OF FLORIDA, COUNTY OF _____

SWORN to and subscribed freely and voluntarily for the purpose therein expressed before me by _____, known to me to be the person described in and who executed the foregoing. He/she is personally known to me or has produced _____ (type of identification) as identification.

WITNESS my hand and official seal in the County and State last aforesaid this _____ day of _____, 201____.

 Notary Public Signature

Print Name: _____ My Commission Expires: _____

CERTIFICATE OF COMPETENCY HOLDER

Contractor's State Certification or Registration No. _____

Contractor's Certificate of Competency No. _____

OWNER'S ELECTRONIC SUBMISSION STATEMENT:

Under penalty of perjury, I declare that all the information contained in this building permit application is true and correct.

For plan review status, inspection scheduling/results and other permitting information, visit online at cityoforlando.net/permits or please call "PROMPT", our Interactive Voice Response system at 407.246.4444.



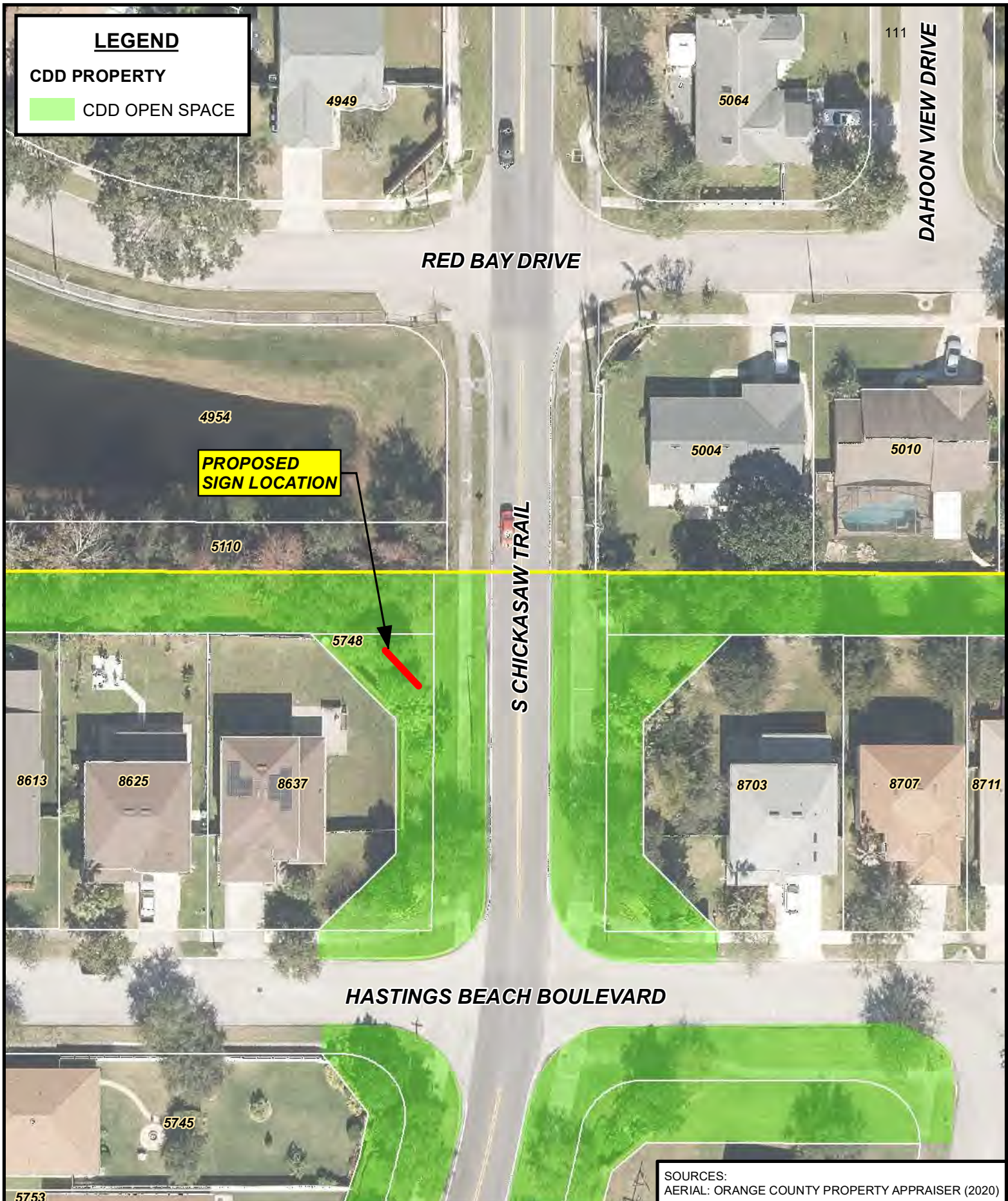
Attachment “B”

Location Map

LEGEND

CDD PROPERTY

CDD OPEN SPACE



SOURCES:
AERIAL: ORANGE COUNTY PROPERTY APPRAISER (2020)

PROPOSED ENTRANCE MONUMENT AT VISTA LAKES ON CHICKASAW TRAIL

VISTA LAKES COMMUNITY DEVELOPMENT DISTRICT
ORANGE COUNTY, FLORIDA

JOB NO.: MSC-22024
DATE: 02/03/2020

FIGURE

1



SCALE: 1" = 30'



Pegasus
ENGINEERING
301 WEST STATE ROAD 434, SUITE 309
WINTER SPRINGS, FL 32708
TEL: 407-992-9160 • FAX: 407-358-5155
WEB: WWW.PEGASUSENGINEERING.NET

5.A.iv.

Priscilla Villanueva

From: David Hamstra
Sent: Wednesday, February 3, 2021 2:25 PM
To: Priscilla Villanueva
Subject: 5509 Florence Harbor Drive | Newport Subdivision
Attachments: ARC Application 2018.docx; 5509 Florence Harbor Drive.pdf; Site Inspection #1 Photos (09-21-20).pdf; Site Inspection #2 Photos (10-14-20).pdf

Importance: High

From: David Hamstra
Sent: Tuesday, February 2, 2021 12:58 PM
To: Gloria Harshman <glorfernandes@yahoo.com>
Cc: Suit, Kristen <Kristen.Suit@inframark.com>; Monte Brown <MBrown@vistalakesfl.com>; Jeff Cornett <jcornett@servellosoninc.com>; fsebestyen@vistalakescdd.org; Carla Daly <CarlaSDaly@aol.com>; Montagna, Angel <Angel.Montagna@inframark.com>
Subject: 5509 Florence Harbor Drive | Newport Subdivision
Importance: High

Good Afternoon Gloria,

I hope this email finds you doing well.

In regards to your proposed retaining wall along the north side of your property, I have spoken with Mr. Monte Brown (Vista Lakes Community Manager) regarding the next steps for you to undertake. They are as follows:

1. Fill-out and submit the attached Architectural Review Application.
2. Under the "Purpose of Application", please check "Other".
3. Provide a copy of your Property Survey and depict the limits of the retaining wall.
4. Inform the Architectural Review Committee (ARC) of the height of the wall, the material, and potentially of brochure or photo of what you are envisioning.

After the trees are trimmed by the CDD's Landscape Company (Servello), my role is complete since your retaining wall is a private property matter that requires approval by the ARC.

Good luck with the process and I will let you know after the February 11th CDD meeting if they will approve the tree trimming bid from Servello.

You have been a pleasure to work with and I wish all homeowners were as patient and cooperative as you have been...thank you!

Respectfully,

David W. Hamstra, P.E., CFM
Stormwater Department Manager | Pegasus Engineering, LLC
301 West State Road 434, Suite 309 | Winter Springs, Florida 32708
407-992-9160 work (extension 309) | 407-247-0003 cell
david@pegasusengineering.net



Monte Brown

Community Manager

MBrown@VistaLakesFL.com

p:407.207.1241 | f: 407.207.0131

www.VistaLakesFL.com

8841 Lee Vista Blvd, Orlando, FL, 32829



VISTA LAKES COMMUNITY ASSOCIATION, INC.
ARCHITECTURAL REVIEW APPLICATION

115

Submit application to:
Residents' Club, 8841 Lee Vista Blvd. Orlando, FL 32829

For additional information contact the ARC Administrator at 407-207-1241 or ARC@VistaLakesFL.com

The Architectural Review Committee (ARC) meets the **1st and 3rd Wednesday of each month**. Deadline for submitting a request is noon the Monday prior to the Wednesday Meeting.

This form must be completed by the Homeowner or the Homeowners Agent and submitted to the (ARC) for approval prior to the commencement of any work.

Once the (ARC) has approved and dated your application, **work must complete within 1 year** or a new application must be submitted.

Please Print Legibly and Provide All Required Information

Owner Name: _____ Date ____/____/____

Vista Lakes Property Address: _____

Mailing Address (if different): _____

Home Ph. () _____ Wk. Ph. () _____ Cell Ph. () _____

Email Address: _____

Owner's Signature _____ Agent _____

Purpose of Application: ONE Request per Form

____ Shadow Box Fence (Sign and attach Appendix "A") ____ Black Aluminum Fence (Sign and attach Appendix "B")

____ Vinyl Fence (Sign and attach Appendix "C")

Lot Type: (Circle all that applies): Inside Lot Corner Lot Conservation Lot Waterfront Lot

NOTE: Shadow Box fence must be painted to match Sherwin Williams "Dewdrop" within 30 days of installation

____ House Paint: All approved color schemes are available for review at Residents' Club: Book# ____ Scheme# ____

Paint: Body: _____ Trim: _____ Door: _____

____ Pool ____ Pool enclosure ____ Screen Porch Enclosure ____ Landscape ____ Other _____

1. SITE SURVEY: Attach a copy of "marked up" survey showing setbacks and location of project.
2. SPECIFICATIONS: Attach copies of plans, material list, specs, pictures, sales brochure, etc.
3. FENCE: Posts must face inward (Not Permitted on Waterfront). Fences are not to be placed along brick walls.

Compliance

No later than 1 year after approval, an inspection will be performed to assure compliance with the application.

The work must be performed as submitted on the application.

You may request an inspection upon completion of your project.

Requests and alterations must conform to all local zoning and building regulations. If your request is approved you must obtain required permits. Installation must conform to this approval and association guidelines.

NOTICE: "These plans have been reviewed for the limited purpose of determining the aesthetic compatibility of the design plans with the community generally, in the opinion of the undersigned. These plans are reviewed on a limited basis. No review has been made with respect to the functionality, safety, compliance with governmental regulations, or otherwise and any party with respect to any such matters should make no reliance on this approval. The undersigned expressly disclaims liability of any kind with respect to these plans, the review hereof, or any structures built pursuant hereto, including but not limited, liability for negligence or breach of express or implied warranty."

For Use by ARC

MGMT. REC'D ____/____/____ FORWARDED TO ARC ON ____/____/____

TO OWNER ____/____/____ [] APPROVED [] DENIED _____ DATE ____/____/____

COMMENTS BY ARC:



SCALE: 1" = 30'



301 WEST STATE ROAD 434, SUITE 309
WINTER SPRINGS, FL 32708
TEL: 407-992-9160 • FAX: 407-358-5155
WEB: WWW.PEGASUSENGINEERING.NET

5509 FLORENCE HARBOR DRIVE

VISTA LAKES COMMUNITY DEVELOPMENT DISTRICT
ORANGE COUNTY, FLORIDA

JOB NO.: MSC-22024
DATE: 09/14/2020

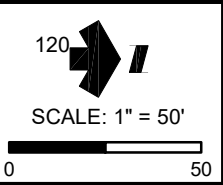
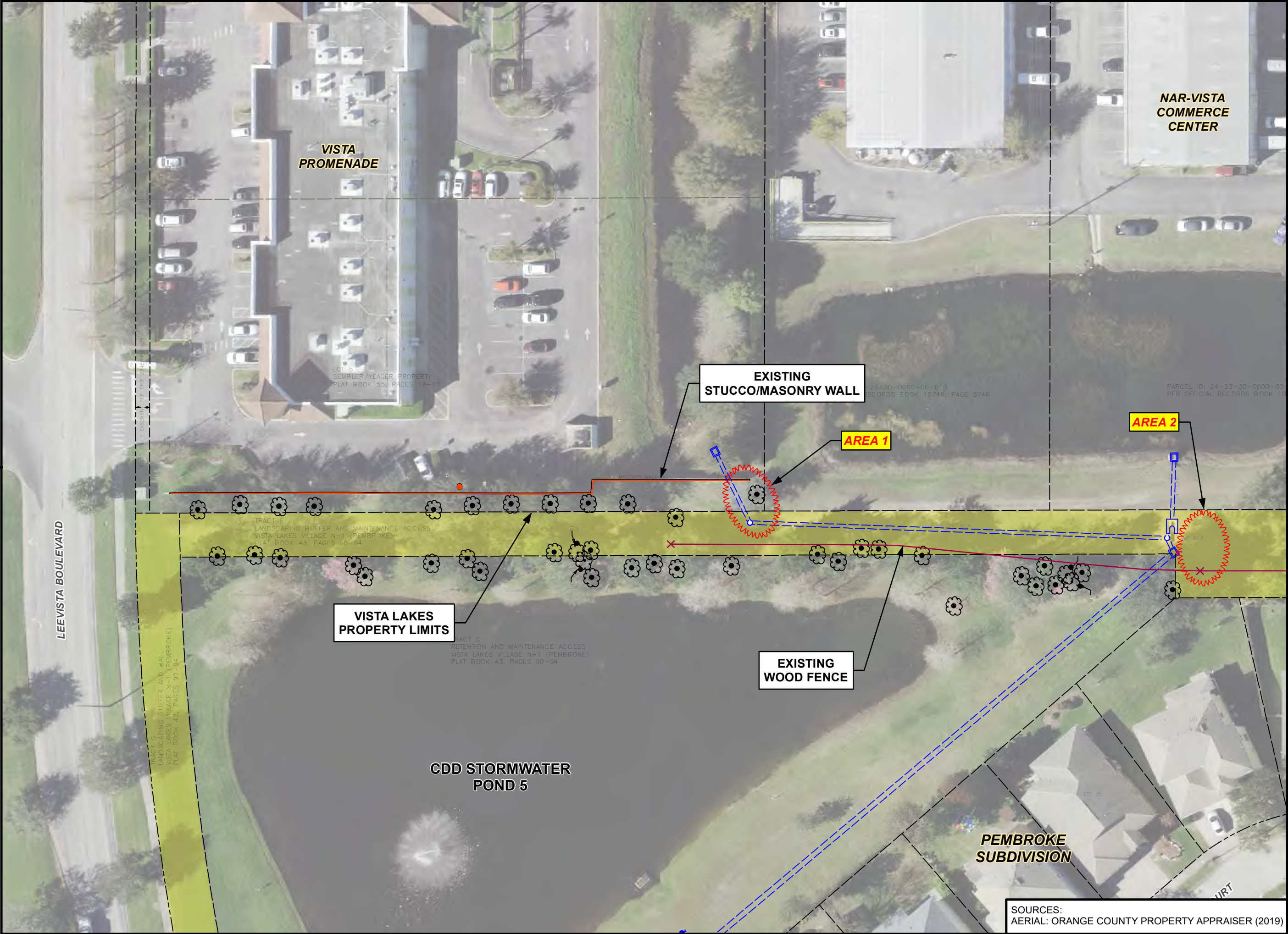
FIGURE

1





5.A.v.



