

WaterGrass Community Development District II

March 25, 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
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, March 25, 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. Special Business Item**
 - A. Consideration of RFP for District Management Services
 1. Inframark Page 3
 2. Kai Page 32
 3. Rizzetta & Company Page 53
 4. Vesta District Services Page 91
- 5. Consent Agenda**
 - A. Approval of January 21, 2026, Meeting Minutes District Page 131
 - B. Acceptance of January 2026 Financial Report Page 135
- 6. Staff Reports**
 - A. District Accountant
 - B. District Counsel
 - C. District Engineer
 1. Consideration of Pond 40 & 41 Clean Out Page 152
 - D. District Manager
 - E. Amenity Manager
 1. Review of Solitude Aquatic Report Page 158
 2. Review of OLM Landscape Report Page 166
 3. Review of Yellowstone Irrigation Report Page 176
 4. Review of Yellowstone Frost Damage Report Page 183
- 7. Business Items**
 - A. Consideration of Fence Proposals Page 194
 - B. Consideration of Asset Values Page 201
 - C. Discussion on Raising Rental/Deposit Rates at Promenade Park
 - D. Discussion of Termination for OLM
 - E. Consideration of Candidate Resumes for Vacant Board Seat Page 209
 1. Administer the Oath of Office Page 225
 2. Consideration of Resolution 2026-03; Designation of Officers Page 226
- 8. Supervisor Requests**
- 9. Adjournment**

The next meeting is scheduled for Wednesday, April 15, 2026, at 6:30 p.m.

District Office:
2005 Pan Am Circle
Tampa, FL 33607
813-873-7300

www.watergrass2cdd.com

Meeting Location:
WaterGrass Club
32711 Windelstraw Drive
Wesley Chapel, FL 33545
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**WaterGrass II Community
Development District**
Proposal – District Management Services
2025





Re: Proposal for WaterGrass Community Development District II

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



- **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.



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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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



- **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.

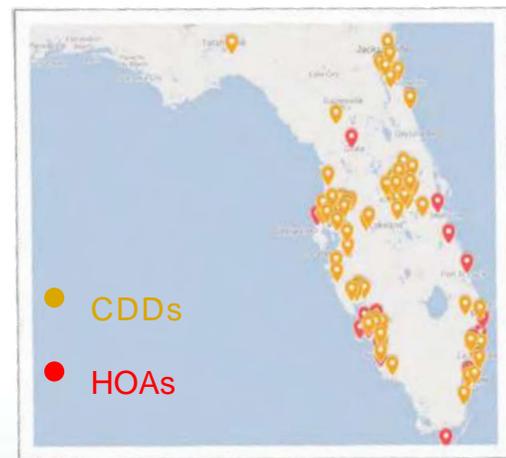
A complete range of Field Management and Maintenance services, including but not limited to:

- 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*



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.



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



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



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



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.



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.



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.



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.



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



Staffing

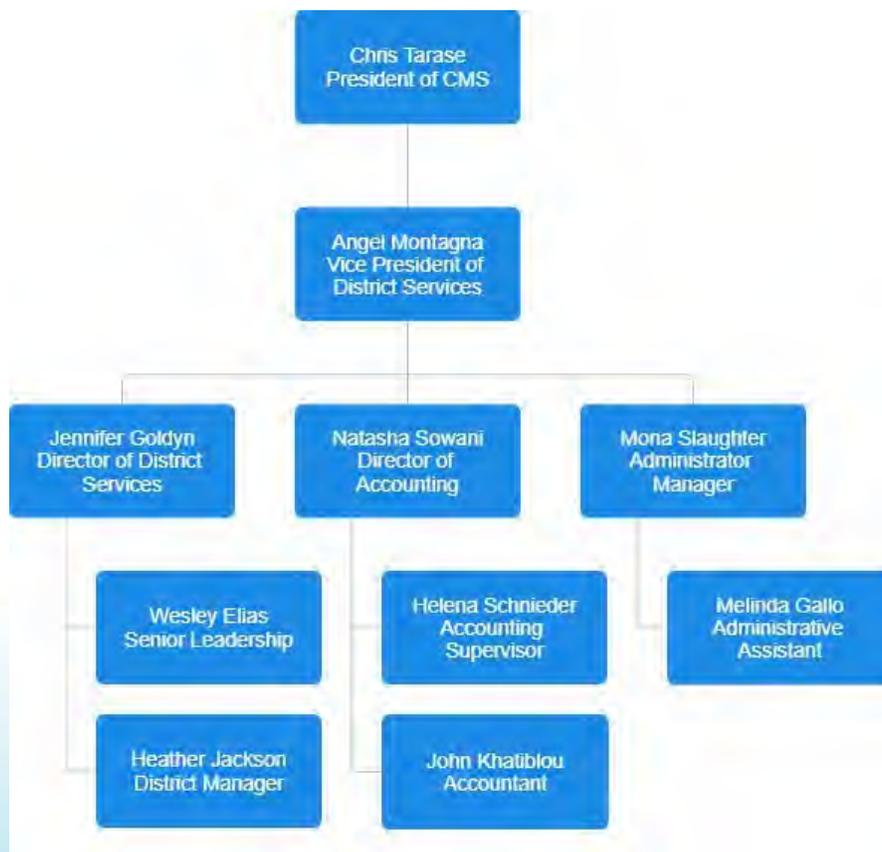
Inframark is the only District Management firm with its own Human Resource team.

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.





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.



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.



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.



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



- 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



Reference

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.**



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**

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.**



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
Total	\$129,932.00
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 Community
Development District II**

Proposal – On-site Staff
2026





Pricing & Business Considerations

Inframark's Pricing	
On-site Staff	\$191,564.80
	Total \$191,564.80

Included in Total:

- Year-Round Staff - \$145,100.80
- Seasonal Staff - \$46,464.00
- Maintenance Staff 1 - 40 hours per week
- Maintenance Staff 2 - 40 hours per week
- Weekend Office staff 1: 16 hours per week
- Weekend Office Staff 2: 8 hours per week
- Office Staff 1 (Sept-April): 12 hours per week
- Office Staff 2 (Sept - April): 9 hours per week
- Office Staff 1 (May - August): 20 hours per week
- Office Staff 2 (May - August): 15 hours per week
- Pool Monitor (May- August) 15 hours per week
- Gate Monitor (May - August) 10 hours per week
- All full-time employees will receive Inframark's robust benefits package, including medical, dental, 401K, paid time off, and more.



Say hi to
happy living

Introducing, Watergrass II CDD, to a new approach to community management—reinvented, reimaged, 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





Say Hi to Happy Living

COMMUNITY MANAGEMENT DONE RIGHT.

We launched Kai in 2020 to address a straightforward issue: residents struggled to get clear, timely responses. With responsibilities split among HOAs, CDDs, builders, and developers, accountability was scattered. Kai brought operations and resident support under one roof—initially serving developer-owned properties—and leveraged technology to make communication seamless and dependable.

As we expanded, we moved beyond developer-controlled properties and doubled our portfolio by partnering with additional developments and resident-managed communities. Our approach remained the same: real answers from real people, powered by innovation and technology, and supported by our Happiness Guarantee.

Kai leads with Kindness. Action. Innovation.

24-Hour Response Guarantee(d)

We guarantee a response within 24 hours.
If we miss it, you automatically get a \$5 gift card.
No questions asked.

Kai's Mission: Maximize Happiness.

All Kai services are customized to meet your needs.

Homeowners Associations

Full-service HOA management, including handling compliance, finances, maintenance, and more

Special Districts

Specialization in district management that oversees operations, financing compliance, and community growth

Lifestyle & Events

Customizable lifestyle services with wellness programs, social events, and family-focused experiences

Field Services

Vendor monitoring, contract negotiations, maintenance assistance, and measuring service quality

Accounting

CPA-backed accuracy, transparent reporting, and timely financial insights you can trust

Commercial Association Management

CPA-backed accuracy, transparent reporting, and timely financial insights you can trust

THE KAI PORTFOLIO.



Districts:
37

2025 Events
Planned:
122

Counties:
14 across
Florida

Associations:
45

2025
Newsletters:
1,227

Households:
42k+

"When I need items addressed they respond, I also commend on proactively patrolling and not waiting for an issue but advise on potential issues. In my world that meets my expectations and I would recommend using Kai management Services."

* District Chairman

"Cannot say enough about the employees and management of Kai. Kai treats our community like top priority."

* Happy Resident



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 **kai** 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:**
 - 4 Districts
- **Names of CDD's represented:**
 - K Bar Ranch CDD, Union Park CDD, Live Oak No. 1 CDD, Westchase 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 - 813-921-0857
 - Andy Mendenhall, VP of District Management - Andy@HiKai.com - 813-404-3507



Finance Team

Meet the **kai** 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.

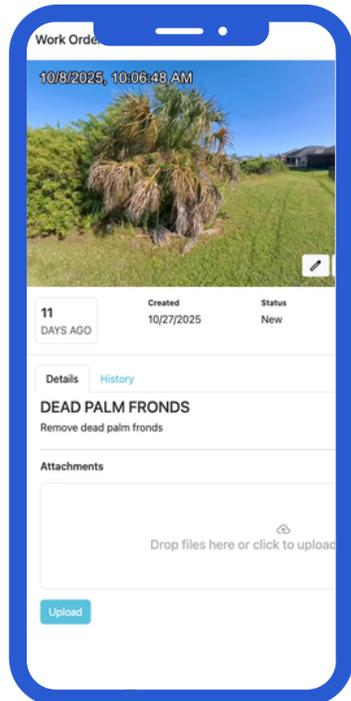
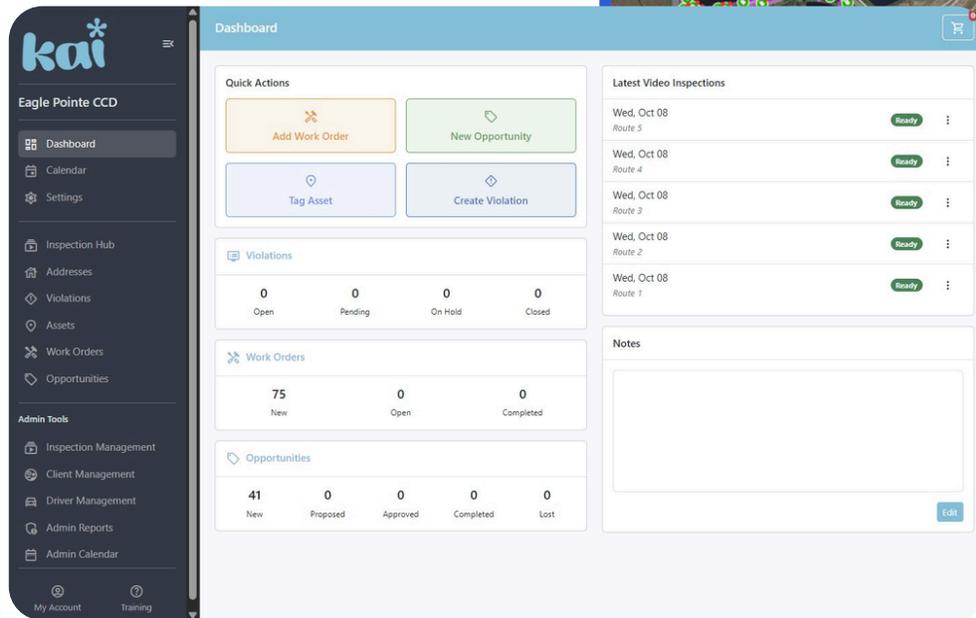
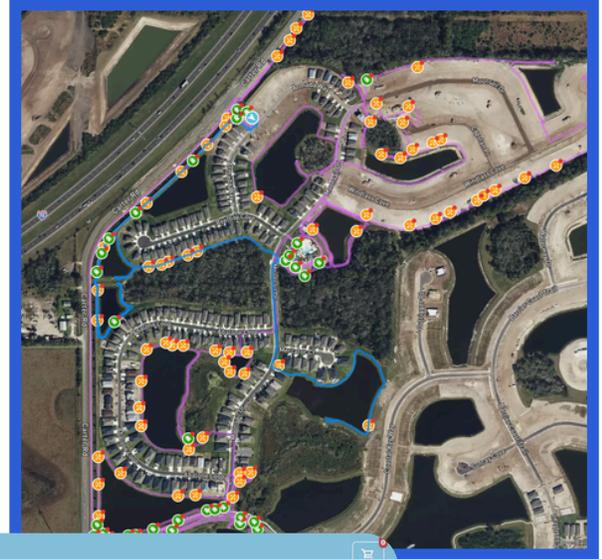




The 360° Shift in Community Management Has Arrived

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

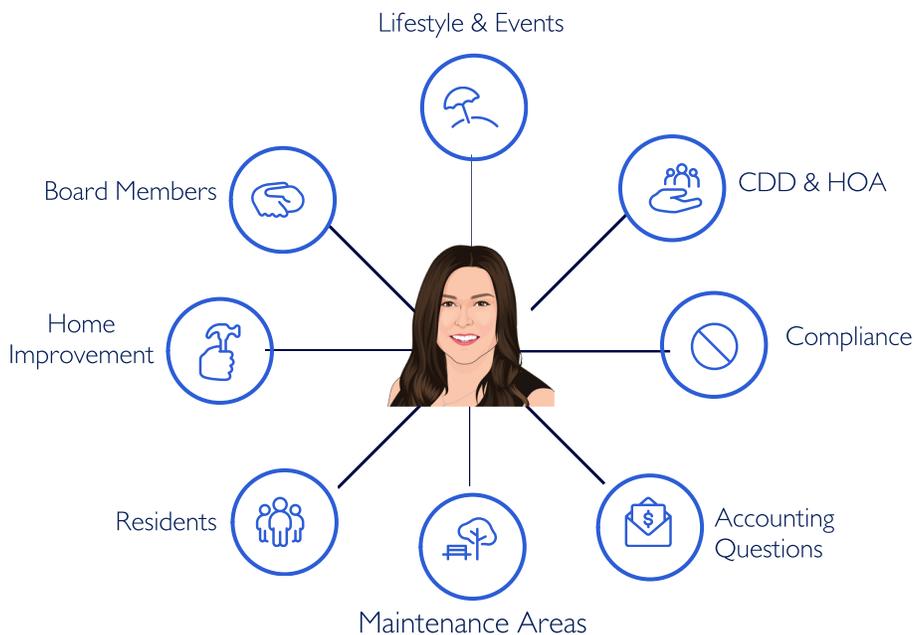
KAI'S MISSION MAXIMIZE HAPPINESS

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.

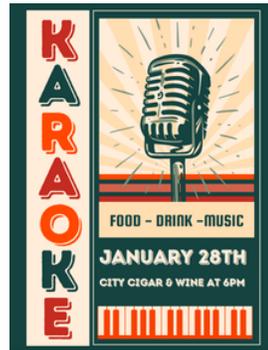
- Golf Cart Parades
- Community Garage Sales
- Karaoke Nights
- Seasonal Celebrations



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



Amenity Staffing Proposal

Option A

Position	Type	Hrs/Wk
Maintenance Staff #1 (Part-Time)	Part-Time	20
Maintenance Staff #2 (Part-Time)	Part-Time	20
Amenity Staff #1	Part-Time	20
Amenity Staff #1	Part-Time	20
Office Staff #3	Part-Time	20
Office Staff #4	Part-Time	20

Total Salary + Burden: \$146,724.03 annually

Option B

Position	Type	Hrs/Wk
Maintenance Staff (Full-Time)	Full-Time	40
Amenity Staff #1	Part-Time	20
Amenity Staff #2	Part-Time	20
Office Staff #1	Part-Time	20
Office Staff #2	Part-Time	20

Total Salary + Burden: \$154,075.24 annually

Fees outlined in this proposal include all employer-paid salary burden costs required under applicable Florida statutes – including FICA, FUTA/SUTA, workers' compensation, and general liability – as well as Kai Community Management's management services fee covering recruitment, HR administration, payroll, compliance, and board reporting. Total breakdown of costs are available upon request.

Kai Community Management will evaluate all amenity staff positions and present recommendations to the board to best support the operational needs of the district. All fees are estimates based on the schedules provided and are subject to final agreement.



Proposed District Management Services

kai Services	Proposed Kai Management Fee (Annual)	Notes
District Management	\$49,000	
Field Service Management	\$12,000	<i>Optional.</i>
Full-Time Amenity Manager	\$80,000	
All other amenity staffing	\$146,724.03	<i>Option A.</i>
All other amenity staffing	\$154,075.24	<i>Option B.</i>
District and Field Management	\$61,000	
Total Amenity Staffing (Option A)	\$226,724.03	
Total Amenity Staffing (Option B)	\$234,075.24	

FEE SCHEDULE PRICING NOTES:

- 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) Management services include 13 meetings per year. Meetings that exceed two hours will be subject to an hourly rate of \$275.00.
- 4) Field services includes 10 hours per month by a dedicated Field Service Manager. Additional hours are available at a rate of \$40/per hour.



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

- Created in July 2020.

Districts Managed

- 37

Outstanding Litigations:

- None

References

Don Reichard, Chairman

DG Farms CDD

518-222-6111

Randy Bach, Vice Chairman

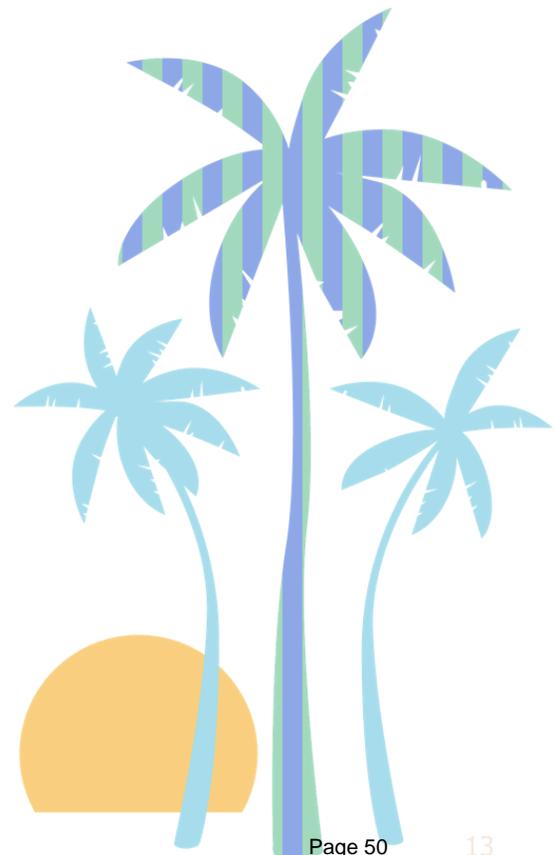
K Bar Ranch CDD

813-494-6431

Daniel Holloway, Supervisor

Union Park CDD

danielhollowayupcdd@gmail.com



Kai References

Don Reichard, Chairman

DG Farms CDD
518-222-6111

Randy Bach, Vice Chairman

K Bar Ranch CDD
813-494-6431

Ira Hertz, Supervisor

Zephyr Lakes CDD
914-329-2700

Andy Lee, Amenity Manager

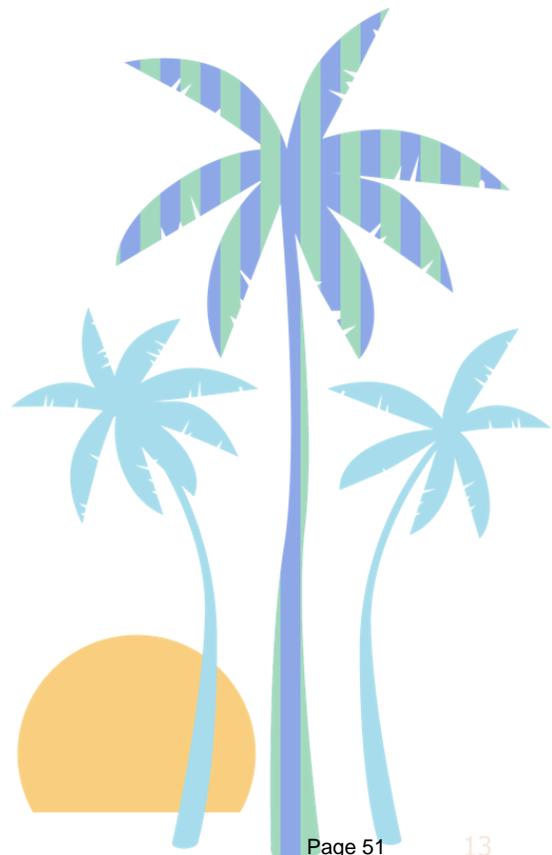
K Bar Ranch CDD
305-205-6546

Daniel Halloway, Supervisor

Union Park CDD
904-735-0401

Emily Vaughn, Chairman

Cresswind DeLand CDD
386-717-2709





koi*

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



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 fulfils 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

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

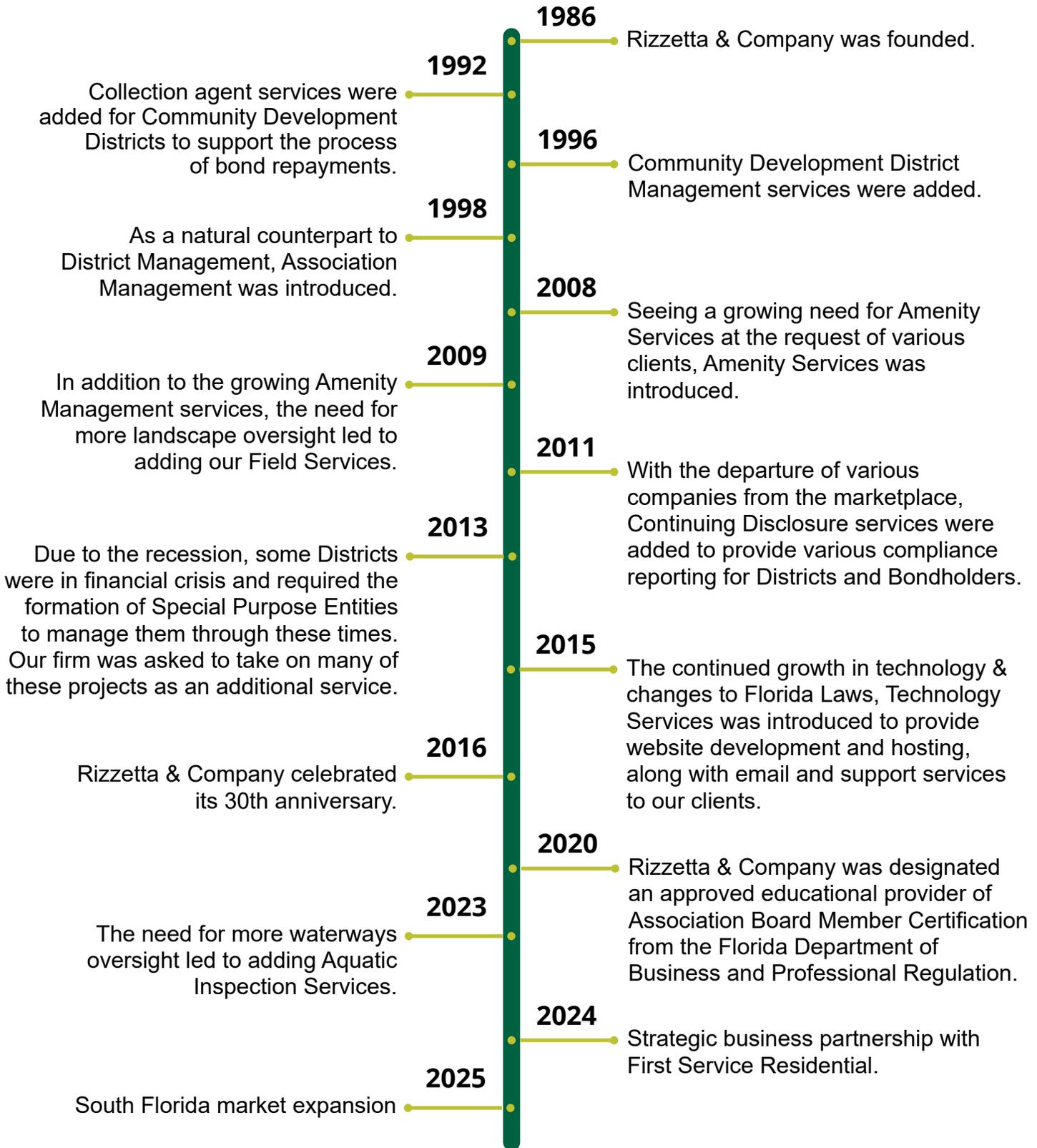


HEADQUARTERS

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

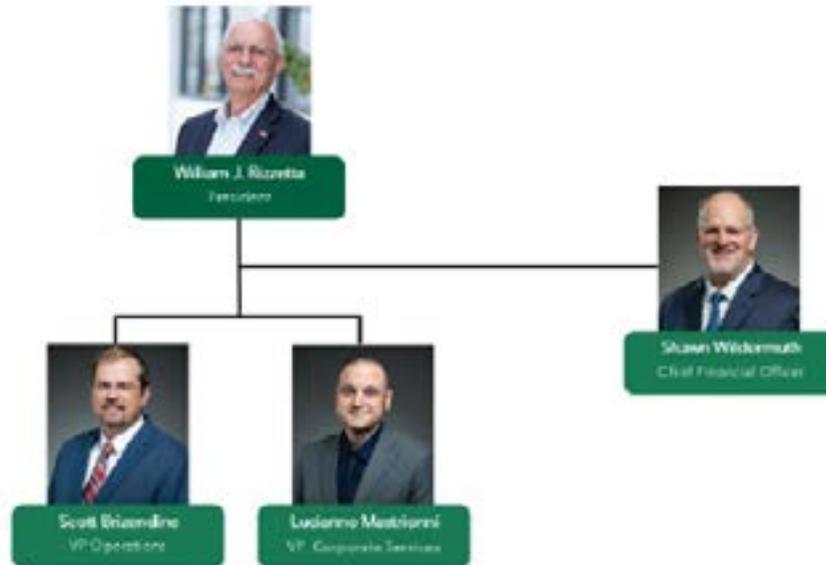


50
DISTRICT
SERVICES TEAM
MEMBERS





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.

