

# *Watergrass Community Development District II*

**February 18, 2026**

## **Final Agenda Package**

### **ZOOM MEETING INFORMATION**

**Meeting ID:** 345 853 0384  
**Call In Number:** 305-224-1968

**Passcode:** 313835  
**Conference ID:** \*313835#

<https://zoom.us/j/3458530384pwd=RXBnTHhLZUg2RXpZdENmRHlad3FVQT09&omn=92894216349#success>

2005 Pan Am Circle, Suite 300  
TAMPA, FL 33607

## **CLEAR PARTNERSHIPS**



COLLABORATION



LEADERSHIP



EXCELLENCE



ACCOUNTABILITY



RESPECT

# Watergrass Community Development District II

## Board of Supervisors

Zuriel Cabrera, Chairperson  
Craig P. Margelowsky, Vice Chairperson  
Eric Mager, Assistant Secretary  
Matthew Hannaway, Assistant Secretary  
Sunil Mohammed, Assistant Secretary

## Staff

Heather Jackson, District Manager  
Kathryn Hopkinson, District Counsel  
Phil Chang, District Engineer  
Sarah Schmidt, Amenity Manager  
John Khatiblou, District Accountant  
Crystal Yem, Administrative Assistant

## Regular Meeting Agenda

Wednesday, February 18, 2026, 10:00 a.m.

### 1. Roll Call

### 2. Approval of the Agenda

### 3. Audience Comments (3) Minute Time Limit

*The Audience Comment portion of the agenda allows individuals who are present to make remarks on matters that concern the District. Each individual is limited to three (3) minutes for such remarks. The Board of Supervisors and Staff are not obligated to provide an immediate response, as some matters may require additional research, discussion, or deliberation. If a comment relates to the Clubhouse, individuals are encouraged to contact the Amenity Manager outside of the context of the meeting.*

### 4. Consent Agenda

- A. Approval of January 21, 2026, Meeting Minutes.....Page 3
- B. Acceptance of January 2026 Financial Report.....Page 7

### 5. Staff Reports

- A. District Accountant
- B. District Counsel
- C. District Engineer
- D. District Manager
- E. Amenity Manager
  - 1. Review of Solitude Aquatic Report.....Page 24
  - 2. Review of OLM Landscape Report.....Page 32
  - 3. Review of Yellowstone Irrigation Report .....Page 37
  - 4. Review of Yellowstone Frost Damage Report.....Page 44

### 6. Business Items

- A. Consideration of Fence Proposals.....Page 55
- B. Consideration of Asset Values.....Page 62
- C. Discussion of Parking Policy
- D. Discussion of Alcohol Insurance Per Policy

### 7. Special Business Items

- A. Discussion of Termination for OLM
- B. Consideration of RFP for District Management Services
  - 1. Inframark.....Page 73
  - 2. Kai.....Page 100
  - 3. Rizzetta & Company.....Page 120
  - 4. Vesta District Services.....Page 153
- C. Review of District Management Services Price Sheet.....Page 195

### 8. Supervisor Requests

### 9. Adjournment

*The next meeting is scheduled for Wednesday, March 18, 2026, at 10:00 a.m.*

#### District Office:

2005 Pan Am Circle  
Suite 300  
Tampa, FL 33607  
813-873-7300

[www.watergrass2cdd.com](http://www.watergrass2cdd.com)

#### Meeting Location:

WaterGrass Club  
32711 Windelstraw Drive  
Wesley Chapel, FL 33545

**MINUTES OF MEETING  
WATERGRASS  
COMMUNITY DEVELOPMENT DISTRICT II**

The regular meeting of the Board of Supervisors of the WaterGrass Community Development District II was held on Wednesday, January 21, 2026, at 6:30 p.m. at the **WaterGrass Club, 32711 Windelstraw Drive, Wesley Chapel, Florida 33545.**

Present and constituting a quorum were:

Zuriel Cabrera	Chairperson
Craig P. Margelowsky	Vice Chairperson
Eric Mager	Assistant Secretary
Matthew Hannaway	Assistant Secretary
Sunil Mohammed	Assistant Secretary

Also present were:

Heather Jackson	District Manager
Kathryn 'KC' Hopkinson	District Counsel <i>(via teleconference)</i>
Sarah Schmidt	Amenity Manager
Kristee Cole	Senior District Manager
Paul Woods	OLM

## Audience

*The following is a summary of the discussions and actions taken.*

## **FIRST ORDER OF BUSINESS**

## Roll Call

Mr. Margelowsky called the meeting to order. A quorum was established.

## **SECOND ORDER OF BUSINESS**

## Audience Comments

A resident reported that the monument lighting is operating at inconsistent times, with lights turning on and off irregularly.

Concerns were also raised regarding pond maintenance, including the failure to remove weeds surrounding the ponds, the presence of dead bushes in and around the pond areas, and trash observed within the ponds.

Mr. Woods questioned the Board's decision to exceed the budgeted amount of \$70,000 for the pickleball courts, noting that the projected cost has increased to \$77,000. He expressed concern that the pickleball courts constitute a discretionary improvement rather than a necessary expenditure.

46 Connie inquired as to why the plant beds at the community entrance have not yet been completed  
47 and requested clarification regarding the cause of the delay. She further stated that she has not  
48 received the pressure washing schedule previously requested and asked for an update on the  
49 timeline for the basketball court resurfacing project.

50  
51 Mr. Davis stated that his property backs up to the overpass road and noted that the hedges along  
52 the berm are trimmed on the exterior side but not on the interior side facing his home. He  
53 requested clarification as to whether trimming and maintenance of the interior portion of the  
54 hedges is the responsibility of the homeowner or the CDD.

55

56 **THIRD ORDER OF BUSINESS** **Consent Agenda**

57 **A. Approval Minutes of November 19, 2025 Meeting Minutes**

58 **B. Acceptance of the November and December 2025 Financial Report**

59 On MOTION by Mr. Margelowsky, seconded by Mr. Cabrera, with all in favor, the  
60 Consent Agenda was approved. 5-0

61

62 **FOURTH ORDER OF BUSINESS** **Staff Reports**

63 **A. District Accountant**

64 There were no updates at this time.

65

66 **B. District Counsel**

67 Ms. Hopkinson informed the Board that she has been in communication with Pulte  
68 regarding the outstanding invoices and the issue of the unauthorized signature. Pulte has  
69 indicated that a formal response will be provided within the next week.

70

71 With respect to Complete IT & Safe Touch, Ms. Schmidt previously attempted to  
72 terminate the contract. Complete IT & Safe Touch subsequently responded through legal  
73 counsel, asserting a claim for liquidated damages. Ms. Hopkinson issued a formal legal  
74 response on behalf of the District, stating that the contract was terminated due to lack of  
75 service. As of this date, no further correspondence has been received.

76

77 Ms. Hopkinson further reported that she has received the formal resignation of Mr. Mager,  
78 effective February 1, 2026.

79

80 **C. District Engineer**

81 **i. Review of Pond Assessment SWFWMD**

82 Mr. Margelowsky asked the Board whether it would be appropriate for District staff  
83 to evaluate the erosion areas and determine what mitigation measures could be  
84 implemented prior to directing the District Engineer to solicit bids for repairs. He  
85 stated that, in his opinion, a significant portion of the erosion may be remedied  
86 through the use of concrete bags and fill dirt.

87

88 Mr. Cabrera concurred with Mr. Margelowsky's recommendation.

89

90 This item was tabled.

91           **ii. Review of Promenade Parking Lot Modification Exhibit**

92           Tabled.

93           **iii. Review of Promenade Parking Lot Modification Exhibit V2**94           The Board agreed to move forward with having the District Engineer obtain  
95           proposals for the parking lot modification.96           **D. District Manager**97           Ms. Jackson informed the board of their next meeting on Wednesday, February 18th, 2026  
98           at 10:00 am.99           On MOTION by Mr. Margelowsky, seconded by Mr. Cabrera, with all in favor, the  
100           Board Adopted Resolution 2026-02.101           **E. Amenity Manager**102           **i. Review of SOLitude Report**

103           Tabled.

104           **ii. Review of OLM Landscape Report**

105           A discussion ensued.

106           **iii. Review of Yellowstone Report**107           

- 108           • **Review of Horticulture Service Report December**
- 109           • **Consideration of Mini Pine Bark Mulch Proposal**
- 110           • **Consideration of Entrance Turf Removals Proposals**
- 111           • **Consideration of Landscape Irrigation Inspection and Repair Estimate**

112           Tabled until the next meeting.

113           **FIFTH ORDER OF BUSINESS**114           **Business Items**115           **A. Consideration of Sports Surface Pickleball Construction Agreement**

116           A discussion ensued.

117           **B. Consideration of Court CO Pickleball Construction Agreement**

118           A discussion ensued.

119           On MOTION by Mr. Margelowsky, seconded by Mr. Cabrera, with all in favor, the  
120           Board approved the Court CO Pickleball Construction Agreement with a not-to-  
121           exceed amount of \$77,000.122           **SIXTH ORDER OF BUSINESS**123           **Special Business Items**124           **A. Consideration of RFPs for Landscaping Services**125           Mr. Woods presented the RFP respondents to the Board and outlined the process for  
126           presentations related to the seven bid submissions received. A discussion followed.127           Each landscaping vendor presented its proposal, after which the Board members  
128           independently evaluated and scored each submission utilizing the provided scoring

137 sheets. Ms. Jackson and Ms. Cole collected the completed score sheets from each Board  
138 member and tabulated the cumulative scores and final rankings.

139 The final rankings were as follows:

140 1st Place – Yellowstone: 381 points

141 2nd Place – Red Tree: 315 points

142 3rd Place – Pine Lake Nursery: 298 points

143 4th Place – United: 295.15 points

144 5th Place – Juniper: 290.625 points

145 6th Place – Russell: 276.95 points

146 7th Place – ASI: 211.75 points

147 Based on the final rankings, Yellowstone was awarded the landscaping contract, subject  
148 to review and approval by District Counsel.

149 On MOTION by Mr. Margelowsky, seconded by Mr. Cabrera, with one opposing  
150 vote from Mr. Mohammed, the Board awarded Yellowstone as the new  
151 Landscapers for the Watergrass II Community Development District.

152

## 153 **B. Discussion of Termination of OLM**

154 Tabled.

155

## 156 **SEVENTH ORDER OF BUSINESS**

## Supervisor Requests

157 Mr. Margelowsky made a motion to accept the resignation of Mr. Mager.

158

159 On MOTION by Mr. Margelowsky, seconded by Mr. Cabrera, with all in favor, the  
160 Board accepted Mr. Mager's resignation from the Watergrass II Community  
161 Development District Board.

162 Mr. Margelowsky requested that résumés for the vacant Board seat be submitted to the  
163 clubhouse email address. Ms. Jackson will coordinate the addition of a banner to the CDD  
164 website to provide notice of the vacancy. The deadline for résumé submissions was set for  
165 February 20, 2026.

166

167 Mr. Margelowsky further discussed his interest in hosting a town hall meeting to address  
168 community parking concerns and explore potential solutions. The HOA Board will provide an  
169 update to the CDD following its upcoming meeting.

170

171 Mr. Mohammed requested an update regarding the stop sign at Old Bridge. He also requested  
172 that an insurance quote be obtained for events at which alcohol may be served.

173

## 174 **EIGHTH ORDER OF BUSINESS**

## Adjournment

175

176

177 On MOTION by Mr. Margelowsky, seconded by Mr. Mohammed, with all in favor,  
178 the meeting was adjourned at 9:57 p.m.

179

180

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Chairperson

*Watergrass  
Community  
Development  
District II*

*Financial Report*

*January 31, 2026*

**CLEAR PARTNERSHIPS**



# WATERGRASS

## Community Development District II

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#### **SUPPORTING SCHEDULES**

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Watergrass  
Community Development District II

**Financial Statements**

**(Unaudited)**

**January 31, 2026**

**Balance Sheet**  
January 31, 2026

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2018 DEBT SERVICE FUND	SERIES 2021 DEBT SERVICE FUND	TOTAL
<b>ASSETS</b>				
Cash - Checking Account	\$ 1,332,875	\$ -	\$ -	\$ 1,332,875
Accounts Receivable	4,800	-	-	4,800
Investments:				
Money Market Account	1,225,283	-	-	1,225,283
Prepayment Account	-	-	88	88
Reserve Fund	-	258,753	96,526	355,279
Revenue Fund	-	562,520	442,575	1,005,095
Prepaid Items	10,828	-	-	10,828
Deposits	13,269	-	-	13,269
<b>TOTAL ASSETS</b>	<b>\$ 2,587,055</b>	<b>\$ 821,273</b>	<b>\$ 539,189</b>	<b>\$ 3,947,517</b>
<b>LIABILITIES</b>				
Accounts Payable	\$ 120,490	\$ -	\$ -	\$ 120,490
Accrued Expenses	22,936	-	-	22,936
Other Current Liabilities	185	-	-	185
<b>TOTAL LIABILITIES</b>	<b>143,611</b>	<b>-</b>	<b>-</b>	<b>143,611</b>
<b>FUND BALANCES</b>				
Nonspendable:				
Prepaid Items	10,828	-	-	10,828
Deposits	13,269	-	-	13,269
Restricted for:				
Debt Service	-	821,273	539,189	1,360,462
Assigned to:				
Operating Reserves	556,653	-	-	556,653
Reserves - Capital Projects	157,500	-	-	157,500
Unassigned:	1,705,194	-	-	1,705,194
<b>TOTAL FUND BALANCES</b>	<b>\$ 2,443,444</b>	<b>\$ 821,273</b>	<b>\$ 539,189</b>	<b>\$ 3,803,906</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 2,587,055</b>	<b>\$ 821,273</b>	<b>\$ 539,189</b>	<b>\$ 3,947,517</b>

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

For the Period Ending January 31, 2026

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b>REVENUES</b>					
Interest - Investments	\$ 12,000	\$ 4,000	\$ 23,800	\$ 19,800	198.33%
Interlocal Agreement	-	-	84,700	84,700	0.00%
Interest - Tax Collector	-	-	2,407	2,407	0.00%
Rents or Royalties	9,000	3,000	3,852	852	42.80%
Lease Revenue	-	-	4,800	4,800	0.00%
Special Assmnts- Tax Collector	2,228,921	2,162,004	2,260,578	98,574	101.42%
Special Assmnts- CDD Collected	115,698	38,566	-	(38,566)	0.00%
Special Assmnts- Discounts	(89,157)	(86,481)	(90,078)	(3,597)	101.03%
Other Miscellaneous Revenues	-	-	5,437	5,437	0.00%
Access Cards	150	50	538	488	358.67%
<b>TOTAL REVENUES</b>	<b>2,276,612</b>	<b>2,121,139</b>	<b>2,296,034</b>	<b>174,895</b>	<b>100.85%</b>
<b>EXPENDITURES</b>					
<b>Administration</b>					
P/R-Board of Supervisors	12,000	4,000	1,400	2,600	11.67%
FICA Taxes	918	306	109	197	11.87%
ProfServ-Arbitrage Rebate	600	600	-	600	0.00%
ProfServ-Engineering	10,000	3,333	9,782	(6,449)	97.82%
ProfServ-Legal Services	25,000	8,333	3,041	5,292	12.16%
ProfServ-Property Appraiser	248	-	91	(91)	36.69%
ProfServ-Trustee Fees	7,000	4,041	4,041	-	57.73%
ProfServ-Web Site Maintenance	1,553	518	-	518	0.00%
Auditing Services	4,200	-	-	-	0.00%
Contracts-Mgmt Services	49,932	16,644	16,644	-	33.33%
Postage and Freight	500	167	35	132	7.00%
Public Officials Insurance	3,208	3,208	3,286	(78)	102.43%
Printing and Binding	500	167	-	167	0.00%
Legal Advertising	2,200	733	131	602	5.95%
Misc-Assessment Collection Cost	44,578	43,239	43,410	(171)	97.38%
Misc-Contingency	-	-	311	(311)	0.00%
<b>Total Administration</b>	<b>162,437</b>	<b>85,289</b>	<b>82,281</b>	<b>3,008</b>	<b>50.65%</b>
<b>Utility Services</b>					
Electricity - Streetlights	206,000	68,667	73,499	(4,832)	35.68%
Utility - Irrigation & Landscape Lighting	5,500	1,833	1,879	(46)	34.16%
Building Utilities	25,000	8,333	8,206	127	32.82%
Utility Deposit Bond	10,093	-	-	-	0.00%
<b>Total Utility Services</b>	<b>246,593</b>	<b>78,833</b>	<b>83,584</b>	<b>(4,751)</b>	<b>33.90%</b>

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

For the Period Ending January 31, 2026

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b>Garbage/Solid Waste Services</b>					
Utility - Refuse Removal	10,000	3,333	2,328	1,005	23.28%
Solid Waste Disposal Assessm.	1,993	1,993	-	1,993	0.00%
<b>Total Garbage/Solid Waste Services</b>	<b>11,993</b>	<b>5,326</b>	<b>2,328</b>	<b>2,998</b>	<b>19.41%</b>
<b>Water-Sewer Comb Services</b>					
Utility Services	65,000	21,667	14,814	6,853	22.79%
<b>Total Water-Sewer Comb Services</b>	<b>65,000</b>	<b>21,667</b>	<b>14,814</b>	<b>6,853</b>	<b>22.79%</b>
<b>Flood Control/Stormwater Mgmt</b>					
Contracts-Lakes	65,000	21,667	19,845	1,822	30.53%
Stormwater Assessment	2,745	2,745	-	2,745	0.00%
R&M-Mitigation	10,000	3,333	-	3,333	0.00%
<b>Total Flood Control/Stormwater Mgmt</b>	<b>77,745</b>	<b>27,745</b>	<b>19,845</b>	<b>7,900</b>	<b>25.53%</b>
<b>Other Physical Environment</b>					
Contracts-Landscape	725,000	241,667	209,490	32,177	28.90%
Security-Roving Parking Patrol	27,000	9,000	13,026	(4,026)	48.24%
Insurance - Property	22,144	22,144	22,144	-	100.00%
Insurance - General Liability	4,000	4,000	4,307	(307)	107.68%
R&M-Other Landscape	10,000	3,333	33,093	(29,760)	330.93%
R&M-Mulch	80,000	26,667	-	26,667	0.00%
R&M-Pest Control	5,000	1,667	1,321	346	26.42%
R&M-Annuals	2,700	900	1,233	(333)	45.67%
R&M-Plant&Tree Replacement	100,000	33,333	14,393	18,940	14.39%
R&M-Pressure Washing	5,000	1,667	1,150	517	23.00%
R&M-Emergency & Disaster Relief	50,000	16,667	-	16,667	0.00%
R&M-UTV	1,000	333	115	218	11.50%
Miscellaneous Maintenance	25,000	8,333	17,821	(9,488)	71.28%
Irrigation Maintenance	75,000	25,000	29,989	(4,989)	39.99%
Holiday Lighting & Decorations	10,000	3,333	5,236	(1,903)	52.36%
<b>Total Other Physical Environment</b>	<b>1,141,844</b>	<b>398,044</b>	<b>353,318</b>	<b>44,726</b>	<b>30.94%</b>
<b>Road and Street Facilities</b>					
R&M-Sidewalks	2,000	667	-	667	0.00%
R&M-Street Signs	500	167	5,406	(5,239)	1081.20%
R&M-Roads	10,000	3,333	20,716	(17,383)	207.16%
<b>Total Road and Street Facilities</b>	<b>12,500</b>	<b>4,167</b>	<b>26,122</b>	<b>(21,955)</b>	<b>208.98%</b>

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

For the Period Ending January 31, 2026

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b>Parks and Recreations</b>					
Payroll-Other	125,000	41,667	33,174	8,493	26.54%
Contracts-On-Site Management	80,000	26,667	26,667	-	33.33%
Contracts-Security Services	41,000	13,667	3,100	10,567	7.56%
Contracts-Pools	42,000	14,000	13,828	172	32.92%
Contracts-Cleaning Services	18,000	6,000	5,620	380	31.22%
Telephone/Fax/Internet Services	6,500	2,167	1,933	234	29.74%
R&M-Air Conditioning	5,000	1,667	441	1,226	8.82%
R&M-Clubhouse	5,000	1,667	413	1,254	8.26%
R&M-Court Maintenance	25,000	8,333	280	8,053	1.12%
R&M-Pools	10,000	3,333	47,576	(44,243)	475.76%
R&M-Fitness Equipment	20,000	6,667	1,999	4,668	10.00%
R&M-Pet Waste Station	7,000	2,333	593	1,740	8.47%
R&M-Playground	5,000	1,667	42	1,625	0.84%
Maintenance & Repairs	50,000	16,667	3,390	13,277	6.78%
Misc-Contingency	50,000	16,667	60,654	(43,987)	121.31%
Office Supplies	15,000	5,000	2,639	2,361	17.59%
Cleaning Supplies	4,000	1,333	358	975	8.95%
<b>Total Parks and Recreations</b>	<b>508,500</b>	<b>169,502</b>	<b>202,707</b>	<b>(33,205)</b>	<b>39.86%</b>
<b>Special Events</b>					
Maintenance & Repairs	-	-	629	(629)	0.00%
<b>Total Special Events</b>	<b>-</b>	<b>-</b>	<b>629</b>	<b>(629)</b>	<b>0.00%</b>
<b>Reserves</b>					
Capital Reserve	50,000	-	2,500	(2,500)	5.00%
<b>Total Reserves</b>	<b>50,000</b>	<b>-</b>	<b>2,500</b>	<b>(2,500)</b>	<b>5.00%</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>2,276,612</b>	<b>790,573</b>	<b>788,128</b>	<b>2,445</b>	<b>34.62%</b>
Excess (deficiency) of revenues					
Over (under) expenditures	-	1,330,566	1,507,906	177,340	0.00%
Net change in fund balance	\$ -	\$ 1,330,566	\$ 1,507,906	\$ 177,340	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2025)</b>	<b>935,538</b>	<b>935,538</b>	<b>935,538</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 935,538</b>	<b>\$ 2,266,104</b>	<b>\$ 2,443,444</b>		

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

For the Period Ending January 31, 2026

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b>REVENUES</b>					
Interest - Investments	\$ 20	\$ 7	\$ 5,548	\$ 5,541	27740.00%
Special Assmnts- Tax Collector	550,949	534,409	529,533	(4,876)	96.11%
Special Assmnts- Discounts	(22,038)	(21,376)	(21,100)	276	95.74%
<b>TOTAL REVENUES</b>	<b>528,931</b>	<b>513,040</b>	<b>513,981</b>	<b>941</b>	<b>97.17%</b>
<b>EXPENDITURES</b>					
<u>Administration</u>					
ProfServ-Trustee Fees	4,041	-	-	-	0.00%
Misc-Assessment Collection Cost	11,019	10,689	10,169	520	92.29%
<b>Total Administration</b>	<b>15,060</b>	<b>10,689</b>	<b>10,169</b>	<b>520</b>	<b>67.52%</b>
<u>Debt Service</u>					
Principal Debt Retirement	155,000	-	-	-	0.00%
Interest Expense	363,723	181,862	181,861	1	50.00%
<b>Total Debt Service</b>	<b>518,723</b>	<b>181,862</b>	<b>181,861</b>	<b>1</b>	<b>35.06%</b>
<b>TOTAL EXPENDITURES</b>	<b>533,783</b>	<b>192,551</b>	<b>192,030</b>	<b>521</b>	<b>35.98%</b>
Excess (deficiency) of revenues					
Over (under) expenditures	(4,852)	320,489	321,951	1,462	-6635.43%
Net change in fund balance	\$ (4,852)	\$ 320,489	\$ 321,951	\$ 1,462	-6635.43%
<b>FUND BALANCE, BEGINNING (OCT 1, 2025)</b>	<b>499,322</b>	<b>499,322</b>	<b>499,322</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 494,470</b>	<b>\$ 819,811</b>	<b>\$ 821,273</b>		

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

For the Period Ending January 31, 2026

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b>REVENUES</b>					
Interest - Investments	\$ -	\$ -	\$ -	\$ -	0.00%
Special Assmnts- Tax Collector	12,798	12,414	12,301	(113)	96.12%
Special Assmnts- Discounts	(512)	(496)	(490)	6	95.70%
<b>TOTAL REVENUES</b>	<b>12,286</b>	<b>11,918</b>	<b>11,811</b>	<b>(107)</b>	<b>96.13%</b>
<b>EXPENDITURES</b>					
<u>Administration</u>					
Misc-Assessment Collection Cost	256	248	236	12	92.19%
<b>Total Administration</b>	<b>256</b>	<b>248</b>	<b>236</b>	<b>12</b>	<b>92.19%</b>
<b>TOTAL EXPENDITURES</b>	<b>256</b>	<b>248</b>	<b>236</b>	<b>12</b>	<b>92.19%</b>
Excess (deficiency) of revenues					
Over (under) expenditures	12,030	11,670	11,575	(95)	96.22%
<b>OTHER FINANCING SOURCES (USES)</b>					
Other NonOperating Uses	-	-	(11,575)	(11,575)	0.00%
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>(11,575)</b>	<b>(11,575)</b>	<b>0.00%</b>
Net change in fund balance	\$ 12,030	\$ 11,670	\$ -	\$ (11,670)	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2025)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 12,030</b>	<b>\$ 11,670</b>	<b>\$ -</b>		

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

For the Period Ending January 31, 2026

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b>REVENUES</b>					
Interest - Investments	\$ 10,000	\$ 3,333	\$ 12,468	\$ 9,135	124.68%
Special Assmnts- Tax Collector	411,122	398,779	395,141	(3,638)	96.11%
Special Assmnts- Discounts	(16,445)	(15,951)	(15,745)	206	95.74%
<b>TOTAL REVENUES</b>	<b>404,677</b>	<b>386,161</b>	<b>391,864</b>	<b>5,703</b>	<b>96.83%</b>
<b>EXPENDITURES</b>					
<u>Administration</u>					
Misc-Assessment Collection Cost	8,222	7,975	7,588	387	92.29%
<b>Total Administration</b>	<b>8,222</b>	<b>7,975</b>	<b>7,588</b>	<b>387</b>	<b>92.29%</b>
<u>Debt Service</u>					
Principal Debt Retirement	270,000	-	-	-	0.00%
Interest Expense	118,805	59,403	59,403	-	50.00%
<b>Total Debt Service</b>	<b>388,805</b>	<b>59,403</b>	<b>59,403</b>	<b>-</b>	<b>15.28%</b>
<b>TOTAL EXPENDITURES</b>	<b>397,027</b>	<b>67,378</b>	<b>66,991</b>	<b>387</b>	<b>16.87%</b>
Excess (deficiency) of revenues					
Over (under) expenditures	7,650	318,783	324,873	6,090	4246.71%
Net change in fund balance	\$ 7,650	\$ 318,783	\$ 324,873	\$ 6,090	4246.71%
<b>FUND BALANCE, BEGINNING (OCT 1, 2025)</b>	<b>214,316</b>	<b>214,316</b>	<b>214,316</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 221,966</b>	<b>\$ 533,099</b>	<b>\$ 539,189</b>		

Watergrass  
Community Development District II

**Supporting Schedules**

**January 31, 2026**

**WATERGRASS**

Community Development District II

**Non-Ad Valorem Special Assessments**  
 (Pasco County Tax Collector - Monthly Collection Distributions)  
 For the Fiscal Year Ending September 30, 2026

DATE RECEIVED	NET AMOUNT RECEIVED	DISCOUNT/ (PENALTIES) AMOUNT	COLLECTION COSTS	GROSS AMOUNT RECEIVED	ALLOCATION			
					GENERAL FUND	SERIES 2018 DEBT SERVICE FUND	SERIES 2019 DEBT SERVICE FUND	SERIES 2021 DEBT SERVICE FUND
Assessments Levied FY26 Allocation %				\$ 3,326,874 100%	\$ 2,352,004 71%	\$ 550,949 17%	\$ 12,798 0.38%	\$ 411,122 12%
11/06/25	\$ 25,064	\$ 1,366	\$ 512	\$ 26,941	\$ 19,047	\$ 4,462	\$ 104	\$ 3,329
11/14/25	218,637	9,296	4,462	232,394	164,296	38,486	894	28,718
11/20/25	86,479	3,677	1,765	91,921	64,985	15,223	354	11,359
11/26/25	53,382	2,270	1,089	56,741	40,114	9,397	218	7,012
12/05/25	2,319,725	98,627	47,341	2,465,694	1,743,174	408,333	9,485	304,701
12/11/25	225,051	9,514	4,593	239,158	169,078	39,606	920	29,554
12/18/25	34,726	1,226	709	36,661	25,919	6,071	141	4,530
01/09/26	45,673	1,438	932	48,043	33,965	7,956	185	5,937
<b>TOTAL</b>	<b>\$ 3,008,736</b>	<b>\$ 127,414</b>	<b>\$ 61,403</b>	<b>\$ 3,197,553</b>	<b>\$ 2,260,578</b>	<b>\$ 529,533</b>	<b>\$ 12,301</b>	<b>\$ 395,141</b>
% COLLECTED				96%	96%	96%	96%	96%
<b>TOTAL OUTSTANDING</b>				<b>\$ 129,322</b>	<b>\$ 91,427</b>	<b>\$ 21,416</b>	<b>\$ 497</b>	<b>\$ 15,981</b>

**WATERGRASS**  
Community Development District II

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**January 31, 2026**

<b><u>ACCOUNT NAME</u></b>	<b><u>BANK NAME</u></b>	<b><u>MATURITY</u></b>	<b><u>YIELD</u></b>	<b><u>BALANCE</u></b>
<b>GENERAL FUND</b>				
Operating Checking Account	Valley Bank	N/A	3.61%	\$1,332,875 (1)
Money Market	Bank United	N/A	3.40%	1,225,283
<b>Subtotal GF</b>				<b><u>\$2,558,158</u></b>
<b>DEBT SERVICE FUND</b>				
Series 2018 Reserve	US Bank	N/A	5.15%	\$258,753
Series 2018 Revenue	US Bank	N/A	5.15%	562,520
<b>Subtotal 2018 DS</b>				<b><u>\$821,273</u></b>
Series 2021 Prepayment	US Bank	N/A	5.15%	\$88
Series 2021 Reserve	US Bank	N/A	5.15%	96,526
Series 2021 Revenue	US Bank	N/A	5.15%	442,575
<b>Subtotal 2021 DS</b>				<b><u>\$539,189</u></b>
<b>Subtotal DS</b>				<b><u>\$1,360,462</u></b>
<b>Grand Total</b>				<b><u>\$3,918,620</u></b>

Note:

(1) The January bank reconciliation is still in progress.