**PEMBROKE SUBDIVISION
PROPOSED PRIVACY WALL**

**VISTA LAKES COMMUNITY DEVELOPMENT DISTRICT
ORANGE COUNTY, FLORIDA**

Pegasus
ENGINEERING

301 WEST STATE ROAD 434, SUITE 309
WINTER SPRINGS, FL 32708
TEL: 407-992-9160 • FAX: 407-358-5155
WEB: WWW.PEGASUSENGINEERING.NET

JOB NO.: MSC-22024
DATE: 09-21-2020

FIGURE
1

SOURCES:
AERIAL: ORANGE COUNTY PROPERTY APPRAISER (2019)





5.A.vi.

Priscilla Villanueva

From: David Hamstra
Sent: Wednesday, February 3, 2021 2:27 PM
To: Priscilla Villanueva
Subject: Champlain Subdivision Security Fence | Vista Lakes CDD

From: Mark A Cechman <mark.cechman@cityoforlando.net>
Sent: Monday, February 1, 2021 11:03 AM
To: David Hamstra <david@pegasusengineering.net>; Keith S Grayson <Keith.Grayson@cityoforlando.net>
Cc: James D Hunt <jim.hunt@cityoforlando.net>; Suit, Kristen <Kristen.Suit@inframark.com>; sclark <sclark@winterparklawyers.com>; fsebestyen@vistalakescdd.org; Beth Whikehart <beth@pegasusengineering.net>; Carla Daly <CarlaSDaly@aol.com>; TeNeika W Neasman <teneika.neasman@cityoforlando.net>
Subject: Champlain Subdivision Security Fence | Vista Lakes CDD

We are working on a written response and you should have it shortly.

Mark Cechman, AICP, LEED AP
 Chief Planner / Zoning Official
 Planning Division / Land Development Studio
 City of Orlando
 400 S. Orange Avenue, 6th Floor
 Orlando, FL 32802-4990

p. [407.246.2078](tel:407.246.2078), f. [407.246.2895](tel:407.246.2895)
zoningofficial@orlando.gov

- [Orlando City Code](#)
- [City Planning website](#)
- [Zoning Lookup](#)
- [Zoning Maps](#)
- [Permit Status](#)



From: David Hamstra <david@pegasusengineering.net>
Sent: Sunday, January 31, 2021 11:59 AM
To: Mark A Cechman <mark.cechman@cityoforlando.net>; Keith S Grayson <Keith.Grayson@cityoforlando.net>
Cc: James D Hunt <jim.hunt@cityoforlando.net>; Suit, Kristen <Kristen.Suit@inframark.com>; sclark <sclark@winterparklawyers.com>; fsebestyen@vistalakescdd.org <fsebestyen@vistalakescdd.org>; Beth Whikehart <beth@pegasusengineering.net>; Carla Daly <CarlaSDaly@aol.com>
Subject: Champlain Subdivision Security Fence | Vista Lakes CDD

Good Afternoon Mark and Keith,

The Vista Lakes CDD has their upcoming meeting on Thursday, February 11th and I am hoping to provide an update to the Board of Supervisors.

As previously requested, can you please provide a copy of the document that the City is relying on to support their current position regarding the proposed privacy wall.

Respectfully, David

From: David Hamstra

Sent: Friday, January 8, 2021 2:00 PM

To: mark.cechman@cityoforlando.net; keith.grayson@cityoforlando.net

Cc: jim.hunt@cityoforlando.net; Suit, Kristen <Kristen.Suit@inframark.com>; sclark <sclark@winterparklawyers.com>; fsebestyen@vistalakescdd.org; Beth Whitehart <beth@pegasusengineering.net>; Carla Daly <CarlaSDaly@aol.com>

Subject: Champlain Subdivision Security Fence | Vista Lakes CDD ** corrected email address **

Good Afternoon Mark and Keith and Happy New Year!

I am just following-up on my prior email regarding the above referenced matter.

Please let me know if you have any questions pertaining to our request.

Respectfully, David

From: David Hamstra

Sent: Sunday, December 20, 2020 10:57 PM

To: mark.cechman@cityoforlando.net; keith.grayson@cityoforlando.net

Cc: jim.hunt@cityoforlando.net; Suit, Kristen <Kristen.Suit@inframark.com>; sclark <sclark@winterparklawyers.com>; fsebestyen@vistalakescdd.org; Beth Whitehart <beth@pegasusengineering.net>; Carla Daly <CarlaSDaly@aol.com>

Subject: Champlain Subdivision Security Fence | Vista Lakes CDD ** corrected email address **

Good Evening Mr. Grayson,

I trust this email finds you doing well. Sorry for the delayed response to your 10/15/20 email regarding the above referenced matter.

After discussion with the Vista Lakes CDD, we would like to respectfully request a copy of the documentation associated with the specific written condition that pertaining to the pedestrian and emergency access easement.

If you have any questions, please do not hesitate to contact me directly. Thank you in advance for your assistance in this matter.

Respectfully,

David W. Hamstra, P.E., CFM

Stormwater Department Manager | Pegasus Engineering, LLC

301 West State Road 434, Suite 309 | Winter Springs, Florida 32708

407-992-9160 work (extension 309) | 407-247-0003 cell

david@pegasusengineering.net

From: Keith S Grayson <Keith.Grayson@cityoforlando.net>

Sent: Thursday, October 15, 2020 5:05 PM

To: Beth Whikehart <beth@pegasusengineering.net>

Cc: David Hamstra <david@pegasusengineering.net>; Mark A Cechman <mark.cechman@cityoforlando.net>; James D Hunt <jim.hunt@cityoforlando.net>

Subject: Re: Champlain Subdivision Security Fence | Vista Lakes CDD

Good afternoon Beth,

After a lot of research on this easement area along with the intent of the easement for pedestrian and emergency access the City can not support adding a fence across the easement.

One option of amending these condition is via an amendment to the existing Vista Lake PD. You will need to contact Mark Cechman office if you take this route.

Please let me know if you have any question. There is a question to the legal exists of the bollards, there is not a record of a permit being issued.

Keith S. Grayson, CFM, CSI
Chief Plans Examiner, Permitting Services Division

Economic Development Department
City of Orlando
400 South Orange Avenue
Orlando, Florida 32801
p. 407.246.3234
e. keith.grayson@cityoforlando.net

From: Keith S Grayson <Keith.Grayson@cityoforlando.net>

Sent: Thursday, October 15, 2020 9:54 AM

To: Beth Whikehart <beth@pegasusengineering.net>

Cc: David Hamstra <david@pegasusengineering.net>

Subject: Champlain Subdivision Security Fence | Vista Lakes CDD

Thanks, Let me get back with Management to see if we were successful in locating a copy.

Keith S. Grayson, CFM, CSI
Chief Plans Examiner, Permitting Services Division
Economic Development Department
City of Orlando
400 South Orange Avenue
Orlando, Florida 32801
p. 407.246.3234
e. keith.grayson@cityoforlando.net

From: Beth Whikehart <beth@pegasusengineering.net>
Sent: Thursday, October 15, 2020 9:51 AM
To: Keith S Grayson <Keith.Grayson@cityoforlando.net>
Cc: David Hamstra <david@pegasusengineering.net>
Subject: Champlain Subdivision Security Fence | Vista Lakes CDD

Hi Keith,

I check with several sources on our end and we were not able to locate the Developer Agreement.

Thanks, Beth

From: Keith S Grayson <Keith.Grayson@cityoforlando.net>
Sent: Thursday, October 8, 2020 2:42 PM
To: Beth Whikehart <beth@pegasusengineering.net>
Cc: David Hamstra <david@pegasusengineering.net>
Subject: Champlain Subdivision Security Fence | Vista Lakes CDD

Beth,

The answer to your question is still being looked into, Do you happen to have a copy of the Developer Agreement?

There is a question on the table to whether or not emergency access is required via this easement.

Keith S. Grayson, CFM, CSI
 Chief Plans Examiner, Permitting Services Division

Economic Development Department
City of Orlando
 400 South Orange Avenue
 Orlando, Florida 32801
 p. 407.246.3234
 e. keith.grayson@cityoforlando.net

From: Beth Whikehart <beth@pegasusengineering.net>
Sent: Thursday, October 8, 2020 2:00 PM
To: Keith S Grayson <Keith.Grayson@cityoforlando.net>
Cc: David Hamstra <david@pegasusengineering.net>
Subject: Champlain Subdivision Security Fence | Vista Lakes CDD


Good Afternoon Keith,

I wanted to follow-up with you regarding the project to see if you could answer my question on what is the process for getting approval from the City of Orlando for this project. Would this project require a standard fence permit application?

We appreciate any insight you can provide.

Thank you,

Beth Whikehart, P.E., CFM
 Pegasus Engineering, LLC
 301 West State Road 434, Suite 309
 Winter Springs, FL 32708
 407.992.9160 office
 407.920.9834 cell
beth@pegasusengineering.net



From: Beth Whikehart
Sent: Monday, September 28, 2020 11:34 AM
To: keith.grayson@cityoforlando.net
Cc: David Hamstra <david@pegasusengineering.net>
Subject: Champlain Subdivision Security Fence | Vista Lakes CDD

Good Morning Keith,

Per our discussion, the existing cul-de-sac to the north (Stoneridge) has bollards blocking the pedestrian tract that would currently block emergency vehicular access. Please see the attached photographs. Photograph #1 was taken from the pedestrian and landscape tract in Champlain, facing north to the Stoneridge cul-de-sac and Photograph #2 was taken from the pedestrian and landscape tract in the Champlain subdivision, facing northwest to the Stoneridge cul-de-sac.

Please let me know if you have any questions. I look forward to hearing back from you soon regarding this project.

Thank you,

Beth Whikehart, P.E., CFM
 Pegasus Engineering, LLC
 301 West State Road 434, Suite 309
 Winter Springs, FL 32708
 407.992.9160 office
 407.920.9834 cell
beth@pegasusengineering.net



From: Beth Whikehart
Sent: Tuesday, September 15, 2020 2:48 PM
To: keith.grayson@cityoforlando.net
Cc: David Hamstra <david@pegasusengineering.net>
Subject: Champlain Subdivision Security Fence | Vista Lakes CDD
Importance: High

Good Afternoon Keith,

The Vista Lakes Community is currently experiencing burglaries within the Champlain Subdivision. It is our understanding that the burglars are utilizing a tract of land that connects the Champlain Subdivision to the neighboring Stoneridge Subdivision. To remedy this situation and prevent further break-ins, the Vista Lakes CDD would like to have a 6-ft high PVC security fence installed similar to the layout in the attached figure (although the exact location may be shifted to avoid the existing trees).

When reviewing the plat for the property, we stumbled across some specific language on the plat (refer to the yellow highlighted text on the 2nd attachment). Specifically, the fact that the plat references this corridor as an "emergency/pedestrian tract" which was dedicated to the City of Orlando.

As we get going with this project, we would like to know what process we need to go through to get approval from the City of Orlando for this project. Would it be a standard fence permit application?

Thank you in advance for your assistance!

Respectfully,

Beth Whikehart, P.E., CFM

Pegasus Engineering, LLC

301 West State Road 434, Suite 309

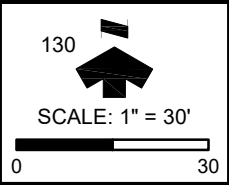
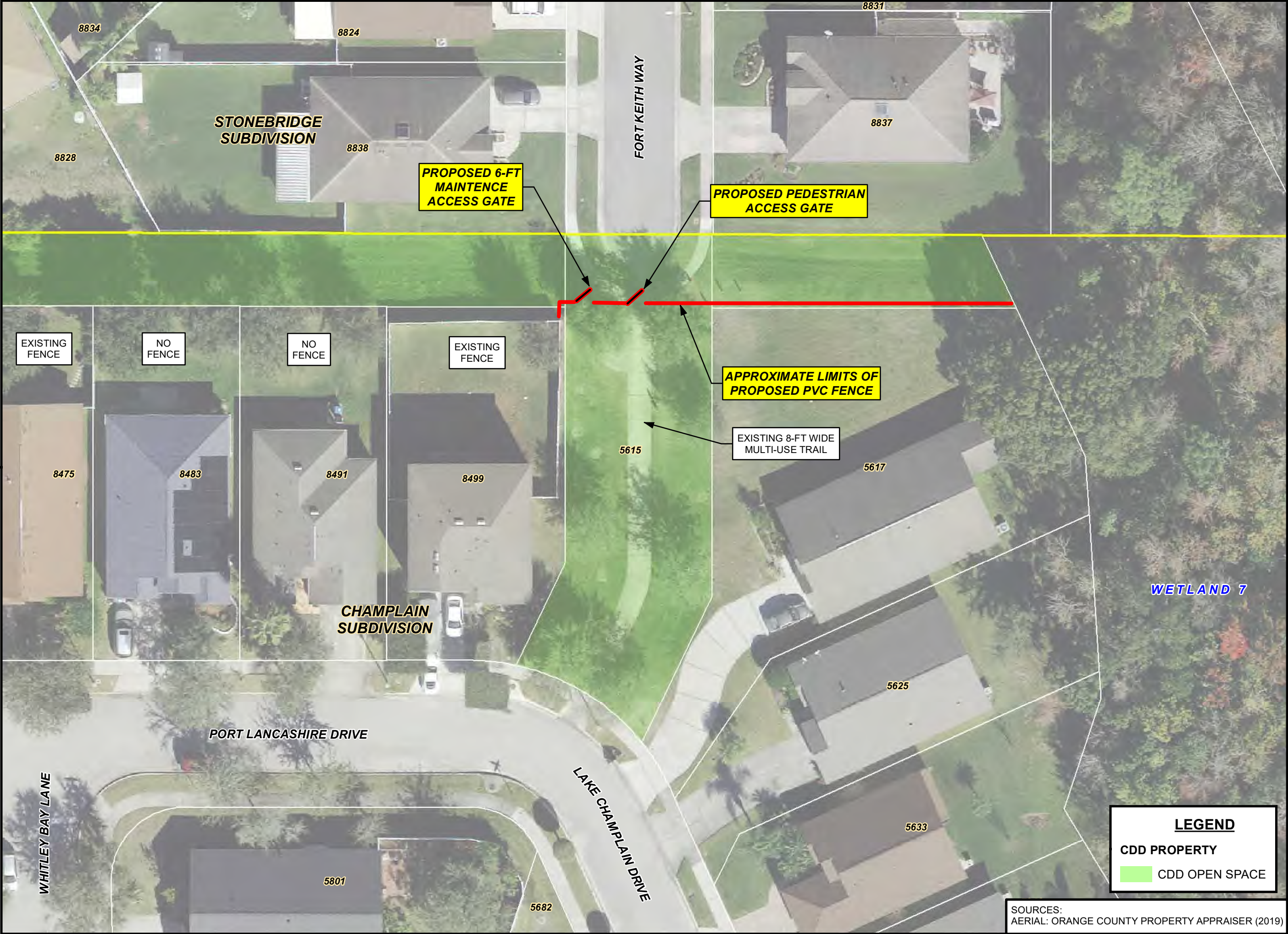
Winter Springs, FL 32708

