

# **HIGHLANDS COMMUNITY DEVELOPMENT DISTRICT**

## **MEETING AGENDA**

**Wednesday, September 17, 2025, at  
6:00 PM Meeting to be held at:**

**Highlands Community Center  
11102 Ayersworth Glen Blvd., Wimauma,  
FL 33598**



313 Campus Street  
Celebration, FL 34747  
(407) 566-1935

# Highlands Community Development District

## Board of Supervisors

Kangelia Baxter, Chairman  
Mark Bouthot, Vice Chairman  
Orlando Echevarria, Assistant Secretary  
Trang Chu, Assistant Secretary

## Staff:

Kristee Cole, District Manager  
Amy Farrington, District Counsel  
Stephen Brletic, District Engineer  
Brittany West, Onsite Manager  
Jason Jaszczak, Advanced Aquatic  
Epi Carvajal, PineLake  
Gail Huff, Sprinkler Solutions

## Final Meeting Agenda Wednesday, September 17, 2025 – 6:00 p.m.

---

1. **Call to Order and Roll Call**
2. **Adoption of the Agenda**
3. **Audience Comments – Three- (3) Minute Time Limit**
4. **Staff Reports**
  - A. District Engineer
  - B. Aquatics Inspection Report.....Page 3
  - C. Field Inspection Report.....Page 16
  - D. Landscape Report
    1. Ratification of Cutback at Pond 5 Proposals .....Page 22
  - E. Irrigation Report.....Page 36
  - F. District Counsel
  - G. District Manager
  - H. Onsite Manager
    1. Monthly Manager’s Report .....Page 37
5. **Business Item**
  - A. Update Regarding Lawsuit for the Pool
  - B. Consideration of IT Security Camera Proposals.....Page 39
  - C. Consideration of Pool Pump Gate Proposals.....Page 73
  - D. Consideration of Field Use for Soccer Club
  - E. Discussion of Replacement Cost for Fobs
  - F. Discussion of Clubhouse Parking Lot Usage.....Page 76
6. **Business Administration**
  - A. Consideration of Minutes from the Meeting held on August 20, 2025 .....Page 77
  - B. Consideration of August 2025 Check Register  
(Under Separate Cover)
7. **Supervisor Requests**
8. **Audience Comments – Three- (3) Minute Time Limit**
9. **Adjournment**

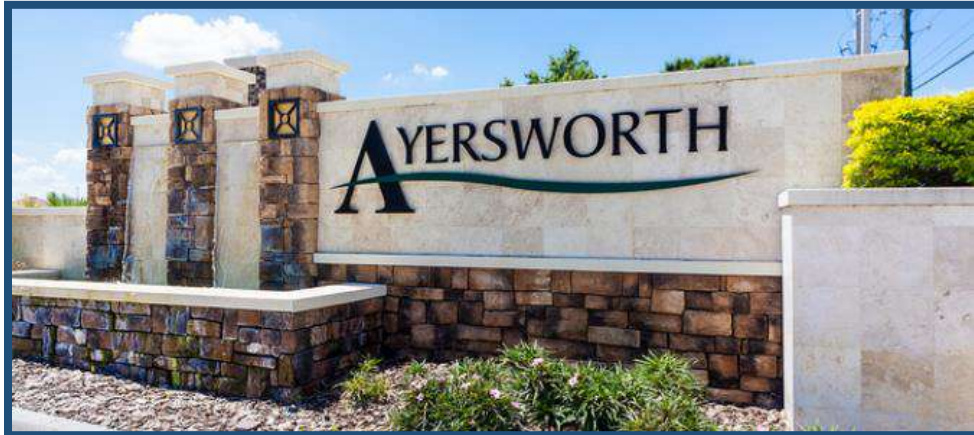
*The next meeting is scheduled for Wednesday, October 15, 2025, at 6:00 p.m.*

## District Office:

313 Campus Street  
Celebration FL 34747  
[www.highlandscdd.com](http://www.highlandscdd.com)

## Meeting Location:

Ayersworth Glen Clubhouse  
11102 Ayersworth Glen Blvd.  
Wimauma, FL 33598



# Highlands Community Development District Waterway Inspection Report

---

**Reason for Inspection:**  
Quality Assurance

**Inspection Date:**  
8/27/2025

**Prepared for:**  
Highlands  
Community Development District

**Prepared by:**  
Jacob Adams, Project Manager & Biologist

[www.AdvancedAquatic.com](http://www.AdvancedAquatic.com)  
[lakes@advancedaquatic.com](mailto: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



## TABLE OF CONTENTS

### Site Assessments

|                   |    |
|-------------------|----|
| Ponds 1-2 .....   | 2  |
| Ponds 3-4 .....   | 3  |
| Ponds 5-6 .....   | 4  |
| Ponds 7-8 .....   | 5  |
| Ponds 9-10 .....  | 6  |
| Ponds 11-12 ..... | 7  |
| Ponds 13-14 ..... | 8  |
| Ponds 15-16 ..... | 9  |
| Ponds 17-18 ..... | 10 |
| Pond 19-20 .....  | 11 |
| Pond 21 .....     | 12 |

|                |    |
|----------------|----|
| Site Map ..... | 13 |
|----------------|----|

[www.AdvancedAquatic.com](http://www.AdvancedAquatic.com)  
[lakes@advancedaquatic.com](mailto: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



## Site Assessments

### Pond 1

#### Comments:

Site Looks Good

Algae and shoreline weeds were previously targeted for treatment and positive results were observed. A trace amount of algae remaining was observed and a follow up treatment will be performed to target the remaining algae. The littoral shelf was also recently treated and positive results were seen.



### Pond 2

#### Comments:

Site Looks Good

Pond 2 looks great. No algae or Slender Spike Rush was observed during today's inspection and past treatments have been effective.

No issues were observed with algae, submersed weeds, or shoreline weeds.



[www.AdvancedAquatic.com](http://www.AdvancedAquatic.com)  
[lakes@advancedaquatic.com](mailto: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





## Site Assessments

### Pond 3

#### **Comments:**

Normal Growth Observed

The algae and Slender Spike Rush were previously treated and positive results were observed in a reduction of both. Only a minimal amount was observed and will continue to be targeted during routine maintenance visits. No issues were observed with shoreline weeds.



### Pond 4

#### **Comments:**

Treatment In Progress

Pond 4 was recently treated by boat for Primrose Willow, Pennywort, Torpedograss, Alligator weed, and algae. Positive results were observed on all of these treatments that were performed.

No issues were seen with new growth of algae, submersed weeds, or shoreline weeds.



[www.AdvancedAquatic.com](http://www.AdvancedAquatic.com)  
[lakes@advancedaquatic.com](mailto: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



## Site Assessments

### Pond 5

#### Comments:

Normal Growth Observed

A minor amount of algae was observed on Pond 5. This new growth will be targeted for treatment during routine maintenance visits. No issues were observed with submersed weeds or shoreline weeds.



### Pond 6

#### Comments:

Site Looks Good

Previous treatments for algae and Slender Spike Rush were effective and have shown great results. The Slender Spike Rush has been completely reduced and algae was not observed on Pond 6 during this visit. No issues were observed on pond 6.



[www.AdvancedAquatic.com](http://www.AdvancedAquatic.com)  
[lakes@advancedaquatic.com](mailto: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



## Site Assessments

### Pond 7

#### Comments:

Normal Growth Observed

Pond 7 looks great overall. Torpedograss treatments in the littoral shelf have shown some positive results. More Torpedograss remains and will continue to be targeted in that area. On the rest of the pond no issues were observed with algae, submersed weeds, or shoreline weeds. Previously performed shoreline weed treatments continue to show positive results.



### Pond 8

#### Comments:

Normal Growth Observed

A minor amount of new algae growth was observed in pond 8. This new growth will be targeted for treatment during the upcoming maintenance visit. No other issues were observed with submersed weeds or shoreline weeds.



[www.AdvancedAquatic.com](http://www.AdvancedAquatic.com)  
[lakes@advancedaquatic.com](mailto: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





## Site Assessments

### Pond 9

#### Comments:

Site Looks Good

Pond 9 looks great. The water level is at a normal level and the invasive growth, while the pond was dry/low, has been fully reduced. No issues were observed with algae, submersed weeds, or shoreline weeds.



### Pond 10

#### Comments:

Normal Growth Observed

A trace amount of algae was observed on Pond 10. This growth will be targeted for treatment during the upcoming visit. No issues were observed with submersed weeds, and shoreline weeds have been recently treated and positive results were observed.



[www.AdvancedAquatic.com](http://www.AdvancedAquatic.com)  
[lakes@advancedaquatic.com](mailto: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



## Site Assessments

### Pond 11

#### Comments:

Site Looks Good

Pond 11 continues to look great. No issues were observed with algae, submersed weeds, or other shoreline weeds. Shoreline weeds were previously treated and positive results were seen.



### Pond 12

#### Comments:

Normal Growth Observed

Minimal algae growth was observed in the littoral shelf area. This will be targeted for treatment. Overall pond 12 looks good and the open water area of the pond looks great. Shoreline weeds were recently treated and positive results were seen. No issues were observed with submersed weeds or shoreline weeds.



[www.AdvancedAquatic.com](http://www.AdvancedAquatic.com)  
[lakes@advancedaquatic.com](mailto: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





## Site Assessments

### Pond 13

#### Comments:

Treatment In Progress

Previous Slender Spike Rush treatments have shown to be effective and positive results were observed. The Slender Spike Rush has been reduced and the remaining amount is decomposing. No other issues were observed with algae or shoreline weeds.



### Pond 14

#### Comments:

Normal Growth Observed

Algae and Slender Spike Rush were treated previously and positive results were seen. There has been a reduction in both of these and only minimal amounts remain. These will continue to be targeted during the next visit. No issues were observed with shore line weeds.



[www.AdvancedAquatic.com](http://www.AdvancedAquatic.com)  
[lakes@advancedaquatic.com](mailto: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



## Site Assessments

### Pond 15

#### Comments:

Normal Growth Observed

The algae on pond 15 has been reduced and only a minor amount remains. This algae will continue to be targeted for treatment. No issues were observed with submersed weeds or shoreline weeds.



### Pond 16

#### Comments:

Normal Growth Observed

Previous treatments for Slender Spike Rush and algae have shown positive results. No issues were observed with algae and only a minimal amount of Slender Spike Rush remain. The remaining amount will be targeted during routine maintenance visits. No other issues were observed with algae or shoreline weeds.



[www.AdvancedAquatic.com](http://www.AdvancedAquatic.com)  
[lakes@advancedaquatic.com](mailto: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





## Site Assessments

### Pond 17

#### **Comments:**

Site Looks Good

Algae and Slender Spike Rush treatments were effective as pond 17 looks great. No issues were observed with algae, submersed weeds, or shoreline weeds.