**WATERGRASS II**  
**Community Development District**

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**Payment Register by Bank Account**

For the Period from 01/01/26 to 01/31/26

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
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**VALLEY NATIONAL BANK - (ACCT#XXXXX7836)**

**ACH #100347**

01/09/26	Vendor	VICTOR H MIRELES	INV004	Concrete Repair	concrete repair from irrigation	001-546930-53900	\$1,300.00
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**ACH Total** \$1,300.00

**ACH #100348**

01/09/26	Vendor	T AND K LACINA ENTERPRISES	040439	parking lot paving	R&M-Roads	001-546139-54101	\$6,320.00
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**ACH Total** \$6,320.00

**ACH #100349**

01/09/26	Vendor	SIGNS OF TAMPA BAY LLC	SAR-25888,25593,25410	replacement signs	R&M-Signs		\$5,405.65
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**ACH Total** \$5,405.65

**ACH #100350**

01/09/26	Vendor	TAMPA BAY POO PATROL	4976	pet station cleaning	Pet waste station maintenance	001-546169-57200	\$546.00
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**ACH Total** \$546.00

**ACH #100351**

01/09/26	Vendor	INFRAMARK LLC	167757	January 2026 mgt fees	Admin fees	001-534001-51301	\$4,161.00
01/09/26	Vendor	INFRAMARK LLC	167757	January 2026 mgt fees	record storage fee	001-541006-51301	\$8.33
01/09/26	Vendor	INFRAMARK LLC	167757	January 2026 mgt fees	field ops services	001-534029-57200	\$6,666.67

**ACH Total** \$10,836.00

**ACH #100352**

01/09/26	Vendor	GPS POOLS, INC	STENNER KID 2	STENNER PUMP	R&M-Pools	001-546074-57200	\$599.99
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**ACH Total** \$599.99

**ACH #100353**

01/09/26	Vendor	SOLITUDE LAKE MANAGEMENT LLC	PS1227396,1228873,1231976	Contracts Lake	Contracts Lake		\$4,976.87
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**ACH Total** \$4,976.87

**ACH #100354**

01/09/26	Vendor	PASCO SHERIFF'S OFFICE	I-202512-12390	12/01-12/20 patrols	Security-Roving Parking Patrol	001-534055-53900	\$2,450.00
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**ACH Total** \$2,450.00

**ACH #100355**

01/09/26	Vendor	ERWIN ELECTRIC ,INC.	102282&102283	Well repairs	Well repairs		\$3,843.03
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**ACH Total** \$3,843.03

**ACH #100356**

01/20/26	Vendor	JANI-KING OF TAMPA BAY	1-484777	Jan 2026 cleaning	Jan 26 cleaning	001-534082-57200	\$1,405.00
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**ACH Total** \$1,405.00

**WATERGRASS II**  
**Community Development District**

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**Payment Register by Bank Account**

For the Period from 01/01/26 to 01/31/26

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<b>ACH #100357</b>							
01/20/26	Vendor	PEST CEMETERY LLC	78985	Jan pest treatment	pest treatment	001-546070-53900	\$42.00
<b>ACH Total</b>							
01/20/26	Vendor	FITNESS LOGIC INC	127828	QUARTER MAINTENANCE	Maintenance & Repairs	001-546920-57200	\$155.00
<b>ACH Total</b>							
<b>ACH #100359</b>							
01/20/26	Vendor	ACCURATE DRILLING SOLUTIONS	I7110	Well 4 final payment	WELL DRILLING	001-549900-57200	\$14,287.50
<b>ACH Total</b>							
<b>ACH #100360</b>							
01/20/26	Vendor	YELLOWSTONE LANDSCAPE SVCS	1079512	dead tree removal	R&M-Other Landscape	001-546036-53900	\$2,233.00
01/20/26	Vendor	YELLOWSTONE LANDSCAPE SVCS	1079514	water for new plants - water buffalo	R&M-Other Landscape	001-546036-53900	\$1,200.00
01/20/26	Vendor	YELLOWSTONE LANDSCAPE SVCS	1079513	viburnum for clubhouse	R&M-Plant&Tree Replacement	001-546170-53900	\$1,392.73
01/20/26	Vendor	YELLOWSTONE LANDSCAPE SVCS	1079516	Water for new plants	water buffalo	001-546036-53900	\$1,800.00
01/20/26	Vendor	YELLOWSTONE LANDSCAPE SVCS	1079517	water for new plants 12.31	water buffalo	001-546036-53900	\$1,800.00
01/20/26	Vendor	YELLOWSTONE LANDSCAPE SVCS	1079515	winter annuals	R&M-Annuals	001-546140-53900	\$1,232.91
<b>ACH Total</b>							
01/20/26	Vendor	BGE INC	36843	ENG SERVICES THROUGH 12/26/25	ENGINEERING	001-531013-51501	\$984.75
<b>ACH Total</b>							
<b>ACH #300077</b>							
01/09/26	Vendor	ENGAGE PEO	20261-INIT	PAY PERIOD ending 1/03/26	Payroll-Other	001-512004-57200	\$2,616.37
<b>ACH Total</b>							
<b>ACH #300078</b>							
01/09/26	Vendor	ENGAGE PEO	202527-INIT	PAY PERIOD ending 12/20	Payroll-Other	001-512004-57200	\$3,796.81
<b>ACH Total</b>							
<b>ACH #300079</b>							
01/08/26	Vendor	PASCO COUNTY UTILITIES SVC - ACH	122325-ACH	WATER - 11/10 to 12/10/25	Utility Services	001-543063-53601	\$4,123.02
<b>ACH Total</b>							
<b>ACH #300080</b>							
01/12/26	Vendor	W.R.E.C. - ACH	010925ACH	PERIOD 12/03-01/06/26	Electricity - Streetlights	001-543013-53150	\$14,462.59
<b>ACH Total</b>							

**WATERGRASS II**  
**Community Development District**

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**Payment Register by Bank Account**

For the Period from 01/01/26 to 01/31/26

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
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**ACH #300081**

01/14/26	Vendor	VALLEY BANK ACH	113025-0641	SUPPLIES/TREES/EQUIPMENT	CC Statement	001-541009-57200	\$43.51
01/14/26	Vendor	VALLEY BANK ACH	113025-0641	SUPPLIES/TREES/EQUIPMENT	CC Statement	001-546017-57200	\$64.04
01/14/26	Vendor	VALLEY BANK ACH	113025-0641	SUPPLIES/TREES/EQUIPMENT	CC Statement	001-546169-57200	\$46.99
01/14/26	Vendor	VALLEY BANK ACH	113025-0641	SUPPLIES/TREES/EQUIPMENT	CC Statement	001-546170-53900	\$233.91
01/14/26	Vendor	VALLEY BANK ACH	113025-0641	SUPPLIES/TREES/EQUIPMENT	CC Statement	001-546326-57200	\$42.27
01/14/26	Vendor	VALLEY BANK ACH	113025-0641	SUPPLIES/TREES/EQUIPMENT	CC Statement	001-546920-57200	\$1,210.27
01/14/26	Vendor	VALLEY BANK ACH	113025-0641	SUPPLIES/TREES/EQUIPMENT	CC Statement	001-549940-53900	\$447.86
01/14/26	Vendor	VALLEY BANK ACH	113025-0641	SUPPLIES/TREES/EQUIPMENT	CC Statement	001-551002-57200	\$1,417.56
01/14/26	Vendor	VALLEY BANK ACH	113025-0641	SUPPLIES/TREES/EQUIPMENT	CC Statement	001-551003-57200	\$49.48
<b>ACH Total</b>							<b>\$3,555.89</b>

**ACH #300082**

01/23/26	Vendor	W.R.E.C. - ACH	121225-ACH	PERIOD 11/07-12/09/25	Electricity - Streetlights	001-543013-53150	\$2,330.90
<b>ACH Total</b>							<b>\$2,330.90</b>

**ACH #300083**

01/23/26	Vendor	ENGAGE PEO	20262-INIT	PAY PERIOD ending 1/17/26	Payroll-Other	001-512004-57200	\$3,601.62
<b>ACH Total</b>							<b>\$3,601.62</b>

**ACH #300085**

01/30/26	Vendor	ENGAGE PEO	122561	PAY PERIOD ending 1/17/26	Payroll-Other	001-512004-57200	\$3,601.62
<b>ACH Total</b>							<b>\$3,601.62</b>

**ACH #300088**

01/30/26	Vendor	W.R.E.C. - ACH	011526-ACH	BILL PRD 12/9-1/12/26	Electricity - Streetlights	001-543013-53150	\$2,347.53
<b>ACH Total</b>							<b>\$2,347.53</b>

**ACH #300091**

01/06/26	Vendor	CHARTER COMMUNICATIONS - ACH	1302710122025-ACH	SVC PRD 12/20/25 through 01/19/26	Telephone/Fax/Internet Services	001-541009-57200	\$129.98
<b>ACH Total</b>							<b>\$129.98</b>

**ACH #300092**

01/13/26	Vendor	CHARTER COMMUNICATIONS - ACH	1914300122825*ACH	BILLING PRD 12/28/25 - 01/27/26	Telephone/Fax/Internet Services	001-541009-57200	\$195.36
<b>ACH Total</b>							<b>\$195.36</b>

**CHECK # 4463**

01/08/26	Vendor	US BANK	7943052	Trustee Fees	ProfServ-Trustee Fees	001-531045-51301	\$4,040.63
<b>Check Total</b>							<b>\$4,040.63</b>

**CHECK # 4464**

01/08/26	Vendor	WATERGRASS II C/O US BANK	121625-SERIES 2021	Transfer of Tax Receipts (Series 2021A)	Due From Other Funds	131000	\$321,070.37
<b>Check Total</b>							<b>\$321,070.37</b>

**WATERGRASS II**  
**Community Development District**

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**Payment Register by Bank Account**

For the Period from 01/01/26 to 01/31/26

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<b>CHECK # 4465</b>							
01/22/26	Vendor	WATERGRASS II C/O US BANK	11426-2018 SERIES	Tranfer of Tax Receipts ( Series 2018)	Due From Other Funds	131000	\$13,314.56
							<b>Check Total</b> \$13,314.56
<b>CHECK # 4466</b>							
01/22/26	Vendor	WATERGRASS II C/O US BANK	11426-SERIES 2021	Tranfer of Tax Receipts ( Series 2021A)	Due From Other Funds	131000	\$9,935.41
							<b>Check Total</b> \$9,935.41
<b>CHECK # 4467</b>							
01/22/26	Vendor	WATERGRASS II C/O WELLS FARGO	11426-2019 SERIES	Tranfer of Tax Receipts ( Series 2019)	Due From Other Funds	131000	\$309.29
							<b>Check Total</b> \$309.29
<b>ACH #DD313</b>							
01/08/26	Vendor	PASCO COUNTY UTILITIES SVC - ACH	122425-ACH CORRECTION	ACH CORRECTION	Utility Services	001-543063-53601	\$21.21
							<b>ACH Total</b> \$21.21
							<b>Account Total</b> \$452,263.59
							<b>Total Amount Paid</b> \$452,263.59



## Watergrass 2 CDD Waterway Inspection Report

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**Reason for Inspection:** Scheduled-recurring

**Inspection Date:** 2026-02-03

**Prepared for:**

Operations manager

**Prepared by:**

Wesley Chapel Field Office  
SOLITUDELAKEMANAGEMENT.COM  
888.480.LAKE (5253)

**TABLE OF CONTENTS**

	<u>Pg</u>
<b>SITE ASSESSMENTS</b>	
PONDS16- 18	3
PONDS19-21	4
PONDS22-24	5
PONDS 25	6
<b>MANAGEMENT/COMMENTS SUMMARY</b>	6, 7
<b>SITE MAP</b>	8

16

**Comments:**

Site looks good

This site is doing well. Small amount of Torpedo grass present which will be taken care of with routine maintenance.

**Action Required:**

Routine maintenance next visit

**Target:**

17

**Comments:**

Site looks good

High turbidity present giving the pond that cloudy look.

**Action Required:**

Routine maintenance next visit

**Target:**

18

**Comments:**

Site looks good

Turbidity within the pond.

**Action Required:**

Routine maintenance next visit

**Target:**

19

**Comments:**

Site looks good

This site is looking good. Not much to note.

**Action Required:**

Routine maintenance next visit

**Target:**

20

**Comments:**

Normal growth observed

Shoreline weeds present around perimeter of pond.

**Action Required:**

Routine maintenance next visit

**Target:**

Species non-specific

21

**Comments:**

Normal growth observed

Small amount of duckweed present within site. Treated 2/3, results may take up to 14 days.

**Action Required:**

Routine maintenance next visit

**Target:**

Duckweed

**Site: 22****Comments:**

Site looks good

This site is looking great.

**Action Required:**

Routine maintenance next visit

**Target:****Site: 23****Comments:**

Site looks good

Recently treated in the month of January for algae. Treatment was very effective.

**Action Required:**

Routine maintenance next visit

**Target:****Site: 24****Comments:**

Site looks good

Site is in good condition with some new native plants starting to sprout.

**Action Required:**

Routine maintenance next visit

**Target:**

**Site: 25****Comments:**

Site looks good

This site is doing great.

**Action Required:**

Routine maintenance next visit

**Target:****Management Summary**

Sites are looking great with just a minor amount of algae growth seen in few ponds. Water levels are still low. Site 21 got treated for the small amount of duckweed present. Site 23 had a treatment back in January for an algae bloom. The treatment was very effective and no trace was left within the site. Overall all the shoreline weeds present within the report were treated the month of January and the results are present but not yet have had a full effect. The turbidity within the sites could be caused by recent runoff but should settle eventually. This has no effect on the pond besides the aesthetic of the site.

Site 14 continues to stands out with some erosion concern along the pond. The erosion is all the way up to the homeowners fence and does look like its continuing. If you would like a quote for repair from our erosion team my information is below, you can reach out anytime and I will be more than happy to assist.

If you have any questions or concerns, please don't hesitate to reach out.

Email: corey.white@solitudelake.com

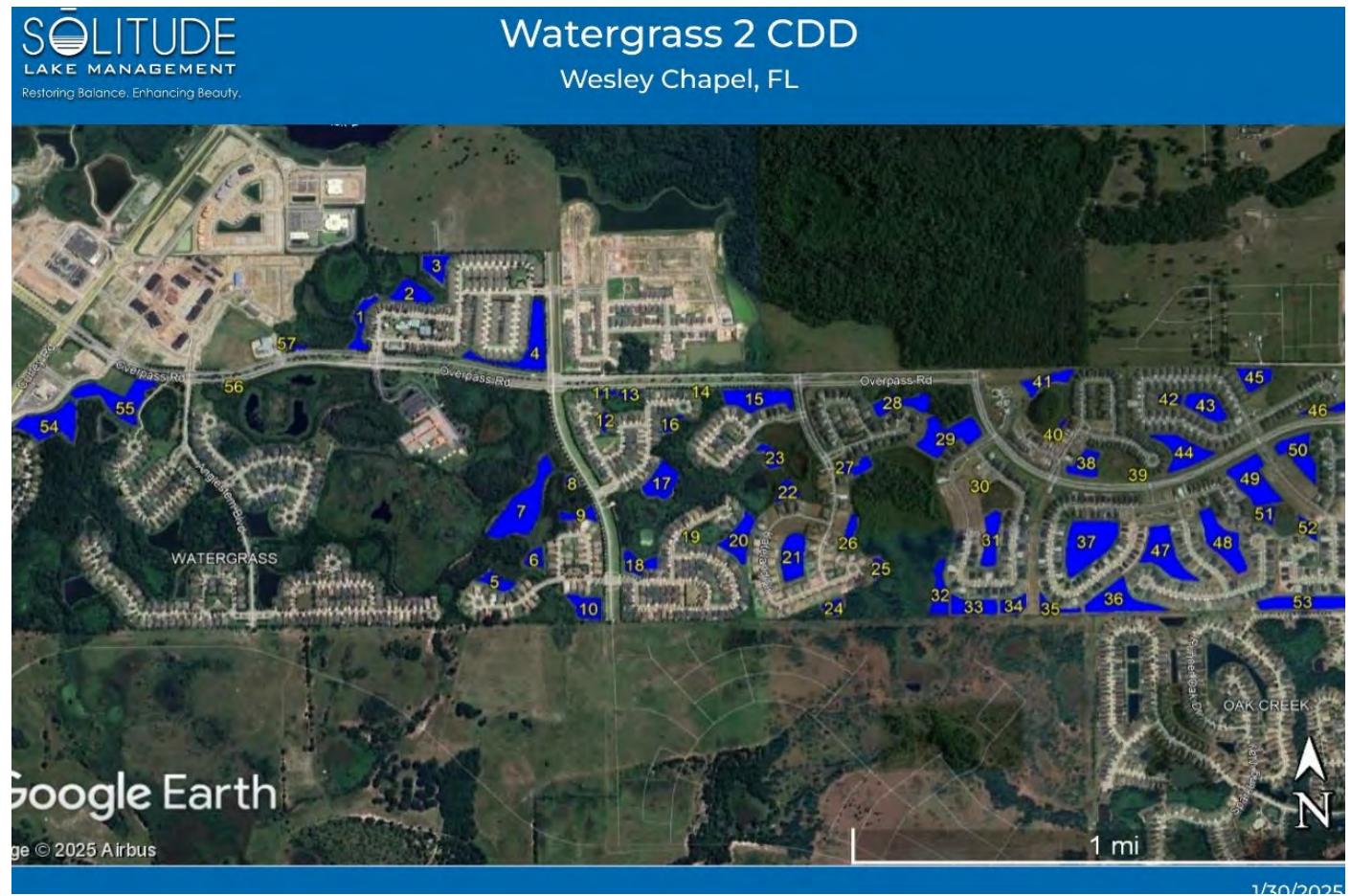
Cell: (813) 463-6422

Thanks for choosing Solitude Lake Management!

# Watergrass 2 CDD Waterway Inspection Report

2026-02-03

Site	Comments	Target	Action Required
16	Site looks good		Routine maintenance next visit
17	Site looks good		Routine maintenance next visit
18	Site looks good		Routine maintenance next visit
19	Site looks good		Routine maintenance next visit
20	Normal growth observed	Species non-specific	Routine maintenance next visit
21	Normal growth observed	Duckweed	Routine maintenance next visit
22	Site looks good		Routine maintenance next visit
23	Site looks good		Routine maintenance next visit
24	Site looks good		Routine maintenance next visit
25	Site looks good		Routine maintenance next visit





# WATERGRASS II CDD

## LANDSCAPE INSPECTION

February 5, 2026

### ATTENDING:

BRIAN ALEXANDER – YELLOWSTONE LANDSCAPE  
ALLAN ALCAIDE – YELLOWSTONE LANDSCAPE  
PAUL WOODS – OLM, INC.

**SCORE: 90.5 %**

**NEXT INSPECTION  
MARCH 5, 2026 AT 10:00 AM**

## **CATEGORY I: MAINTENANCE CARRYOVER ITEMS FROM 01/08/2026**

6. Clubhouse: Remove fallen pine needles around the perimeter of the tennis courts as a cleanliness issue.
15. The Gardens: Remove bed weeds around the Pine/Bottlebrush plantings. Prune dead wood from Pine trees.
30. Graybrook park: Confirm irrigation rates, confirming irrigation is seasonally appropriate and not set to run to establish Ryegrass seed.
42. Stonebrook park: Rake down fire ant mounds after insects have been eradicated around the perimeter of the playground.

## **CATEGORY II: MAINTENANCE ITEMS**

### CLUBHOUSE

1. Around the perimeter of the clubhouse: Rake back mulch into foundation bed lines.
2. Around the perimeter of the tennis court: Remove pine straw as litter. This straw can be repurposed in the unplanted berm area on the east side of the tennis courts.
3. Remove pine needle accumulations around the inside of the tennis court fencing.
4. Pool seating area: Remove bed weeds.
5. Reduce irrigation to minimums to improve drying and plant recovery.
6. **Maintain consistent schedule for trash barrel removals. Contractor reports this will be Thursdays.**
7. Playground: Control weeds in fall zone.
8. Ground prune the damaged Walters Viburnum to the left of the dumpster enclosure.
9. Continue removing Spanish Moss up to 15 feet from common area trees.

### COMMON AREAS

10. Windchase Villas: Install winter Ryegrass in the Woodthrush Way park play field.

11. Windchase Villas: Hand prune dead wood from Ilex 'Schillings' adjacent to the basketball court at Woodthrush Way park.
12. Overpass Road: Tamp ruts along the westbound right-of-way adjacent to Pasco County Fire Station.
13. Promenade Business Centre: Remove the stainless steel banding on the Sylvester Palms on the east end of the business park.
14. Overpass Road: Remove the dead Holly from the median island across from the waterfall.
15. Main entrance: Remove dead Viburnum from the exit side hedgerow in front of Chick-fil-A.
16. Main entrance: Ground prune Lantana to 2 inches in hopes of flushing new root zone growth.
17. Throughout: Remove commercial signage when found.
18. The Gardens: Remove herbicided weeds, improving appearance of Viburnum hedgerows where weeds and debris remain.
19. The Gardens park: Remove leaf accumulations from the base of the north perimeter hedgerow.
20. The Gardens: Maintain uniform mowing and line trimming along the wood lots fronted by the Pine/Bottlebrush hedgerows.
21. The Gardens: Use a brush blade or heavy line trimmer to detail around the storm water outfall structure south of Heather Sound Loop/Estate Garden Drive intersection.
22. The Gardens: Prune suckering growth, weak attachments, stubs, and Spanish Moss up to 15 feet from Oak and Elm trees on the exit side of the gate.
23. **Cypress Bend: Control bed weeds throughout the south extension of the berm.**
24. Cypress Bend entrance gate island: Complete pencil pruning Crape Myrtles, maintaining an umbrella-like canopy.
25. Cypress Bend park: Rejuvenate prune and fertilize Knockout Roses.
26. Cypress Bend park: Monitor irrigation volumes at Azalea Ridge Drive, confirming that overspray is not striking the basketball court.
27. Cypress Bend park: Prune and elevate the downward growth in the Oak tree adjacent to the playground apparatus.
28. Cypress Bend: Reduce irrigation to saturated soil in the Bay Laurel Court cul-de-sac and monitor drying and improved turf conditions.

29. Whisper Pointe: Closely monitor Duranta and Arboricola to determine the extent of freeze damage.
30. Whisper Pointe park: I recommend rejuvenate pruning Knockout Roses.
31. Whisper Pointe: Improve cleanliness where irrigation was repaired at Shadow Branch Lane adjacent to the park.
32. Continue removing Spanish Moss from Viburnum and Cypress trees along Overpass Road frontage in the vicinity of Graybrook Drive.
33. Graybrook Drive median island: Ground prune dead Viburnum.
34. Radley: Remove the nylon webbing and strapping from the Oak tree adjacent to the mailboxes.
35. Radley: Remove bed weeds in the Evergreen Hill Court cul-de-sac.
36. Astoria/Radley entrance: Control bed weeds in the median island at Old Bridge Road.
37. Rake down fire ant mounds after insects have been eradicated.
38. Talamore: Rejuvenate prune Indian Hawthorn, reducing by 1/3 to a consistent height with the smaller plants in the entrance island.
39. Old Bridge Road frontage at Talamore: Remove dead Viburnum.
40. Talamore: Improving mowing along fence lines along the perimeter of the south ponds adjacent to Oak Creek CDD. Also prune downward growth and weak attachments from Oak trees along the District boundary.
41. Handcart Road frontage berm: Remove fire ant mounds.
42. Ashcroft: Establish Viburnum hedgerow to the east of Ashcroft Drive to a uniform height.
43. Ashcroft entrance monument: Ground prune Blue Daze to promote flush of root stalk growth.
44. Ashcroft entrance right-of-way: Pencil prune Crape Myrtles, maintaining a 15 foot maximum height.
45. Promenade Park: Check for possible leaking valve at the entrance seasonal color bed.
46. Promenade Park: Monitor staking on the Elm trees in the parking lot, removing webbing and stakes once trees are firmly rooted.

### **CATEGORY III: IMPROVEMENTS – PRICING**

1. Clubhouse: Provide a price to restore fall zone mulch in the playground.
2. Provide a price to tamp and minimize the damage caused by hogs.
3. Clubhouse: Remove windfall and debris behind the dumpster enclosure.
4. Windchase Villas: Provide a price to roll the hog damaged turf at the Woodthrush Way playground.
5. Overpass Road entrance to Promenade Business Centre: Provide a price to establish a mounded river rock bed at the endcap of the entrance island.
6. The Gardens: Provide a price to install approximately 25 three-gallon additional Knockout Roses.
7. Whisper Pointe: If irrigation is consistent, provide a price to install approximately 8 three-gallon Knockout Roses.
8. Graybrook: Following completion of electrical work provide a price to install sod in irrigated lawn areas at the entrance monument and the area adjacent to the newly installed well.
9. Astoria: Provide a price to resod the Astoria Circle right-of-way adjacent to the park entrance (at the northwest corner of the park) with either St. Augustine Floratam or 419 Bermuda.
10. Old Bridge Road frontage at Talamore: Provide a price to replace dead Viburnum with 7-gallon plants.
11. Old Bridge Road/Overpass Road east side intersection: Provide a price to remove the endcap bed of Gold Mound Duranta and replace with sod. This will increase visibility of traffic at this intersection.

#### **CATEGORY IV: NOTES TO OWNER**

1. Recent freezing temperatures have resulted in discoloration and temporary damage to many sensitive plant material. I recommend allowing all plants to rest until the limit of any freeze damage is fully realized prior to any restorative pruning.

#### **CATEGORY V: NOTES TO CONTRACTOR**

1. Confirm if mulch has been approved and target installation date.

cc: Mona Slaughter [mona.slaughter@inframark.com](mailto:mona.slaughter@inframark.com)  
Heather Jackson [hjackson@inframark.com](mailto:hjackson@inframark.com)  
[clubhouse@watergrass2cdd.com](mailto:clubhouse@watergrass2cdd.com)  
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Brian Alexander [balexander@yellowstonelandscape.com](mailto:balexander@yellowstonelandscape.com)

# WATERGRASS 2 CDD

## MONTHLY LANDSCAPE MAINTENANCE INSPECTION GRADESHEET

A. LANDSCAPE MAINTENANCE	VALUE	DEDUCTION	REASON FOR DEDUCTION
TURF	5	-1.5	Topdress bare ryegrass park seed areas.
TURF FERTILITY	15		
TURF EDGING	5		
WEED CONTROL – TURF AREAS	10		
TURF INSECT/DISEASE CONTROL	10		
PLANT FERTILITY	5		
WEED CONTROL – BED AREAS	10	-2.5	Old. Ridge center island , handcart frontage
PLANT INSECT/DISEASE CONTROL	10		
PRUNING	10	-2.5	South perimeter tree and Walter Vib hedgerow
CLEANLINESS	10	-2	Windfall and bed debris along Viburnum removal areas
MULCHING	5		
WATER/IRRIGATION MANAGEMENT	15	-5	Reduce run rates to seasonal need, over saturated Cul d sacs
CARRYOVERS	5	-1	6, 15, 24, 32

B. SEASONAL COLOR/PERENNIAL MAINTENANCE	VALUE	DEDUCTION	REASON FOR DEDUCTION
VIGOR/APPEARANCE	10		Rake smooth open beds.
INSECT/DISEASE CONTROL	10		
DEADHEADING/PRUNING	10		
<b>MAXIMUM VALUE</b>	<b>145</b>		

Date: 2-5-26 Score: 90.5% Performance Payment™ % 100

Contractor Signature: 

Inspector Signature: 

Property Representative Signature: 



# Yellowstone Landscape | TAMPA



30319 Commerce Drive, San Antonio, FL 33576 - 813.223.6999

## Property

Watergrass II CDD  
33677 Wesley Chapel  
Wesley Chapel, FL 33545

## Estimate Summary

<b>Labor:</b>	16 hours, 20 minutes - \$1,143.10
<b>Materials:</b>	\$675.00
<b>Equipment:</b>	\$125.00
 <b>Total:</b>	 \$1,943.10 (plus applicable taxes)

## Inspection

**Started:** 1/15/2026  
**Last Updated:** 1/29/2026  
**Inspector:** Victor Hugo Aparicio

## Service Summary

Service	Quantity	Cost
Audit Zone	34	\$0.00
Repair Lateral Line	2	\$100.00
Replace Sprinkler Head	1	\$48.10
Troubleshoot Controller	2	\$1,035.00
Troubleshoot Valve	2	\$760.00
<b>Total (plus applicable taxes):</b>		<b>\$1,943.10</b>

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Service Detail

Controller 3 Gate code#9762 Corner of Talamore Dr and Old Bridge Rd > Zone 12 Rotors

Asset	Service	Notes	Labor	Materials	Equipment	Total
Zone 12 Rotors	<u>Audit</u>	Hours: 0  Audit performed, but no issues were identified zone 12 is perfectly running Tuesday, Thursday and Saturday the running time is 30 minutes start running at 8:00pm	\$0.00	\$0.00	\$0.00	\$0.00

Controller 3 Gate code#9762 Corner of Talamore Dr and Old Bridge Rd > Zone 39 rotors

Asset	Service	Notes	Labor	Materials	Equipment	Total
Zone 39 rotors	<u>Audit</u>	Hours: 0  Audit performed, but no issues were identified this zone runs 40 minutes the water days are Wednesday and Saturday and start running at 9:00pm we bump this zone to 40 minutes and it wasn't workbefore due utility company damaged wire now is fixed and running and the system running out of the well	\$0.00	\$0.00	\$0.00	\$0.00

Controller 3 Gate code#9762 Corner of Talamore Dr and Old Bridge Rd > Zone 40 rotors

Asset	Service	Notes	Labor	Materials	Equipment	Total
Zone 40 rotors	<u>Audit</u>	Hours: 0  Audit performed, but no issues were identified this zones is running 40 minutes, Wednesday and Saturday and starts at 9:00pm	\$0.00	\$0.00	\$0.00	\$0.00

Controller 6 Old Bridge Rd & Arbor Crk Ln > Zone 2 sprays

Asset	Service	Notes	Labor	Materials	Equipment	Total
Zone 2 sprays	<u>Audit</u>	Hours: 0  Audit performed, but no issues were identified zone 2 running out of controller	\$0.00	\$0.00	\$0.00	\$0.00

Controller 6 Old Bridge Rd & Arbor Crk Ln > Zone 3 sprays

Asset	Service	Notes	Labor	Materials	Equipment	Total
Zone 3 sprays	<u>Audit</u>	Hours: 0  Audit performed, but no issues were identified zone 3 running out of co	\$0.00	\$0.00	\$0.00	\$0.00

Controller 6 Old Bridge Rd & Arbor Crk Ln > Zone 4 sprays

Asset	Service	Notes	Labor	Materials	Equipment	Total
Zone 4 sprays	<u>Audit</u>	Hours: 0  Audit performed, but no issues were identified zone 4 running out of the controller	\$0.00	\$0.00	\$0.00	\$0.00

Controller 6 Old Bridge Rd & Arbor Crk Ln > Zone 7 sprays

Asset	Service	Notes	Labor	Materials	Equipment	Total
Zone 7 sprays	<u>Audit</u>	Hours: 0  Audit performed, but no issues were identified zone 7 running out of the controller	\$0.00	\$0.00	\$0.00	\$0.00

#### Controller 6 Old Bridge Rd & Arbor Crk Ln > Zone 10 sprays

Asset	Service	Notes	Labor	Materials	Equipment	Total
Zone 10 sprays	<u>Audit</u>	Hours: 0  Audit performed, but no issues were identified zone 10 by promenade park running out of the controller	\$0.00	\$0.00	\$0.00	\$0.00

#### Controller 6 Old Bridge Rd & Arbor Crk Ln > Zone 11 sprays

Asset	Service	Notes	Labor	Materials	Equipment	Total
Zone 11 sprays	<u>Audit</u>	Hours: 0  Audit performed, but no issues were identified zone 11 running out of controller	\$0.00	\$0.00	\$0.00	\$0.00

#### Controller 6 Old Bridge Rd & Arbor Crk Ln > Zone 57 sprays

Asset	Service	Notes	Labor	Materials	Equipment	Total
Lateral Line 1	<u>Repair</u>	Part: Line Line Length (ft.): 0 Line Size: 1 1/2"  Hours: 0.5  Need to fix lateral line break by controller of Astoria side outside sidewalk area	\$35.00	\$15.00	\$0.00	\$50.00

#### Controller 6 Old Bridge Rd & Arbor Crk Ln > Zone 58 rotors

Asset	Service	Notes	Labor	Materials	Equipment	Total
Zone 58 rotors	<u>Audit</u>	Hours: 0  Audit performed, but no issues were identified zone 58 by Astoria/Radley controller works and runs 25 minutes but we bumped to 40 minutes runs Tuesday and Friday and starts running at 8:00pm	\$0.00	\$0.00	\$0.00	\$0.00

#### Controller 16 Chasewood park > Zone 1 sprays

Asset	Service	Notes	Labor	Materials	Equipment	Total
Zone 1 sprays	<u>Audit</u>	Hours: 0  Audit performed, but no issues were identified	\$0.00	\$0.00	\$0.00	\$0.00

#### Controller 16 Chasewood park > Zone 2

Asset	Service	Notes	Labor	Materials	Equipment	Total
Zone 2	<u>Audit</u>	Hours: 0  Audit performed, but no issues were identified	\$0.00	\$0.00	\$0.00	\$0.00

## Controller 16 Chasewood park &gt; Zone 3 rotors

Asset	Service	Notes	Labor	Materials	Equipment	Total
Zone 3 rotors	<u>Audit</u>	Hours: 0 Audit performed, but no issues were identified	\$0.00	\$0.00	\$0.00	\$0.00

## Controller 16 Chasewood park &gt; Zone 4 rotors

Asset	Service	Notes	Labor	Materials	Equipment	Total
Zone 4 rotors	<u>Audit</u>	Hours: 0 Audit performed, but no issues were identified	\$0.00	\$0.00	\$0.00	\$0.00

## Controller 16 Chasewood park &gt; Zone 5 rotors

Asset	Service	Notes	Labor	Materials	Equipment	Total
Zone 5 rotors	<u>Audit</u>	Hours: 0 Audit performed, but no issues were identified	\$0.00	\$0.00	\$0.00	\$0.00

## Controller 16 Chasewood park &gt; Zone 6 drip

Asset	Service	Notes	Labor	Materials	Equipment	Total
Zone 6 drip	<u>Audit</u>	Hours: 0 Audit performed, but no issues were identified	\$0.00	\$0.00	\$0.00	\$0.00

## Controller 17 Katelyn dr. Cul-de-sac &gt; Zone 1 mpr sprays

Asset	Service	Notes	Labor	Materials	Equipment	Total
Zone 1 mpr sprays	<u>Audit</u>	Hours: 0 Audit performed, but no issues were identified	\$0.00	\$0.00	\$0.00	\$0.00

## Controller 17 Katelyn dr. Cul-de-sac &gt; Zone 2 drip

Asset	Service	Notes	Labor	Materials	Equipment	Total
Zone 2 drip	<u>Audit</u>	Hours: 0 Audit performed, but no issues were identified	\$0.00	\$0.00	\$0.00	\$0.00

## Controller 18 Greybrook park &gt; Zone 1 sprays

Asset	Service	Notes	Labor	Materials	Equipment	Total
Zone 1 sprays	<u>Audit</u>	Hours: 0 Audit performed, but no issues were identified	\$0.00	\$0.00	\$0.00	\$0.00

## Controller 18 Greybrook park &gt; Zone 2 sprays

Asset	Service	Notes	Labor	Materials	Equipment	Total
Zone 2 sprays	<u>Audit</u>	Hours: 0  Audit performed, but no issues were identified	\$0.00	\$0.00	\$0.00	\$0.00

#### Controller 18 Greybrook park > Zone 3 sprays

Asset	Service	Notes	Labor	Materials	Equipment	Total
Zone 3 sprays	<u>Audit</u>	Hours: 0  Audit performed, but no issues were identified	\$0.00	\$0.00	\$0.00	\$0.00

#### Controller 18 Greybrook park > Zone 4 rotors

Asset	Service	Notes	Labor	Materials	Equipment	Total
Zone 4 rotors	<u>Audit</u>	Hours: 0  Audit performed, but no issues were identified	\$0.00	\$0.00	\$0.00	\$0.00

#### Controller 18 Greybrook park > Zone 5 rotors

Asset	Service	Notes	Labor	Materials	Equipment	Total
Zone 5 rotors	<u>Audit</u>	Hours: 0  Audit performed, but no issues were identified	\$0.00	\$0.00	\$0.00	\$0.00

#### Controller 18 Greybrook park > Zone 6 rotors

Asset	Service	Notes	Labor	Materials	Equipment	Total
Zone 6 rotors	<u>Audit</u>	Hours: 0  Audit performed, but no issues were identified	\$0.00	\$0.00	\$0.00	\$0.00

#### Controller 18 Greybrook park > Zone 7 rotors

Asset	Service	Notes	Labor	Materials	Equipment	Total
Zone 7 rotors	<u>Audit</u>	Hours: 0  Audit performed, but no issues were identified	\$0.00	\$0.00	\$0.00	\$0.00

#### Controller 18 Greybrook park > Zone 8 rotors

Asset	Service	Notes	Labor	Materials	Equipment	Total
Zone 8 rotors	<u>Audit</u>	Hours: 0  Audit performed, but no issues were identified	\$0.00	\$0.00	\$0.00	\$0.00

#### Controller 18 Greybrook park > Zone 9 rotors

Asset	Service	Notes	Labor	Materials	Equipment	Total
Zone 9 rotors	<u>Audit</u>	Hours: 0  Audit performed, but no issues were identified	\$0.00	\$0.00	\$0.00	\$0.00



## Controller 18 Greybrook park &gt; Zone 10 rotors

Asset	Service	Notes	Labor	Materials	Equipment	Total
Zone 10 rotors	<u>Audit</u>	Hours: 0  Audit performed, but no issues were identified	\$0.00	\$0.00	\$0.00	\$0.00

## Controller 18 Greybrook park &gt; Zone 11 rotors

Asset	Service	Notes	Labor	Materials	Equipment	Total
Zone 11 rotors	<u>Audit</u>	Hours: 0  Audit performed, but no issues were identified	\$0.00	\$0.00	\$0.00	\$0.00

## Controller 18 Greybrook park &gt; Zone 12 drip

Asset	Service	Notes	Labor	Materials	Equipment	Total
Zone 12 drip	<u>Audit</u>	Hours: 0  Audit performed, but no issues were identified	\$0.00	\$0.00	\$0.00	\$0.00

## Controller 19 Willow point Ct cul-de-sac &gt; Zone 1 Sprays

Asset	Service	Notes	Labor	Materials	Equipment	Total
Zone 1 Sprays	<u>Audit</u>	Hours: 0  Audit performed, but no issues were identified	\$0.00	\$0.00	\$0.00	\$0.00

## Controller 19 Willow point Ct cul-de-sac &gt; Zone 2 Drip

Asset	Service	Notes	Labor	Materials	Equipment	Total
Zone 2 Drip	<u>Audit</u>	Hours: 0  Audit performed, but no issues were identified	\$0.00	\$0.00	\$0.00	\$0.00

## Controller 20 Lancaster loop park &gt; Zone 1 Sprays

Asset	Service	Notes	Labor	Materials	Equipment	Total
Lateral Line 2	<u>Repair</u>	Part: Line Line Length (ft.): 0 Line Size: 1 1/2"  Hours: 0.5  need to fix lateral line by tree from park at the entrance of willow point	\$35.00	\$15.00	\$0.00	\$50.00
Zone 1 Sprays	<u>Audit</u>	Hours: 0  Audit performed, but no issues were identified	\$0.00	\$0.00	\$0.00	\$0.00

## Controller 20 Lancaster loop park &gt; Zone 3 Rotors

Asset	Service	Notes	Labor	Materials	Equipment	Total
Zone 3 Rotors	<u>Audit</u>	Hours: 0  Audit performed, but no issues were identified	\$0.00	\$0.00	\$0.00	\$0.00

#### Controller 33 on Greybrook > Zone 19 rotors

Asset	Service	Notes	Labor	Materials	Equipment	Total
Sprinkler Head 1	<u>Replace</u>	Part: Head & Nozzle Head Type: Rotor Line Length (ft.): 0  Hours: 0.33  replaced 4 rotors due utility company wrenching the area old rotor weren't in the ground we added fixed on new ones	\$23.10	\$25.00	\$0.00	\$48.10

#### Controller 34 on Watergrass pkwy > Zone 11 sprays

Asset	Service	Notes	Labor	Materials	Equipment	Total
Valve 2	<u>Troubleshoot</u>	Hours: 1  zones not operating had to replace decoder and solenoid fixed on site	\$70.00	\$335.00	\$0.00	\$405.00

#### Controller 35 overpass rd entrance side

Asset	Service	Notes	Labor	Materials	Equipment	Total
Controller 35 overpass rd entrance side	<u>Troubleshoot</u>	Hours: 6  this controller has several zones not operating due work performed by utility company some of the zones run from the traffic light at Curley I'd to the island near the controller on both sides of the boulevard and middle island we need to troubleshoot as soon as possible I'm attaching some pictures of the area where the control is located!!!!	\$420.00	\$0.00	\$0.00	\$420.00

#### Controller 35 overpass rd entrance side > Zone 25 ?

Asset	Service	Notes	Labor	Materials	Equipment	Total
Valve 1	<u>Troubleshoot</u>	Hours: 1  rotor zone not working damaged decoder fixed on site	\$70.00	\$285.00	\$0.00	\$355.00

#### Controller 50

Asset	Service	Notes	Labor	Materials	Equipment	Total
Controller 50	<u>Troubleshoot</u>	Hours: 7  zone 28 had to rewire this area due wire issues fixed on site	\$490.00	\$0.00	\$125.00	\$615.00



# Watergrass CDD Frost Damage Report

Tuesday, February 3, 2026

Brian Alexander

Yellowstone Landscape

47 Observations Identified



Observation

Overpass

Assigned To

Comments

Lantana



Observation

Overpass

Assigned To

Comments

Ti plants

Lantana

Copper leaf



Observation

Overpass

Assigned To

Comments

Copper leaf

Arborícola



Observation

Overpass

Assigned To

Comments

Yellow Durantas



Observation

Overpass

Assigned To

Comments

Star Jasmine



Observation

**Overpass**

Assigned To

Comments

Star Jasmine



Observation

**Overpass**

Assigned To

Comments

Fire Bush



Observation

**Old Bridge**

Assigned To

Comments

Copper Leaf

Arborícola



Observation

**Old Bridge**

Assigned To

Comments

Yellow Durantas



Observation

**Old Bridge**

Assigned To

Comments

Fire Bush



Observation

**Old Bridge**

Assigned To

Comments

Annuals



Observation

**Old Bridge**

Assigned To

Comments

Blue Daise



Observation

**Old Bridge**

Assigned To

Comments

Jasmine



Observation

**Bradbury**

Assigned To

Comments

Crotons

Ginger



Observation

**Bradbury**

Assigned To

Comments

Jasmine



Observation

**Bradbury**

Assigned To

Comments

Crotons

Jasmine

Ginger



Observation

**Bradbury**

Assigned To

Comments

Arborícola



Observation

**Bradbury**

Assigned To

Comments

Yellow Duranta



Observation

**Astoria Radley**

Assigned To

Comments

Boxwood



Observation

**Astoria Radley**

Assigned To

Comments

Ti Plants



Observation

**Astoria Radley**

Assigned To

Comments

Boxwood

Fire Bush

Duranta



Observation

**Talamore**

Assigned To

Comments

Arborícola



Observation

**Talamore**

Assigned To

Comments

Ginger

Fire Bush

Boxwood



Observation

**Talamore**

Assigned To

Comments

Yellow Duranta



Observation

**Stonebrook**

Assigned To

Comments

Arborícola

Ti Plant



Observation

**Ashcroft**

Assigned To

Comments

Arborícola

Jasmine

Crotons



Observation

**Ashcroft**

Assigned To

Comments

Duranta



Observation

**Ashcroft**

Assigned To

Comments

Ginger

Copper Leaf



Observation

**Promenade Park**

Assigned To

Comments

Yellow Duranta



Observation

**Promenade Park**

Assigned To

Comments

Blue Daise



Observation

**Promenade Park**

Assigned To

Comments

Star Jasmine



Observation

**Promenade Park**

Assigned To

Comments

Duranta



Observation

**Chasewood**

Assigned To

Comments

Arborícola

Copper Leaf



Observation

**Chasewood**

Assigned To

Comments

Fire Bush

Duranta



Observation

**Graybrook**

Assigned To

Comments

Duranta



Observation

**Graybrook**

Assigned To

Comments

Fire Bush



Observation

**Graybrook**

Assigned To

Comments

Coontie Palm



Observation

**Willow Point**

Assigned To

Comments

Duranta



Observation

**Willow Point**

Assigned To

Comments

Star Jasmine



Observation

**Willow Point**

Assigned To

Comments

Fire Bush



Observation

**The Gardens**

Assigned To

Comments

Rose Bush



Observation

**Cypress Bend**

Assigned To

Comments

Fire Bush



Observation

**Whisper Pointe**

Assigned To

Comments

Fire bush

Duranta



Observation

**Whisper Pointe**

Assigned To

Comments

Arborícola



Observation

**Windchase Villas**

Assigned To

Comments

Turf



Observation

**Windchase**

Assigned To

Comments

Crinum Lilly



Observation

Windchase

Assigned To

Comments

Fire Bush

The rough estimate would be \$13,530.00. 8' tall black commercial grade chain-link fence w (2) 5' wide walk through gates.