407.992.9160 office

407.920.9834 cell

beth@pegasusengineering.net





**CHAMPLAIN SUBDIVISION
PROPOSED SECURITY FENCE**

VISTA LAKES COMMUNITY DEVELOPMENT DISTRICT
ORANGE COUNTY, FLORIDA

Pegasus
ENGINEERING

301 WEST STATE ROAD 434, SUITE 309
WINTER SPRINGS, FL 32708
TEL: 407-992-9160 • FAX: 407-358-5155
WEB: WWW.PEGASUSENGINEERING.NET

JOB NO.: MSC-22024
DATE: 09-21-2020

FIGURE
1

LEGEND

CDD PROPERTY

CDD OPEN SPACE


SOURCES:
AERIAL: ORANGE COUNTY PROPERTY APPRAISER (2019)



5.A.vii.

PROJECT MEMORANDUM

To: Kristen Suit
District Manager
Inframark, Infrastructure Management Services

From: David Hamstra, P.E., CFM 
District Engineer

Date: February 3, 2021

Re: Vista Lakes Community | Windsor Subdivision

Subject: Replace Existing Wood Fence

The purpose of this project memorandum is to inform the CDD Board of Supervisors of the approximate costs to remove the existing wood fence along the west side of the Windsor Subdivision and replace with a foam core wall with a stucco finish. More specifically, to remove the wood fence between the Lake Carlisle Boulevard cul-de-sac and the Chelsea Harbour Drive cul-de-sac (refer to Attachment “A” for a location map). The total distance to replace the wood fence is approximately 1,850 linear feet.

Pegasus Engineering has contacted and received quotes from Royal Foam US providing estimates for a 6-foot and 8-foot high foam core walls with a stucco finish (refer to Attachments “B” and “C”, respectively). The following are the conceptual costs for materials and installation for both wall heights.

6-foot High Security Fence (EPS Foam Core with Stucco Finish)

- Fence = 1,850 lf x (\$72 fence + \$35 installation) = \$197,950
- Sod = \$5 sy x 1,850 lf x 20 lf / (9 sf / sy) = \$20,600
- Landscape / irrigation = \$20,000 (assumed)
- Tree trimming / root removal = \$30,000 (assumed)
- **Total Conceptual Cost = \$268,600**

8-foot High Security Fence (EPS Foam Core with Stucco Finish)

- Fence = 1,850 lf x (\$86 fence + \$35 installation) = \$223,850
- Sod = \$5 sy x 1,850 lf x 20 lf / (9 sf / sy) = \$20,600
- Landscape / irrigation = \$20,000 (assumed)
- Tree trimming / root removal = \$30,000 (assumed)
- **Total Conceptual Cost = \$294,500**



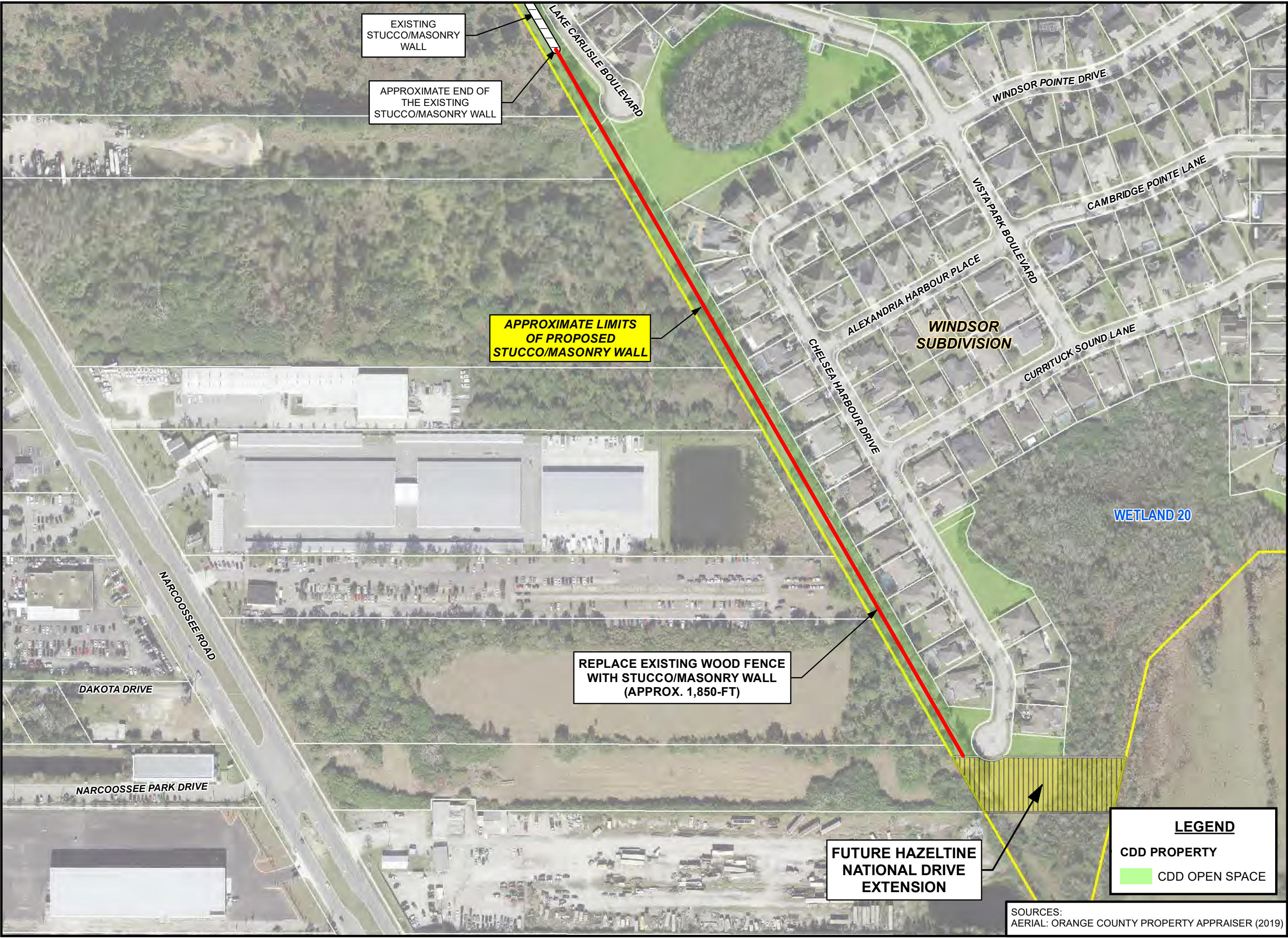
In closing, we respectfully request the Board's direction on whether the CDD would like to move forward with permitting and preparing plans for the replacement of the existing wood fence in order to solicit bids.

END OF MEMO

cc: Beth Whitehart, Pegasus Engineering
Pegasus Project File MSC-22024

Attachment “A”

Location Map



**WINDSOR SUBDIVISION
REPLACE WOOD FENCE**
VISTA LAKES COMMUNITY DEVELOPMENT DISTRICT
ORANGE COUNTY, FLORIDA

Pegasus
ENGINEERING
301 WEST STATE ROAD 434, SUITE 309
WINTER SPRINGS, FL 32708
TEL: 407-992-9160 • FAX: 407-358-5155
WEB: WWW.PEGASUSENGINEERING.NET

JOB NO.: MSC-22024
DATE: 09-21-2020

LEGEND
CDD PROPERTY
CDD OPEN SPACE

SOURCES:
AERIAL: ORANGE COUNTY PROPERTY APPRAISER (2019)

Attachment “B”

Estimate for 6-foot High
Security Fence



ROYAL FOAM US

4225 James E Casey Dr., Unit 5

Jacksonville, FL 32219-3083

904.345.5400 904.345.5401

info@royalfoam.us www.royalfoam.us

www.DecorativeArchitecturalShapes.com

Estimate

Date	Estimate #
10/8/2020	5970 i ac

Name / Address	Project	Terms
Pegasus Engineering Beth Whitehart Winter Springs, FL	Windsor Subdivision	75% Prepay,...
		Rep
		IR

No.	Description	Units	Qty	Rate	Total
1	<p>Architectural Stucco Fence (see drawings and photos from the job site)</p> <p>Panel: 6' tall x 6" deep</p> <p>Foam 1.0 Density + HC 15 mil thick + Stucco Finish</p> <p>PVC Sleeve installed, posts, column caps.</p> <p>Galvanized pipes (included)</p> <p>Custom design solutions (included)</p> <p>Prepainted prefabricated fence sections</p> <p>EPS Foam Core with poliurea hard coat</p> <p>Stucco finish, Color of customer's choice</p> <p>Lead Time 2 months</p> <p>Installation NOT Included</p> <p>FREE DELIVERY TO Orlando, FL</p> <p>Installation of the fence</p> <p>\$35/ LF x1850 LF, provided by others</p>	Ln Ft	1,850	72.00	133,200.00T

Subtotal \$133,200.00

Sales Tax (7.0%) \$9,324.00

Total \$142,524.00

Signature _____

Attachment “C”

Estimate for 8-foot High
Security Fence



ROYAL FOAM US

4225 James E Casey Dr., Unit 5

Jacksonville, FL 32219-3083

904.345.5400 904.345.5401

info@royalfoam.us www.royalfoam.us

www.DecorativeArchitecturalShapes.com

Estimate

Date	Estimate #
10/8/2020	5969 i ac

Name / Address	Project	Terms
Pegasus Engineering Beth Whitehart Winter Springs, FL		75% Prepay,...
		Rep
		IR

No.	Description	Units	Qty	Rate	Total
1	<p>Architectural Stucco Fence (see photos and drawings of job site) Panel: 8' tall x 6" deep</p> <p>Foam 1.0 Density + HC 15 mil thick + Stucco Finish</p> <p>PVC Sleeve installed, posts, column caps.</p> <p>Galvanized pipes (included) Custom design solutions (included) Prepainted prefabricated fence sections</p> <p>EPS Foam Core with poliurea hard coat Stucco finish, Color of customer's choice</p> <p>Lead Time 2 months</p> <p>Installation NOT Included</p> <p>FREE DELIVERY to Orlando</p> <p>Installation of the fence \$35/ LF x1850 LF, provided by others</p>	Ln Ft	1,850	86.00	159,100.00T

Subtotal \$159,100.00

Sales Tax (7.0%) \$11,137.00


Total \$170,237.00

Signature _____

5.A.viii.

PROJECT MEMORANDUM

To: Kristen Suit
District Manager
Inframark, Infrastructure Management Services

From: David Hamstra, P.E., CFM 
District Engineer

Date: February 3, 2021

Re: Vista Lakes Community | Windsor Subdivision

Subject: Brick Privacy Wall between Windsor and Vista Park

The purpose of this project memorandum is to inform the CDD Board of Supervisors of the approximate costs to install a brick privacy wall along the east side of the Windsor Subdivision. More specifically, to install a brick privacy wall between the Windsor Point Drive cul-de-sac and the Windham Harbour Avenue cul-de-sac (refer to Attachment "A"). The total distance for the brick privacy wall is approximately 1,850 linear feet.

We spoke with Mr. Blake Roden (407-222-6940 cell) with Seminole Masonry Diversified regarding the proposed privacy wall and provided him photographs of the existing brick wall that we are trying to mimic and the conceptual sketch for the brick wall on the east portion adjacent to Vista Park. He stated that the existing brick wall appears to be a Norwegian style masonry wall and quoted \$250 to \$275 per linear feet for the wall. Please note that the quoted amount does not include trimming tree roots for the wall footers, tree trimming, landscape and sod replacement, irrigation repairs, or privacy wall columns. The estimate for adding 24-inch columns for the brick privacy wall is \$2,500 per column.

Mr. Roden stated construction of the brick wall would be difficult without access from Vista Park (River Walk). Given the current site constraints within Windsor, there is no way for concrete trucks to access the project area. Therefore, the concrete must be pumped and additional efforts will be needed to transport the bricks along the rear property lines. However, if the Contractor could secure access from Vista Park, there could be a savings on the construction cost and the construction activities would also have less impact to the Windsor residents.

The following is the breakdown in the conceptual costs:

- Brick Masonry Wall = $\$275/\text{lf} \times 1,850 \text{ lf} = \$508,750$
- Columns = $\$2,500/\text{column} \times 37 \text{ columns (every 50 ft)} = \$92,500$
- Sod = $\$5/\text{sy} \times 1,850 \text{ lf} \times 20 \text{ lf} / (9 \text{ lf/sy}) = \$20,600$
- Landscape/Irrigation = \$25,000 (assumed)
- Tree trimming/root removal = \$30,000 (assumed)
- **Total Conceptual Cost = \$677,000**



Existing wood stockade fence to be replaced with
brick wall



Existing brick wall along Windsor at Warwick
Entrance

In closing, we respectfully request the Board's direction on if the CDD would like to move forward with permitting and preparing plans for the replacement of the existing wood fence in order to solicit bids. However, it is our understanding that representatives of the Master Homeowner's Association may be coordinating with the developer of Vista Park to share the costs of the privacy wall.