VIVE



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.

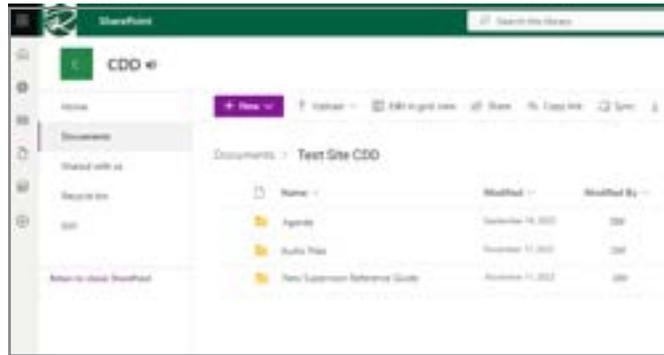




Document Management System

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.

SHAREPOINT

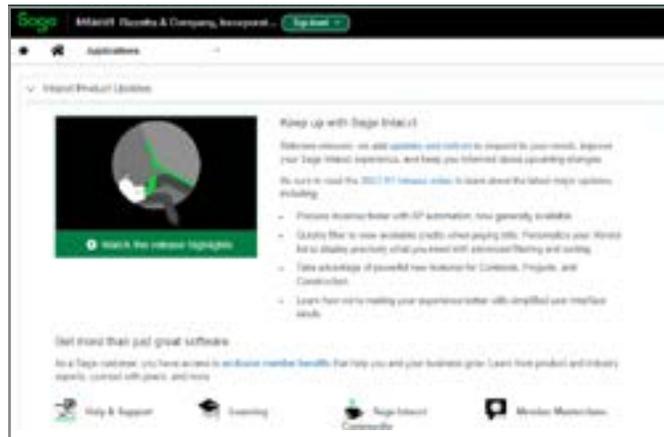


Customize your site to streamline your District's work. Accelerate productivity by transforming processes—from simple tasks like notifications and approvals to complex operational workflows.

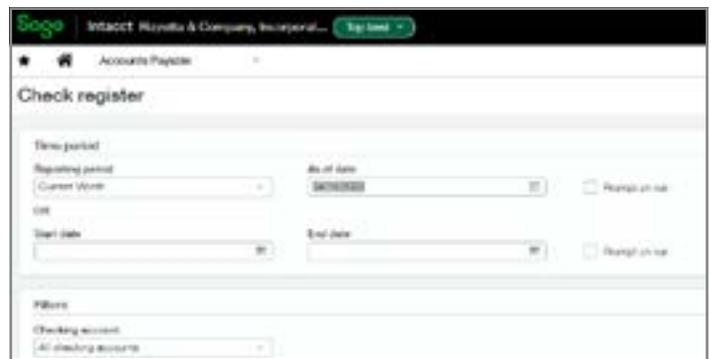
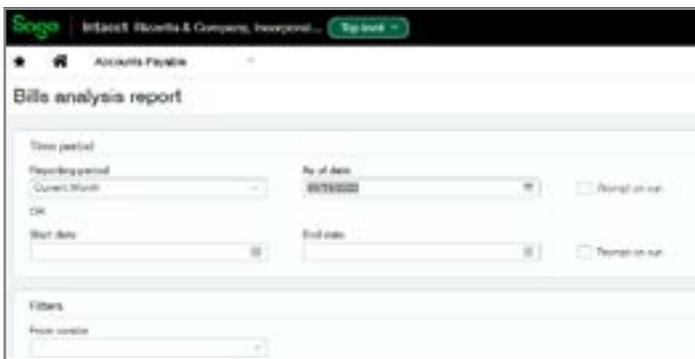
Financial Management Software

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.

SAGE INTACCT



- **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





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
District Management	\$49,932	\$22,080
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)		
Administrative Services		\$4,980
Provide Minutes for All Meetings and Workshops. Public Records Repository. Preparation of 14-day Tentative and 7-day Final Agendas.		
District Accounting		\$14,400
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.		
Annual Finance and Revenue Collections		\$3,840
Estoppel Issuance. Debt Management		
Assessment Roll Administration	-	\$2,700
Prepare Annual Assessment Rolls and Submit to County Tax Collectors and Property Appraisers. Create and Maintain the Assessment Rolls		
Technology Services	-	-
Website Compliance Monitoring and Monthly Content Uploads		
	TOTAL \$49,932	\$48,000
Optional Services		
Field Inspection Services		\$12,000
Perform one (1) monthly landscape maintenance inspection and report.		
Clubhouse Manager (full-time)		\$80,000



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.



**Matt
Huber**

2nd Chair & Director, District Services

Matthew Huber is the Director of District Services, overseeing the management team in Central 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.

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 gained 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 Present 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 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 Mastrionni 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.



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.



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.



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

W: lakepadgettisd.org

Stanley Haupt, Chairman

The Verandahs CDD

P: 727-378-8447

E: shaupt.cdd@gmail.com

W: theverandahscdd.org

Mercedes Tutich, Chairman

Grand Hampton CDD

P: 813-480-3122

W: grandhamptoncdd.org

Leslie Green, Vice Chair

Wesbridge CDD

P: 937-829-4717

W: wesbridgecdd.org

Susan Fisher, ViceChair

Meadow Pointe IV CDD

P: 813-625-6625

W: meadowpointe4cdd.org





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

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.



Rizzetta & Company
Professionals in Community Management



AMENITY MANAGEMENT

Watergrass II Community Development District
Prepared for: Board of Supervisors

OFFICE LOCATION

2700 S. Falkenburg Road,
Suite 2745
Riverview, Florida 33578

813.533.2950 | rizzetta.com



PERSONNEL

PROFILE

Clubhouse Attendant

Assist and maintain smooth and effective daily operations of the Amenity and Recreational Facilities and will perform the following duties:

- Meet and greet new and existing homeowners.
- Assist new homeowners with tours and appropriate “Welcome Home” paperwork.
- Participate and assist with the operations, special events and activities.
- Provide administrative services including, but not limited to, updating resident’s information, key cards, etc.
- Perform other routine office procedures to include telephone management, sort/distribute incoming and outgoing mail, copy documents, inventory control of supplies for office equipment, maintenance, cleaning, etc.
- Provide administrative support to community intranet.
- Assist with maintenance of operations and procedures guidelines, task schedules and productivity logs.
- Assist management and team as required.
- Assist in resident relations and customer service.
- Responsible for opening and closing procedures.
- Conduct routine inspections throughout the buildings and outside amenities.
- Always maintain a spotless appearance of the amenities.
- Assist with event preparation and clean-up.
- Take all event reservations, collect monies, and sell tickets for clubhouse events.
- Empty all interior trash receptacles in the evening.
- Secure the buildings.
- Update bulletin boards.
- Other job-related duties as assigned.

Maintenance Technician

The Maintenance Technician can identify and diagnose problems quickly and perform necessary steps to correct the problem. Will perform the following duties:

- Assist the Clubhouse Manager in managing vendor contracts relating to the amenity and community assets, as well as assisting in the development of standard operation policies and procedures.



- Provide the best possible customer service to the residents and guests to maintain a safe and comfortable environment.
- Work with assigned contractors to ensure quality service is provided to the community.
- Inspect District common and amenity areas and report any problems to the Clubhouse Manager.
- Prepare any incident or accident reports and forward to the Clubhouse Manager.
- Ensure all building facilities adhere to proper safety standards and cleaning procedures, but not limited to:
 - » General Maintenance: Replace light bulbs, control cobwebs around the clubhouse and touch up paint interior and exterior.
 - » Sport Courts: Empty waste receptacles and pick up debris
 - » Swimming Pool: Blow off pool decks, arrange furniture, empty, and clean all receptacles, and adjust umbrellas.
 - » Playground: Check equipment, empty receptacles and pick up debris.
 - » Main Entrance & Parking Lot: Pick up litter, blow off debris.
 - » Perform minor repairs to the entrance/exit gates, equipment and facilities as needed.
 - » Clean and sanitize clubhouse and amenities, as needed.
- Assess conditions of roads, sidewalks, and curbs. Report any issues to Clubhouse Manager.
- Check and assess street signs, monuments, and informational signs. Report any issues to Clubhouse Manager.
- Process and manage work orders and update Clubhouse Manager with project status and completion.
- Direct purchasing, receiving, storage, issuing and control of maintenance products, supplies, and equipment.
- Any other duties assigned by Clubhouse Manager.
- Ensure an immaculate overall appearance of the amenities.

Pool Attendant

Assist and maintain smooth and effective daily operations of the Amenity and Recreational Facilities and will perform the following duties:

- Maintain daily Pool logs.
- Ensure all guests in the pool area have a community pass and the Amenities and monitor that all safety pool rules are being followed and adhered to by all tenants and guests.
- Open/close umbrellas, and to keep the pool area safe, clean, and presentable.
- Making sure that the pool, pool deck/splash zone and pool bathrooms remain clean along with the pool itself. Using pool equipment such as nets and straightening out the pool furniture is a must.



- Report all activities to the Manager that might seem concerning you and other tenants and guests.
- Responsible for reporting unusual or extraordinary circumstances regarding the pool or the residents.
- Responsible for courteous and efficient responses at all time



AMENITY SERVICES PRICING

AMENITY MANAGEMENT SERVICES:		
PERSONNEL:		
Clubhouse Attendants Part Time Personnel – 21 hours/week (September-April)		
Clubhouse Attendants Part Time Personnel – 35 hours/week (May-August)		
Maintenance Technicians Full Time Personnel – 80 hours/week		
Pool Monitor Part Time Personnel – 15 hours/week		
Gate Monitor Part Time Personnel – 10 hours/week		
Budgeted Personnel:	\$	169,823
Management Fee:	\$	12,000
Total Cost:	\$	181,823

Proposal for Amenity Management

WaterGrass
Community Development District II



Vesta Property Services
Your Community, Our Commitment

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



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



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March 17, 2026

Dear Watergrass II CDD Board of Supervisors,

We very much appreciate this opportunity to submit our proposal outlining how Vesta Property Services, Inc. is uniquely qualified to provide the day-to-day management for the operations and maintenance of your District's amenities, infrastructure, common areas, and activities.

At Vesta, we pride ourselves on our professionalism and three-decade track record of sustained resident satisfaction and trust. Since 1997, Vesta has been continuously and successfully providing contracted Amenity Management Services for Community Development Districts throughout the entire state of Florida. Our experience spans dozens of premier communities across the state that are similar to Watergrass II in terms of size, scope, and high resident expectations.

We fully understand how important your District's amenities and lifestyle are to you and your fellow residents. This understanding is rooted in our quarter-century of unmatched experience and expertise in furnishing quality, fully-supported management staff. To ensure the highest level of service for Watergrass II, I will be personally involved in the operation and oversight of the amenity services, providing a direct line of accountability and leadership to your District.

As you will see in the enclosed information, we have provided two distinct pricing options within this proposal to best fit the needs of the Board. I am proud to say that both contemplate a substantial increase in the compensation of the onsite Clubhouse Manager:

- Option 1: Provision of a dedicated On-Site Manager, maintaining the structure as it currently exists.
- Option 2: A comprehensive solution including an On-Site Manager plus all additional amenity staffing required for full-service operations.

Our proposal also includes:

- A summary overview and key milestones in our company's 30-year history.
- Comprehensive bios for our multi-dimensional Leadership Team.
- An extensive list of Florida clients for whom we deliver similar property management services.
- Vivid examples of creative lifestyle offerings that we provide for other CDDs.
- Detailed information on Vesta's approach to Quality Assurance.

The following information begins with Vesta's Statements of Interest and Qualifications, including several specific examples of the tangible value that Vesta has recently provided numerous CDDs in Florida. Further on, we also include your detailed Scope of Services. Additionally, should Vesta be awarded a partnership including both District and Amenity Management Services, it would be our pleasure to offer a bundled discount on the annual fees.

We look forward to discussing how Vesta can best meet your needs in hopes of forming a long-term and successful partnership with you and your District. Thank you again for this opportunity and your consideration of Vesta Property Services, Inc. We look forward to sharing our approach at your Special Meeting on March 21st and answering any questions you may have.



Most respectfully,

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



SUPPORT



MANAGEMENT SUPPORT

Jay King Regional President



Jay brings over 30 years of management experience from diverse private and public sectors. Joining Vesta in 2015, he served on a CDD Board for 8 years and has been on an HOA board since 2018. A Navy Veteran and cancer survivor, Jay now oversees and supports our North Florida Region, consisting of 200+ communities. In his leisure time, Jay finds joy in family, church activities, swimming, kayaking, biking, and downhill skiing.

Scott Smith Regional Vice President



Scott Smith brings over 17 years of experience serving special districts and communities across Florida. He joined Vesta in 2020 and was promoted to Vice President of District Services in 2022, where he leads and supports the District Services team statewide. Before joining Vesta, Scott spent 12 years with a Tampa-based District Management firm, serving in roles including District Manager, Onsite Amenity Manager, and Association Manager. His background also includes management roles in the hospitality industry with Universal Studios and The Florida Aquarium. Scott is actively involved in several industry associations and is a proud graduate of the Leadership Tampa Bay Class of 2020.

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.

LEADERSHIP TEAM

Jason Davidson Regional General Manager



Jason brings over 15 years of experience in Amenity Operations and Facility Maintenance, with diverse roles in Community Management. With a background as the Facilities Director at Julington Creek Plantation for 9 years and General Manager at RiverTown for 7 years, he is known as one of Vesta's most adaptable team members. Jason's wide-ranging skills cover overseeing community events, managing on-site restaurant operations, enhancing guest services, fitness facilities, and overall community upkeep.

He has played key roles in developing communities like RiverTown and WaterSong, shaping many of Vesta's current Standard Operating Procedures, Policies, and Protocols. Jason's dedication to community management is reinforced by his family – his wife, two children, and their beloved bulldog! Jason is also currently a District Manager in training.

Ross Ruben Director of Resident Experience



Ross brings over two decades of experience in events, programming, and entertainment from reputable organizations such as MTV Networks, Universal Studios, Sea World Orlando, and various top-ranked entertainment and event companies on the East coast.

Joining Vesta in 2016 after a successful tenure as Lifestyle Director at Julington Creek Plantation for a year, Ross was later promoted to a Regional role by the end of 2017. He plays a key role in enhancing the quality of programming, events, customer service and marketing internally, contributing significantly to the improvement of our Northeast Florida client-communities year after year.

MANAGEMENT SUPPORT

Charlotte Whitehead Regional Administrator



Charlotte has been part of Vesta's NE FL flagship community, Julington Creek Plantation, since 2013, taking on various roles. She began as a part-time Administrative Assistant and has progressed to her current position through dedication and hard work for her community and Vesta.

As the Regional Administrative Services Director, Charlotte leverages her wealth of experience in customer service, accounting, and human resources gained from years in the retail and hospitality industries. Being a resident of Julington Creek, she brings an unmatched level of commitment to serving the CDD, her community, and Vesta. During her free time, Charlotte enjoys working out and spending time with her family.

Jacquelyn Chau Regional Human Resources Business Partner



Jacquelyn brings over 13 years of HR expertise, including recruitment, compliance, talent management, payroll, and workforce planning. After serving as a regional manager at Massage Envy for 8 years, overseeing 200 employees, she joined Vesta as an HR Assistant in 2017. Since May 2020, Jacquelyn has excelled in her role as an HR Business Partner. In this capacity, she collaborates closely with senior operations leaders, focusing on talent and performance management, retention, and workforce planning. Jacquelyn also ensures high standards in employee relations, policy implementation, HRIS support, and State and Federal HR compliance, while regularly visiting all managed communities in NE FL.

Priscila Gieselman Regional Accountant



Priscila brings 12 years of property management expertise in Jacksonville and 15 years of accounting experience. She has a background in property ownership and management, liaising with board members. Priscila became part of Vesta in April 2017, where she played a crucial role in supporting the Julington Creek Plantation CDD, a key account. Additionally, she is responsible for preparing and submitting monthly sales tax reports to the Florida Department of Revenue, ensuring current licenses and certificates for the café, handling vendor applications, managing client invoices, overseeing payroll, conducting Profit & Loss analysis, and completing end-of-month reconciliations.

CORPORATE LEADERSHIP

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

Christine Richie Chief Accounting Officer



Chrissy was appointed Corporate Controller in June 2013 to oversee the accounting functions and human resources administration for Vesta Property Services. She previously served as Chief Financial Officer for a multimillion-dollar healthcare provider operating in 14 states. With over 25 years of leadership experience in corporate finance and accounting, Chrissy has developed accounting and financial infrastructure for multiple start-up companies that include accounting systems, compliance, and risk management, as well as implementation of employee benefit plans, employee policies and procedures, and training and organizational development.

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.



AMENITY MANAGEMENT



COMMUNITY LIFESTYLE

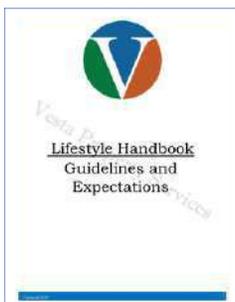
Events at a Glance

Events below are examples of events we have done at our communities within the last five years.

- Donuts and Coffee
- Summer Kickoff
- Luau
- Polar Plunge
- Vendor Fairs
- Carnivals
- Potlucks
- Cook-offs
- Live music
- Scavenger Hunts
- Ice Cream Socials
- 5Ks and Triathlons
- Slide Races
- DJs
- Pool games
- Science Demos
- Mother-Son Dances
- Spring Fling
- Halloween/Fall Festival
- Santa Claus Visit
- Golf Cart Parade
- Letters to Santa
- Memorial Weekend
- Independence Day Celebration
- Daddy Daughter Dances
- Valentine's Crafts
- Rock Your Shamrock – St. Patrick's Day
- Veteran's Day Celebration
- Easter Egg Hunts
- Mad Hatter Tea Party
- Barks and Brews
- Social Hours with Live Music
- Stand Up Comedy Nights
- Mixology Classes
- Cooking Classes
- Murder Mystery Parties
- Local liquor tastings with cigars
- Chocolate Making Class
- Axe Throwing
- Food Truck Nights
- Science Comes Alive!
- Yoga at the Park
- Classic Cars and Coffee
- Foam Parties
- Not So Newlywed Game
- Adult Rodeo



Resources and Support For Vesta's Property Managers



- Director of Resident Experience with 20+ years of experience in events and programming, 10 years specializing in Active Adult entertainment and website management.
- Vesta's 50-page Lifestyle Handbook used for training and reference.
- Hands-on help with staff turnover/transitions and Managers' use of PTO benefits.
- Preferred Vendors List, enabling some of the best pricing in the industry.
- Quarterly customer service centered Newsletter; featuring new vendors, customer service stories and principals, new ideas, and much more.
- Monthly Training sessions; Quarterly Idea-Sharing sessions with all Managers.
- Shared Expertise: Community event budgets ranging from \$9,000-\$105,000/yr.

COMMUNITY PROGRAMMING

AMENITY ATHLETICS

Powered by Vesta – The only in-house amenity produced and managed athletics league in Northeast Florida.



Amenity Athletics goal is to provide a co-ed, "recreational league" environment where families can have fun, learn the fundamentals for the game, and improve performance while promoting good sportsmanship and teamwork. We allow coach and friend requests for team placement. Come play sports with your friends and make some new ones while you're at it. We are a co-ed recreational league that uses parents as volunteer coaches. Coaches must pass a background check and child safety training. We currently produce Spring and Fall youth soccer, Summer and Winter Flag Football and Spring Basketball leagues with over 2500 participants per year in North Florida.



Managing Lifestyle/Recreation Programs for All Demographics

- Zumba
- Body Boot Camp
- Aqua Fitness
- Yoga
- Pilates
- Soccer Shots
- Pilates
- Spin/Cycle
- S.T.E.M. programs for kids
- Barre
- Adult Foreign Language
- Ballroom Dance
- Tai Chi
- F-45 Boot Camp Days
- Swim Lessons
- Self Defense
- CPR and AED
- Meditation
- Les Mills Programs
- Skateboarding lessons
- Stretching
- Golf Training
- Summer Camps
- Baking Classes
- Dance: Hip Hop and Ballet
- Basketball Lessons





“

Our HOA has been with Vesta Property Services since they purchased our former Property Services company. They have provided excellent service, advice and dedication to our operational needs.

Vincent Priore

”

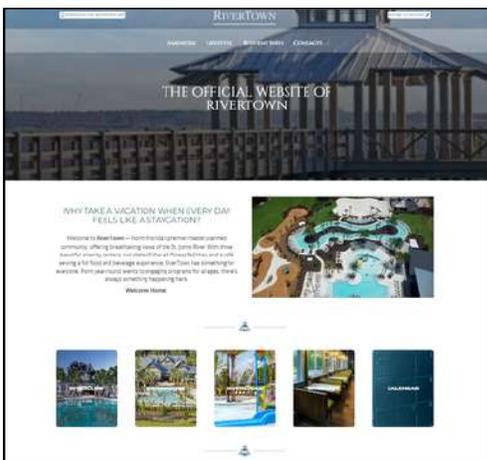
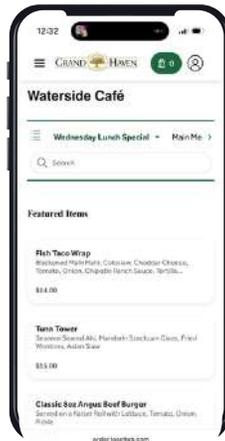
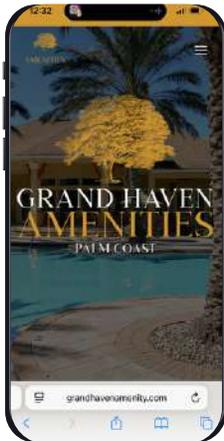


AMENITIES WEBSITE

Vesta develops, produces, and manages dynamic community websites which include but are not limited to the following features:

Details include:

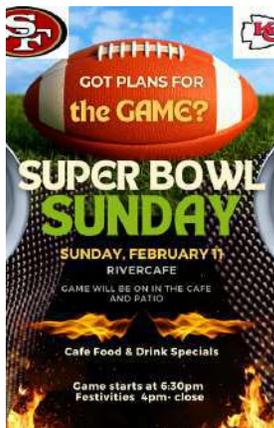
- Resident directory
- Online ordering for F and B operations
- Program and activity flyers and information
- Club information
- Event calendar
- Rental information and reservation links
- Hours and contact info
- Additional features available upon board request



- Vesta Data Servers are primarily hosted in Atlanta at a secure data hosting facility. For backup functions we host at several locations in Utah and Idaho.
- All DATA on our servers is protected by several layers of protection. DATA is encrypted on the physical devices at the DATA Facilities. Access to any files is limited by group policy to only necessary internal employees. And all devices are covered by IT's antimalware solutions and policies.

RESIDENT ENGAGEMENT

- Comprehensive, creative, and high-quality lifestyle and maintenance newsletters, flyers, e-blasts, and other forms of resident engagement.
- Engaging bulletin boards throughout the community filled with flyers and newsletters.
- Our teams are trained to take photos and video at community events and programs to share our real-time resident engagement.
- QR Code Surveys assess resident feedback throughout the year in order for us to make adjustments according to community wants and needs.
- Constant onsite discussions with residents during the year help us understand expectations.



QUALITY ASSURANCE

Vesta's Approach to Quality Assurance

Our local Regional Support Team, in partnership with our onsite teams, Boards, and other stakeholders, have developed scalable and customizable Best Practices tailored to each account and scope-of-service, to ensure an optimal experience for our residents. Our approach has and continues to evolve with feedback, advances in technology, and further experience.

Vesta's approach, while varied in application, is designed to eliminate issues before they occur - or at least quickly and efficiently address them as they are identified - to provide the best possible experience for all stakeholders.

****We do not use all of these tools at every account, but we do use most them at our largest accounts based on amount of resources, scope of services and Board driven priorities to ensure the best use of finite resources.***



NOTE: These 8 components of Vesta's approach to Quality Assurance are explained further on the following pages.