~Arnold

## **Family Fence Company of Florida Inc.**

Get a Quick Online Estimate: [\*\*CLICK HERE\*\*](#)

Financing **NOW** available: [\*\*CLICK HERE\*\*](#)

625 Prairie Industrial Parkway

Mulberry, FL 33860

OFFICE #: 813-571-5946, FAX #: 813-946-7001

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Office Hours: Monday - Friday 8:00 A.M.- 5:30 P.M.

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On Mon, Feb 2, 2026 at 10:23 AM Clubhouse Manager <[clubhouse@watergrass2cdd.com](mailto:clubhouse@watergrass2cdd.com)> wrote:

It would be into the grass as far as I know.

Sarah Schmidt | Watergrass 2 CDD Manager

| 32711 Windelstraw Dr| Wesley Chapel, FL 33545

813-907-0256

Please note: Florida has a very broad public records law. Most written communications to or from districts regarding business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure. Please do not reply "to all".

Π Go Green: Please do not print this e-mail unless you really need to!

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**From:** Family Fence <[familyfencefla@gmail.com](mailto:familyfencefla@gmail.com)>

**Sent:** Friday, January 30, 2026 3:50 PM

**To:** Clubhouse Manager <[clubhouse@watergrass2cdd.com](mailto:clubhouse@watergrass2cdd.com)>

**Subject:** Re: New submission from Estimate

# ESTIMATE



**Prepared For**

Sarah Schmidt  
32711 Windelstraw Dr  
Wesley Chapel , Florida 33545  
(813) 907-0256

## New Tampa Fence, Inc.

24727 State Road 54  
Lutz, FL 33559  
Phone: (813) 423-2383  
Email: newtampafence@gmail.com  
Web: www.newtampafence.com

Estimate # 21687  
Date 02/04/2026  
PO # Watergrass-Club House  
Business / Tax # P12000076310

Description	Quantity	Total
Chain link 8 black commercial	248	\$6,944.00
Gate chain link 8x4 black commercial	2	\$1,360.00

<b>Subtotal</b>	\$8,304.00
<b>Total</b>	<b>\$8,304.00</b>
<b>Deposit Due</b>	<b>\$2,076.00</b>

---

Estimates are only good for 30 days from quoted and deposit received. A new estimate will need to be signed based on updated material costs if prices go up after 30 days of the estimate and the job has not been installed yet.

#### 10 YEAR LABOR WARRANTY

LIFETIME manufactures material warranty for all vinyl and aluminum fence products

Warranties do not cover acts of nature like hurricanes, tornadoes, trees falling on fence or high enough winds that can damage the fence.

#### ALL POST SET IN CEMENT

**PAYMENT OPTIONS:** check, cash, money order (we do except credit/debit cards but a 3% processing fee will be applied). Bounced checks will result in a \$25.00 charge added to your balance.

All Materials remain property of New Tampa Fence until paid in full and will be removed for non payment.

**CHANGES AFTER INSTALLATION:** The customer is responsible for any changes or charges, if a contractor comes in AFTER the fence is installed to modify the grading, add sod, or install pavers which results in a need to alter gates or fence lines.

**WOOD DISCLAIMER:** All wood products purchased from New Tampa Fence meet or exceed wood grade rules, however due to the natural tendency of wood to warp, shrink or split, New Tampa Fence implies no warranties on wood materials other than those offered by the manufacturer. Any issues would need to be addressed within 14 days of installation.

Any balance over 30 days for the invoice date will incur a late fee of 1.5% per month. If applicable law requires a lesser charge, the maximum allowable charge under such law will apply.

**Rock/Root Clause:** If rock or roots are encountered enough to inhibit normal progress customer will bear additional cost(s), at the rate of \$35.00 per man hour, plus cost of concrete & rock removal equipment.

**Covenants:** Materials are guaranteed to be as specified. All work will be completed in a workmanlike manner according to standard practices. Performance is contingent upon strikes, accidents or delays beyond our control. Additions, alterations or deviations from the above specifications at time of install may result in additional charges of \$250 to the customer.

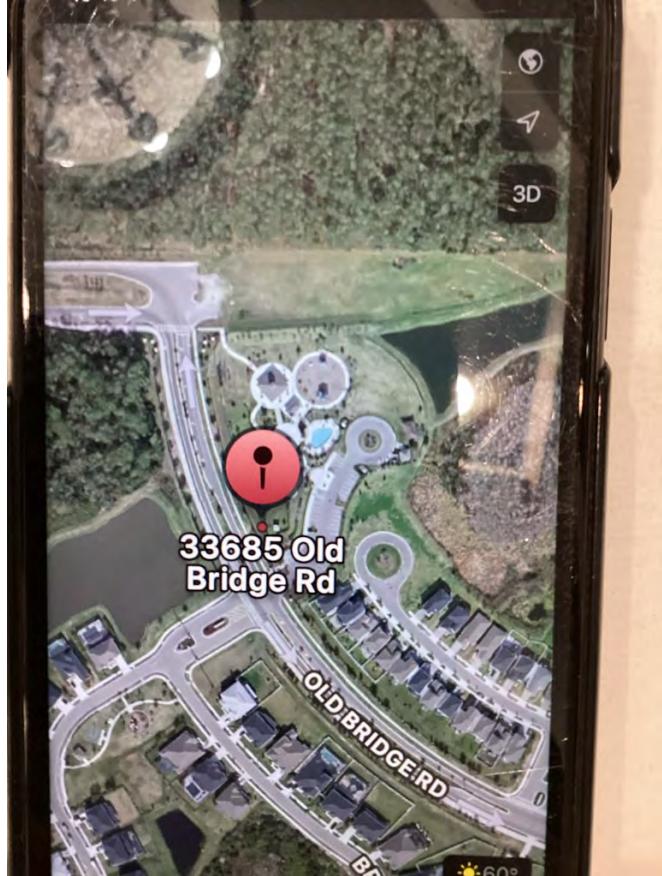
**UNDERGROUND DISCLAIMER:** Underground utilities to main box will be marked by Sunshine State One Call and New Tampa Fence will not be responsible for any claims arising from encroachment or damage to utilities. Private utilities need to be marked by homeowner/business. New Tampa Fence will not be responsible for damaged lines that are not marked prior to install.

**SPRINKLER & LINES DISCLAIMER:** New Tampa Fence is not responsible for damaged underground

sprinkler pipes that have been originally installed within 10" of the exterior property lines and sprinkler heads that end up under the fence or on the other side of the fence or property lines. New Tampa Fence will repair lines that are broken in or around the gate openings, fence lines that close back into the house or any lines inside the exterior property line greater than 10" inside property lines.

HOA/CDD DISCLAIMER: New Tampa Fence is not responsible for the cost to move, change and or remove the fence if the HOA/CDD requests due to the homeowner instructions to New Tampa Fence to put the fence up before HOA approval or without approval.

Standard fence installation is for the fence to be within 1"-2" inside property line. Anything other than this would need to be addressed at time of estimate and noted on contract.





 <b>NEW TAMPA FENCE</b> <b>613-973-2383</b>		<h1>New Tampa Fence, Inc.</h1>
<p><b>Work up sheet</b></p> <p>Date: <u>2014-10-10</u></p> <p>Customer: <u>Sarah Schmidt</u></p> <p>Address: <u>3711 Windblow Dr</u>  <u>3365 Old Bridge Rd</u></p> <p>Subdivision: <u>Watergrass - Club House</u></p> <p>City: <u>Westchase</u> ZIP <u>77045</u></p> <p>Phone: <u>613-361-0256 (c)</u> Email: <u>clubhouse@watergrass2add.com</u>  <u>516-222-8373 (c)</u></p>		
<p>Footage      Style / color <u>8'x6'11"</u></p> <p><u>246 1 RU Black Chainlink (commercial Grade)</u></p> <p><u>2 18'x4 Gates</u></p> <p>]</p> <p>]</p> <p>]</p> <p>]</p>		<p>Ground Contact insulation</p>  <p>Stronger Ground insulation</p> 
<p>Small Dog      <input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>Narrow picket spacing      <input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <p>Pool Gate      <input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>Special Gate hardware      <input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <p>S-Curve Rail      <input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <p>Fence Removal      <input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <p>Have Survey      <input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <p>Needs HOA Approval      <input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <p>Fence Sharing      <input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <p>Military/1st Responders Discount      <input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <p>Corner Lot      <input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <p>Drainage/ access easements      <input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <p>Fence line to be cleared by: <input type="checkbox"/> Mr. With charge / <input type="checkbox"/> Homeowner / <input type="checkbox"/> no clean</p> <p>Permit Needed      <input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <p>Private utility lines      <input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>		
<p><b>Gates to open: IN <input type="checkbox"/> OUT <input checked="" type="checkbox"/></b></p> <p>Special Instructions:</p>		

By signing this document, the customer agrees to the services and conditions outlined in this document. Signed estimates and deposit received are only good for 45 days at this time due to on going price increases from our suppliers and manufactures.

---

Sarah Schmidt



FLORIDA INSURANCE ALLIANCE  
DISTRICTS PACKAGE APPLICATION



<b>Covered Party:</b>	Watergrass II Community Development District	<b>FEIN:</b>	46-2371215
<b>Mailing Address:</b>	c/o Inframark Management Services 2654 Cypress Ridge Blvd., Suite 101 Wesley Chapel, FL 33544	<b>Physical County:</b>	Pasco
<b>Contact:</b>	Heather Jackson	<b>Phone:</b>	656.258.5166
<b>Title:</b>	District Manager	<b>Email:</b>	<a href="mailto:hjackson@inframark.com">hjackson@inframark.com</a>
<b>Coverage Term:</b>	10/1/2025 - 10/1/2026	<b>Year Entity was established:</b>	2013

<b>Coverages being requested. Please select with an "Yes" or "No"</b>	
General Liability (includes Hired Non-Owned Auto)	Yes
Public Officials Liability/Employment Practices Liability	Yes
Crime	No
Automobile Liability	Yes
Property	Yes
Inland Marine	Yes
Automobile Physical Damage	Yes
Workers Compensation	No
Excess Liability	No

**CERTIFICATION**

This Application must be signed by the "Ranking Elected / Appointed Official" of the Entity making the application (e.g. District Manager / equivalent Officer) or the Risk Manager (or ranking official) assigned this function.

**SIGNATURE:** \_\_\_\_\_  
**TITLE:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_

For your protection, the following Fraud Warning is required to appear on this application:

**FLORIDA FRAUD STATEMENT**

Any person who knowingly and with intent to injure, defraud or deceive any insurer, files a statement of claim or an application containing any false, incomplete or misleading information is guilty of a felony of the third degree.



## COMMUNITY DEVELOPMENT DISTRICT SUPPLEMENTAL INFORMATION

Covered Party	Watergrass II Community Development District
Coverage Period:	10/1/2025 - 10/1/2026

### Community Development District Supplemental Questions

1	What is the number of Acres within District boundaries?	771
2	What is the current number of Housing Units (Single Family, Townhomes, Condo) within the District?	1140
3	What is the anticipated total number of Housing Units upon completion?	1140
4	Does the District generally require contracts with a hold harmless agreement and certificates of insurance, including additional insured status, from vendors and contractors that do work for or on behalf of the District?	Yes

### Public Officials Liability Exposure Questions

1	Does any official or employee have any knowledge of any pending claims and/or any circumstance or situation which might reasonably be expected to give rise to a claim against them or against the entity?	NO
2	Are there any plans to initiate civil action against others on behalf of the entity?	NO
3	Does the District have a disability accessibility statement posted on the homepage of your website?	YES
4	Has the District adopted and implemented a website accessibility policy consistent with Web Content Accessibility Guidelines ("WCAG") 2.0 Level A and AA or newer?	YES
5	Does the District Utilize Volunteer Workers to Perform any work, operations, activities, or services on its behalf?	No

### Employment Practices Liability Questions - Required if District has Employees Beyond Board Members

1	Number of Employees (Full Time and Part Time, Other than Board Members)	2
2	Does the district have an employee handbook and require employees to acknowledge receipt of the handbook?	NO
3	Over the last 6 years has any person, employee, former employee, or job applicant made a Claim alleging unfair or improper treatment regarding employee hiring, remuneration, advancement, treatment or termination of employment? (i.e. Racial Discrimination, Other Ethnic Discrimination, Fair Labor Standards Act Violation, Age/ Gender/ Religious Discrimination, American Disabilities)	NO

### Cyber Liability Questions

1	Are firewalls and automatically updating antivirus software in force across your network?	Yes
2	Is all sensitive and confidential information stored on your databases, servers and data files encrypted?	Yes
3	Does the district collect, store, or handle more than 250,000 unique Personally Identifiable Information (PII) records?	No

### Supplemental Cyber Liability Questions - Required if District has Employees

1	Are all users required to complete security training on an annual basis?	No
2	Does the district use authentication measures for incoming emails?	No
3	Is multi-factor authentication required for access to user accounts?	No
4	Are system back-ups done monthly and stored on a separate device or service which cannot be accessed from your network?	Please enter

### Auto Liability Exposure Questions - Required if District Owns Autos

1	Are Motor Vehicle Records (MVR) pulled for employees that drive District owned vehicles?	NA
2	If Yes, how often are MVRs pulled and updated?	At Hire Annually Post Accident



## Property

<b>Covered Party</b>	Watergrass II Community Development District
<b>Coverage Period:</b>	10/1/2025 - 10/1/2026

### ***District Supplemental Questions***

**1** Does the District Own and Maintain any Boilers

**No**

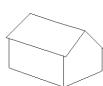
A boiler is a closed vessel or arrangement of enclosed tubes in which water is heated to supply steam to drive an engine or other machinery.

This is an informational section to help complete the section that follows

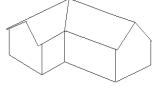
## CONSTRUCTION TYPES

- Frame** – Exterior walls are wood or other combustible materials, including construction where combustible materials are combined with other materials, such as brick veneer, stone veneer, wood iron-clad, stucco on wood or other non-combustible materials.
- Joisted Masonry** – Exterior walls are constructed of masonry materials, such as adobe, brick, concrete hollow concrete block, stone, tile or similar materials, and where the floors and roof are combustible.
- Non-Combustible** – Exterior walls, floors and roof are constructed of and supported by metal, asbestos or other non-combustible materials.
- Masonry Non-Combustible** – Exterior walls are constructed of masonry materials as described in JCS 140, the floors and roof of metal or other non-combustible materials.
- Modified Fire Resistive** – Exterior walls, floors and roof are constructed of masonry or fire resistive materials having a fire resistance rating of one hour or more, but less than two hours.
- Fire Resistive** – Exterior walls, floors and roof constructed of masonry or fire resistive materials having a fire resistance rating of not less than two hours.
- Modular Classrooms/Offices** - Anchored Manufactured Building
- Bridges** – Structure usually spanning over a body of water
- On-Ground Liquid Storage Tank** – Above ground storage tanks located on the ground surface that are designed to hold liquids
- Elevated Liquid Storage Tank** – Storage tanks located above the ground surface that are designed to hold liquids
- Below Ground Liquid Storage Tank/ Pool** - Water retention tank or swimming pool
- Pipelines at Grade** – Pipelines located at the surface of the ground
- Electrical Transmission Tower** – Steel towers designed to hold up electrical transmission lines
- Observation Tower** – Elevated towers designed for people to look out of, such as airport control or observation towers
- Electrical Equipment** – Non-high tech electrical equipment other than electrical equipment included in the function of the building
- Mechanical Equipment** – All equipment not otherwise classified in a building
- Pump/Lift Station** – Pumping stations with mechanical devices that are typically used when a fluid is raised from
- Waterfront Structures** - Wharves or docks built next to the shore of navigable waters

## Roof Design:



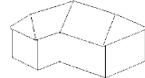
Gable



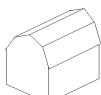
Cross Gable



Simple Hip



Cross Hip



Gambrel

Mansard

Salt Box

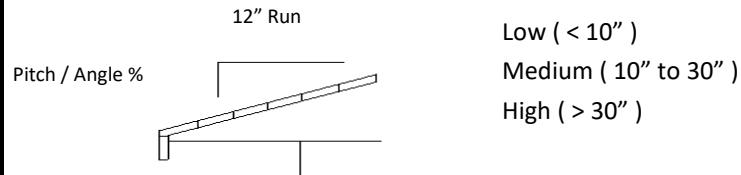
Pyramid Hip

Complex Roof Design (mixture of several different roof designs)

### Roof Covering:

- Elastomeric – (utilized on flat or low slope roofs)
- Metal Panel (utilized on flat or low slope roofs)
- Fiberglass Panel (utilized on flat or low slope roofs)
- Built-up Composite (utilized on flat or low slope roofs)
- Tar and gravel system (utilized on flat roofs)
- Asphalt Shingles
- Clay/Concrete Tiles
- Slate
- Wood Shakes/Shingles

**Roof Pitch /Angle %** (estimate is determined by how much roof height rises in inches per pitch/angle per one foot run of pitch/angle):



Flat



Shed

Windchase Entry Monument w/Stone Columns (2)	Overpass Rd. & Windchase Way		Wesley Chapel	FL	33543	Pasco	2008						Masonry Non Combustible
--	------------------------------	--	---------------	----	-------	-------	------	--	--	--	--	--	-------------------------

**INLAND MARINE**

Item #	Description	Serial Number	Value	Classification
1	Pool Chair Lift		\$ 10,000	Other Inland Marine
2	Pool Chair Lift		\$ 10,000	Other Inland Marine
3	2025 Polaris ProXD 2000G	3NSM2A572RE0138	\$ 17,850	Mobile Equipment
4	Pool Chair Lift		\$ 10,000	Other Inland Marine
5	Security Cameras (# @\$ each)			Electronic Data Processing Equipment
6	Security Camera Poles (# @\$ each)			Other Inland Marine
7	Decorative Street Signs (# @\$ each)			Other Inland Marine
8	Water Fountains (# @\$ each)			Other Inland Marine
9	Dog Waste Station (# @\$ each)			Other Inland Marine
10	Entry Access Systems and Card Readers			Electronic Data Processing Equipment
11	Library Book Kiosks (# @\$ each)			Other Inland Marine
12				
13				
14				
15				
16				
17				
18				
19				
20				
21			\$ 47,850	
22				
23				

## AUTOMOBILE SCHEDULE

## Workers Compensation Claims Point-of-Contact

Name  
Title  
Email  
Phone Number

Heather Jackson  
District Manager  
[hjackson@inframark.com](mailto:hjackson@inframark.com)  
656.258.5166

### Workplace Safety Credit 2% (Insert Y if applicable)

Drug Free Workplace Credit 5% (Insert Y if applicable)

## Experience Mod

### Standard Premium

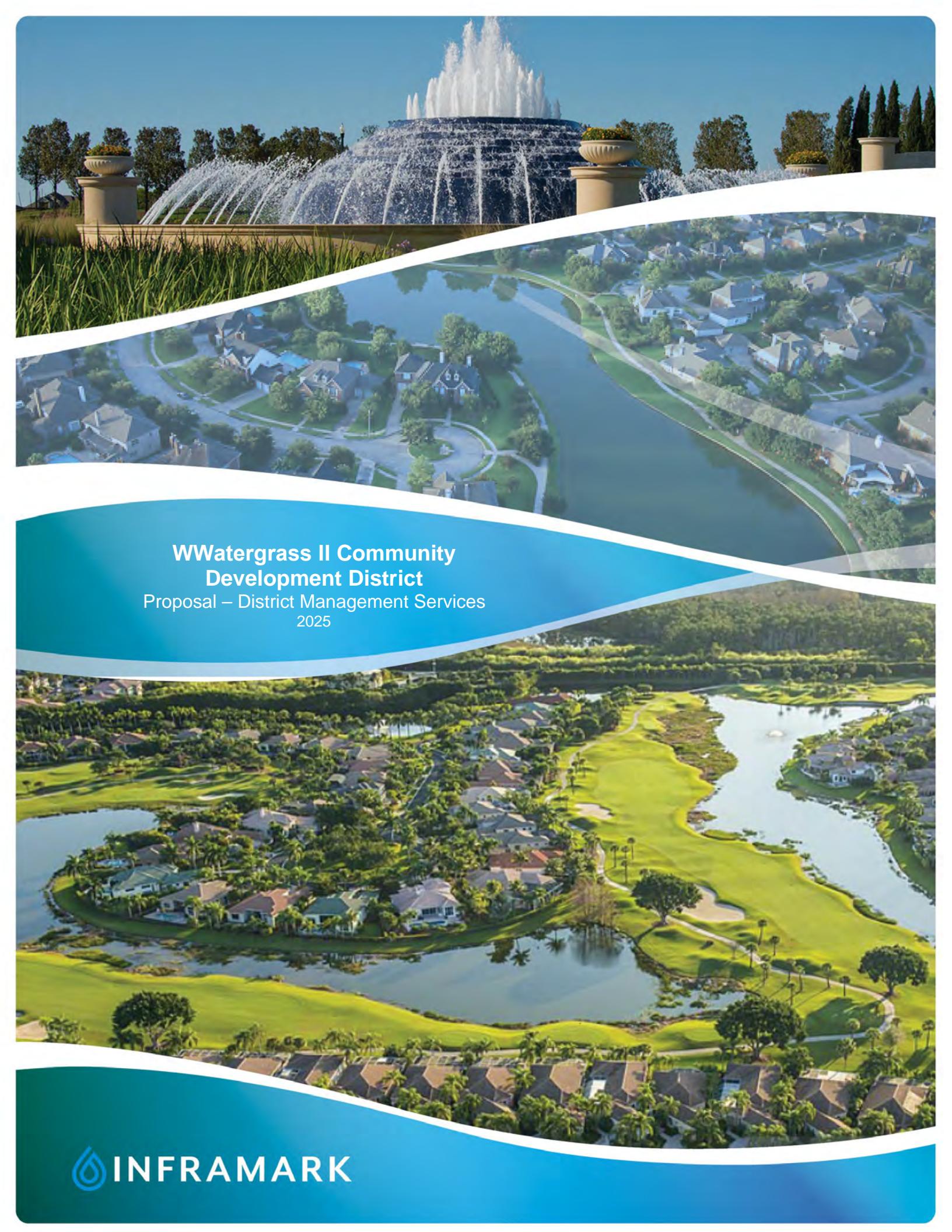
## Premium Discount

## Expense Constant

## Terrorism

Annual

	\$	-
	\$	-
1		
	\$	3,112.29
	\$	-
	\$	160.00
	\$	13.72
	\$	3,286.01



WWatergrass II Community  
Development District  
Proposal – District Management Services  
2025



# CLEAR PARTNERSHIPS

## Re: Proposal for Watergrass II Community Development District

Dear Board of Supervisors,

Inframark is excited and pleased to provide a proposal for District Management services with pricing and a scope of services for Watergrass II CDD.

Our Mission is: "To be the Partner and Protector of the Most Critical Resource that helps Communities Prosper." We do this through our principles of CLEAR Partnership (Collaboration, Leadership, Excellence, Accountability, and Respect).

We strongly believe in our people and our ability to exceed our clients' expectations. These beliefs are rooted in some of the following:

## CLEAR PARTNERSHIPS



**COLLABORATION**  
Be OneTeam  
Communicate Effectively  
Engage in Our Communities

**LEADERSHIP**  
Encourage an Industry-Leading Mindset  
Be Clear on Goals  
Foster Passion & Motivation

**EXCELLENCE**  
Commit to Excellence  
Be Respectfully Responsive  
Embrace Continuous Improvement and Learn from Mistakes

**ACCOUNTABILITY**  
Be Safe and Compliant  
Do the Right Thing  
Cultivate an Ownership Mindset

**RESPECT**  
Be Inclusive, Caring, and Present  
Invest in Yourself and Others  
Assume the Best in Each Other

- **Experience:**

- Providing District Management Services to the State of Florida for over 45 years.
- We provide service to over 145 CDDs and 3 Municipalities throughout Florida.
- 20 District Managers on staff with 9 years + average tenure.
- Our District Managers are degreed professionals with a variety of experience in IT, Finance, Government and Construction.

- **Project Management:** We can provide project management services through an Inframark employee with experience in managing capital improvement projects.

- **Cost Savings:** We will review your current operating budget to identify opportunities for savings and more efficient ways to operate the district.



# CLEAR PARTNERSHIPS

## Technology:

- Avid Strongroom: An advanced accounts payable system that is highly efficient and effective at making sure that District invoices are paid timely and only after review and approval by Inframark staff or a designated Board member, if desired. This system provides historical information on invoice payments, provides for creation of specialized reports, and allows Board members to review all invoices for the District through a web-based application.
- Customized Financial Statements and Budgets: Inframark developed a proprietary financial operating system designed exclusively for the Community Development business allowing us to provide clients customized financial statements and budgets. Our financial software is continually being updated, and we offer our clients the ability to choose how their financial statements and budget documents will look, depending upon the preference of the Board.
- **Team Approach:** *We are more than the individual assigned to your account.* Our service to your community will include a team of 10+ professionals.
- **Infrastructure:**
  - Full team of Health, Safety and Environmental (HSE) staff.
  - Complete internal IT support and infrastructure. We back up our servers and your information at multiple Inframark offices around the state and country to protect against catastrophic storms.
  - Team of HR professionals to assist with recruiting, employee retention and appreciation, bonus plans, and more.

Inframark is committed to making continuous process improvements and service enhancements, offering new technology and processes to help keep your community on the leading edge of the industry. We are excited to implement our new service enhancements and technology for your community. All the proposed services are designed to demonstrate our commitment to being a long-term partner for your community and ensure that the Board and residents receive the most effective and advanced services possible, all at a value-added service fee schedule.

We look forward to hearing from you concerning our proposal and further discussing these plans, along with your vision, for your community.



Chris Tarase  
President  
Inframark Community Management Services





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# CLEAR PARTNERSHIPS

## Executive Summary

Inframark Community Management Services is pleased to provide this proposal for district and field management services to the board. Inframark has been a leading provider of District Management and HOA services in Florida for over 45 years.

To meet the needs of your District, we provide a fully empowered local District Manager from of our Tampa area office. We provide additional support to all our clients through a central office with regional management, a support team, and our structured business systems. This approach brings the strength, experience and expertise of Inframark to work proactively to address the needs of the District in the most cost-effective manner possible.

Inframark specializes in value-added services to our clients, which include the following:

- **Personnel:**
  - Inframark offers one of the largest and most accomplished professional teams in the District Management business.
  - We can also bring in professionals from different disciplines to address special issues that may arise. Therefore, it is not only the number of professionals we offer to your District as a value-added service, but also our competence in addressing a wide range of complex matters that may come before your District.
  - Your assigned team has more than 50 years combined expertise and experience in the CDD business.
- **Willingness to Meet Time & Budget Requirements:** Inframark is capable and committed to meeting time and budget requirements as agreed upon with the Board and in compliance with Florida statutes.
- **Experience:**
  - Inframark is the most experienced company in the business.
  - We manage over 225 clients statewide, including Community Development Districts, Special Districts, Homeowner Associations, and local municipalities.
  - We specialize in customized customer service, boasting a client retention rate of 98.3%.
- **Capital Project Management:** Inframark employs a Certified Project Manager (PMP) who has the expertise to manage multi-million-dollar capital improvement projects for our clients.
- **Office Locations:**
  - We have seven offices throughout the State of Florida that support our district clients. They are located in Tampa, Brandon, Wesley Chapel, Ft. Myers, Celebration, St. Augustine and Coral Springs.
- **Safety:**
  - Inframark is the only District management company that has a specialized team of Health, Safety, and Environmental (HSE) professionals.
  - Documented monthly safety training for ALL Inframark personnel.
  - Disaster Preparedness Plans for staff and clients



# CLEAR PARTNERSHIPS

- **Human Resource Management:**
  - Inframark has its professional team of human resource professionals.
  - Provides drug and background screening that meet all applicable Federal and State requirements.
  - Employees complete monthly mandatory training on a wide variety of issues, including sexual harassment, anti-discrimination, ethics, customer service, and other vital programs.
  - Regimented performance review process.
  - Spot bonus and annual merit incentives
  - Best in industry employee benefits and 401(k) program
- **Field and Maintenance Services:** Inframark also provides the following field and maintenance services with our employees.

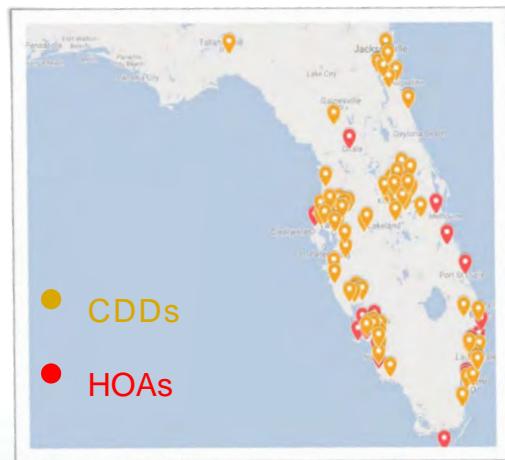
A complete range of Field Management and Maintenance services, including but not limited to:

- Vendor management
- Contract administration
- Sidewalk grinding
- Pressure washing
- Concrete Replacement and sidewalk repair
- Monthly field services report
- Landscape reviews
- Janitorial
- A full range of general maintenance services for District and Association clients

## About the Company

Inframark is an organization designed to accommodate all phases of operations for Community Development Districts municipalities, commercial, and residential property owner associations. Inframark serves over 300 association partners, and over 145 Community Development Districts, and has offices throughout the State of Florida in Wesley Chapel, Tampa, Jacksonville, Celebration, Ft. Myers, and Coral Springs.

Inframark maintains a focus in serving CDDs and HOAs, and as a result, has become a leader in our industry, managing over \$250M in financial assets for our Special Districts and Association clients throughout the state.





# CLEAR PARTNERSHIPS



Inframark is an active member of the Community Association Institute (CAI), the Association of Florida Community Developers (AFCD), the Urban Land Institute (ULI), the Tampa Bay Builders Association (TBBA), the Greater Orlando Builders Association (GOBA), the Florida Association of Special Districts (FASD), and the Florida League of Cities.

Many of our Managers are committee and Board members for these organizations, volunteering their time to advance best practices in community and district management.

*"I have been on the Board of Supervisors of the Meadow Pointe CDD in excess of ten years with over 5 years as Chairman and three years as Treasurer."*

*"I am totally satisfied with the service we have been and are receiving from Inframark. Our District Manager is dedicated, knowledgeable, and responsive to our needs. He is backed up by a professional staff, both locally and in Coral Springs."*

*"I highly recommend Inframark."*

*Dennis Smith- Former Chairman  
Meadow Pointe CDD*

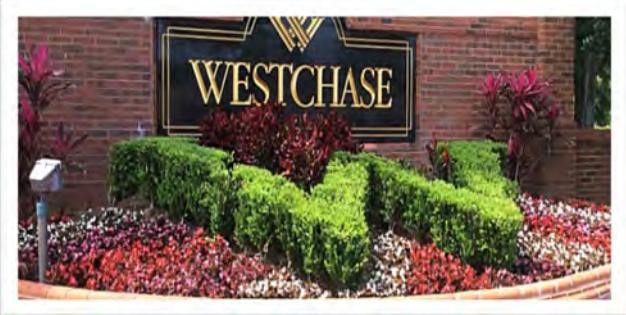


# CLEAR PARTNERSHIPS

## Clients – Partial List

### Westchase CDD

Inframark has been Westchase CDD's Management Partner for over 16 years. The CDD oversees a variety of community needs, including maintenance of parks, waterway management, and general community upkeep. Westchase is an icon in West Florida, and we are grateful for their continued partnership for almost two decades.