END OF MEMO

cc: Beth Whikehart, Pegasus Engineering
Pegasus Project File MSC-22024

Attachment “A”

Location Map



LEGEND
CDD PROPERTY
CDD OPEN SPACE

APPROXIMATE LIMITS
OF PROPOSED
PRIVACY WALL
(APPROX. 1,850-FEET)

EXISTING 5-FT
PVC FENCE

APPROXIMATE END OF
EXISTING 5-FT PVC FENCE

SOURCES:
AERIAL: ORANGE COUNTY PROPERTY APPRAISER (2019)

5.A.ix.

Priscilla Villanueva

From: David Hamstra
Sent: Wednesday, February 3, 2021 4:39 PM
To: Priscilla Villanueva
Subject: 19-074 Encore Multi-Family Apartments - Vista Lakes Outfall Drainage

From: Jean Abi-Aoun <JAbiAoun@feg-inc.us>
Sent: Tuesday, January 12, 2021 8:20 PM
To: David Hamstra <david@pegasusengineering.net>
Cc: Brad Miller <bradmiller47@icloud.com>
Subject: 19-074 Encore Multi-Family Apartments - Vista Lakes Outfall Drainage

If it is an issue of timing then we can tell the City that we will get the letter on February 12 due to the CDD board meeting on February 11.

However you do not see an issue with getting this letter.

Jean Abi-Aoun, P.E., Vice President, LEED® AP



5127 S. Orange Avenue, Suite 200
 Orlando, Florida 32809
 Phone: (407) 895-0324
 Fax: (407) 895-0325
 Email: jabiaoun@feg-inc.us
 Web: <http://www.feg-inc.us>

[Disclaimer - All data transmitted with this e-mail is the sole property of Florida Engineering Group, Inc. \(FEG\) and is transmitted to you for your convenience. By using data transmitted with this e-mail, you assume all liability resulting from its use and release FEG from any liability of any nature whether expressed or implied. You are advised to check the transmitted data for virus prior to its use.](#)

From: David Hamstra <david@pegasusengineering.net>
Sent: Tuesday, January 12, 2021 8:17 PM
To: Jean Abi-Aoun <JAbiAoun@feg-inc.us>
Cc: Brad Miller <bradmiller47@icloud.com>
Subject: 19-074 Encore Multi-Family Apartments - Vista Lakes Outfall Drainage

Good Evening Jean,

Unfortunately, the Vista Lakes CDD does not meet until February 11th. I'll need to check with Inframark and the CDD Attorney to see if I can proceed without Board Approval (however I doubt that will be acceptable).

If I issue the letter on February 12th, does that allow you to secure a spot on the next City Council meeting after February 8th? I will keep you posted.

Respectfully,

David W. Hamstra, P.E., CFM
 Stormwater Department Manager | Pegasus Engineering, LLC
 301 West State Road 434, Suite 309 | Winter Springs, Florida 32708
 407-992-9160 work (extension 309) | 407-247-0003 cell
david@pegasusengineering.net



From: Jean Abi-Aoun <JAbiAoun@feg-inc.us>
Sent: Tuesday, January 12, 2021 8:06 PM
To: David Hamstra <david@pegasusengineering.net>
Cc: Brad Miller <bradmiller47@icloud.com>
Subject: 19-074 Encore Multi-Family Apartments - Vista Lakes Outfall Drainage

Hi David;

I am following on my email from January 5th below. We are moving forward with our rezone process and the City is looking for the letter we spoke about regarding the potential to connect directly to the inlet on the Vista Lakes CDD property. Is it possible to get this letter before the end of this week as the City would like to get all supporting documents by January 15 so that we can make the February 8 City Council Meeting. I would appreciate your prompt attention to this matter.

I look forward to hearing from you.

Thanks

Jean Abi-Aoun, P.E., Vice President, LEED® AP



5127 S. Orange Avenue, Suite 200
 Orlando, Florida 32809
 Phone: (407) 895-0324
 Fax: (407) 895-0325
 Email: jabiaoun@feg-inc.us
 Web: <http://www.feg-inc.us>

Disclaimer - All data transmitted with this e-mail is the sole property of Florida Engineering Group, Inc. (FEG) and is transmitted to you for your convenience. By using data transmitted with this e-mail, you assume all liability resulting from its use and release FEG from any liability of any nature whether expressed or implied. You are advised to check the transmitted data for virus prior to its use.

From: Jean Abi-Aoun <JAbiAoun@feg-inc.us>
Sent: Tuesday, January 05, 2021 11:29 AM

To: Pegasus Engineering, LLC <David@pegasusengineering.net>
Cc: Brad Miller <bradmiller47@icloud.com>
Subject: 19-074 Encore Multi-Family Apartments - Vista Lakes Outfall Drainage

Hi David and Happy New Year;

I wanted to follow up with you on the letter you were going to provide allowing us to connect directly to the inlets and outfall pipe within the Vista Lakes CDD property to convey drainage from our proposed pond.

I am not sure if you got the chance to meet with the CDD Board and get this approved.

I look forward to hearing from you.

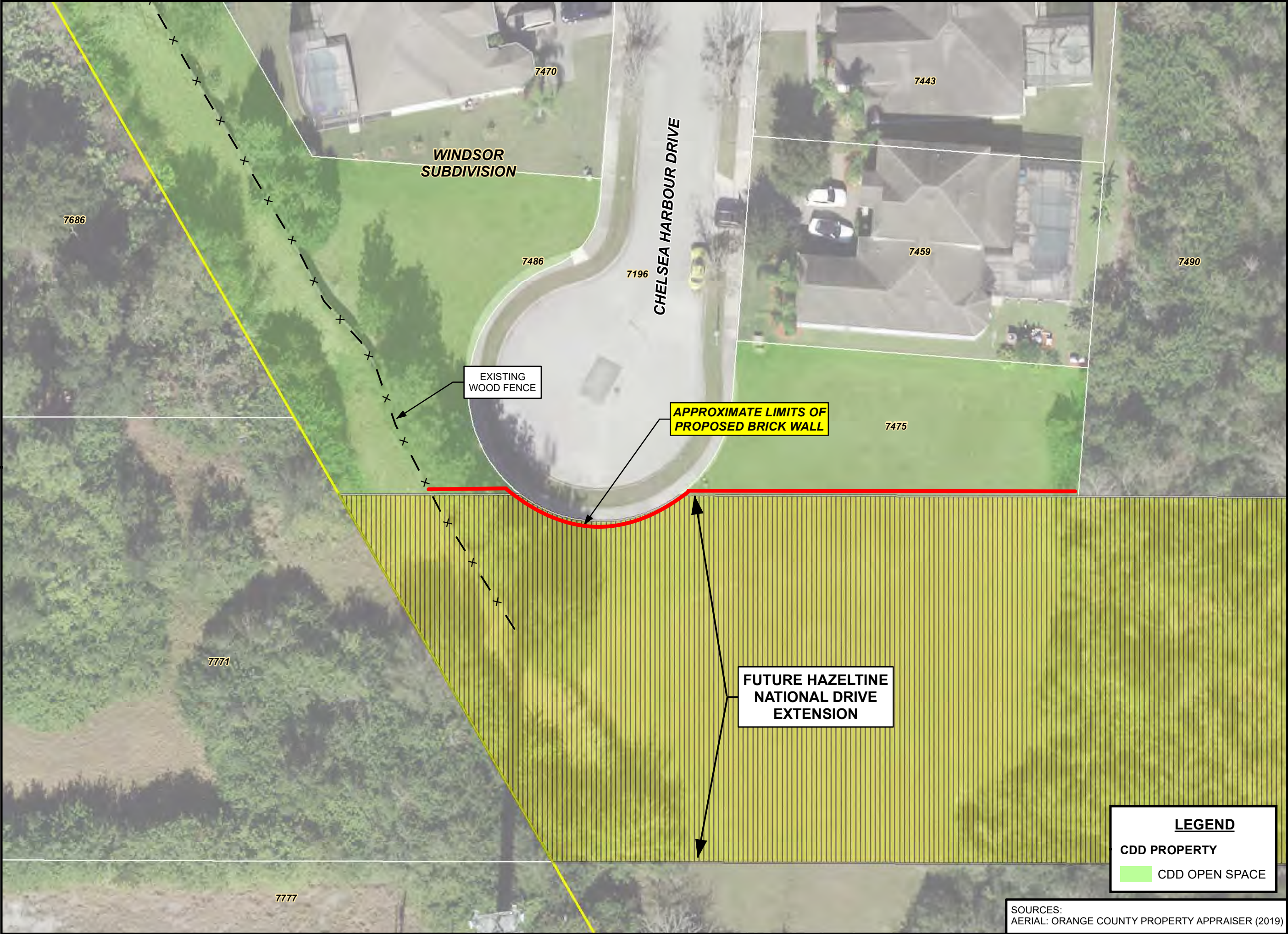
Thanks

Jean Abi-Aoun, P.E., Vice President, LEED® AP



5127 S. Orange Avenue, Suite 200
Orlando, Florida 32809
Phone: (407) 895-0324
Fax: (407) 895-0325
Email: jabiaoun@feg-inc.us
Web: <http://www.feg-inc.us>

Disclaimer - All data transmitted with this e-mail is the sole property of Florida Engineering Group, Inc. (FEG) and is transmitted to you for your convenience. By using data transmitted with this e-mail you assume all liability resulting from its use and release FEG from any liability of any nature whether expressed or implied. You are advised to check the transmitted data for virus prior to its use.



**WINDSOR SUBDIVISION
PROPOSED SECURITY FENCE**
VISTA LAKES COMMUNITY DEVELOPMENT DISTRICT
ORANGE COUNTY, FLORIDA

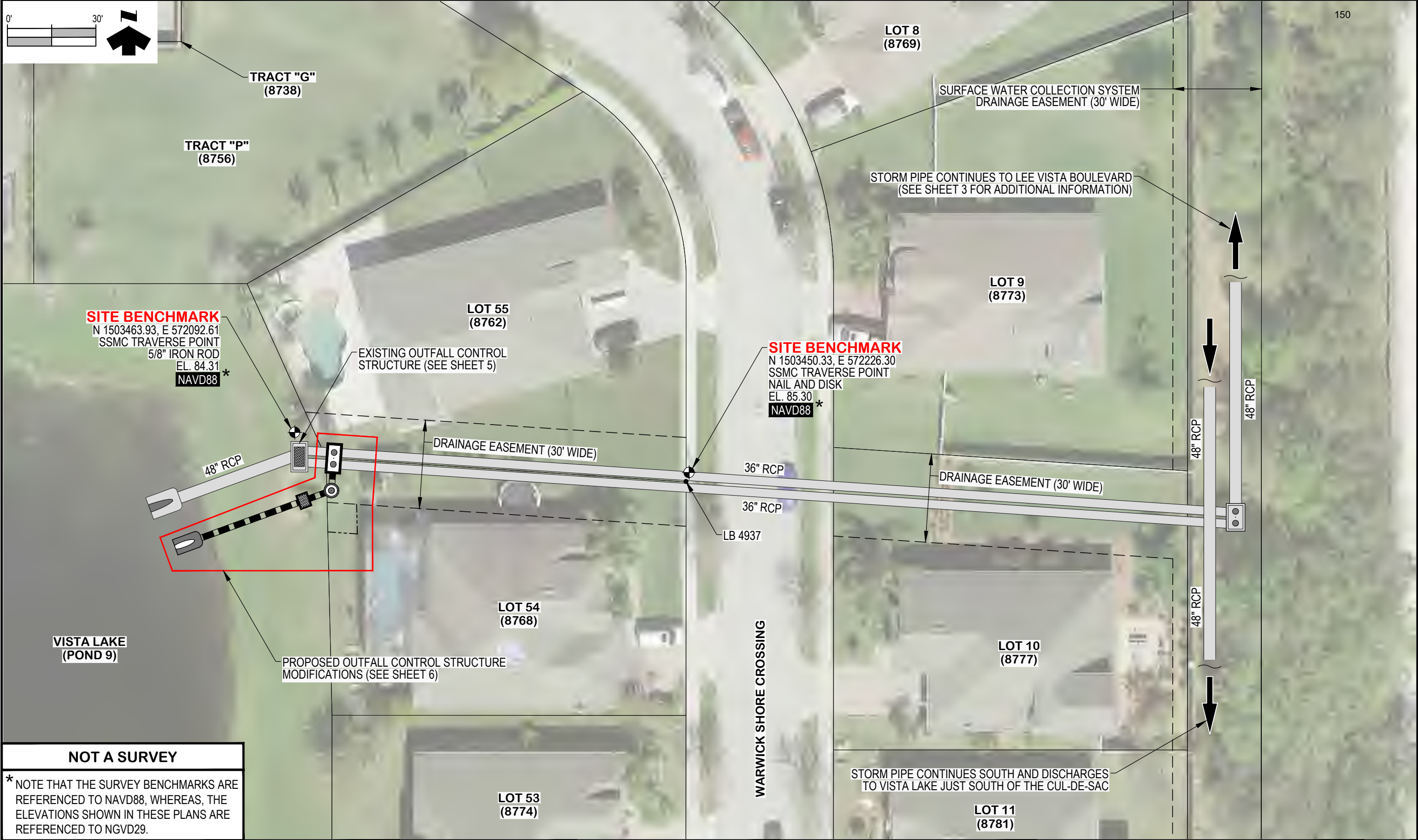
Pegasus
ENGINEERING
301 WEST STATE ROAD 434, SUITE 309
WINTER SPRINGS, FL 32708
TEL: 407-992-9160 • FAX: 407-358-5155
WEB: WWW.PEGASUSENGINEERING.NET


JOB NO.: MSC-22024
DATE: 09-21-2020

LEGEND
CDD PROPERTY
CDD OPEN SPACE

SOURCES:
AERIAL: ORANGE COUNTY PROPERTY APPRAISER (2019)

5.A.x.