OPERATIONAL ANALYSIS

For new accounts, our regional team will develop an operational analysis plan and timeline (who, what, and when) within the first 45 days of starting the contract, to share with the Board prior to implementation. This approach will allow time for familiarization and review of current operations, engagement with all stakeholders, and finally recommendations to "optimize" the overall resident experience, daily operations, and opportunities for financial efficiencies.

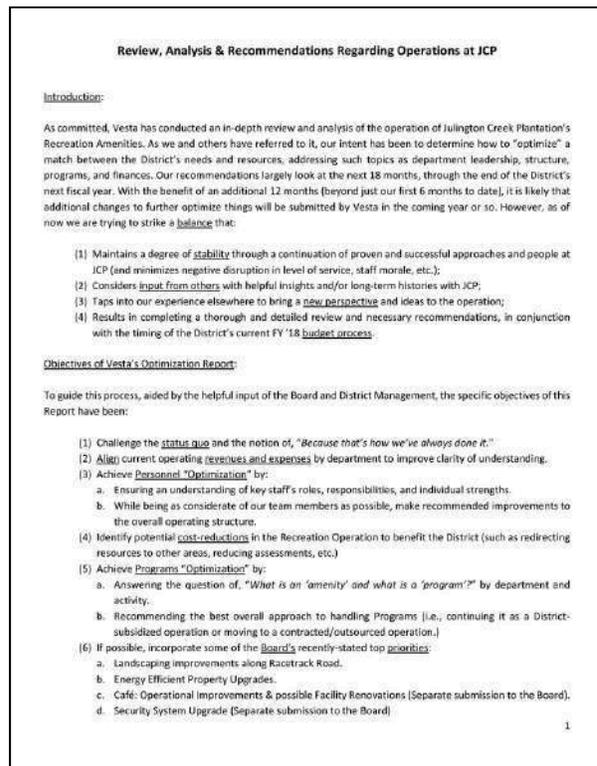
Julington Creek Plantation CDD Example

The most relevant example of this same type of in-depth analysis is our undertaking at Julington Creek Plantation CDD, which at the time we began our operations there was already a 20+-year-old community of nearly 5,900 homes, and largely staffed by CDD-employed associates. Over the course of our first 6 months, Vesta conducted an "Optimization Study," resulting in a detailed, 20-page analysis of all aspects of the amenity/recreation operation along with recommendations.

The implementation of our recommendations resulted in:

- A savings to the CDD of 23% or \$373,000 annually in 2022 dollars (using a general ledger, line-by-line comparison with the year before we started).
- Simultaneously improving stakeholders' (Residents, Board, District Staff, and Vesta onsite team members) satisfaction with our operation.

(Yes, "the best of both worlds!")



BOARD REPORTING AND ENGAGEMENT

We keep track of **action items from your CDD meetings**, confirm we have them correctly captured within 48 hours of the meeting via email, and then provide to all board members and staff. We then provide updates until completion of each item to ensure nothing is dropped and expectations are managed accordingly. Our Master Task List is developed during facility walk/inspections. This list also includes capital and regular project list costs.

Project Description	RECDD	Date	Staff	Notes	Update
2-Year Plan - Replacement of Trees & Landscape	RECDD I	05.21.25	EMORLEC	Review of 2-year plan for replacement of trees and landscape.	05.27.2025 Update: Supervisor Baron requested review of projected 2-year cost of replacements. Will get with Kevin Mckendree and Yellowstone to start this process. 06.05.2025 Update: Discussion will continue for format to move forward. 06.25.2025 Update: Will bring back up in October due to summer schedule.
Fountain Replacement - Keystone Corners	RECDD II	05.21.25	EMORL	Purchase of fountain replacement for the entrance of Keystone Corner Entrance.	05.27.2025 Update: CDD approval with Solitude Lake - 5 hp Airmax Lake series fountain(\$19,347). Kevin Mckendree is coordinating invoice submission with request to expedite 50% deposit check so to order ASAP with Corbin Denagy's coordination with A/P - Dept 06.05.2025 Update: Kevin requesting issuing 100% of check to expedite assembly and installation of product. 06.23.2025 Update: We should receive fountain replacement within 3 weeks for installation.
Ligustrum @ round-a-bout- RiverTown Main	RECDD I	05.21.25	EMORL	Supervisor White - Concern with health of Ligustrum	05.27.2025 Update: Kevin Mckendree waiting on report from Rae @ Yellowstone for update on condition. 06.04.2025 Update: Ligustrum treated in April and it looks like it is recovering. Will update in our weekly BOS Report. 06.18.2025 Update: Mike w/Yellowstone gave update to Supv White that Ligustrum has been treated and is improving.
Standing Water - Roy Croft & Ruskin	RECDD I	05.21.25	EMORL	Supervisor White - Concern with standing water	05.27.2025 Update: Kevin Mckendree contacted SIC Roads & Bridges dept to file a complaint. The roadway is owned by St Johns County. Kevin has emailed several residents concerning same. Included in weekly BOS Report
Golf Cart Path - RiverLodge	RECDD III	05.21.25	EMORL	Supervisor White - Golf Cart Path asphalt deteriorating around the RiverLodge	05.27.2025 Update: Kevin Mckendree will have team try to locate area of concern. 06.05.2025 Update: Irrigation break that created crater in asphalt. Finishing repair. Included in weekly BOS Report
The Garden Neighbor Sign	RECDD I	05.21.25	EMORL	Supervisor White - Missing letter on neighborhood entrance sign.	05.27.2025 Update: Kevin Mckendree will review signage for missing letter and order/place accordingly. If warranted. 06.04.2025 Update: Kevin to perform full audit of neighborhood signs. Included in weekly BOS Report. 06.18.2025 Update: Kevin is reviewing quote proposal and will discuss when getting back from short respite.
Street Light @ The Preserves(Keystone Corners & Orange Branch Trail)	RECDD I	05.21.25	EMORL	Supervisor White - Street light replacement at neighborhood.	05.27.2025 Update: Discussed with Kevin Mckendree. 06.04.2025 Update: Kevin reviewing with the complexity of repairs. Included in weekly BOS Report.
Event Sponsorship Policy	RECDD I	05.21.25	KTFR	Adopting a Policy for Event Sponsorship	05.21.2025 Update: Board approved adopting a policy for Event Sponsorship. Kim working with legal to tweak and finalize generic language for policy for Districts. 06.18.2025 Update: Discussion of RT residents/Business owners eligible for sponsorship agreement ONLY. Discussion continued with temporary policy in place through September and Lauren Gentry continuing to revise policy. Will notify RE 2&3 of revisions for unified policy.
Golf Cart Path Map/Plan/Additional Signs	RECDD II	05.21.25	RLVEMKF	Revising of Golf Cart Path Map/Plan to reflect correct pathway labeling for walking path and implementation of additional golf cart signs for installation.	05.21.2025 Update: Ryan Sitwell, Prosser engineer, has submitted revised plans to St Johns County for update on golf cart map. 06.05.2025 Update: Received approved Golf Cart Signage Plan from Ryan. Kevin has contacted vendor quotes on the new signs. 06.18.2025 Update: Golf cart map was revised by SIC on June 4, 2025, with maps implemented on RECDD 1, 2, 3 websites. Kim implementing for our rivertownamenity website. 10 additional golf cart signs were approved by board in the amount of \$12,091.00 American Architectural Graphics; these will be ordered by Kevin. Waiting on installation of signs for storage of file. 06.25.2025

Rivers Edge Community Development District						
Projects - FY '25						
Cost Share Ratio - FY '25						
		31.72%	33.21%	35.07%		
Project Start Date	Amenity Center - Repair & Replacement	RE 1 Contribution	RE 2 Contribution	RE 3 Contribution	General Fund Contribution	Notes
	Lounge Chairs at pools (RE 1) - Lap pool	\$6,344.00	\$6,642.00	\$7,014.00	\$20,000.00	Texcraft - \$11,932.84
	Upholstery Cleaning	1,665.30	1,743.53	1,841.18	5,250.00	SteamLux - \$1,305.00, completed 04/01/25(RC)
	Slide Skirt Rusted-Bolt Changeout(Non-Budgeted)	5,392.40	5,645.70	5,961.90	17,000.00	Sterling - \$7,350.00 - April 3, 2025 start date?
	Slide Re-Surface	5,709.60	5,977.80	6,312.60	18,000.00	Maintenance completed - FY 26 Budget Item
	Slide Frame Weld Repairs(Non-Budgeted)	5,709.60	5,977.80	6,312.60	18,000.00	Sterling - \$13,560.00.00 - April 3, 2025 start date?
	New Holiday Decor	6,344.00	6,642.00	7,014.00	20,000.00	GetLitLux - \$30,000.00, completed
	Total Amenity Center Expenditures	\$31,164.90	\$32,628.83	\$34,456.28	\$98,250.00	
	(Grounds Maintenance - Other Grounds & Maintenance)					
	Waterfall Grates - RiverTown Main & Longleaf Pine(Non-Budgeted)	\$6,930.82	\$7,256.95	\$7,662.80	\$21,850.00	Sterling - \$12,350.00 - Waiting on start date
	Total Ground Maintenance Expenditures	\$6,930.82	\$7,256.95	\$7,662.80	\$21,850.00	
	Total Contribution (General Fund)	\$38,095.72	\$39,885.21	\$42,119.07	\$120,100.00	

Project Start Date	Capital Budget	RE 1 Contribution	RE 2 Contribution	RE 3 Contribution	Capital Funding Contribution	Notes	Completion Date
	Family Pool Re-Surface (RiverHouse)	\$94,314.66	\$98,744.95	\$104,275.38	\$297,335.00	Start Date - 09/02/2025	
	Lap Pool Re-Surface (RiverHouse)	67,950.59	71,142.47	75,126.96	214,220.02	Start Date - 09/02/2025	
	Re-furnishing of the RiverHouse inside and outside	25,376.00	26,568.00	28,056.00	80,000.00	Reviewing at this time	
	Painting of the RiverClub	12,688.00	13,284.00	14,028.00	40,000.00	Interior completed - 03/15/25. Ext. painting ongoing 4-1	Completed
	Total Contribution (Capital)	\$200,329.25	\$209,739.42	\$221,486.35	\$631,565.02		

Project Start Date	Priority of Projects	RE 1 Contributor	RE 2 Contributor	RE 3 Contributor	General Fund Contribution	Notes	Completion Date
	Family Pool Re-Surface (RiverHouse)					Start Date - 09/02/2025	
	Lap Pool Re-Surface (RiverHouse)					Start Date - 09/02/2025	
	Lounge Chairs at pools (RE 1) - Lap pool					Texcraft - \$11,932.84	Completed
	Slide Frame Weld Repairs(Non-Budgeted)					Sterling - \$13,560.00.00 - April 3, 2025 start date?	Completed
	Waterfall Grates - RiverTown Main & Longleaf Pine(Non-Budgeted)					Sterling - \$12,350.00 - Waiting on start date	Maint. Completed
	Slide Skirt Rusted-Bolt Changeout(Non-Budgeted)					Sterling - \$7,350.00 - April 3, 2025 start date?	Completed
	Asphalt Repair around Pond on Main Street					Completed - Waiting on seal coating 04/2025	Completed
	Total Expenditures						
	Total Contribution (General Fund Non-Budgeted)						
	Total Contribution (Capital Non-Budgeted)						

Project Start Date	Annual Project List	RE 1 Contributor	RE 2 Contributor	RE 3 Contributor	General Fund Contribution	Notes	Completion Date
	Mulching of the community					11.5.2024 Update: Proposals will be presented at the January meeting for consideration. Included under separate cover will be a proposal RE 1 and RE 3 as well. These are cost share items. 01.16.25 Update: Proposals will be submitted at the February board meeting for approval. Work will be started in April around the community. 04.24.25 Update: In progress at this time. 05.19.2025 Update: Mulching project has been completed. 11.5.2024 Update: Proposals will be presented at the December meeting for consideration. Included under separate cover will be a proposal for buffer trimming at the RiverFront Park as well. These are both cost share items. 01.16.2025 Update: Buffer 01.17.2025 Update: Kevin had walk-thru with Jason & Zee. Reviewed structure and seams and feel's reattachment not needed till FY. 04.01.25 Update: RiverClub Facility completed today by SteamLux.	06.18.2025
	Buffer Trimming (FF Park & FC RiverFront)						01/03/25
	Slide Re-Surface						01/03/25
	Liphostery Cleaning (Steam)						04/01/25



BOARD REPORTING AND ENGAGEMENT

Our onsite management team will provide **weekly and monthly board updates** via email on any items of interest to ensure the whole Board is kept up to speed efficiently. **Per board feedback, our reports at Grand Haven are streamlined.**

Board Reporting Includes:

- Recap of significant operational events
- Highlight upcoming events and recaps of previous events, reporting of all community lifestyle
- Status of projects and ongoing maintenance items
- Update on Board Action Items



Monthly Amenity Update
Date of report: 4/6/2024 Submitted by: John Luczensky

Amenities:

- Updates
 - April was a very busy month.
 - 158 guest passes were issued.
- Resident ID checks have gone very smoothly. As of 3/31 only four residents didn't bring their card.
 - Two incident reports were filed for repeat offenders.
- April Events
 - Pickleball Fest was held Saturday April 6th.
 - Event went very well.
 - CDD/Tennis tournament Saturday April 20th.
 - Tournament and lounge were very well.
 - Mowder Mystery dinner show was Saturday April 27th.
 - Huge success with out the pit!

Café:

- Special/Monthly Events
 - Bingo was fully attended (no participants) all residents asked to produce ID cards at the door to ensure no repeat.
 - Trivia was very well attended, 100% capacity.

- Movie Trivia was held 3/28; we were at 75% capacity for the event.
- Kids Easter Egg Hunt was held on Saturday 3/30 at the Village Center with the grandparents by Boice courts.
 - 100 kids participated. 2000 eggs were given out, along with marshmallow peeps and chocolate bunnies.

Café Online Ordering:

- Online orders have been steadily increasing each month.

Boice:

- The Spring Boice league started March 9th and is going very well.
 - Expanding the league to 6 hours, day, 2 days a week (Wednesday and Thursday) increasing participants to 28.
 - Boice court has QR code signs ordering for food and drink.
 - Delivery only when the league is playing.
 - 4 high-top cocktail tables have been purchased for boice courts.
 - **Established resident groups staff have their times on Monday, Tuesday, and Saturday.**

Tiki Hut:

- Tiki Hut opening is scheduled for Sunday May 26th. Live music will be provided.

Tennis Courts:

- Courts are receiving their daily grooming.

- No issues to report.
- Clay was added to courts 1 and 2.

Tennis Instruction:

- Brian has offered a beginners tennis clinic. Amenity office sent out an eblast and the clinic filled up in under a week.

Amenities quality checks and reporting:

- We continue to monitor and check all amenities.
- We introduced the QR codes so the facilitators must physically go to the amenities (restrooms, tennis courts, etc.) scan the code and enter all required information. Below are some examples of the reports.
- The facilitators also have a QR code for any issues/repairs that need to be reported to the CDD office-I checked these daily and forward them to CDD office staff. This ensures no delays in reporting.



Monthly Amenity Update
Date of report: 9/3/2024 Submitted by: John Luczensky

Amenities:

- Boice league starts Wednesday Sept. 11th
 - Wednesdays and Thursdays from 3-7pm
 - 141 residents have signed up for the Fall season.
- Concerns:
 - We are receiving many non-CDD vendors using the Village center restrooms, taking away time that residents can use them, and leaving them dirty. This leads to staff taking time away from the daily duties to clean them.

Tiki Hut:

- Tiki Hut is now open Monday-Sunday 11am-7pm
- Live entertainment scheduled monthly throughout café closure.

Tennis Courts:

- Due to all the rain, clay will need put down.
 - We will schedule this once the weather cooperates.
- Courts are receiving their daily grooming, weather permitting.

Boice Courts:

- Clay was added to both courts and courts were leveled out.

Amenities quality checks and reporting:

- We continue to monitor and check all amenities.
- We introduced the QR codes so the facilitators must physically go to the amenities (restrooms, tennis courts, etc...) scan the code and enter all required information. Below are some examples of the reports.
- The facilitators also have a QR code for any issues/repairs that need to be reported to the CDD office-I checked these daily and forward them to CDD office staff. This ensures no delays in reporting.



QR CODE CHECKLISTS

Using QR codes similar to how we produce our resident surveys, Grand Haven management uses QR codes that employees scan daily to go through their daily duties and checklists. See examples of the checklists and reporting below.

Village Center - Pool

Form description

Pool chemicals checked and logged? *

Yes
 No

Pool walls brushed and bottom vacuumed?

Yes
 No

Pool deck straightened and cleaned?

Yes
 No

Pool feeders checked?

Village Center - Tot Lot

Form description

Play area checked? *

Yes
 No

Equipment checked?

Yes
 No

Leaves removed from area if needed? *

Yes
 No

Facilitator name and comments.

Creekside - Men's Restroom

Form description

Showers Checked?

Yes
 No

Toilet and Urinals Cleaned and stocked?

Yes
 No

Mirrors and vanity cleaned?

Yes
 No

Soap and paper products stocked?

Yes
 No

Village Center - Ladies Restroom

Form description

Showers Checked?

Yes
 No

Toilet and stalls cleaned and stocked? *

Yes
 No

Mirrors and vanity cleaned?

Yes
 No

Soap and paper products stocked?

Yes
 No

Creekside - Fitness Center

Form description

Equipment wiped down? *

Yes
 No

Mirrors and windows cleaned? *

Yes
 No

Waste containers emptied and cleaned?

Yes
 No

Village Center - Grand Haven Room

Form description

Lights and fans working properly? *

Yes
 No

Windows cleaned?

Yes
 No

Window shades checked?

Yes
 No

Floor clean?

Village Center - Tennis Court 1 and 2

Form description

Court, net(s), and windscreen checked? *

Yes
 No

Water fountain check?

Yes
 No

Trash bins emptied?

Yes
 No

Ladies Restroom (Responses)

Download file "Ladies Restroom (Responses)" Plus 2 TB of storage per user, longer table calls, and more with Google Workspace

Form	Date	Facilitator	Pool chemicals checked and logged?	Pool walls brushed and bottom vacuumed?	Pool deck straightened and cleaned?	Pool feeders checked?
1/1	1/1	1/1	1/1	1/1	1/1	1/1
1/2	1/2	1/2	1/2	1/2	1/2	1/2
1/3	1/3	1/3	1/3	1/3	1/3	1/3
1/4	1/4	1/4	1/4	1/4	1/4	1/4
1/5	1/5	1/5	1/5	1/5	1/5	1/5
1/6	1/6	1/6	1/6	1/6	1/6	1/6
1/7	1/7	1/7	1/7	1/7	1/7	1/7
1/8	1/8	1/8	1/8	1/8	1/8	1/8
1/9	1/9	1/9	1/9	1/9	1/9	1/9
1/10	1/10	1/10	1/10	1/10	1/10	1/10
1/11	1/11	1/11	1/11	1/11	1/11	1/11
1/12	1/12	1/12	1/12	1/12	1/12	1/12
1/13	1/13	1/13	1/13	1/13	1/13	1/13
1/14	1/14	1/14	1/14	1/14	1/14	1/14
1/15	1/15	1/15	1/15	1/15	1/15	1/15
1/16	1/16	1/16	1/16	1/16	1/16	1/16
1/17	1/17	1/17	1/17	1/17	1/17	1/17
1/18	1/18	1/18	1/18	1/18	1/18	1/18
1/19	1/19	1/19	1/19	1/19	1/19	1/19
1/20	1/20	1/20	1/20	1/20	1/20	1/20
1/21	1/21	1/21	1/21	1/21	1/21	1/21
1/22	1/22	1/22	1/22	1/22	1/22	1/22
1/23	1/23	1/23	1/23	1/23	1/23	1/23
1/24	1/24	1/24	1/24	1/24	1/24	1/24
1/25	1/25	1/25	1/25	1/25	1/25	1/25
1/26	1/26	1/26	1/26	1/26	1/26	1/26
1/27	1/27	1/27	1/27	1/27	1/27	1/27
1/28	1/28	1/28	1/28	1/28	1/28	1/28
1/29	1/29	1/29	1/29	1/29	1/29	1/29
1/30	1/30	1/30	1/30	1/30	1/30	1/30
1/31	1/31	1/31	1/31	1/31	1/31	1/31
1/32	1/32	1/32	1/32	1/32	1/32	1/32
1/33	1/33	1/33	1/33	1/33	1/33	1/33
1/34	1/34	1/34	1/34	1/34	1/34	1/34
1/35	1/35	1/35	1/35	1/35	1/35	1/35
1/36	1/36	1/36	1/36	1/36	1/36	1/36
1/37	1/37	1/37	1/37	1/37	1/37	1/37
1/38	1/38	1/38	1/38	1/38	1/38	1/38
1/39	1/39	1/39	1/39	1/39	1/39	1/39
1/40	1/40	1/40	1/40	1/40	1/40	1/40
1/41	1/41	1/41	1/41	1/41	1/41	1/41
1/42	1/42	1/42	1/42	1/42	1/42	1/42
1/43	1/43	1/43	1/43	1/43	1/43	1/43
1/44	1/44	1/44	1/44	1/44	1/44	1/44
1/45	1/45	1/45	1/45	1/45	1/45	1/45
1/46	1/46	1/46	1/46	1/46	1/46	1/46
1/47	1/47	1/47	1/47	1/47	1/47	1/47
1/48	1/48	1/48	1/48	1/48	1/48	1/48
1/49	1/49	1/49	1/49	1/49	1/49	1/49
1/50	1/50	1/50	1/50	1/50	1/50	1/50

Report (Responses)

Download file "Water company room" Plus 2 TB of storage per user, longer table calls, and more with Google Workspace

Form	Date	Facilitator	Showers Checked?	Toilet and stalls cleaned and stocked?	Mirrors and vanity cleaned?	Soap and paper products stocked?
1/1	1/1	1/1	1/1	1/1	1/1	1/1
1/2	1/2	1/2	1/2	1/2	1/2	1/2
1/3	1/3	1/3	1/3	1/3	1/3	1/3
1/4	1/4	1/4	1/4	1/4	1/4	1/4
1/5	1/5	1/5	1/5	1/5	1/5	1/5
1/6	1/6	1/6	1/6	1/6	1/6	1/6
1/7	1/7	1/7	1/7	1/7	1/7	1/7
1/8	1/8	1/8	1/8	1/8	1/8	1/8
1/9	1/9	1/9	1/9	1/9	1/9	1/9
1/10	1/10	1/10	1/10	1/10	1/10	1/10
1/11	1/11	1/11	1/11	1/11	1/11	1/11
1/12	1/12	1/12	1/12	1/12	1/12	1/12
1/13	1/13	1/13	1/13	1/13	1/13	1/13
1/14	1/14	1/14	1/14	1/14	1/14	1/14
1/15	1/15	1/15	1/15	1/15	1/15	1/15
1/16	1/16	1/16	1/16	1/16	1/16	1/16
1/17	1/17	1/17	1/17	1/17	1/17	1/17
1/18	1/18	1/18	1/18	1/18	1/18	1/18
1/19	1/19	1/19	1/19	1/19	1/19	1/19
1/20	1/20	1/20	1/20	1/20	1/20	1/20
1/21	1/21	1/21	1/21	1/21	1/21	1/21
1/22	1/22	1/22	1/22	1/22	1/22	1/22
1/23	1/23	1/23	1/23	1/23	1/23	1/23
1/24	1/24	1/24	1/24	1/24	1/24	1/24
1/25	1/25	1/25	1/25	1/25	1/25	1/25
1/26	1/26	1/26	1/26	1/26	1/26	1/26
1/27	1/27	1/27	1/27	1/27	1/27	1/27
1/28	1/28	1/28	1/28	1/28	1/28	1/28
1/29	1/29	1/29	1/29	1/29	1/29	1/29
1/30	1/30	1/30	1/30	1/30	1/30	1/30
1/31	1/31	1/31	1/31	1/31	1/31	1/31
1/32	1/32	1/32	1/32	1/32	1/32	1/32
1/33	1/33	1/33	1/33	1/33	1/33	1/33
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1/35	1/35	1/35	1/35	1/35	1/35	1/35
1/36	1/36	1/36	1/36	1/36	1/36	1/36
1/37	1/37	1/37	1/37	1/37	1/37	1/37
1/38	1/38	1/38	1/38	1/38	1/38	1/38
1/39	1/39	1/39	1/39	1/39	1/39	1/39
1/40	1/40	1/40	1/40	1/40	1/40	1/40
1/41	1/41	1/41	1/41	1/41	1/41	1/41
1/42	1/42	1/42	1/42	1/42	1/42	1/42
1/43	1/43	1/43	1/43	1/43	1/43	1/43
1/44	1/44	1/44	1/44	1/44	1/44	1/44
1/45	1/45	1/45	1/45	1/45	1/45	1/45
1/46	1/46	1/46	1/46	1/46	1/46	1/46
1/47	1/47	1/47	1/47	1/47	1/47	1/47
1/48	1/48	1/48	1/48	1/48	1/48	1/48
1/49	1/49	1/49	1/49	1/49	1/49	1/49
1/50	1/50	1/50	1/50	1/50	1/50	1/50



RESIDENT SATISFACTION

We have found that “point-of-experience” (QR) surveying is far more valuable and less intrusive than formal, periodic, emailed resident surveys. So, we place them conveniently throughout our facilities to capture feedback.