### Two Rivers

Two Rivers is a master-planned community featuring over 6,000 planned residential homes, townhomes, apartments, and villas, located North of Tampa and surrounded by woods, grasslands, and water. Inframark has been partnered with Two Rivers since the development's inception, offering insight and solutions as Two Rivers navigates the cultivation of these beautiful, historical landscapes into a master-planned community filled with luxury homes connected to nature trails, agriculture, and lush springs.



### Celebration CDD

Celebration is an innovative, real town that successfully combines architecture, education, health, and technology in ways that promote a strong sense of community. Celebration, conceived as a small central Florida town with pre-1940s architecture, was developed by The Celebration Company (a subsidiary of The Walt Disney Company) in Northwest Osceola County, Florida. The District's infrastructure includes village-specific roadways, bridges, domestic water distribution systems, wastewater/sanitary sewer collection systems, wetlands, and common area development.



Inframark has provided Management Services for Celebration CDD (population 8,500) since the district was established in 1994. We have been involved since the inception, providing Developer Services to The Celebration Company, beginning in 1993 and continuing through the years as it has evolved into its current, arguably famous state.

Inframark oversees the day-to-day management of the District with responsibilities that include field management, financial reporting, accounting, administration, budget, and city clerk activities.



# CLEAR PARTNERSHIPS

## REFERENCES

**Inframark took over as the District Management Company for the Harbour Isles C.D.D. in December of 2020 and the transition could not have gone more smoothly. Mrs. Angel Montagna was selected to be our District Manager.**

Prior to the first Board of Supervisors meeting Mrs. Montagna met individually with each of us Board members to not only get to know us as people but to discuss each of our concerns as well as our visions of what we hope to achieve in the future to make Harbour Isles a better place to live. As a result of her initiative in doing this, and her research into how to help with our concerns, the first Board meeting was well prepared and organized. And this enthusiasm, organization and the feeling of her caring about our community and its residents and striving to make it a happy place to live has continued. When issues have come up, big or small, Mrs. Montagna has always been a good listener and prepared to help with the problem-solving aspect with her vast knowledge and past experiences.

We Board members know if we have a question or a concern we can contact her by phone, text or email and she will promptly answer in a respectful, pleasant, helpful manner. Her professionalism is a true asset to our community.

All of the Inframark employees I have had contact with have been extremely respectful and eager to help in any way possible, always with good results. I have learned that a company is only as good as the employees it has working for it.

I have to say that, in the 12 years I have been a member of the Harbour Isles Board of Supervisors, Inframark has to be the best that we have had.

Respectfully,  
Elizabeth Fantauzzi  
Harbour Isles C.D.D. Board Chairman  
Appollo Beach, Florida (Hillsborough County)  
[Seat1@harbourislescdd.org](mailto:Seat1@harbourislescdd.org)



# CLEAR PARTNERSHIPS

District	Region	County
Dovera CDD	Central	Seminole
Golden Lakes CDD	Central	Polk
West Lakeland WCD	Central	Polk
Brighton Lakes CDD	Central	Osceola
Celebration CDD	Central	Osceola
Enterprise CDD	Central	Osceola
Harmony CDD	Central	Osceola
Overoaks CDD	Central	Osceola
Stevens Plantation CDD	Central	Osceola
Xentury City CDD	Central	Osceola
East Park CDD	Central	Orange
Urban Orlando CDD	Central	Orange
Vista Lakes CDD	Central	Orange
Gateway Services CDD	West	Lee
Vasari CDD	West	Lee
Cedar Hammock CDD	West	Collier
Heritage Bay CDD	West	Collier
Naples Heritage CDD	West	Collier
Quarry CDD	West	Collier
Heritage Lake Park CDD	West	Charlotte
Heritage Oak Park CDD	West	Charlotte
Riverwood CDD	West	Charlotte
Heritage Springs CDD	West	Pasco



# CLEAR PARTNERSHIPS

Lake Bernadette CDD	West	Pasco
Lexington Oaks CDD	West	Pasco
Meadow Pointe CDD	West	Pasco
Meadow Pointe II CDD	West	Pasco
Oak Creek CDD	West	Pasco
Oakstead CDD	West	Pasco
Watergrass II CDD	West	Pasco
Arbor Greene CDD	West	Hillsborough
Cordoba Ranch CDD	West	Hillsborough
Hammocks (The) CDD	West	Hillsborough
Harbour Isles CDD	West	Hillsborough
Heritage Isles CDD	West	Hillsborough
Live Oak No. 1 CDD	West	Hillsborough
Live Oak No.2 CDD	West	Hillsborough
South Fork CDD	West	Hillsborough
South Fork East CDD	West	Hillsborough
Tampa Palms Open Space & Transportation CDD	West	Hillsborough
Waterchase CDD	West	Hillsborough
Westchase CDD	West	Hillsborough
Westchester	West	Hillsborough
Spring Ridge CDD	West	Hernando
Woodlands CDD	West	Sarasota
Eastlake Oaks CDD	West	Pinellas
Lexington CDD	West	Manatee
Piney-Z CDD	West	Leon



Briger CDD	East	Palm Beach
Seminole Improvement District	East	Palm Beach
Bonterra CDD	East	Miami Dade
Beacon Lakes CDD	East	Dade
Spicewood CDD	East	Dade
Coral Springs Improvement District	East	Broward
Griffin Lakes CDD	East	Broward
Maple Ridge CDD	East	Broward
Monterra CDD	East	Broward
Pine Tree Water Control District	East	Broward
St. Johns Forest CDD	East	St. Johns
Palm Coast Park CDD	East	Flagler
Town Center at Palm Coast CDD	East	Flagler
Fleming Island Plantation CDD	East	Clay

*"I have served as a supervisor on our CDD board for 3 years and the chairman for 2 years and in this 5-year period.*

*Our CDD has performed many projects from paving roadways to a multi-million-dollar project replacing bulkheads and bridges throughout the community. Our project manager has served us well in maintaining accurate financial records and guidance with both contractors and our membership. His strict adherence to Florida law has protected us from legal and public actions and ridicule.*

*In areas where his knowledge was limited, he sought out staff members and professionals to get the answers needed for our board to make an informed decision. When our views differed, he listened, and we then were always able to reach a better outcome.*

*– Norman Day, Cedar Hammock CDD Chair*



# CLEAR PARTNERSHIPS

## Qualifications

### Meetings, Hearings and Workshops:

Inframark attends and conducts all regularly scheduled meetings. Inframark will also schedule and attend special Board meetings, continued meetings, hearings and workshops, as requested. As the District Manager, Inframark will arrange for time and location and all other necessary logistics for such meetings. For each meeting, we will prepare agenda packages for transmittal to the Board and staff at least seven days prior to the Board's meeting. Inframark will attend up to twelve meetings a year at no additional cost to the District.

### Records:

Inframark has one of the largest teams of recording and administrative professionals in the business. Our Recording Department develops all the necessary advertisements for meetings. With the size and professionalism of our Recording Department, we can provide an extremely high level of service for all our District Management clients. This service includes an unmatched level of automation of records management. Our team is aided through our searchable database that allows for quick and accurate searches for past meeting minutes and efficient responses to public records inquiries. We have dedicated staff that are assigned to handle all public record requests and are highly experienced in ensuring compliance with the requirements of Florida Statutes.

Inframark provides full compliance with all the Florida Statutes Records Requirements of Chapter 119. This includes storage of records, access to records and coordination of all responses to public record requests. In addition, Inframark is in full compliance and follows all the requirements of the Florida Administrative Code Section R.1B-24.003(1)(a), which deals with the retention of District records.

Other critical aspects of our Records Management Services Include:

### Document Management:

Inframark utilizes three parallel processes to manage the documents of our clients.

- First, our electronic document management system allows access security settings to be placed on each file to prevent unauthorized editing or manipulation, thus ensuring the integrity of the document. The documents are maintained in a PDF format that is exportable to the client's Website for timely updates. We update records of District meetings (minutes, agendas and supporting documentation) to the District's Website in compliance with Florida Statutes. The document management system allows for ease of e-retrieval of documents using multiple search methods (document name, document number, document content, file type, author or the assigned retention category) to ensure all record requests are fulfilled in a timely fashion.
- Secondly, the process utilizes offsite storage of documents. Our vendor guarantees the secure storage and/or destruction of documents. Annually, upon completion of the audit, the accounting and accounts payable files are inventoried, boxed and sent to the secured offsite storage facility. All records are maintained within applicable statutory requirements.
- Finally, we maintain an onsite Master File for each client. The Master File contains previous years' audits, arbitrage reports, budgets, insurance policies and other important historical information.



# CLEAR PARTNERSHIPS

## **Disaster Contingency & Recovery:**

Disaster recovery is particularly important since the Districts we manage are in areas prone to hurricanes. Our hurricane preparedness procedure includes the following:

- Provisions for the compilation and storage of files and data required to perform critical client services
- Securing the physical office space with the protection of client files as a top priority
- Satellite phone for contingency communication with local team
- Internet and phone-based communication chains to update personnel
- The ability to shift client critical tasks and District Management services to alternate office locations both out of region or state if necessary
- Securing priority commitments from key contractors due to strong and lasting relationships

Because of the critical nature of the electronic information, we manage on behalf of our clients, Inframark emphasizes system security and has disaster recovery procedures in place to minimize the impact of storms, power outages and other similar events for the districts we serve. Our disaster recovery plans are continually updated in response to the changing needs of our business and the clients we serve.

In addition, Inframark utilizes sites certified to survive the equivalent of a Category 5 hurricane. District data is stored on servers that reside in Horsham, Pennsylvania. A full backup of all data is performed nightly and stored offsite at a remote location. Our Horsham facility is equipped with backup generator power. In addition to redundant equipment at our Houston IT center, we also have equipment co-located at other sites.

## **District Operations:**

Inframark has eighteen (18) District Managers throughout the State of Florida with over 130 years of District Management experience in the Florida Community Development District market. The Southwest Regional Director for Inframark has over eleven (11) years of District Management experience. Since Inframark utilizes a team approach in the provision of all its services, we share best practices and success stories from District clients across the state. We conduct monthly manager calls in which we discuss existing issues and develop and implement solutions that are in the best interest of our clients. All Inframark team members go through monthly training to keep them up to date on a wide variety of issues that impact District operations.

The District Management team has access to all records of their Districts which includes all current and past contracts entered into by the District Board of Supervisors. With our searchable data base, it is very easy for our District Managers to review past contracts to compare with existing or proposed contracts. This allows our District Management team to keep up with contract termination dates, scope of services and fee schedules in each contract. We work closely with the Attorney for each District to ensure compliance with contract requirements and make certain that when the Board decides to terminate a vendor contract, it is done in an appropriate manner avoiding legal issues for the District.

Inframark has dedicated personnel that work with each District Manager on the renewal of District insurance requirements, including review of District facilities and working with insurance providers to develop the most cost-effective approach to insuring District facilities.



# CLEAR PARTNERSHIPS

Our District Management team is highly experienced in working with District Attorneys and District Engineers in the development of Request for Proposals (RFPs) for a wide variety of District construction, capital and maintenance projects including:

- a) Development of complex bid and proposal packages
- b) Advertisement of the opportunities
- c) Analysis of the proposals and bids
- d) Development of recommendations for Board consideration

With the vast experience of our District Management team and the experience of Inframark across the State of Florida we have established excellent relationships with many vendors and contractors which brings a value-added service to the District.

## **Accounting and Reporting:**

Inframark performs all required financial accounting functions through solid workflow processes that are designed to integrate the traditional tasks associated with accounting transactions. Those traditional accounting tasks of disbursements, accounts payable, general ledger journal entries, trial balance reconciliation and budget monitoring are knitted together in such a way to achieve:

- Fast turnaround for vendor payments
- Smooth approvals for setting up capital requisitions
- Open communications to field operations staff
- Advanced preparation for independent audit field work

Our understanding of accounting processes allows us to quickly differentiate areas needing further work and those items that are routine in nature. While there is a great deal of accounting activity that goes into ensuring the individual transactions are properly recorded in the financial records of the District, we use our expertise, our knowledge and our experience to ensure accounting theory is applied in the best interest of the District. The importance of complying with statutory requirements as well as annual disclosure to lenders and bondholders is given an interconnected focus of everyone on our staff which is appreciated and respected by our industry partners. Our accounting staff is committed to a quality standard that allows the accounting activities of the District to properly reflect its financial condition. Inframark has over 300 years of combined experience on our Finance Team.

Our finance team constantly monitors various investments instruments in Qualified Public Depositories to determine the best investment plan for District funds. Our accounting team monitors the maturity dates of District investments and alerts the District Manager so that the options for reinvestment can be brought to the Board for direction.

## **Audits:**

Inframark has been working for decades with District auditors to make certain that each District audit is in full compliance with all GAAP and State accounting requirements. Inframark has a fully customized accounting software system that was designed for the Community Development District business that allows us to provide the most accurate and comprehensive information for all audit requirements.



# CLEAR PARTNERSHIPS

## **Budgeting:**

Inframark's customized CDD financial software system enables us to offer clients options to tailor their monthly financials and annual budgets. Each District Manager works with their assigned accountants to develop a draft budget for consideration by the Board of Supervisors. The draft budget is based on input from the Board regarding the goals they wish to achieve in the upcoming budget cycle.

The Inframark Assessment Team collaborates with the District Manager and the Finance Team to provide a comprehensive view of revenue and expenses for each annual budget, as well as the impact of the proposed expenditure plan on the annual assessments. This approach allows our clients to see how their yearly budget will impact residents (financially) and how each budget will achieve the goals set forth by the Board of Supervisors. The District Manager and Finance Team work closely with the Recording Department to ensure that all legal requirements for advertisements are met during the budgeting process. In addition, the District Manager will solicit input from the District Staff, District Engineer, and District Attorney on any operation and maintenance expenditures that they believe need to be increased, decreased, or eliminated as part of the new budget cycle.

## **Capital Program Administration:**

As part of the annual budgeting process, the District Manager will solicit information from the District Engineer and District Staff on any capital projects they believe should be included in the yearly budget. This consists of the timing, cost, and whether a capital expenditure will increase or decrease any operation or maintenance expenditure currently included in the budget.

Inframark has extensive experience in handling capital bond issues and bank-qualified loans for District projects. We have vast experience working with bond underwriters, financial advisors, and various lending institutions on establishing and implementing capital programs for District clients. We have established procedures to ensure that specific deadlines associated with bond documents and bank-qualified loan requirements are met. We have an excellent reputation for successfully implementing a wide variety of financing programs for our District clients.

## **Assessments and Revenue Collection:**

Inframark has an exceptional record of administering annual assessment rolls for our District clients. This experience includes on-roll and off-roll collection. We have successfully collaborated with District legal counsel to accurately and timely collect off-roll assessments when required. We routinely conduct true-up analysis for District tax rolls to ensure that all collections are being completed as per the Board's direction. Our Assessment Department also provides estoppel letters on an as-needed basis at no cost to the District.

Our Treasury Services Group actively manages the revenue and investments for Districts across the State of Florida. This team ensures that the revenue generated by the District provides the financial platform to meet all its operational expenses and debt obligations. By working closely with the banking industry across our broad client base, we can provide economies of scale in managing our banking relationships, which are passed along to the Districts we service in the form of favorably negotiated fees and service costs.

The depth and breadth of our special assessment knowledge lend opportunities to capture efficiencies and effectiveness in the collection of District revenues. We pride ourselves in our ability to interpret developer agreements to maximize cash flow for the District and satisfy cash requirements for running the operations of the District.



# CLEAR PARTNERSHIPS

## Effective Technology Tools and Support

### Avid Strongroom Accounts Payable Processing System

- Avid Strongroom is an Accounts Payable software that automates the invoicing process.
- Allows users to approve invoices online, streamline invoice approval processes, and monitor invoice statuses.
- Avid Strongroom reduces the risk of entry errors by eliminating the task of manual invoice entry.
- Scalable for Growth: Enables Inframark to streamline the invoice-to-pay process while securely managing large volumes of bank accounts and check signatures.
- Reduced Fraud Risk: Limits chances of fraud with enforced controls and customized workflows.

### ADP Payroll Processing System

- ADP is an industry leader in Payroll, HR, and Tax solutions with over 75 years in the industry and 1,000,000 companies currently using ADP solutions.
- Enables seamless payroll processing, including direct deposit, physical paychecks, and W-2 forms, among others.
- The employee and manager self-service portal, available online and via a mobile app, allows users to access their information and records.
- Data Security: ADP is an industry leader in data security and business protection.
- Fully integrated in Inframark's Accounting software, allowing data reporting capabilities.

### Microsoft Business Central Accounting Software

- Industry leader in Enterprise Resource Planning and Accounting Software.
- Cloud-based software that ensures Inframark's districts will have a current Accounting software experience, with monthly updates from Microsoft.
- Manages finances end-to-end: oversees your budget, accelerates month-end and year-end close, automates bank reconciliation, uses unlimited dimensions, tracks fixed assets, and more.
- Financial reporting: Enables the production of scheduled financial reports tailored to client and internal requirements.
- Power BI Compatibility: Allows advanced analytics by integrating Power BI data-driven Dashboards.

**TECHNOLOGY DRIVES OUR COMMUNITIES**



# CLEAR PARTNERSHIPS

## Staffing

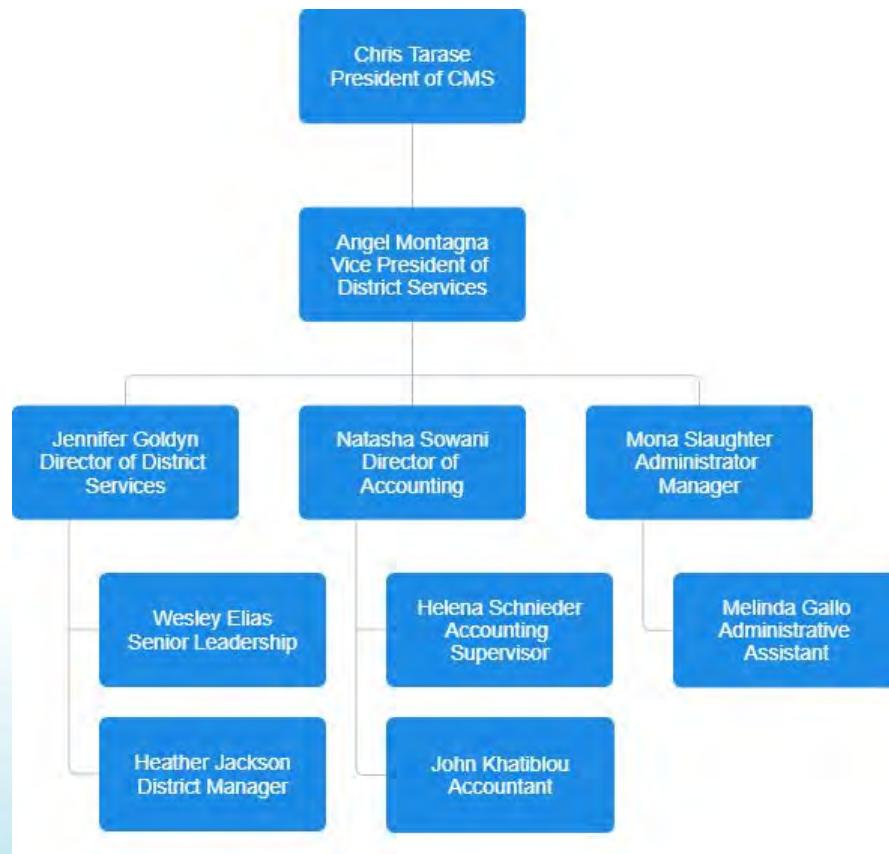
Inframark is the only District Management firm with its own Human Resource team.

This means the following:

- Our employees are fully vetted before hiring
- Employees have regular performance evaluations
- We follow a progressive disciplinary policy
- We provide an exceptional benefits program for our employees that other firms do not offer
- Employees have a bonus program for exceptional performance
- We offer a management bonus for employees who are responsible for financial performance goals
- 401(k) retirement plans
- Ongoing training and training incentive programs
- Tuition reimbursement opportunities
- In-house safety team and continuous safety training program for all employees

Inframark places the highest value on its employees and provides a work environment and benefits designed to encourage long-term employment with the Company.

In terms of the personnel assigned to your District, Inframark will ensure, to the highest degree possible, that we retain the same personnel for your District.





# CLEAR PARTNERSHIPS

## District Management:

**Jennifer Goldyn, Director of District Services.** Jennifer will work with the assigned team to address any issues that may develop. She is responsible for the overall performance of the Inframark District Management team. Ms. Goldyn has 10 years of district management experience and currently manages two (2) Districts, allowing her to be available to her team and Inframark clients. Her background includes over 10 years in property management and 2 years in construction management. She holds a bachelor's in business and marketing and has held a Real Estate License.

## Recording Services:

**Mona Slaughter**, Administration Supervisor, has over 14 years of experience providing services to special districts throughout Florida, including water control and improvement districts, with a focus on permit processing. Additionally, she has over 7 years of experience as a Records Management Liaison Officer, where she oversees the maintenance of public records and responds to requests for public records. She also has over 4 years of experience serving as a municipal clerk.

**Janice Swade**, Administrative Assistant, has been working with Inframark for 14 years as a District Recording Secretary. Her previous experience includes 13 years with the Port Authority of New York and New Jersey, where she held various administrative and clerical positions, including Senior Executive Secretary to the Deputy Director of the World Trade Center. Ms. Swade is extremely thorough in her attention to detail with all the Districts she serves.

## Accounting/Finance Team:

**Leah Popelka, Vice President of Accounting and Finance**, has over 20 years of experience in accounting and finance, spanning the banking, utilities, real estate development, and district management sectors. Leah has experience as Director of Finance for an asset management and advisory firm specializing in real estate acquisitions and municipal financing. She began her career as a staff accountant at a CPA firm, which laid the foundation for opportunities to work with Fortune 500 companies in the banking and utilities sectors. Leah has developed a unique understanding of all financial elements of the real estate industry. She is currently leading Inframark's Finance and Accounting Department and has assembled a team of successful professionals who consistently elevate service levels for our client base.

**Helena Schneider, CPA**, Accounting Supervisor, has 20 years of experience providing accounting services to community development districts throughout Florida. She is a Certified Public Accountant, holds a master's degree in business administration and dual bachelor's degrees in accounting and molecular biology. Helena is responsible for overseeing an accounting team, reviewing financial statements, budgets and coordinating the audit process with external firms.

**Cori Millonig**, Accounts Payable Specialist, has been with Inframark since 2014 working closely with vendors, field managers, District Managers, City Managers and accountants. Cori has 20 years of extensive experience working in the accounting and customer service field. Cori is proficient in the accounts payable process, processing over 7,000 invoices annually.



# CLEAR PARTNERSHIPS

## Sample Scope of Services

All services required for the management of a community development district under Chapter 189, Florida Statutes, Chapter 190, Florida Statutes and all other applicable Federal, Florida, and local laws (including the ordinance(s) and resolution(s) relating to the District and any interlocal agreements). All services should be completed on a timely basis.

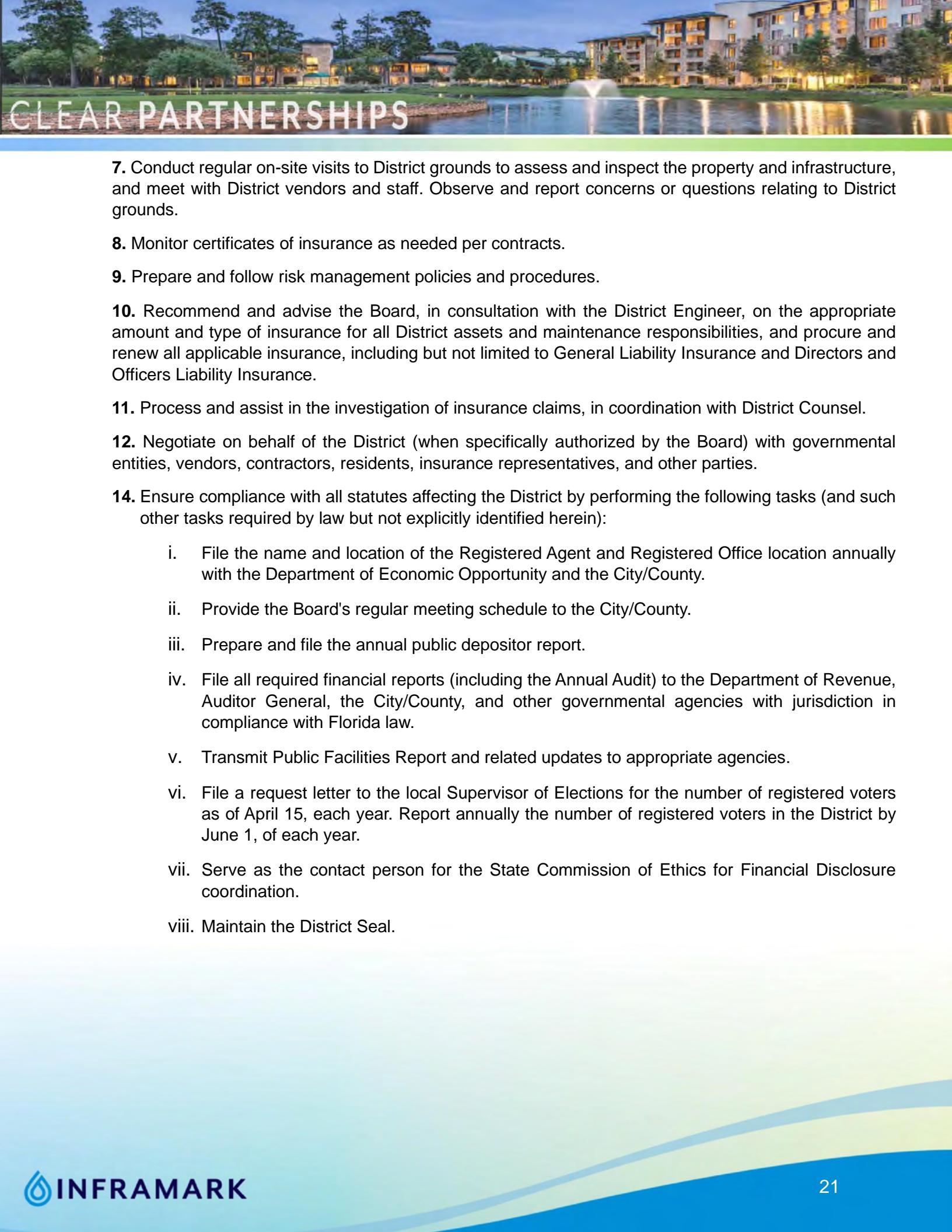
### District Management Services

#### A. Meetings, Workshops, and Hearings

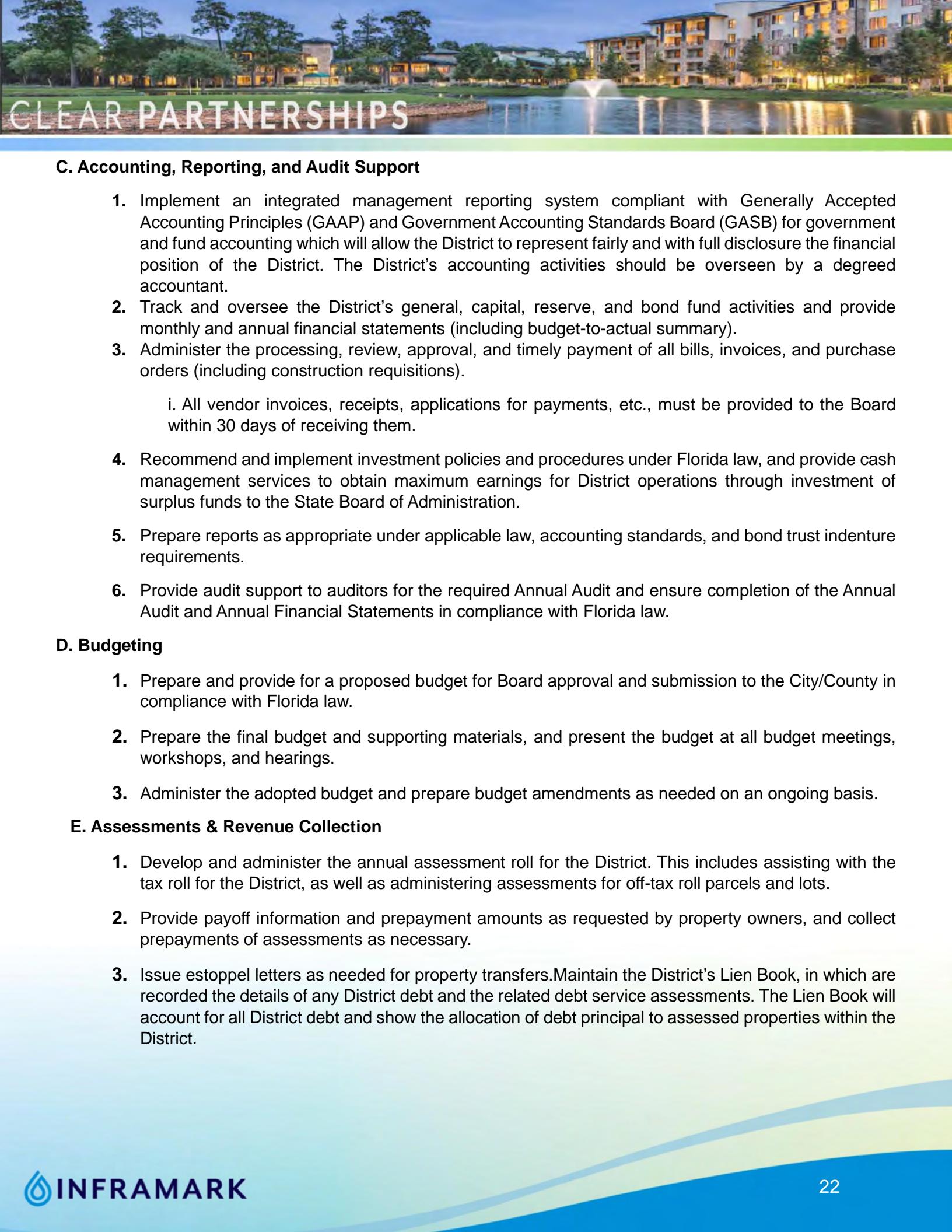
1. Organize, attend, conduct, and provide minutes for all meetings, workshops, and hearings of the District.
2. Schedule meetings, workshops, and hearings as needed.
3. Coordinate the time, location, and all other necessary logistics (including providing conference call numbers or telephonic or virtual meeting technology).
4. Send or publish notices for meetings, workshops, hearings, and elections pursuant to Florida law.
5. Provide agenda packages and meeting materials in the form requested by the Board.

#### B. District Operations

1. Act as the primary point of contact for District-related matters.
2. Maintain an action item list of tasks and follow-ups from meetings.
3. Coordinate with the District's ADA document remediation vendor (and website vendor) to ensure the District's website has the content required by Florida (and is on the website for the appropriate duration) and includes any additional information or materials requested by the Board.
4. Consult with and advise the Board on policies, services, and responsibilities of the District and implement the Board's policies and direction.
5. Make recommendations and assist in matters relating to solicitation (competitive bidding, request for proposals, request for qualifications, etc...), approval, rejection, amendment, expiration, renewal, and termination of contracts for services, goods, supplies, or materials in accordance with the District's rules and Florida law.
6. Provide contract administration services. Such services include:
  - i. Ensuring District vendors comply with the terms and conditions of a contract
  - ii. Coordinating any changes to the contract that might occur over the course of the contract
  - iii. coordination with the District Engineer, District Counsel, or construction/project manager with respect to the work performed or contractual obligations
  - iv. coordinating the closeout/final payment after the vendor performed their services



7. Conduct regular on-site visits to District grounds to assess and inspect the property and infrastructure, and meet with District vendors and staff. Observe and report concerns or questions relating to District grounds.
8. Monitor certificates of insurance as needed per contracts.
9. Prepare and follow risk management policies and procedures.
10. Recommend and advise the Board, in consultation with the District Engineer, on the appropriate amount and type of insurance for all District assets and maintenance responsibilities, and procure and renew all applicable insurance, including but not limited to General Liability Insurance and Directors and Officers Liability Insurance.
11. Process and assist in the investigation of insurance claims, in coordination with District Counsel.
12. Negotiate on behalf of the District (when specifically authorized by the Board) with governmental entities, vendors, contractors, residents, insurance representatives, and other parties.
14. Ensure compliance with all statutes affecting the District by performing the following tasks (and such other tasks required by law but not explicitly identified herein):
  - i. File the name and location of the Registered Agent and Registered Office location annually with the Department of Economic Opportunity and the City/County.
  - ii. Provide the Board's regular meeting schedule to the City/County.
  - iii. Prepare and file the annual public depositor report.
  - iv. File all required financial reports (including the Annual Audit) to the Department of Revenue, Auditor General, the City/County, and other governmental agencies with jurisdiction in compliance with Florida law.
  - v. Transmit Public Facilities Report and related updates to appropriate agencies.
  - vi. File a request letter to the local Supervisor of Elections for the number of registered voters as of April 15, each year. Report annually the number of registered voters in the District by June 1, of each year.
  - vii. Serve as the contact person for the State Commission of Ethics for Financial Disclosure coordination.
  - viii. Maintain the District Seal.



# CLEAR PARTNERSHIPS

## C. Accounting, Reporting, and Audit Support

1. Implement an integrated management reporting system compliant with Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) for government and fund accounting which will allow the District to represent fairly and with full disclosure the financial position of the District. The District's accounting activities should be overseen by a degreed accountant.
2. Track and oversee the District's general, capital, reserve, and bond fund activities and provide monthly and annual financial statements (including budget-to-actual summary).
3. Administer the processing, review, approval, and timely payment of all bills, invoices, and purchase orders (including construction requisitions).
  - i. All vendor invoices, receipts, applications for payments, etc., must be provided to the Board within 30 days of receiving them.
4. Recommend and implement investment policies and procedures under Florida law, and provide cash management services to obtain maximum earnings for District operations through investment of surplus funds to the State Board of Administration.
5. Prepare reports as appropriate under applicable law, accounting standards, and bond trust indenture requirements.
6. Provide audit support to auditors for the required Annual Audit and ensure completion of the Annual Audit and Annual Financial Statements in compliance with Florida law.

## D. Budgeting

1. Prepare and provide for a proposed budget for Board approval and submission to the City/County in compliance with Florida law.
2. Prepare the final budget and supporting materials, and present the budget at all budget meetings, workshops, and hearings.
3. Administer the adopted budget and prepare budget amendments as needed on an ongoing basis.

## E. Assessments & Revenue Collection

1. Develop and administer the annual assessment roll for the District. This includes assisting with the tax roll for the District, as well as administering assessments for off-tax roll parcels and lots.
2. Provide payoff information and prepayment amounts as requested by property owners, and collect prepayments of assessments as necessary.
3. Issue estoppel letters as needed for property transfers. Maintain the District's Lien Book, in which are recorded the details of any District debt and the related debt service assessments. The Lien Book will account for all District debt and show the allocation of debt principal to assessed properties within the District.