### Pond 18

#### **Comments:**

Normal Growth Observed

Algae and Slender Spike Rush have both been reduced. Only minor amounts of each remain. These will both continue to be targeted for treatment. No issues were observed with shoreline weeds.



[www.AdvancedAquatic.com](http://www.AdvancedAquatic.com)  
[lakes@advancedaquatic.com](mailto: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



## Site Assessments

### Pond 19

#### Comments:

Normal Growth Observed

A minor amount of Slender Spike Rush was observed on Pond 19. This new growth will be targeted for treatment during the upcoming visits. Shoreline weeds were previously treated and positive results were seen. No issues were observed with algae.



### Pond 20

#### Comments:

Site Looks Good

Pond 20 looks great. Shoreline weeds and Slender Spike Rush were previously treated and positive results were observed. No issues were observed with algae, submersed weeds, or shoreline weeds.



[www.AdvancedAquatic.com](http://www.AdvancedAquatic.com)  
[lakes@advancedaquatic.com](mailto:lakes@advancedaquatic.com)

292 S. Military Trail, Deerfield Beach, FL 33442

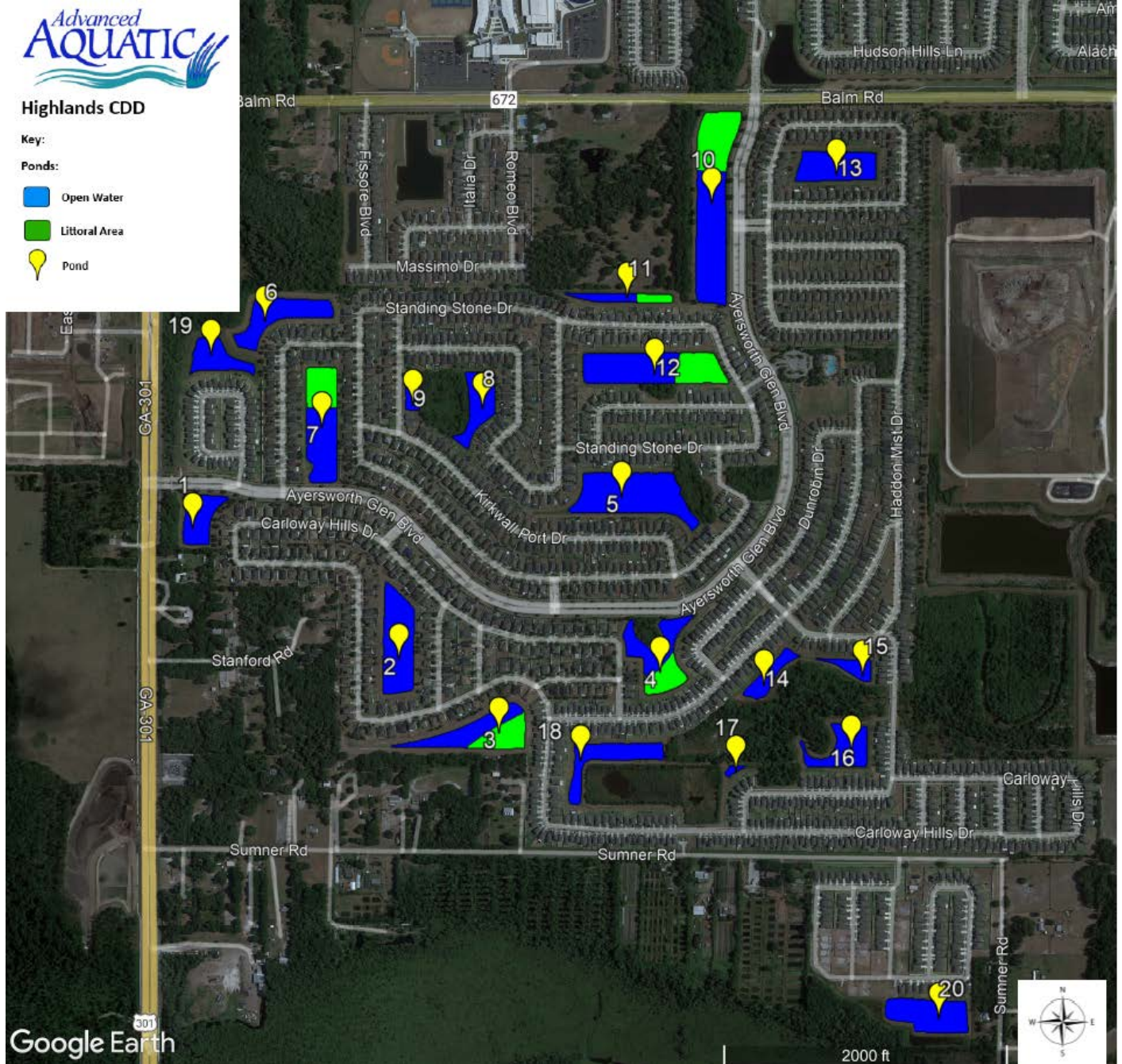
Locations in: Deerfield Beach, Fort Myers, Port St. Lucie, and Clearwater/Tampa  
1-800-491-9621





## Waterway Inspection Report | Page 12

### Map



[www.AdvancedAquatic.com](http://www.AdvancedAquatic.com)  
[lakes@advancedaquatic.com](mailto: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




## Highlands CDD

Tuesday, 26 August 2025

18 Item Identified

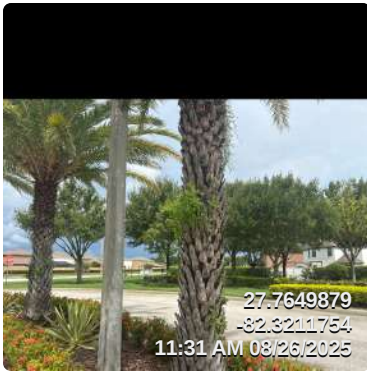
18 Item Incomplete

A handwritten signature in black ink, appearing to read "Jason Liggett".

Jason Liggett

District Field Inspector

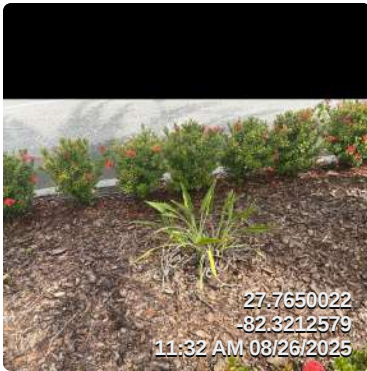




### Item 1

Assigned To: [Pine Lake](#)

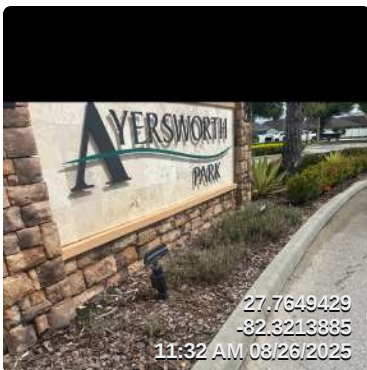
Remove the plant chutes in the Sylvester palms in the center island at the main entrance to the Amenity Center.



### Item 2

Assigned To: [Pine Lake](#)

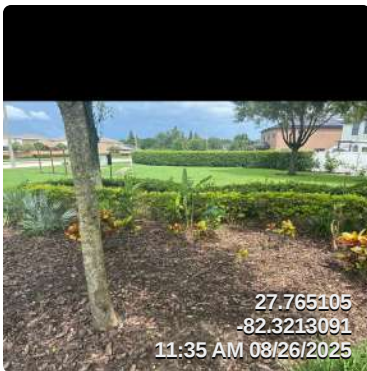
Remove the dead in the Bird of Paradise in the center island at the entrance to the Amenity Center. Improve the vigor in this plant material.



### Item 3

Assigned To: [Pine Lake](#)

Provide a diagnosis for the loss of Blue Daze in the center island at the entrance to the Amenity Center. Does the board want to fill this in?



### Item 4

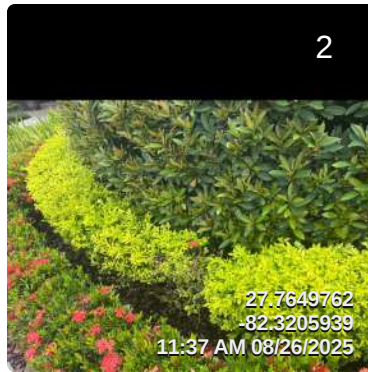
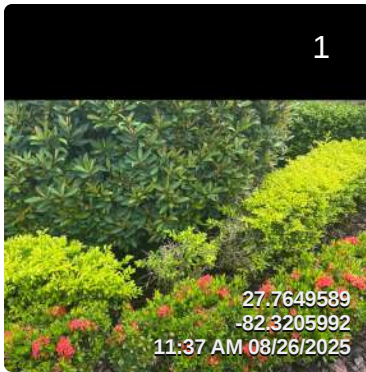
Assigned To: [Board/Pine Lake](#)

Crotons on the outbound side as you leave the Amenity center are struggling. This bed looks to have been filled in at one time. Does the board want proposals to fill this in?

### Item 5

Assigned To: [Pine Lake](#)

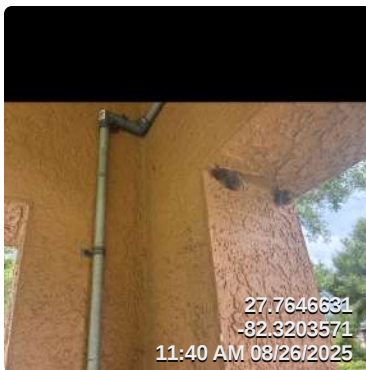
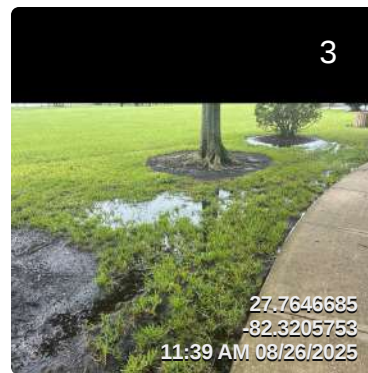
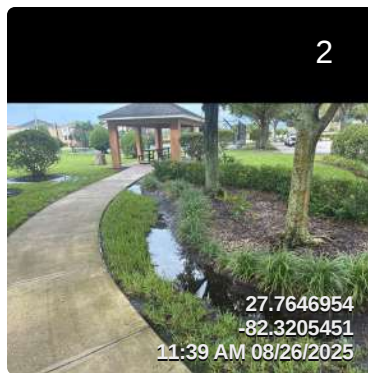
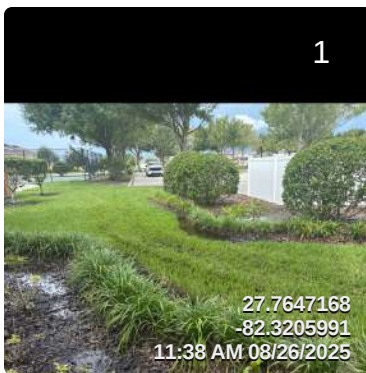
On the left and right side of the Amenity center main entrance prune out the dead from the Gold Mound Duranta. We need to get these areas to fill back in.



