



Rizzetta & Company

Highlands Community Development District

**Board of Supervisors' Meeting
December 13, 2022**

www.highlandscdd.com

December 6, 2022

**Board of Supervisors
Highlands Community
Development District**

FINAL AGENDA

Dear Board Members:

The meeting of the Board of Supervisors of the Highlands Community Development District will be held on **Tuesday, December 13, 2022, at 6:00 p.m.** at the Ayersworth Glen Clubhouse, 11102 Ayersworth Glen Blvd., Wimauma, FL 33598. The following is the final agenda for this meeting:

- 1. CALL TO ORDER / ROLL CALL**
- 2. SPECIAL BUSINESS ITEMS**
 - A. Presentation of Oath of Office Tab 1
 - B. Consideration 2023-02, Re-designating the Officers Tab 2
- 3. STAFF REPORTS**
 - A. Review of Vendor Maintenance Reports
 1. Aquatics Inspection Report Tab 3
 2. Landscape Inspection Report Tab 4
 3. Irrigation Report
 4. Landscape Report
 - B. District Counsel
 - C. District Engineer
 - D. District Manager
 - E. Clubhouse Manager
 1. Review of Clubhouse Manager Report..... Tab 5
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors' Regular Meeting held on November 8, 2022 (Under Separate Cover)
 - B. Consideration of Operations & Maintenance Expenditures for September 2022 (Under Separate Cover)
- 5. BUSINESS ITEMS**
 - A. Consideration of security camera proposal Tab 6
- 6. AUDIENCE COMMENTS**
- 7. SUPERVISOR REQUESTS**
- 8. ADJOURNMENT**

I look forward to seeing you at the meeting. In the meantime, if you have any questions, or to obtain a copy of the full agenda, please do not hesitate to contact me at (813) 533-2950, jgoldyn@rizzetta.com, or Kristee Cole at kcole@rizzetta.com.

Sincerely,

Jennifer Goldyn

Jennifer Goldyn
District Manager

Tab 1

**HIGHLANDS COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
OATH OF OFFICE**

I, _____, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF THE HIGHLANDS COMMUNITY DEVELOPMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND THE STATE OF FLORIDA.

Signature

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH

On this _____ day of _____, 20____, sworn to (or affirmed) and subscribed before me by means of ____ physical presence or ____ online notarization, to me well known and known to me to be the person described herein, and who took the aforementioned oath as a Board Member of the Board of Supervisors of Highlands Community Development District and acknowledged to and before me that they took said oath for the purposes therein expressed.

Notary Public
STATE OF FLORIDA

My commission expires on:

Tab 2

RESOLUTION 2023-02

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
HIGHLANDS COMMUNITY DEVELOPMENT DISTRICT DESIGNATING
THE OFFICERS OF THE DISTRICT AND PROVIDING FOR AN
EFFECTIVE DATE**

WHEREAS, the Highlands Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Hillsborough County, Florida; and

WHEREAS, the Board of Supervisors of the District desires to designate the Officers of the District.

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

Section 1. _____ is appointed Chairperson.

Section 2. _____ is appointed Vice Chairperson.

Section 3. _____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

Section 4. This Resolution shall become effective immediately upon its

adoption. **PASSED AND ADOPTED this 13th day of December, 2022.**

**HIGHLANDS COMMUNITY
DEVELOPMENT DISTRICT**

ATTEST:

Chair / Vice Chair

Secretary / Asst. Secretary

Tab 3



Highlands Community Development District

Waterway Inspection Report

Reason for Inspection:
Quality Assurance

Inspection Date:
11/14/2022

Prepared for:
Highlands
Community Development District

Prepared by:
Tom Donaghy, Field Service Manager
&
Doug Agnew, Senior Environmental Consultant

www.AdvancedAquatic.com
lakes@advancedaquatic.com

292 S. Military Trail, Deerfield Beach, FL 33442
Locations in: Deerfield Beach, Fort Myers, Port St. Lucie, and Clearwater/Tampa
1-800-491-9621



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Site Assessments

Pond 1

Comments:

Site Looks Good

Pond responding very well to recent systemic treatments for Slender Spikerush.



