



Rizzetta & Company

Harbor Bay Community Development District

**Board of Supervisors'
Regular Meeting
February 19, 2026**

**District Office:
5020 W. Linebaugh Ave Ste 240
Tampa, Florida 33624
813.933.5571**

www.harborbaycdd.org

HARBOR BAY COMMUNITY DEVELOPMENT DISTRICT AGENDA

at the MiraBay Clubhouse Lagoon Room located at 107 Manns Harbor Drive, Apollo Beach, Florida 33572

District Board of Supervisors	Steve Finley Dean Walters Dan Leventry Micheal Rodriguez Tim Nargi	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Lynn Hayes	Rizzetta & Company, Inc.
District Attorney	Andy Cohen	Persson, Cohen, Mooney, Fernandez & Jackson, PA
District Engineer	Amy Palmer	Lighthouse Engineering

All cellular phones and pagers must be turned off during the meeting.

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at 813-933-5571. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

HARBOR BAY COMMUNITY DEVELOPMENT DISTRICT

District Office – Wesley Chapel, Florida (813) 994-1001
Mailing Address – 3434 Colwell Avenue Suite 200, Tampa, Florida 33614
www.harborbaycdd.org

February 11, 2026

Zoom Link: <https://zoom.us/j/91993427543>
Meeting ID: 919 9342 7543
Passcode: 129708
Phone: 929-205-6099

Board of Supervisors
**Harbor Bay Community
Development District**

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Harbor Bay Community Development District will be held on **Thursday, February 19, 2026 at 6:00 p.m.**, at the MiraBay Clubhouse Lagoon Room located at 107 Manns Harbor Drive Apollo Beach, FL, 33572. The following is the agenda for this meeting:

BOS MEETING

- 1. CALL TO ORDER/ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 4. BUSINESS ITEMS**
 - A. Consideration of Amenity Proposals..... Tab 1
 - i. Rizzetta & Company
 - ii. Harbor Bay CDD Self-Management
 - B. Discussion of Potential Suspension of Amenity Privileges..... Tab 2
 - C. Discussion on Harbor Bay CDD 8.2 Parcel & Way Ahead
 - D. Update on Sidewalk Grinding or Sidewalk Replacement
 - E. Consideration of Seacrest Stormwater Drain Lid Proposal Tab 3
 - F. Consideration of Private Investigator Proposals..... Tab 4
- 5. STAFF REPORTS**
 - A. Aquatic Report
 - i. Blue Water Fountain Report Tab 5
 - ii. Blue Water Aquatic Report Tab 6

- iii. Consideration of Pond 33 Debris Removal Proposal Tab 7
- iv. Consideration of CSDI Shell Cove Wetland Removal of Brazilian Pepper Trees Proposal Tab 8
- B. Presentation of LT Kim Landscape Reports Tab 9
 - i. Consideration of Landscape Proposals..... Tab 10
- C. District Counsel
 - i. Update - Park Square Homes On-going Negotiations and Quantification of Damages/Amounts Due
- D. District Engineer
 - i. Consideration of Blue Works Stormwater Camera Proposal..... Tab 11
 - ii. Discussion of Roadway RFP Scope
 - iii. Update on Priority Road Project List
 - iv. Discussion of Marisol Pointe Seawall Depressions
- E. District Coordinator Report Tab 12
 - i. Consideration of Playground Park ADA Mulch Proposals Tab 13
 - ii. Presentation of Project/Reserve Tracker Tab 14
- F. District Manager
 - i. Presentation of District Manager Report..... Tab 15
 - ii. Presentation of Website Compliance Report Tab 16
- G. Onsite Manager Reports
 - i. Director of Operations Report Tab 17
 - ii. Field Operations Manager Report..... Tab 18
 - 1. Update of Power Wash Schedule
- 6. CONSENT AGENDA/BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Regular Meeting Minutes of January 15, 2026 Tab 19
 - B. Ratification of Operation & Maintenance Expenditures For December 2025..... Tab 20
 - C. Presentation of December 2025 Financial Statement Tab 21
- 7. AUDIENCE COMMENTS ON NON-AGENDA ITEMS**
- 8. SUPERVISOR REQUESTS**
- 9. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 994-1001.

Sincerely,

Lynn Hayes

Lynn Hayes
District Manager

Tab 1



Rizzetta & Company
Professionals in Community Management



PROPOSAL

Harbor Bay Community Development District

Prepared for: Board of Supervisors

REGIONAL OFFICE

2700 S. Falkenburg Road, Suite 2745

Riverview, FL 33578

813.533.2950 | rizzetta.com



FIRSTLY

THANK YOU

FOR CONSIDERING US!



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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 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

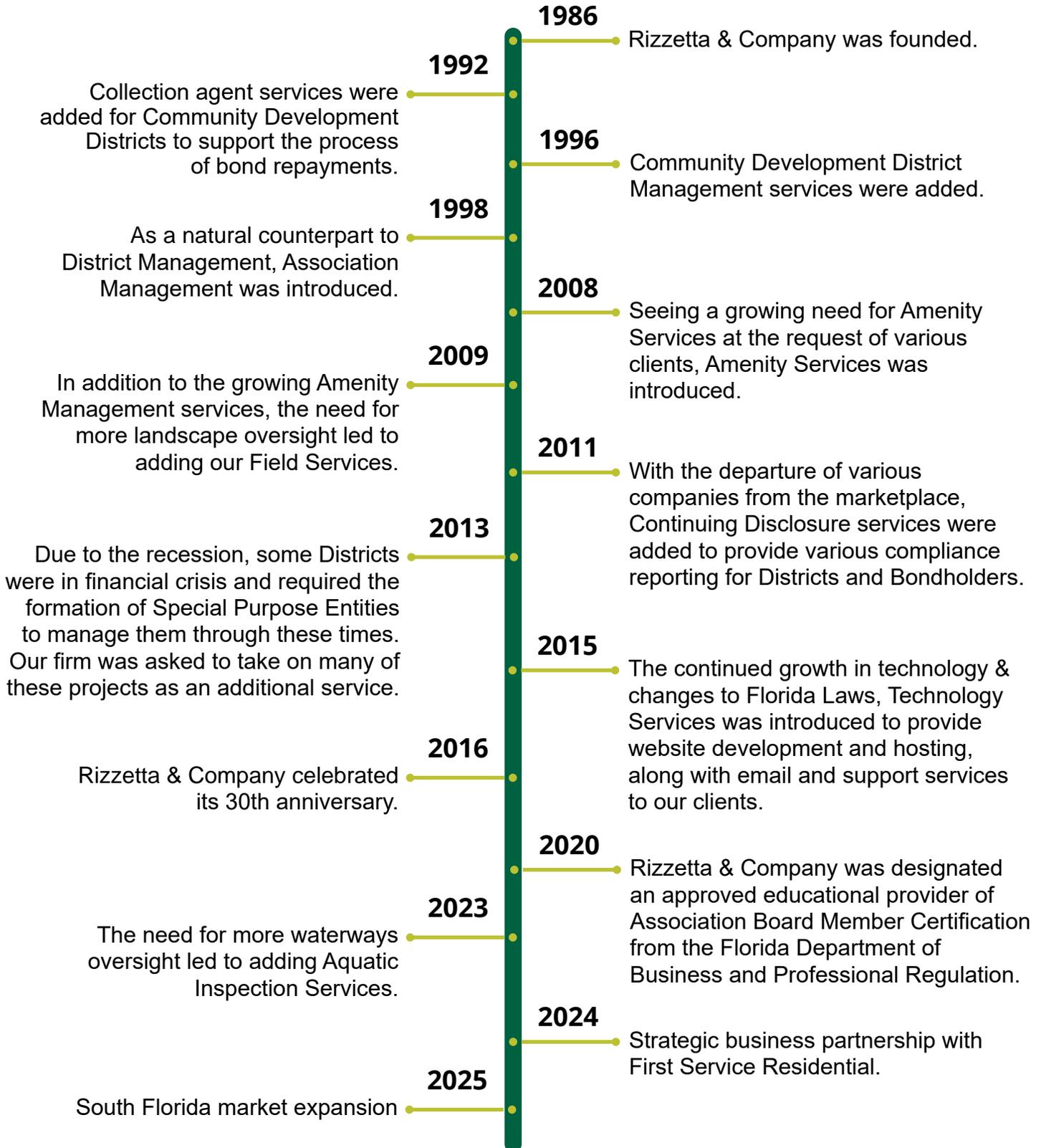


HEADQUARTERS

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





COMMUNITY SERVICES

LIFE IS

BETTER

WHEN WE CREATE THE LIFESTYLE



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.



WE BUILD MEMORABLE EXPERIENCES

Established in 2008, the Amenity Services division has quickly grown to over 150 full-time and part-time employees and is currently managing over twenty-five amenity facilities throughout Florida.

We provide a wide range of services for facilities in Community Development Districts and Community Associations that are cost-effective and can be customized to meet our client's needs. We are driven by creating experiences that deliver results for your community and exceed what residents expect.

Our Resort-Living Lifestyle concept is about creating memorable experiences by providing innovative programs, and events for residents of all ages. The recreational activities are carefully tailored to each community to maximize engagement and enjoyment.

MISSION STATEMENT

Others manage contracts, we manage relationships.





FIRST-CLASS SERVICE

The working partnership with our clients is at the heart of our success. Whether your community is small or large, our first-class service approach ensures every aspect of the day- to-day operational activities offer unparalleled service with outstanding results so it may thrive at the highest level.

MANAGING RELATIONSHIPS

Rizzetta & Company Amenity Services focuses on relationship management, not just contracts. While working on behalf of our boards to implement and oversee policies, enhancements, and enforcement, we understand resident expectations and work to manage and exceed what residents expect.

TRAINING AND CERTIFICATION

While we know we have the best trained managers in the business, we can prove it. All managers undergo a thorough two-week training process beginning in a regional office with a division manager. Dedicated training managers oversee the new leader's progression with multiple progress testing throughout advancement in multiple training stages. Once training has completed, a final certification test is administered by division leadership and must be passed before the candidate can be allowed to move into a Clubhouse Managers role.

METRICS

While other companies may state they know what is happening property level, none can back that up. We can. Whether finances, property conditions, or division leadership presence on site, we measure everything and make it available to our boards.

ACCOUNTABILITY

Beginning in 2022 we implemented a grueling 160-point based inspection to critique our managers' performance. This inspection sets the standards for our managers against which they are consistently critiqued. All aspects of their responsibilities are measured: conditions of facilities, fiscal management and file retention, human resource policies, procedures, and compliance, and even communication with their respective board members.



DIVISIONAL LEADERSHIP SUPPORT

Our team of division leaders have one responsibility: support our managers. All communities are visited and inspected multiple times each month by one of our upper-level team leaders. This not only ensures we are consistently involved with our communities, but that our leaders have the support they need. These visits are tracked and benchmarked, with inspection documentation retained.

ENGAGEMENT

While we know our managers are available for our board members, so is their leadership team. As a standard for division leadership, we are actively in communication with each board to ensure that we remain available to them. Each month, leadership engages different board members in our communities and invites them to meet for one-on-one discussions about their expectations and how our team is performing. You always have our attention.

BACKED BY EXPERIENCE

Rizzetta & Company Amenity Services division leadership has over 50 years of combined customer service experience, with the majority of that in clubhouse management. Our division leadership team knows what it takes to be successful in a community. The division itself is supported by the Rizzetta name. Bill Rizzetta was part of the team that created Florida's first Community Development District. With over 35 years of experience, Rizzetta is the best in the business. From accounting to vendor management, Amenity Services manages all relationships knowing we have the best experience, knowledge, support, and expertise Rizzetta has to offer.





SCOPE OF SERVICES

Rizzetta & Company, is providing a proposal for professional Amenity Management Services for the Harbor Bay Community Development District (“District”). These services are listed by the following categories:

- Management
- Personnel
- Responsibilities
- Additional services
- Litigation support services

General Management & Oversight:

- Provide the services of a General Manager, Assistant General Manager, Facility Attendants, Field Operations Manager, Maintenance Technicians, Housekeeping, Café Manager, Café Lead Attendant, Cafe Attendants, and Pool Monitors.
- Manage all aspects of on-site staff: recruiting, hiring, training, oversight, and evaluation.
- Perform 160-point based inspection of General Manager performance.
- Work closely with the District Manager to remediate any complaints from the board.
- Provide prompt responses to the board of supervisors’ questions and concerns.

On-site Personnel:

Each team member individually contributes to the success of Rizzetta & Company by applying their skills and talents in conjunction with our communities needs. Our team represents themselves and our company in a professional manner which is really what sets us apart from the others. We carefully screen and select each employee by performing a criminal background check, which scans local, county, state, and federal databases for their present and previous residences spanning the prior seven years. Sex offender, fraud, and abuse registries are then searched, and verifications are made that there are no current wants or warrants for the individual. Civil records are searched with prior employment rigorously verified. Lastly, all Rizzetta & Company personnel must pass a 5-panel drug screening before being offered a position with our Company.



PERSONNEL

PROFILE

While we believe the below staffing proposal allows for the highest rate of success for the community, all staffing and wages are for proposal purposes only. Each are amenable by board before final contract.

General Manager

The General Manager (“GM”) is the on-site representative for Rizzetta and is the first point of contact for all board members and residents of the community. The GM oversees the operations of the community’s recreational facilities, amenities, vendors, and staff that deliver services to their designated community. The GM is responsible for ensuring enforcement of all policies and procedures established by the Board and will perform the following duties:

- Responsible for day-to-day operations, managing vendor contracts relating to the Clubhouse, development of standard operation policies and procedures.
- Ensures a presentable overall appearance of the Clubhouse and amenities.
- Serves as the on-site representative of the district to the residents.
- Responsible for the following as it relates to the residents, but not limited to:
- Issue resident access cards, monitor the card system and check resident ID cards
- Respond to after-hours emergency calls
- Interact with residents and guests on a day-to-day basis
- Notify residents of upcoming events, meetings, and general information
- Monitors guest and visitor policies and enforce the rules and regulations of the facility.
- Manage the private events calendar for the Clubhouse and completes private event rental forms, security deposits and check-in/out documents.
- Assesses condition of District property resulting from neglect, vandalism, depreciation and estimates the costs associated with its repair and/or replacement.
- Performs regularly scheduled reviews of preventative maintenance records, inventories, and assists the District Manager in monitoring district invoices and purchases as well as monitoring and controlling expenditures.
- Maintains control of the district’s maintenance items, tools and equipment.
- Document all complaints, injuries, and maintenance issues in a specified logbook.
- Prepare any incident or accident reports and forward them appropriately.
- Responsible for processing and managing work orders as needed.
- Accesses clubhouse needs and provides yearly budgetary input.
- Works with assigned contractors to ensure quality service is provided to the community.
- Oversee workplace operations to maintain and improve effectiveness and efficiency.



- Responsible for preparing monthly management reports.
- Serves as liaison with the Board and District Management staff.
- Responsible, upon request, for attending monthly board meetings and presenting a Clubhouse Management report.
- Non-essential duties include other job-related duties as assigned.

Assistant General Manager

The Assistant General Manager (“AGM”) serves as a key on-site support representative for Rizzetta and assists in the day-to-day operations of the community’s recreational facilities, amenities, vendors, and amenity staff. The AGM supports the General Manager in ensuring community standards are met, policies and procedures are enforced, and exceptional customer service is delivered to residents and guests and will perform the following duties:

- Serve as backup to the GM in overseeing maintenance operations, vendor coordination, and community asset management in line with established District budget and policies.
- Support development and implementation of standard operating procedures to maintain efficient operations.
- Monitor the condition and presentation of the clubhouse, amenities, and common areas to ensure cleanliness and safety.
- Point of contact for residents and board members, always representing the district professionally.
- Assist in supervising and managing amenity staff, including delegation of tasks and oversight of daily responsibilities.
- Handle resident interactions with professionalism.
- Plan, coordinate, and execute special events, programs, and recreational activities for the community, including family, seasonal, holiday, small/large group, charitable, and fundraising events.
- Manage all advertising and communication related to events.
- Maintain a strong understanding of the facility’s rules and regulations and assist with enforcement.
- Prepare reports regarding incidents, maintenance issues, and operational concerns, and ensure timely communication with the General Manager and/or District Manager.
- Ensure vendor performance and service standards are met under the terms of contractual obligations.
- May assume additional leadership duties in the absence of the General Manager.



Facility Attendants

Assist and maintain smooth and effective daily operations of the Amenity and Recreational Facilities. Assist and orient residents in using the amenity facilities. Assist General Manager as needed 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.



Field Operations Manager

The Field Operations Manager is responsible for overseeing and managing the daily maintenance operations of a residential community. This includes ensuring the upkeep of common areas, amenities, and building systems while maintaining compliance with association standards, safety regulations, and budgetary guidelines. This role involves independent decision-making, vendor and contract oversight, and proactive planning to ensure a high-quality living environment for residents. Will perform the following duties:

- Oversee all maintenance operations within the community, including routine, preventive, and emergency maintenance of common areas and amenities.
- Develop and manage the maintenance budget ensuring cost-effective operations and adherence to financial guidelines.
- Manage vendor contracts for landscaping, janitorial services, HVAC, plumbing, and other facility-related services; monitor contractor performance and ensure work meets community standards.
- Conduct regular inspections of common areas (clubhouse, pool, gym, roadways, sidewalks, etc.) to ensure safety, cleanliness, and functionality.
- Use discretion to prioritize and resolve maintenance issues, assess risk, and implement corrective actions with minimal oversight.
- Monitor and maintain compliance with local building codes, safety regulations, and association policies.
- Respond to and coordinate after-hours maintenance emergencies as needed; maintain clear communication regarding incidents and resolutions.
- Maintain accurate records of inspections, maintenance requests, vendor performance, and completed work orders.
- Approve purchasing and manage inventory of tools, equipment, and maintenance supplies to support operational needs.
- Serve as a liaison between residents, and vendors ensuring a professional and responsive maintenance operation.
- Assist with the onboarding and oversight of temporary maintenance support or third-party vendors when required.
- Perform other management-level duties as assigned.



Maintenance Technicians

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

- Assist the Field Operations 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 Field Operations Manager.
- Prepare any incident or accident reports and forward to the Field Operations 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 Field Operations Manager.
- Check and assess street signs, monuments, and informational signs. Report any issues to Field Operations Manager.
- Process and manage work orders and update Field Operations Manager with project status and completion.
- Direct purchasing, receiving, storage, issuing and control of maintenance products, supplies, and equipment.
- Any other duties assigned by Field Operations Manager.
- Ensure an immaculate overall appearance of the amenities.



Housekeeper

The Housekeeper is responsible for cleaning pool cabanas, restrooms, common areas, and around dumpsters. The goal of this position is to maintain a clean and orderly amenities and perform the following duties:

- Conducts routine general janitorial procedures.
- Responsible for, including but not limited to, cleaning pool cabanas, restrooms, common areas, and around dumpsters.
- Carry out heavy cleansing tasks (scrubbing, dusting, sweeping, mopping, etc.).
- Assists with other assigned projects.
- Non-essential duties include other job-related duties as assigned.

Pool Attendants

The goal of this position is to maintain a clean and orderly amenities and 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



Café Manager

Oversee daily operations of the café and bar during designated community hours. Will perform the following:

- Meet and greet new and existing customers with exceptional service.
- Staffing and supervision of café and bar personnel.
- Menu planning with seasonal adjustments.
- Procurement and purchasing of supplies.
- Vendor coordination and inventory management.
- Licensing and regulatory compliance.
- Staff recruitment, onboarding, and training.
- Implementation of ServSafe or equivalent certified training for staff.
- Maintenance of sanitation, storage, and equipment standards.
- Recruit, train, and supervise all café and bar staff.
- Ensure appropriate staffing levels for daily operations and special events.
- Maintains food quality standards for the restaurant. Implement all phases of food procurement, production and service, including, inventory and ordering, storage and rotation, food preparation, recipe adherence, plate presentation, and service and production time standards.
- Conducts daily line checks and ensures that clear feedback is provided to the entire kitchen team, including staff and management.
- Conducts monthly housekeeping, food safety and sanitation and facility reviews personally to improve restaurant standards of kitchen team and to correct deficiencies on a timely basis.
- Ensures the cleanliness of the kitchen by maintaining specified standards, passing Health Department audits with a 90% or better.
- Ensures that the kitchen staff and other team members avoid cross contamination, improper food handling and/or storage practices, etc.
- Avoid legal challenges by conforming to the regulations of the alcoholic beverage commission.
- Maximize bar profitability by ensuring portion control, monitoring accuracy of charges.
- Maintains safe, secure, and healthy environment by establishing, following, and enforcing sanitation standards and procedures and complying with legal regulations.
- Maintains ambiance by controlling lighting, background music, linen service, glassware, dinnerware, and utensil quality and placement, monitoring food presentation and service.



Café Attendant

Assist and maintain smooth and effective daily operations of the café. Assist the Café customers with food and beverage orders and assist with daily kitchen tasks. Will perform the following duties:

- Meet and greet new and existing customers with exceptional service.
- Assists in implementation and maintains all kitchen systems.
- Assists in maintaining current kitchen templates, staff files, ordering and production targets, etc.
- Ensures compliance with inventory procedures.
- Maintains food quality standards for the restaurant. Implement all phases of food procurement, production and service, including, inventory and ordering, storage and rotation, food preparation, recipe adherence, plate presentation, and service and production time standards.
- Conducts daily line checks and ensures that clear feedback is provided to the entire kitchen team, including staff and management.
- Conducts monthly housekeeping, food safety and sanitation and facility reviews personally to improve restaurant standards of kitchen team and to correct deficiencies on a timely basis.
- Ensures the cleanliness of the kitchen by maintaining specified standards, passing Health Department audits with a 90% or better.
- Ensures that the kitchen staff and other team members avoid cross contamination, improper food handling and/or storage practices, etc.
- Participate and assist with the operations, special events and activities of the café.
- Assist management and team as required.
- Responsible for opening and closing responsibilities of the café.
- Always maintain a spotless appearance of the café.
- Clean and bus tables in the dining area and patio areas.
- Maintain all menus and table tents and make sure that they are wiped down.
- Empty all interior trash receptacles in the evening.
- Assist with opening and closing of the cash drawer.
- Controls costs by reviewing portion control and quantities of preparation; minimizing waste; ensuring high quality of preparation.
- Avoid legal challenges by conforming to the regulations of the alcoholic beverage commission.
- Maximize bar profitability by ensuring portion control, monitoring accuracy of charges.
- Maintains safe, secure, and healthy environment by establishing, following, and enforcing sanitation standards and procedures and complying with legal regulations.
- Maintains ambiance by controlling lighting, background music, linen service, glassware, dinnerware, and utensil quality and placement, monitoring food presentation and service.
- Effectively communicates to management to ensure effective and efficient operations without issue.



General Duties for All Staff Members:

- Familiarity with District Rules, Regulations, Policies, Operating Procedures
 - » Full knowledge/awareness of all rules, regulations, or policies of the District.
 - » Prepare any incident or accident reports and forward to the District Manager.
- Enforce the rules, regulations, and policies of the Association.
 - » The Contractor's staff have the authority to have Patrons and others removed from the property when such persons become belligerent, unruly, or in some other way refuse to follow the rules and regulations. Such incidences will be reported promptly to the District.
- Community Relations.
 - » Meet and greet residents and guests.
 - » Handle interactions professionally and forward any questions, concerns, and requests to the District Manager prior to making commitments.
 - » Provide the best possible customer service to maintain a safe and comfortable environment.





PROPOSED PRICING

AMENITY MANAGEMENT SERVICES:

Services will be billed bi-weekly, payable in advance of each bi-week pursuant to the following schedule for the period of **December 1, 2025, to September 30, 2026.**

PERSONNEL:

General Manager

Full Time Personnel - 40 hours/week

Assistant General Manager

Full Time Personnel – 40 hours/week

Facility Attendant

(3) Part Time Personnel – 90 hours/week

Field Operations Manager

Full Time Personnel – 40 hours/week

Maintenance Technicians

(2) Full Time Personnel – 80 hours/week

(1) Part Time Personnel – 30 hours/week

Housekeeping

(2) Full Time Personnel – 80 hours/week

Café Manager

Full Time Personnel – 40 hours/week

Café Lead Attendant

Part Time Personnel – 30 hours/week

Café Attendants

(4) Part Time Personnel – 100 hours/week

Pool Monitors

(12) Part Time Personnel – 125 hours/week

Budgeted Personnel Total ⁽¹⁾ \$ 939,860.00

General Management and Oversight ⁽²⁾ \$ 50,000

Total Year 1 (10 Months) : \$ **989,860.00**

Total Year 2: \$ **1,087,736**

Total Year 3: \$ **1,107,291**



IMMEDIATE SUPPORT FOR HARBOR BAY 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.



**Chico
Rivera**

Chico Rivera is the Amenities Manager at Rizzetta & Company, bringing over 16 years of experience in hospitality management and conservation science.

His strategic approach and leadership skills have been instrumental in achieving significant milestones throughout his career, earning multiple IHG Excellence in Quality awards as General Manager of IHG-Holiday Inn Express Lakeland South, and serving as a Regional Operations & Revenue Manager. His leadership extended beyond the workplace as he served as a Board Member and Vice President of the Lakeland Hospitality Alliance, advocating for the local hospitality industry.

In addition to his extensive hospitality experience, Mr. Rivera has also made notable contributions as a conservation scientist, focusing on the preservation of endangered plant species. As a Rare Plant Specialist at Bok Tower Gardens, he managed Florida's rare plant species and led conservation initiatives, demonstrating his commitment to preserving biodiversity. This unique blend of hospitality and scientific expertise underscores his commitment to community, sustainability, and innovation.

He holds a B.S. in Geology from the University of Florida and is pursuing an M.S. in Forest Resources and Conservation. His community-driven passion is evident in his volunteer roles, including as a Weekend Wayfinder at Se7en Wetlands and a Coral Nursery Assistant at The Florida Aquarium.



EXTENDED SUPPORT FOR HARBOR BAY 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.



**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.



LIFESTYLE & SOCIAL EVENT CALENDAR

Health & Wellness

- Healthy Eating Workshop
- Group Fitness Class
- Yoga at Sunrise
- Full Body Workout
- Bootcamp Training
- Run Club Meet Up



Music & Arts

- Live Music Entertainment
- Move Your Body Dance Camp
- Exploring Colors Art Class
- Paint & Sip Events



- Love is in the Air Bash
- Easter Egg Hunt
- Red, White & BBQ
- Annual Fall Fest
- Halloween Spooktakular Carnival
- Holiday Celebration

Holiday Activities

- Food Truck Rally
- Trivia Night
- Bingo Fever
- Movies on the Lawn
- Themed Social Mixers

Monthly Events



LIFESTYLE & SOCIAL COMMUNITY EXPERIENCE



KIDS VALENTINE'S BASH



PAINT & SIP



PUMPING PAINTING & MOVIES



CAMP OUT EVENT



DOWNTON ABBEY MIXER



HOLIDAY CELEBRATION



LIVE FROM LAS VEGAS



RED, WHITE & BBQ



WHAT OUR CLIENTS SAY ABOUT US...



Excellent management-- they are extremely knowledgeable and have reputable contacts with vendors. Our facilities are always well kept and staffed. Thank you Rizzetta!

Brandon Tandy



Excellent, customer service, receive fast and very effective help comes from all the staff of this company

Adhemar Moreta



There are not many like Rizzetta and Company. I have worked with them for years, and I can attest that their commitment to their clients is outstanding, yet they are also able to maintain an equal balance with their vendors as well to help aid in the upkeep of such communities.

Sam Ogden



This place looks amazing. Thanks to all staff members

Lisa Trevino



Rizzetta is extremely efficient and professional. I have had nothing but good experiences with the staff and our manager. Thank you Rizzetta!

Debbie Jackson



I talked to other residents, and we all have agreed that the changes since Rizzetta took over have been great. I don't think enough happy residents voice their opinion. So, thank you Rizzetta for going above and beyond.

Timothy Brute



Great event. I love living here!

Darlene Merritt



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.



BID

FORMS



V. Proposal Forms

A. General Proposer Information

a. *Proposer General Information:*

Proposer Name Rizzetta & Company

Street Address 3434 Colwell Ave Ste 200

P. O. Box (if any) _____

City Tampa State Florida Zip Code 33614

Telephone 813-658-6048 Fax no. _____

1st Contact Name Taylor Nielsen Title Business Dev Manager

2nd Contact Name Scott Brizendine Title Vice President

Parent Company Name (if any) none

Street Address _____

P. O. Box (if any) _____

City _____ State _____ Zip Code _____

Telephone _____ Fax no. _____

1st Contact Name _____ Title _____

2nd Contact Name _____ Title _____

b. *Company Standing:*

Proposer's Corporate Form: Corporation

(e.g., individual, corporation, partnership, limited liability company, etc.)

In what State was the Proposer organized? Florida Date 1986

Is the Proposer in good standing with that State? Yes X No _____

If no, please explain:

Is the Proposer registered with the State of Florida, Division of Corporations and authorized to do business in Florida? Yes X No _____

If no, please explain _____

c. *What are the Proposer's current insurance limits?*

General Liability \$ 1,000,000

Automobile Liability \$ 1,000,000 Workers Compensation \$ 1,000,000

Expiration Date May 2026

d. *Licensure* – Please list all applicable state and federal licenses, and state whether such licenses are presently in good standing:

B. EXPERIENCE

Has the Proposer performed work for a community development district or master planned residential community in excess of acres previously? Yes ___ No ___ If yes, please provide the following information for each project (attach additional sheets if necessary):

Project Name/Location: _____

Contact: _____ Contact Phone: _____

Project Type/Description: _____

Dollar Amount of Contract: _____

Scope of Services for Project: _____

Dates Serviced: _____

List the Proposer's total annual dollar value of property and amenity management services completed for each of the last five (5) years starting with the latest year and ending with the most current year:

2019 = _____

2020 = _____

2021 = _____

2022 = _____

2023 = _____

Please provide the following information for each project that is similar to this project, and that you are currently undertaking, or have undertaken, in the past five years. Attach additional sheets if necessary.

Project Name/Location: see attached sheet

Contact: _____ Contact Phone: _____

Project Type/Description: _____

Dollar Amount of Contract: _____

Your Company's Scope of Services for
Project: _____

List of subcontractors used :

this a current contract? Yes ____ No ____

Duration of contract: _____

Has the Proposer, or any of its principals or supervisory personnel (e.g., owner, officer, or supervisor, etc.), been terminated from any property and amenity management contract within the past 3 years?

Yes, see attached sheet.

_____ No ____ For each such incident, please provide the following information (attach additional sheets as needed):

Project Name/Location: _____

Attached Sheet:

- *Please provide the following information for each project that is similar to this project, and that you are currently undertaking, or have undertaken, in the past five years.(attach additional sheets if necessary):*

1. Solterra Resort CDD
Polk County
District Management
Awarded to Rizzetta & Company in July 2025
Chairman Brian Meert – seat3@solterraresortcdd.com
2. Cypress Creek CDD
Hillsborough County
District Management and Amenity Management
Awarded to Rizzetta & Company in June 2025
Chairman Jason Hepburn – seat2@cypresscreekcdd.com
3. Lake St. Charles CDD
Hillsborough County
District Management and Amenity Management
Awarded to Rizzetta & Company in June 2025
Chairman Ginny Gianakos – ggianakos@lakestcharles.org
4. Villasol CDD
Osceola County
District Management
Awarded to Rizzetta & Company in March 2025
Chairman Herman Perez – hperez@villasol.org
5. Acacia Fields CDD
Pasco County
District Management
Awarded to Rizzetta & Company in June 2025
Chairman Kelly Evans – Kelly.evans@lennar.com

Attached Sheet:

- *Has the Proposer, or any of its principals or supervisory personnel (e.g., owner, officer, or supervisor, etc.), been terminated from any property and amenity management contract within the past 3 years?*

2025 terminations:

None

2024 terminations:

Concord Station CDD - Board transitioned to new residents who elected to move several contracts from those whom the developer employed, including ours.

2023 terminations:

Kbar Ranch I CDD - We only provided one 10hr/wk employee, this was let go for cost savings.

Tara CDD - A competitor company recruited our District Manager assigned to this account, and the client moved their contracts to that competitor upon our employee transferring there.

Contact: _____ Contact Phone: _____

Project Type/Description: _____

Dollar Amount of Contract: _____

Scope of Services for Project: _____

Dates Serviced: _____

Reason for Termination: _____

Has the Proposer been cited by OSHA for any job site or company office/shop safety violations in the past five years? Yes _____ No X

If yes, please describe each violation, fine, and resolution: _____

Has the Proposer experienced any worker injuries resulting in a worker losing more than ten (10) working days as a result of the injury in the past five years? Yes _____ No X

If yes, please describe each incident _____

Please state whether or not the Proposer or any of its affiliates are presently barred or suspended from bidding or contracting on any state, local, or federal contracts? Yes _____ No X

If yes, please provide:

The names of the entities _____

The state(s) where barred or suspended _____

The period(s) of debarment or suspension _____

Also, please explain the basis for any bar or suspension:

List any and all governmental enforcement actions (e.g., any action taken to impose fines or penalties, licensure issues, permit violations, consent orders, etc.) taken against the Proposer or its principals, or relating to the work of the Proposer or its principals, in the last five (5) years. Please describe the nature of the action, the Proposer's role in the action, and the status and/or resolution of the action.

None

List any and all litigation to which the Proposer or its principals have been a party in the last five (5) years. Please describe the nature of the litigation, the Proposer's role in the litigation, and the status and/or resolution of the litigation.

We have been named secondarily as manager of clients, but not primarily in the last five years.

C. PRICING

Proposer should provide information to substantiate the proposed fee including as much supporting detail as possible, such as projected staffing costs, contractual fees, supplies, maintenance and repair, permitting and licensing fees, insurance costs, taxes, professional fees, etc. and any projected revenue sources and pass through expenses. Fee should provide for appropriate and sufficient staffing, including a field operations manager, pool maintenance personnel, tennis court maintenance personnel, and such other managers, staff and personnel as proposer recommends to provide grounds maintenance management services, pool maintenance services, and tennis court maintenance services.

Proposed Fee:

Year 1 - \$ 989,860 (Dec 1 - Sep 30)
Year 2 - \$ 1,087,736
Year 3 - \$ 1,107,291

NOTE: IF THE PROPOSER DESIRES TO PROPOSE AN ALTERNATE APPROACH TO OPERATING AND MAINTAINING THE DISTRICT'S AMENITY FACILITIES, THE PROPOSER IS STRONGLY ENCOURAGED TO SUBMIT BOTH A PROPOSAL RESPONSIVE TO THE STRUCTURE OUTLINED HEREIN AND A SEPARATE, ALTERNATIVE PROPOSAL.

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

Mira Bay Community



2026
**HARBOR BAY COMMUNITY
DEVELOPMENT DISTRICT
SELF MANAGEMENT
PROPOSAL**

PROPOSED BY :
Chastity Kelly, MCWEP, CWDC

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Manage all amenity operations for the District;.....	10
Manage the entire staff provided by the amenity contractor(s), ensure mission completion, and oversee workplace operations to maintain and improve effectiveness and efficiency;	10
Amenity Management is expected to work peak amenity hours, including special events and weekends;	11
Oversee and ensure continuous and consistent District-related communications for residents (including upcoming parties, board meetings, common property issues, etc.) using social media;	11
Manage and execute the recreation budget adopted by the Board and provide monthly updates of all management expenditures;	12
Ensure Facilities are in good condition for residents at all times;	12
Report any major issues or cost overruns promptly to the District Manager and the District Board;.....	12
Ensure all subcontracts and outside vendor maintenance contracts are executed as described (including, but not limited to, janitorial, security, lifeguard, lake maintenance, landscape maintenance, telephone/internet/utility services, software and/or technology service and maintenance contracts);.....	12
Manage the District's street tree removal and replacement licensing program;.....	12
Manage food & beverage staff at Amenity Facilities;.....	12
Provide and Manage a Point of Sales System which can be used for food, beverage and events, can track food and beverage inventory and ensure daily deposits of revenues;	13
Train-on, use, manage, and facilitate use of the District's maintenance management software;.....	13
Create annual budget for food and beverage operations;.....	13
Present professional "to the point" updates at each District board meeting to include expenditures, key issues, suggestions for improvements, etc.;.....	15
Monitor and enforce the District's written rules and policies, including its Amenities Rules Handbook, as it is updated from time-to-time (the "Amenity Rules"), as well as ensuring all personnel are familiar with the Amenity Rules;.....	15
Document all complaints, injuries, and maintenance issues in a specified log book and report all issues to the District Manager and/or District Counsel, as needed;	15
Interact with residents and guests on a day-to-day basis;.....	15

Train all staff to treat residents and guests with respect and to provide the best possible customer service to residents and guests to ensure a safe and comfortable environment;.....	15
Have expansive knowledge of social media sites, including Facebook;	16
Have expansive knowledge of Microsoft Outlook, Word, Excel, Power Point; and	17
Have at least 5 years of management experience in a similar environment or community atmosphere; and oversee as part of its core job responsibilities:	17
Swim Amenities Services	39
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Contact Us Page - information on the description of the community, the District website, the reception@Mirabayclub.com email, and the phone number to the Mirabay Main Clubhouse (813-649-1500). This page shall include contact information for people seeking technical assistance or additional accommodation to access the website.	42
Accessibility Policy Page - Contractor shall provide an accessibility policy that includes a commitment to accessibility for persons with disabilities, the District's engagement of Contractor for provision of the Web-Based Services, and efforts to bring the Web-Based Services into ADA compliance, including the applicable ADA accessibility standard used and applied to the Web-Based Services, if any, and contact information for users encountering any problems.	42
Facebook page - This page shall contain the Facebook feed for Mira Bay (https://p.facebook.com/MirabayFL/).	42
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Text from the RFP is included in this proposal and can be recognized in [blue text](#).

Introduction

This proposal responds to the RFP issued by the Harbor Bay Community Development district by presenting the benefit of maintaining a comprehensive self-management structure for a resort-style residential community. It includes organizational management, job descriptions, HR functions, disaster preparation and evacuation plans, financial projections for Food & Beverage operations, including café and event services, and pricing.

The method utilized to provide responses is to include the text of the RFP and respond to each one within that text. Each section is addressed within the document.

It is our hope the Board members will appreciate the many advantages of self-management utilizing a team committed to bringing and maintaining the Mirabay amenities at the level of the beautiful resort it should always be.

Building Resort-Style Amenities – a Journey in Self Management

Trust has been the catalyst behind the progress achieved in the five months since I first stepped into the Mirabay Clubhouse to lead Mirabay's Amenities in achieving the excellence of the first-class resort.

In a resort-style community, momentum is not built by intention alone it is built through disciplined execution. And that execution only happens when leadership, staff, and residents move forward together with clarity and purpose.

On **September 10, 2025**, I stepped into the Mirabay Clubhouse with one clear objective: **to understand before I led**. With two hours of formal training and no operational playbook, my first commitment was to listen, observe, and evaluate every aspect of the operation in real time. What became immediately clear was that this community did not lack talent, pride, or passion it lacked structure, consistency, and clearly defined standards.

Drawing on years of executive leadership in hospitality and resort operations, I moved decisively. Where systems were missing, we built them. Where accountability was unclear, we defined it. Where performance needed correction, we acted without delay. These changes were not cosmetic; they were foundational. And most importantly, they were embraced by a team that wanted leadership, direction, and the reassurance that their work truly matters.

From day one, our focus has been measurable progress not just visible improvement. To support that, we implemented **Key Performance Indicators across operations, finance, and resident experience**, allowing us to track results weekly, correct quickly, and report transparently.

The Beginning of the View of the Future

What has been accomplished in these first 90 days is not simply a list of initiatives it is a shift in how Mirabay operates, serves, and shows up for its residents. We have moved from reaction to intention, from inconsistency to standards, and from uncertainty to measurable progress.

These results demonstrate that when leadership is disciplined, systems are intentional, and performance is measured, progress follows. The improvements at Mirabay are not short-term fixes they are sustainable gains supported by data, accountability, and a committed team.

We have strengthened operations, delivered real cost savings, and increased resident engagement all while rebuilding trust and pride in the clubhouse experience.

The foundation has been rebuilt. The systems are in place. And with continued partnership from the Board and trust from the community, Mirabay is positioned not just to improve but to thrive with excellence.

Thank you for your confidence, your support, and the opportunity to lead this community forward together.

With respect,

Chastity Kelley, MCWP, CWDC

An Examination of 90 Days of Achievement

First 30 Days – Building Stability, Standards & Accountability

The first 30 days were dedicated to creating structure and consistency:

- Established **department-specific SOPs** across all operations, improving safety, service, and accountability where they did not exist previously
- Created **job descriptions** tailored specifically to a resort-style community, archiving prior non-relevant descriptions
- Introduced **daily operational themes**, strengthening morale, engagement, and service culture
- Implemented **COGS awareness and inventory ordering discipline**
 - **First inventory when F&B structure was introduced \$1000.00**
- Elevated **cleanliness and presentation standards**, particularly in high-traffic resident areas
- Repositioned club events to increase attendance, consistency, and resident satisfaction
- Launched a structured **onboarding and training program**, ensuring expectations are clear from day one

Operational KPIs (key performance Indicators) now in place:

- SOP compliance across departments
- 100% standardized onboarding completion
- Daily monitoring of cleanliness and facility standards

First 60 Days – Delivering Measurable Financial Impact

With a stable foundation in place, the next 30 days focused on financial discipline and efficiency:

- Transitioned food distribution to **Cheney Brothers**, delivering an estimated **18.48% annual savings—approximately \$32,000**
- Opened the **Mirabay Bourbon, Whiskey & Scotch Bar**, expanding premium beverage revenue
- Significantly reduced **F&B inventory on hand** through PAR systems and disciplined ordering, improving cash flow
 - Second inventory decreased by \$2145.39
- Implemented **menu costing and inventory tracking systems** for accurate margins and reporting
- Moved club events **in-house**, improving execution consistency and profitability
- Purchased **in-house event linens**, generating approximately **\$600 per month in savings**
- Cross-trained staff across departments to stabilize hours while controlling off-season payroll
- Built a centralized **event planning and execution system**, with **100% of events finalized 14 days in advance**

Financial KPIs now being tracked:

- Cost savings and margin protection
 - Inventory on-hand reductions
 - Payroll efficiency through cross-training
-

First 90 Days – Positioning for Growth & Long-Term Value

The focus now shifts from stabilization to growth and community engagement:

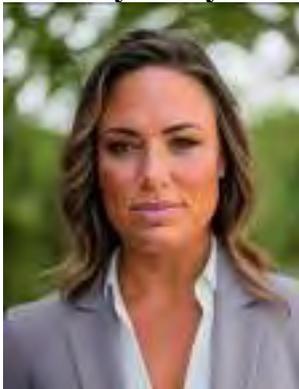
- Developing **summer camp and after-school programs** to increase utilization and serve families
- Building **full restaurant-style café service** and **poolside dining** for peak season
- Converting Outfitters into a “**Grab & Go**” market, expanding convenience and speed of service
- F&B inventory systems, PAR levels and ordering now fully trained and functional
 - Third inventory down \$2758.98 for a total savings of \$5904.37
- Expanding café operations with **Saturday and Sunday breakfast service for Summer Season and School breaks**
- Completing **FEMA certification training** for directors and staff to align with Disaster SOPs
- Preparing to replace the current POS with **Clover**, fully programmed for accuracy, controls, and reporting
- Designing **new clubhouse events** focused on higher engagement, participation, and community connection

Resident Engagement Indicators:

- Increased event attendance and improved resident feedback
 - Expanded programming driving higher clubhouse utilization
 - Enhanced food and beverage offerings creating more reasons for residents to return and engage
 - Events now designed to foster connection—not just attendance
-

Your Team

Chastity Kelly



Chastity grew up in the Northeast Kingdom of Vermont on the slopes of Jay Peak Resort. Her childhood was spent skiing and snowboarding through the deepest glades in the winter and hiking the rugged terrain in the summer. Her connection to the mountain eventually evolved into a career, beginning in the service side of the resort before she left to pursue her education. During her teenage years, she also worked for her father's construction business, where she developed a strong foundational understanding of how the construction world operates. This early hands-on experience became invaluable throughout her hospitality career, giving her unique insight into infrastructure, project flow, renovations, and the operational mechanics behind resort and facility management. She attended Johnson & Wales University, where she earned her master's degree in hospitality management. After graduating, she returned home to Jay Peak and quickly advanced to Director of Sales, playing a significant role in the resort's growth ultimately selling a record breaking \$5 million in events and weddings. She later joined the historic Mountain View Grand Resort & Spa in Whitefield, New Hampshire as Director of Sales, where she once again made a meaningful impact. Throughout her career, she immersed herself in every department housekeeping, maintenance, food & beverage, front desk, and operations to fully understand how each area functions. This hands-on, all-in approach shaped her into a highly effective and respected leader in the hospitality world. Her expertise and leadership eventually carried her into the world of taskforce operations, where she has served as Director of Operations, Director of Sales, Director of Food & Beverage, and General Manager for multiple resorts, known for leaving no stone unturned and transforming every property she touches. In addition to her hospitality career, she has built two successful businesses for her children: one in the wedding and event industry, reflecting her role as a Master Certified Wedding & Event Planner, and another in resort world of Taskforce and Consulting. Chastity's depth of knowledge is supported by an impressive suite of credentials, including an MSHM in Hospitality Management, Master Certified Wedding Planner, Certified Wedding Design Consultant, Industry Advancement Director, and Advanced Cicerone. With more than two decades of experience, she brings every place she works fresh ideas, structure, and professionalism. She believes strongly in the power of teamwork, unity, and culture. Her philosophy is simple: every place is a personal journey. She works closely with her teams to create balance, collaboration, and structure. Whether improving operations or elevating guest experiences, she delivers extraordinary results both locally and worldwide always upholding the highest standards of excellence in the industry

Christie Cornwell



Christie grew up in Huntsville, TN, where her passion for hospitality first took root. She later discovered her true calling in the world of private country clubs, including her time at the renowned Barnsley Resort in Adairsville, GA. With 20 years of experience in Food & Beverage leadership, Christie has excelled in roles such as Director of Banquets, Restaurant General Manager, and Director of Catering. Her career is defined by exceptional guest service, operational excellence, and a commitment to elevating every dining and event experience. Christie is known for her ability to build strong teams, streamline operations, and enhance restaurant and banquet programs. Her expertise spans staff development, menu innovation, event execution, marketing collaboration, and financial analysis— all while keeping member satisfaction at the heart of her work. Now, Christie is proud to make Mirabay Club and the Mirabay community her home. She brings with her a passion for connection, service, and creating memorable experiences for every resident and guest. Driven, hands-on, and dedicated to the hospitality craft, Christie continues to bring positive change and sustainable growth to every operation she leads. Her blend of experience and genuine care makes her an invaluable addition to the Mirabay family.

Scope of Amenity Center Management Services

Standard On-Going Services

The Services will be provided on a recurring basis and are commonly referred to as the basic services necessary for the normal and routine functioning of the District The Amenity staff shall:

Manage all amenity operations for the District;

All operations will be at the direction of and under the supervision of the Director of Operations with the intent to upgrade and maintain all of the operations, including but not limited to, facilities, programs, activities, and operational activities as residents have the right to expect for the resort-style community Mirabay truly should be.

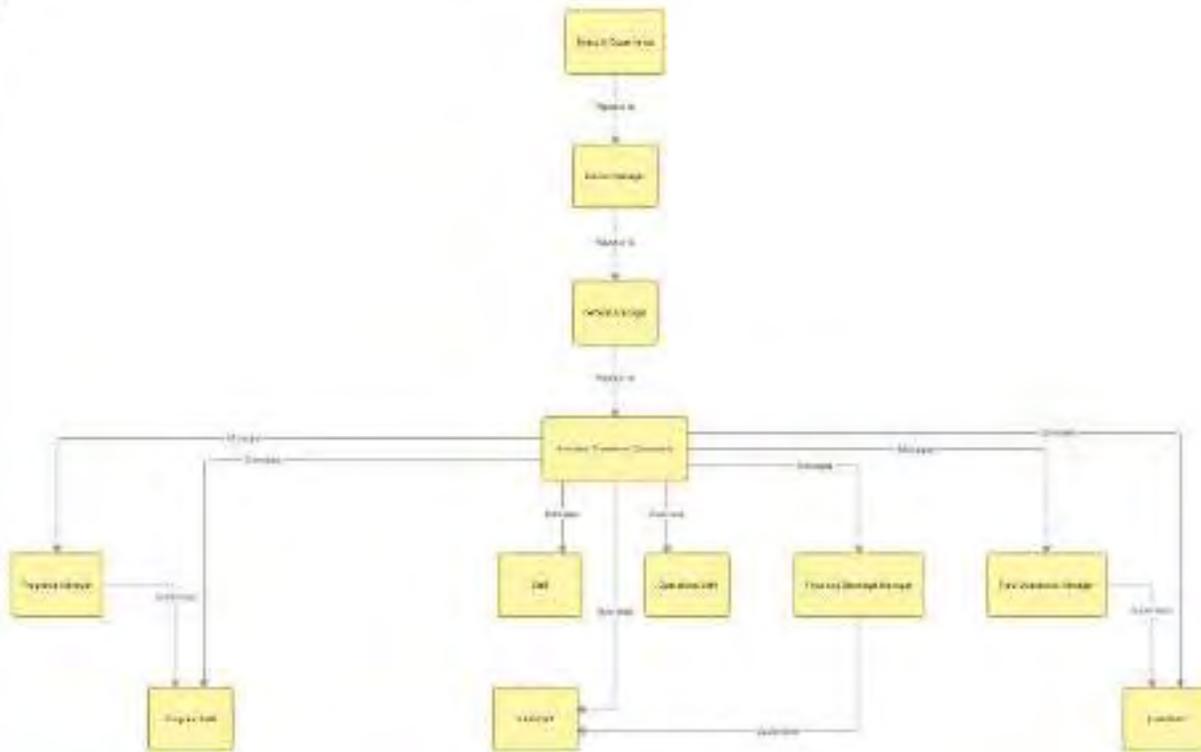
Job Descriptions can be found in Appendix A

Standard Operating Procedures can be found in Appendix B

Manage the entire staff provided by the amenity contractor(s), ensure mission completion, and oversee workplace operations to maintain and improve effectiveness and efficiency;

All staff will continue to be managed effectively, including full time, part time, seasonal, and contract individuals, ensuring seamless delivery of resort-style services across all facilities. This includes overseeing daily operations, staffing performance, scheduling, training, and compliance to ensure alignment with the community's mission, service standards, and operational objectives, while continuously improving efficiency, effectiveness, and the overall resident experience. Job descriptions and standard operating procedures, already created by Chastity Kelly within the current engagement, will continue to be the standard for staff performance.

Organizational Structure



Amenity Management is expected to work peak amenity hours, including special events and weekends;

Currently a Manager on Duty (MOD) is present during all hours of operation and this process will continue.

Oversee and ensure continuous and consistent District-related communications for residents (including upcoming parties, board meetings, common property issues, etc.) using social media;

Management will continue to oversee and ensure continuous, consistent, and professional District-related communications with residents regarding community events, upcoming parties, board meetings, operational updates, and common property matters.

Communications are delivered through approved platforms, including Constant Contact email campaigns and the Mirabay Mainsail newsletter, to provide timely, accurate, and engaging information.

In agreement with legal counsel Andy Cohan and District Manager Lynn Hayes, the District does not utilize Facebook as a primary communication channel due to the potential for negativity and misinformation, instead prioritizing structured, controlled communication tools that promote transparency, positivity, and a cohesive resident experience.

Manage and execute the recreation budget adopted by the Board and provide monthly updates of all management expenditures;

Management will continue to manage and execute the recreation budget as adopted by the Board of Supervisors with disciplined fiscal oversight and adherence to approved financial parameters. This responsibility is consistently performed on a monthly basis and includes the preparation of detailed management expenditure reports, along with a PACING report that compares current-month financial performance to the same period in the prior year. In addition, we have developed a comprehensive forecasting model to project future recreation and amenity financials for the upcoming fiscal year, providing the Board with clear visibility into trends, anticipated costs, and informed long-term planning.

Ensure Facilities are in good condition for residents at all times;

Daily inspection of all areas is carried out and Daily Reports are required from each department to ensure condition and rapidly address issues.

Report any major issues or cost overruns promptly to the District Manager and the District Board;

All major issues, irregularities, and cost overruns are, and will continue to be, reported promptly to the District Manager and the District Board.

Ensure all subcontracts and outside vendor maintenance contracts are executed as described (including, but not limited to, janitorial, security, lifeguard, lake maintenance, landscape maintenance, telephone/internet/utility services, software and/or technology service and maintenance contracts);

The performance of subcontractors and vendors is monitored consistently against executed contracts for accuracy, effectiveness, quality, and timeliness. All variations from expected performance are addressed with the subcontractor or vendor on a timely basis.

Manage the District's street tree removal and replacement licensing program;

The program continues to be monitored to ensure function as designed and required. Additionally the Field Ops Director conducts a Weekly ride along with Mr. Kim to view the community as a whole and to recommend areas requiring attention and possible remediation.

Manage food & beverage staff at Amenity Facilities;

Implementation has begun and will continue to monitor and manage comprehensive food cost controls, including established PAR inventory systems, standardized ordering procedures, and strategic adjustments to food purveyors to improve pricing, quality, and reliability. These initiatives are already in place and are designed to reduce waste, enhance cost predictability, and ensure consistent product standards while maintaining a high-quality resort-style dining experience for residents.

Staff continues to undergo training and development. A line cook has been engaged to enhance the quality, consistency, variety, and timely delivery of all food and beverage. Additional enhancements are planned and will continue to be implemented.

Provide and Manage a Point of Sales System which can be used for food, beverage and events, can track food and beverage inventory and ensure daily deposits of revenues;

The current SQUARE system provides some of these functions however implementation of the CLOVER will provide the full scope of service. We will be present in every step to implement and manage this comprehensive Point of Sale (POS) system that supports food, beverage, and event operations across all applicable amenities.

SQUARE is used to process all sales transactions, track food and beverage inventory in real time, and support PAR management and cost controls, which will be significantly enhanced with CLOVER. It will have 3 revenue centers for reporting, food and beverage, events, front desk. This will keep everything separate instead of the current system where everything rolls into Food and beverage, not appropriate for tracking for accurate reports. Daily revenue reconciliation procedures will continue to be enforced to ensure accurate reporting, secure handling of funds, and timely daily deposits. In addition, the Food and Beverage Manager completes a daily shift report that includes sales performance, labor and cost observations, operational notes, and a pacing status to monitor current performance against budget and historical trends.

Management consistently oversees staff training, system integrity, reporting accuracy, and internal controls to ensure financial transparency, accountability, and consistent operational performance.

Train-on, use, manage, and facilitate use of the District's maintenance management software;

The training program is established to be utilized in new hire and ongoing training of facilities and maintenance employees as well as management. Use of the District's maintenance management software is included and monitored by management.

Create annual budget for food and beverage operations;

A budget for the food and beverage operations is integral to the successful planning and operation of the department. We have developed the following budget and forecasts for the year.

Food & Beverage Revenue Projections & Forecast Overview

This projection outlines expected Food & Beverage (F&B) performance under a self-managed operating structure. Estimates are based on resident population size, conservative participation assumptions, and comparable community café and event performance metrics.

Key Assumptions

Variable	Assumption Range
Households Served	600 – 1,000
Resident Engagement	20% – 35%
Operating Days	26–30 days/month
Pricing Strategy	Affordable, community-focused

These assumptions reflect a stabilized operation with modest growth potential over time.

A. Café Revenue Model

Operating Assumptions

- Average Check Size: \$11 – \$15
- Daily Transactions: 60 – 110
- Engagement Rate: 20% – 35% of households

Monthly Café Revenue Projection – Winter Season

Scenario	Avg. Check	Daily Transactions	Monthly Revenue
Conservative	\$15	60	~\$25,000
Moderate	\$20	85	~\$33,000
Optimistic	\$25	110	~\$48,500

Monthly Café Revenue Projection – Summer Season – Pool & Restaurant service

Scenario	Avg. Check	Daily Transactions	Monthly Revenue
Conservative	\$18	60	~\$32,000
Moderate	\$22	85	~\$56,100
Optimistic	\$25	110	~\$82,500

Annual Café Revenue Projection

Scenario	Annual Revenue
Conservative	~\$300,000
Moderate	~\$400,000
Optimistic	~\$575,000

B. Club Events Revenue

Event Categories

- Holiday celebrations
- Community dinners
- Private rentals
- Ticketed theme nights

Operating Assumptions

- Average Monthly Events: 4 – 6
- Average Revenue per Event: \$1,500 – \$4,500

Annual Event Revenue Projection

Scenario	Events/Month	Avg. Revenue/Event	Annual Revenue
Conservative	4	\$1,500	~\$75,000
Moderate	5	\$3,000	~\$120,000
Optimistic	6	\$4,500	~\$150,000

C. Combined Food & Beverage Revenue Forecast

Scenario	Café Revenue	Event Revenue	Total Annual F&B Revenue
Conservative	\$300,000	\$75,000	\$375,000
Moderate	\$400,000	\$120,000	\$520,000

Scenario	Café Revenue	Event Revenue	Total Annual F&B Revenue
Optimistic	\$575,000	\$150,000	\$725,000

Financial Interpretation

Conservative Case reflects early stabilization with limited marketing and modest engagement. Moderate Case represents realistic Year-1 self-management performance.

- **Optimistic Case assumes:**

- Strong resident adoption
- Effective programming and promotions
- Increased private rentals and ticketed events

This revenue model does not assume price inflation or non-resident traffic, providing upside potential.

Present professional "to the point" updates at each District board meeting to include expenditures, key issues, suggestions for improvements, etc.;

Comprehensive professional presentations are prepared and presented at each District board meeting currently and this process will continue.

Monitor and enforce the District's written rules and policies, including its Amenities Rules Handbook, as it is updated from time-to-time (the "Amenity Rules"), as well as ensuring all personnel are familiar with the Amenity Rules;

The rule book is enforced currently and will continue to be. The rule book is reviewed with each employee so they are familiar with it. Ongoing refreshers and reminders also occur. An Amenities binder with is used as reference including the rules with the most important ones highlighted

Document all complaints, injuries, and maintenance issues in a specified log book and report all issues to the District Manager and/or District Counsel, as needed;

All complaints, injuries and maintenance issues are noted in the appropriate log book and this process will continue. Reports are made and will continue to be made to the District Manager and/or District Counsel as appropriate.

Interact with residents and guests on a day-to-day basis;

We meet and speak with residents on a day-to-day basis, at club events and planning committees. Individual and group conversations occur regularly. We institute conversations, greeting all.

Train all staff to treat residents and guests with respect and to provide the best possible customer service to residents and guests to ensure a safe and comfortable environment;

The following are the standards trained, reenforced and enforced currently and will continue:

Seven Steps of Hospitality & Resident Service Resort-Style Community Service Standards

1. Warm Acknowledgment

- Greet every resident and guest within **five seconds** of contact.
- Make eye contact, smile, and use a friendly verbal greeting.
- Address residents by name whenever possible.
- Maintain a professional, welcoming demeanor at all times.

Standard: Every interaction begins with recognition and respect.

2. Engage and Listen

- Ask open-ended, service-focused questions to understand needs or requests.
- Listen actively without interrupting.
- Confirm understanding by restating the request when appropriate.

Standard: Residents should feel heard, valued, and understood.

3. Take Ownership

- Assume responsibility for resolving the request or concern.
- Never redirect a resident without ensuring proper follow-through.
- If assistance from another department is required, personally coordinate the handoff.

Standard: The first staff member contacted owns the experience.

4. Deliver Prompt, Courteous Service

- Provide accurate, timely, and efficient service.
- Maintain composure and professionalism during high-volume or high-stress situations.
- Communicate expected timelines clearly if immediate resolution is not possible.

Standard: Service should be smooth, respectful, and efficient.

5. Anticipate Needs

- Be proactive by identifying opportunities to enhance the resident experience.
- Offer assistance before being asked when appropriate.
- Pay attention to patterns, preferences, and community expectations.

Standard: Exceptional service goes beyond what is requested.

6. Resolve and Confirm Satisfaction

- Ensure the request or issue has been fully resolved.
- Ask a follow-up question such as, *“Is there anything else I may assist you with today?”*
- Thank the resident for bringing the matter to your attention.

Standard: Resolution includes confirmation of satisfaction.

7. Close with Appreciation

- End every interaction with a positive closing and genuine appreciation.
- Reinforce the community’s commitment to service excellence.
 - Leave the resident feeling welcomed, valued, and confident in the staff.

Standard: Every interaction should end on a positive, professional note.

Have expansive knowledge of social media sites, including Facebook;

We possess extensive knowledge and experience with a variety of marketing platforms, including Canva, Constant Contact, and social media channels such as Instagram and TikTok, as well as creating promotional materials and event flyers. While we have expertise in Facebook, it is not

currently utilized due to the potential for negativity and conflicts within the community as discussed with members of the District Board.

We recommend posting all events and relevant communications through the Mirabay Living website to ensure accurate and positive outreach. Although we currently do not have direct access to the website, we have the skills and experience necessary for website development, content management, and implementation to support professional, resident-focused communications.

Have expansive knowledge of Microsoft Outlook, Word, Excel, Power Point; and

We have extensive knowledge and practical experience with Microsoft Office applications, including Outlook, Word, Excel, and PowerPoint. This expertise enables efficient communication, data analysis, document creation, reporting, and presentation development to support operational, administrative, and resident-focused initiatives within a resort-style community. Additionally we have expertise using publishing and graphics software.

Have at least 5 years of management experience in a similar environment or community atmosphere; and oversee as part of its core job responsibilities:

Experience: I bring over five years of management experience in resort-style operations, overseeing staff, amenities, and guest services to ensure high-quality experiences. For detailed professional history and qualifications, please refer to the attached resume.

On-site Operations and Management of the District's Amenities and Common Areas.

- Morning drives and walk arounds are regularly completed at the following:
 - Admiral Pointe & Clubhouse, pool
 - Lee T. Kim Park and area
 - Boat Lift / Boat Ramp
 - Revolving areas of the community each day with a plan to view all areas regularly

A cohesive relationship between the Board of Supervisors, District Staff, and the entire Amenities & Grounds Maintenance Mgt Team.

We prioritize fostering a collaborative and transparent relationship among the Board of Supervisors, District Staff, and the Amenities & Grounds Maintenance Management Team. Through regular meetings, progress updates, and clearly defined roles and responsibilities, we ensure alignment on operational goals, timely communication, and effective problem-solving. This cohesive approach allows all parties to work together efficiently, maintain high-quality amenities, and provide a consistent, positive resident experience.

Resident-Relations and Customer Service & Satisfaction.

Resident satisfaction is the cornerstone of our service model. Staff are trained in hospitality-focused service standards, emphasizing active listening, prompt issue resolution, and proactive engagement. We utilize structured communication channels, including newsletters, email campaigns, and on-site engagement, to keep residents informed and involved. Feedback is monitored and addressed promptly to ensure continuous improvement and to foster strong, positive relationships within the community

Key Personnel, Field Services Manager, Assistant Clubhouse Manager, and all remaining amenity staff.

Our team is composed of experienced management and operational personnel who oversee all aspects of amenities and field services. The Field Services Manager coordinates maintenance, groundskeeping, and facility operations, while the Assistant Clubhouse Manager supervises clubhouse amenities, programs, and events. All remaining staff, including food & beverage, lifeguards, and recreational personnel, are trained in operational procedures, safety, and resident service standards to ensure seamless daily operations and a resort-style experience

Implementation of all District Policies.

We ensure strict adherence to all District policies through training, consistent enforcement, and regular staff communication. Policies are implemented across amenities, grounds maintenance, and community programs to maintain safety, compliance, and operational efficiency. Supervisors monitor adherence, provide coaching where necessary, and report to the Board of Supervisors on any issues or policy updates, ensuring transparency and accountability at all levels.

Project Management

We apply structured project management principles to all initiatives, from capital improvements to special events and amenity upgrades. Each project is planned with clear objectives, timelines, budgets, and assigned responsibilities. Progress is tracked through regular updates, milestone reviews, and risk mitigation strategies. This approach ensures projects are delivered on time, within budget, and in alignment with community expectations and Board directives.

Budgets (amenities, field operations, vendors' work, special events, café, etc.)

We manage all amenity-related budgets with a disciplined approach, tracking expenses, monitoring variances, and ensuring alignment with Board-approved financial plans. This includes oversight of amenities operations, field services, vendor contracts, special events, and food & beverage operations. Monthly and forecasting reports, including PACING and trend analyses, provide the Board with full transparency and facilitate informed decision-making. Cost controls, PAR systems, and vendor evaluations are actively implemented to optimize operational efficiency and maintain financial accountability.

Monthly Reporting to the Board of Supervisors

We provide comprehensive monthly reports to the Board of Supervisors covering operational performance, budget status, resident engagement, project updates, and key metrics across amenities and field operations. Reports include detailed financial statements, PACING comparisons, forecasting projections, and operational observations. This reporting ensures the Board has transparent, actionable insights to guide strategic planning, policy decisions, and resident satisfaction initiatives.

Manage and operate the Amenities Facilities to provide a high-quality experience for patrons with a hospitality focus; consistently and effectively creates a flexible and interactive lifestyle for Amenities Facilities patrons;

We manage and operate all Amenities Facilities with a strong hospitality focus, ensuring a high-quality experience for all residents and guests. Our approach emphasizes flexibility, engagement, and responsiveness, creating an interactive and welcoming environment that adapts to the needs and preferences of patrons. Staff are trained to anticipate resident needs, deliver exceptional service, and maintain facility standards, while management oversees programming, events, and day-to-day operations to consistently enhance the resident lifestyle. This ensures that all amenities contribute to a vibrant, resort-style community experience.

Manage and hire personable, articulate, well-groomed and highly motivated individuals as needed for tasks outlined herein and select events throughout the year;

We recruit, hire, and manage personable, articulate, well-groomed, and highly motivated staff to meet the operational and event needs of the community. All personnel undergo thorough background checks and drug testing to ensure a safe, professional, and reliable workforce. Our hiring process emphasizes skill, professionalism, and alignment with the resort-style service culture. Staff are selected not only for their qualifications but also for their ability to provide exceptional resident experiences. We ensure all team members are trained, scheduled, and supervised effectively to support daily operations as well as special events throughout the year, maintaining consistent service standards and a positive community environment.

Provide seamless day-to-day Amenities Facilities operation creating a comfortable and safe environment;

We provide seamless day-to-day operations of all Amenities Facilities, ensuring a comfortable, safe, and welcoming environment for residents and guests. This includes proactive maintenance, consistent enforcement of safety and operational policies, and attentive oversight of all staff and activities. Our team monitors facility conditions, addresses issues promptly, and maintains high standards of cleanliness, functionality, and service. By combining operational excellence with a hospitality-focused approach, we ensure residents enjoy a secure, engaging, and resort-style experience every day.

Daily general inspection of the Amenities Facility at both (i) the beginning of each day, which shall include but not be limited to, picking up loose trash, inspecting for property damage, arranging furniture, ensuring that door locks and/or gate latches are secure and functional, ensuring that any equipment is clean, functional, and free from safety hazards, and reviewing the security recording for the period since the director was last on site; and (ii) at the end of each day, which shall include but not be limited to, ensure all doors and windows at the Mirabay clubhouse are secure, and the card access system is engaged, and ensure that the gate latches are secure at the pools, tennis/pickleball courts, and other facilities;

We conduct thorough daily inspections of all Amenities Facilities to ensure safety, functionality, and a high-quality resident experience. At the beginning of each day, inspections include picking up loose trash, checking for property damage, arranging furniture, verifying that door locks and gate latches are secure and operational, ensuring all equipment is clean, functional, and free from safety hazards, and reviewing security recordings for the period since the Director was last on site. At the end of each day, inspections confirm that all doors and windows at the clubhouse are secured, the card access system is properly engaged, and gate latches at pools, tennis/pickleball courts, and other facilities are fully secured. These daily protocols maintain a safe, welcoming, and well-managed environment for all residents and guests.

In the event of forecasted inclement weather, secure outdoor furniture and take other appropriate steps to help prevent loss or damage;

The Disaster Preparation plan follows and staff are reminded of it at periodic training.

Disaster Preparation Plan — Hurricanes

Responsible Parties: General Manager (Director of Operations) and Assistant General Manager (Assistant Director of Operations)

Pre-Season Preparation

Selected staff and Management are FEMA Certified for Disasters

Objective

To ensure the community is operationally prepared for hurricane season through proactive planning, equipment readiness, staff training, vendor coordination, and clear communication protocols.

5. Generator Inspection and Readiness

Timeline: 60–90 days prior to hurricane season

Responsible Parties: Field Operations Director, Maintenance Team

- Conduct full inspections of all generators, including load testing.
- Service engines, batteries, fuel systems, and transfer switches.
- Verify operational capacity for critical infrastructure (clubhouse, gates, communications, refrigeration).
- Confirm fuel levels and establish priority refueling plans.
- Document inspection results and maintenance schedules.

2. Emergency Supply Inventory and Stocking

Timeline: 45–60 days prior to hurricane season

Responsible Parties: Assistant Field Operations Manager, Maintenance Team

- **Stock and secure emergency supplies, including:**
 - Fuel (stored per safety regulations)
 - Potable water
 - Sandbags and flood barriers
 - Tarps, plywood, and basic repair materials
 - Flashlights, batteries, and portable lighting
 - First aid kits and PPE
- Designate secure, accessible storage locations.
- Implement an inventory tracking system and replenishment thresholds.
- Assign responsibility for supply checks and replenishment.

3. Vendor Emergency Contracts Review

Timeline: 30–45 days prior to hurricane season

Responsible Parties: Field Operations Director, Management Team

- **Review and update emergency service contracts, including:**
 - Debris removal
 - Generator service and fuel delivery
 - Tree removal and landscaping
 - Security services
 - Restoration and cleanup vendors
- Confirm emergency response timelines and priority status.
- Verify 24/7 emergency contact information.
- Ensure contracts include post-storm response commitments.

4. Staff Training and SOP Review

Timeline: Annually before hurricane season

Responsible Parties: Operations Leadership, HR

- Review and update hurricane-related Standard Operating Procedures (SOPs).
- Conduct staff training sessions covering:
 - Pre-storm preparation tasks
 - Emergency response roles and chain of command
 - Safety protocols and evacuation procedures
 - Post-storm assessment and recovery procedures
- Assign roles and responsibilities by department.
- Conduct tabletop exercises or drills where feasible.
- Maintain training attendance records.

5. Resident Communication and Contact Management

Timeline: Ongoing; formal update prior to hurricane season

Responsible Parties: Community Management, Operations Team

- **Update resident contact lists, including:**
 - Email addresses
 - Phone numbers and SMS opt-in
 - Emergency contacts
- Verify communication platforms (email, text alerts, website, community app).
- Develop pre-written emergency notification templates for:
 - Storm preparedness
 - Facility closures
 - Evacuation guidance
 - Post-storm updates
- Establish a clear communication cadence before, during, and after a storm.
- Identify a single point of contact for resident communications.

Disaster Response & Recovery Plan — Hurricanes

72 Hours Before Storm (Pre-Impact Readiness)

Objective:

Secure assets, protect infrastructure, and ensure operational readiness.

- Responsible Parties: Field Operations Director, Assistant Field Operations Manager, Maintenance Team
- Secure all outdoor furniture, umbrellas, pool equipment, trash receptacles, signage, and loose items.
- Remove or store pool deck furniture and secure pool accessories.
- Lower lake, pond, or lagoon water levels where applicable and permitted to reduce flooding risk.
- Back up all critical digital files, including:
 - Resident and employee records
 - Financial data
 - Operational documents and contracts
- Verify backups are stored securely (cloud and/or off-site).
- Test all communication equipment, including:
 - Two-way radios
 - Emergency phones
 - Backup power and charging stations
- Confirm emergency contact lists are current and accessible.

48 Hours Before Storm (Operational Shutdown)

Objective:

Safely shut down amenities and reduce risk to property and residents.

- Responsible Parties: Operations Leadership, Food & Beverage, Maintenance
- Close all amenities, including:
 - Pools and splash pads
 - Café and food & beverage outlets
 - Fitness centers and recreational spaces
- Shut down and secure propane and gas systems in accordance with safety protocols.
- Install hurricane shutters or protective window panels on clubhouses and operational buildings.
- Secure doors, gates, and access points.
- Issue voluntary evacuation notifications to residents through established communication channels.
- Provide residents with safety guidance and community status updates.
- 24 Hours Before Storm (Final Lockdown)
 - Objective: Finalize preparations and ensure staff safety.
 - Responsible Parties: Executive Leadership, Field Operations Director
 - Lock and secure all buildings, including clubhouses, offices, storage rooms, and maintenance facilities.
 - Conduct a final staff briefing covering:
 - Storm status and anticipated impact
 - Emergency contacts and chain of command
 - Post-storm reporting expectations

- Confirm all critical systems are powered down or placed in storm-safe mode.
- Release staff to attend to personal and family preparations in accordance with policy.
- Ensure no personnel remain on-site unless designated as essential.

After the Storm (Recovery & Restoration)

Objective:

Ensure safety, assess damage, and restore operations in a controlled manner.

- Responsible Parties: Field Operations Director, Maintenance, Vendors, Management Team
- Conduct an initial site safety assessment before allowing staff access.
- Identify and secure safety hazards, including:
 - Downed power lines
 - Flooded areas
 - Structural damage
- Perform a comprehensive damage assessment with photos and documentation for insurance and reporting.
- Prioritize critical repairs affecting safety, access, and utilities.
- Begin cleanup and debris removal using maintenance staff and contracted vendors.
- Coordinate restoration of essential services and amenities.
- Communicate clearly and consistently with residents regarding:
 - Community status
 - Safety advisories
 - Cleanup progress
 - Amenity and facility reopening timelines

Outcome

This phased response ensures a safe, organized shutdown before the storm, protects staff and residents, and enables an efficient, transparent recovery following hurricane impact.

Mirabay Evacuation Plan – Apollo Beach, Florida

Purpose

To ensure timely, clear, and safe evacuation of Mirabay residents during hurricanes or other major storm events, with special consideration for vulnerable populations and protection of community facilities.

Activation Trigger – This plan is activated when:

Hillsborough County issues a mandatory or voluntary evacuation order, or Executive Leadership determines evacuation is necessary based on storm intensity, surge risk, or infrastructure concerns.

6. Resident Communication Plan

- Objective: Deliver clear, consistent evacuation information to all residents through multiple channels.
- Communication Channels
- The following methods will be used concurrently to ensure maximum reach:
 - Text and Email Blasts
 - Evacuation status (mandatory or voluntary)
 - Required evacuation timelines
 - Shelter and route guidance

- Safety reminders and re-entry expectations
- Community Website Notifications
- Banner alerts with evacuation status
- Links to county evacuation maps and shelter information
- Updates on clubhouse and amenity closures
- Clubhouse & Community Postings
- Printed evacuation notices at:
 - Clubhouse entrances
 - Community bulletin boards
 - High-traffic areas
- Notices posted prior to staff departure when possible
- Communication Standards
- Messages will be:
 - Time-stamped
 - Clear and concise
 - Updated as conditions change
- All communications will be archived for documentation and post-event review.

2. Evacuation Zones & Routes

- Objective: Ensure residents understand their evacuation requirements and safe travel options.
- Evacuation Zones
 - Mirabay residents will be directed to:
 - Hillsborough County evacuation zone maps
 - Official county guidance for surge and flood risk
 - Zone maps will be:
 - Linked digitally in all electronic communications
 - Posted physically at the clubhouse prior to evacuation
- Evacuation Routes
 - Residents will be advised to:
 - Follow county-designated evacuation routes
 - Avoid flood-prone roads and low-lying areas
 - Monitor local emergency broadcasts for traffic updates
- Emergency Shelters
 - Residents will be provided with:
 - Locations of nearest county-approved shelters
 - Information on:
 - General population shelters
 - Special needs shelters
 - Pet-friendly shelters (if available)
 - Shelter information will be updated as released by county authorities.

3. Transportation & Special Assistance Support

- Objective: Provide evacuation assistance to residents who may be unable to self-evacuate.
- Assistance Registration
- Maintain an Assistance Registration List for residents who:
 - Are elderly
 - Have mobility limitations
 - Have medical dependencies
 - Do not have access to transportation
- Resident Responsibilities
- Residents requiring assistance are encouraged to:
 - Register in advance with community management
 - Update needs annually or when conditions change
- Coordination
- Community management will:
 - Share guidance on county transportation resources
 - Direct registered residents to county special needs programs
 - Communicate evacuation timing clearly to avoid delays
- Note: Community staff do not provide direct evacuation transportation unless otherwise authorized by county or emergency agencies.

4. Community Facility Preparation (Pre-Evacuation)

- Objective: Secure community assets and reduce damage prior to evacuation.
- Utility Shutdown
- Shut down non-essential utilities at:
 - Clubhouse
 - Amenity buildings
 - Maintenance and storage facilities
- Gas, propane, and electrical systems will be secured per safety protocols.
- Protection of Equipment & Records
- Elevate:
 - Electronics
 - Servers
 - Computers
- Sensitive paper records
- Secure critical documents in:
 - Waterproof containers
 - Cloud-based or off-site storage
- Pre-Evacuation Documentation
- Document all conditions prior to evacuation, including:
 - Facility interiors and exteriors
 - Mechanical and electrical systems
 - Amenities and common areas
- Documentation will include:
 - Photos and videos
 - Date/time stamps

- Records retained for:
- Insurance claims
- Damage comparison
- Post-storm reporting

5. Resident Responsibilities

- Residents are encouraged to:
- Know their evacuation zone
- Prepare personal evacuation kits
- Secure their homes prior to departure
- Follow official evacuation orders promptly
- Check official county and community communication channels for updates

Outcome

This evacuation plan ensures that Mirabay residents receive timely information, understand evacuation expectations, have access to assistance resources, and that community facilities are responsibly secured prior to storm impact supporting a safe and orderly evacuation process.

Oversee and develop boating activities, including but not limited to administration of the District's boat registration program and implementation of the District's Rule Regarding District Waterways and Boating Facilities, as such rule is updated and amended from time to time;

We oversee and manage all boating activities within the community, ensuring compliance with the District's Rule Regarding District Waterways and Boating Facilities as it is updated and amended. This includes administration of the District's boat registration program, maintaining accurate records, and issuing registrations in accordance with policy. We also maintain the boat launch binder, documenting all resident and guest usage, safety inspections, and regulatory compliance. Staff monitor boating operations to ensure safety, enforce rules consistently, and provide guidance to residents and guests, creating a safe, enjoyable, and well-organized boating experience for the community.

Maintain an inventory of, and order and stock when necessary, supplies and equipment for the operation of the Amenities;

We maintain comprehensive inventory control for all supplies and equipment necessary for the operation of Amenities Facilities. This includes monitoring PAR levels, tracking usage, and ordering stock proactively to ensure availability while minimizing waste. Inventory management procedures include regular audits, proper storage, and documentation of all items to maintain accuracy and accountability. By effectively managing inventory, we ensure that Amenities Facilities operate efficiently, remain fully stocked, and consistently deliver a high-quality experience for residents and guests.

Recommend and implement (where applicable) on an ongoing basis, capital equipment replacements, additions, and operational improvements;

We proactively assess all Amenities Facilities and recommend capital equipment replacements, additions, and operational improvements as needed to maintain high-quality service and operational efficiency. Recommendations are based on regular inspections, usage data, manufacturer guidelines, and resident feedback. Where approved by the Board, we implement these improvements in a timely and cost-effective manner, ensuring minimal disruption to daily operations while enhancing the safety, functionality, and overall resident experience. This ongoing approach supports long-term sustainability, maximizes the lifespan of equipment, and maintains resort-style standards throughout the community.

Establish and maintain tracking and reporting procedures for use of the Amenities Facilities use, including daily and monthly use, and trends in use.

We establish and maintain comprehensive tracking and reporting procedures for all Amenities Facilities usage. This includes daily and monthly logs, monitoring trends in resident and guest participation, and analyzing usage patterns to inform operational decisions. All activity is documented through log books, electronic records, and proxy card tracking where applicable, ensuring accuracy, accountability, and transparency. Regular reports summarize facility use, highlight trends, and provide actionable insights to optimize scheduling, staffing, and programming, ensuring that amenities are efficiently managed and consistently deliver a high-quality, resort-style experience for residents.

Provide monthly written reports summarizing operations, programming, and participation levels, and describing any other areas or items of interest pertinent to the Amenities;

We provide comprehensive monthly written reports summarizing all aspects of Amenities Facilities operations, including programming, participation levels, and other pertinent areas of interest. Reports leverage online tracking systems to accurately capture attendance, usage trends, and program effectiveness, ensuring data-driven insights. Each report highlights operational observations, financial summaries, resident engagement metrics, and recommendations for improvements. This approach ensures transparency, accountability, and informed decision-making by the Board while supporting the continuous enhancement of the resort-style community experience.

Prepare an estimated annual operating budget by April 15 and a final estimated annual budget by August 1, including both anticipated revenues and expenses, for the District;

We prepare a detailed estimated annual operating budget for the District, with a draft completed by April 15 and a final version by August 1. The budget includes both anticipated revenues and expenses across all amenities, field operations, events, and related services. Our process incorporates historical trends, current financial performance, and forecasting reports to project future revenue and expense patterns accurately. These forecasting tools provide the Board with actionable insights for decision-making, enable proactive financial planning, and ensure that the budget aligns with operational goals while supporting the high-quality, resort-style experience for residents.

Field resident questions and concerns regarding the amenity facilities and programs;

We actively field resident questions and concerns regarding all Amenities Facilities and programs, ensuring that inquiries are addressed promptly, accurately, and professionally. Staff are trained to listen attentively, provide clear information, and resolve issues or escalate them as appropriate. All resident interactions are documented to track trends, identify recurring concerns, and improve service delivery. This proactive approach fosters positive relationships, builds trust, and ensures a responsive and engaging resort-style community experience.

Respond to and document any incident or accident reports that occur at the Amenity Facilities, and forward them appropriately;

We respond promptly to any incidents or accidents that occur at the Amenities Facilities, ensuring the safety and well-being of all residents, guests, and staff. Each incident is thoroughly documented in appropriate binders maintained on-site, detailing the circumstances, actions taken, and follow-up measures. Reports are reviewed and forwarded to the appropriate personnel or Board members as required. This structured approach ensures accountability, accurate recordkeeping, and timely communication, while supporting a safe and well-managed resort-style community environment.

Administer the card access program for residents, guests and others using the District's Amenity Facilities, including checking patron access cards, ensuring new patrons execute applicable forms, and monitoring the District's guest and visitor policies all in accordance with the District Amenity Rules;

We administer the District's proxy card access program for residents, guests, and other authorized users of the Amenities Facilities in strict accordance with the District Amenity Rules. This includes verifying patron access cards, ensuring that all new users complete the required forms, and monitoring compliance with guest and visitor policies. To support consistency and ease of use, we maintain a complete training book for all new and existing residents, detailing procedures, rules, and best practices for access. Additionally, an internal Standard Operating Procedure (SOP) guides staff in managing the program efficiently, ensuring security, accountability, and a seamless resort-style experience for all patrons.

Provide orientations for new patrons using the Amenities Facilities, including any Amenities equipment;

We provide comprehensive orientations for all new patrons of the Amenities Facilities, including instruction on the proper use of amenities, equipment, and safety protocols. Orientations include specialized programs such as the Teen Tune-Up program to ensure younger residents understand rules and responsibilities, as well as boat lift certifications to guarantee safe and compliant operation of boating equipment. All orientations are documented, and staff are trained to deliver consistent, clear, and engaging instruction, ensuring that all residents and guests can safely and confidently enjoy the resort-style amenities.

Administer the resident gate tag program and monitor the access system.

We administer the resident gate tag program and actively monitor the access system to ensure security, efficiency, and compliance with District policies. Each gate tag is logged with a unique bar code, tracked in the system, and assigned to authorized residents for controlled access. Staff verify access privileges, update records as needed, and maintain accurate documentation of all issued tags. The program is managed with established procedures and internal SOPs to ensure accountability, seamless entry for residents, and secure operation of all community access points.

Administer temporary suspensions of privileges to use the amenity facilities in accordance with the District's Amenities Rules.

We administer temporary suspensions of privileges to use the Amenities Facilities in strict accordance with the District's Amenity Rules. Any proposed suspension is documented thoroughly and must be reviewed and approved by the Board of Supervisors prior to activation. Staff ensure that all procedures are followed consistently, records are maintained accurately, and residents are notified appropriately. This process ensures compliance, fairness, and transparency while maintaining the safety, security, and integrity of the community's resort-style amenities.

Attend all meetings of the Board and be prepared to provide a report regarding the general management of the Amenities;

We attend all regular and special meetings of the District Board, providing a comprehensive and professional report.

Recommend, and prepare if requested, up-to-date rules and policies for the Amenities, and make suggestions for new or revised rules for the Amenities when appropriate;

Our team will provide comprehensive guidance on developing, maintaining, and enhancing the rules and policies for all community amenities, ensuring they reflect the high standards expected in a resort-style environment.

We will:

- **Review and Update:** Assess existing rules and policies to ensure they are current, clear, enforceable, and aligned with best practices for resort-style amenities.
- **Recommend Improvements:** Identify opportunities for new or revised policies that enhance safety, operational efficiency, and resident satisfaction.
- **Prepare Board-Ready Documents:** When requested, draft formal rules, policies, or revisions in a format suitable for Board review and approval.
- **Support Implementation:** Provide guidance on communicating updated rules to residents, including signage, handbooks, and staff training, to ensure consistent understanding and enforcement.
- **Proactive Oversight:** Continuously monitor amenity usage, industry trends, and resident feedback to suggest timely updates that maintain a safe, enjoyable, and upscale community experience.

Our approach ensures that amenity rules remain practical, enforceable, and aligned with the expectations of a resort-style community, fostering an environment that is both safe and enjoyable for all residents and their guests.

Develop and implement, in consultation with, and to the satisfaction of, the District, an emergency action plan setting forth a policy for the Amenities designed to protect staff and authorized patrons from serious injury, property loss, or loss of life, in the event of an actual or potential major disaster;

Note Disaster Preparation Plan as follows:

Disaster Preparation Plan — Hurricanes

Pre-Season Preparation

Selected staff and Management are FEMA Certified for Disasters

Objective

To ensure the community is operationally prepared for hurricane season through proactive planning, equipment readiness, staff training, vendor coordination, and clear communication protocols.

1. Generator Inspection and Readiness

Timeline: 60–90 days prior to hurricane season

Responsible Parties: Field Operations Director, Maintenance Team

- Conduct full inspections of all generators, including load testing.
- Service engines, batteries, fuel systems, and transfer switches.
- Verify operational capacity for critical infrastructure (clubhouse, gates, communications, refrigeration).
- Confirm fuel levels and establish priority refueling plans.
- Document inspection results and maintenance schedules.

2. Emergency Supply Inventory and Stocking

Timeline: 45–60 days prior to hurricane season

Responsible Parties: Assistant Field Operations Manager, Maintenance Team

- **Stock and secure emergency supplies, including:**
 - Fuel (stored per safety regulations)
 - Potable water
 - Sandbags and flood barriers
 - Tarps, plywood, and basic repair materials
 - Flashlights, batteries, and portable lighting
 - First aid kits and PPE
- Designate secure, accessible storage locations.
- Implement an inventory tracking system and replenishment thresholds.
- Assign responsibility for supply checks and replenishment.

3. Vendor Emergency Contracts Review

Timeline: 30–45 days prior to hurricane season

Responsible Parties: Field Operations Director, Management Team

- **Review and update emergency service contracts, including:**
 - Debris removal
 - Generator service and fuel delivery
 - Tree removal and landscaping
 - Security services
 - Restoration and cleanup vendors
- Confirm emergency response timelines and priority status.
- Verify 24/7 emergency contact information.
- Ensure contracts include post-storm response commitments.

4. Staff Training and SOP Review

Timeline: Annually before hurricane season

Responsible Parties: Operations Leadership, HR

- Review and update hurricane-related Standard Operating Procedures (SOPs).
- Conduct staff training sessions covering:
 - Pre-storm preparation tasks
 - Emergency response roles and chain of command
 - Safety protocols and evacuation procedures
 - Post-storm assessment and recovery procedures
- Assign roles and responsibilities by department.
- Conduct tabletop exercises or drills where feasible.
- Maintain training attendance records.

5. Resident Communication and Contact Management

Timeline: Ongoing; formal update prior to hurricane season

Responsible Parties: Community Management, Operations Team

- **Update resident contact lists, including:**
 - Email addresses
 - Phone numbers and SMS opt-in
 - Emergency contacts
- Verify communication platforms (email, text alerts, website, community app).
- Develop pre-written emergency notification templates for:
 - Storm preparedness
 - Facility closures
 - Evacuation guidance
 - Post-storm updates
- Establish a clear communication cadence before, during, and after a storm.
- Identify a single point of contact for resident communications.

Disaster Response & Recovery Plan — Hurricanes

72 Hours Before Storm (Pre-Impact Readiness)

Objective:

Secure assets, protect infrastructure, and ensure operational readiness.

- Responsible Parties: Field Operations Director, Assistant Field Operations Manager, Maintenance Team
- Secure all outdoor furniture, umbrellas, pool equipment, trash receptacles, signage, and loose items.
- Remove or store pool deck furniture and secure pool accessories.
- Lower lake, pond, or lagoon water levels where applicable and permitted to reduce flooding risk.
- Back up all critical digital files, including:
 - Resident and employee records
 - Financial data
 - Operational documents and contracts
- Verify backups are stored securely (cloud and/or off-site).
- Test all communication equipment, including:
 - Two-way radios
 - Emergency phones
 - Backup power and charging stations
- Confirm emergency contact lists are current and accessible.

48 Hours Before Storm (Operational Shutdown)

Objective:

Safely shut down amenities and reduce risk to property and residents.

- Responsible Parties: Operations Leadership, Food & Beverage, Maintenance
- Close all amenities, including:
- Pools and splash pads
- Café and food & beverage outlets
- Fitness centers and recreational spaces
- Shut down and secure propane and gas systems in accordance with safety protocols.
- Install hurricane shutters or protective window panels on clubhouses and operational buildings.
- Secure doors, gates, and access points.
- Issue voluntary evacuation notifications to residents through established communication channels.
- Provide residents with safety guidance and community status updates.

24 Hours Before Storm (Final Lockdown)

- Objective: Finalize preparations and ensure staff safety.
- Responsible Parties: Executive Leadership, Field Operations Director
- Lock and secure all buildings, including clubhouses, offices, storage rooms, and maintenance facilities.
- Conduct a final staff briefing covering:
- Storm status and anticipated impact
- Emergency contacts and chain of command
- Post-storm reporting expectations
- Confirm all critical systems are powered down or placed in storm-safe mode.
- Release staff to attend to personal and family preparations in accordance with policy.
- Ensure no personnel remain on-site unless designated as essential.

After the Storm (Recovery & Restoration)

Objective:

Ensure safety, assess damage, and restore operations in a controlled manner.

- Responsible Parties: Field Operations Director, Maintenance, Vendors, Management Team
- Conduct an initial site safety assessment before allowing staff access.
- Identify and secure safety hazards, including:
- Downed power lines
- Flooded areas
- Structural damage
- Perform a comprehensive damage assessment with photos and documentation for insurance and reporting.
- Prioritize critical repairs affecting safety, access, and utilities.
- Begin cleanup and debris removal using maintenance staff and contracted vendors.
- Coordinate restoration of essential services and amenities.
- Communicate clearly and consistently with residents regarding:
- Community status
- Safety advisories
- Cleanup progress
- Amenity and facility reopening timelines

Outcome

This phased response ensures a safe, organized shutdown before the storm, protects staff and residents, and enables an efficient, transparent recovery following hurricane impact.

Mirabay Evacuation Plan - Apollo Beach, Florida

Purpose

To ensure timely, clear, and safe evacuation of Mirabay residents during hurricanes or other major storm events, with special consideration for vulnerable populations and protection of community facilities.

Activation Trigger - This plan is activated when:

Hillsborough County issues a mandatory or voluntary evacuation order, or Executive Leadership determines evacuation is necessary based on storm intensity, surge risk, or infrastructure concerns.

1. Resident Communication Plan

- Objective: Deliver clear, consistent evacuation information to all residents through multiple channels.
- Communication Channels
- The following methods will be used concurrently to ensure maximum reach:
- Text and Email Blasts
- Evacuation status (mandatory or voluntary)
- Required evacuation timelines
- Shelter and route guidance
- Safety reminders and re-entry expectations
- Community Website Notifications
- Banner alerts with evacuation status
- Links to county evacuation maps and shelter information
- Updates on clubhouse and amenity closures
- Clubhouse & Community Postings
- Printed evacuation notices at:
- Clubhouse entrances
- Community bulletin boards
- High-traffic areas
- Notices posted prior to staff departure when possible
- Communication Standards
- Messages will be:
- Time-stamped
- Clear and concise
- Updated as conditions change
- All communications will be archived for documentation and post-event review.

2. Evacuation Zones & Routes

- Objective: Ensure residents understand their evacuation requirements and safe travel options.
- Evacuation Zones
- Mirabay residents will be directed to:
- Hillsborough County evacuation zone maps
- Official county guidance for surge and flood risk
- Zone maps will be:
- Linked digitally in all electronic communications
- Posted physically at the clubhouse prior to evacuation
- Evacuation Routes
- Residents will be advised to:
- Follow county-designated evacuation routes
- Avoid flood-prone roads and low-lying areas
- Monitor local emergency broadcasts for traffic updates
- Emergency Shelters

- Residents will be provided with:
- Locations of nearest county-approved shelters
- Information on:
- General population shelters
- Special needs shelters
- Pet-friendly shelters (if available)
- Shelter information will be updated as released by county authorities.

3. Transportation & Special Assistance Support

- Objective: Provide evacuation assistance to residents who may be unable to self-evacuate.
- Assistance Registration
- Maintain an Assistance Registration List for residents who:
 - Are elderly
 - Have mobility limitations
 - Have medical dependencies
 - Do not have access to transportation
- Resident Responsibilities
- Residents requiring assistance are encouraged to:
 - Register in advance with community management
 - Update needs annually or when conditions change
- Coordination
- Community management will:
 - Share guidance on county transportation resources
 - Direct registered residents to county special needs programs
 - Communicate evacuation timing clearly to avoid delays
- Note: Community staff do not provide direct evacuation transportation unless otherwise authorized by county or emergency agencies.

4. Community Facility Preparation (Pre-Evacuation)

- Objective: Secure community assets and reduce damage prior to evacuation.
- Utility Shutdown
- Shut down non-essential utilities at:
 - Clubhouse
 - Amenity buildings
 - Maintenance and storage facilities
- Gas, propane, and electrical systems will be secured per safety protocols.
- Protection of Equipment & Records
- Elevate:
 - Electronics
 - Servers
 - Computers
 - Sensitive paper records
- Secure critical documents in:
 - Waterproof containers
 - Cloud-based or off-site storage
- Pre-Evacuation Documentation
- Document all conditions prior to evacuation, including:
 - Facility interiors and exteriors
 - Mechanical and electrical systems
 - Amenities and common areas
- Documentation will include:

- Photos and videos
- Date/time stamps
- Records retained for:
- Insurance claims
- Damage comparison
- Post-storm reporting

5. Resident Responsibilities

- Residents are encouraged to:
- Know their evacuation zone
- Prepare personal evacuation kits
- Secure their homes prior to departure
- Follow official evacuation orders promptly
- Check official county and community communication channels for updates

Outcome

This evacuation plan ensures that Mirabay residents receive timely information, understand evacuation expectations, have access to assistance resources, and that community facilities are responsibly secured prior to storm impact supporting a safe and orderly evacuation process.

Oversee and supervise the Outfitters retail outlet to include:

- Ensure that the outlet is staffed at all times (hours of operation to be approved by District) and that staffing levels, salaries and benefits will be included as part of the District's budget;
- Ensure that retail merchandise and stock control systems are implemented, and monthly stock-takes are conducted. Results of any stock variances will be included in the monthly District report.
- Supervise purchasing and stock levels (all purchases to be approved in writing by District) and ensure the retail display areas are maintained to a high standard.

In addition to maintaining and recommending updated rules and policies for the community amenities, we will implement enhanced operational standards during the peak summer season to elevate the resident and guest experience at the Café, Pool, and Outfitters retail areas.

Specifically:

- Café & Pool – Resort-Style Dining Service: During the summer season, we will operate the Café and Pool area as a full-service, restaurant-style environment. Guests will enjoy:
 - Poolside service delivered directly to lounge chairs and tables
 - A designated bar seating area for drinks and light dining
 - Inside and outside table service for a more formal dining experience
 - Removal of traditional walk-up ordering, creating a seamless, resort-style service experience
- Outfitters Retail – Grab-and-Go Option: For residents or guests who prefer a quick service option, Outfitters will operate as a grab-and-go retail store with:
 - Food warmers and coolers stocked with ready-to-eat items such as pizza slices, chicken fingers, hot dogs, smash burgers, and sandwiches
 - A variety of beverages including water, soda, canned beer, and wine
 - A convenient option for guests who do not wish to utilize full-service dining
- Rules & Policy Integration: All operational changes will be reflected in updated amenity rules and policies, ensuring clear expectations for residents and staff. Policies will address service

procedures, poolside dining etiquette, bar seating usage, and retail operations, maintaining safety, efficiency, and a high-quality resort-style experience.

- Continuous Review and Updates: We will regularly evaluate service operations, resident feedback, and safety considerations to recommend additional rules or adjustments as needed, keeping the amenities aligned with the standards of a resort-style community.

This approach balances full-service luxury dining experiences with convenient grab-and-go options, while ensuring all policies are clear, enforceable, and designed to enhance resident satisfaction and operational excellence.

Develop all promotional and informational materials (including flyers, bulletins, etc.) in order to effectively expose and promote the Amenities, which efforts shall include, among other things:

- Develop and implement a promotional plan to increase and maintain usage levels of the Amenities Facilities;
- Training and supervising any personnel involved in the promotion of programs;
- Assisting in the distribution of brochures, direct mail pieces or any other internal collateral information to be used as part of the promotion of the programs;
- Publish a monthly activities calendar and newsletter, which shall be posted on the community website, distributed via e-mail, and made available in hard copy at the Amenities clubhouse
- Developing quarterly plans outlining in detail specific promotions with anticipated revenue and expenditures; and
- Working to consistently expose the Amenities Facilities to existing and potential patrons.

Promotional and Informational Materials for Amenities

Our team will provide a comprehensive approach to developing, managing, and executing promotional and informational initiatives that maximize resident engagement and usage of all Amenities Facilities.