REVISIONS			ENGINEER OF RECORD		VISTA LAKES COMMUNITY DEVELOPMENT DISTRICT	VISTA LAKES - WARWICK VILLAGE POND 9 OUTFALL STRUCTURE MODIFICATIONS	SHEET NO.		
NO.	DATE	DESCRIPTION	JANUARY 6, 2020			PRELIMINARY	8841 LEE VISTA BOULEVARD ORLANDO, FLORIDA 32829	SITE PLAN AND SURVEY BENCHMARKS	4
			GREGORY A. TEAGUE, P.E. FLORIDA REGISTRATION NO. 47663	301 WEST STATE ROAD 434, SUITE 309 WINTER SPRINGS, FLORIDA 32708 CERTIFICATE OF AUTHORIZATION NO. 27770					

PROPOSED DRAINAGE STRUCTURES

(PD-01) N 1503424.93, E 572052.06
CONSTRUCT PIPE END TREATMENT
MES, 24" PIPE, 4:1
FDOT INDEX NOS. 430-021
INV. EL. 77.67

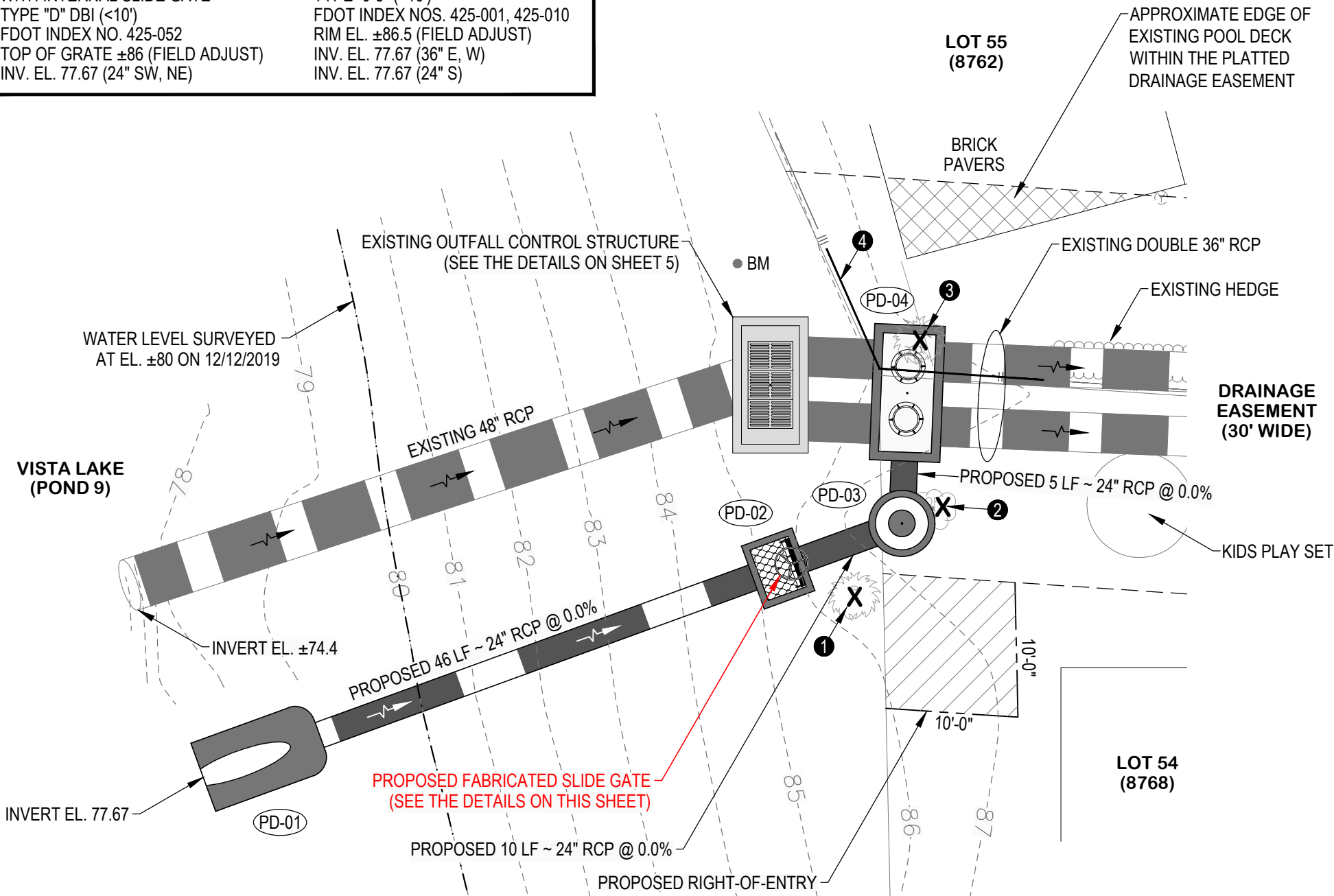
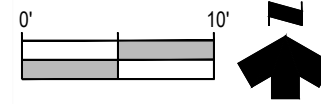
(PD-02) N 1503440.79, E 572095.69
CONSTRUCT DRAINAGE INLET
WITH INTERNAL SLIDE GATE
TYPE "D" DBI (<10')
FDOT INDEX NO. 425-052
TOP OF GRATE ±86 (FIELD ADJUST)
INV. EL. 77.67 (24" SW, NE)

(PD-03) N 1503444.20, E 572105.09
CONSTRUCT DRAINAGE MANHOLE
TYPE "P-8" (<10')
FDOT INDEX NOS. 425-001, 425-010
RIM EL. ±87 (FIELD ADJUST)
INV. EL. 77.67 (24" SW, N)

(PD-04) N 1503454.11, E 572105.49
CONSTRUCT DRAINAGE MANHOLE
TYPE "J-8" (<10')
FDOT INDEX NOS. 425-001, 425-010
RIM EL. ±86.5 (FIELD ADJUST)
INV. EL. 77.67 (36" E, W)
INV. EL. 77.67 (24" S)

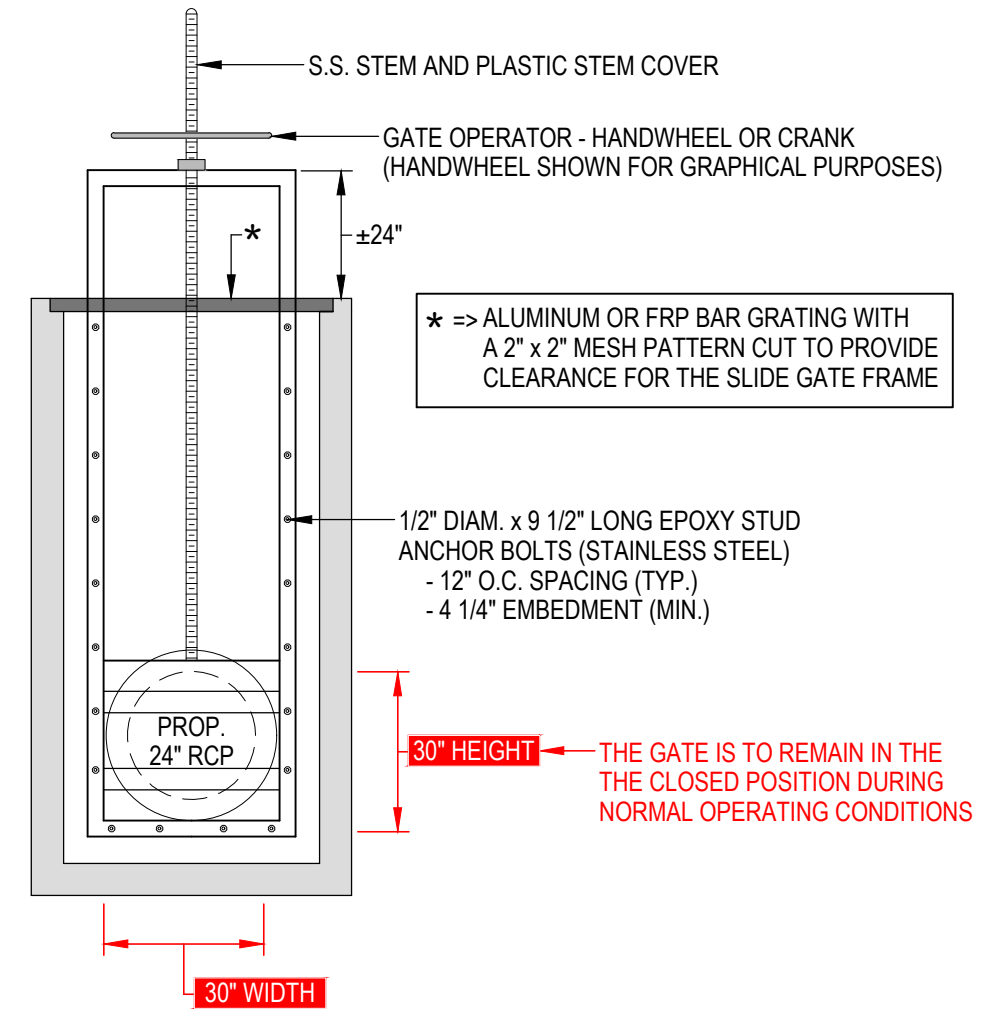
LEGEND

- 1 REMOVE EXISTING PALM TREE
- 2 REMOVE EXISTING ORANGE TREE
- 3 REMOVE EXISTING PALM TREE AND LANDSCAPE LIGHTING
- 4 REMOVE EXISTING METAL FENCE (±25 LF)



FABRICATED SLIDE GATE

NOT TO SCALE



GENERAL SPECIFICATIONS

1. HYDRO GATE MODEL HG561 30x30 FABRICATED SLIDE GATE OR APPROVED "EQUAL".
 - SELF CONTAINED, WALL MOUNTED WITH RISING STEM
 - STAINLESS STEEL FRAME, SLIDE AND FASTENERS
2. THE CONTRACTOR MAY SUBMIT EQUIVALENT PRODUCTS FOR REVIEW AND APPROVAL IF THE DESIGN AND OPERATING SPECIFICATIONS MEET OR EXCEED THESE SPECIFICATIONS.
3. THE CONTRACTOR SHALL SUBMIT SHOP AND/OR LAYOUT DRAWINGS FOR THE SLIDE GATE, CONNECTION DETAILS AND BAR GRATING TO THE OWNER FOR REVIEW AND APPROVAL BEFORE PLACING ORDERS OR COMMENCING FABRICATION.




12000 EAST 47TH AVE., SUITE 200
DENVER, CO 80239
800-678-8228 | 303-288-7873
www.hydrogate.com



THIS SITE PLAN WAS DEVELOPED
USING A TOPOGRAPHIC SURVEY
DATED DECEMBER 12, 2019

PLAN

SCALE AS SHOWN

REVISIONS			ENGINEER OF RECORD		 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	SHEET NO.
NO.	DATE	DESCRIPTION	JANUARY 6, 2020 PRELIMINARY GREGORY A. TEAGUE, P.E. FLORIDA REGISTRATION NO. 47663				PROPOSED OUTFALL STRUCTURE DETAILS	6

5Ci.

E-Verify

Company ID Number: _____

THE E-VERIFY MEMORANDUM OF UNDERSTANDING FOR EMPLOYERS

ARTICLE I PURPOSE AND AUTHORITY

The parties to this agreement are the Department of Homeland Security (OHS) and the _____ (Employer). The purpose of this agreement is to set forth terms and conditions which the Employer will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form 1-9, Employment Eligibility Verification (Form 1-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

ARTICLE II RESPONSIBILITIES

A. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:

- a. Notice of E-Verify Participation
- b. Notice of Right to Work

2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives' contact information changes.

3. The Employer agrees to grant E-Verify access only to current employees who need E-Verify access. Employers must promptly terminate an employee's E-Verify access if the

employee is separated from the company or no longer needs access to E-Verify.

4. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.

5. The Employer agrees that any Employer Representative who will create E-Verify cases will complete the E-Verify Tutorial before that individual creates any cases.

a. The Employer agrees that all Employer representatives will take the refresher tutorials when prompted by E-Verify in order to continue using E-Verify. Failure to complete a refresher tutorial will prevent the Employer Representative from continued use of E-Verify.

6. The Employer agrees to comply with current Form 1-9 procedures, with two exceptions:

a. If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form 1-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.

b. If an employee presents a DHS Form 1-551 (Permanent Resident Card), Form 1-766 (Employment Authorization Document), or U.S. Passport or Passport Card to complete Form 1-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form 1-9. The Employer will use the photocopy to verify the photo and to assist DHS with its review of photo mismatches that employees contest. DHS may in the future designate other documents that activate the photo screening tool.

Note: Subject only to the exceptions noted previously in this paragraph, employees still retain the right to present any List A, or List B and List C, document(s) to complete the Form 1-9.

7. The Employer agrees to record the case verification number on the employee's Form 1-9 or to print the screen containing the case verification number and attach it to the employee's Form 1-9.

8. The Employer agrees that, although it participates in E-Verify, the Employer has a responsibility to complete, retain, and make available for inspection Forms 1-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form 1-9 procedures.

a. The following modified requirements are the only exceptions to an Employer's obligation to not employ unauthorized workers and comply with the anti-discrimination provision of the INA: (1) List B identity documents must have photos, as described in paragraph 6 above; (2) When an Employer confirms the identity and employment eligibility of newly hired employee using E-Verify procedures, the Employer establishes a rebuttable presumption that it has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of that employee; (3) If the Employer receives a final nonconfirmation for an employee, but continues to employ that person, the Employer must notify DHS and the Employer is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify OHS of continued employment

following a final nonconfirmation; (4) If the Employer continues to employ an employee after receiving a final nonconfirmation, then the Employer is subject to a rebuttable presumption that it has knowingly employed an unauthorized alien in violation of section 274A(a)(1)(A); and (5) no E-Verify participant is civilly or criminally liable under any law for any action taken in good faith based on information provided through the E-Verify.

b. DHS reserves the right to conduct Form 1-9 compliance inspections, as well as any other enforcement or compliance activity authorized by law, including site visits, to ensure proper use of E-Verify.

9. The Employer is strictly prohibited from creating an E-Verify case before the employee has been hired, meaning that a firm offer of employment was extended and accepted and Form 1-9 was completed. The Employer agrees to create an E-Verify case for new employees within three Employer business days after each employee has been hired (after both Sections 1 and 2 of Form 1-9 have been completed), and to complete as many steps of the E-Verify process as are necessary according to the E-Verify User Manual. If E-Verify is temporarily unavailable, the three-day time period will be extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability.

10. The Employer agrees not to use E-Verify for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use that this MOU or the E-Verify User Manual does not authorize.

11. The Employer must use E-Verify for all new employees. The Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. Employers who are Federal contractors may qualify for exceptions to this requirement as described in Article 11.6 of this MOU.