Pond 2

Comments:

Site Looks Good

Very clean edge at shoreline being maintained by Landscape Company.



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lakes@advancedaquatic.com

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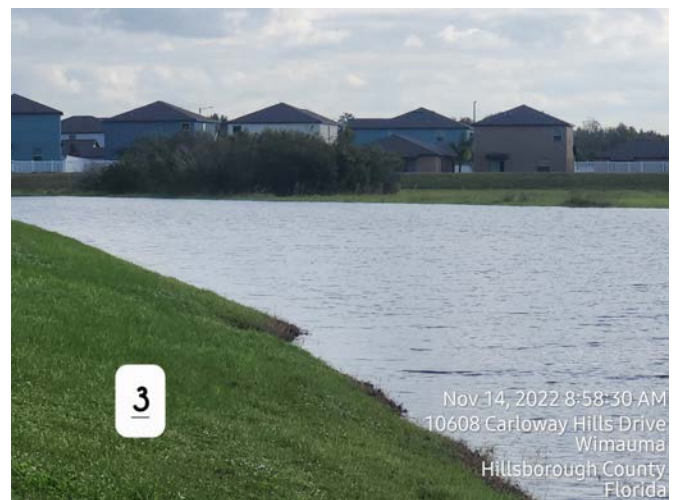
Site Assessments

Pond 3

Comments:

Site Looks Good

Trace amount of Torpedograss observed and treated.



Pond 4

Comments:

Site Looks Good

Looks great - beneficial native aquatic plant species are robust & healthy!

Minor amount of Torpedograss and Pennywort observed and treated.



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Site Assessments

Pond 5

Comments:

Normal Growth Observed

Looks great - beneficial native aquatic plant species are robust & healthy!

Pond responding well to recent systemic treatments for Slender Spikerush.



Pond 6

Comments:

Site Looks Good

Trace amount of Algae observed and treated.

Very clean edge at shoreline being maintained by Landscape Company.



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Site Assessments

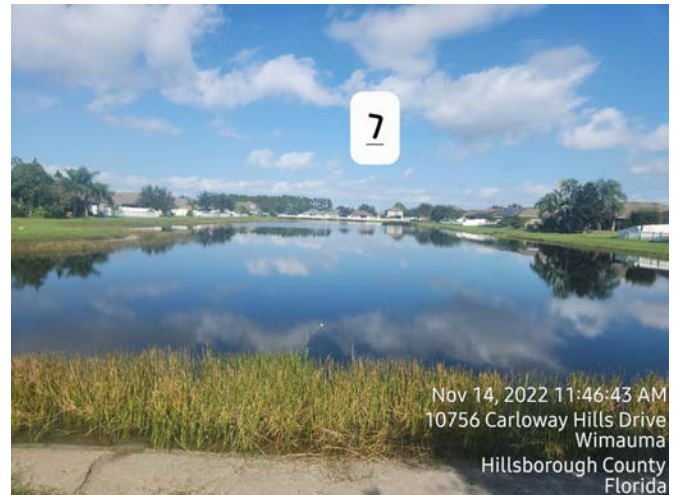
Pond 7

Comments:

Site Looks Good

Looks great - beneficial native aquatic plant species are robust & healthy!

Minor amount of Torpedograss observed and treated.

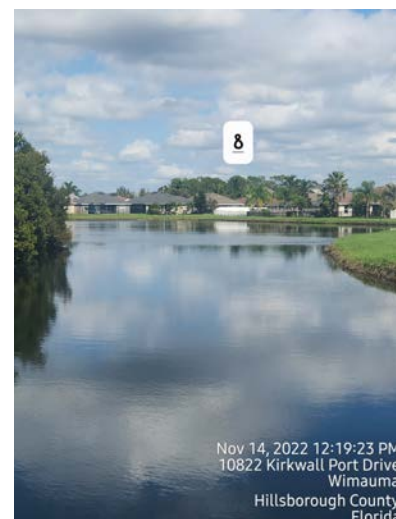


Pond 8

Comments:

Site Looks Good

Trace amount of Torpedograss observed and treated.