Key Responsibilities Include:

vi. Promotional Plan Development and Implementation

- Design and implement a strategic, year-round promotional plan aimed at increasing awareness, participation, and sustained usage of all Amenities Facilities.
- Utilize targeted campaigns, themed events, and seasonal initiatives to drive attendance and engagement, ensuring programs remain relevant and appealing to the community.

ii. Staff Training and Supervision

- Train and supervise all personnel involved in program promotion, ensuring consistency in messaging, professionalism in communication, and excellence in guest interaction.
 - Provide ongoing coaching and support to ensure team members can effectively promote programs, handle inquiries, and represent the community's brand.

iii. Collateral Material Distribution

- Assist with the design, production, and distribution of all printed and digital materials, including brochures, flyers, direct mail, and internal communication pieces.
- Ensure materials are visually appealing, brand-consistent, and strategically distributed to reach both current residents and potential patrons.

iv. Monthly Activities Calendar and Newsletter

- Publish a monthly calendar and newsletter detailing programs, events, and offerings at the Amenities Facilities. This is in place as the Mirabay Mainsail News letter
- Disseminate content via multiple channels, including:
 - Community website
 - E-mail newsletters to residents
 - Hard copies available at the clubhouse for those preferring printed materials
- Maintain timely updates to ensure information is accurate, engaging, and accessible.

v. Quarterly Promotional Plans

- Develop detailed quarterly plans outlining promotions, anticipated participation, projected revenue, and expenditures.
- Monitor effectiveness of initiatives and adjust strategies as needed to optimize resident engagement and facility usage.

vi. Consistent Exposure of Amenities

- Actively work to ensure all Amenities Facilities are consistently visible to residents and potential patrons through signage, communications, and strategic events.
- Leverage social media, digital platforms, and on-site engagement to reinforce awareness and encourage active participation.

By integrating strategic planning, creative promotional materials, targeted outreach, and continuous evaluation, our approach ensures that Amenities Facilities are effectively marketed, optimally utilized, and positioned as the centerpiece of a vibrant resort-style community experience.

[Maintain up-to-date information on the community website.](#)

Access to the Mirabay Living website is in the process of being enabled. Once access is available information will be managed as described.

[Contractor shall provide a detailed profit and loss statement for each event or program offered by the District on a monthly basis.](#)

This is completed monthly and will continue to be completed.

[Contractor shall comprehend, support, enact, and assist with revising the Youth Programs Procedures.](#)

We will continue to manage all aspects of the Youth Programs utilizing the most qualified staff members.

[Contract shall properly staff, manage, and oversee all youth programs and childcare programs.](#)

We currently and will continue to staff and oversee all children programs in house.

The following core job responsibilities for the Assistant Clubhouse Manager:

- Support and assist Clubhouse Manager in carrying out day-to-day responsibilities, with a focus on all matters that directly relate to the residents' lifestyle experience in Mirabay.
- Ensure the smooth coordination of all COD Amenities and activities by staff.
- Scheduling and payroll reporting for direct reports (and possibly all staff).
- Staffing of Lifeguards and/or Pool Monitors (as applicable).
- Communication & Coordination with Residents, COD Staff, & direct reports.
- Implementation of CDD Policies related to the use of the amenities and common areas.
- Prepare Budgets as directed by the Clubhouse Manager and/or District.
- Creates exceptional Resident experiences and a more vibrant community through creative activities, special events, and popular programs.
- Ensures that the staff delivers an atmosphere of Welcoming Hospitality and personal engagement with each resident.
- Hiring, training, discipline & development of direct reports.

The Assistant Director of Operations carries out these responsibilities currently and will continue to do so.

Event Planning Services

- Develop and administer athletic and cultural lessons, classes, programs and leagues available to the Mirabay community;

These continue in development and will be fully implemented on a timely basis

- Receive a set budget to plan parties/events for residents each year. (Examples of events include seasonal events, teen parties, pool parties, fun runs, scavenger hunts, food trucks, wine tasting, polar plunge, parents' night out events, holiday parties, children's activities etc.);

This is being completed in house and already planned

- Provide the District with an event calendar prior to each fiscal year outlining a description of each event, budget for each event, etc.;

This has been completed and is attached

- Plan community parties and events catered to children of all ages and events for adults and seniors;

This is included in the community calendar

- Coordinate and oversee private rentals of the District's Facilities in accordance with the District's Amenities Rules;

The Assistant Director Operations handles this along with our Senior Front desk representative.

- Plan, coordinate, and provide regular children's programming such as recreational day camps, story time, and arts and crafts activities ("Children's Activities");

This has been planned for 2026 Summer Camp and after school programs

- Ensure all staff assisting with Children’s Activities undergo background screening, at least one staff member is certified in cardiopulmonary resuscitation by the American Red Cross or other program satisfactory to the District, and all federal and state laws regulating the operation and management of any recreational day camps, or other programs or activities for children are adhered to, including the maintaining of any required licenses or other approvals necessary for such programs or activities.

All staff in our team is level 5 background checked, drugged tested. All Directors, managers and Children staff, lifeguards are CPR Certified, AED Certified.

Swim Amenities Services

Checking in on, monitoring and supervising the safety of the patrons of the Swim Amenities.

Responding to first aid situations, enforcing the Amenities Rules, performing light pool area cleaning, managing pool staff, and handling phone calls.

Managing a full- and/or part-time staff for Swim Amenities in order to:

- Deliver the services associated with the Swim Amenities at a level consistent with the District’s annual budget; and
- Ensure that the District’s operation and maintenance of the Swim Amenities are in compliance with all requirements of Applicable Law, including but not limited to Florida’s Public Pool Code, Chapter 64E of the Florida Administrative Code, as well as any County or District- approved safety plan(s).

All of this is overseen by the General Manager (Director of Operations,) Assistant General Manager (Assistant Director of Operations,) and Field Operations Director

- To the extent required by law or the District, the Contractor shall employ lifeguards who have the current requisite certificate from the American Red Cross (or an acceptable alternative from another provider), undergo periodic in-service training and otherwise meet any other legal requirements, and maintain documentation of such certification and training.

Mirabay has lifeguards on that are certified with the American Red Cross. All lifeguards do quarterly recertifications

- Contractor shall promptly investigate and provide a full written report as to all accidents or claims for damage relating to the Swim Amenities, including any injuries or damage or destruction of property, and shall cooperate and make any and all reports required by any insurance company or the District in connection therewith.

All incidents and accidents are filed in the Incident binder, reported as appropriate, and any cooperation requested is granted.

- Contractor's personnel shall be familiar with all District written rules and policies.

Staff has read and reviewed the rules and policies and has signed off on them

Food and Beverage Operations

Contractor shall be responsible for supervising and operating the food and beverage operations

(including all sales of alcoholic beverages) at the Amenities Facilities, including the hiring and training of part time staff, as required.

All F&B staff are trained, TIP Certified, Lead and Managers are Servsafe certified.

Contractor shall provide a detailed profit and loss statement of food and beverage operations on a monthly basis.

Detailed profit and loss statement is provided monthly as requested.

Contractor and District shall work together to identify any additional costs reasonably related to the Alcohol Licenses and serving of alcohol that may need to be included in the District's budget

Coordination in the issue of Alcohol is in place and will continue.

District shall maintain the District's alcohol license. Contractor shall be responsible for the service of alcohol at the Amenities, as stated herein, and shall obtain and maintain any licenses, certifications or permits required for such service.

Currently the licenses are held by Daniel Leventry.

Contractor facilitates and coordinates all application processes relating to such alcohol license, provided the District shall be responsible for all license application fees and expenses.

We are prepared to act in this issue as required.

Contractor shall be responsible for ensuring that all activities at District Facilities are performed in accordance with the District's Alcohol Policy and all applicable laws, rules, and regulations governing the sale and service of alcoholic beverages at District Facilities.

We are entirely familiar with the policy, and applicable laws, rules, and regulations governing the sale and service of alcoholic beverages applicable to District Facilities.

Contractor shall work with the District to develop the District's Alcohol Policy and amend such policy as necessary from time to time.

We coordinate with the District regarding the policy regarding alcohol.

Contractor shall be responsible for providing and managing staff qualified and authorized to provide alcohol-related services under Florida law and taking all reasonable steps to ensure that such staff members are qualified and authorized to perform such services, including conducting background checks or similar screening processes.

Qualifications of staff is determined prior to hiring utilizing the guidance of Paychex and including a thorough background check among other items.

Contractor shall ensure that staff involved with serving alcohol attend training prior to working at the District Facilities and receive training on an annual basis thereafter on applicable subjects of Florida law, the District's policies and procedures, and topics including, but not limited to, methods for verifying legal age of customers, identifying and addressing underage and intoxicated customers, preventing and noticing third party sales, and reporting alcohol related incidents.

We provide thorough onboarding training regarding alcohol issues and this training is repeated annually.

Contractor shall verify identification of anyone who may be under the age of 21 years of age to avoid selling or serving alcoholic beverages to any person under the age of 21. Proper identification includes a valid driver's license, United States issued military identification card or Passport. Contractor will make every attempt to prevent underage drinking at the Amenity Facilities.

Valid identification is used to verify age for patrons who may be under the age of 21 years.

Contractor shall make every effort to avoid serving customers to the point of intoxication. Contractor will speak with the customer and watch for and observe signs of intoxication. Contractor will use tact, understanding and patience when denying alcohol service to customers. Additionally, Contractor shall make reasonable efforts to guard against persons who appear intoxicated from leaving District property. For example, Contractor will call a cab or attempt to arrange alternative transportation and will encourage a customer that appears intoxicated to stay on District property until alternative arrangements may be made.

Staff has been trained for this and understand how to handle intoxicated persons. They know to reach out to the Manager on Duty for assistance whenever they feel they need help.

Contractor shall not serve alcohol to disruptive customers. Should a customer become belligerent, the police should be contacted. In the case of an incident involving problems like refusing service or ejecting a customer etc., Contractor shall document the incident in a logbook and immediately contact the District Manager. The report shall include the date and time of the incident; names of customers involved; witnesses; and the actions of staff. All incident reports are to be reported to the General Manager and District Manager.

Staff has been trained on this policy and there is always a Manager on Duty on from opening to closing hours.

Janitorial Services

- Maintain the general appearance of all indoor spaces by vacuuming carpet, dusting, positioning furniture, cleaning all tiled areas, and cleaning windows and bathrooms.
- In addition to vacuuming, maintain carpeting by treating stained areas.
- Cleaning windows, window ledges, and blinds.
- Cleaning of kitchen areas.
- Bathroom cleaning includes - but is not limited to - all toilets, bases behind toilets, counters, mirrors and shower stalls. Soap dispensers shall be cleaned and filled when necessary. Paper product dispensers shall be restocked as needed (costs of paper products and soap shall be included in the flat annual fee proposal.)
- Dusting window ledges and blinds, furniture, baseboards, countertops and lights.
- Cleaning of tiled areas includes dust mopping, damp mopping and cleaning of baseboards.
- Storage closets shall be kept in an orderly condition. Equipment and cleaning supplies shall be properly labeled and stored.
- District shall furnish the necessary cleaning equipment and supplies for the provision of the janitorial services described herein. Should extraordinary cleaning services be required (as agreed to in writing by the District Board or District Manager), such as special treatment of carpet stains by an outside contractor, such special janitorial services and/or equipment/supplies shall be billable to the District.
- Wiping down and cleaning of fitness equipment no less than twice weekly is required.

All items in this list are carried out daily. Additional items as needed are identified and rectified.

Web-Based Services

Contact Us Page - information on the description of the community, the District website, the reception@Mirabayclub.com email, and the phone number to the Mirabay Main Clubhouse (813-649-1500). This page shall include contact information for people seeking technical assistance or additional accommodation to access the website.

Accessibility Policy Page - Contractor shall provide an accessibility policy that includes a commitment to accessibility for persons with disabilities, the District's engagement of Contractor for provision of the Web-Based Services, and efforts to bring the Web-Based Services into ADA compliance, including the applicable ADA accessibility standard used and applied to the Web-Based Services, if any, and contact information for users encountering any problems.

Access to the Mirabay Living website is in the process of being granted. Once access is available all of these activities will be carried out.

Facebook page - This page shall contain the Facebook feed for Mira Bay (<https://p.facebook.com/MirabayFL/>).

We do not currently maintain any material on Facebook because of the recent nature of comments that are left and the turmoil the community is in. We are keeping and maintaining a positive work environment for our staff.

Mirabay Calendar page - Contractor shall maintain and update an events calendar.

As an alternative to the events calendar, we use email to send out a Mirabay Newsletter each month to the community. As access to the site is becoming available this information will be placed on the calendar page.

Report a Problem page - Contractor shall provide a means for residents to report service problems to Amenity Facilities staff (<https://www.harborbaycdd.org/district-staff>).

Residents have access to FMX to log and report problems

Website page - Contractor shall provide a page containing a link to the District website (<https://www.harborbaycdd.org/>), the community-wide website, and other websites relevant to District residents and patrons of the Amenity Facilities.

Access to the Mirabay Living website is in the process of being granted. When it is available we will carry out the requested tasks including those below. In the interim monthly newsletter is sent to the community utilizing email as an alternative until the time webpage access is granted.

- Mirabay Events page - This page shall include flyers for events and links to register for same.
- Mirabay Fitness page - This page shall include pictures, a description of the fitness center, information regarding fitness programs and classes, and a link to fitness center hours and policies.
- Mirabay Pools - This page shall include pictures, a description of the pools and water features, and a link to pool hours and policies.
- Tennis/Pickleball - This page shall include pictures and descriptions of the facilities and a link to policies.

We set up residents on Reserve the court and then they can do what they need to on their own

- Newsletter - This page shall include a monthly newsletter and links to archived newsletters.

A monthly newsletter is sent to the community utilizing email as an alternative until the time web page access is granted.

- Amenity Athletics - This page shall include links to amenity athletics websites.
- Cafe Information - This page shall include menu, hours, and specials.

This information is included in the monthly newsletter.

- Room Rental and Banquet Information - This page shall include policies and rates for room rentals and banquet information.

This information is available, including contracts, at the Reception desk

- Boat Registration and Boat Lift Information - This page shall include rules, policies, procedures, etc. pertaining to use of boats and boat lifts in District waterways.

Email messages are sent for yearly registrations

- Childcare - This page shall include information for childcare.

We do not offer childcare – We offer Summer Programs and after school programs – two very different things in the state of Florida for licensing

Scope of Grounds Maintenance Management Services

Standard On-Going Services

The General Manager/Director of Operations oversees the Field Operations department and all vendors, contracts and issues that arise. The following items are addressed and will continue to be addressed.

1. Developing, executing, updating and publishing the Harbor Bay COD Landscaping Standards each year, as well as the District's Landscape Maintenance RFP as often as needed
2. Day-to-day operations, managing vendor contracts relating to the Facilities, and development and execution of standard operation policies and procedures.
3. Ensuring a presentable overall appearance of the Facilities.
4. Negotiating purchasing and potential bidding of contracted services, process and manage work orders as needed, and review all invoices.
5. Ensuring that outside vendors meet all contract terms and conditions as outlined, provide quality services, and evaluate their performance.
6. Supervise any staff hired by Contractor necessary to perform the Maintenance Management duties contained herein.
7. Oversee the District's landscape maintenance contractor and arborist, including approving contractor monthly and weekly plans, validating work performed meets contract requirements, approving invoices from the vendors after determining that the goods or services were received in good condition, and confirming all landscaping meets District Landscape Standards including ensuring trees remain healthy and pruned/trimmed, dead trees are replaced quickly, all shrubs and flowers are kept healthy and replaced as needed, all sod remains healthy and is replaced quickly when needed, all mulched areas are kept clean of debris and trash, and irrigation systems are fully functional.
8. Oversee the District's aquatic plant maintenance contractor, including approving any invoices from the vendors after determining that the goods or services were received in good condition and consistently monitor all community ponds for algae and seepage/bank issues.
9. Oversee the District's contractors performing emergency repairs and other services, including approving any invoices from the vendors after determining that the goods or services were received in good condition and coordinate emergency repairs (e.g., broken sprinkler heads, etc.).
10. Report major repairs to District property and Facilities (outside of landscape contract) in a timely manner and coordinate such repairs upon approval by the General Manager.
11. Report professionally at each District Board meeting with monthly management report and with status of all repairs completed, and provide suggestions of key items needed to enhance the community.
12. Maintain all Facilities, including both amenity centers, parks, common areas, etc.; complete minor repairs to the Amenity Facilities for plumbing, electrical, interior and exterior painting, fence paint touch-up, clean gutters, entrance/exit gates, etc. Responsible for daily repairs to and upkeep of all District common areas, including trash pick-up around the community.
13. Repair equipment as able and promptly report the need for any repairs not able to be performed; monitor condition of all doors, adjoining fencing and gates, and resolve any problems, either through repairs or adjustments, or securing services of door/gate contractor; touch-up painting as needed; control cobwebs and prevent other debris from accumulating on exterior walls; and

replace interior lights and air conditioner filters as needed. (Contractor shall be reimbursed by the District for the purchase of replacement light bulbs and air conditioning filters upon presentation of support for such reimbursement to the District's satisfaction).

14. Maintain and manage preventative maintenance records, inventories, purchases, warranties, regular maintenance and inspections for the Facilities, as needed including fire inspections, pest control, mechanical systems, security alarms, which shall be maintained on the District's maintenance management software.
15. Oversee maintenance and operation of the security systems and structures installed at the Facilities, and respond to calls and other items from the security provider.
16. Recommend and implement a maintenance and replacement program for fitness equipment.
17. Survey all community light structures, including gas lanterns, weekly and replace as needed or call utility provider for replacement of major community lights.
18. Monitor all roads for potholes or drainage issues, sidewalks, curbs, street signs, monuments, and informational signs, and report to the appropriate groups for repair.
19. Pressure wash all pool decks, monuments, hardscape, curbs, sidewalks, sports courts and clubhouses at least twice per year, or more often if needed.
20. Empty waste receptacles and pick up debris around all entrances, picnic areas, swimming pool decks, parks, playgrounds, sports courts, doggie stations, sidewalks/landscaping around clubhouses.
21. Maintain swimming pool decks by blowing off entire pool deck, arranging furniture, adjusting umbrellas, and cleaning BBQ grills
22. Oversee and maintain community parks, dock, and boat lift operations by checking condition of deck, lift operation, storage bin, etc., and training residents for proper operation of the boat lift.
23. Clean all outdoor furniture.
24. Maintain and assess playground equipment for safety issues on a regular basis.
25. Assess and advise the District of any necessary repairs, extraordinary cleaning, or replacement items that may be required due to "normal wear and tear," "acts of God," or vandalism, and secure cost estimates for same.
26. Populate and maintain the District's maintenance management software system.
27. Have at least 10 years of experience maintaining a similar community, apartment or housing complex, or similar type facility
28. A prior contracting license and contracting and landscape maintenance experience is preferred.

Pool Maintenance Services

The General Manager/Director of Operations oversees the Field Operations department and all vendors, contracts and issues that arise. The following pool maintenance items are addressed and will continue to be addressed.

1. Check pool water quality and complete equivalent to DH Form 921, Monthly Swimming Pool Report, 3/98, as required by Chapter 64E-9.004(11), FAC, per site visit.
2. Conduct necessary tests for proper pool chemicals as required in order to maintain water quality levels within requirements of Chapter 64E-9.004(1)(d).
3. Operate filtration and recirculation systems, backwashing as needed. Clean all strainers. Maintain pool at proper water level and maintain filtration rates. Check valves for leaks, as well as other components, and maintain them in proper condition.
4. Manually skim, brush and vacuum pools as necessary. Maintenance shall be performed three (3) days per week, or as needed. It is recommended that the pools be closed on Mondays for super chlorination and algae treatment as necessary.
5. Advise the District of any necessary repairs, cleaning, or replacement items required due to "normal wear & tear," "acts of God," or vandalism. Such repairs shall be billed separately, upon

- approval of the District Board or District Manager.
6. All chemicals required for cleaning the pools, including, but limited to, special treatment of stains, metals sequestering, foam removal, oil removal, phosphate and nitrate removal, mustard and black algae treatment, and super chlorination, shall be used as needed and billed separately. Additional service and/or chemicals required due to natural disasters or gale-force
 7. winds (or stronger) shall be billed separately as well. The District shall purchase directly all pool chemicals necessary to comply with the above.
 8. The Monthly Pool Service Fee Proposal shall include provision of an automated chemical controller provided at no additional cost to the District
 9. These services include providing a dedicated commercial-duty pool vacuum kept on site to provide improved response by on-site staff in the event of emergencies, at no additional cost to the District.
 10. The Contractor shall conduct visual inspections daily of all pool equipment, slide, spray devices, lane ropes, restrooms, furniture fans and lighting

Tennis/Pickleball Court Maintenance Services

The General Manager/Director of Operations oversees the Field Operations department and all vendors, contracts and issues that arise. The current vendor is responsible for the physical completion of these items.

1. Perform daily tennis court raking (weather permitting).
2. Repair and maintain clay and surface material as needed.
3. Perform daily brushing of the courts, and line tape, surface material removed from under the tape edges (after raking/brushing the courts); weather permitting.
4. Perform preventative maintenance and removal of mildew and algae, including any mineral "caking."
5. Replace nails and line tape, as needed, to maintain safe playing conditions.
6. Maintain net cable tensions and net height, side panel, and anchor ropes/net tapes.
7. Check net straps and adjust as needed to ensure regulation height of nets.
8. Perform preventative maintenance of anchor boxes, retainer pins, ratchet pins, and release pins; lubricate as needed.
9. Inspect net post bases and slopes for cracks or other damage (beyond the normal surface-rust). Adjust entrance gates and keep maintained.
10. Utilize available hydration systems, monitoring effective watering of all zones. Add chlorine tablets as needed to all tennis court float boxes (if any).
11. Clean all filters once per week, or as needed.
12. Remove any undesirable green vegetation from the internal perimeter of the fence area, nets, net posts, and canopied islands (if any) by edging these areas as needed.
13. Clean, sweep & maintain perimeter borders, troughs, drains, catch basins, and pavers (if any).
14. Install and maintain windscreen ties as needed. Check perimeter fencing for proper connections.
15. Perform necessary maintenance of all equipment and keep locked in storage when not in use. (Tape line brushes shall be hung and stored on fencing for resident usage.)
16. Clean off benches, water coolers, stands, etc. that are kept in the court area. (If items are kept on the court during the season, move them and groom the court surface formerly beneath them on a regular basis.)
17. Clean adjacent walkways due to court material run-off or accumulation of dirt and debris.
18. Clean and maintain the "tread blasters" and catch basins as needed.
19. Pick up and remove trash; empty waste receptacles as needed.
20. Provide replacement clay for tennis as needed due to typical usage, "normal wear-and-tear," inclement weather, etc. (Labor-only; cost of SO-lb. bags of replacement clay material supplied by

the District.). Contractor recommends approximately two (2) tons (approximately 80 bags) of replacement clay material per year should be added to the tennis courts.

21. The Field Operations Manager shall notify the on-site General Manager of any replacement items or repairs needed for the proper operation of the courts and court equipment
22. All maintenance equipment needed to perform the court maintenance duties described herein shall be provided by the District.
23. The court maintenance services are estimated to require approximately 25- 30 labor-hours per week, on average, during a typical, twelve-month period, and shall be fulfilled by one hourly individual.

Pricing

Proposer should provide information to substantiate the proposed fee including as much supporting detail as possible, such as projected staffing costs, contractual fees, supplies, maintenance and repair, permitting and licensing fees, insurance costs, taxes, professional fees, etc. and any projected revenue sources and pass through expenses. Fee should provide for appropriate and sufficient staffing, including a field operations manager, pool maintenance personnel, tennis/pickleball court maintenance personnel, and such other managers, staff and personnel as proposer recommends to provide grounds maintenance management services, pool maintenance services, and tennis/pickleball court maintenance services.

The following pricing includes personnel and payroll/HR service costs for a 12-month period.

Paychex	\$16,257.52

Job Descriptions – See Appendix A

Standard Operating Procedures – See Appendix B

Mira Bay Clubhouse Employee Handbook – See Appendix C

Resume Chastity Kelly – See Appendix D

Proposed PRICING

SELF-MANAGING SERVICES:

This is a yearly calculation and will be changed for a decrease as the fiscal year has already begun.

PERSONNEL:

General Manager \$115,000

Full-time Personnel – 50/60 hours/week

Director of Operations \$80,000

Full-time Personnel – 50 hours/week

Programs Manager \$50,000

Full-time Personnel – 50 hours/week

Summer Camp Staff (June 1- August 15)

(5) Seasonal Part time staff – 135 hours/week \$30,319.66

Field Operations Manager \$70,000

(1) Full-time Personnel – 50 hours/week

Maintenance staff

(2) Full-time Personnel – 80 hours/week \$80,000

Food & Beverage Manager \$50,000

Full-time Personnel – 50 hours/week

Café Lead \$28,000 plus tips

(1) Part-time 32 hours/week will fill in during off season

Food & Beverage staff & Event Staff plus tips

(all staff is cross trained Winter season will change for a decrease in payroll)

(4) Part-time Server/ Bartenders for Café & Events 130 hours/week \$24,000

(2) Part-time Line cooks for summer season 60 hours/week (May-Oct) \$27,000

Housekeeping

(1) Full-time Personnel – 40 hours/week \$50,000

(2) Part-time Personnel - 40 hours/week \$32,000

Lifeguards

(6) Part-time Personnel 125 hours/week summer time (May-Oct) \$52,000

(2) Part-time off season 15 hours/week winter time (Nov-April) \$12,500

Proposed Budget

Budgeted Personnel Total	\$700,819.66
Total Year 1- Remains as is (next September)	\$700,819.66
Total Year 2 – 3.5% increase.....	\$725,348.35
Total Year 3 – 3.5% increase.....	\$750,735.54

VS Rizzetta Pricing

Budgeted Personal Total	\$939,860.00
General Management & Oversight fee.....	\$ 50,000.00
Total Year 1 (10 Months).....	\$989,860.00
Total Year 2	\$1,087,736.00
Total Year 3.....	\$1,107,291.00

Harbor Bay Community Development District Employee Handbook

Harbor Bay Community Development District

January 08, 2026

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Core Policies

1.0 Welcome

1.1 A Welcome Policy

Welcome! You have just joined a dedicated organization. We hope that your employment with Harbor Bay Community Development District will be rewarding and challenging. We take pride in our staff members as well as in the products and services we provide.

The District complies with all federal and state employment laws, and this handbook generally reflects those laws. The District also complies with any applicable local laws, although there may not be an express written policy regarding those laws contained in the handbook.

The employment policies and/or benefits summaries in this handbook are written for all staff members. When questions arise concerning the interpretation of these policies as they relate to staff members who are covered by a collective-bargaining agreement, the answers will be determined by reference to the actual union contract, rather than the summaries contained in this handbook.

Please take the time now to read this handbook carefully. Sign the acknowledgment at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. The District reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. Please understand that no employee handbook can address every situation in the workplace.

If you have questions about your employment or any provisions in this handbook, contact Human

Resources. We wish you success in your employment here at Harbor Bay Community Development

District!

All the best,

Board of Directors, -
Harbor Bay Community Development District

1.2 At-Will Employment

Your employment with Harbor Bay Community Development District is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the District at any time, with or without notice and with or without cause.

Nothing in this handbook or any other District document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment. Only the - has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the -.

If a written contract between you and the District is inconsistent with this handbook, the written contract is controlling.

Nothing in this handbook will be interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

2.0 Introductory Language and Policies

2.1 About the District

Harbor Bay CDD is a District-owned and operated community amenity and serves as the social and recreational hub of the MiraBay community. The Club includes the clubhouse facility and related amenities, as well as District-operated food and beverage services where applicable.

The MiraBay Club supports community engagement by hosting events, programs, meetings, and recreational activities for residents, guests, and authorized users. Operations of the Club are conducted in accordance with all applicable licensing, health, safety, and employment regulations.

2.2 District Facilities

The MiraBay Club serves as the central community facility and includes the clubhouse, event spaces, and District-operated food and beverage services. Additional resort-style amenities may include pools, fitness areas, recreational courts, playgrounds, walking trails, and common outdoor spaces.

2.3 Ethics Code

Harbor Bay Community Development District will conduct business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services, products, and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Our managers and staff members are expected to adhere to high standards of business and personal integrity as a representation of our business practices, at all times consistent with their duty of loyalty to the District.

We expect that officers, directors, and staff members will not knowingly misrepresent the District and will not speak on behalf of the District unless specifically authorized. The confidentiality of trade secrets, proprietary information, and similar confidential commercially-sensitive information (e.g., financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, or trademarks) about the District or operations, or that of our customers or partners, is to be treated with discretion and only disseminated on a need-to-know basis (see policies relating to privacy).

Violation of the Ethics Code can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

2.4 Mission Statement

Our mission at Harbor Bay CDD is to deliver an exceptional resort-style community experience by providing safe, well-maintained facilities, high-quality service, and welcoming environments for residents, guests, and the public. We are committed to professionalism, accountability, and teamwork while enhancing community pride and quality of life through excellence in operations and hospitality.

2.5 Our Organization

The Harbor Bay Community Development District (CDD) is a public, special-purpose governmental entity established under Florida law to own, operate, and maintain community infrastructure and amenities within the MiraBay community in Apollo Beach, Florida. The District is governed by an elected Board of Supervisors and operates in accordance with all applicable federal, state, and local laws.

The MiraBay Club is a District-owned facility and serves as the central hub of community life, providing recreational, social, and hospitality services within a resort-style environment. Together, the District and the MiraBay Club support a high-quality lifestyle for residents and guests through safe, well-maintained facilities and professional service.

As employees of the Harbor Bay CDD and MiraBay Club, staff members represent a public organization and are expected to conduct themselves with integrity, professionalism, and accountability. Each role contributes to the overall success of the community by delivering reliable services, maintaining District assets, and fostering a welcoming and respectful environment for all.

2.6 Revisions to Handbook

This handbook is our attempt to keep you informed of the terms and conditions of your employment, including Harbor Bay Community Development District policies and procedures. The handbook is not a contract. The District reserves the right to revise, add, or delete from this handbook as we determine to be in our best interest, except the policy concerning at-will employment. When changes are made to the policies and guidelines in this handbook, we will communicate them promptly, either in a written supplement to the handbook or by posting (on company bulletin boards or websites).

3.0 Hiring and Orientation Policies

3.1 Accommodations for Pregnancy, Childbirth, and Related Medical Conditions

Harbor Bay Community Development District provides reasonable accommodation to staff members experiencing limitations related to pregnancy, childbirth, or related medical conditions. We are committed to complying with the federal Pregnant Workers Fairness Act (PWFA) and any applicable state or local laws offering additional protection.

Examples of reasonable accommodation include:

- Additional break time for restroom use, meals, hydration, and rest.
- Seating options allowing for sitting or standing as needed.
- Schedule changes, part-time work, and paid and unpaid leave.
- Flexible work hours to accommodate medical appointments and physical needs.
- Telework (remote work).
- Closer parking spots to the workplace entrance.
- Light duty.
- Making existing facilities accessible or modifying the work environment.
- Job restructuring.
- Temporarily suspending one or more essential functions of the job.
- Acquiring or modifying equipment, uniforms, or devices.
- Adjusting or modifying examinations or policies.

If you require accommodation, notify your managers. In instances where the need for a particular accommodation is not obvious, you may be asked to provide:

- The reason an accommodation is needed.
- A description of the proposed accommodation; and
- Information on how the accommodation will effectively address your limitations.

Medical documentation will not be required in the following situations:

- When the limitation and need for accommodation is obvious.
- If the Company is already aware of the limitation due to previous disclosure.
- If the requested accommodation is to do any of the following, as needed:
 - Carry or keep water nearby and drink.
 - Take additional restroom breaks.
 - Sit, stand, or alternate between sitting and standing; or
 - Take breaks to eat and drink.
- For any accommodation.
- When similar accommodation has been provided to other employees without requiring documentation.

The District will engage in an interactive process with you to identify suitable accommodation. While we strive to accommodate all requests, certain accommodation may not be provided if they result in undue hardship to the District. Factors considered include the nature and cost of the accommodation, the overall financial resources of the facility, and the impact on operations, including safety and efficiency.

If leave is provided as reasonable accommodation, it may run concurrently with leave under the federal Family and Medical Leave Act (FMLA) and/or any other applicable leave as permitted by law.

The Company strictly prohibits retaliation against staff members who request or utilize accommodation under this policy.

3.2 Conflicts of Interest

Harbor Bay Community Development District is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, customer relations, safety, security, and morale. If there is any actual or potential conflict of interest between you and a competitor, supplier, distributor, or contractor to the Company, you must disclose it to your Managers. If an actual or potential conflict of interest is determined to exist, the District will take such steps as it deems necessary to reduce or eliminate this conflict.

3.3 Disability Accommodation

Harbor Bay Community Development District complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, the District will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business.

If you require an accommodation because of your disability, it is your responsibility to notify your Managers. You may be asked to include relevant information such as:

- The reason you need accommodation.
- A description of the proposed accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, the District will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodation that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by the District in connection with a request for accommodation will be treated as confidential.

The District encourages you to suggest specific reasonable accommodation that you believe would allow you to perform your job. However, the District is not required to make the specific accommodation requested by you and may provide alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the District.

Where state or local law provides greater protections to staff members than federal law, the Company will apply the law that provides the greatest benefit to staff members.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

The Company will not discriminate or retaliate against staff members for requesting accommodation.

3.4 Employment Authorization Verification

New hires will be required to complete Section 1 of federal Form 1-9 on the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with Harbor Bay Community Development District. If you are currently employed and have not complied with this requirement or if your status has changed, inform your Managers.

If you are authorized to work in this country for a limited time, you will be required to submit proof of renewed employment eligibility prior to expiration of that time to remain employed by the District.

3.5 Employment of Relatives and Friends

We will not employ relatives or friends in circumstances where actual or potential conflicts may arise that could compromise supervision, safety, confidentiality, security, and morale at Harbor Bay Community Development District. It is your obligation to inform the District of any such potential conflict so we can determine how best to respond to the specific situation.

3.6 Job Descriptions

Harbor Bay Community Development District attempts to maintain a job description for each position. If you do not have a current copy of your job description, you should request one from your Managers.

Job descriptions prepared by the District serve as an outline only. Due to business needs, you may be required to perform job duties that are not within your written job description. Furthermore, the District may have to revise, add to, or delete from your job duties per business needs. On occasion, the District may need to revise job descriptions with or without advance notice to staff members.

If you have any questions regarding your job description or the scope of your duties, please speak with your Managers.

3.7 New Hires and Introductory Periods

The first 90 days of your employment is considered an introductory period. During this period, you will become familiar with Harbor Bay Community Development District and your job responsibilities, and we will have the opportunity to monitor the quality and value of your performance and make any necessary adjustments in your job description or responsibilities. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the "at-will" employment relationship.

3.8 Religious Accommodation

Harbor Bay Community Development District recognizes the diversity of religious beliefs and is committed to providing equal employment opportunities to all staff members, regardless of their religious beliefs and practices or lack thereof. Consistent with this commitment, the District complies with Title VII of the Civil Rights Act of 1964 and all applicable state and local laws that prohibit employment discrimination on the basis of religion. The District will reasonably accommodate the sincerely held religious beliefs of staff members if the accommodations would resolve a conflict between the individual's religious belief or practice and a work requirement, unless doing so would create an undue hardship.

Requesting a Religious Accommodation

If you need an accommodation because of your religious beliefs or practices, make the request with your Managers . You may be asked to include relevant information such as:

- A description of the proposed accommodation.
- The reason you need the accommodation.
- How the accommodation will help resolve the conflict between your religious beliefs or practices (or lack thereof) and your work requirements.

7

After receiving your request, the District will engage in an interactive dialogue with you to explore potential accommodations that could resolve the conflict between your religious beliefs or practices and work requirements. The District encourages you to suggest specific reasonable accommodations. However, the District is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the District. The District will not discriminate or retaliate against staff members who, in good faith, request a religious accommodation under this policy.

3.9 Training Program

In most cases, and for most departments, training staff members is done on an individual basis by the department manager. Even if you have had previous experience in the specified functions of your job duties, it is necessary for you to learn our specific procedures, as well as the responsibilities of the specific position. If you ever feel you require additional training, consult your Managers.

4.0 Wage and Hour Policies

4.1 Attendance

Harbor Bay Community Development District requires regular and punctual attendance by staff members. You are expected to arrive at the workplace on time and ready to perform your job. Failure to comply with this policy may result in disciplinary action, up to and including termination.

If you are not going to arrive at work or return from a break on time, you must notify your Managers as soon as possible but at least 4 hours before your scheduled start time. If your Managers is not available, contact another member of management.

If you must miss work due to an emergency or other unexpected circumstance, notify your Managers, by phone as soon as possible. You

are responsible for finding your own coverage, unless an emergency situation prevents you from doing so. Notice should include the expected duration of your absence and your expected time or date of return. You may be required to provide documentation of the need for the absence, as permitted by applicable law. Texting is not permitted.

If you become ill during your scheduled workday and need to leave before the end of your shift, notify your Managers immediately. If you are unable to perform your job at an acceptable level due to illness, you may be sent home until you are well enough to work.

Absences will be considered excused if you requested the time off in accordance with District policies and received the required approval for the absence. Absences will be considered unexcused if you are absent from work during scheduled work hours without permission and do not receive retroactive approval. This policy applies to all absences, including full- or partial-day absences, late arrivals, and early departures.

Planned absences, such as vacations or medical appointments, should be arranged as far in advance as possible. If you need to be absent during the workday, attempt to schedule outside appointments or obligations so that your absence has the smallest impact possible on business operations.

The District reserves the right to apply unused vacation, sick time, or other paid time off to unauthorized absences when permitted by applicable law. Absences resulting from approved leave, vacation, or legal requirements are exceptions to this policy.

If you fail to report to work for three or more consecutive days and have not provided proper notification, the District will assume that you have voluntarily resigned your position and will proceed with the termination process.

4.2 Business Expenses

The purpose of this policy is to define approved nontravel business expenses and the authority for incurring and approving such expenses at Harbor Bay Community Development District.

Approved business expenses are the reasonable and necessary expenses incurred by staff members to achieve legitimate business purposes that are not covered by normal Company procurement processes.

Business Meetings (Employer-Sponsored Events and Meetings)

The District pays for expenses necessary to achieve a valid business purpose when meetings are held with customers, vendors, or other District staff members. The most senior Company individual present is responsible for paying for and reporting all expenses.

The District will make every effort to have a master account set up for Company-wide and large group events. However, if you are at a small meeting or staying by yourself at a hotel, pay individually and submit for reimbursement accordingly.

Entertainment

The District pays for entertainment expenses only when they clearly benefit the District, include customers, and are promotional in nature. The most senior individual present is responsible for paying for and reporting all expenses.

Technical and Training Seminars

The District pays for expenses associated with attendance at classes and seminars that enhance job-related skills. Prior approval must be obtained by your Managers.

Gifts

You may present gifts only under exceptional circumstances and with prior approval of the appropriate District officer. The District does not reimburse costs over \$25 for business gifts.

Other Expenses

The District will pay for postage and telephone expenses that are for business purposes.

Reporting

Report approved expenses on the standard expense report form and include a description of the expense (which should include the date, vendor, business purpose, and a list of any attendees/participants) and a copy of the receipt.

4.3 Direct Deposit

Harbor Bay Community Development District encourages all staff members to enroll in direct deposit. If you would like to take advantage of direct deposit, ask Human Resources or Direct Report for an application form. Typically, the bank will begin the direct deposit of your payroll within 30 calendar days after you submit your completed application.

If you have selected the direct deposit payroll service, a written explanation of your deductions will be provided to you on paydays in lieu of a check.

4.4 Employment Classifications

The District designates all employees as either exempt or nonexempt in compliance with applicable federal, state, and local law:

- Exempt employees. Exempt employees are generally paid a fixed salary and are not entitled to overtime pay.
- Nonexempt **employees**. Nonexempt employees are entitled to minimum wage and overtime pay.

The District also assigns each employee to one of the following categories:

- **Regular full-time employees**. Regular full-time employees are normally scheduled to work at least 40 hours per workweek, except for approved time off.
- **Regular part-time employees**. Regular part-time employees are normally scheduled to work 30 hours or less per workweek.
- **Seasonal Employees**. Seasonal employees are hired for the summer months of May thru November on a seasonal basis, with either full or part-time hours. Seasonal employees are hired on a temporary basis during the time of year when extra work is available.

You will be informed of your classification, status, and responsibilities at the time of hire and at any time your classification, status, or responsibilities change. If you have a question regarding this information, contact Human Resources. These classifications do not alter your employment at-will status.

4.5 Introduction to Wage and Hour Policies

At Harbor Bay Community Development District, pay depends on a wide range of factors, including pay scale surveys, individual effort, profits, and market forces. If you have any questions about your compensation, including matters such as paid time off, commissions, overtime, benefits, or paycheck deductions, speak with your Managers.

4.6 Paycheck Deductions

Harbor Bay Community Development District is required by law to make certain deductions from your pay each pay period, including deductions for federal income tax, Social Security and Medicare (FICA) taxes, and any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the information you list on your federal Form W-4 and applicable state withholding form. Permissible deductions for exempt staff members may also include, but are not limited to, deductions for full-day absences for reasons other than sickness or disability and certain disciplinary suspensions. You may also authorize certain voluntary deductions from your paycheck where permissible under state law. Your deductions will be reflected in your wage statement. If you have any questions about deductions from your pay, contact your Managers.

The District will not make deductions to your pay that are prohibited by federal, state, or local law. Review your paycheck for errors each pay period and immediately report any discrepancies to your Managers.

You will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, you will receive an immediate adjustment, which will be paid no later than your next regular payday.

The District will not retaliate against employees who report erroneous deductions in accordance with this policy.

4.7 Recording Time

Harbor Bay Community Development District is required by applicable federal, state, and local laws to keep accurate records of hours worked by certain staff members. To ensure that the Company has complete and accurate time records and that staff members are paid for all hours worked, nonexempt staff members are required to record all working time using District Speak with your Managers for specific instructions.

You must accurately record all of your time to ensure you are paid for all hours worked, and must follow established District procedures for recording your hours worked. Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work, before your meal period.
- Immediately before resuming work, after your meal period.
- Immediately after finishing work.
- Immediately before and after any other time away from work.

Notify your Managers missed punches meal or break periods.

of any pay discrepancies, unrecorded or mis recorded work hours, or any involuntarily

Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock." If you falsify your own time records, or the time records of co-workers, or if you work off the clock, you will be subject to discipline up to and including termination. Immediately report to Direct Report , any employee, supervisor, or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.

4.8 Travel Expenses

The purpose of this policy is to define approved business travel expenses and the authority for incurring and approving such expenses at Harbor Bay Community Development District.

Travel expenses are the reasonable and necessary expenses incurred by staff members when traveling on approved Harbor Bay Community Development District business trips. Travel is limited to business activities for which other means of communication is inadequate and for which prior approval from your Managers has been received.

Advances

The District does not generally provide cash travel advances. Normally, you will be expected to use personal credit cards and/or your own cash and submit approved expenses on the standard Expense Report Form.

Travel Expenses

The District pays the actual amounts incurred for appropriate expenses when you are on travel assignments. Examples of typical expenses include the following:

- Airline tickets.
- Meals and lodging.
- Car rental, bus, taxi, parking.
- Telephone and fax.
- Laundry and dry cleaning (trips exceeding one week only, unless emergency).
- Business supplies and services.
- Associated gratuities.
- Other expenses are necessary to achieve business purposes.

Air Travel

Use economy or tourist class airfares when traveling on District business. In addition, private, noncommercial aircraft or chartered aircraft is not to be used, and no more than two Company officers should travel together on the same flight.

Airfares are to be charged to personal credit cards and subsequently submitted for reimbursement on a monthly expense report.

Hotels

Neither in-room movies nor refreshment bars are approved District expenses.

Insurance

The District does not pay for personal travel insurance for staff members.

Rental Cars

You are to use rental firms having existing relationships with the District and, where feasible, have negotiated discount rates. Available reasonable transportation is to be used.

Personal Vehicles

When using your own vehicle for business purposes, you must maintain insurance coverage as required by law and may not have more than 2 points on your driving record. Travel between your home and primary office is not considered to be business travel. You may not use your personal vehicle for business travel without authorization. Every attempt should be made to utilize the use of courier and delivery services in order to avoid hazard of liability and the time away from work. You will be reimbursed for vehicle use at the standard IRS mileage rate. The General Manager must authorize any deviation from this policy.

Reporting

Report approved expenses and include a description of the expense, its business purpose, date, place, and the participants.

Travel Reservations

Airline travel, rental cars, and hotels must be booked through the corporate designated travel agency in order to be reimbursed.

4.9 Use of Employer Credit Cards

All staff members in possession of a credit card issued by Harbor Bay Community Development District will adhere to the strictest guidelines of responsibility for the protection and proper use of that card. Credit card purchases related to Company vehicle use (gas, oil, etc.) under \$100 do not require prior approval. Credit card purchases for vehicle use over \$100 and any other business purchases over \$25 must receive prior approval from your Managers.

Submit all sales receipts generated by use of the District credit card Monthly to your Managers. Your District credit card may not be used for personal reasons. Use of the District credit card is restricted to approved business-related expenses.

Any unauthorized purchases made with a credit card issued by the District will be the cardholder's responsibility. You must reimburse any such purchase to the District within 14 days.

Immediately report lost or stolen District cards to your Managers. Failure to follow this policy may result in disciplinary action up to and including discharge.

5.0 Performance, Discipline, Layoff, and Termination

5.1 Criminal Activity/Arrests

Harbor Bay Community Development District will report all criminal activity in accordance with applicable law. Involvement in criminal activity while employed by the District, whether on or off District property, may result in disciplinary action including suspension or termination of employment.

You are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled may lead to disciplinary action, up to and including termination of employment, for violation of an attendance policy or job abandonment.

5.2 Disciplinary Process

Violation of Harbor Bay Community Development District's policies or procedures may result in disciplinary action, including demotion, transfer, leave without pay, or termination of employment. The District encourages a system of progressive discipline depending on the type of prohibited conduct. However, the District is not required to engage in progressive discipline and may discipline or terminate staff members who violate the rules of conduct, or where the quality or value of their work fails to meet expectations at any time. Again, any attempt at progressive discipline does not imply that your employment is anything other than on an "at-will" basis consistent with applicable law. Note that the specific terms of your employment relationship, including

termination procedures, are governed by the laws of the state in which you are employed.

In appropriate circumstances, management will first provide you with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered, eventual demotion, transfer, forced leave, or termination of employment. Your Managers will make every effort possible to allow you to respond to any disciplinary action taken. Understand that while the District is concerned with consistent enforcement of our policies, we are not obligated to follow any disciplinary or grievance procedure and, depending on the circumstances, you may be disciplined or terminated without any prior warning or procedure.

5.3 Employment Verification

Harbor Bay Community Development District policy is to confirm dates of employment, job title, and compensation (where permissible under applicable law). The District will only provide such information with your written authorization. Requests for employment verification should be forwarded to Human Resources or General Manager.

5.4 Exit Interview

You may be asked to participate in an exit interview when you leave Harbor Bay Community Development District. The purpose of the exit interview is to provide management with greater insight into your decision to leave employment; identify any trends requiring attention or opportunities for improvement; and to assist the District in developing effective recruitment and retention strategies. Your cooperation in the exit interview process is appreciated.

5.5 Open Door | Conflict Resolution Process

Harbor Bay Community Development District strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems, concerns, or grievances you have about the workplace to the attention of your Managers and, if necessary, to Human Resources or upper-level management. To help manage conflict resolutions we have instituted the following problem-solving procedure:

If you believe there is inappropriate conduct or activity on the part of the District, management, its staff members, vendors, customers, or any other persons or entities related to the District, bring your concerns to the attention of your Managers at a time and place that will allow the person to properly listen to your concern. Most problems can be resolved informally through dialogue between you and your

immediate Managers. If you have already brought this matter to the attention of your Managers before and do not believe you have received a sufficient response, or if you believe that person is the source of the problem, present your concerns to Human Resources or upper-level management. Describe the problem, those people involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

5.6 Outside Employment

Outside employment that creates a conflict of interest or affects the quality or value of your work performance or availability at Harbor Bay Community Development District is prohibited. The District recognizes that you may seek additional employment during off hours, but in all cases expect that any outside employment will not affect your attendance, job performance, productivity, work hours, or scheduling, or would otherwise adversely affect your ability to effectively perform your duties or in any way create a conflict of interest. Any outside employment that will conflict with your duties and obligations to the District should be reported to your Managers. Failure to adhere to this policy may result in discipline up to and including termination. While on leave of absence, you may not work or be gainfully employed by another employer. If you are on leave of absence and are found to be in violation of this policy, you will be subject to disciplinary action up to and including termination.

5.7 Pay Raises

Depending on financial health and other Company factors, efforts will be made to give pay raises consistent with Harbor Bay Community Development District profitability, job performance, and the consumer price index. The District may also make individual pay raises based on merit or due to a change of job position.

5.8 Performance Reviews

Harbor Bay Community Development District will make efforts to periodically review your work performance. The performance review is a tool used to evaluate employee performance over the review period by assessing:

- Your performance of assigned job duties and responsibilities.
- Your achievement or lack of achievement of specific targets and goals.
- Other aspects of your performance (e.g., communication skills, professionalism, ability to collaborate, reliability, willingness to take initiative, etc.).

The performance review process will take place annually, or as business needs dictate. The performance review process is intended to increase the quality and value of your work performance. The review process may be used:

- As a basis for employment decisions, such as promotions and demotions.
- To improve the performance of underperforming staff members.
- To document employee growth at the Company.

A positive performance review does not guarantee a pay raise or continued employment.

5.9 Resignation Policy

Harbor Bay Community Development District hopes that your employment with the District will be a mutually rewarding experience; however, the District acknowledges that varying circumstances can cause you to resign employment. The District intends to handle any resignation in a professional manner with minimal disruption to the workplace.

Notice

The District requests that you provide a minimum of two weeks notice of your resignation. The employer has the right to accept the resignation effective immediately. Provide a written resignation letter to your Managers. If you provide less notice than requested, the District may deem you to be ineligible for rehire, depending on the circumstances of the notice given. The District reserves the right to provide you with pay in lieu of notice in situations where job or business needs warrant.

Final Pay

The District will pay separate staff members in accordance with applicable laws and other sections of this handbook. Notify the District if your address changes during the calendar year in which resignation occurs to ensure tax information is sent to the correct address.

Return of Property

Return all District property at the time of separation, including Failure to return some items may result in deductions from your final paycheck where state law allows.

5.10 Standards of Conduct

Harbor Bay Community Development District wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our staff members, clients, customers, and other stakeholders. We all share the responsibility of improving the quality of our work environment. By deciding to work here, you agree to follow our rules.

While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common- sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit our right to discipline or discharge staff members for any reason permitted by law.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this handbook.
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
- Being under the influence of alcohol during working hours on Company property (including in Company vehicles), or on Company business.
- Inaccurate reporting of the hours worked by you or any other staff members.
- Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of the Company or in the preparation of any employment-related documents including, but not limited to, job applications, personnel files, employment review documents, intra-company communications, or expense records.
- Taking or destroying Company property.
- Possession of potentially hazardous or dangerous property (where not permitted) such as firearms, weapons, chemicals, etc., without prior authorization.

- Fighting with, or harassment of (as defined in our EEO policy), any fellow employee, vendor, or customer.
- Disclosure of Company trade secrets and proprietary and confidential commercially sensitive information (e.g., financial or sales records/reports, marketing or business strategies/plans, product development information, customer lists, patents, or trademarks) of the District or its customers, contractors, suppliers, or vendors.
- Refusal or failure to follow directions or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Smoking in nondesignated areas.
- Working unauthorized overtime.
- Solicitation of fellow employees on District premises during working hours.
- Failure to dress according to District policy.
- Use of obscene or harassing (as defined by our EEO policy) language in the workplace.
- Engaging in outside employment interferes with your ability to perform your job at this Company.
- Gambling on Company premises.
- Lending keys or keycards to Company property to unauthorized persons.

Nothing in this policy is intended to limit your rights under the National Labor Relations Act, or to modify the at-will employment status where at-will is not prohibited by state law.

6.0 General Policies

6.1 Computer Security and Copying of Software

Software programs purchased and provided by Harbor Bay Community Development District are to be used only for creating, researching, and processing materials for District use. By using District hardware, software, and networking systems you assume personal responsibility for their use and agree to comply with this policy and other applicable District policies, as well as city, state, and federal laws and regulations.

All software acquired for or on behalf of the District, or developed by District staff members or contract personnel on behalf of the District, is and will be deemed District property. It is the policy of the District to respect all computer software rights and to adhere to the terms of all software licenses to which the District is a party. The General Manager is responsible for enforcing these guidelines.

You may not illegally duplicate any licensed software or related documentation. Unauthorized duplication of software may subject you and/or the District to both civil and criminal penalties under the United States Copyright Act. To purchase software, obtain your manager's approval. All software acquired by the District must be purchased through General Manager.

You may not duplicate, copy, or give software to any outsiders including clients, contractors, customers, and others. You may use software on local area networks or on multiple machines only in accordance with applicable license agreements entered by the District.

6.2 Driving Record

All staff members required to operate a motor vehicle as part of their employment duties at Harbor Bay Community Development District must maintain a valid driver's license and acceptable driving record. The District may run a motor vehicle department check to determine your driving record. It is your responsibility to provide a copy of your current driver's license for your personnel file. Any changes in your driving record, including but not limited to driving infractions, must be reported to the District.

State law requires all motorists to carry auto liability insurance. It is against the law to drive without insurance. If you use your own vehicle as a part of your employment duties, you must provide management with current proof of insurance statement or card. New proof of insurance is required every time your policy expires and renews.

6.3 Employer Sponsored Social Events

Harbor Bay Community Development District holds periodic social events for staff members. Be advised that your attendance at these events is voluntary and does not constitute part of your work-related duties. Any exceptions to this policy must be in writing and signed by a Managers prior to the event.

Alcoholic beverages may be available at these events. If you choose to drink alcoholic beverages, you must do so in a responsible manner. Do not drink and drive. Instead, please call a taxi or appoint a designated driver.

6.4 GPS Monitoring of Employer Vehicles

Harbor Bay Community Development District desires to strike the appropriate balance between today's technologies, your desire for privacy, and our interests in protecting District vehicles, equipment, and drivers. Due to safety, efficiency, and other business purposes, the District uses GPS technology to always monitor the whereabouts of our vehicles.

Questions concerning vehicle monitoring should be directed to Human Resources. Questions concerning the proper use of any vehicles should be directed to your Managers and/or Human Resources.

If you abuse the privilege of driving company vehicles, you will be subject to corrective action, up to and including termination of employment. If necessary, the Company will also advise law enforcement officials of any illegal conduct.

6.5 Nonsolicitation / Nondistribution Policy

Harbor Bay Community Development District prioritizes a harmonious work environment that minimizes disruption to business operations and respects the focus of staff members, visitors, and others. Our nonsolicitation/nondistribution policy aims to ensure a balanced approach to interactions within the workplace.

Solicitation

For the purposes of this policy, **solicitation** includes various activities such as selling items or services, seeking contributions, or seeking support for an organization. Solicitation, whether conducted verbally, in writing, or electronically, falls under this policy's scope.

During your assigned working hours, soliciting other staff members is prohibited. **Working hours** refers to periods when either you or the staff members you intend to solicit are expected to be actively engaged in work-related activities. You are permitted to engage in solicitation during authorized nonworking times, such as breaks, provided that the recipients of the solicitation are also on nonworking time.

Distribution

To ensure cleanliness, organization, and safety, the distribution of nonwork-related literature or items within working areas is prohibited at all times. Working areas do not include break/rest areas, lunchrooms, and parking lots. Electronic distribution of materials during work hours is also not allowed. Any literature that violates the District's equal employment opportunity (EEO) and nonharassment policies, or knowingly spreads false information, is strictly prohibited. Non-employees are not permitted to distribute materials on company premises under any circumstances.

Statutory Rights and Communication

This policy is not meant to curtail the statutory rights of employees, including their right to discuss terms and conditions of employment. Open communication remains a vital part of our workplace culture.

Reporting Violations

If you become aware of violations of this policy, report them to your Managers.

We appreciate your cooperation in maintaining a respectful and focused work environment.

6.6 Off-Duty Use of Employer Property or Premises

You may not use Harbor Bay Community Development District property for personal use during working time. You are responsible for returning Company property in good condition and repairing or replacing any damaged property as the result of personal use or as the result of negligence. This includes use of copy machines, computers, Company products, or office supplies for personal use without prior authorization.

It is District policy to control off duty and nonworking hour use of District facilities either for business or personal reasons. You are prohibited from using District facilities during off duty or nonworking hours without the written consent of your Managers. If you use District facilities during your off-duty or District off-hours, you be required to sign a log-in and log-out sheet maintained by the

company.

6.7 Personal Appearance

Your personal appearance reflects on the reputation, integrity, and public image of Harbor Bay Community Development District. All staff members are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, including clean clothing, good grooming and personal hygiene, and appropriate attire for the workplace and the work being performed. This may include wearing uniforms or protective safety clothing and equipment, depending upon the job. Use common sense and good judgment in determining what to wear to work.

Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies.

The District, in accordance with applicable law, will reasonably accommodate staff members with disabilities or religious beliefs that make it difficult for them to comply fully with the personal appearance policy unless doing so would impose an undue hardship on the District. Contact your Managers to request a reasonable accommodation.

Failure to comply with the personal appearance standards may result in being sent home to groom or change clothes. Frequent violations may result in disciplinary action, up to and including termination of employment.

6.8 Personal Cell Phone/Mobile Device Use

While Harbor Bay Community Development District permits staff members to bring personal cell phones and other mobile devices (i.e. smart phones, tablets, laptops) into the workplace, you must not allow the use of such devices to interfere with your job duties or impact

workplace safety and health.

Use of personal cell phones and mobile devices at work can be distracting and disruptive and cause a loss of productivity. Thus, you should primarily use such personal devices during nonworking time, such as breaks and meal periods. During this time, use devices in a manner that is courteous to those around you. Outside of nonworking time, use of such devices should be minimal and limited to emergency use only. If you have a device that has a camera and/or audio/video recording capability, you are restricted from using those functions on District property unless authorized in advance by management or when they are used in a manner consistent with your right to engage in concerted activity under section 7 of the National Labor Relations Act (NLRA).

You are expected to comply with District policies regarding the protection of confidential and proprietary information when using personal devices.

While operating a vehicle on work time, the District requires that the driver's personal cell phone/mobile device be turned off. If you need to make or receive a phone call while driving, pull off the road to a safe location unless you have the correct hands-free equipment for the device that is in compliance with applicable state laws.

You may not connect your personal device to the District network or to District equipment (computers, printers, etc.).

You may have the opportunity to use your personal devices for work purposes. Before using a personal device for work-related purposes, you must obtain written authorization from management. The use of personal devices is limited to certain staff members and may be limited based on compatibility of technology. To ensure the security of District information,

If you are authorized to use a personal device, you will receive a monthly stipend based on the estimated use of the device. If you obtain or currently have a plan that exceeds the monthly stipend, the Company will not be liable for the cost difference.

Nothing in this policy is intended to prevent staff members from engaging in protected concerted activity under the NLRA. You will be subject to disciplinary action up to and including termination of employment for violation of this policy.

6.9 Personal Data Changes

It is your obligation to provide Harbor Bay Community Development District with your current contact information, including current mailing address and telephone number. You should also inform the District of any changes to your tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings. To make changes to this information, contact Human Resources.

6.10 Security

All staff members are responsible for helping to make Harbor Bay Community Development District a secure work environment. Upon leaving work, lock all desks, lockers, and doors protecting valuable or sensitive material in your work area and report any lost or stolen keys, passes, or similar devices to your Managers immediately. Refrain from discussing specifics regarding District security systems, alarms, passwords, etc. with those outside of the District.

Immediately advise your Managers of any known or potential security risks and/or suspicious conduct of staff members, customers, or guests of the District. Safety and security is the responsibility of all staff members and we rely on you to help us keep our premises secure.

6.11 Social Media

Harbor Bay Community Development District acknowledges that social media has become an integral part of modern life that provides us with unique opportunities to communicate and share information with others. However, we also want to educate staff members that their social media use can:

- Pose risks to the Company's confidential and proprietary information, reputation, and brand;
- Expose the Company to discrimination, harassment, and other claims; and
- Jeopardize the Company's compliance with business rules and laws.

To minimize legal risks, avoid loss of productivity and distraction, and ensure that the Company's IT resources and communications systems are used appropriately, all staff members must abide by the following policy regarding social media use.

Social Media

For purposes of this policy, **social media** refers to any means of posting content on the internet, including personal websites, social networking sites, blogs, chat rooms, and other online platforms, whether affiliated with the District or not.

Use Good Judgment

While the District respects your right to personal expression, you should assume that anything you do on social media—whether on a business or personal account—could be viewed by a colleague, supervisor, partner, supplier, competitor, investor, customer, or potential customer. As such, any social media activity, even from your personal account, reflects on the District as well as on yourself. It is important to remember that anyone can see what you post (or what you posted five years ago).

Guidelines for Posting on Social Media

When posting:

- Protect trade secrets, intellectual property, and confidential information related to the District.
- Do not make statements that are maliciously false or defamatory or would constitute unlawful harassment or discrimination.
- Do not make express or implied threats of violence.
- Avoid linking personal accounts to the District as an official source.
- Respect copyright, trademark, and third-party rights.
- Do not use the District's email addresses to register on social media platforms for personal use.
- If you identify yourself as an employee of Harbor Bay Community Development District on your personal account and are posting about the District, make it clear that your views are your own and that you are not speaking on behalf of the District.

Using Social Media at Work

Do not use social media while on your work time, unless it is work related as authorized by your Managers or consistent with policies that cover equipment owned by the District.

Media Contacts

If you are not authorized to speak on behalf of the District, do not speak to the media on behalf of the District. Direct all media inquiries for official District responses to

Retaliation

Retaliation against those reporting policy violations or cooperating in investigations is prohibited. Retaliatory actions may lead to disciplinary measures.

Violations

Violations of this policy may result in discipline, up to and including termination.

This policy does not limit staff members' rights to discuss wages, hours, or other terms and conditions of employment. All staff members have the right to engage in or refrain from such activities.

6.12 Third Party Disclosures

From time to time, Harbor Bay Community Development District may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former staff members, newspapers, law enforcement agencies, and other outside persons may contact our staff members to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should not speak on behalf of the District and should refer any call requesting the position of the District to Persson, Cohen, Mooney, Fernandez & Jackson, P.A. 941.306.4730. If you have any questions about this policy or are not certain what to do when such a contract is made, contact the General Manager.

6.13 Use of Company Technology

This policy is intended to provide Harbor Bay Community Development District staff members with the guidelines associated with the use of the District information technology (IT) resources and communications systems.

This policy governs the use of all IT resources and communications systems owned by or available in the District, and all use of such resources and systems when accessed using your own devices, including but not limited to:

- Email systems and accounts.
- Internet and intranet access.
- Telephones and voicemail systems, including wired and mobile phones, smartphones, and pagers.
- Printers, photocopiers, and scanners.
- Fax machines, e-fax systems, and modems.
- All other associated computer, network, and communications systems, hardware, peripherals, and software, including network key fobs and other devices.
- Closed-circuit television (CCTV) and all other physical security systems and devices, including access key cards and fobs.]]

General Provisions

District IT resources and communications systems are to be used for business purposes only unless otherwise permitted under applicable law.

All content maintained in District IT resources and communications systems are the property of the District. Therefore, staff members should have no expectation of privacy in any message, file, data, document, facsimile, telephone conversation, social media post, conversation, or any other kind or form of information or communication transmitted to, received, or printed from, or stored or recorded on District electronic information and communications systems.

The District reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over District IT resources and communications systems in accordance with applicable law. Any individual who is given access to the system is hereby given notice that the District will exercise this right periodically, without prior notice and without prior consent.

The interests of the District in monitoring and intercepting data include, but are not limited to: protection of District trade secrets, proprietary information, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.); managing the use of the computer system; and/or assisting staff members in the management of electronic data during periods of absence.

You should not interpret the use of password protection as creating a right or expectation of privacy, nor should you have a right or expectation of privacy regarding the receipt, transmission, or storage of data on District IT resources and communications systems.

Do not use Company IT resources and communications systems for any matter that you would like to be kept private or confidential.

Violations

If you violate this policy, you will be subject to corrective action, up to and including termination of employment. If necessary, the District will also advise law enforcement officials of any illegal conduct.

6.14 Use of Employer Vehicles

District vehicles are to be used for Harbor Bay Community Development District business only. Unless the use of the vehicle has been approved for personal use, personal or outside business use is strictly prohibited.

If you drive a District vehicle, all infractions or violations while driving the vehicle and all restrictions, suspensions, or revocations against your driver's license must be immediately reported to your Managers.

When a District vehicle cannot be operated, is unsafe for use, or has been damaged, notify your Managers immediately.

As the driver of a District vehicle, you are responsible for the vehicle while in charge and must not permit unauthorized persons to drive it. You are also responsible for keeping the vehicle clean and uncluttered.

You may not operate a motor vehicle while under the influence of alcohol, a chemical substance, or other substances that can impair judgment. You may not operate a motor vehicle while texting, emailing, or otherwise using a cell phone or other handheld device without utilizing hands-free technology.

Multiple driving moving violations that appear on the annual state department of motor vehicle check may result in suspension of rights to drive a District vehicle or drive a personal vehicle on Company business. Suspension of rights will continue until one year has passed with no infractions. If there are persistent and ongoing problems with driving infractions, and driving a vehicle is a part of successful execution of job responsibilities, you may be terminated.

6.15 Workplace Privacy and Right to Inspect

Harbor Bay Community Development District property, including but not limited to lockers, phones, computers, tablets, desks, work areas, vehicles, or machinery, remains under the control of the Company and is subject to inspection at any time, without notice to any staff members, and without their presence.

You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, your property maintained on District premises including those kept in lockers and desks.

7.0 Benefits

7.1 Bereavement Leave

Harbor Bay Community Development District recognizes the importance of taking leave when there is a death in the family. Where bereavement leave is not required by law, the Company will provide bereavement leave as follows:

Full-time employees [who have completed 90 days of service] are eligible for 3 day(s) of paid bereavement leave for the death of an immediate family member.

You may use accrued but unused paid time off if additional time is needed. Additional unpaid time off may be granted at the discretion of the District on a case-by-case basis.

For purposes of this policy, *immediate family member* includes the following and applies both to the family of the employee and the employee's spouse: child (including foster child and stepchild), spouse, sister, brother, parents (including foster parents and stepparents), grandparents.

You must provide notice of your need for bereavement leave as soon as possible. The District may require documentation supporting your need for bereavement leave.

7.2 Employee Assistance Program (EAP)

Harbor Bay Community Development District provides an employee assistance program (EAP) to all eligible staff members and their families after the plan's defined waiting period. EAP provides confidential access to professional counseling services for help with personal concerns that may impact job performance.

Voluntary participation in the EAP will not jeopardize your opportunities for promotion or employment. You can contact the EAP directly. Any information about your contact, participation, or any recommended treatment is confidential and will not be disclosed to the District.

In certain circumstances, you may be referred to the EAP by your Managers due to job performance issues. EAP services can be initiated by contacting the EAP service provider. FOR EMPLOYERS THAT PERFORM DRUG OR ALCHOL TESTING: If you test positive on an alcohol or drug test, you may be referred to the EAP for assessment and rehabilitation recommendations. Your decision to participate in the recommended treatment, successful completion of the program, and additional treatment recommendations may be communicated to the company.

EAP services are available to eligible participants without charge. However, the cost of any treatment or rehabilitation services you are referred to outside of the EAP is your responsibility if not completely covered by insurance.

7.3 Holidays

Harbor Bay Community Development District offers the following paid holidays for full-time employees each

year: New Year's Day

Memorial Day

Independence

Day Labor Day

Thanksgiving Day

Christmas Eve

Christmas Day

When a holiday falls on a Saturday, it will be observed the preceding Friday. Holidays falling on a Sunday will be observed the following Monday.

If a holiday falls on your regular day off, ask your Managers how it affects you. You will be compensated for holidays in accordance with federal and state law.

7.4 Jury Duty Leave

Harbor Bay Community Development District encourages staff members to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your Managers as soon as possible to make scheduling arrangements.

Generally, time spent on jury duty is unpaid. In such cases, exempt staff members will not incur any deduction in pay for a partial week's absence due to jury duty.

If applicable law requires the District to compensate you for your time spent on jury duty, you will be paid accordingly. You may substitute any portion of your unpaid jury duty leave with appropriate paid leave.

The District reserves the right to require staff members to provide proof of jury duty service to the extent authorized by law. The District will not retaliate against staff members who request or take leave in accordance with this policy.

If you have any questions regarding this policy, contact Human Resources.

7.5 Military Leave (USERRA)

Harbor Bay Community Development District complies with applicable federal and state law regarding military leave and re-employment rights. A military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA, with amendments) and all applicable state law. You must submit documentation on the need for leave to Human Resources. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify your Managers of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact Human Resources.

7.6 Paid Time Off (PTO)

Harbor Bay Community Development District provides Full-time staff members with paid time off (PTO). PTO may be used for any reason.

Eligibility

All full-time regular staff members are eligible to receive PTO immediately upon hire.

Deposits Into Your Leave Account

PTO is calculated according to your work anniversary year.

All eligible staff members will accrue 3 hours of PTO for every pay period worked, up to a maximum accrual of 80 hours. All Director-level employees will accrue 5 hours of PTO for every pay period worked, up to a maximum of 130 hours.

Once you reach the maximum accrual amount, you will not accrue any additional PTO until you use some of the accrued but unused PTO and the amount falls below the maximum accrual amount. You will not receive retroactive credit for any period of time in which you did not accrue PTO because you accrued the maximum amount.

Leave Usage and Requests for Leave

The District encourages you to use your PTO time. You are eligible to begin using PTO upon completion of your introductory period. You must request PTO from your Managers as far in advance as possible, but at least 2 weeks in advance. The District will generally grant requests for PTO when possible, taking business needs into consideration.

During a Leave of Absence

The District may require you to use any unused PTO during disability or family medical leave, or any other leave of absence, where permissible under local, state, or federal law.

You will not accrue PTO during unpaid leaves of absence or other periods of inactive service, unless PTO accrual is required by applicable federal, state, or local law.

Carryover

Unused PTO can be carried over to the following year.

Separation of Employment

Upon separation of employment for any reason, you will forfeit any earned but unused PTO time unless state law dictates otherwise.

7.7 Personal Leave of Absence

Harbor Bay Community Development District recognizes that you may need time off from work in special circumstances that other

leave policies may not address. In such cases, you may request a personal leave of absence.

Eligibility

All full-time staff members employed for at least 12 months are eligible to apply for an unpaid personal leave of absence.

Requesting Leave

Requests for unpaid personal leave must be submitted to your Managers in writing at least 14 days in advance where practical. In emergency situations, written notice must be provided as soon as possible. The request should include the reason for the leave as well as the dates you expect to begin and end the leave.

Job performance, absenteeism, and departmental requirements will be taken into consideration before a request is approved. Requests for unpaid personal leave may be denied or granted for any reason and are within the sole discretion of the Company.

You will be required to use all available paid leave balances prior to taking unpaid personal leave of absence. Sick leave, PTO, vacation, seniority, or other benefits will not accrue during an unpaid personal leave of absence. Holiday that occurs during an unpaid personal leave of absence will not be paid.

If you are granted a personal leave of absence, reinstatement to your position or any position is not guaranteed.

Extension of Leave

You are required to return from unpaid personal leave on the originally scheduled return date. If you are unable to return, you must request an extension of the leave in writing at least 7 days in advance of the return date. Leave extensions will be considered on a case-by-case basis. If the District denies the extension request, you must return to work on the originally scheduled return date or be considered to have voluntarily resigned from your employment.

Return to Work

In advance of your scheduled return date, your direct report will be arranged for you to resume your previous position, if available. However, the District's need to fill a position may override the ability to hold a position open until your return. Therefore, we cannot assure our ability to reinstate you to any position after your leave. The District retains the discretion to determine the similarity of any available positions and your qualifications. If we are unable to reinstate you or you refuse the offer of reinstatement to a different position, your leave status will be changed to a voluntary termination.

Failure to Return from Leave

If you fail to return to work after an unpaid leave of absence, you will be considered to have resigned from your employment.

Alternative Employment

While on unpaid leave of absence, you may not work or be gainfully employed either for yourself or others unless you express, written permission to perform such outside work has been granted by the District. If you are on leave of absence and are found to be working elsewhere without permission, you will be subject to disciplinary action up to and including termination.

7.8 Unemployment Compensation Insurance

Unemployment compensation insurance is paid for by Harbor Bay Community Development District and provides temporary income for staff members who have lost their job under certain circumstances. Your eligibility for unemployment compensation will, in part, be determined by the reasons for your separation from the District.

7.9 Workers' Compensation Insurance

Workers' compensation is a no-fault system designed to provide benefits to all staff members for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by state law. The workers' compensation system provides coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job while working at Harbor Bay Community Development District, no matter how slightly, you are to report the incident immediately to your Managers. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify your Managers immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You will be required to submit a medical release before you can return to work.

8.0 Safety and Loss Prevention

8.1 Drug and Alcohol Policy

Harbor Bay Community Development District is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of the District to maintain a drug and alcohol-free workplace. Being under the influence of alcohol, illegal drugs (as classified under federal, state, or local laws), or other impairing substances while on the job may pose a serious health and safety risk to others and will not be tolerated.

Prohibited Conduct

The District expressly prohibits staff members from engaging in the following activities when they are on duty or conducting District business or on District premises (whether or not they are working):

- The use, abuse, or being under the influence of alcohol, illegal drugs, or other impairing substances.
- The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the individual, or drug-related paraphernalia.
- The illegal use or abuse of prescription drugs.

While the use of marijuana has been legalized under some state laws for medicinal and/or recreational uses, it remains an illegal drug under federal law. The District does not discriminate against staff members solely based on their lawful off-duty use of marijuana. You may not consume or be under the influence of marijuana while on duty or at work. If you have a valid prescription for medical marijuana, refer to the District Disability Accommodation policy for additional information.

Nothing in this policy is meant to prohibit your appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, if it does not impair your job performance or safety or the safety of others. If you take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability, inform your Managers if you believe the medication may impair your job performance, safety, or the safety of others or if you believe you need a reasonable accommodation before reporting to work while under the influence of that medication.

Employer-Sponsored Events

From time to time, the District may sponsor social or business-related events where alcohol may be served. This policy does not prohibit the use or consumption of alcohol at these events. However, if you choose to consume alcohol at such events, you must do so responsibly and maintain your obligation to always conduct yourself properly and professionally.

Treatment and/or Rehabilitation

The District may assist you in seeking treatment or rehabilitation for drug or alcohol dependency. In such cases, the District may consider your continued employment as long as concerns regarding safety, health, production, communication, or other work-related matters are adequately addressed. The District may also require you to obtain a medical clearance and agree to random testing and a "one-strike" rule as a condition of continued employment.

Violations

Violation of this policy may result in disciplinary action, up to and including termination of employment.

8.2 General Safety

It is the responsibility of all Harbor Bay Community Development District staff members to maintain a healthy and safe work environment, report any health or safety hazards, and follow the District health and safety rules. Failure to do so may result in disciplinary action, up to and including termination of employment. The District also requires that all occupational illnesses or injuries be reported to your Managers as soon as reasonably possible and that an occupational illness or injury form be completed on each reported incident.

8.3 Workplace Tobacco Usage

Harbor Bay Community Development District is concerned about the detrimental effects of smoking and secondhand smoke inhalation. Smoking (including the use of electronic vaping products such as e-cigarettes) is prohibited on premises.

8.4 Workplace Violence

As the safety and security of our staff members, vendors, contractors, and the general public is in the best interests of Harbor Bay Community Development District, we are committed to working with our staff members to provide a work environment free from violence, intimidation, and other disruptive behavior.

Zero Tolerance Policy

The District has a zero-tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, staff members, and non-employees such as contractors, customers, and visitors.

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm on Company property or while performing District business except as permitted by state law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

Reporting Incidents of Violence

Report to your Managers or Human Resources, in accordance with this policy, any behavior that compromises our ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. You are expected to cooperate in any investigation of workplace violence.

Violations

Violating this policy may subject you to criminal charges as well as discipline up to and including immediate termination of employment.

Retaliation

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation.

If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination.

If you believe you have been wrongfully retaliated against, immediately report the matter to your direct report or Human Resources.

9.0 Trade Secrets and Inventions

9.1 Confidentiality and Nondisclosure of Trade Secrets

As a condition of employment, Harbor Bay Community Development District staff members are required to protect the confidentiality of District trade secrets, proprietary information, and confidential commercially sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) related to the District. Access to this information should be limited to a "need to know" basis and should not be used for personal benefit, disclosed, or released without prior authorization from management.

If you have information that leads you to suspect that staff members are sharing such information in violation of this policy and/or competitors are obtaining such information, you are required to inform your Managers or Human Resources

Violation of this policy may result in disciplinary action up to and including termination and may subject the violator to civil liability.

10.0 Customer Relations

10.1 Customer, Client, and Visitor Relations

Harbor Bay Community Development District strives to provide the best products and services possible to our customers and clients. Our customers and clients support this business and generate your wages. You are expected to treat every customer, client, or visitor with the

utmost respect and courtesy during your working time. You should never argue or act in a disrespectful manner towards a visitor or customer during your working time. If you are having problems with a customer, client, or visitor, notify your Managers immediately. If a customer, client, or visitor voices a suggestion, complaint, or concern regarding our products or services, inform your Managers or a member of management. Lastly, make every effort to be prompt in following up on customer, client, or visitor orders or questions. Positive customer, client, and visitor relations will go a long way to establishing our District as a leader in its field.

Florida Policies

Hiring and Orientation Policies

EEO Statement and Nonharassment Policy

Equal Opportunity Statement

Harbor Bay Community Development District is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation based on the following protected classes: age (40 and older), sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, race, national origin (including ancestry), disability, creed, religion, genetic information, AIDS/HIV status, sickle-cell trait, COVID-19 status (knowledge or belief of a person's vaccination or COVID-19 post-infection recovery status or failure to take a COVID-19 test), military or veteran status, or any other status protected by federal, state, or local laws. The District is dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, training, promotion, rates of pay, and other compensation, termination, and all other terms conditions and privileges of employment.

The District will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The District will take appropriate corrective action, if and where warranted. The District prohibits retaliation against staff members who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your Managers or any other designated member of management.

Policy Against Workplace Harassment

Harbor Bay Community Development District has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment, based upon an individual's membership in a protected class. All forms of harassment of, or by, staff members, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors;
- Lewd or derogatory comments or jokes;
- Comments regarding sexual behavior or another person's body;
- Sexual innuendo and other vocal activity such as catcalls or whistles;
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature;
- Repeated requests for dates after being informed that interest is unwelcome;
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the Company or any government agency;
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and
- Any unwanted physical touching or assaults, or blocking or impeding movements.

Other Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's membership in a protected class.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above-protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility towards an individual or group because of one of the above-protected categories and that is placed on walls, bulletin boards, or elsewhere on our premises, in emails or voicemails, or otherwise circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance towards any select group.

Reporting Discrimination and Harassment

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, immediately notify

Human Resources or any member of management.

The District prohibits retaliation against staff members who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the District determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the District may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the District will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

Wage and Hour Policies

Accommodation for Nursing Mothers

Harbor Bay Community Development District will provide nursing mothers reasonable break time to express milk for their infant child for up to one year following the child's birth.

If you are nursing, you will be provided with a space, other than a restroom, that is shielded from view and free from intrusion from coworkers and the public. Break time should, if possible, be taken concurrently with any other break time already provided. If you are nonexempt, any time taken does not run concurrently with normally scheduled rest periods. Break time may be unpaid where

permissible by applicable law.

You must make reasonable efforts to not disrupt District operations.

You are encouraged to discuss the length and frequency of these breaks with your Managers.

The District will not discriminate or retaliate against staff members who express breast milk in the workplace in accordance with this policy.

The District is not required to provide the above benefits if doing so would impose an undue hardship on the District.

Meal and Rest Periods

Harbor Bay Community Development District strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding meal and rest periods. Check with your Managers regarding procedures and schedules for rest and meal breaks. The District requests that staff members accurately observe and record meals and rest periods. If you know in advance that you may not be able to take your scheduled break or meal period, let your Managers know; in addition, notify your Managers as soon as

possible if you were unable to or prohibited from taking a meal or rest period.

Overtime

If you are nonexempt, you may qualify for overtime pay. All overtime must be approved in advance, in writing, by your Managers.

At certain times Harbor Bay Community Development District may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including discharge.

Unless otherwise required or exempted by law, overtime pay of one and one-half times your regular rate of pay is paid for any hours worked in excess of 40 hours in a workweek. Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

Pay Period

At Harbor Bay Community Development District, the standard pay period is bi-weekly for all staff members. Pay dates are Friday. If a pay date falls on a holiday, you will be paid on the next business day. Special provisions may be required from time to time if holidays fall on pay dates. Check with your Managers if this type of date arises. If you are paid by commission, refer to your commission agreement. Review your paycheck for accuracy. If you find an issue, report it to your Managers immediately.

General Policies

Access to Personnel and Medical Records Files

Harbor Bay Community Development District maintains separate medical records files and personnel files for all staff members. Files containing medical records are stored separately and apart from any business-related records in a safe, locked, inaccessible location. The medical file is the repository for sensitive and confidential information related to an individual's health, health benefits, health-related leave and/or accommodations, and benefits selections and coverage. Medical records are kept confidential in compliance with applicable laws and access is on a "need-to-know" basis only.

Supervisors and others in management may have access to your personnel file for possible employment-related decisions. If you wish to review and/or copy your personnel or medical records file, you must give the District reasonable notice. Inspection must occur in the presence of a District representative.

All requests by an outside party for information contained in your personnel file will be directed to the Human Resources only department authorized to provide such information.

Benefits

Civil Air Patrol Leave

Harbor Bay Community Development District will provide eligible staff members with at least 15 days of unpaid Civil Air Patrol leave per year to participate in a Civil Air Patrol training or mission.

Eligibility

To be eligible for Civil Air Patrol leave, you must:

- Be employed by the District for at least 90 days before beginning leave; and
- Be a senior member of the Florida Wing of the Civil Air Patrol with at least an emergency services qualification.

Use of Leave

You will not be required to use paid leave while on Civil Air Patrol leave. However, you may elect to substitute any paid leave for the work time missed on Civil Air Patrol leave.

Notice

Provide as much notice as possible of your intent to take Civil Air Patrol leave.

Certification

The Company may ask you to provide documentation supporting your need for leave.

Restoration

Upon completion of leave, you must promptly notify the District of your intent to return to work. The Company is not required to permit you to return to work if:

- The District 's circumstances have so changed as to make employment impossible or unreasonable.
- It would impose an undue hardship on the District;
- Your employment prior to taking leave was for a brief, nonrecurring period, and there was no reasonable expectation that your employment would continue indefinitely or for a significant period; or
- The District had legally sufficient cause to terminate you at the time you commenced leave.

If you are permitted to return to work, you are entitled to:

- The seniority that you had on the date leave began and any other rights and benefits that are bestowed upon you as a result of such seniority; and
- Any additional seniority that you would have attained if you had remained continuously employed and any other rights and benefits that would have been bestowed upon you as a result of such seniority.

After you have returned to work, you may not be terminated for a period of one year after the date you returned, except for cause.

Retaliation

The District will not retaliate or discriminate against staff members who request or take leave in accordance with this policy.

Voting Leave

If your work schedule prevents you from voting on Election Day, Harbor Bay Community Development District will allow you a reasonable time off to vote. The time when you can go to vote will be at the discretion of your Managers, consistent with applicable legal requirements.

Closing Statement

Thank you for reading our handbook. We hope it has provided you with an understanding of our mission, history, and structure as well as our current policies and guidelines. We look forward to working with you to create a successful Company and a safe, productive, and pleasant workplace.

Board of Directors, -

Harbor Bay Community Development District

Acknowledgment of Receipt and Review

By signing below, I acknowledge that I have received a copy of the Harbor Bay Community Development District Employee Handbook (handbook) and that I have read it, understand it, and agree to comply with it. I understand that the Company has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by the _____ of the Company. I also understand that any delay or failure by the Company to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of the Company or affect the right of the Company to enforce such rule, regulation, or procedure in the future.

I understand that neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized Company representative, I am employed "at-will" (to the extent permitted by law) and this handbook does not modify my "at-will" employment status.

If I am covered by a written employment agreement (signed by an authorized Company representative) or a collective bargaining agreement that conflicts with the terms of this handbook, I understand that the terms of the employment agreement or collective bargaining agreement will control.

This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA). This handbook is not intended to violate any local, state, or federal law. No provision or policy applies or will be enforced if it conflicts with or is superseded by any requirement or prohibition contained in federal, state, or local law, or regulation. Furthermore, nothing in this handbook prohibits an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (EEOC), National Labor Relations Board (NLRB), Securities and Exchange Commission (SEC), or any other federal, state, or local agency charged with the enforcement of any laws.

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by Harbor Bay Community Development District.

If I have any questions about the content or interpretation of this handbook, I will contact Human Resources.

Signature

Date

Print Name

Tab 2



PERSSON, COHEN, MOONEY, FERNANDEZ & JACKSON, P.A.
ATTORNEYS AND COUNSELORS AT LAW

David P. Persson**
Andrew H. Cohen
Kelly M. Fernandez*
Maggie D. Mooney*
R. David Jackson*
Daniel P. Lewis
Amy T. Farrington
* Board Certified City, County and Local Government Law
** Retired

Telephone (941) 306-4730
Facsimile (941) 306-4832
Email: dlewis@flgovlaw.com

Reply to: Venice

January 30, 2026

VIA CERTIFIED MAIL RETURN RECEIPT REQUESTED
AND REGULAR U.S. MAIL

Michael Tolk
5401 Cafrey Place
Apollo Beach, FL 33572

RE: Potential Suspension of Amenities Privileges

Dear Mr. Tolk:

This firm represents the interests of the Harbor Bay Community Development District ("District"). It has come to the firm's attention that you have potentially violated the Amenities Rules for the District. Specifically, amenities management has advised of conduct wherein you treated District staff in a harassing or abusive manner on multiple occasions.

The District Board of Supervisors at its next meeting on **February 19, 2026 at 6:00 p.m.** at 107 Manns Harbor Drive, Apollo Beach, FL 33572 will review this matter and consider a suspension of your access to the amenities. If suspension is ordered, a formal notice and hearing will take place at a later date. Please be advised, though, that although not a formal hearing, you do have the opportunity to appear at the February meeting where you will have the chance to address the Board should you so choose.

Lakewood Ranch
6853 Energy Court
Lakewood Ranch, Florida 34240

Venice
236 Pedro Street
Venice, Florida 34285

Thank you for your attention to this matter.

Respectfully,

A handwritten signature in blue ink, appearing to read "Andrew H. Cohen". The signature is fluid and cursive, with the first name "Andrew" and the last name "Cohen" clearly distinguishable.

Andrew H. Cohen, Esq.

AHC/krc

Cc: Lynn Hayes, District Manager
Harbor Bay CDD Board of Supervisors

From: [Michael Tolk](mailto:Michael.Tolk@harborbaycdd.org)
To: dleventry@harborbaycdd.org; tnargi@harborbaycdd.org; dwalters@harborbaycdd.org; mrodriguez@harborbaycdd.org; sfinley@harborbaycdd.org; [Lynn Hayes](mailto:Lynn.Hayes@harborbaycdd.org)
Subject: [EXTERNAL]Mirabay Noise complaint discussed with the Amenities director - Michael and Judy Tolk
Date: Wednesday, February 4, 2026 5:53:13 PM

NOTICE: This email originated from outside of the organization.
Do not click links or open attachments unless you recognize the sender and know the content is safe. Please use the Phish Alert! button to report suspicious messages.

To the Board,

I am an Army veteran who downsized and moved into the Mirabay townhome community with my wife over 2 years ago in order to experience a more relaxed living environment. For the first 1-1/2 years, this community has been an outstanding place to live, with occasional events at the clubhouse that were pleasant and tasteful.

Over the last 6 months, once the new amenities director was designated, we have seen a dramatic increase in the sound volume and increased number of events with a high volume level.

My wife has had migraine headaches from the reverberating bass that echoed through our house during the harvest festival in October 2025 and Christmas festival, and we have respectfully requested several times to Chastity, the new amenities director, asking that she reduces the volume and potentially move these festivals to the other side of the lawn away from the townhomes, as there have been several complaints from several other townhome residents as well.

Her responses to date have included the following:

"I have not even considered the townhomes and any impact to them up until now."

"Where would you like me to have this harvest festival then?"

"I will determine if the volume is too loud, and then I will take action."

"I don't have time to deal with this," raising her voice to me several times.

During each of these interactions, I have respectfully approached her and asked if we could discuss the situation, in which she has stated she has no time to discuss.

The latest situation occurred on Friday, 1/16/2026, where the operations director chose to have a very loud band play again.

At 6:35, the music was playing very loud at the clubhouse next door, with the bass reverberating in our house. I went over to the event and looked to speak with Chastity, the amenities director. Once I located where she was in the crowd, I asked if I could speak with her and stated that the volume was very high and asked respectfully if she could turn it down. She raised her voice at me stating that she is not dealing with this right now and walked away. I repeated that I am requesting that the volume is reduced and she stated that she is not dealing with it right now. She further stated that she could have them play music loud until 9:00 and this was according to the bylaws.

I said that I understood her point, added that our townhome is right next door and the music is very loud. I also mentioned that I believe there is a decibel level requirement that may be exceeded. I said thank you for her time and walked away.

At 6:55, I then followed back up with Chastity and approached her again, asking nicely if I could speak with her. She stated she is not dealing with this right now. I asked to speak with her again and she said go ahead and speak while two other people were standing with her. I asked her again if she would please ask the band to turn down the volume, she said she did and that's the end of the story.

At that point, after doing significant research into how to deal with these types of issues, I mentioned that I will probably call this into a third party, police, to get another independent view

on the decibel level and I hope she understands. She said fine and I reiterated that I appreciated her help and thanked her several times.

Since the event, we've had several neighbors mention the loud music to us at these events and it does not appear that many changes are being made.

I would like to request that the board discusses this situation with the Amenities Director and explains that while it is encouraging to see the number of events being hosted, the high volume (decibel level) are still negatively impacting the community and our health on a regular basis.

As well, my wife and I have had to invest over \$28,000 in the installation of soundproof windows to help in addressing this issue.

Thank you for your consideration in this matter.

Regards,

Michael and Judy Tolk



Perez Mayoral, P.A.

999 Ponce de Leon Blvd., Suite 705, Coral Gables, Florida 33134
Tel: (305) 928-1077 | Fax: (305) 402-6299

February 11, 2026

Sent Via Certified Mail and Email

Harbor Bay Community Development District

c/o Persson, Cohen, Mooney, Fernandez & Jackson, P.A.
Andrew H. Cohen, Esq.
236 Pedro Street
Venice, FL 34285

Chastity Kelly

Director of Operations Harbor Bay CDD Clubhouse
107 Manns Harbor Dr.
Apollo Beach, FL 33572

Our Client: Michael & Judith Tolk
CDD: Harbor Bay Community Development District
Subject Property: 5401 Cafrey Place, Apollo Beach, FL 33572

**TIME LIMITED DEMAND AND CEASE AND DESIST ON BEHALF OF MICHAEL
AND JUDITH TOLK**

To whom it may concern:

This office represents Michael and Judith Tolk (hereinafter the “Clients” or the “Tolks”), the record titleholders of the townhome located at 5401 Cafrey Place, Apollo Beach, FL 33572 (hereinafter the “townhome”), which is part of the Harbor Bay Community Development District (hereinafter the “CDD”). This correspondence constitutes a formal demand and cease and desist on behalf of the Clients.

BE ADVISED that you have engaged in a pattern of private nuisance, harassment, and retaliation against the Clients for voicing their requests to lower the volume of Clubhouse events, or in the alternative, move the location of the events. These actions violate the Florida Constitution and applicable law.. Your actions have been documented and the conduct summarized below serves as the basis for multiple causes of action under Florida law and reflects only a non-exhaustive set of documented incidents.

PEREZ MAYORAL, P.A.
Attorneys at Law

I. BACKGROUND

For the first year and a half that the Clients resided at the Mirabay Townhome Community, everything was picture perfect and relaxing, with occasional events at the clubhouse that were pleasant and enjoyable. The Clients have peacefully enjoyed their property, with mostly no issues or complaints with the CDD, and vice versa. Once Chastity Kelly was appointed as the new amenities director, things began to change. The Clubhouse events are no longer pleasant and enjoyable, but have seen an increase in sound volume, with events now having a high-volume level, that reverberates to inside the Clients' townhome, causing Judith to suffer from severe migraines.

Instances of these high-volume events include the Harvest Festival in October 2025, the loud rock band on 1/16 and several other events on the clubhouse property, in which the high volume vibrated into the townhome not only contributing to Judith's migraines, but also bothering other owners and residents. On multiple occasions, the Clients have calmly asked Chastity to either reduce the volume at these events, or move the events to the other side of the lawn away from the townhomes, to which Chastity responded in a dismissive and aggressive manner, stating things such as "I will determine if the volume is too loud", "I have not considered the townhomes and any impact to them up until now" and "I don't have time to deal with this". Escalation continued when on January 16, 2026, Chastity again recruited a very loud band with bass that once again, reverberated into the Client's townhome. When the Clients approached Chastity and kindly asked her to lower the volume, she yelled back that she did not have time to deal with this and refused again to lower the volume when the Clients asked her to lower the volume again, twenty minutes later, further stating that she could have them play the loud music until 9:00 and this was according to the bylaws..

Following this interaction with Chastity, on February 4th, 2026, the Clients received a notice from the CDD's attorney that they have potentially violated the Amenities Rules for the District due to harassing and abusive conduct, which is not only unfounded, but was also not described in the letter, nor were any details given regarding the Clients conduct to equate to a violation of the amenities rules, or which amenities rules they violated. Please also note the Clients issued several formal verbal requests over many weeks and a written request to the board on February 4th for reduction of the volume of events in the Clubhouse, or moving the events, to which the client received an intimidation and retaliatory letter potentially suspending their Amenity access.

II. PRIVATE NUISANCE

In Florida, to establish a claim for private nuisance, a Plaintiff generally must establish that the Defendants conduct (1) interfered with the Plaintiff's use and enjoyment of their property, (2) the interference was substantial, tangible, and appreciable, causing actual harm or discomfort, (3) the interference must be unreasonable and exceed what would be acceptable under the circumstances. *Nitram Chemicals, Inc. v. Parker*, 200 So. 2d 220. Furthermore, private nuisance claims can be established from intentional acts, negligence, or abnormally dangerous activities.

Durrance v. Sanders, 329 So. 2d 26. It has long been the law in this state that excessive noise constitutes a private nuisance. *Bartlett v. Moats*, 120 Fla. 61, 66, 162 So. 477, 479 (1935).

Florida law allows a Plaintiff to recover the following damages for injuries sustained as a result of the nuisance, including but not limited to: (1) economic losses (including loss of rental value or diminution of property value), (2) special or incidental damages (including personal discomfort, inconvenience, annoyance, and similar harms suffered by the plaintiff and their family members), (3) punitive damages, and (4) injunctive relief. *Shaw v. Calles*, 412 So. 3d 152; *Exxon Corp., U.S.A. v. Dunn*, 474 So. 2d 1269.

The cumulative acts described above, which now span several months, constitute a private nuisance. There is no doubt that your behavior has interfered with the Clients use and enjoyment of their property, and that such interference has been substantial, unreasonable, and appears to have no sufficient basis or legal justification. In particular, the loud music emanating from the Clubhouse Events reverberating into the Clients townhome, causing them to suffer from migraines, directly falls into this category. Additionally, the CDD is required to comply with the Hillsborough Noise Ordinance, which states in part that daytime limits (7 a.m. - 10 p.m.) are generally 60 dB depending on zoning classification, while nighttime (10 p.m. - 7 a.m.) limits are 55 dB in residential areas, such as this one.

III. BREACH OF FLORIDA CONSTITUTION AND RIGHT TO DUE PROCESS IN LIGHT OF RETALIATORY ACTIONS

As previously stated, following this interaction with Chastity, on February 4th, 2026, the Clients received a notice from the CDDs attorney that they have potentially violated the Amenities Rules for the District due to harassing and abusive conduct, which is not only unfounded, but was also not described in the letter, nor where any details given regarding the Clients conduct to equate to a violation of the amenities rules, or which amenities rules they violated. Please also note the Clients issued several formal verbal requests and a subsequent written request for reduction of the volume of events in the Clubhouse, or moving the events, to which the response was an intimidation and retaliatory letter potentially suspending their Amenity access. Additionally, the CDD is bound by the Florida and Federal Constitution as a government entity.

According to the CDD Amenity Rules Handbook, suspension of amenity privileges of residents may only occur when residents fail to comply with policies and rules, misuse, damage or destruction of District property or equipment, or other violations. Additionally, The Florida Constitution, under Article I, Fla. Const. Art. I, § 9 guarantees that no person shall be deprived of life, liberty, or property without due process of law. This provision is mirrored by the Fifth Amendment to the United States Constitution and serves as the foundation for procedural due process requirements in Florida. Fla. Const. Art. I, § 9. Procedural due process ensures fair treatment through the proper administration of justice when substantive rights are at issue. It requires both fair notice and a meaningful opportunity to be heard. *Henderson v. Dep't of Health, Bd. of Nursing*, 954 So. 2d 77, *Park v. Park*, 334 So. 3d 739.

In the context of CDDs, due process requirements for notice are informed by both constitutional principles and statutory provisions. Notice must be "reasonably calculated, under all

the circumstances, to apprise interested parties of the pendency of the action and afford them an opportunity to present their objections." The notice must convey the required information and provide a reasonable time for the recipient to respond or appear. *Henderson v. Dep't of Health, Bd. of Nursing*, 954 So. 2d 77, *Park v. Park*, 334 So. 3d 739, *Borden v. Borden-Moore*, 818 So. 2d 604. Essentially, the Florida Constitution requires that notice issued by CDDs must be fair, reasonable, and calculated to inform the recipient of the alleged violation and provide an opportunity to respond. *Fla. Stat.* § 120.569, *Fla. Stat.* § 162.12, *Sabates v. State Dep't of Health*, 104 So. 3d 1227.

Here, while the CDD did provide adequate notice as to the hearing date and time, they did not specify the exact conduct the Clients engaged in in order to necessitate the suspension of their amenity privileges, or to even necessitate a hearing on same. There is no description of the conduct they engaged in, nor are there any concrete examples. The Letter is broad and devoid of any details that could shed light on as to why the Clients are receiving a letter threatening to suspend their amenity privileges. It seems as though the CDD is acting in a retaliatory matter to the Clients in response to their complaints about the noise level of the events at the Clubhouse, which constitutes unlawful retaliation in violation of the First Amendment of the Federal Constitution, which governs freedom of speech. Similarly, the Florida Constitution guarantees freedom of speech under Fla. Const. Art. I, § 4, which states that "every person may speak, write and publish sentiments on all subjects but shall be responsible for the abuse of that right" Fla. Const. Art. I, § 4. The scope of protection under the Florida Constitution is coextensive with that of the First Amendment, requiring courts to apply the principles of freedom of expression as articulated by the U.S. Supreme Court. *Department of Education v. Lewis*, 416 So. 2d 455. The Clients are more than allowed to speak their minds as to the concerning noise level in the community, and should not be retaliated against for exercising their right to freedom of speech and expression, especially given that the speech they engaged in was not offensive, slanderous, false, or threatening in any way.