QR Coded Resident Survey (example below)

- Located conveniently throughout facilities on aesthetically appropriate placards, to provide an opportunity for residents to easily provide feedback on their experience, and only when they want to do so.
- Surveys can be tailored based on location (tennis courts, events, reception area, pools, café, locker rooms, parks, etc.)
- Residents simply use their phone to complete the quick survey.
- Utilizes rating scale questions to provide benchmark analysis over time, as well as text boxes to provide detailed and open-ended feedback.
- If residents desire, they can be contacted directly by our team so that we can personally follow up on their experience.
- Survey links can also be placed on the app or website as desired and/or hard copies made available to suit resident-preference.
- Consistent feedback is then shared with the Board through manager reporting, along with any necessary action items.

JCP Creekside Café Questionnaire

Please rate your overall satisfaction with the café.

1 2 3 4 5
Poor

Please rate the quality of the food at the café.

Poor
 Okay
 Good
 Great
 Excellent
 N/A

Please rate the quality of the drinks at the café.

Poor
 Okay
 Good
 Great
 Excellent
 N/A

Please rate the value of the food at the café.

1 2 3 4 5
Poor Excellent

at the café.

2 3 4 5

well?

better?

Would you like us to follow up with you for any additional feedback or comments? If so, please leave your email or phone number.

Your answer

Submit



FACILITY INSPECTIONS

We take a couple of approaches to formal facility and infrastructure inspections in addition to those we support from District Engineer Reports and Reserve Studies.

- Our Regional Team performs periodic, customized inspections based on our scope-of-services, as needed (such as upon commencement of the contract, based on operational issues, turnover of key staff, etc.), to provide offsite accountability for Vesta's onsite team. We also want to ensure that we set everyone up for success, share best practices, and avoid "blind spots" by conducting these periodic "peer walks."
- Managers in similar positions are paired and provided the opportunity to walk each other's properties, point out opportunities and solutions, as well as share best practices for mutual and informal benefit. They then provide a summary of what they learned, so we can ensure there is sufficient value and best-determine how to plan subsequent experiences and/or development opportunities.

<u>Peer Site Review</u>	
<p>Objective: Gain a thorough understanding of day-to-day operations. Discuss items such as current contracted services, staffing, project work, vendors, trends and challenges. Most importantly share best practices and look for opportunities to learn and provide input to one another. Take notes as both the host and the visitor. Submit to your supervisor for recording purposes.</p>	
<i>Date: 1/3/22</i>	<i>Visitor: James Robinson</i>
<i>Property: Durbin Crossing</i>	<i>Host: Ben Conner</i>
<i>Notes/ Observations/ Best Practices</i>	
Get contact info for fitness preventative maint company from Ben. Durbin was pleased with professionalism and response time of the vendor.	
Recently did a paint RFP for facility exterior. Get the template to use for upcoming RFP	
Forward contact info from our current vendor . Welches Tennis. Durbin is looking to renovate	
Consider branding tennis windscreens. Looks sharp! Research budget	
Ben recently replaced his pool pump through A1 Pools. Do NOT USE. Poor workmanship with	



AUDITS

We conduct a variety of team member audits to ensure their training sticks and provides ongoing feedback and coaching to set us and our team up for success.

Audits

- When a leader witnesses an interaction between a resident and a team member that has opportunity to be improved or to be reinforced and celebrated, the individual is pulled aside informally at the first available moment to coach or congratulate.
- We have several audit checklists that our Regional teams use during site visits and walkthroughs which allow us to observe and make improvements where needed.

Date:	Community:	Onsite Manager(s):	Manager Title:	Supervisor:	Supervisor Title:	Grading Scale Value:	
						4 Evaluation demonstrates a high level of proficiency	
						3 Evaluation demonstrates proficiency	
						2 Evaluation demonstrates partial proficiency	
						1 Evaluation demonstrates minimal proficiency	
						0 No evidence of proficiency	
Scope of Services & Measurables						Value	Observations/Comments
A1 Upon entering the Amenity Center							
a. Amenity Center was clean and free of safety hazards							
b. Staff would be able to share the following:							
Hours of operation							
Amenities available to the residents							
Whom to contact to process a new resident							
Guest Pass Policy							
Days (operating hours that may be provided)							
Drop-in sign up and coming events							
Where to locate the policies and procedures							
Ability to translate you to the Assistant/General Manager in a timely manner							
A2 Upon Meeting with the Manager							
a. Office appeared to be organized and well kept							
b. Manager was able to provide you with:							
Review camera's to ensure proper greetings by PAs							
SOP's specific to the operation							
EAP's specific to the operation							
Emergency Response Plan							
Accident/Incident Report Examples							
Current staff's schedule							
Communication Log with atari (PFD)							
Recent Quality Checks							
Reporting examples to EM/MSGS							
Action Items List for previous BOS meeting							
Completed Checklists							
A3 Manager has the ability to:							
Initiate the Hiring Process							
Access the Vex & Server							
Post NCES							
Post Manager's hours							
Post credit card receipts & reports							
Draft and post schedules through Pajcom							
Plan labor allocation							
Analyze most recent PIA, and identify opportunities							

Lifeguard Audits

- Our lifeguards are audited by their supervisors on an ongoing and random basis while they are working to ensure sustained proficiency in their lifesaving skillset. These audits include passive observations as well as active engagements to test their response times, CPR and first aid proficiency, ensure they have the required gear in their kits and the opportunity to save an actor who pretends to be drowning, etc.



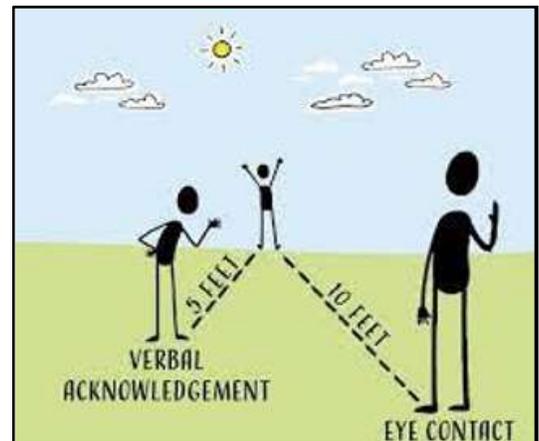
CUSTOMER SERVICE

Vesta has over eight hours of Customer Service Training modules featuring valuable information conveyed through presentation slides, video reenactments, and hands-on, role-play exercises that we developed to provide all of our team members with the very best in Customer Service Training.

These modules include specific training for hourly staff, mid-level managers, and general managers, and have been custom-made by Vesta to fit our specific needs.

Some of our training topics include the following:

- What is customer service?
- How to deliver proper customer service?
- Customer service challenges and potential solutions
- Defining our customers
- Identifying conflicts of all types and how to deescalate and resolve
- Body language and perception
- Anticipation
- Following through and following up
- Service recovery
- The HEART Model
- The 10-5 Rule



I'm very grateful for your stewardship that has supported and improved our community in so many ways. I'm thankful for our partnership with Vesta and the individual relationships I've built with each member of your team.

It is a group committed to our success, with a willing spirit that consistently goes above and beyond to serve our residents.

Chris Sexton, former Board Chairman; Julington Creek Plantation CDD

VENDOR MANAGEMENT

We've developed tools such as our "Landscape Accountability Tool" that ties a vendor's contract to efficient evaluation criteria, to best-ensure the highest levels of service and timely, specific, and measurable feedback. We have also worked to create more competition in the marketplace by using our local economies of scale to draw in new vendors as needed.

RECCD I, II and III Landscape Deficiency Report

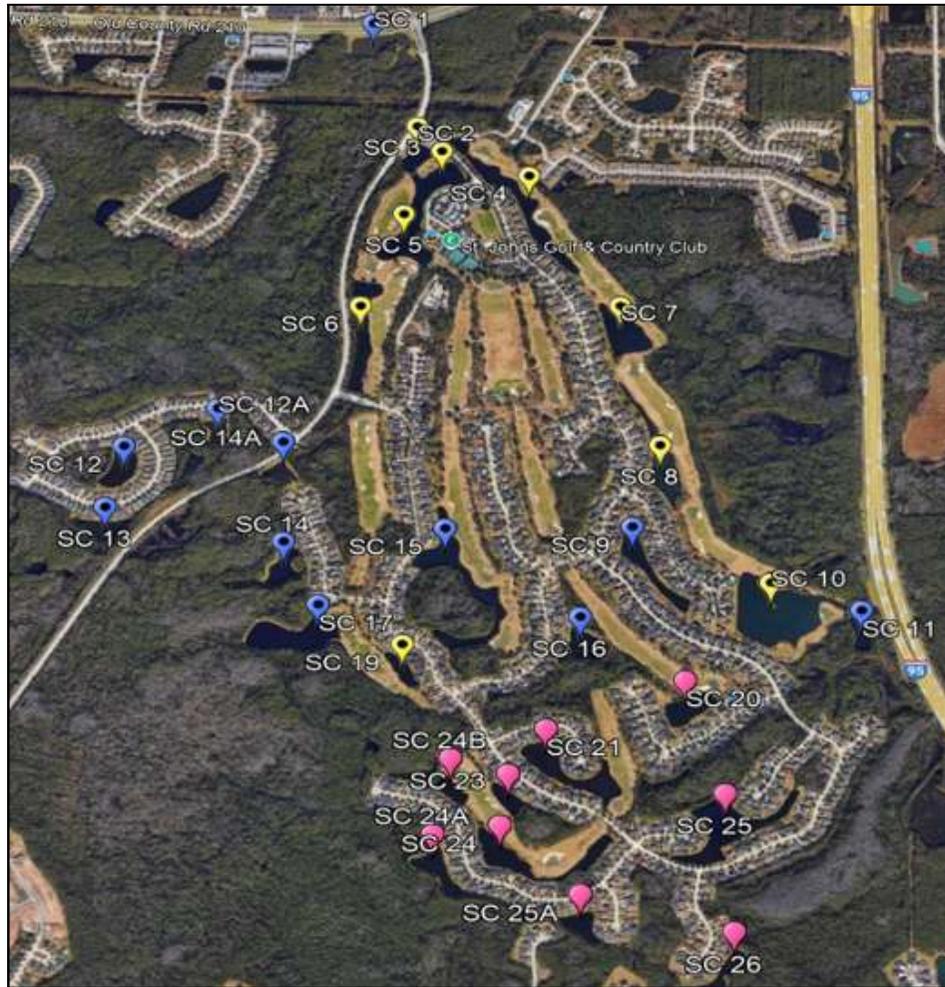
Contracted Item Description		January		February		March		April		May		June															
		1/3-1/9	1/10-1/16	1/17-1/23	1/24-1/30	1/31-2/6	2/7-2/13	2/14-2/20	2/21-2/27	2/28-3/6	3/7-3/13	3/14-3/20	3/21-3/27	3/28-4/3	4/4-4/10	4/11-4/17	4/18-4/24	4/25-5/1	5/02-5/08	5/09-5/15	5/16-5/22	5/23-5/29	5/30-6/05	6/06-6/12	6/13-6/19	6/20-6/26	
Reporting & Communication	Contractor shall provide to management a written report of work performed for each week with notification of any problem areas and a schedule of work for the upcoming month. (Friday each week) (pg.3)	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
	Contractor shall then within the time period specified by the District Representative, or if no time is specified within forty-eight (48) hours, explain in writing what actions shall be taken to remedy the deficiencies. (Tuesday each week) (pg.3)	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
	A representative of the grounds maintenance service crew will report to the on-site management office immediately upon arrival to the site. A representative shall report to the on-site management upon departure from site. (pg. 19)	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
	Ground maintenance supervisor and a representative of the District will inspect the entire property subject to this agreement once per month. (pg.19)	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
Mowing, Edging & Trimming	This schedule shall state how many mowings per week during the growing season and dormant season. Notwithstanding the above, at no time will the turf grasses be allowed to grow beyond the following: Bermuda grass beyond a maximum height of two (2) inches; St. Augustine grasses beyond four and one half (4 1/2) inches; and Zoysia grasses beyond four (4) inches (pg. 14)																										
	Mow Bermuda Turf - March 1 - November 1 - Once a week and November 1 - March 1 - Once a month. (pg. 14)	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
	Mow St. Augustine Turf - March 1 - November 1 - Once a week and November 1 - March 1 - Once every two weeks. (pg. 14)	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
	Mow Zoysia Turf - March 1 - November 1 - Once a week and November 1 - March 1 - Once every two weeks. (pg. 14)	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
	Mow Bahia Turf - March 1 - November 1 - Once every two week and November 1 - March 1 - Once a month (pg. 14)	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
Turf Management	Contractor is to include with its bid a detailed annual maintenance program to ensure optimum quality and performance of Bermuda St. Augustine, Zoysia and Bahia grasses. In addition to a detailed mowing schedule, program is to include detailed timed events such as fertilization, aeration and thatch removal. (pg.14)	3	3	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
Pond Areas	Pond areas will be maintained within three (3) feet of the water's edge unless otherwise directed by the District. Vegetation within three feet of the water's edge will be controlled with use of a string/line trimmer or other mechanical means. Vegetation within these limits should be maintained in a clean condition with the rise and fall of the water line. (pg. 15)	5	5	5	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
	Any trash debris in the water within arm's reach of Contractor shall be removed and disposed of offsite. (pg. 15)	5	5	4	3	4	4	3	3	3	3	4	4	4	3	4	3	3	3	3	3	3	4	4	4	4	4
Tree & Shrub Care	Trees, hedges, plants, vines, and shrubs shall be pruned by Contractor on an ongoing basis removing broken or dead limbs at least once (1x) a month or more, as necessary, to provide a neat and clean appearance. All the plant beds around the pond perimeters are to be maintained in the same manner as all other plant beds within the community. (pg. 16)	3	3	4	4	4	4	4	4	4	4	4	4	4	4	3	3	3	3	3	3	3	3	3	3	3	3
	Ornamental grasses will be cut back once a year in late winter. (pg. 16)			5	5	5	5	5																			
	All deciduous trees shall be pruned when dormant to ensure proper uniform growth. (pg. 16)			5	5	5	5	5																			
	All evergreen trees shall be pruned in the early summer and fall to ensure proper growth and proper head shape. (pg. 16)																										
	Sucker growth at the base of all trees shall be removed by hand continuously throughout the year. Aesthetic pruning shall consist of the removal of dead and/or broken branches as often as necessary to have trees appear neat at all times. (pg. 16)	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
	Branches and limbs shall be kept off buildings, including roofs, sign wall structures, and pruned over sidewalks and parking lots so as not to interfere with pedestrians or cars. (This is to include maintaining a minimum of six to eight (6-8) feet of clearance under all limbs over sidewalks and ten to twelve (10-12) feet clearance above all driveways and ROW's depending on location and species of tree.) Hedges, shrubs and ground covers are to be maintained twelve to eighteen (12-18) inches away from buildings, fences and other structures. (pg. 17)	3	3	3	3	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
Trim buffer area along the Riverfront Park - Trimming of buffer area to four (4) feet high from the south lookout north 3,200 feet to the extent of the cleared portion of park. This to include any saplings, Sabal Palmetto fronds) above four (4) feet and tall weeds. (pg. 17)			5																								



VENDOR MANAGEMENT

Pond Scorecard with Map

Pond Number	Pond Location	Last Onsite Staff Inspect Date	Recent Treatment Date	Previous Treatment Date	Debris Removal	Algae	Submersed Vegetation	Shoreline Grass & Brush	Floating Weeds	Water Quality Enhancer/Oxygen test	Pond Dye Added	Phoslock/Phosphate Binder	Outfalls and Street Drains	Concerns Received
SC 1	Entry side of Leo from 210													
SC 2	Entry side from Leo to St. Johns Golf Dr.													
SC 3	Hole 16 after tee box on St. Johns Golf Dr.													
SC 4	runs along Hole 17 to Hole 16													
SC 5	Between Holes 16 and 9													
SC 6	Between Leo and Hole 3													
SC 7	Near Hole 16 tee box													
SC 8	Runs along hole 15													
SC 9	Intersection of St. Johns Golf Dr. & Eagle Point													
SC 10	Between Hole 14 and 13													
SC 11	Behind Hole 13													
SC 12	Runs along Cross Pointe Way													
SC 12A	On Stonehedge Trail Ln													
SC 13	Backside of Cross Pointe Way													
SC 14	On Meadow View Ln													
SC 14A	Between Meadow View Ln and Leo (by JEA)													
SC 15	Runs along hole 2 and 3													
SC 16	Center of Hole 12 along St. Johns Golf Dr.													
SC 17	Behind Hole 7 closest to entry on Meadow Ln View													
SC 18	Center of Hole 7 on Eagle Point													
SC 20	Behind Hole 12 tee box on Forest Glen Way													
SC 21	By Hole 4 on Eagle Point													
SC 23	By Hole 6 and Glenfield Crossing													
SC 24	Runs through hole 6 & behind hole 5 between Eagle Point & Glenfield Crossing													
SC 24A	On Left Glenfield Crossing													
SC 24B	On right side of Glenfield Crossing and hole 6													
SC 25	Back of Crested Heron Way													
SC 25A	Back of Fox Tail Ct.													
SC 26	Back of Hampton Crossing Way													
														Complaints Received



MAINTENANCE AND ACCOUNTABILITY

In other communities, we utilize software and applications for work orders and accountability, selected according to the size and specific needs of each community. The software can be integrated into our website directly or used manually by staff and vendors to start, track, and complete work orders. This allows us to report the work, track time, show pictures and hold all parties responsible for completion of work.

PICTURES



VENDORS

Vesta Property Services

Time & Cost Tracking

No time entries or costs recorded

Daily Pool Maintenance Checklist #2302706

Daily pool maintenance and chemical readings

Chlorine level*

The meter will be selected in the work order.

PH level*

The meter will be selected in the work order.

Total Alkalinity level*

The meter will be selected in the work order.

Cyanuric Acid level*

The meter will be selected in the work order.

Calcium Hardness level*

The meter will be selected in the work order.

Daily Pool Maintenance Checklist #2302706

Flow GPM*

The meter will be selected in the work order.

Filters Clean*

Pool Gutters Clean*

Pool clean, vacuum/skim as needed*

Sheppard's hook, life rings and skimmer in are in proper working condition*

of Patrons

Notes

Checklist Photos*

Amenity Center Daily Checklist #2331008

Daily Inspection of Amenity Center

Open restrooms

Open fitness center

Pickup trash and debris at the amenity center, playgrounds, basketball courts, dog parks as needed

Pickup trash and debris around entryway monuments and common areas as needed

Blow off all areas of the amenity center & walkways as needed

Ensure all stormwater drains around the amenity center are free of leaves and debris

Section #1

Notes

Checklist Photos*



MAINTENANCE AND ACCOUNTABILITY

Pool Chemical Readings - Cross Creek North

June 1, 2025 - July 22, 2025

Export to Excel

Date	Work Order ID	Technician	Main Pool Chlorine	Main Pool pH	Lap Pool Chlorine	Lap Pool pH	Splash Pad Chlorine	Splash Pad pH	Notes
06/26/2025	#43	Leniel Feliz	No data	No data	No data	No data	No data	No data	Daily maintenance completed
06/27/2025	#44	Leniel Feliz	No data	No data	No data	No data	No data	No data	Daily maintenance completed
06/30/2025	#75	Leniel Feliz	No data	No data	No data	No data	No data	No data	Daily maintenance completed
07/01/2025	#78	Leniel Feliz	2.0	7.8	10.0	7.4	10.0	8.0	Pools cleaned, equipment checked
07/02/2025	#88	Leniel Feliz	1.0	7.6	10.0	7.4	2.0	7.6	Pools cleaned, equipment checked
07/03/2025	#95	Leniel Feliz	1.0	7.6	10.0	7.4	3.0	7.4	Pools cleaned, equipment checked
07/04/2025	#114	Leniel Feliz	10.0	7.6	3.0	7.6	10.0	8.0	Pools cleaned, equipment checked
07/07/2025	#116	John Williams	0.0	8.0	1.0	7.6	10+	7.8	Let chlorine run manually for lap pool and main pool while unplugged for 3hrs from adding bicarb. Unplugged splash pad. Will adjust controllers after plugging back in.
07/08/2025	#120	Leniel Feliz	3.0	7.6	3.0	7.4	3.0	8.0	Pools cleaned, equipment checked
07/09/2025	#130	Leniel Feliz	5.0	7.6	7.5	7.8	10.0	8.0	Pools cleaned, equipment checked
07/10/2025	#136	Leniel Feliz	1.0	7.0	10.0	7.6	10.0	7.0	Added chemical and backwash
07/11/2025	#151	Leniel Feliz	10.0	7.4	7.5	7.4	10.0	8.0	Splash wasn't feeding acid, fixed it. Lower chlorine on the controller.
07/14/2025	#158	John Williams	10.0	7.6	7.5	7.4	P	7.0	Shocked main pool and splash pad. Draining main pool to bring down CYA.
07/15/2025	#159	John Williams	5.0	7.6	3.0	7.4	1.0	7.6	Pools cleaned, equipment checked
07/16/2025	#171	John Williams	10.0	7.6	5.0	7.4	1.0	7.8	Pools cleaned, equipment checked
07/17/2025	#176	John Williams	10.0	7.6	5.0	7.6	1.0	7.8	Adjusted dials on steners for splash pad
07/18/2025	#183	John Williams	10.0	7.6	5.0	7.8	1.0	7.8	Added CYA to all pools
07/21/2025	#186	John Williams	5.0	7.6	10.0	7.6	5.0	7.6	Did a phosphate treatment on the main pool and splash pad



MaintainX

BENEFITS

- Internal Work Order Management:** Create, assign and monitor work orders for staff. Assigned tasks range from routine maintenance to complex projects. Also tracks associated material costs and labor hours.
- External Vendor Coordination:** Streamlines communication and tracking with large external service providers such as landscapers and pest/maintenance contractors as well as aids in oversight of complex capital projects.
- Daily Digital Checklists:** Develop and maintain standardized checklists for hospitality staff, maintenance, and management teams to ensure tasks are completed in a timely basis and quality standards are maintained.
- Reporting:** Provide detailed or summary reports for internal purposes and boards. Photos, timelines and comments may be included.
- Asset Inspection Management:** Schedule and oversee routine inspections of community facilities and corporate properties to maintain compliance and identify maintenance needs proactively.



MaintainX

FEES

- Full Fee:** Unlimited access to all components. Maintenance Supervisors. Fees below.
- Operator:** Limited capability for adequate. Maintenance technicians and hospitality staff \$300 per year.

Users	Volume Discount %	Discounted Price/User
0-10	10%	\$520
11-24	15%	\$500
25-49	20%	\$470
50-99	25%	\$441
100+	35%	\$382

Typical median size account: 2 managers (Full Fee), 20 maintenance techs and 1 line desk (\$-price) \$4,700 annually



WORK ORDER SUMMARY REPORT - JULY 2025

83 work orders were completed work orders. All work orders were completed by maintenance staff John Williams and Lord Feltz.

Preventive Maintenance (45% of orders)

- Daily chemical checks and pool maintenance - 15 orders covering Chlorine (all monitoring and general pool upkeep)
- Equipment maintenance - Filter cleaning, backwashing, chemical addition (bleach and cyanuric acid)
- Regain temperature - Landscape repairs, pond treatment, fire extinguisher checks

Responsive Maintenance (35% of orders)

- Pool and water features - Equipment repair, filter issues, pressure valve check
- Facility maintenance - Shading infrastructure, cleaning walkways, organize space
- Equipment repair - Gym equipment filter, door repair, sign maintenance
- Resident complaints - Thermostat, air conditioning, general concerns

Key Facility Areas Serviced

Aquatics

- Main Pool, Lap Pool, and Splash Pad daily maintenance
- Multiple filter cleaning and equipment repair
- Chemical treatments including phosphate treatments late in the month.