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Site Assessments

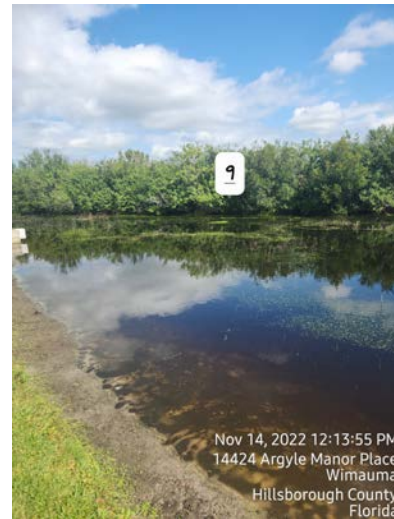
Pond 9

Comments:

Treatment In Progress

Trace amounts of Pennywort and duck weed observed and treated.

Water level down approximately 2 feet below normal.



Pond 10

Comments:

Normal Growth Observed

Looks great - beneficial native aquatic plant species are robust & healthy!

Minor amount of Torpedograss and Pennywort observed and treated.



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Site Assessments

Pond 11

Comments:

Normal Growth Observed

Moderate amounts of beneficial native aquatic plant species are growing.

Minor amount of Torpedograss and Pennywort observed and treated.



Pond 12

Comments:

Site Looks Good

Trace-moderate amounts of beneficial native aquatic plant species are growing.

Minor amount of algae observed and treated.



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Site Assessments

Pond 13

Comments:

Site Looks Good

Trace amount of Algae observed and treated.
Very clean edge at shoreline being maintained by
Landscape Company.



Pond 14

Comments:

Treatment In Progress

Moderate Algae bloom observed and treated.



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Site Assessments

Pond 15

Comments:

Site Looks Good

Cloes up photo indicates that pond is responding well to recent systemic treatments for Slender Spikerush.

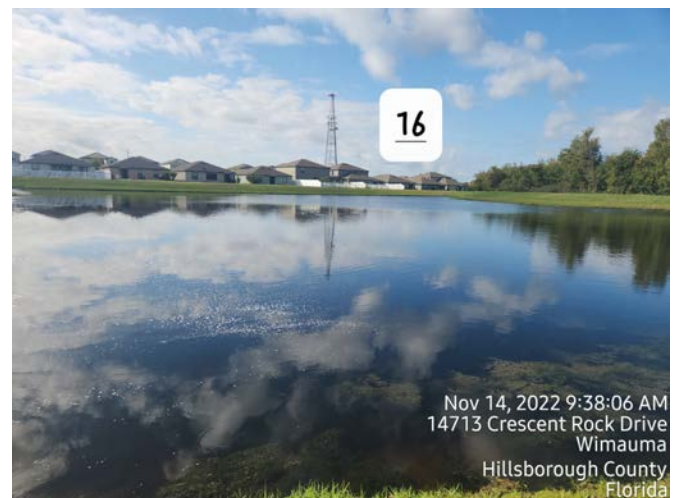


Pond 16

Comments:

Normal Growth Observed

Observed and treated trace amounts of algae.



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Site Assessments

Pond 17

Comments:

Site Looks Good

Minor amount of Torpedograss and Pennywort observed and treated.

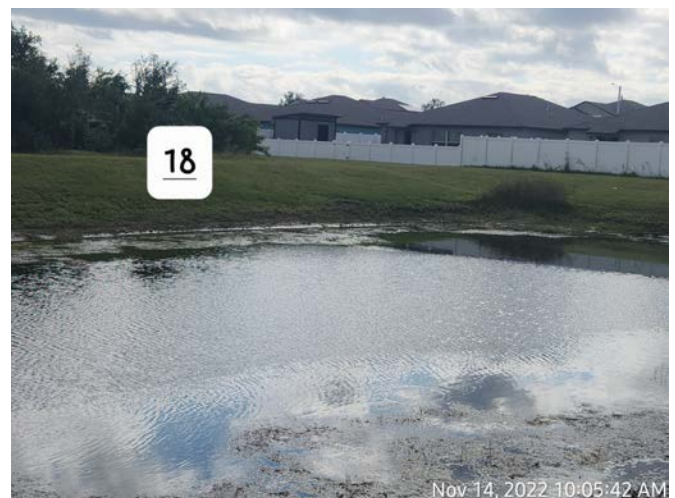


Pond 18

Comments:

Treatment In Progress

Pond responding well to recent systemic treatments for Slender Spikerush and algae.