DEMAND FOR RELIEF

Accordingly, our Clients hereby demand that the CDD:

- 1) Within five (5) days of receipt of this demand, or prior to the Meeting on February 19, 2026, confirm in writing that the Association will cease/drop any and all suspensions and potential suspensions of Amenity Privileges of the Clients and will refrain from conducting similar retaliatory acts/threats in the future.
- 2) Within five (5) days of receipt of this demand, or prior to the Meeting on February 19, 2026, confirm in writing that the Association will lower the music for events that take place in the Clubhouse or on the Mirabay Clubhouse lawn next to the townhomes to an acceptable level following the Hillsborough County noise ordinance, so that the music is not vibrating into the Clients' townhome, causing them to suffer migraines.

OR IN THE ALTERNATIVE

3) Within five (5) days of receipt of this demand, or prior to the Meeting on February 19, 2026, confirm in writing that the Association will move the events that take place on the main Clubhouse yard to the clubhouse yard that is further away from the Clients' townhome.

Michael and Judith Tolk reserve the right to attorney's fees and costs under Chapter 190, Florida Statutes regarding Uniform Community Development District Act and the CDD's governing documents

Respectfully submitted,

By: /s/ Belissa Ardisson

Belissa Ardisson, Esq.

Florida Bar No.: 1032038

Steven V. Llarena, Esq.

Florida Bar No.: 86512

PEREZ MAYORAL, P.A.

Counsel for Michael and Judith Tolk

999 Ponce De Leon Blvd., Suite 705

Coral Gables, Florida 33134

Telephone: 305-928-1077

Facsimile: 305-402-6299

Primary E-mail: sllarena@pmlawfla.com

Primary E-mail: bardisson@pmlawfla.com

Secondary E-mail: kroque@pmlawfla.com

PEREZ MAYORAL, P.A.

Attorneys at Law

Tab 3



Proposal

PARKING LOT SERVICES

GO GREEN WITH PLS!

P.O. Box 23125
 Tampa, Florida 33623
 Phone: 813-880-9100
 www.plsofflorida.com
 CGC1512668

Date: Thursday, February 5, 2026

Proposal # 725-1869

Submitted To:
 Attn: Joel Newton
 Harbor Bay CDDc/o Rizzetta & Company
 3434 Colwell Avenue, Suite 200
 Tampa, FL 33614
 Phone: (813) 514-0400
 Mobile: (813) 649-3020

Site Description: # S124018
 Harbor Bay CDD
 5202 Golden Isles Drive
 Apollo Beach, FL 33572

Prepared By:
 Greg Walters
 Mobile: 813-753-0596
 Office: (813) 880-9100
 E-mail: greg@plsofflorida.com

NO WARRANTIES HONORED UNLESS PAYMENT IS MADE IN FULL

We are pleased to submit this proposal for the following work at the above location.

Qty	Proposed Service(s) & Description(s)	Depth
54 Sq. Ft. 6 Sq. Yrds.	CATCH BASIN REPAIR - 5202 GOLDEN ISLES 1) Pull existing manhole cover and set aside. 2) Jackhammer broken concrete around top of box. 3) Haul debris from site. 4) Drill into existing box and insert Dowell rods for proper tie-in of the new concrete lip and top. 5) Set forms and float rebar in both directions every 12" off center. 6) Pour new catch basin top and support lip with 3,000 PSI concrete. 7) Allow concrete to dry and pull forms. 8) Re-set existing manhole cover.	6"

PAYMENT TERMS 50% Down, Balance Upon Completion

Project Total: \$4,143.00

*Preferred Method of Payment, Check or ACH. We also accept Visa, Mastercard and Discover
 Cards with a 2.5% Convenience Fee. Amex Accepted with a 3.5% Convenience Fee.

This proposal may be withdrawn at our option if not accepted within 30 days of 2/5/2026

Pavement Consultant Greg Walters
 greg@plsofflorida.com

Gregory S. Walters

Client's Authorized Signature

PARKING LOT SERVICES GENERAL TERMS & CONDITIONS

- DUE TO THE CURRENT VOLATILITY IN THE PETROLEUM MARKETS, ASPHALT PAVING PRICES MAY CHANGE AFTER CONTRACTED DATE DUE TO ASPHALT MATERIAL PRICE INCREASES. ANY PRICE INCREASE WILL BE REVIEWED AND APPROVED WITH THE CLIENT PRIOR TO START OF PROJECT.
- DUE TO THE CURRENT VOLATILITY IN THE RAW MATERIAL MARKETS, SEALCOATING PRICES MAY CHANGE AFTER CONTRACTED DATE DUE TO RAW MATERIAL PRICE INCREASES. ANY PRICE INCREASE WILL BE REVIEWED AND APPROVED WITH THE CLIENT PRIOR TO START OF PROJECT.
- Total investment is based on 1 mobilization. Each additional mobilization will be charged \$575.00 for Striping, \$1,500.00 for Asphalt or Concrete Repair, \$1,500.00 for Sealcoat and \$2,500.00 for Asphalt Overlays per additional mobilization
- Price does not include PERMIT fees, unless explicitly stated. If a permit is required, a change order consisting of permits fees, a \$250.00 procurement fee and any additional work required by the City, will be billed as separate line item. If as-built drawings are required to attain permit and cannot be provided by owner, there will be additional charge to provide as-built drawings.
- Price does not include testing, traffic control, lab fees, de-watering, tree removal or trimming, fence removal, relocation of utility or light poles, new landscaping, or sod, unless explicitly stated.
- All warranties are 12 Months unless explicitly stated otherwise. All warranties are for material, workmanship, excessive wear, blistering, and peeling. Warranty does not include base failure, tire tears, excessive grease, oil spots, or reflective cracking.
- New or sealed pavement is susceptible to scuffing, tire tears and indentations. PLS will not be responsible for warranting these items.
- Parking Lot Services cannot guarantee 100% drainage due to existing elevations and or conditions. Every effort will be made to attain proper drainage.
- If during an on-site evaluation your parking lot is found to have polished aggregate, PLS cannot warranty sealer in those areas. This is due to adhesion problems this situation causes.
- Parking Lot Services is not responsible for any liability arising from installation of speed bumps or wheel stops.
- Parking Lot Services will provide traffic cones and caution tape as needed and will quarantine off areas of work to assure the safety of all.
- Parking Lot Services is not responsible for any damage or replacement of underground pipe, above or underground utilities, irrigation, landscaping, sod, trees due to saw cutting and excavating of tree roots, or any other unforeseen items underground.
- Sealer will not hide cracks.
- Parking Lot Services is not responsible for overspray of sealing or tack coat products on concrete or decorative driveways with pavers. Please cover them before work begins if there are concerns.
- Parking Lot Services strongly recommends the replacement of all deteriorated wheel stops at its job sites. However, if the property owner or manager chooses not to replace existing wheel stops, PLS shall not be held responsible for any potential liability claims arising from accident or injury caused by, or in association with, these fixtures. PLS is not responsible for damage incurred in the removal and resetting of wheel stops.
- Customer shall be solely responsible for the procurement and cost of any towing services required.
- Any asphalt or concrete mix required on Saturday or Sunday may require a minimum \$TBD plant opening fee per day.
- PLS is not responsible for vandalism of new work. Customer will be responsible for any costs incurred in fixing said work.



PROPOSAL - SCOPE OF WORK

The following Scope of Work outlines the materials, labor, and workmanship standards to be provided by RDF Construction Resource, LLC (“Contractor”) for the construction activities described herein. All work shall be completed in accordance with plans, standards, applicable building codes, and project specifications. Any applicable building codes must be included in the bid set.

1. Repair Concrete Storm Drain Lid – 5202 Golden Isles Dr.

Contractor shall furnish all labor, materials, equipment, and supervision necessary for the repair of the storm drain box lid.

Scope includes:

- Cutting/chipping of loose concrete.
- Cut and/or straiten exposed rebar.
- Drill and epoxy new rebar.
- Form the repair area.
- 5,000 psi concrete, mixed on-site.
- Base form may have to remain due to site conditions. Note it will be unseen.
- Cure seven days before the removal of forms
- All trash to be removed off site.
- No material testing, permits. Inspections are responsibility of the owner.
- If damages/cracks exceed past repair area, CO will be issued.

2. EXCLUSIONS AND QUALIFIERS

Unless specifically noted above, the following items are excluded from this scope of work:

- Note bid was based of pictures provided by owner.
- Permits, licenses, inspections.
- Existing Storm water boxes are to remain.
- Engineering
- Steel embeds
- RDF must be given access to a clean water source
- RDF must be given reasonable access to the job site to accommodate all equipment, material and dumpsters.
- While RDF will take all precautions, RDF cannot be responsible for any incidental damages caused by unforeseen conditions or damages caused by equipment required to perform the work.

RDF Estimate/Bid For All Items: \$2,500.00

Tab 4

Harbor Bay CDD Private Investigator Proposals February 19, 2026

Advantage Unlimited Investigations Inc.

Amount

\$95 Per Hour

Royal Palm Investigations

\$75,000

3 Pillars Consulting LLC

No Reply

365 Detective Hotline LLC

No Reply

Crossroads Investigations

No Reply

Sharpline Investigations LLC

No Reply

Steadfast Investigations of Sarasota

Declined

Advised Board at 1/15/2026 CDD Meeting

Jennifer Cormack Consulting

No Reply

Top Gun Investigations

No Reply

Scope of Work (SOW)

Private Investigator Services
MiraBay Clubhouse and Youth Center Roofing Project
Review Period: October 2024 – December 2025

1. Purpose and Objective

The Harbor Bay Community Development District (“District”) seeks proposals from a licensed private investigative firm to conduct a **limited, fact-finding investigation** related to the MiraBay Clubhouse and Youth Center roofing project covering the period **October 2024 through December 2025**.

The purpose of this engagement is to **independently review and document factual information** regarding procurement processes, vendor interactions, and project administration in order to determine whether any **illegal activity, fraud, bid rigging, improper steering of business, or violations of District policy** may have occurred.

This investigation is **administrative and informational in nature** and is not intended to supplant or duplicate law-enforcement or prosecutorial functions.

2. Scope of Services

The selected investigator shall perform the following tasks:

A. Document Review and Analysis

- Review District-provided materials, including but not limited to:
 - Requests for proposals, bids, estimates, and contracts
 - Invoices, payment records, and change orders
 - Emails, text messages, and written correspondence (as legally accessible)
 - Meeting agendas, minutes, recordings, and presentations
 - Insurance claim correspondence related to the roofing project
- Identify inconsistencies, omissions, or deviations from standard procurement practices.
- Prepare a timeline of key events related to the roofing project.

B. Interviews

- Conduct voluntary, non-custodial interviews with relevant parties, which may include:
 - Current and former District employees
 - Former management company personnel
 - Board members (current and former)
 - Vendors and contractors associated with the roofing project
 - Consultants or other individuals identified through document review
- Document interview summaries in writing.
- No compelled testimony, subpoenas, or sworn statements are authorized.

C. Procurement and Vendor Interaction Review

- Evaluate whether procurement procedures were followed consistently.
- Assess whether any actions indicate:
 - Bid rigging
 - Suppression or concealment of bids
 - Preferential treatment or steering of work to specific vendors
 - Conflicts of interest or undisclosed relationships
- Compare observed practices against District policies and generally accepted public-sector procurement standards.

D. Financial Review (Non-Forensic)

- Review available financial records associated with the roofing project.
- Identify irregular billing patterns or transactions for further inquiry.
- This engagement does **not** include a forensic audit unless separately authorized.

3. Limitations of Authority

The investigator shall acknowledge and operate within the following limitations:

- No subpoena power or authority to compel testimony or records
- No access to privileged, sealed, or confidential law-enforcement records
- No authority to make legal determinations, issue findings of criminal guilt, or recommend prosecution
- No authority to represent the District before law-enforcement agencies or courts

Any suspected criminal conduct identified shall be **reported to the District Manager**, who will consult legal counsel regarding appropriate referral to law enforcement or regulatory agencies.

4. Deliverables

The investigator shall provide the following:

1. **Written Report**, including:
 - Executive summary
 - Scope and methodology
 - Factual findings
 - Timeline of events
 - Summary of interviews conducted
 - Identification of potential policy or procedural deviations
 - Clear distinction between verified facts and unsubstantiated allegations
2. **Supporting Documentation Index**
3. **Presentation to the Board** (if requested)

All findings shall be **fact-based, neutral, and non-speculative**.

5. Confidentiality and Ethics

- All work shall be conducted confidentially.
 - The investigator must disclose any conflicts of interest.
 - All materials remain the property of the District and are subject to Florida public-records laws, as applicable.
-

6. Qualifications

Responding firms must:

- Be licensed private investigators in the State of Florida
 - Demonstrate experience with public-sector investigations
 - Provide references for similar engagements
 - Maintain professional liability insurance
-

7. Term and Cost

- Proposed timeline: ___ days from notice to proceed
 - Cost proposal to include:
 - Hourly rates
 - Estimated total cost
 - Not-to-exceed amount
-

8. Reporting Relationship

The investigator shall report solely to the **HBCDD District Manager**, with coordination through District legal counsel as appropriate.

9. Reservation of Rights

The District reserves the right to:

- Accept or reject any proposal
- Modify or terminate the scope
- Limit expenditures
- Suspend or discontinue the investigation at any time

Harbor Bay Community Development - Project Proposal

01.07.2026

Attn: Harbor Bay Community Development District C/o Rizzetta & Company
3434 Colwell Avenue, Suite 200 Tampa, Florida 3361



Lynn Hayes
District Manager
Rizzetta & Company

813.994.1001
LHayes@rizzetta.com



MJ Martinez, CEO Investigations FL A9600421 813 766 9545

www.Advantagepi.com

Advantage Unlimited Investigations Inc.
401 N Ashley Drive, # 1332
Tampa, FL 33601

Overview

1. Purpose and Objective

The Harbor Bay Community Development District ("District") seeks proposals from a licensed private investigative firm to conduct a limited, fact-finding investigation related to the MiraBay Clubhouse and Youth Center roofing project covering the period October 2024 through December 2025.

The purpose of this engagement is to independently review and document factual information regarding procurement processes, vendor interactions, and project administration in order to determine whether any illegal activity, fraud, bid rigging, improper steering of business, or violations of District policy may have occurred. This investigation is administrative and informational in nature and is not intended to supplant or duplicate law-enforcement or prosecutorial functions.

Goals

A. Document Review and Analysis

- Review District-provided materials, including but not limited to:
 - o Requests for proposals, bids, estimates, and contracts
 - o Invoices, payment records, and change orders
 - o Emails, text messages, and written correspondence (as legally accessible)
 - o Meeting agendas, minutes, recordings, and presentations
 - o Insurance claim correspondence related to the roofing project

-
- Identify inconsistencies, omissions, or deviations from standard procurement practices.
 - Prepare a timeline of key events related to the roofing project.

B. Interviews

- Conduct voluntary, non-custodial interviews with relevant parties, which may include:
 - o Current and former District employees
 - o Former management company personnel
 - o Board members (current and former)
 - o Vendors and contractors associated with the roofing project
 - o Consultants or other individuals identified through document review
- Document interview summaries in writing.
- No compelled testimony, subpoenas, or sworn statements are authorized.

Specifications

- Be licensed private investigators in the State of Florida
- Demonstrate experience with public-sector investigations
- Provide references for similar engagements
- Maintain professional liability insurance

Qualifications

Advantage Unlimited Investigations Inc. is a full service licensed private investigation firm with over 30 + years experience. Our agency also has many years of experience conducting a variety of criminal and civil investigations. We have experience with cases involving fraud, malfeasance, and conflicts of interest. We have serviced our local communities in the Tampa Bay area and abroad. While each case has its own unique circumstances we are able to customize our efforts to

address these situations and provide our clients with the best types of services for their needs. We have the ability to interview witnesses discretely and efficiently and evaluate evidence which can be used in possible further litigation. We utilize modern and tried and true investigation techniques to uncover the truth giving our clients the confidence they deserve.

Licensed and Insurance

We are licensed since 1996 and carry over 1 million in business liability insurance

Investigation Service Rates

Our investigation rates are competitive with industry standards and we offer both flat and hourly rates for services.

Hourly: \$95 per hour; .50 mi

Data such as background checks, skip tracing, etc is charged on flat rate basis

- We generally require a retainer depending on the case and scope of investigation

Assessment

We believe we are more than capable with the assignment at hand. We would need to schedule a future meeting to better define your goals, timeline and the resources needed to complete this assignment in a timely manner.

Please let us know if you're interested in discussing the matter further.

Thank you for your consideration and we eagerly await your reply.

Submitted

Michael Martinez

Michael Martinez, CEO Investigations



13118 SR-64 E, Suite 301,
Bradenton, FL 34212
(941) 779-8041
Agency# A 3300070

PROPOSAL FOR INVESTIGATION

MiraBay Clubhouse and Youth Center Roofing Project Review

February 6th, 2026

Prepared for:

Harbor Bay Community Development District
c/o Rizzetta & Company
3434 Colwell Avenue, Suite 200
Tampa, Florida 33614

The subsequent report is supplied exclusively for the client's specific use. In the course of our operations, we frequently rely on third-party sources and database providers. While we have confidence in the reliability of the sources and methods we employ, it is important to note that we do not assert or provide any assurances regarding the accuracy or comprehensiveness of information obtained through these third-party sources and database

This report is protected by attorney-client privilege and attorney work product.

Attorney Work Product / Privileged and Confidential



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Proposal for Investigative Services

MiraBay Clubhouse and Youth Center Roofing Project

Introduction

Royal Palm Investigations appreciates the opportunity to submit this proposal to conduct an independent fact-finding review related to the MiraBay Clubhouse and Youth Center roofing project.

This proposal and any resulting investigative work product are prepared solely for the Harbor Bay Community Development District and its authorized legal representatives

Royal Palm Investigations specializes in complex investigations involving construction projects, vendor performance issues, financial irregularities, and oversight of project decision-making. The firm brings extensive investigative experience developed through both public service and private investigative assignments involving multi-party investigations, financial reviews, and administrative fact-finding.

Understanding of the Assignment

Based on review of publicly available meeting materials and procurement documentation, Royal Palm Investigations recognizes that roofing and capital improvement projects of this nature often involve heightened scrutiny regarding procurement and project administration practices. Royal Palm Investigations understands that construction and procurement-related disputes commonly involve questions surrounding vendor selection transparency, project cost escalation through change orders, and contractor compliance with contract specifications and performance standards. As part of this investigation, Royal Palm Investigations will evaluate procurement decision-making documentation, analyze contract modifications and cost progression, and verify whether project performance aligned with contractual requirements and approved project scopes.

Public meeting materials reflect Board discussion concerning vendor selection scoring, evaluation of competing contractor submissions, and questions surrounding cost progression and project administration practices. These publicly discussed issues provide useful investigative direction for prioritizing document and witness review.

Proposed Investigative Approach

Based on Royal Palm Investigations' review of publicly available meeting materials and project discussions, the firm understands that questions have been raised regarding contractor selection procedures, vendor performance, project cost increases, and change order approvals. These publicly discussed concerns provide useful context for prioritizing investigative review.

Royal Palm Investigations would begin by reviewing procurement documentation, bid submissions, contracts, change orders, billing records, and project communications to establish a clear timeline of project decisions and administrative actions. Investigators would evaluate whether contractor selection procedures, vendor qualifications, and project cost adjustments were supported by available documentation and consistent with Board policies and project agreements.

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Following document review, Royal Palm Investigations would conduct targeted interviews of individuals involved in project oversight, procurement, and contractor management to corroborate documentary findings and clarify decision-making processes. Investigative findings would then be organized into a chronological reconstruction of project events and summarized in a written report for Board review.

Scope of Services

Investigative services may include:

- Review of procurement and bid documentation
- Review of contractor qualification documentation submitted during procurement.
- Financial and billing record analysis
- Change order and project cost review
- Witness and stakeholder interviews
- Timeline reconstruction
- Preparation of written investigative findings

This investigation will be administrative fact-finding in nature. Royal Palm Investigations will conduct voluntary, non-custodial interviews and will not compel testimony or exercise subpoena authority. Royal Palm Investigations will not access privileged law enforcement records and will not render legal or liability determinations. Findings will be limited to factual investigative observations and professional analysis.

Deliverables

Royal Palm Investigations will provide:

- Periodic status updates
- Written investigative witness summaries
- Chronological reconstruction of project events
- Final written investigative report
- Clear distinction between verified factual findings and unsubstantiated allegations
- Supporting documentation index referencing records reviewed during the investigation
- Presentation of investigative findings to the Board or designated representatives if requested

All investigative findings and reports are prepared solely for the Harbor Bay Community Development District and its legal counsel and are not intended for reliance by third parties without written authorization from Royal Palm Investigations.

Pricing

Lead investigator: \$225 per hour
Associate investigator: \$150 per hour
Administrative asst. \$65 per hour

Royal Palm Investigations proposes providing investigative services for this assignment using a structured, phase-based pricing model designed to provide cost predictability while allowing the Board to evaluate investigative findings as the matter progresses.

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Phase 1 – Document Review and Timeline Development

Royal Palm Investigations will review procurement documentation, bid submissions, contracts, change orders, billing records, and project communications to develop a comprehensive understanding of project events and administrative decision-making.

Flat Fee: \$29,500 (3,000 - 5000 pages of documents estimated)

Phase 2 – Interviews and Expanded Investigative Review

Phase 2 includes conducting structured interviews of identified project participants, reviewing additional documents obtained through investigative inquiry, and analyzing relevant project records, communications, and financial or billing documentation as appropriate. Phase pricing anticipates approximately 12 to 18 project-related witness interviews, which is consistent with comparable administrative and procurement-related investigations. Should investigative findings reasonably require additional witness interviews beyond this anticipated range, Royal Palm Investigations will notify the Board and obtain authorization prior to conducting additional interviews. Additional interviews authorized by the Board may be billed at standard hourly investigative rates or addressed through a mutually agreed scope modification.

Flat Fee: \$28,750

Phase 3 – Findings Analysis and Final Report Preparation

Royal Palm Investigations will organize investigative findings into a chronological reconstruction of project events and prepare a written investigative report summarizing findings and supporting documentation for Board review.

Flat Fee: \$17,250

Estimated Total Project Cost

The total anticipated cost for completion of all three phases is approximately **\$75,000**

Total investigative fees and routine investigative expenses shall not exceed **\$83,500** without prior written authorization from the District.

Investigative phases will proceed sequentially, and Royal Palm Investigations will obtain Board authorization prior to initiating each subsequent phase.

Scope and Expense Considerations

The phase pricing outlined above includes investigative labor and professional services. Routine investigative expenses such as proprietary database research, document retrieval costs, public records fees, and reasonable travel-related expenses will be billed at actual cost. Royal Palm Investigations does not charge administrative markups on reimbursable expenses. Should the investigation require consultation with technical or subject-matter experts, including engineering, construction, or forensic roofing specialists, such services will be retained only with prior Board authorization and billed at actual cost. Royal Palm Investigations will provide cost estimates prior to engaging any expert services.

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Based on Royal Palm Investigations' experience with similar investigations, such expenses are not expected to exceed approximately \$2,500 to \$4,000 unless substantial additional document production, extended travel, or specialized services are requested by the Board. Royal Palm Investigations will notify the Board prior to incurring any unusual or significant expenses.

Royal Palm Investigations typically conducts investigations in structured stages to allow the Board to evaluate findings and control investigative costs. Initial work generally focuses on document and procurement review and development of a project timeline. Based on findings, investigative work may expand to include witness interviews, financial review, and final reporting. This staged approach allows investigative work to be scaled based on the needs of the Board and information developed during the investigation.

Experience and Qualifications Summary

Royal Palm Investigations personnel possess extensive investigative experience involving complex financial investigations, contractor and vendor misconduct investigations, public integrity matters, enterprise conspiracy investigations, and administrative fact-finding assignments. This combined experience provides Royal Palm Investigations with practical expertise in reviewing project procurement, vendor relationships, financial documentation, and administrative decision-making processes.

Licensing and Insurance

Royal Palm Investigations, LLC is licensed by the State of Florida and operates in compliance with all applicable regulatory requirements. Royal Palm Investigations acknowledges the District's requirement for professional liability coverage. Royal Palm Investigations will maintain or obtain professional liability insurance for this engagement upon award of contract and prior to commencement of investigative services.

Billing

Invoices will be submitted to:

Harbor Bay Community Development District
c/o Rizzetta & Company
3434 Colwell Avenue, Suite 200
Tampa, Florida 33614

Timeline:

Based on comparable investigations, Royal Palm Investigations anticipates completion within approximately 10-16 weeks, depending on document volume and witness availability

Conflicts of Interest:

Royal Palm Investigations confirms no known conflicts related to this assignment.

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Appendix A

Relevant Investigative Experience and Professional Qualifications

Royal Palm Investigations, LLC personnel possess extensive professional investigative experience developed through combined public service and private investigative assignments involving complex, multi-party investigations, enterprise financial investigations, public integrity matters, and construction and contractor-related investigations. This combined investigative background provides Royal Palm Investigations with practical experience conducting fact-finding reviews involving procurement processes, vendor relationships, financial irregularities, and administrative decision-making.

Public Integrity and Government Oversight Investigations

Royal Palm Investigations personnel have participated in investigations involving allegations of misconduct, administrative irregularities, and integrity violations within governmental and quasi-governmental entities. These investigations have required review of internal records, financial documentation, confidential witness interviews, and coordination with prosecutorial and regulatory authorities.

Investigations of this nature frequently involved evaluating decision-making authority, identifying undisclosed conflicts of interest, reviewing procurement and vendor selection procedures, and documenting patterns of administrative conduct affecting public resources and contractual decision processes.

Enterprise and Conspiracy Investigations

Royal Palm Investigations personnel have extensive experience participating in complex, multi-subject investigations involving coordinated criminal enterprises, financial fraud schemes, and organized misconduct involving multiple actors and corporate entities. These investigations required analysis of financial records, corporate structures, vendor relationships, and patterns of coordinated activity among related individuals and businesses.

These investigations commonly required development of detailed investigative timelines, evidentiary documentation, and coordination with prosecutorial authorities and regulatory agencies.

Contractor, Construction, and Financial Fraud Investigations

Royal Palm Investigations personnel have conducted and participated in investigations involving contractor misconduct, construction project irregularities, vendor misrepresentation, insurance-related construction claims, and performance disputes involving commercial and infrastructure projects.

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Investigative responsibilities frequently included review of project documentation, contract compliance analysis, vendor background investigations, financial transaction review, and identification of undisclosed business relationships affecting procurement or project execution.

Procurement and Vendor Relationship Investigations

Royal Palm Investigations personnel have experience evaluating procurement procedures, bid selection processes, contractor qualifications, and vendor relationship disclosures. These investigations frequently involve analysis of procurement documentation, comparison of competing vendor submissions, and review of administrative decision records to identify irregularities or deviations from procurement policies.

Multi-Agency and Regulatory Coordination Experience

Royal Palm Investigations personnel possess extensive experience conducting investigations requiring coordination with:

- Federal prosecutorial agencies
- State prosecutorial authorities
- Regulatory oversight agencies
- Inspector General and internal affairs investigations
- Multi-agency investigative task forces

This experience provides familiarity with evidentiary standards, investigative documentation protocols, and reporting procedures necessary for matters subject to administrative, civil, or criminal review.

Investigations Involving Public and Media Scrutiny

Royal Palm Investigations personnel have participated in investigations involving matters subject to significant public interest and media attention. These assignments required verification of publicly reported allegations, separation of verified factual findings from speculation, and preparation of investigative documentation capable of withstanding legal and public review.

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Investigative Methodology and Professional Standards

Royal Palm Investigations applies structured investigative procedures emphasizing accuracy, neutrality, and evidentiary integrity. Standard investigative techniques include:

- Document and procurement record analysis
- Financial tracing and transaction review
- Corporate and vendor relationship research
- Structured witness and subject interviews
- Timeline reconstruction and event sequencing
- Public records research and regulatory compliance review
- Preparation of investigative reports suitable for administrative and legal proceedings

All investigative services are conducted in compliance with Florida licensing requirements and applicable investigative best practices.

Summary of Relevant Experience

The combined investigative experience of Royal Palm Investigations personnel includes extensive work involving procurement oversight, contractor and vendor performance evaluation, financial and administrative misconduct investigations, and complex multi-party investigative assignments. This experience provides Royal Palm Investigations with a strong foundation to conduct objective, thorough, and professionally documented investigations on behalf of governmental, quasi-governmental, and private governing boards.

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Tab 5

Aquatic Services Report

Technician

Pete Dennis

Job Details

Service Date	1/8/2026
Customer	Harbor Bay CDD
Weather Conditions	Sunny
Wind	3 3mph
Temperature	75°
Multiple Sites Treated	No
Pond Number	Both fountains.
Service Performed	Cleaning & Inspection (Fountains/Aeration)
Work Performed	<input checked="" type="checkbox"/> Fountain / Aeration
Equipment Used	<input checked="" type="checkbox"/> Other
Water Level	Low
Restrictions	None
Observations/Recommendations	I cleaned both fountains, and both nozzles.
Pictures	

Aquatic Services Report





Aquatic Services Report

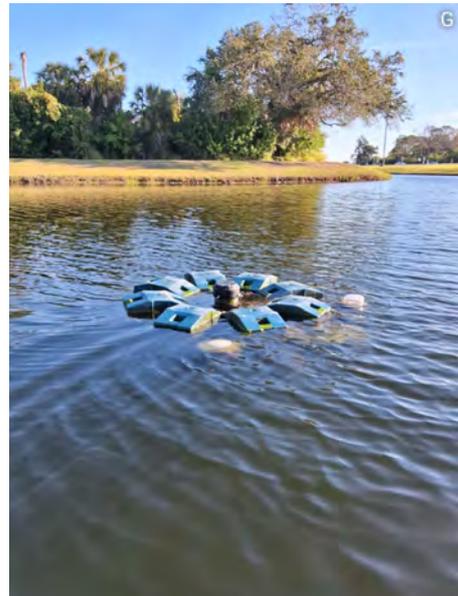
Technician

Pete Dennis

Job Details

Service Date	1/21/2026
Customer	Harbor Bay CDD
Weather Conditions	Sunny
Wind	6mph
Temperature	56°
Multiple Sites Treated	No
Pond Number	North and South fountains
Service Performed	Cleaning & Inspection (Fountains/Aeration)
Work Performed	<input checked="" type="checkbox"/> Fountain / Aeration
Equipment Used	<input checked="" type="checkbox"/> Other
Water Level	Low
Restrictions	None
Observations/Recommendations	I cleaned both fountains, and intake. I unclogged both nozzles as well.
Pictures	

Aquatic Services Report



Order report

Service details	
Technician:	Client:
Randy Mitchell	Harbor Bay CDD
Service Date	1/28/2026
Request Warranted	Yes
Action Taken	Removed pump and dropped it off at Site one.
Service Date	1/28/2026
Customer	Harbor Bay CDD
Weather Conditions	Sunny
Wind	N 5mph
Temperature	48
Multiple Sites Treated	No
Pond Number	North Fountain
Service Performed	Troubleshooting
Work Performed	<input checked="" type="checkbox"/> Fountains / Aeration
Equipment Used	<input checked="" type="checkbox"/> Bass Boat
Water Level	Normal
Restrictions	None
Observations/Recommendations	Pump dropped off at Site one
Pictures:	

Order report



Tab 6

Chris Thompson

Blue Water Aquatics, Inc.

Feb 2, 2026 | 27 Photos



Harbor Bay/Mira Bay CDD

Monthly Aquatics Report



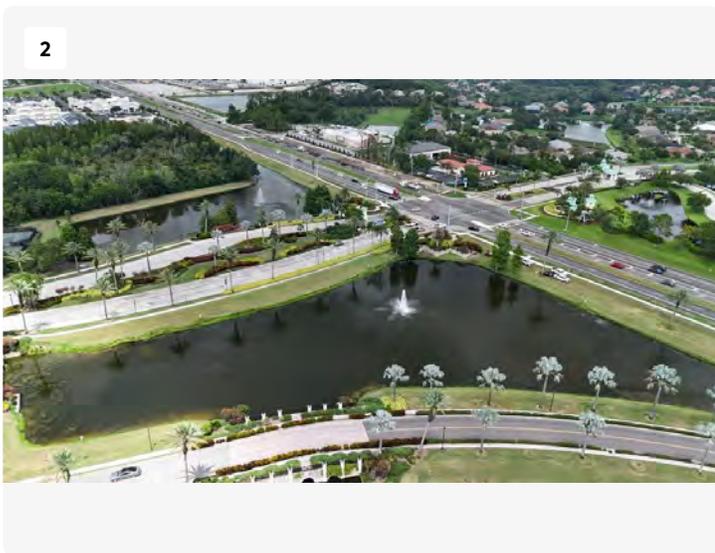
January Aquatics Report

- One fountain was pulled this month and shipped for warranty evaluation.
- We met with Clayton and Joel to evaluate pond 33 and Wetland Conservation D-1 proposals.
- Rainfall (Month-to-Date): As of January 26, 2026, Hillsborough County (Tampa International Airport) recorded 0.84" of rainfall month-to-date, which is about 1.59" below normal for this point in January.
- Temperatures (Month-to-Date): Warmest high:82°F (January 9) Coldest low:32.9°F (January 25)
Overall, temperatures have shown typical mid-winter swings with cooler nights.
- Seasonal changes and stormwater ponds: January typically brings cooler nights and fewer widespread storm events, leading to lower and more stable pond levels and fewer overflow conditions. With reduced runoff, ponds may appear clearer, but slower water turnover can allow nutrients and fine sediments to linger. Focus areas this month include inlet/outfall inspections, shoreline/littoral edge stability, and monitoring shallow areas for early nuisance vegetation.
- Wildlife observations: Wildlife patterns shift in winter: wading birds often concentrate near shallow margins as water levels dip. Sharp cold snaps can increase fish stress, especially in smaller or shallower ponds. Routine monitoring and maintenance continue to support stormwater capacity, shoreline protection, and healthy habitat through the cooler, drier season.



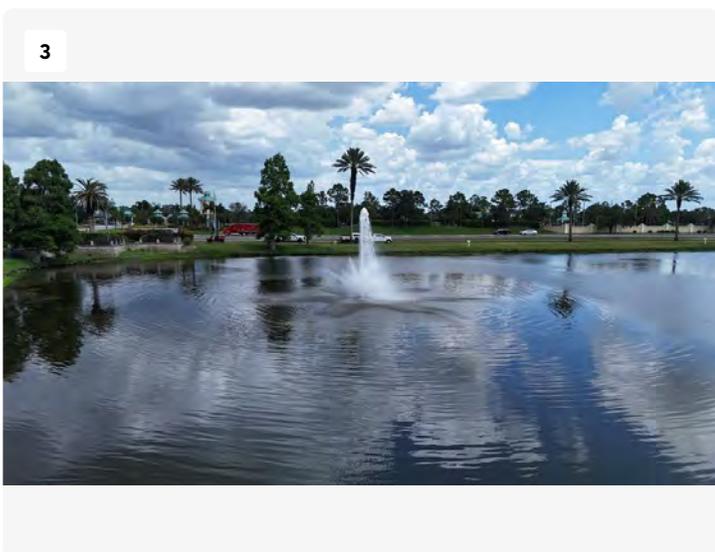
North fountain - removed for warranty evaluation

Project: The Mirabay Club
Creator: Chris Thompson



South fountain is operational

Project: The Mirabay Club
Creator: Chris Thompson



South fountain is operational

Project: The Mirabay Club
Creator: Chris Thompson



During this service visit, we treated Torpedo grass, alligator weed, Bacopa, and duckweed throughout the pond. The site was inspected for filamentous algae, and all water control structures were checked for proper operation, with treatment applied as needed.

Project: The Mirabay Club
Creator: Chris Thompson



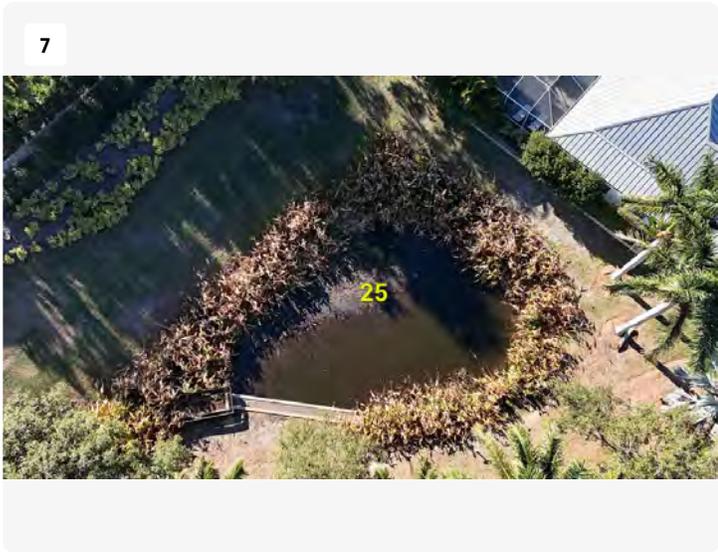
I met with Clayton and Joel to go over scope of work to clear out the wood mulch, and roots. The organic matter will have to be hauled off site for recycling/composting. Hauling and disposal is a significant cost for this project.

Project: The Mirabay Club
Creator: Chris Thompson



During this service visit we treated Torpedo grass and alligator weed popping up around the edges of the shelf. Native on this shelf will remain dormant until spring/summer.

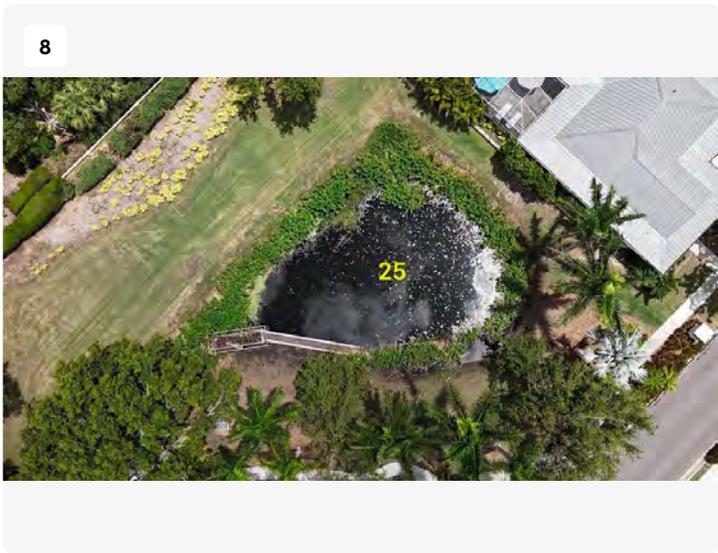
Project: The Mirabay Club
Creator: Chris Thompson



Monthly maintenance included control of Torpedo grass, alligator weed, Bacopa, and duckweed to maintain healthy pond conditions. We monitored for filamentous algae and inspected water control structures, addressing any issues observed.

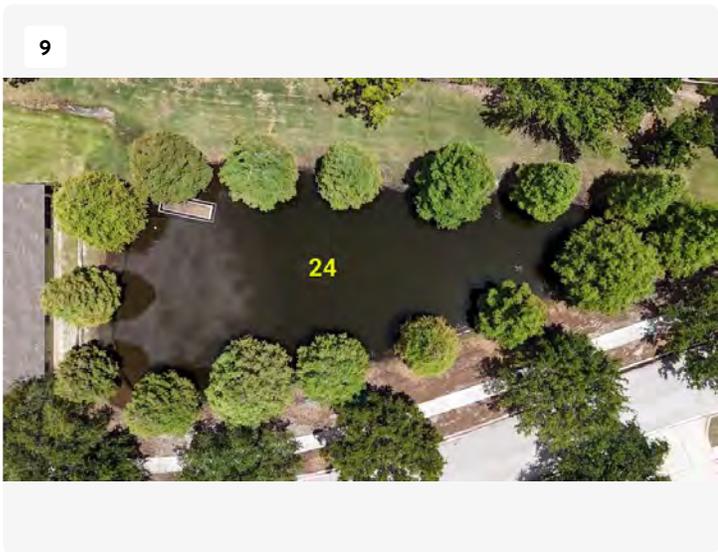
Thalia is brown out and dormant for the winter, it's not dead.

Project: The Mirabay Club
Creator: Chris Thompson



During summer the Thalia will be lush and green.

Project: The Mirabay Club
Creator: Chris Thompson



Monthly maintenance included control of Torpedo grass, alligator weed, Bacopa, and duckweed to maintain healthy pond conditions. We monitored for filamentous algae and inspected water control structures, addressing any issues observed.

Project: The Mirabay Club
Creator: Chris Thompson



This month's service focused on controlling sesbania and pennywort along the pond edges and open water. The site was inspected for filamentous algae, and water control structures were evaluated, with algae treatment applied where present.

Project: The Mirabay Club
Creator: Chris Thompson



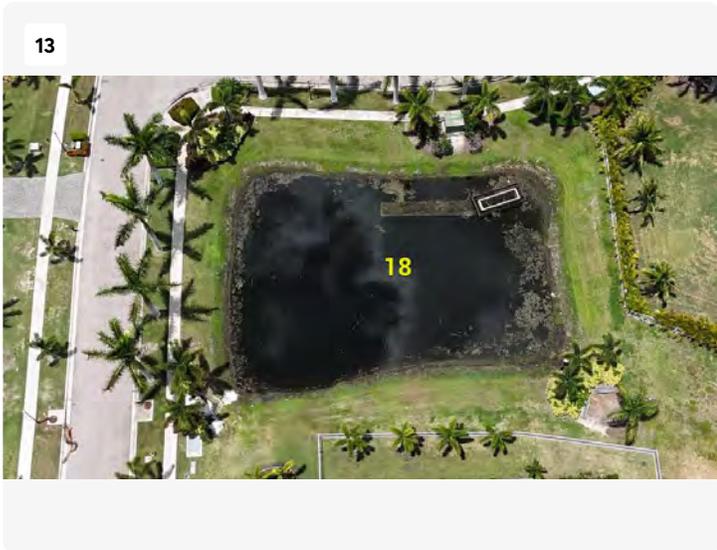
Routine vegetation management was completed, including treatments for creeping water primrose, Peruvian primrose, sedges, and pennywort. The pond was evaluated for filamentous algae, and water control structures were inspected to ensure proper function.

Project: The Mirabay Club
Creator: Chris Thompson



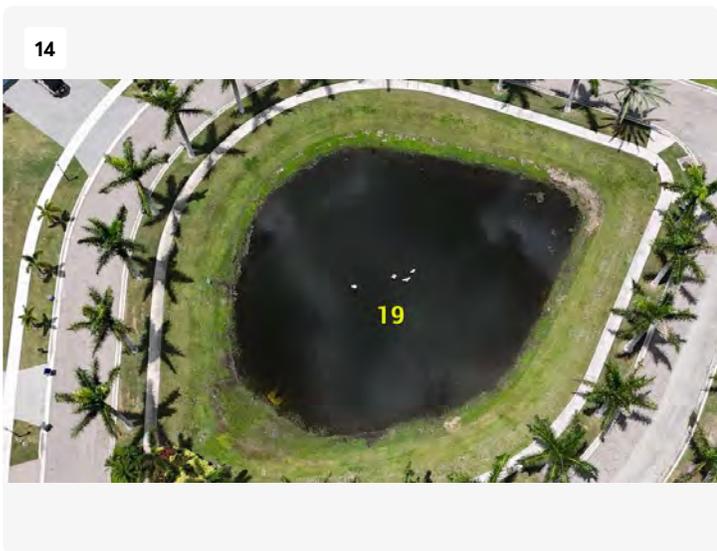
Routine vegetation management was completed, including treatments for creeping water primrose, Peruvian primrose, sedges, and pennywort.

Project: The Mirabay Club
Creator: Chris Thompson



During this service visit, we treated Torpedo grass, Pennywort, sedges, and creeping water primrose throughout the pond. Algae observed and addressed as needed. The site was inspected for algae growth and water control structures were checked for proper function.

Project: The Mirabay Club
Creator: Chris Thompson



Algae observed and addressed as needed.

Project: The Mirabay Club
Creator: Chris Thompson



Low water levels. Torpedo grass and Pennywort were treated.

Project: The Mirabay Club
Creator: Chris Thompson



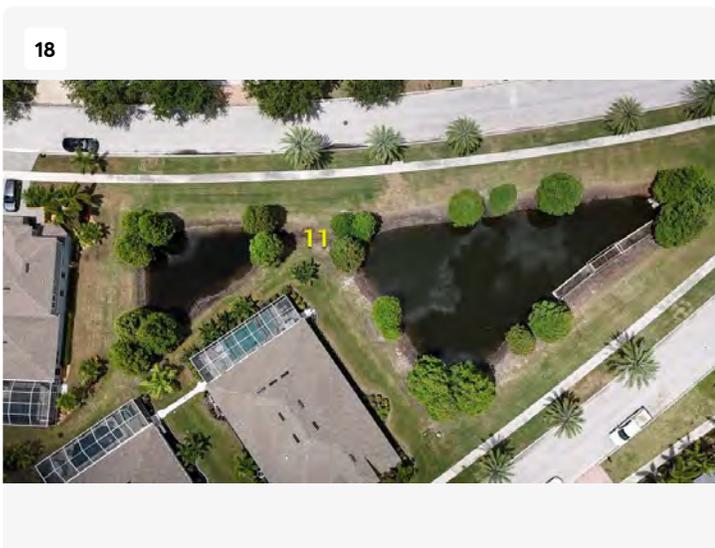
Low water levels. Torpedo grass and Pennywort were treated.

Project: The Mirabay Club
Creator: Chris Thompson



Low water levels. Torpedo grass and Pennywort were treated.

Project: The Mirabay Club
Creator: Chris Thompson



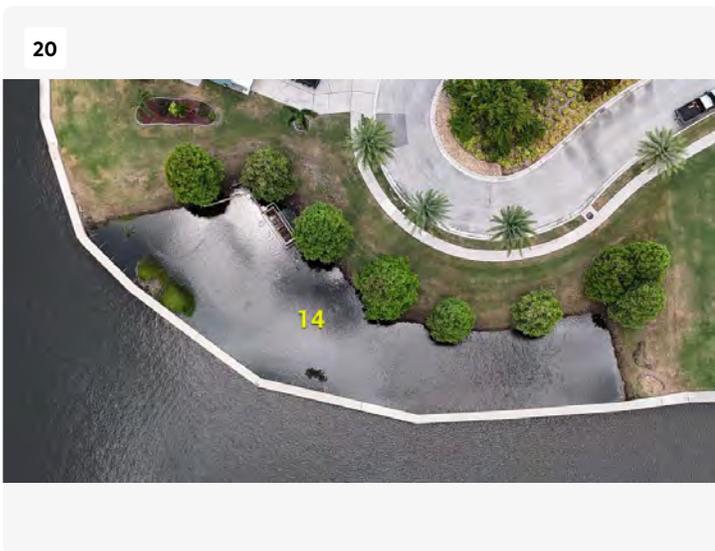
Targeted herbicide applications were performed for Torpedo grass, Pennywort, sedges, and creeping water primrose. The pond was assessed for algae presence, and water control structures were inspected, with algae treatment applied as required.

Project: The Mirabay Club
Creator: Chris Thompson



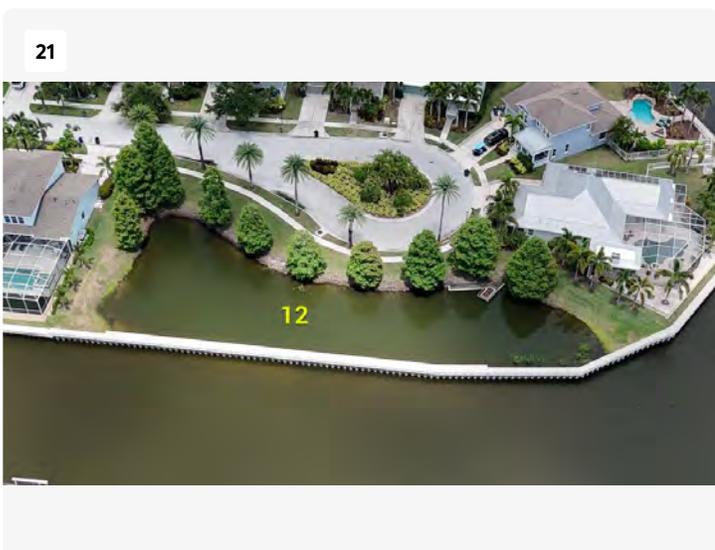
Monthly maintenance included control of Torpedo grass, alligator weed, Bacopa, and duckweed to maintain healthy pond conditions. We monitored for filamentous algae and inspected water control structures, addressing any issues observed.

Project: The Mirabay Club
Creator: Chris Thompson



Monthly maintenance included control of Torpedo grass, alligator weed and Bacopa to maintain healthy pond conditions. We monitored for filamentous algae and inspected water control structures, addressing any issues observed.

Project: The Mirabay Club
Creator: Chris Thompson



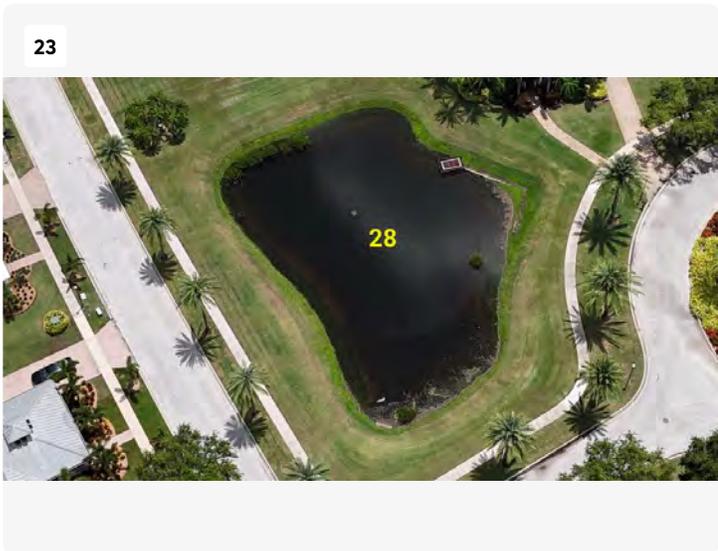
Targeted herbicide applications were performed for Torpedo grass and emergent cattails. The pond was assessed for algae presence, and water control structures were inspected, with algae treatment applied as required.

Project: The Mirabay Club
Creator: Chris Thompson



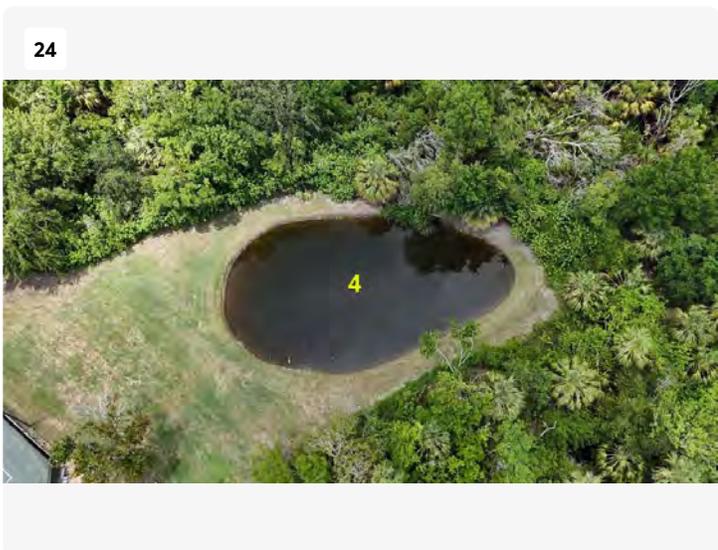
Torpedo grass, and sedges were treated. The pond was assessed for algae presence, and water control structures were inspected, with algae treatment applied as required.

Project: The Mirabay Club
Creator: Chris Thompson



Monthly maintenance included control of Torpedo grass, alligator weed, Bacopa, and duckweed to maintain healthy pond conditions. We monitored for filamentous algae and inspected water control structures, addressing any issues observed.

Project: The Mirabay Club
Creator: Chris Thompson



Treated Torpedo grass and Pennywort along the edges.

Project: The Mirabay Club
Creator: Chris Thompson

25



During this service visit, we treated Torpedo grass, alligator weed, throughout the pond. A few Brazilian pepper saplings were treated with Garlon. The site was inspected for filamentous algae, and all water control structures were checked for proper operation, with treatment applied as needed.

Project: The Mirabay Club
Creator: Chris Thompson

26



Project: The Mirabay Club
Creator: Chris Thompson

27



Project: The Mirabay Club
Creator: Chris Thompson

Aquatic Services Report

Technician

Randy Mitchell

Job Details

Service Date	1/8/2026
Customer	Harbor Bay CDD
Weather Conditions	Partly Cloudy
Wind	E 5mph
Temperature	68
Multiple Sites Treated	Yes



Ponds Treated Information

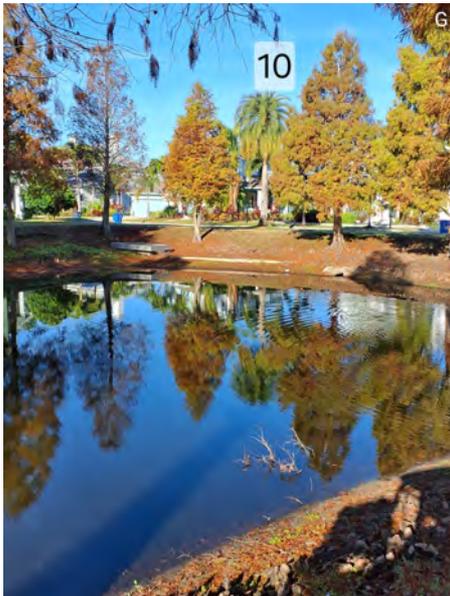
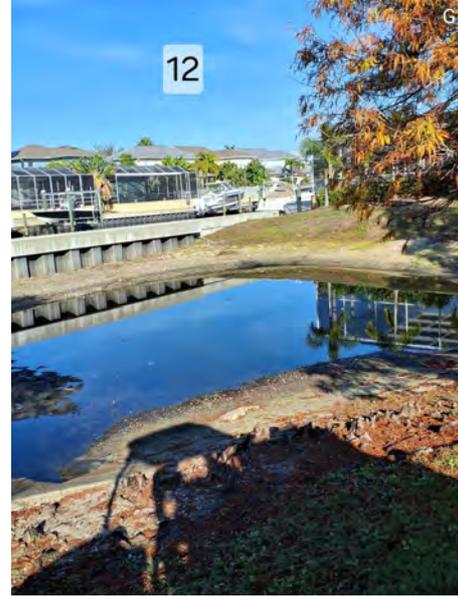
Repeatable - 3 Count

1 of 3

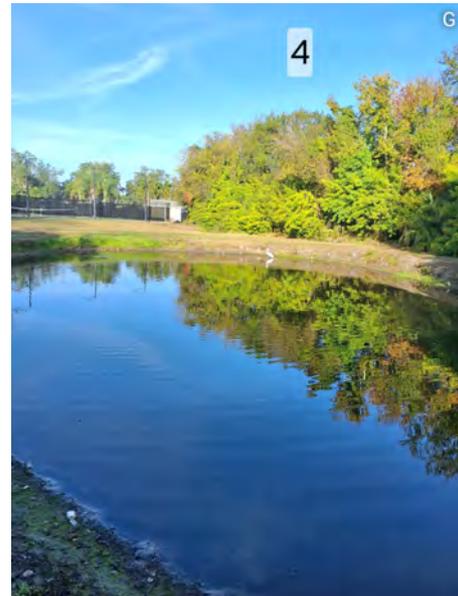
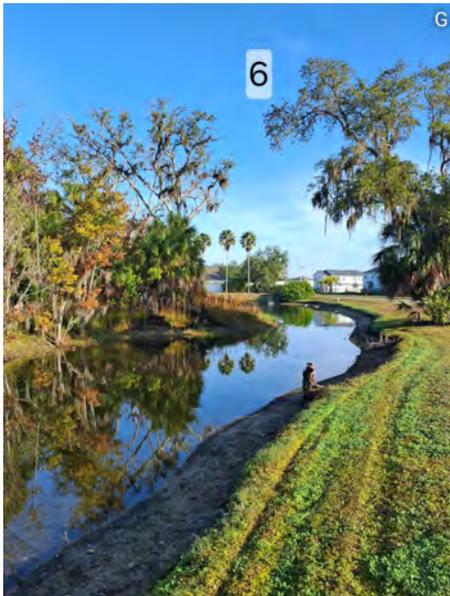
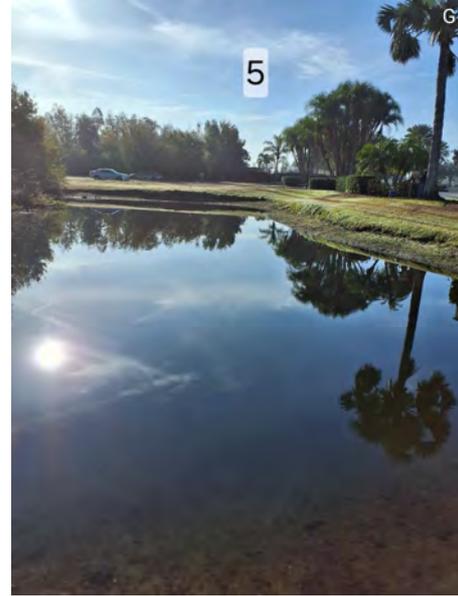
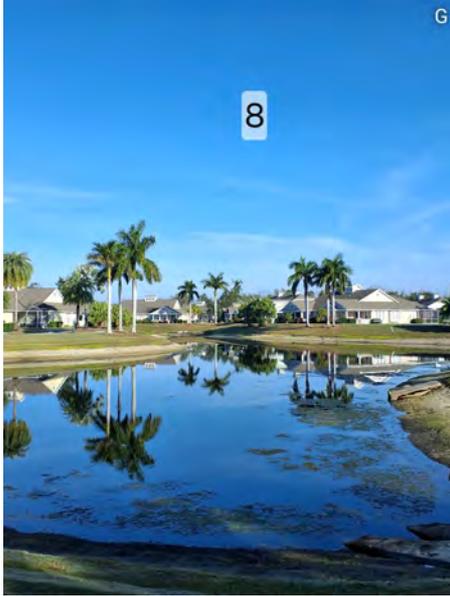
Pond Numbers	All
Service Performed	Treatment
Work Performed	<input checked="" type="checkbox"/> Grasses
Equipment Used	<input checked="" type="checkbox"/> ATV/UTV <input checked="" type="checkbox"/> Backpack
Water Level	Extremely Low
Restrictions	None
Observations/Recommendations	Treated sites for invasive vegetation growth as needed. Pond 2 had a few dead fish on arrival

Pictures

Aquatic Services Report



Aquatic Services Report



Aquatic Services Report



2 of 3

Pond Numbers	3, 8
Service Performed	Treatment
Work Performed	<input checked="" type="checkbox"/> Algae
Equipment Used	<input checked="" type="checkbox"/> ATV/UTV
Water Level	Extremely Low
Restrictions	3 days
Observations/Recommendations	Treated sites for filamentous algae

3 of 3

Pond Numbers	8
Service Performed	Treatment
Work Performed	<input checked="" type="checkbox"/> Submersed
Equipment Used	<input checked="" type="checkbox"/> ATV/UTV
Water Level	Extremely Low
Restrictions	14 days
Observations/Recommendations	Treated site for hydrilla

Aquatic Services Report

Aquatic Services Report

Technician

Randy Mitchell

Job Details

Service Date	1/21/2026
Customer	Harbor Bay CDD
Weather Conditions	Sunny
Wind	NE 12mph
Temperature	56
Multiple Sites Treated	Yes



Ponds Treated Information

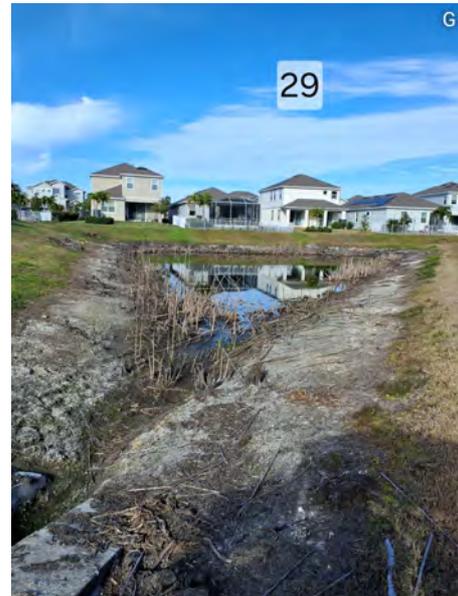
Repeatable - 1 Count

1 of 1

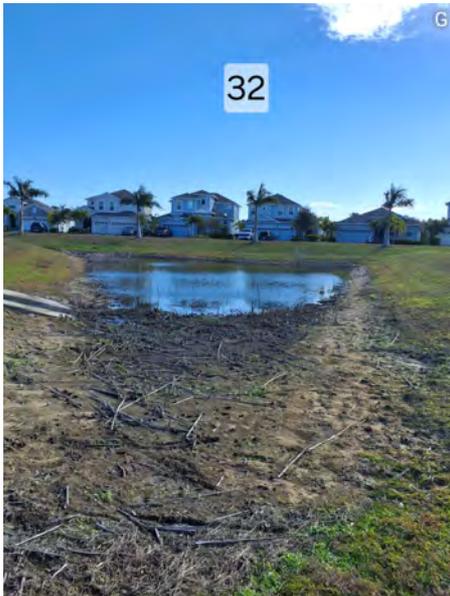
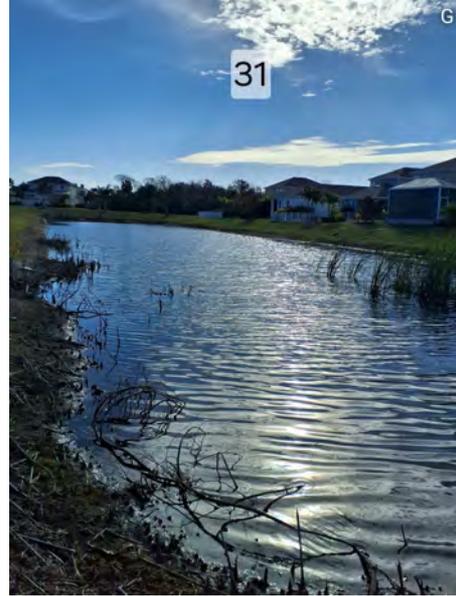
Pond Numbers	All
Service Performed	Treatment
Work Performed	<input checked="" type="checkbox"/> Grasses
Equipment Used	<input checked="" type="checkbox"/> ATV/UTV
Water Level	Extremely Low
Restrictions	None
Observations/Recommendations	Treated sites for invasive vegetation growth as needed

Pictures

Aquatic Services Report



Aquatic Services Report



Aquatic Services Report



Tab 7



Special Service Agreement

This Special Service Agreement, dated February 2, 2026, is made between **Blue Water Aquatics, Inc.** (hereinafter “Blue Water Aquatics”) located at 5119 State Road 54, New Port Richey, FL 34652, and **Harbor Bay CDD** (hereinafter the “Customer”), c/o Rizzetta & Company, Inc., 3434 Colwell Avenue, Suite 200, Tampa, FL 33614.

Project Site: Pond #33

Contract Term: This Agreement is for a one-time service as described herein. Any additional services will be provided only on additional terms as agreed by the parties in writing.

General Conditions: Blue Water Aquatics conducted a site inspection of a previously unnumbered and unmapped pond and found the area heavily overgrown with Willow and Brazilian Pepper trees. The vegetation was mulched with a forestry mulcher. Based on these conditions, Blue Water Aquatics proposes to provide the following services to remove the wood mulch and roots in the pond:

- 1. Item A: Pond Clean Out Services** – By use of excavator and/or skid steer, remove wood mulch and roots. Organic debris will be hauled off site for composting/recycling.
- 2. Item B: Labor and Supplemental Materials** – All materials, disposal fees and labor are included.

Contract Costs: Customer agrees to pay Blue Water Aquatics, Inc. the following amount for these specific services.

Item A:	Pond Clean Out Services	\$9,729.00
Item C:	Labor & Supplemental Materials	Included

TOTAL COST OF PROJECT:	\$9,729.00
-------------------------------	-------------------

The above price is effective for ninety (90) days from the date of this proposal.

50% deposit is required 3 weeks prior to starting date. Balance due upon completion.

The Customer acknowledges that weather conditions—including but not limited to rain, lightning, and wind—may cause delays in service. Depending on the duration and severity of such conditions, Blue Water Aquatics may require varying amounts of time to complete the services outlined in this Agreement. Blue Water Aquatics will use its best judgment to determine appropriate services based on prevailing conditions. The company shall not be held responsible for delays or failures in performing services due to circumstances beyond reasonable control.

Payment Terms

The Customer agrees to remit payment to Blue Water Aquatics within thirty (30) days of the invoice



date for all completed work. Accepted forms of payment include Cash, Money Order, Check, Zelle, ACH, or Credit Card (a 3% processing fee applies to all credit card transactions). Accounts that remain unpaid for more than sixty (60) days may result in suspension of further work under this Agreement. A late fee of 1.5% per month will be charged on all past due balances until paid in full.

If Blue Water Aquatics is required to initiate collection efforts for a delinquent account, the Customer agrees to cover all associated costs, including reasonable attorney's fees, court costs, and other expenses incurred in the collection process.

Site Conditions Disclaimer

Although Blue Water Aquatics makes every reasonable effort to inspect the work site prior to beginning services, unforeseen conditions or hidden site issues may arise during the course of work. These may lead to additional time or material costs beyond the scope of this Agreement. Should such conditions occur, Blue Water Aquatics will notify the Customer of the issue and provide an estimate for any additional costs.

By signing this Agreement, the Customer confirms they have disclosed all known and relevant site conditions that could impact the successful completion of the work. Such conditions may include, but are not limited to: site access, parking availability, staging areas, fencing, obstructions, or gate codes.

Insurance

Blue Water Aquatics maintains the following insurance coverage: Workers' Compensation, General Liability, Automotive Liability, and Property and Casualty Insurance. A Certificate of Insurance is available upon request. If the Customer requests to be named as an "Additional Insured," Blue Water Aquatics will provide the certificate, and the Customer agrees to cover any additional costs incurred by this request.

E-Verify Compliance

In compliance with Florida Statute 448.095, Blue Water Aquatics uses the federal E-Verify system in its contracts with public employers. All applicable provisions of the statute are hereby incorporated into this Agreement by reference, and Blue Water Aquatics certifies full compliance.

Addenda

See attached map, survey, and report, where applicable.

Chris Thompson, President
Blue Water Aquatics, Inc.

Customer Signature

Printed Name & Title

2/2/2026

Date

Date

**HARBOR BAY CDD
Project Site Map**



Tab 8



Special Service Agreement

This Special Service Agreement, dated February 2, 2026, is made between **Blue Water Aquatics, Inc.** (hereinafter “Blue Water Aquatics”) located at 5119 State Road 54, New Port Richey, FL 34652, and **Harbor Bay CDD** (hereinafter the “Customer”), c/o Rizzetta & Company, Inc., 3434 Colwell Avenue, Suite 200, Tampa, FL 33614.

Project Site: Wetland Conservation Area D-1

Contract Term: This Agreement is for a one-time service as described herein. Any additional services will be provided only on additional terms as agreed by the parties in writing.

General Conditions: Blue Water Aquatics conducted a site inspection and found Brazilian Pepper trees, Lead tree, Chinese Tallow, Para grass, and Cogon grass. These plants are Category I invasives that will require removal to maintain compliance with SWFWMD inspection reporting. Blue Water Aquatics proposes the following services to remove all Category I invasive plants from the wetland:

- 1. Item A: Invasive Tree Removal** – By use of excavator with a forestry mulching attachment. The trees will be mulched in place, down to ground level. The stumps will be treated with Garlon herbicide to prevent regrowth. All organic matter will be left in the wetland.
- 2. Item B: Brush Mowing** – The entire perimeter will be treated for Cogon grass and Para grass. Once the vegetation is dead, it will be mowed with a Marsh Master. This will open a view of the wetland and provide a park-like appearance.
- 3. Item C: Scouting and Treating** – Technicians will walk the entire wetland in search of any Category I invasives. Any invasives found will be treated with Garlon. Invasive trees that are inaccessible by machinery will be treated with Garlon (hack & squirt method).
- 4. Item D: Labor and Supplemental Materials** – All materials, and labor are included.

Contract Costs: Customer agrees to pay Blue Water Aquatics, Inc. the following amount for these specific services.

TOTAL COST OF PROJECT:	\$18,223.00
-------------------------------	--------------------

The above price is effective for ninety (90) days from the date of this proposal.

50% deposit is required 3 weeks prior to starting date. Balance due upon completion.

The Customer acknowledges that weather conditions—including but not limited to rain, lightning, and wind—may cause delays in service. Depending on the duration and severity of such conditions, Blue Water Aquatics may require varying amounts of time to complete the services outlined in this Agreement. Blue Water Aquatics will use its best judgment to determine appropriate services based on



prevailing conditions. The company shall not be held responsible for delays or failures in performing services due to circumstances beyond reasonable control.

Payment Terms

The Customer agrees to remit payment to Blue Water Aquatics within thirty (30) days of the invoice date for all completed work. Accepted forms of payment include Cash, Money Order, Check, Zelle, ACH, or Credit Card (a 3% processing fee applies to all credit card transactions). Accounts that remain unpaid for more than sixty (60) days may result in suspension of further work under this Agreement. A late fee of 1.5% per month will be charged on all past due balances until paid in full.

If Blue Water Aquatics is required to initiate collection efforts for a delinquent account, the Customer agrees to cover all associated costs, including reasonable attorney's fees, court costs, and other expenses incurred in the collection process.

Site Conditions Disclaimer

Although Blue Water Aquatics makes every reasonable effort to inspect the work site prior to beginning services, unforeseen conditions or hidden site issues may arise during work. These may lead to additional time or material costs beyond the scope of this Agreement. Should such conditions occur, Blue Water Aquatics will notify the Customer of the issue and provide an estimate for any additional costs.

By signing this Agreement, the Customer confirms they have disclosed all known and relevant site conditions that could impact the successful completion of the work. Such conditions may include, but are not limited to site access, parking availability, staging areas, fencing, obstructions, or gate codes.

Insurance

Blue Water Aquatics maintains the following insurance coverage: Workers' Compensation, General Liability, Automotive Liability, and Property and Casualty Insurance. A Certificate of Insurance is available upon request. If the Customer requests to be named as an "Additional Insured," Blue Water Aquatics will provide the certificate, and the Customer agrees to cover any additional costs incurred by this request.

E-Verify Compliance

In compliance with Florida Statute 448.095, Blue Water Aquatics uses the federal E-Verify system in its contracts with public employers. All applicable provisions of the statute are hereby incorporated into this Agreement by reference, and Blue Water Aquatics certifies full compliance.

Addenda

See attached map, survey, and report, where applicable.



Chris Thompson, President
Blue Water Aquatics, Inc.

Customer Signature

Printed Name & Title

2/2/2026

Date

Date

Tab 9

MONTHLY STATUS REPORT

LEE TE KIM LANDSCAPE & LAWN CARE, INC.

127 16TH AVENUE SW
RUSKIN, FL 33570
(813) 645-1769 OFFICE

DATE: FEBRUARY 9, 2026

REPORT SUBMITTED TO:

HARBOR BAY CDD
C/O RIZZETTA & COMPANY, INC.
3434 COLWELL AVE., SUITE 200
TAMPA, FL 33614

WORK PERFORMED FROM 01/06/2026-02/09/2026:

IRRIGATION: The most recent irrigation repairs include the following: Fishersound Roundabout – Replaced (1) Solenoid. Clock A – Replaced (3) Rotors, (7) Heads and (3) Nozzles. Clock B, zone 2 – Repaired valve that wouldn't shut off. Manns Harbor – Repair splices in the driplines. Pump A – Replaced (1) Node. Mirabay Blvd. – Replaced (2) Solenoids. Merritt Island – Replaced (1) Node. Islebay T-7 Roundabout – Replaced (1) Node. Pinckney Roundabout – Replaced (2) Heads. Tybee Island Roundabout – Replaced (2) Batteries. Islebay – Replaced one-inch broken pipe. Tennis Courts – Replaced two-inch broken pipe that ran four feet deep and replaced (3) spray nozzles. Additional adjustments to the irrigation schedule were required due to the extremely cold weather we've been experiencing lately.

TURFGRASS MANAGEMENT: Mowing, weeding, trimming, applying fertilizers and spraying for bugs stay constant.

We were able to complete the subsequent proposals this past month: Removal of dead palms from the 626 Manns Harbor Drive, Ibisview, Mirabay Blvd. next to Lee Te Kim Park, At Lee Te Kim Park and the Clubhouse areas, as well as the 540 cubic yards of mulch at the Hwy. 41 Berm, At the Manns Harbor Bridge the Removal of (2) Triple stem Christmas Palms and installation of (2) Triple stem Spindle Palms. We've received approval for these proposals and will accomplish next: Sea Crest Entrance install (60) Copper Leaf Plants, mulch and fertilizer; Admiral Pointe and Wolf Creek Park trimming the overgrowth in the conservation areas; Tennis Court & Restroom Entryway with ½ cubic yard black Mexican Pebble Rock installed in the circular planter with existing boulders and (2) cubic yards of mulch, Clubhouse entryway – Removal & disposal of (2) plants in the blue pots, replace with (2) plants yet to be determined and the Mirabay Blvd. Median Planting proposal that will remove and dispose of the declining Reclinata palm, the removal of and reinstall the 30' double-stem Royal Palm, both a semi-truck and crane will be required to complete this project. Proposals that were requested have been submitted and awaiting approval are: 400 cubic yards of Playground Mulch for the (3) Playgrounds consisting of the Clubhouse, Lee Te Kim Park and Wolf Creek Park; Removal of dead Bismarkia Palms from Manns Harbor, Mirabay Blvd. and Ibisview; Clubhouse Pool Area – Grinding of (6) Medjool Palm Stumps in pool planters, Installation of (6) Alexander Palms, Single-stem, (2) Alexander Palms by the flagpole area, (1) Pygmy Date Palm, Triple-stems, Removal of and stump grinding of Pygmy Date Palm Stump in pool planters, installation of Petra Crotons, Mammy Crotons, Super Blue Liriope, Auntie Lou Hawaii Ti' Plants, Taiwanese Dwarf Red Ixora and mulch.

MIRABAY LANDSCAPING STATUS REPORT

LEE TE KIM LANDSCAPE & LAWN CARE, INC.

127 16TH AVENUE SW

RUSKIN, FL 33570

(813) 645-1769 OFFICE

(813) 645-7314 FAX

DATE: JANUARY 12, 2026

PROPOSAL SUBMITTED TO:

HARBOR BAY CDD

C/O RIZZETTA & COMPANY, INC.

3434 COLWELL AVE., SUITE 200

TAMPA, FL 33614

WORK PERFORMED – WEEK OF 1/05/2026

- Admiral Point Drive
 - Balibay Road
 - Golden Isle Drive
 - Ibis View Lane
 - Islebay Drive
 - Manns Harbor Drive
 - Merritt Island Drive
 - Mirabay Blvd.
 - Pinckney Drive
 - Sea Trout Place
 - Sea Turtle Place
 - Skimmer Drive
 - Tortoise Place
 - Tybee Island Drive
 - Wishing Arch Drive
 - Berm along SR 41
 - Club
 - Lee Te Kim Park
 - Playground
 - Tennis Courts
-
- Trimmed bushes and palm trees in multiple locations listed above.
 - Hand pulled weed and cleaned up plant beds in multiple locations listed above.
 - Picked up trash in multiple locations listed above.

MIRABAY LANDSCAPING STATUS REPORT

LEE TE KIM LANDSCAPE & LAWN CARE, INC.

127 16TH AVENUE SW

RUSKIN, FL 33570

(813) 645-1769 OFFICE

(813) 645-7314 FAX

DATE: JANUARY 19, 2026

PROPOSAL SUBMITTED TO:

HARBOR BAY CDD

C/O RIZZETTA & COMPANY, INC.

3434 COLWELL AVE., SUITE 200

TAMPA, FL 33614

WORK PERFORMED – WEEK OF 1/12/2026

- Balibay Road
 - Fishersound
 - Golden Isle Drive
 - Ibis View Lane
 - Islebay Drive
 - Manns Harbor Drive
 - Merritt Island Drive
 - Mirabay Blvd.
 - Pinckney Drive
 - Sea Trout Place
 - Sea Turtle Place
 - Shore Crab Way
 - Skimmer Drive
 - Tortoise Place
 - Tybee Island Drive
 - Wishing Arch Drive
 - Berm along SR 41
 - Club
 - Lee Te Kim Park
 - Playground
 - Tennis Courts
-
- Trimmed bushes and palm trees in multiple locations listed above.
 - Hand pulled weed and cleaned up plant beds in multiple locations listed above.
 - Picked up trash in multiple locations listed above.

MIRABAY LANDSCAPING STATUS REPORT

LEE TE KIM LANDSCAPE & LAWN CARE, INC.

127 16TH AVENUE SW

RUSKIN, FL 33570

(813) 645-1769 OFFICE

(813) 645-7314 FAX

DATE: JANUARY 26, 2026

PROPOSAL SUBMITTED TO:

HARBOR BAY CDD

C/O RIZZETTA & COMPANY, INC.

3434 COLWELL AVE., SUITE 200

TAMPA, FL 33614

WORK PERFORMED – WEEK OF 1/19/2026

- Admiral Point Drive
 - Balibay Road
 - Fishersound
 - Golden Isle Drive
 - Ibis View Lane
 - Islebay Drive
 - Manns Harbor Drive
 - Merritt Island Drive
 - Mirabay Blvd.
 - Pinckney Drive
 - Sea Trout Place
 - Sea Turtle Place
 - Shore Crab Way
 - Skimmer Drive
 - Tortoise Place
 - Tybee Island Drive
 - Wishing Arch Drive
 - Berm along SR 41
 - Club
 - Lee Te Kim Park
 - Playground
 - Tennis Courts
-
- Trimmed bushes and palm trees in multiple locations listed above.
 - Hand pulled weed and cleaned up plant beds in multiple locations listed above.
 - Picked up trash in multiple locations listed above.

MIRABAY LANDSCAPING STATUS REPORT

LEE TE KIM LANDSCAPE & LAWN CARE, INC.

127 16TH AVENUE SW

RUSKIN, FL 33570

(813) 645-1769 OFFICE

(813) 645-7314 FAX

DATE: FEBRUARY 4, 2026

PROPOSAL SUBMITTED TO:

HARBOR BAY CDD

C/O RIZZETTA & COMPANY, INC.

3434 COLWELL AVE., SUITE 200

TAMPA, FL 33614

WORK PERFORMED – WEEK OF 1/26/2026

- Admiral Point Drive
 - Balibay Road
 - Golden Isle Drive
 - Ibis View Lane
 - Islebay Drive
 - Manns Harbor Drive
 - Merritt Island Drive
 - Mirabay Blvd.
 - Pinckney Drive
 - Sea Trout Place
 - Sea Turtle Place
 - Shore Crab Way
 - Skimmer Drive
 - Tortoise Place
 - Tybee Island Drive
 - Wishing Arch Drive
 - Berm along SR 41
 - Club
 - Lee Te Kim Park
 - Playground
 - Tennis Courts
-
- Trimmed bushes and palm trees in multiple locations listed above.
 - Hand pulled weed and cleaned up plant beds in multiple locations listed above.
 - Picked up trash in multiple locations listed above.

MIRABAY LANDSCAPING STATUS REPORT

LEE TE KIM LANDSCAPE & LAWN CARE, INC.

127 16TH AVENUE SW

RUSKIN, FL 33570

(813) 645-1769 OFFICE

(813) 645-7314 FAX

DATE: FEBRUARY 9, 2026

PROPOSAL SUBMITTED TO:

HARBOR BAY CDD

C/O RIZZETTA & COMPANY, INC.

3434 COLWELL AVE., SUITE 200

TAMPA, FL 33614

WORK PERFORMED – WEEK OF 2/02/2026

- Balibay Road
 - Golden Isle Drive
 - Ibis View Lane
 - Islebay Drive
 - Manns Harbor Drive
 - Merritt Island Drive
 - Mirabay Blvd.
 - Pinckney Drive
 - Point Harbor Lane
 - Sea Trout Place
 - Sea Turtle Place
 - Shore Crab Way
 - Skimmer Drive
 - Tortoise Place
 - Tybee Island Drive
 - Wishing Arch Drive
 - Berm along SR 41
 - Club
 - Lee Te Kim Park
 - Playground
 - Tennis Courts
-
- Trimmed bushes and palm trees in multiple locations listed above.
 - Hand pulled weed and cleaned up plant beds in multiple locations listed above.
 - Picked up trash in multiple locations listed above.

Tab 10

Harbor Bay CDD Lee Te Kim Landscape Proposals February 19, 2026

	Amount
Bismarkia & Oak Tree Various Locations	\$7,700
Clubhouse Pool Area	\$31,053
Clubhouse	\$14,000

KIM'S LANDSCAPE & LAWN CARE

127 16th Avenue S.W.
Ruskin, Fla. 33570
(813) 645-1769

PROPOSAL

JANUARY 12, 2026

PROPOSAL SUBMITTED TO:

Harbor Bay CDD
c/o Rizzetta & Company, Inc.
3434 Colwell Ave., Suite 200
Tampa, Florida 33614

WORK TO BE PERFORMED AT:

Various Locations

WE HEREBY PROPOSE TO FURNISH THE MATERIALS AND PERFORM THE LABOR NECESSARY FOR THE COMPLETION OF: **VARIOUS LOCATIONS – BISMARKIA & OAK TREE**

Manns Harbor:

- Removal & Disposal of (1) dead Bismarkia Palm, 14-16' oa height
- Replace with (1) Bismarkia Palm, 14-16' oa height
- Stump grinding

\$1,800.00

Mirabay Blvd. by Annual Plants:

- Removal & Disposal of (1) dead Bismarkia Palm, 14-16' oa height
- Replace with (1) Bismarkia Palm, 14-16' oa height
- Stump grinding

\$1,800.00

Ibisview:

- Removal & Disposal of (2) dead Bismarkia Palms, 14-16' oa height
- Replace with (2) Bismarkia Palms, 14-16' oa height
- Stump grinding

\$3,600.00

Manns Harbor:

- Removal & Disposal of (1) dead Oak Tree

\$500.00

All trees and shrubs shall be Fla. grade # 1. Trees are guaranteed for six months and shrubs for three months (annuals, perennials, and transplants excluded). "Acts of nature," such as flood, freeze, drought, excessive winds, and or improper care or vandalism voids guarantee.

This proposal is good for 30 days and plants based on availability at time of installation.

- There is no guarantee without a fully functioning automatic irrigation system.
- Sunshine locate will locate all public utility lines at no charge.
- Kim's is not responsible for private line or private wiring being broken.
- Additional costs for labor and materials may be necessary due to unforeseen underground obstacles such as buried tree stumps, clay and hardpan, concrete or other buried objects.
- Plan and design is the property of Kim's Landscaping

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of:

Seven Thousand Seven Hundred Dollars \$7,700.00
with payments to be as follows: Due upon receipt of Invoice

Respectfully Submitted: 01/12/2026

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

SIGNATURE _____

DATE _____

SIGNATURE _____

KIM'S LANDSCAPE & LAWN CARE

127 16th Avenue S.W.
Ruskin, Fla. 33570
(813) 645-1769

PROPOSAL

JANUARY 14, 2026

PROPOSAL SUBMITTED TO:

Harbor Bay CDD
c/o Rizzetta & Company, Inc.
3434 Colwell Ave., Suite 200
Tampa, Florida 33614

WORK TO BE PERFORMED AT:

Clubhouse Pool Area

WE HEREBY PROPOSE TO FURNISH THE MATERIALS AND PERFORM THE LABOR NECESSARY FOR THE COMPLETION OF: **CLUBHOUSE POOL AREA**

- Removal & Grind (6) Medjool Palm Stumps in pool planters – additional equipment will need to be rented due to these stumps
- (6) Alexander Palms, single stem 16'
- (2) Alexander Palms, 16' (Flagpole area)
- Removal & Disposal of (1) dead Pygmy Date Palm
- (1) Pygmy Date Palm, triple stems, 7-8'
- Removal & Grind (1) Pygmy Date Palm Stump in pool planters
- (70) Petra Crotons, 3-gallon to fill in bare areas
- (20) Mammy Crotons, 3-gallon (Flagpole area)
- (5) Mammy Crotons, 3-gallon planted around Medjool Palm stump
- (15) Super Blue Liriope, 1-gallon planted in front of Medjool Palm stump
- (10) Auntie Lou Hawaiian Ti' plants, 3-gallon installed in raised planters by bridge
- (5) Cubic yards of Mulch

Pool Slide area beds:

- (4) Taiwanese Dwarf Red Ixora, 3-gallon
- (55) Auntie Lou Hawaiian Ti' plants, 3-gallon
- (65) Super Blue Liriope, 1-gallon

\$31,053.00

All trees and shrubs shall be Fla. grade # 1. Trees are guaranteed for six months and shrubs for three months (annuals, perennials, and transplants excluded). "Acts of nature," such as flood, freeze, drought, excessive winds, and or improper care or vandalism voids guarantee.

This proposal is good for 30 days and plants based on availability at time of installation.

- There is no guarantee without a fully functioning automatic irrigation system.
- Sunshine locate will locate all public utility lines at no charge.
- Kim's is not responsible for private line or private wiring being broken.
- Additional costs for labor and materials may be necessary due to unforeseen underground obstacles such as buried tree stumps, clay and hardpan, concrete or other buried objects.
- Plan and design is the property of Kim's Landscaping

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of:

Thirty-One Thousand Fifty-Three Dollars \$31,053.00
with payments to be as follows: Due upon receipt of Invoice

Respectfully Submitted: 01/14/2026

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

SIGNATURE _____

DATE _____

SIGNATURE _____

KIM'S LANDSCAPE & LAWN CARE

127 16th Avenue S.W.
Ruskin, Fla. 33570
(813) 645-1769

PROPOSAL

JANUARY 9, 2026

PROPOSAL SUBMITTED TO:

Harbor Bay CDD
c/o Rizzetta & Company, Inc.
3434 Colwell Ave., Suite 200
Tampa, Florida 33614

WORK TO BE PERFORMED AT:

Clubhouse

WE HEREBY PROPOSE TO FURNISH THE MATERIALS AND PERFORM THE LABOR NECESSARY FOR THE COMPLETION OF: **CLUBHOUSE**

- Removal & Disposal of (12) dead Christmas Palms, triple stem
- (10) King Alexander Palms, single stem
- (2) King Alexander Palms, triple stem

\$14,000.00

All trees and shrubs shall be Fla. grade # 1. Trees are guaranteed for six months and shrubs for three months (annuals, perennials, and transplants excluded). "Acts of nature," such as flood, freeze, drought, excessive winds, and or improper care or vandalism voids guarantee.

This proposal is good for 30 days and plants based on availability at time of installation.

- There is no guarantee without a fully functioning automatic irrigation system.
- Sunshine locate will locate all public utility lines at no charge.
- Kim's is not responsible for private line or private wiring being broken.
- Additional costs for labor and materials may be necessary due to unforeseen underground obstacles such as buried tree stumps, clay and hardpan, concrete or other buried objects.
- Plan and design is the property of Kim's Landscaping

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of:

Fourteen Thousand Dollars \$14,000.00
with payments to be as follows: Due upon receipt of Invoice

Respectfully Submitted: 01/09/2026

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

SIGNATURE _____

DATE _____

SIGNATURE _____

Tab 11



CFC1433187

CGC1536940

Tuesday, February 10, 26

Harbor Bay
Amy Palmer
Mirabay Blvd
Apollo Beach, FL 33572

RE: Harbor Bay CCTV Crawler Inspection

3942

Dear Amy,

Thank you for selecting Blue Works, LLC. as a Qualified Bidder, please feel free to request clarity or additional information on any of the content in this document. Please be advised that this proposal is an estimate and any changes to the requested "Scope of Work" could adjust the price, as a service to our customers we are always willing to review (at no-cost) our recommendations & required work to best suit all your needs. We look forward to your response and any additional information that would help us make this a more pleasurable experience.

As condition for being awarded the contract, bidder / contractor agrees to furnish all items required to perform the services as described. We agree to execute, construct and finish in an expeditious, substantial and workman like manner. All work performed to be in accordance with the specifications required as outlined in this scope of work. Pursuant to a contractual agreement between parties, an additional plumbing assessment may be facilitated by the Contractor, including an assessment of all private areas connected with the buildings plumbing system.

This Document and any accompanying attachments encompassing the Scope of Work, Proposal or "Bid" is the intellectual property of the creator. Any duplication, dissemination, distribution, use, disclosure or action taken on the reliance of this document by anyone other than the intended recipient is strictly prohibited

Sincerely,

The Blue Works Team

Jack Scott

Harbor Bay CCTV Crawler

PROPERTY & PLUMBING DESCRIPTION

Year Built:	1999	Number of Units:	1	Blue Prints:	Yes
Floors:	1	Pipe Material:	RCP	# of Runs Estimated:	10
Avg. Floor Height:		Roof Penetrations:		Average Length:	45 LF
Over Parking:	No	Cleanouts:	1	Size & Count (a):	Varies
Number of Bldgs.:	1	Manholes:		Size & Count (b):	

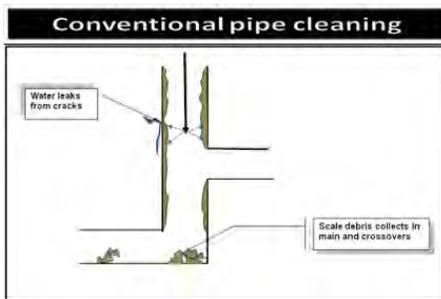
SCOPE OF WORK

I. Inspection

Internally inspect designated plumbing using CCTV Cameras to evaluate & map piping for restoration. CCTV inspection camera will be moved through the line in either direction to allow adequate evaluation by the technician, stopping when necessary to insure proper video recording of the condition & configuration.

II. Cleaning

Serviced plumbing will return to its relative original operating diameter. Debris will be removed from the pipeline with both mechanical and hydro-scrubbing technology as best fits the pipe condition and configuration. Pipeline shall be inspected with CCTV equipment prior to cleaning. Installer will notify Management if problems were discovered during cleaning that would create damage if cleaning is attempted or continued. Waste material will be removed and disposed of in accordance with the appropriate regulatory agency requirements.



III. Structural Restoration



CIPP & CCIP Products are installed to accepted industry practices, and if applicable, standards such as: **NSF 14**, **ASTM**, 2012 & 2009; **International Plumbing Code (IPC)**, **International Residential Code (IRC)**, **IAPMO Uniform Plumbing Code (UPC)** as identified by the **International Code Council (ICC)**. Blue Works will Re-Line identified piping in Proposal with various techniques:

Basic Lining Installation Process:

- (1) Host Pipe is CCTV Inspected prior to pipe lining preparation
- (2) Piping is Cleaned & Re-Inspected to near Original Operating Diameter
- (3) Liner installed to properly fit to the host pipe cured (approximately) until sufficiently hardened
- (4) Re-Instate or "Spin-cast" (if required) connections & restore plumbing service post
- (5) Final Recorded Internal Pipe Inspection, Customer provided with a copy of recording

PERFORMANCE

Blue Works LLC. pipe lining products have a **50 Year Design Life** (typically). A written **25 Year Warranty** (Conditional) will be provided to owner on pipe lining installations, and upon request **Manufacturers Material Warranties** are made available (if applicable). Typically the delivery date initiates term, Warranties are not implied and are exclusive to written terms and conditions as provided, upon request.

SITE PROVISIONS

Principal or Owner shall provide adequate parking spaces to accommodate the following: equipment will be located at the closest access point to the plumbing to be serviced:

- 2 Box Truck, which measures approx. 30 feet.
- 1 Hydro Scrubber, which measures approx. 7 x 10 feet
- 1 Industrial Vacuum, which measures approx. 7 x 20 feet
- 1 Standard sized work trucks
- Customer may be charged for excessive delays & downtime, if plumbing use is not suspended, access is delayed, denied or other work stoppages, at the rate of \$115.00 per man hour.

CHANGES IN WORK

Contractor shall not make changes in the Work unless the Principal, Owner or their Representative(s) issues a Change Order Directive or an approved in writing - Change Order

EMERGENCY RESPONSE ACTION PLAN:

Contractor will contact a(n) Disaster Remediation Company in place to handle water losses that are a direct result of the Contractors work during performance of the work (*Customer, Owner or Representative shall not Intervene*). Should it be determined after the event, the failure was not a direct result of the Contractors Work, the extension & account will be transferred to the Customer or Owner for remittance. Contractors service partner(s) and Conditions is Contractors' sole resolution to Water Loss & Damage Remediation, if Customer or Owner neglects to contact **Blue Works LLC**. within 24 hours of the event, Blue Works shall not be liable for damages from Water Loss(s).

INSURANCE

The Contractor will provide submittals to the following insurance coverage's (or equivalent):

- o Comprehensive General Liability \$1,000,000
- o Excess Umbrella Liability \$4,000,000
- o Aggregate Liability \$5,000,000
- o Workmen's Compensation & Occupational Disease Act \$1,000,000
- o Commercial Automobile Insurance \$1,000,000

Contractor can provide "A" Rated Florida State Bonding Verification

PROJECT SCHEDULE

The project duration is estimated as identified; Work Starts at 7:30 AM and concludes by 5:00 PM (typically). Notwithstanding special needs by the customer, unforeseen events, latent defects, nonconforming plumbing, delays, and specific Lining Products can affect this time frame. Contractor will conduct a pre-construction meeting prior to work commencement. Schedule Dates are Pledged and not Committed until Agreement & Deposit are Received, Blue Works intends a "First-In, First Choice" for Scheduling Preferences.

Free and Clear Access must be provided to all areas as requested by the Contractor for all: Plumbing Areas, Non-Plumbing Area's, Areas of Worker Traffic or Egress. These areas should be Clear of all Items and is the responsibility of the Owner or Agent to move and replace such items prior to the start of work, these items include but are not limited to those over \$500.00, Furniture, Wall Hangings, Fixtures, Floor Coverings, Personal Items, or as Requested. If Owner elects to have Contractor assist or move & reconnect appliances, additional work rates will apply. Contractor shall not be responsible for any damage to flooring, appliances, or other property occurring during the moving or protection process. All items under cabinets where plumbing is located must be removed prior to Work.

Ancillary Work: *(if requested or required)*

- ✓ Standard Cast Iron Fitting Replacement may be done at the rate of \$485.00, not including excavation, if required.
- ✓ Additional Underground Cleaning may be required *if requested* at the rate of \$2,750.00 Per Day.
- ✓ To successfully complete Plumbing Restoration, it may become necessary to access piping.
 - i. Standard Drywall Access is included; Restoration of affected areas is not included. Typical rate of standard drywall repair, 3x3, to a Decorator Ready Condition is \$295.00 Per Access Point
 - ii. Excavation, Dewatering & Restoration of affected areas is not included unless otherwise stated.
- ✓ Additional Work, access points, pulling toilets and or additional plumbing work, may be completed at the rate of \$115.00 per man-hour plus; parts, materials, deliveries, rentals, "off-work" hours and Emergency Charges if applicable.
- ✓ It is suggested customer appropriate a contingency budget of for unknowns, latent defects and additional work.
- ✓ Permitting Fee's if required are estimated at 3% of the Contract Amount and shall be reimbursed to the Contractor by Customer.
- ✓ Engineering Fee's if requested are estimated at 2.0% of the Contract Amount and are the responsibly of the Customer *(If required)*.

PROJECT PRICING

3942

Description of Work:	Qty:	Price Ea:	Days:	Total:
Harbor Bay CCTV Crawler Inspection				
CCTV Tilt & Pan Crawler Camera Inspect, Videos Submitted to Customer: Approx. 8-10 Runs of 16"-24" RCP Piping Approx 45 LF Each	1	4,250.00	1	4,250.00
Plugging and Dewatering Not Included				
Customer will be provided recommendations for cleaning and or repairs after inspection along with a copy of the videos.				
Contractor will Inspect as Many Runs as Possible During (1) Day. NTE (8) Hrs				

Total \$4,250.00

PAYMENT TERMS

50% Deposit due within 14 Days of Customers Acceptance or prior to Work Commencement, whichever comes 1st.

Payments are due to Blue Works within: Net 14

Customer is responsible for any fees associated with the collection of late payments to include, but not limited to administrative costs and Legal fees

Proposal is Valid for a period of 60 Days from the date of issuance.

ACCEPTANCE OF PROPOSAL AND AUTHORIZATION TO PROCEED

The above proposal represents the entire understanding between the parties. No prior verbal or written agreements shall have any force or effect. Blue Works LLC. is authorized to proceed or with a formal contract, please sign and submit entire proposal to (941) 827-2997 or email to team@blueworkscompany.com:

Date: _____ P.O. _____

Total Amount Authorized: _____

Written Amount: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Free and clear access must be provided to access points throughout the duration of the project. Although it is our sincerest desire to keep resident disruption to a minimum, certain drainage pipes may be required to be shut down for periods of time throughout the process. Blue Works LLC. will make every effort to ensure that drain service resumes at the earliest possible time. It is the responsibility of management to notify the customers of service disruptions. Blue Works LLC. will inform management of schedule changes in as timely manner as is possible. Customer agrees to indemnify Blue Works LLC. from any direct and or collateral damage arising from failing plumbing, latent defects, unforeseen conditions & events in relation to customers plumbing. It is the responsibility of the management to ensure that the pipes being serviced are not used during the procedure unless otherwise notified by project manager. Blue Works LLC. will not be held responsible for back-ups caused by excessive flow from individual units, or inhabitants.

Tab 12

HARBOR BAY COMMUNITY DEVELOPMENT DISTRICT

District Office – Wesley Chapel, Florida (813) 994-1001
Mailing Address – 3434 Colwell Avenue Suite 200, Tampa, Florida 33614
www.harborbaycdd.org

District Coordinator Report

Date of report: February 9, 2026

Submitted by: Clay Wright

1. Landscape & Grounds Management

- Bi-weekly landscape inspections with Lee Te Kim Landscaping.
- Oversight of approved landscaping proposals, including palm removal/installation, conservation area cutbacks, landscaping enhancements, etc.
- Coordinated repair of backflow valve and irrigation leak by tennis courts, saving the district from fines incurred due to water usage exceeding permitted amount.
- Coordinated playground mulch installation and bids. Implementing regular playground inspections.