## Item 6

Assigned To: Board

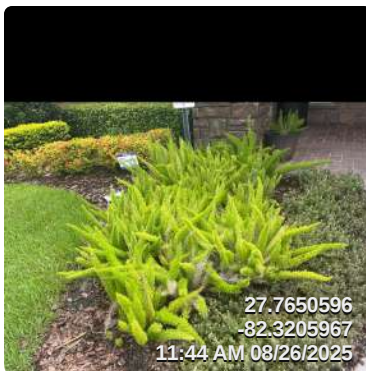
A lot of areas to the south of the Amenity Center are holding water. This can cause issues with growing grass and plant material.



## Item 7

Assigned To: Onsite Staff

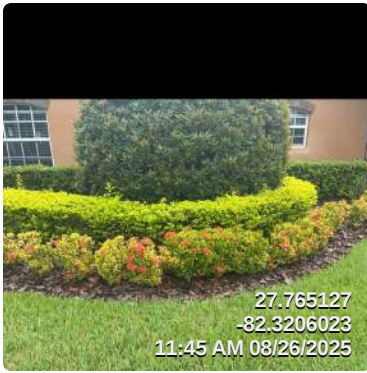
The seating areas around the Amenity Center need to be checked for spider egg sacs and mud dobber nest.



## Item 8

Assigned To: Pine Lake

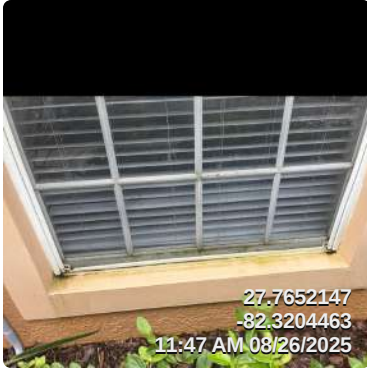
Remove the dead from the Asparagus Fern at the main entrance to the Amenity Center.



### Item 9

[Assigned To: Pine Lake](#)

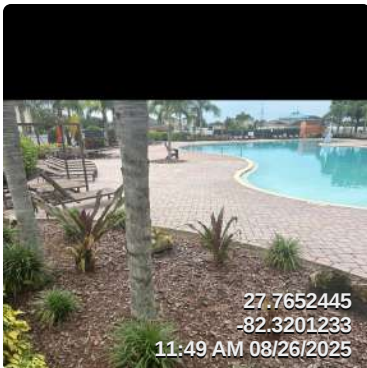
Throughout the amenity center area the Ixora are very chlorotic this could be caused by all the rains and wet roots. But please keep an eye out for anymore struggling.



### Item 10

[Assigned To: Onsite Staff](#)

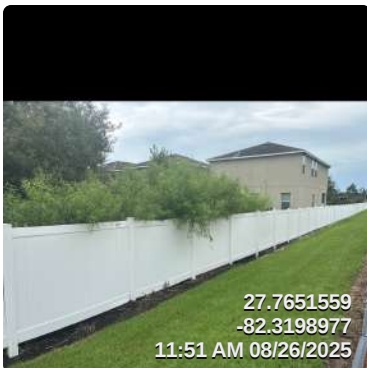
During my inspection I noticed the windowsill at the Northside of the amenity center near the pool gate is starting to get mildew. It can be scrubbed off at this point. But we need to check the other windows as well.



### Item 11

[Assigned To: Pine Lake](#)

Check Crinum Lilies on the Northeast side of the pool area for disease. Provide a diagnosis and plan.



### Item 12

[Assigned To: Pine Lake](#)

Make sure the conservation area on the backside of the kids playground is not encroaching on the vinyl fencing.

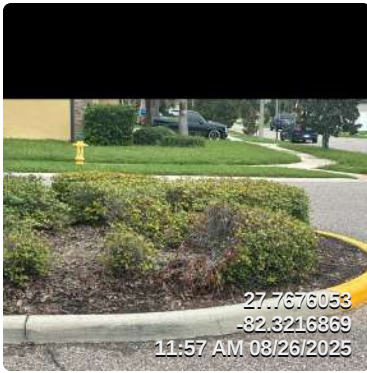


### Item 13

[Assigned To: Board](#)

During my inspection Advanced Aquatics was onsite doing treatments to ponds throughout the district. Keep in mind some treatments take time to show signs of results.

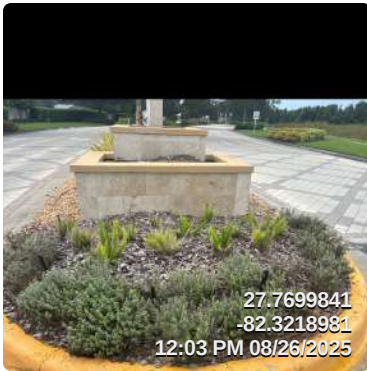




#### Item 14

Assigned To: Board/ Pine Lake

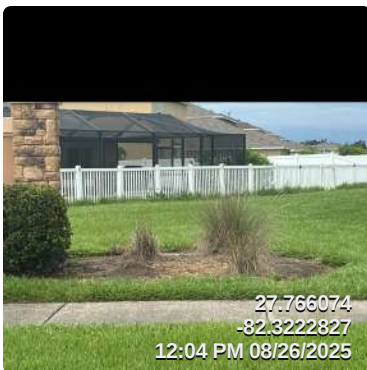
In the center island at the Clyne Field entrance it looks like someone damaged the Indian Hawthorne. My suggestion would be to remove the dead and fill the area in with another Indian Hawthorne.



#### Item 15

Assigned To: Pine lake

Improve the vigor in the asparagus fern at the main entrance on CR672 as well as the Blue Daze.



#### Item 16

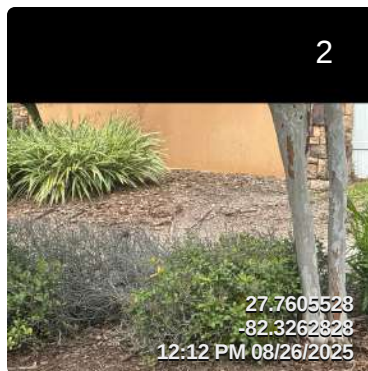
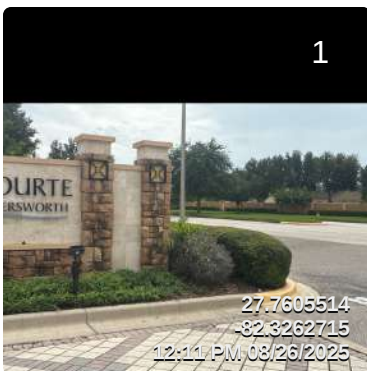
Assigned To: Board

At the corner of the wall heading north on Ayersworth blvd the ornamental grasses are struggling would the board like a proposal to fill in this area?

#### Item 17

Assigned To: Pine Lake

Remove the dead plant material at the Highland Courte entrance in the center island and on the outbound side.







## Item 18

Assigned To: [Pine Lake](#)

With the length of the Viburnum Suspensum hedge going along the Blvd. We need to keep an eye on fungus and white fly in this material. I noticed areas that are gone and damaged. We don't want to lose anymore plant material.



Highlands Cut back north side of pond 5 Enhancement Proposal

**Date** 9/4/2025  
**Customer** Kristee Cole | Inframark | 313 Campus Street | Celebration, FL 34747  
**Property** Highlands CDD | 11102 Ayersworth Glen Blvd | Wimauma, FL 33598

Pine Lake Services, LLC would like to thank you for the opportunity to bid. We look forward to working with you on this project. If you have any questions, please feel free to contact us at any time at [projects@pinelakeLLC.com](mailto:projects@pinelakeLLC.com) or (813) 948-4736.

Cut Back north side of pond 5

| Items                          | Quantity | Unit       |
|--------------------------------|----------|------------|
| Cut Back pond 5                | 1.00     | EA         |
| Cut Back north side of pond 5: |          | \$4,062.50 |
| PROJECT TOTAL:                 |          | \$4,062.50 |

Terms & Conditions

## **Terms & Conditions**

### **Payment Terms**

Any proposal exceeding \$5,000 for an enhancement to a Maintenance property, a 50% deposit will be required upon acceptance to schedule job. The remaining 50% balance will be due upon completion of job.

Payments made via credit card will be accepted up to \$4,750 and will include an additional 3% credit card fee. Interest will accrue on all invoices over thirty days old. Past due amounts will accrue interest at a rate of 1.5% per month (18% APR). Client agrees to pay any costs associated with collection, including but not limited to court and attorney's fees as additional sums owed.

### **Exclusions**

The Following matters are excluded from the Work, unless specified in writing to the contrary:

This Proposal price is valid for thirty (30) days. We reserve the right to modify pricing after that time to reflect current market prices.

Site work is excluded unless specified in writing within the Proposal. Site should be at finished grade (within 1" of final grade), with all soils in sod and planting areas to be loose, not compacted, and ready to install landscape material. If site is not at finished grade, Contractor reserves the right to delay until site is properly prepared.

Removal of base material and/or aggregate material within all landscape planting areas, sod areas and other green space areas that impedes or impacts proper planting of plant material and sod.

Soil replacement where base material and/or aggregate material was removed for proper planting

Drainage: Should the Client's property be the lowest elevation in relation to surrounding property or buildings, the Contractor reserves the right to retain an expert to evaluate and propose drainage solutions. All costs for engineering services, as well as the actual drainage work will be at the Client's expense. Unless the Client has a detailed Topographical survey completed, the above clause may come into effect.

Soil, Sod and/or Mulch quantities are estimates only. They do not account for disturbed construction areas or other fluctuations. Invoices will reflect actual quantities used at proposed price per unit.

Conduit and connections for electrical, gas, and all other utilities and services

Site Unknowns: Including, but not limited to, sub-surface conditions/obstacles that create unforeseen labor, equipment, material, or disposal charges

MOT for temporary traffic control

Any Irrigation or utility trenching thru roads, road base, concrete, or rock will incur additional costs

Any cutting or repairing of any hard surface such as asphalt, concrete, pavers or curbs for irrigation or

landscape

We need 72 hours' notice prior to road base material or concrete work is installed so that sleeves and/or road bores are installed

Backflow Connection

Water source for irrigation is based on specifications at the dedicated meter of the location marked on irrigation plan sheet. If a different location of the dedicated water source is established during construction a change order will be entered into to adjust for the costs associated with the new route for mainline and connections.

Man hours required to find installed buried irrigation sleeves or irrigation piping in areas where asphalt, concrete, curbs, or other hard surfaces are installed prior to completing the irrigation system and where markings or stubs have been placed to show location of irrigation sleeves or piping and these markers have been damaged, buried, or removed by others.