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Site Assessments

Pond 19

Comments:

Normal Growth Observed

Trace amounts of Algae and Torpedograss observed and treated.



Pond 20

Comments:

Treatment In Progress

25' band around pond perimeter is continuing to be treated.



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lakes@advancedaquatic.com

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Map



Tab 4

HIGHLANDS CDD

LANDSCAPE INSPECTION REPORT



November 15, 2022

Rizzetta & Company

Bryan Schaub – Landscape Specialist



Rizzetta & Company
Professionals in Community Management

Upcoming, Balm Entrance & AGB

General Updates, Recent & Upcoming Maintenance Events

Yellowstone to develop a mowing and detail map with sections to be serviced by week.

There were fertilization events for beds, palms and turf.

Vendors, please refer to the item # in your responses listing action already taken or anticipated time of completion. Black indicates **Yellowstone** Landscaping. Red text indicates a landscaping deficient item from previous report. **Bold Red text** indicates a landscaping item deficient for more than a month. Green text indicates a requested proposal. Blue indicates **Ballenger & Co.** Irrigation.

1. At the Balm entrance, remove the old Annual Flowers and prep beds for new rotation.
2. At the Balm entrance monument, the replacement Podocarpus have been replaced. They look healthy. (Pic 2)
6. In the west ROW of AGB, remove several dead branches that are hung up in the mature Live Oaks.
7. In the beds along AGB, the weeds have been sprayed. Remove all dead material & detail them. (Pic 7)



3. In the south ROW of Balm, prune all plant material contacting the fencing and restake tipped trees.
4. At the Balm entrance islands, new plants have been installed near the water features.
5. In the median island just south of the Balm entrance, there is a dead Ornamental Grass unit. Remove and treat the nearby Ornamental Grasses.
8. Yellowstone to have all cutbacks on any overgrowing natural areas that are encroaching on maintained areas and pond banks scheduled and/or completed by the end of April.
9. **Along all of AGB, remove all vines in the beds, on the hedge and on the wall.**
10. In the same area, diagnose and treat the Viburnum hedge as they have webbing.

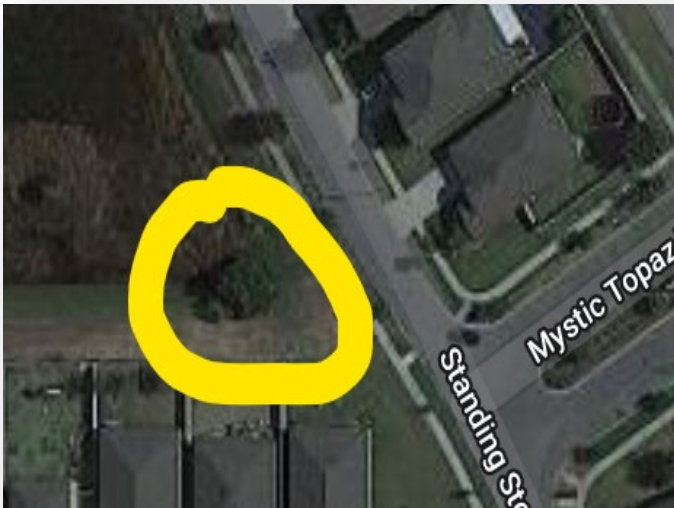


AGB, Mystic Topaz & Standing Stone

11. At the Stonegate entrance island, remove all Witches Broom from the Ornamental Grasses. (Pic 11)



12. Clear out under brush and line trim this area and all other similar areas. (Pic 12)



13. At the corner of the courts, remove the Ligustrum stump.
14. Remove all tall grasses in the Viburnum hedge by hand pulling.
15. Remove all stumps and root balls from trees tipped in the hurricanes.
16. Along AGB, diagnose and treat the stressed and thinning Viburnum hedges.
17. Property-wide, treat all active ant mounds.