2. Infrastructure & Capital Projects

- Project management and oversight for the upcoming roofing project.
- Reviewed Skimmer Dr seawall issues with District Engineer and coordinating with field ops for remediation.
- Coordinated resurfacing of tennis courts beginning 02/09/2026.
- Collecting proposals for pool slide stair repair and coordinating completion.
- Creating map of sidewalks that are the responsibility of Harbor Bay CDD and a phased plan for grinding/repairs.
- Creating replacement plan for hurricane tree and plant replacements.

3. Amenities & Aquatics Oversight

- Monthly aquatics walkthroughs with Blue Water Aquatics.
- Walkthrough with BlueWater aquatics and review of stormwater retention area 33/invasive species removal.
- Coordinated return of north fountain to manufacturer for warranty repair.

4. Contract & Vendor Management

- Continually reviewing existing CDD vendor contracts to ensure performance and cooperation.
- Coordinated establishment of tennis court maintenance beginning 02/16/24.
- Investigated outstanding Bad Boar invoice for Hog Trapping and re-negotiating future contract.

5. Strategic Planning & District Administration

- Continued collaboration with amenities management and field operations regarding CDD related responsibilities.
- Collaborating with the District Engineer to develop an updated CDD map with future conveyance timeline.
- Created the Project-Reserve Tracker spreadsheet.
- Walkthrough with district engineer to address and inventory Marisol Point conveyance issues.
- Walkthrough with Chairman to discuss outstanding maintenance items and future plans.

TAB 13

Harbor Bay CDD Mulch Proposals February 19, 2026

Amount

EZ Mulch

\$22,050

LT Kims

\$32,000

Natural Solutions

\$21,041

EZ Mulch

PO Box 550512
 Jacksonville, FL 32255 US
 +19042545366
 AR@EZ-Mulch.com

Estimate**ADDRESS**

Harbor Bay Community Development
 District c/o Rizzetta & Company
 3434 Colwell Avenue, Suite 200
 Tampa, Florida 33614

SHIP TO

Harbor Bay Community Development
 District c/o Rizzetta & Company
 Playgrounds
 107 Manns Harbor Dr
 Apollo Beach, Florida 33572

ESTIMATE #	DATE
5420	01/22/2026

PROJECT STATUS

4 Pending

DATE	PRODUCT / SERVICE	DESCRIPTION	AMOUNT
	Playground Chips - TPA	Installation of Certified Playground mulch as directed and indicated on the approved map with a total installed amount of 189 yards. Installed at a 9" depth. Clubhouse Playground 107 Manns Harbor Drive Apollo Beach, FL 33572 Clayton Wright - 813.514.0400 CWright@Rizzetta.com	9,450.00
	Playground Chips - TPA	Installation of Certified Playground mulch as directed and indicated on the approved map with a total installed amount of 156 yards. Installed at a 9" depth. L.T. Kim Playground 428 Mirabay Blvd. Apollo Beach, FL 33572	7,800.00
	Playground Chips - TPA	Installation of Certified Playground mulch as directed and indicated on the approved map with a total installed amount of 96 yards. Installed at a 10" depth. Wolf Creek Playground 564 Manns Harbor Drive Apollo Beach, FL 33572	4,800.00
TOTAL			\$22,050.00

We appreciate your payment. If you choose this method of payment, please send remittance notification to ar@fcmindustries.com.
 Thank you for the opportunity to bid your project. We look forward to working with you soon!

Please note that there is a 3% surcharge on all credit card payments. All estimates are valid for 90days.

Accepted By

Accepted Date

Wild Creek Park Minsley
Club
214 Manns Harbor Dr
Apopka Beach, FL 32712
Clayton Wright
813-514-0400
96 yards wood chips



An aerial photograph of a golf course. A clubhouse building with a star-shaped roof is highlighted with a yellow circle. The clubhouse has red text on its side that reads "THE CLUBHOUSE" and "Lee Te Kim Golf Club". To the left of the clubhouse is a large, winding water feature. In the bottom right corner, a road is partially visible with the text "ARCH DR".

Lee Te Kim Park-Mirabrey
Club
5213 Washing Arch Drive
Apollo Beach, FL 33572
Clayton Wright
813-514-0430
156 yards wood chips

ARCH DR

Mirabay Club Playground
107 Manns Harbor Drive
Apollo Beach, FL 33572

Clayton Wright
813-514-0400

189 yards wood chips

The Mirabay Club



KIM'S LANDSCAPE & LAWN CARE

127 16th Avenue S.W.
Ruskin, Fla. 33570
(813) 645-1769

PROPOSAL

JANUARY 26, 2026

PROPOSAL SUBMITTED TO:

Harbor Bay CDD
c/o Rizzetta & Company, Inc.
3434 Colwell Ave., Suite 200
Tampa, Florida 33614

WORK TO BE PERFORMED AT:

Playground Mulch

WE HEREBY PROPOSE TO FURNISH THE MATERIALS AND PERFORM THE LABOR NECESSARY FOR THE COMPLETION OF: **PLAYGROUND MULCH**

- Install Playground Mulch, 8-12" deep for Clubhouse, Wolf Creek Park and Lee Te Kim Park Playgrounds (approximately 400 cubic yards)

\$32,000.00

All trees and shrubs shall be Fla. grade # 1. Trees are guaranteed for six months and shrubs for three months (annuals, perennials, and transplants excluded). "Acts of nature," such as flood, freeze, drought, excessive winds, and or improper care or vandalism voids guarantee.

This proposal is good for 30 days and plants based on availability at time of installation.

- There is no guarantee without a fully functioning automatic irrigation system.
- Sunshine locate will locate all public utility lines at no charge.
- Kim's is not responsible for private line or private wiring being broken.
- Additional costs for labor and materials may be necessary due to unforeseen underground obstacles such as buried tree stumps, clay and hardpan, concrete or other buried objects.
- Plan and design is the property of Kim's Landscaping

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of:

Thirty-Two Thousand Dollars \$32,000.00
with payments to be as follows: Due upon receipt of Invoice

Respectfully Submitted: 01/26/2026

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

SIGNATURE _____

DATE _____

SIGNATURE _____

Natural Solutions LLC
PO Box 712
Menomonee Falls, WI
53052-0712 USA
www.mulchinstalled.com



ADDRESS

Harbor Bay CDD
c/o Rizzetta & Company
3434 Colwell Ave. Suite 200
Tampa, FL 33614

Estimate 1101

DATE 02/02/2026

EXPIRATION DATE 03/02/2026

SALES REP
SS

DATE	DESCRIPTION	QTY	RATE	AMOUNT
Certified	Certified Woodchip Installation Service: Mirabay Clubhouse - Playground (1)	159	53.00	8,427.00
Certified	Certified Woodchip Installation Service: L.T. Kim Park - Playground (1)	142	53.00	7,526.00
Certified	Certified Woodchip Installation Service: Wolf Creek Park - Playground (1)	96	53.00	5,088.00
Fuel Surcharge	Fuel Surcharge	397	1.00	397.00
Certified	Certified Woodchip Installation Service: Volume Discount	397	-1.00	-397.00

Contact Natural Solutions LLC to pay.
This estimate is for 10" of woodchips installed at each
playground location identified above.

SUBTOTAL 21,041.00
TAX 0.00

TOTAL \$21,041.00

Accepted By

Accepted Date

TAB 14

HBCDD Task Management Tracker

Item	Project	Budget	Status/Notes	Entry Date	Estimated Completion Date	Completion
1	Park Square Conveyance Agreement/Negotiation Plan		Compiling list of remediation items and costs	2/5/2026		
2	FY 2025/24/23 Capital Reserve Account projects; NOT completed			2/5/2026		
	a. Gym Exercise Equipment	\$80,342	Recommend updating capital reserve	2/5/2026		
	b. Phase 1 Paint Finish Exterior from reserve study	\$72,450	Identify areas needing paint	2/5/2026		
	c. Irrigation system and pumps	\$150,000	Identify areas needing updates/replacements	2/5/2026		
	d. Asphalt repave Phase I in 2024 & Phase II in 2025	\$706,779		2/5/2026		
	e. Sidewalk repairs	\$52,146	Compiling map of district owned sidewalks	2/5/2026		
	f. Pickleball Courts	\$127,317	Mor Sports	2/5/2026		
	g. North/South Retention Ponds	\$200,000	MiraBay Working with State & County to assist with monies	2/5/2026		
3	FY 2026 planned Capital Reserve Projects			2/5/2026		
	a. Landscape Enhancements & Improvements	\$353,018	Entryway enhancement approved, pending weather	2/5/2026		
	b. Phase 2 Paint Finish Exterior from reserve study	\$72,067		2/5/2026		
	c. Asphalt Pavement Year 3	\$288,822		2/5/2026		
	d. Pond Fountains	\$55,435	North fountain at manufacturer	2/5/2026		
	e. Club House AC Replacement	\$60,000		2/5/2026		
	f. Tennis Court Resurfacing	\$39,393	Scheduled for 2/9/26	2/5/2026	2/13/2026	
	g. Seawall Cap sealed every 3 years to protect \$20 million investment for 50 year lifespan	\$291,038	discussion for board	2/5/2026		
	h. Unfunded Asphalt repairs			2/5/2026		
4	8.2 acres Rezoning as a future MiraBay Asset		In concept planning	2/5/2026		
5	2027 Budget Workshop schedule			2/5/2026		
6	Add New Project Line items for Budget 2027			2/5/2026		
7	Townhalls Scheduled April/October			2/5/2026		
8	Update Capital Reserve study			2/5/2026		
9	Community Stormwater Management Assessment Camera plan from Evergreen Fund		Engineer working with camera company	2/5/2026		
10	Plan to replace the 141 trees cut down from Hurricane Milton			2/5/2026		
11	Conduct workshop After Action Review/Best Practices for Hurricane Milton			2/5/2026		
12	HBCDD Priorities for 2026/27			2/5/2026		
13	Clubhouse Pool Area Landscape Refresh			2/5/2026		
14	Admiral Point Lanscape refresh					
15	Best Price Roofing Demand Letter		Demand letter sent	2/5/2026		
16	Future Solution for North/South Fountains			2/5/2026		
17	Envera Camera Equipment Status in community			2/5/2026		
18	MiraBay IT Equipment/software Upgrade Proposal			2/5/2026		
19	Track and Add Yearly Reoccurring Costs not in Budget			2/5/2026		
20	Renew HCSO & HBCDD Traffic Control Jurisdiction Agreement			2/5/2026		
21	Cafe Software/Hardware to Manage Food & Beverage Inventory & Sales		Clover POS system approved	2/5/2026		
22	Main Gates & US 41 Paver replacement Project			2/5/2026		
23	New software for Tennis & Pickleball Court reservation management			2/5/2026		
24	Improve No Wake Zone with Buoys and Idle Speed signage in community			2/5/2026		
25	Lagoon Room Doors facing pool			2/5/2026		
26	Turnstile Installation improving security for Basketball and Tennis gates			2/5/2026		
27	Boat Lift Dredging Plan from Evergreen Fund	\$43,000	Engineer handling bathymetric study	2/5/2026		
28	Gate Strikes ledger.			2/5/2026		
29	Power wash map depicting annual maintenance plan contracted with Core Pressure Wash		Pressure washer will provide map	2/5/2026		

Vendor / Contractor	Service Category	Scope of Service	Contract Start Date	Contract End / Renewal Date	Auto Renew (Y/N)	Monthly Cost	Annual Cost	Payment Frequency	Invoice Due Date	Assigned District Contact	Vendor Contact Name	Vendor Phone/Email	Status (Active/Pending)	Notes / Action Items
Rizetta District Manager	District Management	District Management Services						Monthly					Active	
Legal Services	Legal	District Legal Counsel						Monthly/As Needed					Active	
Lighthouse Engineering	Engineering	Engineering Services						Monthly/As Needed					Active	
Accounting Services	Finance	District Accounting Services						Monthly					Active	
Premier Technologies	IT	IT Support / Technology						Monthly					Active	
Envera Security Operations	Security	Gate/Access Control Monitoring						Monthly					Active	
TECO Utility lease	Utilities	Utility Lease Agreement						Monthly					Active	
Bluewater Aquatics	Aquatics	Pool Maintenance / Chemical Service						Weekly/Monthly					Active	
Turf Management	Grounds	Turf / Irrigation / Grounds Maintenance						Monthly					Active	
Landscaping	Grounds	Landscaping Contract						Monthly					Active	
Water metering	Utilities	Water Meter Reading / Monitoring						Monthly					Active	
Tennis court maintenance	Amenities	Tennis Court Cleaning / Repair						Monthly/Quarterly					Active	
Bad boar trapping	Wildlife	Hog Trapping / Wildlife Control						Monthly/As Needed					Active	
Core empire power washing	Maintenance	Pressure Washing						Monthly/Quarterly					Active	
USA services of FL street swee	Roads	Street Sweeping						Monthly					Active	
Cheney brothers	Food & Beverage	Food Vendor Supply						Weekly					Active	
Paychex	Payroll	Payroll / HR Processing						Biweekly/Monthly					Active	
Clower	POS System	POS Processing / Equipment Fees						Monthly					Active	
Elevator maintenance & perm	Safety/Facilities	Elevator Maintenance & Permit Renewal						Annual					Active	Track permit expiration
Pest control	Facilities	Pest Prevention Services						Monthly					Active	
Phenomenal Fitness Equipme	Fitness	Fitness Equipment Maintenance						Monthly/Quarterly					Active	
Harbor Patrol HCSO	Security	Harbor Patrol / Sheriff Support						Monthly/As Needed					Active	

TAB 15



UPCOMING DATES TO REMEMBER

- **Next Regular Meeting:** March 19, 2026 @ 6:00 PM
- **Next Election:** The term expires for Michael Rodriguez Seat 1, Daniel Leventry Seat 2, Dean Walters Seat 3 and are scheduled for the General Election on November 3, 2026. The qualifying period for Board candidates will be from Noon June 8, 2026 to Noon June 12, 2026. Newly elected Board members for each seat will have a 4-year term and assume office on the second Tuesday following the General Election on November 3, 2026.

District
Manager's
Report

February 19

2026

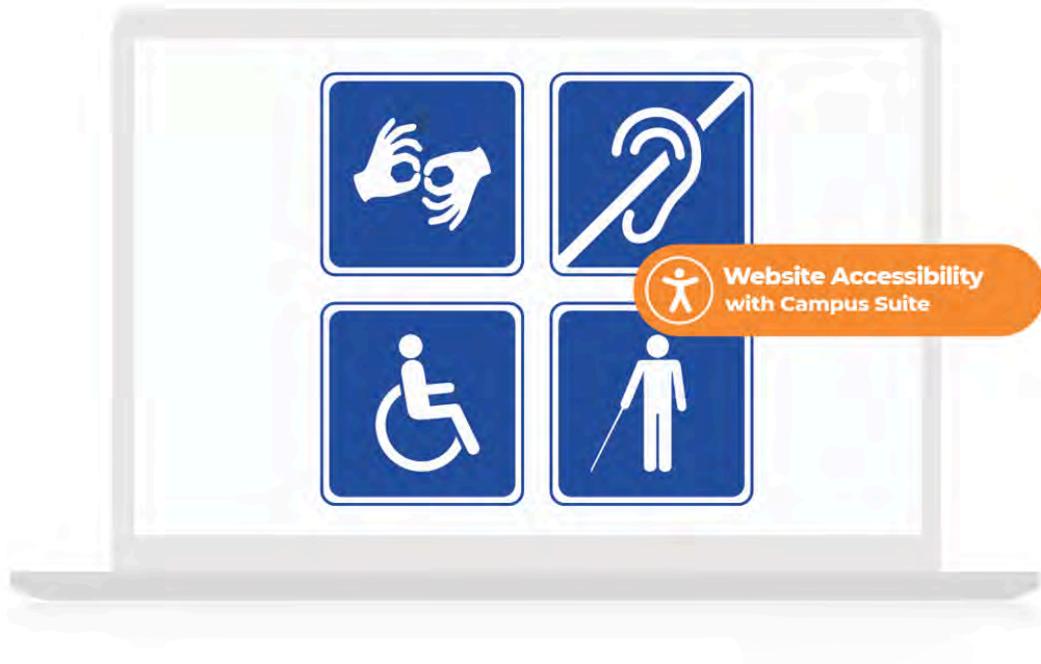
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<u>FINANCIAL SUMMARY</u>	<u>12/31/2025</u>
General Fund Cash & Investment Balance:	\$3,294,862
Reserve Fund Cash & Investment Balance:	\$2,905,213
Debt Service Fund Investment Balance:	\$2,684,097
Mirabay Fund Cash:	\$46,519
Evergreen Fund Cash & Investment Balance:	\$217,736
Total Cash and Investment Balances:	\$9,148,427
General Fund Expense Variance: \$224,845	Under Budget
Reserve Fund Expense Variance: \$216,934	Under Budget
Mirabay Fund Expense Variance: \$78,594	Under Budget
Evergreen Fund Expense Variance: \$18,077	Under Budget

Tab 16



Quarterly Compliance Audit Report

Harbor Bay

Date: December 2025 - 4th Quarter

Prepared for: Matthew Huber

Developer: Rizzetta

Insurance agency:



Preparer:

Susan Morgan - *SchoolStatus Compliance*

ADA Website Accessibility and Florida F.S. 189.069 Requirements

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Compliance Audit Overview

The Community Website Compliance Audit (CWCA) consists of a thorough assessment of Florida Community Development District (CDD) websites to assure that specified district information is available and fully accessible. Florida Statute Chapter 189.069 states that effective October, 2015, every CDD in the state is required to maintain a fully compliant website for reporting certain information and documents for public access.

The CWCA is a reporting system comprised of quarterly audits and an annual summary audit to meet full disclosure as required by Florida law. These audits are designed to assure that CDDs satisfy all compliance requirements stipulated in Chapter 189.069.

Compliance Criteria

The CWCA focuses on the two primary areas – website accessibility as defined by U.S. federal laws, and the 16-point criteria enumerated in [Florida Statute Chapter 189.069](#).



ADA Website Accessibility

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines – [WCAG 2.1](#), which is the international standard established to keep websites barrier-free and the recognized standard for ADA-compliance.



Florida Statute Compliance

Pursuant to F.S. [189.069](#), every CDD is required to maintain a dedicated website to serve as an official reporting mechanism covering, at minimum, 16 criteria. The information required to report and have fully accessible spans: establishment charter or ordinance, fiscal year audit, budget, meeting agendas and minutes and more. For a complete list of statute requirements, see page 3.

Audit Process

The Community Website Compliance Audit covers all CDD web pages and linked PDFs.* Following the [WCAG 2.1](#) levels A, AA, and AAA for web content accessibility, a comprehensive scan encompassing 312 tests is conducted for every page. In addition, a human inspection is conducted to assure factors such as navigation and color contrasts meet web accessibility standards. See page 4 for complete accessibility grading criteria.

In addition to full ADA-compliance, the audit includes a 16-point checklist directly corresponding with the criteria set forth in Florida Statute Chapter 189.069. See page 5 for the complete compliance criteria checklist.

* **NOTE:** Because many CDD websites have links to PDFs that contain information required by law (meeting agendas, minutes, budgets, miscellaneous and ad hoc documents, etc.), audits include an examination of all associated PDFs. **PDF remediation** and ongoing auditing is critical to maintaining compliance.



ADA Website Accessibility

Result: **PASSED**

Accessibility Grading Criteria

Passed	Description
Passed	Website errors* 0 WCAG 2.1 errors appear on website pages causing issues**
Passed	Keyboard navigation The ability to navigate website without using a mouse
Passed	Website accessibility policy A published policy and a vehicle to submit issues and resolve issues
Passed	Color contrast Colors provide enough contrast between elements
Passed	Video captioning Closed-captioning and detailed descriptions
Passed	PDF accessibility Formatting PDFs including embedded images and non-text elements
Passed	Site map Alternate methods of navigating the website

*Errors represent less than 5% of the page count are considered passing

**Error reporting details are available in your Campus Suite Website Accessibility dashboard



Florida F.S. 189.069 Requirements

Result: **PASSED**

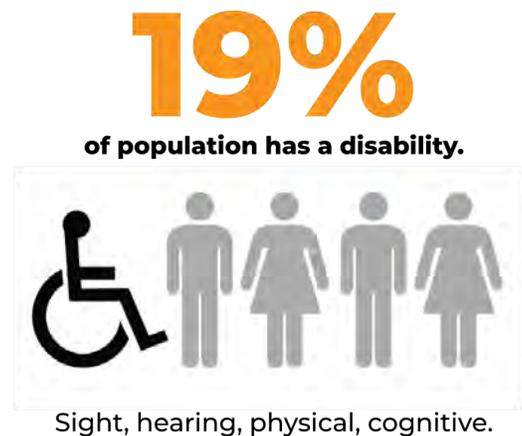
Compliance Criteria

Passed	Description
Passed	Full Name and primary contact specified
Passed	Public Purpose
Passed	Governing body Information
X	Fiscal Year
Passed	Full Charter (Ordinance and Establishment) Information
Passed	CDD Complete Contact Information
Passed	District Boundary map
Passed	Listing of taxes, fees, assessments imposed by CDD
Passed	Link to Florida Commission on Ethics
Passed	District Budgets (Last two years)
Passed	Complete Financial Audit Report
Passed	Listing of Board Meetings
Passed	Public Facilities Report, if applicable
Passed	Link to Financial Services
Passed	Meeting Agendas for the past year, and 1 week prior to next

Accessibility overview

Everyone deserves equal access.

With nearly 1-in-5 Americans having some sort of disability – visual, hearing, motor, cognitive – there are literally millions of reasons why websites should be fully accessible and compliant with all state and federal laws. Web accessibility not only keeps board members on the right side of the law, but enables the entire community to access all your web content. The very principles that drive accessible website design are also good for those without disabilities.



The legal and right thing to do

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines, WCAG 2.1, the international standard established to keep websites barrier-free. Plain and simple, any content on your website must be accessible to everyone.



ADA Compliance Categories

Most of the problems that occur on a website fall in one or several of the following categories.



Contrast and colors

Some people have vision disabilities that hinder picking up contrasts, and some are color blind, so there needs to be a distinguishable contrast between text and background colors. This goes for buttons, links, text on images – everything. Consideration to contrast and color choice is also important for extreme lighting conditions.

Contract checker: <http://webaim.org/resources/contrastchecker>



Using semantics to format your HTML pages

When web page codes are clearly described in easy-to-understand terms, it enables broader sharing across all browsers and apps. This ‘friendlier’ language not only helps all the users, but developers who are striving to make content more universal on more devices.



Text alternatives for non-text content

Written replacements for images, audio and video should provide all the same descriptors that the non-text content conveys. Besides helping with searching, clear, concise word choice can make vivid non-text content for the disabled.

Helpful article: <http://webaim.org/techniques/alttext>



Ability to navigate with the keyboard

Not everyone can use a mouse. Blind people with many with motor disabilities have to use a keyboard to make their way around a website. Users need to be able to interact fully with your website by navigating using the tab, arrows and return keys only. A “skip navigation” option is also required. Consider using [WAI-ARIA](#) for improved accessibility, and properly highlight the links as you use the tab key to make sections.

Helpful article: www.nngroup.com/articles/keyboard-accessibility

Helpful article: <http://webaim.org/techniques/skipnav>



Easy to navigate and find information

Finding relevant content via search and easy navigation is a universal need. Alt text, heading structure, page titles, descriptive link text (no ‘click here’ please) are just some ways to help everyone find what they’re searching for. You must also provide multiple ways to navigate such as a search and a site map.

Helpful article: <http://webaim.org/techniques/sitertools/>



Properly formatting tables

Tables are hard for screen readers to decipher. Users need to be able to navigate through a table one cell at a time. In addition to the table itself needing a caption, row and column headers need to be labeled and data correctly associated with the right header.

Helpful article: <http://webaim.org/techniques/tables/data>



Making PDFs accessible

PDF files must be tagged properly to be accessible, and unfortunately many are not. Images and other non-text elements within that PDF also need to be ADA-compliant. Creating anew is one thing; converting old PDFs – called PDF remediation – takes time.

Helpful articles: <http://webaim.org/techniques/acrobat/acrobat>



Making videos accessible

Simply adding a transcript isn't enough. Videos require closed captioning and detailed descriptions (e.g., who's on-screen, where they are, what they're doing, even facial expressions) to be fully accessible and ADA compliant.

Helpful article: <http://webaim.org/techniques/captions>



Making forms accessible

Forms are common tools for gathering info and interacting. From logging in to registration, they can be challenging if not designed to be web-accessible. How it's laid out, use of labels, size of clickable areas and other aspects need to be considered.

Helpful article: <http://webaim.org/techniques/forms>



Alternate versions

Attempts to be fully accessible sometimes fall short, and in those cases, alternate versions of key pages must be created. That is, it is sometimes not feasible (legally, technically) to modify some content. These are the 'exceptions', but still must be accommodated.



Feedback for users

To be fully interactive, your site needs to be able to provide an easy way for users to submit feedback on any website issues. Clarity is key for both any confirmation or error feedback that occurs while engaging the page.



Other related requirements

No flashing

Blinking and flashing are not only bothersome, but can be disorienting and even dangerous for many users. Seizures can even be triggered by flashing, so avoid using any flashing or flickering content.

Timers

Timed connections can create difficulties for the disabled. They may not even know a timer is in effect, it may create stress. In some cases (e.g., purchasing items), a timer is required, but for most school content, avoid using them.

Fly-out menus

Menus that fly out or down when an item is clicked are helpful to dig deeper into the site's content, but they need to be available via keyboard navigation, and not immediately snap back when those using a mouse move from the clickable area.

No pop-ups

Pop-up windows present a range of obstacles for many disabled users, so it's best to avoid using them altogether. If you must, be sure to alert the user that a pop-up is about to be launched.

Web Accessibility Glossary

Assistive technology	Hardware and software for disabled people that enable them to perform tasks they otherwise would not be able to perform (e.g., a screen reader)
WCAG 2.0	Evolving web design guidelines established by the W3C that specify how to accommodate web access for the disabled
504	Section of the Rehabilitation Act of 1973 that protects civil liberties and guarantees certain rights of disabled people
508	An amendment to the Rehabilitation Act that eliminates barriers in information technology for the disabled
ADA	American with Disabilities Act (1990)
Screen reader	Software technology that transforms the on-screen text into an audible voice. Includes tools for navigating/accessing web pages.
Website accessibility	Making your website fully accessible for people of all abilities
W3C	World Wide Web Consortium – the international body that develops standards for using the web

Tab 17



Harbor Bay CDD / MiraBay Community
Chastity Kelly, Director of Operations
January 2026 Report

- **Summary: No Board Action Required**

Board Meeting Update – Operations & Programs

120-Day Review:

We have successfully reached 120 days of implementing and refining processes and procedures. During this period, we have retrained departments and staff to elevate service to resort-style standards.

Summer Programs:

Our summer program is shaping up with a fun, camp-themed lineup. We have hired a Programs Manager with extensive experience in the resort industry, specializing in summer camps and aquatics. She will introduce fresh concepts and enhancements across our programs and departments.

Facility & Service Updates:

- **Dockers** will receive a deep cleaning and refreshed look in preparation for summer.
- We are developing a summer plan for restaurant-style and poolside service.
- **Outfitters** will operate as a seasonal Grab & Go store under a “No Shirt, No Shoes, No Problem” concept, catering to residents seeking a quick service option.
- All seasonal service staff will undergo 2–3 weeks of hands-on training to ensure expectations are met.
- The **2026 Club Event Calendar** will be finalized by the end of the month, giving the community a clear view of year-round programming.

Staff Development & Training:

Our management team has completed the FEMA Second Responder course for disaster preparedness.

Operational Adjustments:

Cold weather has affected Clubhouse traffic, requiring us to temporarily operate with a skeleton crew.

Self-Management:

A proposal will be presented for review.

Gym Access:

We would like to revisit the age policy for gym access. While our Teen Tune-Up program helps prepare younger members, concerns remain regarding 12–15 year-olds who may not be mentally or physically ready for independent gym use. Additionally, residents have been bringing children under age 2 in strollers into the gym. Current rules restrict children under 16, but guidance on strollers may need clarification.

February Events:

- **Paint & Sip** – new monthly event
- **Superbowl Sunday**
- **Pasta Night**
- **Valentines Brunch**
- **Outfitters Brunch**
- **Build-a-burger**

Club Events:

- Themed buffet-style dinners with live music are now offered on Fridays, featuring Tex-Mex, Pasta, and “Around the World”, Steak Night themes.

Pool Slide & Stairs:

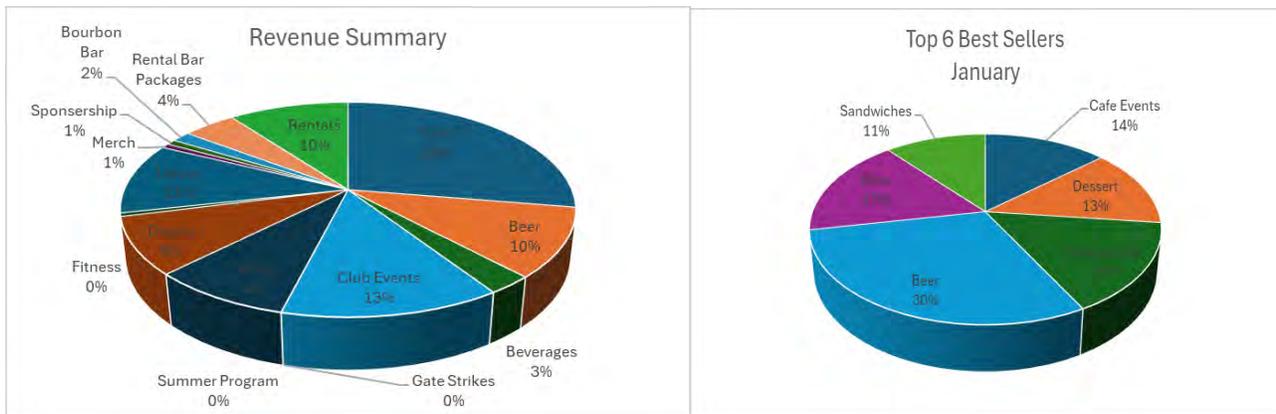
The pool slide stairs remain closed; we are awaiting proposals for repairs.

Pool Access Update:

- Main pool gate will lock at 6:00 PM (winter hours)
- Playground-side gate will remain open until 9:00 PM; mag lock engages thereafter
- Exit button remains available for residents

Summer Season Preview:

We are preparing for restaurant-style and poolside service, and Outfitters will transition to the seasonal Grab & Go format (“No Shirt, No Shoes, No Problem”) shortly.



Tab 18



Harbor Bay CDD / MiraBay Community
Field Operation Manager's Report

Date of report: 02/06/26

Submitted by: Joel Newton

Large Project Updates

- New pool signs for main pool, Admiral Pointe and around clubhouse installed
- Large irrigation leak at tennis court repaired
- All 4 main pool sand filter covers replaced (warranty)
- Annual fire extinguishers serviced/replaced
- Backflow preventers at Tennis court and Fishersound fixed
- Dog station rehab. 10 header boxes replaced and multiple painted
- Large pothole at Tybee Island repaired
- Tennis court streetlights re powered. 1 light fixed, 1 light awaiting part
- Tennis court 3 light replaced
- Lagoon dock downlight- wire re-ran and fixture fixed

Small Project Updates

- Painting/Touching up streetlights and signs
- Multiple broken glass panels replaced in gas lanterns
- Seacrest 'end of road' street sign recovered and replaced
- New kayak arms replaced at boat lift
- Mirabay Blvd banner arms and banners repaired and replaced
- Irrigation node replaced in Marisol Pointe
- Catering kitchen oven fixed with new fuses
- Clubhouse vents cleaned
- Women's shower soap holder replaced
- Fake lawn back gate latch replaced
- Multiple kayaks recovered from lagoon
- Catering kitchen plumbing fixed
- Highway 41 berm trash clean up
- No parking sign at Lee Kim Park painted
- Lee Kim Park boat ramp gate fixed
- Soccer nets repaired
- Park swings tightened and re greased
- Wolf Creek Park swing broke and repaired
- Pickleball Signs court 1-4 provided
- Multiple signs from windstorms recovered and replaced
- Clubhouse light bulb rehab



Harbor Bay CDD / MiraBay Community
Field Operation Manager's Report

Date of report: 02/06/26

Submitted by: Joel Newton

- Kayak floating dock recovered and repaired
- Broken bathroom door repaired
- Mirabay BLVD street light mechanical timer broken and repaired
- Wind screen damages from storm constant repairs
- Broken sink faucet repaired
- Clubhouse doors adjusted
- Broken boat lift railing re secured

Pressure Washing update

- Manns Harbor sidewalks and playground area
- Manns Harbor entrance sidewalks from gate to homes (both sides)
- Main clubhouse and entrance sidewalks to the right
- Docks/Pier
- Admiral Point clubhouse and sidewalks
- Admiral Point gate sidewalks (west side)



MiraBay

Harbor Bay CDD / MiraBay Community Field Operation Manager's Report

Date of report: 02/06/26

Submitted by: Joel Newton



MiraBay

Harbor Bay CDD / MiraBay Community Field Operation Manager's Report

Date of report: 02/06/26

Submitted by: Joel Newton



MiraBay

Harbor Bay CDD / MiraBay Community Field Operation Manager's Report

Date of report: 02/06/26

Submitted by: Joel Newton



MiraBay

Harbor Bay CDD / MiraBay Community Field Operation Manager's Report

Date of report: **02/06/26**

Submitted by: **Joel Newton**



MiraBay

Harbor Bay CDD / MiraBay Community Field Operation Manager's Report

Date of report: 02/06/26

Submitted by: Joel Newton





Harbor Bay CDD / MiraBay Community Field Operation Manager's Report

Date of report: **02/06/26**

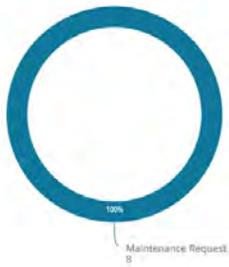
Submitted by: **Joel Newton**

FMX Charts

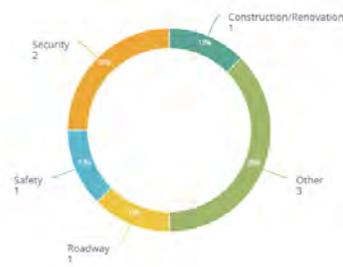
Comprehensive Operations

as of 3 hours ago

Requests by Module



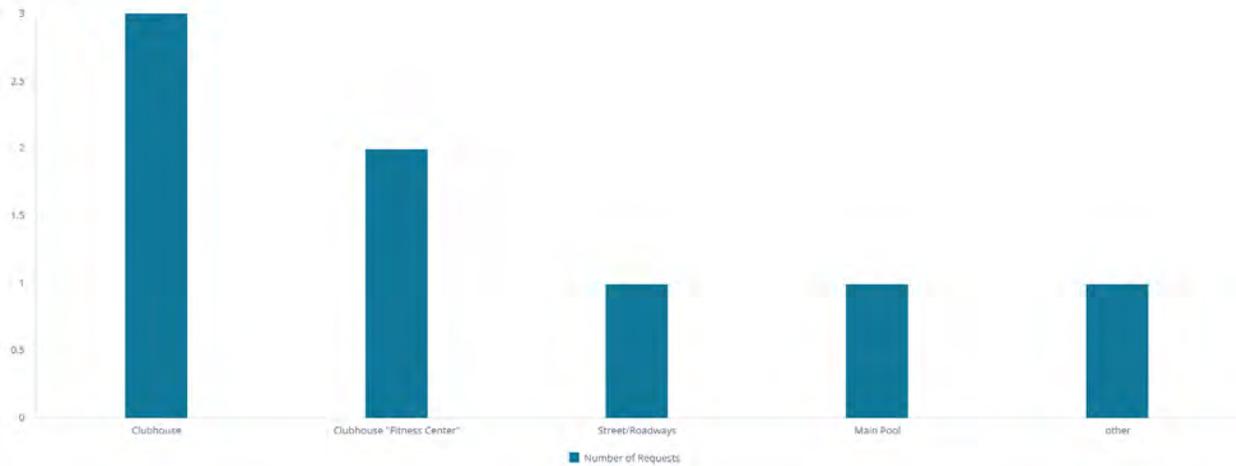
Requests by Type



Requests by Current Status



Requests by Building



Trend of Requests Created Per Month





Harbor Bay CDD / MiraBay Community
Field Operation Manager's Report

Date of report: 02/06/26

Submitted by: Joel Newton

Request Details

Module ^	Request ^	Type ^	Building ^	Location	Created Date	Completed Date	Assigned User
Maintenance R...	11932758 - Loose light fixtur...	Safety	Main Pool	Main Pool > Pool Slide	1/4/26	1/7/26	Not Set
	11951301 - TV's on treadmill...	Other	Clubhouse "Fitness Center"	treadmills and bikes	1/12/26	1/29/26	Not Set
	11969814 - REsident at 717 ...	Roadway	Street/Roadways	Round About	1/18/26	1/22/26	Not Set
	11970710 - Remove and Rel...	Construction/Renovation	Clubhouse "Fitness Center"	Clays office	1/19/26	1/28/26	Not Set
	11973317 - Back gate in arti...	Security	other	Artificial Grass gate	1/20/26	1/21/26	Not Set
	11973339 - Noice from band...	Other	Clubhouse	Promenade	1/20/26	1/28/26	Not Set
	11973353 - Locks for recepti...	Security	Clubhouse	Receptionist area	1/20/26	1/30/26	Not Set
	11976692 - Clubhouse BBQ ...	Other	Clubhouse	Not Set	1/21/26	1/23/26	Joel Newton

Tab 19

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

**HARBOR BAY
COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the Board of Supervisors of Harbor Bay Community Development District was held on **Thursday, January 15, 2026, 6:00 p.m.** at the MiraBay Clubhouse Lagoon Room located at 107 Manns Harbor Drive, Apollo Beach, FL 33572.

Present and constituting a quorum:

Steven Finley	Board Supervisor, Chair
Dean Walters	Board of Supervisors, Vice Chair
Daniel Leventry	Board Supervisor, Assistant Secretary
Michael Rodriguez	Board Supervisor, Assistant Secretary (on call)
Tim Nargi	Board Supervisor, Assistant Secretary (on call, then joined @ 6:11 p.m.)

Also present were:

Lynn Hayes	District Manager, Rizzetta & Company
Andrew Cohen	District Counsel, Persson, Cohen, Mooney
Amy Palmer	District Engineer, Lighthouse Engineering, Inc. (on call)
Chastity Kelly	Director of Operations, Mirabay Clubhouse
Joel Newton	Field Operations Manager, Mirabay Clubhouse
Clay Wright	CDD District Coordinator (onsite)
Chris Thompson	Blue Water Aquatics, (joined @ 6:50 p.m.)
Audience	Present

FIRST ORDER OF BUSINESS

Call to Order

Mr. Hayes called the meeting to order, conducted rollcall, and verified that a quorum was present. The meeting commenced at 6:00 p.m.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited.

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On a Motion by Mr. Finley, seconded by Mr. Nargi, with two in favor and two opposed (Daniel Leventry and Dean Walters), the Board of Supervisors motion failed for Board Supervisor Michael Rodriguez to appear virtually and have voting privileges for the Harbor Bay Community Development District.

On a Motion by Mr. Leventry, seconded by Mr. Finley, with all in favor, the Board of Supervisors approved the request for Board Supervisor Tim Nargi to appear virtually and have voting privileges for the Harbor Bay Community Development District.

THIRD ORDER OF BUSINESS

Audience Comments

The Board of Supervisors fielded questions and comments during audience comments. Some audience members want proposals, and some do not want the Board of Supervisors to pursue the investigator proposals, hiring an investigator and doing an investigation. Board Supervisors Dean Walters and Daniel Leventry support conducting an investigation.

Resident wants the pool area palm tree stumps removed and new palm trees installed and all beds inspected and replenished with new plants, park/playground ADA mulch replenished, question about hiring independent roofing litigation counsel.

FOURTH ORDER OF BUSINESS

Ratification of Engagement of Roofing Litigation Counsel

The hiring of litigation counsel is to try to recuperate a deposit from Best Price Roofing.

Board Supervisor Mr. Walters asked if anything further could be done with Florida Commercial Roofing and District Counsel suggested putting it aside until the roof project is completed.

On a Motion by Mr. Leventry, seconded by Mr. Finley, with all in favor, the Board of Supervisors ratified the Stearns Weaver Miller engagement letter for the Harbor Bay Community Development District.

FIFTH ORDER OF BUSINESS

Consideration of Tennis Courts Daily Maintenance Proposals

The Semi Annual Top Dressing project for tennis courts was explained to the Board of Supervisors by Mr. Wright (District Coordinator).

On a Motion by Mr. Walters, seconded by Mr. Leventry, with all in favor, the Board of Supervisors approved the J Courts Tennis Courts Maintenance Proposal for \$39,900 Annually after District Counsel has prepared the final form agreement and authorized the Chair to execute the agreement for Harbor Bay Community Development District.

SIXTH ORDER OF BUSINESS

**Consideration of Investigator
Proposals (under separate cover)**

The Board of Supervisors by motion voted to rescind the prior vote to hire Private Investigator and the motion failed.

The Board of Supervisors requested the District Manager add the Board Supervisor Dean Walters document and Board Supervisor Tim Nargi document to the meeting minutes. The District Manager told the Board of Supervisors he submitted the scope of work to the three contacts he was provided with and received a response from Jennifer Cormack Consulting stating she doesn't have the capacity to do this type of work at this time and declined, Mr. Aubin with Top Gun Investigations did not reply at all, and the District Manager requested a phone number from MJ Martinez with Advantage Unlimited Investigations and he is not available until after January 15, 2026 and District Manager will make contact after that date.

Board Supervisor Daniel Leventry stated he found private investigators contact information during this discussion and will forward to the District Manager to contact so he could email them with the scope of work to request proposals.

On a Motion by Mr. Finley, seconded by Mr. Nargi, with two opposed (Daniel Leventry and Dean Walters) motion failed to rescind the prior vote to hire a private investigator for the Harbor Bay Community Development District.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Aquatic Report

i. Blue Water Fountain Report

Mr. Thompson presented his report and the Blue Water Aquatics warranty proposal FA-2026-1163 was presented under separate cover to the Board of Supervisors for approval.

On a Motion by Mr. Finley, seconded by Mr. Nargi, with all in favor, the Board of Supervisors approved the Blue Water Aquatics Proposal FA-2026-1163 for North Fountain repairs for \$1,796.00 for the Harbor Bay Community Development District.

ii. Blue Water Aquatic Report

Mr. Thompson presented his Report and provided updates on treatments for Shell Cove Pond to address hydrilla.

The Board requested that Blue Water Aquatics provide a proposal for Pond 33 debris removal and a proposal for area CSD1 Shell Cove wetland to remove Brazilian Pepper trees and to provide to the District Manager by no later than February 9, 2026 or sooner so they can be included in the February 19, 2026 Harbor Bay Community Development District meeting agenda package.

134
135 **B. Presentation of LT Kim Landscape Reports**
136

137 The Kim’s Landscape & Lawncare Mirabay Blvd. Median Planting proposal
138 was presented under separate cover to the Board of Supervisors. Board
139 Supervisor Dean Walters disclosed to the Board of Supervisors he would
140 be donating a tree to transplant in the Mirabay Blvd. Median Planting
141 project.
142

143 On a Motion by Mr. Nargi, seconded by Mr. Finley, with three in favor, and one opposed
144 (Dean Walters) the Board of Supervisors approved the Kim’s Landscape and Lawn Care
145 Mirabay Blvd. Median Planting proposal for \$5,175.00 for the Harbor Bay Community
146 Development District.

147
148 **C. District Counsel**
149

150 Mr. Cohen provided updates on Park Square, clarification on the roofing
151 litigation engagement letter, roofing contract, MorSports, and mentioned
152 questions from Premier Technologies about the new point of sale system
153 Clover, approved by the Board of Supervisors and that it needs to have
154 someone assigned as a person of record. The Board of Supervisors discussed
155 and assigned Chairman Steve Finley person of record.
156

157 **D. District Engineer**
158

159 The Board of Supervisors requested that District Engineer provide the
160 Blueworks stormwater camera proposal to the District Manager by no later than
161 February 9, 2026 or sooner so it can be included in the February 19, 2026
162 Harbor Bay Community Development District meeting agenda package.
163

164 In addition, the Board of Supervisors requested the District Engineer change
165 the sod installation from Bahia to St. Augustine sod and not use seed on the
166 Price Site and Civil LLC Villemaire Road shoulder grading project.
167

168 **E. District Coordinator**
169

170 Mr. Wright presented his report and advised the Board of Supervisors that the
171 irrigation issue was inspected and there are no issues and the schedule for
172 irrigation is Tuesday, Thursday and Saturday at 11 a.m. Mr. Wright will meet
173 with pool stairs (Lighthouse) on Tuesday, January 20, 2026 to review project
174 and get proposal.
175

176 On a Motion by Mr. Finley, seconded by Mr. Leventry, with all in favor, the Board of
177 Supervisors moved to go ahead with the pool stairs project with a Not to Exceed in the
178 amount of \$22,500.00 after District Counsel has prepared the final form agreement and
179 authorize the Chair to execute the agreement for the Harbor Bay Community
180 Development District.
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F. District Manager

Presentation of District Manager Report

Mr. Hayes presented his report and advised the Board of Supervisors that the next Board meeting will be held on February 19, 2026 at 6 p.m.

Mr. Hayes advised the Board of Supervisors that Mike Gallo (Premier Technologies) provided passwords for designated Board of Supervisors Community Development District email addresses and explained how to set up. District Manager advised the Board of Supervisors that going forward they must use the designated Community Development District email for all Community Development District communications and District Counsel confirmed. Mr. Hayes will have the emails set up on the website, report to State Ethics, update Distribution Lists, and shared contacts.

G. Onsite Manager Reports

i. Director of Operations Report

Ms. Kelly presented her report and will provide the Amenities Self Management Property and Amenities Management Services Proposal to the District Manager by no later than February 9, 2026 or sooner so it can be included in the February 19, 2026 Harbor Bay Community Development District meeting agenda package along with Berman and Rizzetta and Company proposals.

ii. Field Operations Manager Report

Mr. Newton presented his report.

The Board of Supervisors requested that the District Coordinator and Field Operations Manager acquire proposals for the following items: new boat cover (Manatee Fund Expense), Harbor Bay Community Development District owned sidewalks that need grinding or replacement panels with locations, pictures, and map, stormwater drain lid for Seacrest and to provide them to the District Manager by no later than February 9, 2026 or sooner so they can be included in the February 19, 2026 Harbor Bay Community Development District meeting agenda package. District Counsel and District Engineer must provide the District Manager with the acceptable measurement standards for sidewalk maintenance. The Board of Supervisors also requested that the District Coordinator and Field Operations Manager provide a power wash schedule/action plan with locations, pictures, map and action plan for sidewalk maintenance to the District Manager by no later than February 9, 2026 or sooner so these can be included in the February 19, 2026 Harbor Bay Community Development District meeting agenda package. The Board requested that the District Coordinator and Field Operations Manager provide the District Manager with an email containing pictures and location of the Park Square owned

230 sidewalk that has exposed rebar and location and pictures of the Park Square
231 lights that are out so this can be shared with Park Square to address both items.
232 Mr. Hayes reported that the Envera Services & Maintenance Renewal
233 proposal was tabled by the Board at the November 20, 2025 Harbor Bay
234 Community Development District meeting and the Board of Supervisors
235 requested that the Field Operations Manager get the Envera Services &
236 Maintenance Renewal proposal revised to remove the MiraBay HOA name
237 because this agreement is for the Harbor Bay Community Development
238 District and it was further requested that the Field Operations Manager have
239 Envera Services & Maintenance provide him with their contract by email and
240 for him to provide it to the District Manager and District Counsel to review. This
241 Board of Supervisors request at the November 20, 2025 Harbor Bay
242 Community Development District meeting was not completed by the Field
243 Operations Manager and is still pending and must be completed and provided
244 to the District Manager and District Counsel immediately to review so there is
245 no issues with the Harbor Bay Community Development District contract with
246 Envera Services & Maintenance.

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248 **EIGHTH ORDER OF BUSINESS**

**Consideration of Consent Agenda
Items/ Business Administration**

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251 Mr. Hayes presented the Meeting Minutes of Board of Supervisors Regular
252 Meeting held on December 18, 2025, the Operations & Maintenance Expenditures for
253 November 2025, and the November 2025 Financial Statement.

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On a Motion by Mr. Finley, seconded by Mr. Walters, with all in favor, the Board of Supervisors approved the Regular Meeting Minutes of Board of Supervisors held on December 18, 2025, the November 2025 Financial Statements and ratified the November 2025 Operation & Maintenance Expenditures, Harbor Bay \$209,921.60, Evergreen \$2,160.00 and Mira Bay \$12,167.57 for the Harbor Bay Community Development District.

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257 **NINTH ORDER OF BUSINESS**

**Audience Comments On Non-Agenda
Items**

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260 The Board of Supervisors fielded questions and comments during the audience
261 comments on non-related agenda items regarding the following:

262
263 The Board of Supervisors should provide leadership to make sure there are no
264 alleged misappropriations of funds for projects and consider hiring a private
265 investigator.

266 27 foot easement access question from lagoon to homes and what is the
267 Homeowner's Association and Harbor Bay Community Development District
268 requirements.

269 What is going on with the pool operation hours reduction

270 Drainage easement pond expense

271 Road conditions

272 Seawall projects (District Engineer)
273 Add ADA mulch to all parks/playgrounds
274 Board of Supervisors must review reserve study and act on District Engineer
275 recommendations for all projects approved from previous and current years
276

277 The Board of Supervisors requested that the Field Operations Manager inspect, note
278 and provide locations of all street light poles that need to be painted by TECO and report
279 this to TECO by email and provide proof to the District Manager and Board of Supervisors
280 along with an update on street sign maintenance.
281

282

283 **TENTH ORDER OF BUSINESS**

Supervisor Requests

284
285 The Board of Supervisors advised the District Engineer that she must provide a
286 recommendation of priority roads that need to be resurfaced with locations, and map for
287 Harbor Bay Community Development District owned roads so the Board of Supervisors can
288 start getting these completed.
289

290 The Board of Supervisors request that the District Engineer provide the scope to
291 move forward with a Request for Proposal for road projects to the District Manager to include
292 in an agenda for the Board of Supervisors to consider as soon as possible.
293

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295 **ELEVENTH ORDER OF BUSINESS**

Adjournment

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297 On a Motion by Mr. Nargi, seconded by Mr. Walters, with all in favor, the Board of
298 Supervisors adjourned the Harbor Bay Community Development District Meeting at 8:24
299 p.m.

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Assistant Secretary

Chairman / Vice-Chairman

Tab 20

HARBOR BAY COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · WESLEY CHAPEL, FLORIDA (239) 936-0913
MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

Operation and Maintenance Expenditures December 2025 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2025 through December 31, 2025. This does not include expenditures previously approved by the Board.

The total items being presented: **\$223,748.23**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Harbor Bay Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2025 Through December 31, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Advanced Energy Solutions	300184	12814	Install Ground Box 12/25	\$ 510.14
Advanced Energy Solutions	300174	12823	Pool Maintenance 12/25	\$ 180.00
Blue Water Aquatics, Inc.	300147	34369	Pond/Waterway Treatment 10/25	\$ 3,075.00
Business First Insurance	20251201-1	13754222	Workers Comp 10/25	\$ 1,491.43
Century Fire Protection, LLC	300154	40010427	Annual Fire Inspection 09/25	\$ 1,340.00
Charter Communications	20251224-1	2380453120525	5248 Admiral Pointe Dr 12/25	\$ 204.90
Charter Communications	20251216-1	2389447112725	107 Manns Harbor 12/25	\$ 318.00
Cintas Corporation	300166	4246084115	Cleaning Supplies 10/25	\$ 728.69
Cintas Corporation	300166	4251304800	Supplies 11/25	\$ 766.95
Cintas Corporation	300165	4252072440	Supplies 12/25	\$ 728.69
Core Empire, LLC	300175	325	Pressure Wash 12/25	\$ 2,200.00
Culligan Water Conditioning	300167	5054181	Ice 11/25	\$ 69.00
Daniel Leventry	300149	DL112025	Board of Supervisor Meeting 11/20/25	\$ 200.00

Harbor Bay Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2025 Through December 31, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Dean Walters	300150	DW112025	Board of Supervisor Meeting 11/20/25	\$ 200.00
DirecTV	20251226-1	057414714X251211	107 Manns Harbor 12/25	\$ 601.75
Envera Systems	300159	760306	Add Res 09/01/24-10/31/25	\$ 92.70
Envera Systems	300180	762467	Add Res 11/01/25-12/31/25	\$ 37.08
Envera Systems	300180	762737	Video Monitoring 01/26	\$ 18,249.97
Gas South	20251222-1	150024015241 ACH	Utility Services 11/25	\$ 469.01
GoTo Communications, Inc.	300168	IN7104351906	Monthly Service 11/25	\$ 238.21
GoTo Communications, Inc.	300169	IN7104491473	Monthly Service 12/25	\$ 238.21
Hanley Pools, LLC	300156	1165	Replace Controller 11/25	\$ 2,466.00
Hanley Pools, LLC	300170	1203	Replace Fountain Pump	\$ 1,324.00
Hillsborough County BOCC	20251231-1	0506800000-121725	115 Mirabay Blvd 11/25	\$ 544.54
Hillsborough County BOCC	20251203-1	1779718759-111925 ACH	5248 Admiral Pointe	\$ 372.91
Hillsborough County BOCC	20251231-1	1985020000-121725	829 A Islebay Dr 11/.25	\$ 664.25

Harbor Bay Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2025 Through December 31, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Hillsborough County BOCC	20251203-1	3432900000-111925 ACH	5332 Loon Nest Ct 10/25	\$ 40.41
Hillsborough County BOCC	20251231-1	3985020000-121725	5701 Sea Trout PI 11/25	\$ 110.50
Hillsborough County BOCC	20251231-1	4106020000-121725	5401 Tybee Island Dr 11/25	\$ 31.20
Hillsborough County BOCC	20251203-1	4432900000-111925 ACH	751 Manns Harbor Dr 10/25	\$ 100.48
Hillsborough County BOCC	20251231-1	4542900000-121725	5405 Merrit Island Dr 11/25	\$ 20.13
Hillsborough County BOCC	20251231-1	4985020000-121725	5702 Tortoise PI 11/25	\$ 211.63
Hillsborough County BOCC	20251203-1	5432900000-111925 ACH	5325 Fishersound Ln 10/25	\$ 50.06
Hillsborough County BOCC	20251231-1	5985020000-121725	5737 Tortoise PI 10/25	\$ 95.04
Hillsborough County BOCC	20251203-1	6542900000-111925 ACH	5231 Point Harbor Ln 10/25	\$ 73.86
Hillsborough County BOCC	20251231-1	6985020000-121725	5704 Sea Turtle PI 11/25	\$ 144.71
Hillsborough County BOCC	20251203-1	7788800000-111925 ACH	736 Manns Harbor Dr 10/25	\$ 441.77
Hillsborough County BOCC	20251231-1	7985020000-121725	630 Mirabay Blvd 11/25	\$ 20.12
Hillsborough County BOCC	20251203-1	9406800000-111925 ACH	107 Manns Harbor Dr 10/25	\$ 2,346.96

Harbor Bay Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2025 Through December 31, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Kabam Plumbing Services, LLC	300155	841	Maintenance 11/25	\$ 726.00
Lee Te Kim Lawn Care & Nursery	300161	DEC 06823	Tree Care Treatment 12/25	\$ 4,158.00
Lee Te Kim Lawn Care & Nursery	300176	DEC 06826	Annuals 12/25	\$ 6,000.00
Lee Te Kim Lawn Care & Nursery	300160	NOV 06817	Landscape Maintenance 11/25	\$ 41,166.66
Lee Te Kim Lawn Care & Nursery	300160	NOV 06818	Water Use Permit 11/25	\$ 500.00
Lee Te Kim Lawn Care & Nursery	300160	NOV 06819	Turfgrass Management 11/25	\$ 23,601.67
Lee Te Kim Lawn Care & Nursery	300160	NOV 06820	Irrigation Maintenance 11/25	\$ 5,166.67
Lee Te Kim Lawn Care & Nursery	300160	NOV 06821	Maintenance - Park Square 11/25	\$ 15,000.00
Lee's Food Store, Inc.	300182	1198 Final	Snow Slide - Final Payment 12/25	\$ 2,400.00
Lighthouse Engineering Inc	300162	31	Engineering Services 11/25	\$ 6,455.00
Main Gate Enterprises, Inc.	300179	36058	Gate Maintenance 01/25	\$ 993.00
Main Gate Enterprises, Inc.	300179	36674	Service Call 08/25	\$ 357.60
Main Gate Enterprises, Inc.	300179	36937	Service Call 11/25	\$ 390.54

Harbor Bay Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2025 Through December 31, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Miguel Rodriguez	300151	MR112025	Board of Supervisor Meeting 11/20/25	\$ 200.00
Persson, Cohen & Mooney, P.A.	300163	6534	Legal Services 11/25	\$ 24,780.00
Phenomenal Exercise Equipment	300171	246680	Equipment Maintenance 11/25	\$ 405.64
Phenomenal Exercise Equipment	300171	246692	Equipment Maintenance 11/25	\$ 145.00
Phenomenal Exercise Equipment	300185	246749	Equipment Maintenance 12/25	\$ 145.00
Republic Services	20251209-1	0696-001311765 12/25 ACH	Pickup Services 12/25	\$ 1,668.96
Rizzetta & Company, Inc.	300158	INV0000105370	District Management Services 12/25	\$ 15,813.60
Schindler Elevator Corporation	300172	4607318993	Monthly Maintenance 12/25	\$ 263.01
Stearns Weaver Miller Weissler	300183	121825 Stearns	Retainer Fee 12/25	\$ 2,000.00
Steve Finley	300152	SF112025	Board of Supervisor Meeting 11/20/25	\$ 200.00
TECO	20251218-1	211009424139-112625	Utility Services 11/25	\$ 79.48
TECO	20251218-1	211009424568-112625	Utility Services 11/25	\$ 898.90
TECO	20251218-1	211009425011-112625	Utility Services 11/25	\$ 48.66

Harbor Bay Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2025 Through December 31, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
TECO	20251218-1	211009425268-112625	Utility Services 11/25	\$ 391.35
TECO	20251218-1	221006323390-112625	Utility Services 11/25	\$ 157.00
TECO	20251218-1	221008458756-112625	Utility Services 11/25	\$ 11,525.64
TECO	20251226-2	311000030115-120225	Utility Services 11/25	\$ 13,951.63
Terminix	300177	466479740	Pest Control 12/25	\$ 781.49
Timothy Nargi	300153	TN112025	Board of Supervisor Meeting 11/20/25	\$ 200.00
Triangle Pool Service	300186	113211682	Pool Maintenance 10/25	\$ 96.25
Triangle Pool Service	300157	113211682235	Sulfuric Acid 10/25	\$ 112.50
Triangle Pool Service	300186	21123	Chlorine 12/25	\$ 285.00
Triangle Pool Service	300148	46294	Sulfuric Acid 11/25	\$ 415.00
Triangle Pool Service	300164	577991031	Chlorine and Acid 11/25	\$ 550.00
Triangle Pool Service	300181	591731	Chlorine 12/25	\$ 387.50
Triangle Pool Service	300181	591732	Chlorine - Admiral Pointe 12/25	\$ 117.50

Harbor Bay Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2025 Through December 31, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Wells Fargo Financial Services	300173	5036571702	Contract 450-0078530-000 11/25	<u>\$ 215.68</u>
Report Total				<u>\$ 223,748.23</u>

Advanced Energy Solutions

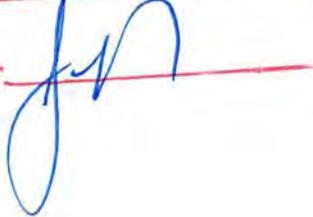
of America, LLC
 PO Box 82973
 Tampa, FL 33682

Invoice

Invoice #: 12814
Invoice Date: 12/8/2025
Due Date: 1/7/2026
Project: 12814
P.O. Number:

Bill To:

HARBOR BAY COMMUNITY DEVELOPMENT
 DISTRICT
 C/O RIZZETTA & COMPANY
 3434 COLWELL AVENUE, STE 200
 TAMPA, FL 33614

Description	Hours/Qty	Rate	Amount
Install ground box and Water proof wire box. 12/5/2025 Installed ground box where pole used to be. Replaced wire nuts with underground water proof ones. MATERIALS USED ON JOB Tyler Celcer LABOR 1st 1/2 Hour Tyler Celcer LABOR TECHNICIAN Peter Trauscht LABOR TECHNICIAN	1 1.5 2	105.14 90.00 90.00 90.00	105.14 90.00 135.00 180.00
<p>Date- <u>12-12-25</u> GL Code- <u>572004635</u> Approved by- </p>			

Total	\$510.14
Payments/Credits	\$0.00
Balance Due	\$510.14

Advanced Energy Solutions

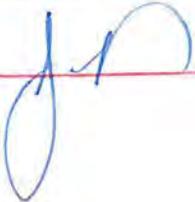
of America, LLC
 PO Box 82973
 Tampa, FL 33682

Invoice

Invoice #: 12823
Invoice Date: 12/1/2025
Due Date: 12/31/2025
Project: 12823
P.O. Number:

Bill To:

HARBOR BAY COMMUNITY DEVELOPMENT
 DISTRICT
 C/O RIZZETTA & COMPANY
 3434 COLWELL AVENUE, STE 200
 TAMPA, FL 33614

Description	Hours/Qty	Rate	Amount
Check pool motors 11/20/205 linspected pool motors for circulation system. Reinstalled 60A 3o breaker that popped out due to it being used as the switch. Backed down flow valves until target FLA for motors was reached 38-40A @ 208VAC.			
Jason Witfoth LABOR 1st 1/2 Hour Jason Witfoth LABOR TECHNICIAN Matt Placensia HELPER	1 0.5 1	90.00 90.00 45.00	90.00 45.00 45.00
Date- <u>12-04-25</u> GL Code- <u>572004833</u> Approved by- 			

Total	\$180.00
Payments/Credits	\$0.00
Balance Due	\$180.00

Blue Water Aquatics, Inc.
 5119 State Road 54
 New Port Richey, FL 34652
 (727) 842-2100
 office@bluewateraquaticsinc.com
 www.bluewateraquaticsinc.com



BILL TO

Harbor Bay CDD
 c/o Rizzetta & Company, Inc.
 3434 Colwell Ave, Suite 200
 Tampa, FL 33614 United States

INVOICE 34369

DATE 10/31/2025 TERMS Net 45

DUE DATE 12/15/2025

SERVICE DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
10/09/2025	Pond / Waterway Treatment	Aquatic Services - VISIT #1 (Included) Treatment Report Emailed to Property Management	1	0.00	0.00
10/30/2025	Pond / Waterway Treatment	Aquatic Services - VISIT #2 Treatment Report Emailed to Property Management	1	3,075.00	3,075.00
10/30/2025	Fountain Inspection & PM Cleaning	Fountain Inspection & Preventative Maintenance Cleaning Services Service Report Emailed to Property Management	1	0.00	0.00
10/30/2025	Monthly Management Report	Monthly Management Report (No Charge)	1	0.00	0.00

Pay invoice

SUBTOTAL	3,075.00
TAX	0.00
TOTAL	3,075.00
TOTAL DUE	\$3,075.00

THANK YOU for choosing Blue Water Aquatics, Inc.!



Workers' Comp Invoice

Amount Due \$1,491.43
 Policy Number 0521-26376
 Invoice Level Policy
 Invoice Date 11/19/2025
 Invoice ID 13754222

Harbor Bay Comm. Development District
 107 Manns Harbor Dr
 Apollo Beach, FL 33572

Contact Us

Customer Service: 800-282-7648
 Review Policy/Make a Payment: www.summitholdings.com
 Agency: Shepherd Insurance LLC
 Agency Phone: 941-924-3808

Unit	State	Policy Term	Description	Due Date	EFT Draft Date	Amount Due
FL		08/13/2025-08/13/2026	Current Invoice October	11/15/2025		\$1,491.43

\$1,491.43

If payment has been made to satisfy the total due, please disregard this notice.

▼ Please fold, detach at perforation and return bottom portion with your payment in the enclosed envelope.

Invoice Date: 11/19/2025

Invoice ID: 13754222

Electronic Funds Transfer Authorization or Changes (See Reverse). EFT not available for WebCap Customers.

For Specific Due Date Reference Above		
Policy Number 0521-26376		
EFT Amount to Be Drafted (See Reverse)	Current Charges Due via Check/Online Payment	Past Due - Pay Immediately
\$0.00	\$1,491.43	\$0.00
Total		\$1,491.43

Amount Paid:

BusinessFirst Insurance Company
 P.O. Box 32034
 Lakeland, FL 33802-2034

Harbor Bay Comm. Development District
 107 Manns Harbor Dr
 Apollo Beach, FL 33572

Century Fire Protection, LLC
2450 Satellite Blvd
Duluth, GA 30096



Bill To

Harbor Bay Community Development District
c/o Rizzetta & Company
3434 Colwell Avenue, Suite 200
Tampa, FL 33614

Invoice No.	40010427	Service Location	Mirabay Outfitters Club 107 Manns Harbor Drive Apollo Beach, FL 33572
Invoice For	Inspection Job #41366473 (09/29/2025)		
Transaction Date	9/30/2025		
Due Date	10/30/2025 (Net 30)		

Code	Item	Svc	Qty	Unit Price	Amt
151-FA-TI-A	Annual Fire Alarm Inspection	AL	1	\$542.00	\$542.00
151-Hyd-TI-A	Annual Fire Hydrant Inspection	HYD	1	\$90.00	\$90.00
151-BF-TI-A	Annual Backflow Inspection	BF	1	\$180.00	\$180.00
151-SP-TI-A	Annual Fire Sprinkler Inspection	SP	1	\$528.00	\$528.00
GRAND TOTAL					\$1,340.00

Notes

Alarm Systems, Backflow, Fire Hydrant and Sprinkler Inspection
Annual Fire Hydrant Test and Inspection
Annual Fire Sprinkler System Backflow Test and Inspection
Annual Fire Sprinkler System Test and Inspection
Annual Fire Alarm System Test and Inspection
Deficiency: There are deficiencies on the report. Please see the report on the job.
Deficiency: There are deficiencies on the report. Please see the report on the job.
Technicians: Warren Moody, Sara Swartz and Rob Petry
It is very important that payment is received within 30 days in order to prevent an interruption in your life safety services.

Thank you for your business!

Terms & Conditions

LATE PAYMENT CHARGES

Payments are due thirty (30) days after the date of the applicable invoice and, if past due, shall be subject to finance charges at the rate of 1.5% per month or part thereof (or the maximum rate permitted by law, whichever is less), plus any additional costs of administration and collection (including all reasonable attorneys fees and costs incurred by Century Fire Protection LLC). Customer expressly agrees that payment to Century Fire Protection LLC shall not be contingent upon settlement of any insurance claim of Customer.

Date- 10-01-25

GL Code- 531004318

Approved by- [Signature]



Exclusive savings for Spectrum Business Internet customers

Spectrum Mobile Business Unlimited
4 lines for
\$80 /mo total
 Business Internet is required.
 Corporate Liability plans available.

Add up to 20 lines at the same low price per line

- **Unlimited talk, text and data**
 (reduced speeds after 30 GB)
- **No fees** for mobile hotspot data
- **Nationwide 5G** included

J.D. POWER AWARD

#1 in Customer Satisfaction
 for Small Business Internet Service




Call 1-855-749-0856 or Visit spectrum.com/business/mobile

Limited-time offer; subject to change. Qualified Spectrum Business customers only. Must not have subscribed to applicable services w/ in the last 30 days & have no outstanding obligation to Charter. Standard rates apply after promo period or if qualifying services not maintained. **BUSINESS UNLIMITED MOBILE:** Per line activation fee, Spectrum Business Internet and Auto Pay required. Devices excluded from offer. Smartwatch does not qualify as a line. Reduced speeds after 30 GB of usage per line, 10 GB for Mobile Hotspots. **J.D. POWER AWARD:** For J.D. Power 2025 award information, visit jdpower.com/awards. Services subject to all applicable service terms & conditions, which are subject to change. Services & promo. offers not avail. in all areas. Pricing subject to change. Installation & other equipment charges, taxes & fees may apply. Restrictions apply. Call for details. ©2025 Charter Communications, all rights reserved.

BAP-2509-NMOB

SAAPF06J



4145 S. FALKENBURG RD RIVERVIEW FL 33578-8652
8633 2390 DY RP 05 12062025 NNNNNNNN 01 001085 0006

HARBOR BAY CDD
GMS TAMPA LLC
3434 COLWELL AVE STE 200
TAMPA FL 33614-8390



833712028238045300204909

Account Number: HARBOR BAY CDD
8337 12 028 2380453
Security Code:



Contact Us

Visit us at SpectrumBusiness.net
Or, call us at **855-252-0675**

8633 2390 DY RP 05 12062025 NNNNNNNN 01 001085 0006

Spectrum

Spectrum Privacy Policy

Effective: August 1, 2025 ("Your Rights If You Live In Other States With Privacy Laws" Section, Effective: July 1, 2025)

Your privacy is important to Charter. We take seriously the responsibility of protecting your privacy and the information collected about you.

This Spectrum Privacy Policy (the "Privacy Policy") describes the types of information we collect, how we use that information, the choices you have regarding such collection and use, and the rights that may be available to you under state and federal law when you subscribe to or interact with Spectrum products and services.

WHEN THE PRIVACY POLICY APPLIES

The Privacy Policy applies to the information we collect from or about you, your household, or devices associated with you, as prospective customers or when you subscribe to, access, or use the Spectrum products, services, websites, and applications (sometimes referred to as the "Spectrum Platform" in this Privacy Policy).

Some Spectrum products and services may have additional privacy practices that are described in product- or service-specific sections in this Privacy Policy or may be provided to you in different ways, such as our commercial agreements for Spectrum Business services. To the extent there is an overlap between the privacy disclosures in this Privacy Policy and a product- or service-specific privacy notice (e.g., the Spectrum Biometric Data Privacy Notice which you can view by visiting our Your Privacy Rights section on our website), the privacy disclosures set forth in the product or service-specific notice or commercial agreement will apply and control with respect to such product or service.

Sometimes you may access websites (e.g., news websites, shopping websites, internet search engine, etc.) or services (e.g., non-Spectrum email and instant messaging services or video streaming services, gaming services, data storage services, etc.) that we do not own, manage or control through the Spectrum Platform. We urge our customers to review the privacy practices of these third parties, because this Privacy Policy does not extend to the collection of information by third parties through websites not owned, managed, or controlled by Spectrum.

WHAT INFORMATION WE COLLECT

In order to provide you with Spectrum products and services, we collect a variety of information about you when you interact with us or use our products, services, websites, and applications. This information enables us to provide our services to you on a cost-effective basis and to tailor our products and services to best meet your needs and interests.

Information You Provide to Us Directly

We collect information you provide to us when you establish a customer or user account, register to use and/or connect to certain of our services, and when you contact us or otherwise communicate with us, such as:

- contact information (e.g., name, address, email address, and phone number);
- information about you including racial or ethnic origin;
- usernames, passwords, images (e.g., driver's license photo), biometric data (e.g., voiceprints collected when you opt-in to our Spectrum Voice ID service subject to our Spectrum Biometric Data Privacy Notice), and other authenticating information associated with a Spectrum account;
- information about the types of services to which you subscribe, orders you place or downloads you make through the various Spectrum applications (e.g., the Spectrum TV, MySpectrum, Spectrum News,

and SpectrumU applications), the service options you have chosen, and any customized settings you have created;

- information about the payment methods used for your Spectrum services, such as your payment card information (e.g., the cardholder name, card number, expiration date, and security code (CVV/CVC) associated with your debit or credit card) or bank account information (e.g., the routing number that identifies your bank and your bank account number that identifies your account within your bank);
- information related to a credit application for a product or service or to protect against fraud, which may include your Social Security number, driver's license number, or other government issued identifier;
- information you provide when you enter contests or respond to Spectrum surveys, or participate in or attend events sponsored by Spectrum; and
- information we keep in our records when you correspond or otherwise communicate with us, including through our call centers, in-person interactions at our stores, online chat sessions, community support space, and through Spectrum social media accounts. We may use the information you provide us and that we collect in order to make inferences, including sensitive data inferences about you, and your interests. Where required by law, we seek your consent before doing so.

Information We Collect Automatically

We automatically collect information about your use of the Spectrum Platform in order to deliver any of our services or otherwise permit access to one of our products, such as:

- information from any device you use when you interact with us, including but not limited to the device identifiers, the number, types, and status of devices connected to our network, network addresses, operating system, and technical configurations of the equipment used with our services, products, websites, and applications;
- network traffic data;
- general and/or precise geolocation information;
- performance and support data; and
- information about your use and the operation of the Spectrum Platform and its features.

We automatically collect usage information to provide you with and market our products and services, and to deliver you relevant advertising, such as:

- usage information about the channels, programs, and advertisements to which your device was tuned when you subscribe to our video service in order to provide you video content ("Video Usage Information");
- information we collect based on our provision of Spectrum Internet service, such as routing traffic to allow you to traverse from one website to another website, in order to provide internet service and connect you to the other internet-based services you request; this can include the amount of data used, device identifiers, and quality of service (i.e., quality of the signal) from customers who use our company-issued routers as part of our provision of Spectrum Internet service and other consumers who you permit to connect to your in-home equipment (collectively, "Internet Usage Information");

SAAPP020



December 5, 2025

Invoice Number: 2380453120525

Account Number: **8337 12 028 2380453**

Security Code:

Service At: 5248 ADMIRAL POINTE DR
APOLLO BEACH FL 33572-3429

Auto Pay Notice

NEWS AND INFORMATION

You've been selected for exclusive multi-line mobile savings. Call 1-877-509-0282 now.

Contact Us

Visit us at SpectrumBusiness.net

Or, call us at **855-252-0675**

Summary

*Service from 12/05/25 through 01/04/26
details on following pages*

Previous Balance	204.90
Payments Received -Thank You!	-204.90
Remaining Balance	\$0.00
Spectrum Business™ TV	40.00
Spectrum Business™ Internet	160.00
Other Charges	0.00
Taxes, Fees and Charges	4.90
Current Charges	\$204.90
<i>YOUR AUTO PAY WILL BE PROCESSED 12/22/25</i>	
Total Due by Auto Pay	\$204.90



Thank you for choosing Spectrum Business.

We appreciate your prompt payment and value you as a customer.

Auto Pay - Thank you for signing up for Auto Pay. Please note your payment may be drafted and posted to your Spectrum Business account the day after your transaction is scheduled to be processed by your bank.



4145 S. FALKENBURG RD RIVERVIEW FL 33578-8652
8633 2390 DY RP 05 12062025 NNNNNNNN 01 001085 0008

HARBOR BAY CDD
GMS TAMPA LLC
3434 COLWELL AVE STE 200
TAMPA FL 33614-8390

December 5, 2025

HARBOR BAY CDD

Invoice Number: 2380453120525

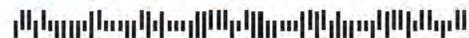
Account Number: 8337 12 028 2380453

Service At: 5248 ADMIRAL POINTE DR
APOLLO BEACH FL 33572-3429

Total Due by Auto Pay **\$204.90**



CHARTER COMMUNICATIONS
PO BOX 7186
PASADENA CA 91109-7186



833712028238045300204909



Invoice Number: 2380453120525
 Account Number: 8337 12 028 2380453
 Security Code:

Contact Us
 Visit us at SpectrumBusiness.net
 Or, call us at **855-252-0675**

8633 2390 DY RP 05 12062025 NNNNNNNN 01 001085 0006

Charge Details		
Previous Balance		204.90
EFT Payment	11/22	-204.90
Remaining Balance		\$0.00

Payments received after 12/05/25 will appear on your next bill.

Service from 12/05/25 through 01/04/26

Spectrum Business™ TV	
Business TV Stream	40.00
	\$40.00
Spectrum Business™ TV Total	\$40.00

Spectrum Business™ Internet	
Spectrum Business Internet	130.00
Business WiFi	10.00
Security Suite	0.00
Domain Name	0.00
Vanity Email	0.00
Static IP 1	20.00
	\$160.00
Spectrum Business™ Internet Total	\$160.00

Other Charges	
Payment Processing	5.00
Auto Pay Discount	-5.00
Other Charges Total	\$0.00

Taxes, Fees and Charges	
Communications Services Tax	4.90
Taxes, Fees and Charges Total	\$4.90
Current Charges	\$204.90
Total Due by Auto Pay	\$204.90

Billing Information

Tax and Fees - This statement reflects the current taxes and fees for your area (including sales, excise, user taxes, etc.). These taxes and fees may change without notice. Visit spectrum.net/taxesandfees for more information.

Spectrum Terms and Conditions of Service – In accordance with the Spectrum Business Services Agreement, Spectrum services are billed on a monthly basis. Spectrum does not provide credits for monthly subscription services that are cancelled prior to the end of the current billing month.

Terms & Conditions - Spectrum's detailed standard terms and conditions for service are located at spectrum.com/policies.

Notice - Nonpayment of any portion of your cable television, high-speed data, and/or Digital Phone service could result in disconnection of any of your Spectrum provided services.

Insufficient Funds Payment Policy - Charter may charge an insufficient funds processing fee for all returned checks and bankcard charge-backs. If your check, bankcard (debit or credit) charge, or other instrument or electronic transfer transaction used to pay us is dishonored, refused or returned for any reason, we may electronically debit your account for the payment, plus an insufficient funds processing fee as set forth in your terms of service or on your Video Services rate card (up to the amount allowable by law and any applicable sales tax). Your bank account may be debited as early as the same day payment is dishonored, refused or returned. If your bank account is not debited, the returned check amount (plus fee) must be replaced by cash, cashier's check or money order.



Continued on the next page...

Local Spectrum Store: 12970 S US Hwy 301, Suite 105, Riverview FL 33579 Store Hours: Mon thru Sat - 10:00am to 8:00pm; Sun - 12:00pm to 7:00pm

Local Spectrum Store: 872 Brandon Town Center Mall, Brandon FL 33511 Store Hours: Mon thru Sat - 10:00am to 8:00pm and Sun - 12:00pm to 5:00pm



For questions or concerns, please call **1-866-519-1263**.





HARBOR BAY CDD
Invoice Number: 2380453120525
Account Number: 8337 12 028 2380453
Security Code:

Contact Us

Visit us at SpectrumBusiness.net
Or, call us at **855-252-0675**

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Billing Practices - Spectrum Business mails monthly, itemized invoices for all monthly services in advance. A full payment is required on or before the due date indicated on this invoice. Payments made after the indicated due date may result in a late payment processing charge. Failure to pay could result in the disconnection of all your Spectrum Business service(s). Disconnection of Business Voice service may also result in the loss of your phone number.

Changing Business Locations - Please contact Spectrum Business before moving your Business Voice modem to a new address. To establish service at your new location or return equipment, please contact Spectrum Business at least twenty-one (21) business days prior to your move.

Past Due Fee / Late Fee Reminder - A late fee will be assessed for past due charges for service.

Complaint Procedures: If you disagree with your charges, you need to register a complaint no later than 60 days after the due date on your bill statement.

Video Closed Captioning Inquiries - Spectrum provided set-top boxes for video consumption support the ability for the user to enable or disable Closed Captions for customers with hearing impairment.

For immediate closed captioning concerns, call **855-70-SPECTRUM** or email closedcaptioningsupport@charter.com.

To report a complaint on an ongoing closed captioning issue, please send your concerns via US Mail to W. Wesselman, Sr. Director, 2 Digital Place, Simpsonville, SC 29681, send a fax to **1-704-697-4935**, call **1-877-276-7432** or email closedcaptioningissues@charter.com.



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- call records, including the phone numbers that you call and that call you, and the times and dates of those calls, the number of text messages sent and received, when you subscribe to our phone and/or mobile service ("Call Detail Information");
- information about your general or precise location and internet usage data may be used to provide you with marketing and advertising from Spectrum and its business partners, which Spectrum determines may be relevant to you;
- usage information about your use of the Spectrum Mobile network, the use of your mobile device, technical and network performance information, and location information when your device communicates with cell towers, WiFi routers, access points, and/or with technologies used by the Global Positioning System ("GPS") ("Mobile Usage Information"); and
- device information, including your IP address and information about your browser, operating system, and platform type, tracking technologies, and information about the website that referred you to a Spectrum website, and the website to which we refer you when you leave a Spectrum website.

Additionally, if you subscribe to or use services that require us to transfer or store communications such as a Spectrum email account or a Spectrum voice product that includes a voicemail service, it will be necessary for us to collect the content of those communications to provide you with the service you have requested because it is required in order for the services to function. We also collect the content of any files you store in our cloud storage services (e.g., the Spectrum Cloud DVR platform) and other information when it is necessary to provide you with the products or features of the services you use.

Please refer to the Spectrum Internet DNS Privacy Notice, available by visiting our Your Privacy Rights section on our website, to learn more about the type of Domain Name System ("DNS") data we collect based on our provision of Spectrum Internet service, how we use and share that information, and our storage and retention practices associated with the DNS data we maintain.

Location Information

When you access our network, we may collect general or precise location information. We may also collect general or precise location information when you use some of our services and applications.

For our fixed home video, voice, internet, and WiFi, and business services, all of which are inherently tied to the customer's service address location, we collect the customer's home, business and/or service address in order to provide service to the devices that are physically located at those addresses. For our video service, we use the collected information to deliver service to the physical address at which the customer's receiver is located. For our wireline voice service, we use the collected information to deliver service to the physical address at which the customer's voice modem is located; we also collect call detail information, including the call connection locations (including city, state, and country) and the call origin and destination locations, for account billing. For internet and in-home WiFi, we use the collected information to deliver service to the physical address at which the modem and router are located and installed. Charter also collects the public IP address of any device that connects to an in-home Advanced Home WiFi router in order to authenticate the device and allow customers to assign security, parental or other controls to certain devices. We collect similar address information tied to equipment located at our commercial customers' service addresses. When a customer subscribes to Spectrum Mobile service, their billing address, as well as their core video, voice, or internet account service address, if they subscribe to other Spectrum services, i.e., Spectrum Internet, is linked to their account for the same purposes.

For our out-of-home WiFi service and Spectrum applications, we may collect additional location information from your devices in order to authenticate, connect, and deliver seamless connectivity when connecting to our out-

of-home WiFi access points, using our mobile service, or connecting to a Spectrum service from outside of your home via any WiFi access point or internet connection (e.g., if you are a video subscriber accessing content on your mobile device, irrespective of whether you are in or outside of your home or connecting via Spectrum WiFi or Spectrum Internet, we may collect location information in order to determine whether certain content is available to you based on your location). For our out-of-home WiFi access points, as well as the out-of-home WiFi access points of our industry partners, we may collect information about the location of the out-of-home WiFi access point and device information, including the public IP address assigned to the device connecting to the access point.

We may use this location data to develop, tailor, and market Spectrum's own products and services, or enable targeted third-party advertising in partnership with select advertising partners and providers.

Information Obtained from Third Parties

We may collect information from third parties for purposes related to delivering our products and services to you, for analytics and research, or for marketing and advertising our own products and services, as well as for delivering third-party advertising on the Spectrum Platform.

- Information to verify data you have provided and from credit agencies to determine your credit worthiness, credit score, and credit usage.
- Information from content providers and other platform providers when you use your Spectrum account to authenticate your use of Spectrum services through that provider's platform or device.
- Information from research consultants, marketing firms, data quality management solution firms, and programming partners to enhance our marketing and advertising programs. Collected data may include demographic information, as well as personal interest data, to help us construct audience segments, deliver advertising, and evaluate the effectiveness of a given advertising campaign.

HOW WE USE INFORMATION

We use the information we collect to provide you with reliable, high quality products and services. We may also use the information we collect to provide you and allow our business partners to provide you with relevant advertising. When required by applicable law, we will request your consent for certain uses of your information. Depending on your state of residence, you may have certain rights to limit our use of information. Please see the state right sections below for more information.

To Provide and Improve our Services, Products and Devices, Websites and Applications

We use the information we collect to:

- deliver, maintain and improve our products, services, websites, and applications;
- fulfill requests for new service or changes to your account or the products and services you already receive;
- provide you with technical support and high quality customer service, including through the use of recorded or monitored communications between you and our customer service agents;
- create and administer a Spectrum account, including activating your service, billing, invoicing, and debt collection activities;
- authenticate or otherwise provide you access to your Spectrum products and services;
- provide updates, upgrades, repairs or replacements for any of our service-related devices or software used in providing or receiving services;
- manage and configure our device(s), system(s), and network(s);



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- understand how the service is being used, including through the creation of operational and marketing reports based on de-identified and/or aggregated service usage information;
- inform you of additional products and services that may be of interest to you;
- protect the security of the system, prevent fraud, detect unauthorized reception, use, and abuse of any Spectrum product, service, website or application, and to enforce any Spectrum policy or applicable terms of service;
- protect our rights, our personnel, our property, and the safety of others;
- maintain our accounting, tax and other records; and
- comply with applicable federal and state laws and regulations, as well as for the general administration of our business.

We may leverage automated decisionmaking tools or the power of artificial intelligence ("AI") to perform some or all of these actions as well as any of the actions described in other parts of this section of the privacy policy. We do not engage in any automated decisionmaking related to the provision or denial of financial or lending services, housing, insurance, education enrollment or opportunity, criminal justice, employment opportunities, health care services, or access to essential goods and services.

To Communicate With You

We use the information we collect to deliver and personalize our communications with you, e.g., when responding to a survey or ordering a pay-per-view event, we will use that information and information from your account to send you billing information, as well as recommendations for additional Spectrum products or services that may be of interest to you and to provide you with a more personalized experience. We may also send you promotional communications for products and services that may be of interest to you.

To Create Business and Marketing Reports

We use the information we collect to create business and marketing reports (the "Reports") to provide insights into what products and services our customers are using, how long they are using our products and services, how some of our services are accessed, and what additional products and services may be of interest to our customers.

We use these Reports for our own internal purposes, such as improving our products and services, determining what content to provide our customers, measuring the effectiveness of our marketing and advertising, and other research and analytics. We may also share these Reports with third parties, as described in "When and With Whom We Share Information." In some cases, we may provide Reports to a third party for the third party's own use. You should review the "Your Choices" section of this Privacy Policy to understand the choices you have with respect to the sharing of this information.

Targeted Advertising

We may use the information we collect, or that third parties collect from your visits, to other online services to make the marketing and advertising you see on the Spectrum Platform more relevant to you, as well as to market the Spectrum products and services on other websites and platforms. We may use partners to assist with advertising, and in doing so, disclose your persistent identifiers such as your device ID, or other unique identifiers associated with your account. We may also disclose your general or precise geolocation information or information associated with your browsing history. For information about how to limit the use of information for these purposes, see the "Your Choices" section below.

Addressable Advertising on our Cable System Applications

We place some of the advertisements you see during live and on-demand video content on our cable system and video applications. Some of those advertisements are placed in particular shows or channels; others are shown in particular geographic areas. Some of our cable advertisements will ask

for your permission to take certain actions, like mail you information or allow the advertiser to contact you. In some areas we will be able to address advertisements to your household through our cable system that will be more relevant to your interests based on your Video Usage Information and/or Combined Information. For information about how to limit the use of information for these purposes, see the "Your Choices" section below.

Third Party Online and App-Based Advertising and Customization

We may place "cookies" and other tracking technologies in your browser that contain information about you or your account when you set up a personalized service or customize your settings and preferences on our websites or mobile applications. These technologies enable us to help diagnose problems with our services, control the display of ads, track usage patterns, gather demographic information, analyze trends, conduct research, and otherwise administer the Spectrum services. We do not store sensitive information such as your password, e-mail address or credit card number in these third party technologies.

In addition to the advertising we deliver, we allow third-party ad serving companies and other unaffiliated advertisers to display advertisements on our websites and within some of our mobile applications. These third parties may collect information about you when you use the Spectrum websites and apps or when you interact with these third party advertisements. For information about how to limit the use of your information for these purposes, see the "Your Choices" section below.

WITH WHOM WE SHARE INFORMATION**Account Holders and Other Authorized Users**

We may disclose certain information about a customer's account and use of a service or feature to the primary account owner only after appropriate authentication. The primary account owner may also authorize other users to access certain information on the account, which may include information about the primary account owner's use of the relevant service.

Charter/Spectrum Related Businesses

We may share information about you with other Charter and Spectrum related companies in order to provide the services you have requested or to which you subscribe, or to make your Spectrum experience more streamlined, such as through combining account information into a single location for easier access.

Service Providers

We may disclose your information to service providers who perform business activities and functions on our behalf to support our interactions with you such as billing and collections, payment processing, analytics and research, marketing and advertising, service delivery and customization, maintenance and operations, and fraud prevention.

These service providers are authorized to use your personal information only as necessary to provide these services on our behalf.

Governmental Entities or Pursuant to Valid Legal Process

We may disclose personal information to comply with valid legal process, including subpoenas, court orders or search warrants. In some instances where there is a valid legal request or an order for disclosure of information about you, we may notify you of such request or order and then it may be up to you to object or take specific action to prevent any disclosures pursuant to those requests or orders.

If you subscribe to any Spectrum services, we may be required by law to disclose information about you, including information that personally identifies you, your use of our services, and the content of your communications, to governmental entities upon receipt of valid legal process.

We may also disclose personal information when we believe it is necessary to protect our customers, employees, or property; in emergency situations; to enforce our rights in court or elsewhere, or directly with you, for violations of service terms, conditions or policies; and/or as otherwise required by law.



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Third Parties

We may sell to or share with third parties your personal information for their own marketing, advertising, or other commercial purposes. We may sell or share your persistent identifiers such as device identifiers, IP address, video and/or internet usage data, and general or precise geolocation data. Depending on your state of residency, you may be able to opt-out of this use of your personal information. Where required to do so by law, we will obtain your consent before selling or sharing your personal information.

If you subscribe to our Spectrum Voice® service, your name, address and/or telephone number may be transmitted via Caller ID, published and distributed in affiliated or unaffiliated telephone directories, and available through affiliated or unaffiliated directory assistance operators. We take reasonable precautions to ensure that non-published and non-listed numbers are not included in the telephone directories or directory assistance services, although we cannot guarantee that errors will never occur. Please note that Caller ID blocking may not prevent the display of your name and/or telephone number when you dial certain business numbers, 911, 900 numbers or toll-free 800, 855, 844, 866, 877 or 888 numbers. But note that Spectrum Mobile does not publish directories of customers' wireless phone numbers and we do not make those numbers available to others for listing in directories.

Some of the advertisements we display may invite interactive or transactional follow-up from you. When you interact and provide your consent, we may share your contact information with the advertiser for the purpose of fulfilling your request. We may also share individually de-identified and/or aggregate information, including our business and marketing reports, with third parties for their own purposes.

If we enter into a merger, acquisition, or sale of all or a portion of our assets, we may transfer or receive information about you, including information that personally identifies you, as part of the transaction.

WHAT CHOICES YOU HAVE TO CONTROL THE USE OF INFORMATION BY SPECTRUM

You have choices in controlling how we use and share your information for marketing and advertising purposes. For instance, you can always choose whether to receive promotional emails or text messages. When you visit our websites, you may opt-out of interest-based advertising, and when you use our mobile applications, you can limit the use of ad trackers. Visit our Privacy Preference page to manage your marketing communication and privacy preferences, including, for example:

- to be added to our marketing communication preferences list (e.g., "Do Not Call"), which will limit the marketing and advertising messages you receive from us about Spectrum products and services;
- to limit our use of your customer proprietary network information ("CPNI") for marketing and advertising of our own products and services; and
- to limit our use of your Video Usage Information, Combined Information, or our business and marketing reports to direct addressable advertisements or interest-based advertisements to you as further described in the preference center.

Some of the preferences will only apply when you subscribe to Spectrum services and may require additional account information. If you make changes to your contact information or get a new account, you will need to review and update your privacy preferences.

If you are a Spectrum customer and do not have access to Internet service, you may call us at the number provided on your monthly bill statement to be added to any of these lists.

If you are not a Spectrum customer and would like to add your name to marketing opt-out lists, please call 833-845-3726.

Please note that even if you choose to limit the use of information or communications for marketing and advertising purposes, you may still receive general marketing and/or advertising messages, in addition to service-related communications.

You may also opt-out of the sale or sharing of your personal information and targeted or cross-context behavioral advertising by broadcasting a universal opt-out signal, such as the Global Privacy Control (GPC), on the browsers and/or browser extensions that support the GPC where such mechanism is required under applicable state privacy law.

For more information about privacy preferences visit our Privacy Preference page.

Cookies, Tracking Technologies, and Interest-Based Advertising

Some of our websites use certain web analytics services, such as Google Analytics and Adobe Analytics. These services use cookies or other tracking technologies to help us analyze how users interact with and use the Spectrum websites, compile reports on the websites' activity, provide other services related to website activity and usage, and help us identify and communicate with potential customers. The information generated by these web analytics services are transmitted to and stored by those entities and are subject to their respective privacy policies. To learn more about Google Analytics and Adobe Analytics, including how to opt-out of tracking of analytics, please visit the following links managed by Google (Google Cookies) and Adobe (Adobe Privacy Center).

Many of the third-party advertisers that place tracking tools on the Spectrum websites are members of programs that offer you additional choices regarding the collection and use of your information. You can learn more about the options available to limit these third parties' collection and use of your information by visiting the websites for the Network Advertising Initiative and the Digital Advertising Alliance, as well as the webpages for Facebook's ad preferences tool and privacy policy.

Similarly, you can learn about your options to opt-out of mobile app tracking by certain advertising networks through your device settings.

For more information about how to change these settings for Apple or Android devices, see:

Apple: <http://support.apple.com/kb/HT4228>

Android: <http://www.google.com/policies/technologies/ads/>

You may also have the right in certain states to opt-out of the use of your personal information for interest-based advertising by Spectrum. For more information, please visit the state rights sections of this Privacy Policy or the Privacy Preference page to opt-out.

Some of our Spectrum Platforms (e.g., our Spectrum TV application) may include Nielsen's proprietary measurement software, which will allow you to contribute to market research, like Nielsen's TV Ratings. To learn more about Nielsen's privacy practices, including how you can opt-out of Nielsen's collection and use of this measurement data, please visit www.nielsen.com/digitalprivacy.

CPNI

When you initiate an interaction with one of our representatives, such as a phone call or a chat, we may ask for your oral consent to our use of your CPNI for the purpose of providing you with an offer for other products or services, such as Spectrum cable video service. If you consent, we may use your CPNI for the duration of that interaction to offer you those additional products and services.

If you subscribe to the Spectrum Voice® or Spectrum Mobile service, you have the option of allowing us to use the CPNI we have on file to provide you with information about products and services or special promotions for other communications-related products and services to which you do not already subscribe. You have the right to restrict this use of CPNI. If you opt-out of this use, you will experience no effect on your services. We will wait at least thirty days from the date we first provide notice to you, as a subscriber of the Spectrum Home Phone service or Spectrum Mobile service, before we use your CPNI for this purpose. During that time and at any time after, you may opt-out of our use of your CPNI for these marketing purposes by calling us at the number provided on your monthly billing statement or visiting our Privacy Preference page.



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HOW WE PROTECT YOUR INFORMATION

We take seriously our responsibility to secure the information we collect and maintain. We use reasonable security, including technical, physical, and administrative controls, to secure the information we collect and maintain. However, we cannot guarantee that these practices will prevent every unauthorized attempt to access, use, or disclose Spectrum information.

You can help protect the privacy of your own information by using encryption and other techniques to prevent unauthorized interception of your personal information. You are responsible for the security of your information that you transmit to us or view, download, or otherwise access when using unencrypted, public or otherwise unsecured networks. For more information on things you can do to help protect the privacy of your own information, visit www.spectrum.com/security or www.OnGuardOnline.gov.

HOW WE PROTECT CHILDREN'S PRIVACY

We do not knowingly collect personal information from anyone under the age of 18. If you believe that a child under 18 years of age has provided us with personal information, please contact us at the address below.

YOUR RIGHTS AND OUR LIMITATIONS ARE UNDER FEDERAL LAWS

The Cable Act and Personally Identifiable Information

Section 631 of the Cable Communications Policy Act of 1984, as amended, (the "Cable Act") imposes certain limitations on our collection, use, and sharing of information that personally identifies you when you subscribe to cable video and telecommunications services, or other services provided using the facilities of the Spectrum cable system. The Cable Act provides you with the right to know about the personally identifiable information we collect about you and how we use it; under what conditions and circumstances and the types of persons and entities to whom we may disclose personally identifiable information; how long we maintain personally identifiable information; the limitation on our ability to collect and disclose personally identifiable information collected from the cable system; and provides you with the right to request access to review and correct your personally identifiable information. Personally identifiable information is information that identifies a particular person; it does not include de-identified or aggregate data that does not identify a particular person or persons.

If you would like access to the personally identifiable information we maintain in our business records pursuant to the Cable Act, please send a written request to your local Spectrum office or call us at the number provided on your monthly billing statement and we will make an appointment for you to visit during normal business hours. You will only be permitted to examine records that contain personally identifiable information about your account and no other account. If your review reveals an error in our records, we will correct it. We reserve the right to charge you for the cost of retrieving and photocopying any documents that you request.

The Cable Act permits us to use the cable system(s) to collect personally identifiable information about our subscribers when it is necessary to render services and to detect unauthorized reception or use of the Spectrum Cable Act Services. We may use the cable system to collect personally identifiable information about a subscriber for additional purposes with a subscriber's prior written or electronic consent. The Cable Act also permits us to disclose personally identifiable information if the disclosure is necessary to render, or conduct a legitimate business activity related to, the cable service or other services provided; required by law or legal process; or limited to your name and address under a "mailing list" exception, as described in this Privacy Policy. We may sell or share customer names and addresses with third parties for their own marketing or advertising purposes subject to your opportunity to opt-out of such activity.

When a government entity is seeking information about your selection of video programming, you have additional rights as described in the "Governmental Entities or Pursuant to Valid Legal Process" subsection of "When We Share Information with Others."

If you believe that you have been aggrieved by any act of ours in violation of law, we encourage you to contact us to resolve your question or concern. You may also enforce the limitations imposed on us by the Cable Act with respect to your personally identifiable information through a civil lawsuit in federal district court seeking damages, attorneys' fees, and litigation costs. Other rights and remedies may be available to you under federal or other applicable laws as well. Your Spectrum Residential Services Agreement contains your agreement that, to the extent permitted by law, any claims under the Cable Act may be enforced in arbitration.

The Communications Act and CPNI

Section 222 of the Communications Act provides additional privacy protections for information about the quantity, technical configuration, type, destination, location, and amount of your use of the Spectrum telecommunications services, and information about your Spectrum phone service that is contained on your bill. This information, when linked to an identifiable customer of such service, is known as customer proprietary network information or "CPNI." CPNI does not include a customer's name, address, and telephone number.

If you subscribe to Spectrum Voice® or Spectrum Mobile service, we have an obligation under federal law to protect the confidentiality of CPNI and to provide you with information about how we use your CPNI and explain the choices you have. Those additional protections and the choices you have regarding the use and sharing of such information are reflected in this Privacy Policy.