Additional man hours required to maintain plant material and/or sod of a landscape and irrigation installation project that:

Has been started by Pine Lake Nursery and Landscape and/or its subcontractors and is interrupted, delayed, impeded, or prohibited, by others from being worked on continuously until the landscape and irrigation project is completed. Pine Lake Nursery and Landscaper and its subcontractors are excluded. Upon completion of the landscape and irrigation installation project as specified in the landscape and irrigation plan sets is considered complete but will not be accepted as completed until the project as a whole is accepted as complete.

Existing tree preservation, barricading, pruning, root pruning, or inventory

Repairs to any erosion control measures that are damaged or inoperative prior to commencement of landscape and irrigation work

Any planting of sod or other ground cover as required by any municipality when construction of landscape and irrigation has ceased or been suspended for more than 30 days that is no fault of the landscape or irrigation contractor or subcontractors

Warranty on transplanted plant material from the project site

Warranty on plant material that is not rated to grow in established USDA plant hardiness growth zone(s)

### **Procedure for Extra Work, Changes and Escalation**

If it shall become necessary for the Contractor to make changes in any designs, drawings, plans, or specifications for any part of the project or reasons over which we have no control, or we are put to any extra work, cost or expense by reason of any act or matter over which it has no control, the Customer will pay to the



work, cost or expense by reason of any act or matter over which it has no control, the Customer will pay to the Contractor a fee for such changed or extra Work calculated on a time and materials basis. All changes to Work or pricing or the terms of this Agreement will be read and understood within the context and meanings of this Agreement unless stated explicitly to the contrary.

Change Order: The quantities or specifications of material as outlined in the Proposal could be adjusted at any time with approval in the form of a signed Change Order. Change Orders will be executed using current market prices

#### **Escalation Clause**

In the event of significant delay or price increase of material, equipment, or energy occurring during the performance of the contract through no fault of the Construction Manager, the Contract Sum, time of completion or contract requirements shall be equitably adjusted by Change Order in accordance with the procedures of the Contract Documents. A change in price of an item of material, equipment, or energy will be considered significant when the price of an item increases 5% percent between the date of this Contract and the date of installation

#### **Warranty and Tolerances**

Payments Received: The Warranty for the contract is only valid if payment is received in full on acceptance of the work

Diligence: The Contractor agrees to carry out its Work diligently and to provide sufficient supervision and inspection of its staff and subcontractors and that it's work will be of proper and professional quality, and in full conformity with the requirements of the contract

Competence: The Contractor warrants that it is competent to perform the Work and that it has the necessary qualifications including knowledge and skill with the ability to use them effectively.

Site Unknowns: It is the responsibility of the Client or the Client's Representative to fully inform the Contractor of all the information regarding site unknowns that may include difficult buried materials, cables, and pipes, tree stumps, drainage or water table issues, rock, and shale sub surfaces and/or other impediments, issues or factors that could otherwise impact the quality, cost and timeliness of project completion. Failure to notify the Contractor may lead to additional costs to the Client (at the Contractor's discretion) and schedule time not included in the proposal and may require changes in design and construction to overcome such problems – all for which the Client will be responsible. Client can avoid such risks by permitting the Contractor to do appropriate soil and ground tests, review the site, and to secure additional required site information from appropriate government and other authorities.

Damaged Utilities: Should damage occur to utilities during construction, the Contractor is only liable for

the cost of the repair. the Contractor is not liable in any way for inconvenience to the Client caused by damage to the utilities

Damage to neighbors buried utilities, on the Client's property, are the responsibility of the Client

Damage to installed material (plants, trees, sod, etc.) by foot traffic, machinery, equipment, other trades, owner neglect or acts of nature will be excluded from any warranty and will not be replaced at the cost of Contractor

Damage due to pest infestation is excluded from warranty and any damaged material will not be replaced at the cost of the Contractor. If, however, the Contractor has a separate maintenance contract with the client, pest control would fall under that contract and would be subject to those warranty parameters.

Damage due to improper watering after final acceptance will not be replaced at the cost of the Contractor

### **Material Tolerances**

Wood: Pressure treated wood cannot be guaranteed against warp age, checking, or cupping.

Stone: Natural stone has color variations that vary from stone to stone. In addition, mineral deposits such as lime, iron, etc. can change the stone and even bleed. This is the nature of the product, and the Client accepts this as a natural and acceptable quality of the stone

Metal: Metal, which is not galvanized, is not guaranteed from rusting commencing immediately after installation

Concrete: Spider cracks (hairline stress-fractures) are considered a normal characteristic of all types of concrete. Concrete may crack substantially over time due to proximity of tree roots.


Warranty Time Period: The Contractor warrants all construction and installation for a period of one (1) year, providing that they have been maintained properly. All construction materials are subject to manufacturer's specific warranties/guarantees. Planting is warranted for one (1) year if there is an approved irrigation system

Client Responsibilities: The Client recognizes and agrees that they have a responsibility to maintain constructions, plants, bushes, trees, and other installations in keeping with standard quality maintenance requirements for the Warranty to remain in effect. Failure to properly maintain materials or horticulture installations will void the warranty. Client further recognizes and agrees that damage to construction, materials, horticulture elements and other warrantable items of the project will not be warranted if the damage or loss is due to elements beyond the control of

the Contractor. For example, flooding eaves, troughs that damage plants, fallen branches, animal caused damage, damaged/ burst irrigation or drainage pipes that were not maintained properly, use of improper chemicals, improper maintenance, extreme or unusual weather conditions, and similar and/or related situations

– void all warranties provided by the Contractor

By   
Epifanio Carvajal Ulloa  
Date 9/4/2025  
Pine Lake Services, LLC

By   
Kristee Cole  
Date 9.4.25  
Inframark





Proposal #6720

Highlands cut back at pond 5 south east side Enhancement Proposal

**Date** 9/4/2025  
**Customer** Kristee Cole | Inframark | 313 Campus Street | Celebration, FL 34747  
**Property** Highlands CDD | 11102 Ayersworth Glen Blvd | Wimauma, FL 33598

Pine Lake Services, LLC would like to thank you for the opportunity to bid. We look forward to working with you on this project. If you have any questions, please feel free to contact us at any time at [projects@pinelakeLLC.com](mailto:projects@pinelakeLLC.com) or (813) 948-4736.

Cut back pond 5

| Items            | Quantity | Unit       |
|------------------|----------|------------|
| Cut Back pond 5  | 1.00     | EA         |
| Cut back pond 5: |          | \$4,062.50 |
| PROJECT TOTAL:   |          | \$4,062.50 |

Terms & Conditions

## **Terms & Conditions**

### **Payment Terms**

Any proposal exceeding \$5,000 for an enhancement to a Maintenance property, a 50% deposit will be required upon acceptance to schedule job. The remaining 50% balance will be due upon completion of job.

Payments made via credit card will be accepted up to \$4,750 and will include an additional 3% credit card fee. Interest will accrue on all invoices over thirty days old. Past due amounts will accrue interest at a rate of 1.5% per month (18% APR). Client agrees to pay any costs associated with collection, including but not limited to court and attorney's fees as additional sums owed.

### **Exclusions**

The Following matters are excluded from the Work, unless specified in writing to the contrary:

This Proposal price is valid for thirty (30) days. We reserve the right to modify pricing after that time to reflect current market prices.

Site work is excluded unless specified in writing within the Proposal. Site should be at finished grade (within 1" of final grade), with all soils in sod and planting areas to be loose, not compacted, and ready to install landscape material. If site is not at finished grade, Contractor reserves the right to delay until site is properly prepared.

Removal of base material and/or aggregate material within all landscape planting areas, sod areas and other green space areas that impedes or impacts proper planting of plant material and sod.

Soil replacement where base material and/or aggregate material was removed for proper planting

Drainage: Should the Client's property be the lowest elevation in relation to surrounding property or buildings, the Contractor reserves the right to retain an expert to evaluate and propose drainage solutions. All costs for engineering services, as well as the actual drainage work will be at the Client's expense. Unless the Client has a detailed Topographical survey completed, the above clause may come into effect.

Soil, Sod and/or Mulch quantities are estimates only. They do not account for disturbed construction areas or other fluctuations. Invoices will reflect actual quantities used at proposed price per unit.

Conduit and connections for electrical, gas, and all other utilities and services

Site Unknowns: Including, but not limited to, sub-surface conditions/obstacles that create unforeseen labor, equipment, material, or disposal charges

MOT for temporary traffic control

Any Irrigation or utility trenching thru roads, road base, concrete, or rock will incur additional costs

Any cutting or repairing of any hard surface such as asphalt, concrete, pavers or curbs for irrigation or

landscape

We need 72 hours' notice prior to road base material or concrete work is installed so that sleeves and/or road bores are installed

Backflow Connection

Water source for irrigation is based on specifications at the dedicated meter of the location marked on irrigation plan sheet. If a different location of the dedicated water source is established during construction a change order will be entered into to adjust for the costs associated with the new route for mainline and connections.

Man hours required to find installed buried irrigation sleeves or irrigation piping in areas where asphalt, concrete, curbs, or other hard surfaces are installed prior to completing the irrigation system and where markings or stubs have been placed to show location of irrigation sleeves or piping and these markers have been damaged, buried, or removed by others.

Additional man hours required to maintain plant material and/or sod of a landscape and irrigation installation project that:

Has been started by Pine Lake Nursery and Landscape and/or its subcontractors and is interrupted, delayed, impeded, or prohibited, by others from being worked on continuously until the landscape and irrigation project is completed. Pine Lake Nursery and Landscaper and its subcontractors are excluded. Upon completion of the landscape and irrigation installation project as specified in the landscape and irrigation plan sets is considered complete but will not be accepted as completed until the project as a whole is accepted as complete.

Existing tree preservation, barricading, pruning, root pruning, or inventory

Repairs to any erosion control measures that are damaged or inoperative prior to commencement of landscape and irrigation work

Any planting of sod or other ground cover as required by any municipality when construction of landscape and irrigation has ceased or been suspended for more than 30 days that is no fault of the landscape or irrigation contractor or subcontractors

Warranty on transplanted plant material from the project site

Warranty on plant material that is not rated to grow in established USDA plant hardiness growth zone(s)

### **Procedure for Extra Work, Changes and Escalation**

If it shall become necessary for the Contractor to make changes in any designs, drawings, plans, or specifications for any part of the project or reasons over which we have no control, or we are put to any extra work, cost or expense by reason of any act or matter over which it has no control, the Customer will pay to the

work, cost or expense by reason of any act or matter over which it has no control, the Customer will pay to the Contractor a fee for such changed or extra Work calculated on a time and materials basis. All changes to Work or pricing or the terms of this Agreement will be read and understood within the context and meanings of this Agreement unless stated explicitly to the contrary.