12. The Employer agrees to follow appropriate procedures (see Article III below) regarding tentative nonconfirmations. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending. Further, when employees contest a tentative nonconfirmation based upon a photo mismatch, the Employer must take additional steps (see Article 11.8. below) to contact DHS with information necessary to resolve the challenge.

13. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(I)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo mismatch, does not establish, and should not be interpreted as, evidence that the employee is not work authorized. In any of such cases, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee

may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status (including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, withholding pay, refusing to assign the employee to a Federal contract or other assignment, or otherwise assuming that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo mismatch or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 (customer service) or 1-888-897-7781 (worker hotline).

14. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA as applicable by not discriminating unlawfully against any individual in hiring, firing, employment eligibility verification, or recruitment or referral practices because of his or her national origin or citizenship status, or by committing discriminatory documentary practices. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the immigration-related unfair employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact the Immigrant and Employee Rights Section, Civil Rights Division, U.S. Department of Justice at 1-800-255-8155 or 1-800-237-2515 (TTY) or go to <https://www.justice.gov/ier>.

15. The Employer agrees that it will use the information it receives from E-Verify only to confirm the employment eligibility of employees as authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords), to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employers responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

16. The Employer agrees to notify DHS immediately in the event of a breach of personal information. Breaches are defined as loss of control or unauthorized access to E-Verify personal data. All suspected or confirmed breaches should be reported by calling 1-888-464-4218 or via email at E-Verifydhs.ciov. Please use "Privacy Incident — Password" in the subject line of your email when sending a breach report to E-Verify.

17. The Employer acknowledges that the information it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(1)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)). Any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

18. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, which includes permitting OHS, SSA, their contractors and

other agents, upon reasonable notice, to review Forms 1-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a prompt and accurate manner to DHS requests for information relating to their participation in E-Verify.

19. The Employer shall not make any false or unauthorized claims or references about its participation in E-Verify on its website, in advertising materials, or other media. The Employer shall not describe its services as federally-approved, federally-certified, or federally-recognized, or use language with a similar intent on its website or other materials provided to the public. Entering into this MOU does not mean that E-Verify endorses or authorizes your E-Verify services and any claim to that effect is false.

20. The Employer shall not state in its website or other public documents that any language used therein has been provided or approved by DHS, USCIS or the Verification Division, without first obtaining the prior written consent of DHS.

21. The Employer agrees that E-Verify trademarks and logos may be used only under license by DHS/USCIS (see [M-795 \(Web\)](#)) and, other than pursuant to the specific terms of such license, may not be used in any manner that might imply that the Employer's services, products, websites, or publications are sponsored by, endorsed by, licensed by, or affiliated with DHS, USCIS, or E-Verify.

22. The Employer understands that if it uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its participation in E-Verify according to this MOU.

B. RESPONSIBILITIES OF FEDERAL CONTRACTORS

1. If the Employer is a Federal contractor with the FAR E-Verify clause subject to the employment verification terms in Subpart 22.18 of the FAR, it will become familiar with and comply with the most current version of the E-Verify User Manual for Federal Contractors as well as the E-Verify Supplemental Guide for Federal Contractors.

2. In addition to the responsibilities of every employer outlined in this MOU, the Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801). Once an employee has been verified through E-Verify by the Employer, the Employer may not create a second case for the employee through E-Verify.

a. An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to verify employment eligibility of new hires using E-Verify. The Employer must verify those employees who are working in the United States, whether or not they are assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within three business days after the hire date. Once enrolled in E-Verify as a Federal contractor, the Employer must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

b. Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to begin verification of employment

eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within three business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within three business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must begin verification of each employee assigned to the contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.

- c. Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), state or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency under a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. Employers in this category must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.
- d. Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to verify existing staff following DHS procedures and begin E-Verify verification of all existing employees within 180 days after the election.
- e. The Employer may use a previously completed Form 1-9 as the basis for creating an E-Verify case for an employee assigned to a contract as long as:
 - i. That Form 1-9 is complete (including the SSN) and complies with Article II.A.6,
 - ii. The employee's work authorization has not expired, and
 - iii. The Employer has reviewed the Form 1-9 information either in person or in communications with the employee to ensure that the employee's Section 1, Form 1-9 attestation has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen).
- f. The Employer shall complete a new Form 1-9 consistent with Article II.A.6 or update the previous Form 1-9 to provide the necessary information if:
 - i. The Employer cannot determine that Form 1-9 complies with Article II.A.6, H.
 - ii. The employee's basis for work authorization as attested in Section 1 has expired or changed, or
 - iii. The Form 1-9 contains no SSN or is otherwise incomplete.

Note: If Section 1 of Form 1-9 is otherwise valid and up-to-date and the form otherwise complies with Article 11.C.5, but reflects documentation (such as a U.S. passport or Form 1-551) that expired after completing Form 1-9, the Employer shall

not require the production of additional documentation, or use the photo screening tool described in Article II.A.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual.

g. The Employer agrees not to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU or to authorize verification of any existing employee by any Employer that is not a Federal contractor based on this Article.

3. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

C. RESPONSIBILITIES OF SSA

1. SSA agrees to allow DHS to compare data provided by the Employer against SSA's database. SSA sends DHS confirmation that the data sent either matches or does not match the information in SSA's database.

2. SSA agrees to safeguard the information the Employer provides through E-Verify procedures. SSA also agrees to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security numbers or responsible for evaluation of E-Verify or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

3. SSA agrees to provide case results from its database within three Federal Government work days of the initial inquiry. E-Verify provides the information to the Employer.

4. SSA agrees to update SSA records as necessary if the employee who contests the SSA tentative nonconfirmation visits an SSA field office and provides the required evidence. If the employee visits an SSA field office within the eight Federal Government work days from the date of referral to SSA, SSA agrees to update SSA records, if appropriate, within the eight-day period unless SSA determines that more than eight days may be necessary. In such cases, SSA will provide additional instructions to the employee. If the employee does not visit SSA in the time allowed, E-Verify may provide a final nonconfirmation to the employer.

Note: If an Employer experiences technical problems, or has a policy question, the employer should contact E-Verify at 1-888-464-4218.

D. RESPONSIBILITIES OF DHS

1. DHS agrees to provide the Employer with selected data from DHS databases to enable the Employer to conduct, to the extent authorized by this MOU:

- a. Automated verification checks on alien employees by electronic means, and
- b. Photo verification checks (when available) on employees.

2. DHS agrees to assist the Employer with operational problems associated with the Employer's participation in E-Verify. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.
3. DHS agrees to provide to the Employer with access to E-Verify training materials as well as an E-Verify User Manual that contain instructions on E-Verify policies, procedures, and requirements for both SSA and DHS, including restrictions on the use of E-Verify.
4. DHS agrees to train Employers on all important changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take mandatory refresher tutorials.
5. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in E-Verify. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Immigrant and Employee Rights Section, Civil Rights Division, U.S. Department of Justice.
6. OHS agrees to issue each of the Employer's E-Verify users a unique user identification number and password that permits them to log in to E-Verify.
7. OHS agrees to safeguard the information the Employer provides, and to limit access to such information to individuals responsible for the verification process, for evaluation of E-Verify, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security numbers and employment eligibility, to enforce the INA and Federal criminal laws, and to administer Federal contracting requirements.
8. DHS agrees to provide a means of automated verification that provides (in conjunction with SSA verification procedures) confirmation or tentative nonconfirmation of employees' employment eligibility within three Federal Government work days of the initial inquiry.
9. DHS agrees to provide a means of secondary verification (including updating DHS records) for employees who contest DHS tentative nonconfirmations and photo mismatch tentative nonconfirmations. This provides final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless OHS determines that more than 10 days may be necessary. In such cases, OHS will provide additional verification instructions.

ARTICLE III

REFERRAL OF INDIVIDUALS TO SSA AND DHS

A. REFERRAL TO SSA

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the notice as directed by E-Verify. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of

the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.

3. After a tentative nonconfirmation, the Employer will refer employees to SSA field offices only as directed by E-Verify. The Employer must record the case verification number, review the employee information submitted to E-Verify to identify any errors, and find out whether the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security number, or any other corrected employee information that SSA requests, to SSA for verification again if this review indicates a need to do so.

4. The Employer will instruct the employee to visit an SSA office within eight Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

5. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

6. The Employer agrees not to ask the employee to obtain a printout from the Social Security Administration number database (the Numident) or other written verification of the SSN from the SSA.

B. REFERRAL TO DHS

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.

3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation.

4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will instruct the employee to contact DHS through its toll-free hotline (as found on the referral letter) within eight Federal Government work days.

5. If the Employer finds a photo mismatch, the Employer must provide the photo mismatch tentative nonconfirmation notice and follow the instructions outlined in paragraph 1 of this section for tentative nonconfirmations, generally.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo mismatch, the Employer will send a copy of the employee's Form 1-551, Form 1-766, U.S. Passport, or passport card to DHS for review by:

- a. Scanning and uploading the document, or
- b. Sending a photocopy of the document by express mail (furnished and paid for by the employer).

7. The Employer understands that if it cannot determine whether there is a photo match/mismatch, the Employer must forward the employee's documentation to DHS as described in the preceding paragraph. The Employer agrees to resolve the case as specified by the DHS representative who will determine the photo match or mismatch.

8. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

9. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

ARTICLE IV SERVICE PROVISIONS

A. NO SERVICE FEES

1. SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access E-Verify, an Employer will need a personal computer with Internet access.

ARTICLE V MODIFICATION AND TERMINATION

A. MODIFICATION

1. This MOU is effective upon the signature of all parties and shall continue in effect for as long as the SSA and OHS operates the E-Verify program unless modified in writing by the mutual consent of all parties.

2. Any and all E-Verify system enhancements by DHS or SSA, including but not limited to E-Verify checking against additional data sources and instituting new verification policies or procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes.

B. TERMINATION

1. The Employer may terminate this MOU and its participation in E-Verify at any time upon 30 days prior written notice to the other parties.

2. Notwithstanding Article V, part A of this MOU, OHS may terminate this MOU, and thereby the Employer's participation in E-Verify, with or without notice at any time if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or OHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established E-Verify procedures and/or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect the

performance of its contractual responsibilities. Similarly, the Employer understands that if it is in a state where E-Verify is mandatory, termination of this by any party MOU may negatively affect the Employer's business.

3. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such cases, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, then that Employer will remain an E-Verify participant, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.

4. The Employer agrees that E-Verify is not liable for any losses, financial or otherwise, if the Employer is terminated from E-Verify.

ARTICLE VI PARTIES

A. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.

B. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.

C. The Employer may not assign, directly or indirectly, whether by operation of law, change of control or merger, all or any part of its rights or obligations under this MOU without the prior written consent of DHS, which consent shall not be unreasonably withheld or delayed. Any attempt to sublicense, assign, or transfer any of the rights, duties, or obligations herein is void.

D. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.

E. The Employer understands that its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to, Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

F. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively. The Employer understands that any inaccurate statement, representation, data or other information provided to DHS may subject the Employer, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.

G. The foregoing constitutes the full agreement on this subject between OHS and the

Employer.

To be accepted as an E-Verify participant, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 1-888464-4218.

Approved by:

E-Verify Employer	
Name (Please Type or Print)	Title
Signature	Date
Department of Homeland Security — Verification Division	
Name (Please Type or Print)	Title
Signature	Date

Information Required for E-Verify	
Information relating to your Company:	
Company Name:	
Company Facility Address:	
Company Alternate Address:	
County or Parish:	

5Di.

Angel Montagna | District Regional



313 Campus Street, Celebration, FL 34747
www.inframarkims.com

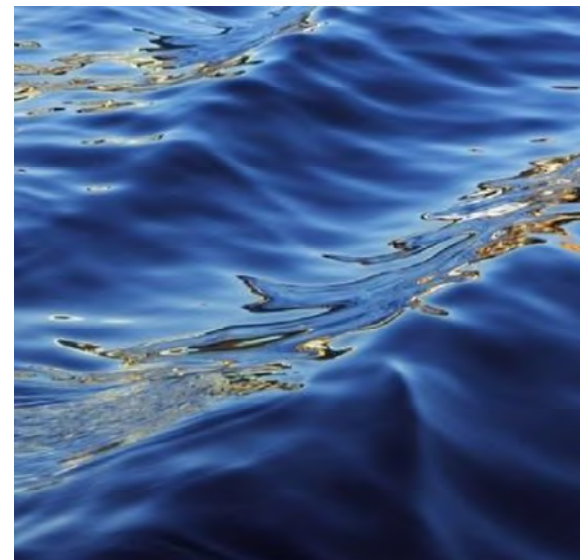
FREDDY BLANCO | Assistant
Maintenance Manager



313 Campus Street | Celebration, FL 34747
www.inframarkims.com

Vista Lakes CDD Field Management Report

February 2021



COMPLETED ITEMS:

Meet and review with Landscaping
Met with Solitude for lake
Reviewed and processed invoices on a weekly basis
Returned phone calls as necessary
Respond to emails and communications as needed

ATTACHMENTS

- Inframark Landscaping Review
- Servello Landscaping Report
- Solitude Pond Report

Work Orders Status Update

Continue monitoring gym activities and sanitizing accordingly
Continue with pressure washing program
Adjusted flags as per board's direction
Repaired bench in park
Pick up trash throughout the community
Sanitized playgrounds
Completed removal of trash from lakes
Completed removal of trash from conservation areas
Performed light review and correct deficiencies
Pressure washed sidewalks around playgrounds
Replaced photocell and outlet at entrance

Inframark Landscaping Report

Vista Lakes Landscape Review Report

Issue	Location	Date of Drive-thru	Status	Field Manager Comments
Several Irrigation boxes are not being trimmed around them.	Throughout the community	1/27/2021	Pending	After several reviews the job is not completed yet. Several irrigation boxes still are without the cleaning service.
Several irrigation boxes with cap broken or missing	Throughout the community	1/27/2021	Pending	Provide proposal for replace 25 irrigation boxes.
Mowing service	Behind Bayboro ct.	1/27/2021	Completed	All the section behind the wood fence have more of 16 week without service.

Dead plants removed service	At Gentry Park	1/27/2021	Not completed	Several dead plants was removed and leave there on the bed. After more of 40 days still the plans removed are there .
Edging service	Behind the big Lake at Vista Park Blvd.	1/27/2021	Not completed	The edging on the walkway is not completed and this issue is present for long time.
Weed and Disease Control	At Newbury Sound Ln	1/27/2021	Ongoing	The weed control was improved on the beds behind the backyard at Newbury Sound Ln.
Annual Mulch installation	Throughout the community	1/27/2021	Ongoing	Mulch installation was completed at 95 % according the schedule.