If you want access to the CPNI data we maintain about your account, we will provide a copy to you at the address of record for your account, or to any person authorized by you, if we reasonably believe the request is valid. For telephone and online access to your CPNI, you must first authenticate your identity before we can disclose CPNI to you or your authorized agent.

WHAT HAPPENS IF WE CHANGE THIS PRIVACY POLICY

The most current version of our Privacy Policy is published and maintained at www.spectrum.com. The needs of our customers and the business may change from time to time and, when that happens, we may need to modify this Privacy Policy. Any changes will be posted at this website. If we make any changes that materially affect your rights or the ways in which we use or disclose information, we will attempt to notify you in advance through written, electronic or other means using the information you have provided when setting up your account.

YOUR RIGHTS IF YOU LIVE IN CALIFORNIA

If you are a California resident, please visit our California Consumer Privacy Rights page, where you can view our California Consumer Privacy Policy and access information about your rights under the California Consumer Privacy Act ("CCPA"), as amended by the California Privacy Rights Act ("CPRA"), and other California privacy laws.

YOUR RIGHTS IF YOU LIVE IN MAINE

If you are physically located in and billed by Spectrum for broadband internet access service received in the State of Maine, as a prospective, current, or former subscriber of our broadband internet access service, you have certain rights with respect to the information we collect about you based on our provision of broadband internet access service.

We will not discriminate against you if you exercise any of your rights under Maine law. This means that if you exercise any of your rights, Spectrum will not:

- deny you broadband internet access service;
- charge you a penalty; or
- offer you a discount based on your consent that we can use or share your broadband customer personal information.



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YOUR RIGHTS IF YOU LIVE IN OTHER STATES WITH PRIVACY LAWS

If you are a resident of Connecticut, Colorado, Florida, Minnesota, Montana, Nebraska, Nevada, New Hampshire, New Jersey, Oregon, Tennessee, Texas or Virginia, you may have additional rights with respect to the personal information we collect about you.

We may collect and use information about you as described in the "What Information We Collect" and "How We Use Information" sections of this Privacy Policy, and we may disclose your information as described in the "With Whom We Share Information" section of this Privacy Policy. Where required by applicable law, we will request your consent for the collection and use of your sensitive personal information or the sale of your information.

You also may have the following rights, subject to certain legal exceptions:

- The right to know and access what personal data a business has collected from or about them and how that data is used and shared;
- The right to delete their personal data;
- The right to correct inaccurate personal data;
- The right to receive a portable copy of the personal data previously provided to the business;
- The right to appeal a business's refusal to take action on a consumer's request to exercise their other rights;
- The right to withdraw your consent for the processing of sensitive data in certain circumstances, The right to opt-out of the processing of personal data for targeted advertising purposes, the sale of personal data, and profiling in furtherance of decisions that produce legal or similarly significant effects concerning the consumer;
- The right to opt-out of the collection of personal data through voice recognition features (Florida only);
- The right to request a list of third parties with whom we may disclose your personal information (Minnesota and Oregon only); and
- The right to non-discrimination and equal service for exercising their consumer data rights.

How to make a consumer request:

You can make a request to exercise one or more of your consumer privacy rights via our online verifiable consumer request submission form located on our State Consumer Privacy Rights page or by calling our toll-free number at (844) 979-1794.

You may authorize another person to make a verifiable consumer request on your behalf, and parents and guardians may submit requests on behalf of their minor children. The authorized agent should submit the request using our online submission form dedicated to authorized agent requests available on our Consumer Authorized Agent Consumer Request on State Consumer Privacy Rights page. As part of the verifiable consumer request and authorized agent request process, Spectrum will use reasonable efforts to verify your identity, as well as the identity of your authorized agent to ensure that your agent has been properly authorized by you to request information on your behalf. If Spectrum denies your verifiable consumer request, you can appeal that initial denial using the same methods identified above for the original submission of the request.

In addition, Spectrum offers many choices to help you manage your privacy and ensure that you have meaningful choice. You can manage your privacy preferences by visiting our Privacy Preference page.

USERS OUTSIDE THE UNITED STATES

Our Website and services are meant for residents of the United States. If you use our Websites outside of the United States, you understand and consent to the transfer of your personal information to, and the collection, sale, processing, and storage of your personal information in, the United States. The laws in the United States regarding personal information may be different than the laws of your country.

HOW TO CONTACT US WITH QUESTIONS ABOUT THIS PRIVACY POLICY

Questions about Spectrum's privacy practices should be sent to:

Charter Communications, Inc.

Attn: Legal - Privacy and Cybersecurity

400 Washington Boulevard

Stamford, CT 06902

You may also contact the Legal – Privacy and Cybersecurity team at PPRLegal_Privacy_and_Cybersecurity@charter.com, or contact your local customer service office at the phone number listed on your monthly bill statement or by visiting our website at www.spectrum.com.

ADDITIONAL PRODUCT AND SERVICE-SPECIFIC INFORMATION YOU NEED TO KNOW

Spectrum Mobile Applications

When you use Spectrum mobile applications, we may also automatically collect information about the devices you use to access the application or our services and the content you view. The information we may automatically collect depends on how you access the services and content and includes:

- information related to the use and operation of the App;
- device information (e.g., device identifier, mobile device number, advertising identifier, MAC address, carrier, operating system, ISP, IP address);
- usage data associated with how you interact with the App;
- configuration data for any WiFi-enabled device you may use to access the App;
- information related to your WiFi and cellular connections (e.g., data usage, network performance, signal strength, throughput, latency); and
- location information, including precise geolocation information, such as your service address and the location of a device in which you have installed the App.

Our location-based features are based on the location of your Spectrum service account and the general or precise location of a device in which you have both installed a Spectrum mobile application (e.g., the Spectrum TV Application, My Spectrum Mobile App, Connection Manager) (each individually an "App") and have enabled location services. If you do not want the App to collect your device's precise geolocation, you can disable location services on your device using the device settings. Please note that location data will be collected when your location service is enabled for this App when the App is running in the foreground, background, or even if you are not directly using the application depending on your device.

Some of the App's features are only available while you are on the Spectrum network or when connecting from your home WiFi account. The App will use your IP address and other information to determine whether you are on or off the Spectrum network or connecting via your service account.

Spectrum Careers Websites and Job Applicant Tools

Our careers websites and job applicant tools provide interested candidates and prospective employees with leads in their job search, as well as a place to apply for an open position and track their application status. In order to join the Spectrum Talent Network, you must provide certain contact information, such as your name and email address, which Spectrum uses to send job alerts and relevant communications and updates. If you no longer want to receive communications from the Spectrum Talent Network team, you can unsubscribe at any time. Our job applicant tools also collect additional from you associated with your job application, such as your educational background, employment history, and resume or other uploaded documents. If you would like to view, access, update or delete your personal information maintained within our careers websites and job application tools, please visit those sites directly.

SAAPP025



November 27, 2025

Invoice Number: 2389447112725

Account Number: **8337 12 028 2389447**

Security Code:

Service At: 107 MANNS HARBOR DR
APOLLO BEACH FL 33572-3340

Auto Pay Notice

Contact Us

Visit us at SpectrumBusiness.net

Or, call us at **855-252-0675**

Summary

*Service from 11/27/25 through 12/26/25
details on following pages*

Previous Balance	318.00
Payments Received -Thank You!	-318.00
Remaining Balance	\$0.00
Spectrum Business™ TV	290.00
Other Charges	28.00
Current Charges	\$318.00
<i>YOUR AUTO PAY WILL BE PROCESSED 12/14/25</i>	
Total Due by Auto Pay	\$318.00

NEWS AND INFORMATION

IMPORTANT CHANNEL UPDATE

Good news: You can now access 66 newly added NBA games on channel 1790, in addition to regularly scheduled Thursday Night Football. To see the NBA game schedule, visit NBA.com/schedule and select "Prime Video" from the Broadcaster filter.

Call **1-844-974-0467** and see why we're rated #1 in Customer Satisfaction for Small Business Internet Service. Plans start at \$40/mo.

Seamless communication solutions are available to keep your business connected. Add Business Voice or Spectrum Business Connect with RingCentral at our best prices. Call **1-877-871-0875** today.



Thank you for choosing Spectrum Business.

We appreciate your prompt payment and value you as a customer.

Auto Pay - Thank you for signing up for Auto Pay. Please note your payment may be drafted and posted to your Spectrum Business account the day after your transaction is scheduled to be processed by your bank.



4145 S. FALKENBURG RD RIVERVIEW FL 33578-8652
8633 2390 DY RP 27 11282025 NNNNNNNN 01 001053 0005

MIRA BAY CLUB
GMS TAMPA LLC
3434 COLWELL AVE STE 200
TAMPA FL 33614-8390

November 27, 2025

MIRA BAY CLUB

Invoice Number: 2389447112725

Account Number: 8337 12 028 2389447

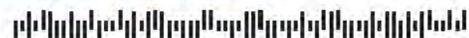
Service At: 107 MANNS HARBOR DR
APOLLO BEACH FL 33572-3340

Total Due by Auto Pay

\$318.00



CHARTER COMMUNICATIONS
PO BOX 7186
PASADENA CA 91109-7186



833712028238944700318006



Invoice Number: 2389447112725
Account Number: 8337 12 028 2389447
Security Code:

MIRA BAY CLUB

Contact Us

Visit us at SpectrumBusiness.net
Or, call us at 855-252-0675

8633 2390 DY RP 27 11282025 NNNNNNNN 01 001053 0005

Charge Details

Table with 3 columns: Description, Date, Amount. Rows include Previous Balance (318.00), EFT Payment (11/14, -318.00), and Remaining Balance (\$0.00).

Payments received after 11/27/25 will appear on your next bill.

Service from 11/27/25 through 12/26/25

Spectrum Business™ TV

Table with 3 columns: Description, Quantity, Amount. Rows include Spectrum Business Premier (80.00) and Spectrum Receivers (15 Receivers at 14.00 each, 210.00). Total: \$290.00.

Spectrum Business™ TV Total \$290.00

Other Charges

Table with 3 columns: Description, Amount. Rows include Broadcast TV Surcharge (28.00), Payment Processing (5.00), Auto Pay Discount (-5.00), and Other Charges Total (\$28.00).

Current Charges \$318.00
Total Due by Auto Pay \$318.00

Billing Information

Tax and Fees - This statement reflects the current taxes and fees for your area (including sales, excise, user taxes, etc.). These taxes and fees may change without notice. Visit spectrum.net/taxesandfees for more information.

Spectrum Terms and Conditions of Service - In accordance with the Spectrum Business Services Agreement, Spectrum services are billed on a monthly basis. Spectrum does not provide credits for monthly subscription services that are cancelled prior to the end of the current billing month.

Terms & Conditions - Spectrum's detailed standard terms and conditions for service are located at spectrum.com/policies.

Notice - Nonpayment of any portion of your cable television, high-speed data, and/or Digital Phone service could result in disconnection of any of your Spectrum provided services.

Insufficient Funds Payment Policy - Charter may charge an insufficient funds processing fee for all returned checks and bankcard charge-backs. If your check, bankcard (debit or credit) charge, or other instrument or electronic transfer transaction used to pay us is dishonored, refused or returned for any reason, we may electronically debit your account for the payment, plus an insufficient funds processing fee as set forth in your terms of service or on your Video Services rate card (up to the amount allowable by law and any applicable sales tax). Your bank account may be debited as early as the same day payment is dishonored, refused or returned. If your bank account is not debited, the returned check amount (plus fee) must be replaced by cash, cashier's check or money order.

Billing Practices - Spectrum Business mails monthly, itemized invoices for all monthly services in advance. A full payment is required on or before the due date indicated on this invoice. Payments made after the indicated due date may result in a late payment processing charge. Failure to pay could result in the disconnection of all your Spectrum Business service(s). Disconnection of Business Voice service may also result in the loss of your phone number.

Changing Business Locations - Please contact Spectrum Business before moving your Business Voice modem to a new address. To establish service at your new location or return equipment, please contact Spectrum Business at least twenty-one (21) business days prior to your move.

Past Due Fee / Late Fee Reminder - A late fee will be assessed for past due charges for service.

Complaint Procedures: If you disagree with your charges, you need to register a complaint no later than 60 days after the due date on your bill statement.



Continued on the next page...

Local Spectrum Store: 12970 S US Hwy 301, Suite 105, Riverview FL 33579 Store Hours: Mon thru Sat - 10:00am to 8:00pm; Sun - 12:00pm to 7:00pm

Local Spectrum Store: 872 Brandon Town Center Mall, Brandon FL 33511 Store Hours: Mon thru Sat - 10:00am to 8:00pm and Sun - 12:00pm to 5:00pm



For questions or concerns, please call 1-866-519-1263.





MIRA BAY CLUB
Invoice Number: 2389447112725
Account Number: 8337 12 028 2389447
Security Code:

Contact Us

Visit us at SpectrumBusiness.net

Or, call us at **855-252-0675**

8633 2390 DY RP 27 11282025 NNNNNNNN 01 001053 0005

Video Closed Captioning Inquiries - Spectrum provided set-top boxes for video consumption support the ability for the user to enable or disable Closed Captions for customers with hearing impairment.

For immediate closed captioning concerns, call **855-70-SPECTRUM** or email closedcaptioningsupport@charter.com.

To report a complaint on an ongoing closed captioning issue, please send your concerns via US Mail to W. Wesselman, Sr. Director, 2 Digital Place, Simpsonville, SC 29681, send a fax to **1-704-697-4935**, call **1-877-276-7432** or email closedcaptioningissues@charter.com.



INVOICE

DEPT: DEPT 2

EMP#/LOCK#	MATERIAL	DESCRIPTION	FREQ	EXCH	QTY	UNIT PRICE	LINE TOTAL	TAX
	X2272	FC4 NEUTRAL FLR CLNR-	01	F	10	3.541	35.41	N
	X2274	FC2 BIO BASE FL CLNR-	01	F	5	4.813	24.07	N
	X2278	SIGNET SK1 DETERGENT-	01	F	7	3.004	21.03	N
	X2279	SK2 SINK SANITIZER-	01	F	7	3.108	21.76	N
	X2280	Z1 HARD SURF SANITZR-	01	F	25	10.386	259.65	N
	X27014	SIG AIR DSP DRK-	01	F	10	0.000	0.00	N
	X27058	SIG SOAP DSP ALU-	01	F	14	0.000	0.00	N
	X27064	SIG SOAP CVR BLUE-	01	F	14	0.000	0.00	N
	X27069	SIG SOAP SVC	01	F	14	7.848	109.87	N
	X45690	B&V AIR CARE COUNTER DISP WHT-	01	F	12	8.844	106.13	N
	X7000	20"MICROFIBER MOP BL-	01	F	10	2.679	26.79	N
	X7500	CLEANING CHEM DISP-	01	F	2	4.103	8.21	N
	X8020	MICRFBR TUBE MOP-	01	F	2	3.023	6.05	N
	X9312	1000 MOISTURE SP SVC	01	F	4	10.495	41.98	N
	X9322	INST HAND SANT SVC	01	F	6	8.470	50.82	N
	X9980	SANIS SOAP DISPENSER WHITE-	01	F	6	0.000	0.00	N
		DEPT 2 SUBTOTAL					711.77	
		SERVICE CHARGE					16.92	N
		SUBTOTAL					1220.33	
		TAX					0.00	
		TOTAL USD					1220.33	

Signature :

Cust. Name: HARBOR BAY CDD
 sabrina wood 12:37 PM 10/09/25
 Sold To# 0013475047 SO# 4246084115
 Invoice Total Payment on Account
 \$1,220.33 \$0.00





REMIT PAYMENT TO:
 CINTAS CORP
 P.O. BOX 630910
 CINCINNATI, OH 45263-0910

INVOICE # 4251304800
 INVOICE DATE 11/26/2025

INVOICE

DEPT: DEPT 2

EMP#/LOCK#	MATERIAL	DESCRIPTION	FREQ	EXCH	QTY	UNIT PRICE	LINE TOTAL	TAX
	X2272	FC1 NEUTRAL FLR CLNR-	01	F	10	3.541	35.41	N
	X2274	FC2 BID BASE FL CLNR-	01	F	5	4.813	24.07	N
	X2275	GL1 GLASS&SURF CLNR-	04	F	2	6.832	13.66	N
	X2276	RR1 DISINFCT/ RR CLNR-	04	F	2	9.709	19.42	N
	X2278	SIGREY SK1 DETERGENT-	01	F	7	3.004	21.03	N
	X2279	SK2 SINK SANITIZER-	01	F	7	3.108	21.76	N
	X2280	Z1 HARD SURF SANITZR-	01	F	25	10.386	259.65	N
	X2281	DE1 HD FOAM DEGRSR-	04	F	1	5.178	5.18	N
	X27014	SIG AIR DSP DRX-	01	F	10	0.000	0.00	N
	X27058	SIG SOAP DSP ALU-	01	F	14	0.000	0.00	N
	X27064	SIG SOAP CLR BLUE-	01	F	14	0.000	0.00	N
	X27069	SIG SOAP SVC	01	F	14	7.848	109.87	N
	X27070	SIG SOAP RFL FOAM-	04	F	14	0.000	0.00	N
	X45690	B&W AIR CARE COUNTER DISP WHT-	01	F	12	8.844	106.13	N
	X7000	20"MICROFIBER WOP BL-	01	F	10	2.679	26.79	N
	X7500	CLEANING CHEM DISP-	01	F	2	4.103	8.21	N
	X8020	MICROFIBR TUBE WOP-	01	F	2	3.023	6.05	N
	X9312	1000 MOISTURE SP SVC	01	F	4	10.495	41.98	N
	X9313	1000 MOISTURE SOAP REFILL-	04	F	4	0.000	0.00	N
	X9322	INST HAND SANT SVC	01	F	6	8.470	50.82	N
	X9323	INST HAND SANT GEL RFL-	04	F	6	0.000	0.00	N
	X9980	SANIS SOAP DISPENSER WHITE-	01	F	6	0.000	0.00	N
	X9980	SANIS SOAP DISPENSER WHITE-	04	F	4	0.000	0.00	N
		DEPT 2 SUBTOTAL					750.03	
		SERVICE CHARGE					16.92	N
		SUBTOTAL					1258.59	
		TAX					(0.00)	
		TOTAL USD					1258.59	

COG-4519

1258.59

TOTAL ADJUST. _____
 TAX ADJUST. _____
 NET TOTAL _____

CUSTOMER TOTAL CURRENT: 4287.83 PAST DUE: 3766.09 30 DAYS: 0.00 60 DAYS: 0.00 90+ DAYS: 0.00

FOR ALL NON-PAYMENT RELATED CORRESPONDENCE : CINTAS CORPORATION #0074 / 7101 PARK EAST BLVD. / TAMPA, FL 33610



REMIT PAYMENT TO:
 CINTAS CORP
 P. O. BOX 630910
 CINCINNATI, OH 45263-0910

INVOICE # 4252072440
 INVOICE DATE 12/04/2025

INVOICE

DEPT: DEPT 2

EMP#/LOCK#	MATERIAL	DESCRIPTION	FREQ	EXCH	QTY	UNIT PRICE	LINE TOTAL	TAX
X2272		FC4 NEUTRAL FLR CLR-	01	F	10	8.541	85.41	N
X2274		FC2 BID BASE FL CLR-	01	F	5	4.813	24.07	N
X2270		SIGMET SKI DETERGENT-	01	F	7	3.004	21.03	N
X2279		SK2 SINK SANITIZER-	01	F	7	3.108	21.76	N
X2280		Z1 HARD SURF SANITZ-	01	F	25	10.886	259.65	N
X27014		SIG AIR DSP DRK-	01	F	10	0.000	0.00	N
X27050		SIG SOAP DSP ALU-	01	F	14	0.000	0.00	N
X27064		SIG SOAP GVN BLUE-	01	F	14	0.000	0.00	N
X27069		SIG SOAP SVC	01	F	14	7.848	109.87	N
X45690		D&V AIR CARE COUNTER DISP WHT-	01	F	12	8.844	106.13	N
X7000		20"MICROFIBER MOP BL-	01	F	10	2.679	26.79	N
X7500		CLEANING CHEM DISP-	01	F	2	4.103	8.21	N
X8020		MICROFIBER TUBE MOP-	01	F	2	3.023	6.05	N
X9312		1000 MOISTURE SP SVC	01	F	4	10.495	41.98	N
X9322		INST HAND SANT SVC	01	F	6	8.470	50.82	N
X9980		SANIS SOAP DISPENSER WHITE-	01	F	6	0.000	0.00	N
DEPT 2 SUBTOTAL							711.77	
SERVICE CHARGE								16.92 N
SUBTOTAL								1220.33
TAX								(0.00)
TOTAL USD								1220.33

COG-4519

TOTAL ADJUST. _____
 TAX ADJUST. _____
 NET TOTAL _____

CUSTOMER TOTAL CURRENT: 4326.09 PAST DUE: 1220.33 30 DAYS: 0.00 60 DAYS: 0.00 90+ DAYS: 0.00

FOR ALL NON-PAYMENT RELATED CORRESPONDENCE : CINTAS CORPORATION #0074 / 7101 PARK EAST BLVD. / TAMPA, FL 33610

INVOICE



Service Address

107 Manns Harbor Dr
Apollo Beach, FL
33572

Bill To

Harbor Bay
Community
Development District
3434 Colwell Avenue,
Suite 200, c/o Rizzetta
& Company (attn:
Lynn Hayes)
Tampa, FL 33614
(813) 649-1500
(813) 994-1001

Date- 12-04-25

GL Code- 539004829

Approved by- [Signature]

CORE Pressure & Sealing

5233 Admiral Pointe Dr
Apollo Beach, FL 33572
Phone: (813) 586-4636
Email: corepressureclean@gmail.com
Web: www.corepressuresealing.com

Payment terms 30 Days
Invoice # 325
Date 12/01/2025
Business / Tax # 86-3121827

Description

Rate

Pressure wash project yearly contract \$2,200.00
- areas conveyed by CDD (Community Development District)



Scan to Pay Online

Subtotal \$2,200.00

Total \$2,200.00

Notes:

10% increase every yearly renewal



2703 AIRPORT ROAD
 PLANT CITY, FL 33563
 813-759-6060

Harbor Bay Comm Dev Dist.
 3434 Colwell Avenue Suite 200
 TAMPA, FL 33614

IF PAYING BY CREDIT CARD, PLEASE CHECK CORRECT CARD AND FILL OUT BELOW

VISA PLEASE CHECK BOX TO ENROLL IN AUTOMATIC BILL PAYMENT

CARD NUMBER _____ V. CODE _____
 SIGNATURE _____ EXP. DATE _____

DATE: 11/30/2025 PAY THIS AMOUNT: 69.00 ACCOUNT NUMBER: 1230317

AMOUNT PAID \$ _____

Pay By Date: Dec 20

REMIT PAYMENT TO:
 CULLIGAN WATER
 2703 AIRPORT RD
 PLANT CITY, FL 33563-1129

Balance Forward Statement
 RETURN THIS TOP PORTION WITH YOUR PAYMENT

Page: 1

InvDate	InvNum	Location	Billed	Tax	Balance
			Previous Balance: 10/31/2025		207.00
Location 1230317					
MIRABAY CLUB					
107 MANN'S HARBOR DRIVE					
11/04/2025	4945112	1230317	PO#	@	0.00
11/19/2025	PAYMENT	1230317	PO#	@	-207.00
11/30/2025	5054181	1230317	PO#		69.00
2834	Culligan WS 12000 ICE		1.000 @	69.00	69.00 0.00

Date- 12-04-25
 GL Code- 5720046417
 Approved by- [Signature]

Total Due by the 20th: 69.00

ACCOUNT IS CURRENT

Current	69.00	30day	0.00	60day	0.00	90day	0.00	Balance	69.00
---------	-------	-------	------	-------	------	-------	------	---------	-------

Pay your bill online using our secure payment page at mastfamily.app

Harbor Bay CDD BOS Meeting
Meeting Date: November 20, 2025

SUPERVISOR PAY REQUEST

Name of Board Supervisor	Check if Paid
Daniel Leventry	✓
Michael Rodriguez	✓
Dean Walters	✓
Tim Nargi	✓
Steve Finley	✓

(*) Does not get paid

NOTE: Supervisors are only paid if checked present.

EXTENDED MEETING TIMECARD

Meeting Start Time:	6:00 pm
Meeting End Time:	9:16 pm
Total Meeting Time:	3 hours + 16 minutes
Time Over (3) Hours:	16 minutes
Total at \$200 per Hour:	\$100.00 (.50 over-time)

ADDITIONAL OR CONTINUED MEETING TIMECARD

Meeting Date:	
Additional or Continued Meeting?	
Total Meeting Time:	
Total at \$200 per Hour:	\$0.00
Business Mileage Round Trip	
IRS Rate per Mile	\$0.700
Mileage to Charge	\$0.00

DM Signature: _____



DIRECTV
FOR BUSINESS

ACCOUNT NUMBER

DATE DUE
12/25/25

AMOUNT DUE
\$601.75

INVOICE NUMBER
057414714X251211

To contact us call 1-888-388-4249

Summary

Statement Date: 12/11/25
Page 1 of 1 for:
HARBOR BAY CDD
For Service at:
KYLE DARIN
107 MANNS HARBOR DR
APOLLO BEACH, FL 33572-3340

Previous Balance	601.75
Payments	-601.75
Current Charges & Fees	554.98
Adjustments & Credits	-15.00
Taxes	61.77
Amount Due	\$601.75



Call to order
1.855.325.1061

Activity

Start	End	Description	Amount
11/25		Previous Balance	601.75
		EFT Payment - Thank You	-601.75
Current Charges for Service Period 12/10/25 - 01/09/26			
12/10	01/09	Music Choice Premium Monthly	49.99
12/10	01/09	Xtra Pack 2of3 Monthly	26.00
12/10	01/09	Xtra Pack 1of3 Monthly	115.99
12/10	01/09	Xtra Pack TV Access Fee 4	60.00
12/10	01/09	Xtra Pack 3of3 Monthly	43.00
12/16	01/15	NFL SUNDAY TICKET 2025 5-Pay	240.00
Fees			
12/11		Regional Sports Fee	20.00
Adjustments & Credits			
12/10	01/09	Music Choice Premium Save \$15 Off TV Access Fee	-15.00 Credit
Communications Service Tax			61.77
AMOUNT DUE			\$601.75

Privacy Policy Update

We've updated our Privacy Policy. Please review it online at: directv.com/privacy/video-privacy-policy. To opt out of this electronic privacy notice and to receive a paper copy of our Privacy Policy, please call 888.388.4249.

Switch & save \$50

Call 833-540-1470 and change your auto bill payment to your checking account to get a \$50 bill credit.

PLEASE FOLD ALONG PERFORATION, DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

DIRECTV
FOR BUSINESS

INVOICE NUMBER
057414714X251211

DATE DUE
12/25/25

ACCOUNT NUMBER

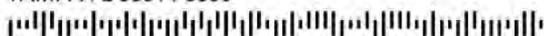
AMOUNT DUE
\$601.75

PAYMENT ENCLOSED

Note my change of address on reverse side.
DO NOT WRITE OTHER COMMENTS ON THIS FORM

CONFIRMATION of Auto Bill Pay Enrollment by ELECTRONIC FUNDS TRANSFER. Payment will occur on or about 12/25/25.

----- manifest line -----
HARBOR BAY CDD
C/O RIZZETTA & COMPANY
3434 COLWELL AVE STE 200
TAMPA FL 33614-8390



000000000000000000057414714 6 0028 00060175 00060175 4

006379 1/1



Ways to pay

Online: directv.com/BusinessSupport

Phone: 1.888.388.4249

Mail: Make check payable to DIRECTV and mail it to:
DIRECTV, LLC.
Commercial Account Payments
P.O. Box 5006
Carol Stream, IL 60197-5006

How to contact us

Phone: 1.888.388.4249

Email: CommercialCustSat@mydirectv.com

Mail: DIRECTV, LLC.
ATTN: Commercial Accounts,
2260 E. Imperial Highway, El Segundo, CA 90245

Please do not write comments on your bill or enclose correspondence with your payment. Our electronic payment processing system does not read comments enclosed with your payment.

Online support

- Find answers to common questions
- Get helpful resources and solutions
- Message us
- Sign in to the online self-service portal



Make a payment



Manage Auto Bill Pay enrollment and payments



Update your billing address and contact info



View current and past DIRECTV bills

Scan the QR code or
visit directv.com/BusinessSupport



Auto Bill Pay

By signing up for Auto Bill Pay, your DIRECTV bill will be automatically deducted from your checking account, credit card or debit card every month. To enroll, sign in to your DIRECTV account online or call us at the number listed above.

Billing or service address changes

To update your billing address, sign in to your DIRECTV account online or call 1.888.388.4249. Call us to update your service address.

Customer agreement

The Commercial Customer Agreement (satellite delivery) describes the terms and conditions upon which you accept our service and upon which we provide our service. Please consult the Commercial Customer Agreement (satellite delivery) for complete information about billing and payment on your account. The Commercial Customer Agreement (satellite delivery) is available at directv.com/legal/directv-commercial-customer-agreement-satellite

DIRECTV closed-captioning issues only

For closed-captioning issues only, you may contact us immediately at ClosedCaptioning@directv.com or 1.800.347.3288, or in writing at DIRECTV Closed Captioning, ATTN: Mr. Peterson, Assoc. Dir., 2260 E. Imperial Hwy, El Segundo, CA 90245. Please do not send payments or any other correspondence to this address.

Late payment fee

A late payment fee of up to \$12.00 will be assessed if payment is not received on or before the due date.

Moving

Take DIRECTV with you to your new business location. Call us, and we'll help you stay connected to your DIRECTV entertainment when you move.

National Accounts

If you're a multi-unit operator or business with 25+ locations and would like to enroll or you are already enrolled in the DIRECTV national accounts program, call 1.800.496.4915 or email nationalaccounts@mydirectv.com.

Questions about your bill

Undisputed portions of the statement must be paid by the due date to avoid a late fee and possible reduction or deactivation of your service. If you have a question about your bill, please call or write within 60 days of receiving it to avoid administrative late fees and possible disconnection of your service. We will not report your account as delinquent or take any action to collect the disputed amount while your dispute is under investigation. We will make every effort to resolve claims informally. Any claims not so resolved may be resolved only through binding arbitration, as provided in the Commercial Customer Agreement (satellite delivery). When you provide a check as payment, you authorize us either to use the information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. We may issue a draft against your account for the amount of the check if we cannot collect the funds at first presentment.

Returned payment fee

If your bank or other financial institution refuses to honor the payment, draft, order, item or instrument you submit to pay this bill, including electronic debits to debit cards and bank accounts, you may be assessed a returned payment fee of the lesser of \$30.00 or the maximum amount permitted by applicable law, which may be in addition to fees imposed by your bank or financial institution.

Taxes & fees

Customers pay all state and local taxes or other government fees and applicable charges, including any such taxes or fees assessed against discounted fees or service credits.

Programming, pricing, terms and conditions subject to change at any time. DIRECTV services not provided outside the U.S. ©2025 DIRECTV. DIRECTV and all other DIRECTV marks contained herein are trademarks of DIRECTV, LLC. All other marks are the property of their respective owners.

Thank you for choosing DIRECTV.

DIRECTV
FOR BUSINESS



Envera

8281 Blaikie Court
Sarasota, FL 34240
(941) 556-7066

Invoice	
Invoice Number 760306	Date 09/22/2025
Customer Number 300233	Due Date 11/01/2025

Page: 1

Customer Name	Customer Number	PO Number	Invoice Date	Due Date
Harbor Bay CDD	300233		09/22/2025	11/01/2025

Quantity	Description	Months	Rate	Amount
1.00	Harbor Bay CDD - Mirabay, Admiral Pointe, Bay Breeze, Apollo Beach, FL Add Res as of 8/31/25 09/01/2025 - 10/31/2025	2.00	\$46.35	\$92.70
			Subtotal:	\$92.70
	Tax			\$0.00
	Payments/Credits Applied			\$0.00
			Invoice Balance Due:	\$92.70

RECEIVED
09/23/25

MyEnvera Count as of 8/31/25. 5 additional homes @ \$9.27 each

Date	Invoice #	Description	Amount	Balance Due
9/22/2025	760306	Monitoring Services	\$92.70	\$92.70

Envera

8281 Blaikie Court
Sarasota, FL 34240
(941) 556-7066

Invoice	
Invoice Number 760306	Date 09/22/2025
Customer Number 300233	Due Date 11/01/2025

Net Due: \$92.70

Amount Enclosed: _____

Harbor Bay CDD
C/O Rizzetta & Company
3434 Colwell Avenue Suite 200
Tampa, FL 33614

REMIT TO: Envera
PO Box 2086
Hicksville, NY 11802

Envera

8281 Blaikie Court
Sarasota, FL 34240
(941) 556-7066

Invoice	
Invoice Number 762467	Date 11/14/2025
Customer Number 300233	Due Date 01/01/2026

Page: 1

Customer Name	Customer Number	PO Number	Invoice Date	Due Date
Harbor Bay CDD	300233		11/14/2025	01/01/2026

Quantity	Description	Months	Rate	Amount
1.00	Harbor Bay CDD - Mirabay, Admiral Pointe, Bay Breeze, Apollo Beach, FL Add Res as of 10/31/25 11/01/2025 - 12/31/2025	2.00	\$18.54	\$37.08
			Subtotal:	\$37.08
	Tax			\$0.00
	Payments/Credits Applied			\$0.00
			Invoice Balance Due:	\$37.08

MyEnvera Count as of 10/31/25. 2 additional homes @ \$9.27 each

Date	Invoice #	Description	Amount	Balance Due
11/14/2025	762467	Monitoring Services	\$37.08	\$37.08

Envera

8281 Blaikie Court
Sarasota, FL 34240
(941) 556-7066

Invoice	
Invoice Number 762467	Date 11/14/2025
Customer Number 300233	Due Date 01/01/2026

Net Due: \$37.08

Amount Enclosed: _____

Harbor Bay CDD
C/O Rizzetta & Company
3434 Colwell Avenue Suite 200
Tampa, FL 33614

REMIT TO:

Envera
PO Box 2086
Hicksville, NY 11802

Envera

8281 Blaikie Court
Sarasota, FL 34240
(941) 556-7066

Invoice	
Invoice Number 762737	Date 12/01/2025
Customer Number 300233	Due Date 01/01/2026

Page: 1

Customer Name	Customer Number	PO Number	Invoice Date	Due Date
Harbor Bay CDD	300233		12/01/2025	01/01/2026

Quantity	Description	Months	Rate	Amount
<i>3053 - Gate Access - Harbor Bay CDD - Mirabay, Admiral Pointe, Bay Breeze, Apollo Beach, FL</i>				
1.00	ISP Pass Thru 01/01/2026 - 01/31/2026	1.00	\$104.28	\$104.28
1.00	Envera Kiosk System 01/01/2026 - 01/31/2026	1.00	\$1,699.50	\$1,699.50
1.00	Data Management 01/01/2026 - 01/31/2026	1.00	\$257.50	\$257.50
1.00	Bluetooth License 01/01/2026 - 01/31/2026	1.00	\$99.84	\$99.84
1.00	Passive License Plate Cam 01/01/2026 - 01/31/2026	1.00	\$103.00	\$103.00
1.00	Passive Standard Camera 01/01/2026 - 01/31/2026	1.00	\$128.75	\$128.75
1.00	Burglar Alarm Monitoring 01/01/2026 - 01/31/2026	1.00	\$20.60	\$20.60
1.00	Active Video Monitoring 01/01/2026 - 01/31/2026	1.00	\$927.00	\$927.00
1.00	Active Video Monitoring 01/01/2026 - 01/31/2026	1.00	\$144.20	\$144.20

Date	Invoice #	Description	Amount	Balance Due
12/1/2025	762737	Monitoring Services	\$18249.97	\$18249.97

Envera

8281 Blaikie Court
Sarasota, FL 34240
(941) 556-7066

Invoice	
Invoice Number 762737	Date 12/01/2025
Customer Number 300233	Due Date 01/01/2026

Net Due: \$18,249.97

Amount Enclosed: _____

Harbor Bay CDD
C/O Rizzetta & Company
3434 Colwell Avenue Suite 200
Tampa, FL 33614

REMIT TO:

Envera
PO Box 2086
Hicksville, NY 11802

Envera

8281 Blaikie Court
Sarasota, FL 34240
(941) 556-7066

Invoice	
Invoice Number 762737	Date 12/01/2025
Customer Number 300233	Due Date 01/01/2026

Page: 2

Customer Name	Customer Number	PO Number	Invoice Date	Due Date
Harbor Bay CDD	300233		12/01/2025	01/01/2026

Quantity	Description	Months	Rate	Amount
1.00	Service & Maintenance 01/01/2026 - 01/31/2026	1.00	\$1,708.22	\$1,708.22
1.00	Service & Maintenance 01/01/2026 - 01/31/2026	1.00	\$51.27	\$51.27
1.00	Virtual Gate Guard Monitoring 01/01/2026 - 01/31/2026	1.00	\$13,005.81	\$13,005.81
			Subtotal:	\$18249.97
			Tax	\$0.00
			Payments/Credits Applied	\$0.00
			Invoice Balance Due:	\$18249.97

Date	Invoice #	Description	Amount	Balance Due
12/1/2025	762737	Monitoring Services	\$18249.97	\$18249.97

Envera

8281 Blaikie Court
Sarasota, FL 34240
(941) 556-7066

Invoice	
Invoice Number 762737	Date 12/01/2025
Customer Number 300233	Due Date 01/01/2026

Net Due: \$18,249.97

Amount Enclosed: _____

Harbor Bay CDD
C/O Rizzetta & Company
3434 Colwell Avenue Suite 200
Tampa, FL 33614

REMIT TO:

Envera
PO Box 2086
Hicksville, NY 11802



HARBOR BAY CDD GASLIGHTS
0 MIRABAY BLVD
APOLLO BEACH FL 33572-0000

Bill Date: 12/01/25
Plan: Florida Index Zone 3

Pay Online: GasSouth.com/pay

Message Center

Invoice Number: 150024015241

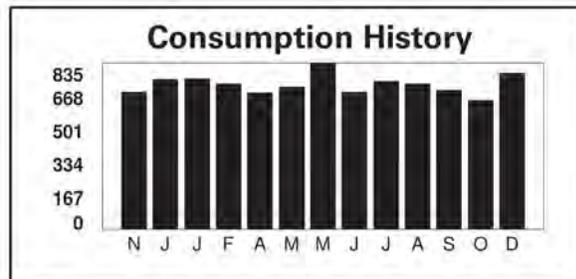
Your auto-pay will draft on the due date and be charged to your bank account.

Local Distributor: Peoples Gas System Emergencies or Leaks: 877.832.6747 Gas South Customer Care: 866.426.2491 | BizRelations@GasSouth.com

Gas South Account Number	Balance Forward	New Charges	New Charges Due Date	Total Amount Due
1507180292	\$0.00	\$469.01	Dec 21, 2025	\$469.01

S Explanation of Charges

Previous Balance	\$357.12
Payment	\$357.12 CR
Balance Forward	\$0.00
Gas Charges	\$355.45
Transportation ---- (@ \$0.07589) ----	\$59.60
Fuel Charge ---- (@ 2.45%) ----	\$8.71
Pipeline Charge (@ \$0.00831 Per Therm)	\$6.53
Customer Service Fee	\$5.00
Pool Fee	\$1.00
FL State Tax	\$26.18
Sales Taxes	\$6.54
Municipal Public Service Tax	\$0.00
Total New Charges	\$469.01
Total Amount Due	\$469.01



Copyright © 2025 Gas South

Please return this portion with a check or money order made payable to Gas South. Please do not send cash.
 If address has changed, please check here and complete the information on the back of the remittance slip.



----- manifest line -----

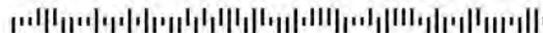


HARBOR BAY CDD GASLIGHTS
4530 EAGLE FALLS PL
TAMPA FL 33619

Account Number: 1507180292
Total Amount Due \$469.01

Amount Enclosed
\$469.01 will be automatically deducted from your bank account.

GAS SOUTH
PO BOX 530552
ATLANTA GA 30353-0552



0 20251221 2 15071802928 0 0000000000000 0 0000000046901 1 3

004469 1/2

NO INKETS



Paying Your Bill

AutoPay

Visit GasSouth.com/pay to set up automatic payment so you can pay your bill every month on the due date with NO transaction fees!

Payments Accepted: Checking Account

Pay Online

Visit GasSouth.com/pay to make a one-time payment.

Payments Accepted: Checking Account, Credit/Debit/ATM Card

Pay By Mail

Gas South
PO Box 530552
Atlanta, GA 30353

Payments Accepted: Check/Money Order

Please include remittance slip and allow 5-7 business days for payment to process.

Pay By ACH

Gas South's bank routing number is 021052053 and bank account number is 81751527. If you have questions regarding ACH, please contact AFT@GasSouth.com

Pay By Phone

Call 877-596-5072 to pay your bill by phone.

Payments Accepted: Checking Account, Credit/Debit/ATM Card

Understanding Your Bill

Gas Charges: Cost of gas used during the billing period that is calculated by multiplying your therms used by your rate per therm.

Therms Used: Measurement of gas you used.

Rate Per Therm: Price you pay for each therm used.

Thermal Factor: Used to obtain a measurement of energy in therms.

CCFs Used: Measurement of gas used in hundreds of cubic feet.

Customer Service Fee: Fee for maintaining your account that includes the cost of generating and mailing your bill, customer service and other account maintenance functions.

Rate Plan: Indicates whether you are on a fixed, nymex or index contract.

Transport Fuel Charges: Transportation-related fuel charge.

Transportation: Charge to cover the cost of capacity needed to transport your gas.

Municipal Tax: Tax required by the local municipal in your area.

Additional Information

Delinquent Bills and Late Fees: Balances paid after the due date incur a late penalty of \$10 or 1.5%, whichever is greater. Customers may face further action, such as disconnection of their gas service and negative impact to their credit, if insufficient payment is made.

Fixed Rate Plan: Fixed rate customers changing or canceling their contract prior to the contract end date will be charged an early contract cancellation fee. Customers who do not renew their contract at the end of their term will default to a monthly commercial variable rate.

Questions? Concerns? Contact Gas South at 866-426-2491, BizRelations@GasSouth.com, or PO Box 723728, Atlanta GA 31139-99419.

Copyright © 2024 Gas South

Mailing Address Change

This is a scannable document. To help us make the correct changes to your account, please print clearly and stay within the boxes.

MR. MS.

Name:

Address:

City: State: ZIP:

Primary Phone: - -

Phone Type: Mobile Landline
(choose one)

Email:



Message Center (cont.)



HARBOR BAY CDD GASLIGHTS
0 MIRABAY BLVD
APOLLO BEACH FL 33572-0000

Bill Date: 12/01/25
Plan: Florida Index Zone 3

Pay Online: GasSouth.com/pay

Local Distributor: Peoples Gas System Emergencies or Leaks: 877.832.6747 Gas South Customer Care: 866.426.2491 | BizRelations@GasSouth.com

 **How We Calculated Your Gas Charges** (LDC Number:211009425268)

Meter Start	Meter End	Days of Service	Therms Used		Rate per Therm		Gas Charges
10/23/2025	10/31/2025	9	214.17	X	0.4090	=	87.59
11/01/2025	11/24/2025	24	571.13	X	0.4690	=	267.86
10/23/2025	11/24/2025	33	785.30		Total	=	355.45

00469 2/2





GoTo Communications, Inc.

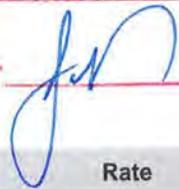
INVOICE

Invoice Date 11/01/2025
 Invoice # IN7104351906
 PO #
 Customer ID CN-520144-2005
 Terms **AutoPay Scheduled**
 Due Date 11/16/2025
 Currency US Dollar

Your automatic payment is scheduled to be processed around the 10th of the month

Date- 11-07-25

GL Code- 572004103

Approved by- 

Bill To

HARBOR BAY CDD
 3434 COLWELL AVE.
 SUITE 200
 TAMPA FL 33614
 UNITED STATES

INVOICE Total:\$238.21

Amount Due:\$238.21

Billing Group	Description	Quantity	Rate	Amount
Primary	GoToConnect - Monthly Service Charge 11/01/2025 - 11/30/2025	10	17.95	\$179.50
Primary	Conference Device - Monthly Service Charge 11/01/2025 - 11/30/2025	1	17.95	\$17.95
Primary	Standard Phone Numbers (DID) 11/01/2025 - 11/30/2025	5	0.5	\$2.50
Primary	Included minutes in plan 10/01/2025 - 10/31/2025	682.5	0	\$0.00
Primary	SMS Compliance - Monthly Campaign - Low Usage 11/01/2025 - 11/30/2025	1	1.5	\$1.50
Primary	State and Local Regulatory Recovery Fee	1	16.38	\$16.38
Primary	Universal Service Fee (USF)	1	8.6062	\$8.61
Primary	Cost Recovery Fee	1	11.7707	\$11.77

Total \$238.21

Your automatic payment is scheduled to be processed around the 10th of the month

View and Pay your invoices online: <https://admin.goto.com/gtc-billing>
 Billing Support: <https://support.goto.com/connect/billing-user-guide>



INVOICE

GoTo Communications, Inc.

Invoice Date 12/01/2025
 Invoice # IN7104491473
 PO #
 Customer ID CN-520144-2005
 Terms **AutoPay Scheduled**
 Due Date 12/16/2025
 Currency US Dollar

Your automatic payment is scheduled to be processed around the 10th of the month

Date- 12-04-25

GL Code- 572004103

Approved by- [Signature]

Bill To

HARBOR BAY CDD
 3434 COLWELL AVE.
 SUITE 200
 TAMPA FL 33614
 UNITED STATES

INVOICE Total: \$238.21

Amount Due: \$238.21

Billing Group	Description	Quantity	Rate	Amount
Primary	GoToConnect - Monthly Service Charge 12/01/2025 - 12/31/2025	10	17.95	\$179.50
Primary	Conference Device - Monthly Service Charge 12/01/2025 - 12/31/2025	1	17.95	\$17.95
Primary	Standard Phone Numbers (DID) 12/01/2025 - 12/31/2025	5	0.5	\$2.50
Primary	Included minutes in plan 11/01/2025 - 11/30/2025	551.3	0	\$0.00
Primary	SMS Compliance - Monthly Campaign - Low Usage 12/01/2025 - 12/31/2025	1	1.5	\$1.50
Primary	State and Local Regulatory Recovery Fee	1	16.38	\$16.38
Primary	Universal Service Fee (USF)	1	8.6062	\$8.61
Primary	Cost Recovery Fee	1	11.7707	\$11.77

Total \$238.21

Your automatic payment is scheduled to be processed around the 10th of the month

View and Pay your invoices online: <https://admin.goto.com/gtc-billing>
 Billing Support: <https://support.goto.com/connect/billing-user-guide>

Invoice 1165

Hanley Pools LLC
Po Box 6004
Sun City Center, FL 33571 US
8139409875
info@hanleypools.com



BILL TO
Mira Bay
Harbor Bay Community
Development District C/o
Rizzetta & Company
3434 Colwell Avenue, Suite
200
Tampa, Florida 33614

DATE
11/05/2025

PLEASE PAY
\$2,466.00

DUE DATE
11/05/2025

DESCRIPTION	AMOUNT
Full payment due on completion 107 Mann Harbor Dr. Apollo Beach, FL 33572 United States	2,466.00
Replace CM200/04 controller for sand filter	
If paying by debit or credit card there is a 3.5% convenience fee charge, you can call us, pay online or call 813-839-7665 during business hours. Zelle to 813-940-9875	
If paying by check: Make checks payable to: Hanley Pools LLC Mail to Po Box 6004, Sun City Center, 33571	
SUBTOTAL	2,466.00
TAX	0.00
TOTAL	2,466.00
TOTAL DUE	\$2,466.00

Pay invoice

THANK YOU.

Date- 11-25-25
GL Code- 572004833
Approved by- [Signature]

Hanley Pools LLC
Po Box 6004
Sun City Center, FL 33571
8139409875
info@hanleypools.com

Invoice 1203

Date- 12-04-25

GL Code- 538004643

Approved by- JM



BILL TO
Harbor Bay Community
Development District C/o
Rizzetta & Company
Harbor Bay CDD
107 Mann Harbor Dr.
Apollo Beach, FL 33572
United States

DATE 11/25/2025	PLEASE PAY \$1,324.00	DUE DATE 11/25/2025
--------------------	--------------------------	------------------------

DESCRIPTION	AMOUNT
Replace one Horse fountain pump at clubhouse (job will be completed on 11.26.25)	1,324.00
If paying by debit or credit card there is a 3.5% convenience fee charge, you can call us, pay online or call 813-839-7665 during business hours. Zelle to 813-940-9875	
If paying by check: Make checks payable to: Hanley Pools LLC Mail to Po Box 6004, Sun City Center, 33571	
SUBTOTAL	1,324.00
TAX	0.00
TOTAL	1,324.00
TOTAL DUE	\$1,324.00

Pay invoice

THANK YOU.



Hillsborough County Florida

CUSTOMER NAME	ACCOUNT NUMBER	BILL DATE	DUE DATE
HARBOR BAY CDD	0506800000	12/17/2025	01/07/2026

Service Address: 115 MIRABAY BLVD

S-Page 1 of 1

METER NUMBER	PREVIOUS DATE	PREVIOUS READ	PRESENT DATE	PRESENT READ	CONSUMPTION	READ TYPE	METER DESCRIPTION
700664850	11/15/2025	1205894	12/17/2025	1224401	18507 GAL	ACTUAL	WATER

Service Address Charges

Customer Service Charge	\$6.54
Purchase Water Pass-Thru	\$55.89
Water Base Charge	\$96.55
Water Usage Charge	\$20.73
Sewer Base Charge	\$233.99
Sewer Usage Charge	\$130.84

Summary of Account Charges

Previous Balance	\$590.39
Net Payments - Thank You	\$-590.39
Total Account Charges	\$544.54
AMOUNT DUE	\$544.54

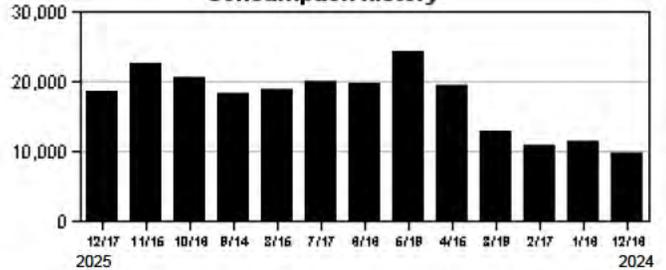
Important Message

This account has ACH payment method

Notice

* DO NOT PAY * YOU ARE ENROLLED IN OUR AUTO PAY PROGRAM. THE TOTAL AMOUNT OF THIS BILL WILL BE DEDUCTED FROM YOUR BANK ACCOUNT 7 DAYS FROM THE BILLING DATE. IF YOU HAVE A DISPUTE, PLEASE CALL (813) 272-6680 PRIOR TO THAT DATE.

Consumption History



Hillsborough County Florida

Make checks payable to: BOCC

ACCOUNT NUMBER: 0506800000



ELECTRONIC PAYMENTS BY CHECK OR

Automated Payment Line: (813) 307-1000
Internet Payments: HCFL.gov/WaterBill
Additional Information: HCFL.gov/Water



THANK YOU!



HARBOR BAY CDD
4530 EAGLE FALLS PLACE
TAMPA FL 33619-9611

361 0

DUE DATE	01/07/2026
Auto Pay Scheduled DO NOT PAY	



0005068000008 00000544544



Hillsborough County Florida

CUSTOMER NAME	ACCOUNT NUMBER	BILL DATE	DUE DATE
HARBOR BAY COMMUNITY DEVELOPMENT DISTRICT	1779718759	11/19/2025	12/10/2025

Service Address: 5248 ADMIRAL POINTE DR

Page 1 of 1

METER NUMBER	PREVIOUS DATE	PREVIOUS READ	PRESENT DATE	PRESENT READ	CONSUMPTION	READ TYPE	METER DESCRIPTION
60886873	10/17/2025	14851	11/17/2025	15032	18100 GAL	ACTUAL	WATER

Service Address Charges

Customer Service Charge	\$6.54
Purchase Water Pass-Thru	\$54.66
Water Base Charge	\$47.39
Water Usage Charge	\$21.55
Sewer Base Charge	\$114.80
Sewer Usage Charge	\$127.97

Summary of Account Charges

Previous Balance	\$337.38
Net Payments - Thank You	\$-337.38
Total Account Charges	\$372.91
AMOUNT DUE	\$372.91

Important Message

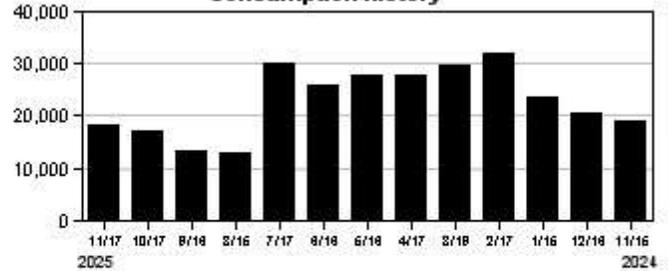
This account has ACH payment method

Important Notice: Upcoming impact fees public hearing scheduled for December 17th at 10:00 AM. This applies only to new buildings and new construction, not existing customers. Details: <https://bit.ly/3JF9HUI>

Notice

* DO NOT PAY * YOU ARE ENROLLED IN OUR AUTO PAY PROGRAM. THE TOTAL AMOUNT OF THIS BILL WILL BE DEDUCTED FROM YOUR BANK ACCOUNT 7 DAYS FROM THE BILLING DATE. IF YOU HAVE A DISPUTE, PLEASE CALL (813) 272-6680 PRIOR TO THAT DATE.

Consumption History



Hillsborough County Florida

Make checks payable to: **BOCC**

ACCOUNT NUMBER: 1779718759



ELECTRONIC PAYMENTS BY CHECK OR

Automated Payment Line: (813) 307-1000
Internet Payments: HCFL.gov/WaterBill
Additional Information: HCFL.gov/Water



THANK YOU!

HARBOR BAY COMMUNITY DEVELOPMENT DISTRICT
4530 EAGLE FALLS PLACE
TAMPA FL 33619-9611

1817 0

DUE DATE	12/10/2025
Auto Pay Scheduled DO NOT PAY	



0017797187592 00000372912



Hillsborough County Florida

S-Page 1 of 2

CUSTOMER NAME	ACCOUNT NUMBER	BILL DATE	DUE DATE
HARBOR BAY CDD	1985020000	12/17/2025	01/07/2026

Summary of Account Charges

Previous Balance	\$783.22
Net Payments - Thank You	\$-783.22
Total Account Charges	\$664.25
AMOUNT DUE	\$664.25

Important Message

This account has ACH payment method

This is your summary of charges. Detailed charges by premise are listed on the following page(s)



Hillsborough County Florida

Make checks payable to: BOCC

ACCOUNT NUMBER: 1985020000



ELECTRONIC PAYMENTS BY CHECK OR

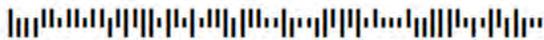
Automated Payment Line: (813) 307-1000

Internet Payments: HCFL.gov/WaterBill

Additional Information: HCFL.gov/Water



THANK YOU!



HARBOR BAY CDD
4530 EAGLE FALLS PLACE
TAMPA FL 33619-9611

1,451 0

DUE DATE	01/07/2026
Auto Pay Scheduled DO NOT PAY	



0019850200007 00000664250



Hillsborough County Florida

CUSTOMER NAME	ACCOUNT NUMBER	BILL DATE	DUE DATE
HARBOR BAY CDD	1985020000	12/17/2025	01/07/2026

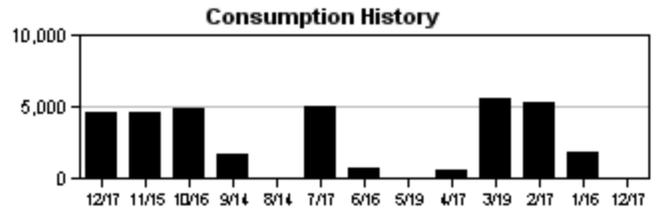
Service Address: 829 A ISLEBAY DR

S-Page 2 of 2

METER NUMBER	PREVIOUS DATE	PREVIOUS READ	PRESENT DATE	PRESENT READ	CONSUMPTION	READ TYPE	METER DESCRIPTION
703608932	11/15/2025	30011	12/17/2025	34572	4561 GAL	ACTUAL	WATER

Service Address Charges

Customer Service Charge	\$6.54
Purchase Water Pass-Thru	\$13.77
Water Base Charge	\$13.58
Water Usage Charge	\$5.11
Total Service Address Charges	\$39.00



Hillsborough County Florida

CUSTOMER NAME	ACCOUNT NUMBER	BILL DATE	DUE DATE
HARBOR BAY CDD	1985020000	12/17/2025	01/07/2026

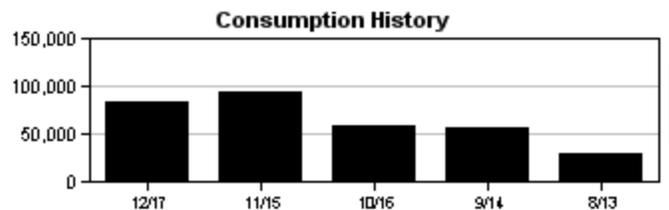
Service Address: 607A PINCKNEY DR - IRRIG

S-Page 2 of 2

METER NUMBER	PREVIOUS DATE	PREVIOUS READ	PRESENT DATE	PRESENT READ	CONSUMPTION	READ TYPE	METER DESCRIPTION
705977010	11/15/2025	237456	12/17/2025	321123	83667 GAL	ACTUAL	WATER

Service Address Charges

Customer Service Charge	\$6.54
Purchase Water Pass-Thru	\$252.67
Water Base Charge	\$36.67
Water Usage Charge	\$329.37
Total Service Address Charges	\$625.25





Hillsborough County Florida

CUSTOMER NAME	ACCOUNT NUMBER	BILL DATE	DUE DATE
HARBOR BAY CDD	3432900000	11/19/2025	12/10/2025

Service Address: 5332 LOON NEST CT I

Page 1 of 1

METER NUMBER	PREVIOUS DATE	PREVIOUS READ	PRESENT DATE	PRESENT READ	CONSUMPTION	READ TYPE	METER DESCRIPTION
41624511	10/17/2025	7416	11/17/2025	7465	4900 GAL	ACTUAL	WATER

Service Address Charges

Customer Service Charge	\$6.54
Purchase Water Pass-Thru	\$14.80
Water Base Charge	\$13.58
Water Usage Charge	\$5.49

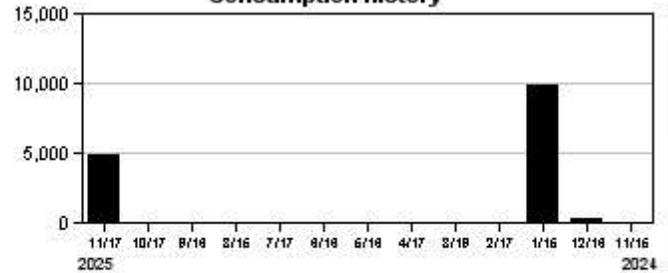
Summary of Account Charges

Previous Balance	\$38.03
Net Payments - Thank You	\$-38.03
Total Account Charges	\$40.41
AMOUNT DUE	\$40.41

Important Message

Important Notice: Upcoming impact fees public hearing scheduled for December 17th at 10:00 AM. This applies only to new buildings and new construction, not existing customers. Details: <https://bit.ly/3JF9HUI>

Consumption History



Hillsborough County Florida

Make checks payable to: **BOCC**

ACCOUNT NUMBER: 3432900000

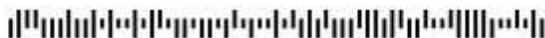


ELECTRONIC PAYMENTS BY CHECK OR

Automated Payment Line: (813) 307-1000
Internet Payments: HCFL.gov/WaterBill
Additional Information: HCFL.gov/Water



THANK YOU!



HARBOR BAY CDD
4530 EAGLE FALLS PLACE
TAMPA FL 33619-9611

3.396 8

DUE DATE	12/10/2025
AMOUNT DUE	\$40.41
AMOUNT PAID	



0034329000003 00000040410



Hillsborough County Florida

CUSTOMER NAME	ACCOUNT NUMBER	BILL DATE	DUE DATE
HARBOR BAY CDD	3985020000	12/17/2025	01/07/2026

Service Address: 5701 SEA TROUT PL I

S-Page 1 of 1

METER NUMBER	PREVIOUS DATE	PREVIOUS READ	PRESENT DATE	PRESENT READ	CONSUMPTION	READ TYPE	METER DESCRIPTION
705833512	11/15/2025	11334	12/17/2025	26903	15569 GAL	ACTUAL	WATER

Service Address Charges

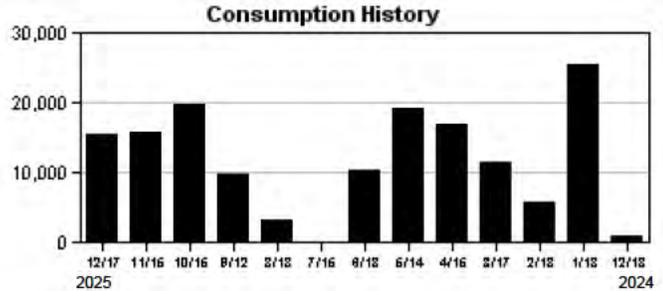
Customer Service Charge	\$6.54
Purchase Water Pass-Thru	\$47.02
Water Base Charge	\$32.18
Water Usage Charge	\$24.76

Summary of Account Charges

Previous Balance	\$110.75
Net Payments - Thank You	-\$110.75
Total Account Charges	\$110.50
AMOUNT DUE	\$110.50

Important Message

This account has ACH payment method



Hillsborough County Florida

Make checks payable to: BOCC

ACCOUNT NUMBER: 3985020000

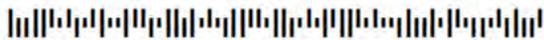


ELECTRONIC PAYMENTS BY CHECK OR

Automated Payment Line: (813) 307-1000
 Internet Payments: HCFL.gov/WaterBill
 Additional Information: HCFL.gov/Water



THANK YOU!



HARBOR BAY CDD
 4530 EAGLE FALLS PLACE
 TAMPA FL 33619-9611

382 8

DUE DATE	01/07/2026
AMOUNT DUE	\$110.50
AMOUNT PAID	



0039850200005 00000110502



Hillsborough County Florida

CUSTOMER NAME HARBOR BAY CDD	ACCOUNT NUMBER 4106020000	BILL DATE 12/17/2025	DUE DATE 01/07/2026
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Service Address: 5401 TYBEE ISLAND DR I

S-Page 1 of 1

METER NUMBER	PREVIOUS DATE	PREVIOUS READ	PRESENT DATE	PRESENT READ	CONSUMPTION	READ TYPE	METER DESCRIPTION
703387130	11/15/2025	93405	12/17/2025	96081	2676 GAL	ACTUAL	WATER

Service Address Charges

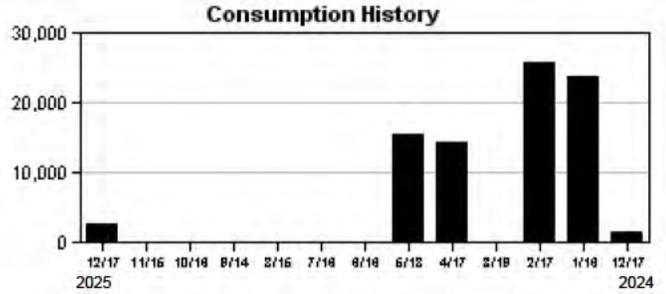
Customer Service Charge	\$6.54
Purchase Water Pass-Thru	\$8.08
Water Base Charge	\$13.58
Water Usage Charge	\$3.00

Summary of Account Charges

Previous Balance	\$20.12
Net Payments - Thank You	\$-20.12
Total Account Charges	\$31.20
AMOUNT DUE	\$31.20

Important Message

This account has ACH payment method



Hillsborough County Florida

Make checks payable to: BOCC

ACCOUNT NUMBER: 4106020000



ELECTRONIC PAYMENTS BY CHECK OR

Automated Payment Line: (813) 307-1000
 Internet Payments: HCFL.gov/WaterBill
 Additional Information: HCFL.gov/Water

THANK YOU!



HARBOR BAY CDD
4530 EAGLE FALLS PLACE
TAMPA FL 33619-9611

473 8

DUE DATE	01/07/2026
AMOUNT DUE	\$31.20
AMOUNT PAID	



0041060200007 00000031203



Hillsborough County Florida

CUSTOMER NAME	ACCOUNT NUMBER	BILL DATE	DUE DATE
HARBOR BAY CDD	4432900000	11/19/2025	12/10/2025

Service Address: 751 MANN'S HARBOR DR I

Page 1 of 1

METER NUMBER	PREVIOUS DATE	PREVIOUS READ	PRESENT DATE	PRESENT READ	CONSUMPTION	READ TYPE	METER DESCRIPTION
703608940	10/20/2025	584102	11/19/2025	598623	14521 GAL	ACTUAL	WATER

Service Address Charges

Customer Service Charge	\$6.54
Purchase Water Pass-Thru	\$43.85
Water Base Charge	\$19.01
Water Usage Charge	\$31.08

Summary of Account Charges

Previous Balance	\$127.52
Net Payments - Thank You	\$-127.52
Total Account Charges	\$100.48
AMOUNT DUE	\$100.48

Important Message

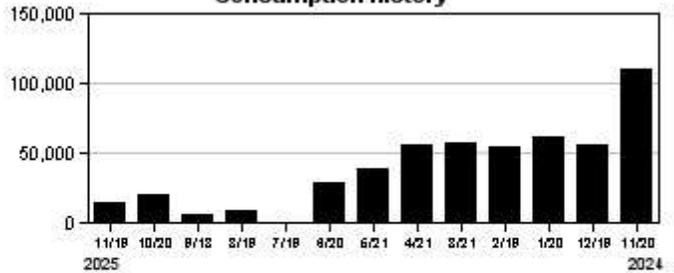
This account has ACH payment method

Important Notice: Upcoming impact fees public hearing scheduled for December 17th at 10:00 AM. This applies only to new buildings and new construction, not existing customers. Details: <https://bit.ly/3JF9HUI>

Notice

* DO NOT PAY * YOU ARE ENROLLED IN OUR AUTO PAY PROGRAM. THE TOTAL AMOUNT OF THIS BILL WILL BE DEDUCTED FROM YOUR BANK ACCOUNT 7 DAYS FROM THE BILLING DATE. IF YOU HAVE A DISPUTE, PLEASE CALL (813) 272-6680 PRIOR TO THAT DATE.

Consumption History



Hillsborough County Florida

Make checks payable to: **BOCC**

ACCOUNT NUMBER: 4432900000

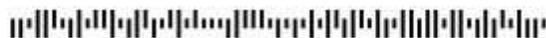


ELECTRONIC PAYMENTS BY CHECK OR

Automated Payment Line: (813) 307-1000
Internet Payments: HCFL.gov/WaterBill
Additional Information: HCFL.gov/Water



THANK YOU!



HARBOR BAY CDD
4530 EAGLE FALLS PLACE
TAMPA FL 33619-9611

4,390.0

DUE DATE	12/10/2025
Auto Pay Scheduled DO NOT PAY	



0044329000002 00000100487



Hillsborough County Florida

CUSTOMER NAME HARBOR BAY CDD	ACCOUNT NUMBER 4542900000	BILL DATE 12/17/2025	DUE DATE 01/07/2026
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Service Address: 5405 MERRITT ISLAND DR

S-Page 1 of 1

METER NUMBER	PREVIOUS DATE	PREVIOUS READ	PRESENT DATE	PRESENT READ	CONSUMPTION	READ TYPE	METER DESCRIPTION
703396362	11/15/2025	151726	12/17/2025	151728	2 GAL	ACTUAL	WATER

Service Address Charges

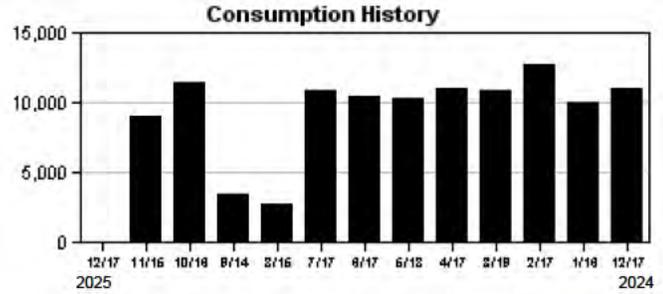
Customer Service Charge	\$6.54
Purchase Water Pass-Thru	\$0.01
Water Base Charge	\$13.58

Summary of Account Charges

Previous Balance	\$65.54
Net Payments - Thank You	\$-65.54
Total Account Charges	\$20.13
AMOUNT DUE	\$20.13

Important Message

This account has ACH payment method



Hillsborough County Florida

Make checks payable to: BOCC

ACCOUNT NUMBER: 4542900000



ELECTRONIC PAYMENTS BY CHECK OR

Automated Payment Line: (813) 307-1000
 Internet Payments: HCFL.gov/WaterBill
 Additional Information: HCFL.gov/Water

THANK YOU!



HARBOR BAY CDD
4530 EAGLE FALLS PLACE
TAMPA FL 33619-9611

777 8

DUE DATE	01/07/2026
AMOUNT DUE	\$20.13
AMOUNT PAID	



0045429000008 00000020131



Hillsborough County Florida

CUSTOMER NAME HARBOR BAY CDD	ACCOUNT NUMBER 4985020000	BILL DATE 12/17/2025	DUE DATE 01/07/2026
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Service Address: 5702 TORTOISE PL I

S-Page 1 of 1

METER NUMBER	PREVIOUS DATE	PREVIOUS READ	PRESENT DATE	PRESENT READ	CONSUMPTION	READ TYPE	METER DESCRIPTION
705840548	11/15/2025	20967	12/17/2025	52037	31070 GAL	ACTUAL	WATER

Service Address Charges

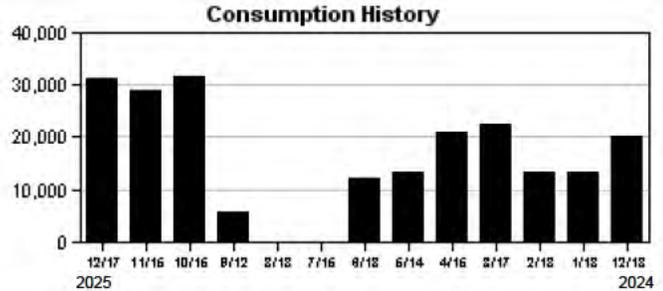
Customer Service Charge	\$6.54
Purchase Water Pass-Thru	\$93.83
Water Base Charge	\$24.44
Water Usage Charge	\$86.82

Summary of Account Charges

Previous Balance	\$194.99
Net Payments - Thank You	\$-194.99
Total Account Charges	\$211.63
AMOUNT DUE	\$211.63

Important Message

This account has ACH payment method



Hillsborough County Florida

Make checks payable to: BOCC

ACCOUNT NUMBER: 4985020000



ELECTRONIC PAYMENTS BY CHECK OR

Automated Payment Line: (813) 307-1000
 Internet Payments: HCFL.gov/WaterBill
 Additional Information: HCFL.gov/Water



THANK YOU!



HARBOR BAY CDD
 4530 EAGLE FALLS PLACE
 TAMPA FL 33619-9611

1.082 8

DUE DATE	01/07/2026
AMOUNT DUE	\$211.63
AMOUNT PAID	



0049850200004 00000211631



Hillsborough County Florida

CUSTOMER NAME	ACCOUNT NUMBER	BILL DATE	DUE DATE
HARBOR BAY CDD	5432900000	11/19/2025	12/10/2025

Service Address: 5325 FISHERSOUND LN I

Page 1 of 1

METER NUMBER	PREVIOUS DATE	PREVIOUS READ	PRESENT DATE	PRESENT READ	CONSUMPTION	READ TYPE	METER DESCRIPTION
703605030	10/19/2025	70647	11/19/2025	77159	6512 GAL	ACTUAL	WATER

Service Address Charges

Customer Service Charge	\$6.54
Purchase Water Pass-Thru	\$19.67
Water Base Charge	\$13.58
Water Usage Charge	\$10.27

Summary of Account Charges

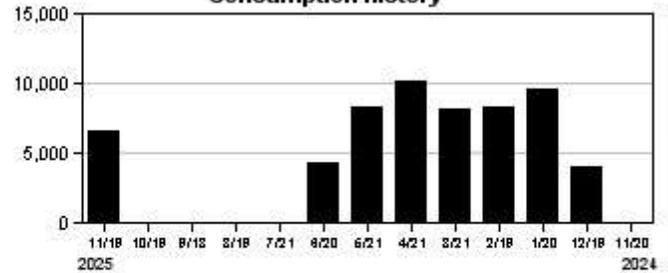
Previous Balance	\$38.03
Net Payments - Thank You	\$-38.03
Total Account Charges	\$50.06
AMOUNT DUE	\$50.06

Important Message

This account has ACH payment method

Important Notice: Upcoming impact fees public hearing scheduled for December 17th at 10:00 AM. This applies only to new buildings and new construction, not existing customers. Details: <https://bit.ly/3JF9HUI>

Consumption History



Hillsborough County Florida

Make checks payable to: **BOCC**

ACCOUNT NUMBER: 5432900000



ELECTRONIC PAYMENTS BY CHECK OR

Automated Payment Line: (813) 307-1000
Internet Payments: HCFL.gov/WaterBill
Additional Information: HCFL.gov/Water



THANK YOU!



HARBOR BAY CDD
4530 EAGLE FALLS PLACE
TAMPA FL 33619-9611

5.337 B

DUE DATE	12/10/2025
AMOUNT DUE	\$50.06
AMOUNT PAID	



0054329000001 00000050062



Hillsborough County Florida

CUSTOMER NAME	ACCOUNT NUMBER	BILL DATE	DUE DATE
HARBOR BAY CDD	5985020000	12/17/2025	01/07/2026

Service Address: 5737 TORTOISE PL I

S-Page 1 of 1

METER NUMBER	PREVIOUS DATE	PREVIOUS READ	PRESENT DATE	PRESENT READ	CONSUMPTION	READ TYPE	METER DESCRIPTION
705842166	11/15/2025	8930	12/17/2025	22805	13875 GAL	ACTUAL	WATER

Service Address Charges

Customer Service Charge	\$6.54
Purchase Water Pass-Thru	\$41.90
Water Base Charge	\$13.58
Water Usage Charge	\$33.02

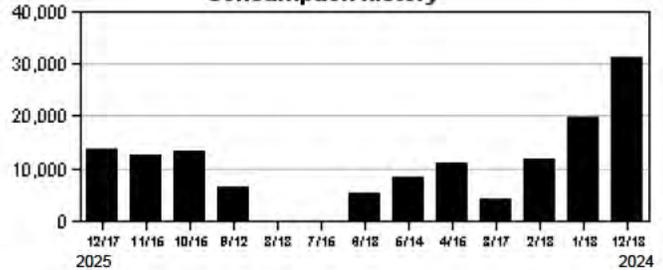
Summary of Account Charges

Previous Balance	\$87.29
Net Payments - Thank You	\$-87.29
Total Account Charges	\$95.04
AMOUNT DUE	\$95.04

Important Message

This account has ACH payment method

Consumption History



Hillsborough County Florida

Make checks payable to: BOCC

ACCOUNT NUMBER: 5985020000



ELECTRONIC PAYMENTS BY CHECK OR

Automated Payment Line: (813) 307-1000
Internet Payments: HCFL.gov/WaterBill
Additional Information: HCFL.gov/Water



THANK YOU!



HARBOR BAY CDD
4530 EAGLE FALLS PLACE
TAMPA FL 33619-9611

1,776 8

DUE DATE	01/07/2026
AMOUNT DUE	\$95.04
AMOUNT PAID	



0059850200003 00000095042



Hillsborough County Florida

CUSTOMER NAME	ACCOUNT NUMBER	BILL DATE	DUE DATE
HARBOR BAY CDD	6542900000	11/19/2025	12/10/2025

Service Address: 5231 POINT HARBOR LN I

Page 1 of 1

METER NUMBER	PREVIOUS DATE	PREVIOUS READ	PRESENT DATE	PRESENT READ	CONSUMPTION	READ TYPE	METER DESCRIPTION
702856050	10/20/2025	178722	11/19/2025	189130	10408 GAL	ACTUAL	WATER

Service Address Charges

Customer Service Charge	\$6.54
Purchase Water Pass-Thru	\$31.43
Water Base Charge	\$13.58
Water Usage Charge	\$22.31

Summary of Account Charges

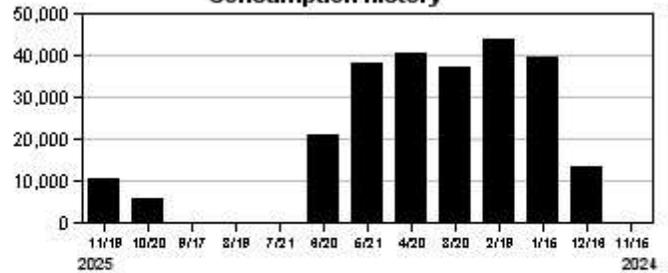
Previous Balance	\$62.54
Net Payments - Thank You	\$-62.54
Total Account Charges	\$73.86
AMOUNT DUE	\$73.86

Important Message

This account has ACH payment method

Important Notice: Upcoming impact fees public hearing scheduled for December 17th at 10:00 AM. This applies only to new buildings and new construction, not existing customers. Details: <https://bit.ly/3JF9HUI>

Consumption History



Hillsborough County Florida

Make checks payable to: **BOCC**

ACCOUNT NUMBER: 6542900000

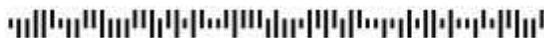


ELECTRONIC PAYMENTS BY CHECK OR

Automated Payment Line: (813) 307-1000
Internet Payments: [HCFL.gov/WaterBill](https://www.hcfl.gov/WaterBill)
Additional Information: [HCFL.gov/Water](https://www.hcfl.gov/Water)



THANK YOU!



HARBOR BAY CDD
4530 EAGLE FALLS PLACE
TAMPA FL 33619-9611

6.508 B

DUE DATE	12/10/2025
AMOUNT DUE	\$73.86
AMOUNT PAID	



0065429000006 00000073866



Hillsborough County Florida

CUSTOMER NAME HARBOR BAY CDD	ACCOUNT NUMBER 6985020000	BILL DATE 12/17/2025	DUE DATE 01/07/2026
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Service Address: 5704 SEA TURTLE PL I

S-Page 1 of 1

METER NUMBER	PREVIOUS DATE	PREVIOUS READ	PRESENT DATE	PRESENT READ	CONSUMPTION	READ TYPE	METER DESCRIPTION
705822406	11/15/2025	10934	12/17/2025	31146	20212 GAL	ACTUAL	WATER

Service Address Charges

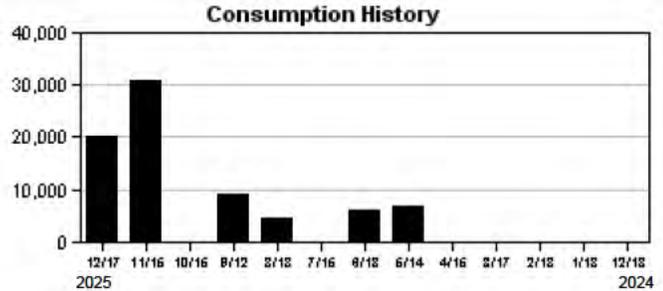
Customer Service Charge	\$6.54
Purchase Water Pass-Thru	\$61.04
Water Base Charge	\$13.58
Water Usage Charge	\$63.55

Summary of Account Charges

Previous Balance	\$233.76
Net Payments - Thank You	\$-233.76
Total Account Charges	\$144.71
AMOUNT DUE	\$144.71

Important Message

This account has ACH payment method



Hillsborough County Florida

Make checks payable to: BOCC

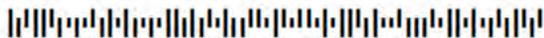
ACCOUNT NUMBER: 6985020000



ELECTRONIC PAYMENTS BY CHECK OR

Automated Payment Line: (813) 307-1000
 Internet Payments: HCFL.gov/WaterBill
 Additional Information: HCFL.gov/Water

THANK YOU!



HARBOR BAY CDD
4530 EAGLE FALLS PLACE
TAMPA FL 33619-9611

2.476 8

DUE DATE	01/07/2026
AMOUNT DUE	\$144.71
AMOUNT PAID	



0069850200002 00000144717



Hillsborough County Florida

CUSTOMER NAME	ACCOUNT NUMBER	BILL DATE	DUE DATE
HARBOR BAY CDD	7788800000	11/19/2025	12/10/2025

Service Address: 736 MANNS HARBOR DR I

Page 1 of 1

METER NUMBER	PREVIOUS DATE	PREVIOUS READ	PRESENT DATE	PRESENT READ	CONSUMPTION	READ TYPE	METER DESCRIPTION
703608094	10/20/2025	530502	11/19/2025	598883	68381 GAL	ACTUAL	WATER

Service Address Charges

Customer Service Charge	\$6.54
Purchase Water Pass-Thru	\$206.51
Water Base Charge	\$63.42
Water Usage Charge	\$165.30

Summary of Account Charges

Previous Balance	\$277.13
Net Payments - Thank You	\$-277.13
Total Account Charges	\$441.77
AMOUNT DUE	\$441.77

Important Message

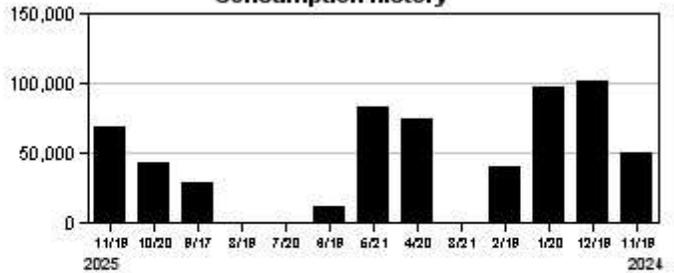
This account has ACH payment method

Important Notice: Upcoming impact fees public hearing scheduled for December 17th at 10:00 AM. This applies only to new buildings and new construction, not existing customers. Details: <https://bit.ly/3JF9HUI>

Notice

* DO NOT PAY * YOU ARE ENROLLED IN OUR AUTO PAY PROGRAM. THE TOTAL AMOUNT OF THIS BILL WILL BE DEDUCTED FROM YOUR BANK ACCOUNT 7 DAYS FROM THE BILLING DATE. IF YOU HAVE A DISPUTE, PLEASE CALL (813) 272-6680 PRIOR TO THAT DATE.

Consumption History



Hillsborough County Florida

Make checks payable to: **BOCC**

ACCOUNT NUMBER: 7788800000



ELECTRONIC PAYMENTS BY CHECK OR

Automated Payment Line: (813) 307-1000
Internet Payments: HCFL.gov/WaterBill
Additional Information: HCFL.gov/Water



THANK YOU!



HARBOR BAY CDD
4530 EAGLE FALLS PLACE
TAMPA FL 33619-9611

77520

DUE DATE	12/10/2025
Auto Pay Scheduled DO NOT PAY	



0077888000005 00000441774



Hillsborough County Florida

CUSTOMER NAME HARBOR BAY CDD	ACCOUNT NUMBER 7985020000	BILL DATE 12/17/2025	DUE DATE 01/07/2026
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Service Address: 630 MIRABAY BLVD I

S-Page 1 of 1

METER NUMBER	PREVIOUS DATE	PREVIOUS READ	PRESENT DATE	PRESENT READ	CONSUMPTION	READ TYPE	METER DESCRIPTION
703576730	11/15/2025	47800	12/17/2025	47800	0 GAL	ACTUAL	WATER

Service Address Charges

Customer Service Charge	\$6.54
Water Base Charge	\$13.58

Summary of Account Charges

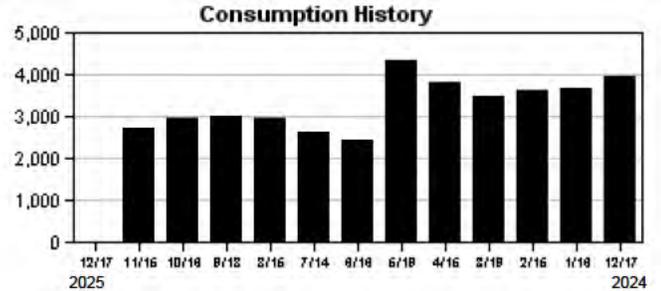
Previous Balance	\$31.44
Net Payments - Thank You	\$-31.44
Total Account Charges	\$20.12
AMOUNT DUE	\$20.12

Important Message

This account has ACH payment method

Notice

* DO NOT PAY * YOU ARE ENROLLED IN OUR AUTO PAY PROGRAM. THE TOTAL AMOUNT OF THIS BILL WILL BE DEDUCTED FROM YOUR BANK ACCOUNT 7 DAYS FROM THE BILLING DATE. IF YOU HAVE A DISPUTE, PLEASE CALL (813) 272-6680 PRIOR TO THAT DATE.



Hillsborough County Florida

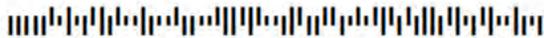
Make checks payable to: BOCC
ACCOUNT NUMBER: 7985020000



ELECTRONIC PAYMENTS BY CHECK OR

Automated Payment Line: (813) 307-1000
 Internet Payments: HCFL.gov/WaterBill
 Additional Information: HCFL.gov/Water

THANK YOU!



HARBOR BAY CDD
4530 EAGLE FALLS PLACE
TAMPA FL 33619-9611

008 0

DUE DATE	01/07/2026
Auto Pay Scheduled DO NOT PAY	



0079850200001 00000020123



Hillsborough County Florida

CUSTOMER NAME	ACCOUNT NUMBER	BILL DATE	DUE DATE
HARBOR BAY CDD	9406800000	11/19/2025	12/10/2025

Service Address: 107 MANNS HARBOR DR

Page 1 of 1

METER NUMBER	PREVIOUS DATE	PREVIOUS READ	PRESENT DATE	PRESENT READ	CONSUMPTION	READ TYPE	METER DESCRIPTION
705841002	10/20/2025	62486	11/18/2025	75480	129940 GAL	ACTUAL	WATER

Service Address Charges

Customer Service Charge	\$6.54
Purchase Water Pass-Thru	\$392.42
Water Base Charge	\$232.63
Water Usage Charge	\$232.79
Sewer Base Charge	\$563.90
Sewer Usage Charge	\$918.68

Summary of Account Charges

Previous Balance	\$1,963.23
Net Payments - Thank You	\$-1,963.23
Total Account Charges	\$2,346.96
AMOUNT DUE	\$2,346.96

Important Message

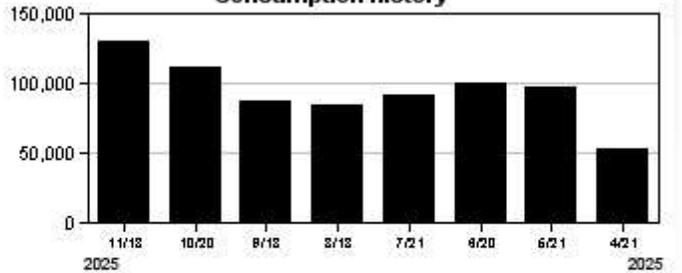
This account has ACH payment method

Important Notice: Upcoming impact fees public hearing scheduled for December 17th at 10:00 AM. This applies only to new buildings and new construction, not existing customers. Details: <https://bit.ly/3JF9HUI>

Notice

* DO NOT PAY * YOU ARE ENROLLED IN OUR AUTO PAY PROGRAM. THE TOTAL AMOUNT OF THIS BILL WILL BE DEDUCTED FROM YOUR BANK ACCOUNT 7 DAYS FROM THE BILLING DATE. IF YOU HAVE A DISPUTE, PLEASE CALL (813) 272-6680 PRIOR TO THAT DATE.

Consumption History



Hillsborough County Florida

Make checks payable to: **BOCC**

ACCOUNT NUMBER: 9406800000



ELECTRONIC PAYMENTS BY CHECK OR

Automated Payment Line: (813) 307-1000
Internet Payments: HCFL.gov/WaterBill
Additional Information: HCFL.gov/Water



THANK YOU!



HARBOR BAY CDD
4530 EAGLE FALLS PLACE
TAMPA FL 33619-9611

9.451 0

DUE DATE	12/10/2025
Auto Pay Scheduled DO NOT PAY	



0094068000002 00002346963



INVOICE

#0000841

From: KaBam Plumbing Services

License # CFC1431658
(813)702-9366
4017 Salida Del Sol Dr
Sun City Center Fl 33573

Date- 11-14-25

GL Code- 57200 41647

Approved by- [Signature]

Balance Due:

\$726.00

Date of Issue:

11/11/2025

Due Date:

11/11/2025

Bill To: Harbor Bay Community Development District C/o Rizzetta & Company

107 Manns Harbor Drive, Apollo Beach, FL, USA
Billing Address:
3434 Colwell Avenue, Suite 200 Tampa, Florida 33614

Item	Rate (excl. tax)	Quantity	Total
S3 Commercial Service Fee On Nov 11, 2025 Commercial service call fee	\$129.00	1	\$129.00
Dc2 Drain cleaning in clean out Run sewer cable down drain from a clean out, no warranty unless camera is ran to verify drain clearing.	\$299.00	1	\$299.00
S8 Sewer Camera sewer Evaluation Of Drain Lines under house. access from Clean out/ roof access No Warranty	\$298.00	1	\$298.00
S7 Notes Called out for a stoppage at arrival we ran diagnostic to men's restroom downstairs next to gym found that when showers are on and urinal is flushed the floor drain fills up with water. Work on getting floor drain greta off for over 30 mins. Once off we ran sewer machine down floor drain and got drain flowing at this time pulled back hair and cable came back shiny, ran camera in drain and verified no water was in lateral line. Unable to push pas 10' due to ptrap. Ran showers for over 20 mins and flushed urinal and floor drain did not fill up with water. Drain line is flowing freely at this time.	\$0.00	1	\$0.00
Subtotal			\$726.00
Total			\$726.00

Lee Te Kim Lawn Care & Nursery

127 16th Avenue SW
 Ruskin, FL 33570

Invoice

Date	Invoice #
12/1/2025	DEC 06823

Bill To
HARBOR BAY COMMUNITY DEVELOPMENT DISTRICT C/O RIZZETTA & COMPANY 3434 COLWELL AVENUE, SUITE 200 TAMPA, FL 33614

P.O. No.	Terms	Project
MIRABAY 06823	Due on receipt	

Quantity	Description	Rate	Amount
	PALM HEALTH CARE TREATMENT: / INJECTIONS: (198) DATE PALMS & CANARY ISLAND DATE PALMS - LARGE STEM OTC ANTIBIOTIC INJECTION SYSTEMIC INSECTICIDE INJECTION DONE AT NO ADDITIONAL CHARGE OTC ANTIBIOTIC INJECTION - QUARTERLY EMAMECTIN INSECTICIDE INJECTIONS - BIANNUALLY INSPECTION & RECOMMENDATIONS - QUARTERLY	4,158.00	4,158.00
		Total	\$4,158.00

Lee Te Kim Lawn Care & Nursery

127 16th Avenue SW
Ruskin, FL 33570

Invoice

Date	Invoice #
12/8/2025	DEC 06826

Bill To
HARBOR BAY COMMUNITY DEVELOPMENT DISTRICT C/O RIZZETTA & COMPANY 3434 COLWELL AVENUE, SUITE 200 TAMPA, FL 33614

P.O. No.	Terms	Project
MIRABAY 06826	Due on receipt	

Quantity	Description	Rate	Amount
	ANNUALS / PANSY SEASONAL PLANT INSTALLATION	6,000.00	6,000.00
		Total	\$6,000.00

Lee Te Kim Lawn Care & Nursery

127 16th Avenue SW
Ruskin, FL 33570

Invoice

Date	Invoice #
11/29/2025	NOV 06817

Bill To
HARBOR BAY COMMUNITY DEVELOPMENT DISTRICT C/O RIZZETTA & COMPANY 3434 COLWELL AVENUE, SUITE 200 TAMPA, FL 33614

P.O. No.	Terms	Project
MIRABAY 06817	Due on receipt	

Quantity	Description	Rate	Amount
	LANDSCAPE MAINTENANCE FOR NOVEMBER 2025	41,166.66	41,166.66
		Total	\$41,166.66

Lee Te Kim Lawn Care & Nursery

127 16th Avenue SW
Ruskin, FL 33570

Invoice

Date	Invoice #
11/29/2025	NOV 06818

Bill To
HARBOR BAY COMMUNITY DEVELOPMENT DISTRICT C/O RIZZETTA & COMPANY 3434 COLWELL AVENUE, SUITE 200 TAMPA, FL 33614

P.O. No.	Terms	Project
MIRABAY 06818	Due on receipt	

Quantity	Description	Rate	Amount
	WATER USE PERMIT REPORTING FOR NOVEMBER 2025	500.00	500.00
		Total	\$500.00

Lee Te Kim Lawn Care & Nursery

127 16th Avenue SW
Ruskin, FL 33570

Invoice

Date	Invoice #
11/29/2025	NOV 06819

Bill To
HARBOR BAY COMMUNITY DEVELOPMENT DISTRICT C/O RIZZETTA & COMPANY 3434 COLWELL AVENUE, SUITE 200 TAMPA, FL 33614

P.O. No.	Terms	Project
MIRABAY 06819	Due on receipt	

Quantity	Description	Rate	Amount
	TURFGRASS MANAGEMENT FOR NOVEMBER 2025	23,601.67	23,601.67
		Total	\$23,601.67

Lee Te Kim Lawn Care & Nursery

127 16th Avenue SW
Ruskin, FL 33570

Invoice

Date	Invoice #
11/29/2025	NOV 06820

Bill To
HARBOR BAY COMMUNITY DEVELOPMENT DISTRICT C/O RIZZETTA & COMPANY 3434 COLWELL AVENUE, SUITE 200 TAMPA, FL 33614

P.O. No.	Terms	Project
MIRABAY 06820	Due on receipt	

Quantity	Description	Rate	Amount
	IRRIGATION MANAGEMENT AND MAINTENANCE FOR NOVEMBER 2025	5,166.67	5,166.67
		Total	\$5,166.67

Lee Te Kim Lawn Care & Nursery

127 16th Avenue SW
Ruskin, FL 33570

Invoice

Date	Invoice #
11/29/2025	NOV 06821

Bill To
HARBOR BAY COMMUNITY DEVELOPMENT DISTRICT C/O RIZZETTA & COMPANY 3434 COLWELL AVENUE, SUITE 200 TAMPA, FL 33614

P.O. No.	Terms	Project
MIRABAY 06821	Due on receipt	

Quantity	Description	Rate	Amount
	MAINTENANCE OF THE (11) CONVEYED PARK SQUARE FOLIOS FOR NOVEMBER 2025	15,000.00	15,000.00
		Total	\$15,000.00

Printed Name of Consumer: Christy Kelly

Date: 9/18/25

Lee's Snow Representative: _____

Signature of Representative: _____

Date: _____

Lee's Snow

5604 Swift Rd. #2
Sarasota, FL 34231

Invoice

Date	Invoice #
12/20/2025	1198

Bill To
Mirabay Activities 107 Manns Harbor Drive Apollo Beach, FL 33572

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
1	Snow Slide with 4 tons of snow Snow Slide Staff	4,000.00 800.00	4,000.00 800.00
		Total	\$4,800.00

Phone #
941-923-5325



Lighthouse Engineering Inc.
701 Enterprise Road East
Suite 410
Safety Harbor, FL 34695
727-726-7856

Harbor Bay Community Development District
c/o Rizzetta & Company
3434 Colwell Avenue, Suite 200
Tampa, FL 33614

Invoice number 31
Date 12/01/2025
Project **Harbor Bay CDD**

Lighthouse Engineering, Inc.