Change Order: The quantities or specifications of material as outlined in the Proposal could be adjusted at any time with approval in the form of a signed Change Order. Change Orders will be executed using current market prices

#### **Escalation Clause**

In the event of significant delay or price increase of material, equipment, or energy occurring during the performance of the contract through no fault of the Construction Manager, the Contract Sum, time of completion or contract requirements shall be equitably adjusted by Change Order in accordance with the procedures of the Contract Documents. A change in price of an item of material, equipment, or energy will be considered significant when the price of an item increases 5% percent between the date of this Contract and the date of installation

#### **Warranty and Tolerances**

Payments Received: The Warranty for the contract is only valid if payment is received in full on acceptance of the work

Diligence: The Contractor agrees to carry out its Work diligently and to provide sufficient supervision and inspection of its staff and subcontractors and that it's work will be of proper and professional quality, and in full conformity with the requirements of the contract

Competence: The Contractor warrants that it is competent to perform the Work and that it has the necessary qualifications including knowledge and skill with the ability to use them effectively.

Site Unknowns: It is the responsibility of the Client or the Client's Representative to fully inform the Contractor of all the information regarding site unknowns that may include difficult buried materials, cables, and pipes, tree stumps, drainage or water table issues, rock, and shale sub surfaces and/or other impediments, issues or factors that could otherwise impact the quality, cost and timeliness of project completion. Failure to notify the Contractor may lead to additional costs to the Client (at the Contractor's discretion) and schedule time not included in the proposal and may require changes in design and construction to overcome such problems – all for which the Client will be responsible. Client can avoid such risks by permitting the Contractor to do appropriate soil and ground tests, review the site, and to secure additional required site information from appropriate government and other authorities.

Damaged Utilities: Should damage occur to utilities during construction, the Contractor is only liable for



the cost of the repair. the Contractor is not liable in any way for inconvenience to the Client caused by damage to the utilities

Damage to neighbors buried utilities, on the Client's property, are the responsibility of the Client

Damage to installed material (plants, trees, sod, etc.) by foot traffic, machinery, equipment, other trades, owner neglect or acts of nature will be excluded from any warranty and will not be replaced at the cost of Contractor

Damage due to pest infestation is excluded from warranty and any damaged material will not be replaced at the cost of the Contractor. If, however, the Contractor has a separate maintenance contract with the client, pest control would fall under that contract and would be subject to those warranty parameters.

Damage due to improper watering after final acceptance will not be replaced at the cost of the Contractor

### **Material Tolerances**

Wood: Pressure treated wood cannot be guaranteed against warp age, checking, or cupping.

Stone: Natural stone has color variations that vary from stone to stone. In addition, mineral deposits such as lime, iron, etc. can change the stone and even bleed. This is the nature of the product, and the Client accepts this as a natural and acceptable quality of the stone

Metal: Metal, which is not galvanized, is not guaranteed from rusting commencing immediately after installation

Concrete: Spider cracks (hairline stress-fractures) are considered a normal characteristic of all types of concrete. Concrete may crack substantially over time due to proximity of tree roots.


Warranty Time Period: The Contractor warrants all construction and installation for a period of one (1) year, providing that they have been maintained properly. All construction materials are subject to manufacturer's specific warranties/guarantees. Planting is warranted for one (1) year if there is an approved irrigation system

Client Responsibilities: The Client recognizes and agrees that they have a responsibility to maintain constructions, plants, bushes, trees, and other installations in keeping with standard quality maintenance requirements for the Warranty to remain in effect. Failure to properly maintain materials or horticulture installations will void the warranty. Client further recognizes and agrees that damage to construction, materials, horticulture elements and other warrantable items of the project will not be warranted if the damage or loss is due to elements beyond the control of

the Contractor. For example, flooding eaves, troughs that damage plants, fallen branches, animal caused damage, damaged/ burst irrigation or drainage pipes that were not maintained properly, use of improper chemicals, improper maintenance, extreme or unusual weather conditions, and similar and/or related situations

– void all warranties provided by the Contractor

By   
Epifanio Carvajal Ulloa  
Date 9/4/2025  
Pine Lake Services, LLC

By   
Kristee Cole  
Date 9.4.25  
Inframark



September 10, 2025

## Highlands CDD August Irrigation Maintenance

Sprinkler Solutions of Florida was on site throughout the month of August conducting routine maintenance and monitoring site conditions. The ACC controller at the 301 entrance is inspected at least once a week to review the alarm status and station activity. The A2C controller at the Balm entrance stopped communicating in the middle of the month. Further troubleshooting revealed the device has failed and needs to be replaced. A proposal for replacement was sent on September 10<sup>th</sup>. Any new alarms are investigated as soon as possible, and proposals are sent to make the necessary repairs.

In addition to routine maintenance, the following issues were addressed:

- Repaired broken tree bubbler in southwest corner of Stone Park on Misty Moss.
- Need to replace lid on valve box for A14.
- Need to replace lid on valve box at mail kiosk on Carloway Hills.
- Made necessary repairs at monuments after both were struck by cars.

According to the National Weather Service, the Tampa Bay area received 11.2" of rain in the month of August, over 2" above the monthly average of 9.03 inches. There were eight significant rainfall events of 0.25" or more, the greatest occurring on August 24<sup>th</sup>, when 1.73" was recorded. The average temperature for August was 85.3-degrees, 1.3-degrees above the normal average of 84.0. Long term forecasts for the Tampa Bay area predict above normal temperatures and precipitation for the next three months.



## Monthly Manager's Report – Highlands CDD 9/10/2025



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

- Assisted 10 residents with access cards for Amenities.
- Added 7 residents to email list.
- Completed 4 events, brought in \$1100
- Completed community drive through weekly.
- Pool update.
- Marc Security performed regular security duties.
- Performed regular maintenance duties daily.
- Playground renovation has begun
- Back to School Supplies – Sun Country Materials Landfill
- Sign-ups for Boo Party and Trunk or Treat
- Community Yard Sale

### **Vendors On Site**

- **Xecutive Pools**
- **Sprinkler Solutions of Florida**
- **Pine Lakes**
- **Advanced Aquatic**
- **Alltech**





# Camera & Access Control System

Night Time Monitoring

Revised with additional cameras

Prepared for: Ayersworth Glen with Highlands CDD

***Created by:* Adam Bonney | Business Development**

***Email:* Adam@completeit.io**

***Phone:* (813) 444-5419**



- Your Technology Professionals -  
Sales, Training, & Support

Hi Ayersworth Glen with Highlands CDD,

Complete I.T. has worked with small businesses, CDD's & HOA's, all the way up to Fortune 500 companies. No job is too big or too small. Complete I.T. Specialty Electrical License ES12001800.

Complete I.T. uses high quality products for one reason—quality makes a happy customer. We understand how inferior products, that may cost less in the beginning, can cost you much more in the end. Products chosen by Complete I.T. are often of superior craftsmanship and practical pricing than competitors.



All products sold by Complete I.T. hold a minimum 1-year manufacturer warranty. You as the client never have to worry about the warranties. If a product fails within a specified warranty period,



Complete I.T. can take care of the exchange or replacement. By allowing Complete I.T. to take care of your technology solutions, you can tend to what you do best, your company.



## **Networks Infrastructure (Wi-Fi)**

**Security. Access. Backbone. Up-time.**

Complete I.T. designs, installs, and manages efficient network backbones. Whether you are a one-man show, or an fortune 500 company, your employees and clients deserve easy accessibility and a impeccable up-time.



## **Camera Systems (CCTV)**

**Up To 4K Resolution. Night Vision. Digital. PTZ.**

Our digital solutions will capture video at your office, allowing you to review footage from any computer or mobile device with an internet connection. Crisp clear video, with audio capture being optional. Large assortment of cameras for any project. Local and cloud recording available.



## **Access Control Systems (ACS)**

**Cloud Based. Secure. Affordable. Easy To Use.**

Have you pondered what would happen if the computer or server running your access control system crashed? By going with our Cloud solution, you won't have too. No large up-front software licensing fees.



## Worry-Free Cloud Video Surveillance for Your Business

Make your business more efficient and the world a safer place – all on the only video management platform robust and flexible enough to power the future of video surveillance.

# Eagle Eye Cloud Video Management System



### CAMERA COMPATIBILITY

Use existing cameras or purchase from hundreds of the world's leading camera manufacturers, as Eagle Eye allows for the greatest choice and flexibility of any system on the market.



### TRUE CLOUD

Benefit from easily deployed cloud technology that provides you with infinite scalability, flexibility, accessibility, and reliability.



### CYBER SECURE

Protect your data with a system built by experts in cybersecurity who know how to prevent, detect, and respond to attacks, so you don't have to.



### OPEN PLATFORM

Integrate seamlessly with other mission-critical applications, such as access control, smart sensors, and point-of-sale.



### AI & ANALYTICS

Move beyond monitoring by leveraging data to identify threats; inform responses; and improve business operations, efficiency, and service.



THE EAGLE EYE CLOUD VMS

# Smart Video Surveillance





# Smart, Simple, Secure Cloud Video Surveillance for Your Business

Your security system should not only protect your people and property, it should also provide insight to help your business grow and thrive. It's Eagle Eye Networks mission to help you do just that.

We're leaders in delivering the power, flexibility, and cost-savings of cloud technology to the video surveillance market, helping you improve operations and enhance customer service, all while keeping an eye on what truly matters.

Whether you run a small business, global enterprise, or something in-between, you need a video solution capable of adapting to your needs – today and tomorrow. The Eagle Eye Cloud Video Management System (VMS) simplifies video surveillance through the flexibility of cloud paired with the convenience of easy, affordable installation and remote management.



# The Eagle Eye Cloud VMS Equips You With:

## True Cloud Technology

With a true cloud video solution, the video is processed and managed in the cloud, which offers users countless benefits.

- Scalability, so the system easily grows with your business
- Flexibility, enabling you to use the cameras and cabling in which you've already invested
- Accessibility, meaning you can view video from anywhere, on any device
- Reliability, regardless of your bandwidth limitations

## Ease of Use

Eagle Eye provides easy installation, simple setup, an attractive and intuitive interface, central management, multisite viewing, on-the-fly camera sharing, storage retention flexibility, and much more.

## Cybersecurity

The Eagle Eye VMS is built and maintained by cybersecurity experts who are laser-focused on protecting the confidentiality, integrity, and availability of your systems and the valuable data they contain.

Among other leading cybersecurity best practices, the Eagle Eye VMS offers secure encryption to buffered and locally-recorded video, constant monitoring against potential cyber threats, no vulnerable open ports or onsite firewalls, no onsite software to patch, triple redundant video storage, and two-factor authentication.







## Open Platform

Closed systems can be problematic and costly to upgrade or add new technologies. Eagle Eye's open architecture gives you the power to choose from unlimited integrations, giving you the freedom to add new applications as your business needs evolve, ultimately increasing the value of your system. Easily integrate access control, point-of-sale, and license plate recognition to name just a few, for a single view of your operations.