18. Along AGB, there are areas of turf that are chlorotic and thinning. Correct.

19. In the north ROW of AGB between Haddon Mist & Barley Field, remove weeds from beds along the wall. (Pic 19)



20. Property-wide, remove all suckers from the Live Oaks & Magnolias.

21. All natural areas throughout the property, including those near 11036 Standing Stone are encroaching and need to be pushed back several feet. Please provide a plan of action to take care of this.

22. At the Highland Courte entrance in both ROWs & median, detail the beds including weeding.

23. Remove all dead plant units at all neighborhood entrances.

24. The recently installed Viburnum along AGB, are still struggling and dying. Correct this.

25. Along the AGB, during the pruning rotations prune Viburnum to achieve an even elevation & let them gain height in a controlled manner.

26. Property-wide, remove any dead Sago palms and develop possible replacement strategies, including bed to turf ratios.



AGB, 301 Entrance, Haddon Mist & Sumner

27. In the north ROW of AGB at the 301 entrance, schedule a rotation to prune the Ornamental Grasses and remove the strapping from the Crape Myrtles. (Pic 27)



28. At the 301 entrance, hold off on installing any new plants until the accident damage is repaired.

29. In the south ROW of AGB at the 301 entrance on the back side of the pond, remove all plant material contacting the fencing.

30. At the Highland Chase entrance, weed all beds.

31. On Haddon Mist behind the Amenities Center, there is a medium sized Live Oak that tipped over in the storm and should be removed.

32. In the south corner of Crescent Rock & Haddon Mist and along Haddon Mist, Crescent Rock & Carloway Hills, there are trees that need to be staked. Any that will not recover, remove. (Pic 32 >)

33. At all common areas on Carloway Hills & Crescent Rock, detail the tree rings, with weeding and setting strong bed lines. In some areas, the tree rings are non-existent.

34. Property-wide, treat all joint crack weeds.

35. Diagnose & treat the Magnolias along Crescent Rock between 14619 & 14716 Crescent Rock. They are thinning and have continuous leaf drops.

36. Please, mow ponds on a regular schedule and keep mowing the taller grasses that have been missed by the previous vendor, especially along natural areas.

37. In the common areas in the north ROWs of Carloway Hills & Crescent Rock, there are declining/dead Magnolias & Live Oaks. They are by the sidewalk in a turf area and the others are at the mail kiosks. Diagnose and treat. Re-stake any trees that have been tipped over in the high winds.

38. At the maintained area between Sumner & Kelly Green, mow & trim back overgrowing plant material.

39. Major turf issues along Sumner Rd, at the Stonepark monument and entrance, and along Misty Moss. These areas have been infested with chinch bugs & have never been treated. There is some improvement. Treat the weeds.

40. In the new phase, remove all tree stakes, remove strapping/re-strap as necessary & create tree rings.



Amenities Center & Sumner

41. In the new phase schedule maintenance rotations for the dry season to cut back all overgrowing plant material encroaching on maintained areas.
42. At Kelly Greene & Sumner in the outbound ROW by the mail kiosk, remove all suckers from the Ornamental Trees.
43. In the same area, hard prune the Loropetalum to improve line of sight for the signage.
44. There was construction/maintenance at the Amenities Center so there was no inspection. I will monitor this area on a later visit.