Send invoices via email to: cddinvoice@rizzetta.com

Invoice Summary

Description	Total Billed	Prior Billed	Current Billed
DOCK AND LIFT APPLICATIONS	7,750.00	7,675.00	75.00
PICKLEBALL TROUBLESHOOTING	3,597.50	3,597.50	0.00
ROADWAY ANALYSIS	35,515.00	35,515.00	0.00
GENERAL ENGINEERING CONSULTING AT-REQUEST	276,852.50	270,472.50	6,380.00
Total	323,715.00	317,260.00	6,455.00

Dock and Lift Applications

Professional Fees

	Hours	Rate	Billed Amount
CADD Technician Amy L. Palmer Operations Manager	0.50	150.00	75.00

General Engineering Consulting At-Request

Professional Fees

	Hours	Rate	Billed Amount
Chief Engineer Bradley S. Foran Project Chargeable Labor	3.00	185.00	555.00
Project Manager Thomas Liu Project Chargeable Labor	5.00	175.00	875.00
CADD Technician Amy L. Palmer Operations Manager	33.00	150.00	4,950.00
Phase subtotal			6,380.00

Invoice total **6,455.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
30	11/03/2025	4,610.00	4,610.00				
31	12/01/2025	6,455.00	6,455.00				
	Total	11,065.00	11,065.00	0.00	0.00	0.00	0.00

Approved by:

Bradley S. Foran
 P.E., Principal / Owner

Please remit to: 701 Enterprise Road, Suite 410, Safety Harbor, FL 34695
 For questions about this invoice, please call Brad Foran at 727-726-7856

Invoice Supporting Detail

220200105 Harbor Bay CDD

Dock and Lift Applications

Phase Status: Active

Billing Cutoff: 11/30/2025

Date	Units	Rate	Amount
11/05/2025	0.50	150.00	75.00
Subtotal			0.50
Labor total			75.00

Labor WIP Status: Billable

CADD Technician
 Amy L. Palmer
 Operations Manager
 1042 signet

Pickleball Troubleshooting

Phase Status: Active

Billing Cutoff: 11/30/2025

Date	Units	Rate	Amount
Subtotal			0.00
total			0.00

WIP Status:

Roadway Analysis

Phase Status: Active

Billing Cutoff: 11/30/2025

Date	Units	Rate	Amount
Subtotal			0.00
total			0.00

WIP Status:

220200105 General Engineering Consulting At-Request

Phase Status: Active

Billing Cutoff: 11/30/2025

Date	Units	Rate	Amount
11/06/2025	1.00	185.00	185.00
Project Chargeable Labor <i>coordination with Andy over roof contract</i>			
11/07/2025	2.00	185.00	370.00
Project Chargeable Labor <i>coordination with Andy over roof contract</i>			
Subtotal			3.00
			555.00
Project Manager			
Thomas Liu			
11/24/2025	1.00	175.00	175.00
Project Chargeable Labor <i>Harbor Bay CDD - Road Map exhibit (Marabay)</i>			
11/25/2025	2.00	175.00	350.00
Project Chargeable Labor <i>Harbor Bay CDD - Road Map exhibit (Marabay)</i>			
11/26/2025	2.00	175.00	350.00
Project Chargeable Labor <i>Harbor Bay CDD - Road Map exhibit (Marabay)</i>			
Subtotal			5.00
			875.00

WIP Status: Billable

Chief Engineer
 Bradley S. Foran
 Project Manager
 Thomas Liu

Invoice Supporting Detail

220200105 Harbor Bay CDD

220200105 General Engineering Consulting At-Request

Phase Status: Active

Billing Cutoff: 11/30/2025

Date	Units	Rate	Amount
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Labor WIP Status: Billable

Date	Units	Rate	Amount	
CADD Technician				
Amy L. Palmer				
Operations Manager	11/03/2025	0.50	150.00	75.00
<i>Life Expectancy spreadsheet for roadway conveyance</i>				
Operations Manager	11/04/2025	1.00	150.00	150.00
<i>Email Roofing RFP - q/a</i>				
Operations Manager	11/06/2025	1.50	150.00	225.00
<i>Call with District Manager and District Council about roofing proposal</i>				
<i>Call with Christina Grubbs - roofing RFQ</i>				
<i>Email</i>				
Operations Manager	11/11/2025	1.00	150.00	150.00
<i>Email Inquiries</i>				
Operations Manager	11/12/2025	0.50	150.00	75.00
<i>email</i>				
Operations Manager	11/13/2025	3.00	150.00	450.00
<i>Meeting with Council, Sang and District Manager to prep for meeting with Tirso at Park Square</i>				
<i>Meeting with Tirso at Park Square</i>				
<i>Email</i>				
Operations Manager	11/14/2025	5.00	150.00	750.00
<i>Pre-Bid meeting for roofing RFP and prep</i>				
Operations Manager	11/16/2025	2.00	150.00	300.00
<i>Prepare Q/A for Addendum #2 - roofing RFP</i>				
Operations Manager	11/17/2025	1.00	150.00	150.00
<i>Email Inquiries - Roofing RFP</i>				
Operations Manager	11/18/2025	1.00	150.00	150.00
<i>Email</i>				
<i>Follow up on moving electrical - Tybee Island</i>				
<i>Follow up on grading quote</i>				
Operations Manager	11/19/2025	2.00	150.00	300.00
<i>Roofing RFP issues / questions</i>				
<i>email</i>				
Operations Manager	11/20/2025	7.50	150.00	1,125.00
<i>Email Inquiry</i>				
<i>Meeting Prep</i>				
<i>CDD meeting and travel</i>				
Operations Manager	11/21/2025	4.00	150.00	600.00
<i>Bid Receival - Roofing RFP</i>				
<i>Follow up - Roofing RFP</i>				
Operations Manager	11/24/2025	2.00	150.00	300.00
<i>Download bids - send to structural engineer</i>				
<i>Securing Quotes for grading</i>				
Operations Manager	11/25/2025	1.00	150.00	150.00
<i>Call with Park Square - conveyance</i>				
<i>street sweeping map</i>				
Subtotal		33.00		4,950.00
Labor total		41.00		6,380.00

Invoice Supporting Detail

220200105 Harbor Bay CDD

Invoice Summary

	Contract	Billed	%	Remaining	%
Labor		323,715.00		-323,715.00	
Expense					
Consultant					
Total		323,715.00		-323,715.00	

MAIN GATE ENTERPRISES INC

240 Stenstrom Rd
 Wauchula, FL 33873

Invoice

Date	Invoice #
2/6/2025	36058

Bill To
Harbor Bay Community Development District C/o Rizzetta & Company 3434 Colwell Avenue, Suite 200 Tampa, Florida 33614

Phone #	E-mail
863-773-3066	ACCOUNTING@MAIN-GATES.COM

Terms	Due Date
Due on receipt	2/6/2025

Description	Quantity	Rate	Amount
1/31/25 - SERVICE CALL - MIRABAY - PER MARK - THE MAIN EXIT GATE (BARRIER ARM) WAS STRUCK BY A GOLF CART HE WANTS IT TO BE REPLACED IT IS A 12 FOOT RED AND WHITE			
Tech went on site and found that the barrier arm motor was not damaged but the arm was damaged and will need to be replaced. Customer approved us ordering and installing a new 12' red and white reflective barrier arm.			
2/4/25 Tech returned on site and installed a new 12' red and white reflective barrier arm. Tech tested arm and it is working. Job complete.			
12' RED AND WHITE REFLECTIVE BARRIER ARM	1	468.00	468.00
TRIP CHARGE	2	75.00	150.00
HRS OF LABOR	3	125.00	375.00
<p>Date- <u>12-12-25</u></p> <p>GL Code- <u>529004612</u></p> <p>Approved by- <u>[Signature]</u></p>			

Accounts past due will be subject to a monthly 1.5% finance charge (18% annual) with a minimum charge of \$5.00. All invoices paid with credit or debit card will have an additional 2.9% fee added.

We would greatly appreciate if you call 863-773-3066 or send an e-mail to servicedept@main-gates.com for all service related issues. This is to ensure that your call is timely dispatched. We cannot guarantee that calls directly to technicians will be dispatch and completed in a timely manner. We appreciate your business and understanding.

Subtotal	\$993.00
Sales Tax (0.0%)	\$0.00
Total	\$993.00
Payments/Credits	\$0.00
Balance Due	\$993.00



MAIN GATE ENTERPRISES INC

Invoice

240 Stenstrom Rd
Wauchula, FL 33873

Date	Invoice #
12/3/2025	36937

Bill To
Harbor Bay Community Development District C/o Rizzetta & Company 3434 Colwell Avenue, Suite 200 Tampa, Florida 33614

Phone #	E-mail
863-773-3066	ACCOUNTING@MAIN-GATES.COM

Terms	Due Date
Due on receipt	12/3/2025

Description	Qty	Rate	Amount
11-25-2025 SERVICE CALL - MIRABAY - PER DUSTIN - THE MAIN ENTRANCE EXIT GATE IS MALFUNCTIONING AND NOT GOING UP , THEY HAVE REMOVED THE ARM FOR NOW . The technician arrived on-site and, after testing the system, found the control board in an obstruction state. The technician cleared the obstruction and reset the barrier arm. During further diagnostics, it was discovered that the free exit loop detector was malfunctioning, continuously clicking in and out. The technician removed the faulty loop detector and installed a new loop detector. The system was then tested and confirmed to be operating correctly. The technician reinstalled the barrier arm using new bolts and nylon nuts, tested the barrier arm, and verified that it is functioning properly.			
TRIP CHARGE	1	100.00	100.00
HRS OF LABOR	1	125.00	125.00
NYLON NUTS	2	1.092	2.18
NYLON BOLTS	2	2.877	5.75

Date- 12-12-25
 GL Code- 529004612
 Approved by- [Signature]

<p>We would greatly appreciate if you call 863-773-3066 or send an e-mail to servicedept@main-gates.com for all service related issues. This is to ensure that your call is timely dispatched. We cannot guarantee that calls directly to technicians will be dispatched and completed in a timely manner. We appreciate your business and understanding.</p>	Subtotal
	Sales Tax (0.0%)
	Total
	Payments/Credits
	Balance Due


 Continued



MAIN GATE ENTERPRISES INC

Invoice

240 Stenstrom Rd
Wauchula, FL 33873

Date	Invoice #
12/3/2025	36937

Bill To
Harbor Bay Community Development District C/o Rizzetta & Company 3434 Colwell Avenue, Suite 200 Tampa, Florida 33614

Phone #	E-mail
863-773-3066	ACCOUNTING@MAIN-GATES.COM

Terms	Due Date
Due on receipt	12/3/2025

Description	Qty	Rate	Amount
12-24VDC LOW DRAW LOOP DETECTOR (WITH PROGRAMMABLE FEATURES) (FAIL SECURE/PERMANENT PRESENCE) Date- <u>12-12-25</u> GL Code- <u>529004612</u> Approved by- <u>[Signature]</u>	1	157.605	157.61T

Accounts past due will be subject to a monthly 1.5% finance charge (18% annual) with a minimum charge of \$5.00. All invoices paid with credit or debit card will have an additional 2.9% fee added.

Subtotal	\$390.54
Sales Tax (0.0%)	\$0.00
Total	\$390.54
Payments/Credits	\$0.00
Balance Due	\$390.54

We would greatly appreciate if you call 863-773-3066 or send an e-mail to servicedept@main-gates.com for all service related issues. This is to ensure that your call is timely dispatched. We cannot guarantee that calls directly to technicians will be dispatched and completed in a timely manner. We appreciate your business and understanding.



PERSSON, COHEN, MOONEY, FERNANDEZ & JACKSON, P.A.
ATTORNEYS AND COUNSELORS AT LAW

INVOICE

Invoice # 6534
Date: 12/01/2025
Due On: 01/01/2026

Harbor Bay Community Development District
rizzettacddinvoices@avidbill.com
3434 Colwell Ave, Suite 100
Tampa, FL 33614

Statement of Account

Outstanding Balance	New Charges	Payments Received	Total Amount Outstanding
(\$0.00	+ \$24,780.00)- (\$0.00	\$24,780.00

Harbor Bay Community Development District

District Attorney Representation

Type	Timekeeper	Date	Notes	Quantity	Rate	Total
Service	KA	11/03/2025	Initial review of amenities rules recommendations/revisions.	0.10	\$350.00	\$35.00
Service	KA	11/03/2025	Continued review of amenities rules revisions.	1.25	\$350.00	\$437.50
Service	AHC	11/03/2025	Review and respond to e-mail from Lockom re: trespass/suspension. Review proposal for pool filter. Exchange e-mails re: amenities RFP and send proposals to Board. Continued e-mail exchange re: slide/pool rules and tele-conv. with Supervisor Walters. Continued review of draft amenities rules for public hearing. Exchange e-mails re: Park Square and initial review of information from engineer.	1.75	\$350.00	\$612.50
Service	AF	11/03/2025	Respond to question regarding roofing RFP.	0.20	\$350.00	\$70.00
Service	KA	11/04/2025	Continued reviewing and commenting on the proposed changes to the amenities rules handbook.	1.30	\$350.00	\$455.00
Service	AHC	11/04/2025	Multiple e-mail exchange re: roofing RFP issues. Exchange e-mails and	2.00	\$350.00	\$700.00

			coordinate Park Square meeting. Review draft addenda for pool contracts prepared by associate counsel. Revise addenda and e-mail to management and Chair. Exchange e-mails re: vendor/contract issues.			
Service	DPL	11/04/2025	Draft Pool proposal addenda.	1.25	\$350.00	\$437.50
Service	JB	11/05/2025	Review Park Square conveyance documents and historical Addenda.	1.20	\$175.00	\$210.00
Service	KA	11/05/2025	Finished reviewing the proposed amendments to amenities rules. Sent Comments to Attorney Cohen for review.	1.00	\$350.00	\$350.00
Service	AHC	11/05/2025	Review multiple e-mails re: roof RFP. Tele-conv. with District Manager re: roof RFP and additional pending items. Confer re: Park Square. Draft Resolution for rule-making of amenities rules and Resolution for budget amendment. E-mail Resolutions to District management for November agenda package.	1.50	\$350.00	\$525.00
Service	JB	11/06/2025	Meeting with atty. Cohen re: Harbor Bay Park Square Property Conveyance Agreement. Continued reviewing applicable contract language for opinion.	1.00	\$175.00	\$175.00
Service	AHC	11/06/2025	Review tentative agenda for 11/20 CDD meeting and provide comments. Review draft minutes from 10/16 CDD meeting and provide comments. Confer re: Park Square. Review and revise correspondence to Despard re: contract breach. Prepare for and attend Teams meeting with Engineers and District Manager to discuss roofing RFP and potential for pre-bid meeting.	1.75	\$350.00	\$612.50
Service	JB	11/07/2025	Summarized findings re: Park Square property conveyance contracts and submitted to atty. Cohen for review.	0.60	\$175.00	\$105.00
Service	AF	11/07/2025	Discuss with ACohen; Review roofing RFP; Prepare Addendum 1 regarding pre-bid meeting and extension of written questions.	0.70	\$350.00	\$245.00
Service	AHC	11/07/2025	Confer with associate counsel. Review and revise Addendum to roofing RFP and e-mail to District	0.75	\$350.00	\$262.50

			management, engineering and Board. Exchange e-mails with Supervisor Finley re: Park Square. Review Despard final letter and tele-conv. with Chastity re: contract question.			
Service	JB	11/10/2025	Received email and attached Deed from atty Cohen re: Park Square. Saved and reviewed.	0.30	\$175.00	\$52.50
Service	AHC	11/10/2025	Confer with counsel re: Park Square issues. Review and reply to e-mails re: roofing RFP.	0.50	\$350.00	\$175.00
Service	KA	11/11/2025	Discussed Amenities Handbook changes with Attorney Cohen. Revise comments to rules.	0.20	\$350.00	\$70.00
Service	AHC	11/11/2025	Tele-conv. with District Manager re: pending items. Exchange e-mails re: historical pool violation issue. Review e-mails re: amenities budgeting issues. Review and reply to multiple e-mails re: roofing RFP. Continued review of amenities rules draft amendments and confer with associate counsel. Review final draft agenda for 11/20 CDD meeting and provide comments.	1.75	\$350.00	\$612.50
Service	KA	11/12/2025	Reviewing and making final comments to the Mirabay Amenities Handbook. Emailing the handbook.	1.30	\$350.00	\$455.00
Service	JB	11/12/2025	Meeting prep re: Park Square property transfer. Reviewed material sent by Park Square Counsel. Reviewed plat map to locate property subject to transfer. Confirmed which property is subject to the June 2024 supplemental agreement "Phase 1." Used google street map to obtain photos of subject properties.	2.50	\$175.00	\$437.50
Service	AHC	11/12/2025	Review and reply to e-mails re: roofing RFP. Review information for meeting with Park Square on 11/13. Initial review of agenda package for 11/20 CDD meeting.	0.75	\$350.00	\$262.50
Service	KA	11/12/2025	Received phone call regarding comments from amendment to amenities. Further, created a summary list of comments to ensure that comments are seen on the package.	0.50	\$350.00	\$175.00

Service	JB	11/12/2025	Met with atty. Cohen pre meeting to go over Park Square material. Followed with zoom call with Amy Palmer and Sang Lee to get their priorities for call with Park Square.	2.00	\$175.00	\$350.00
Service	JB	11/12/2025	Conducted follow-up research based on conversation with Sang Lee. Researched County Records related to HOA deeded parcel. Reviewed Drainage easement attached to parcel between Park Square and Golf and Sea Club. Sent summary of findings to atty Cohen.	2.10	\$175.00	\$367.50
Service	JB	11/12/2025	Attended zoom meeting with Park Square attorney. Discussed outstanding issues and ways to move forward with final conveyances. Next meeting set.	1.00	\$175.00	\$175.00
Service	KA	11/13/2025	Reviewed updated agenda to ensure comments were there for amended amenities rules and responded to emails regarding comments.	0.10	\$350.00	\$35.00
Service	JB	11/13/2025	Drafted list of all unresolved issues related to Park Square to guide future discussions with Park Square. Sent to atty. Cohen for review.	0.50	\$175.00	\$87.50
Service	AHC	11/13/2025	Review and reply to e-mails re: roofing RFP. Extensive work on Park Square issues. Prepare for and attend Teams meeting with Amy Palmer and Sang Lee in preparation for meeting with Park Square counsel. Final preparation for Teams meeting with Park Square counsel, Sang Lee, and Amy Palmer. Attend meeting. Follow-up e-mail to Board.	4.00	\$350.00	\$1,400.00
Service	JB	11/14/2025	Researched easement attached to 30' strip of land deeded to HOA and issues related to the privatization of Signet dr.	1.20	\$175.00	\$210.00
Service	AHC	11/14/2025	Exchange e-mails re: roofing RFP and compilation of Addendum 2 to address Q/A of bidders. Continued review of Park Square issues. Tele-conv. with District Manager re: pending items. Prepare for and attend Teams meeting with insurance representatives to discuss roof issues.	2.00	\$350.00	\$700.00

Service	AHC	11/16/2025	Review draft Q/A prepared by Amy Palmer re: roofing RFP and exchange e-mails with engineering/management team. Review and reply to e-mails from Steve Lockom. Review and reply to e-mail re: amenities usage.	1.00	\$350.00	\$350.00
Service	AF	11/17/2025	Review consolidation of responses for written questions re: roofing RFP; Reformat and provide to District for additional clarification; Draft Addendum #2; Review minutes and updated bid form for inclusion in Addendum #2; Respond to District for clarification on updated bid form; Discuss scope of Addendum with ACohen; Review responses from Peak Engineering; Update documents accordingly; Provide Addendum #2 to District for distribution.	1.50	\$350.00	\$525.00
Service	JB	11/17/2025	Received and reviewed email with attachments from Tirso Carreja. Saved attachments to file.	0.30	\$175.00	\$52.50
Service	AHC	11/17/2025	Continued e-mail exchange re: Lockom matter. Review e-mail from Mr. Kim re: preserve area. Review amenities rules re: proposed town hall meeting. Confer with associate counsel and tele-conv. with Chair. Tele-conv. with District Manager re: pending items. Review alcohol license inspection. Continued e-mail exchange re: roof RFP issues. Work with associate counsel re: Addendum #2 to roof RFP.	3.00	\$350.00	\$1,050.00
Service	KA	11/17/2025	Reviewed amenity rules and regulations regarding individual board member hosting a Town Hall in individual capacity.	1.70	\$350.00	\$595.00
Service	JB	11/18/2025	Reviewed original 1965 Plat against the 2018 Plat for Marisol Pointe looking for reference to Signet Dr. as a public road vs. private road. Discussed observations with atty Cohen.	1.00	\$175.00	\$175.00
Service	AHC	11/18/2025	Review audio re: June/July 2024 meetings regarding Lockom matter and continued e-mail exchange. Tele-conv. with Supervisor Nargi. Tele-conv. with Supervisor Walters. Review e-mail from Park Square counsel and confer with associate	3.00	\$350.00	\$1,050.00

			counsel re: Mirasol Pointe. Tele-conv. with District Manager re: pending items for CDD meeting. Review alcohol inspection regarding Admirals Pointe.			
Service	JB	11/19/2025	Revised list of outstanding Park Square land conveyance issues and sent copy to atty. Cohen for review.	0.50	\$175.00	\$87.50
Service	KA	11/19/2025	Reviewed Chapter 190 and Harbor Bay CDD Rules of Procedure regarding chairmanship.	1.10	\$350.00	\$385.00
Service	AHC	11/19/2025	Review and revise list of open items for Park Square and forward to Park Square attorney with copy to Engineer and Sang Lee. Continued e-mail exchange re: roof RFP issues. Review and reply to e-mails from District Manager re: public records request. Continued review of agenda package and prepare for 11/20 CDD meeting. Review research from associate counsel re: officer structure.	3.50	\$350.00	\$1,225.00
Service	AHC	11/20/2025	Continued e-mail exchange re: roof RFP issues. Forward Park Square list to Board and review Park Square info. sent by Supervisor Nargi. Tele-conv. with District Manager re: pending items for CDD meeting. Review research from associate counsel re: voting conflicts and forward to Board. Exchange e-mails re: appearance at meeting virtually and re-review Operating Rules. Review and respond to e-mail from Benton re: date for reinstatement of privileges. Tele-conv. with Chair re: pending items for CDD meeting. Exchange e-mails re: resident requesting information about dock. Review e-mails re: water usage issues. Final preparation for CDD meeting and attend meeting.	8.75	\$350.00	\$3,062.50
Service	KA	11/20/2025	Research on conflict of interest.	2.60	\$350.00	\$910.00
Service	JB	11/21/2025	Reviewed meeting minutes and engineer reports from 2006 re: seawall repair / maintenance.	0.50	\$175.00	\$87.50
Service	AHC	11/23/2025	Follow-up on action items from 11/20 CDD meeting.	0.75	\$350.00	\$262.50
Service	AHC	11/24/2025	Continued e-mails re: roofing RFP. Initial review of recorded Mor Sports	0.50	\$350.00	\$175.00

Satisfaction of Lien.						
Service	KA	11/24/2025	Emailed to obtain Word version of amenity rules, obtained the amenity rule Word version, made the changes, added language from the PDF to the Word version, compared PDF to word version to ensure everything approved was in the Word version.	3.00	\$350.00	\$1,050.00
Service	KA	11/24/2025	Reviewed amenities RFP to see if protest letter was needed to send out to proposers. No protest letter needed; however, drafted letter to inform of the Supervisors' decision.	1.20	\$350.00	\$420.00
Service	JB	11/25/2025	Meeting with atty. Cohen discussing park square. Reviewed 1st amendment to agreement re: mangrove maintenance.	0.30	\$175.00	\$52.50
Service	JB	11/25/2025	Zoom meeting with park square re: outstanding items needing to be addressed prior to property transfer.	0.60	\$175.00	\$105.00
Service	JB	11/25/2025	Reviewed Exh. C attached to the 2021 addendum to the property transfer agreement pertaining to sidewalks and root guard. Requested additional information from atty. Cohen.	0.80	\$175.00	\$140.00
Service	KA	11/25/2025	Initial work on various contracts from meeting (pool step, cleaning service, jcourt, and tennis).	0.50	\$350.00	\$175.00
Service	KA	11/25/2025	Finished cleaning up amenities handbook to revise management information and e-mailed out.	0.40	\$350.00	\$140.00
Service	AHC	11/25/2025	Multiple tele-conv. with District Manager re: pending items. Review CDD meeting summary. Prepare for Park Square Teams meeting with Engineer, Sang Lee and Park Square counsel. Attend meeting. Continued follow-up on action items from CDD meeting/	3.00	\$350.00	\$1,050.00
Service	AHC	11/26/2025	Review e-mails re: roofing RFP proposals.	0.25	\$350.00	\$87.50
Service	KA	11/26/2025	Drafting of sweeping contract with Sweeping Corporation of America	2.20	\$350.00	\$770.00
					Subtotal	\$24,780.00

Total \$24,780.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
6534	01/01/2026	\$24,780.00	\$0.00	\$24,780.00
Outstanding Balance				\$24,780.00
Total Amount Outstanding				\$24,780.00

Please make all amounts payable to: Persson, Cohen, Mooney, Fernandez & Jackson, P.A. and remit to 6853 ENERGY COURT, LAKEWOOD RANCH, FL 34240.

For any inquiries, please contact us at 941-306-4730. Payment is due 30 days from receipt of this invoice. Thank you.

**PHENOMENAL EXERCISE EQUIPMENT REPAIR
SERVICE INC**

5332 Caesar Way South Suite A
St Petersburg, FL 33712-4277
US
7278668188
phenom@tampabay.rr.com

Invoice

BILL TO

Harbor Bay Community Development
District C/o Rizzetta & Company
3434 Colwell Avenue, Suite 200
Tampa, FL 33614

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
246680	11/20/2025	\$405.64	12/20/2025	Net 30	

SERVICE REP

Rich

DESCRIPTION	QTY	RATE	AMOUNT
FTS Guide Cable	1	225.00	225.00T
Shipping	1	25.64	25.64T
Installation	1	155.00	155.00T

Please submit payment to the address above.

Thank you for your business!

SUBTOTAL	405.64
TAX	0.00
TOTAL	405.64
BALANCE DUE	\$405.64

Pay invoice

Date- 11-25-25

GL Code- 572004914

Approved by- 

Signature:

**PHENOMENAL EXERCISE EQUIPMENT REPAIR
SERVICE INC**

5332 Caesar Way South Suite A
St Petersburg, FL 33712-4277
US
7278668188
phenom@tampabay.rr.com

Invoice

BILL TO

Harbor Bay Community Development
District C/o Rizzetta & Company
3434 Colwell Avenue, Suite 200
Tampa, FL 33614

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
246692	11/24/2025	\$145.00	12/24/2025	Net 30	

SERVICE REP

Nick

DESCRIPTION	QTY	RATE	AMOUNT
Maintenance Fee - Cleaned, Lubed & Adjusted equipment.	1	145.00	145.00T

Please submit payment to the address above.

Thank you for your business!

SUBTOTAL	145.00
TAX	0.00
TOTAL	145.00
BALANCE DUE	\$145.00

Pay invoice

Date- 11-25-25

GL Code- 572004914

Approved by- 

**PHENOMENAL EXERCISE EQUIPMENT REPAIR
SERVICE INC**

5332 Caesar Way South Suite A
St Petersburg, FL 33712-4277
US
7278668188
phenom@tampabay.rr.com

Invoice

BILL TO
Harbor Bay Community Development
District C/o Rizzetta & Company
3434 Colwell Avenue, Suite 200
Tampa, FL 33614

Date- 12-12-25

GL Code- 572004914

Approved by- [Signature]

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
246749	12/11/2025	\$145.00	01/10/2026	Net 30	

SERVICE REP

Nick

DESCRIPTION	QTY	RATE	AMOUNT
Maintenance Fee - Cleaned, Lubed & Adjusted equipment.	1	145.00	145.00T

Please submit payment to the address above.

Thank you for your business!

SUBTOTAL	145.00
TAX	0.00
TOTAL	145.00
BALANCE DUE	\$145.00

[Pay invoice](#)



5210 W Linebaugh Ave
Tampa FL 33624-503434

Customer Service (813) 265-0292
RepublicServices.com/Support

Important Information

It's easy to go paperless! Sign up for Paperless Billing at RepublicServices.com and enjoy the convenience of managing your account anytime, anywhere, on any device.

Account Number 3-0696-0020461
Invoice Number 0696-001311765
Invoice Date November 17, 2025
Previous Balance \$1,593.96
Payments/Adjustments -\$1,593.96
Current Invoice Charges \$1,668.96

Autopayment \$1,668.96	Payment Due Date December 07, 2025
---	---

PAYMENTS/ADJUSTMENTS

Description	Reference	Amount
Payment - Thank You 11/06	5555555	-\$1,593.96

CURRENT INVOICE CHARGES

Description	Reference	Quantity	Unit Price	Amount
Mira Bay Clubhouse 107 Manns Harbor Dr CSA A912018655				
Apollo Beach, FL Contract: 9696002 (C1)				
1 Waste Container 6 Cu Yd, 2 Lifts Per Week				
Disposal:SOUTH CO - CLASS 1				
Waste/Recycling Overage 10/20		1.0000	\$75.00	\$75.00
Waste/Recycling Overage 10/24		1.0000	\$75.00	\$75.00
Waste/Recycling Overage 10/27		1.0000	\$75.00	\$75.00
Waste/Recycling Overage 11/10		1.0000	\$75.00	\$75.00
Waste/Recycling Overage 11/17		1.0000	\$75.00	\$75.00
Pickup Service 12/01-12/31			\$910.56	\$910.56

Admiral Pointe Clubhouse 5248 Admiral Pointe Dr CSA A912018554

Apollo Beach, FL

1 Waste Container 4 Cu Yd, 1 Lift Per Week

Disposal:SOUTH CO - CLASS 1

Pickup Service 12/01-12/31

\$383.40 \$383.40

CURRENT INVOICE CHARGES, AutoPayment due on December 07, 2025

\$1,668.96

Simple account access at your fingertips.

Download the Republic Services app or visit RepublicServices.com today.



5210 W Linebaugh Ave
Tampa FL 33624-503434

Do not Pay

* Thank You For Your Automatic Payment *

Autopayment	\$1,668.96
Payment Due Date	December 07, 2025
Account Number	3-0696-0020461
Invoice Number	0696-001311765

Address Service Requested

For Billing Address Changes,
Check Box and Complete Reverse

Make Checks Payable To:



HARBOR BAY CCD
MARK ISLEY
3434 COLWELL AVE
STE 200
TAMPA FL 33614-8390



REPUBLIC SERVICES #696
PO BOX 71068
CHARLOTTE NC 28272-1068

30696002046100000013117650001668960001668968

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
12/2/2025	INV0000105370

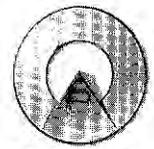
Bill To:

HARBOR BAY CDD 3434 Colwell Avenue, Suite 200 Tampa FL 33614
--

Services for the month of	Terms	Client Number
December	Upon Receipt	00815

Description	Qty	Rate	Amount
Accounting Services	1.00	\$4,316.67	\$4,316.67
Annual Dissemination Services	1.00	\$416.67	\$416.67
Financial & Revenue Collections Services	1.00	\$416.67	\$416.67
Management Services	1.00	\$10,329.17	\$10,329.17
Website Compliance & Management	1.00	\$234.42	\$234.42
Excess Meeting Time (over contract limit) 11-20-2025	0.50	\$200.00	\$100.00
Subtotal			\$15,813.60
Total			\$15,813.60

SCHINDLER ELEVATOR CORPORATION
1150 Assembly Drive, Suite 360
TAMPA FL 33607-4873
Tel: 813 888 5335 Fax: 813 888 7785



Schindler

RECEIVED
DEC 01 2025

Document: Maintenance Invoice

Invoice No : 4607318993

Date : 12/01/2025

HARBOR BAY COMMUNITY DEVELOPMENT
DISTRICT
C/O RIZZETTA & COMPANY
3434 COLWELL AVENUE, STE.,200
TAMPA FL 33614

Billing ID: 3102282
Federal Tax ID: 34 127 0056
DUNS Number: 09 480 9993
Sales Contact: Chanteal M.Murphy
Field Contact: Alejandro Casas
PO Number:

Contract No:	USD excl. Tax	Tax	USD incl. Tax
4100035904			
No. of Equipment: 2			
Service type: Preventive Maintenance Schindler Basic Partial			
Address: MIRABAY HARBOR BAY CLUBHOUSE MANN'S HARBOR DR 107 33572 APOLLO BEACH			
Maintenance services: From 12/01/2025 to 12/31/2025			
Total	263.01		263.01
Total to Pay			263.01

Payment terms: Payable within 30 days



Please return this portion with your payment

REMITTANCE

Payer :
HARBOR BAY COMMUNITY DEVELOPMENT
DISTRICT
C/O RIZZETTA & COMPANY
3434 COLWELL AVENUE, STE.,200
TAMPA FL 33614

Invoice No : 4607318993
Date : 12/01/2025
Billing ID : 3102282
Service Contract : 4100035904

INVOICE AMOUNT: 263.01 USD

Remit to :
Schindler Elevator Corporation Use this address for payments only.
P.O.Box 93050 Direct calls and correspondence to our Local Office above.
Chicago, IL 60673-3050 Please check applicable payment enclosed

* Invoices not paid within net terms are subject to a service charge of 1.5% per month, or the maximum permitted by law.
Seller represents that with respect to the production of the articles and/or the performance of the services covered by this invoice, it has fully complied with the FairLabor Standards Act of 1938, as amended.

HARBOR BAY COMMUNITY DEVELOPMENT DISTRICT

District Office – Wesley Chapel, Florida (813) 994-1001
Mailing Address – 3434 Colwell Avenue Suite 200, Tampa, Florida 33614
www.harborbaycdd.org

Check Request

Amount: \$2,000.00

Date: 12/18/25

Payable to: Stearns Weaver Miller

Address: 150 West Flagler Street, Suite 2200
Miami, FL 33130

Description: Retainer Fee

Requestor: Venessa Smith

STEARNS WEAVER MILLER
WEISSLER ALHADEFF & SITTERSON, P.A.

Darrin J. Quam
401 East Jackson Street, Suite 2100
Post Office Box 3299 (33601)
Tampa, FL 33602
Direct: (813) 222-5109
Fax: (813) 222-5089
Email: dquam@stearnsweaver.com

December 12, 2025

VIA EMAIL (acohen@flgovlaw.com)

Harbor Bay Community Development District
c/o Andrew H. Cohen, Esq.
Persson, Cohen, Mooney, Fernandez & Jackson, P.A.
6853 Energy Court
Lakewood Ranch, FL 34240

Re: Harbor Bay Community Development District/Best Price Roofing, Inc.

Dear Mr. Cohen:

We thank you for selecting our firm and appreciate the opportunity to represent Harbor Bay Community Development District (the "District"). This letter sets forth the scope of our engagement and describes the terms on which our legal services will be provided.

You have engaged us to represent you regarding the contract dispute with Best Price Roofing, Inc. This engagement is not an undertaking to represent the District in any other matter. However, if the District hereafter asks us to represent it in another matter or other matters and we agree to do so, the terms of this engagement letter shall apply to any professional services we perform in such other matters unless otherwise agreed.

It is important for our professional relationship to be collaborative. We will be available to the District to answer questions and provide reports on the status of the matter. Reciprocally, the District will be candid and provide us current, complete, accurate factual information, documents (including, without limitation, electronically stored information) and other information relevant to our representation, and will be cooperative, making its officers and other employees reasonably available to us as necessary.

We bill monthly for the services of our lawyers, paralegals, and other professionals or para-professionals at their hourly rates in effect at the time they perform the services, and for the costs we incur during the representation. Hourly rates are subject to change from time to time. The hourly rates for the lawyers who will be primarily involved in the representation range from \$295 to \$400. My discounted hourly rate for this matter is \$400. I will use other lawyers and professionals as appropriate to be cost effective.

Costs include filing fees, express delivery service charges, copying and scanning expenses including, without limitation, processing of electronically-stored information, multimedia expenses, telecommunications expenses, postage, travel (if necessary), computer-assisted research, deposition costs, process servers, court reporters, witness fees, and the like. The District authorizes us to retain experts, consultants, investigators and others necessary in our judgment to represent the District's interests effectively. Their fees and expenses will be billed directly to the District.

We typically send statements monthly for work performed and expenses incurred during the previous month. All invoices are due and payable upon receipt. Invoices will be emailed to your email address identified above and any other designated address. Interest will be charged on any amounts not paid within thirty (30) days at the rate of six percent (6%) per annum. The District's obligation to pay the firm's fees and costs is in no way contingent on the outcome of the matter.

We require an advance fee in the amount of \$2,000. Generally we will hold the advance fee until the conclusion of the matter, but we may without further notice apply any part of the advance fee against invoices that are 30 days or older. If we credit the entirety or any portion of your initial advance against invoices, we may require the District to replenish the advance fee to an amount that is no less than the original advance. The fees and costs for this representation are not predictable and may be subject to factors beyond our control.

The District may terminate our representation at any time. In the event of such termination, the District shall remain liable to pay for all time spent and costs incurred up to the termination and thereafter as necessary to close or transition the matter. Subject only to the Florida Rules of Professional Conduct and to court approval when required, we may withdraw from our representation at any time and for any reason.

In the event that either the firm or the District terminates the engagement, we will take such steps as are reasonably practicable to protect the District's interests and the District will take such steps, including signing any documents necessary to our withdrawal from any proceeding that requires client consent, as are reasonably necessary to relieve us of any obligation to continue our representation.

Unless previously terminated, our representation will terminate upon the earlier of the date on which we send our final invoice or written notification that our representation has ended. Upon request and payment of all fees and costs, we will return any original documents or property the District provided to us during the representation and at its expense, provide the District copies of relevant portions of our files other than our internal work product. For various reasons, including, among others, the minimization of unnecessary storage expenses, and consistent with the Florida Rules of Professional Conduct, we will preserve our files in electronic format and then destroy or

otherwise dispose of the physical files shortly after the termination of the engagement without further notice to the District.

The entire relationship between the District and the firm, including, without limitation, the validity, construction, and enforceability of this engagement letter, shall be governed by the laws of the State of Florida without regard to conflicts of laws principles. We do not anticipate any dispute between us, but if there is a dispute and it results in litigation, the exclusive jurisdiction and venue shall be in Hillsborough County Florida, either in the Circuit Court for the Thirteenth Judicial Circuit or the United States District Court for the Middle District of Florida.

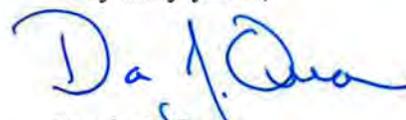
The District recognizes that our firm represents many other clients. During or after our representation of the District, we may be asked to represent other clients in transactions (*i.e.*, non-litigation matters) adverse to the District or its affiliates that are substantially unrelated to this representation, for example, to represent the other client, adverse to the District or an affiliate, in an asset purchase transaction, or in a loan transaction. The District agrees that our representation of it in this matter will not disqualify our firm from opposing it or its affiliates in such other transactional matters so long as they are not substantially related to the subject matter of this representation. In any such transaction, we will not, to the District's material disadvantage, use any proprietary or other confidential information of a nonpublic nature concerning the District that we acquired as a result of our representation of the District. If requested by the District, we will formally screen any lawyers and staff working on the adverse matter or appearing before the District in matters substantially unrelated to this representation, from the lawyers and staff working on this matter.

This letter constitutes the entire agreement between the District and the firm regarding the District's engagement of the firm in this matter and supersedes any prior understandings or agreements, written or oral. Any contrary provisions in subsequent billing requests, outside counsel guidelines, or the like will prevail over the provisions hereof only if we have been asked in writing and have agreed in writing to consent to such provision or provisions.

Please review this engagement letter carefully. If it is acceptable and accurately sets forth our agreement, please sign the counterpart original and return it to me along with the advance fee in the amount of \$2,000. Please call me if you have any questions.

We look forward to working with you to achieve a successful outcome of this matter.

Very truly yours,



Darrin J. Quam

DJQ/law

Harbor Bay Community Development District
December 12, 2025
Page 4

AGREED:

HARBOR BAY COMMUNITY DEVELOPMENT DISTRICT

By: Steven Finley Steven Finley
Title: Chairman, HBCCD
Date: 15 Dec 2025



HARBOR BAY COMMUNITY DEVELOPMENT
5256 ADMIRAL POINTE DR
APOLLO BEACH, FL 33572-3429

Statement Date: November 26, 2025

Amount Due: \$79.48

Due Date: December 17, 2025

Account #: 211009424139

DO NOT PAY. Your account will be drafted on December 17, 2025

Account Summary

Current Service Period: October 22, 2025 - November 20, 2025	
Previous Amount Due	\$76.41
Payment(s) Received Since Last Statement	-\$76.41
Current Month's Charges	\$79.48
Amount Due by December 17, 2025	
	\$79.48

Amount not paid by due date may be assessed a late payment charge and an additional deposit.

Your Energy Insight

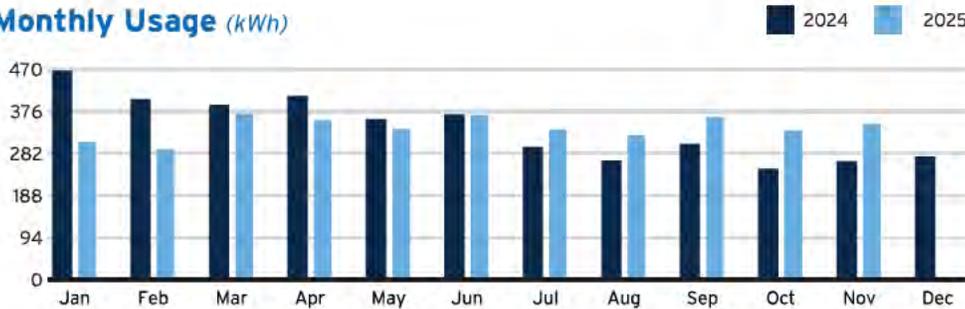
Your average daily kWh used was **33.33% higher** than the same period last year.

Your average daily kWh used was **9.09% higher** than it was in your previous period.



Scan here to view your account online.

Monthly Usage (kWh)



Learn about your newly redesigned bill and get deeper insights about your usage by visiting TECOaccount.com



To ensure prompt credit, please return stub portion of this bill with your payment.

Account #: 211009424139

Due Date: December 17, 2025

Pay your bill online at TampaElectric.com

See reverse side of your paystub for more ways to pay.

Go Paperless, Go Green! Visit TampaElectric.com/Paperless to enroll now.

Amount Due: \$79.48

Payment Amount: \$ _____

631631446150

Your account will be drafted on December 17, 2025

HARBOR BAY COMMUNITY DEVELOPMENT
250 INTERNATIONAL PKWY, STE 208
LAKE MARY, FL 32746-5062

Mail payment to:
TECO
P.O. BOX 31318
TAMPA, FL 33631-3318

Make check payable to: TECO
Please write your account number on the memo line of your check.



Service For:
5256 ADMIRAL POINTE DR
APOLLO BEACH, FL 33572-3429

Account #: 211009424139
Statement Date: November 26, 2025
Charges Due: December 17, 2025

Meter Read

Service Period: Oct 22, 2025 - Nov 20, 2025

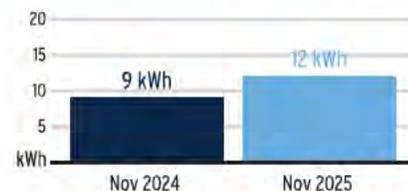
Rate Schedule: General Service - Non Demand

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
1000430767	11/20/2025	27,019		26,672		347 kWh	1	30 Days

Charge Details

Electric Charges		
Daily Basic Service Charge	30 days @ \$0.63000	\$18.90
Energy Charge	347 kWh @ \$0.08641/kWh	\$29.98
Fuel Charge	347 kWh @ \$0.03391/kWh	\$11.77
Storm Protection Charge	347 kWh @ \$0.00577/kWh	\$2.00
Clean Energy Transition Mechanism	347 kWh @ \$0.00418/kWh	\$1.45
Storm Surcharge	347 kWh @ \$0.02121/kWh	\$7.36
Florida Gross Receipt Tax		\$1.83
Electric Service Cost		\$73.29
State Tax		\$6.19
Total Electric Cost, Local Fees and Taxes		\$79.48

Avg kWh Used Per Day



Important Messages

Quarterly Fuel Source Update
Tampa Electric's diverse fuel mix for the 12-month period ending September 2025 includes 78% natural gas, 12% purchased power, 10% solar and 0% coal.

Total Current Month's Charges \$79.48

For more information about your bill and understanding your charges, please visit TampaElectric.com

Ways To Pay Your Bill

- Bank Draft**
Visit TECOaccount.com for free recurring or one time payments via checking or savings account.
- In-Person**
Find list of Payment Agents at TampaElectric.com
- Mail A Check**
Payments:
TECO
P.O. Box 31318
Tampa, FL 33631-3318
Mail your payment in the enclosed envelope.
- Credit or Debit Card**
Pay by credit Card using KUBRA EZ-Pay at TECOaccount.com. Convenience fee will be charged.
- Phone**
Toll Free: **866-689-6469**
- All Other Correspondences:**
Tampa Electric
P.O. Box 111
Tampa, FL 33601-0111

Contact Us

- Online:**
TampaElectric.com
- Phone:**
Commercial Customer Care:
866-832-6249
Residential Customer Care:
813-223-0800 (Hillsborough)
863-299-0800 (Polk County)
888-223-0800 (All Other Counties)
- Hearing Impaired/TTY:**
7-1-1
Power Outage:
877-588-1010
Energy-Saving Programs:
813-275-3909

Please Note: If you choose to pay your bill at a location not listed on our website or provided by Tampa Electric, you are paying someone who is not authorized to act as a payment agent at Tampa Electric. You bear the risk that this unauthorized party will relay the payment to Tampa Electric and do so in a timely fashion. Tampa Electric is not responsible for payments made to unauthorized agents, including their failure to deliver or timely deliver the payment to us. Such failures may result in late payment charges to your account or service disconnection.



HARBOR BAY COMMUNITY DEVELOPMENT
5248 ADMIRAL POINTE DR
APOLLO BEACH, FL 33572-3429

Statement Date: November 26, 2025

Amount Due: \$898.90

Due Date: December 17, 2025

Account #: 211009424568

DO NOT PAY. Your account will be drafted on December 17, 2025

Account Summary

Current Service Period: October 22, 2025 - November 20, 2025	
Previous Amount Due	\$947.68
Payment(s) Received Since Last Statement	-\$947.68
Current Month's Charges	\$898.90
Amount Due by December 17, 2025	\$898.90

Amount not paid by due date may be assessed a late payment charge and an additional deposit.

Your Energy Insight

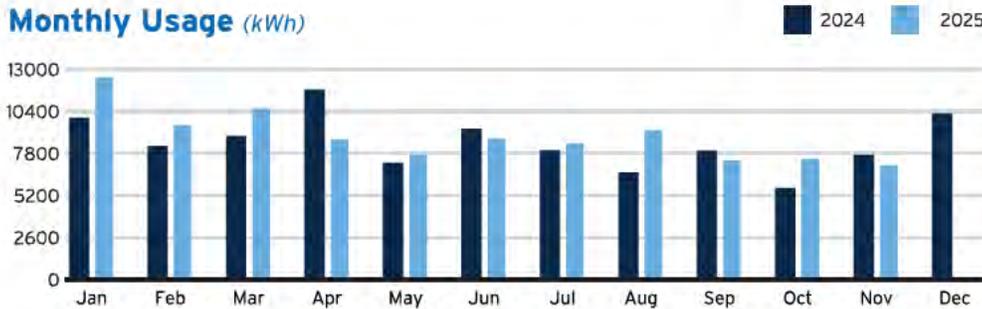
Your average daily kWh used was **10.65% lower** than the same period last year.

Your peak billing demand was **28% lower** than the same period last year.



Scan here to view your account online.

Monthly Usage (kWh)



Learn about your newly redesigned bill and get deeper insights about your usage by visiting TECOaccount.com



To ensure prompt credit, please return stub portion of this bill with your payment.

Account #: 211009424568

Due Date: December 17, 2025

Pay your bill online at TampaElectric.com

See reverse side of your paystub for more ways to pay.

Go Paperless, Go Green! Visit TampaElectric.com/Paperless to enroll now.

Amount Due: \$898.90

Payment Amount: \$ _____

631631446151

Your account will be drafted on December 17, 2025

HARBOR BAY COMMUNITY DEVELOPMENT
250 INTERNATIONAL PKWY, STE 208
LAKE MARY, FL 32746-5062

Mail payment to:
TECO
P.O. BOX 31318
TAMPA, FL 33631-3318

Make check payable to: TECO
Please write your account number on the memo line of your check.



Service For:
5248 ADMIRAL POINTE DR
APOLLO BEACH, FL 33572-3429

Account #: 211009424568
Statement Date: November 26, 2025
Charges Due: December 17, 2025

Meter Read

Meter Location: Pool

Service Period: Oct 22, 2025 - Nov 20, 2025

Rate Schedule: General Service Demand - Standard

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
1000862129	11/20/2025	31,881		24,841		7,040 kWh	1	30 Days
1000862129	11/20/2025	17.7		0		17.7 kW	1	30 Days

Charge Details

Electric Charges		
Daily Basic Service Charge	30 days @ \$1.06000	\$31.80
Billing Demand Charge	18 kW @ \$18.07000/kW	\$325.26
Energy Charge	7,040 kWh @ \$0.00773/kWh	\$54.42
Fuel Charge	7,040 kWh @ \$0.03391/kWh	\$238.73
Capacity Charge	18 kW @ \$0.30000/kW	\$5.40
Storm Protection Charge	18 kW @ \$2.08000/kW	\$37.44
Energy Conservation Charge	18 kW @ \$0.93000/kW	\$16.74
Environmental Cost Recovery	7,040 kWh @ \$0.00068/kWh	\$4.79
Clean Energy Transition Mechanism	18 kW @ \$1.15000/kW	\$20.70
Storm Surcharge	7,040 kWh @ \$0.01035/kWh	\$72.86
Florida Gross Receipt Tax		\$20.72
Electric Service Cost		\$828.86
State Tax		\$70.04
Total Electric Cost, Local Fees and Taxes		\$898.90

Avg kWh Used Per Day



Billing Demand (kW)



Total Current Month's Charges \$898.90

For more information about your bill and understanding your charges, please visit [TampaElectric.com](https://www.tampaelectric.com)

Ways To Pay Your Bill

- Bank Draft**
Visit TECOaccount.com for free recurring or one time payments via checking or savings account.
- In-Person**
Find list of Payment Agents at TampaElectric.com
- Mail A Check**
Payments:
TECO
P.O. Box 31318
Tampa, FL 33631-3318
Mail your payment in the enclosed envelope.
- Credit or Debit Card**
Pay by credit Card using KUBRA EZ-Pay at TECOaccount.com. Convenience fee will be charged.
- Phone**
Toll Free: **866-689-6469**
- All Other Correspondences:**
Tampa Electric
P.O. Box 111
Tampa, FL 33601-0111

Contact Us

- Online:**
TampaElectric.com
- Phone:**
Commercial Customer Care:
866-832-6249
Residential Customer Care:
813-223-0800 (Hillsborough)
863-299-0800 (Polk County)
888-223-0800 (All Other Counties)
- Hearing Impaired/TTY:**
7-1-1
Power Outage:
877-588-1010
Energy-Saving Programs:
813-275-3909

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Service For:
5248 ADMIRAL POINTE DR
APOLLO BEACH, FL 33572-3429

Account #: 211009424568
Statement Date: November 26, 2025
Charges Due: December 17, 2025

Load Factor



Decreasing the proportion of your electricity utilized at peak will improve your load factor.

Important Messages

Quarterly Fuel Source Update

Tampa Electric's diverse fuel mix for the 12-month period ending September 2025 includes 78% natural gas, 12% purchased power, 10% solar and 0% coal.



HARBOR BAY COMMUNITY DEVELOPMENT
 760 WINTERSIDE DR
 APOLLO BEACH, FL 33572-3407

Statement Date: November 26, 2025

Amount Due: \$48.66

Due Date: December 17, 2025

Account #: 211009425011

Your Energy Insight



Your average daily kWh used was **0% higher** than the same period last year.



Your average daily kWh used was **0% higher** than it was in your previous period.



Scan here to view your account online.

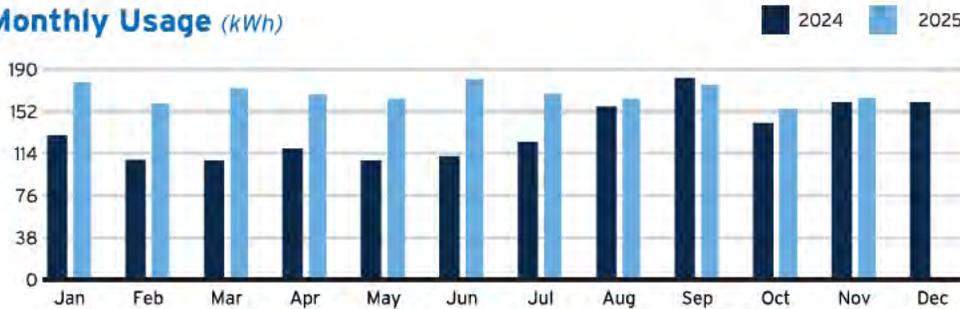
DO NOT PAY. Your account will be drafted on December 17, 2025

Account Summary

Current Service Period: October 22, 2025 - November 20, 2025	
Previous Amount Due	\$46.28
Payment(s) Received Since Last Statement	-\$46.28
Current Month's Charges	\$48.66
Amount Due by December 17, 2025	\$48.66

Amount not paid by due date may be assessed a late payment charge and an additional deposit.

Monthly Usage (kWh)



Learn about your newly redesigned bill and get deeper insights about your usage by visiting TECOaccount.com



To ensure prompt credit, please return stub portion of this bill with your payment.

Account #: 211009425011

Due Date: December 17, 2025



Pay your bill online at TampaElectric.com

See reverse side of your paystub for more ways to pay.

Go Paperless, Go Green! Visit TampaElectric.com/Paperless to enroll now.

Amount Due: \$48.66

Payment Amount: \$ _____

631631446152

Your account will be drafted on December 17, 2025

HARBOR BAY COMMUNITY DEVELOPMENT
 250 INTERNATIONAL PKWY, STE 208
 LAKE MARY, FL 32746-5062

Mail payment to:
 TECO
 P.O. BOX 31318
 TAMPA, FL 33631-3318

Make check payable to: TECO
 Please write your account number on the memo line of your check.



Service For:
760 WINTERSIDE DR
APOLLO BEACH, FL 33572-3407

Account #: 211009425011
Statement Date: November 26, 2025
Charges Due: December 17, 2025

Meter Read

Meter Location: Gate

Service Period: Oct 22, 2025 - Nov 20, 2025

Rate Schedule: General Service - Non Demand

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
1000444679	11/20/2025	10,172		10,008		164 kWh	1	30 Days

Charge Details

Electric Charges		
Daily Basic Service Charge	30 days @ \$0.63000	\$18.90
Energy Charge	164 kWh @ \$0.08641/kWh	\$14.17
Fuel Charge	164 kWh @ \$0.03391/kWh	\$5.56
Storm Protection Charge	164 kWh @ \$0.00577/kWh	\$0.95
Clean Energy Transition Mechanism	164 kWh @ \$0.00418/kWh	\$0.69
Storm Surcharge	164 kWh @ \$0.02121/kWh	\$3.48
Florida Gross Receipt Tax		\$1.12
Electric Service Cost		\$44.87
State Tax		\$3.79
Total Electric Cost, Local Fees and Taxes		\$48.66

Avg kWh Used Per Day



Important Messages

Quarterly Fuel Source Update
Tampa Electric's diverse fuel mix for the 12-month period ending September 2025 includes 78% natural gas, 12% purchased power, 10% solar and 0% coal.

Total Current Month's Charges \$48.66

For more information about your bill and understanding your charges, please visit TampaElectric.com

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888-223-0800 (All Other Counties)
- Hearing Impaired/TTY:** 7-1-1
- Power Outage:** 877-588-1010
- Energy-Saving Programs:** 813-275-3909

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HARBOR BAY COMMUNITY DEVELOPMENT
 HARBOR BAY CDD-GASLIGHTS
 MIRABAY BLVD, 1 2 & 3
 APOLLO BEACH, FL 33572-0000

Statement Date: November 26, 2025

Amount Due: \$391.35

Due Date: December 17, 2025
Account #: 211009425268

DO NOT PAY. Your account will be drafted on December 17, 2025

Account Summary

Current Service Period: October 23, 2025 - November 24, 2025	
Previous Amount Due	\$317.06
Payment(s) Received Since Last Statement	-\$317.06
Current Month's Charges	\$391.35
Amount Due by December 17, 2025	\$391.35

Amount not paid by due date may be assessed a late payment charge and an additional deposit.

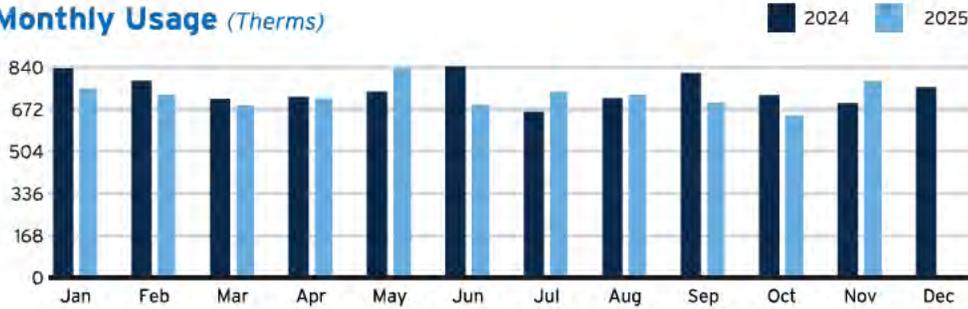
Your Energy Insight

- Your average daily THMS used was **0% higher** than the same period last year.
- Your average daily THMS used was **.83% lower** than it was in your previous period.



Scan here to view your account online.

Monthly Usage (Therms)



Learn about your newly redesigned bill and get deeper insights about your usage by visiting TECOaccount.com



Sometimes being safe stinks

If you smell rotten eggs, a gas leak or damaged pipeline could be nearby. Get to a safe location, call 911 then call us at 877-832-6747.

We're here 24/7 to answer your call about natural gas emergencies.

PeoplesGas.com/Safety



To ensure prompt credit, please return stub portion of this bill with your payment.

Pay your bill online at PeoplesGas.com
 See reverse side of your paystub for more ways to pay.

Go Paperless, Go Green! Visit PeoplesGas.com/Paperless to enroll now.

Account #: 211009425268
Due Date: December 17, 2025

Amount Due: \$391.35

Payment Amount: \$ _____

631631446153

Your account will be drafted on December 17, 2025

HARBOR BAY COMMUNITY DEVELOPMENT
 HARBOR BAY CDD-GASLIGHTS
 250 INTERNATIONAL PKWY, STE 208
 LAKE MARY, FL 32746-5062

Mail payment to:
 TECO
 P.O. BOX 31318
 TAMPA, FL 33631-3318

Make check payable to: TECO
 Please write your account number on the memo line of your check.



Service For:
 MIRABAY BLVD
 12 & 3, APOLLO BEACH, FL 33572-0000

Account #: 211009425268
Statement Date: November 26, 2025
Charges Due: December 17, 2025

Meter Read

Service Period: Oct 23, 2025 - Nov 24, 2025

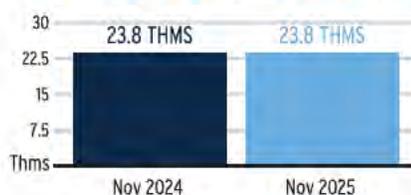
Rate Schedule: Comm Transportation Street Lighting

Meter Number	Read Date	Current Reading	- Previous Reading	= Measured Volume	x BTU	x Conversion	= Total Used	Billing Period
AHI45086	11/24/2025	8,142	7,983	159 CCF	1.040	1.0000	165.4 Therms	33 Days
AHI58347	11/24/2025	7,379	7,105	274 CCF	1.040	1.0000	285.0 Therms	33 Days
AHX31639	11/24/2025	2,365	2,043	322 CCF	1.040	1.0000	334.8 Therms	33 Days

Charge Details

Natural Gas Charges		
Number of Lights	1	
Distribution Charge	785.2 THMS @ \$0.45736	\$359.12
Swing Service Charge	785.2 THMS @ \$0.01250	\$9.82
Florida Gross Receipts Tax		\$22.41
Natural Gas Service Cost		\$391.35

Avg THMS Used Per Day



Important Messages

The billing periods of the individual meters of a multi-metered account may differ from the dates displayed. All the meters on such an account may not have been read on the same date due to their location on the property.

Total Current Month's Charges \$391.35

For more information about your bill and understanding your charges, please visit PeoplesGas.com

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- Phone**
 Toll Free: **866-689-6469**
- All Other Correspondences:**
 Peoples Gas
 P.O. Box 111
 Tampa, FL 33601-0111

Contact Us

- Residential Customer Care:**
 813-223-0800 (Tampa)
 863-299-0800 (Lakeland)
 352-622-0111 (Ocala)
 954-453-0777 (Broward)
 305-940-0139 (Miami)
 727-826-3333 (St. Petersburg)
 407-425-4662 (Orlando)
 904-739-1211 (Jacksonville)
 877-832-6747 (All Other Counties)
- Online:**
PeoplesGas.com
- Phone:**
Commercial Customer Care:
 866-832-6249
Hearing Impaired/TTY:
 7-1-1
Natural Gas Outage:
 877-832-6747
Natural Gas Energy Conservation Rebates:
 877-832-6747

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HARBOR BAY COMMUNITY DEVELOPMENT
5127 COASTAL SCENE DR
APOLLO BEACH, FL 33572-3432

Statement Date: November 26, 2025

Amount Due: \$157.00

Due Date: December 17, 2025

Account #: 221006323390

Your Energy Insight

Your average daily kWh used was **237.5% higher** than the same period last year.

Your average daily kWh used was **285.71% higher** than it was in your previous period.



Scan here to view your account online.

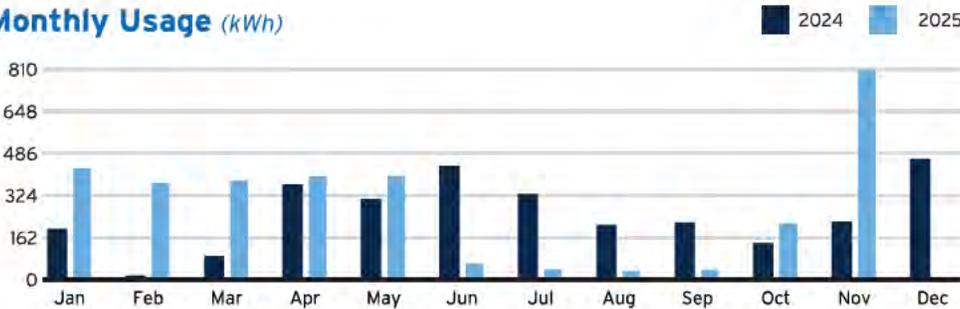
DO NOT PAY. Your account will be drafted on December 17, 2025

Account Summary

Current Service Period: October 22, 2025 - November 20, 2025	
Previous Amount Due	\$56.88
Payment(s) Received Since Last Statement	-\$56.88
Current Month's Charges	\$157.00
Amount Due by December 17, 2025	\$157.00

Amount not paid by due date may be assessed a late payment charge and an additional deposit.

Monthly Usage (kWh)



Learn about your newly redesigned bill and get deeper insights about your usage by visiting TECOaccount.com



To ensure prompt credit, please return stub portion of this bill with your payment.

Account #: 221006323390

Due Date: December 17, 2025

Pay your bill online at TampaElectric.com

See reverse side of your paystub for more ways to pay.

Go Paperless, Go Green! Visit TampaElectric.com/Paperless to enroll now.

Amount Due: \$157.00

Payment Amount: \$ _____

689655836064

Your account will be drafted on December 17, 2025

HARBOR BAY COMMUNITY DEVELOPMENT
250 INTERNATIONAL PKWY, STE 208
LAKE MARY, FL 32746-5062

Mail payment to:
TECO
P.O. BOX 31318
TAMPA, FL 33631-3318

Make check payable to: TECO
Please write your account number on the memo line of your check.



Service For:
5127 COASTAL SCENE DR
APOLLO BEACH, FL 33572-3432

Account #: 221006323390
Statement Date: November 26, 2025
Charges Due: December 17, 2025

Meter Read

Service Period: Oct 22, 2025 - Nov 20, 2025

Rate Schedule: General Service - Non Demand

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
1000851762	11/20/2025	12,920		12,113		807 kWh	1	30 Days

Charge Details

Electric Charges		
Daily Basic Service Charge	30 days @ \$0.63000	\$18.90
Energy Charge	807 kWh @ \$0.08641/kWh	\$69.73
Fuel Charge	807 kWh @ \$0.03391/kWh	\$27.37
Storm Protection Charge	807 kWh @ \$0.00577/kWh	\$4.66
Clean Energy Transition Mechanism	807 kWh @ \$0.00418/kWh	\$3.37
Storm Surcharge	807 kWh @ \$0.02121/kWh	\$17.12
Florida Gross Receipt Tax		\$3.62
Electric Service Cost		\$144.77
State Tax		\$12.23
Total Electric Cost, Local Fees and Taxes		\$157.00

Avg kWh Used Per Day



Important Messages

Quarterly Fuel Source Update
Tampa Electric's diverse fuel mix for the 12-month period ending September 2025 includes 78% natural gas, 12% purchased power, 10% solar and 0% coal.

Total Current Month's Charges \$157.00

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- Power Outage:** 877-588-1010
- Energy-Saving Programs:** 813-275-3909

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HARBOR BAY COMMUNITY DEVELOPMENT
107 MANNS HARBOR DR, LS2
APOLLO BEACH, FL 33572-3340

Statement Date: November 26, 2025

Amount Due: \$11,525.64

Due Date: December 17, 2025

Account #: 221008458756

DO NOT PAY. Your account will be drafted on December 17, 2025

Account Summary

Table with account summary: Current Service Period (Oct 22 - Nov 20, 2025), Previous Amount Due (\$11,525.64), Payment(s) Received Since Last Statement (-\$11,525.64), Current Month's Charges (\$11,525.64), Amount Due by December 17, 2025 (\$11,525.64)

Amount not paid by due date may be assessed a late payment charge and an additional deposit.



Scan here to view your account online.



SAVE TIME AND GET BUSINESS DONE FASTER

Create an online account to manage your service, pay bills, enroll in programs, customize notifications and more.

Get details at TampaElectric.com/YourWay.

Learn about your newly redesigned bill and get deeper insights about your usage by visiting TECOaccount.com

To ensure prompt credit, please return stub portion of this bill with your payment.



Account #: 221008458756

Due Date: December 17, 2025

Pay your bill online at TampaElectric.com

See reverse side of your paystub for more ways to pay.

Go Paperless, Go Green! Visit TampaElectric.com/Paperless to enroll now.

Amount Due: \$11,525.64

Payment Amount: \$ _____

631631446284

Your account will be drafted on December 17, 2025

HARBOR BAY COMMUNITY DEVELOPMENT
4648 EAGLE FALLS PL
TAMPA, FL 33619-9613

Mail payment to:
TECO
P.O. BOX 31318
TAMPA, FL 33631-3318

Make check payable to: TECO
Please write your account number on the memo line of your check.



Service For:
 107 MANN'S HARBOR DR
 LS2, APOLLO BEACH, FL 33572-3340

Account #: 221008458756
Statement Date: November 26, 2025
Charges Due: December 17, 2025

Service Period: Oct 22, 2025 - Nov 20, 2025

Rate Schedule: LS-2 Customer Specified Lighting

Charge Details

Electric Charges		
Lighting Service Items LS-2 (Bright Choices) for 30 days		
Lighting Energy Charge	3573 kWh @ \$0.03412/kWh	\$121.91
Monthly Charge		\$10479.78
Lighting Fuel Charge	3573 kWh @ \$0.03363/kWh	\$120.16
Storm Protection Charge	3573 kWh @ \$0.00559/kWh	\$19.97
Clean Energy Transition Mechanism	3573 kWh @ \$0.00043/kWh	\$1.54
Storm Surcharge	3573 kWh @ \$0.01230/kWh	\$43.95
Florida Gross Receipt Tax		\$7.89
State Tax		\$730.44
Lighting Charges		\$11,525.64

Important Messages

Quarterly Fuel Source Update
 Tampa Electric's diverse fuel mix for the 12-month period ending September 2025 includes 78% natural gas, 12% purchased power, 10% solar and 0% coal.

Total Current Month's Charges \$11,525.64

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HARBOR BAY COMMUNITY DEVELOPMENT
4530 EAGLE FALLS PL,
TAMPA, FL 33619-9611

Statement Date: December 05, 2025

Amount Due: \$13,951.63

Due Date: December 19, 2025

Account #: 311000030115

Your Locations With The Highest Usage

- 107 MANNS HARBOR DR, APOLLO BEACH, FL 33572-3340 **39,596 KWH**
- 107 MANNS HARBOR DR, D, APOLLO BEACH, FL 33572-3340 **24,815 KWH**

DO NOT PAY. Your account will be drafted on December 19, 2025

Account Summary

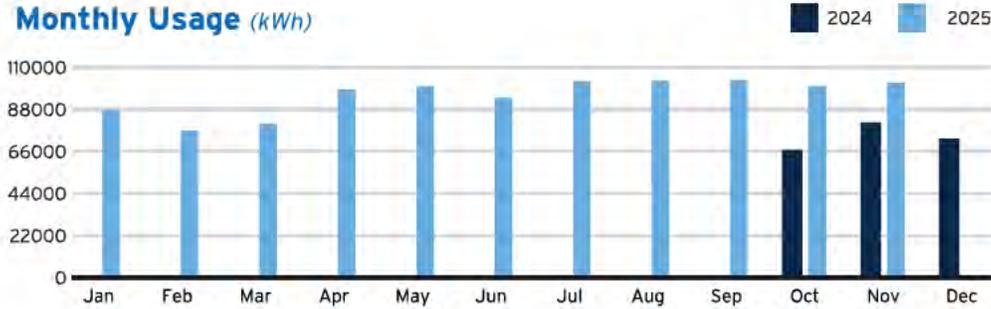
Previous Amount Due	\$13,628.20
Payment(s) Received Since Last Statement	-\$13,628.20
Credit Balance After Payments and Credits	\$0.00
Current Month's Charges	\$13,951.63

Amount Due by December 19, 2025 \$13,951.63

Amount not paid by due date may be assessed a late payment charge and an additional deposit.

Scan here to interact with your bill online.

Monthly Usage (kWh)



Learn about your newly redesigned bill and get deeper insights about your usage by visiting TECOaccount.com

DOWNED IS DANGEROUS!

If you see a downed power line, move a safe distance away and call 911.

Visit TampaElectric.com/Safety for more safety tips.



To ensure prompt credit, please return stub portion of this bill with your payment.

Account #: 311000030115

Due Date: December 19, 2025

Pay your bill online at TampaElectric.com
See reverse side of your paystub for more ways to pay.

Go Paperless, Go Green! Visit TampaElectric.com/Paperless to enroll now.

Amount Due: \$13,951.63

Payment Amount: \$ _____

700875003334

Your account will be drafted on December 19, 2025

HARBOR BAY COMMUNITY DEVELOPMENT
4530 EAGLE FALLS PL
TAMPA, FL 33619-9611

Mail payment to:
TECO
P.O. BOX 31318
TAMPA, FL 33631-3318

Make check payable to: TECO
Please write your account number on the memo line of your check.

Summary of Charges by Service Address

Account Number: 311000030115

Energy Usage From Last Month

▲ Increased
 = Same
 ▼ Decreased

Service Address: 564 MANNS HARBOR DR, APOLLO BEACH, FL 33572-3330

Sub-Account Number: 211009423438

Meter	Read Date	Current	-	Previous	=	Total Used	Multiplier	Billing Period	Amount
1000428233	11/20/2025	29,406		29,180		226 kWh	1	30 Days	\$59.08
									▲ 17.7%

Service Address: 804 ISLEBAY DR, APOLLO BEACH, FL 33572-3380

Sub-Account Number: 211009423289

Meter	Read Date	Current	-	Previous	=	Total Used	Multiplier	Billing Period	Amount
1000430259	11/20/2025	3,753		3,669		84 kWh	1	30 Days	\$35.17
									▲ 127.0%

Service Address: 107 MANNS HARBOR DR, D, APOLLO BEACH, FL 33572-3340

Sub-Account Number: 211009422976

Meter	Read Date	Current	-	Previous	=	Total Used	Multiplier	Billing Period	Amount
1000780654	11/20/2025	32,232		7,417		24,815 kWh	1	30 Days	\$3,093.03
1000780654	11/20/2025	63.98		0		63.98 kW	1	30 Days	\$33.00
									▲ 33.0%

Service Address: 5423 TYBEE ISLAND DR, APOLLO BEACH, FL 33572-3307

Sub-Account Number: 211009422786

Meter	Read Date	Current	-	Previous	=	Total Used	Multiplier	Billing Period	Amount
1000580302	11/20/2025	4,236		4,166		70 kWh	1	30 Days	\$32.81
									▲ 9.4%

Continued on next page →

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Phone

Toll Free: **866-689-6469**

All Other

Correspondences:
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Tampa, FL 33601-0111

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Summary of Charges by Service Address

Account Number: 311000030115

Energy Usage From Last Month

Increased
 Same
 Decreased

Service Address: 191 MIRABAY BLVD, APOLLO BEACH, FL 33572-3346

Sub-Account Number: 211009421929

Meter	Read Date	Current	-	Previous	=	Total Used	Multiplier	Billing Period	Amount
1000769622	11/20/2025	44,684		43,435		1,249 kWh	1	30 Days	\$231.48
									 36.4%

Service Address: 5424 MERRITT ISLAND DR, APOLLO BEACH, FL 33572-3375

Sub-Account Number: 211009421739

Meter	Read Date	Current	-	Previous	=	Total Used	Multiplier	Billing Period	Amount
1000600632	11/20/2025	5,327		5,205		122 kWh	1	30 Days	\$41.58
									 3.9%

Service Address: 5633 SKIMMER DR, APOLLO BEACH, FL 33572-3353

Sub-Account Number: 211009420921

Meter	Read Date	Current	-	Previous	=	Total Used	Multiplier	Billing Period	Amount
1000426250	11/20/2025	11,501		11,282		219 kWh	1	30 Days	\$57.92
									 3.5%

Service Address: 449 ISLEBAY DR, APOLLO BEACH, FL 33572-3332

Sub-Account Number: 211009420731

Meter	Read Date	Current	-	Previous	=	Total Used	Multiplier	Billing Period	Amount
1000426126	11/20/2025	6,436		6,351		85 kWh	1	30 Days	\$35.33
									 0.0%

Service Address: 605 MIRABAY BLVD, APOLLO BEACH, FL 33572-3379

Sub-Account Number: 211009420376

Meter	Read Date	Current	-	Previous	=	Total Used	Multiplier	Billing Period	Amount
1000852706	11/20/2025	2,769		2,711		58 kWh	1	30 Days	\$30.79
									 7.4%

Service Address: 107 MANN'S HARBOR DR, B, APOLLO BEACH, FL 33572-3340

Sub-Account Number: 211009339162

Meter	Read Date	Current	-	Previous	=	Total Used	Multiplier	Billing Period	Amount
1000967419	11/20/2025	443		371		72 kWh	1	30 Days	\$33.15
									 4.3%

Service Address: 211 IBISVIEW LN LGHT, APOLLO BEACH, FL 33572-0000

Sub-Account Number: 211009338982

Meter	Read Date	Current	-	Previous	=	Total Used	Multiplier	Billing Period	Amount
1000432342	11/20/2025	351		349		2 kWh	1	30 Days	\$21.35
									 0.0%

Continued on next page →

Summary of Charges by Service Address

Account Number: 311000030115

Energy Usage From Last Month

▲ Increased
 = Same
 ▼ Decreased

Service Address: 107 MANNS HARBOR DR, APOLLO BEACH, FL 33572-3340

Sub-Account Number: 211009338560

Meter	Read Date	Current	-	Previous	=	Total Used	Multiplier	Billing Period	Amount
1000780652	11/20/2025	96,522		56,926		39,596 kWh	1	30 Days	\$4,359.95
1000780652	11/20/2025	80.33		0		80.33 kW	1	30 Days	▼ 0.6%

Service Address: 103 MIRABAY BLVD, APOLLO BEACH, FL 33572-3346

Sub-Account Number: 211009338354

Meter	Read Date	Current	-	Previous	=	Total Used	Multiplier	Billing Period	Amount
1000769621	11/20/2025	51,813		50,255		1,558 kWh	1	30 Days	\$283.54
									▲ 3.9%

Service Address: 428 MIRABAY BLVD, APOLLO BEACH, FL 33572-3311

Sub-Account Number: 211009338149

Meter	Read Date	Current	-	Previous	=	Total Used	Multiplier	Billing Period	Amount
1000852666	11/20/2025	86,770		85,103		1,667 kWh	1	30 Days	\$301.91
									▼ 18.6%

Service Address: 107 MANNS HARBOR DR, A, APOLLO BEACH, FL 33572-3340

Sub-Account Number: 211009337919

Meter	Read Date	Current	-	Previous	=	Total Used	Multiplier	Billing Period	Amount
1000771954	11/21/2025	7,658		7,545		18,080 kWh	160.0000	31 Days	\$2,749.75
1000771954	11/21/2025	0.41		0		66.24 kW	160.0000	31 Days	▼ 25.2%

Service Address: 858 MANNS HARBOR DR, APOLLO BEACH, FL 33572-3393

Sub-Account Number: 211009337638

Meter	Read Date	Current	-	Previous	=	Total Used	Multiplier	Billing Period	Amount
1000824032	10/27/2025	36,447		36,281		166 kWh	1	5 Days	\$176.19
1000851679	11/20/2025	755		0		755 kWh	1	25 Days	▲ 5.7%

Service Address: 200 MIRABAY BLVD, 1, APOLLO BEACH, FL 33572-0000

Sub-Account Number: 211009336960

Meter	Read Date	Current	-	Previous	=	Total Used	Multiplier	Billing Period	Amount
1000550784	11/20/2025	48,615		47,648		967 kWh	1	30 Days	\$183.95
									▼ 8.9%

Service Address: 300 MANNS HARBOR DR, 2, APOLLO BEACH, FL 33572-3343

Sub-Account Number: 211009336770

Meter	Read Date	Current	-	Previous	=	Total Used	Multiplier	Billing Period	Amount
1000688868	11/20/2025	66,358		65,741		617 kWh	1	30 Days	\$124.98
									▼ 11.2%

Continued on next page →

Summary of Charges by Service Address

Account Number: 311000030115

Energy Usage From Last Month

Increased
 Same
 Decreased

Service Address: 107 MANNS HARBOR DR, C, APOLLO BEACH, FL 33572-3340

Sub-Account Number: 211009336101

Meter	Read Date	Current	-	Previous	=	Total Used	Multiplier	Billing Period	Amount
1000780649	11/20/2025	60,779		59,741		1,038 kWh	1	30 Days	\$195.93
									 18.0%

Service Address: 5496 N US HWY 41, APOLLO BEACH, FL 33572-0000

Sub-Account Number: 211009335905

Meter	Read Date	Current	-	Previous	=	Total Used	Multiplier	Billing Period	Amount
1000798616	11/20/2025	76,761		69,118		7,643 kWh	1	30 Days	\$1,034.47
1000798616	11/20/2025	21.59		0		21.59 kWh	1	30 Days	 20.7%

Service Address: 5496 N US HWY 41, APOLLO BEACH, FL 33572-0000

Sub-Account Number: 211009335491

Meter	Read Date	Current	-	Previous	=	Total Used	Multiplier	Billing Period	Amount
1000853274	11/20/2025	43,154		40,326		2,828 kWh	1	30 Days	\$497.53
									 49.5%

Service Address: MIRA BAY PARCEL 12-A-2, APOLLO BEACH, FL 33572-0000

Sub-Account Number: 211010865395

Amount: **\$371.74**

Total Current Month's Charges

\$13,951.63



Sub-Account #: 211009423438
Statement Date: 12/02/2025

Service Address: 564 MANNS HARBOR DR, APOLLO BEACH, FL 33572-3330

Meter Read

Service Period: 10/22/2025 - 11/20/2025

Rate Schedule: General Service - Non Demand

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
1000428233	11/20/2025	29,406		29,180		226 kWh	1	30 Days

Charge Details

⚡ Electric Charges		
Daily Basic Service Charge	30 days @ \$0.63000	\$18.90
Energy Charge	226 kWh @ \$0.08641/kWh	\$19.53
Fuel Charge	226 kWh @ \$0.03391/kWh	\$7.66
Storm Protection Charge	226 kWh @ \$0.00577/kWh	\$1.30
Clean Energy Transition Mechanism	226 kWh @ \$0.00418/kWh	\$0.94
Storm Surcharge	226 kWh @ \$0.02121/kWh	\$4.79
Florida Gross Receipt Tax		\$1.36
Electric Service Cost		\$54.48
State Tax		\$4.60
Total Electric Cost, Local Fees and Taxes		\$59.08

Avg kWh Used Per Day



Current Month's Electric Charges \$59.08

Billing information continues on next page →



Sub-Account #: 211009423289
Statement Date: 12/02/2025

Service Address: 804 ISLEBAY DR, APOLLO BEACH, FL 33572-3380

Meter Read

Service Period: 10/22/2025 - 11/20/2025

Rate Schedule: General Service - Non Demand

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
1000430259	11/20/2025	3,753		3,669		84 kWh	1	30 Days

Charge Details

⚡ Electric Charges		
Daily Basic Service Charge	30 days @ \$0.63000	\$18.90
Energy Charge	84 kWh @ \$0.08641/kWh	\$7.26
Fuel Charge	84 kWh @ \$0.03391/kWh	\$2.85
Storm Protection Charge	84 kWh @ \$0.00577/kWh	\$0.48
Clean Energy Transition Mechanism	84 kWh @ \$0.00418/kWh	\$0.35
Storm Surcharge	84 kWh @ \$0.02121/kWh	\$1.78
Florida Gross Receipt Tax		\$0.81
Electric Service Cost		\$32.43
State Tax		\$2.74
Total Electric Cost, Local Fees and Taxes		\$35.17

Avg kWh Used Per Day



Current Month's Electric Charges \$35.17

Billing information continues on next page →



Sub-Account #: 211009422976
Statement Date: 12/02/2025

Service Address: 107 MANNS HARBOR DR, D, APOLLO BEACH, FL 33572-3340

Meter Read

Meter Location: # D

Service Period: 10/22/2025 - 11/20/2025

Rate Schedule: General Service Demand - Standard

Meter Number	Read Date	Current Reading	- Previous Reading	= Total Used	Multiplier	Billing Period
1000780654	11/20/2025	32,232	7,417	24,815 kWh	1	30 Days
1000780654	11/20/2025	63.98	0	63.98 kW	1	30 Days

Charge Details

Electric Charges		
Daily Basic Service Charge	30 days @ \$1.06000	\$31.80
Billing Demand Charge	64 kW @ \$18.07000/kW	\$1,156.48
Energy Charge	24,815 kWh @ \$0.00773/kWh	\$191.82
Fuel Charge	24,815 kWh @ \$0.03391/kWh	\$841.48
Capacity Charge	64 kW @ \$0.30000/kW	\$19.20
Storm Protection Charge	64 kW @ \$2.08000/kW	\$133.12
Energy Conservation Charge	64 kW @ \$0.93000/kW	\$59.52
Environmental Cost Recovery	24,815 kWh @ \$0.00068/kWh	\$16.87
Clean Energy Transition Mechanism	64 kW @ \$1.15000/kW	\$73.60
Storm Surcharge	24,815 kWh @ \$0.01035/kWh	\$256.84
Florida Gross Receipt Tax		\$71.30
Electric Service Cost		\$2,852.03
State Tax		\$241.00
Total Electric Cost, Local Fees and Taxes		\$3,093.03

Current Month's Electric Charges \$3,093.03

Billing information continues on next page →

Avg kWh Used Per Day



Billing Demand (kW)



Load Factor



Decreasing the proportion of your electricity utilized at peak will improve your load factor.



Sub-Account #: 211009422786
Statement Date: 12/02/2025

Service Address: 5423 TYBEE ISLAND DR, APOLLO BEACH, FL 33572-3307

Meter Read

Meter Location: GATE

Service Period: 10/22/2025 - 11/20/2025

Rate Schedule: General Service - Non Demand

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
1000580302	11/20/2025	4,236		4,166		70 kWh	1	30 Days

Charge Details

Electric Charges		
Daily Basic Service Charge	30 days @ \$0.63000	\$18.90
Energy Charge	70 kWh @ \$0.08641/kWh	\$6.05
Fuel Charge	70 kWh @ \$0.03391/kWh	\$2.37
Storm Protection Charge	70 kWh @ \$0.00577/kWh	\$0.40
Clean Energy Transition Mechanism	70 kWh @ \$0.00418/kWh	\$0.29
Storm Surcharge	70 kWh @ \$0.02121/kWh	\$1.48
Florida Gross Receipt Tax		\$0.76
Electric Service Cost		\$30.25
State Tax		\$2.56
Total Electric Cost, Local Fees and Taxes		\$32.81

Avg kWh Used Per Day



Current Month's Electric Charges \$32.81

Billing information continues on next page →



Sub-Account #: 211009421929
Statement Date: 12/02/2025

Service Address: 191 MIRABAY BLVD, APOLLO BEACH, FL 33572-3346

Meter Read

Service Period: 10/22/2025 - 11/20/2025

Rate Schedule: General Service - Non Demand

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
1000769622	11/20/2025	44,684		43,435		1,249 kWh	1	30 Days

Charge Details

⚡ Electric Charges		
Daily Basic Service Charge	30 days @ \$0.63000	\$18.90
Energy Charge	1,249 kWh @ \$0.08641/kWh	\$107.93
Fuel Charge	1,249 kWh @ \$0.03391/kWh	\$42.35
Storm Protection Charge	1,249 kWh @ \$0.00577/kWh	\$7.21
Clean Energy Transition Mechanism	1,249 kWh @ \$0.00418/kWh	\$5.22
Storm Surcharge	1,249 kWh @ \$0.02121/kWh	\$26.49
Florida Gross Receipt Tax		\$5.34
Electric Service Cost		\$213.44
State Tax		\$18.04
Total Electric Cost, Local Fees and Taxes		\$231.48

Avg kWh Used Per Day



Current Month's Electric Charges \$231.48

Billing information continues on next page →



Sub-Account #: 211009421739
Statement Date: 12/02/2025

Service Address: 5424 MERRITT ISLAND DR, APOLLO BEACH, FL 33572-3375

Meter Read

Service Period: 10/22/2025 - 11/20/2025

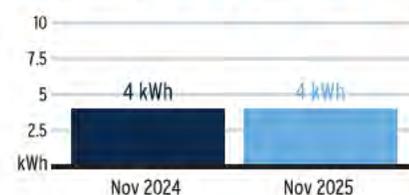
Rate Schedule: General Service - Non Demand

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
1000600632	11/20/2025	5,327		5,205		122 kWh	1	30 Days

Charge Details

⚡ Electric Charges		
Daily Basic Service Charge	30 days @ \$0.63000	\$18.90
Energy Charge	122 kWh @ \$0.08641/kWh	\$10.54
Fuel Charge	122 kWh @ \$0.03391/kWh	\$4.14
Storm Protection Charge	122 kWh @ \$0.00577/kWh	\$0.70
Clean Energy Transition Mechanism	122 kWh @ \$0.00418/kWh	\$0.51
Storm Surcharge	122 kWh @ \$0.02121/kWh	\$2.59
Florida Gross Receipt Tax		\$0.96
Electric Service Cost		\$38.34
State Tax		\$3.24
Total Electric Cost, Local Fees and Taxes		\$41.58

Avg kWh Used Per Day



Current Month's Electric Charges \$41.58

Billing information continues on next page →



Sub-Account #: 211009420921
Statement Date: 12/02/2025

Service Address: 5633 SKIMMER DR, APOLLO BEACH, FL 33572-3353

Meter Read

Meter Location: Irr

Service Period: 10/22/2025 - 11/20/2025

Rate Schedule: General Service - Non Demand

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
1000426250	11/20/2025	11,501		11,282		219 kWh	1	30 Days

Charge Details

⚡ Electric Charges		
Daily Basic Service Charge	30 days @ \$0.63000	\$18.90
Energy Charge	219 kWh @ \$0.08641/kWh	\$18.92
Fuel Charge	219 kWh @ \$0.03391/kWh	\$7.43
Storm Protection Charge	219 kWh @ \$0.00577/kWh	\$1.26
Clean Energy Transition Mechanism	219 kWh @ \$0.00418/kWh	\$0.92
Storm Surcharge	219 kWh @ \$0.02121/kWh	\$4.64
Florida Gross Receipt Tax		\$1.34
Electric Service Cost		\$53.41
State Tax		\$4.51
Total Electric Cost, Local Fees and Taxes		\$57.92

Avg kWh Used Per Day



Current Month's Electric Charges \$57.92

Billing information continues on next page →



Sub-Account #: 211009420731
Statement Date: 12/02/2025

Service Address: 449 ISLEBAY DR, APOLLO BEACH, FL 33572-3332

Meter Read

Meter Location: Irr

Service Period: 10/22/2025 - 11/20/2025

Rate Schedule: General Service - Non Demand

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
1000426126	11/20/2025	6,436		6,351		85 kWh	1	30 Days

Charge Details

⚡ Electric Charges		
Daily Basic Service Charge	30 days @ \$0.63000	\$18.90
Energy Charge	85 kWh @ \$0.08641/kWh	\$7.34
Fuel Charge	85 kWh @ \$0.03391/kWh	\$2.88
Storm Protection Charge	85 kWh @ \$0.00577/kWh	\$0.49
Clean Energy Transition Mechanism	85 kWh @ \$0.00418/kWh	\$0.36
Storm Surcharge	85 kWh @ \$0.02121/kWh	\$1.80
Florida Gross Receipt Tax		\$0.81
Electric Service Cost		\$32.58
State Tax		\$2.75
Total Electric Cost, Local Fees and Taxes		\$35.33

Avg kWh Used Per Day



Current Month's Electric Charges \$35.33

Billing information continues on next page →



Sub-Account #: 211009420376
Statement Date: 12/02/2025

Service Address: 605 MIRABAY BLVD, APOLLO BEACH, FL 33572-3379

Meter Read

Meter Location: Pmp

Service Period: 10/22/2025 - 11/20/2025

Rate Schedule: General Service - Non Demand

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
1000852706	11/20/2025	2,769		2,711		58 kWh	1	30 Days

Charge Details

⚡ Electric Charges		
Daily Basic Service Charge	30 days @ \$0.63000	\$18.90
Energy Charge	58 kWh @ \$0.08641/kWh	\$5.01
Fuel Charge	58 kWh @ \$0.03391/kWh	\$1.97
Storm Protection Charge	58 kWh @ \$0.00577/kWh	\$0.33
Clean Energy Transition Mechanism	58 kWh @ \$0.00418/kWh	\$0.24
Storm Surcharge	58 kWh @ \$0.02121/kWh	\$1.23
Florida Gross Receipt Tax		\$0.71
Electric Service Cost		\$28.39
State Tax		\$2.40
Total Electric Cost, Local Fees and Taxes		\$30.79

Avg kWh Used Per Day



Current Month's Electric Charges \$30.79

Billing information continues on next page →



Sub-Account #: 211009339162
Statement Date: 12/02/2025

Service Address: 107 MANNS HARBOR DR, B, APOLLO BEACH, FL 33572-3340

Meter Read

Meter Location: # B

Service Period: 10/22/2025 - 11/20/2025

Rate Schedule: General Service - Non Demand

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
1000967419	11/20/2025	443		371		72 kWh	1	30 Days

Charge Details

Electric Charges		
Daily Basic Service Charge	30 days @ \$0.63000	\$18.90
Energy Charge	72 kWh @ \$0.08641/kWh	\$6.22
Fuel Charge	72 kWh @ \$0.03391/kWh	\$2.44
Storm Protection Charge	72 kWh @ \$0.00577/kWh	\$0.42
Clean Energy Transition Mechanism	72 kWh @ \$0.00418/kWh	\$0.30
Storm Surcharge	72 kWh @ \$0.02121/kWh	\$1.53
Florida Gross Receipt Tax		\$0.76
Electric Service Cost		\$30.57
State Tax		\$2.58
Total Electric Cost, Local Fees and Taxes		\$33.15

Avg kWh Used Per Day



Current Month's Electric Charges \$33.15

Billing information continues on next page →



Sub-Account #: 211009338982
Statement Date: 12/02/2025

Service Address: 211 IBISVIEW LN LGHT, APOLLO BEACH, FL 33572-0000

Meter Read

Service Period: 10/22/2025 - 11/20/2025

Rate Schedule: General Service - Non Demand

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
1000432342	11/20/2025	351		349		2 kWh	1	30 Days

Charge Details

Electric Charges		
Daily Basic Service Charge	30 days @ \$0.63000	\$18.90
Energy Charge	2 kWh @ \$0.08641/kWh	\$0.17
Fuel Charge	2 kWh @ \$0.03391/kWh	\$0.07
Storm Protection Charge	2 kWh @ \$0.00577/kWh	\$0.01
Clean Energy Transition Mechanism	2 kWh @ \$0.00418/kWh	\$0.01
Storm Surcharge	2 kWh @ \$0.02121/kWh	\$0.04
Florida Gross Receipt Tax		\$0.49
Electric Service Cost		\$19.69
State Tax		\$1.66
Total Electric Cost, Local Fees and Taxes		\$21.35

Avg kWh Used Per Day



Current Month's Electric Charges \$21.35

Billing information continues on next page →



Sub-Account #: 211009338560
Statement Date: 12/02/2025

Service Address: 107 MANNS HARBOR DR, APOLLO BEACH, FL 33572-3340

Meter Read

Meter Location: Pool

Service Period: 10/22/2025 - 11/20/2025

Rate Schedule: General Service Demand - Standard

Meter Number	Read Date	Current Reading	- Previous Reading	= Total Used	Multiplier	Billing Period
1000780652	11/20/2025	96,522	56,926	39,596 kWh	1	30 Days
1000780652	11/20/2025	80.33	0	80.33 kW	1	30 Days

Charge Details

Electric Charges		
Daily Basic Service Charge	30 days @ \$1.06000	\$31.80
Billing Demand Charge	80 kW @ \$18.07000/kW	\$1,445.60
Energy Charge	39,596 kWh @ \$0.00773/kWh	\$306.08
Fuel Charge	39,596 kWh @ \$0.03391/kWh	\$1,342.70
Capacity Charge	80 kW @ \$0.30000/kW	\$24.00
Storm Protection Charge	80 kW @ \$2.08000/kW	\$166.40
Energy Conservation Charge	80 kW @ \$0.93000/kW	\$74.40
Environmental Cost Recovery	39,596 kWh @ \$0.00068/kWh	\$26.93
Clean Energy Transition Mechanism	80 kW @ \$1.15000/kW	\$92.00
Storm Surcharge	39,596 kWh @ \$0.01035/kWh	\$409.82
Florida Gross Receipt Tax		\$100.51
Electric Service Cost		\$4,020.24
State Tax		\$339.71
Total Electric Cost, Local Fees and Taxes		\$4,359.95

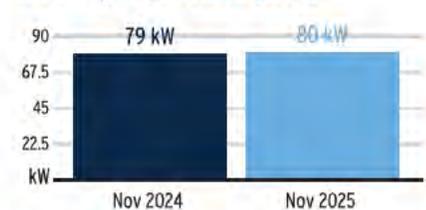
Current Month's Electric Charges \$4,359.95

Billing information continues on next page →

Avg kWh Used Per Day



Billing Demand (kW)



Load Factor



Decreasing the proportion of your electricity utilized at peak will improve your load factor.



Sub-Account #: 211009338354
Statement Date: 12/02/2025

Service Address: 103 MIRABAY BLVD, APOLLO BEACH, FL 33572-3346

Meter Read

Meter Location: Tennis

Service Period: 10/22/2025 - 11/20/2025

Rate Schedule: General Service - Non Demand

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
1000769621	11/20/2025	51,813		50,255		1,558 kWh	1	30 Days

Charge Details

Electric Charges		
Daily Basic Service Charge	30 days @ \$0.63000	\$18.90
Energy Charge	1,558 kWh @ \$0.08641/kWh	\$134.63
Fuel Charge	1,558 kWh @ \$0.03391/kWh	\$52.83
Storm Protection Charge	1,558 kWh @ \$0.00577/kWh	\$8.99
Clean Energy Transition Mechanism	1,558 kWh @ \$0.00418/kWh	\$6.51
Storm Surcharge	1,558 kWh @ \$0.02121/kWh	\$33.05
Florida Gross Receipt Tax		\$6.54
Electric Service Cost		\$261.45
State Tax		\$22.09
Total Electric Cost, Local Fees and Taxes		\$283.54

Avg kWh Used Per Day



Current Month's Electric Charges \$283.54

Billing information continues on next page →



Sub-Account #: 211009338149
Statement Date: 12/02/2025

Service Address: 428 MIRABAY BLVD, APOLLO BEACH, FL 33572-3311

Meter Read

Meter Location: Pmp

Service Period: 10/22/2025 - 11/20/2025

Rate Schedule: General Service - Non Demand

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
1000852666	11/20/2025	86,770		85,103		1,667 kWh	1	30 Days

Charge Details

Electric Charges		
Daily Basic Service Charge	30 days @ \$0.63000	\$18.90
Energy Charge	1,667 kWh @ \$0.08641/kWh	\$144.05
Fuel Charge	1,667 kWh @ \$0.03391/kWh	\$56.53
Storm Protection Charge	1,667 kWh @ \$0.00577/kWh	\$9.62
Clean Energy Transition Mechanism	1,667 kWh @ \$0.00418/kWh	\$6.97
Storm Surcharge	1,667 kWh @ \$0.02121/kWh	\$35.36
Florida Gross Receipt Tax		\$6.96
Electric Service Cost		\$278.39
State Tax		\$23.52
Total Electric Cost, Local Fees and Taxes		\$301.91

Avg kWh Used Per Day



Current Month's Electric Charges \$301.91

Billing information continues on next page →



Sub-Account #: 211009337919
Statement Date: 12/02/2025

Service Address: 107 MANNS HARBOR DR, A, APOLLO BEACH, FL 33572-3340

Meter Read

Meter Location: # A Clu H

Service Period: 10/22/2025 - 11/21/2025

Rate Schedule: General Service Demand - Standard

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
1000771954	11/21/2025	7,658		7,545		18,080 kWh	160.0000	31 Days
1000771954	11/21/2025	0.41		0		66.24 kW	160.0000	31 Days

Charge Details

Electric Charges		
Daily Basic Service Charge	31 days @ \$1.06000	\$32.86
Billing Demand Charge	66 kW @ \$18.07000/kW	\$1,192.62
Energy Charge	18,080 kWh @ \$0.00773/kWh	\$139.76
Fuel Charge	18,080 kWh @ \$0.03391/kWh	\$613.09
Capacity Charge	66 kW @ \$0.30000/kW	\$19.80
Storm Protection Charge	66 kW @ \$2.08000/kW	\$137.28
Energy Conservation Charge	66 kW @ \$0.93000/kW	\$61.38
Environmental Cost Recovery	18,080 kWh @ \$0.00068/kWh	\$12.29
Clean Energy Transition Mechanism	66 kW @ \$1.15000/kW	\$75.90
Storm Surcharge	18,080 kWh @ \$0.01035/kWh	\$187.13
Florida Gross Receipt Tax		\$63.39
Electric Service Cost		\$2,535.50
State Tax		\$214.25
Total Electric Cost, Local Fees and Taxes		\$2,749.75

Current Month's Electric Charges \$2,749.75

Billing information continues on next page →

Avg kWh Used Per Day



Billing Demand (kW)



Load Factor



Decreasing the proportion of your electricity utilized at peak will improve your load factor.