# CLEAR PARTNERSHIPS

## **F. Bond Compliance and Dissemination Agent**

1. Oversee and implement compliance related to bond issues. For example:
  - i. Coordination of annual arbitrage report as required.
  - ii. Transmittal of the Annual Audit, budget, and other required information to the trustee and other parties as needed.
  - iii. Annual/quarterly disclosure reporting as required.

## **G. Records**

1. Maintain the “Record of Proceedings” for the District at a location within the boundaries of the County in which the District is located and include meeting minutes, resolutions, and other records required by law, and provide access to such records in compliance with Florida’s public records laws.
2. Serve as the District’s Records Management Liaison Officer for reporting to the Department of Library and Archives under Section 257.36(5)(a), Florida Statutes.
3. Serve as the District’s designated custodian of all public records of the District and comply or coordinate the compliance with the responsibilities imposed by Chapter 119, Florida Statutes. For example:
  - i. Protect the integrity, confidentiality, or exemption of all public records.
  - ii. Respond to public records requests in a timely, professional, and efficient manner.
  - iii. Recommend best practices and services to ensure all public records of the District (including emails of the Board) are preserved pursuant to Florida law requirements.

## **H. Board Email Backup and Retention Services**

1. Provide for or coordinate with a third-party vendor to ensure emails of the Board are backed up and retained in compliance with Florida’s public records laws.
  - i. If such services are not provided directly, then the District will contract directly with such third-party vendor, and the District will bear the costs of such services.

## **I. Field Services – Available upon mutually agreed upon Scope and Pricing**

1. Perform a monthly inspection of the District’s property and maintenance responsibilities. Each inspection shall include the following:
  - i. Comprehensive site visits covering all relevant locations
  - ii. Detailed written reports submitted monthly, including:
  - iii. Photographs documenting site conditions



# CLEAR PARTNERSHIPS

- iv. Analysis of maintenance performance and overall property condition
- v. Specific recommendations for corrective action or improvement
- vi. Notification to District-approved vendors of any identified deficiencies in service or maintenance, with follow-up as needed to ensure resolution

This service ensures regular oversight and proactive communication to maintain property standards and vendor accountability.

## I. **Maintenance/Porter Services – Available upon mutually agreed upon Scope and Pricing**



# CLEAR PARTNERSHIPS

## References

*Has the Proposer performed work for a community development district, a master-planned development, or a residential community previously? Yes*

Project Name/Location: **Celebration Community Development District, located in Celebration, FL**

Contact: **Tom Touzin, Chairman** Contact e-mail: **Tom.Touzin@celebrationcdd.org**

Project Type/Description: **District, Amenity and Field Management**

Dollar Amount of Contract: **\$1,319,484.00**

Scope of Services for Project: **Inframark has provided Management Services for Celebration CDD (population (10,500) since the district was established in 1994. Inframark has been involved since its inception, supplying Developer Services to The Celebration Company beginning in 1993 and through the years as it has evolved into its current, arguably famous state.**

**Inframark oversees the district's day-to-day management, including field management, financial reporting, accounting, administration, budget, and city clerk activities. We routinely participate in community activities, including the Celebration K-8 ball field construction, annual holiday lighting at Market Square Park, and other field-related enhancements outside the scope of our management contract.**

Is this a current contract? **Yes**

Duration of contract: **1993 to Current**

Project Name: **Highlands CDD, Wimauma, FL**

Contact: **Kangelia Baxter, Chair** Phone: **727.366.4117**

Project Type/Description: **District Management, Amenity and Field Services**

Dollar Amount of Contract: **\$288,910.00**

Scope of Services for the Project: **Inframark oversees all aspects of this District, from District Management to field maintenance and inspection, as well as the management of on-site staff.**



## CLEAR PARTNERSHIPS

Project Name: **Enterprise CDD, Celebration, FL**

Contact: **Kimberly Locher, Vice Chair** Phone: **407.341.3137**

Project Type/Description: **District Management, Utility, and Field Services**

Dollar Amount of Contract: **\$2,237,900.00 ,900.00**

Scope of Services for the Project: **Inframark oversees all aspects of this District, from District Management to field maintenance and inspection, as well as the management of the utilities.**

Project Name: **Heritage Harbour South, Parrish, FL**

Contact: **Phil Frankel, Chair** Phone: **315.569.7848**

Project Type/Description: **District Management**

Dollar Amount of Contract: **\$58,968.00**

Scope of Services for the Project: **Inframark oversees all aspects of District Management, from field maintenance to amenities in conjunction with our HOA department, as Inframark also manages their HOA.**



# CLEAR PARTNERSHIPS

## Inframark Pricing

Pricing Category	Inframark Proposed Pricing
District Management Services Includes: Administration, Finance, Dissemination & Accounting Services	\$49,932.00
On-site clubhouse services	\$80,000.00
<b>Total</b>	<b>\$129,932.00</b>
Optional Field Services <i>This includes one comprehensive full-site inspection each month, encompassing landscape, amenities, and common areas. A detailed report will be provided to the Board at its monthly meeting.</i>	\$12,000.00

### Pricing and Fiscal Year Adjustment

*Inframark would like to offer two (2) months of complimentary District Management services, as a gesture of appreciation for your partnership, should the Board choose to remain with Inframark.*

kai\*

Say hi to  
happy living

**Introducing, Watergrass II CDD, to a new  
approach to community management—  
reinvented, reimagined,  
uniquely designed for you.**





Dear Watergrass II CDD,

Kai is pleased to submit our proposal to provide District Management Services for the Watergrass II Community Development District.

Our team manages multiple CDDs in the surrounding area, giving us strong familiarity with local operations and the ability to provide consistent oversight and quick response when needed. This regional experience also allows us to apply proven best practices and maintain a high standard of service.

Our team understands the day-to-day responsibilities, regulatory requirements, and financial needs of a well-run District. We bring experience not only in administrative and financial management, but also in field service operations, including vendor coordination, facility oversight, and on-site issue resolution. This combination ensures smooth operations and a reliable point of contact for the Board.

Kai is a service-focused firm committed to clear communication, responsiveness, and practical solutions. Every District is unique, so we tailor our approach to the goals and expectations of your Board—keeping processes simple, transparent, and easy to follow. Our strengths include budgeting, assessments, audits, reporting, and long-term financial planning. Through streamlined systems and real-time financial visibility, we help the Board make informed decisions with confidence. We emphasize accuracy, accountability, and efficiency in everything we deliver.

Transitions can be challenging, but they also create opportunities to clarify priorities, improve processes, and strengthen overall operations. We are prepared to support that transition smoothly and professionally.

We are pleased to propose Heather Dilley as your District Manager. Heather brings strong technical knowledge, excellent organizational skills, and extensive experience with CDD operations. Her hands-on, collaborative approach ensures reliable support for the Board.

At Kai, our mission is simple: happiness—rooted in kindness, action, and innovation. We welcome the opportunity to support Watergrass II CDD with dedicated service, local expertise, and dependable management.

Thank you for your consideration. We look forward to discussing how we can support the District with care and professionalism.

Sincerely,

Kraig Carmickle  
Managing Director





happy living starts with

We lead with kindness to build real connections, show empathy, and create a happy experience for residents and team members alike.

Kindness



Action

We use smart, tech-forward systems to simplify operations, reduce friction, and share information quickly with communities and residents.

We follow through. Guided by our Happiness Promise, we're proactive in solving issues and preventing them before they start — keeping things running smoothly and people feeling supported.

Innovation



# the **kai** difference

With resident happiness as our number one priority, the **Kai** team strives to makes every interaction positive. Quick to resolve problems, and even quicker to prevent them, **Kai** is here to keep the good vibes going.

## Happiness Guarantee

After each interaction with Kai, we'll send a quick satisfaction survey. If you're not happy, we'll make it right!

## 24 Hour Response Guarantee

If we don't respond within the guaranteed time frame, you'll receive a \$5 gift card, on us. It's our way of putting accountability into action—not just words.

## Kai 360°

Through advanced tools, transparent reporting, and coordinated workflows, Kai 360 gives Boards a complete, real-time view of District performance –ensuring nothing is overlooked.

## Kai comes to you

Our on-site support, making it convenient for you to find a Kai team member, is designed to bring the expertise of your District Management team directly into the community.

# Executive Leadership Team

## Meet the **kai** Collective

### Kraig Carmickle, Managing Director



Kraig brings over 15 years of leadership experience in community and property management, with a strong background in scaling operations, building board relationships, and leading high-performing teams. Prior to joining Kai, he served as CEO of a national management firm overseeing more than 600 employees and specializing in homebuilding and land development communities.

Kraig's executive experience has shaped his strategic, growth-minded approach to community management—grounded in partnership, service excellence, and long-term value for residents and developers alike.

---

### Lauren Parsons, Vice President



Lauren brings over a decade of experience in community management, specializing in CDDs, HOAs, and developer partnerships. She guides Boards and developers through every stage of community creation and long-term operations with strategic insight and transparent communication.

Known for building lasting client relationships, Lauren delivers dependable guidance and results that strengthen trust, collaboration, and long-term community success. Her ability to balance priorities while maintaining operational excellence makes her a dependable leader and a trusted partner in shaping communities that stand the test of time.

---

### Kristen Gomez, CPA, Controller



Kristen is a licensed CPA with more than 15 years of accounting leadership. She oversees Kai's entire accounting department, bringing extensive expertise in CDD and HOA management, including budgeting, assessments, audits, reconciliations, and GAAP financial reporting for a wide range of community entities. Kristen holds a Master's in Accounting and Financial Management, complementing her CPA designation and reinforcing her depth of technical knowledge. Her leadership ensures accuracy, transparency, and accountability, giving communities confidence in the integrity and stability of Kai's accounting operations.

# District Management Team

## Meet the Collective

### Andy Mendenhall, VP of District Management



Andy serves as Vice President of District Management at Kai, where he leads the company's district management department and oversees operations for multiple Community Development Districts. With more than 20 years of experience, he is recognized for his expertise in CDD governance, financial strategy, and compliance. Holding both an MBA and Project Management Professional (PMP®) certification, Andy brings proven leadership in guiding Boards, managing municipal bonds and budgets, and driving efficient, accountable operations.



### Brian Quillen, VP of Operations

Brian brings over 20 years of diverse experience in community and regional management, with a proven track record of operational oversight, team leadership, and resident engagement. Prior to joining Kai, he served as a Regional Director, where he was responsible for the successful management of multiple large-scale associations.

Brian's foundational experience in hospitality management has shaped his service-oriented leadership style, grounded in responsiveness, accountability, and continuous improvement. He remains committed to delivering high-performance results for communities and developers alike.



### David Wenck, Senior District Manager

David is a Certified District Manager with over 13 years of experience in Community Development District leadership and field services. With six years of board experience, including four as Chair, David brings a unique understanding of the perspectives and priorities of elected boards. He is recognized for creating strong, trusted relationships with board members, and residents—with open lines of communication that drive collaboration and effective decision-making.

Specializing in multi-district portfolio management, Florida Statutes (Chapter 190, Sunshine Law), budget development, and financial turnaround, David consistently promotes transparency, accountability, and community trust in every district he serves.

# Meet your Proposed District Manager

## Heather Dilley Proposed District Manager



Heather is a seasoned Community Development District Manager with more than 15 years of experience supporting and elevating Florida communities. Widely recognized for her strong financial oversight, comprehensive budgeting expertise, and strategic planning capabilities, she consistently delivers stability and long-term value to the districts she serves. Her background includes a Bachelor of Science in International Business and a Project Management Professional (PMP®) certification, both of which reinforce her analytical approach and disciplined leadership style.

Beyond her technical expertise, Heather is known for her exceptional attention to detail and highly organized management practices. She approaches every task—with precision and thoroughness, ensuring nothing slips through the cracks. Her ability to anticipate issues, track complex workflows, and maintain clear documentation makes her a trusted resource for Boards and residents alike. Communication is a hallmark of Heather's leadership. She is adept at translating matters into clear, actionable information for Board members, supporting them in making informed decisions with confidence. Heather actively listens to Board priorities and preferences, and she remains flexible and responsive in adapting reports, presentations, and processes to match each Board's unique style. Her dedication, professionalism, and adaptive approach have made her an invaluable partner in managing some of the area's most notable communities, including K Bar Ranch and Union Park. Heather's combination of expertise, organization, and Board focused communication continues to drive strong operational outcomes and positive stakeholder relationships across every district she serves. Heather is supported by Kai's VP of District Management.

- **Number of CDD's represented by the proposer:**
  - 3 Districts
- **Names of CDD's represented:**
  - K Bar Ranch CDD, Union Park CDD, Live Oak No. 1 CDD
- **Length of Years Serving as a District Manager:**
  - 6 Years
- **Site Visits:**
  - To be performed a minimum of twice per month.
- **After Hours Emergency's:**
  - Contact Kai's 24/7 emergency line: 813-565-4663
- **Backup Plan When Heather is Not Available:**
  - With Heathers small portfolio, it is easy for her to manage her schedule and ensure she attends all meetings. In the event that Heather is not available, we have several other District Managers on the team to ensure that coverage is always provided for Watergrass.
- **Escalation Procedures:**
  - Kraig Carmickle, Managing Director - [Kraig@HiKai.com](mailto:Kraig@HiKai.com) - 813-921-0857
  - Andy Mendenhall, VP of District Management - [Andy@HiKai.com](mailto:Andy@HiKai.com) - 813-404-3507



# Finance Team

## Meet the Collective



### **Kerri Robertson, MBA, CTP Director of Treasury and Finance**

With over 20 years of experience in treasury operations and banking, Kerri is a Certified Treasury Professional (CTP) with dual MBAs in Management and Finance. She specializes in cash management, disbursements, investments, lending, and risk mitigation, with a strong focus on Community Development District (CDD) finance. Kerri has overseen bond proceeds management, debt service coordination, and compliance strategies that ensure transparency and statutory alignment. By integrating treasury best practices with the unique structure of CDDs, she delivers precision in financial reporting, safeguards District assets, and supports Boards in achieving long-term stability. Known for her strategic insight and operational excellence, Kerri provides trusted leadership that enhances confidence among Boards, auditors, and stakeholders. In Kerri's previous roles, she has experience managing the accounting for the Watergrass CDD.



### **Elizabeth Moore, Budget and Assessment Manager**

With 17 years of experience in Community Development District (CDD) management, Elizabeth specializes in building multi-fund budgets and complex special assessment methodologies tailored to each client's unique development program. She combines deep expertise in financial modeling with advanced allocation techniques using ERUs, trip generation, impervious surface ratios, and benefit-based factors. Elizabeth has led the structuring of multimillion-dollar bond programs and true-up strategies, aligning long-term funding with the operational and capital needs of growing communities. Known for her precision, strategic foresight, and collaborative approach, she delivers high-impact solutions that drive financial resilience and stakeholder confidence. In Elizabeth's previous roles, she has experience managing the Watergrass CDD.

*Kai combines innovative technology with decades of financial insight to empower districts with a frictionless, transparent, and accountable financial management experience.*

# Standard District Operations

## MEETING SUPPORT

Kai manages the complete lifecycle of District meetings in compliance with Chapters 189 and 190, Florida Statutes, including:

- Organizing, attending, and conducting all Board meetings, workshops, and hearings
- Preparing minutes, agendas, and supporting materials
- Publishing and posting statutory notices
- Coordinating meeting logistics, including onsite, telephonic, or virtual participation
- Maintaining meeting schedules and submitting required notices to local agencies

## DISTRICT OPERATIONS & ADMINISTRATION

Kai serves as the District's primary administrative partner, providing:

- Central point of contact for District inquiries
- Maintenance of meeting action item lists and follow-up tracking
- Coordination of ADA compliance and website content management
- Policy implementation and operational guidance to the Board
- Full procurement support including competitive bidding, RFP/RFQ development, and vendor selection
- Comprehensive contract administration, including evaluating current contracts
- Regular onsite inspections of District property and infrastructure
- Insurance procurement, certificate monitoring, and claims coordination
- Development and implementation of risk management practices
- Authorized negotiation with agencies, vendors, and residents when directed

## STATUTORY COMPLIANCE & REPORTING

Kai ensures adherence to all statutory requirements through:

- Annual Registered Agent filings with DEO and County
- Submission of annual Board meeting schedules
- Filing of public depositor reports
- Submission of audits and required financial reports to state and local agencies
- Annual voter registration request and reporting to Supervisor of Elections
- Serving as liaison to the State Commission on Ethics for financial disclosure
- Fulfillment of Chapter 119 public records obligations, including timely responses, record preservation, and confidentiality protections

## RECORDS MANAGEMENT

Kai serves as the official custodian of District records by:

- Maintaining the Record of Proceedings within the appropriate jurisdiction
- Serving as Records Management Liaison Officer to the Department of Library and Archives
- Ensuring all records, including Board emails, meet retention and destruction requirements
- Responding to public records requests promptly and professionally
- Maintaining ADA-compliant public records access



# Financial Management

## BOARD PAYROLL SYSTEM – ENGAGE PEO

Engage PEO delivers a reliable, compliant payroll solution tailored to Supervisor compensation. Payroll is processed twice monthly to align with meeting schedules, ensuring accurate, on-time payments. As an IRS-Certified and ESAC-accredited provider, Engage handles all tax filings and reporting within a secure, cloud-based system that gives Supervisors and administrators transparent, self-service access.

## FINANCIALS, REPORTING & AUDIT SUPPORT

Kai delivers full GAAP/GASB-compliant financial management overseen by degreed accounting professionals.

Financial systems & reporting include:

- Implementing an integrated financial reporting system tailored to government/fund accounting.
- Managing general, capital, reserve, and bond fund activity.
- Preparing monthly financial statements, including budget-to-actual summaries.
- Delivering required state, county, and trust-related financial reports.
- Coordinating directly with independent auditors and ensuring timely completion of the Annual Audit.
- With reliable preparation and organized documentation, we help ensure a smooth audit cycle each year.

## ACCOUNTS PAYABLE & VENDOR PAYMENT PROCESSING

Kai provides a secure, transparent, and timely AP workflow.

Services include:

- Full invoice intake, coding, and documentation management.
- Automated approval routing using AvidXchange.
- Easy invoice submission & payment scheduling that ensures timely vendor compensation.
- Construction requisition processing and purchase order oversight.
- Maintaining auditable AP records with strong internal controls, overseen by Kai's Licensed CPA.
- Ensuring reliable vendor relationships to support uninterrupted District operations.

## TREASURY SERVICES

Kai protects District funds and maximizes liquidity through disciplined treasury management.

Services include:

- Cash flow oversight and bank account administration.
- Investment of surplus funds under Florida law via SBA-approved programs.
- Securing favorable banking terms through economies of scale.
- Maintaining strong internal controls and accurate cash reporting.
- Kai has strong banking relationships with numerous banks across the State of Florida, ensuring the District has appropriate safeguards in place and District funds are protected.



# Bond & Assessment Services

## FINANCIAL & ASSESSMENT SERVICES

- Assessment Roll Preparation: Ownership verification, parcel allocation, and county-ready roll development.
- Tax Roll Administration: Placement of assessments on the county roll, reconciliation with collections, and allocation between Debt Service and O&M.
- TRIM Compliance: Preparation of DR-421 certifications and adherence to county requirements.
- Reporting & Compliance: Completion of all required state reports, maintenance of auditable financial records, and timely estoppel responses.

## KAI FINANCIAL & BOND MANAGEMENT

Kai supports the full lifecycle of District financing with services that include:

- Preparation of estoppel letters
- Bond issuance and refinancing coordination
- Debt service billing, collection, and payment management
- Trustee liaison and compliance oversight
- Clear, reliable financial reporting to support fiscal stewardship

## BOND ADMINISTRATION

Kai structures and coordinates bond issuances and refinancing, including methodology reports and identification of cost-saving opportunities. Our team oversees debt service collections, ensures timely principal and interest payments, and manages trustee communications and invoice processing. Over the past five years, we have supported more than \$445 million in total bond issuances.

## CAPITAL PROGRAM ADMINISTRATION

Kai partners with District Staff and Engineers to evaluate capital projects, analyze timing and lifecycle costs, and align improvements with reserve needs and long-term planning. We also work with underwriters, lenders, and financial advisors to structure effective funding solutions. With proven procedures and reliable coordination, we guide Districts through complex financing and capital implementation processes.

## BUDGETING

Our budgeting process begins with a Board vision session to establish priorities for the upcoming year. Kai's District Managers and accounting team then prepare draft budgets and lead a focused workshop to review revenue projections, operational needs, and strategic options.

We coordinate closely with District Staff, Engineers, and Attorneys to ensure all operational, maintenance, and compliance items are captured accurately. Public notices and statutory deadlines are managed seamlessly. The result is a transparent, collaborative budgeting process aligned with both immediate needs and long-term goals.



# Field Service & Amenity Management

While field operations are not part of the District's requested scope, Kai offers proven expertise in maintenance oversight, asset care, and vendor management. These services remain available anytime the District requires additional support.

## PROACTIVE MAINTENANCE & ASSET CARE

Kai focuses on prevention-first practices that extend the life of District assets and reduce long-term costs. Our team performs routine site observations, identifies early maintenance needs, and provides strategic recommendations designed to avoid disruptions and minimize capital reinvestments.

### Grounds, Amenities & Infrastructure Oversight

We ensure the community's appearance, safety, and functionality remain top-tier by monitoring:

- Landscaping, turf, and horticulture conditions
- Pools, ponds, water features, and irrigation systems
- Gates, fencing, signage, lighting, and hardscape elements
- Roadways, sidewalks, stormwater, and drainage infrastructure

Our approach balances curb appeal with structural integrity to ensure District assets remain well-kept and dependable.

## VENDOR OVERSIGHT & QUALITY ASSURANCE

Kai actively manages vendor performance—not just coordination. Our services include:

- Vendor onboarding and contract compliance checks
- Routine inspections to validate scope and service quality
- Recommendations to the Board supported by transparent reporting
- Verification of work before payment release

This ensures the District receives consistent value and accountability from every service provider.

## AMENITY STAFF MANAGEMENT & HR OVERSIGHT

- Kai has experience recruiting, training and onboarding amenity staff
- Create and manage schedules for adequate coverage
- Oversee daily operations of staff, utilizing Kai's timekeeping app to track and monitor performance
- Coordinate payroll and benefits for staff

## COMMUNICATION & RESPONSIVENESS

With regular updates, transparent reporting, and responsive follow-through, Kai ensures Boards always have a clear understanding of asset conditions and vendor activity—empowering informed decisions and proactive management.

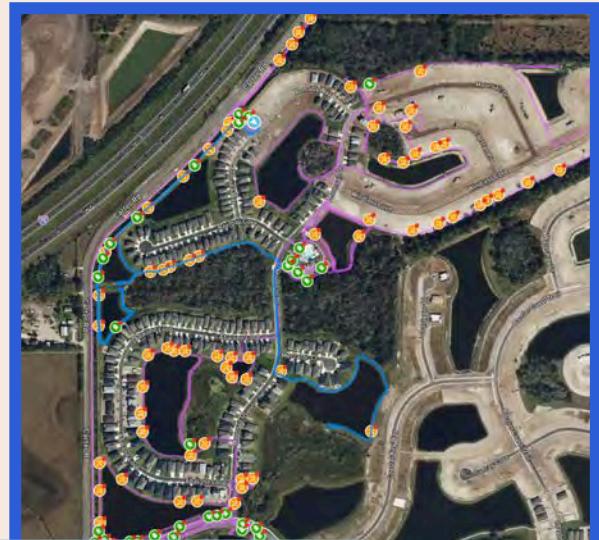




# The 360° Shift in Community Management Has Arrived

This is **innovation** for those  
who don't settle —  
a Kai exclusive service.

[Click here to see how it works](#)



## Quality Control, Reporting & Kai 360 Dashboard

Accountability and transparency are built into every field service interaction through Kai 360, our proprietary inspection and reporting platform.

- ⌘ A personalized dashboard showing District conditions and activity
- ⌘ Real video inspections of facilities, amenities, and infrastructure
- ⌘ Real-time work orders and status tracking
- ⌘ Identified opportunities for repairs, improvements, and cost savings
- ⌘ Historical reports for trend analysis and planning
- ⌘ Track assets, opportunities and work orders all in one place



# Community Experience

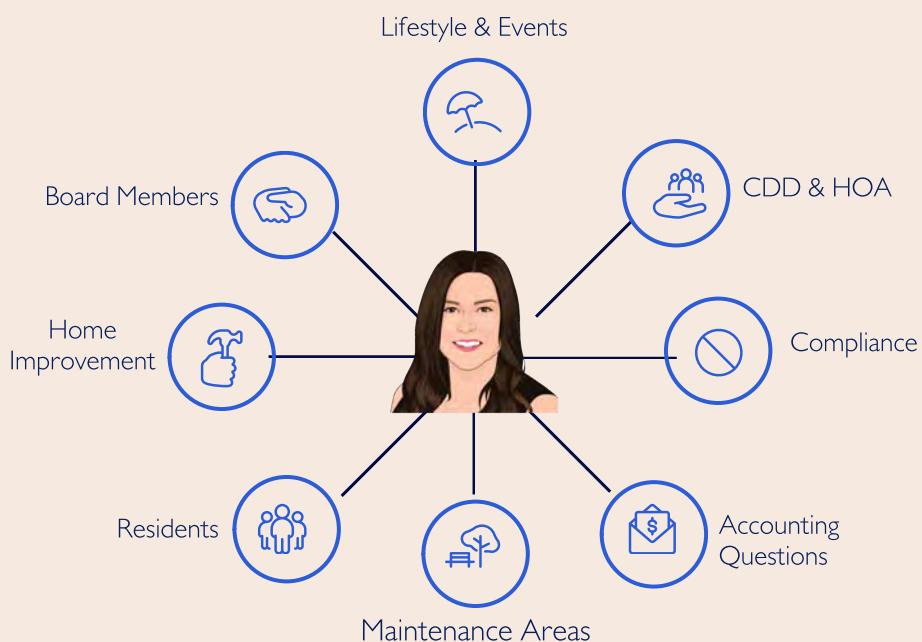
## KAI'S MISSION MAXIMIZE HAPPINESS

and it starts with you.

Creating meaningful resident experiences is a high priority at Kai. **Our Community Experience Team is Disney Certified** – a standard of service we carry with pride into every interaction, bringing a touch of magic to Watergrass II.

**To make communication seamless, we'll establish a custom inbox – WatergrassII@HiKai.com**

– exclusively for the community. Watergrass II will also have **direct access to Heather Dilley** at Heather@HiKai.com, ensuring the Board and residents can easily reach her when needed. Together, Heather's leadership and the strength of our Community Experience Team give Watergrass II multiple points of contact – ensuring that every question, concern, or request is addressed promptly, professionally, and with care.



# Lifestyle Programs

Where happy living comes to life.

## Community Events

Dynamic, neighborhood-wide events that bring residents together and build lasting community pride.

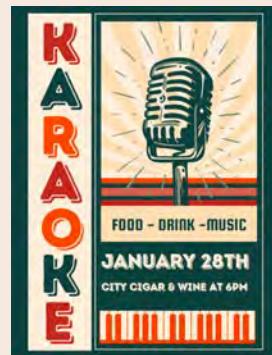
- Golf Cart Parades
- Community Garage Sales
- Karaoke Nights
- Seasonal Celebrations



## Meet Your Neighbor

Curated experiences that encourage meaningful connections and long-term resident engagement.

- Community Game Nights
- Mix and Mingles
- Trivia Nights
- Wine Tastings
- Meet & Greets



## Kids Activities

Engaging, family-friendly programming that supports a vibrant and inclusive community culture.

- Ice Cream Socials
- Youth Nights
- Movies on the Lawn
- Swimming Activities



# Watergrass II CDD

## Proposed District Management Services

kai Services	Proposed Kai Management Fee (Annual)
District Management	\$49,000
Onsite Staff Management	\$80,000
Field Service Management	Available Upon Request
<b>Total</b>	<b>\$129,000</b>

### ASSESSMENT AND FINANCING SERVICES:

- 1) Fees for bond financing and re-financing services will be negotiated at the time such services are defined and requested. Typically, these fees will be billed on a lump sum basis and deferred until no later than the closing or refunding of the Bonds at which time all unpaid fees and expenses will be due and payable. Fees and expenses paid for these services are fully reimbursable/payable solely from Bond proceeds; and
- 2) Assessment roll services for preparation and certification of the assessment roll to the property appraiser and tax collector and/or directly collecting special assessments from landowners (if applicable). This fee will be included in the standard monthly fee.
- 3) Meetings that exceed two hours will be subject to an hourly rate.





# What to Expect

A STREAMLINED PATH FORWARD WITH KAI

At Kai, we don't just manage services—we elevate the community experience.

## 1. A Smooth, Structured Transition

Although we are not your current management team, Kai brings a proven transition process designed to ensure continuity from day one. Our team begins by gathering all essential documents, systems access, and vendor information directly from your outgoing provider, minimizing disruption and ensuring your District's operations remain steady throughout the handoff.

## 2. Clear Understanding of Your District's Needs

We take the time to understand your community—its history, priorities, ongoing projects, and stakeholder expectations. This upfront discovery allows us to align our services with your goals immediately and ensures that nothing is overlooked during the transition period.

## 3. Rapid Operational Readiness

Kai's systems, staff, and procedures are fully developed, scalable, and ready for immediate deployment. From accounting and assessments to meeting support and vendor coordination, we have established frameworks that allow us to begin working seamlessly as soon as the transition begins—without lag time or interruptions.

## 4. Tailored Program Integration

Once onboard, we review your current processes, contracts, and service programs to identify opportunities for refinement. Whether in governance, compliance, amenity operations, customer service, or financial management, we customize our approach to fit your District's unique needs and long-term objectives.

## 5. Ongoing Partnership & Continuous Improvement

Kai's commitment doesn't stop after the transition. We maintain open communication, provide proactive recommendations, and monitor performance across all departments to ensure your District continues to operate efficiently and transparently. Our goal is to be a long-term, responsive partner who supports your evolving vision and community priorities.

**YOUR VISION. OUR INFRASTRUCTURE. ONE TRUSTED PARTNER.**

**LET KAI HELP YOU BRING IT TO LIFE—FROM THE GROUND UP.**

# Kai Company Overview

## Legal Name, Principal Office, Headquarters and Contact Information

- Kai Connected, LLC
- 2502 N Rocky Point Drive, Suite 1000, Tampa FL 33607
- Connect@HiKai.com • 813-565-4663

## Office Locations and Total Number of Employees at Each

- Tampa Office: 37
- Orlando Office: 9

## Length of time in business

- 5 and a half years, opened in July 2020.

## Districts Managed

- 33

## Outstanding Litigations:

- None

## References

### Don Reichard, Chairman

DG Farms CDD

518-222-6111

### Ira Hertz, Supervisor

Zephyr Lakes CDD

914-329-2700

### Daniel Halloway, Supervisor

Union Park CDD

[danielhallowayupcdd@gmail.com](mailto:danielhallowayupcdd@gmail.com)



DATE (MM/DD/YYYY)  
2/10/2025

## CERTIFICATE OF LIABILITY INSURANCE

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

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

PRODUCER <b>ASSOCIATES AGENCY, INC.</b> 125 W. Country Club Dr Tampa, FL 33612	CONTACT <b>Danny Brenman</b> NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: <a href="mailto:danny@associatesins.com">danny@associatesins.com</a>	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	NAIC #
<b>INSURER A : Amtrust North America</b>		
INSURED  <b>Breeze Connected, LLC</b> 2161 E County Road 540A #225 Lakeland, FL 33813--3794	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						
	OTHER:						
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						EACH OCCURRENCE \$ AGGREGATE \$ \$
	DED <input type="checkbox"/> RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N	N / A	TWC4527276	12/16/2024	12/16/2025	X PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
For information purposes only	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



**Say hi to happy living**



Rizzetta & Company  
Professionals in Community Management



# PROPOSAL

| **WaterGrass Community Development District II**

Prepared for: Board of Supervisors

## **REGIONAL OFFICE**

5844 Old Pasco Road, Suite 100

Wesley Chapel, FL 33544

813.994.1001 | [rizzetta.com](http://rizzetta.com)

A black and white photograph of a group of approximately ten people of diverse ages and ethnicities standing in a row. They are dressed in casual attire, including t-shirts, hoodies, and jackets. The background features a modern building with a stone facade and large, dark-framed windows. The scene is set outdoors, possibly on a porch or a set of steps.

FIRSTLY

---

**THANK YOU**

---

FOR CONSIDERING US!



November 03, 2025

Zuriel Cabrera  
Chairperson  
WaterGrass CDD II

RE: Community Development District Management Services

Dear Zuriel,

Rizzetta & Company appreciates the opportunity to present our qualifications to serve as District Manager for WaterGrass Community Development District II. With 39 years of experience and a state-wide presence, we are prepared to handle all present and future projects for the district.

As one of the largest providers of district management services, we are uniquely qualified to understand the complexities of managing a community development district. Our proposal outlines a knowledgeable team, including Lisa Castoria as your proposed Lead District Manager. She'll have the support of Matthew Huber our Director of District Services as 2nd Chair District Manager, and a large team of district services professionals to ensure transition and daily operations run smoothly.

Even though you may only see your district manager at your meetings, your district would be supported by three accounting professionals, a financial associate, and a dedicated administrative assistant. So, you would have a team of seven that would work for your district on nearly a daily basis. All those professionals take immense pride in their work to ensure that your district always remains in compliance and fulfills all its obligations.

Thank you for your time and consideration of our proposal. We look forward to meeting with you and the Board of Supervisors to review and discuss our proposal in detail. Should you have any questions or require additional information, please feel free to contact Scott Brizendine at [sbrizendine@rizzetta.com](mailto:sbrizendine@rizzetta.com)

Very truly yours,

  
Scott Brizendine  
Vice President of Operations



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# OUR STORY

## ... SO FAR

Rizzetta & Company is a Florida-based professional community management and consulting firm that provides services to residential and commercial communities throughout the state of Florida. With over 39 years in the industry, Rizzetta & Company, is staffed with highly experienced managers and support staff. Each of our eight offices throughout Florida has a team of employees with diverse backgrounds, both personally and professionally, who provide the highest quality services to our clients.

Rizzetta & Company was founded in 1986 in Tampa, Florida by William Rizzetta. The original focus of the Company was to provide professional assessment consulting services for Community Development Districts in association with the issuance of bonds. As the Company's reputation for excellent work and customer service grew, the practice expanded over the next thirty years by adding related services which resulted in today's "Full Service" organization.