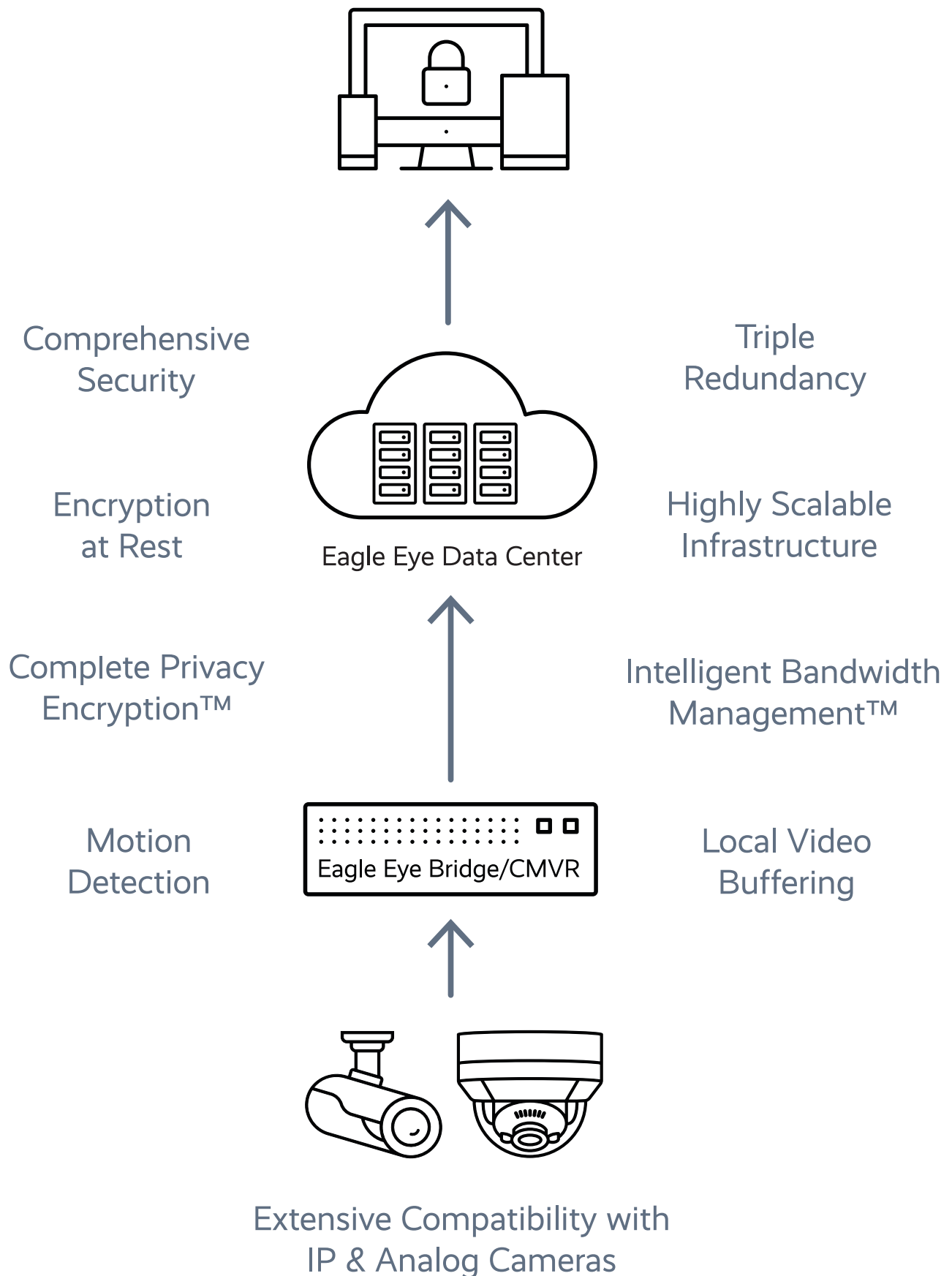
Our open API platform offers:

- Greater customization
- Lower total cost of ownership (with no vendor lock-in and no additional licensing fees)
- Stronger cybersecurity
- A future-proofed investment (allowing you to incorporate tools for future needs)
- Speed to market (applications can be built in hours, not months, and updated in minutes, not weeks)

## Artificial Intelligence and Analytics

Create long-term strategies based on the insights gained from your video analytics. For example, easily determine the number of people entering and exiting your property at any given time. Monitoring customer traffic flow and patterns is crucial to operations and marketing, allowing for better planning around staffing, floor displays, and store layouts.

Video analytics also provide insight into employee behaviors, ensuring procedures are being properly followed, customer interactions are positive, and training is appropriate and effective.





# Proposal Pricing Overview

## Projects:

| Security Cameras:  | Price       |
|--|-------------|
| <p>Solution:</p> <ul style="list-style-type: none"><li>• EEN CMVR 620</li><li>• (6) EEN Outdoor Turret Starlight<ul style="list-style-type: none"><li>• low light camera</li></ul></li><li>• (10) EEN Outdoor 8MP Camera</li><li>• (2) EEN Indoor 8MP Camera</li><li>• (10) Hanwha Turret Ai Camera</li><li>• (1) EEN Outdoor 180 Degree Camera</li><li>• (12) New CAT6 wiring</li><li>• (3) Trenching and conduit</li><li>• (2) 15' black aluminum poles</li><li>• Reuse ethernet wiring when possible</li><li>• (2) Managed POE Switch</li><li>• CAT6 Wiring</li><li>• Ditek Surge Protection for CAT6</li><li>• Ditek UPS</li><li>• Labor</li></ul> | \$44,603.95 |
| <p>Monitored At Night Time</p> <ul style="list-style-type: none"><li>• Ai Monitoring Bridge</li></ul>  | \$750.00    |
| License Plate Camera:  |             |
| <p>Solution:</p> <ul style="list-style-type: none"><li>• (1) EEN DB14</li><li>• (1) EEN DT03</li><li>• Black Aluminum Pole</li><li>• Solar Panel System</li><li>• Point to Point</li><li>• CAT6 Wiring</li><li>• Labor</li></ul>   | \$5,745.00  |
| Network, Wifi, Phones & PA System:   |             |

Solution: \$3,202.49

- Unifi Managed Gateway
- Managed Switch
- Outdoor Wifi AP
- Indoor Wifi AP
- (2) AXIS Loudspeaker
  - Pool Deck (Night Time Monitoring)
  - Basketball Court (Not Monitored)
- AXIS Trigger Board
- Cat6 Wiring
- Labor

#### Interior Alarm:

Solution: \$1,388.00

- 2 Gig edge panel
- (3) Motion Sensors
- (6) Door Sensors
- Labor

**Estimated Camera Project Total    \$55,689.44**

## Software Licenses:

| Licenses   | Price    | QTY |
|--|----------|-----|
| Eagle Eye Licensing PR1 <ul style="list-style-type: none"> <li>• \$9.50 per camera per year               <ul style="list-style-type: none"> <li>• Remote viewing of cameras is determined by ISP upload internet speed.</li> </ul> </li> <li>• Local recording with lower resolution cloud retention as backup               <ul style="list-style-type: none"> <li>• Cloud backup functionality depends on ISP upload internet speed.</li> </ul> </li> </ul> | \$9.50   | 30  |
| Eagle Eye LPR (License Plate Recognition) <ul style="list-style-type: none"> <li>• This license is in addition to the PR1 license above for LPR cameras</li> </ul>   | \$45.00  | 1   |
| EEN AXIS Loudspeaker License   | \$20.00  | 2   |
| Monitoring Cameras at Night  | \$500.00 | 1   |
| MSP/Tech Support   | \$85.00  | 1   |
| Phone Rental - FREE (Wired Desk Phone)   | \$0.00   | 1   |



|   |         |   |
|---|---------|---|
| Phone Line Service  | \$75.00 | 1 |
| <ul style="list-style-type: none"> <li>Also works with PA system</li> </ul> |         |   |
| Monthly Interior Alarm System   | \$65.00 | 1 |

**Estimated Monthly License    \$1,095.00**

## Payment and Service Agreement Terms

### **1. Project-Based Services & Payment Terms**

Before initiating any requested service on a project basis, Vendor shall provide a written proposal outlining the scope of work and associated fees. While an estimated completion timeframe may be included, it is not guaranteed and may be omitted depending on the nature of the project. The Customer agrees to remit a non-refundable deposit equal to 50% of the total proposed cost prior to the commencement of any work. Once the 50% deposit is received, the Vendor will order all required products and add the project to the schedule. The Vendor will then begin work on the requested service. The Customer acknowledges that some equipment may be subject to shipping delays, and the Vendor is not responsible for delays caused by product availability or delivery timelines. The remaining 50% balance is due within fourteen (14) calendar days of project completion.

### **2. Estimated Timeline for Completion**

While most services are typically completed within thirty (30) calendar days from the time the Vendor begins the project, the Customer acknowledges that completion times may vary due to factors beyond the Vendor's control. The estimated timeline, if provided, is only a guideline and not a guaranteed deadline. If the Customer requests a postponement or causes a delay in the progress of the work, such request must be made in writing. In the event that the Customer delay exceeds fifteen (15) calendar days, the Vendor may invoice for all services rendered and materials purchased up to that date. The Customer agrees to pay the invoiced amount within fifteen (15) calendar days of receipt. Additional charges may apply for delays initiated by the Customer.

### **3. Price Adjustments**

Vendor reserves the right to adjust project or service pricing in the event of changes in manufacturer licensing fees or other direct vendor-related costs. The Customer will be notified of any such adjustments prior to being invoiced for the remaining balance.

### **4. Non-Payment & Late Fees**

Failure to make timely payments constitutes a material breach of this Agreement. A monthly service charge of 1.5%, or the highest amount allowed under Florida law, will be applied to any past due balances. Payments will be applied to the oldest outstanding invoices unless otherwise specified. The Customer is responsible for all costs associated with collection, including attorney's fees.

### **5. Service Contract Duration & Termination**

This agreement is for a 12-month term, beginning on the 1st day of the month in which the equipment is installed. The contract automatically renews annually unless terminated with a 60-day written notice prior to the renewal date.

### **6. Supplemental & Emergency Services**

Supplemental services include, but are not limited to, on-site visits, remote support (via phone, email, or screen sharing), travel time, and meetings (in-person or virtual). These services will be billed separately from standard project or service fees. Support requests submitted outside of standard business hours or on holidays will be billed at 1.5 times the normal technician labor rate with a 2-hour minimum, plus travel. Emergency service will be clearly labeled on both the support ticket and final invoice.

### **7. Technician Time Rates**

- Standard Business Hours: \$165/hour (2-hour minimum, plus travel)
- Emergency Hours (After-Hours, Holidays, Urgent Support): \$247.50/hour (2-hour minimum, plus travel)

## **8. Support Request Methods**

Customers may submit support requests by:

- Calling (813) 444-4355
- Emailing [support@completeit.io](mailto:support@completeit.io)

Support requests made outside of these methods (e.g., text, voicemail, social media) may result in delayed response times from the Complete I.T. support team.