Sub-Account #: 211009337638
Statement Date: 12/02/2025

Service Address: 858 MANNS HARBOR DR, APOLLO BEACH, FL 33572-3393

Meter Read

Service Period: 10/22/2025 - 11/20/2025

Rate Schedule: General Service - Non Demand

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
1000824032	10/27/2025	36,447		36,281		166 kWh	1	5 Days
1000851679	11/20/2025	755		0		755 kWh	1	25 Days

Charge Details

⚡ Electric Charges		
Daily Basic Service Charge	30 days @ \$0.63000	\$18.90
Energy Charge	921 kWh @ \$0.08641/kWh	\$79.58
Fuel Charge	921 kWh @ \$0.03391/kWh	\$31.23
Storm Protection Charge	921 kWh @ \$0.00577/kWh	\$5.31
Clean Energy Transition Mechanism	921 kWh @ \$0.00418/kWh	\$3.85
Storm Surcharge	921 kWh @ \$0.02121/kWh	\$19.53
Florida Gross Receipt Tax		\$4.06
Electric Service Cost		\$162.46
State Tax		\$13.73
Total Electric Cost, Local Fees and Taxes		\$176.19

Avg kWh Used Per Day



Current Month's Electric Charges \$176.19

Billing information continues on next page →



Sub-Account #: 211009336960
Statement Date: 12/02/2025

Service Address: 200 MIRABAY BLVD, 1, APOLLO BEACH, FL 33572-0000

Meter Read

Meter Location: # 1

Service Period: 10/22/2025 - 11/20/2025

Rate Schedule: General Service - Non Demand

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
1000550784	11/20/2025	48,615		47,648		967 kWh	1	30 Days

Charge Details

Electric Charges		
Daily Basic Service Charge	30 days @ \$0.63000	\$18.90
Energy Charge	967 kWh @ \$0.08641/kWh	\$83.56
Fuel Charge	967 kWh @ \$0.03391/kWh	\$32.79
Storm Protection Charge	967 kWh @ \$0.00577/kWh	\$5.58
Clean Energy Transition Mechanism	967 kWh @ \$0.00418/kWh	\$4.04
Storm Surcharge	967 kWh @ \$0.02121/kWh	\$20.51
Florida Gross Receipt Tax		\$4.24
Electric Service Cost		\$169.62
State Tax		\$14.33
Total Electric Cost, Local Fees and Taxes		\$183.95

Avg kWh Used Per Day



Current Month's Electric Charges \$183.95

Billing information continues on next page →



Sub-Account #: 211009336770
Statement Date: 12/02/2025

Service Address: 300 MANN'S HARBOR DR, 2, APOLLO BEACH, FL 33572-3343

Meter Read

Meter Location: # 2

Service Period: 10/22/2025 - 11/20/2025

Rate Schedule: General Service - Non Demand

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
1000688868	11/20/2025	66,358		65,741		617 kWh	1	30 Days

Charge Details

Electric Charges		
Daily Basic Service Charge	30 days @ \$0.63000	\$18.90
Energy Charge	617 kWh @ \$0.08641/kWh	\$53.31
Fuel Charge	617 kWh @ \$0.03391/kWh	\$20.92
Storm Protection Charge	617 kWh @ \$0.00577/kWh	\$3.56
Clean Energy Transition Mechanism	617 kWh @ \$0.00418/kWh	\$2.58
Storm Surcharge	617 kWh @ \$0.02121/kWh	\$13.09
Florida Gross Receipt Tax		\$2.88
Electric Service Cost		\$115.24
State Tax		\$9.74
Total Electric Cost, Local Fees and Taxes		\$124.98

Avg kWh Used Per Day



Current Month's Electric Charges \$124.98

Billing information continues on next page →



Sub-Account #: 211009336101
Statement Date: 12/02/2025

Service Address: 107 MANNS HARBOR DR, C, APOLLO BEACH, FL 33572-3340

Meter Read

Meter Location: # C

Service Period: 10/22/2025 - 11/20/2025

Rate Schedule: General Service - Non Demand

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
1000780649	11/20/2025	60,779		59,741		1,038 kWh	1	30 Days

Charge Details

Electric Charges		
Daily Basic Service Charge	30 days @ \$0.63000	\$18.90
Energy Charge	1,038 kWh @ \$0.08641/kWh	\$89.69
Fuel Charge	1,038 kWh @ \$0.03391/kWh	\$35.20
Storm Protection Charge	1,038 kWh @ \$0.00577/kWh	\$5.99
Clean Energy Transition Mechanism	1,038 kWh @ \$0.00418/kWh	\$4.34
Storm Surcharge	1,038 kWh @ \$0.02121/kWh	\$22.02
Florida Gross Receipt Tax		\$4.52
Electric Service Cost		\$180.66
State Tax		\$15.27
Total Electric Cost, Local Fees and Taxes		\$195.93

Avg kWh Used Per Day



Current Month's Electric Charges \$195.93

Billing information continues on next page →



Sub-Account #: 211009335905
Statement Date: 12/02/2025

Service Address: 5496 N US HWY 41, APOLLO BEACH, FL 33572-0000

Meter Read

Service Period: 10/22/2025 - 11/20/2025

Rate Schedule: General Service Demand - Standard

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
1000798616	11/20/2025	76,761		69,118		7,643 kWh	1	30 Days
1000798616	11/20/2025	21.59		0		21.59 kW	1	30 Days

Charge Details

Electric Charges		
Daily Basic Service Charge	30 days @ \$1.06000	\$31.80
Billing Demand Charge	22 kW @ \$18.07000/kW	\$397.54
Energy Charge	7,643 kWh @ \$0.00773/kWh	\$59.08
Fuel Charge	7,643 kWh @ \$0.03391/kWh	\$259.17
Capacity Charge	22 kW @ \$0.30000/kW	\$6.60
Storm Protection Charge	22 kW @ \$2.08000/kW	\$45.76
Energy Conservation Charge	22 kW @ \$0.93000/kW	\$20.46
Environmental Cost Recovery	7,643 kWh @ \$0.00068/kWh	\$5.20
Clean Energy Transition Mechanism	22 kW @ \$1.15000/kW	\$25.30
Storm Surcharge	7,643 kWh @ \$0.01035/kWh	\$79.11
Florida Gross Receipt Tax		\$23.85
Electric Service Cost		\$953.87
State Tax		\$80.60
Total Electric Cost, Local Fees and Taxes		\$1,034.47

Current Month's Electric Charges \$1,034.47

Billing information continues on next page →

Avg kWh Used Per Day



Billing Demand (kW)



Load Factor



Decreasing the proportion of your electricity utilized at peak will improve your load factor.



Sub-Account #: 211009335491
Statement Date: 12/02/2025

Service Address: 5496 N US HWY 41, APOLLO BEACH, FL 33572-0000

Meter Read

Service Period: 10/22/2025 - 11/20/2025

Rate Schedule: General Service - Non Demand

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
1000853274	11/20/2025	43,154		40,326		2,828 kWh	1	30 Days

Charge Details

Electric Charges		
Daily Basic Service Charge	30 days @ \$0.63000	\$18.90
Energy Charge	2,828 kWh @ \$0.08641/kWh	\$244.37
Fuel Charge	2,828 kWh @ \$0.03391/kWh	\$95.90
Storm Protection Charge	2,828 kWh @ \$0.00577/kWh	\$16.32
Clean Energy Transition Mechanism	2,828 kWh @ \$0.00418/kWh	\$11.82
Storm Surcharge	2,828 kWh @ \$0.02121/kWh	\$59.98
Florida Gross Receipt Tax		\$11.47
Electric Service Cost		\$458.76
State Tax		\$38.77
Total Electric Cost, Local Fees and Taxes		\$497.53

Avg kWh Used Per Day



Current Month's Electric Charges \$497.53

Billing information continues on next page →



Sub-Account #: 211010865395
Statement Date: 12/02/2025

Service Address: MIRA BAY PARCEL 12-A-2, APOLLO BEACH, FL 33572-0000

Service Period: 10/22/2025 - 11/20/2025

Rate Schedule: Lighting Service

Charge Details

 Electric Charges		
Lighting Service Items LS-1 (Bright Choices) for 30 days		
Lighting Energy Charge	138 kWh @ \$0.03412/kWh	\$4.71
Fixture & Maintenance Charge	7 Fixtures	\$135.28
Lighting Pole / Wire	7 Poles	\$198.24
Lighting Fuel Charge	138 kWh @ \$0.03363/kWh	\$4.64
Storm Protection Charge	138 kWh @ \$0.00559/kWh	\$0.77
Clean Energy Transition Mechanism	138 kWh @ \$0.00043/kWh	\$0.06
Storm Surcharge	138 kWh @ \$0.01230/kWh	\$1.70
Florida Gross Receipt Tax		\$0.30
State Tax		\$26.04
Lighting Charges		\$371.74

Current Month's Electric Charges \$371.74

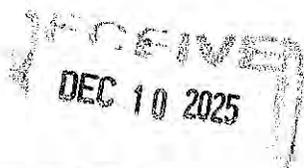
Total Current Month's Charges \$13,951.63



7534 0100 N0 RP 01 12012025 YNNNNNNN 0010159 S1 T47

14152 1 MB 0.667

HARBOR BAY CDD
C/O RIZZETTA & COMPANY
3434 COLWELL AVE STE 200
TAMPA FL 33614-8390



ACCOUNT INVOICE	
My Customer Number:	1744290
Please Pay By:	12/15/2025
Total Due:	\$781.49

- PAY ONLINE**
TerminixCommercial.com
- PAY BY PHONE**
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• TerminixCommercial.com

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SERVICE DATE	DESCRIPTION OF SERVICES & SERVICE ADDRESS	INVOICE NUMBER	CHARGES	PAYMENTS / CREDITS	NET AMOUNT
11/14/2025	Pest Control Work Order 21377085618 Environmental and Safety Surcharge	466479740	\$80.56 \$5.00		\$85.56
	Location: 107 MANNS HARBOUR DR, APOLLO BEACH FL 33572				
11/14/2025	Pest Control Work Order 21377163603 Environmental and Safety Surcharge		\$92.00 \$5.00		\$97.00
	Location: 107 MANNS HARBOUR DR, APOLLO BEACH FL 33572				
11/14/2025	Pest Control Work Order 21328424100		\$71.45		
DUE DATE: 12/15/2025			TOTAL DUE: \$781.49		

This invoice reflects payments received by 12/01/2025. If you have not paid your previous balance, please make your payment today. The environmental and safety surcharge covers ongoing costs required for maintaining environmental and safety initiatives for our employees and customers. This includes but is not limited to transportation improvements, safety training and service safety protocols as they may pertain to each industry we service. Limitations apply.

Please tear along line to remit.

- \$ Payment Options:**
- EasyPay automated payments (sign up at TerminixCommercial.com)
 - Pay online at My Account at TerminixCommercial.com
 - Pay by phone at 1.855.456.3631
 - Pay by enclosed check
 - Credit card payment. Please fill out the following:

Invoice Number: 466479740
Customer Number: 1744290

HARBOR BAY CDD
C/O RIZZETTA & COMPANY
3434 COLWELL AVE STE 200
TAMPA FL 33614

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(- - - -) Exp date: ____ / ____

Name (as it appears on credit card): _____

Authorized Signature: _____

Amount Due: **\$781.49**

Amount Paid: _____

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ACCOUNT INVOICE

My Customer Number: 1744290

Please Pay By: 12/15/2025

Total Due: \$781.49

SERVICE DATE	DESCRIPTION OF SERVICES & SERVICE ADDRESS	INVOICE NUMBER	CHARGES	PAYMENTS / CREDITS	NET AMOUNT
	Environmental and Safety Surcharge		\$5.00		
	Location: 107 MANN'S HARBOUR DR, APOLLO BEACH FL 33572				\$76.45
11/14/2025	Pest Control Work Order 21377137700 Environmental and Safety Surcharge		\$80.56 \$5.00		
	Location: 5248 ADMIRAL POINTE DR, APOLLO BEACH FL 33572				\$85.56
11/14/2025	Pest Control Work Order 21293773483 Environmental and Safety Surcharge		\$211.46 \$7.00		
	Location: 107 MANN'S HARBOUR DR, APOLLO BEACH FL 33572				\$218.46
11/25/2025	Pest Control Work Order 21328404809 Environmental and Safety Surcharge		\$211.46 \$7.00		
	Location: 107 MANN'S HARBOUR DR, APOLLO BEACH FL 33572				\$218.46
DUE DATE: 12/15/2025			TOTAL DUE: \$781.49		

This invoice reflects payments received by 12/01/2025. If you have not paid your previous balance, please make your payment today.
The environmental and safety surcharge covers ongoing costs required for maintaining environmental and safety initiatives for our employees and customers. This includes but is not limited to transportation improvements, safety training and service safety protocols as they may pertain to each industry we service. Limitations apply.





INVOICE

Aqua Triangle 1 Corp

12801 Belcher Rd S

Largo, FL 33773

(727) 641-5312

billing@triangle-pool.com

BILL TO:

HARBOR BAY COMMUNITY
DEVELOPMENT DISTRICT
(MIRABAY CLUB)
C/O RIZZETTA & COMPANY
3434 COLWELL AVENUE,
SUITE 200
TAMPA, FLORIDA 33614

SHIP TO:

HARBOR BAY COMMUNITY
DEVELOPMENT DISTRICT
(MIRABAY CLUB)
107 MANNS HARBOR DRIVE
APOLLO BEACH, FLORIDA
33572

Invoice No: **0113211682**

235

Status: **Open**

Invoice Date: **10/16/2025**

Due Date: **11/15/2025**

Total: **\$112.50**

Service Date	Product/Service	Quantity	Unit Price	Total
	ADMIRAL POINT POOL			
	15 GAL DRUM - SULFURIC ACID			
	15 GAL DRUM - SULFURIC ACID	1.00	\$112.50	\$112.50

Please Note: If any invoiced amount is not received by the mentioned due date, then those charges may accrue a late fee of \$5.00 of the outstanding balance every 30 days, or the maximum rate permitted by the law, whichever is lower.

Subtotal: \$112.50

Tax: \$0.00

Invoice Amount: \$112.50

Previous Payment(s): \$16.25

Amount Due (USD) **\$96.25**

Date- 12-16-25

GL Code- 573004833

Approved by- [Signature]

Thank you for doing business with us!

INVOICE

Triangle Pool Service
12801 Belcher Rd S
Largo, FL 33773

billing@triangle-pool.com
+1 (727) 531-0473
www.triangle-pool.com



Bill to

HARBOR BAY COMMUNITY
DEVELOPMENT DISTRICT (MIRABAY
CLUB)
C/O RIZZETTA & COMPANY
3434 COLWELL AVENUE, SUITE 200
TAMPA, FLORIDA 33614

Ship to

HARBOR BAY COMMUNITY
DEVELOPMENT DISTRICT (MIRABAY
CLUB)
107 MANNS HARBOR DRIVE
APOLLO BEACH, FLORIDA 33572

Invoice details

Invoice no.: 0113211682235
Terms: Net 30
Invoice date: 10/16/2025
Due date: 11/15/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.	10/15/2025		ADMIRAL POINT POOL			
2.		15 GAL DRUM - SULFURIC ACID	15 GAL DRUM - SULFURIC ACID	1	\$112.50	\$112.50

Total **\$112.50**

Date- 11-25-25

GL Code- 573004833

Approved by- [Signature]

Overdue

11/15/2025

INVOICE

Triangle Pool Service
12801 Belcher Rd S
Largo, FL 33773

billing@triangle-pool.com
+1 (727) 531-0473
www.triangle-pool.com



Bill to

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DEVELOPMENT DISTRICT (MIRABAY
CLUB)
C/O RIZZETTA & COMPANY
3434 COLWELL AVENUE, SUITE 200
TAMPA, FLORIDA 33614

Ship to

HARBOR BAY COMMUNITY
DEVELOPMENT DISTRICT (MIRABAY
CLUB)
107 MANNS HARBOR DRIVE
APOLLO BEACH, FLORIDA 33572

Invoice details

Invoice no.: 21123
Terms: Net 30
Invoice date: 12/10/2025
Due date: 01/09/2026

Date- 12-12-25

GL Code- 57200 4833

Approved by- [Signature]

#	Date	Product or service	Description	Qty	Rate	Amount
1.	12/10/2025	6800	6800 GALLONS LIQUID CHLORINE	69	\$2.50	\$172.50
2.		15 GAL DRUM - SULFURIC ACID	15 GAL DRUM - SULFURIC ACID	1	\$112.50	\$112.50
Total						\$285.00

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Ship to

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DEVELOPMENT DISTRICT (MIRABAY
CLUB)
107 MANN'S HARBOR DRIVE
APOLLO BEACH, FLORIDA 33572

Invoice details

Invoice no.: 46294
Terms: Net 30
Invoice date: 11/06/2025
Due date: 12/06/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.	11/05/2025	15 GAL DRUM - SULFURIC ACID	15 GAL DRUM - SULFURIC ACID	1	\$112.50	\$112.50
2.		6800	6800 GALLONS LIQUID CHLORINE	121	\$2.50	\$302.50

Total

\$415.00

Date- 11-07-25

GL Code- 572004833

Approved by- [Signature]

INVOICE

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Largo, FL 33773

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Bill to
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3434 COLWELL AVENUE, SUITE 200
TAMPA, FLORIDA 33614

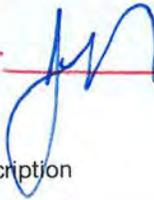
Ship to
HARBOR BAY COMMUNITY
DEVELOPMENT DISTRICT (MIRABAY
CLUB)
107 MANNS HARBOR DRIVE
APOLLO BEACH, FLORIDA 33572

Invoice details

Invoice no.: 577991031
Terms: Net 30
Invoice date: 11/20/2025
Due date: 12/20/2025

Date- 11-25-25

GL Code- 572004833

Approved by- 

#	Date	Product or service	Description	Qty	Rate	Amount
1.	11/19/2025	15 GAL DRUM - SULFURIC ACID	15 GAL DRUM - SULFURIC ACID	2	\$112.50	\$225.00
2.		6800	6800 GALLONS LIQUID CHLORINE	130	\$2.50	\$325.00
Total						\$550.00

INVOICE

Triangle Pool Service
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Largo, FL 33773

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+1 (727) 531-0473
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Bill to
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DEVELOPMENT DISTRICT (MIRABAY
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C/O RIZZETTA & COMPANY
3434 COLWELL AVENUE, SUITE 200
TAMPA, FLORIDA 33614

Ship to
HARBOR BAY COMMUNITY
DEVELOPMENT DISTRICT (MIRABAY
CLUB)
107 MANNS HARBOR DRIVE
APOLLO BEACH, FLORIDA 33572

Invoice details

Invoice no.: 591731
Terms: Net 30
Invoice date: 12/02/2025
Due date: 01/01/2026

Date- 12-04-25

GL Code- 572004833

Approved by- [Signature]

#	Date	Product or service	Description	Qty	Rate	Amount
1.	11/26/2025	6800	6800 GALLONS LIQUID CHLORINE	155	\$2.50	\$387.50
Total						\$387.50

INVOICE

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12801 Belcher Rd S
Largo, FL 33773

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Bill to
HARBOR BAY COMMUNITY
DEVELOPMENT DISTRICT (MIRABAY
CLUB)
C/O RIZZETTA & COMPANY
3434 COLWELL AVENUE, SUITE 200
TAMPA, FLORIDA 33614

Ship to
HARBOR BAY COMMUNITY
DEVELOPMENT DISTRICT (MIRABAY
CLUB)
107 MANNS HARBOR DRIVE
APOLLO BEACH, FLORIDA 33572

Invoice details

Invoice no.: 591732
Terms: Net 30
Invoice date: 12/02/2025
Due date: 01/01/2026

Date- 12-04-25

GL Code- 573004833

Approved by- [Signature]

#	Date	Product or service	Description	Qty	Rate	Amount
1.	11/26/2025		ADMIRAL POINT POOL			
2.		6800	6800 GALLONS LIQUID CHLORINE	47	\$2.50	\$117.50
Total						\$117.50



Customer Care

Hours of Operation
M-F, 7am - 6pm CT

Telephone
877-222-5617

Payments
Wells Fargo Vendor Financial
Services, LLC
PO Box 105743
Atlanta, GA 30348-5743

Email
wfef@wellsfargo.com

Online Services
Website: <https://www.myaccounts.wellsfargo.com>
Privacy: <https://wellsfargo.com/privacy-security>

Invoice Summary

Contract Number 450-0078530-000
Customer Number 1055731246
Invoice Number 5036571702
Due Date 11/27/2025
Invoice Date 11/13/2025
Total Due \$215.68

Last Payment \$107.84
posted on 08/08/2025

Harbor Bay Community
Development District
C/O Rizzetta & Company
3434 Colwell Avenue
Suite 200
Tampa, FL 33614

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Contract Number	Asset Description	Model/Serial Number	Asset Location
450-0078530-000	Kyocera Printer	M6635cidn RC42320107	107 Manns Harbor Dr. Apollo Beach, FL 33572
Coverage Period	10/27/2025-11/26/2025		

Item Description	Original Invoice	Amount	Tax	Item Total	Due Date	Subtotal
Payment Amount	5035329611	53.92		53.92	08/27/2025	\$53.92
Payment Amount	5035692311	53.92		53.92	09/27/2025	\$53.92
Payment Amount	5036052139	53.92		53.92	10/27/2025	\$53.92
Payment Amount	5036418578	53.92		53.92	11/27/2025	\$53.92
Total Current Charges:						\$0.00
Previously Billed Charges:						\$215.68
450-0078530-000 Total Charges:						\$215.68

Continued on the next page

Detach and return the bottom remittance portion with your payment. Include invoice number on check.

Customer Care
801 Walnut Street
MAC: F0006-053
Des Moines, IA 50309

Contract Number 450-0078530-000
Invoice Number 5036571702
Due Date 11/27/2025
Invoice Date 11/13/2025
Current Due \$0.00
Total Due \$215.68

Date- 11-25-25
GL Code- 57200 5101

Approved by- [Signature]

Amount Enclosed \$

Please make check payable to:

Wells Fargo Vendor Financial Services, LLC
PO Box 105743
Atlanta, GA 30348-5743

Harbor Bay Community Development
District
C/O Rizzetta & Company
3434 Colwell Avenue
Suite 200
Tampa, FL 33614

0000005036571702450500000002156820251127000000000002

**MIRA BAY
COMMUNITY DEVELOPMENT DISTRICT**

DISTRICT OFFICE · WESLEY CHAPEL, FLORIDA (239) 936-0913
MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

**Operation and Maintenance Expenditures
December 2025
For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2025 through December 31, 2025. This does not include expenditures previously approved by the Board.

The total items being presented: **\$20,410.29**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Mira Bay Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2025 Through December 31, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
AlSCO, Inc.	200092	LTAM1107683	Supplies 12/25	\$ 101.21
AlSCO, Inc.	200101	LTAM1108630	Housekeeping 12/25	\$ 98.80
AlSCO, Inc.	200104	LTAM1109545	Supplies 12/25	\$ 98.80
AlSCO, Inc.	200082	LTAM1102990	Housekeeping 11/25	\$ 98.80
AlSCO, Inc.	200082	LTAM1104853	Housekeeping 11/25	\$ 98.80
AlSCO, Inc.	200082	LTAM1105768	Housekeeping 11/25	\$ 98.80
AlSCO, Inc.	200086	LTAM1106930	Tablecloth 12/25	\$ 93.80
Aroma Coffee Service Inc.	200105	223183430	Cappuccino 11/25	\$ 96.00
Aroma Coffee Service Inc.	200102	223187100	Coffee 12/25	\$ 556.80
Aroma Coffee Service Inc.	200083	223185720	Coffee 12/25	\$ 805.42
Cheney Brothers, Inc.	20251205-1	06-929600945	Food & Supplies 11/25	\$ 583.05
Cheney Brothers, Inc.	20251212-1	06-929637854	Food & Supplies 12/25	\$ 1,215.15
Cheney Brothers, Inc.	20251219-1	06-929681995	Food 12/25	\$ 89.00

Mira Bay Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2025 Through December 31, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Cheney Brothers, Inc.	20251219-1	06-929682256	Food & Supplies 12/25	\$ 510.15
Cheney Brothers, Inc.	20251226-1	06-929724666	Housekeeping 12/25	\$ 672.33
Cheney Brothers, Inc.	20251226-1	06-929730667	Food 12/25	\$ 72.48
Cheney Brothers, Inc.	20251205-1	06-929600390	Food 11/25	\$ 72.98
Cheney Brothers, Inc.	20251205-1	06-929600420	Food 11/25	\$ 64.21
Cintas Corporation	200084	1906003372	Hand Wipes	\$ 400.00
Cintas Corporation	200094	4249787106	Housekeeping 11/25	\$ 1,220.33
Cintas Corporation	200106	4253614331	Supplies 12/25	\$ 1,212.25
Cintas Corporation	200096	4252783211	Housekeeping Supplies 12/25	\$ 1,220.33
Cintas Corporation	200084	1905982585	Hand Wipes 11/25	\$ 160.00
Cintas Corporation	200088	4246084115	Supplies 10/25	\$ 491.64
Cintas Corporation	200088	4251304800	Housekeeping 11/25	\$ 491.64
Cintas Corporation	200087	4252072440	Housekeeping 12/25	\$ 491.64

Mira Bay Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2025 Through December 31, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Coca-Cola Beverages	200095	500130057-113025	Beverages	\$ 27.83
Coca-Cola Beverages	200095	50095290011	Beverages 12/25	\$ 272.24
Coca-Cola Beverages	200085	MB 49907327004	Beverages 11/25	\$ 291.50
David Nichols	200097	1	Performance 11/07/25	\$ 560.00
DeConna Ice Cream Company	200089	INV00413380	Food 11/25	\$ 379.20
Facilities Management Express	200103	40083	Monthly Subscription 12/16/25-01/15/	\$ 465.76
Lakeland Moonwalk	200098	121625 Moon	Rental 12/20/25	\$ 2,404.00
Marvin Lance Carver	200099	2025-1206-1220	Santa (Two Visits) 12/25	\$ 2,400.00
Pepin	200090	4214668	Beer 11/25	\$ 226.00
Pepin	200090	4218882	Beer 11/25	\$ 232.35
Pepin	200090	4222949	Beer 11/25	\$ 199.40
Pepin	200091	4227067	Beer 12/25	\$ 204.55
Sharkys Events and Inflatables	200100	42071839	Kids Christmas Combo 12/25	\$ 931.00

Mira Bay Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2025 Through December 31, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Southern Glazer's Wine & Spirits	20251208-1	4692971	Liquor 11/25	\$ 294.00
Southern Glazer's Wine & Spirits	20251222-1	4725964	Liquor 12/25	<u>\$ 408.05</u>
Report Total				<u>\$ 20,410.29</u>



AlSCO
507 North Willow Avenue
Tampa, FL 33606

Phone : (813) 253-0431
Fax : (813) 251-2650

INVOICE

LTAM1107683

Invoice Date: Dec 10 2025
Customer No: 369181
Location No: 369181
Route: 24 Stop: 170
Terms: Net 10 EOM
Purchase Order:

Invoice For

Mirabay Club
107 Manns Harbor Dr
Apollo Beach, FL 33572-3340

Delivery To

Harbor Bay Mirabay Club
107 Manns Harbor Dr
Apollo Beach, FL 33572-3340

Phone : 813-649-1500 ext

Quantity	Item Code	Item Description	Wearer	Wearer Name	Invty	Item Value
2	9650	Laundry Bag Stand			2	0.00
	5505-GN	Laundry Bag, Green			20	0.00
2	2405	3x10 Mirabay Club			4	29.38
4	2405	4x6 Mirabay Club			8	48.42
	9925	Special Delivery Charge				0.00
	SVCCHG%	Service Charge				21.00
		Finance Charge - Oct 2025 PD \$160.67				2.41

****SPECIAL****

Gloves starting at \$25 per case of 1000

Can liners starting at \$18.90 per case of 1000

Need gloves or can liners, ask your RSR or call 813-253-0431 to place an order.

Want to add a credit card to your account for payment. Go to the website below and click register for A-Track to view invoices, statements and add payment methods.

<https://atrack.alsco.com/Account/Login>

KS Dec 10 2025, 9:15 AM 27.7298, -82.4756

The services for which these charges are made are being furnished to you pursuant to a service agreement between our company as supplier and the above named customer. Said merchandise is not to be cleaned or laundered other than by our company. Customers are responsible for articles lost or damaged.

Sub Total \$101.21
Tax EXEMPT \$0.00
Invoice Total \$101.21



AlSCO
507 North Willow Avenue
Tampa, FL 33606

Phone : (813) 253-0431
Fax : (813) 251-2650

INVOICE

LTAM1108630

Invoice Date: Dec 17 2025
Customer No: 369181
Location No: 369181
Route: 24 Stop: 170
Terms: Net 10 EOM
Purchase Order:

Invoice For

Mirabay Club
107 Manns Harbor Dr
Apollo Beach, FL 33572-3340

Delivery To

Harbor Bay Mirabay Club
107 Manns Harbor Dr
Apollo Beach, FL 33572-3340

Phone : 813-649-1500 ext

Quantity	Item Code	Item Description	Wearer	Wearer Name	Invty	Item Value
2	9650	Laundry Bag Stand			2	0.00
	5505-GN	Laundry Bag, Green			20	0.00
2	2405	3x10 Mirabay Club			4	29.38
4	2405	4x6 Mirabay Club			8	48.42
	9925	Special Delivery Charge				0.00
	SVCCHG%	Service Charge				21.00
<p>****SPECIAL ****</p> <p>Gloves starting at \$25 per case of 1000</p> <p>Can liners starting at \$18.90 per case of 1000</p> <p>Need gloves or can liners, ask your RSR or call 813-253-0431 to place an order.</p>						
<p>**Want to add a credit card to your account for payment. Go to the website below and click register for A-Track to view invoices, statements and add payment methods.**</p> <p>https://atrack.alsco.com/Account/Login</p>						
 KS Dec 17 2025, 8:06 AM 27.7486, -82.4177						

The services for which these charges are made are being furnished to you pursuant to a service agreement between our company as supplier and the above named customer. Said merchandise is not to be cleaned or laundered other than by our company. Customers are responsible for articles lost or damaged.	Sub Total	\$98.80
	Tax EXEMPT	\$0.00
	Invoice Total	\$98.80



AlSCO
507 North Willow Avenue
Tampa, FL 33606

Phone : (813) 253-0431
Fax : (813) 251-2650

INVOICE

LTAM1109545

Invoice Date: Dec 24 2025
Customer No: 369181
Location No: 369181
Route: 24 Stop: 170
Terms: Net 10 EOM
Purchase Order:

Invoice For

Mirabay Club
107 Manns Harbor Dr
Apollo Beach, FL 33572-3340

Delivery To

Harbor Bay Mirabay Club
107 Manns Harbor Dr
Apollo Beach, FL 33572-3340

Phone : 813-649-1500 ext

Quantity	Item Code	Item Description	Wearer	Wearer Name	Invty	Item Value
2	9650	Laundry Bag Stand			2	0.00
	5505-GN	Laundry Bag, Green			20	0.00
2	2405	3x10 Mirabay Club			4	29.38
4	2405	4x6 Mirabay Club			8	48.42
	9925	Special Delivery Charge				0.00
	SVCCHG%	Service Charge				21.00

****SPECIAL ****
Gloves starting at \$25 per case of 1000
Can liners starting at \$18.90 per case of 1000
Need gloves or can liners, ask your RSR or call 813-253-0431 to place an order.

Want to add a credit card to your account for payment. Go to the website below and click register for A-Track to view invoices, statements and add payment methods.
<https://atrack.alsco.com/Account/Login>

KS Dec 24 2025, 8:30 AM 27.7485, -82.4177

The services for which these charges are made are being furnished to you pursuant to a service agreement between our company as supplier and the above named customer. Said merchandise is not to be cleaned or laundered other than by our company. Customers are responsible for articles lost or damaged.

Sub Total	\$98.80
Tax EXEMPT	\$0.00
Invoice Total	\$98.80



REPRINT

INVOICE

AlSCO
507 North Willow Avenue
Tampa, FL 33606

Phone : (813) 253-0431
Fax : (813) 251-2650

LTAM1102990

Invoice Date: Nov 05 2025
Customer No: 369181
Location No: 369181
Route: 24 Stop: 170
Terms: Net 10 EOM
Purchase Order:

Invoice For

Mirabay Club
107 Manns Harbor Dr
Apollo Beach, FL 33572-3340

Delivery To

Harbor Bay Mirabay Club
107 Manns Harbor Dr
Apollo Beach, FL 33572-3340

Phone : 813-649-1500 ext

Quantity	Item Code	Item Description	Wearer	Wearer Name	Invty	Item Value
	60118-WH	85X85 Tablecloth, White			22	0.00
	60118-BK	85X85 Tablecloth, Black			22	0.00
2	9650	Laundry Bag Stand			2	0.00
10	5505-GN	Laundry Bag, Green			20	0.00
2	2405	3x10 Mirabay Club			4	29.38
4	2405	4x6 Mirabay Club			8	48.42
	9925	Special Delivery Charge				0.00
	SVCCHG%	Service Charge				21.00

****SPECIAL****

Gloves starting at \$25 per case of 1000
Can liners starting at \$18.90 per case of 1000
Need gloves or can liners, ask your RSR or call 813-253-0431 to place an order.

Want to add a credit card to your account for payment. Go to the website below and click register for A-Track to view invoices, statements and add payment methods.
<https://atrack.alsco.com/Account/Login>

CS Nov 05 2025, 8:47 AM 27.7298, -82.4760

The services for which these charges are made are being furnished to you pursuant to a service agreement between our company as supplier and the above named customer. Said merchandise is not to be cleaned or laundered other than by our company. Customers are responsible for articles lost or damaged.	Sub Total	\$98.80
	Tax EXEMPT	\$0.00
	Invoice Total	\$98.80



AlSCO
507 North Willow Avenue
Tampa, FL 33606

Phone : (813) 253-0431
Fax : (813) 251-2650

INVOICE

LTAM1104853

Invoice Date: Nov 19 2025
Customer No: 369181
Location No: 369181
Route: 24 Stop: 170
Terms: Net 10 EOM
Purchase Order:

Invoice For

Mirabay Club
107 Manns Harbor Dr
Apollo Beach, FL 33572-3340

Delivery To

Harbor Bay Mirabay Club
107 Manns Harbor Dr
Apollo Beach, FL 33572-3340

Phone : 813-649-1500 ext

Quantity	Item Code	Item Description	Wearer	Wearer Name	Invty	Item Value
2	9650	Laundry Bag Stand			2	0.00
	5505-GN	Laundry Bag, Green			20	0.00
2	2405	3x10 Mirabay Club			4	29.38
4	2405	4x6 Mirabay Club			8	48.42
	9925	Special Delivery Charge				0.00
	SVCCHG%	Service Charge				21.00

****SPECIAL ****
Gloves starting at \$25 per case of 1000
Can liners starting at \$18.90 per case of 1000
Need gloves or can liners, ask your RSR or call 813-253-0431 to place an order.

Want to add a credit card to your account for payment. Go to the website below and click register for A-Track to view invoices, statements and add payment methods.
<https://atrack.alsco.com/Account/Login>

CS Nov 19 2025, 8:23 AM 27.7486, -82.4177

The services for which these charges are made are being furnished to you pursuant to a service agreement between our company as supplier and the above named customer. Said merchandise is not to be cleaned or laundered other than by our company. Customers are responsible for articles lost or damaged.

Sub Total \$98.80
Tax EXEMPT \$0.00
Invoice Total \$98.80



AlSCO
507 North Willow Avenue
Tampa, FL 33606

Phone : (813) 253-0431
Fax : (813) 251-2650

INVOICE

LTAM1105768

Invoice Date: Nov 26 2025
Customer No: 369181
Location No: 369181
Route: 24 Stop: 170
Terms: Net 10 EOM
Purchase Order:

Invoice For

Mirabay Club
107 Manns Harbor Dr
Apollo Beach, FL 33572-3340

Delivery To

Harbor Bay Mirabay Club
107 Manns Harbor Dr
Apollo Beach, FL 33572-3340

Phone : 813-649-1500 ext

Quantity	Item Code	Item Description	Wearer	Wearer Name	Invt	Item Value
2	9650	Laundry Bag Stand			2	0.00
10	5505-GN	Laundry Bag, Green			20	0.00
2	2405	3x10 Mirabay Club			4	29.38
4	2405	4x6 Mirabay Club			8	48.42
	9925	Special Delivery Charge				0.00
	SVCCHG%	Service Charge				21.00

****SPECIAL****
Gloves starting at \$25 per case of 1000
Can liners starting at \$18.90 per case of 1000
Need gloves or can liners, ask your RSR or call 813-253-0431 to place an order.

Want to add a credit card to your account for payment. Go to the website below and click register for A-Track to view invoices, statements and add payment methods.
<https://atrack.alsco.com/Account/Login>

Current Month: \$403.17; Last Month: \$-160.67; Total Balance: \$242.50

COG-4519

The services for which these charges are made are being furnished to you pursuant to a service agreement between our company as supplier and the above named customer. Said merchandise is not to be cleaned or laundered other than by our company. Customers are responsible for articles lost or damaged.

Sub Total \$98.80
Tax EXEMPT \$0.00
Invoice Total **\$98.80**



AlSCO
507 North Willow Avenue
Tampa, FL 33606

Phone : (813) 253-0431
Fax : (813) 251-2650

INVOICE

LTAM1106930

Invoice Date: Dec 04 2025
Customer No: 369181
Location No: 369181
Route: 24 Stop: 170
Terms: Net 10 EOM
Purchase Order:

Invoice For

Mirabay Club
107 Manns Harbor Dr
Apollo Beach, FL 33572-3340

Delivery To

Harbor Bay Mirabay Club
107 Manns Harbor Dr
Apollo Beach, FL 33572-3340

Phone : 813-649-1500 ext

Quantity	Item Code	Item Description	Wearer	Wearer Name	Invty	Item Value
40	60118-WH	85X85 Tablecloth, White				72.80
	SVCCHG%	Service Charge				21.00
<p>****SPECIAL****</p> <p>Gloves starting at \$25 per case of 1000</p> <p>Can liners starting at \$18.90 per case of 1000</p> <p>Need gloves or can liners, ask your RSR or call 813-253-0431 to place an order.</p>						
<p>**Want to add a credit card to your account for payment. Go to the website below and click register for A-Track to view invoices, statements and add payment methods.**</p> <p>https://atrack.alsco.com/Account/Login</p>						
						 KS Dec 04 2025, 7:55 AM 27.9215, -82.3536

The services for which these charges are made are being furnished to you pursuant to a service agreement between our company as supplier and the above named customer. Said merchandise is not to be cleaned or laundered other than by our company. Customers are responsible for articles lost or damaged.

Sub Total	\$93.80
Tax EXEMPT	\$0.00
Invoice Total	\$93.80

Aroma Coffee Service, Inc.

2168 Andrea Lane, Fort Myers, Florida 33912
1-800-448-9139 - cs@aromacoffee.net

Invoice # 0223183430

Customer # 8153

MIRABAY CLUB
107 MANNS HARBOR DRIVE
APOLLO BEACH, FL 33572

11/17/25 09:21 - Driver: JOSH JARRETT

PO #:

Blanket PO#:

Taxable Items

NONE

Non-Taxable Items

346	Cappuccino Topping	12	EA	8.00	96.00	
-----	--------------------	----	----	------	-------	--

Number of Items: 1

Total Quantity: 12

Taxable \$.00

Non-Taxable \$96.00

Our records show that you have the following equipment on loan from Aroma Coffee Service at your location:

Subtotal: \$ 96.00

Tax: \$.00

Cash: \$.00

Check: \$.00

Description	Qty
Everpure Scale Filter	1
VITRO X5 TOUCH	1

DUE: \$ 96.00

Customer Signature:

Printed Name:

Date: 11/17/25

Aroma Coffee Service, Inc.

2168 Andrea Lane, Fort Myers, Florida 33912
1-800-448-9139 - cs@aromacoffee.net

Invoice # 0223187100

Customer # 8153

MIRABAY CLUB
107 MANNS HARBOR DRIVE
APOLLO BEACH, FL 33572

12/16/25 06:39 - Driver: JOSH JARRETT

PO #:

Blanket PO#:

Taxable Items

NONE

Non-Taxable Items

346	Cappuccino Topping	24	EA	8.00	192.00	
2004	Java Nicks Latin Espresso Bean	4	CAS	72.95	291.80	
098	Vending Cocoa	6	EA	10.00	60.00	
000	Fuel / Equipment Charge	1	EA	13.00	13.00	

Number of Items: 4

Total Quantity: 35

Taxable \$.00

Non-Taxable \$556.80

Our records show that you have the following equipment on loan from Aroma Coffee Service at your location:

Subtotal: \$ 556.80

Tax: \$.00

Cash: \$.00

Check: \$.00

Description	Qty
Everpure Scale Filter	2
VITRO X5 TOUCH	1

DUE: \$ 556.80

Customer Signature:

Printed Name:

Date: 12/16/25

Aroma Coffee Service, Inc.

2168 Andrea Lane, Fort Myers, Florida 33912
1-800-448-9139 - cs@aromacoffee.net

Invoice # 0223185720

Customer # 8153

MIRABAY CLUB
107 MANNS HARBOR DRIVE
APOLLO BEACH, FL 33572

12/02/25 13:19 - Driver: JOSH JARRETT

PO #:

Blanket PO#:

Taxable Items

2126	Everpure Scale Filter	1	EA	119.95	119.95	T
434	Aroma Hot Cups	1	CAS	82.95	82.95	T
					202.90	

Non-Taxable Items

549	Sweet Creme	1	EA	39.95	39.95	
546	Twinings Green Tea	1	EA	8.70	8.70	
346	Cappuccino Topping	12	EA	8.00	96.00	
251	Decafe Whole Bean	1	EA	79.95	79.95	
238	Stevia	1	CAS	49.95	49.95	
2004	Java Nicks Latin Espresso Bean	3	CAS	72.95	218.85	
196	Twinings Lemon Ginger Tea	1	EA	8.70	8.70	
098	Vending Cocoa	6	EA	10.00	60.00	
067	Half n Half	1	CAS	27.42	27.42	
000	Fuel / Equipment Charge	1	EA	13.00	13.00	

Number of Items: 12

Total Quantity: 30

Taxable \$202.90

Non-Taxable \$602.52

Subtotal: \$ 805.42

Tax: \$.00

Cash: \$.00

Check: \$.00

DUE: \$ 805.42

Our records show that you have the following equipment on loan from Aroma Coffee Service at your location:

Description	Qty
Everpure Scale Filter	1
VITRO X5 TOUCH	1

Customer Signature:

Printed Name:

Date: 12/02/25



ONE CHENEY WAY • PUNTA GORDA, FL 33982-4401
FOOD SERVICE DISTRIBUTORS

DELIVERING
Southern Hospitality
 SINCE 1928

#60432201

www.cheneybrothers.com

BILL TO:
 MIRA BAY CLUB
 HARBOR BAY CDD
 107 MANNS HARBOR DR
 APOLLO BEACH FL 33572 US

SHIP TO:
 MIRA BAY CLUB
 HARBOR BAY CDD
 107 MANNS HARBOR DR
 APOLLO BEACH FL 33572 US

DD RF
 DW 06:30-10:30
 (813) 649-1500

INVOICE NO.	PAGE	CLK	CH'D BY
06-929600945	1	MBL	
CUSTOMER NO.	TIME	MO.	DAY
60432201	19:15	11	28 25

TAX ID: 858012574204C8

SPECIAL INSTRUCTIONS		TERMS	SALESPERSON	PUN 941.505.5885	P.O. NUMBER	ROUTE	STOP
		1 WK DUE	DUE: 12/04/2025	WATS 844.234.1341	0	5003	18
		TR (WKY)	JILL COX 12391	FAX 941.505.5886			

LINE	LOCATION	CASES	PKGS.	ITEM NO.	BRAND	PACK/SIZE	DESCRIPTION	WEIGHT	UNIT PRICE	CS	AMOUNT
60	DA-104-1	1		506040	PUREBR	006/1 GAL	BLEACH 6% ULTRA GALS 1008635042 OR 23136775041 CBI LABEL	53.96	23.83	CS	23.83
		C.O.					_____cs _____pk r m s d ck'd by _____				23.83
							*****98-CHEMICALS *****				
10	DE-124-1		2	76237	MARZET	004/1 GAL	DRESSING RANCH DOT#718655	16.50	23.39	PK	46.78
							_____cs _____pk r m s d ck'd by _____				
70	EM-236-2	1		810278	SOUTH	001/500 CT	BAG PLAS TSACK "MEALS TO GO" 13X10X22 .9 MIL HEAVY DUTY	11.50	42.34	CS	42.34
		C.O.					_____cs _____pk r m s d ck'd by _____				
90	DG-263-2	1		861345	SQP	002/250 CT	TRAY FOOD 3# RED PLAID 7408703 COMPOSTABLE - BIO-DEGRADABLE	13.25	27.19	CS	27.19
		C.O.					_____cs _____pk r m s d ck'd by _____				
120	EL-520-2	1		10158576	TORK	012/250 CT	TOWEL MULTIFOLD COMPRESSED WHITE ADVANCED H2 COMPOSTABLE GRAY LEAF XPRESS 3-PANEL	10.10	38.84	CS	38.84
		C.O.					_____cs _____pk r m s d ck'd by _____				
130	DH-558-1	1		10165899	AXIS	020/50 CT	CUP PLAS CLEAR 16 OZ SQUAT PET CG16PET98	30.70	65.61	CS	65.61
		C.O.					_____cs _____pk r m s d ck'd by _____				
140	DI-232-2	1		10167735	SABERT	004/75 CT	BOWL PULP NATURAL 24 OZ ROUND 8.19X1.65 COMPOSTABLE PFAS FREE	13.89	38.43	CS	38.43
		C.O.					_____cs _____pk r m s d ck'd by _____				
							*****01-DRY GOODS *****				259.19
100	CD-538-1		3	10024349	DUCKDE	008/1.5 #	CHEESE CHEDDAR SLICED 0.75 OZ	4.50	4.91	#N	22.10
							_____cs _____pk r m s d ck'd by _____				22.10
							*****02-COOLER *****				
20	FH-568-1	1		230014	PERDUE	002/5 #	CHIX WINGS SAVORY JUMBO IQF STEAMED FULLY COOKED	10.00	5.14	#N	51.40
		C.O.					_____cs _____pk r m s d ck'd by _____				

4415 - \$212.41
 3122 - \$370.64

TOTAL QTY. THIS PAGE ➤	7	5	TERMS: BALANCE DUE UPON RECEIPT OF STATEMENT. PURCHASER IS RESPONSIBLE FOR SERVICE CHARGE OF 1-1/2% PER MONTH (18% PER YEAR) ON PAST DUE ACCOUNTS AND ALL COSTS OF COLLECTION, INCLUDING ATTORNEY FEES REGARDLESS WHETHER SUIT IS INSTITUTED. PALM BEACH COUNTY IS EXCLUSIVE VENUE FOR SUITS REGARDING COLLECTION OF DELINQUENT ACCOUNT(S) AND THE SALE OF THE ABOVE GOODS.	RECEIVED BY:	THE ABOVE LISTED MERCHANDISE HAS BEEN RECEIVED, IN GOOD CONDITION, UNLESS OTHERWISE NOTED ON THE "DELIVERY COPY". CBI reserves the right to retake possession of products until all products and services are paid for in compliance with terms.	Estimated Total
TOTAL QTY. THIS INVOICE ➤						

All values in US Dollars



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 APOLLO BEACH FL 33572 US

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DD RF
 DW 06:30-10:30
 (813)649-1500

INVOICE NO.	PAGE	CLK	CH'D BY
06-929600945	2	MBL	
CUSTOMER NO.	TIME	MO.	DAY YR.
60432201	19:15	11	28 25

TAX ID: 858012574204C8

SPECIAL INSTRUCTIONS	TERMS	SALESPERSON	PUN 941.505.5885	P.O. NUMBER	ROUTE	STOP
	1 WK DUE	DUE: 12/04/2025	WATS 844.234.1341	0	5003	18
	TR (WKY)	JILL COX 12391	FAX 941.505.5886			

LINE	LOCATION	CASES	PKGS.	ITEM NO.	BRAND	PACK/SIZE	DESCRIPTION	WEIGHT	UNIT PRICE	AMOUNT
30	FI-150-2	2		234021	PERDUE	002/5 #	CHIX TENDERS BREADED FC WHOLE MUSCLE FULL COOKED	20.00	66.31	132.62
		C.O.					ck'd by ____			
40	FI-123-1	1		310040	RICHS	010/16 INCH	PIZZA CRUST 16 IN PAR BAKED RAISED EDGE RAISED EDGE	16.00	53.92	53.92
		C.O.					ck'd by ____			
50	FH-528-2	1		312050	EURO B	060/6 INCH	ROLL TUSCAN SANDWICH HOAGIE 6 INCH FULLY BAKED	13.02	34.99	34.99
		C.O.					ck'd by ____			
1							***** 03-FREEZER ***** FUEL SURCHARGE		0.00	272.93 5.00
							***** TOTAL DISCOUNT/SURCHARGE *****			5.00
01-DRY GOODS			259.19	02-COOLER		22.10	03-FREEZER	272.93	98 CHEMICALS	23.83

The perishable agricultural commodities listed on this invoice are sold subject to the statutory trust authorized by section 5(c) of the Perishable Agricultural Commodities Act, 1930 (7 U.S.C. 499e(c)). The seller of these commodities retains a trust claim over these commodities, all inventories of food or other products derived from these commodities, and any receivables or proceeds from the sale of these commodities until full payment is received. Reel Fresh product noted with "Refresh" on the invoice has been thawed from previously frozen product. Cert # FL-2033-SS Wholesale # WD-7867



TOTAL QTY. THIS PAGE	4	TERMS: BALANCE DUE UPON RECEIPT OF STATEMENT. PURCHASER IS RESPONSIBLE FOR SERVICE CHARGE OF 1-12% PER MONTH (18% PER YEAR) ON PAST DUE ACCOUNTS AND ALL COSTS OF COLLECTION, INCLUDING ATTORNEY FEES REGARDLESS WHETHER SUIT IS INSTITUTED. PALM BEACH COUNTY IS EXCLUSIVE VENUE FOR SUITS REGARDING COLLECTION OF DELINQUENT ACCOUNT(S) AND THE SALE OF THE ABOVE GOODS.	RECEIVED BY:	THE ABOVE LISTED MERCHANDISE HAS BEEN RECEIVED, IN GOOD CONDITION, UNLESS OTHERWISE NOTED ON THE "DELIVERY COPY". CBI reserves the right to retake possession of products until all products and services are paid for in compliance with terms.	Estimated Total
TOTAL QTY. THIS INVOICE					CONTINUE

All values in US Dollars



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INVOICE NO.	PAGE	CLK	CH'D BY
06-929600945	3	MBL	
CUSTOMER NO.	TIME	MO.	DAY YR.
60432201	19:15	11	28 25

TAX ID: 858012574204C8

SPECIAL INSTRUCTIONS	TERMS	SALESPERSON	PUN 941.505.5885	P.O. NUMBER	ROUTE	STOP
	1 WK DUE	DUE: 12/04/2025	WATS 844.234.1341	0	5003	18
	TR (WKY)	JILL COX 12391	FAX 941.505.5886			

LINE	LOCATION	CASES	PKGS.	ITEM NO.	BRAND	PACK/SIZE	DESCRIPTION	WEIGHT	UNIT PRICE	AMOUNT
							929600945			

4415 - \$212.41
 3122 - \$370.64

TOTAL QTY. THIS PAGE									213.42	Estimated Total
TOTAL QTY. THIS INVOICE	11	5								\$ 583.05

TERMS: BALANCE DUE UPON RECEIPT OF STATEMENT. PURCHASER IS RESPONSIBLE FOR SERVICE CHARGE OF 1-1/2% PER MONTH (18% PER YEAR) ON PAST DUE ACCOUNTS AND ALL COSTS OF COLLECTION, INCLUDING ATTORNEY FEES REGARDLESS WHETHER SUIT IS INSTITUTED. PALM BEACH COUNTY IS EXCLUSIVE VENUE FOR SUITS REGARDING COLLECTION OF DELINQUENT ACCOUNT(S) AND THE SALE OF THE ABOVE GOODS.

RECEIVED BY:
 THE ABOVE LISTED MERCHANDISE HAS BEEN RECEIVED, IN GOOD CONDITION, UNLESS OTHERWISE NOTED ON THE "DELIVERY COPY"
 CBI reserves the right to retake possession of products until all products and services are paid for in compliance with terms.

All values in US Dollars



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INVOICE NO. 06-929637854	PAGE 1	CLK MBL	CH'D BY
CUSTOMER NO. 60432201	TIME 18:45	MO. 12	DAY YR. 04 25
TAX ID: 858012574204C8			

SPECIAL INSTRUCTIONS						TERMS	SALESPERSON	PUN 941.505.5885	P.O. NUMBER	ROUTE	STOP
						1 WK DUE	DUE: 12/11/2025	WATS 844.234.1341		4006	14
						TR (WKY)	JILL COX 12391	FAX 941.505.5886			
LINE	LOCATION	CASES	PKGS.	ITEM NO.	BRAND	PACK/SIZE	DESCRIPTION	WEIGHT	UNIT PRICE	CS	AMOUNT
140	HZ-214-1	1 C.O.		10035658	FACTLY	024/6 OZ	FRYER CLEANER AND MULTI PURP DEGREASER FRYOLATER MULTI-PURPOSE DEGREASER ck'd by ____	9.00	50.11	CS	50.11
180	HZ-104-1	1		10122150	SWISHE	004/1 GAL	CLEANER MULTI PURPOSE LAVENDER AND DAILY MOP MATCH TO FABULOSO & BRISA ck'd by ____	33.40	62.34	CS	62.34
190	HZ-162-3A	1 C.O.		10141562	CBI	001/10 CT	URINAL SCREEN WAVE 3D CBI CUCUMBER MELON GREEN SCREEN W/CBI LOGO & CUCUMBER MELON ck'd by ____	1.50	29.94	CS	29.94
10	DG-168-1		2	56001	KRAFT	004/1 GAL	***** 98-CHEMICALS * ***** SAUCE BBQ ORIGINAL ck'd by ____	16.00	26.40	PK	52.80
20	DG-194-1		2	76013	KENS	004/1 GAL	DRESSING BLUE CHEESE DELUXE ck'd by ____	15.83	27.98	PK	55.96
30	DE-150-1		1	116024	BUNGE	003/1 GAL	BUTTER LIQUID SUBSTITUTE GOLDEN AWARD ZERO TRANS FAT LIQUID BUTTER GOLDEN AWAR ck'd by ____	7.70	21.14	PK	21.14
40	DB-548-2	1 C.O.		130015	G MEDA	006/5 #	MIX PANCAKE BUTTERMILK COMPLETE WAFFLE MIX ck'd by ____	30.00	50.42	CS	50.42
50	DD-544-1		2	148047	VERMON	004/1 GAL	SYRUP PANCAKE & WAFFLE ck'd by ____	23.00	16.35	PK	32.70
150	DX-146-3B	1		10039154	HEINZ	004/1 CT	PUMP FOR KETCHUP AND MUSTARD PUMP JUG ck'd by ____	4.00	32.79	CS	32.79

TOTAL QTY. THIS PAGE	5	7
TOTAL QTY. THIS INVOICE		

TERMS: BALANCE DUE UPON RECEIPT OF STATEMENT. PUR CHASER IS RESPONSIBLE FOR SERVICE CHARGE OF 1-1 1/2% PER MONTH (18% PER YEAR) ON PAST DUE ACCOUNTS AND ALL COSTS OF COLLECTION INCLUDING ATTORNEY FEES REGARDLESS WHETHER SUIT IS INSTITUTED. PALM BEACH COUNTY IS EXCLUSIVE VENUE FOR SUITS REGARDING COLLECTION OF DELINQUENT ACCOUNT(S) AND THE SALE OF THE ABOVE GOODS.

RECEIVED BY:
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Estimated Total

CONTINUE

All values in US Dollars



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 107 MANNS HARBOR DR
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INVOICE NO. 06-929637854	PAGE 2	CLK MBL	CH'D BY	
CUSTOMER NO. 60432201	TIME 18:45	MO. 12	DAY 04	YR. 25

TAX ID: 858012574204C8

SPECIAL INSTRUCTIONS				TERMS	SALESPERSON	PUN	941.505.5885	P.O. NUMBER		ROUTE	STOP
				1 WK DUE	DUE: 12/11/2025	WATS	844.234.1341	0		4006	14
				TR (WKY)	JILL COX 12391	FAX	941.505.5886				
LINE	LOCATION	CASES	PKGS.	ITEM NO.	BRAND	PACK/SIZE	DESCRIPTION	WEIGHT	UNIT PRICE	CS	AMOUNT
210	DJ-536-1	2		813375	WESTRO	001/50 CT	PIZZA BOX 16" B FLUTE WHITE HEAVY WEIGHT CAFE DESIGN	58.60	33.95	CS	67.90
		C.O.					_____cs _____pk r m s d ck'd by _____				
							***** 01-DRY GOODS *****				313.71
60	CD-628-1	1		178027	GRANDE	001/5 #	CHEESE MOZZARELLA FRESH LOG IN WATER CEPPONELLI	5.00	26.38	CS	26.38
		C.O.					_____cs _____pk r m s d ck'd by _____				
170	CC-230-1	2		10101817	DEB	001/20 #	EGGS LIQUID FRESH START WITH CITRIC ACID	40.00	35.83	CS	71.66
		C.O.					_____cs _____pk r m s d ck'd by _____				
							***** 02-COOLER *****				98.04
70	FD-644-1	1		220025	SMITHF	001/15 #	BACON APPLEWOOD SMOKED 14/18 LAYOUT SILVER MEDAL	15.00	4.42	#N	66.30
		C.O.					_____cs _____pk r m s d ck'd by _____				
80	FE-216-1	2		224048	HATFIE	001/10 #	SAUSAGE PATTY 1.5OZ FULLY CKD	20.00	3.85	#N	77.00
		C.O.					_____cs _____pk r m s d ck'd by _____				
90		2*OUT*		234150	PERDUE	001/10 #	CHIX TENDER BREADED FRITTER RTC 1.75 OZ RTC HOMESTYLE				
		C.O.					_____cs _____pk r m s d ck'd by _____				
100	FH-594-2	1		290030	KRUSTE	072/2.5 OZ	FRENCH TOAST CINNAMON THICK	12.02	66.13	CS	66.13
		C.O.					_____cs _____pk r m s d ck'd by _____				
110	FG-165-2	1		302118	TURANO	006/48 OZ	BREAD PANINI RUSTIC SLICED	18.00	55.61	CS	55.61
		C.O.					_____cs _____pk r m s d ck'd by _____				
120	FI-125-1	1		318037	PILSBU	120/2 OZ	BISCUIT SOUTHERN STYLE BAKED	15.00	53.03	CS	53.03
		C.O.					_____cs _____pk r m s d ck'd by _____				
130	FA-163-1	1		10017710	LAMB	006/5 #	FRY SEA SHORE SKIN ON THICK CUT	30.00	67.48	CS	67.48
		C.O.					_____cs _____pk r m s d ck'd by _____				

TOTAL QTY. THIS PAGE	12	TERMS: BALANCE DUE UPON RECEIPT OF STATEMENT. PURCHASER IS RESPONSIBLE FOR SERVICE CHARGE OF 1-1/2% PER MONTH (18% PER YEAR) ON PAST DUE ACCOUNTS AND ALL COSTS OF COLLECTION, INCLUDING ATTORNEY FEES REGARDLESS WHETHER SUIT IS INSTITUTED. PALM BEACH COUNTY IS EXCLUSIVE VENUE FOR SUITS REGARDING COLLECTION OF DELINQUENT ACCOUNT(S) AND THE SALE OF THE ABOVE GOODS.	RECEIVED BY: THE ABOVE LISTED MERCHANDISE HAS BEEN RECEIVED, IN GOOD CONDITION, UNLESS OTHERWISE NOTED ON THE DELIVERY COPY. CBI reserves the right to retake possession of products until all products and services are paid for in compliance with terms.	Estimated Total CONTINUE
TOTAL QTY. THIS INVOICE			All values in US Dollars	



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INVOICE NO.	PAGE	CLK	CH'D BY
06-929637854	3	MBL	
CUSTOMER NO.	TIME	MO.	DAY YR.
60432201	18:45	12	04 25

TAX ID: 858012574204C8

SPECIAL INSTRUCTIONS	TERMS	SALESPERSON	PUN 941.505.5885	P.O. NUMBER	ROUTE 4006	STOP 14
	1 WK DUE	DUE: 12/11/2025	WATS 844.234.1341			
	TR (WKY)	JILL COX 12391	FAX 941.505.5886			

LINE	LOCATION	CASES	PKGS.	ITEM NO.	BRAND	PACK/SIZE	DESCRIPTION	WEIGHT	UNIT PRICE	AMOUNT
160	FC-157-2A	2		10092275	SWAGGE	004/5 #	SAUSAGE GRAVY COUNTRY STYLE	40.00	2.52	#N 100.80
		C.O.								
200	FE-273-2C	1		10149473	MICHAE	120/1.75 OZ	EGGS BACON AND CHEESE BITES	13.08	78.60	CS 78.60
		C.O.								
220	FI-117-1	2		234046	TYSON	001/10 #	CHIX TENDER FRITTER STEAKHOUSE UC	20.00	45.53	CS 91.06
		C.O.								
1							***** 03-FREEZER *****			656.01
							FUEL SURCHARGE		0.00	5.00
							***** TOTAL DISCOUNT/SURCHARGE *****			5.00
							COG-4842-577.84			
							COG-4519-92.28			
							COG-4415-150.80			
							COG-3122-394.21			
										\$ 1,215.15
01-DRY GOODS			313.71	02-COOLER		98.04	03-FREEZER	656.01	98 CHEMICALS	142.39

The perishable agricultural commodities listed on this invoice are sold subject to the statutory trust authorized by section 5(c) of the Perishable Agricultural Commodities Act, 1930 (7 U.S.C. 499e(c)). The seller of these commodities retains a trust claim over these commodities, all inventories of food or other products derived from these commodities, and any receivables or proceeds from the sale of these commodities until full payment is received. Reel Fresh product noted with "Refresh" on the invoice has been thawed from previously frozen product. Cert # FL-2033-SS Wholesale # WD-7867



929637854

TOTAL QTY. THIS PAGE	5	TERMS: BALANCE DUE UPON RECEIPT OF STATEMENT. PURCHASER IS RESPONSIBLE FOR SERVICE CHARGE OF 1-1/2% PER MONTH (18% PER YEAR) ON PAST DUE ACCOUNTS AND ALL COSTS OF COLLECTION, INCLUDING ATTORNEY FEES REGARDLESS WHETHER SUIT IS INSTITUTED. PALM BEACH COUNTY IS EXCLUSIVE VENUE FOR SUITS REGARDING COLLECTION OF DELINQUENT ACCOUNT(S) AND THE SALE OF THE ABOVE GOODS.	RECEIVED BY:	427.13	Estimated Total
TOTAL QTY. THIS INVOICE	22		THE ABOVE LISTED MERCHANDISE HAS BEEN RECEIVED, IN GOOD CONDITION, UNLESS OTHERWISE NOTED ON THE "DELIVERY COPY". CBI reserves the right to retake possession of products until all products and services are paid for in compliance with terms.		\$ 1,215.15

All values in US Dollars



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INVOICE NO.	PAGE	CLK	CH'D BY
06-929681995	1	LAP	
CUSTOMER NO.	TIME	MO.	DAY
60432201	20:07	12	11 25

TAX ID: 858012574204C8

SPECIAL INSTRUCTIONS	TERMS	SALESPERSON	PUN 941.505.5885	P.O. NUMBER	ROUTE	STOP
	1 WK DUE	DUE: 12/18/2025	WATS 844.234.1341	1	4014	14
	TR (WKY)	JILL COX 12391	FAX 941.505.5886			

LINE	LOCATION	CASES	PKGS.	ITEM NO.	BRAND	PACK/SIZE	DESCRIPTION	WEIGHT	UNIT PRICE	AMOUNT
10	FE-207-2	2		10030100	DUCKDE	002/5 #	CHIX TENDER FRITTER RTC SOUTHERN STYLE	20.00	4.45	#N 89.00
		C.O.					_____cs _____pk r m s d ck'd by _____			89.00
							***** 03-FREEZER *****			

52000-3122-\$89.00

03-FREEZER 89.00

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929681995

Sent 12/12/25
 Good

TOTAL QTY. THIS PAGE	2	TERMS: BALANCE DUE UPON RECEIPT OF STATEMENT. PURCHASER IS RESPONSIBLE FOR SERVICE CHARGE OF 1-1/2% PER MONTH (18% PER YEAR) ON PAST DUE ACCOUNTS AND ALL COSTS OF COLLECTION INCLUDING ATTORNEY FEES REGARDLESS WHETHER SUIT IS INSTITUTED. PALM BEACH COUNTY IS EXCLUSIVE VENUE FOR SUITS REGARDING COLLECTION OF DELINQUENT ACCOUNTS) AND THE SALE OF THE ABOVE GOODS.	20.00	Estimated Total
TOTAL QTY. THIS INVOICE	2	RECEIVED BY:		\$ 89.00

All values in US Dollars



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INVOICE NO.	PAGE	CLK	CH'D BY
06-929682256	1	MBL	
CUSTOMER NO.	TIME	MO.	DAY YR.
60432201	20:24	12	11 25

TAX ID: 858012574204C8

SPECIAL INSTRUCTIONS	TERMS	SALESPERSON	PUN 941.505.5885	P.O. NUMBER	ROUTE 4014	STOP 14
	1 WK DUE	DUE: 12/18/2025	WATS 844.234.1341			
	TR (WKY)	JILL COX 12391	FAX 941.505.5886			

LINE	LOCATION	CASES	PKGS.	ITEM NO.	BRAND	PACK/SIZE	DESCRIPTION	WEIGHT	UNIT PRICE	AMOUNT
100	DX-109-2B	2		10166839	SWISHE	001/60 CT	CLEAN DOSE NEUTRAL FLOOR CLEANER TAB 6G	1.58	31.96	CS 63.92
		C.O.					ck'd by ____			
							***** 98-CHEMICALS *****			63.92
10	DF-658-1	2		100007	FRONTE	024/16.9 OZ	WATER NATURAL PLASTIC SPRING L'ACQUA E'VITA "BLUE BOTTLE"	50.69	9.76	CS 19.52
		C.O.					ck'd by ____			
60	EW-530-1	1		10097741	M VICK	002/30 CT	CHIPS VARIETY MISS VICKIE'S 300049278	7.73	48.49	CS 48.49
		C.O.					ck'd by ____			
70	EW-501-1	1		10118254	LAYS	002/50 CT	CHIPS VARIETY PACK SS CLASSIC 1 OZ	9.40	51.41	CS 51.41
		C.O.					ck'd by ____			
80	EK-238-1	2		10132395	CBI	010/100 CT	GLOVES NITRILE BLACK XL PF 2.7 MIL THIN MIL GENERAL PURPOSE	18.00	42.31	CS 84.62
							ck'd by ____			
90	EL-623-1	1		10132397	CBI	010/100 CT	GLOVES NITRILE BLACK MEDIUM PF 2.7 MIL THIN MIL GENERAL PURPOSE	7.60	42.31	CS 42.31
							ck'd by ____			
							***** 01-DRY GOODS *****			246.35
20	CD-602-1		1	174001	FRONTE	002/5 #	CHEESE SHAVED CAESAR BLEND	5.00	7.98	#N 39.90
							ck'd by ____			
30	CC-118-1	1		190026	LOL	002/5 #	BUTTER WHIPPED SALTED AA KOSHER OU-D	10.00	4.29	#N 42.90
		C.O.					ck'd by ____			
							***** 02-COOLER *****			82.80
40	FE-159-1	1		206110	ADVANC	032/6 OZ	BEEF STK PHILLY PUCK STYLE STEAK EZE	12.00	9.34	#N 112.08
		C.O.					ck'd by ____			

TOTAL QTY. THIS PAGE ➤	11	1	TERMS: BALANCE DUE UPON RECEIPT OF STATEMENT. PURCHASER IS RESPONSIBLE FOR SERVICE CHARGE OF 1-12% PER MONTH (18% PER YEAR) ON PAST DUE ACCOUNTS AND ALL COSTS OF COLLECTION, INCLUDING ATTORNEY FEES REGARDLESS WHETHER SUIT IS INSTITUTED. PALM BEACH COUNTY IS EXCLUSIVE VENUE FOR SUITS REGARDING COLLECTION OF DELINQUENT ACCOUNT(S) AND THE SALE OF THE ABOVE GOODS.	RECEIVED BY:	THE ABOVE LISTED MERCHANDISE HAS BEEN RECEIVED, IN GOOD CONDITION, UNLESS OTHERWISE NOTED ON THE "DELIVERY COPY". CBI reserves the right to retake possession of products until all products and services are paid for in compliance with terms.	Estimated Total
TOTAL QTY. THIS INVOICE ➤						CONTINUE

All values in US Dollars



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BILL TO:
 MIRA BAY CLUB
 HARBOR BAY CDD
 107 MANNS HARBOR DR
 APOLLO BEACH FL 33572 US

SHIP TO:
 MIRA BAY CLUB
 HARBOR BAY CDD
 107 MANNS HARBOR DR
 APOLLO BEACH FL 33572 US

DD RE
 DW 06:30-10:30
 (813)649-1500

INVOICE NO.	PAGE	CLK	CH'D BY
06-929682256	2	MBL	
CUSTOMER NO.	TIME	MO.	DAY
60432201	20:24	12	11 25

TAX ID: 858012574204C8

SPECIAL INSTRUCTIONS	TERMS	SALESPERSON	PUN 941.505.5885	P.O. NUMBER	ROUTE	STOP
	1 WK DUE	DUE: 12/18/2025	WATS 844.234.1341	0	4014	14
	TR. (WKY)	JILL COX 12391	FAX 941.505.5886			

LINE	LOCATION	CASES	PKGS.	ITEM NO.	BRAND	PACK/SIZE	DESCRIPTION	WEIGHT	UNIT PRICE	AMOUNT
50		2*OUT*		234150	PERDUE	001/10 #	CHIX TENDER BREADED FRITTER RTC 1.75 OZ RTC HOMESTYLE			
		C.O.					_____cs _____pk r m s d ck'd by _____			
							***** 03-FREEZER *****			112.08
							FUEL SURCHARGE		0.00	5.00
							***** TOTAL DISCOUNT/SURCHARGE *****			5.00

52000-4415 = 254.77
 52000-3122 = 255.38

01-DRY GOODS		246.35		02-COOLER		82.80	03-FREEZER	112.08	98 CHEMICALS	63.92
--------------	--	--------	--	-----------	--	-------	------------	--------	--------------	-------

The perishable agricultural commodities listed on this invoice are sold subject to the statutory trust authorized by section 5(c) of the Perishable Agricultural Commodities Act, 1930 (7 U.S.C. 499e(c)). The seller of these commodities retains a trust claim over these commodities, all inventories of food or other products derived from these commodities, and any receivables or proceeds from the sale of these commodities until full payment is received. Reel Fresh product noted with "Refresh" on the invoice has been thawed from previously frozen product. Cert # FL-2033-SS Wholesale # WD-7867



929682256

Sent 12/12/25
 [Signature]

TOTAL QTY. THIS PAGE	11	1	TERMS: BALANCE DUE UPON RECEIPT OF STATEMENT. PURCHASER IS RESPONSIBLE FOR SERVICE CHARGE OF 1-12% PER MONTH (18% PER YEAR) ON PAST DUE ACCOUNTS AND ALL COSTS OF COLLECTION, INCLUDING ATTORNEY FEES REGARDLESS WHETHER SUIT IS INSTITUTED. PALM BEACH COUNTY IS EXCLUSIVE VENUE FOR SUITS REGARDING COLLECTION OF DELINQUENT ACCOUNT(S) AND THE SALE OF THE ABOVE GOODS.	RECEIVED BY:	122.00	Estimated Total
TOTAL QTY. THIS INVOICE				THE ABOVE LISTED MERCHANDISE HAS BEEN RECEIVED, IN GOOD CONDITION, UNLESS OTHERWISE NOTED ON THE DELIVERY COPY. CBI reserves the right to retake possession of products until all products and services are paid for in compliance with terms.		\$ 510.15

All values in US Dollars



#60432201

ONE CHENEY WAY • PUNTA GORDA, FL 33982-4401
FOOD SERVICE DISTRIBUTORS

DELIVERING
Southern Hospitality
 SINCE 1925

www.cheneybrothers.com

BILL TO:
 MITRA BAY CLUB
 HARBOR BAY CDD
 107 MANNS HARBOR DR
 APOLLO BEACH FL 33572 US

SHIP TO:
 MITRA BAY CLUB
 HARBOR BAY CDD
 107 MANNS HARBOR DR
 APOLLO BEACH FL 33572 US

DD RF
 DW 06:30-10:30
 (813) 649-1500

INVOICE NO.	PAGE	CLK	CH'D BY
06-929724666	1	MBL	
CUSTOMER NO.	TIME	MO	DAY
60432201	19:59	12	18
		25	25

TAX ID: 858012574204C8

SPECIAL INSTRUCTIONS	TERMS	SALESPERSON	PUN	941.505.5885	P.O. NUMBER	ROUTE	STOP
	1 WK DUE	DUE: 12/25/2025	WATS	844.234.1341	0	4007	13
	TR (WKY)	JILL COX 12391	FAX	941.505.5886			

LINE	LOCATION	CASES	PKGS.	ITEM NO.	BRAND	PACK/SIZE	DESCRIPTION	WEIGHT	UNIT PRICE	CS	AMOUNT
30	HZ-218-1	1		512043	FRESH	001/32.5 #	LAUNDRY DETERGENT HE POWDERED FRESH BURST	32.50	46.50	CS	46.50
		C.O.					ck'd by ___				
80	HZ-106-1		1	10067927	FACLT	004/1 GAL	HERCULES HEAVY DUTY DEGREASER 1 GAL	8.53	12.39	PK	12.39
							ck'd by ___				
							***** 98-CHEMICALS *				58.89
40	DX-115-3B	1		766440	TABLEC	024/1 CT	SHAKER SALT & PEPPER 1/2oz CHROME TOP	1.61	16.92	CS	16.92
		C.O.					ck'd by ___				
70	DB-509-2C		1	10031233	MUSSEL	006/# 10	APPLESAUCE SWEETENED	8.33	11.49	PK	11.49
							ck'd by ___				
90	EK-128-1	1		10121589	AXIS	020/50 CT	CUP PLAS CLEAR 16 OZ SQUAT PET 16/18 OZ - PLT-16-98 RD-V1640CC-16	34.00	87.99	CS	87.99
		C.O.					ck'd by ___				
100	DI-109-1	1		10121592	AXIS	010/100 CT	LID PLAS CLEAR STRAW SLOT FOR 12S-24 OZ LHFC98100HX FOR 12S-24 OZ CLEAR CUPS	7.60	44.70	CS	44.70
		C.O.					ck'd by ___				
							***** 01-DRY GOODS *				161.10
110	CD-511-1	1		10094107	NUESKE	002/5 #	BACON APPLEWOOD SLICED ROASTED 12-14 CT.	10.00	10.57	#N	105.70
		C.O.					ck'd by ___				
120	CD-588-1		1	192004	OPENME	002/5 #	CREAM SOUR FSHP/OPMD 1003331/1018605	5.00	12.16	PK	12.16
							ck'd by ___				
							***** 02-COOLER *				117.86
10	FI-150-2	2		234021	PERDUE	002/5 #	CHIX TENDERS BREADED FC WHOLE MUSCLE FULL COOKED	20.00	66.31	CS	132.62
		C.O.					ck'd by ___				

TOTAL QTY. THIS PAGE	7	3	TERMS: BALANCE DUE UPON RECEIPT OF STATEMENT. PURCHASER IS RESPONSIBLE FOR SERVICE CHARGE OF 1-1.2% PER MONTH (18% PER YEAR) ON PAST DUE ACCOUNTS AND ALL COSTS OF COLLECTION, INCLUDING ATTORNEY FEES REGARDLESS WHETHER SUIT IS INSTITUTED. PALM BEACH COUNTY IS EXCLUSIVE VENUE FOR SUITS REGARDING COLLECTION OF DELINQUENT ACCOUNT(S) AND THE SALE OF THE ABOVE GOODS.	RECEIVED BY:	Estimated Total
TOTAL QTY. THIS INVOICE				THE ABOVE LISTED MERCHANDISE HAS BEEN RECEIVED, IN GOOD CONDITION, UNLESS OTHERWISE NOTED ON THE DELIVERY COPY. CBI reserves the right to retake possession of products until all products and services are paid for in compliance with terms.	CONTINUE

All values in US Dollars



#60432201

ONE CHENEY WAY • PUNTA GORDA, FL 33982-4401
FOOD SERVICE DISTRIBUTORS

DELIVERING
Southern Hospitality
 SINCE 1928

www.cheneybrothers.com

BILL TO:
 MITRA BAY CLUB
 HARBOR BAY CDD
 107 MANNS HARBOR DR
 APOLLO BEACH FL 33572 US

SHIP TO:
 MITRA BAY CLUB
 HARBOR BAY CDD
 107 MANNS HARBOR DR
 APOLLO BEACH FL 33572 US

DD RF
 DW 06:30-10:30
 (813)649-1500

INVOICE NO.	PAGE	CLK	CH'D BY
06-929724666	2	MBL	
CUSTOMER NO.	TIME	MO.	DAY
60432201	19:59	12	18
YR. 25			
TAX ID: 858012574204C8			

SPECIAL INSTRUCTIONS				TERMS	SALESPERSON	PUN	941.505.5885	P.O. NUMBER	ROUTE	STOP	
				1 WK DUE	DUE: 12/25/2025	WATS	844.234.1341	0	4007	13	
				TR (WKY)	JILL COX 12391	FAX	941.505.5886				
LINE	LOCATION	CASES	PKGS.	ITEM NO.	BRAND	PACK/SIZE	DESCRIPTION	WEIGHT	UNIT PRICE	CS	AMOUNT
20	FD-518-2C	1		288040	SIMPL	006/5 #	POTATO PANCAKE EURO STYLE	30.00	95.79	CS	95.79
		C.O.					2.75OZ.				
							ck'd by ____				
50	FG-227-2	1		10004618	O PELL	048/3.5 OZ	BAGEL ASSORTED BAKED I/W SLICED	10.51	33.59	CS	33.59
		C.O.					ck'd by ____				
60	FA-163-1	1		10017710	LAMB	006/5 #	FRY SEA SHORE SKIN ON THICK CUT	30.00	67.48	CS	67.48
		C.O.					ck'd by ____				
1							***** 03-FREEZER *****				329.48
							FUEL SURCHARGE		0.00		5.00
							***** TOTAL DISCOUNT/SURCHARGE *****				5.00
<p>52800-4519=58.89 52000-4415=149.41 52000-3122=463.93</p>											
01-DRY GOODS			161.10	02-COOLER		117.86	03-FREEZER	329.48	98 CHEMICALS		58.89

The perishable agricultural commodities listed on this invoice are sold subject to the statutory trust authorized by section 5(c) of the Perishable Agricultural Commodities Act, 1930 (7 U.S.C. 499e(c)). The seller of these commodities retains a trust claim over these commodities, all inventories of food or other products derived from these commodities, and any receivables or proceeds from the sale of these commodities until full payment is received. Reel Fresh product noted with "Refresh" on the invoice has been thawed from previously frozen product. Cert # FL-2033-SS Wholesale # WD-7867



929724666

TOTAL QTY. THIS PAGE	3
TOTAL QTY. THIS INVOICE	10

TERMS: BALANCE DUE UPON RECEIPT OF STATEMENT. PURCHASER IS RESPONSIBLE FOR SERVICE CHARGE OF 1-12% PER MONTH (18% PER YEAR) ON PAST DUE ACCOUNTS AND ALL COSTS OF COLLECTION INCLUDING ATTORNEY FEES REGARDLESS WHETHER SUIT IS INSTITUTED. PALM BEACH COUNTY IS EXCLUSIVE VENUE FOR SUITS REGARDING COLLECTION OF DELINQUENT ACCOUNT(S) AND THE SALE OF THE ABOVE GOODS

RECEIVED BY:

THE ABOVE LISTED MERCHANDISE HAS BEEN RECEIVED, IN GOOD CONDITION, UNLESS OTHERWISE NOTED ON THE "DELIVERY COPY." CBI reserves the right to retain possession of products until all products and services are paid for in compliance with terms.

198.08

Estimated Total

\$ 672.33

All values in US Dollars



#60432201

ONE CHENEY WAY • PUNTA GORDA, FL 33982-4401
FOOD SERVICE DISTRIBUTORS

DELIVERING
Southern Hospitality
 SINCE 1928

www.cheneybrothers.com

BILL TO:
 MITRA BAY CLUB
 HARBOR BAY CDD
 107 MANNS HARBOR DR
 APOLLO BEACH FL 33572 US

SHIP TO:
 MITRA BAY CLUB
 HARBOR BAY CDD
 107 MANNS HARBOR DR
 APOLLO BEACH FL 33572 US

DD RF
 DW 06:30-10:30
 (813) 649-1500

INVOICE NO.	PAGE	CLK	CH'D BY
06-929730667	1	LAP	
CUSTOMER NO.	TIME	MO.	DAY
60432201	18:34	12	19 25
TAX ID: 858012574204C8			

SPECIAL INSTRUCTIONS		TERMS	SALESPERSON	PUN	941.505.5885	P.O. NUMBER	ROUTE	STOP
		1 WK DUE	DUE: 12/25/2025	WATS	844.234.1341	1	5003	09
		TR (WKY)	JILL COX 12391	FAX	941.505.5886			

LINE	LOCATION	CASES	PKGS.	ITEM NO.	BRAND	PACK/SIZE	DESCRIPTION	WEIGHT	UNIT PRICE	AMOUNT
10	FA-163-1	1		10017710	LAMB	006/5 #	FRY SEA SHORE SKIN ON THICK CUT	30.00	67.48	CS 67.48
		C.O.								
							ck'd by			
							***** 03-FREEZER *****			67.48
							FUEL SURCHARGE		0.00	5.00
							***** TOTAL DISCOUNT/SURCHARGE *****			5.00
							03-FREEZER			67.48

The perishable agricultural commodities listed on this invoice are sold subject to the statutory trust authorized by section 5(c) of the Perishable Agricultural Commodities Act, 1930 (7 U.S.C. 499e(c)). The seller of these commodities retains a trust claim over these commodities, all inventories of food or other products derived from these commodities, and any receivables or proceeds from the sale of these commodities until full payment is received. Reel Fresh product noted with "Refresh" on the invoice has been thawed from previously frozen product. Cert # FL-2033-SS Wholesale # WD-7867



929730667

TOTAL QTY. THIS PAGE	1	TERMS: BALANCE DUE UPON RECEIPT OF STATEMENT. PURCHASER IS RESPONSIBLE FOR SERVICE CHARGE OF 1-12% PER MONTH (18% PER YEAR) ON PAST DUE ACCOUNTS AND ALL COSTS OF COLLECTION, INCLUDING ATTORNEY FEES REGARDLESS WHETHER SUIT IS INSTITUTED. PALM BEACH COUNTY IS EXCLUSIVE VENUE FOR SUITS REGARDING COLLECTION OF DELINQUENT ACCOUNT(S) AND THE SALE OF THE ABOVE GOODS.	RECEIVED BY:	30.00	Estimated Total
TOTAL QTY. THIS INVOICE	1		THE ABOVE LISTED MERCHANDISE HAS BEEN RECEIVED, IN GOOD CONDITION, UNLESS OTHERWISE NOTED ON THE "DELIVERY COPY." CBI reserves the right to retake possession of products until all products and services are paid for in compliance with terms.		\$ 72.48

All values in US Dollars



ONE CHENEY WAY • PUNTA GORDA, FL 33982-4401
FOOD SERVICE DISTRIBUTORS

DELIVERING
Southern Hospitality
 SINCE 1925

#60432201

www.cheneybrothers.com

BUY TO:
 MIRA BAY CLUB
 HARBOR BAY CDD
 107 MANNS HARBOR DR
 APOLLO BEACH FL 33572 US

SHIP TO:
 MIRA BAY CLUB
 HARBOR BAY CDD
 107 MANNS HARBOR DR
 APOLLO BEACH FL 33572 US

DD RF
 DW 06:30-10:30
 (813) 649-1500

INVOICE NO.	PAGE	CLK	CH'D BY
06-929600390	1	DGO	
CUSTOMER NO.	TIME	MO.	DAY YR.
60432201	18:13	11	28 25

TAX ID: 858012574204C8

SPECIAL INSTRUCTIONS				TERMS	SALESPERSON	PUN 941.505.5885	P.O. NUMBER	ROUTE	STOP
				1 WK DUE	DUE: 12/04/2025	WATS 844.234.1341		5003	18
				TR (WKY)	JILL COX 12391	FAX 941.505.5886			

LINE	LOCATION	CASES	PKGS.	ITEM NO.	BRAND	PACK/SIZE	DESCRIPTION	WEIGHT	UNIT PRICE	AMOUNT
10	FY-091-35	1 C.O.		10157036	HOOD	002/2.5 GAL	MIX ICE CREAM CHOCOLATE 10%	47.60	72.98	CS 72.98
							_____cs _____pk r m s d ck'd by _____			72.98
							***** 03-FREEZER *****			
							03-FREEZER		72.98	

The perishable agricultural commodities listed on this invoice are sold subject to the statutory trust authorized by section 5(c) of the Perishable Agricultural Commodities Act, 1930 (7 U.S.C. 499e(c)). The seller of these commodities retains a trust claim over these commodities, all inventories of food or other products derived from these commodities, and any receivables or proceeds from the sale of these commodities until full payment is received. Reel Fresh product noted with "Refresh" on the invoice has been thawed from previously frozen product. Cert # FL-2033-SS Wholesale # WD-7867



COG-
3122

TOTAL QTY. THIS PAGE	1	TERMS: BALANCE DUE UPON RECEIPT OF STATEMENT. PURCHASER IS RESPONSIBLE FOR SERVICE CHARGE OF 1-1/2% PER MONTH (18% PER YEAR) ON PAST DUE ACCOUNTS AND ALL COSTS OF COLLECTION, INCLUDING ATTORNEY FEES REGARDLESS WHETHER SUIT IS INSTITUTED. PALM BEACH COUNTY IS EXCLUSIVE VENUE FOR SUITS REGARDING COLLECTION OF DELINQUENT ACCOUNT(S) AND THE SALE OF THE ABOVE GOODS.	RECEIVED BY: THE ABOVE LISTED MERCHANDISE HAS BEEN RECEIVED, IN GOOD CONDITION, UNLESS OTHERWISE NOTED ON THE "DELIVERY COPY." CBI reserves the right to retake possession of products until all products and services are paid for in compliance with terms.	47.60	Estimated Total \$ 72.98
TOTAL QTY. THIS INVOICE	1				

All values in US Dollars



ONE CHENEY WAY • PUNTA GORDA, FL 33982-4401
FOOD SERVICE DISTRIBUTORS

DELIVERING
Southern Hospitality
 SINCE 1925

#60432201

www.cheneybrothers.com

BILL TO:
 MIRA BAY CLUB
 HARBOR BAY CDD
 107 MANNS HARBOR DR
 APOLLO BEACH FL 33572 US

SHIP TO:
 MIRA BAY CLUB
 HARBOR BAY CDD
 107 MANNS HARBOR DR
 APOLLO BEACH FL 33572 US

DD RF
 DW 06:30-10:30
 (813) 649-1500

INVOICE NO.	PAGE	CLK	CH'D BY
06-929600420	1	DGO	
CUSTOMER NO.	TIME	MO.	DAY YR.
60432201	18:19	11	28 25

TAX ID: 858012574204C8

SPECIAL INSTRUCTIONS	TERMS	SALESPERSON	PUN 941.505.5885	P.O. NUMBER	ROUTE	STOP
	1 WK DUE	DUE: 12/04/2025	WATS 844.234.1341		5003	18
	TR (WKY)	JILL COX 12391	FAX 941.505.5886			

LINE	LOCATION	CASES	PKGS.	ITEM NO.	BRAND	PACK/SIZE	DESCRIPTION	WEIGHT	UNIT PRICE	AMOUNT
10	CD-669-1	1		10105202	HOOD	002/2.5 GAL	MIX ICE CREAM VANILLA 10%	48.00	64.21	CS 64.21
		C.O.								
							_____cs _____pk r m s d ck'd by _____			
							***** 02-COOLER *****			64.21
							02-COOLER			64.21

The perishable agricultural commodities listed on this invoice are sold subject to the statutory trust authorized by section 5(c) of the Perishable Agricultural Commodities Act, 1930 (7 U.S.C. 499e(c)). The seller of these commodities retains a trust claim over these commodities, all inventories of food or other products derived from these commodities, and any receivables or proceeds from the sale of these commodities until full payment is received. Reel Fresh product noted with "Refresh" on the invoice has been thawed from previously frozen product. Cert # FL-2033-SS Wholesale # WD-7867



929600420

COG-3122

TOTAL QTY. THIS PAGE	1	TERMS: BALANCE DUE UPON RECEIPT OF STATEMENT. PURCHASER IS RESPONSIBLE FOR SERVICE CHARGE OF 1-1/2% PER MONTH (18% PER YEAR) ON PAST DUE ACCOUNTS AND ALL COSTS OF COLLECTION, INCLUDING ATTORNEY FEES REGARDLESS WHETHER SUIT IS INSTITUTED. PALM BEACH COUNTY IS EXCLUSIVE VENUE FOR SUITS REGARDING COLLECTION OF DELINQUENT ACCOUNT(S) AND THE SALE OF THE ABOVE GOODS.	RECEIVED BY:	48.00	Estimated Total
TOTAL QTY. THIS INVOICE	1				

All values in US Dollars



REMIT PAYMENT TO:
 CINTAS CORP
 P.O. BOX 630910
 CINCINNATI, OH 45263-0910

PAY YOUR BILL WITH MYCINTAS
 WWW.CINTAS.COM/MYACCOUNT
MANAGE | SHOP | PAY

CUSTOMER SVC/BILLING 833-290-0514
CINTAS FAX # 813-626-8852
PAYMENT INQUIRY 813-644-8357

INVOICE

SHIP TO: HARBOR BAY CDD
 107 HANNS HARBOR DR
 APOLLO BEACH, FL 33572-3340

INVOICE # 1906003372
INVOICE DATE 11/20/2025
CUSTOMER REF # HARBOR BAY COMMUNITY DEVELOPMENT

BILL TO: HARBOR BAY CDD
 107 HANNS HARBOR DR
 APOLLO BEACH, FL 33572-3340

SOLD TO # 13475047
PAYER # 13475047
PAYMENT TERMS NET 10 EOM
SORT # 00740015438
CINTAS ROUTE 76 / DAY 4 / STOP 010

ENP#/LOCK#	MATERIAL	DESCRIPTION	FREQ	EXCH	QTY	UNIT PRICE	LINE TOTAL	TAX
	452030000	SANIT HAND WIPE/23X10X4/50CT-	0		10	40.000	400.00	N
		SUBTOTAL					400.00	
		SUBTOTAL					400.00	
		TAX					(0.00)	
		TOTAL USD					400.00	

COG-4519

TOTAL ADJUST. _____
TAX ADJUST. _____
NET TOTAL _____



RENT PAYMENT TO:
 CINTAS CORP
 P.O. BOX 630910
 CINCINNATI, OH 45263-0910

INVOICE #
 INVOICE DATE

4249787106
 11/13/2025

INVOICE

DEPT: DEPT 2

EMP#/LOCK#	MATERIAL	DESCRIPTION	FREQ	EXCH	QTY	UNIT PRICE	LINE TOTAL	TAX
X2272		FC4 NEUTRAL FLR CLR-	01	F	10	3.541	35.41	N
X2274		FC2 BIG BASE FL CLR-	01	F	5	4.813	24.07	N
X2278		SIGNET SK1 DETERGENT-	01	F	7	3.004	21.03	N
X2279		SK2 SINK SANITIZER-	01	F	7	3.108	21.76	N
X2280		Z1 HARD SURF SANITZR-	01	F	25	10.386	259.65	N
X27014		SIG AIR DSP BRK-	01	F	10	0.000	0.00	N
X27058		SIG SOAP DSP ALU-	01	F	14	0.000	0.00	N
X27064		SIG SOAP CVR BLUE-	01	F	14	0.000	0.00	N
X27069		SIG SOAP SVC	01	F	14	7.848	109.87	N
X45690		BAV AIR CARE COUNTER DISP WHT-	01	F	12	8.844	106.13	N
X7000		20"MICROFIBER MOP BL-	01	F	10	2.679	26.79	N
X7500		CLEANING CHEM DISP-	01	F	2	4.103	8.21	N
X8020		MICRFBR TUBE MOP-	01	F	2	3.023	6.05	N
X9312		1000 MOISTURE SP SVC	01	F	4	10.495	41.98	N
X9322		INST HAND SANT SVC	01	F	6	8.470	50.82	N
X9980		SANIS SOAP DISPENSER WHITE-	01	F	6	0.000	0.00	N
DEPT 2 SUBTOTAL							711.77	
SERVICE CHARGE							16.92	N
SUBTOTAL							1220.33	
TAX							(0.00)	
TOTAL USD							1220.33	

TOTAL ADJUST.

4519

TAX ADJUST.