### OFFICE LOCATIONS

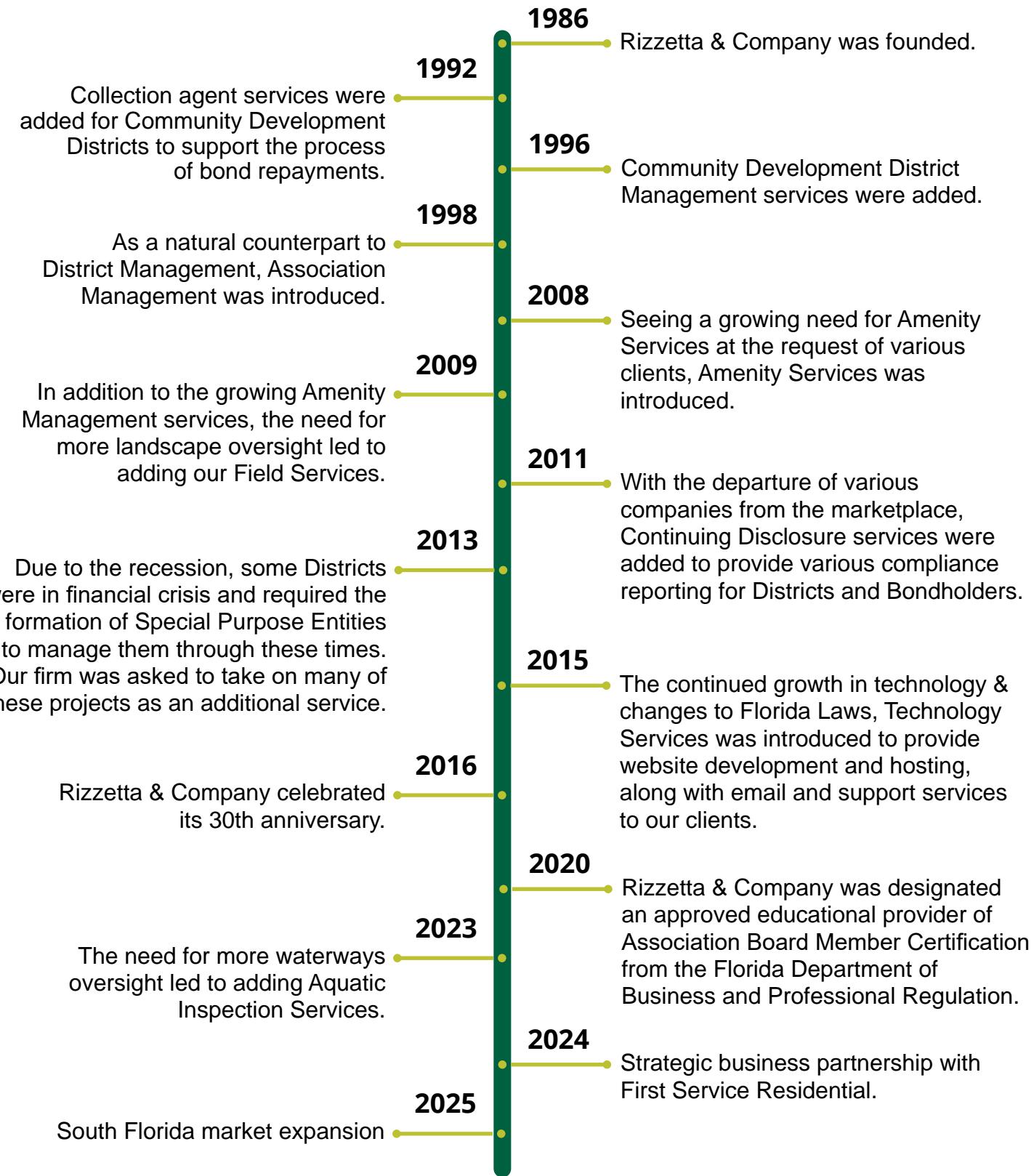


### HEADQUARTERS

3434 Colwell Avenue, Suite 200  
Tampa, FL 33614



# OUR MILESTONES





# BY THE NUMBERS

**39**

YEARS OF  
EXPERIENCE  
EST. 1986

**150+**

ASSOCIATION  
SERVICES  
CLIENTS

**55**

ASSOCIATION  
SERVICES TEAM  
MEMBERS

**20+**

AMENITY  
SERVICES  
CLIENTS

**100**

AMENITY  
SERVICES TEAM  
MEMBERS

**120+**

DISTRICT  
SERVICES  
CLIENTS

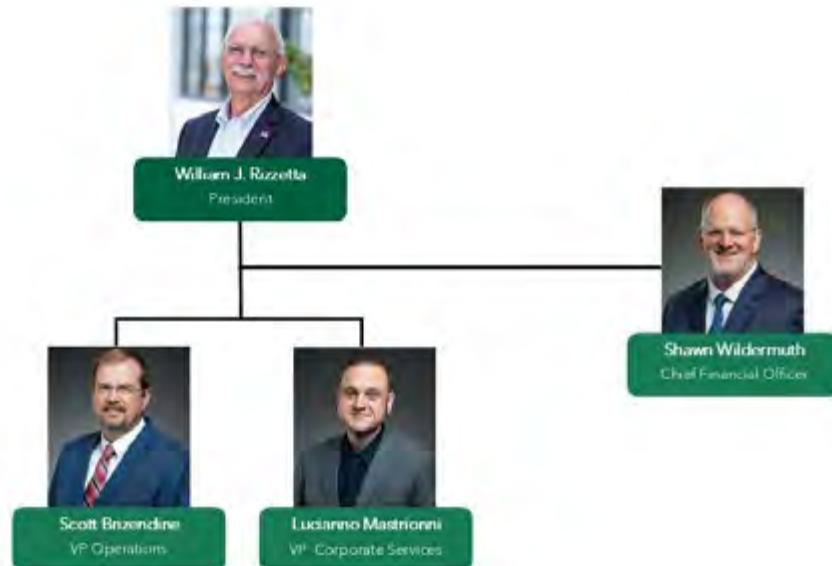
**50**

DISTRICT  
SERVICES TEAM  
MEMBERS





# ORGANIZATIONAL CHART



## COMMUNITY DEVELOPMENT DISTRICT LEADERSHIP





## DISTRICT SERVICES

STRESS FREE

MANAGEMENT  
FOR YOUR DISTRICT



# AREAS OF SERVICE

Rizzetta & Company would provide professional district management services to WaterGrass CDD pursuant to Chapter 190, Florida Statutes. A brief description of these services is provided below:

## Management

- Attend and conduct all regularly scheduled and special Board of Supervisors meetings, continued meetings, and workshops.
- Arrange for time and location and all other necessary logistics for such meetings.
- Ensure compliance with all statutes affecting the district which include but are not limited to:
  - » Assist in the negotiation of contracts, as directed by the Board of Supervisors.
  - » Advise the Board on the status of negotiations as well as contract provisions and their impacts on the District.
  - » Make recommendations on contract approval, rejection, amendment, renewal, and cancellation. In advance of expiration of contracts, advise the Board as to need for renewal or additional procurement activities and implement same.
  - » Monitor certificates of insurance as needed per contracts.
- District Manager will perform one monthly site inspection and will meet with vendors as needed.
- Review and create as needed a periodic maintenance schedule for District assets.

The District Manager is not a role filled by an individual, rather it is a commitment by a team of motivated and skilled employees. We recognize that our role is more than an individual orchestrating a Board meeting. It is to ensure the District is fully compliant with statutory requirements and managed effectively and efficiently. Given Rizzetta's physical footprint across the state and extensive staffing resources, we are uniquely qualified to respond to the needs of your District.

## Administrative

- Prepare agendas for Board of Supervisors meetings.
- Provide accurate minutes for all meetings and hearings.
- Implement and maintain a document management system to create and save documents, and provide for the archiving of District documents per general records schedule GS1-SL.
- Certify and file the annual report to the Department of State, Library and Archive Division, for storage and disposal of public records.
- Protect integrity of all public records in accordance with the requirements of State law. Respond to public records requests as required by law and in compliance with the Rules of Procedure and the District's adopted public records policy.



Rizzetta has been electronically providing agendas to our Boards for a number of years resulting in substantial savings in printing costs to the Districts. We go one step further by providing electronic tablets to Board member for use during the meetings. This approach also allows immediate posting on the CDD website as required by statute. Audio recordings of the board meetings are stored on our Raid 5 disk array which is redundantly backed up to both a local and cloud storage appliance.

## Accounting

Services include the monthly preparation of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

Rizzetta uses Sage Intacct Fund Accounting software that is designed specifically for governmental fund accounting. Our accounting processes have multi-level reviews to ensure proper internal control and accuracy. The result of our accounting infrastructure is an industry recognition by auditing firms that the books and records of Rizzetta managed districts are exceptional.

## Financial & Revenue Collection

Services include all functions necessary for the timely billing, collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations.

Our staff has significant expertise in assessment roll preparation and required certification to county Property Appraiser offices. Because of our experience, we enjoy a great relationship with those staff throughout the state. In addition, the required direct billings for property not on the tax roll are managed in concert with the same familiar staff.

We are organized to efficiently respond to property owner questions regarding District assessments and issue estoppel letters and lien releases as needed for property transfers

## Bond Issuance Services

When the District is ready for a major augmentation that may require additional bonds; we can help by:

Preparing a Special Assessment Allocation Report;

- a) Prepare benefit analysis based on infrastructure to be funded with bond proceeds.
- b) Prepare Preliminary Special Assessment Allocation Report and present to District board and staff.
- c) Present Final Special Assessment Allocation Report to board and staff at noticed public hearing levying special assessments.

**Bond Validation;**

- d) Coordinate the preparation of a Bond Validation Report which states the “Not-to exceed” par amount of bonds to be issued by the District and present to board as part of the Bond Resolution.
- e) Provide expert testimony at bond validation hearing in circuit court.

**Certifications and Closing Documents;**

- f) Prepare or provide signatures on all closing documents, certificates or schedules related to the bond issue that are required by District Manager or District Assessment Methodology Consultant.

Because providing bond issuance services was the cornerstone on which Rizzetta was founded, our expertise in this area is unparalleled. The special assessment allocation methodology report has been continually refined over the years to reflect new financing methods that are acceptable to the industry.

### **Technology Services**

Our Technology Services host District websites for purposes of updating records to ensure the websites remain in compliance with statutory requirements. Having this service under the same roof as District Management ensures details are not missed and critical filings are consistently observed. A third-party vendor performs the ADA mediation of the website. We also host and archive District specific e-mail accounts, if necessary.



# TECHNOLOGY TOOLS & RESOURCES

## Vendor Management Software

As leaders in the industry, we are continually looking for ways to improve the level of service we offer and protect the communities we serve. To enhance our Vendor Compliance Program, we have partnered with [Vendor Information Verification Experts \(VIVE\)](#) as the platform to support the program.

We chose to move vendor vetting to VIVE to ensure consistent compliance amongst similar vendors, speed up the review process, and allow our managers to have real-time information to properly screen vendors for insurance and trade licensing. The choice to engage with a particular vendor will always be in the hands of the board of supervisors. Our goal is to provide our clients with information to help make educated decisions.



## Client Support System

Dedication to our clients is one of the driving principles at Rizzetta & Company. We're here to help our communities thrive and offer support in ways that are convenient for our board of supervisors and residents. Our integrated, client-focused system, helps our staff manage requests across platforms and efficiently connect with internal teams and external partners.

This industry-leading system allows our team to deliver immediate assistance while providing superior customer experience over the phone or e-mail. Making it easier to track, prioritize and streamline the processes to provide faster resolution.



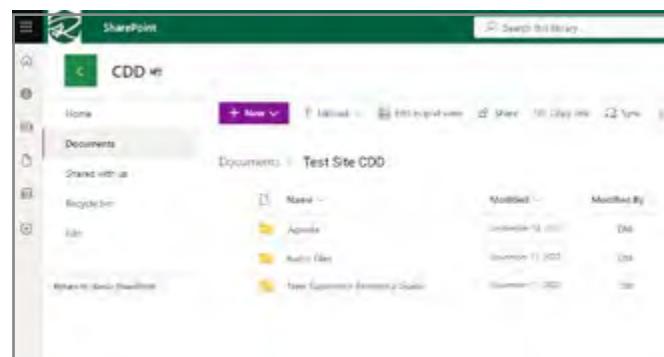


## Document Management System

You're just a click away from what you are looking for with your dedicated SharePoint Site. This web-based collaborative platform will allow you to quickly find District information and share files, data, news, and other resources. SharePoint empowers teamwork, seamlessly integrates with Microsoft Office, and securely connects across PCs, Macs, and mobile devices.

Customize your site to streamline your District's work. Accelerate productivity by transforming processes—from simple tasks like notifications and approvals to complex operational workflows.

## SHAREPOINT

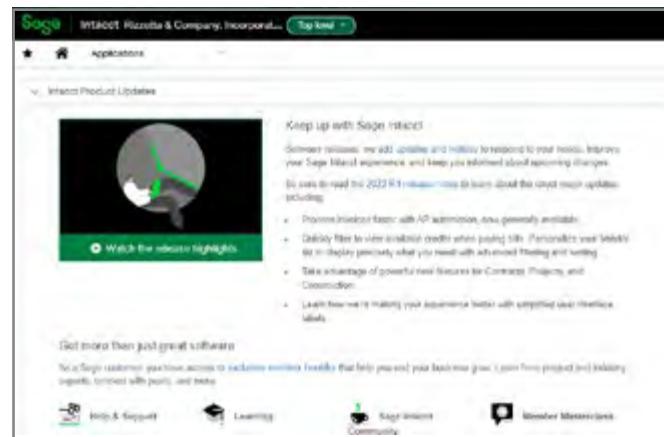


## Financial Management Software

Sage Intacct will simplify your accounts payable and payment processes and get convenient, secure access to all your financial information. One District account login provides access to real-time accounting information. Sage Intacct integrates with existing tools and automates processes.

- **Accounts payable:** Streamline workflows and see expenses.
- **Cash management:** Track multiple accounts with real-time visibility.
- **Back transactions:** View written checks, deposits, and monthly statements.
- **Financial Statements:** Easily track transactions at anytime from anywhere

## SAGE INTACCT



Sage Intacct Rizzetta & Company, Incorporated... [Top level](#)

Accounts Payable

Bills analysis report

Time period

Reporting period:  As of date:

OR

Start date:  End date:

Filters

From vendor:

Sage Intacct Rizzetta & Company, Incorporated... [Top level](#)

Accounts Payable

Check register

Time period

Reporting period:  As of date:

OR

Start date:  End date:

Filters

Checking account:



## WHY

# CHOOSE US?

Clients choose us because we have the experience to create robust, integrated solutions based on each District's unique needs, budget, and long-term goals.

### ***Extensive Experience***

- Rizzetta is the only “**original**” Community Development District Management company continuously providing services to Districts since the first CDD (Tampa Palms) issued bonds in 1986. Today, 38 years later, Bill Rizzetta continues to manage his company on a daily basis. In addition, Rizzetta brings extensive industry knowledge and influence at the legislative level.
- The first District Management company to successfully merge multiple separate CDD's into a unified District.

### ***Result-Driven & Client-Focused***

- District Finance team has vast knowledge having been involved in over 250 separate Bond Transactions with total funding exceeding \$3 Billion; served as the Dissemination Agent for over 80 Districts; and prepared over 1,700 Tax Assessment rolls.
- District Accounting staff has been audited over 3,000 times (each District is audited annually) with no findings of internal control issues or fraudulent activity.
- We have established a dual team approach where an assigned Lead District Manager handles daily operations and the 2nd Chair District Manager ensures continuity of service by a qualified District manager when the Lead District Manager is out of the office.
- Client Relations Manager endeavors to relentlessly monitor and enhance our services and exposure to your residents. This aids in pre-empting resident complaints occupying Board proceedings.
- Rizzetta's continuous improvement culture compounded with relentless training of all staff provides for ever increasing levels of service and performance.

### ***Training & Infrastructure***

- As part of the transition process, we provide an Onboarding Workshop to go over responsibilities and contracts with Board of Supervisors. We also offer free training sessions to new board members to gain better understanding of how the community should operate.
- Rizzetta made significant investments in its information infrastructure to harden its protection of Public Documents and enhance the electronic communication with Board members. Public documents are now protected with multi-factor authentication, cloud storage, professional patch management and hardware replacement policies.
- Rizzetta introduced “electronic agendas” to Board meetings negating the need to print and bind thousands of pages by providing electronic tablets for Board use during all meetings.



# PROPOSED PRICING

District Services Provided	Budget	Fees
<b>District Management</b>  Attend and Conduct up to 12 Meetings and 1 Budget Workshop per Year. Administration of District Functions. Compliance Management. Budget Prep and Presentation. Implement Policies. Manage District Contracts. Obtain Proposals or Bids. Advise the Board on District Matters. Respond to Inquires from Board, Staff and Public.  Administrative Fees: <ul style="list-style-type: none"><li>- For all meetings exceeding 3 hours \$200/per hour</li><li>- For additional meetings \$200/per hour (includes drafting agenda, meeting attendance, and drafting of minutes)</li></ul>	\$49,932	\$22,080
<b>Administrative Services</b>  Provide Minutes for All Meetings and Workshops. Public Records Repository. Preparation of 14-day Tentative and 7-day Final Agendas.		\$4,980
<b>District Accounting</b>  Monthly Financial Package per GASB. Administration of Accounts Payable/Receivable. Asset and Investment Tracking. Audit Support. Filing of Required Reports and Disclosures. Capital Program Administration.		\$14,400
<b>Annual Finance and Revenue Collections</b>  Estoppel Issuance. Debt Management		\$3,840
<b>Assessment Roll Administration</b>  Prepare Annual Assessment Rolls and Submit to County Tax Collectors and Property Appraisers. Create and Maintain the Assessment Rolls		\$2,700
<b>Technology Services</b>  Website Compliance Monitoring and Monthly Content Uploads		-
	<b>TOTAL</b>	<b>\$49,932</b>
		<b>\$48,000</b>



# WATERGRASS CDD II DEDICATED TEAM MEMBERS

Rizzetta & Company prides itself on the experience and dedication of its collective staff. When you engage Rizzetta, you have a combined group with hundreds of years of experience at your service. Our service includes a two-team District Manager approach and an after-hours answering service so your District has 24/7 coverage. If any escalation is needed, your assigned point of contact is Scott Brizendine, Vice President of Operations.



## Lead District District Manager

Lisa Castoria, District Manager, is responsible for managing five Community Development Districts. She is a dedicated and results-driven professional with a strong background in leadership. As a District Manager, with two years of experience, assigned to the West and Southwest regions, Lisa has built a reputation for delivering high-quality results while ensuring seamless execution of District objectives.

### Lisa Castoria

In addition to her experience as a District Manager, her background includes working for The Walt Disney World Company and over 20 years in public education, including roles in school administration, each of which has shaped her leadership, service-oriented mindset, and operational expertise. Her ability to adapt to challenges, think critically, and implement effective solutions has been instrumental in achieving success.

Outside of work, Lisa enjoys spending time with her family, three dogs, traveling, and boating. Lisa values connection, creativity, and finding joy in everyday moments.

Lisa holds graduate degrees in leadership, technology and project management. Lisa continues to stay at the forefront of industry trends to ensure excellence in every initiative. Her commitment to consistent communication, innovation and operational excellence makes her a valuable leader in her field.



## 2nd Chair & Director, District Services

Matthew Huber is the Director of District Services, overseeing the management team in Cetral and South Florida, which includes offices in Boca Raton, Tampa, Wesley Chapel, and Riverview. Before his appointment, Mr. Huber served as Regional District Manager since August 2020 and is currently responsible for managing six Community Development Districts.

### **Matt Huber**

Mr. Huber served as a District Manager in the Tampa office, overseeing a portfolio of Community Development Districts in Pasco, Hillsborough, and Manatee Counties.

Prior to that he served as a District Manager in the Wesley Chapel office. Mr. Huber started with Rizzetta & Company, Inc., in 2006 as a District Manager for our Fort Myers area clients in Lee and Collier County.

Prior to joining Rizzetta & Company, Inc., Mr. Huber worked as a Land Development Project Manager with DR Horton in the Fort Myers area. While working as a Land Development Manager, Mr. Huber gained valuable development knowledge that assists him in his management of his Districts. In addition to his development experience, Mr. Huber also has sat as CDD Board member, serving on two CDD Boards as an Assistant Secretary. Prior to working for DR Horton. Mr. Huber interned with the Board of County Commissioners Long Range Planning Department in Polk County. With his experiences working in this department, he has gain valuable insight into government practices.

Mr. Huber received his Degree in Business Administration from the University of South Florida in 2005. He is a Licensed Community Association Manager and Notary Public in the State of Florida.



# IMMEDIATE SUPPORT FOR WATERGRASS CDD II TEAM MEMBERS



**Scott  
Brizendine**

Scott Brizendine is our Vice President of Operations, Community Development Districts. His responsibilities include the oversight of all operations associated with Rizzetta's district services department including management, administration, accounting, financial and dissemination services. Most recently, Scott was the Manager of District Financial Services after serving 10 years as a District Manager and Associate Director, beginning his employment with Rizzetta in 2005. He has extensive experience managing special districts in Florida and Louisiana, as well as writing assessment methodology reports for 100+ bond issuances, processing assessment rolls and providing continuing disclosure services. He has served as an expert witness multiple times for litigation, district establishments, district boundary amendments and bond validation proceedings.

Prior to joining Rizzetta, Scott worked in the Finance Department of the Walt Disney Corporation and most recently he was employed as an Accountant for property management companies in Indianapolis as well as in Tampa.

Scott received a bachelor's degree in Finance from Florida State University. He is a licensed Community Association Manager and Notary Public. He is a member of the Florida Government Finance Officers Association, the Association of Florida Community Developers, and a graduate of Leadership Tampa Bay – Class of 2018. Scott has enjoyed volunteering his services to multiple charities including the Make a Wish Foundation, Metropolitan Ministries and The United Way.



**Kayla  
Connell**

Kayla Connell is part of the CDD management team having been with Rizzetta & Company since 2019 and manages the District Financial Services department where she and her staff are responsible for the preparation of tax rolls for the thousands of homeowners residing in Rizzetta managed Districts and the corresponding collection of the revenues from the various tax collection offices.

Additionally this department issues Estoppels for properties changing ownership, assists in individual District budget preparations and posts required disclosures to EMMA – the official source for municipal securities data and disclosure documents. She oversees the writing of assessment methodology reports for bond issuances, refundings and restructures; authoring Statement of Estimated Regulatory Costs reports for District establishment and boundary amendment petitions.

Kayla spends some of her spare time supporting Feeding Tampa Bay, Autism Speaks as well as playing golf. Kayla received her Bachelor of Science in Finance from the University of Central Florida.



**Zack  
Feell**

Zachary Feell is a Senior Financial Analyst for the Rizzetta & Company Corporate Team, responsible for Financial Planning & Analysis activities across all Rizzetta lines of business.

Over the course of his 2+ years at the company he has built various models to accurately forecast Rizzetta & Company Financials across CDD, HOA and Community Services; closely tracking client and expense activities, delivered to drive confident business decision making for Senior Management. Additional responsibilities include managing Real Estate loan activities, CDD payment verification controls and ad hoc Corporate Accounting projects.

Zachary spends his free time outdoors, as he enjoys traveling, hiking, and golfing. Zachary has worked in the Finance field for over 10 years and received his Bachelor of Science in Finance from Florida State University in 2011.



# EXTENDED SUPPORT FOR WATERGRASS CDD II TEAM MEMBERS



**William (Bill)  
Rizzetta**

Bill Rizzetta is the founder and President of Rizzetta & Company and has been responsible for the overall operation of the firm for over 37 years. In that time, he participated in the establishment and management of over 150 Community Developments Districts in Florida which issued over \$3 billion in bonds in over 250 separate transactions and managed over 170 Homeowners Associations.

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

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



**Shawn  
Wildermuth**

Shawn Wildermuth, our long-time Chief Financial Officer, is responsible for all financial aspects of the Rizzetta companies as well as oversees the financial reporting for our clients, including special taxing districts and community associations.

Mr. Wildermuth has over 35 years of finance and accounting experience with both public and private companies. He started his career in public accounting with Arthur Andersen in Chicago. During his career, he has gained experience in various industries, including real estate development, Professional Employer Organizations, direct marketing, and manufacturing. Prior to joining Rizzetta & Company, he held positions as Chief Financial Officer, Controller, Director of Treasury & Budget, and Director of Finance. His responsibilities included financial reporting, accounting, finance, treasury, payroll, human resources, and computer consulting.

Mr. Wildermuth received his bachelor's degree in Accountancy from the University of Illinois at Champaign-Urbana. He is a Registered **Certified Public Accountant** in the State of Illinois and a member of the American Institute of Certified Public Accountants.



**Lucianno  
Mastrionni**

Luciano Mastrianni is Rizzetta & Company's Vice President of Corporate Services. Lucianno oversees and supports the company's strategic planning processes, development, operations leadership, talent expansion and retention, oversight, and growth. Lucianno also oversees the leadership team of the Community Services Division, comprised of the Amenity Services, Landscaping Inspection Services and Aquatics Services. Additionally, he oversees Rizzetta's Business Development, Marketing, Information Technology, and Human Resources Management teams. In these capacities, Lucianno oversees functions, focusing on planning, development, and delivery of all programs, and services.

Before joining our team, Lucianno served in hotel general management and asset management for hotel ownership companies including Hilton, Marriott, and IHG hotels, and worked in guest service operations management for The Walt Disney Company for over a decade. Most recently Lucianno served in corporate Hotel Management, overseeing new hotel builds, and Task Force General Management oversight, recovering distressed properties for an array of major hotel ownership companies across the United States. Lucianno holds his Bachelor of Science in Aeronautics from Embry Riddle Aeronautical University and maintains his Commercial Pilots License with numerous ratings and certifications.



**Taylor  
Nielsen**

Taylor Nielsen is our Manager of Business Development for Rizzetta & Company and is responsible for development and execution of strategic initiatives aimed at growth and expansion. Prior to this role, Taylor served as a District Manager for accounts in the Hillsborough, Manatee and Pasco Counties.

Before joining the team at Rizzetta & Company, Taylor came from a background of Operations and Brand Management; with over 7 years of experience. During this time, Taylor was working in the tourism hotspot, Orlando, FL among top level management overseeing the largest rental car operation in the world, generating over 100 million in revenues per year.

Taylor received his B.A. from the University of Central Florida, is a licensed Community Association Manager, and licensed Real Estate Sales Associate in Florida.

The background of the image is an aerial photograph of a suburban residential area. It shows a grid of streets, numerous houses with lawns, and a prominent tennis court with four distinct courts. The overall color palette is dominated by shades of green and grey.

# OTHER SERVICES FOR YOUR CONVENIENCE



# ASSOCIATION SERVICES

Rizzetta & Company provides services in association management along with a complete range of accounting and financial reporting services to each of the Associations we manage. These services include financial statement preparation, coordination of budgets, billing and collecting dues, accounts payable processing, compliance with state required filings, compliance with Association covenants and ongoing analysis and reporting of the Association's finances throughout the year. A summary of these services is shown below:

- **Accounts Payable:** Disburse payables as approved by the Association's board.
- **Assessment Collection:** Prepare invoices for annual association assessments, dues, fines, or other amounts due to the Association. Track collections and follow up with delinquent notices as needed.
- **Architectural Control:** Approve all exterior renovations, additions, or other modifications subject to architectural review.
- **Audits:** Provide all supporting schedules and accurate accounting records to ensure the efficient and timely completion of the audits or reviews performed annually.
- **Bank Accounts:** Maintain association bank accounts.
- **Budgeting:** Coordinate the preparation of the Association's annual maintenance budget as well as monitor disbursements and expense payments.
- **Community Inspections:** Perform regular inspections of properties to ensure compliance with deed restrictions. Prepare and send violation notices, as necessary.
- **Compliance:** Ensure the Association is compliant with governing documents and the Florida Statutes.
- **Emergency Services:** Coordinate emergency and after-hours services as necessary to minimize the disruption of normal Association activities.
- **Financial Statements:** Prepare monthly and annual financial statements.
- **Meeting Planning:** Prepare agendas, meeting materials and all other documents necessary for presentation at regular or special meetings.
- **Owner Information:** Maintain detailed owner information to ensure up-to-date owner information for each property for purposes of billing, violation notices or any other general correspondence.
- **Records Maintenance:** Maintain Association records and files and perform all other administrative functions necessary for efficient Association management.
- **Tax Preparation:** Coordinate the preparation and filing of federal income tax returns.
- **Title Company Correspondence:** Provide amounts of outstanding dues, assessments or liens and provide estoppel information to title companies for individual lot closings.



# AMENITY SERVICES

Amenity Services provides professional onsite management services for amenity facilities in both Community Development Districts and Community Associations that can be customized to fit the needs of a community.

Amenity Services focuses on providing all the amenity staffing needs for a community through dedicated onsite staff designed to handle the day-to-day operational needs of any community so it may thrive at the highest level. A summary of these services is shown below:

- **Pre-Opening Services:** Pre-opening services consist of getting an amenity center ready, from concept to reality. Our dedicated group of professionals will handle everything needed to ensure a successful Grand Opening.
- **Onsite & Personnel Management:** Onsite management services include development of operating procedures and general community maintenance to maintain and improve efficiency. Personnel management services included the selection, supervision, evaluation, and ongoing training of staff.
- **Recreation Management:** Recreation management services provide management and oversight of all recreational assets including managing facility rental spaces.
- **Accountability & Communication:** Onsite staff will complete weekly or monthly reports regarding facility operations and accomplishments.
- **Community Newsletters:** Create informative community emails that are designed to promote activities and provide residents with important community updates.
- **Lifestyle & Events:** Plan and promote events to bring the community together to create memories by providing a variety of innovative programs, activities, and events for residents of all ages. Lifestyle activities for social, educational, instructional, wellness, and recreational programs can be customized for each community to maximize participation and enjoyment.
- **Owner Information:** Maintain detailed records to ensure up-to-date resident information for community amenity access purposes.
- **Maintenance Services:** Complete work orders, preventative maintenance procedures, and facility inspections to ensure all is in good working order. Provide client with proposals for various projects.
- **Facility Appearance:** Ensure all buildings, grounds, and amenities are kept in pristine condition to create a safe and welcoming environment for all residents.



# LANDSCAPE INSPECTION SERVICES

We offer an extensive menu of professional field services for both Community Development Districts and Community Associations. Our field services management team is Green Industries Best Management Practices (GIBMP) certified in the state of Florida. A summary of these services is shown below:

- **Landscape Maintenance Inspections:** Perform grounds inspections, provide the Client with inspection report, notify maintenance contractor about deficiencies in service and obtain proposals for various landscape projects.
- **Landscape Turnover Inspections:** Attend landscape turnover meeting and participate in the inspection on behalf of the Client. Follow up report provided.
- **Landscape and Irrigation Specification Development:** Develop a customized set of standards and specifications based on the Client's needs and budget. Conduct the bidding process, review and prepare a bid tabulation document for the Client. Assist the Client with reviewing the bid tabulation and other pertinent information.
- **Landscape Design:** Landscape designer on staff available for landscape design, landscape enhancements and landscape design consultation in the communities and amenity facilities.
- **Master Task Project Plan for Mature Communities:** Develop a project plan specific to landscape replacement and enhancement for the common grounds and the amenity facility. Emphasis is on maturing landscape in the community and budgeting accordingly.
- **Community Asset Management Plan:** Perform a complete inventory of the Client's assets and provide an inventory report.



# AQUATIC INSPECTION SERVICES

Our Aquatics Inspection division provides a layered testing and quality control systems, using the latest and most comprehensive industry standards. Each of our Aquatic Inspection Specialists is a certified Aquatic Weed Spray Technician in the state of Florida. Our team is committed to elevating the waterways in your community with detailed inspections, formal reporting, enhancement planning, and effective vendor communication strategies. A summary of these services is shown below:

- **Community Asset Management Plan:** Perform a complete inventory of the community aquatic assets and provide an inventory report to the board
- **Community Education:** Present teaching events to provide the latest research and developments in Aquatic Sciences and provide a knowledge base for the residents.
- **Aquatics Maintenance Inspections:** Perform visual waterway and body of water inspections, provide the board with an inspection report, notify maintenance contractor of deficiencies in service, and obtain proposals for aquatic projects.
- **Pond and Waterway Turnover Inspections:** Attend property turnover meetings that include waterways and participate in the inspection on behalf of the board. Provide a follow-up report regarding the turnover inspection.
- **Aquatics Specification Development:** Develop a request for proposal (RFP) document to include a customized set of standards and specifications based on the community needs and budget. Conduct the bidding process, review, and prepare a bid tabulation document for the board. Assist the board with reviewing the bid tabulation and other pertinent information.
- **Master Task Project Plan for Mature Communities:** Develop a project plan specific to long-term enhancements and maintenance for the community's waterways and bodies of water. Emphasis is on long-term health and efficiency of the waterflow systems in the community and efficient budgeting.



## WHAT OUR CLIENTS SAY ABOUT US...

“

“Rizzetta & Company is currently managing three Districts that they helped us create in the Jacksonville area. I don’t know of another management firm that has the continuity and stability of Rizzetta. I have dealt with Bill Rizzetta and Melissa Dobbins and I still do today. Professionalism and customer service have always been a hallmark of their organization.”

*Bob Porter, Senior VP Land, D. R. Horton, Inc., Jacksonville*

”

“Rizzetta’s staff have been amazing to work with, their depth of knowledge in the CDD world made a very difficult process almost painless. The Rizzetta team’s depth of experience in managing CDDs proved invaluable throughout the process. Every question or situation we presented was met with prior examples and knowledgeable guidance.”

*Andy Smith, Executive Vice President of Operations  
at Freehold Companies*

“

“Rizzetta & Company has recently become the management for our Community Development District. Their positive impact within the community has been immediate. The responsiveness to issues and the professional manner in which they have been addressed has proven to be incomparable to previous management. We look forward to a relationship of many years with Rizzetta & Company.”

*Susie White, Chairperson, The Harbourage at  
Braden River Community Development District*



## CLIENT

# REFERENCES

### **Steve Yarborough, Chairman**

Lake Padgett Estates ISD  
P: 813-500-4772  
E: [syarbrough@lakepadgettisd.org](mailto:syarbrough@lakepadgettisd.org)  
W: [lakepadgettisd.org](http://lakepadgettisd.org)

### **Stanley Haupt, Chairman**

The Verandahs CDD  
P: 727-378-8447  
E: [shaupt.cdd@gmail.com](mailto:shaupt.cdd@gmail.com)  
W: [theverandahscdd.org](http://theverandahscdd.org)

### **Mercedes Tutich, Chairman**

Grand Hampton CDD  
P: 813-480-3122  
W: [grandhamptoncdd.org](http://grandhamptoncdd.org)

### **Leslie Green, Vice Chair**

Wesbridge CDD  
P: 937-829-4717  
W: [wesbridgecdd.org](http://wesbridgecdd.org)

### **Susan Fisher, ViceChair**

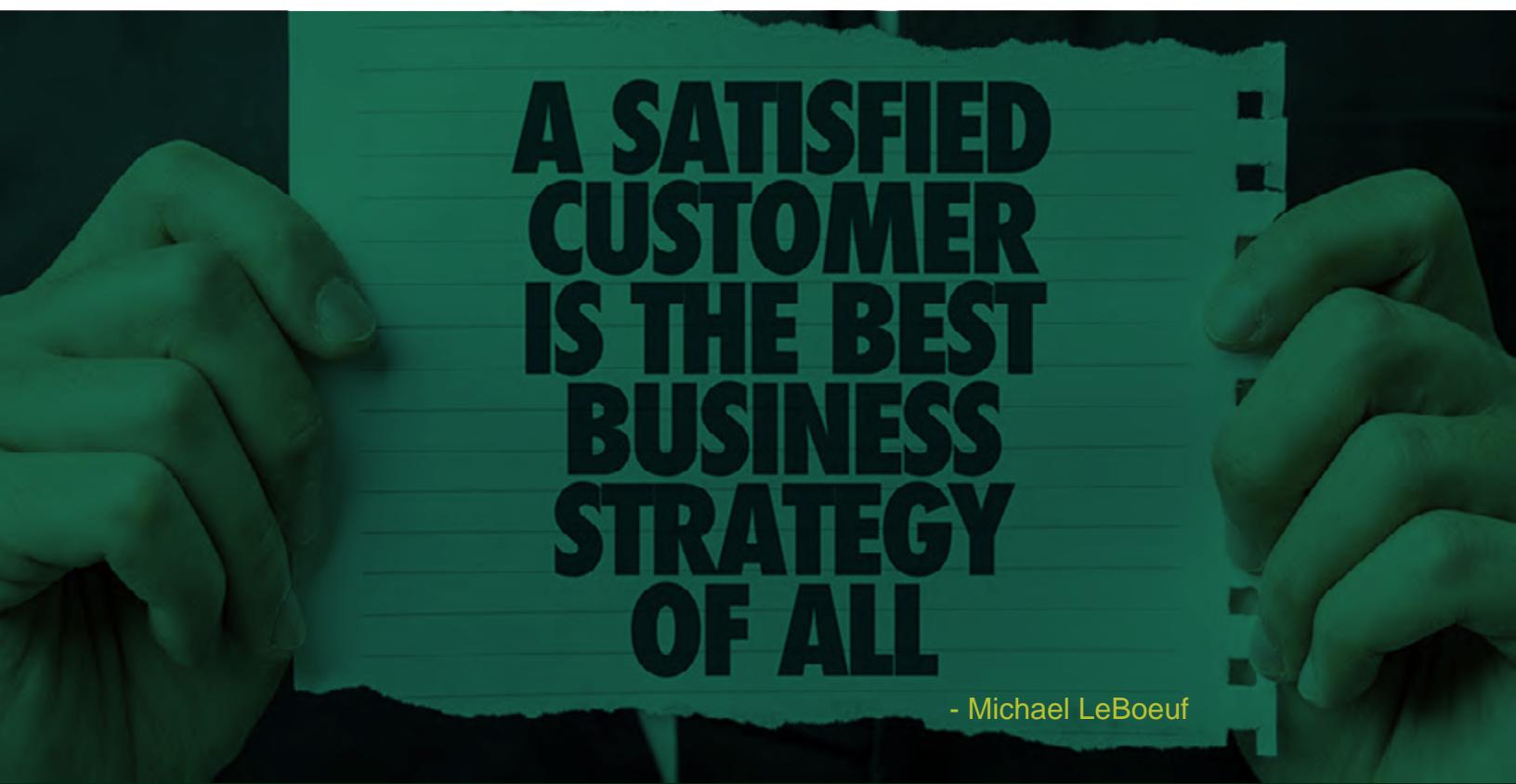
Meadow Pointe IV CDD  
P: 813-625-6625  
W: [meadowpointe4cdd.org](http://meadowpointe4cdd.org)





## CUSTOMER

# SATISFACTION



**A SATISFIED  
CUSTOMER  
IS THE BEST  
BUSINESS  
STRATEGY  
OF ALL**

- Michael LeBoeuf

**WE EXCEED**

# EXPECTATIONS

The single most important factor in being successful is customer satisfaction. We understand that WaterGrass CDD II has certain unique characteristics. While all have similarities, our success comes from our ability to understand the nuances of each client and adapt our services, as necessary. This approach generates the basis for long-term partnerships with clients we have represented for nearly twenty years. Our service is client-centric while ensuring the district is compliant with state statutes and fulfilling bond-holder obligations.