Tab 5

Monthly Manager's Report – Highlands CDD 11/1/2022



**Highlands CDD
Ayersworth Glen
11102 Ayersworth Glen Blvd.
Wimauma, FL 33598
813-633-3322**

Operations/Maintenance Updates for: November 2022

- Assisted 10 residents with access cards for amenities.
- Added 10 residents to email list.
- Completed Community drive thru Review weekly.
- Community Yard Sale took place November 5th
- Amenities were temporarily closed due to Tropical Storm Nicole. Removed all pool furniture and followed all other closing procedures for safety precautions.
- The shingle repair on the outside pool area cabana was completed by Shingle Masters.
- Gladiator pressure washing completed the pool deck and the front clubhouse entrance.
- Giella Designs began installing Christmas Decorations for both community entrances, all monuments, and clubhouse interior and exterior.
- The chain ladders on the playground slide set have been removed by maintenance for safety reasons. We have already begun the process of replacing the ladders.
- The Hillsborough County pool inspection has been completed. The clubhouse pool passed the inspection with zero violations.
- Local Fences continued the installation of the dog park apparatuses. We are still awaiting installation of the benches at the dog park.
- Staff began taking on clubhouse cleaning duties as Jan Pro are no longer performing the cleaning.
- Marc Security performed regular security duties.
- Performed regular maintenance duties daily
- Reorganized pool furniture daily after residents have vacated pool area
- Cleaned around dumpster enclosure.
- Cleaned pool deck.
- Cleaned pool furniture.



Rizzetta & Company

Projected Projects

- Blvd repair by county – pending repair.

Vendor That Made a Site Visit or Performed a Service

- **Advanced Aquatic**
- **Yellowstone**
- **Aqua Sentry**
- **Jan Pro**
- **Ballenger**

Upcoming Events

Christmas event 12/10/22

Board of Supervisor's Requests & Updates

- **Board Requests**
 - . Trash on boulevard is being tended to daily.
 - Trash at pool being changed a couple times a day to keep flies away from pool area.
 - Parking lot Dumpster being sprayed with repellant to deter flies.

Resident Requests

- Dips and condition of Blvd. – County inspected and transferred to Stormwater for TV inspection – pending county to start repairs.



Rizzetta & Company

Tab 6



A Security & Technology Company

Highlands CDD Camera Add

Highlands CDD

11102 Ayersworth Glen Blvd
Wimauma, FL 33598

Prepared by:

Christopher Beck
Client Services Manager
chrisb@mysecuriteam.com
813-930-7899

Why Securiteam

At Securiteam, we challenge conventional thinking in everything we do. We believe that thinking differently inspires innovation and creativity, enabling us to design and create innovative customized security and technology solutions that are durable, reliable, and user friendly.

We pride ourselves on our responsiveness, attention to detail, and customer service. We listen to your needs, collaborate ideas, and work to develop unique value-added solutions that meet today's most demanding requirements.

About Us

We are a Premier Security Solutions & Technology Integration Company Founded in 2005

Nationally recognized as a 2022 Top-100 Systems Integrator by SDM Magazine

Created our Proprietary Virtual Security Guard Service in 2012

We Customize State-of-the-Art Solutions that meet YOUR Specific Needs

Licensed, Bonded, Insured, and State Certified Security & Alarm Contractor

Customer-Centric Business Culture Providing YOU with Exceptional Customer Service

Industry Leading A+ Better Business Bureau Rating and a 4.9 Google Rating

Panasonic Diamond Level Security Solutions Provider

What We Do

- Access Cards & Fobs
- Access Control Systems
- AV Systems
- Electronic Meeting Room Scheduler
- Digital Signage
- Guest Wi-Fi
- Low Voltage Cabling
- Music & Sound Distribution
- Monitored Surveillance Systems
- Security Systems
- Surveillance Systems
- Virtual Security Guard Service



Summary of Qualifications

Securiteam, Inc.