NET TOTAL

Date: 11.13.25
 GL Code: 45M
 Amount: 1220.33
 Approved:



REMIT PAYMENT TO: PAY YOUR BILL WITH NYCINTAS
 CINTAS CORP
 P.O. BOX 630910
 CINCINNATI, OH 45263-0910

WWW.CINTAS.COM/MYACCOUNT
 MANAGE | SHOP | PAY

CUSTOMER SVC/BILLING 833-290-0514
 CINTAS FAX # 813-626-8852
 PAYMENT INQUIRY 813-644-8357

INVOICE

SHIP TO: HARBOR BAY CDD
 107 HANNS HARBOR DR
 APOLLO BEACH, FL 33572-3340

INVOICE # 4253614331
 INVOICE DATE 12/18/2025
 CUSTOMER REF # HARBOR BAY COMMUNITY DEVELOPMENT

BILL TO: HARBOR BAY CDD
 107 HANNS HARBOR DR
 APOLLO BEACH, FL 33572-3340

SOLD TO # 13475047
 PAYER # 13475047
 PAYMENT TERMS NET 10 EOM
 SORT # 00740015438
 CINTAS ROUTE 76 / DAY 4 / STOP 009

DEPT: DEPT 1

EMP#/LOCK#	MATERIAL	DESCRIPTION	FREQ	EXCH	QTY	UNIT PRICE	LINE TOTAL	TAX
	X10186	4X6 ACTIVE SCRAPER	01	F	2	12.466	24.93	N
	X27000	SIG ZFOLD DSP ALU-	01	F	10	0.000	0.00	N
	X27006	SIG ZFOLD CUR BLUE-	01	F	10	0.000	0.00	N
	X27012	SIG ZFOLD RFL PAPER/CS-	01	F	4	60.290	241.12	N
	X27071	SIG DUALTP DSP ALU-	01	F	30	0.000	0.00	N
	X27077	SIG DUALTP CUR BLUE-	01	F	30	0.000	0.00	N
	X27083	SIG DUALTP RFL PAPER/CS-	01	F	2	33.761	67.52	N
	X6680	DISP URINAL MAT SVC	04	F	3	22.280	66.84	N
	X7190	DISP RESTROOM MAT SVC	01	F	5	3.800	19.00	N
	X7191	DISP RESTROOM MAT RFL-	04	F	5	0.000	0.00	N
	X7463	DISP COMMDE MAT RFL-	04	F	12	0.000	0.00	N
	X7464	DISP URINAL MAT RFL-	04	F	3	0.000	0.00	N
	X7515	SANIS COMMDE MAT-	01	F	12	5.346	64.15	N
DEPT 1 SUBTOTAL							483.56	



REMIT PAYMENT TO:
 CINTAS CORP
 P. O. BOX 630910
 CINCINNATI, OH 45263-0910

INVOICE # 4253614331
 INVOICE DATE 12/18/2025

INVOICE

DEPT: DEPT 2

EMP#/LOCK#	MATERIAL	DESCRIPTION	FRER	EXCH	QTY	UNIT PRICE	LINE TOTAL	TAX
X2272		FC4 NEUTRAL FLR CLNR-	01	F	10	3.541	35.41	N
X2274		FC2 BID BASE FL CLNR-	01	F	5	4.813	24.07	N
X2278		SIGRET SKI DETERGENT-	01	F	7	3.004	21.03	N
X2279		SK2 SINK SANITIZER- ✓	01	F	7	3.108	21.76	N
X2280		Z1 HARD SURF SANITZR-	01	F	25	10.386	259.65	N
X27014		SIG AIR DSP DRK-	01	F	10	0.000	0.00	N
X27058		SIG SOAP DSP ALU-	01	F	14	0.000	0.00	N
X27064		SIG SOAP CVR BLUE-	01	F	14	0.000	0.00	N
X27069		SIG SOAP SVC	01	F	14	7.846	109.87	N
X45690		B&V AIR CARE COUNTER DISP WHT-	01	F	12	8.844	106.13	N
X7000		20"MICROFIBER HOP BL-	01	F	10	2.679	26.79	N
X7500		CLEANING CHEM DISP-	01	F	2	4.163	8.21	N
X8020		MICROFBR TUBE HOP-	01	F	2	3.023	6.05	N
X9312		1000 MOISTURE SP SVC	01	F	4	10.495	41.98	N
X9322		INST HARD SANTI SVC	01	F	6	8.470	50.82	N
X9980		SAXIS SOAP DISPENSER WHITE-	01	F	6	0.000	0.00	N
		DEPT 2 SUBTOTAL					711.77	
		SERVICE CHARGE					16.92	N
		SUBTOTAL					1212.25	
		TAX					(0.00)	
		TOTAL USD					1212.25	

52800-4519

TOTAL ADJUST. _____
 TAX ADJUST. _____
 NET TOTAL _____

CUSTOMER TOTAL CURRENT: 1220.33 PAST DUE: 2507.50 30 DAYS: 0.00 60 DAYS: 0.00 90+ DAYS: 0.00

FOR ALL NON-PAYMENT RELATED CORRESPONDENCE : CINTAS CORPORATION 80074 / 7101 PARK EAST BLVD. / TAMPA, FL 33610



REMIT PAYMENT TO: PAY YOUR BILL WITH MYCINTAS
 CINTAS CORP
 P.O. BOX 630910
 CINCINNATI, OH 45263-0910
 WWW.CINTAS.COM/MYACCOUNT
 MANAGE | SHOP | PAY

CUSTOMER SVC/BILLING 833-290-0514
CINTAS FAX # 813-626-8852
PAYMENT INQUIRY 813-644-8357

INVOICE

SHIP TO: HARBOR BAY CDD
 107 HANNS HARBOR DR
 APOLLO BEACH, FL 33572-3340

INVOICE # 4252783211
INVOICE DATE 12/11/2025
CUSTOMER REF # HARBOR BAY COMMUNITY DEVELOPMENT

BILL TO: HARBOR BAY CDD
 107 HANNS HARBOR DR
 APOLLO BEACH, FL 33572-3340

SOLD TO # 13475047
PAYER # 13475047
PAYMENT TERMS NET 10 EDM
SORT # 00740015438
CINTAS ROUTE 76 / DAY 4 / STOP 010

DEPT: DEPT 1

EMP#/LOCK#	MATERIAL	DESCRIPTION	FREQ	EXCH	QTY	UNIT PRICE	LINE TOTAL	TAX
	X10186	4X6 ACTIVE SCRAPER	01	F	2	12.466	24.93	N
	X27000	SIG ZFOLD DSP ALU-	01	F	10	0.000	0.00	N
	X27006	SIG ZFOLD CUR BLUE-	01	F	10	0.000	0.00	N
	X27012	SIG ZFOLD RFL PAPER/CS-	01	F	4	60.280	241.12	N
	X27071	SIG DUALTP DSP ALU-	01	F	30	0.000	0.00	N
	X27077	SIG DUALTP CUR BLUE-	01	F	30	0.000	0.00	N
	X27083	SIG DUALTP RFL PAPER/CS-	01	F	2	33.761	67.52	N
	X7190	DISP RESTROOM MAT SUP	01	F	5	3.800	19.00	N
	X7515	SANIS COMMODE MAT-	01	F	12	5.346	64.15	N
	X7699	C PULL TOWEL CASE-	01	F	1	74.915	74.92	N
DEPT 1 SUBTOTAL							491.64	



REMIT PAYMENT TO:
 CINTAS CORP
 P.O. BOX 630910
 CINCINNATI, OH 45263-0910

INVOICE #
 INVOICE DATE

4252783211
 12/11/2025

INVOICE

DEPT: DEPT 2

EMP#/LOCK#	MATERIAL	DESCRIPTION	FREQ	EXCH	QTY	UNIT PRICE	LINE TOTAL	TAX
	X2272	FC4 NEUTRAL FLR CLR-	01	F	10	3.541	35.41	N
	X2274	FC2 BID BASE FL CLR-	01	F	5	4.813	24.07	N
	X2278	SIGNET SKI DETERGENT-	01	F	7	3.004	21.03	N
	X2279	SK2 SINK SANITIZER-	01	F	7	3.108	21.76	N
	X2280	Z1 HARD SURF SANITZR-	01	F	25	10.386	259.65	N
	X27014	SIG AIR DSP DRK-	01	F	10	0.000	0.00	N
	X27058	SIG SOAP DSP ALU-	01	F	14	0.000	0.00	N
	X27064	SIG SOAP CUR BLUE-	01	F	14	0.000	0.00	N
	X27069	SIG SOAP SVC	01	F	14	7.848	109.87	N
	X45690	B&V AIR CARE COUNTER DISP WMT-	01	F	12	8.844	106.13	N
	X7000	20"MICROFIBER MOP BL-	01	F	10	2.679	26.79	N
	X7500	CLEANING CHEM DISP-	01	F	2	4.103	8.21	N
	X8020	MICRFBR TUBE MOP-	01	F	2	3.023	6.05	N
	X9312	1000 MOISTURE SP SVC	01	F	4	10.495	41.98	N
	X9322	INST HAND SANT SVC	01	F	6	8.470	50.82	N
	X9980	SANIS SOAP DISPENSER WHITE-	01	F	6	0.000	0.00	N
		DEPT 2 SUBTOTAL					711.77	
		SERVICE CHARGE					16.92	N
		SUBTOTAL					1220.33	
		TAX					(0.00)	
		TOTAL USD					1220.33	

TOTAL ADJUST. _____
 TAX ADJUST. _____
 NET TOTAL _____

52800-4519

Sent 12/12/25
 Stabel

CUSTOMER TOTAL CURRENT: 5546.42 PAST DUE: 1220.33 30 DAYS: 0.00 60 DAYS: 0.00 90+ DAYS: 0.00

FOR ALL NON-PAYMENT RELATED CORRESPONDENCE : CINTAS CORPORATION #0074 / 7101 PARK EAST BLVD / TAMPA, FL 33610



REMIT PAYMENT TO:
 CINTAS CORP
 P.O. BOX 630910
 CINCINNATI, OH 45263-0910

PAY YOUR BILL WITH MYCINTAS
 WWW.CINTAS.COM/MYACCOUNT
 MANAGE | SHOP | PAY

CUSTOMER SVC/BILLING 833-290-0514
 CINTAS FAX # 813-626-8852
 PAYMENT INQUIRY 813-644-8357

INVOICE

SHIP TO: HARBOR BAY CDD
 107 MANNS HARBOR DR
 APOLLO BEACH, FL 33572-3340

INVOICE # 1905982585
 INVOICE DATE 11/07/2025
 CUSTOMER REF # HARBOR BAY COMMUNITY DEVELOPMENT

BILL TO: HARBOR BAY CDD
 107 MANNS HARBOR DR
 APOLLO BEACH, FL 33572-3340

SOLD TO # 13475047
 PAYER # 13475047
 PAYMENT TERMS NET 10 EOM
 SORT # 00740015438
 CINTAS ROUTE 76 / DAY 4 / STOP 013

EMP#/LOCK#	MATERIAL	DESCRIPTION	FREQ	EXCH	QTY	UNIT PRICE	LINE TOTAL	TAX
	452030000	SANIT HAND WIPE/23X10X4/SOCT-	D		4	40.000	160.00	N
		SUBTOTAL					160.00	
		SUBTOTAL					160.00	
		TAX					(0.00)	
		TOTAL USD					160.00	

COG-4519

TOTAL ADJUST. _____
 TAX ADJUST. _____
 NET TOTAL _____



REMIT PAYMENT TO:
 CINTAS CORP
 P.O. BOX 630910
 CINCINNATI, OH 45263-0910

PAY YOUR BILL WITH MYCINTAS
 WWW.CINTAS.COM/MYACCOUNT
 MANAGE | SHOP | PAY

CUSTOMER SVC/BILLING 833-290-0514
 CINTAS FAX # 813-626-8852
 PAYMENT INQUIRY 813-644-8357

INVOICE

SHIP TO: HARBOR BAY CDD
 107 MANNS HARBOR DR
 APOLLO BEACH, FL 33572-3340

INVOICE # 4246084115
INVOICE DATE 10/09/2025
SERVICE TICKET # 4246084115
CUSTOMER REF # HARBOR BAY
 COMMUNITY
 DEVELOPMENT

BILL TO: HARBOR BAY CDD
 107 MANNS HARBOR DR
 APOLLO BEACH, FL 33572-3340

SOLD TO # 13475047
PAYER # 13475047
PAYMENT TERMS NET 10 EOM
SORT # 00740015438
CINTAS ROUTE 76 / DAY 4 / STOP 014

DEPT: DEPT 1

EMP#/LOCK#	MATERIAL	DESCRIPTION	FREQ	EXCH	QTY	UNIT PRICE	LINE TOTAL	TAX
	X10186	4X6 ACTIVE SCRAPER	01	F	2	12.466	24.93	N
	X27000	SIG ZFOLD DSP ALU-	01	F	10	0.000	0.00	N
	X27006	SIG ZFOLD CVR BLUE-	01	F	10	0.000	0.00	N
	X27012	SIG ZFOLD RFL PAPER/CS-	01	F	4	60.280	241.12	N
	X27071	SIG DUALTP DSP ALU-	01	F	30	0.000	0.00	N
	X27077	SIG DUALTP CVR BLUE-	01	F	30	0.000	0.00	N
	X27083	SIG DUALTP RFL PAPER/CS-	01	F	2	33.761	67.52	N
	X7190	DISP RESTROOM MAT SVC	01	F	5	3.800	19.00	N
	X7515	SANIS COMMODE MAT-	01	F	12	5.346	64.15	N
	X7699	C PULL TOWEL CASE-	01	F	1	74.915	74.92	N
DEPT 1 SUBTOTAL							491.64	



REMIT PAYMENT TO: PAY YOUR BILL WITH MYCINTAS
 CINTAS CORP
 P.O. BOX 630910
 CINCINNATI, OH 45263-0910
 WWW.CINTAS.COM/MYACCOUNT
 MANAGE | SHOP | PAY

CUSTOMER SVC/BILLING 833-290-0514
CINTAS FAX # 813-626-8852
PAYMENT INQUIRY 813-644-8357

INVOICE

SHIP TO: HARBOR BAY CDD
 107 HANNS HARBOR DR
 APOLLO BEACH, FL 33572-3340

INVOICE # 4251304900
INVOICE DATE 11/26/2025
CUSTOMER REF # HARBOR BAY COMMUNITY DEVELOPMENT

BILL TO: HARBOR BAY CDD
 107 HANNS HARBOR DR
 APOLLO BEACH, FL 33572-3340

SOLD TO # 13475047
PAYER # 13475047
PAYMENT TERMS NET 10 EOM
SORT # 00740015438
CINTAS ROUTE 76 / DAY 4 / STOP 010

DEPT: DEPT 1

EMP#/LOCK#	MATERIAL	DESCRIPTION	FREQ	EXCH	QTY	UNIT PRICE	LINE	TOTAL	TAX
	X10186	4X6 ACTIVE SCRAPER	01	F	2	12.466		24.93	N
	X27000	SIG ZFOLD DSP ALU-	01	F	10	0.000		0.00	N
	X27006	SIG ZFOLD CUR BLUE-	01	F	10	0.000		0.00	N
	X27012	SIG ZFOLD RFL PAPER/CS-	01	F	4	60.280		241.12	N
	X27071	SIG DUALTP DSP ALU-	01	F	30	0.000		0.00	N
	X27077	SIG DUALTP CUR BLUE-	01	F	30	0.000		0.00	N
	X27083	SIG DUALTP RFL PAPER/CS-	01	F	2	33.761		67.52	N
	X7190	DISP RESTROOM MAT SVC.	01	F	5	3.800		19.00	N
	X7515	SANIS COMMODE MAT-	01	F	12	5.346		64.15	N
	X7699	C PULL TOWEL CASE-	01	F	1	74.915		74.92	N
DEPT 1 SUBTOTAL								491.64	

COG-4519



REMIT PAYMENT TO: PAY YOUR BILL WITH NYCINTAS
 CINTAS CORP WWW.CINTAS.COM/MYACCOUNT
 P.O. BOX 830910 MANAGE | SHOP | PAY
 CINCINNATI, OH 45263-0910

CUSTOMER SVC/BILLING 833-298-0514
 CINTAS FAX 813-626-8852
 PAYMENT INQUIRY 813-644-8357

INVOICE

SHIP TO: HARBOR BAY CDD
 107 HAWKS HARBOR DR
 APOLLO BEACH, FL 33572-3340

INVOICE # 4252022440
 INVOICE DATE 12/04/2025
 CUSTOMER REF # HARBOR BAY COMMUNITY DEVELOPMENT

BILL TO: HARBOR BAY CDD
 107 HAWKS HARBOR DR
 APOLLO BEACH, FL 33572-3340

SOLD TO # 13475047
 PAYER # 13475047
 PAYMENT TERMS NET 10 EOM
 SORT # 00740015438
 CINTAS ROUTE 75 / DAY 4 / STOP 010

DEPT: DEPT 1

EMP#/LOCK#	MATERIAL	DESCRIPTION	FREQ	EXCH	QTY	UNIT PRICE	LINE TOTAL	TAX
	X10186	4X6 ACTIVE SCRAPER	01	F	2	12.466	24.93	N
	X27000	SIG ZFOLD DSP ALU-	01	F	10	0.000	0.00	N
	X27006	SIG ZFOLD CUR BLUE-	01	F	10	0.000	0.00	N
	X27012	SIG ZFOLD RFL PAPER/CS-	01	F	4	60.280	241.12	N
	X27071	SIG DUALTP DSP ALU-	01	F	30	0.000	0.00	N
	X27077	SIG DUALTP CUR BLUE-	01	F	30	0.000	0.00	N
	X27083	SIG DUALTP RFL PAPER/CS-	01	F	2	33.761	67.52	N
	X7190	DISP RESTROOM HAT SVC	01	F	5	1.800	19.00	N
	X7515	SANIS COMMNOE HAT-	01	F	12	5.346	64.15	N
	X7699	C PULL TOWEL CASE-	01	F	1	74.915	74.92	N
DEPT 1 SUBTOTAL							491.64	

COG-4519



STATEMENT

CUSTOMER NO.	STATEMENT DATE
500130057	30 November 2025

RETURN SERVICE REQUESTED

CAFE AT MIRA BAY
 MIRABAY HOA INC
 107 MANNS HARBOR DR
 APOLLO BEACH FL 33572-3340

REMITTANCE ADVICE

STATEMENT DATE	CUSTOMER NO.
30 November 2025	500130057

Please return this portion of statement with payment and send to

REMIT TO:

Coca-Cola Beverages Florida LLC
 PO Box 740909
 Atlanta GA 30374-0909

AMOUNT REMITTED	\$
CHECK NO.	

INVOICE NO	INVOICE DATE	DUE DATE	REFERENCE NO.	AMOUNT DUE
Sold to I032- 500130057 CAFE AT MIRA BAY				
107 MANNS HARBOR DR, APOLLO BEACH FL 33572-3340				
005519	03/03/2025	02/28/2025		405.48-
49594174015	11/04/2025	11/19/2025		141.81
49907327004	11/28/2025	12/13/2025		291.50
SUBTOTAL				<u>27.83</u>
Net 15				TOTAL BALANCE
				27.83

INVOICE NO.	AMOUNT DUE	✓
Sold to 500130057		
005519	405.48-	
49594174015	141.81	
49907327004	291.50	
SUBTOTAL	<u>27.83</u>	
PAST DUE	263.67-	
BALANCE DUE	27.83	

Any questions or communications regarding this statement contact Customer



50095290011
INVOICE

PAYER: CAFE AT MIRA BAY
SHIP TO:
CAFE AT MIRA BAY
MIRABAY HOA INC
107 MANN'S HARBOR DR
APOLLO BEACH, FL 33572-3340

REMIT TO:
Coca-Cola Beverages Florida LLC
PO Box: 740909
Atlanta, GA 30374-0909

OUTLET STORE# 500130057 INV# 50095290011
VENDOR#
PD# DSD#
SHP# 50095290 DRVN 899115274 Dutravious Broadway
RTE# 1032RD1 PLT# 1032
VHL# 200406586 TRL# 200406563
DEL/ASN# 3278916060 DEL DATE: 12/09/2025 2:44:39 PM

SALES

DESCRIPTION	MAT#	QTY	PRICE	CON#	RATE	NET	EXTENDED
JUICE DR 2.5GA 1-Ls		2/2					139.00
2.5GBIB HI C PINK LNND	103895	1	69.50		0.00	69.50	69.50
049000983005		1					
2.5GBIB HI C FRPN	104148	1	69.50		0.00	69.50	69.50
049000983142		1					
SPARKLIN 5GA 1-Ls		1/1					133.24
5GBIB COKE	103936	1	133.24		0.00	133.24	133.24
049000981025		1					

DELIVERY RECAP

JUICE DR 2.5GA 1-Ls 2/2
SPARKLIN 5GA 1-Ls 1/1

NET PRODUCT QTY 3
NET SINGLES QTY 0
NET CONSUMER QTY 3

TOTAL PRODUCTS 272.24

AMOUNT DUE
AMOUNT PAID

272.24
0.00

TERMS Net 15

52000-3137

Sent 12/10
Lwood

CUSTOMER SERVICE 1-844-863-2653



49907327004
INVOICE

PAYER: CAFE AT MIRA BAY
SHIP TO:
CAFE AT MIRA BAY
MIRABAY HOA INC
107 MANN'S HARBOR DR
APOLLO BEACH, FL 33572-3340

REMIT TO:
Coca-Cola Beverages Florida LLC
PO Box: 740909
Atlanta, GA 30374-0909

OUTLET STORE# 500130057 INV# 49907327004
VENDOR#

PO#
SHP# 49907327 DSD#
RTE# I032SL2 DRV# 099116013 Caleb Farlow
VHL# 200406587 PLTW 1032
DEL/ASN# 3277890688 TRL#
DEL DATE: 11/20/2025 3:02:34 PM

SALES

DESCRIPTION	MAT#	QTY	PRICE	CON#	RATE	NET	EXTENDED
NONALCOH 20LB 1-Ls							72.00
		2/2					
20#CYL CO2 FULL #1	104631	2	36.00		0.00	36.00	72.00
049000801002		2					
SPARKLIN 2.5GA 1-Ls							69.50
		1/1					
2.5G81B BQ RTBR	104235	1	69.50		0.00	69.50	69.50
049000986600		1					

DEPOSITS ON SALES

DESCRIPTION	MAT#	QTY	PRICE	CON#	RATE	NET	EXTENDED
20#CYL CO2 FULL #1	104631	2	75.00			<<IMPLIED>>	150.00

DELIVERY RECAP

NONALCOH 20LB 1-Ls	2/2
SPARKLIN 2.5GA 1-Ls	1/1
NET PRODUCT QTY	3
NET SINGLES QTY	0
NET CONSUMER QTY	3

COGS-
3137

TOTAL PRODUCTS 141.50
TOTAL DEPOSITS 150.00

291.50

INVOICE

DATE

11/3/25

INVOICE NO

1

David Nichols

5004 Wild Senna Blvd

Tampa Fl 33619

Phone 910- 257-5480

Bill to:

Harbor Bay CDD

C/o Rizzetta & Company

3434 Colwell Avenue, Suite 200

Tampa, Florida 33614

Description

David Nichols performed song selections on saxophone for The Mirabay Club

Dates and time of performance(s)

***Performance 1.**

Friday November 7 2025 from 6pm-9pm (3 hours)

Fee agreed upon

-\$500 (Five hundred dollars)- for performing saxophone

-\$60 (sixty dollars)- reimbursement for insurance policy

*Net 30

Bill to:

Harbor Bay CDD

C/o Rizzetta & Company

3434 Colwell Avenue, Suite 200

Tampa, Florida 33614

Pay to the order of: David Nichols



REMIT TO:
 DECONNA ICE CREAM
 6300 W Hwy 318
 Reddick, FL 32686
 (352) 591-1530

Invoice	
NUMBER	DEL DATE
INV00413380	11/26/2025
ORDER NUMBER	ORD DATE
TP2486238	11/24/2025
INVOICE DUE: 11/26/202	
TERMS: Check	

Ship To:

The Mirabay Club
 107 Manns Harbor Drive
 Apollo Beach, FL 33572
 (813)649-1500-Extn.0000

CORRESPONDENCE TO:

Tampa
 4605 N. Clark Avenue
 Tampa, FL 33614

Bill To:

The Mirabay Club
 Roxanae Benton
 107 Manns Harbor Drive
 Apollo Beach, FL 33572
 Hillsborough

1 of 1

CUSTOMER NUMBER	PO ORDER NUMBER	SALESPERSON ID	SHIPPING METHOD	DELIVERY DATE	ROUTE
THEMIRABAYCLUB		Jeremy Osman	LOCAL DELIVERY	11/26/2025	TP-F-7A
CUSTOMER CLASS ID			DRIVER	REFERENCE NUMBER	
FRZR-TAMPA	TAMPA		Reggie Hearn	0	

ITEM NUMBER	UPC	DESCRIPTION	U OF M	ORDERED	SHIPPED	UNIT PRICE	EXT PRICE
DEC053	1848924274	1-12 Fruit Bar Coconut - DeConna	(6/case)	Box	1 1	24.00	24.00
DEC050	1848924272	1-12 Fruit Bar Strawberry - DeConna	(6/case)	Box	1 1	24.00	24.00
DEC124	1848924246	1-12 Gator Tracks Cone 8oz		Box	1 1	33.60	33.60
DOV016	4767748255	1-12 Starburst Strawberry Sorbet Bar	2.6oz	Box	1 1	19.20	19.20
DEC117	1848924203	1-12 Sundae Classic Chocolate	6oz Cup	Box	1 1	29.40	29.40
DEC115	1848924202	1-12 Sundae Classic Cotton Candy	6oz Cup	Box	1 1	29.40	29.40
DEC025	1848924222	1-24 Chip Around	5oz	Box	1 1	58.80	58.80
DEC027	1848924227	1-24 Eclair Chocolate	(6/case)	Box	1 1	38.40	38.40
DEC087	1848924283	1-24 Jolly Roger Cone Cup - Cotton Candy	3.75 oz	Box	1 1	38.40	38.40
DEC048	1848924289	1-24 Mega Ice Cream Sandwich	6oz	Box	1 1	36.00	36.00
DOV007	4767748248	1-24 Snickers - Peanut Big One	(2/case)	Box	1 1	48.00	48.00

Past Due Balances Subject to 1.5% Monthly Late Fee

0.00

0.00

Invoice Summary	QUANTITY ORDERED	QUANTITY SHIPPED	GROSS AMOUNT	SALES TAX		TOTAL AMOUNT
	11.00	11.00	379.20	0.00	0.00	379.20



Invoice #40083

From

FMX
 Facilities Management Express, LLC
 800 Yard Street, Suite 115
 Columbus, OH 43212
 (844) 664-4400
 billing@gofmx.com

Invoice Summary

Invoice Number	40083
Date	12/16/2025
Terms	Net 30
Due Date	01/15/2026
Amount Due (USD)	\$ 465.76

Bill To

Harbor Bay CDD
 c/o Rizzetta & Company
 3434 Colwell Avenue, Suite 200
 Tampa, FL 33614
 United States
 cddinvoice@rizzetta.com, fieldops@mirabayclub.com

Item / Description	Amount
FMX Annual Subscription Fee	423.42
FMX Software Sales Annual Software License (12/16/2025 to 01/15/2026)	
FMX Admin Fee	42.34
FMX Admin Fee (12/16/2025 to 01/15/2026)	
Amount Due (USD)	\$ 465.76

Payment via ACH or through Stripe (links below) is preferred.

By Wire Transfer or ACH:

- Huntington National Bank
- International Services EA2E85
- 7 Easton Oval, Columbus, OH 43219
- Routing & Transit: 044000024
- Account No: 01893040205
- For the Credit of: Facilities Management Express, LLC.
- SWIFT ID: HUNTUS33 (for International transfers)
- Remittance Advice: billing@gofmx.com

Checks can be mailed to the following address:

- Facilities Management Express, LLC
- L-4410
- Columbus, OH 43260

[FMX Terms of Use](#)

Date- 12-16-25
 GL Code- 520004837
 Approved by- JN

HARBOR BAY COMMUNITY DEVELOPMENT DISTRICT

District Office – Wesley Chapel, Florida (813) 994-1001
Mailing Address – 3434 Colwell Avenue Suite 200, Tampa, Florida 33614
www.harborbaycdd.org

Check Request

Amount: \$2,404.00

Date: 12/16/25

Payable to: Lakeland Moonwalk of Polk County Inc

Address: 845 N Florida Ave
Lakeland, FL 33801

Description: Rental 12/20/25

Requestor: Venessa Smith



Told ✓ 4pm
4:30 / 5pm
From call

Search Inventory



(tel://(863) 286-5922)

All Rentals ▾

(863) 286-5922 (tel://(863) 286-5922)

THANK YOU FOR YOUR ORDER!

Lakeland Moonwalk is sure you will be very satisfied with the quality of our products and services. It is our superior quality and large selection that sets our company apart from the competition. One of our team members will be contacting you a few days prior to the delivery date of your order to determine if additional products are needed. If you've provided us your email address, you will receive an automatic receipt of the order. *Please review the order for accuracy and read the reminders and tips section* as soon as possible so that we may correct any issues that may arise in advance. If you have any questions or concerns before then or have any changes please contact us at 863-286-5922.

- Lakeland Moonwalk Team

*****View/sign your contract by end of day to confirm rental*****

Click here to sign contract

(https://www.lakelandmoonwalk.com/contract/77755/MjAyNS0wNC0yMyAwNzo00Do00Wxfenable_signatures)



Bumpa's Express

Sat, Dec 20 5:30 → 8:30 pm

\$600.00 x 1

= \$600.00



20 x 40 Glide Ice

Sat, Dec 20 5:30 → 8:30 pm

\$3,600.00 x 1

= \$3,600.00

SubTotal		\$4,200.00
Travel Fee	\$188.00	\$4,388.00
Protection Plan - Yes	\$420.00	\$4,808.00
Tax Exempt	\$0.00	\$4,808.00
Total		\$4,808.00
Customer - 04/23/2025 11:16am Credit Card (Visa, MC, Discover, Amex) Payment (2228)		\$2,404.00
Due		\$2,404.00



(863) 286-5922 (tel://ompany_phone)



(tel://(863) 286-5922)

(<http://www.lakelandmoonwalk.com/>)
(<http://www.lakelandmoonwalk.com/>)
lalonde-2555b55a/)

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Inc(tm) (863) 286-5922

Powered by Event Rental Systems (<https://www.eventrentalsystems.com/?el=customer-site-lakeland>)



10:03



Santa Claus

Yesterday

To: Christy Cornwell >

No Subject

INVOICE

Invoice Date: 11/30/2025
Invoice #: 2025-1206-1220

Bill From:
Marvin Lance Carver

Bill To:
Harbor Bay CDD
Attn: Activities (activities@mirabay.com)
3434 Colwell Avenue, Suite 200
Tampa, FL 33614

Description	Amount
Two visits with Santa on 12/06/2025 and 12/20/2025.	\$2,400.00
Total:	\$2,400.00

Payment Terms: Payable upon receipt.
Please make payment to: Marvin Lance Carver.



PEPIN DISTRIBUTING INC.
 4121 N. 50th Street,
 Tampa, Florida 33610
 Phone: 813.626.6176

Wed Nov 12, 2025 9:16 AM
 Load: 3055

Invoice#: 4214668

(B) HARBOR BAY CDD
 THE MIRABAY CLUB
 107 MANNS HARBOR DRIVE
 APOLLO BEACH, FL 33572
 (813) 626-6176

Account : 99377 PO#:
 License : 3909377 Expires Sep 30, 2025
 Terms : PREPAID
 Driver : 055 - MATT GREUX
 Salesrep: 355 - RICK HILTON #(813) 309-0426

Special Instructions
 Invoice Comments

ITEM#	DESCRIPTION	QTY	PRICE	DISCOUNT	DEP	TOTAL
PALLET 1812832						
02555	TBB ELEPHANT 6/4/16 CAN	1	56.00	0.00	0.00	56.00
02544	TBB REEFDONKEY 6/4/16 CAN	1	56.00	0.00	0.00	56.00
13692	STELLA 18/12 CAN	1	24.40	0.00	0.00	24.40
00628	MODELO ESP 18/12 CAN	2	22.40	0.00	0.00	44.80
00419	CORONA 18/12 CAN	2	22.40	0.00	0.00	44.80
PALLET 1812832 Subtotal		Cases: 7	Units: 17			

Cases: 7	Total Selling Units: 17	Total Sales :	226.00
Bottles: 0		Total Discount:	-0.00
Kegs: 0		Total Credits :	0.00
Misc: 0		Total Deposit :	0.00
Credits: 0		Invoice Total :	226.00
Gallons: 14.43			

A/R DETAIL

INVOICE#	DATE	BALANCE	AGE	TYPE
4214668	Nov 12 2025	\$226.00	0	BEER

PAYMENT TOTALS

PAYMENT TYPE	AMOUNT
Invoice Total	226.00

Customer Signature:

Driver Signature:

3138
 11/12/25
 pay: 0000


 055 - MATT GREUX

PEPIN DISTRIBUTING INC.
 4121 N. 50th Street,
 Tampa, Florida 33610
 Phone: 813.626.6176

Wed Nov 19, 2025 6:20 AM
 Load: 3055

Invoice#: 4218882

(B) HARBOR BAY CDD
 THE MIRABAY CLUB
 107 MANNS HARBOR DRIVE
 APOLLO BEACH, FL 33572
 (813) 626-6176

Account : 99377 PO#:
 License : 3909377 Expires Sep-30, 2025
 Terms : PREPAID
 Driver : 055 - MATT GREUX
 Salesrep: 355 - RICK HILTON # (813) 309-0426

Special Instructions
 Invoice Comments

ITEM#	DESCRIPTION	QTY	PRICE	DISCOUNT	DEP	TOTAL
PALLET 1817118						
14440	FD RED SWEATER 1/4 BBL	1	113.00	0.00	30.00	143.00

PALLET 1817118 Subtotal Cases: 1 Units: 1

PALLET 1817122

11316	FD CENTENNIAL 15/12 CAN	1	18.15	0.00	0.00	18.15
13692	STELLA 18/12 CAN	2	24.40	0.00	0.00	48.80
00628	MODELO ESP 18/12 CAN	1	22.40	0.00	0.00	22.40

PALLET 1817122 Subtotal Cases: 4 Units: 4

Cases: 4	Total Selling Units: 5	Total Sales :	202.35
Bottles: 0		Total Discount:	-0.00
Kegs: 1		Total Credits :	0.00
Misc: 0		Total Deposit :	30.00
Credits: 0		Invoice Total :	232.35
Gallons: 14.21			

A/R DETAIL

INVOICE#	DATE	BALANCE	AGE	TYPE
4218882	Nov 19 2025	\$232.35	0	BEER

PAYMENT TOTALS

PAYMENT TYPE	AMOUNT
--------------	--------

Invoice Total 232.35

Customer Signature:

Driver Signature:

3138 11/19/25
 813 626 6176
 232.35

PEPIN DISTRIBUTING INC.
 4121 N. 50th Street,
 Tampa, Florida 33610
 Phone: 813.626.6176

Tue Nov 25, 2025 6:35 AM
 Load: 2055

Invoice#: 4222949

(B) HARBOR BAY CDD
 THE MIRABAY CLUB
 107 MANN'S HARBOR DRIVE
 APOLLO BEACH, FL 33572
 (813) 626-6176

Account : 99377 PO#:
 License : 3909377 Expires Sep 30, 2025
 Terms : PREPAID
 Driver : 055 - MATT GREAUX
 Salesrep: 355 - RICK HILTON #(813) 309-0426

Special Instructions
 Invoice Comments

ITEM#	DESCRIPTION	QTY	PRICE	DISCOUNT	DEP	TOTAL
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PALLET 1821630

00296	KONA BIG WAVE 1/6 BBL	1	74.20	6.00	30.00	104.20
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PALLET 1821630 Subtotal Cases: 1 Units: 1

PALLET 1821632

12177	FA LUMINESCENCE 4/6/12 CAN	1	39.20	0.00	0.00	39.20
02544	TBB REEFDONKEY 6/4/16 CAN	1	56.00	0.00	0.00	56.00

PALLET 1821632 Subtotal Cases: 2 Units: 10

Cases: 2	Total Selling Units: 11	Total Sales :	175.40
Bottles: 0		Total Discount:	-6.00
Kegs: 1		Total Credits :	0.00
Misc: 0		Total Deposit :	30.00
Credits: 0		Invoice Total :	199.40
Gallons: 10.47			

A/R DETAIL

INVOICE#	DATE	BALANCE	AGE	TYPE
4222949	Nov 25 2025	\$199.40	0	BEER

PAYMENT TOTALS

PAYMENT TYPE	AMOUNT
--------------	--------

Invoice Total

199.40

Customer Signature:

Driver Signature:

EOG-3138
 11/25/25
 199.40 3138

PEPIN DISTRIBUTING INC.
 4121 N. 50th Street,
 Tampa, Florida 33610
 Phone: 813.626.6176

Wed Dec 03, 2025 6:24 AM
 Load: 3055

Invoice#: 4227067

(B) HARBOR BAY CDD
 THE MIRABAY CLUB
 107 MANNS HARBOR DRIVE
 APOLLO BEACH, FL 33572
 (813) 626-6176

Account : 99377 PO#:
 License : 3909377 Expires Sep 30, 2025
 Terms : PREPAID
 Driver : 055 - MATT GREAUX
 Salesrep: 355 - RICK HILTON # (813) 309-0426

Special Instructions
 Invoice Comments

ITEM#	DESCRIPTION	QTY	PRICE	DISCOUNT	DEP	TOTAL
00004	EMPTY AB 1/2 BBL	-1	0.00	0.00	30.00	-30.00
Subtotal		Cases: -1	Units: -1			

PALLET 1825833

07794	ULT 1/2 BBL	1	148.55	0.00	30.00	178.55
PALLET 1825833 Subtotal		Cases: 1	Units: 1			

PALLET 1825835

02555	TBB ELEPHANT 6/4/16 CAN	1	56.00	0.00	0.00	56.00
PALLET 1825835 Subtotal		Cases: 1	Units: 6			

Cases: 1	Total Selling Units: 7	Total Sales :	204.55
Bottles: 0		Total Discount:	-0.00
Keys: 1		Total Credits :	-30.00
Misc: 0		Total Deposit :	30.00
Credits: -1		Invoice Total :	204.55
Gallons: 18.5			

A/R DETAIL

INVOICE#	DATE	BALANCE	AGE	TYPE
4227067	Dec 03 2025	\$204.55	0	BEER

PAYMENT TOTALS

PAYMENT TYPE	AMOUNT
--------------	--------

Invoice Total 204.55

Customer Signature:

Driver Signature:

COG - 3138

Sent 12/3/25

Sharkys Events and Inflatables
 1935 Barber Rd Sarasota, FL, 34240
Phone: (941) 787-4134
Event Location
The MiraBay Club
Jennifer Ashley
 107 Manns Harbor Dr
 Apollo Beach, FL 33572
 Cell: (813) 649-1500

Invoice: 42071839
Order Date: 6/12/2025

Start Date: 12/20/2025 5:00pm
End Date: 12/20/2025 8:00pm
Delivery method: Drop-Off

Name	Qty	Total
 27' Gingerbread Dual Lane Dry Slide	1	\$575.00
 Kids Christmas Combo	1	\$325.00
Rentals subtotal		\$900.00
Christmas	E	\$180.00
After Hours PU	E	\$175.00
Sales Tax	Exempt 0%	\$0.00
Total		\$1,255.00

Deposit Due \$0.00
Amount Paid \$324.00
Balance Due \$931.00

Event 5pm to 8pm
 After hours PU approved \$175

**** NO FACE PAINT OR COSTUME PAINT ALLOWED IN THE INFLATABLES, DRY ONLY ****

On grass stakes allowed

Dedicated outlet in the field for each unit on separate breakers

Kids xmas combo is for kids only under 10 years old 4-6 kids at a time

27' Gingerbread slide is for all ages, one at a time in each slide lane

Customer has staff to be stationed with both units to monitor them for safe and proper use

Contract and Terms

Weekdays & Saturdays our earliest arrival window is 10-11am & Sundays is 11-12pm

Pick up windows do change depending on time change, in spring through fall the last pick up window is 6-7 through Fall/Winter it is 5-6pm

* Earlier or later times available upon approval & may result in additional charges

*Only tables & chairs are available for customer pick up, contract must be signed prior to pick up and photo ID presented upon pick up as a copy will be made and attached to the order

** Sharkys Events and Inflatables and all staff are permitted/allowed to record/take pictures and/or video tape on any property at any time where Sharkys Events & Inflatables and/or their persons or equipment may be **

Terms/Conditions/Rules: No fires, fireworks, smoking, foods, drinks, liquids of any kind, silly string, sand, soaps, oils, gum, candy, face paint, balloons/water balloons, streamers, glitter, confetti, shoes, toys, sharp objects, dangling jewelry, all pockets must be empty, no horse play, no wrestling/climbing, one at a time on all entrances, stairs and slides, no hanging out in the pool/splash area as it must be clear for the riders, follow the ages/weight restrictions provided by Sharkys. All sprinklers must be turned off during your rental period (from delivery to pick up) to avoid excess water on the unit/s.

Failure to follow the rules can result in charges for up to full replacement of the unit and time lost on the rental, repairs and cleaning. Cleaning fees are at the discretion of Sharkys Events and Inflatables and may range from \$50-\$250 or higher per unit depending on the severity of the cleaning. If the unit requires it to be re set up for cleaning due to severity and/or an event end time in the dark this starts at \$250.

Customers may NOT use their own cleaning products to clean the units as this can cause permanent damage to the units resulting in cleaning/repair fees, only Sharkys Events and Inflatables and its employees are permitted to clean the units with approved and tested cleaning products. This is done upon pick up. Sharkys employees may use the customers electric/hose/water to clean the inflatable/s if needed.

** For events if there will be any additional inflatable or mechanical amusement vendors Sharkys Events & Inflatables will require a COI prior to the event listing Sharkys Events & Inflatables as additionally insured. If a COI is not provided no later then 48 hours prior to the event Sharkys Events & Inflatables will not go forth with the set up and the lessee/renter/customer is responsible for paying the full remaining balance of the event. **

Sharkys Events and Inflatables and it's employees are the only authorized persons to set up, move, take down and handle the inflatables (aside from unplugging power on overnight rentals)

Customers are not allowed to move inflatables or additional charges will be incurred.

Once an inflatable is dropped and unrolled it cannot be moved without a \$50 fee as it requires re rolling.

Sharkys Events and Inflatables is authorized to charge the card on file for any remaining balance on the day of final confirmation and/or of delivery as well as for any incidental's, damages, repairs, replacements or any other fees/charges listed in this contract.

Balances are due by card the Wednesday prior to the event date or by check a week before the event date (checks will be mailed to a separate mailing address given upon request)

Sharkys Events and Inflatables is not liable for damage or theft of the unit/s & accessories while the unit/s are in the customers care including for overnight rentals/early delivery. Customer assumes all liability and responsibility for the unit/s & their accessories while in their care and is responsible for all costs to repair unit/s & accessories up to full replacement if the unit/s & accessories cannot be repaired.

**For customer pick up and return orders, insurance coverage is not available for the rental items or event.

Renters assume all liability and responsibility for the equipment as well as any damages, loss, theft or injuries.

Customers are responsible for cleaning chairs and tables before return or pick up, this includes removing all table cloth covers, adhesive, tape and anything attached to them. Adhesive/s can remove paint from the tables and chairs and this can cause fees to have them repaired.

Customers are responsible for verifying they have the required set up area for the reserved unit/s as well as the entry way/pathways/gate to the set up area are a minimum of 48 inches wide for us to get the unit/s to the set up area.

Upon arrival if any entry or pathway is not big enough for us to get the equipment back it is up to the discretion of Sharkys Events and Inflatables to cancel. If the set up area is deemed to small for the unit rented it is at the discretion of Sharkys Events and Inflatables to cancel. Sharkys Events and Inflatables has a maximum wait time of 10 minutes upon arrival before having to move onto the next delivery in order to maintain the schedule.

If the pathway/set up area is not ready and clear (no animal waste, larger sticks, rocks, litter, rubbish or sharp objects) Sharkys Events and Inflatables has the right to cancel, re route for later delivery (this incurs an additional delivery charge) or charge to the card on file a \$25-\$50 waiting fee/additional delivery fee.

Any and all pathways including gates to access the set up area need to be a minimum of 48" wide to allow full access for the unit/s and dolly.

**All rentals due to the week and/or weekends workload may have the potential to be delivered up to 72 hours before and picked up up to 72 hours after the event date.

If there is time sensitive delivery or pick up needed this has to be done through the office by calling or emailing and may result in additional fees.

Sharkys and it's employees have the right to access the community/property and their products any day/time to set up or pick up their equipment

Inflatables cannot be in an area with animals that may produce waste upon them (this would result in a hazmat cleaning fee of \$250 + additional if it cannot be cleaned and needs repair or replacement) (IE: Ducks, geese, pigs, horses, cows, chickens, dogs, cats etc) Animals are not permitted on any inflatables.

Sharkys will reach out prior to the event date to confirm the booking with the customer, this can be in the form of a final invoice/contract being emailed, event reminder email, call or text. Deliveries are scheduled around party start/end times and subject to change depending on traffic/routing needs. The customer must make sure the phone number/email for contact is up to date as we cannot complete delivery without confirmation with customer prior to the party date. If contact cannot be made the delivery will be done after all others that have been confirmed and scheduled for the weekend and verification of the booking and placement for inflatable is then confirmed in person (this requires contract to be completed and balance to be paid in full prior to delivery, if the contract has not been completed or there is a balance remaining on the order and we are not able to make contact with the customer by phone, text or email we will not attempt delivery).

Information & Terms: A non-refundable deposit and an authorized signature on your proposal will reserve your activities and date. The balance is due the Wednesday before the date of the party/event prior to set-up. We reserve the right to set appropriate rules of conduct and age/weight/time limits in order to best facilitate your party/event and maintain a safe environment.

** FUEL CHARGE**

Due to volatile gas prices Sharkys reserves the right to modify/change delivery fees and/or add an additional fuel surcharge at any time before or after the order is placed up until delivery. Customers will be given at least 48 hours notice.

Cancellation and Rain Policy: This contract is a legal and binding contract. To cancel or reschedule, sufficient notice must be given - at least 72 hours prior to your booking date. Cancellation of your booking with less than 72 hour notice forfeits entire deposit. Cancellation after arrival for set-up forfeits any refund. Postponement of your booking with at least 1-week notice may entitle you to use all or part of your deposit towards a timely rescheduled event at our discretion. Any rescheduled party/event is subject to availability of activities at the time of notification of postponement.

Are deposits refundable?

No, deposits are non-refundable. The following info applies to any party not considered an event. As long as you cancel more than 72 hours in advance, your deposit will be kept as a raincheck for any future rental within 6 months. If you cancel between 72-24 hours from the date of the party there is a \$50-\$100 penalty and any remaining balance paid will be saved as a raincheck for 6 months. Cancellations under 24 hours forfeit all deposit payments completely, additional balances paid are saved as a rain check to be used within 6 months.

Sharkys Events and Inflatables is not liable for damage to underground utilities including but not limited to sprinklers, irrigation lines, gas/propane lines, septic lines, water lines, electrical, drainage etc. Customers must mark all underground utilities/lines and/or advise Sharkys Events and Inflatables upon set up of the location of any and all under ground utilities/lines.

** For Events/Public Events please refer to our event cancellation policy **

Events require a 30% non-refundable deposit at time of booking. This ensures the unit/you choose are secured for your date and can't be refunded as they are pulled from inventory for your date. Any event cancelled no matter the reason more than 14 days in advance, the 30% deposit will be used towards a rescheduled date. If you cancel between 14 and 7 days in advance, an additional 30% fee will apply. If you cancel less than 6 days before the event, a 50% penalty **will** apply.

In the event of failure or damage to any of Sharkys equipment we must be notified immediately by phone call & text message.
In the event someone gets hurt Sharkys must be notified immediately by phone call & text message.

Hold Harmless Provision: Lessee recognizes and understands that use of Lessor equipment may involve inherently dangerous activities. Consequently, lessee agrees to indemnify and hold lessor harmless from any and all claims, actions, suits, proceeding costs, expenses, damages and liabilities, including reasonable attorney's fees arising by reason of injury, damage, or death to persons or property, in connection with or resulting from the use of said equipment including, but not limited to the delivery, possession, use, operation, or return of the equipment. Lessee hereby releases and holds harmless lessor from injuries or damages incurred as a result of the use of said equipment unless lessor is operating the equipment and is deemed by a court of law to be negligent in its actions. Lessor cannot under any circumstances be held liable for injuries as a result of acts of God, nature, or other conditions beyond its control or knowledge. Lessee also agrees to indemnify and hold harmless lessor from any loss, damage, theft, or destruction of the equipment during the term of this contact and any extension thereof.

Merger Clause: This signed Agreement in conjunction with the signed Instruction Manual and Reservation Form contains the entire agreement between the Lessor and the Lessee. No amendment, whether from previous or subsequent negotiations between the Lessee and the Lessor, shall be valid or enforceable unless in writing and signed by all parties to this contract. The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof.

Sharkys Events and Inflatables is not liable for damage to sprinkler/irrigation or any lines run underground. Customer is responsible for having irrigation heads, lines and any underground utilities marked prior to set up so we can avoid stake points in those areas.

**ACKNOWLEDGEMENT OF RISK
ACCEPTANCE OF RESPONSIBILITY
RELEASE OF LIABILITY**

THIS DOCUMENT AFFECTS YOUR LEGAL RIGHTS. YOU MUST READ AND UNDERSTAND IT BEFORE INITIALING OR SIGNING.

DUTY OF PARTICIPANTS: It is recognized that some recreational activities conducted by SHARKYS EVENTS & INFLATABLES are hazardous to participants regardless of all feasible safety measures which we can take. All participants shall have a duty to act as a reasonably prudent person when engaging in the recreational activities which are offered by SHARKYS EVENTS & INFLATABLES referred to hereafter as SHARKYS EVENTS & INFLATABLES I hereby covenant and agree not to

1. Implement or engage in any act which shall interfere with the running or operation of this rental when such activities conform to the rules and regulations of the State of Florida.
- 2.
3. Engage or recommend the use of SHARKYS EVENTS & INFLATABLES equipment or facilities or services if I do not have the ability to use such facilities, equipment or services safely with instructions until I have requested and received sufficient instruction to permit safe usage.
- 4.
5. engage in any harmful conduct or willfully, or negligently engage in any type of conduct which contributes to or causes injury to any one person
- 6.
7. embark in any self-initiated activity without first informing SHARKYS EVENTS & INFLATABLES of my intentions or receiving permission from SHARKYS EVENTS & INFLATABLES to engage in such self-initiated activity

ACKNOWLEDGEMENT AND ACCEPTANCE OF RISK: I acknowledge and understand that the activity that I am about to voluntarily engage in as a participant and/or volunteer bears certain known risks and unanticipated risks which could result in injury, death, illness or disease, physical or mental, or damage to myself, to my property, or to spectators or other third-parties. I, being aware that this activity entails risk or injuries to myself and a risk or injury to spectators or third-parties as a result of my actions, expressly agree, covenant and promise to accept and assume all responsibility and risk for injury, death, illness, or disease, or damage to myself or to my property arising from participation in this activity. I also agree to pay for any damages caused by others (including attorneys' fees or costs) if they are injured or otherwise damaged due to any negligent actions. My participation in this activity is purely voluntary; no one is forcing me to participate and I elect to participate in spite of the known and unknown risks.

RELEASE: In consideration of the services and/or property provided, I, for myself and any minor children for which I am the parent, legal guardian or otherwise responsible, any heirs, personal representatives, or assigns, do hereby release SHARKYS EVENTS & INFLATABLES, its principals, directors, officers, agent, employees and volunteers from any liability and waive any claim for damages arising from any cause whatsoever (except that which is gross negligence) I further agree to reimburse you for all attorney's fees and costs should I bring a legal action against you and lose.

ENTIRE AGREEMENT: I understand that this is the entire agreement between myself and SHARKYS EVENTS & INFLATABLES, its agents or employees, and that it cannot be modified or changed in any way by the representations or statements of any employees of SHARKYS EVENTS & INFLATABLES or by me.

My signature below indicates that I have read this entire document understand it completely and agree to be bound by its terms.

ACKNOWLEDGEMENT OF RISK ACCEPTANCE OF RESPONSIBILITY, RELEASE OF LIABILITY

Agree

Lessor will:

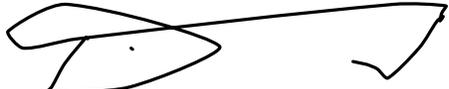
1. Provide the necessary staff to facilitate your event/party and power cords to reach a maximum of 50ft as well as a small hose on any units booked wet, customers must supply all additional hose.
2. Deliver, set-up, teardown, and operate all activities with/without volunteer staff.
3. Carry a liability insurance policy covering our services & equipment.

Lessee will:

1. Provide 1 110volt/20amp electric circuits.
2. Provide any required entrance and parking passes.

3. Provide a minimum of 0 adult volunteer(s) to operate the activities.

I HAVE READ THIS CONTRACT AND AGREE & UNDERSTAND THE CONTENT.

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke.

47.206.186.121 on 11/24/2025

Signature

11/24/2025

Date

Chastity Kelly

Printed Name

Southern Glazer's of FL

License# 6305005 (Lakeland)

INVOICE

4692971



REMIT TO:
1-866-375-9555
P.O. BOX 947921
ATLANTA GA 30394-7921

Stop #: 6
Route #: 079
Delivered By: Henry Johnson
Sales Person: 451
Sales Phone:

SOLD TO:
THE MIRABAY CLUB/HARBOR BAY CO 107 MANNS HARBOR DR. APOLLO BEACH FL 33572

SHIP TO:
THE MIRABAY CLUB/HARBOR BAY CO 107 MANNS HARBOR DR. APOLLO BEACH FL 33572 813-649-1500

Customer Notes: FINTECH

PO NUMBER	DEX	PERMIT	PERMIT EXP	INVOICE DATE	DELIVERY DATE/TIME
	N	39-09377	9/30/26	11/26/2025	11/26/25 10:47 AM

ACCOUNT #	VENDOR #	COUNTY	REFERENCE #
15004518			

CS ORD/DLV	BTLS ORD/DLV	ITEM	UNIT PRICE	UNIT DISC	UNIT NET AMOUNT	TAXES	TOTAL
1/1		MONDAVI PRV SEL CAB SAUV CA ITEM#: 416979 BPC: 12 SIZE: 750ML HYBRIS- PART OF A DEAL D000312	144.00 12.00	78.00 6.50	66.00 5.50	0.00	66.00
1/1		MONDAVI PRV SEL CHARD CA(SC) ITEM#: 550559 BPC: 12 SIZE: 750ML HYBRIS- PART OF A DEAL D000312	144.00 12.00	78.00 6.50	66.00 5.50	0.00	66.00
2/2		MONDAVI PRV SEL PINOT GRIGIO ITEM#: 168069 BPC: 12 SIZE: 750ML HYBRIS- PART OF A DEAL D000312	144.00 12.00	78.00 6.50	66.00 5.50	0.00	132.00
1/1		DELIVERY CHARGE ITEM#: 126161 BPC: 1 SIZE: HYBRIS-	30.00	0.00	30.00	0.00	30.00

TOTAL CS/BTLS	TOTAL BOTTLES	TOTAL GROSS AMOUNT	TOTAL DISCOUNTS	TOTAL NET AMOUNT	TOTAL TAXES
4/1	49	606.00	312.00	294.00	0.00

PAYMENT DUE DATE
12/8/25

PAYMENT TERMS: FINTECH

PAY THIS AMOUNT
294.00

TERMS AND CONDITIONS
Buyer represents: that it is authorized under applicable law to purchase all the products delivered in this invoice; and, that all such products were ordered by buyer and have been received without any damage, unless noted on invoice at time of delivery. SELLER EXPRESSLY DISCLAIMS ANY WARRANTY, INCLUDING OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. BUYER WAIVES CONSEQUENTIAL, PUNITIVE, TREBLE, OR STATUTORY DAMAGES OR PENALTIES. The parties agree to arbitrate any disputes between them on an individual basis in Miami, FL before the American Arbitration Association in accordance with its Commercial Arbitration Rules. The parties each waive the right to serve as a class or PAGA representative or to participate in a class or collective action in any legal proceeding between them.

TERMS
If not paid according to invoice terms, seller may revoke credit, rescind discounts, report buyer as delinquent to appropriate agencies, and, if seller prevails, recover its costs of collection and attorney's fees. Returned checks are subject to the lower of \$30 or the highest fee allowed by law. Past due balance will accrue interest at the lesser of the highest rate permitted or required by law, or 1.5% per month pro-rated. Buyer hereby grants, as security for the payment of the purchase price, a lien on and security interest in all right, title, and interest of the buyer in the products delivered with this invoice. The security interest granted constitutes a PMSI under the UCC. Any terms in conflict with or prohibited by applicable law are void.

NO CLAIMS FOR SHORTAGES WILL BE ALLOWED UNLESS INSPECTED AND NOTED AT TIME OF DELIVERY

Wednesday, 11/26/2025

SIGNATURE: Christie

DATE

Southern Glazer's of FL
License# 6305005 (Lakeland)

DRAFT INVOICE
4725964



REMIT TO:
1-866-376-9555
P.O. BOX 947921
ATLANTA GA 30394-7921

Stop #: 17
Route #: 079
Delivered By: Henry Johnson
Sales Person: 451
Sales Person Phone:

SOLD TO
THE MIRABAY CLUB/HARBOR BAY CO
107 MANNS HARBOR DR.
APOLLO BEACH FL 33572

SHIP TO
THE MIRABAY CLUB/HARBOR BAY CO
107 MANNS HARBOR DR.
APOLLO BEACH FL 33572
812-649-1500

Invoice Notes *

Customer Notes: FINTECH

PO NUMBER	DEX	PERMIT	PERMIT EXP	INVOICE DATE	DELIVERY DATE/TIME
	N	39-08377	93026	12/9/2025	

ACCOUNT#	VENDOR#	COUNTY	REFERENCE#
15004518			

CS/BT	ITEM	UNIT NET PRICE	UNIT DISCOUNT	UNIT AMOUNT	TAXES	TOTAL
1 / 0	ANGOSTURA BITTERS ORANGE ITEM#: 976180 BPC: 12 - 6.7Z HYBRIS - PART OF A DEAL D000310	258.00 21.50	84.00 7.00	174.00 14.50	0.00	174.00
0 / 2	ANGOSTURA BITTERS AROMATIC ITEM#: 598451 BPC: 12 - 4Z HYBRIS - PART OF A DEAL D000310	13.60	3.20	10.40	0.00	20.80
0 / 4	GLENLIVET SCO SM 12YR 80 YRC ITEM#: 15502 BPC: 12 - 750ML HYBRIS -	49.60	0.00	49.60	0.00	198.40
0 / 1	MARTINI VERMOUTH EXTRA DRY ITEM#: 657926 BPC: 6 - 750ML HYBRIS -	14.85	0.00	14.85	0.00	14.85

TOTAL CS/BTLS	TOTAL BOTTLES	TOTAL GROSS AMT	TOTAL DISCOUNTS	ESTIMATED NET AMOUNT	TOTAL TAXES
1/7	19	498.45	90.40	408.05	0.00

PAYMENT DUE DATE
12/22/25

PAY THIS AMOUNT
408.05

PAYMENT TERMS: FINTECH

TERMS AND CONDITIONS
Buyer represents that it is authorized under applicable law to purchase all the products delivered in this invoice; and, that all such products were ordered by buyer and have been received without any damage, unless noted on invoice at time of delivery. SELLER EXPRESSLY DISCLAIMS ANY WARRANTY, INCLUDING OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. BUYER WAIVES CONSEQUENTIAL, PUNITIVE, TREBLE, OR STATUTORY DAMAGES OR PENALTIES. The parties agree to arbitrate any disputes between them on an individual basis in Miami, FL before the American Arbitration Association in accordance with its Commercial Arbitration Rules. The parties each waive the right to serve as a class or PAGA representative or to participate in a class or collective action in any legal proceeding between them.

TERMS
If not paid according to invoice terms, seller may revoke credit, rescind discounts, report buyer as delinquent to appropriate agencies, and, if seller prevails, recover its costs of collection and attorney's fees. Returned checks are subject to the lower of \$20 or the highest fee allowed by law. Past due balances will accrue interest at the lesser of the highest rate permitted or required by law, or 1.5% per month pro-rated. Buyer hereby grants, as security for the payment of the purchase price, a lien on and security interest in all right, title, and interest of the buyer in the products delivered with this invoice. The security interest granted constitutes a PMSI under the UCC. Any terms in conflict with or prohibited by applicable law are void.

NO CLAIMS FOR SHORTAGES WILL BE ALLOWED UNLESS INSPECTED AND NOTED AT TIME OF DELIVERY

Tuesday, 12/09/2025
DATE

52000-3124
Sent 12/10 Speed

EVERGREEN COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · WESLEY CHAPEL, FLORIDA (239) 936-0913
MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

Operation and Maintenance Expenditures December 2025 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2025 through December 31, 2025. This does not include expenditures previously approved by the Board.

The total items being presented: **\$4,671.08**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Evergreen Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2025 Through December 31, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Hillsborough County Sheriffs	100018	CI-2025-30705	Boat Fees 10/25	\$ 280.00
Off Duty Management, Inc	100016	INV282225 EG	Off Duty - Jimmy Jean Louis 11/25	\$ 320.60
Off Duty Management, Inc	100016	INV282321 EG	Off Duty - Scott Jones 11/25	\$ 309.15
Off Duty Management, Inc	100016	INV283396	Off Duty 11/25	\$ 1,236.60
Off Duty Management, Inc	100017	INV284656 EG	Off Duty - Kevin Withey 11/25	\$ 927.45
Off Duty Management, Inc	100019	INV287165	Off Duty 12/25	\$ 618.30
Off Duty Management, Inc	100020	INV292830	Off Duty - Nassar 12/18/25	\$ 360.68
Off Duty Management, Inc	100020	INV292904	Off Duty - Whitey 12/25	<u>\$ 618.30</u>
Report Total				<u>\$ 4,671.08</u>

Hillsborough County Sheriff's Office
 2008 East 8th Avenue
 Tampa, FL 33605



INVOICE

accountsreceivable@hcso.tampa.fl.us
 https://www.teamhcso.com/
 (813) 247-8000

Date	Invoice Number
10/31/2025	CI-2025-30705

Payment Terms	Due Date
Net 30	11/30/2025

Bill To
Harbor Bay Community Development Distric 3434 Colwell Avenue Suite 200 Tampa, FL 33614 United States of America

Remit-To
Hillsborough County Sheriff's Office 2008 East 8th Avenue Tampa, FL 33605 United States of America (813) 247-8000

Purchase Order Number	Customer ID
	CID-251068

Quantity	Sales Item	Item Description	Price Each	Amount
5	O/D Admin Fee Marine	Boat Fees 1025/Jones	7.00	35.00
5	O/D Admin Fee Marine	Boat Fees 1025/Jones	7.00	35.00
5	O/D Admin Fee Marine	Boat Fees 1025/Withey	7.00	35.00
5	O/D Admin Fee Marine	Boat Fees 1025/Jones	7.00	35.00
5	O/D Admin Fee Marine	Boat Fees 1025/Withey	7.00	35.00
5	O/D Admin Fee Marine	Boat Fees 1025/Withey	7.00	35.00
5	O/D Admin Fee Marine	Boat Fees 1025/JOnes	7.00	35.00
5	O/D Admin Fee Marine	Boat Fees 1025/Withey	7.00	35.00

Net Amount	280.00
Tax	0.00
Total	USD 280.00

If you would like to pay this invoice by credit card, please provide the following information and return a copy of this invoice to the attention of the Accounts Receivable Department at the "Remit To" address above:

Credit Card Type (please check one) VISA MasterCard American Express Discover

Credit Card Number _____ Expiration Date (MM/YY) _____

CSV Number _____

Card Holder Name (please print) _____ Signature _____



Invoice

INV282225

Off Duty Management Inc.
1906 Avenue D #200
Katy, TX 77493
281-347-8500
invoicing@offdutymanagement.com

11/26/2025
Terms: Net 30
Due Date: 12/26/2025

Bill To Attn To:
Lynn Hayes
Harbor Bay Community
Development District
3434 Colwell Avenue, Suite 200,
Tampa, Florida 33614
Tampa FL 33614
United States

WorkSite Address
Lynn Hayes
107 Manns Harbor Drive
Apollo Beach FL 33572
US

Make Check Payable and Mail to:
Off Duty Management, Inc.
P.O. Box 737377
Dallas ,TX 75373-7377
Please include invoice number with payment

Project	PO	Job #/Ref #	Amount Due
148313 Harbor Bay Community Development District : ODM-20251029-0077:Harbor Bay Community D			\$320.60

Agency	Time IN - Time OUT	Officer	Type	Hours/ Qty	Rate	Amount
Hillsborough County-SO-FL	11/20/2025 5:30:00 PM - 11/20/2025 9:30:00 PM	Jimmy Jean- Louis	Regular	4	\$80.15	\$320.60
Regular Total						\$320.60

Invoice Comments:

Request Id: ODM-20251029-0077

Invoice Subtotal	\$320.60
Tax Total	\$0.00
Invoice Total	\$320.60
Total Paid	\$0.00
Amount Due	\$320.60



INV282225



Invoice

INV282321

Off Duty Management Inc.
 1906 Avenue D #200
 Katy, TX 77493
 281-347-8500
 invoicing@offdutymanagement.com

11/26/2025
 Terms: Net 30
 Due Date: 12/26/2025

Bill To Attn To:
 Vanessa Smith
 Marine Unit
 4530 Eagle Falls Place
 Tampa FL 33619
 United States

WorkSite Address
 Vanessa Smith
 Channel Drive
 Tampa FL 33606
 US

Make Check Payable and Mail to:
 Off Duty Management, Inc.
 P.O. Box 737377
 Dallas, TX 75373-7377
Please include invoice number with payment

Project	PO	Job #/Ref #	Amount Due
152995 Harbor Bay CDD : Marine Unit : ODM-20251120-0051:Harbor Bay CDD:Marine			\$309.15

Agency	Time IN - Time OUT	Officer	Type	Hours/ Qty	Rate	Amount
Hillsborough County-SO-FL	11/19/2025 6:00:00 AM - 11/19/2025 11:00:00 AM	Scott Jones-03	Regular	5	\$61.83	\$309.15
Regular Total						\$309.15

Invoice Comments:

Request Id: ODM-20251120-0051

Invoice Subtotal	\$309.15
Tax Total	\$0.00
Invoice Total	\$309.15
Total Paid	\$0.00
Amount Due	\$309.15



INV282321



Invoice

INV283396

Off Duty Management Inc.
 1906 Avenue D #200
 Katy, TX 77493
 281-347-8500
 invoicing@offdutymanagement.com

12/2/2025
 Terms: Net 30
 Due Date: 1/1/2026

Bill To Attn To:
 Venessa Smith
 Marine Unit
 4530 Eagle Falls Place
 Tampa FL 33619
 United States

WorkSite Address
 Vanessa Smith
 Channel Drive
 Tampa FL 33606
 US

Make Check Payable and Mail to:
 Off Duty Management, Inc.
 P.O. Box 737377
 Dallas ,TX 75373-7377
Please include invoice number with payment

Project	PO	Job #/Ref #	Amount Due
152995 Harbor Bay CDD : Marine Unit : ODM-20251120-0051:Harbor Bay CDD:Marine			\$1,236.60

Agency	Time IN - Time OUT	Officer	Type	Hours/ Qty	Rate	Amount
Hillsborough County-SO-FL	11/5/2025 6:00:00 AM - 11/5/2025 11:00:00 AM	Scott Jones-03	Regular	5	\$61.83	\$309.15
Hillsborough County-SO-FL	11/10/2025 6:15:00 AM - 11/10/2025 11:15:00 AM	Kevin Withey	Regular	5	\$61.83	\$309.15
Hillsborough County-SO-FL	11/11/2025 6:00:00 AM - 11/11/2025 11:00:00 AM	Scott Jones-03	Regular	5	\$61.83	\$309.15
Hillsborough County-SO-FL	11/14/2025 6:00:00 AM - 11/14/2025 11:00:00 AM	Scott Jones-03	Regular	5	\$61.83	\$309.15
Regular Total						\$1,236.60

Invoice Comments:

Request Id: ODM-20251120-0051

Invoice Subtotal	\$1,236.60
Tax Total	\$0.00
Invoice Total	\$1,236.60
Total Paid	\$0.00
Amount Due	\$1,236.60



INV283396



Invoice

INV284656

Off Duty Management Inc.
1906 Avenue D #200
Katy, TX 77493
281-347-8500
invoicing@offdutymanagement.com

12/4/2025
Terms: Net 30
Due Date: 1/3/2026

Bill To Attn To:
Vanessa Smith
Marine Unit
4530 Eagle Falls Place
Tampa FL 33619
United States

WorkSite Address
Vanessa Smith
Channel Drive
Tampa FL 33606
US

Make Check Payable and Mail to:
Off Duty Management, Inc.
P.O. Box 737377
Dallas, TX 75373-7377
Please include invoice number with payment

Project	PO	Job #/Ref #	Amount Due
152995 Harbor Bay CDD : Marine Unit : ODM-20251120-0051:Harbor Bay CDD:Marine			\$927.45

Agency	Time IN - Time OUT	Officer	Type	Hours/ Qty	Rate	Amount
Hillsborough County-SO-FL	11/25/2025 6:00:00 AM - 11/25/2025 11:00:00 AM	Kevin Withey	Regular	5	\$61.83	\$309.15
Hillsborough County-SO-FL	11/26/2025 1:00:00 PM - 11/26/2025 6:00:00 PM	Kevin Withey	Regular	5	\$61.83	\$309.15
Hillsborough County-SO-FL	11/29/2025 6:00:00 AM - 11/29/2025 11:00:00 AM	Kevin Withey	Regular	5	\$61.83	\$309.15
Regular Total						\$927.45

Invoice Comments:

Request Id: ODM-20251120-0051

Invoice Subtotal	\$927.45
Tax Total	\$0.00
Invoice Total	\$927.45
Total Paid	\$0.00
Amount Due	\$927.45



INV284656



Invoice

INV287165

Off Duty Management Inc.
1906 Avenue D #200
Katy, TX 77493
281-347-8500
invoicing@offdutymanagement.com

12/11/2025
Terms: Net 30
Due Date: 1/10/2026

Bill To Attn To:
Vanessa Smith
Marine Unit
4530 Eagle Falls Place
Tampa FL 33619
United States

WorkSite Address
Vanessa Smith
Channel Drive
Tampa FL 33606
US

Make Check Payable and Mail to:
Off Duty Management, Inc.
P.O. Box 737377
Dallas, TX 75373-7377
Please include invoice number with payment

Project	PO	Job #/Ref #	Amount Due
152995 Harbor Bay CDD : Marine Unit : ODM-20251120-0051:Harbor Bay CDD:Marine			\$618.30

Agency	Time IN - Time OUT	Officer	Type	Hours/ Qty	Rate	Amount
Hillsborough County-SO-FL	12/3/2025 6:00:00 AM - 12/3/2025 11:00:00 AM	Kevin Withey	Regular	5	\$61.83	\$309.15
Hillsborough County-SO-FL	12/4/2025 6:00:00 AM - 12/4/2025 11:00:00 AM	Scott Jones-03	Regular	5	\$61.83	\$309.15
Regular Total						\$618.30

Invoice Comments:

Request Id: ODM-20251120-0051

Invoice Subtotal	\$618.30
Tax Total	\$0.00
Invoice Total	\$618.30
Total Paid	\$0.00
Amount Due	\$618.30



INV287165



Invoice

INV292830

Off Duty Management Inc.
1906 Avenue D #200
Katy, TX 77493
281-347-8500
invoicing@offdutymanagement.com

12/24/2025
Terms: Net 30
Due Date: 1/23/2026

Bill To Attn To:
Lynn Hayes
Harbor Bay Community
Development District
3434 Colwell Avenue, Suite 200,
Tampa, Florida 33614
Tampa FL 33614
United States

WorkSite Address
Lynn Hayes
107 Manns Harbor Drive
Apollo Beach FL 33572
US

Make Check Payable and Mail to:
Off Duty Management, Inc.
P.O. Box 737377
Dallas ,TX 75373-7377
Please include invoice number with payment

Project	PO	Job #/Ref #	Amount Due
154329 Harbor Bay Community Development District : ODM-20251126-0175:Harbor Bay Community D			\$360.68

Agency	Time IN - Time OUT	Officer	Type	Hours/ Qty	Rate	Amount
Hillsborough County-SO-FL	12/18/2025 5:30:00 PM - 12/18/2025 10:00:00 PM	Ahmad Nassar	Regular	4.5	\$80.15	\$360.68
Regular Total						\$360.68

Invoice Comments:

Request Id: ODM-20251126-0175

Invoice Subtotal	\$360.68
Tax Total	\$0.00
Invoice Total	\$360.68
Total Paid	\$0.00
Amount Due	\$360.68



INV292830



Invoice

INV292904

Off Duty Management Inc.
1906 Avenue D #200
Katy, TX 77493
281-347-8500
invoicing@offdutymanagement.com

12/24/2025
Terms: Net 30
Due Date: 1/23/2026

Bill To Attn To:
Vanessa Smith
Harbor Bay CDD : Marine Unit
4530 Eagle Falls Place
Tampa FL 33619
United States

WorkSite Address
Vanessa Smith
Channel Drive
Tampa FL 33606
US

Make Check Payable and Mail to:
Off Duty Management, Inc.
P.O. Box 737377
Dallas ,TX 75373-7377
Please include invoice number with payment

Project	PO	Job #/Ref #	Amount Due
152995 Harbor Bay CDD : Marine Unit : ODM-20251120-0051:Harbor Bay CDD*:Marine			\$618.30

Agency	Time IN - Time OUT	Officer	Type	Hours/ Qty	Rate	Amount
Hillsborough County-SO-FL	12/15/2025 1:00:00 PM - 12/15/2025 6:00:00 PM	Kevin Withey	Regular	5	\$61.83	\$309.15
Hillsborough County-SO-FL	12/17/2025 6:00:00 AM - 12/17/2025 11:00:00 AM	Kevin Withey	Regular	5	\$61.83	\$309.15
Regular Total						\$618.30

Invoice Comments:

Request Id: ODM-20251120-0051

Invoice Subtotal	\$618.30
Tax Total	\$0.00
Invoice Total	\$618.30
Total Paid	\$0.00
Amount Due	\$618.30



INV292904

Tab 21



Rizzetta & Company

Harbor Bay Community Development District

**Financial Statements
(Unaudited)**

December 31, 2025

Prepared by: Rizzetta & Company, Inc.

harborbaycdd.org
rizzetta.com

Harbor Bay Community Development District
Balance Sheet
As of 12/31/2025
(In Whole Numbers)

	General Fund	Reserve Fund	Debt Service Fund	Mira Bay Fund	Evergreen Fund	Total Gvmnt Fund	Long-Term Debt
Assets							
Cash In Bank	485,709	0	0	46,519	9,215	541,443	0
Investments	2,809,153	2,905,213	2,684,097	0	208,521	8,606,983	0
Accounts Receivable							
Accounts Receivable - Other	31,560	0	0	7,567	0	39,128	0
Assessments Receivable-Tax Roll	601,508	0	238,181	0	0	839,689	0
Allowance for Uncollectible Accounts	(28,796)	0	0	(7,567)	0	(36,364)	0
Prepaid Expenses	85,020	0	0	1,669	0	86,689	0
Inventory	0	0	0	27,576	0	27,577	0
Due From Other	34,746	0	0	500	0	35,246	0
Amount Available in Debt Service	0	0	0	0	0	0	2,922,278
Amount To Be Provided Debt Service	0	0	0	0	0	0	18,572,722
Total Assets	4,018,900	2,905,213	2,922,278	76,264	217,736	10,140,391	21,495,000
Liabilities							
Accounts Payable	148,461	0	0	6,236	309	155,006	0
Accrued Expenses	32,700	0	0	0	0	32,700	0
Other Current Liabilities	0	0	0	5,422	0	5,422	0
Due To Other	8,397	0	0	28,194	1,582	38,173	0
Revenue Bonds Payable-Long Term	0	0	0	0	0	0	21,495,000
Deposits Payable	0	0	0	100	0	100	0
Total Liabilities	189,558	0	0	39,952	1,891	231,401	21,495,000
Fund Equity & Other Credits							
Beginning Fund Balance	691,453	2,285,495	1,442,986	64,075	214,649	4,698,658	0
Net Change in Fund Balance	3,137,890	619,718	1,479,292	(27,763)	1,195	5,210,333	0
Total Fund Equity & Other Credits	3,829,343	2,905,213	2,922,278	36,312	215,844	9,908,991	0
Total Liabilities & Fund Equity	4,018,900	2,905,213	2,922,278	76,264	217,736	10,140,391	21,495,000

See Notes to Unaudited Financial Statements

Harbor Bay Community Development District

Statement of Revenues and Expenditures

As of 12/31/2025

(In Whole Numbers)

	Year Ending 09/30/2026 <u>Annual Budget</u>	Through 12/31/2025 <u>YTD Budget</u>	Year To Date 12/31/2025 <u>YTD Actual</u>	<u>YTD Variance</u>
Revenues				
Interest Earnings				
Interest Earnings	82,000	20,500	5,190	(15,310)
Special Assessments				
Tax Roll	4,116,557	4,116,557	4,146,769	30,212
Other Misc. Revenues				
HOA Rental Revenue	600	150	0	(150)
Miscellaneous Revenue	15,000	3,750	40	(3,710)
Total Revenues	<u>4,214,157</u>	<u>4,140,957</u>	<u>4,151,999</u>	<u>11,042</u>
Expenditures				
Legislative				
Supervisor Fees	12,000	3,000	3,000	0
Total Legislative	<u>12,000</u>	<u>3,000</u>	<u>3,000</u>	<u>0</u>
Financial & Administrative				
Accounting Services	58,146	14,537	12,950	1,586
Arbitrage Rebate Calculation	650	0	500	(500)
Auditing Services	5,200	0	0	0
Disclosure Report	5,600	1,399	1,250	150
District Engineer	55,000	13,750	16,940	(3,190)
District Engineer - Special	66,583	16,646	0	16,646
District Management	129,214	32,304	31,388	916
Dues, Licenses & Fees	4,500	955	930	25
Financial & Revenue Collections	9,692	2,423	1,250	1,173
Legal Advertising	1,800	450	315	135
Miscellaneous Mailings	1,500	375	0	375
Property Taxes	4,500	4,500	3,966	534
Public Officials Liability Insurance	20,261	20,261	4,800	15,461
Trustees Fees	7,100	5,836	6,420	(584)
Website Hosting, Maintenance, Backup & E	10,752	1,907	704	1,203
Total Financial & Administrative	<u>380,498</u>	<u>115,343</u>	<u>81,413</u>	<u>33,930</u>
Legal Counsel				
District Counsel	130,000	32,500	66,748	(34,248)
District Counsel - Special Counsel	25,000	6,250	2,000	4,250
Total Legal Counsel	<u>155,000</u>	<u>38,750</u>	<u>68,748</u>	<u>(29,998)</u>
Security Operations				
Gate Maintenance & Repair	0	0	2,197	(2,197)
Security Monitoring Services	222,000	55,500	59,186	(3,686)
Total Security Operations	<u>222,000</u>	<u>55,500</u>	<u>61,383</u>	<u>(5,883)</u>
Electric Utility Services				
Utility - Irrigation	26,000	6,500	6,335	165
Utility - Recreation Facilities	100,000	25,000	31,856	(6,856)
Utility - Street Lights	200,000	50,000	37,442	12,557
Utility Services -Guard House	6,500	1,625	946	680

See Notes to Unaudited Financial Statements

Harbor Bay Community Development District

Statement of Revenues and Expenditures

As of 12/31/2025

(In Whole Numbers)

	Year Ending 09/30/2026 Annual Budget	Through 12/31/2025 YTD Budget	Year To Date 12/31/2025 YTD Actual	YTD Variance
Total Electric Utility Services	332,500	83,125	76,579	6,546
Gas Utility Service				
Utility Services	6,500	1,625	1,326	299
Total Gas Utility Service	6,500	1,625	1,326	299
Garbage/Solid Waste Control Services				
Garbage - Recreation Facility	17,400	4,350	4,578	(229)
Total Garbage/Solid Waste Control Services	17,400	4,350	4,578	(229)
Water-Sewer Combination Services				
Utilities - Amenities	45,000	11,250	11,126	125
Utility - Irrigation	35,000	8,750	3,731	5,018
Total Water-Sewer Combination Services	80,000	20,000	14,857	5,143
Stormwater Control				
Aquatic Maintenance	70,460	17,615	10,355	7,260
Fountain Service Repair & Maintenance	25,000	6,250	3,392	2,859
Total Stormwater Control	95,460	23,865	13,747	10,119
Other Physical Environment				
Flood Insurance	8,315	8,315	0	8,315
General Liability & Property Insurance	199,948	199,948	157,762	42,186
Landscape - Annuals/Flowers	24,000	6,000	6,000	0
Landscape - Mulch	141,000	35,250	0	35,250
Landscape Irrigation	60,000	15,000	34,173	(19,173)
Landscape Maintenance	469,000	117,250	121,657	(4,408)
Landscape Maintenance - Contingency	100,000	25,000	0	25,000
Landscape Maintenance - Park Square	200,000	49,999	45,000	5,000
Landscape Maintenance - Turf Grass	283,220	70,805	70,805	0
Landscape Plant Installation	100,000	25,000	0	25,000
Water Management Monitoring & Reporting	6,000	1,500	1,500	0
Total Other Physical Environment	1,591,483	554,067	436,897	117,170
Road & Street Facilities				
Asphalt Repair & Maintenance	19,500	4,875	0	4,875
Street/Parking Lot Sweeping	15,000	3,750	2,170	1,580
Total Road & Street Facilities	34,500	8,625	2,170	6,455
Parks & Recreation				
Basketball Court Maintenance & Supplies	6,000	1,500	0	1,500
Boat Lift Sling Repairs & Maintenance	20,000	5,000	0	5,000
Elevator Maintenance & Permit	3,616	904	869	35
Employee - Payroll Processing Fees	0	0	4,976	(4,976)
Employee - Payroll Taxes	0	0	23,569	(23,569)
Employee - Workers Comp	0	0	3,221	(3,221)
Facility A/C & Heating Maintenance & Rep	5,000	1,250	0	1,250
Fitness Equipment Maintenance & Repair	7,500	1,875	1,859	16

See Notes to Unaudited Financial Statements

Harbor Bay Community Development District

Statement of Revenues and Expenditures

As of 12/31/2025

(In Whole Numbers)

	Year Ending 09/30/2026	Through 12/31/2025	Year To Date 12/31/2025	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
Holiday Decorations	12,000	12,000	14,651	(2,651)
Housekeeping Operating	0	0	1,673	(1,673)
Janitorial Service	89,627	22,407	15,565	6,842
Maintenance & Repairs	40,000	10,000	18,517	(8,517)
Onsite Staffing/Employment	417,035	104,259	80,733	23,526
Pest Control	5,210	1,302	3,653	(2,351)
Playground Repairs	10,000	2,500	0	2,500
Pool Operations & Maintenance	42,087	10,522	11,942	(1,420)
Printing Supplies	1,500	375	499	(123)
Street Sign Repair & Replacement	7,500	1,875	510	1,364
Telephone, Internet, Cable	40,000	10,000	11,162	(1,162)
Tennis Court Maintenance & Supplies	9,734	2,434	1,770	664
Tennis Court Maintenance Personnel	33,996	8,499	0	8,499
Vehicle Maintenance	3,500	875	366	508
Total Parks & Recreation	<u>754,305</u>	<u>197,577</u>	<u>195,535</u>	<u>2,041</u>
Admiral Point Operations				
Utility - Electricity	21,600	5,400	1,372	4,028
Utility - Water & Sewer	5,500	1,375	708	668
Total Admiral Point Operations	<u>27,100</u>	<u>6,775</u>	<u>2,080</u>	<u>4,696</u>
Special Events				
Special Events	0	0	6,255	(6,256)
Total Special Events	<u>0</u>	<u>0</u>	<u>6,255</u>	<u>(6,256)</u>
Contingency				
CDD Annual Contribution	455,411	113,852	45,541	68,312
Emergency Relief	50,000	12,500	0	12,500
Total Contingency	<u>505,411</u>	<u>126,352</u>	<u>45,541</u>	<u>80,812</u>
Total Expenditures	<u>4,214,157</u>	<u>1,238,954</u>	<u>1,014,109</u>	<u>224,845</u>
Total Excess of Revenues Over(Under) Expenditures	<u>0</u>	<u>2,902,003</u>	<u>3,137,890</u>	<u>235,887</u>
Fund Balance, Beginning of Period	<u>0</u>	<u>0</u>	<u>691,453</u>	<u>691,453</u>
Total Fund Balance, End of Period	<u>0</u>	<u>2,902,003</u>	<u>3,829,343</u>	<u>927,340</u>

Harbor Bay Community Development District

Statement of Revenues and Expenditures

As of 12/31/2025

(In Whole Numbers)

	Year Ending 09/30/2026 <u>Annual Budget</u>	Through 12/31/2025 <u>YTD Budget</u>	Year To Date 12/31/2025 <u>YTD Actual</u>	<u>YTD Variance</u>
Revenues				
Interest Earnings				
Interest Earnings	75,000	18,750	26,038	7,288
Special Assessments				
Tax Roll	593,000	593,000	593,680	680
Total Revenues	<u>668,000</u>	<u>611,750</u>	<u>619,718</u>	<u>7,968</u>
Expenditures				
Contingency				
Asphalt Repair & Maintenance	288,822	72,206	0	72,205
Facility A/C & Heating Maintenance & Rep	60,000	15,000	0	15,000
Fountain Repairs	55,435	13,858	0	13,859
Landscape Enhancements	352,018	88,005	0	88,005
Paint Finish Applications, Exterior	72,067	18,016	0	18,016
Tennis Courts Resurfacing	39,393	9,849	0	9,849
Total Contingency	<u>867,735</u>	<u>216,934</u>	<u>0</u>	<u>216,934</u>
Total Expenditures	<u>867,735</u>	<u>216,934</u>	<u>0</u>	<u>216,934</u>
Total Excess of Revenues Over(Under) Ex- penditures	<u>(199,735)</u>	<u>394,816</u>	<u>619,718</u>	<u>224,902</u>
Total Other Financing Sources(Uses)				
Carry Forward Fund Balance				
Carry Forward Fund Balance	199,735	199,735	0	(199,736)
Total Other Financing Sources(Uses)	<u>199,735</u>	<u>199,735</u>	<u>0</u>	<u>(199,736)</u>
Fund Balance, Beginning of Period	<u>0</u>	<u>0</u>	<u>2,285,495</u>	<u>2,285,495</u>
Total Fund Balance, End of Period	<u>0</u>	<u>594,551</u>	<u>2,905,213</u>	<u>2,310,661</u>

Harbor Bay Community Development District

Statement of Revenues and Expenditures

As of 12/31/2025

(In Whole Numbers)

	Year Ending 09/30/2026 <u>Annual Budget</u>	Through 12/31/2025 <u>YTD Budget</u>	Year To Date 12/31/2025 <u>YTD Actual</u>	<u>YTD Variance</u>
Revenues				
Interest Earnings				
Interest Earnings	0	0	12,042	12,042
Special Assessments				
Tax Roll	1,865,136	1,865,136	1,877,100	11,964
Total Revenues	<u>1,865,136</u>	<u>1,865,136</u>	<u>1,889,142</u>	<u>24,006</u>
Expenditures				
Debt Service				
Interest	805,136	805,136	409,850	395,286
Principal	1,060,000	1,060,000	0	1,060,000
Total Debt Service	<u>1,865,136</u>	<u>1,865,136</u>	<u>409,850</u>	<u>1,455,286</u>
Total Expenditures	<u>1,865,136</u>	<u>1,865,136</u>	<u>409,850</u>	<u>1,455,286</u>
Total Excess of Revenues Over(Under) Ex- penditures	<u>0</u>	<u>0</u>	<u>1,479,292</u>	<u>1,479,292</u>
Fund Balance, Beginning of Period	<u>0</u>	<u>0</u>	<u>1,442,986</u>	<u>1,442,986</u>
Total Fund Balance, End of Period	<u>0</u>	<u>0</u>	<u>2,922,278</u>	<u>2,922,278</u>

Harbor Bay Community Development District

Statement of Revenues and Expenditures

As of 12/31/2025

(In Whole Numbers)

	Year Ending 09/30/2026 <hr/> Annual Budget	Through 12/31/2025 <hr/> YTD Budget	Year To Date 12/31/2025 <hr/> YTD Actual	<hr/> YTD Variance
Revenues				
Interest Earnings				
Interest Earnings	0	0	19	19
Amenity Center Revenue				
Beer Sales	29,962	7,490	7,384	(107)
Beverages	7,734	1,934	1,714	(219)
Events & Sponsorships	15,000	3,750	4,591	841
Facilities Rentals	41,778	10,444	12,539	2,095
Facility Rental - Bar Services	17,576	4,394	1,562	(2,832)
Food	84,090	21,023	20,478	(545)
Gate Strike Income	1,500	375	0	(375)
Group Exercises	1,680	420	192	(228)
Liquor	48,788	12,197	7,308	(4,889)
Merchandise	12,000	3,000	719	(2,281)
Non-Resident Basketball	2,500	625	0	(625)
Non-Resident Pickleball	4,000	1,000	0	(1,000)
Non-Resident Tennis	4,000	1,000	0	(1,000)
Personal Training	1,920	480	0	(480)
Programs-After School Care	56,500	14,125	0	(14,125)
Programs-Camps	54,000	13,500	0	(13,500)
Programs-Youth Other	1,500	375	0	(375)
Proximity Card Replacements	10,000	2,500	2,652	152
Special Events Revenue	3,154	788	2,699	1,910
Tennis Lessons	540	135	0	(135)
Vendor Rebates	0	0	22	23
Wine Sales	14,240	3,560	3,191	(369)
Other Misc. Revenues				
Contribution From CDD	455,411	113,853	45,542	(68,312)
Total Revenues	<hr/> 867,873	<hr/> 216,968	<hr/> 110,612	<hr/> (106,357)
Expenditures				
Food & Beverage				
COGS - Beer	12,485	3,121	2,695	427
COGS - Beverage	3,653	913	2,961	(2,048)
COGS - Coffee	12,000	3,000	5,199	(2,199)
COGS - Food	72,914	18,229	11,812	6,417
COGS - Liquor	23,712	5,928	2,239	3,688
COGS - Wine	8,765	2,191	792	1,400
Cafe Operating	19,226	4,807	4,259	548
Daily Ops Software	9,000	2,250	1,397	853
Dues, Licenses & Fees	1,800	450	0	450
Food & Fun Events	5,000	1,250	594	656
Refrigeration Repairs	6,800	1,699	0	1,700
Training & Education	1,300	325	136	188
Total Food & Beverage	<hr/> 176,655	<hr/> 44,163	<hr/> 32,084	<hr/> 12,080
Operating Expense				
Amenity Management Service Contracts	218,083	54,521	66,219	(11,698)
Bank Fees	0	0	804	(804)

See Notes to Unaudited Financial Statements

Harbor Bay Community Development District

Statement of Revenues and Expenditures

As of 12/31/2025

(In Whole Numbers)

	Year Ending 09/30/2026 Annual Budget	Through 12/31/2025 YTD Budget	Year To Date 12/31/2025 YTD Actual	YTD Variance
Clubhouse Improvements	15,000	3,750	0	3,750
Employee Recognition	2,500	625	0	625
Food & Beverage Operations	140,041	35,010	7,123	27,888
Furniture, Fixtures, & Equipment	12,000	3,000	0	3,000
Gate Strikes	3,840	960	0	960
Gate Strikes - Mailing	500	125	0	125
General Operating	11,500	2,875	798	2,076
Gym Towels	7,500	1,875	0	1,875
Housekeeping Operating	40,000	10,000	15,269	(5,268)
ID & Access Cards	16,000	4,000	0	4,000
Marketing & Promotions	3,012	753	0	753
Member & Guest Supplies	14,462	3,616	0	3,615
Merchandise Retail	6,200	1,550	0	1,550
Office Supplies	8,460	2,115	0	2,115
Postage & Delivery	300	75	0	75
Uniforms & Laundry	750	187	0	188
Total Operating Expense	500,148	125,037	90,213	34,825
Parks & Recreation				
After School Program	4,100	1,025	0	1,025
Camps	15,000	3,750	0	3,750
Continuing Education - CPR	800	200	0	200
Employee - Lifeguards	91,030	22,758	6,061	16,696
Lifeguard Supplies	1,800	450	0	450
Marketing & Promotions	1,550	387	0	387
Youth Programs	1,000	250	0	250
Total Parks & Recreation	115,280	28,820	6,061	22,758
Special Events				
Back to School	3,500	875	0	875
Bartending Events	11,290	2,823	0	2,823
Eggstravaganza	4,000	1,000	0	1,000
Harvest Fest	14,000	3,500	0	3,500
Program Operating	5,000	1,250	0	1,250
Santa Brunch	2,500	625	2,400	(1,775)
Special Events	20,000	5,000	7,617	(2,617)
Sunday Market	1,000	250	0	250
Winter Wonderland	14,500	3,625	0	3,625
Total Special Events	75,790	18,948	10,017	8,931
Total Expenditures	867,873	216,968	138,375	78,594
Total Excess of Revenues Over(Under) Expenditures	0	0	(27,763)	(27,763)
Fund Balance, Beginning of Period	0	0	64,075	64,075
Total Fund Balance, End of Period	0	0	36,312	36,312

See Notes to Unaudited Financial Statements

Harbor Bay Community Development District

Statement of Revenues and Expenditures

As of 12/31/2025

(In Whole Numbers)

	Year Ending 09/30/2026 <u>Annual Budget</u>	Through 12/31/2025 <u>YTD Budget</u>	Year To Date 12/31/2025 <u>YTD Actual</u>	<u>YTD Variance</u>
Revenues				
Interest Earnings				
Interest Earnings	7,500	1,875	2,219	344
Other Misc. Revenues				
Boat Registrations	12,000	3,000	2,699	(301)
Boat Renewals	5,000	1,250	4,000	2,750
Total Revenues	<u>24,500</u>	<u>6,125</u>	<u>8,918</u>	<u>2,793</u>
Expenditures				
Other Physical Environment				
Canal Inspections	1,200	300	0	300
Harbor Patrol	30,000	7,500	7,723	(223)
Navigational Post & Sign Repairs	22,000	5,500	0	5,500
Save the Manatees	50,000	12,500	0	12,500
Total Other Physical Environment	<u>103,200</u>	<u>25,800</u>	<u>7,723</u>	<u>18,077</u>
Total Expenditures	<u>103,200</u>	<u>25,800</u>	<u>7,723</u>	<u>18,077</u>
Total Excess of Revenues Over(Under) Ex- penditures	<u>(78,700)</u>	<u>(19,675)</u>	<u>1,195</u>	<u>20,870</u>
Total Other Financing Sources(Uses)				
Carry Forward Fund Balance				
Carry Forward Fund Balance	78,700	78,700	0	(78,700)
Total Other Financing Sources(Uses)	<u>78,700</u>	<u>78,700</u>	<u>0</u>	<u>(78,700)</u>
Fund Balance, Beginning of Period	<u>0</u>	<u>0</u>	<u>214,649</u>	<u>214,649</u>
Total Fund Balance, End of Period	<u>0</u>	<u>59,025</u>	<u>215,844</u>	<u>156,819</u>

**Harbor Bay CDD
Investment Summary
December 31, 2025**

<u>Account</u>	<u>Investment</u>	<u>Balance as of December 31, 2025</u>
Florida Fixed Income Trust	Local Government Investment	\$ 2,809,153
	Total General Fund Investments	\$ 2,809,153
Florida Fixed Income Trust	Local Government Investment	\$ 2,905,213
	Total General Reserve Fund Investments	\$ 2,905,213
US Bank Series 2019 Reserve	First American Government Obligation Fund Class Y	\$ 931,008
US Bank Series 2019 Revenue	First American Government Obligation Fund Class Y	1,751,913
US Bank Series 2019A-1 Prepayment	First American Government Obligation Fund Class Y	433
US Bank Series 2019A-2 A1 Prepayment	First American Government Obligation Fund Class Y	532
US Bank Series 2019A-2 A2 Prepayment	First American Government Obligation Fund Class Y	211
	Total Debt Service Fund Investments	\$ 2,684,097
Florida Fixed Income Trust	Local Government Investment	\$ 208,521
	Total Evergreen Fund Investments	\$ 208,521

FirstService Financial, an affiliate by ownership to your management company Rizzetta & Company, provides banking solutions exclusively to clients of Rizzetta & Company. FirstService Financial receives a monthly administration fee from partner financial institutions for our assistance with the development, placement, service, and maintenance of our banking programs without impacting the interest our clients earn on their funds. The monthly administration fee varies as it is negotiated with each participating financial institution.

**Harbor Bay Community Development District
Summary A/R Ledger
From 12/01/2025 to 12/31/2025**

Fund_ID	Fund Name	Customer	Invoice Number	AR Account	Date	Balance Due	
815, 192	815-001	815 General Fund	Hillsborough County Tax Collec- tor	AR00003098	12110	10/01/2025	601,507.55
Sum for 815, 192							601,507.55
815, 196	815-200	815 Debt Service Fund S2019	Hillsborough County Tax Collec- tor	AR00003098	12110	10/01/2025	238,181.89
Sum for 815, 196							238,181.89
Sum for 815							839,689.44
Sum Total							839,689.44

See Notes to Unaudited Financial Statements

**Harbor Bay Community Development District
Summary A/P Ledger
From 12/01/2025 to 12/31/2025**

Fund Name	GL posting date	Vendor name	Document number	Description	Balance Due
815, 190					
815 Mira Bay Enterprise Fund	12/01/2025	AlSCO, Inc.	LTAM1110426	Housekeeping Supplies 12/25	108.00
815 Mira Bay Enterprise Fund	12/01/2025	Aroma Coffee Service Inc.	0022628150	Coffee 12/25	95.95
815 Mira Bay Enterprise Fund	12/01/2025	Aroma Coffee Service Inc.	0223183420	Coffee 11/25	218.85
815 Mira Bay Enterprise Fund	12/01/2025	Aroma Coffee Service Inc.	0223187960	Coffee Supplies 12/25	1,545.47
815 Mira Bay Enterprise Fund	12/01/2025	Cheney Brothers, Inc.	06-929766440	Supplies 12/25	618.56
815 Mira Bay Enterprise Fund	12/01/2025	Cheney Brothers, Inc.	06-929766440	Supplies 12/25	111.31
815 Mira Bay Enterprise Fund	12/01/2025	Cheney Brothers, Inc.	06-929766440	Supplies 12/25	104.90
815 Mira Bay Enterprise Fund	12/01/2025	Cintas Corporation	4254382338	Housekeeping 12/25	416.72
815 Mira Bay Enterprise Fund	12/01/2025	Cintas Corporation	4255128849	Supplies 12/25	1,145.41
815 Mira Bay Enterprise Fund	12/01/2025	Cintas Corporation	1906062381	Supplies 12/25	320.00
815 Mira Bay Enterprise Fund	12/01/2025	Cintas Corporation	4250633575	Housekeeping 11/25	1,287.17
815 Mira Bay Enterprise Fund	11/01/2025	Southern Glazers Wine and Spirits, LLC	1004496669 ACH	wine 11/25	264.00
Sum for 815, 190					6,236.34
815, 191					
815 Evergreen Fund	12/01/2025	Off Duty Management, Inc	INV294958	Off Duty - Scott Jones 12/25	309.15
Sum for 815, 191					309.15
815, 192					
815 General Fund	12/01/2025	Accurate Drilling Solutions, LLC	17378	Installation 12/25	660.00
815 General Fund	11/01/2025	Blue Water Aquatics, Inc.	34550	Pond/Roadway Treatment 11/25	3,640.00
815 General Fund	12/01/2025	Blue Water Aquatics, Inc.	34797	Fountain Maintenance 12/25	1,033.66
815 General Fund	11/01/2025	Blue Water Aquatics, Inc.	34551	Fountain Repair 11/25	1,033.66
815 General Fund	12/01/2025	Blue Water Aquatics, Inc.	34796	Pond/Roadway Treatment 12/25	3,640.00
815 General Fund	12/01/2025	Core Empire, LLC	329	Pressure Wash 12/25	2,200.00
815 General Fund	12/01/2025	Culligan Water Conditioning	5102934	Ice 01/01/26-01/31/26	69.00
815 General Fund	12/01/2025	Daniel Leventry	DL121825	Board of Supervisor Meeting 12/18/25	200.00
815 General Fund	12/01/2025	Dean Walters	DW121825	Board of Supervisor Meeting 12/18/25	200.00
815 General Fund	12/01/2025	Envera Systems	763543	Add Res as of 12/25	37.08
815 General Fund	12/01/2025	Frontier Communications of FL	23910000510317205	Phone/Internet/Cable 12/25	5,143.87
815 General Fund	12/01/2025	Giella Designs, LLC	12295	Holiday Decor - Final 12/25	9,000.00
815 General Fund	12/01/2025	Hillsborough County Board of County Commissioners	2025005757	Fire Inspection 12/25	60.00
815 General Fund	12/01/2025	Hillsborough County BOCC	7788800000-121925	736 Manns Harbor Dr 11/25	69.96
815 General Fund	12/01/2025	Hillsborough County BOCC	6542900000-121925	5231 Point Harbor Ln 11/25	72.93
815 General Fund	12/01/2025	Hillsborough County BOCC	4432900000-121925	751 Manns Harbor Dr 11/25	95.25
815 General Fund	12/01/2025	Hillsborough County BOCC	9406800000-121925	107 Manns Harbor Dr 11/25	2,610.15
815 General Fund	12/01/2025	Hillsborough County BOCC	5432900000-121925	5325 Fishersound Ln 11/25	50.25
815 General Fund	12/01/2025	Hillsborough County BOCC	1779718759-121925	5248 Admiral Pointe 11/25	334.65
815 General Fund	12/01/2025	Hillsborough County	3432900000-121925	5332 Loon Nest Ct	45.31

**Harbor Bay Community Development District
Summary A/P Ledger
From 12/01/2025 to 12/31/2025**

Fund Name	GL posting date	Vendor name	Document number	Description	Balance Due
815 General Fund	12/01/2025	BOCC Lee Te Kim Lawn Care & Nursery	DEC 06831	11/25 Turfgrass Maintenance 12/25	23,601.67
815 General Fund	12/01/2025	Lee Te Kim Lawn Care & Nursery	DEC 06829	Landscape Maintenance 12/25	41,166.66
815 General Fund	12/01/2025	Lee Te Kim Lawn Care & Nursery	DEC 06830	Water Use Permit 12/25	500.00
815 General Fund	12/01/2025	Lee Te Kim Lawn Care & Nursery	DEC 06833	Maintenance - Park Square 12/25	15,000.00
815 General Fund	12/01/2025	Lee Te Kim Lawn Care & Nursery	DEC 06832	Irrigation Maintenance 12/25	5,166.67
815 General Fund	12/01/2025	Lighthouse Engineering Inc., dba LHE	32	Engineering Services 12/25	5,875.00
815 General Fund	12/01/2025	LLS Tax Solutions, Inc.	003886	Arbitrage Services S2019 09/25	500.00
815 General Fund	12/01/2025	Main Gate Enterprises, Inc.	36970	Service Call 12/25	230.57
815 General Fund	12/01/2025	Main Gate Enterprises, Inc.	36996	Service Call 12/25	225.00
815 General Fund	12/01/2025	Miguel Rodriguez	MR121825	Board of Supervisor Meeting 12/18/25	200.00
815 General Fund	12/01/2025	Persson, Cohen & Mooney, P.A.	6617	Legal Services 12/25	21,311.02
815 General Fund	12/01/2025	Phenomenal Exercise Equipment Repair Services, Inc.	246792	Equipment Maintenance 12/25	145.00
815 General Fund	12/01/2025	Phenomenal Exercise Equipment Repair Services, Inc.	246802	Equipment Maintenance 12/25	583.37
815 General Fund	12/01/2025	Steve Finley	SF121825	Board of Supervisor Meeting 12/18/25	200.00
815 General Fund	12/01/2025	Timothy Nargi	TN121825	Board of Supervisor Meeting 12/18/25	200.00
815 General Fund	12/01/2025	Triangle Pool Service	000113635014-13	Sulfuric Acid 12/25	360.00
815 General Fund	12/01/2025	Triangle Pool Service	5293808	Chlorine & Sulfuric Acid 12/25	342.50
815 General Fund	12/01/2025	Triangle Pool Service	5293945	Chlorine & Sulfuric Acid 12/25	362.50
815 General Fund	12/01/2025	USA Services of Florida, LLC	FL12283468	Sweeping - Mira Bay 12/25	1,084.96
815 General Fund	12/01/2025	USA Services of Florida, LLC	FL12283736	Sweeping - Mira Bay 12/25	1,084.96
815 General Fund	12/01/2025	Wells Fargo Vendor Financial Services, LLC	5037145537	Contract 450-0078530-000 12/25	125.15
Sum for 815, 192					148,460.80
Sum for 815					155,006.29
Sum Total					155,006.29

Harbor Bay Community Development District
Notes to Unaudited Financial Statements
December 31, 2025

Balance Sheet

1. Trust statement activity has been recorded through 12/31/25.
2. See EMMA (Electronic Municipal Market Access) at <https://emma.msrb.org> for Municipal Disclosures and Market Data.
3. For presentation purposes, the Reserves are shown in a separate fund titled Reserve Fund.

Summary A/R Ledger – Payment Terms

4. Payment terms for landowner assessments are (a) defined in the FY25-26 Assessment Resolution adopted by the Board of Supervisors, (b) pursuant to Florida Statutes, Chapter 197 for assessments levied via the county tax roll.

Summary A/R Ledger – Subsequent Collections

5. General Fund – Payment for Invoice AR00003098 in the amount of \$108,274.84 was received in January 2026.
6. Debt Service Fund 200 – Payment for Invoice AR00003098 in the amount of \$42,874.13 was received in January 2026.