Amenity Center

- Gym equipment maintenance and repairs
- General facility repair
- Exterior painting and general cleaning
- Window cleaning and gutter web removal

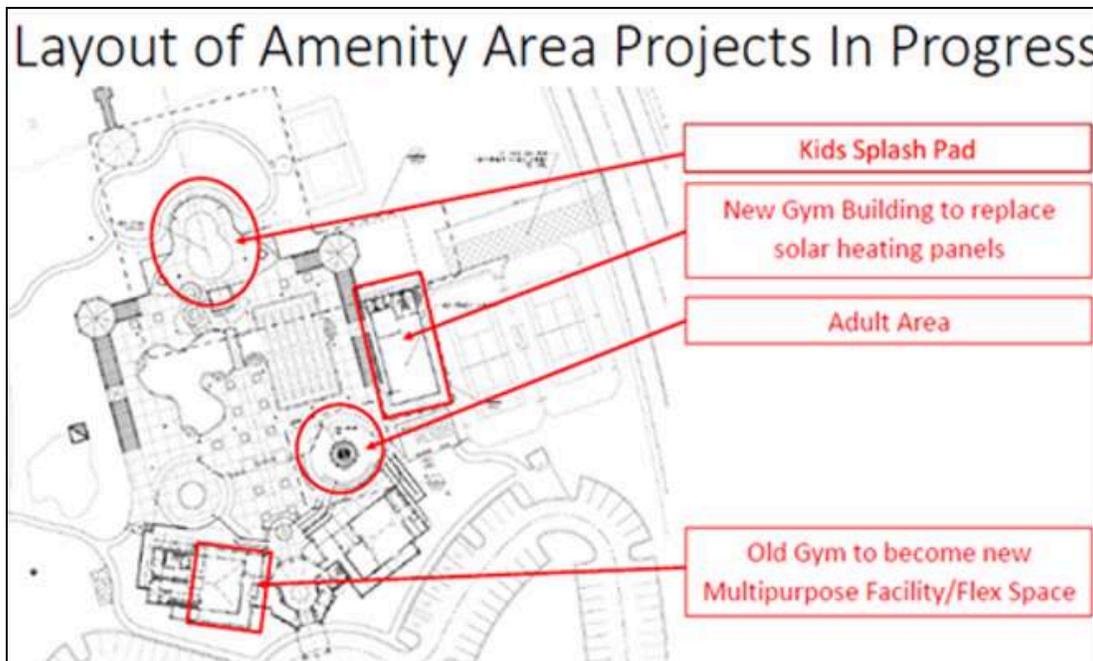
Common Grounds

- Tree removal incidents (small pile fallen trees)
- Landscaper replacement water necessary on 10/11/25 and 10/16/25
- Field maintenance provided services on pool per contract (see attached report)
- Landscaper removed all snow per contract (see attached report)



PROJECT MANAGEMENT

- Vesta actively supports all aspects of projects that our client-CDDs undertake, from sourcing vendors, aiding the board in their decision-making process, and then working closely with hired vendors.
- We leverage our expertise and the vendors' while providing accountability regarding their quality of work and contracted scope of work, to best ensure that all stakeholders are engaged and kept updated on (1) work progress to-date; (2) that the work is completed on-time; and (3) that the best overall value is provided to the CDD.
- Vesta has many years of close experience with local vendors and we share our recommendations across all of our client locations. We have participated in regular capital work such as pool resurfacing, addition of pickleball courts, and complex, multi-million dollar enhancement projects. Examples are shown below.



TEAM MEMBER DEVELOPMENT

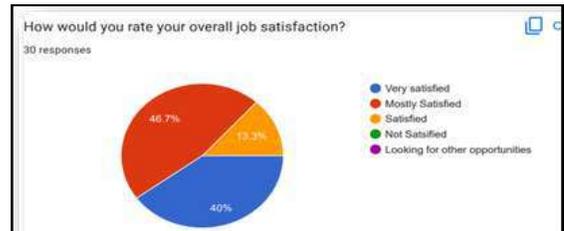
Our Team Members throughout Vesta are absolutely critical to our success in serving our customers, so it is essential that we invest in them. Our strong local presence provides our area team many opportunities for development and advancement, which helps us attract and retain the best talent.

Vesta employs customized, onsite operational training; supports our team to obtain specialized certifications; and provides Vesta-specific Customer Service Training to "set them up for success". We further build upon that with networking opportunities for managers at our pre-and-post season, all-manager meetings and through "peer walks."

- We also provide timely feedback through our **semi-annual check-ins**, which evolved from previous performance management reviews to a less formal, more frequent and empowering experience.



- We solicit manager feedback via **annual surveys** to ensure we are fully engaging, empowering and satisfying our onsite leadership teams.



- Most importantly, we actively foster our culture based upon our Vesta Core Values. One way we do this is through our annual **"Eagle Pride Day"**.



- **Vesta University** is our website-based training resource that provides third party vendor training aids as well as internally created Vesta-specific content developed by our subject matter experts. These training aids vary from videos to PowerPoint critical skill modules.



TEAM MEMBER DEVELOPMENT

We bring our General Managers, Amenity Managers and Lifestyle Directors together twice a year before and after the peak season to conduct training, prep and debrief the peak season and to network. We do the same with our Field Operations managers annually.

Some of our recent agenda topics have included the following:

- Customer Service Training
- Post Season Debriefs
- Annual Manager Survey results and action Items
- Pre-Season Operational Initiatives
- Lifestyle Initiatives
- Team Building
- Topical Breakouts
- Operational Tools
- Performance Management
- Staffing Strategies
- Financial Analysis
- Training Development
- Retention Strategies
- Payroll Management and Reporting
- Results of operational pilots
- Team Member Check-Ins
- Insurance
- Checklist Management
- OnBoarding
- Townhall with CEO



“

As long-time, active residents of Bartram Springs we are writing this letter to commend two of the girls who run the clubhouse and all the activities involved. Jayne and Julie are exceptional and an asset to the community. They are always welcoming and helpful to anyone who comes to the office, whether a long-time resident or a potential resident. They have both gone above and beyond in assisting with the year long Food Drive and the Christmas Toy Drive, which has made both drives so successful. Our community is lucky to have these girls.

Marty and Mimi Kaufman, Northeast Florida CDD Residents

”

HR RECRUITMENT AND ONBOARDING

At Vesta Property Services, we're committed to hiring exceptional talent and supporting every associate from recruitment through retention. Our streamlined hiring process, dedicated recruitment team, and strong HR partnership ensure a professional, welcoming, and efficient experience.

Fast & Effective Recruiting

- Centralized Recruiting Department Our specialized recruitment team manages all open positions across Vesta, ensuring consistency, quality, and positive candidate experience.
- 7–14 Day Hiring Turnaround From the moment a job is posted, our recruiters begin sourcing immediately. Most positions are filled within 7 to 14 days, keeping our communities fully staffed and supported.
- A High-Performing Recruiting Team. Our recruiters excel in:
 - Identifying top talent quickly
 - Thorough screening for culture and skill alignment
 - Maintaining strong communication with hiring managers
 - Delivering high-quality candidates without compromising speed

Their work ensures Vesta remains staffed with capable, reliable, and motivated individuals.

Smooth & Welcoming Onboarding

- HR ensures all new hires experience a seamless start by:
 - Sending offers promptly
 - Initiating background checks right away
 - Guiding candidates through Paycom onboarding
 - Confirming certifications and compliance requirements
 - Preparing managers for Day One readiness

Our onboarding process provides clarity, support, and confidence—reducing downtime and boosting retention from the very start.

Retention Through Partnership

- Retention at Vesta is a shared commitment between HR, Recruiting, and Leadership. HR continues to support associates by:
 - Providing guidance throughout the employee life cycle
 - Ensuring strong communication and timely feedback
 - Facilitating growth, internal mobility, and training
 - Supporting managers in performance and engagement efforts
 - Maintaining compliance and consistency in expectations

A Collaborative Talent Strategy

- From posting the job to welcoming a new hire, our HR and Recruiting teams work hand-in-hand to ensure:
 - A strong talent pipeline
 - A smooth hiring and onboarding experience
 - Long-term support for every associate

At Vesta, we don't just hire people—we invest in them.

“

I live in ETown and Vesta does our Recharge Center. I want to give 5 stars to Vesta for doing a good job taking care of our Amenity Center and for Marcy who is our manager there. She does a wonderful job having so many fun activities for our community, and keeps everything nice and clean there too!

Angie A - Northeast Florida CDD Resident

”

EMPLOYEE BENEFITS

2025 Benefits at a Glance



MEDICAL

HDHP Plan—A high deductible health plan that is compatible with a Health Savings Account (HSA). This plan offers in and out-of-network coverage and employer contributions to the HSA.

HMO Core—Copays for common services such as primary care visits, specialists, urgent care and emergency room. Must receive care in the state of Florida.

HMO Plus—Lowest deductible and out-of-pocket maximum with copays on common services. Must receive care in the state of Florida.



VISION

Receive services from in or out-of-network providers. This plan includes an allowance for frames (every two years) or contact lenses (every year). Small copay for eye exam and materials.



VOLUNTARY BENEFITS

Accident—High and low option. Receive payment when you or a covered dependent experience an unplanned emergency such as fractures, dislocations, burns.

Critical Illness—Receive payment if you or a covered dependent are diagnosed with a critical medical condition such as cancer, heart attack, stroke.

Hospital Indemnity—Receive payment if you or a covered dependent are admitted to the hospital for an unexpected medical emergency.



DISABILITY BENEFITS

Short Term Disability (STD) and Long Term Disability (LTD) are available. Receive 60% of your basic annual earnings for a designated benefit period when you are unable to work. This provides coverage for injury, sickness or pregnancy.



PET DISCOUNT PLAN

Pet Assure Veterinary Discount Plan can save enrollees up to 25% on all in-house medical services at participating veterinarian clinics.



DENTAL

Dental HMO—Lowest cost plan with copays for dental procedures. Services can only be rendered through in-network providers.

Dental PPO Low—Receive services from in or out-of-network providers. Ortho coverage is not included.

Dental PPO High—Receive services from in or out-of-network providers. This plan has a higher benefit maximum and lower coinsurance. Ortho is included for children and adults.



LIFE INSURANCE

Basic Life and AD&D coverage is provided in the amount of 1 x your basic annual earnings up to \$50,000. Over 65 age reductions apply. **This is provided to you at no cost!**

Employees can purchase additional life insurance for themselves and eligible dependents. New hires can elect coverage up to the guarantee issue limit without having to submit a medical questionnaire.



SPENDING ACCOUNTS

Contribute pre-tax dollars to a spending account that assists with paying for eligible medical expenses.

A Flexible Spending Account (FSA) is compatible with the HMO Core or HMO Plus plan and a Health Savings Account (HSA) is compatible with the HDHP Plan. HSA enrollment includes employer contributions!

Contribute pre-tax dollars to a Dependent Care Flexible Spending Account to pay for eligible childcare expenses.



LEGAL

Access a network of attorneys that can assist with legal matters such as traffic, estate, family law and more. Most attorney fees are covered 100%.



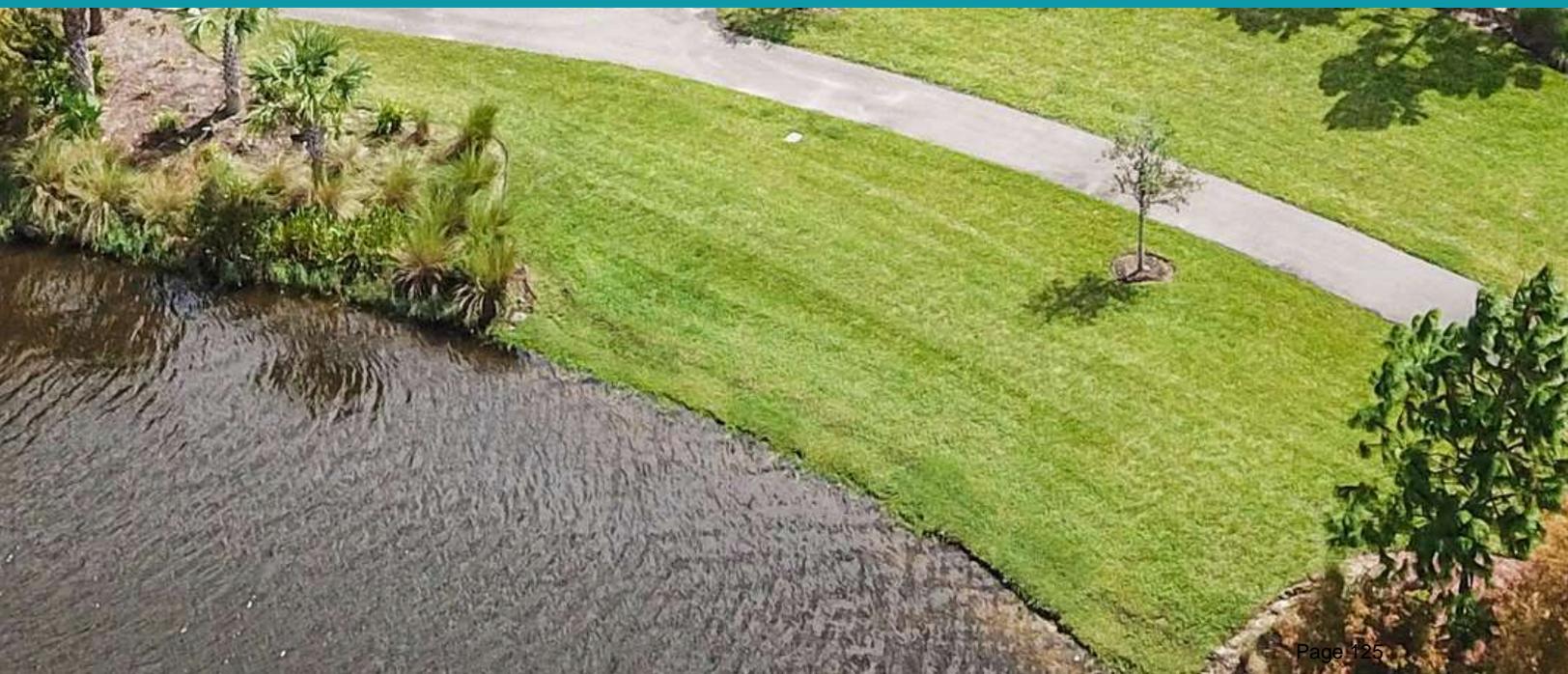
401K PLAN

Available to eligible employees after 3 months of employment. For more information and to enroll in the plan, log onto www.paychexflex.com or call Paychex at 877.244.1771.





COST AND REFERENCES



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

WATERGRASS II CDD – AMENITY MANAGEMENT PRICING OPTIONS

SERVICE OPTION	ANNUAL INVESTMENT
OPTION 1: PROFESSIONAL ON-SITE MANAGEMENT	\$83,000.00
OPTION 2: COMPREHENSIVE AMENITY & STAFFING SOLUTION	
- MAINTENANCE STAFFING	\$84,729.94
- ALL OTHER STAFFING	\$148,050.06
TOTAL	\$232,780.00
OPTIONAL FIELD SERVICES	\$14,000.00

Vesta Value-Add (Included in Both Options)
<ul style="list-style-type: none"> • Executive Oversight: Direct personal involvement from the Director of District Services in the operation and oversight of amenity services. • Quality Assurance: Regular site inspections and performance audits. • Statewide Resources: Access to Vesta's network of Florida-based subject matter experts and preferred vendors.
Pricing is subject to health benefit selection of eligible full-time employees

WE ARE ALSO PLEASED TO OFFER A BUNDLED DISCOUNT SHOULD VESTA PROVIDE BOTH DISTRICT AND AMENITY MANAGEMENT SERVICES

“ 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

REFERENCES

Project Name/Location: Wilderness Lake Preserve

Contact: Holly Ruhlig

Contact Email: supervisorwlp4@gmail.com; supervisor4@wlpdodge.com

Project Type: 950 homes

Scope of Services for Project: District Management, Amenity Management

Dates Serviced: 2020

Project Name/Location: Avalon Groves/Clermont

Contact: Gene Mestrangeli

Contact Email: 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: Marshall Creek CDD/St. Augustine, Florida

Contact: Dr. Howard Entman, Chairman

Contact Phone: (901) 230-0922

Contact Email: 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 Manger and Assistant General Manager

Dates Serviced: June 2023 – Present

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

Contact: Mike Cella

Contact Email: MCella@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

REFERENCES

Project Name/Location: Brandy Creek CDD ("Johns Creek")/St. Johns FL
Contact: Meredith Payne Contact: mercey1065@gmail.com
Project Type/Description: CDD of 600 homes (built-out)
Dollar Amount of Contract: \$203,825
Scope of Services for Project: Amenity Management & Staffing, Field Operations Management, Facility Maintenance Services, and Lifestyle Programs & Events.
Dates Serviced: 2015 - Present

Project Name/Location: Southhaven CDD ("Markland")/St. Johns FL
Contact: Richard Fetter Contact Phone: Dfetter172cdd@yahoo.com
Project Type/Description: CDD of 386 homes (built-out)
Dollar Amount of Contract: \$170,679
Scope of Services for Project: Amenity Management & Staffing, Field Operations Management, Facility Maintenance Services, and Lifestyle Programs & Events.
Dates Serviced: 2015 - Present

Project Name/Location: Julington Creek Plantation CDD/St. Johns FL
Contact: Michael Morton Contact Phone: 856-392-2245
Project Type/Description: CDD of 5,800 homes (built-out)
Dollar Amount of Contract: \$1,650,000 (+ Cafe w/ \$185K in annual sales)
Scope of Services for Project: Amenity Management & Staffing, Field Operations Management, Facility Maintenance Services, turnkey Café Operation, Lifeguard Staffing, and Lifestyle Programs & Events.
Dates Serviced: 2017 - Present

Project Name/Location: Rivers Edge CDD 1, 2, 3 ("RiverTown") / Saint Johns, FL
Contact: Mac McIntyre Contact Phone: (850) 496-5510
Project Type/Description: CDD of 4,400 homes at build-out
Dollar Amount of Contract: \$1,331,000 (+ Cafe w/ \$755K in annual sales)
Scope of Services for Project: Amenity Management, Field Operations Management, Facility Maintenance Services, turnkey Café Operation, Lifeguard Staffing, and Lifestyle Programs & Events.
Dates Serviced: 2015 - Present

Project Name/Location: Cross Creek North CDD/Clay County
Contact: Robert Porter Contact: rsporter@drhorton.com
Project Type/Description: CDD of 1112 homes (built-out)
Dollar Amount of Contract: \$378,973
Scope of Services for Project: Amenity Management & Staffing, Field Operations Management, Facility Maintenance Services, and Lifestyle Programs & Events.
Dates Serviced: 2022 - Present

REFERENCES

Project Name/Location: Wynnfield Lakes CDD/Duval County

Contact: Dr. Kristi Sweeny Contact: Kristi.sweeney@unf.edu

Project Type/Description: CDD of 372 homes (built-out)

Dollar Amount of Contract: \$167,170

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

Dates Serviced: 2020 - Present

Project Name/Location: Cypress Bluff CDD ("ETown") /Duval County

Contact: Joe Muhl Contact: joemuhl@parcgroup.net

Project Type/Description: CDD of 1400 homes

Dollar Amount of Contract: \$265,538

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

Dates Serviced: 2020 - Present

Project Name/Location: Tisons Landing CDD ("Yellowbluff") /Duval County

Contact: Brandon Kirsch Contact: cddbrandonk@gmail.com

Project Type/Description: CDD of 680 homes

Dollar Amount of Contract: \$215,381

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

Dates Serviced: 2018 - Present

Project Name/Location: Parkland Preserve CDD /St. Johns County

Contact: Alfred Myslicki Contact: HERE

Project Type/Description: CDD of 357 homes

Dollar Amount of Contract: \$99,158

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

Dates Serviced: 2023 - Present

Project Name/Location: Beach CDD ("Tamaya") /Duval County

Contact: Elena Korsakova Contact: boardmember1@beachcdd.org

Project Type/Description: CDD of 1000 homes (Built Out)

Dollar Amount of Contract: \$407,769

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

Dates Serviced: 2021 - Present



Vesta
PROPERTY SERVICES™

Contact Us

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



1 **MINUTES OF MEETING**
2 **WATERGRASS**
3 **COMMUNITY DEVELOPMENT DISTRICT II**
4

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

8
9 Present and constituting a quorum were:

10
11 Zuriel Cabrera Chairperson
12 Craig P. Margelowsky Vice Chairperson
13 Eric Mager Assistant Secretary
14 Matthew Hannaway Assistant Secretary
15 Sunil Mohammed Assistant Secretary
16

17 Also present were:

18
19 Heather Jackson District Manager
20 Kathyrn ‘KC’ Hopkinson District Counsel
21 *(via teleconference)*
22 Sarah Schmidt Amenity Manager
23 Kristee Cole Senior District Manager
24 Paul Woods OLM
25

26 Audience
27

28 *The following is a summary of the discussions and actions taken.*
29

30 **FIRST ORDER OF BUSINESS**

Roll Call

31 Mr. Margelowsky called the meeting to order. A quorum was established.
32

33 **SECOND ORDER OF BUSINESS**

Audience Comments

34 A resident reported that the monument lighting is operating at inconsistent times, with lights
35 turning on and off irregularly.
36

37 Concerns were also raised regarding pond maintenance, including the failure to remove weeds
38 surrounding the ponds, the presence of dead bushes in and around the pond areas, and trash
39 observed within the ponds.
40

41 Mr. Woods questioned the Board’s decision to exceed the budgeted amount of \$70,000 for the
42 pickleball courts, noting that the projected cost has increased to \$77,000. He expressed concern
43 that the pickleball courts constitute a discretionary improvement rather than a necessary
44 expenditure.
45

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.

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ii. Review of Promenade Parking Lot Modification Exhibit

Tabled.

iii. Review of Promenade Parking Lot Modification Exhibit V2

The Board agreed to move forward with having the District Engineer obtain proposals for the parking lot modification.

D. District Manager

Ms. Jackson informed the board of their next meeting on Wednesday, February 18th, 2026 at 10:00 am.

On MOTION by Mr. Margelowsky, seconded by Mr. Cabrera, with all in favor, the Board Adopted Resolution 2026-02.

E. Amenity Manager

i. Review of SOLitude Report

Tabled.

ii. Review of OLM Landscape Report

A discussion ensued.

iii. Review of Yellowstone Report

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

Tabled until the next meeting.

FIFTH ORDER OF BUSINESS

Business Items

A. Consideration of Sports Surface Pickleball Construction Agreement

A discussion ensued.

B. Consideration of Court CO Pickleball Construction Agreement

A discussion ensued.

On MOTION by Mr. Margelowsky, seconded by Mr. Cabrera, with all in favor, the Board approved the Court CO Pickleball Construction Agreement with a not-to-exceed amount of \$77,000.

SIXTH ORDER OF BUSINESS

Special Business Items

A. Consideration of RFPs for Landscaping Services

Mr. Woods presented the RFP respondents to the Board and outlined the process for presentations related to the seven bid submissions received. A discussion followed.

Each landscaping vendor presented its proposal, after which the Board members 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
163 Mr. Margelowsky requested that résumés for the vacant Board seat be submitted to the
164 clubhouse email address. Ms. Jackson will coordinate the addition of a banner to the CDD
165 website to provide notice of the vacancy. The deadline for résumé submissions was set for
166 February 20, 2026.