- Securiteam's main office and monitoring center is in Tampa, FL
- Licensed, Bonded, Insured and State Certified Security and Fire Alarm Contractors
- \$2 Million Liability Insurance policy
- A+ rating by the BBB
- 24/7/365 live tech support
- Listed in the top 100 Security Integrator's in the country

Key Personnel

Rob Cirillo – Founder & CEO

- 25+ Years of electronic security industry experience including regional management positions.
- Licensed to design and install Security and Fire Alarm Systems in FL, MA, & ME
- Automatic Fire Alarm Association Trained and Certified

Frank Prete – Vice President

- 25+ Years technical industry experience
- Certified for Burglar Alarm and Fire Alarm Installations

Technical Team

- 25+ Years technical industry experience

Office Personnel

- Nisha Sevilla – Office Manager – 5+ years of experience

Advanced Analytics & Surveillance



Through industry leading partnerships and innovative design, Securiteam provides true preventative protection using advanced AI Technology. Video technology is constantly evolving. If you're looking for the highest resolution, intelligent analytics, professional design, or knowledgeable staff, Securiteam can provide the best solution to meet your needs. We partner with companies to provide class leading, innovative solutions through smarter object detection (Vehicle or person), advanced, pattern-based video searches, and self-learning analytics. The technologies used include better scenario-based alerts like intrusion, loitering, and unusual activity detection. Securiteam leads the way by providing the best technologies through strategic partnerships.

Better-Than-Guard Level Security a Fraction of the cost

When Human presence is detected in an authorized area, the signal is sent to our state-of-the-art remote video monitoring center. Once the activity is verified by the remote officer, your custom predefined action plan is implemented which may include a live voice to the premises. The best part is that our cameras do not sleep, take breaks call out sick or ever get distracted.



Limit False Alarms and Save Storage



Using scene adaptive intelligence and varied analytical profiles, Advanced analytics reduce remote and local guard costs by eliminating most nuisance alarms that occur with conventional video motion detection. Simply put, our partners technologies can identify the difference between a person, a bird and windblown leaves where simple video motion cannot.

Highlands CDD
Highlands CDD Camera Add

Cabana Camera Add

\$5,590.15

| | | |
|-----|---|---|
| 13 | 1 | PVC Conduit - 10FT |
| 1 | | Avigilon 3.0 MP WDR Day Night Outdoor Dome 3.1-8.4mm |
| 0.2 | | 23 AWG 4 Pair Non-Shielded Non-Plenum Category 6 Black Jacket Direct Burial |
| 1 | | Avigilon Control Center Software with Video Analytics 1-Cam |

Project Summary


TOTAL:

\$5,590.15

** Recurring service charges not included in the total install price.*

Product Details

| | |
|--|-----------------------------|
| | 1 PVC Conduit - 10FT |
|--|-----------------------------|

| | |
|---|--|
|  | Avigilon 3.0 MP WDR Day Night Outdoor Dome 3.1-8.4mm The H5SL camera line combines exceptional image quality, efficient bandwidth management and Unusual Motion Detection (UMD) technology to provide a cost-effective video security solution. It is one of our easiest-to-install video cameras, providing you with a simple and flexible security solution. |
|---|--|

| | |
|--|--|
| | Avigilon Control Center Software with Video Analytics 1-Cam The Avigilon Control Center Software uses next generation video analytics to proactively protect your facility. These features include people detection and other rules-based analytics that can identify a threat and send an alert in real-time. Includes 1 license. |
|--|--|

Terms, Scope, & Acceptance

Your satisfaction is important to us, and we plan to exceed your expectations!
This proposal is a complete package, including design, wiring, equipment, installation.

All equipment is warranted by the manufacturers. We guarantee all installation work to be free of defects for a period of one year from installation date. If service is required, we will be happy to provide you with excellent service for your system.

Customer must maintain sufficient insurance to cover property damages or bodily injury for Customer and any of its licensees, invitees or others who are not such licensees, contractors, employees, agents or invitees of Securiteam, Inc. Customer agrees that recovery from Securiteam for any property damage or bodily injury shall be offset by payment from such insurance.

Prices contained in this proposal are valid for 30 days. Any changes to this proposal will be submitted in writing for approval.

To be supplied by others to Securiteam's specifications:

- Municipal permit fees (if applicable)
- A/C power & electrical conduit
- Applicable internet or telephone communications services
- 50% down and balance upon substantial completion

Accepted by _____

Date _____

Securiteam _____

I accept this proposal and authorize the work to be done and accept responsibility for payments due. _____