# COMPANY

# INSURANCE



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
5/13/2025

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

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

PRODUCER	<p>M.E. Wilson Company, LLC dba Waldorff Insurance &amp; Bonding; dba Underwood Anderson Insurance 300 West Platt Street Tampa, FL 33606</p>	CONTACT NAME: M.E. Wilson Company, LLC PHONE: (813) 229-8021 (A/C, No. Ext): E-MAIL: certificates@mewilson.com ADDRESS:	FAX (A/C, No): (813) 229-2795
INSURED	Rizzetta & Company, Inc. 3434 Colwell Ave Ste 200 Tampa, FL 33614 USA Tampa, FL 33614	INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A: Old Republic Insurance Co.	24147
		INSURER B: Starstone Specialty Ins Co	44776
		INSURER C: Zurich American Ins Co	16535
		INSURER D: Federal Insurance Company	20281
		INSURER E: ACE American Insurance Company	22667
		INSURER F:	

COVERS	CERTIFICATE NUMBER:	208693	REVISION NUMBER:								
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.											
INSR LTR	TYPE OF INSURANCE	ADD'L SUB'R INSD WVD	POLICY NUMBER								
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO- JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<p>MWZY31662524</p> <p>05-01-2025 05-01-2026</p> <p>EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ex occurrence) \$ 400,000 MED EXP (Any one person) \$ 5,000 PERSONAL &amp; ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$</p>								
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<p>MWTB31662624</p> <p>05-01-2025 05-01-2026</p> <p>COMBINED SINGLE LIMIT (Ex accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP \$ 10,000</p>								
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0		<p>CSX00093460P02</p> <p>05-01-2025 05-01-2026</p> <p>EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$</p>								
A	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N N/A	<p>MWC31662424</p> <p>05-01-2025 05-01-2026</p> <table border="1"> <tr> <td><input checked="" type="checkbox"/> PER STATUTE</td> <td>OTHE-</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$ 1,000,000</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$ 1,000,000</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$ 1,000,000</td> </tr> </table>	<input checked="" type="checkbox"/> PER STATUTE	OTHE-	E.L. EACH ACCIDENT	\$ 1,000,000	E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000	E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
<input checked="" type="checkbox"/> PER STATUTE	OTHE-										
E.L. EACH ACCIDENT	\$ 1,000,000										
E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000										
E.L. DISEASE - POLICY LIMIT	\$ 1,000,000										
C	Employment Practices Liability		<p>MPL871431701</p> <p>05-01-2025 05-01-2026</p> <p>Per Occurrence \$ 2,000,000</p>								
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)											
60 days notice of cancellation applies except non-payment of premium 10 days notice per policy terms & conditions.											

CERTIFICATE HOLDER	CANCELLATION
For Information Purposes Only.	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p> 

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## OUR COMMITMENT TO THE INDUSTRY

As a leader in District Management, we have a responsibility to be aware of industry-related developments and then sharing that knowledge with our clients and peers. We encourage continuing education for all staff and provide the resources needed to attend classes and conferences. Currently, Rizzetta holds memberships in the following professional organizations:

- Association of Florida Community Developers
- Community Associations Institute
- The Northeast Florida Builders Association
- Florida Government Finance Officers Association
- Florida Nursery, Growers & Landscape Association
- CFO Exchange Group
- Florida Association of Special District
- Urban Land Institute, Tampa Bay

## GIVING BACK TO THE COMMUNITY



Rizzetta believes we have a responsibility to give back to the communities in which we operate. We have found the personal rewards of helping far exceeds any investments made.

WE BUILD

# PARTNERSHIPS

THAT LAST



Rizzetta & Company

Professionals in Community Management

## CORPORATE OFFICE

3434 Colwell Avenue, Suite 200, Tampa, FL 33614

888-208-5008 | [rizzetta.com](http://rizzetta.com)

**Municipal Advisor Disclaimer :** Rizzetta & Company, Inc., does not represent the Community Development District as a Municipal Advisor or Securities Broker nor is Rizzetta & Company, Inc., registered to provide such services as described in Section 15B of the Securities and Exchange Act of 1934, as amended. Similarly, Rizzetta & Company, Inc., does not provide the Community Development District with financial advisory services or offer investment advice in any form.



## Proposal for District Management

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WaterGrass  
Community Development District II



# Vesta District Services

*Your **Community**, Our **Commitment***

250 International Pkwy #208 | Lake Mary, FL 32746 | (321) 263-0132

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**FLORIDA'S COMMUNITY MANAGEMENT SPECIALIST**  
*A 30-YEAR TRACK RECORD WORTHY OF YOUR TRUST*



**CELEBRATING 30 YEARS OF SERVICE  
TO OUR COMMUNITIES**  
**1995 - 2025**

November 10<sup>th</sup>, 2025

Re: WaterGrass Community Development District II – Proposal for District Management

Dear Board of Supervisors,

On behalf of Vesta Property Services Inc., it is my pleasure to submit the following proposal for District Management-related services for your Community Development District. This submission outlines our company's qualifications and capabilities, in hopeful anticipation of providing these important services to the Board and residents of your District.

Vesta has extensive experience managing transitions between management companies for large districts and understands the importance of a strong initial commitment. We have successfully supported previous transitions by providing both amenity and field operations assistance, and we are fully familiar with the unique challenges and service requirements involved. Our team is enthusiastic about the opportunity and ready to begin immediately, bringing trusted professionals you can rely on.

Vesta's proposal includes the services of our talented and experienced District Manager, Barry Jeskewich, with Heath Beckett as the backup District Manager, overseen and supported by our local Regional Director of District Services, Kyle Darin (see bios within). You will also have the assistance of our uniquely qualified financial, accounting, and administrative leadership and support teams to resolve any immediate issues and to forward plan for the benefit of the residents of the District.

Thank you for your consideration of our proposal. We very much look forward to the opportunity to serve the community and work with the District, the Board of Supervisors, and other District staff. Should you have any questions or require additional information, please feel free to contact me directly at (321) 263-0132 x742 or [kdarin@vestapropertyservices.com](mailto:kdarin@vestapropertyservices.com).

Most respectfully,



*Kyle Darin*  
District Services Regional Director  
250 International Pkwy #208  
Lake Mary, Florida 32746  
(321) 263-0132 x742



# OUR STORY



## ABOUT US

Founded in 1995 and headquartered in Jacksonville, Florida, **Vesta's success has been driven by three key factors :**

- Our commitment to meeting our clients' needs, first and foremost.
- Our Culture is our "secret sauce" and allows us to source and hire the best associates in the industry.
- The close Teamwork between our (1) Senior Management team, (2) Shared Services associates both in our corporate headquarters and part of our close regional support, and (3) industry's best-in-class Frontline Managers and their teammates in a variety of operational disciplines.



### MISSION & VALUES

Vesta's Mission is to provide communities with exceptional associates delivering unparalleled management and lifestyle services. To that end, we ensure outstanding support for our clients & associates.

Our Three Core Values are:

- Be Accountable
- Act Respectfully
- Serve Honorably

### OUR REACH

We have fifteen (15) fully-staffed offices based throughout Florida including Lake Mary, Sun City, and Delray. Vesta successfully provides a wide-ranging suite of professional community management services from Amelia Island to Miami and almost every city in between.



## OUR HISTORY: COMPANY OVERVIEW, TIMELINE & MILESTONES

Originally incorporated as Point Management in 1973, Vesta Property Services, Inc. provides financing, management, and ancillary services to developers of planned-unit communities and resident associations in connection with clubhouses, golf courses, amenity and infrastructure facilities, and commercial real estate, as well as Special District and governmental agency management. Below is a timeline featuring some key milestones that have marked our journey:

1995	 <b>THE LAUNCH OF VESTA PROPERTY SERVICES, INC.</b> In Jacksonville, Florida, Frank Surface's trailblazing vision launches Vesta Property Services to be a single source for: (1) affordable and flexible financing, (2) expert community management services, and (3) creative and thriving lifestyle services - all under one umbrella, consistently improving and growing, and propelled by a best-in-class Senior Leadership Team.
2011	 <b>AMENITIES LEADERSHIP</b> Vesta acquires Florida's leading, statewide provider of amenities management services - Amenity Services Group, Inc. - specializing in serving the vital operations, maintenance, and lifestyle needs of Community Development Districts since 1997.
2020	  <b>DISTRICT SERVICES / STATEWIDE OFFICES</b> Vesta brought our vision of becoming a premier full-service community management company to life by acquiring DPFG Management & Consulting, LLC — a specialist in district management and financing — in 2020.
Present	 <b>GROWTH</b> Vesta now has 15 offices throughout Florida, manages over 600 communities and special districts, and employs 1,200 associates for our clientele.

## OUR HISTORY: COMPANY OVERVIEW, TIMELINE & MILESTONES

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2011	 <b>AMENITIES LEADERSHIP</b> Vesta acquires Florida's leading, statewide provider of amenities management services - Amenity Services Group, Inc. - specializing in serving the vital operations, maintenance, and lifestyle needs of Community Development Districts since 1997.
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Present	 <b>GROWTH</b> Vesta now has 15 offices throughout Florida, manages over 600 communities and special districts, and employs 1,200 associates for our clientele.

---

# OFFICE INFORMATION

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## Business Information:

- Proposer Name: Vesta Property Services, Inc.
- Address: 245 Riverside Avenue #300
- City Jacksonville State Florida Zip Code 32202
- Telephone (904) 355-1831 Fax no. (904) 204-2469
- 1<sup>st</sup> Contact Name: Scott Smith Title: Vice President, District Services
- 2<sup>nd</sup> Contact Name: Kyle Darin Title: Regional Director, District Services
  
- Parent Company Name (if any) PMG Holdings
- Street Address 5401 N. Central Expressway #290
- P. O. Box (if any)
- City Dallas State TX Zip Code 75205
- Telephone (214) 272-4074 Fax no. (214) 751-2397
- 1st Contact Name Jose B. Maldonado Title Treasurer
- 2nd Contact Name Jason Villalba Title Secretary
  
- Vesta's statewide footprint includes 18 offices throughout Florida, encompassing over 1,100 associates supporting local operations.
- Proposer's Corporate Form: **Corporation**
- In what State was the Proposer organized? **Florida** Date **November 12, 1995**  
**Charter No. P95000090161**

## Outstanding Litigation

- All prior cases (e.g., slip-and-fall, wrongful termination, dram shop liability, age discrimination) have been dismissed or settled by insurance; no pending or threatening litigation that would impact service viability.

## Compliance

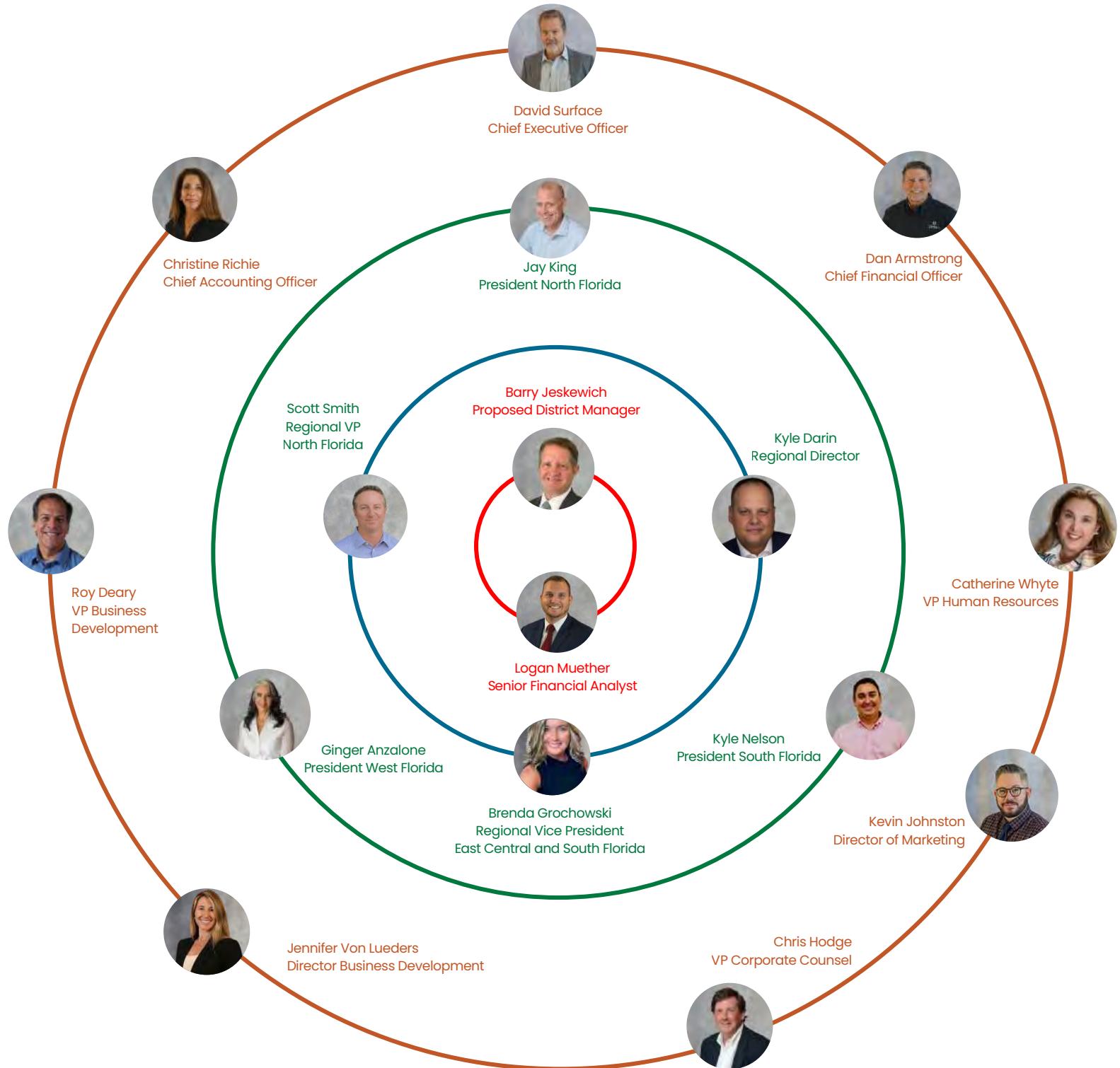
- We are aware of and in compliance of all required disclosures.

# DISTRICT MANAGEMENT ORGANIZATIONAL CHART

Corporate Support Team

DM Support Team

On-Site Team



# CERTIFICATES OF INSURANCE



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/YY/YY)  
08/01/2025

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

PRODUCER		CONTACT NAME: Associations Insurance Agency, Inc.	
Associations Insurance Agency, Inc. 2301 N Greenville Richardson, TX 75081		PHONE: (866) 384-8579	FAX: (214) 751-2390
		E-MAIL ADDRESS: CertificateRequest@AssociationsInsuranceAgency.com	
		PRODUCER CUSTOMER ID: 00003921	
		INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED		INSURER A: Steadfast Insurance Company	26387
Vesta Property Services, Inc. (Jacksonville) 245 Riverside Ave, Suite 300 Jacksonville, Florida 32202		INSURER B: Westchester Surplus Lines Insurance	10172
		INSURER C: Steadfast Insurance Company	26387
		INSURER D: Lexington Insurance Company	19437

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LNR	TYPE OF INSURANCE	ADDL INSD	BURR WVO	POLICY NUMBER	POLICY EFF DATE (MM/DD/YY)	POLICY EXP DATE (MM/DD/YY)	LIMITS
A	X COMMERCIAL GENERAL LIABILITY  CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	X	GLO-8673493-00	8/1/2025	8/1/2026	EACH OCCURRENCE \$ 2,000,000  DAMAGE TO RENTED PREMISES (\$/occurrence) \$ 500,000  MED EXP (Any one person) \$ Excluded  PERSONAL & ADV INJURY \$ 2,000,000  GENERAL AGGREGATE \$ 2,000,000  PRODUCTS - COMP/OP AGG \$ 2,000,000  OTHER \$
	SEVERABILITY OF INTEREST  GEN'L AGGREGATE LIMIT APPLIES PER:  X POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER						
B-D	AUTOMOBILE LIABILITY  ANY AUTO  ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			Various See Attached	8/1/2025	8/1/2026	COMBINED SINGLE LIMIT (EA \$)  BODILY INJURY (Per person) \$  BODILY INJURY (Per accident) \$  PROPERTY DAMAGE (Per accident) \$  OTHER \$
	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR  EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE  DED <input type="checkbox"/> RETENTION						
WORKERS COMPENSATION AND EMPLOYER'S LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NJ) If yes, describe under DESCRIPTION OF OPERATIONS below						N/A	X PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
SPECIAL CONDITIONS / OTHER COVERAGES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)							
Certificate Holder is an Additional Insured, with respects to the GL Policy, per written contract.							

CERTIFICATE HOLDER		CANCELLATION	
<ul style="list-style-type: none"> <li>Insurance Verification</li> </ul>		<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p> <p>Dana Hodge</p> <p><i>Dana Hodge</i></p>	

ACORD 25 (2009/09)

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# CERTIFICATES OF INSURANCE



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DATE (MM/YY/YY)  
08/01/2025

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		E-MAIL ADDRESS: CertificateRequest@AssociationsInsuranceAgency.com	
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COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
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A	X COMMERCIAL GENERAL LIABILITY  CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	X	GLO-8673493-00	8/1/2025	8/1/2026	EACH OCCURRENCE \$ 2,000,000  DAMAGE TO RENTED PREMISES (EA/occurrence) \$ 500,000  MED EXP (Any one person) \$ Excluded  PERSONAL & ADV INJURY \$ 2,000,000  GENERAL AGGREGATE \$ 2,000,000  PRODUCTS - COMP/OP AGG \$ 2,000,000  OTHER \$
	SEVERABILITY OF INTEREST  GEN'L AGGREGATE LIMIT APPLIES PER:  X POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER						
B-D	AUTOMOBILE LIABILITY  ANY AUTO  ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			Various See Attached	8/1/2025	8/1/2026	COMBINED SINGLE LIMIT (EA) \$  BODILY INJURY (Per person) \$  BODILY INJURY (Per accident) \$  PROPERTY DAMAGE (Per accident) \$  OTHER \$
	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR  EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE  DED <input type="checkbox"/> RETENTION						
SPECIAL CONDITIONS / OTHER COVERAGES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)						X PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$	
Certificate Holder is an Additional Insured, with respects to the GL Policy, per written contract.							

CERTIFICATE HOLDER		CANCELLATION	
* Insurance Verification		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.	
		AUTHORIZED REPRESENTATIVE  Dana Hodge	

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# CERTIFICATES OF INSURANCE

## COMMENTS / REMARKS

### - CERTIFICATE OF LIABILITY INSURANCE CONT.

B: Excess Liability  
**Westchester Surplus Lines Insurance Company**  
Policy # G48756451 001  
Effective: 8/1/2025 - 8/1/2026  
Each Occurrence Limit: \$2,000,000

C: Excess Liability  
**Steadfast Insurance Company**  
Policy # AEC 8659280-00  
Effective: 8/1/2025 - 8/1/2026  
Each Occurrence: \$3,000,000

D: Excess Liability  
**Lexington Insurance Company**  
Policy # 020744122  
Effective: 8/1/2025 - 8/1/2026  
Each Occurrence: \$3,000,000



# CERTIFICATES OF INSURANCE

## COMMENTS / REMARKS

### EXECUTIVE RISK PACKAGE

#### A. Federal Insurance Agency

Policy #: 82622087

Effective: 08/01/2025 - 08/01/2026

Management Liability and Company Reimbursement (Directors and Officers Liability)

• \$3,000,000 Aggregate Limit of Liability

• \$250,000 Retention per Loss

• 02/02/2001 Retroactive Date

Employment Practices Liability

• \$3,000,000 Aggregate Limit of Liability

• \$350,000 Retention per Loss

• 02/02/2001 Retroactive Date

Pension & Welfare Benefit Plan Fiduciary Liability

• \$3,000,000 Aggregate Limit of Liability

• \$1,000 Retention per Loss

• 02/02/2001 Retroactive Date

Subject to the terms and conditions stated in the policy.

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# CERTIFICATES OF INSURANCE



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/YYYY)  
08/01/2025

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If this certificate is being prepared for a party who has an insurable interest in the property, do not use this form. Use ACORD 27 or ACORD 28.

PRODUCER Associations Insurance Agency, Inc. 2301 N Greenville Richardson, TX 75081	CONTACT NAME: Associations Insurance Agency, Inc. PHONE: (866) 384-8579 FAX: (214) 751-2390 E-MAIL ADDRESS: Info@AssociationsInsuranceAgency.com PRODUCER CUSTOMER ID: 00003921
INSURED Vesta Property Services, Inc. (Jacksonville) 245 Riverside Ave, Suite 300 Jacksonville, Florida 32202	INSURER(S) AFFORDING COVERAGE INSURER A: HID Global Specialty SE 14265 INSURER B: Nautilus Insurance Company 17370 INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADOL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF DATE (MM/DD/YYYY)	POLICY EXP DATE (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (EA occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ OTHER: \$
	GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						COMBINED SINGLE LIMIT (EA accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						EACH OCCURRENCE \$ AGGREGATE \$ OTHER: \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						PER STATUTE \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY AND PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NY) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					
A	MISC PROFESSIONAL LIABILITY			PRL-E-9-2L-00003420-01	9/14/2024	9/14/2025	See Page 2 for Policy Limits & Deductibles
B	MISC EXCESS PROFESSIONAL LIABILITY			REX9083142-0924	9/14/2024	9/14/2025	
SPECIAL CONDITIONS / OTHER COVERAGES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)							

### CERTIFICATE HOLDER

### CANCELLATION

* Insurance Verification		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
		AUTHORIZED REPRESENTATIVE  Dana Hodge

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# CERTIFICATES OF INSURANCE

## COMMENTS / REMARKS

### MISCELLANEOUS PROFESSIONAL LIABILITY

**B. HDI Global Specialty SE** - \$5,000,000  
Policy #: FRL-H-P-PL-00003420-01

**C. Nautilus Insurance Company** - \$5,000,000 Excess of \$5,000,000  
Policy #: REX9083142-0924  
Effective: 09/14/2024 - 09/14/2025

Limit of Liability  
• \$10,000,000 Each Loss  
• \$10,000,000 Aggregate  
• \$1,000,000 Retention per Loss  
• 01/25/2002 Retroactive Date

Description of Covered Professional Services:  
Property Owner Association Management including but not limited to the following services:  
Property manager, real estate agent/broker, publishing, media services, website administration, fire  
watch services, crime prevention training, bookkeeping and tax preparation services other than those  
for which a CPA license is required

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# CERTIFICATES OF INSURANCE



## CERTIFICATE OF PROPERTY INSURANCE

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

If this certificate is being prepared for a party who has an insurable interest in the property, do not use this form. Use ACORD 27 or ACORD 28.

PRODUCER	CONTACT NAME: Associations Insurance Agency, Inc.	DATE (MM/YYYY) 08/01/2025
Associations Insurance Agency, Inc. 2301 N Greenville Richardson, TX 75081	PHONE: (866) 384-8579	FAX: (214) 751-2390
	E-MAIL ADDRESS: CertificateRequest@AssociationsInsuranceAgency.com	
	PRODUCER CUSTOMER ID: 00003921	
INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
Vesta Property Services, Inc. (Jacksonville) 245 Riverside Ave, Suite 300 Jacksonville, Florida 32202	INSURER A: Philadelphia Indemnity Insurance	18058
	INSURER B: Beazley Insurance Company, Inc.	37540
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
LOCATION OF PREMISES / DESCRIPTION OF PROPERTY (Attach ACORD 101, Additional Remarks Schedule, if more space is required)		

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

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFF DATE (MM/DD/YYYY)	POLICY EXP DATE (MM/DD/YYYY)	COVERED PROPERTY	LIMITS
A	PROPERTY CAUSES OF LOSS DEDUCTIBLES	PPK2589388-010	8/1/2025	8/1/2026	BUILDING	\$
	BASIC BUILDING 25,000				PERSONAL PROPERTY	\$
	BROAD CONTENTS				BUSINESS INCOME	\$
	SPECIAL				EXTRA EXPENSE	\$
	EARTHQUAKE				RENTAL VALUE	\$
	NAMED WIND				BLANKET BUILDING	\$
	FLOOD				BLANKET PERS PROP	\$
	WATER				BLANKET BLDG & PP	\$ 55440
WH DED 88	ICE DAMMING DED.	\$				
INLAND MARINE CAUSES OF LOSS NAMED PERILS	WIND & HAIL DED.	\$ 25,000				
B	CRIME TYPE OF POLICY	V282C2240701	8/1/2025	8/1/2026	X LIMIT OF LIABILITY	\$ 10,000,000
	BOILER & MACHINERY / EQUIPMENT BREAKDOWN				X DEDUCTIBLE PER LOSS	\$ 150,000
					LIMIT	\$
						\$

SPECIAL CONDITIONS / OTHER COVERAGES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER	CANCELLATION
* Insurance Verification	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  Dana Hodae  

# CERTIFICATES OF INSURANCE

## ACORD™ CERTIFICATE OF LIABILITY INSURANCE

Client#: 97496

ASSOCIA

DATE (MM/DD/YYYY)  
8/01/2025

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

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

PRODUCER USI Southwest 9811 Katy Freeway, Suite 500 Houston, TX 77024 713 490-4600	CONTACT NAME: Luis Garcia	
	PHONE (Local No, Ext) 713 490-4600 EMAIL: luis.garcia@usi.com ADDRESS:	FAX (A/C, No): 713-490-4700
INSURED Vesta Property Services, Inc. 245 Riverside Avenue, Suite 300 Jacksonville, FL 32202	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Sentry Insurance Company	24988
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Per occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/>					
	GENL AGGREGATE LIMIT APPLIES PER:					
	POLICY <input type="checkbox"/> PROJCT <input type="checkbox"/> LOC <input type="checkbox"/>					
	OTHER:					
A	AUTOMOBILE LIABILITY		9017993003 (AOS) 9017993005 (MA)	08/01/2025 08/01/2025	08/01/2026 08/01/2026	COMBINED SINGLE LIMIT (Per accident) \$5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	X ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> Hired AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> X Drive Oth Car <input type="checkbox"/>	SCHEDULED AUTOS <input type="checkbox"/>				
	UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/>	CLAIMS-MADE <input type="checkbox"/>				EACH OCCURRENCE \$ AGGREGATE \$ \$
	EXCESS LIAB <input type="checkbox"/>	CLAIMS-MADE <input type="checkbox"/>				
	DED RETENTION \$					
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? <input type="checkbox"/>	Y / N <input type="checkbox"/> N / A <input type="checkbox"/>				PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Hired AUTO		9017993003 (AOS)	08/01/2025	08/01/2026	\$1,000 COMP DED
A	PHYSICAL DAMAGE		9017993005 (MA)	08/01/2025	08/01/2026	\$1,000 COLL DED \$50,000 MAX LIMIT

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

The Automobile policy includes an Automatic Blanket Additional Insured endorsement that provides additional insured status to the certificate holder only when there is a written contract between the named insured and certificate holder that requires such status.

(See Attached Descriptions)

CERTIFICATE HOLDER	CANCELLATION
For Informational Purposes Only	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE
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# CERTIFICATES OF INSURANCE

## DESCRIPTIONS (Continued from Page 1)

The Automobile Liability policy also includes an endorsement with Primary and Non-Contributory wording, as required by written contract.

The Automobile policies include Blanket Waiver of Subrogation endorsements that provide this coverage only when there is a written contract between the Named Insured and the certificate holder that requires it.

# CERTIFICATES OF INSURANCE



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
1/9/2025

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

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

PRODUCER Arthur J. Gallagher Risk Management Services, LLC 501 Riverside Ave Suite 1000 Jacksonville FL 32202	CONTACT Jessica Goff PHONE (A/C. No. Ext): 904-548-2301 E-MAIL ADDRESS: Jessica_Goff@ajg.com	FAX (A/C. No): 904-634-1302
INSURED Vesta Property Services, Inc. 245 Riverside Avenue Suite 300 Jacksonville FL 32202		INSURER(S) AFFORDING COVERAGE INSURER A: Accident Fund Insurance Company of America
		NAIC # 10166
		INSURER B:
		INSURER C:
		INSURER D:
		INSURER E:
		INSURER F:

COVERAGES		CERTIFICATE NUMBER: 1173730610		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSD. WVD	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ex occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPROP AGG \$ \$
GEN/L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						COMBINED SINGLE LIMIT (Ex accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (\$Per accident) \$ \$
AUTOMOBILE LIABILITY		SCHEDULED AUTOS NON-OWNED AUTOS ONLY				EACH OCCURRENCE \$ AGGREGATE \$ \$
UMBRELLA LIAB		OCCUR CLAIMS-MADE				
DED RETENTIONS						
A WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> (Mandatory in HI) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A	100074418	1/1/2025	1/1/2026	X PER STATUTE OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

### CERTIFICATE HOLDER

### CANCELLATION

Proof Of Coverage	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
AUTHORIZED REPRESENTATIVE <i>Jessica Goff</i>	

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# CERTIFICATES OF INSURANCE



## **CERTIFICATE OF LIABILITY INSURANCE**

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

If this certificate is being prepared for a party who has an insurable interest in the property, do not use this form. Use ACORD 27 or ACORD 28.

<b>PRODUCER</b> Associations Insurance Agency, Inc. 5401 North Central Expressway, Suite 315 Dallas, TX 75205		<b>CONTACT NAME:</b> Associations Insurance Agency, Inc. <b>PHONE:</b> (866) 384-8579 <b>FAX:</b> (214) 751-2390 <b>E-MAIL ADDRESS:</b> Info@AssociationsInsuranceAgency.com <b>PRODUCER CUSTOMER #::</b> 00003921
<b>INSURED</b> Vesta Property Services, Inc. 245 Riverside Ave, Suite 300 Jacksonville, 32202		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: At-Bay Specialty Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES				CERTIFICATE NUMBER:		REVISION NUMBER:
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ACDL SUBR INSD WWD	POLICY NUMBER	POLICY EFF DATE (MM/DD/YYYY)	POLICY EXP DATE (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY  CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/>					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Each occurrence) MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPIOP AGG \$ \$
	GEN'L AGGREGATE LIMIT APPLIES PER:  POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:					COMBINED SINGLE LIMIT (Per accident) BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	AUTOMOBILE LIABILITY  ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS Hired AUTOS <input type="checkbox"/> NON-OWNED AUTOS					EACH CLAIM \$ AGGREGATE \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION					PER STATUTE <input type="checkbox"/> OTH- ER <input type="checkbox"/> EL. EACH ACCIDENT \$ EL. DISEASE - EA EMPLOYEE \$ EL. DISEASE - POLICY LIMIT \$
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROP/REIT/PR/TNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				
A	Cyber Liability		ATB-6784591-03	1/1/2025	1/1/2026	See Details Attached
SPECIAL CONDITIONS / OTHER COVERAGES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)						

CERTIFICATE HOLDER	CANCELLATION
Insurance Verification	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p>

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# CERTIFICATES OF INSURANCE

## COMMENTS / REMARKS

Policy Aggregate Limit of Liability: \$2,000,000

**A. Information Privacy**

- A.1. Information Privacy Liability: Limit \$2,000,000 Retention \$15,000
- A.2. Regulatory Liability: Limit \$2,000,000 Retention \$15,000
- A.3. Event Response and Management: Limit \$2,000,000 Retention \$15,000
- A.4. PCI-DSS Liability: Limit \$2,000,000 Retention \$15,000

**B. Network Security**

- B.1. Network Security Liability: Limit \$2,000,000 Retention \$15,000
- B.2. Event Response and Recovery: Limit \$2,000,000 Retention \$15,000

**C. Business Interruption**

- C.1. Direct Business Interruption: Limit \$2,000,000 Retention \$15,000
- C.2. Contingent Business Interruption: Limit \$2,000,000 Retention \$15,000

**D. Cyber Extortion**

- D.1. Cyber Extortion: Limit \$2,000,000 Retention \$15,000

**E. Financial Fraud**

- E.1. Social Engineering: Limit \$100,000 Retention \$15,000
- E.2. Computer Fraud: Limit \$100,000 Retention \$15,000

**F. Media Content**

- F.1. Media Liability: Limit \$2,000,000 Retention \$15,000
- F.2. Media Event Response: Limit \$2,000,000 Retention \$15,000

**G. Reputational Harm**

- G.1. Reputational Harm: Limit \$2,000,000 Retention \$15,000

**System Failure Coverage Details:**

- Direct System Failure Limit: \$2,000,000
- Contingent System Failure Limit: \$2,000,000
- System Failure Waiting Period: 8 hours
- Contingent Non-IT Provider Business Interruption Limit: \$1,000,000
- Contingent Non-IT Provider System Failure Limit: \$1,000,000

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# QUALIFICATIONS AND STAFFING

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## EXPERIENCE AND LOCATIONS

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Vesta District Management Services currently is contracted by the following CDDs below:

- Avalon Groves CDD
- Beach CDD (Tamaya) CDD
- Bridgewater of Wesley Chapel CDD
- Cabot Citrus Farms CDD
- Cascades at Groveland CDD
- City Center CDD
- Epperson North CDD
- Epperson Ranch CDD
- Fleming Island Plantation CDD
- Grand Haven CDD
- Hawk's Point CDD
- Heritage Harbor CDD
- Magnolia Park CDD
- Marshall Creek CDD
- Panther Trace CDD
- Panther Trace II CDD
- Parkland Preserve CDD
- Radiance CDD
- Saddle Creek CDD
- Seminole Palms CDD
- Solterra Resort CDD
- Stonebrier CDD
- Stoneybrook at Venice CDD
- Sweetbay CDD 1
- Sweetbay CDD 1 Non-Residential
- Sweetbay CDD 2
- Sweetbay CDD 2 Non-Residential
- Sweetbay CDD 3
- Sweetbay CDD 4
- Sweetbay CDD 5
- Sweetbay CDD 6
- Sweetbay CDD 7
- Sweetwater Creek CDD
- The Preserve at South Branch CDD
- The Preserve at Wilderness Lake CDD
- Union Park East CDD



Vesta is a proud recipient of the

FLCAJ  
READERS CHOICE  
*Diamond Award*

For the **8th** consecutive year!