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

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

174
175 **EIGHTH ORDER OF BUSINESS**

Adjournment

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 _____
Chairperson

*WaterGrass
Community
Development
District II*

Financial Report

January 31, 2026

CLEAR PARTNERSHIPS



WATERGRASS

Community Development District II

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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
ASSETS				
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
TOTAL ASSETS	\$ 2,587,055	\$ 821,273	\$ 539,189	\$ 3,947,517
LIABILITIES				
Accounts Payable	\$ 120,490	\$ -	\$ -	\$ 120,490
Accrued Expenses	22,936	-	-	22,936
Other Current Liabilities	185	-	-	185
TOTAL LIABILITIES	143,611	-	-	143,611
FUND BALANCES				
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
TOTAL FUND BALANCES	\$ 2,443,444	\$ 821,273	\$ 539,189	\$ 3,803,906
TOTAL LIABILITIES & FUND BALANCES	\$ 2,587,055	\$ 821,273	\$ 539,189	\$ 3,947,517

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
REVENUES					
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%
TOTAL REVENUES	2,276,612	2,121,139	2,296,034	174,895	100.85%
EXPENDITURES					
Administration					
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%
Total Administration	162,437	85,289	82,281	3,008	50.65%
Utility Services					
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%
Total Utility Services	246,593	78,833	83,584	(4,751)	33.90%

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
<u>Garbage/Solid Waste Services</u>					
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%
Total Garbage/Solid Waste Services	11,993	5,326	2,328	2,998	19.41%
<u>Water-Sewer Comb Services</u>					
Utility Services	65,000	21,667	14,814	6,853	22.79%
Total Water-Sewer Comb Services	65,000	21,667	14,814	6,853	22.79%
<u>Flood Control/Stormwater Mgmt</u>					
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%
Total Flood Control/Stormwater Mgmt	77,745	27,745	19,845	7,900	25.53%
<u>Other Physical Environment</u>					
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%
Total Other Physical Environment	1,141,844	398,044	353,318	44,726	30.94%
<u>Road and Street Facilities</u>					
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%
Total Road and Street Facilities	12,500	4,167	26,122	(21,955)	208.98%

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
<u>Parks and Recreations</u>					
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%
Total Parks and Recreations	508,500	169,502	202,707	(33,205)	39.86%
<u>Special Events</u>					
Maintenance & Repairs	-	-	629	(629)	0.00%
Total Special Events	-	-	629	(629)	0.00%
<u>Reserves</u>					
Capital Reserve	50,000	-	2,500	(2,500)	5.00%
Total Reserves	50,000	-	2,500	(2,500)	5.00%
TOTAL EXPENDITURES & RESERVES	2,276,612	790,573	788,128	2,445	34.62%
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%
FUND BALANCE, BEGINNING (OCT 1, 2025)	935,538	935,538	935,538		
FUND BALANCE, ENDING	\$ 935,538	\$ 2,266,104	\$ 2,443,444		

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
<u>REVENUES</u>					
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%
TOTAL REVENUES	528,931	513,040	513,981	941	97.17%
<u>EXPENDITURES</u>					
<u>Administration</u>					
ProfServ-Trustee Fees	4,041	-	-	-	0.00%
Misc-Assessment Collection Cost	11,019	10,689	10,169	520	92.29%
Total Administration	15,060	10,689	10,169	520	67.52%
<u>Debt Service</u>					
Principal Debt Retirement	155,000	-	-	-	0.00%
Interest Expense	363,723	181,862	181,861	1	50.00%
Total Debt Service	518,723	181,862	181,861	1	35.06%
TOTAL EXPENDITURES	533,783	192,551	192,030	521	35.98%
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%
FUND BALANCE, BEGINNING (OCT 1, 2025)	499,322	499,322	499,322		
FUND BALANCE, ENDING	\$ 494,470	\$ 819,811	\$ 821,273		

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
REVENUES					
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%
TOTAL REVENUES	12,286	11,918	11,811	(107)	96.13%
EXPENDITURES					
Administration					
Misc-Assessment Collection Cost	256	248	236	12	92.19%
Total Administration	256	248	236	12	92.19%
TOTAL EXPENDITURES	256	248	236	12	92.19%
Excess (deficiency) of revenues Over (under) expenditures	12,030	11,670	11,575	(95)	96.22%
OTHER FINANCING SOURCES (USES)					
Other NonOperating Uses	-	-	(11,575)	(11,575)	0.00%
TOTAL FINANCING SOURCES (USES)	-	-	(11,575)	(11,575)	0.00%
Net change in fund balance	\$ 12,030	\$ 11,670	\$ -	\$ (11,670)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2025)	-	-	-		
FUND BALANCE, ENDING	\$ 12,030	\$ 11,670	\$ -		

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
REVENUES					
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%
TOTAL REVENUES	404,677	386,161	391,864	5,703	96.83%
EXPENDITURES					
Administration					
Misc-Assessment Collection Cost	8,222	7,975	7,588	387	92.29%
Total Administration	8,222	7,975	7,588	387	92.29%
Debt Service					
Principal Debt Retirement	270,000	-	-	-	0.00%
Interest Expense	118,805	59,403	59,403	-	50.00%
Total Debt Service	388,805	59,403	59,403	-	15.28%
TOTAL EXPENDITURES	397,027	67,378	66,991	387	16.87%
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%
FUND BALANCE, BEGINNING (OCT 1, 2025)	214,316	214,316	214,316		
FUND BALANCE, ENDING	\$ 221,966	\$ 533,099	\$ 539,189		

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

					ALLOCATION			
DATE RECEIVED	NET AMOUNT RECEIVED	DISCOUNT/ (PENALTIES) AMOUNT	COLLECTION COSTS	GROSS AMOUNT RECEIVED	GENERAL FUND	SERIES 2018 DEBT SERVICE FUND	SERIES 2019 DEBT SERVICE FUND	SERIES 2021 DEBT SERVICE FUND
Assessments Levied FY26				\$ 3,326,874	\$ 2,352,004	\$ 550,949	\$ 12,798	\$ 411,122
Allocation %				100%	71%	17%	0.38%	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
TOTAL	\$ 3,008,736	\$ 127,414	\$ 61,403	\$ 3,197,553	\$ 2,260,578	\$ 529,533	\$ 12,301	\$ 395,141
% COLLECTED				96%	96%	96%	96%	96%
TOTAL OUTSTANDING				\$ 129,322	\$ 91,427	\$ 21,416	\$ 497	\$ 15,981

WATERGRASS
Community Development District II

January 31, 2026

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

Note:

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

WATERGRASS II
Community Development District

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	
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	
							ACH Total	<u>\$1,300.00</u>
ACH #100348								
01/09/26	Vendor	T AND K LACINA ENTERPRISES	040439	parking lot paving	R&M-Roads	001-546139-54101	\$6,320.00	
							ACH Total	<u>\$6,320.00</u>
ACH #100349								
01/09/26	Vendor	SIGNS OF TAMPA BAY LLC	SAR-25888,25593,25410	replacement signs	R&M-Signs		\$5,405.65	
							ACH Total	<u>\$5,405.65</u>
ACH #100350								
01/09/26	Vendor	TAMPA BAY POO PATROL	4976	pet station cleaning	Pet waste station maintenance	001-546169-57200	\$546.00	
							ACH Total	<u>\$546.00</u>
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	<u>\$10,836.00</u>
ACH #100352								
01/09/26	Vendor	GPS POOLS, INC	STENNER KID 2	STENNER PUMP	R&M-Pools	001-546074-57200	\$599.99	
							ACH Total	<u>\$599.99</u>
ACH #100353								
01/09/26	Vendor	SOLITUDE LAKE MANAGEMENT LLC	PS1227396,1228873,1231976	Contracts Lake	Contracts Lake		\$4,976.87	
							ACH Total	<u>\$4,976.87</u>
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	
							ACH Total	<u>\$2,450.00</u>
ACH #100355								
01/09/26	Vendor	ERWIN ELECTRIC ,INC.	102282&102283	Well repairs	Well repairs		\$3,843.03	
							ACH Total	<u>\$3,843.03</u>
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	
							ACH Total	<u>\$1,405.00</u>

WATERGRASS II
Community Development District

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	
ACH #100357								
01/20/26	Vendor	PEST CEMETERY LLC	78985	Jan pest treatment	pest treatment	001-546070-53900	\$42.00	
							ACH Total	<u>\$42.00</u>
ACH #100358								
01/20/26	Vendor	FITNESS LOGIC INC	127828	QUARTERY MAINTENANCE	Maintenance & Repairs	001-546920-57200	\$155.00	
							ACH Total	<u>\$155.00</u>
ACH #100359								
01/20/26	Vendor	ACCURATE DRILLING SOLUTIONS	17110	Well 4 final payment	WELL DRILLING	001-549900-57200	\$14,287.50	
							ACH Total	<u>\$14,287.50</u>
ACH #100360								
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	
							ACH Total	<u>\$9,658.64</u>
ACH #100361								
01/20/26	Vendor	BGE INC	36843	ENG SERVICES THROUGH 12/26/25	ENGINEERING	001-531013-51501	\$984.75	
							ACH Total	<u>\$984.75</u>
ACH #300077								
01/09/26	Vendor	ENGAGE PEO	20261-INIT	PAY PERIOD ending 1/03/26	Payroll-Other	001-512004-57200	\$2,616.37	
							ACH Total	<u>\$2,616.37</u>
ACH #300078								
01/09/26	Vendor	ENGAGE PEO	202527-INIT	PAY PERIOD ending 12/20	Payroll-Other	001-512004-57200	\$3,796.81	
							ACH Total	<u>\$3,796.81</u>
ACH #300079								
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	
							ACH Total	<u>\$4,123.02</u>
ACH #300080								
01/12/26	Vendor	W.R.E.C. - ACH	010925ACH	PERIOD 12/03-01/06/26	Electricity - Streetlights	001-543013-53150	\$14,462.59	
							ACH Total	<u>\$14,462.59</u>

WATERGRASS II
Community Development District

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
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
ACH Total							\$3,555.89
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
ACH Total							\$2,330.90
ACH #300083							
01/23/26	Vendor	ENGAGE PEO	20262-INIT	PAY PERIOD ending 1/17/26	Payroll-Other	001-512004-57200	\$3,601.62
ACH Total							\$3,601.62
ACH #300085							
01/30/26	Vendor	ENGAGE PEO	122561	PAY PERIOD ending 1/17/26	Payroll-Other	001-512004-57200	\$3,601.62
ACH Total							\$3,601.62
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
ACH Total							\$2,347.53
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
ACH Total							\$129.98
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
ACH Total							\$195.36
CHECK # 4463							
01/08/26	Vendor	US BANK	7943052	Trustee Fees	ProfServ-Trustee Fees	001-531045-51301	\$4,040.63
Check Total							\$4,040.63
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
Check Total							\$321,070.37

WATERGRASS II Community Development District

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
CHECK # 4465							
01/22/26	Vendor	WATERGRASS II C/O US BANK	11426-2018 SERIES	Tranfer of Tax Reciepts (Series 2018)	Due From Other Funds	131000	\$13,314.56
							Check Total
							<u>\$13,314.56</u>
CHECK # 4466							
01/22/26	Vendor	WATERGRASS II C/O US BANK	11426-SERIES 2021	Tranfer of Tax Reciepts (Series 2021A)	Due From Other Funds	131000	\$9,935.41
							Check Total
							<u>\$9,935.41</u>
CHECK # 4467							
01/22/26	Vendor	WATERGRASS II C/O WELLS FARGO	11426-2019 SERIES	Tranfer of Tax Reciepts (Series 2019)	Due From Other Funds	131000	\$309.29
							Check Total
							<u>\$309.29</u>
ACH #DD313							
01/08/26	Vendor	PASCO COUNTY UTILITIES SVC - ACH	122425-ACH CORRECTION	ACH CORRECTION	Utility Services	001-543063-53601	\$21.21
							ACH Total
							<u>\$21.21</u>
							Account Total
							<u>\$452,263.59</u>
							Total Amount Paid
							\$452,263.59



Proposal #: 671218

Date: 3/5/2026

From: Brian Alexander

**Landscape Enhancement Proposal for
Watergrass II CDD**

David Wenck
Inframark
2654 Cypress Ridge Blvd.
Suite 101
Wesley Chapel, FL 33544
david.wenck@inframark.com

LOCATION OF PROPERTY

33677
Wesley Chapel, FL 33545

Watergrass 2 CDD - Pond 41 Cut Back

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
General Labor	80	\$72.14	\$5,771.34

For the cut back of the rear of pond 41. Highlighted with the yellow line below.



Terms and Conditions: Signature below authorizes Yellowstone to perform work as described in this proposal and verifies that the prices and specifications are hereby accepted. This quote is firm for 30 days and change in plans or scope may result in a change of price. All overdue balances will be charged a 1.5% a month, 18% annual percentage rate.

Limited Warranty: Plant material is under a limited warranty for one year. Transplanted material and/or plant material that dies due to conditions out of Yellowstone's control (i.e., Act of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.

AUTHORIZATION TO PERFORM WORK:

By _____

Print Name/Title

Date _____

Watergrass II CDD

Subtotal	\$5,771.34
Sales Tax	\$0.00
Proposal Total	\$5,771.34

THIS IS NOT AN INVOICE



YELLOWSTONE LANDSCAPE

SERVICE COMMUNICATION REPORT

Property Name: Water grass

Date: 2-16-26

The following landscape maintenance services were performed on your property today. If you have any questions about your service please call us at:

GROUNDS MAINTENANCE CUSTOMER SERVICE 813-886-7755

TURF		LANDSCAPE BEDS		FERTILIZATION		PEST CONTROL	
Mowing	()	Pruning	()	Turf	(<input checked="" type="checkbox"/>)	Turf	
Edging	()	Hedging	()	Trees	()	insects	()
curbs	()	Weeding	()	Shrubs	()	weeds	(<input checked="" type="checkbox"/>)
beds	()	Trees	()	Annuals	()	disease	(<input checked="" type="checkbox"/>)
Weedeating	()	pruning	()			Shrubs	Fire ants ()
		Palms	()			insects	()
		pruning	()			disease	()
							Weed beds spray ()
IRRIGATION		PLANTING		CLEANUP		OTHER SERVICES PERFORMED	
Inspect	()	Annuals	()	Trash	()		
Adjust	()	Palms	()				
Repair	()	Mulch	()	Leaves &			
		Contractual	()	debris	()		
		Billable	()				

COMMENTS, AREAS WHICH REQUIRE SPECIAL ATTENTION OR WORK:

Liquid fertilizer was applied to St Aug and Rye grass in the park's. Also treated St Aug sod for weeds and disease - Treated Rye grass in park's for weeds.

Services provided by:

Received by:



SERVICE COMMUNICATION REPORT

Property Name: Watergrass II CDD Date: 2-17-26

The following landscape maintenance services were performed on your property today. If you have any questions about your service please call us at:

GROUNDS MAINTENANCE CUSTOMER SERVICE 813-886-7755

TURF	LANDSCAPE BEDS	FERTILIZATION	PEST CONTROL
Mowing ()	Pruning ()	Turf (<input checked="" type="checkbox"/>)	Turf
Edging ()	Hedging ()	Trees ()	Trees
curbs ()	Weeding ()	Shrubs ()	insects ()
beds ()	Trees ()	Annuals ()	weeds (<input checked="" type="checkbox"/>)
	pruning ()		disease (<input checked="" type="checkbox"/>)
Weedeating ()	Palms ()		Shrubs
	pruning ()		insects ()
			disease ()
			Fire ants ()
			Weed beds
			spray ()
IRRIGATION	PLANTING	CLEANUP	OTHER SERVICES PERFORMED
Inspect ()	Annuals ()	Trash ()	
Adjust ()	Palms ()		
Repair ()	Mulch ()	Leaves &	
	Contractual ()	debris ()	
	Billable ()		

COMMENTS, AREAS WHICH REQUIRE SPECIAL ATTENTION OR WORK:

Liquid fertilizer was applied to St Aug^{sod} and Rye grass - Also treated St Aug sod and Rye grass for weeds and disease

Services provided by:

Received by: _____



SERVICE COMMUNICATION REPORT

Property Name: Watergrass II LPO Date: 2-18-26

The following landscape maintenance services were performed on your property today. If you have any questions about your service please call us at:

GROUND MAINTENANCE CUSTOMER SERVICE 813-886-7755

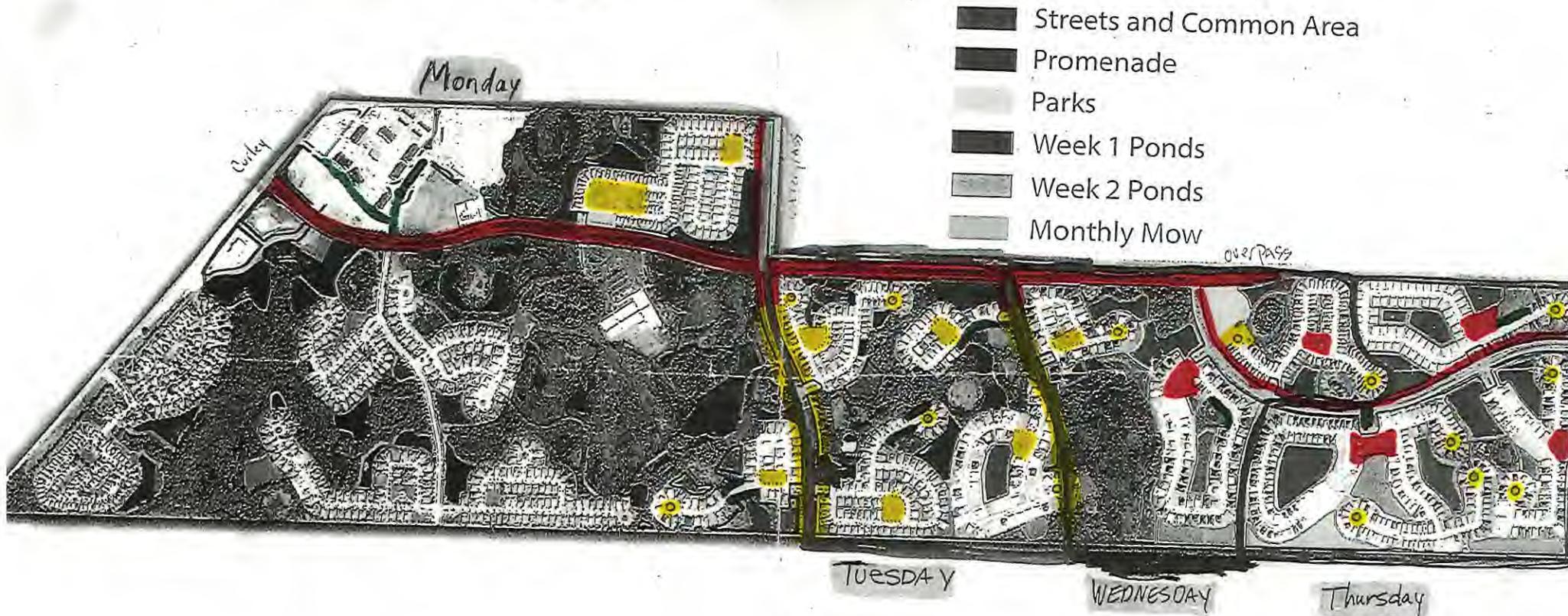
TURF	LANDSCAPE BEDS	FERTILIZATION	PEST CONTROL
Mowing ()	Pruning ()	Turf (<input checked="" type="checkbox"/>)	Turf
Edging ()	Hedging ()	Trees ()	Trees
curbs ()	Weeding ()	Shrubs ()	insects ()
beds ()	Trees ()	Annuals ()	weeds (<input checked="" type="checkbox"/>)
	pruning ()		disease (<input checked="" type="checkbox"/>)
Weedeating ()	Palms ()		Shrubs
	pruning ()		insects ()
			disease ()
			Fire ants ()
			Weed beds ()
			spray ()
IRRIGATION	PLANTING	CLEANUP	OTHER SERVICES PERFORMED
Inspect ()	Annuals ()	Trash ()	
Adjust ()	Palms ()		
Repair ()	Mulch ()	Leaves & debris ()	
	Contractual ()		
	Billable ()		

COMMENTS, AREAS WHICH REQUIRE SPECIAL ATTENTION OR WORK:

Liquid fertilizer was applied to St Aug and Bahia sod - Also treated St Aug and Bahia sod for weeds and disease.

Services provided by:

Received by: _____



- 2/16/26 Sprayed Turf for Weeds, Disease, + w/ Liquid Fertilizer
- 2/17/26 Sprayed Turf for Weeds, Disease, + w/ Liquid Fert.
- 2/18/26 Sprayed Turf for Weeds, Disease, + w/ Liquid Fert.

SOLITUDE

LAKE MANAGEMENT



Watergrass 2 CDD Waterway Inspection Report

Reason for Inspection: Scheduled-recurring

Inspection Date: 2026-03-04

Prepared for:
Operations manager

Prepared by:

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

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Pg

SITE ASSESSMENTS

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PONDS29 - 31 _____ 4

PONDS32-34 _____ 5

PONDS 35 _____ 6

MANAGEMENT/COMMENTS SUMMARY _____ 6, 7

SITE MAP _____ 8

26

Comments:

Treatment in progress
Site has a minor algae bloom.
Shoreline weeds such as torpedo grass and pennywort present. This has been treated on 3/4/26.



Action Required:

Routine maintenance next visit

Target:

Species non-specific

27

Comments:

Normal growth observed
New beneficials are coming in nicely such as duck potato and GSR. Site is looking great overall, other than some pennywort on the shoreline.



Action Required:

Routine maintenance next visit

Target:

Pennywort

28

Comments:

Normal growth observed
Beneficials are coming in and looking green. Water has turbidity. Erosion is present on homeowners shoreline.



Action Required:

Routine maintenance next visit

Target:

Species non-specific

29

Comments:

Treatment in progress

This site is experiencing an algae bloom. Algae has been treated on 3/4 and should clear up in 10-14 days.

Action Required:

Routine maintenance next visit

Target:

Surface algae



30

Comments:

Site looks good

This site is in good condition. Banks are clear and water level look good.

Action Required:

Routine maintenance next visit

Target:



31

Comments:

Treatment in progress

Overall this site is looking great. Noticed minor torpedo grass along shoreline.

Action Required:

Routine maintenance next visit

Target:

Shoreline weeds



Site: 32

Comments:

Site looks good
Flow structure is in good condition and is free of any debris.



Action Required:

Routine maintenance next visit

Target:

Site: 33

Comments:

Site looks good
This site has no notable concerns and is currently algae free.



Action Required:

Routine maintenance next visit

Target:

Site: 34

Comments:

Site looks good
This site and flow structure are in good condition.



Action Required:

Routine maintenance next visit

Target:

Site: 35

Comments:

Site looks good

Banks are clear and there is no current concerns for this site.



Action Required:

Routine maintenance next visit

Target:

Management Summary

In the month of March we are getting warmer weather and scattered rain showers. This is the time we really monitor sites for algae blooms and also erosion caused from having extremely dry banks. Overall the sites are looking good. We plan to stay on top of any submersed growth that occurs while the ponds fill with water.

Sites #26, #29, and #31 all got treated for algae and results can take up to 10 - 14 days.

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!

Site	Comments	Target	Action Required
26	Treatment in progress	Species non-specific	Routine maintenance next visit
27	Normal growth observed	Pennywort	Routine maintenance next visit
28	Normal growth observed	Species non-specific	Routine maintenance next visit
29	Treatment in progress	Surface algae	Routine maintenance next visit
30	Site looks good		Routine maintenance next visit
31	Treatment in progress	Shoreline weeds	Routine maintenance next visit
32	Site looks good		Routine maintenance next visit
33	Site looks good		Routine maintenance next visit
34	Site looks good		Routine maintenance next visit
35	Site looks good		Routine maintenance next visit



Watergrass 2 CDD

Wesley Chapel, FL





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 Arboicola 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
Heather Jackson hjackson@inframark.com
clubhouse@watergrass2cdd.com
Sarah Schmidt Sarah.Schmidt@inframark.com
Melinda.Gallo@inframark.com
James MacWilliams jmacwilliam@yellowstonelandscape.com
Allan Alcaide aalcaide@yellowstonelandscape.com
Brian Alexander 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		
MAXIMUM VALUE	145		

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

Contractor Signature: _____

Inspector Signature: _____

Property Representative Signature: _____





WATERGRASS II CDD

LANDSCAPE INSPECTION

March 5, 2026

ATTENDING:

JAMES MACWILLIAMS – YELLOWSTONE LANDSCAPE

BRIAN ALEXANDER – YELLOWSTONE LANDSCAPE

ALEX DELGADO – YELLOWSTONE LANDSCAPE

PAUL WOODS – OLM, INC.

SCORE: 92%

**NEXT INSPECTION
APRIL 2, 2026 AT 10:00 AM**

CATEGORY I: MAINTENANCE CARRYOVER ITEMS FROM 02/05/2026

- 33. Graybrook Drive median island: Ground prune dead Viburnum.
- 39. Rake down fire ant mounds after insects have been eradicated.

CATEGORY II: MAINTENANCE ITEMS

CLUBHOUSE

- 1. Remove windfall and leaf drop from beds during weekly service visits.
- 2. Rake out seasonal color bed to improve the appearance until changeout occurs.
- 3. Basketball court: Paint has been spilled on turf. It also appears there is a tire track on the sidewalk with the green basketball surface paint.