## **9. Refund Policy**

Vendor maintains a strict NO REFUNDS policy on deposits, project totals, or any monetary exchanges related to services rendered or contracted.

## **10. Manufacturer Warranties & Exclusions**

Any manufacturer warranties associated with equipment or products provided by the Vendor are limited to the terms and conditions set forth by the respective manufacturer. The Vendor does not offer any separate or extended warranty beyond what is provided by the manufacturer. Manufacturer warranties do not cover damage resulting from misuse, abuse, negligence, vandalism, theft, power surges, acts of God (including but not limited to lightning, flood, fire, or storm), or improper installation or handling by parties other than the Vendor or its authorized agents. The Customer acknowledges that any such damages are not covered under warranty and may require additional service, replacement, and/or labor at the Customer's expense.



# Camera & Access Control System

Night Time Monitoring

Revised with additional cameras

Prepared for: Ayersworth Glen with Highlands CDD

***Created by:* Adam Bonney | Business Development**

***Email:* Adam@completeit.io**

***Phone:* (813) 444-5419**



- Your Technology Professionals -  
Sales, Training, & Support

Hi Ayersworth Glen with Highlands CDD,

Complete I.T. has worked with small businesses, CDD's & HOA's, all the way up to Fortune 500 companies. No job is too big or too small. Complete I.T. Specialty Electrical License ES12001800.

Complete I.T. uses high quality products for one reason—quality makes a happy customer. We understand how inferior products, that may cost less in the beginning, can cost you much more in the end. Products chosen by Complete I.T. are often of superior craftsmanship and practical pricing than competitors.



All products sold by Complete I.T. hold a minimum 1-year manufacturer warranty. You as the client never have to worry about the warranties. If a product fails within a specified warranty period,



Complete I.T. can take care of the exchange or replacement. By allowing Complete I.T. to take care of your technology solutions, you can tend to what you do best, your company.



## Networks Infrastructure (Wi-Fi)

**Security. Access. Backbone. Up-time.**

Complete I.T. designs, installs, and manages efficient network backbones. Whether you are a one-man show, or an fortune 500 company, your employees and clients deserve easy accessibility and a impeccable up-time.



## Camera Systems (CCTV)

**Up To 4K Resolution. Night Vision. Digital. PTZ.**

Our digital solutions will capture video at your office, allowing you to review footage from any computer or mobile device with an internet connection. Crisp clear video, with audio capture being optional. Large assortment of cameras for any project. Local and cloud recording available.



## Access Control Systems (ACS)

**Cloud Based. Secure. Affordable. Easy To Use.**

Have you pondered what would happen if the computer or server running your access control system crashed? By going with our Cloud solution, you won't have too. No large up-front software licensing fees.



## Worry-Free Cloud Video Surveillance for Your Business

Make your business more efficient and the world a safer place – all on the only video management platform robust and flexible enough to power the future of video surveillance.

# Eagle Eye Cloud Video Management System



### CAMERA COMPATIBILITY

Use existing cameras or purchase from hundreds of the world's leading camera manufacturers, as Eagle Eye allows for the greatest choice and flexibility of any system on the market.



### TRUE CLOUD

Benefit from easily deployed cloud technology that provides you with infinite scalability, flexibility, accessibility, and reliability.



### CYBER SECURE

Protect your data with a system built by experts in cybersecurity who know how to prevent, detect, and respond to attacks, so you don't have to.



### OPEN PLATFORM

Integrate seamlessly with other mission-critical applications, such as access control, smart sensors, and point-of-sale.



### AI & ANALYTICS

Move beyond monitoring by leveraging data to identify threats; inform responses; and improve business operations, efficiency, and service.



THE EAGLE EYE CLOUD VMS

# Smart Video Surveillance





# Smart, Simple, Secure Cloud Video Surveillance for Your Business

Your security system should not only protect your people and property, it should also provide insight to help your business grow and thrive. It's Eagle Eye Networks mission to help you do just that.

We're leaders in delivering the power, flexibility, and cost-savings of cloud technology to the video surveillance market, helping you improve operations and enhance customer service, all while keeping an eye on what truly matters.

Whether you run a small business, global enterprise, or something in-between, you need a video solution capable of adapting to your needs – today and tomorrow. The Eagle Eye Cloud Video Management System (VMS) simplifies video surveillance through the flexibility of cloud paired with the convenience of easy, affordable installation and remote management.



# The Eagle Eye Cloud VMS Equips You With:

## True Cloud Technology

With a true cloud video solution, the video is processed and managed in the cloud, which offers users countless benefits.

- Scalability, so the system easily grows with your business
- Flexibility, enabling you to use the cameras and cabling in which you've already invested
- Accessibility, meaning you can view video from anywhere, on any device
- Reliability, regardless of your bandwidth limitations

## Ease of Use

Eagle Eye provides easy installation, simple setup, an attractive and intuitive interface, central management, multisite viewing, on-the-fly camera sharing, storage retention flexibility, and much more.

## Cybersecurity

The Eagle Eye VMS is built and maintained by cybersecurity experts who are laser-focused on protecting the confidentiality, integrity, and availability of your systems and the valuable data they contain.

Among other leading cybersecurity best practices, the Eagle Eye VMS offers secure encryption to buffered and locally-recorded video, constant monitoring against potential cyber threats, no vulnerable open ports or onsite firewalls, no onsite software to patch, triple redundant video storage, and two-factor authentication.







## Open Platform

Closed systems can be problematic and costly to upgrade or add new technologies. Eagle Eye's open architecture gives you the power to choose from unlimited integrations, giving you the freedom to add new applications as your business needs evolve, ultimately increasing the value of your system. Easily integrate access control, point-of-sale, and license plate recognition to name just a few, for a single view of your operations.

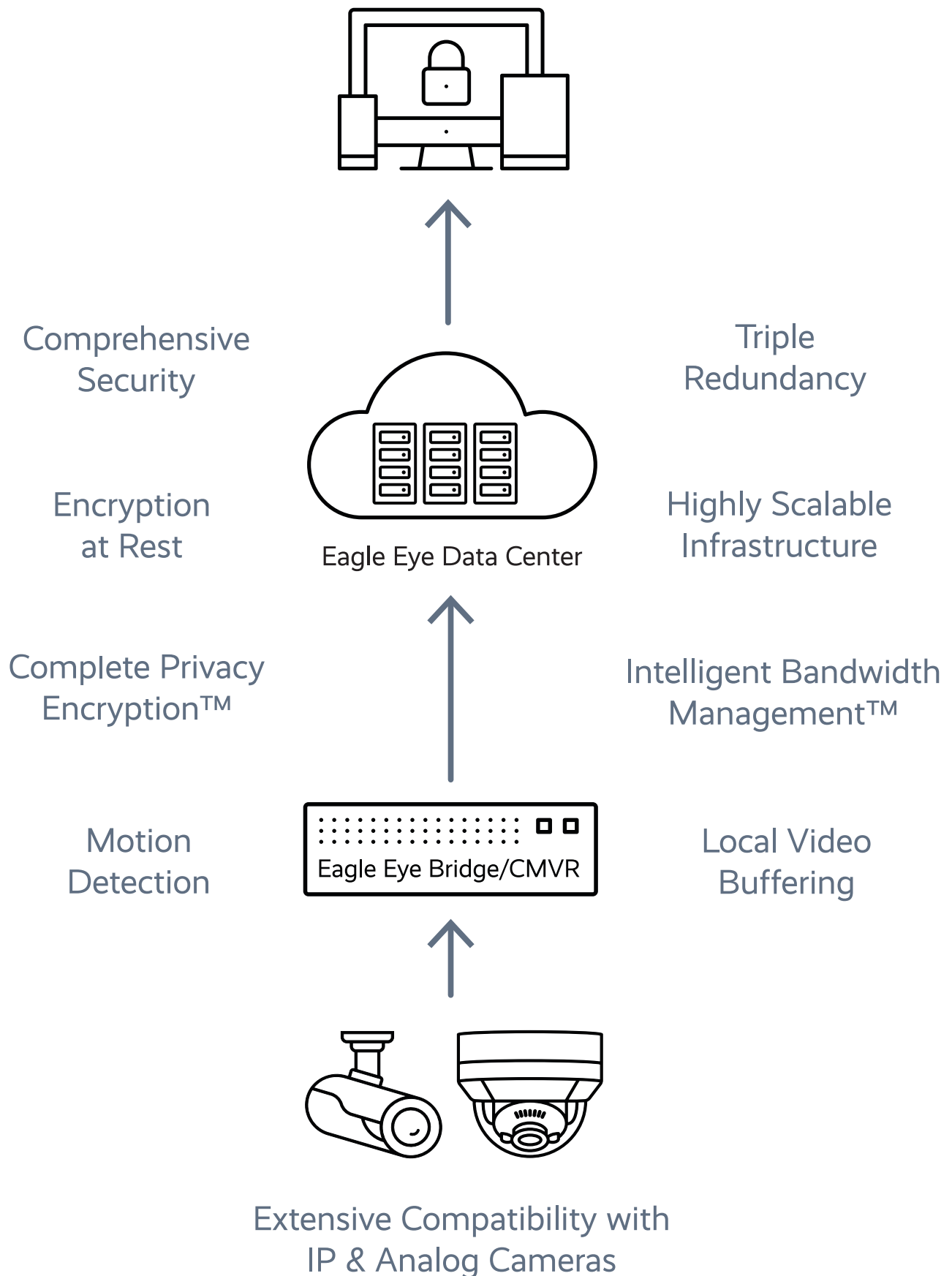
Our open API platform offers:

- Greater customization
- Lower total cost of ownership (with no vendor lock-in and no additional licensing fees)
- Stronger cybersecurity
- A future-proofed investment (allowing you to incorporate tools for future needs)
- Speed to market (applications can be built in hours, not months, and updated in minutes, not weeks)

## Artificial Intelligence and Analytics

Create long-term strategies based on the insights gained from your video analytics. For example, easily determine the number of people entering and exiting your property at any given time. Monitoring customer traffic flow and patterns is crucial to operations and marketing, allowing for better planning around staffing, floor displays, and store layouts.

Video analytics also provide insight into employee behaviors, ensuring procedures are being properly followed, customer interactions are positive, and training is appropriate and effective.





## Brivo Access

Manage facility access, improve security responsiveness and gain actionable insight into your security data.

The proven cloud-based access control solution, Brivo Access delivers a smarter and more powerful way to manage building security.

With robust data analytics, streamlined workflows, identity management integrations, and powerful security features, you can simply protect your people, property and reputation.