Annual Mulch installation	AT Gentry Park	1/27/2021	Pending	Gentry Park have some beds pending for mulch.
Edging service	At S Chickasaw trail.	1/27/2021	Not completed	The edging on the sidewalk is not completed at all and this issue is present for long time. Only some section show services.

Photos







Montly Pond Inspection
Vista Lakes Ponds CDD

Field Manager's Name: _____ Date: _____

Pond 1	Findings	Comments
Shoreline Grass and Blush control		
Algae		
Trash Around Pond		
Water Level		
Signs		
Pond 2	Findings	Comments
Shoreline Grass and Blush control		
Algae		
Trash Around Pond		
Water Level		
Signs		
Pond 3	Findings	Comments
Shoreline Grass and Blush control		
Algae		
Trash Around Pond		
Water Level		
Signs		
Pond 4	Findings	Comments
Shoreline Grass and Blush control		
Algae Treatment		
Trash Around Pond		
Water Level		
Signs		
Pond 5	Findings	Comments
Shoreline Grass and Blush control		
Algae Treatment		
Trash Around Pond		
Water Level		
Signs		
Pond 6	Findings	Comments
Shoreline Grass and Blush control		
Algae Treatment		
Trash Around Pond		
Water Level		
Signs		
Pond 7	Findings	Comments
Shoreline Grass and Blush control		
Algae Treatment		
Trash Around Pond		
Water Level		
Signs		
Pond 8	Findings	Comments
Shoreline Grass and Blush control		
Algae Treatment		
Trash Around Pond		
Water Level		
Signs		
Pond 9	Findings	Comments
Shoreline Grass and Blush control		



Algae Treatement		
Trash Around Pond		
Water Level		
Signs		
Water Level		
Pond 10	Findings	Comments
Shoreline Grass and Blush control		
Algae Treatement		
Trash Around Pond		
Water Level		
Signs		
Pond 11	Findings	Comments
Shoreline Grass and Blush control		
Algae Treatement		
Trash Around Pond		
Water Level		
Signs		
Pond 12	Findings	Comments
Shoreline Grass and Blush control		
Algae Treatement		
Trash Around Pond		
Water Level		
Signs		
Pond 13	Findings	Comments
Shoreline Grass and Blush control		
Algae Treatement		
Trash Around Pond		
Water Level		
Signs		
Pond 14	Findings	Comments
Shoreline Grass and Blush control		
Algae Treatement		
Trash Around Pond		
Water Level		
Signs		

Servello Monthly Report



VISTA LAKES CDD
 MAINTENANCE MONTHLY SUMMARY
 December-2020 (BI-Weekly Mowing)

1.1 Turf

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

- Week Ending 12/11/2021
- Week Ending 12/25/2021

1.1.2 – Edging -All Hard surfaces Completed

1.1.3 – Line Trimming-All completed-(lake edges)

1.1.4 – Weed and Disease Control

a) St. Augustine -Completed

1.1.5 – Fertilization-Completed all Turf

1.1.6 – Pest Control

a) Chinch bugs-None detected

b) Ants treated community wide- As needed (Mound treatment only)On-Going

1.2 Shrub/Ground Cover Care

1.2.1 - Pruning

a) All shrubs pruned weeks ending 12/11-2020---12/25/-2020 Detail all sections completed

1.2.2 - Weeding

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

1.2.4 – Mulching-Discussed for Next month

1.3 Tree Care:

1.3.1 Pruning

All median tree down vista lakes blvd major tree elevations (Ligustrum trees, Mags etc)

a) Done in detail rotation

1.4 Annual Flowers:

Red, White petunias



VISTA LAKES CDD
MAINTENANCE MONTHLY SUMMARY
 January-2021 (BI-Weekly Mowing)

1.1 Turf

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

- Week Ending 1/8/2021
- Week Ending 1/22/2021

1.1.2 – Edging -All Hard surfaces Completed

1.1.3 – Line Trimming-All completed-(lake edges)

1.1.4 – Weed and Disease Control

a) St. Augustine -Completed

1.1.5 – Fertilization-Completed all Turf

1.1.6 – Pest Control

a) Chinch bugs-None detected

b) Ants treated community wide- As needed (Mound treatment only)On-Going

1.2 Shrub/Ground Cover Care

1.2.1 - Pruning

a) All shrubs pruned weeks ending 1-8-2021---1-27-2021 Detail all sections completed

1.2.2 - Weeding

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

1.2.4 – Mulching-COMPLETED

1.3 Tree Care

1.3.1 Pruning

All median tree down vista lakes blvd major tree elevations (Ligustrum trees, Mags etc)

a) Done in detail rotation

1.4 Annual Flowers:

Annuals scheduled for change February

Oak tree all limb up all community

Solitude Pond Monthly Report



Service History Report

February 2, 2021
50097

Vista Lakes CDD

Date Range: 11/01/20..01/31/21

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

Service Date	11/3/2020	0486280
No.	PI-A00500626	
Order No.	SMOR-404707	
Contract No.	SVR49515	
Technician Name and State License #s		
Scott Dye		
Service Item #	Description	Lake No.
0486280-LAKE-ALL	Vista Lakes Cdd-Lake-ALL	14
		Lake Name
		Vista Lakes Cdd-Lake-ALL
Technician's Comments:	Very windy today, treated all ponds for algae only due to wind. Thank you, Scott	
General Comments:	Inspected Lake	
Inspected for algae		
Inspected for Aquatic Weeds		
Inspected for Undesirable Shoreline Vegetation		OK
Lake & Pond Monitoring		OK

Service Date	11/16/2020	0486280
No.	PI-A00511929	
Order No.	SMOR-402526	
Contract No.	SVR13946	
Technician Name and State License #s		
Carl Abinuman		
Service Item #	Description	Lake No.
0486280-FOUNTAIN-005	Vista Lakes VTX Fountain 5 Site #8 - Ftn.	Site #8 - Ftn.
Technician's Comments:	11/16/20. Serviced fountain. Thank you. Carl Abinuman.	
General Comments:	Serviced Fountain	
Fountain Amps	33	Fountain Voltage
GFCI Breaker Test	OK	Control Breaker
Contact (Starter)	OK	Motor Overload
Fountain Power Cable	OK	Fuses
Fountain-Timer	OK	Shaft Propeller Impeller
Clean Debris Screen	OK	Clean Nozzles
Fountain Disconnect	OK	Lighting Amps
Lighting Voltage	120	No. of Lights Burned Out
No. of Lights Replaced	0	Clean Lights
Lighting Timer	OK	Lighting Power Cable
Fixtures	OK	Lenses/Seals
Lighting Disconnect	OK	

Service Date	11/21/2020	0486280
---------------------	-------------------	----------------

No. PI-A00512817
 Order No. SMOR-408597
 Contract No. SVR49515

Technician Name and State License #s

Scott Dye

Service Item #	Description	Lake No.	Lake Name
0486280-LAKE-ALL	Vista Lakes Cdd-Lake-ALL	14	Vista Lakes Cdd-Lake-ALL
Technician's Comments:	Treated all ponds for algae and alligator weed to. Was raining and breezy when I arrived so no shoreline grasses today. Thank you, Scott		
General Comments:	Inspected Lake		
Inspected for algae			
Inspected for Aquatic Weeds			
Inspected for Undesirable Shoreline Vegetation			Treated
Lake & Pond Monitoring			OK

=====

Service Date 12/4/2020 **0486280**

No. PI-A00528736
 Order No. SMOR-400189
 Contract No. SVR13946

Technician Name and State License #s

Carl Abinuman

Service Item #	Description	Lake No.	Lake Name
0486280-FOUNTAIN-001	Vista Lakes VTX Fountain 1 Site #2 - Ftn.		Site #2 - Ftn.
Technician's Comments:	Serviced fountain. All normal. Thank you. Carl Abinuman.		
General Comments:	Serviced Fountain		
Fountain Amps	34.3	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	16.5
Lighting Voltage	120	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
0486280-FOUNTAIN-002	Vista Lakes VTX Fountain 2 Site #5 - Ftn.		Site #5 - Ftn.
Technician's Comments:	Serviced fountain. All normal. Thank you. Carl Abinuman.		
General Comments:	Serviced Fountain		
Fountain Amps	26.2	Fountain Voltage	242
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	12.9
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
0486280-FOUNTAIN-003	Vista Lakes VTX Fountain 3 Site #6 - Ftn.		Site #6 - Ftn.
Technician's Comments:	Serviced fountain. All normal. Thank you. Carl Abinuman.		
General Comments:	Serviced Fountain		
Fountain Amps	23.9	Fountain Voltage	232
GFCI Breaker Test	OK	Control Breaker	OK
Contactor (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	8.4
Lighting Voltage	120	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
0486280-FOUNTAIN-004	Vista Lakes VTX Fountain 4 Site #7- Ftn.		Site #7- Ftn.
Technician's Comments:	Serviced fountain. All normal. Thank you. Carl Abinuman.		
General Comments:	Serviced Fountain		
Fountain Amps	24	Fountain Voltage	233
GFCI Breaker Test	OK	Control Breaker	OK
Contactor (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	6.7
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 Date 12/4/2020 **0486280**

No. PI-A00528750

Order No. SMOR-412078

Contract No. SVR13946

Technician Name and State License #s
Carl Abinuman

Service Item #	Description	Lake No.	Lake Name
0486280-FOUNTAIN-005	Vista Lakes VTX Fountain 5 Site #8 - Ftn.		Site #8 - Ftn.
Technician's Comments:	Serviced fountain. All normal? Thank you. Carl Abinuman.		
General Comments:	Serviced Fountain		
Fountain Amps	24.7	Fountain Voltage	206
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	15.3
Lighting Voltage	115.3	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 Date 12/17/2020 **0486280**

No. PI-A00526564

Order No. SMOR-414179

Contract No. SVR49515

Technician Name and State License #s

Scott Dye

Service Item #	Description	Lake No.	Lake Name
0486280-LAKE-ALL	Vista Lakes Cdd-Lake-ALL	14	Vista Lakes Cdd-Lake-ALL
Technician's Comments:	Treated all ponds for shoreline grasses and algae today. Ponds 2 & 6 had submerged weeds, treated those also. Thank you, Scott		
General Comments:	Inspected Lake		
Inspected for algae			
Inspected for Aquatic Weeds			
Inspected for Undesirable Shoreline Vegetation			Treated
Lake & Pond Monitoring			OK

=====

Service Date 12/29/2020 **0486280**

No. PI-A00529048

Order No. SMOR-417851

Contract No. SVR49515

Technician Name and State License #s

Scott Dye

Service Item #	Description	Lake No.	Lake Name
0486280-LAKE-ALL	Vista Lakes Cdd-Lake-ALL	14	Vista Lakes Cdd-Lake-ALL
Technician's Comments:	Treated all ponds for shoreline grasses and algae today. Called and left voicemail for Ariel. Thank you, Scott		
General Comments:	Inspected Lake		
Inspected for algae			
Inspected for Aquatic Weeds			
Inspected for Undesirable Shoreline Vegetation			Treated
Lake & Pond Monitoring			OK

=====

Service Date 1/13/2021 **0486280**

No. PI-A00538400

Order No. SMOR-422898

Contract No. SVR49515

Technician Name and State License #s

Scott Dye

Service Item #	Description	Lake No.	Lake Name
0486280-LAKE-ALL	Vista Lakes Cdd-Lake-ALL	14	Vista Lakes Cdd-Lake-ALL
Technician's Comments:	Checked in with Jorge, drove around all ponds today and treated shorelinegrasses and algae as needed. Thank you, Scott		
General Comments:	Inspected Lake		
Inspected for algae			
Inspected for Aquatic Weeds			
Inspected for Undesirable Shoreline Vegetation			Treated
Lake & Pond Monitoring			OK

=====

Service Date	1/29/2021	0486280
No.	PI-A00543513	
Order No.	SMOR-425665	
Contract No.	SVR49515	
Technician Name and State License #s	Reed Vaughn	

Service Item #	Description	Lake No.	Lake Name
0486280-LAKE-ALL	Vista Lakes Cdd-Lake-ALL	14	Vista Lakes Cdd-Lake-ALL
Technician's Comments:	Inspected site 2, treated site 3 for bottom algae		
General Comments:	Inspected Lake		
Inspected for algae			
Inspected for Aquatic Weeds			
Inspected for Undesirable Shoreline Vegetation			OK
Lake & Pond Monitoring			OK

5Dia

195
Proposal

Date	Proposal #
12/10/2020	4877

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

Submitted To

Vista Lakes CDD
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.

Arbor Services

VISTA PARK POND - Back side walking path

Trim back and flush cut trees as needed in conservation wood line areas that are encroaching on CDD areas and sidewalks

Description	Quantity	Unit	Price
Trim back and flush cut trees	1.00	Ea	19,200.00
Dump fees	1.00	Ea	3,200.00

Subtotal Arbor Services	22,400.00
--------------------------------	-----------

Project Total	\$22,400.00
----------------------	-------------

Vista Lakes CDD

Proposal # 4877**Project Total**

\$22,400.00

Terms & Conditions

Plant material is guaranteed for controllable 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 Client's 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: Jeffery Cornett12/10/2020

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.

197
Proposal

Date	Proposal #
12/10/2020	4878

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

Submitted To

Vista Lakes CDD
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.

Arbor Services

CLUBHOUSE

Trim back and flush cut trees as needed in conservation wood line areas that are encroaching on CDD areas and sidewalks

Description	Quantity	Unit	Price
Trim back and flush cut trees	1.00	Ea	9,600.00
Dump fees	1.00	Ea	1,200.00

Subtotal Arbor Services	10,800.00
--------------------------------	-----------

Project Total	\$10,800.00
----------------------	-------------

Vista Lakes CDD

Proposal # 4878**Project Total**

\$10,800.00

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: <u>Jeffery Cornett</u>	<u>12/10/2020</u>	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.

199
Proposal

Date	Proposal #
12/10/2020	4879

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

Submitted To

Vista Lakes CDD

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.

Arbor Services

PEMBROKE

Trim back and flush cut trees as needed in conservation wood line areas that are encroaching on CDD areas and sidewalks

Description	Quantity	Unit	Price
Trim back and flush cut trees	1.00	Ea	7,200.00
Dump fees	1.00	Ea	1,200.00

Subtotal Arbor Services

8,400.00

Project Total

\$8,400.00

Vista Lakes CDD

Proposal # 4879**Project Total**

\$8,400.00

Terms & Conditions

Plant material is guaranteed for controllable 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 Client's 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: <u>Jeffery Cornett</u>	<u>12/10/2020</u>	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.