COMMON AREAS

- 4. Promenade Business Centre: Rake leaf accumulations from curb side storm water inlets.
- 5. Promenade Business Centre: Monitor newly installed sod at the Promenade Centre Blvd entrance island and town square.
- 6. Promenade Business Centre: Increase fertility to promote infilling growth in the large common lawn. Complete any repairs due to sod loss from drought injury.
- 7. Promenade Business Centre: Closely monitor emerging spears on Bismarck Palms. I do not recommend removing any fronds at this time.
- 8. Promenade Business Centre: Top dress bare soil at the end of the river stone bed at the endcap of the entrance island.
- 9. Main entrance: Rejuvenate prune freeze damaged Copperleaf back to green stem.
- 10. Main entrance: Remove dead wood and moss from Viburnum hedgerow adjacent to Chick-fil-A.
- 11. Overpass Road eastbound merge lane to the east of Anglestem Blvd: Prune downward growth from street side Oak tree, balance pruning as needed to maintain a uniform

- canopy height.
12. Overpass Road median island adjacent to the elementary school crosswalk: Complete tip pruning Crape Myrtles.
 13. Overpass Road and throughout: Buff out crack weeds during mowing operations.
 14. Watergrass Pkwy southbound right-of-way: Ground prune Viburnum stumps in front of the backflow preventor, maintaining access.
 15. Watergrass Pkwy southbound right-of-way: Detail and maintain around the irrigation controller at the west side of the right-of-way.
 16. The Gardens: Ground prune Dwarf Allamanda in the park.
 17. The Gardens: Use a leaf rake to groom spent foliage from Fountain Grass.
 18. The Gardens: Monitor staking on Sabal Palm at the park, removing staking and banding once palm is firmly rooted.
 19. The Gardens: Remove leaf accumulations blown into mulch beds.
 20. The Gardens: Remove herbicided weeds.
 21. Cypress Bend entrance: Rejuvenate prune Gold Mound Duranta along right-of-ways by 50%.
 22. Cypress Bend: Rejuvenate prune freeze damaged Dwarf Firebush at the Azalea Ridge Drive park by 50%.
 23. Cypress Bend: Confirm irrigation in Bay Laurel Court, avoiding saturated soils.
 24. Cypress Bend: Control weeds in Cypress tree wells at the pond at Bay Laurel Court.
 25. Whisper Pointe: Rejuvenate freeze damaged Firebush at the park at Sugar Brook Place.
 26. Whisper Pointe: During pruning rotations consider reducing the largest stems in remnant Viburnums, maintaining a 5 to 6 foot finished height.
 27. Chasewood: Control crack weeds.
 28. Stagger mow patterns throughout parks and large common areas to avoid rutting turf.
 29. Chasewood: Rake down fire ant mounds after insects have been eradicated.
 30. Chasewood exit side fence: Confirm irrigation coverage.
 31. Graybrook: Control bed weeds at the keypad island.
 - 32. Old Bridge Road: Confirm all sidewalks are detailed as close as feasible in conjunction with mowing operations to improve site cleanliness.**

33. Bradbury: Detail pond side tree wells along the south fence line adjacent to the 7000 block of Bradbury Circle.
34. Exit side of Bradbury entrance: Maintain staking on small Oak trees as needed.
35. Bradbury: Rejuvenate prune Copperleaf to green wood.
36. Astoria/Radley entrance monument: Rejuvenate prune freeze damaged Gold Mound Duranta, Firebush, and Copperleaf.
37. Astoria monument: Confirm irrigation coverage.
38. Astoria: Prune and elevate Oak trees as needed along the south pond shores to maintain mower/groundskeeper clearance.
39. Astoria: Control broadleaf and grassy weeds in St. Augustine turf in cul-de-sacs.
40. Talamore: Rejuvenate prune Gold Mound Duranta and Arboricola Trinette at park at Bluestem Court.
41. Talamore: Redistribute bed mulch to cover bare soil.
42. Remove any loose straps or remnant banding from pond side trees.
43. Remove windblown trash and debris during weekly visits along the north Handcart Road frontage adjacent to Pasadena Point.
- 44. Hardcart Road/Old Bridge Road entrance: Determine viability of palms, removing dead plant material at this time.**
45. Stonebrook land tract east of the park: Control fire ant mounds, raking down once insects have been eradicated.
46. Stonebrook: Confirm irrigation coverage at Wynthorne Place cul-de-sac and improve or repair St. Augustine turf.
47. Ashcroft: Improve fertility to Viburnum hedgerow on the inbound right-of-way.
48. Promenade Park: Remove windblown trash and debris from parking lot and perimeter fence during weekly visits.
49. Promenade Park: Remove Spanish Moss and elevate the Oak tree on the east end of the playground.
50. Promenade Park: Use a flat shovel to remove debris along curbs.
51. Overpass Road west right-of-way adjacent to the median island: Determine cause of leak.
52. Windchase Villas: Rake down fire ant mounds after insects have been eradicated along

the east perimeter at Watergrass Pkwy.

53. Windchase Villas: Spot spray broadleaf weeds in Bahia turf along right-of-ways.
54. Windchase Villas: Control weeds in turf along the Watergrass Pkwy berm.

CATEGORY III: IMPROVEMENTS – PRICING

1. Clubhouse, adjacent to the gym window: Provide a price to supplement Muhly Grass.
2. Throughout: Provide a proposal for any remaining stump grinding. Identify locations on an overall site map.
3. Clubhouse: Provide a price to remove dead and freeze damaged Dwarf Firebush between playground and basketball court, remove mulch, and install sod after confirming irrigation. If this is an unirrigated bed I recommend installing Bahia sod.
4. Astoria: Provide a price to install sod in areas where weeds have been eliminated between curb and sidewalk at the park near the mailboxes.
5. Radley: Provide a price to sod bare turf areas along the park right-of-way.
6. Provide a price to remove the remnant wire wheel behind the Handcart Road berm.

CATEGORY IV: NOTES TO OWNER

1. I recommend proceeding with leveling of soil adjacent to the clubhouse parking lot so that stolons disrupted by hog damage can begin to reroot.
2. Talamore: I recommend reviewing/approving contractor's proposal for resodding at the north Bluestem Court cul-de-sac. Turf weed control has reduced grassy and broadleaf weeds to essentially no cover. I also recommend reviewing proposal for the right-of-way strip north of the mailboxes at Bluestem Court.
3. Common rear adjacent to the east shore line of pond 41: I recommend reviewing the pond shore slope grading. Contractor reports the corner is inaccessible. There is no turf in this area and unless regrading is suggested by the engineer I recommend sodding the areas behind the homes with Bahia. Part of the saturation issue is runoff from irrigated rear lawns.

CATEGORY V: NOTES TO CONTRACTOR

1. I recommend providing post freeze damage information bulletin to the client with the suggestion to make the information available via website or newsletter.

cc: Mona Slaughter mona.slaughter@inframark.com
Heather Jackson hjackson@inframark.com
clubhouse@watergrass2cdd.com
Sarah Schmidt Sarah.Schmidt@inframark.com
Melinda.Gallo@inframark.com
James MacWilliams jmacwilliam@yellowstonelandscape.com
Allan Alcaide aalcaide@yellowstonelandscape.com
Brian Alexander balexander@yellowstonelandscape.com

WATERGRASS II CDD

MONTHLY LANDSCAPE MAINTENANCE INSPECTION GRADESHEET

A. LANDSCAPE MAINTENANCE	VALUE	DEDUCTION	REASON FOR DEDUCTION
TURF	15		
TURF EDGING	5		
WEED CONTROL – TURF AREAS	10	-2	Broadleaf , poa and goosegrass
TURF INSECT/DISEASE CONTROL	10		
PLANT FERTILITY	5		Complete by 4/15/26
WEED CONTROL – BED AREAS	10	-1	Improved
PLANT INSECT/DISEASE CONTROL	10		
PRUNING	10	-4	Winter freeze kill prune South perimeter tree elevation
CLEANLINESS	10		
MULCHING	5	-1	Redistribute to cover bare soil
WATER/IRRIGATION MANAGEMENT	15	-2.5	Avoid over saturation in Cul de sac
CARRYOVERS	5	-1	33,36

B. SEASONAL COLOR/PERENNIAL MAINTENANCE	VALUE	DEDUCTION	REASON FOR DEDUCTION
VIGOR/APPEARANCE	10		Seasonal color by 3/22
INSECT/DISEASE CONTROL	10		
DEADHEADING/PRUNING	10		
MAXIMUM VALUE	145		



Date: 3-5-26 Score: 92.0% *Performance Payment™ %100*

Contractor Signature: _____

Inspector Signature: _____

Property Representative Signature: _____

OLM, Inc. Phone: 770.420.0900 Fax: 770.420.0904 www.olminc.com

Yellowstone Landscape | TAMPA



30319 Commerce Drive, San Antonio, FL 33576 - 813.223.6999

Property

Watergrass II CDD
33677 Wesley Chapel
Wesley Chapel, FL 33545

Inspection

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

Estimate Summary

Labor: 16 hours, 20 minutes - \$1,143.10
Materials: \$675.00
Equipment: \$125.00

Total: \$1,943.10
(plus applicable taxes)

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
Total (plus applicable taxes):		\$1,943.10

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	Audit	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	Audit	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	Audit	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	Audit	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	Audit	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	Audit	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 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 > Zone 3 rotors

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

Controller 16 Chasewood park > Zone 4 rotors

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

Controller 16 Chasewood park > Zone 5 rotors

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

Controller 16 Chasewood park > Zone 6 drip

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

Controller 17 Kateland dr. Cul-de-sac > Zone 1 mpr sprays

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

Controller 17 Kateland dr. Cul-de-sac > Zone 2 drip

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

Controller 18 Greybrook park > Zone 1 sprays

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

Controller 18 Greybrook park > Zone 2 sprays

Asset	Service Audit	Notes	Labor	Materials	Equipment	Total
Zone 2 sprays		Hours: 0	\$0.00	\$0.00	\$0.00	\$0.00
Audit performed, but no issues were identified						
Controller 18 Greybrook park > Zone 3 sprays						
Zone 3 sprays		Hours: 0	\$0.00	\$0.00	\$0.00	\$0.00
Audit performed, but no issues were identified						
Controller 18 Greybrook park > Zone 4 rotors						
Zone 4 rotors		Hours: 0	\$0.00	\$0.00	\$0.00	\$0.00
Audit performed, but no issues were identified						
Controller 18 Greybrook park > Zone 5 rotors						
Zone 5 rotors		Hours: 0	\$0.00	\$0.00	\$0.00	\$0.00
Audit performed, but no issues were identified						
Controller 18 Greybrook park > Zone 6 rotors						
Zone 6 rotors		Hours: 0	\$0.00	\$0.00	\$0.00	\$0.00
Audit performed, but no issues were identified						
Controller 18 Greybrook park > Zone 7 rotors						
Zone 7 rotors		Hours: 0	\$0.00	\$0.00	\$0.00	\$0.00
Audit performed, but no issues were identified						
Controller 18 Greybrook park > Zone 8 rotors						
Zone 8 rotors		Hours: 0	\$0.00	\$0.00	\$0.00	\$0.00
Audit performed, but no issues were identified						
Controller 18 Greybrook park > Zone 9 rotors						
Zone 9 rotors	Audit	Hours: 0 Audit performed, but no issues were identified	\$0.00	\$0.00	\$0.00	\$0.00

Controller 18 Greybrook park > Zone 10 rotors

Asset	<u>Service</u>	Notes	Labor	Materials	Equipment	Total
Zone 10 rotors		Hours: 0	\$0.00	\$0.00	\$0.00	\$0.00

Audit performed, but no issues were identified

Controller 18 Greybrook park > Zone 11 rotors

Asset	<u>Service</u>	Notes	Labor	Materials	Equipment	Total
Zone 11 rotors		Hours: 0	\$0.00	\$0.00	\$0.00	\$0.00

Audit performed, but no issues were identified

Controller 18 Greybrook park > Zone 12 drip

Asset	<u>Service</u>	Notes	Labor	Materials	Equipment	Total
Zone 12 drip		Hours: 0	\$0.00	\$0.00	\$0.00	\$0.00

Audit performed, but no issues were identified

Controller 19 Willow point Ct cul-de-sac > Zone 1 Sprays

Asset	<u>Service</u>	Notes	Labor	Materials	Equipment	Total
Zone 1 Sprays		Hours: 0	\$0.00	\$0.00	\$0.00	\$0.00

Audit performed, but no issues were identified

Controller 19 Willow point Ct cul-de-sac > Zone 2 Drip

Asset	<u>Service</u>	Notes	Labor	Materials	Equipment	Total
Zone 2 Drip		Hours: 0	\$0.00	\$0.00	\$0.00	\$0.00

Audit performed, but no issues were identified

Controller 20 Lancaster loop park > Zone 1 Sprays

Asset	<u>Service</u>	Notes	Labor	Materials	Equipment	Total
Lateral Line 2		Part: Line Line Length (ft.): 0 Line Size: 1 1/2" Hours: 0.5	\$35.00	\$15.00	\$0.00	\$50.00
Zone 1 Sprays	<u>Audit</u>	need to fix lateral line by tree from park at the entrance of willow point Hours: 0	\$0.00	\$0.00	\$0.00	\$0.00

Audit performed, but no issues were identified

Controller 20 Lancaster loop park > Zone 3 Rotors

Asset	Audit	Notes	Labor	Materials	Equipment	Total
Zone 3 Rotors		Hours: 0	\$0.00	\$0.00	\$0.00	\$0.00

Audit performed, but no issues were identified

Controller 33 on Greybrook > Zone 19 rotors

Asset	Service	Notes	Labor	Materials	Equipment	Total
Sprinkler Head 1	Replace	Part: Head & Nozzle Head Type: Rotor Line Length (ft.): 0 Hours: 0.33	\$23.10	\$25.00	\$0.00	\$48.10

replaced 4 rotors due utility company wrenching the area old rotor weren't in the ground we added fixed on new ones

Controller 34 on Watergrass pkwy > Zone 11 sprays

Asset	Troubleshoot Service	Notes	Labor	Materials	Equipment	Total
Valve 2		Hours: 1	\$70.00	\$335.00	\$0.00	\$405.00

zones not operating had to replace decoder and solenoid fixed on site

Controller 35 overpass rd entrance side

Asset	Troubleshoot Service	Notes	Labor	Materials	Equipment	Total
Controller 35 overpass rd entrance side		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	Troubleshoot Service	Notes	Labor	Materials	Equipment	Total
Valve 1		Hours: 1	\$70.00	\$285.00	\$0.00	\$355.00

rotor zone not working damaged decoder fixed on site

Controller 50

Asset	Troubleshoot Service	Notes	Labor	Materials	Equipment	Total
Controller 50		Hours: 7	\$490.00	\$0.00	\$125.00	\$615.00

zone 28 had to rewire this area due wire issues fixed on site



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
Arboricola



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
Arboricola**



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

Arboricola



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

Arboricola



Observation

Talamore

Assigned To

Comments

Ginger

Fire Bush

Boxwood



Observation

Talamore

Assigned To

Comments

Yellow Duranta



Observation

Stonebrook

Assigned To

Comments

Arboricola

Ti Plant



Observation

Ashcroft

Assigned To

Comments

Arboricola

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
**Arboricola
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

Arboricola



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

FAMILYFENCEFLA@GMAIL.COM

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

Best Price, Fast Service, Family Owned and Operated, Licensed and Insured

On Mon, Feb 2, 2026 at 10:23 AM Clubhouse Manager <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".

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

From: Family Fence <familyfencefla@gmail.com>

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

To: Clubhouse Manager <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
Subtotal		\$8,304.00
Total		\$8,304.00
Deposit Due		\$2,076.00

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.

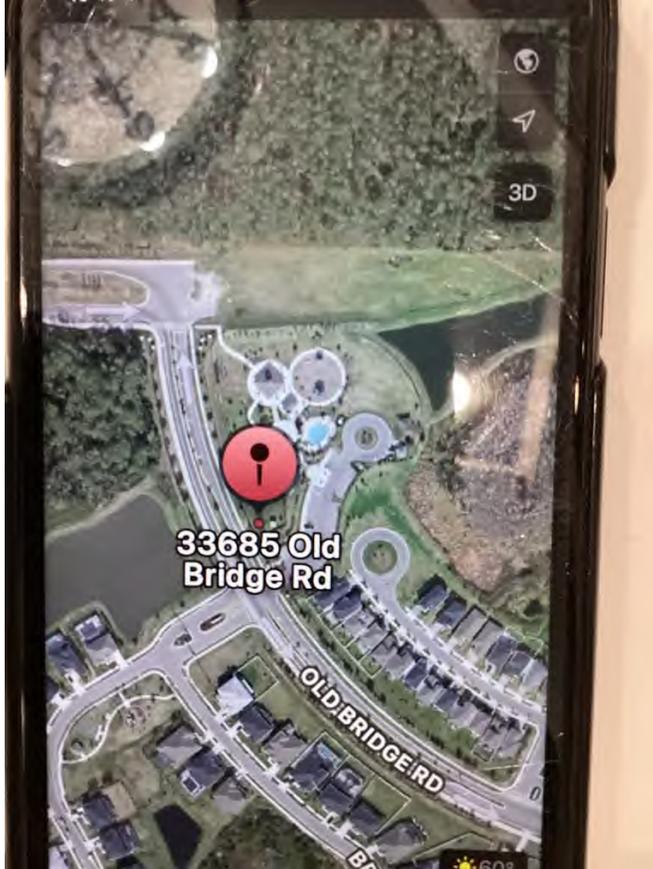
UNDERGROUND DISCLAIMER: Underground utilities to main box will be marked by Sunshine State One Call and New Tampa Fence will not be responsible for any claims arising from encroachment or damage to utilities. Private utilities need to marked by homeowner/business. New Tampa Fence will not be responsible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





NEW TAMPA FENCE
813-423-7383

New Tampa Fence, Inc.
Work up sheet
Date: 2/10/10

Customer: Stacy Schmidt
Address: 3711 Windelstrom Dr
Phone: 813-957-0256 (O)

Subdivision: Horseshoe Park
City: Westchapel Zip: 33605
Email: clubhouse@westchapel2.com

Footage: 248 Style / color: Black / Black
2 18' x 4' Gates

Circle diagram:
Rectangular area labeled "Pole Ball Court" with dimensions 44' x 44'. A curved line below it is labeled "44' Radius".

Options:
 Standard Chain Link
 Heavy Duty Chain Link
 Small Dog
 Narrow picket spacing
 Pool Code
 Special Gate hardware
 S-Curve Rail
 Fence Removal
 Have Survey
 Needs HOA Approval
 Fence Sharing
 Military/Vet Responders Discount
 Corner Lot
 Drainage/ access easements
 Fence line to be cleared by: NOT with charge / Homeowner
 Permit Needed
 Private utility lines

Gates to open: IN ___ OUT X

Special Instructions: _____

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



Covered Party: Watergrass II Community Development District
Mailing Address: c/o Inframark Management Services
2654 Cypress Ridge Blvd., Suite 101 Wesley Chapel, FL 33544

FEIN: 46-2371215
Physical County: Pasco

Contact: Heather Jackson
Title: District Manager

Phone: 656.258.5166
Email: hjackson@inframark.com

Coverage Term: 10/1/2025 - 10/1/2026

Year Entity was established: 2013

Coverages being requested. Please select with an "Yes" or "No"	
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.

<p>SIGNATURE: _____</p> <p>TITLE: _____</p> <p>DATE: _____</p>
--

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



Property

Covered Party	Watergrass II Community Development District
Coverage Period:	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

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

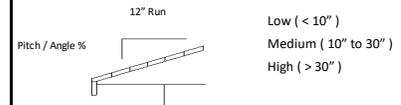
CONSTRUCTION TYPES

- 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
- Joisted Masonry** – Exterior walls are constructed of masonry materials, such as adobe, brick, concrete, gypsum block, 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, gypsum or other non-combustible materials
- Masonry Non-Combustible** – Exterior walls are constructed of masonry materials as described in Joint Masonry with 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 material with 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 fire observation towers
- Electrical Equipment** – Non-high tech electrical equipment other than electrical equipment included as part of 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 material must be raised from
- Waterfront Structures** - Wharves or docks built next to the shore of navigable waters

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):



Roof Design:



Gable



Cross Gable



Simple Hip



Cross Hip



Flat



Gambrel



Mansard



Salt Box



Pyramid Hip



Shed

Complex Roof Design (mixture of several different roof designs)

64	Graybrook Playground	Graybrook Dr & Kateland Dr		Wesley Chapel	FL	33543	Pasco	2014										Non Combustible	3
65	Graybrook Property in the Open ((Benches,Trash Recepticles, Bike Racks)	Graybrook Dr & Kateland Dr		Wesley Chapel	FL	33543	Pasco	2014										Non Combustible	3
66	Promenade Black Aluminum Amenity Fencing	33755 Old Bridge Rd		Wesley Chapel	FL	33545	Pasco	2014										Non Combustible	3
67	Promenade Dumpster Enclosure	33755 Old Bridge Rd		Wesley Chapel	FL	33543	Pasco	2014										Masonry Non Combustible	3
68	Promenade Entrance Stone Columns (3)	33755 Old Bridge Rd		Wesley Chapel	FL	33545	Pasco	2014										Masonry Non Combustible	3
69	Promenade Large Dog Park Interior Chain Link Fencing	33755 Old Bridge Rd		Wesley Chapel	FL	33545	Pasco	2014										Non Combustible	3
70	Promenade Large Dog Park Shade Structure	33755 Old Bridge Rd		Wesley Chapel	FL	33545	Pasco	2014										Non Combustible	3
71	Promenade Picnic Area w/Shade Structure	33755 Old Bridge Rd		Wesley Chapel	FL	33543	Pasco	2014										Joisted Masonry	3
72	Promenade Picnic Furniture	33755 Old Bridge Rd		Wesley Chapel	FL	33545	Pasco	2014										Property in the Open	3
73	Promenade Playground with Shade Structures (2)	33755 Old Bridge Rd		Wesley Chapel	FL	33545	Pasco	2014										Non Combustible	3
74	Promenade Pool and Splash Pad Furniture	33755 Old Bridge Rd		Wesley Chapel	FL	33545	Pasco	2014										Property in the Open	3
75	Promenade Property in the Open (Benches,Trash Recepticles, Bike Racks)	33755 Old Bridge Rd		Wesley Chapel	FL	33545	Pasco	2014										Property in the Open	3
76	Promenade Small Dog Park Interior Chain Link Fencing	33755 Old Bridge Rd		Wesley Chapel	FL	33545	Pasco	2014										Non Combustible	3
77	Promenade Small Dog Park Shade Structure	33755 Old Bridge Rd		Wesley Chapel	FL	33545	Pasco	2014										Property in the Open	3
78	Promenade Decorative Column with Statue	33755 Old Bridge Rd		Wesley Chapel	FL	33545	Pasco	2014										Masonry Non Combustible	3
79	Promenade Storage Shed	33755 Old Bridge Rd		Wesley Chapel	FL	33543	Pasco	2014										Joisted Masonry	3
80	Radley Basketball Court	Radley Way		Wesley Chapel	FL	33545	Pasco	2014										Non Combustible	3
81	Radley Basketball Court	Radley Way & Heron Walk Ln		Wesley Chapel	FL	33545	Pasco	2014										Non Combustible	3
82	Radley Decorative Gate	Radley Way & Heron Walk Ln		Wesley Chapel	FL	33545	Pasco	2014										Non Combustible	3
83	Radley Entrance Monument	Radley Way		Wesley Chapel	FL	33545	Pasco	2014										Masonry Non Combustible	3
84	Radley Mailbox Kiosk Pavilion	Radley Way & Heron Walk Ln		Wesley Chapel	FL	33545	Pasco	2014										Joisted Masonry	3
85	Radley Property in the Open (Benches,Trash Recepticles, Bike Racks)	Radley Way & Heron Walk Ln		Wesley Chapel	FL	33545	Pasco	2014										Property in the Open	3
86	Stonebrook Basketball Court	Stonebrook Cir & Wynthorne Pl		Wesley Chapel	FL	33545	Pasco	2014										Non Combustible	3
87	Stonebrook Decorative Gates (2)	Stonebrook Cir & Wynthorne Pl		Wesley Chapel	FL	33545	Pasco	2014										Non Combustible	3
88	Stonebrook Entry Monument w/2 Stone Columns	Stonebrook Cir		Wesley Chapel	FL	33545	Pasco	2014										Masonry Non Combustible	3
89	Stonebrook Mail Kiosk Pavilion	Stonebrook Cir & Wynthorne Pl		Wesley Chapel	FL	33545	Pasco	2014										Joisted Masonry	3
90	Stonebrook Playground	Stonebrook Cir & Wynthorne Pl		Wesley Chapel	FL	33545	Pasco	2014										Non Combustible	3
91	StoneBrook Property in the Open (Benches,Trash Recepticles, Bike Racks)	Stonebrook Cir & Wynthorne Pl		Wesley Chapel	FL	33545	Pasco	2014										Property in the Open	3
92	Talamore Basketball Court	Talamore Dr. & Bluestem Ct		Wesley Chapel	FL	33545	Pasco	2014										Non Combustible	3
93	Talamore Decorative Gates (2)	Talamore Dr. & Bluestem Ct		Wesley Chapel	FL	33545	Pasco	2014										Non Combustible	3
94	Talamore Entrance Monument w/Gate and 4 Stone Columns	Talamore Dr		Wesley Chapel	FL	33545	Pasco	2014										Masonry Non Combustible	3
95	Talamore Mail Kiosk Pavilion	Talamore Dr. & Bluestem Ct		Wesley Chapel	FL	33545	Pasco	2014										Joisted Masonry	3
96	Talamore Playground	Talamore Dr. & Bluestem Ct		Wesley Chapel	FL	33545	Pasco	2014										Non Combustible	3
97	Talamore Property in the Open (Benches,Trash Recepticles, Bike Racks)	Talamore Dr. & Bluestem Ct		Wesley Chapel	FL	33545	Pasco	2014										Property in the Open	3
98	The Gardens Entry Monument w/Stone Columns (4) & Gate	Estate Garden Dr. and Heather Sound Loop		Wesley Chapel	FL	33543	Pasco	2014										Masonry Non Combustible	3
99	Whisper Pointe Basketball Court	Sugar Brook Pl & Shadow Branch Ln		Wesley Chapel	FL	33543	Pasco	2014										Non Combustible	3
100	Whisper Pointe Decorative Gates (2)	Sugar Brook Pl & Shadow Branch Ln		Wesley Chapel	FL	33543	Pasco	2014										Non Combustible	3
101	Whisper Pointe Entry Monument w/Stone Columns (2)	Whisper Pointe Dr		Wesley Chapel	FL	33543	Pasco	2014										Masonry Non Combustible	3
102	Whisper Pointe Playground	Sugar Brook Pl & Shadow Branch Ln		Wesley Chapel	FL	33543	Pasco	2014										Non Combustible	3
103	Whisper Pointe Property in the Open (Benches,Trash Recepticles, Bike Racks)	Sugar Brook Pl & Shadow Branch Ln		Wesley Chapel	FL	33543	Pasco	2014										Property in the Open	3
104	Willow Point Basketball Court	Willow Point Ct & Lancaster LP		Wesley Chapel	FL	33543	Pasco	2014										Non Combustible	3
105	Willow Point Decorative Gates (2)	Willow Point Ct & Lancaster LP		Wesley Chapel	FL	33543	Pasco	2014										Non Combustible	3
106	Willow Point Entry Monument w/Gates and Stone Pillars (4)	Willow Point Ct		Wesley Chapel	FL	33543	Pasco	2014										Non Combustible	3
107	Willow Point Playground	Willow Point Ct & Lancaster LP		Wesley Chapel	FL	33543	Pasco	2014										Non Combustible	3
108	Willow Point Property in the Open (Benches,Trash Recepticles, Bike Racks)	Willow Point Ct & Lancaster LP		Wesley Chapel	FL	33543	Pasco	2014										Property in the Open	3
109	Windchase Basketball Court	Woodthrush Way & Windelstraw Dr.		Wesley Chapel	FL	33543	Pasco	2014										Non Combustible	3
110	Windchase Entry Monument w/Stone Columns (2)	Overpass Rd. & Windchase Way		Wesley Chapel	FL	33543	Pasco	2008										Masonry Non Combustible	3
111	Windchase Entry Monument w/Stone Columns (2)	Overpass Rd. & Woodthrush Way		Wesley Chapel	FL	33543	Pasco	2008					\$	42,895	\$	-		Masonry Non Combustible	3
112	Windchase Property in the Open (Benches,Trash Recepticles, Bike Racks)	Woodthrush Way & Windelstraw Dr.		Wesley Chapel	FL	33543	Pasco	2008										Property in the Open	3

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	3NSM2A572RE01384	\$ 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				

Adam Laurie

34094 Astoria Cir. | Wesley Chapel, FL 33545 | (281) 825-2340 | mradamlaurie@gmail.com

****Objective****

Dedicated community member seeking a position on the Community Development District (CDD) to contribute to the enhancement and management of our neighborhood's resources, infrastructure, and overall quality of life.