# EXPERTISE

The following outlines Vesta's specific experience, qualifications, and duties related to general District Management services.

## **Meetings, Hearings, Workshops, Capital Planning**

**M**

- Plan, Organize, Lead, and Facilitate/Conduct all Meetings, Workshops and Public Hearings.
- Supervisor Orientations, Training and Serving as a Trusted Advisor.
- Lead Boards in Executive Goal Setting for the District.
- Bond Refinancing, Assessment Methodology, Establishments.

## **Capital Planning**

**C**

- We offer Strategic long-term Capital Planning, using reserve studies and financial outlook analysis modeling.
- Executive level experience in all aspects of long-term infrastructure budget management.

## **Records**

**R**

- We maintain a robust, highly organized filing system when it comes to District records. Everything from communications to meeting minutes, invoices and check registers are archived and maintained by our professional team of Administrators.
- Like our Accounting team, our Administrators are readily available to assist with any document or record required by Supervisors, and to respond to Public Records requests of the District. The administrator will be proficient in providing requested information quickly.

## **District Operations**

**D**

- Plan, organize and lead in the operational oversight of CDDs with operations and capital budgets in excess of \$25 million.
- Oversee performance of Amenity and Field Operations personnel, vendors, and District contracts.
- Experienced District Managers with prominent level of Facilities Operations knowledge in public works, infrastructure improvements including, storm water systems, roads, and bridges and highly amenitized facilities.

## **Accounting & Reporting, Audits, Budgeting, Administration, Assessments & Revenue Collection**

**A**

- Accounting administration of combined operational and debt service budgets in excess of \$41.3 million.
- Placing special assessments on County tax bill, and/or collect directly, for 21,487 parcels throughout 10 counties in Florida.
- Provided construction accounting for capital improvement programs in excess of \$80 million.
- Assessment consultant on 55 CDD bond issuances; issuing, refunding, or restructuring debt in excess of \$450 million.

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## EXPERTISE

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### **Approach, Methodology & Experience**

#### Philosophy and Approach

- Vesta's approach is centered on transparency, accountability, and resident experience, guided by:
- Executive-level planning and oversight for CDDs exceeding \$25M in operational budgets.
- Emphasis on capital planning, fiscal control, and board partnership.
- Training for Supervisors and Executive Goal Setting sessions.

#### Technology Platforms

- Accounting: In-house district accounting division using GASB-compliant systems.
- Maintenance Management: Preventative maintenance, inspections, and QR/barcode tracking systems for field operations.
- Enumerate Engage Software

### **Staff Continuity and Turnover**

Vesta emphasizes associate retention through culture, training, and benefits, with low turnover across comparable Florida CDDs. District Managers are cross-trained and supported by backup managers to ensure continuity during absences.

### **Compliance & Legal Standing**

- No active governmental enforcement actions, suspensions, or OSHA citations.
- No active worker injuries or lost-time incidents in five years.
- Not barred or suspended from any federal, state, or local contracting.
- No recent litigation.

### **Best Practices & Resident Engagement**

- Development of Landscape Accountability Tool for measurable vendor scoring.
- Resident engagement through Q&A sessions, digital newsletters
- Leverage of industry leading engineers and attorneys, along with our extensive experience in community turnover from developers to resident boards.
- Speeding/Parking guidance: collaborative solutions involving patrol coordination, signage, and communication campaigns.

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## COMMUNICATION PLATFORM

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Utilizing the latest technology, we created Vesta Vantage Pro® as a communication and productivity tool for boards, committees, and residents. Easy-to-use and maintain, Vesta Vantage Pro® provides your community with a platform to distribute information, educate, and support the community. Our online services will help you efficiently and economically:

- Target and send group emails.
- Collect resident information.
- Support resident services and access to information.
- Provide education on procedures and rules.

Your Community Website and/or downloadable applications can be sent to your mobile device, so residents and stakeholders will experience the ultimate level of service, convenience, savings, and management efficiency.

### **Online Forms:**

Bring our management office online for convenience and "an office that never closes."

### **Board Member Access:**

Board Members can access all financial reports, maintenance reports, homeowner accounts, violation history and all other community information.

### **Online Resource Center:**

Offers a secure, easy-to-organize, centralized location for important documents such as covenants and bylaws, board and committee meeting minutes and newsletters. Association information is in one place – online and available 24 hours a day, 7 days a week.

### **Messenger Service:**

Notify individual residents, board members, or committee members of matters requiring immediate attention; to send a reminder about an upcoming event; and to distribute documents electronically (governing documents, newsletters, etc.).

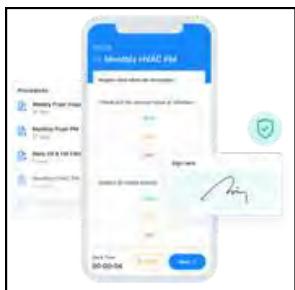
### **For Our Employees:**

Vesta's Managers are equipped with the latest software to access Community documents, edit, sign, and send while out in the field.

**Community Inspections:** (see details on next page) are efficiently managed through our ability to send pictures and notes of homeowner violations (regarding our HOA Management engagements) or Vendor issues direct to our database for documentation.

# WORK ORDERS, INSPECTIONS, & PREVENTATIVE MAINTENANCE SOFTWARE

(Included in contract)

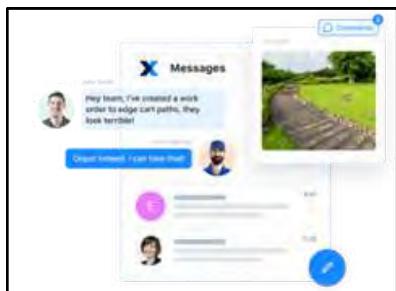
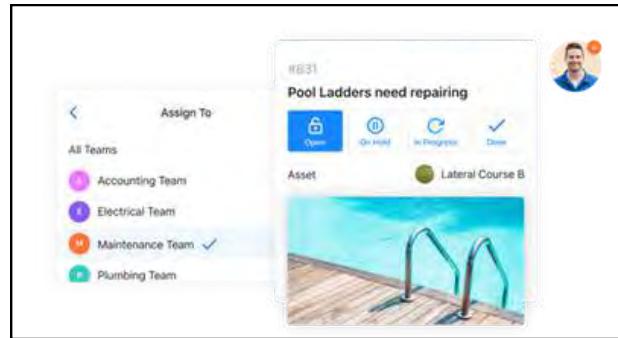


## Schedule Inspections

Never worry about an inspection falling through the cracks. We set due dates and repeatability settings and get alerts when inspections are past due. We all ensure everyone is using the most up-to-date inspections and performing work accurately.

## Work Orders

Know what's working and what isn't, and who is fixing what, when. We assign Work Orders to our Team (or vendors) to fulfill maintenance requests related to community assets, infrastructure, and equipment. (Allows tasks to be scheduled with staff as well as vendors.)

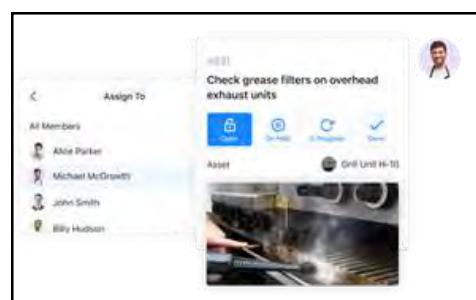


## Maintain Quality Control

Reduce downtime and ensure that your equipment runs safely and efficiently to meet or surpass standards.

## Collaborate

One centralized communication platform. No more switching between emails, phone calls, and text messages to discuss work to be done.



## QR and Barcode Scanning

Manage parts, inventory, and assets with barcode scanning. This allows management to pull warranties, invoices, and work orders on one specific item. For example, a QR Code would be added to a pool heater. Maintenance tech/vendor would be able to add a warranty, work order details, etc. In the field.

# VENDOR MANAGEMENT

## Vesta's Approach

Communication centered on establishing clear expectations for all parties along with timely and accurate feedback enables appropriate accountability with our vendors, which results in better results for our clientele. Vesta has developed tools such as our ["Landscape Accountability Tool"](#) that aligns a vendor's contract with efficient evaluation criteria, to best-ensure timely, specific, and measurable feedback and the highest levels of service. We have also worked to create more competition in the marketplace by using our performance management system to draw in new vendors as needed.

RECDI, II and III Landscape Deficiency Report													
Contracted Item Description		February		March		April		May		June		July	
		1/26/1/30	1/31/2/4	2/7/2/13	2/14/2/20	2/21/2/27	2/28/3/6	3/7/3/13	3/14/3/20	3/21/3/27	3/28/4/3	4/4/4/10	4/11/4/17
Annuals	Contractor shall replace approximately Two thousand four hundred (2,400) annuals in four (4) inch pots up to four (4) times per year in designated areas noted on the service area map and maintain annuals to ensure a healthy appearance. (pg 50)	3	4	5	4	5	5	4	5	4	5	3	5
	Contractor will remove dead or dying annuals before the appearance of such annuals could be reasonably described as an eyesore. If the beds are left bare prior to the next planting, Contractor will keep such beds free of weeds at all times until the next planting rotation occurs. (pg 50)												
	Total Items	31	33	30	30	28	32	26	28	30	34	30	30
	Total Possible Points	155	165	150	150	140	160	130	140	150	170	150	150
	Total Actual Points	127	145	132	124	114	137	117	120	147	122	126	110
	% of Total Possible Points	80%	87%	88%	87%	89%	86%	90%	87%	89%	75%	88%	73%
	Key	Annual Contract Matrix											

- Content is derived strictly from the landscape contract's scope-of-work.
- Contracted service items are placed by week in a calendar, based on when they are to be completed.
- Vendor's work is evaluated weekly by Vesta; this generates a score that is reviewed first with the vendor and then with the Board.

Timeliness-of-Work Scoring	Pts.
Completed within timeframe of contract/stated by vendor.	2
Completed but NOT in timeframe of contract or vendor.	1
Not completed.	0
Quality-of-Work Scoring	
No discrepancies per contract's standards.	3
Minor discrepancies per contract's standards.	2
Major discrepancies per contract's standards.	1
Work not performed to contract's standards.	0
Maximum Points per each Contracted Task:	
	5

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## STAFFING

(Please see full bios on the following pages)

Team the proposer will assign to the District, including:

- The name, title, number of years' service, specific services each will have primary responsibility over, and relevant educational and work experiences for the proposed "District Manager" include:
  - *Barry Jeskewich is the primary District Manager, and will have oversight of all District operations in partnership with the Field Team, Staff Accountants, our Financial team, and our team of Administrators. Barry's extensive experience in management and CDD's can be pulled from his bio. Heath Beckett will be the Backup District Manager, and his relevant years of experience can be pulled from his bio. I will oversee them both and be the corporate contact for the District, offering 18 years of management and leadership experience.*
- The number of CDDs they are responsible for:
  - *Barry currently manages 4 CDDs.*
- Names of the CDDs they represent nearest to the District:
  - *Hawks Point, Panther Trace I, Magnolia Park, and Stoneybrook at Venice.*
- Length of career in serving as a District Manager:
  - *2 years*
- Professional designations (if any):
  - *LCAM*
- How often site visits will be performed and how often the District Manager will meet with District vendors:
  - *Site visits will be performed on an as-needed basis, with a minimum once per month visit. Management of the District's vendors is best achieved through dedicated partnerships between the District Manager, Field Management staff, on-site management, and the vendors themselves. Meetings between those groups whether in-person or virtually are encouraged to be at least twice monthly.*
- How any issues arising after business hours will be handled:
  - *Key Board Supervisors and Staff will have direct contact information for the District Manager to be used in case of emergency at all times.*
- Backup plan for situations where the District Manager is unavailable:
  - *This proposal includes a Backup District Manager along with several layers of support who are kept apprised of District business so in the event the Primary District Manager is unavailable, service can be continued without discrepancy.*
- Escalation procedures and contact information if there are any concerns regarding the assigned District Manager or staff:
  - *The Regional Director of District Services, Kyle Darin, serves as both a resource to the District as well as an escalation at the corporate level if needed. Kyle has ultimate authority to address any and all issues brought by the Board, but hopes to converse regularly with the Board and other staff even if escalation isn't necessary.*

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## LEADERSHIP TEAM

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### Barry Jeskewich Proposed District Manager



Operations, Service, Leadership, and Problem-Solving are key passions of Barry, who forecasts, identifies efficiencies, and coordinate teams to deliver results. Barry has garnered national exposure for multiple professional achievements; the transfer of land ownership from the Indiana Department of Natural Resource decommissioned Avoca Fish Hatchery to the Marshal Township residents, crowdfunding the development of mixed-use public greenspace for the City of Bedford, and the importance of summer camps for development in the lives of our youth.

Barry earned a bachelor's degree in Parks, Recreation, and Leisure Management from Purdue University, is a Licensed Community Association Manager, and a graduate of both the NRPA Directors School and the School of Park Foundations. He has participated in a number of think tank workshops, Podcasts, and mentoring programs.

Before joining Vesta, Barry was the onsite Director of Operations for a large (2,000+ homes) master planned community and CDD in St. Augustine, Florida called Shearwater.

### Heath Beckett Backup District Manager



Heath Beckett is the District Manager overseeing the Tampa and Orlando markets. He joined Vesta Property Services three months ago, bringing over 23 years of experience in the hotel and hospitality industry. Heath has held various leadership roles throughout his career, quickly rising through the ranks to become a General Manager at Hilton and, most recently, at Marriott properties.

With a strong background in operations and a passion for delivering exceptional customer experiences, Heath's expertise aligns seamlessly with the community management industry. His hands-on approach and dedication to service excellence make him a valuable asset to the Vesta team.

Heath holds a degree in Data Communications from Cincinnati State College. His combination of technical knowledge and hospitality experience allows him to bring a unique perspective to his role, ensuring communities receive top-tier service and operational efficiency.

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## LEADERSHIP TEAM

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### Kyle Darin Regional Director, District Services



Kyle has been with Vesta Property Services since 2021, first serving as our onsite General Manager at MiraBay (Harbor Bay CDD) in Apollo Beach. Prior to Vesta, Kyle held executive leadership roles in world-class hotels and resorts in Tampa, Boca Raton, Las Vegas, and Orlando. Kyle specializes in operations and process management, having led several optimization and efficiency initiatives during his operational career at locations such as the Boca Raton Resort & Club (a Waldorf Astoria Resort), The Hilton and Waldorf Astoria Bonnet Creek, and The Venetian | The Palazzo Las Vegas.

With over 15 years of leadership experience, Kyle has managed budgets in excess of \$100M, teams as large as 4,000 associates, oversaw and managed several capital projects, hotel and community clubhouse renovations and rebranding, and brings with him a passion for service excellence, employee training, and effective management of staff. In his role as District Manager, Kyle is able to provide valuable counsel to boards, sharp insight during the budget process, professional and effective communication, and skilled leadership and management of vendors and fellow staff. Kyle prides himself on building, maintaining, and improving relationships across all industries, and is able to leverage those relationships to the benefit of his clients.

### Scott Smith Vice President, District Services



Scott Smith has over 17 years of experience working with special districts and communities throughout the state of Florida. He joined Vesta in 2020 and became the Vice President of District Services in 2022.

He oversees and supports the District Services team in all aspects throughout the state. Prior to joining Vesta, he was a Director of Operations for another District Management firm out of Tampa for 12 years where he worked as a District Manager, Onsite Amenity Manager & an Association Manager during his tenure with that firm and has experience in all aspects of Community Management. Scott also worked in the hospitality industry before starting in Property Management and held management positions with Universal Studios and The Florida Aquarium in Tampa. Scott is currently involved in multiple industry associations and is also a graduate of the Leadership Tampa Bay Class of 2020.

# LEADERSHIP TEAM

## Michael Bush Field Service Manager



Michael is a dedicated Field Manager with over 15 years of experience in the property management industry. Throughout his career, he has developed a strong passion for creating outstanding living environments and building lasting relationships with both residents and property owners.

Michael has overseen a diverse portfolio of properties, including multi-family residential units and commercial spaces. These experiences have deepened his understanding of the unique challenges and opportunities that each property type presents. He believes that effective property management extends beyond maintaining buildings—it's about enhancing the quality of life for residents while maximizing value for property owners.



*Everyone is professional, courteous and follow through with everything they do! You can tell they care, No complaints!!*

Patrick (Tampa, FL)



In his role as Field Manager, Michael has successfully led teams across multiple locations, implementing industry best practices and fostering a culture of collaboration. Known for his strong communication skills and supportive leadership style, he takes pride in mentoring his team and helping them grow professionally. His commitment to excellence and team development consistently leads to high resident satisfaction and strong operational outcomes.

## Logan Muether Senior Financial Analyst



Logan Muether is Vesta District Services Senior Financial Analyst with experience relating to special district formation, implementation, financing and management. He has been working with DPFG/Vesta since 2019 and became the Senior Financial Analyst in 2021. Logans primary responsibilities include management and applications of special assessment bonds and methodologies, strategic financial planning, and financial analysis for clients.

As Senior Financial Analyst of our District Management Services Division, Logan develops and prepares the annual budgets and administers all annual assessment rolls for Vesta District Services. During his tenure, Logan has developed budgets totaling over \$200M in special assessments on behalf of the special districts. Logan holds a Bachelor's of Science in Business Administration with a focus in finance from Florida Southern College.

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## LEADERSHIP TEAM

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### Johanna "Skye" Lee Controller - District Services



Skye Lee has 17 years in accounting and financial services. Before joining the Vesta Corporate Accounting team in 2020, Skye was responsible for overseeing the accounting in over 200 properties in the residential and commercial industry, as well as serving as a Development Analyst. She specialized in auditing, acquisition and disposition underwriting, due diligence, and construction accounting.

As Controller for our District Management Services Division, Skye oversees our staff accounting team members who are responsible for budgeting and forecasting and financial statement accounting as well as construction accounting. She oversees Accounts Payable, Accounts Receivable and our Payroll Services.



### Patricia Kerr Account Manager

Ms. Kehr has 27 years of Governmental accounting experience, ranging from the Federal Government to Municipalities to Community Development Districts. Before joining Vesta, she worked for the Dept. of Defense, the Dept. of Justice, and a County in Florida.

Her responsibilities have included handling several major funds and the fixed assets on behalf of a large municipality. She conducted annual fixed asset training and annual Disaster Assessment training. Ms. Kehr was part of the accounting team that prepared the Comprehensive Annual Financial Report for the County for eleven years.

Ms. Kehr is well-versed in GAAP and GASB Standards, FEMA accounting requirements, financial analysis and reporting, and GL reconciliation.



### Jacquelyn Leger Senior Administrator

Ms. Leger is responsible for managing our Special Districts Administration Department. She oversees all the administrative responsibilities including the departments records management procedures and implementation guidelines through the State of Florida, Division of Library and Information Services and Bureau of Archives and Records Management.

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## CORPORATE LEADERSHIP TEAM

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### David Surface Chief Executive Officer



David has been the CEO of Vesta since 2020, overseeing the company's executive team and day-to-day operations. During the past decade, he has been significantly responsible for Vesta's strong growth by spearheading our mergers-and-acquisitions and strategic partnerships. As a result, Vesta has tripled in size during this period and achieved widespread recognition as a leading, full-service property management company in Florida.

His career experience includes all aspects of real estate, both commercial as well as residential. Prior to joining Vesta, David was managing partner for a real estate finance, management, and brokerage company serving institutional clients

### Daniel Armstrong Chief Financial Officer



Dan oversees the financial and administrative functions of Vesta's corporate entity. His career has included the performance and oversight of accounting, administrative services, and financial reporting for a range of entities, from large corporations following SEC requirements, to not-for-profit associations, clubs and trusts which serve many of our clients, and special-purpose entities that provide financing for purchasing related association facilities.

Dan started as a Florida CPA at Deloitte & Touche in 1993, specializing in the audits of publicly traded and real estate clients. He joined Vesta as Controller in 2001.

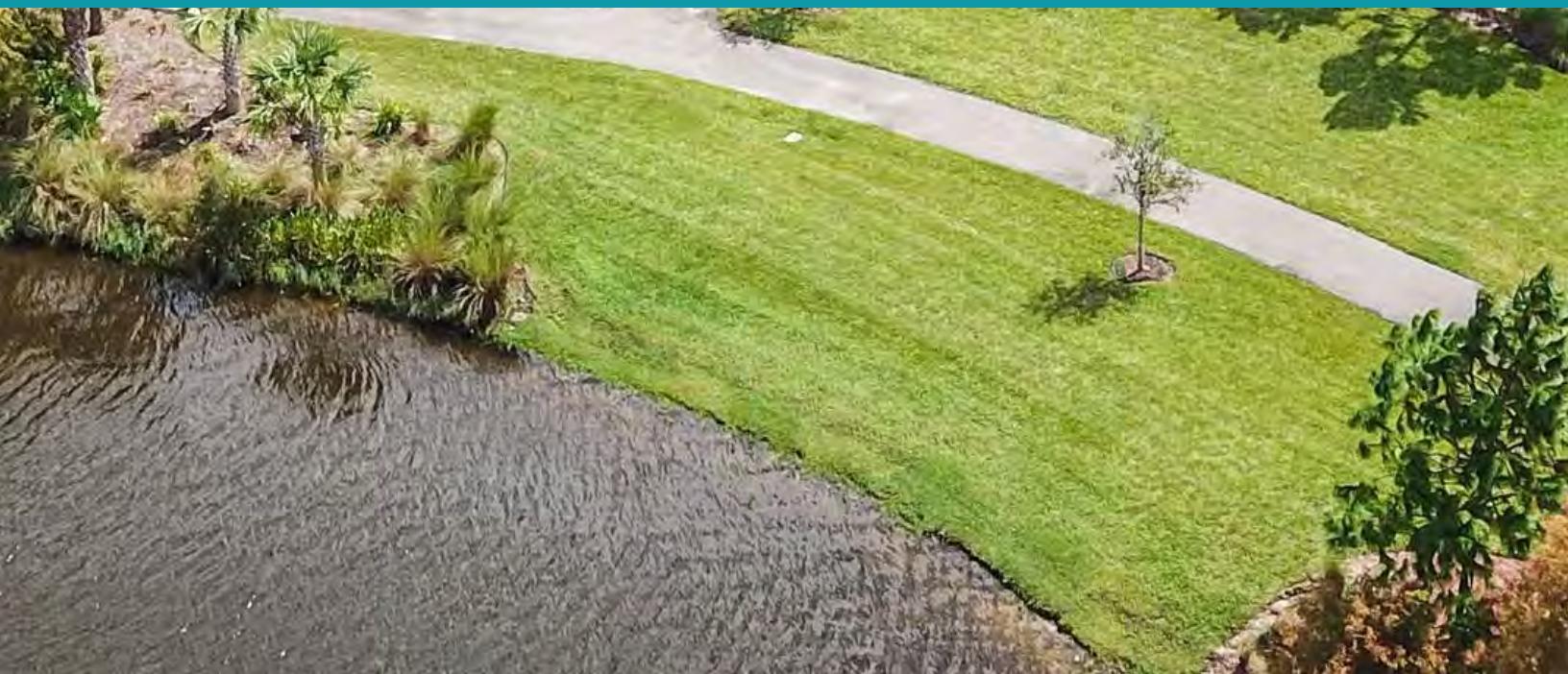
### Chrissy Richie Chief Accounting Officer



Christine was appointed Corporate Controller for Vesta Property Services in June 2013, overseeing accounting and human resources functions. She previously served as CFO for a multimillion-dollar healthcare provider operating in 14 states. With over 25 years of leadership experience, Christine has built financial infrastructure for multiple start-ups, including accounting systems, compliance, risk management, employee benefits, and organizational development.



# COST AND REFERENCES



**FEE SCHEDULE FOR VESTA'S  
PROPOSED SCOPE OF SERVICES:  
DISTRICT MANAGEMENT**

SERVICES	PROPOSED FEES		
DISTRICT MANAGEMENT	FY 2026	FY 2027	FY 2028
District Management Operations	\$34,000	\$34,000	\$36,400
Accounting Services	\$4,250	\$4,250	\$5,460
Administration	Included	Included	Included
Dissemination Agent	\$2,000	\$2,000	\$3,120
Assessment and Finance	\$4,250	\$4,250	\$5,460
Website Maintenance	\$1,500	\$1,500	\$1,560
<b>Annual Cost</b>	<b>\$46,000</b>	<b>\$46,000</b>	<b>\$52,000</b>
<b>Monthly Cost</b>	<b>\$3,833.33</b>	<b>\$3,833.33</b>	<b>\$4,333.33</b>

“ Vesta has done an outstanding job and continues to adapt to the ever-changing environment and needs of the community and its residents. Vesta has seen the amenities are maintained in the most up-to-date manner and one the residents are proud of.

I, along with the rest of the Board, would highly recommend Vesta for any position for which they may be considered.

”

*Jack Davidson, past President Federation Board, Kings Point Sun City Center*

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## **FEE SCHEDULE FOR VESTA'S PROPOSED SCOPE OF SERVICES: DISTRICT MANAGEMENT**

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### **Assessment Administration Services Include:**

Preparation of the assessment roll and the timely submittal of the roll to the tax collector. Certification, direct billing, and funding request processing, as well as responding to property owner and realtors for Estoppel letters, bond payoff information and other collection related work.

### **Extended or Extra Board Meetings:**

Any extra meeting(s) beyond what is stated in the contract or meeting-duration exceeding a 4-hour duration may be charged a Meeting Overage Fee.

### **Information Technology & Website Administration:**

- Initial work to migrate, host the website and pages.
- Ensure updated district documentation and contacts are posted on a monthly bases.

NOTE: All annual fees for the Services listed above shall be billed on a monthly basis in 12 monthly installments. Any fees for additional services will be billed following services rendered.



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## SCHEDULE OF ADDITIONAL SERVICES OFFERED AND FEE-SCHEDULE

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- 1. Additional District Meetings:** The Fees proposed are based upon the District holding up to twelve (12) regular meetings and one (1) budget workshop each year, that each last up to four (4) hours in length.
  - \$175/hour: An additional \$175/hour fee will be billed to the District, for each hour past the initial 4-hour meeting timeframe included in this proposal.
  - \$800 per meeting: Additional meetings or workshops outside of the aforementioned amount will be billed at a total fee of \$800 per meeting.
- 2. Postage and freight are not included in this proposal.**
- 3. Debt Service Fund Accounting & Assessment Collection Services:** If the District issues additional debt, the proposed fee for these services would be \$5,500 annually per bond issue.
- 4. Assessment Methodology Consultant Services (Special Methodology Reports):**
  - New Bond Issuance Fee: \$25,000 per new bond issuance.
  - Refinance Fee: \$15,000 per bond refinance
  - Bond Anticipation Notes: \$15,000 per issuance.
- 5. Additional Services:** Should Vesta Property Services, Inc. be requested to provide additional services not covered in this proposal, fees for such services shall be negotiated in accordance with the terms mutually agreed upon by the District and Vesta Property Services, Inc.

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## REFERENCES

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**Project Name/Location:** Avalon Groves/Clermont

**Contact:** Gene Mestrangeli

**Contact Email:** [seat5@avalongrovescdd.com](mailto:seat5@avalongrovescdd.com)

**Contact Phone:** (630) 638-8658

**Project Type:** Planned community of 1750 homes

**Dollar Amount of Contract:** \$54,000

**Scope of Services for Project:** District and Field Management

**Dates Serviced:** April 2016 – Present

**Project Name/Location:** Heritage Harbor CDD/Lutz, Florida

**Contact:** Shelley Grandon

**Contact Email:** [shelley.grandon@proassurance.com](mailto:shelley.grandon@proassurance.com)

**Contact Phone:** (813) 205-5229

**Project Type:** Planned community of 669 homes

**Dollar Amount of Contract:** \$80,000

**Scope of Services for Project:** District Management

**Dates Serviced:** February 2016 – Present

**Project Name/Location:** Marshall Creek CDD/St. Augustine, Florida

**Contact:** Dr. Howard Entman, Chairman

**Contact Phone:** (901) 230-0922

**Contact Email:** [hentmanmd@gmail.com](mailto:hentmanmd@gmail.com)

**Project Type:** Planned community of 1,500 homes

**Dollar Amount of Contract:** \$109,840

**Scope of Services for Project:** District Management, General Manager and Assistant General Manager

**Dates Serviced:** June 2023 – Present

**Project Name/Location:** Fleming Island Plantation CDD/Clay County, FL

**Contact:** Mike Cella

**Contact Email:** [MCCella@fipcommunity.com](mailto:MCCella@fipcommunity.com)

**Project Type/Description:** CDD of 2,400 homes

**Dollar Amount of Contract:** \$773,743

**Scope of Services for Project:** Amenity Management, District Management, Field Operations Management, Facility Maintenance Services, and Lifestyle Programs & Events.

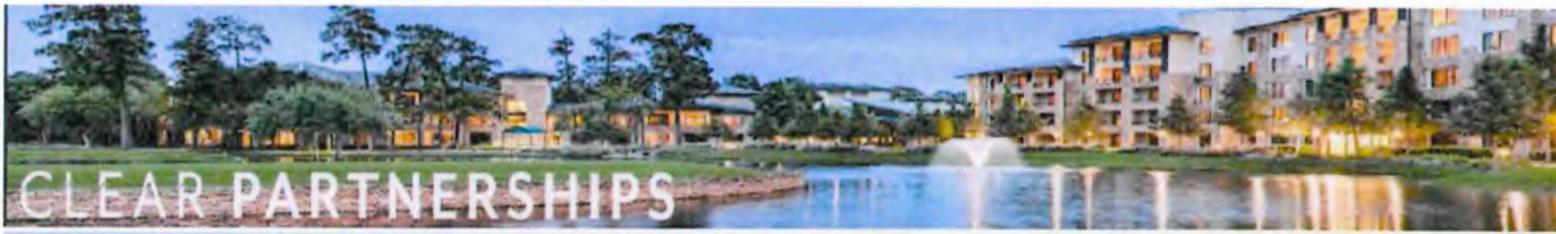
**Dates Serviced:** June 2024 – Present



## Contact Us

250 International Pkwy #208  
Lake Mary, FL 32746  
(321) 263-0132





## INFRAMARK - PRICE SHEET

### Inframark Pricing

Pricing Category	Inframark Proposed Pricing
District Management Services Includes: Administration, Finance, Dissemination & Accounting Services	\$49,932.00
On-site clubhouse services	\$80,000.00
<b>Total</b>	<b>\$129,932.00</b>
Optional Field Services <i>This includes one comprehensive full-site inspection each month, encompassing landscape, amenities, and common areas. A detailed report will be provided to the Board at its monthly meeting.</i>	\$12,000.00

### Pricing and Fiscal Year Adjustment

*Inframark would like to offer two (2) months of complimentary District Management services, as a gesture of appreciation for your partnership, should the Board choose to remain with Inframark.*

# Watergrass II CDD

## KAI - PRICE SHEET

### Proposed District Management Services

kai Services	Proposed Kai Management Fee (Annual)
District Management	\$49,000
Onsite Staff Management	\$80,000
Field Service Management	Available Upon Request
<b>Total</b>	<b>\$129,000</b>

#### ASSESSMENT AND FINANCING SERVICES:

- 1) Fees for bond financing and re-financing services will be negotiated at the time such services are defined and requested. Typically, these fees will be billed on a lump sum basis and deferred until no later than the closing or refunding of the Bonds at which time all unpaid fees and expenses will be due and payable. Fees and expenses paid for these services are fully reimbursable/payable solely from Bond proceeds; and
- 2) Assessment roll services for preparation and certification of the assessment roll to the property appraiser and tax collector and/or directly collecting special assessments from landowners (if applicable). This fee will be included in the standard monthly fee.
- 3) Meetings that exceed two hours will be subject to an hourly rate.





# PROPOSED PRICING

District Services Provided	Budget	Fees
<b>District Management</b>	<b>\$49,932</b>	<b>\$22,080</b>
Attend and Conduct up to 12 Meetings and 1 Budget Workshop per Year. Administration of District Functions. Compliance Management. Budget Prep and Presentation. Implement Policies. Manage District Contracts. Obtain Proposals or Bids. Advise the Board on District Matters. Respond to Inquires from Board, Staff and Public.		
Administrative Fees:		
- For all meetings exceeding 3 hours                   \$200/per hour		
- For additional meetings                               \$200/per hour		
(includes drafting agenda, meeting attendance, and drafting of minutes)		
<b>Administrative Services</b>		<b>\$4,980</b>
Provide Minutes for All Meetings and Workshops. Public Records Repository. Preparation of 14-day Tentative and 7-day Final Agendas.		
<b>District Accounting</b>		<b>\$14,400</b>
Monthly Financial Package per GASB. Administration of Accounts Payable/Receivable. Asset and Investment Tracking. Audit Support. Filing of Required Reports and Disclosures. Capital Program Administration.		
<b>Annual Finance and Revenue Collections</b>		<b>\$3,840</b>
Estoppel Issuance. Debt Management		
<b>Assessment Roll Administration</b>		<b>\$2,700</b>
Prepare Annual Assessment Rolls and Submit to County Tax Collectors and Property Appraisers. Create and Maintain the Assessment Rolls		
<b>Technology Services</b>		
Website Compliance Monitoring and Monthly Content Uploads		
	<b>TOTAL</b>	<b>\$49,932</b>
		<b>\$48,000</b>

# VESTA - PRICE SHEET

## Fee Schedule for Vesta's Proposed Scope of Services: District Management

SERVICES	PROPOSED FEES		
DISTRICT MANAGEMENT	FY 2026	FY 2027	FY 2028
District Management Operations	\$34,000	\$34,000	\$36,400
Accounting Services	\$4,250	\$4,250	\$5,460
Administration	Included	Included	Included
Dissemination Agent	\$2,000	\$2,000	\$3,120
Assessment and Finance	\$4,250	\$4,250	\$5,460
Website Maintenance	\$1,500	\$1,500	\$1,560
<b>Annual Cost</b>	<b>\$46,000</b>	<b>\$46,000</b>	<b>\$52,000</b>
<b>Monthly Cost</b>	<b>\$3,833.33</b>	<b>\$3,833.33</b>	<b>\$4,333.33</b>

“ Vesta has done an outstanding job and continues to adapt to the ever-changing environment and needs of the community and its residents. Vesta has seen the amenities are maintained in the most up-to-date manner and one the residents are proud of.

I, along with the rest of the Board, would highly recommend Vesta for any position for which they may be considered. ”

*Jack Davidson, past President Federation Board, Kings Point Sun City Center*