201
Proposal

Date	Proposal #
12/10/2020	4880

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

Submitted To

Vista Lakes CDD

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.

Arbor Services

CHICKASAW - Sidewalk

Trim back and flush cut trees as needed in conservation wood line areas that are encroaching on CDD areas and sidewalks

Description	Quantity	Unit	Price
Trim back and flush cut trees	1.00	Ea	14,400.00
Dump fees	1.00	Ea	2,400.00

Subtotal Arbor Services	16,800.00
--------------------------------	-----------

Project Total	\$16,800.00
----------------------	-------------

Vista Lakes CDD

Proposal # 4880**Project Total**

\$16,800.00

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: Jeffery Cornett12/10/2020

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.

203
Proposal

Date	Proposal #
12/10/2020	4881

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

Submitted To

Vista Lakes CDD

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.

Arbor Services

VISTA PARK - Lift Station

Trim back and flush cut trees as needed in conservation wood line areas that are encroaching on CDD areas and sidewalks

Description	Quantity	Unit	Price
Trim back and flush cut trees	1.00	Ea	9,600.00
Dump fees	1.00	Ea	1,200.00

Subtotal Arbor Services	10,800.00
--------------------------------	-----------

Project Total	\$10,800.00
----------------------	-------------

Vista Lakes CDD

Proposal # 4881**Project Total**

\$10,800.00

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: Jeffery Cornett12/10/2020

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.

205
Proposal

Date	Proposal #
12/10/2020	4882

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

Submitted To

Vista Lakes CDD

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.

Arbor Services

NEW PORT (FLORENCE HARBOR)

Trim back and flush cut trees as needed in conservation wood line areas that are encroaching on CDD areas and sidewalks

Description	Quantity	Unit	Price
Trim back and flush cut trees (2 locations)	1.00	Ea	4,800.00
Dump fees	1.00	Ea	800.00

Subtotal Arbor Services

5,600.00

Project Total

\$5,600.00

Vista Lakes CDD

Proposal # 4882**Project Total**

\$5,600.00

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: <u>Jeffery Cornett</u>	<u>12/10/2020</u>	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.

207
Proposal

Date	Proposal #
12/10/2020	4883

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

Submitted To

Vista Lakes CDD

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.

Arbor Services

NEW PORT - Sidewalk leading out to Lee Vista Blvd

Trim back and flush cut trees as needed in conservation wood line areas that are encroaching on CDD areas and sidewalks

Description	Quantity	Unit	Price
Trim back and flush cut trees	1.00	Ea	4,800.00
Dump fees	1.00	Ea	800.00

Subtotal Arbor Services

5,600.00

Project Total

\$5,600.00

Vista Lakes CDD

Proposal # 4883**Project Total**

\$5,600.00

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: Jeffery Cornett12/10/2020

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.

5Dib

210
Proposal

Date	Proposal #
12/10/2020	4884

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

Submitted To

Vista Lakes CDD

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.

Arbor Services

CHICKASAW (Black Fence)

Trim back and flush cut trees as needed in conservation wood line areas that are encroaching on CDD areas and sidewalks

Description	Quantity	Unit	Price
Trim large oak trees	4.00	Ea	2,400.00
Dump fees	1.00	Ea	450.00

Subtotal Arbor Services

2,850.00

Project Total

\$2,850.00

Vista Lakes CDD

Proposal # 4884**Project Total**

\$2,850.00

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: Jeffery Cornett12/10/2020

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.

212 Proposal

Date	Proposal #
12/10/2020	4885

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

Submitted To

Vista Lakes CDD

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.

Sod

New sod in various locations. All strip and lay. Disposal included.

Description	Quantity	Unit	Price
St Augustine Floratam : Chickasaw between 6271-6279	4,000.00	1sF	5,000.00
St Augustine Floratam: Chickasaw between 6327-6335	1,600.00	1sF	2,000.00
St Augustine Floratam: Chickasaw between 6299-6307	400.00	1sF	500.00
St Augustine Floratam: Bristol Channel right side 6304	800.00	1sF	1,000.00
St Augustine Floratam: Westcott front curb area 6274-6256	800.00	1sF	1,000.00
St Augustine Floratam: Westcott between 6300-6312	3,200.00	1sF	4,000.00
St Augustine Floratam: Westcott front curb strip 6318	400.00	1sF	500.00
St Augustine Floratam: Bristol Channel front curb strip	400.00	1sF	500.00
Irrigation NTE	1.00	ea	2,175.00

Subtotal Sod

16,675.00

Project Total

\$16,675.00

Vista Lakes CDD

Proposal # 4885**Project Total**

\$16,675.00

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: Jeffery Cornett12/10/2020

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.

214 Proposal

Date	Proposal #
12/10/2020	4886

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

Submitted To

Vista Lakes CDD

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

GENTRY PARK - CDD PROPERTY
Marquee entrance walls - Bristol Channel

Description	Quantity	Unit	Price
Removal and disposal of existing plant material	1.00	Ea	375.00
Install seasonal annuals of what is in season at time of	300.00	Ea	540.00
Podocarpus	8.00	3G	116.00
Indian Hawthorn	35.00	3G	507.50
Soil to create annual beds	2.00	yds	110.00
Irrigation NTE	1.00	ea	350.00

Subtotal Bedding Plants

1,998.50

Project Total

\$1,998.50

Vista Lakes CDD

Proposal # 4886**Project Total**

\$1,998.50

Terms & Conditions

Plant material is guaranteed for controllable 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 Client's 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: <u>Jeffery Cornett</u>	<u>12/10/2020</u>	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.

5Dii.



Service History Report

February 2, 2021
50097

Vista Lakes CDD

Date Range: 11/01/20..01/31/21

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

Service Date	11/3/2020	0486280
No.	PI-A00500626	
Order No.	SMOR-404707	
Contract No.	SVR49515	
Technician Name and State License #s		
Scott Dye		
Service Item #	Description	Lake No.
0486280-LAKE-ALL	Vista Lakes Cdd-Lake-ALL	14
	Lake Name	
	Vista Lakes Cdd-Lake-ALL	
Technician's Comments:	Very windy today, treated all ponds for algae only due to wind. Thank you, Scott	
General Comments:	Inspected Lake	
Inspected for algae		
Inspected for Aquatic Weeds		
Inspected for Undesirable Shoreline Vegetation		OK
Lake & Pond Monitoring		OK

Service Date	11/16/2020	0486280
No.	PI-A00511929	
Order No.	SMOR-402526	
Contract No.	SVR13946	
Technician Name and State License #s		
Carl Abinuman		
Service Item #	Description	Lake No.
0486280-FOUNTAIN-005	Vista Lakes VTX Fountain 5 Site #8 - Ftn.	Site #8 - Ftn.
Technician's Comments:	11/16/20. Serviced fountain. Thank you. Carl Abinuman.	
General Comments:	Serviced Fountain	
Fountain Amps	33	Fountain Voltage
GFCI Breaker Test	OK	Control Breaker
Contact (Starter)	OK	Motor Overload
Fountain Power Cable	OK	Fuses
Fountain-Timer	OK	Shaft Propeller Impeller
Clean Debris Screen	OK	Clean Nozzles
Fountain Disconnect	OK	Lighting Amps
Lighting Voltage	120	No. of Lights Burned Out
No. of Lights Replaced	0	Clean Lights
Lighting Timer	OK	Lighting Power Cable
Fixtures	OK	Lenses/Seals
Lighting Disconnect	OK	

Service Date	11/21/2020	0486280
---------------------	-------------------	----------------

No. PI-A00512817
 Order No. SMOR-408597
 Contract No. SVR49515

Technician Name and State License #s

Scott Dye

Service Item #	Description	Lake No.	Lake Name
0486280-LAKE-ALL	Vista Lakes Cdd-Lake-ALL	14	Vista Lakes Cdd-Lake-ALL
Technician's Comments:	Treated all ponds for algae and alligator weed to. Was raining and breezy when I arrived so no shoreline grasses today. Thank you, Scott		
General Comments:	Inspected Lake		
Inspected for algae			
Inspected for Aquatic Weeds			
Inspected for Undesirable Shoreline Vegetation			Treated
Lake & Pond Monitoring			OK

=====

Service Date 12/4/2020 **0486280**

No. PI-A00528736
 Order No. SMOR-400189
 Contract No. SVR13946

Technician Name and State License #s

Carl Abinuman

Service Item #	Description	Lake No.	Lake Name
0486280-FOUNTAIN-001	Vista Lakes VTX Fountain 1 Site #2 - Ftn.		Site #2 - Ftn.
Technician's Comments:	Serviced fountain. All normal. Thank you. Carl Abinuman.		
General Comments:	Serviced Fountain		
Fountain Amps	34.3	Fountain Voltage	243
GFCI Breaker Test	OK	Control Breaker	OK
Contactors (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	16.5
Lighting Voltage	120	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
0486280-FOUNTAIN-002	Vista Lakes VTX Fountain 2 Site #5 - Ftn.		Site #5 - Ftn.
Technician's Comments:	Serviced fountain. All normal. Thank you. Carl Abinuman.		
General Comments:	Serviced Fountain		
Fountain Amps	26.2	Fountain Voltage	242
GFCI Breaker Test	OK	Control Breaker	OK
Contactors (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	12.9
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
0486280-FOUNTAIN-003	Vista Lakes VTX Fountain 3 Site #6 - Ftn.		Site #6 - Ftn.
Technician's Comments:	Serviced fountain. All normal. Thank you. Carl Abinuman.		
General Comments:	Serviced Fountain		
Fountain Amps	23.9	Fountain Voltage	232
GFCI Breaker Test	OK	Control Breaker	OK
Contactor (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	8.4
Lighting Voltage	120	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
0486280-FOUNTAIN-004	Vista Lakes VTX Fountain 4 Site #7- Ftn.		Site #7- Ftn.
Technician's Comments:	Serviced fountain. All normal. Thank you. Carl Abinuman.		
General Comments:	Serviced Fountain		
Fountain Amps	24	Fountain Voltage	233
GFCI Breaker Test	OK	Control Breaker	OK
Contactor (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	6.7
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 Date 12/4/2020 **0486280**

No. PI-A00528750

Order No. SMOR-412078

Contract No. SVR13946

Technician Name and State License #s
Carl Abinuman

Service Item #	Description	Lake No.	Lake Name
0486280-FOUNTAIN-005	Vista Lakes VTX Fountain 5 Site #8 - Ftn.		Site #8 - Ftn.
Technician's Comments:	Serviced fountain. All normal? Thank you. Carl Abinuman.		
General Comments:	Serviced Fountain		
Fountain Amps	24.7	Fountain Voltage	206
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	15.3
Lighting Voltage	115.3	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 Date 12/17/2020 **0486280**

No. PI-A00526564

Order No. SMOR-414179

Contract No. SVR49515

Technician Name and State License #s

Scott Dye

Service Item #	Description	Lake No.	Lake Name
0486280-LAKE-ALL	Vista Lakes Cdd-Lake-ALL	14	Vista Lakes Cdd-Lake-ALL
Technician's Comments:	Treated all ponds for shoreline grasses and algae today. Ponds 2 & 6 had submerged weeds, treated those also. Thank you, Scott		
General Comments:	Inspected Lake		
Inspected for algae			
Inspected for Aquatic Weeds			
Inspected for Undesirable Shoreline Vegetation			Treated
Lake & Pond Monitoring			OK

=====

Service Date 12/29/2020 **0486280**

No. PI-A00529048

Order No. SMOR-417851

Contract No. SVR49515

Technician Name and State License #s

Scott Dye

Service Item #	Description	Lake No.	Lake Name
0486280-LAKE-ALL	Vista Lakes Cdd-Lake-ALL	14	Vista Lakes Cdd-Lake-ALL
Technician's Comments:	Treated all ponds for shoreline grasses and algae today. Called and left voicemail for Ariel. Thank you, Scott		
General Comments:	Inspected Lake		
Inspected for algae			
Inspected for Aquatic Weeds			
Inspected for Undesirable Shoreline Vegetation			Treated
Lake & Pond Monitoring			OK

=====

Service Date 1/13/2021 **0486280**

No. PI-A00538400

Order No. SMOR-422898

Contract No. SVR49515

Technician Name and State License #s

Scott Dye

Service Item #	Description	Lake No.	Lake Name
0486280-LAKE-ALL	Vista Lakes Cdd-Lake-ALL	14	Vista Lakes Cdd-Lake-ALL
Technician's Comments:	Checked in with Jorge, drove around all ponds today and treated shorelinegrasses and algae as needed. Thank you, Scott		
General Comments:	Inspected Lake		
Inspected for algae			
Inspected for Aquatic Weeds			
Inspected for Undesirable Shoreline Vegetation			Treated
Lake & Pond Monitoring			OK

=====

Service Date	1/29/2021	0486280
No.	PI-A00543513	
Order No.	SMOR-425665	
Contract No.	SVR49515	
Technician Name and State License #s	Reed Vaughn	

Service Item #	Description	Lake No.	Lake Name
0486280-LAKE-ALL	Vista Lakes Cdd-Lake-ALL	14	Vista Lakes Cdd-Lake-ALL
Technician's Comments:	Inspected site 2, treated site 3 for bottom algae		
General Comments:	Inspected Lake		
Inspected for algae			
Inspected for Aquatic Weeds			
Inspected for Undesirable Shoreline Vegetation			OK
Lake & Pond Monitoring			OK

Vista Lakes CDD Report for Fountains and Aeration

(Sept 1, 2020 thru Jan 30, 2021)

September 2020

- 9/11/2020 Serviced Fountains #2, #5, #6, #7 and #8. Replaced bulbs on Fountains #2 and #8.
- 9/22/2020 Lake #10B Main, move new fountain closer to power station and install fountain control boxes. Electricians have not completed main power supply.
- 9/28/2020 Serviced all aerators.

October 2020

- 10/22/2020 Serviced Fountain #8. Replaced 1 bulb on fountain.

November 2020

- 11/16/2020 Serviced Fountain #8.

December 2020

- 12/04/2020 Serviced Fountains #2, #5, #6, #7 and #8.

January 2021

- 01/14/2021 Startup of new Chickasaw Trail fountain Pond 10B Main.