****Key Qualifications****

- Former Precinct Chair in Kingwood, TX.
- Small business financial and operational management, as well as strong resource-allocation experience.
- Focused on automated maintenance planning to allow for improved infrastructure projects.
- Strong communication and collaboration skills with a focus on community engagement.
- Experience managing budgets, projects, and working with local contractors.
- Passionate about improving neighborhood safety, amenities, and long-term planning.
- Proven leadership in local initiatives, including organizing events and improvement projects.
- Familiarity with local government processes, rules, and ordinances.

****Relevant Experience****

****Small Business Owner****

Houston, TX – Wesley Chapel, FL | 2016–Present

- Own and operate a small technology consulting company focused on automation to maximize returns for limited budgets.
- Coordinate contractors for various roles within IT projects spanning multiple sectors.

- Achieved profitability and growth year-over-year since inception almost a decade ago.

****Precinct Chair****

Houston, TX | 2016

- Organized neighborhood events for election, registration, speaking, and voting activities.
- Managed legal obligations of elections and volunteer enrollment.

****Education****

Masters of Science in Information Technology

Purdue Global University | 2012

Bachelor of Arts

University of North Texas | 2005

****Community Involvement****

- Active member of the Watergrass POA Association.
- Regular follower of CDD meetings with a strong understanding of neighborhood priorities.

****References Available Upon Request****

Clinton Robinson

Operations Manager

 Wesley Chapel, FL

 (603)505-6223

 Clintrob333@yahoo.com

 N/A

PROFILE

Results-driven logistics and operations professional with over 30 years of experience in distribution, project management, and leadership. Proven ability to optimize processes, drive compliance, and achieve organizational goals. Skilled in communication, analytical problem-solving, and team development.

EXPERTISE

-Project Management
(Operational, Training & Problem Resolution)
Presentations & Communication
(MS PowerPoint, Verbal/Written)
-Policy & Procedure
Implementation
Analytical Research & Data-
Driven Decision Making
Budget Management, P&L,
Capital Expenses
Contract Review & Vendor
Negotiations.

EDUCATION

AMERICAN PUBLIC
UNIVERSITY
ASSOCIATE DEGREE IN
BUSINESS MANAGEMENT
(IN PROGRESS)
CURRENT GPA: 3.64 (ONE
CLASS REMAINING FOR
COMPLETION)

SOUTHERN VICTORIA HIGH
SCHOOL | PERTH-ANDOVER,
NB, CANADA
GRADUATED: 1987

PROFESSIONAL EXPERIENCE

ASSISTANT DISTRICT MANAGER OCT 2023 – PRESENT
The Groves Community Development District

Inframark | Community District Manager
2023–Present

Lead project management initiatives, including proposal acquisition and contract reviews.

Oversee member experience programs, community safety, and policy/procedure planning.

Manage budgets, P&L, and capital expenses to ensure financial efficiency.
Community relations and relationship building.

SENIOR OPERATIONS MANAGER JUN 1996 – OCT 2023
Walmart Supply Chain

Walmart Distribution Center #6030 | Raymond, NH
1996–2023

Directed facility operations, ensuring compliance with customer satisfaction metrics, safety standards, and ethical guidelines.

Forecasted staffing needs and implemented business plans to achieve production, quality, and engagement goals.

Trained and coached associates to uphold accountability and performance standards.

KPI driven environment with continuous improvement metrics.
WPS (Six Sigma) root cause analyses methodologies.

MICHAEL'S CCRAFT STORES Jun 1993 – Dec 1996
Inventory Clerk

Michaels Craft Stores | Pittsfield, MA & Manchester, NH
1993–1996

Managed backroom inventory, merchandise flow, and vendor deliveries.
Handled claims, pricing, data entry, and security for efficient operations.



NDEYE "NAS" GUISSÉ-AQUIL

Wesley Chapel, FL 33545
813-325-1506
nadris77@gmail.com

PROFESSIONAL SUMMARY

Results-driven Director of Electrical Engineering with over 10 years of experience leading high-performance teams in the design, development, and delivery of innovative electrical systems and products. Adept at combining technical expertise with strategic vision to execute complex projects, drive operational efficiency, and foster cross-functional collaboration. Proven track record of successfully delivering cutting-edge solutions on time and within budget. Strong mentorship skills, guiding teams to achieve excellence and cultivate a culture of continuous improvement. Deep understanding of industry trends and emerging technologies, driving a commitment to staying at the forefront of advancements. Committed to promoting diversity, equity, and inclusion within engineering teams to fuel creativity and drive innovation. Ready to leverage my skills to lead my future home-company toward new heights of engineering excellence.

SKILLS

- Roadmap design
- Engineering leadership
- UL MTR Certified
- Resource allocation
- Employee development
- Technology Management Certified
- Project management
- Design review
- AutoCAD Design

EXPERIENCE

Zeppelin Systems USA | Odessa, FL

Director of Electrical Engineering

February 2023 - Current

- Led a team of 9 engineers, overseeing the successful completion of at least 10 large projects annually, resulting in a 50% increase in project delivery efficiency.
- Collaborated with cross-functional teams to launch SAP, contributing to a 25% cost savings.
- Increased functional efficiency and work quality by 35% by establishing, reviewing and updating department standards and procedures.
- Implemented an Electrical Design manual for new hires that resulted in a 50% improvement in employee retention.
- Enhanced effectiveness of the engineering team by 45% by aligning individual and team goals with company objectives.

Electrical Design Manager

March 2019 - February 2023

- Anticipated and removed roadblocks and managed deliverables for over 6 large projects annually.
- Engaged with project teams to support field operations and coordinated engineering work during commissioning.
- Developed design packaging strategy to meet owner requirements, drive innovation and delivered successful projects.
- Oversaw project financial returns by participating in budgeting of new projects
- Observed industry patterns and trends to inform hiring and training decisions.

Senior Electrical Design Engineer

April 2018 - March 2019

- Presented highly complex information in clear, concise terminology for non-technical individuals. such as shareholders.

- Created documentation with requirements, verification plans and user guides. to improve design efficiency by 25%
- Developed and executed electrical design tests to optimize systems. by 25%
- Worked cooperatively with systems, software engineers and program management to deliver successful products.
- Applied comprehensive knowledge of engineering concepts, procedures and practices throughout project lifecycles.

Electrical Design Engineer

April 2013 – April 2018

- Designed moderately complex electronic and electrical systems.
- Created and delivered production-quality releases from initial proof of concept to production.
- Devised test methods and documentation to evaluate, debug and check electrical and electronic systems.
- Researched latest products and technologies and made recommendations for materials selection.
- Created complete documentation with requirements, verification plans and user guides.

EDUCATION

Master of Science (M.S.) - Engineering Management **(May 2019)**

University of South Florida, Tampa, FL

Bachelor of Science (B.S.) - Electrical Engineering **(December 2012)**

University of South Florida, Tampa, FL

LANGUAGES

- | | | |
|-----------------------------|--------------------|-------------------|
| • English
Fluent | • French
Native | • Wolof
Native |
| • Spanish
Conversational | | |

Contact

stephanysegatti@gmail.com

www.linkedin.com/in/stephany-segatti-ctrs-bba32a73 (LinkedIn)

Top Skills

Customer Service

Community Intergration

Leisure Education

Certifications

Certified Therapeutic Recreation Specialist

Stephany Segatti, CTRS

Recreation Therapist

Tampa, Florida, United States

Experience

U.S. Department of Veterans Affairs

3 years 8 months

Recreation Therapist- Polytrauma

February 2023 - Present (3 years 2 months)

Tampa, Florida, United States

Evaluates, establishes goals based on evaluation findings, and develops treatment interventions.

Implements and modifies as necessary treatment plan and goals as needed throughout course of treatment to ensure optimum outcomes.

Perform documentation of patient care including assessments, progress notes, encounters, consultations, care plans, and other reports as needed.

Serves as Recreation Therapy representative on interdisciplinary teams as assigned or needed.

Educate patients, their families, and caregivers as required regarding treatment interventions and goals, in addition to any consideration involving adaptations to better ensure optimal treatment outcomes.

Demonstrates ability and competency in treating patients that range in age from 18+ who may experience complex medical or mental health issues.

Adheres with Medical Center policies. Utilizes Automated Data Processing (ADP) system in accordance with established procedures. Adheres to Medical Center ADP Security policy.

Participates in the evaluation of equipment and supplies, which affect their service delivery.

Fosters and maintains a safe treatment area.

Promotes effective communication with all patients, caregivers, treatment team members, Medical

Center staff and community partners.

Maintains professional competence through participation in appropriate educational activities.

Assists in teaching and providing learning experiences for Recreation Therapy clinical interns as required.

Participates in staff orientation, successfully completes Medical Center assigned mandatory trainings, and in-service activities.

Deliver treatment in compliance with Veterans Health Administration (VHA) accrediting agencies and VHA directives.

Utilize budget and internal processes for approval of spending to order supplies for programming and for community reintegration.

Member of the PMRS Performance Improvement Committee

Advanced Medical Support Assistant
August 2022 - February 2023 (7 months)
Tampa, Florida, United States

Schedules appointments.

Responsible for scheduling New Consults and procedures appointments for the assigned section.

Enters appropriate information into the electronic record.
Initiates, completes, and verifies patient eligibility for benefits.

Updates and verifies demographic information.
Provides information regarding clinic and hospital policies, procedures, and locations to patients, family members, and staff.

Coordinates and schedules patient appointments with other clinics, specialties, and inter-facility as appropriate.

Serves as coordinator for questions including interpretation of policy.

Observes all safety precautions and is responsible for learning, practicing, and supporting all existing safety practices relevant to this position.

Processes incoming patient secure messaging through MyHealthyVet and coordinates with care team as appropriate.

Maintains patient's confidential records, copies, and file documentation.

Scans and enters information into VISTA, CPRS.

Participates in team huddles and team meetings to manage, plan, problem solve, and follow-up with patient care by sharing information and collaborating with the interdisciplinary team.

Responsible for assuring that various aspects of training, compliance, reporting and quality assurance are met.

Other duties as assigned.

Best Buddies International

4 years 6 months

Jobs Program Supervisor

February 2021 - June 2022 (1 year 5 months)

Tampa, Florida, United States

Oversee Best Buddies Jobs Program in 7 Florida Counties

Performs job development for unemployed participants, including initiating relationships with potential employers, following through on established leads and developing/managing existing relationships, and making presentations to pitch the Best Buddies Jobs Program.

Trains and supervises ECs to ensure that all participants and employers are adequately trained and supported, and all placements are in the best interest of all parties.

Directly manages a caseload of Jobs participants and assumes other duties of Employment Consultant as needed.

Develops, maintains, and oversees relationships with government agencies to obtain participant referrals

Manages all contracts from Jobs funding sources to ensure that contractual obligations are being met.

Works with ECs to perform annual assessment of programs and create appropriate goals for improvement.

Reviews all case files and required paperwork and ensures that deadlines are met and notes are up to date.

Determines what services may be required in order to successfully obtain suitable employment.

Serves as a liaison to local community providers of employment placement and support services for individuals with Intellectual and Developmental disabilities

Employment Consultant

September 2020 - January 2021 (5 months)

Tampa, Florida, United States

Assumes full responsibility for a caseload of employed participants, including documenting all services and communications in participant case records

Provide job coaching, including performing initial task analysis, training participants on-the-job, visiting participants' job sites regularly, and providing follow-along services to employed and stabilized individuals

Maintains relationships with employers/supervisors and advocates for participants' rights to equal treatment and pay from employers while also encouraging self-advocacy and maintaining positive employer-employee relations

Provides participants with travel training and/or transportation services

Maintains positive relationships with families, support coordinators, and referral sources

Conducts Individual Written Program Plan (IWPP) with participants and monitors progress toward stated benchmarks

Employment Consultant

January 2018 - August 2020 (2 years 8 months)

Boston, Massachusetts, United States

Assumes full responsibility for a caseload of employed participants, including documenting all services and communications in participant case records

Provide job coaching, including performing initial task analysis, training participants on-the-job, visiting participants' job sites regularly, and providing follow-along services to employed and stabilized individuals

Maintains relationships with employers/supervisors and advocates for participants' rights to equal treatment and pay from employers while also encouraging self-advocacy and maintaining positive employer-employee relations

Provides participants with travel training and/or transportation services

Maintains positive relationships with families, support coordinators, and referral sources

Conducts Individual Written Program Plan (IWPP) with participants and monitors progress toward stated benchmarks

Partners HealthCare at Home & Spaulding Rehabilitation Network
Careers

Recreational Therapist

July 2013 - May 2016 (2 years 11 months)

Design and implement a Therapeutic Recreation Department at Spaulding Hospital Cambridge

Develop departmental policies and procedures

Full scope of recreation therapy clinical services: assessing, treatment plan development, treatment

delivery and evaluation for clients with a focus on:

-Amputee Rehabilitation

-Brain Injury Rehabilitation

-Cardiac Rehabilitation

-Oncology Rehabilitation

-Neurological Rehabilitation

-Physical Medicine & Rehabilitation

- Pulmonary Rehabilitation
- Spinal Cord Injury Rehab
- Stroke Rehabilitation

Utilize budget for purchasing of supplies and resources

Utilize budget to contract with local entertainers for musical programming

Organize, schedule and implement musical programming

Design and develop all aspects of a pet therapy program

Orient and supervise community and pet therapy volunteers

Chair of Patient Events Committee

Co-treat with a Neurological Music Therapist, Occupational Therapists, Physical Therapists, and Speech-language Pathologists to provide a variety of patient groups ie. Cooking and Adaptive Sports

Genesis HealthCare

Recreational Therapist and Assistant Director of Guest Services
December 2012 - June 2013 (7 months)

Redesigned current recreation department and programming

Implemented programming to stimulate lower functioning population

Supervised four recreation assistants

Oriented and supervised community volunteers

Utilized PPD budget to contract with local entertainers and purchase supplies

CRC Health Group

Recreational Therapist
November 2011 - November 2012 (1 year 1 month)

Designed and implemented Wilmington Treatment Center's Recreational Therapy program

Full scope of recreation therapy clinical services: assessing, treatment plan development, treatment delivery and evaluation for clients with addiction

Created and utilized yearly budget

Supervised Recreational Therapy students

Supervised Yoga instructor, Art Therapist, Music Therapist and Zumba instructor

BAY PINES VA HEALTH CARE SYSTEMS

7 months

Recreational Therapist

August 2011 - November 2011 (4 months)

In charge of registration, training and running classes for the Walk with Ease program for Veterans

Recreational Therapy Intern

May 2011 - August 2011 (4 months)

Recreation Therapy Internship instituting full scope of recreation therapy clinical services: assessing, treatment plan development, treatment delivery and evaluation for clients in Medical Foster Home and Home Based Primary Care programs.

Education

East Carolina University

Bachelors of Science, Therapeutic Recreation/Recreational Therapy · (2011)

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".

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

From: VJL <vincejluce@gmail.com>
Sent: Wednesday, March 4, 2026 9:32 AM
To: clubhouse@watergrass2cdd.com <clubhouse@watergrass2cdd.com>
Subject: CDD2 Board vacant position

Here is my resume for the vacant position.
Let me know if there are any questions. Based on your email a few wweeks back I qualify.

Vincent Luce

[7657 Windchase Way, Wesley Chapel] • [813-220-5405] • [vincejluce@gmail.com]

<https://www.linkedin.com/in/vincentluce/>

Professional Summary

Retired IT professional with nearly 40 years of enterprise technology experience, including long-term mainframe operations and secure data environments. Detail-oriented, research-driven, and task-focused community resident with a vested interest in maintaining responsible governance, fiscal oversight, and rule compliance within the district.

Community Involvement

- Resident of the community for 12+ years
- U.S. citizen and registered to vote at community address
- Named on quit claim deed with vested residential interest
- Known for analytical approach, mediation mindset, and rule-focused decision making

Professional Experience

Cognizant Technology Solutions — Information Technology Professional

- Supported enterprise systems following corporate transition from Time Incorporated
- Held ADP2 security clearance with FBI access to sensitive TRICARE-related data
- Maintained strict compliance with security, auditing, and operational standards

Time Warner Incorporated — Mainframe Systems Support (1978–Company Sale)

- Nearly four decades supporting large-scale mainframe computing environments
- Emphasized reliability, documentation, and operational continuity
- Collaborated across departments to maintain mission-critical systems

Core Skills Relevant to Board Service

- Policy compliance and risk awareness
- Detail-oriented research and rule interpretation
- Vendor and project oversight perspective
- Security and data-governance background
- Task-focused leadership with collaborative approach

Board Interest

Seeking to contribute professional experience, analytical skills, and long-term community knowledge to support responsible decision-making, transparency, and effective district operations.

Subaru Brand Ambassador — [Years Prior to Pandemic]

- Participated in community outreach and brand engagement initiatives
- Voluntarily stepped away when pandemic conditions began

Paul J Rinaldi
33010 Estate Garden Dr
Wesley Chapel, FL. 33545
708-567-5011 (cell)
prinaldi17126@gmail.com

SUMMARY

I am a very detailed, disciplined, analytical, and organized individual who communicates effectively in multiple formats to multiple audiences and am knowledgeable regarding project, property, and budget management. Versatility is one of my stronger attributes, and I enjoy working with people. My diverse background in leadership, accounting, and sales has provided me an invaluable foundation of business acumen.

PROFESSIONAL EXPERIENCE

Sedona Technologies Government Services
Moline, Illinois

Operations Manager (7/13 – 10/14): Oversight of financial numbers submitted in RFP's for government contracts. Determined resources needed to achieve proper outcome and meet SLA's. Recruited staffing across the country. Research and oversight of changes necessary in timekeeping, payroll and accounting systems to comply with DCAA standards. Report to Vice President.

Dell Services Federal Government
Site: The United States Army's Rock Island Arsenal

Program Manager (9/12 – 7/13): Total oversight of the contract. Duties: Running diverse cross-functional teams including Engineering Services, Information Assurance, Networking, Server, Telecommunications, Tier II, and Web Operations. Additional Duties: grew revenues organically and through research of needs of other organizations throughout the installation, expanded top line while controlling expenses in \$10M budget, assured accuracy of financial statements and customer invoicing. Accountable for 88 associates including subcontractors, staffing agencies, and surge work hiring. Report to Client Executive - DOD. Top Secret/SSBI.

Deputy Program Manager (7/10 – 9/12): Lead projects throughout the installation for base customer and additional customers. Envisioned and lead development of a web tool resulting in increased customer satisfaction, higher revenue, and lower costs. Duties: Grow revenue portion of the business in addition to oversight of the contract deliverables and personnel. Report to Program Manager.

Engineering Services (12/08 – 7/10): Lead projects while employing P3MM (enhanced PMBOK with incorporation of Lean Six Sigma) and ITIL and develop and manage high level customer relationships. Duties: Lead projects and develop deliverables within respected management methodologies, maintain accountability for telecom and VTC teams, allocate resources, employ policy and processes. Additional Duties: Act in stead of Program Manager in his absence, recognize and act on organic growth, develop scope and compose technical proposals, manage senior customer relationships, manage and maintain profit/loss and reports for contract modifications, develop matrices for service delivery within service level agreements, report on internal interim program reviews, manage labor categories, and collaborate on service delivery business plan. Accountable for 108 associates. Report to Technical Manager and Program Manager.

*LAZ Parking
Chicago, Illinois*

Asset Manager/Director of Operations (1/08 – 6/08): Lead the asset and operational side of 5 properties in 3 states which were purchased by Laz Parking. Duties: Engineering studies, cap-ex repairs, cap-ex recommendations, loans, lease contracts, routine maintenance, management reports, board meetings, oversight of operations management, subcontractor reporting, and marketing plans. Report to the proprietors.

Director of Operations (12/06 – 12/07): Lead day to day operations for four properties with net revenues \$28M+ annually. Duties: Client meetings; contract proposals; management reports; budgeting; special event coordination; and oversight of engineering, accounting, human resources, and general maintenance. Major projects: Revenue control equipment, RFPs, and facility renovation and restoration. Accountable for 52 people. Report to Regional Vice President.

*SP Plus Corporation
Chicago, Illinois*

Regional Manager (11/05 – 12/06): Lead day to day operations for 21 premier properties. Duties: Client meetings, equipment purchasing, contract proposals (RFP), preparing pro forma on prospective sites, check signing, management reports, profit identification, financial statements, and running a separate division for facilities cleaning. Accountable for 206 people. Report to Vice President.

Accounting Manager (8/93 – 11/05): Lead day-to-day accounting for 12 premier properties. Duties: Audit, sales, accounts receivable, accounts payable, budget, journal entries, bank reconciliations, general ledger, and payroll. Produce all financial statements and tax forms. Prepare monthly management reports. All accounting work done on an AS400 platform. Working relationship with the Chicago Park District and City of Chicago revenue and financial departments. Accountable for three people. Report to Vice President.

Senior Manager (6/98 – 11/05): Lead day-to-day operations in six facilities. Duties: facility leadership, maintenance, marketing, customer service, purchasing, reporting to facility proprietors, budgeting, revenue control equipment, and financial statements. Accountable for 45 people. Report to Vice President.

Manager of Revenue Accounting (1/92 – 7/93): Lead daily auditing of 120 parking facilities. Duties: field audits, training and implementation of systems in Philadelphia and Washington D. C., and form creation for proper reporting of revenue and control systems. Accountable for 12 people. Report to Vice President.

EDUCATION

University of Illinois – Chicago
Chicago, IL.
Accounting

Moraine Valley Community College
Palos Hills, IL.
Accounting

OATH OF OFFICE

(Art. II. § 5(b), Fla. Const.)

STATE OF FLORIDA

County of _____

I do solemnly swear (or affirm) that I will support, protect, and defend the Constitution and Government of the United States and of the State of Florida; that I am duly qualified to hold office under the Constitution of the State, and that I will well and faithfully perform the duties of

(Title of Office)

on which I am now about to enter, so help me God.

[NOTE: If you affirm, you may omit the words “so help me God.” See § 92.52, Fla. Stat.]

Signature

Sworn to and subscribed before me by means of ___ physical presence or
___ online notarization, this ___ day of _____, _____.

Signature of Officer Administering Oath or of Notary Public

Print, Type, or Stamp Commissioned Name of Notary Public

Personally Known OR Produced Identification

Type of Identification Produced _____

ACCEPTANCE

I accept the office listed in the above Oath of Office.

Mailing Address: Home Office

Street or Post Office Box

Print Name

City, State, Zip Code

Signature

RESOLUTION 2026-03

**A RESOLUTION DESIGNATING OFFICERS OF THE
WATERGRASS COMMUNITY DEVELOPMENT
DISTRICT II**

WHEREAS, the Board of Supervisors of the WaterGrass Community Development District II at a regular business meeting desires to appoint the below recited persons to the offices specified.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD
OF SUPERVISORS OF THE WATERGRASS COMMUNITY
DEVELOPMENT DISTRICT II:**

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

_____	Chairman
_____	Vice Chairman
<u>Jennifer Goldyn</u>	Secretary
<u>Stephen Bloom</u>	Treasurer
<u>Angel Montagna</u>	Assistant Treasurer
<u>Heather Jackson</u>	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary

PASSED AND ADOPTED THIS 25th DAY OF MARCH 2026.

Chairman

Secretary