### FEATURES & BENEFITS

#### Access Control Visibility

- Gain a complete understanding with the unified view of access events and live video
- Data visualization capability with intuitive user-friendly interface
- Event tracking of door activity and active users with alert settings and reporting features
- Event classification to organize activity by critical action required
- Device status read-out in your access control solution
- User and credential management as well as group access permission management
- Lockdown feature to secure the facility in an emergency
- Live and recorded video capture and indexing

#### Flexibility and Control

- Mobile credentials to modernize your workforce and facility
- Remote and mobile management to control from any device and from anywhere
- Role-based permissions
- Event and user access automation and scheduling
- Automated user access privileges and ability to schedule events
- Identity Access Management to tie user physical security access rights to online access
- Infinite scalability to grow
- Site and door management to set up building access perimeter and interior doors
- Proactively monitor entry points with live video and audio

#### Data Analytics and Insight

- Data Explorer business intelligence tool built into the platform for advanced analytics
- Global View map-centric multi-site display to zoom into individual facilities to assess usage patterns and risks
- Open platform to tap into hundreds of API integrations to expand connectivity and enhance your ecosystem
- Event trend analysis automatically identifies patterns and anomalies in your access data to surface potential issues and confirm if the event is normal or anomalous



## BRIVO SMART READERS

Brivo SmartReaders enables smart, secure and convenient user experiences.

### Security with Style and Functionality

Brivo Smart Readers enable convenient and secure access with a modern sophisticated look. These readers are simple to install for either a single door or an entire property. Brivo Smart Readers support encrypted Brivo mobile credentials, encrypted smart cards (13.56 MHz), or legacy proximity cards (125kHz).



SINGLE GANG



KEYPAD



MULLION

### APPLICATIONS & BENEFITS

Use your bluetooth-enabled Brivo Smart Reader and the Brivo Mobile Pass app on your phone to open doors—even in locations with no wireless connectivity.

Administrators can conveniently issue or revoke mobile credentials via Brivo Access in moments.

Improve security with encrypted smart cards that offer protection against counterfeiting.

Select from an array of reader options that provide increased flexibility.

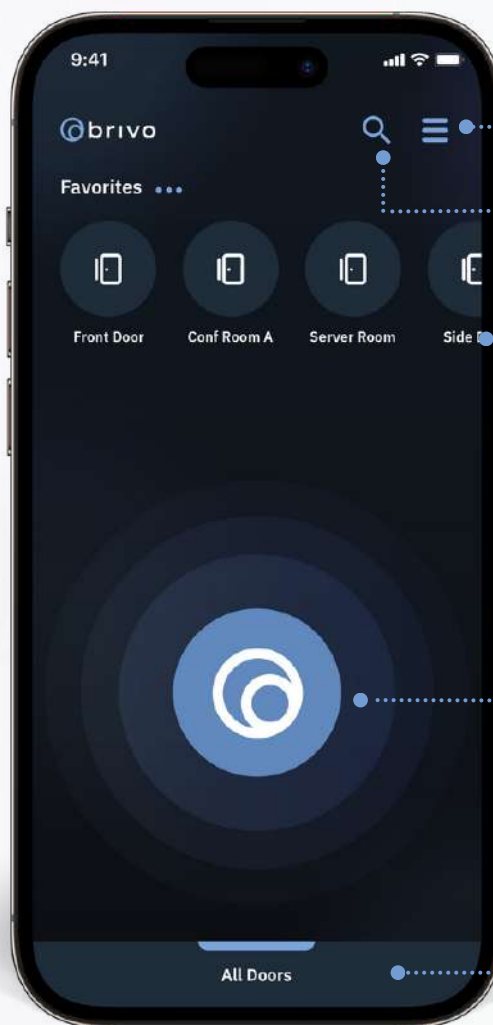




# BRIVO MOBILE PASS

An easier, more intuitive unified mobile credential experience for users of Brivo Access and Brivo Smart Home

Brivo Mobile Pass now has a faster, more intuitive user experience for both Android and iOS users. Navigation within the app is simpler as well as searching and favoriting doors.



Easily navigate app features

Search doors by name

Rename and favorite frequently used doors

Tap the Magic Button to open the nearest door

Tap to view all available doors

If you have your device settings to auto-update apps, the update will be downloaded to your phone automatically. You will see the change reflected the next time you open Brivo Mobile Pass.

If you do not have auto-update, you will see the update notification on your device and will need to install the updated app.



Download on the  
App Store

GET IT ON  
Google Play

Scan the QR code to download the latest version of the Brivo Mobile Pass app

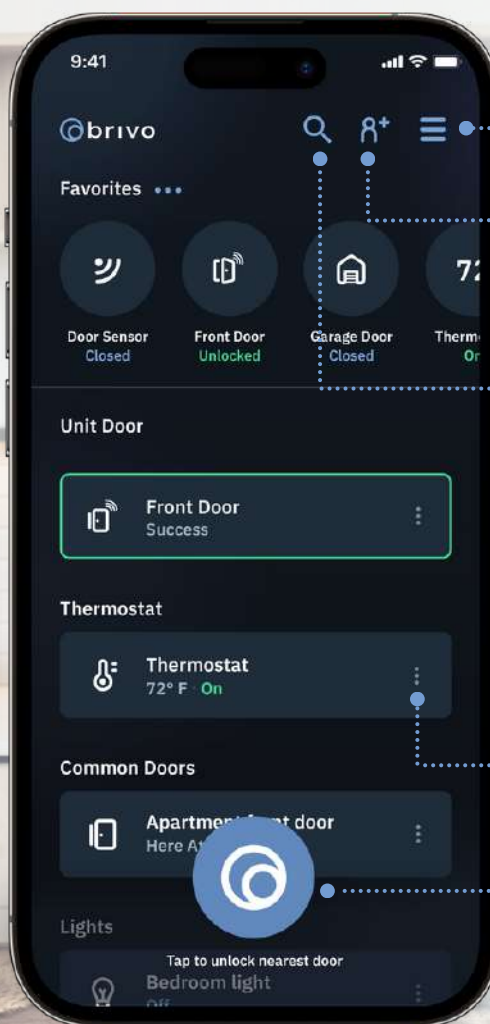




# BRIVO MOBILE PASS

A unified mobile application that includes  
Brivo Smart Home

Brivo Mobile Pass gives property managers the ability to deliver a better credential experience to their residents that includes access to common doors, unit locks and Smart Home devices.



Easily navigate  
app features

Easily add and give  
access to Guests

Search doors  
by name

Manage and  
customize doors  
and devices

Tap the Magic  
Button to open the  
nearest door



contact us to get started:  
[sales@brivo.com](mailto:sales@brivo.com)



# Proposal Pricing Overview

## Projects:

| Security Cameras:   | Price       |
|---|-------------|
| <p>Solution:</p> <ul style="list-style-type: none"><li>• EEN CMVR 620</li><li>• (6) EEN Outdoor Turret Starlight<ul style="list-style-type: none"><li>• low light camera</li></ul></li><li>• (10) EEN Outdoor 8MP Camera</li><li>• (2) EEN Indoor 8MP Camera</li><li>• (9) Hanwha Turret Ai Camera</li><li>• (1) EEN Outdoor 180 Degree Camera</li><li>• (12) New CAT6 wiring</li><li>• (3) Trenching and conduit</li><li>• (2) 15' black aluminum poles</li><li>• Reuse ethernet wiring when possible</li><li>• (2) Managed POE Switch</li><li>• CAT6 Wiring</li><li>• Ditek Surge Protection for CAT6</li><li>• Ditek UPS</li><li>• Labor</li></ul> | \$43,603.95 |
| <p>Monitored At Night Time</p> <ul style="list-style-type: none"><li>• Ai Monitoring Bridge</li></ul>   | \$750.00    |
| License Plate Camera:   |             |
| <p>Solution:</p> <ul style="list-style-type: none"><li>• (1) EEN DB14</li><li>• (1) EEN DT03</li><li>• Black Aluminum Pole</li><li>• Solar Panel System</li><li>• Point to Point</li><li>• CAT6 Wiring</li><li>• Labor</li></ul>  | \$5,745.00  |
| Access Control:   |             |

Solution:

\$12,041.00

- (4) Brivo ACS300
- (7) Brivo Full Size Readers
- (2) Nema Enclosures
- Power Supply
- Surge protector for readers
- Electronic Strike Install
- Labor Included
- 1,500 Key Fobs INCLUDED AT NO EXTRA COST SAVINGS OF \$5,250

#### Network, Wifi, Phones & PA System:

Solution:

\$3,202.49

- Unifi Managed Gateway
- Managed Switch
- Outdoor Wifi AP
- Indoor Wifi AP
- (2) AXIS Loudspeaker
  - Pool Deck (Night Time Monitoring)
  - Basketball Court (Not Monitored)
- AXIS Trigger Board
- Cat6 Wiring
- Labor

**Estimated Camera Project Total    \$65,342.44**

## Software Licenses:

| Licenses  | Price    | QTY |
|---|----------|-----|
| Eagle Eye Licensing PR1 <ul style="list-style-type: none"><li>• \$9.50 per camera per year<ul style="list-style-type: none"><li>• Remote viewing of cameras is determined by ISP upload internet speed.</li></ul></li><li>• Local recording with lower resolution cloud retention as backup<ul style="list-style-type: none"><li>• Cloud backup functionality depends on ISP upload internet speed.</li></ul></li></ul> | \$9.50   | 30  |
| Eagle Eye LPR (License Plate Recognition) <ul style="list-style-type: none"><li>• This license is in addition to the PR1 license above for LPR cameras</li></ul>  | \$45.00  | 1   |
| EEN AXIS Loudspeaker License  | \$20.00  | 2   |
| Monitoring Cameras at Night   | \$500.00 | 1   |

|   |         |   |
|---|---------|---|
| Brivo Access Control (per reader device)                                    | \$18.00 | 7 |
| MSP/Tech Support  | \$85.00 | 1 |
| <input checked="" type="checkbox"/> (Optional) 1,000 Brivo Mobile Passes    | \$60.00 | 1 |
| Phone Rental - FREE (Wired Desk Phone)                                      | \$0.00  | 1 |
| Phone Line Service  | \$75.00 | 1 |
| <ul style="list-style-type: none"> <li>Also works with PA system</li> </ul> |         |   |

**Estimated Monthly License    \$1,216.00**



## Payment and Service Agreement Terms

### **1. Project-Based Services & Payment Terms**

Before initiating any requested service on a project basis, Vendor shall provide a written proposal outlining the scope of work and associated fees. While an estimated completion timeframe may be included, it is not guaranteed and may be omitted depending on the nature of the project. The Customer agrees to remit a non-refundable deposit equal to 50% of the total proposed cost prior to the commencement of any work. Once the 50% deposit is received, the Vendor will order all required products and add the project to the schedule. The Vendor will then begin work on the requested service. The Customer acknowledges that some equipment may be subject to shipping delays, and the Vendor is not responsible for delays caused by product availability or delivery timelines. The remaining 50% balance is due within fourteen (14) calendar days of project completion.

### **2. Estimated Timeline for Completion**

While most services are typically completed within thirty (30) calendar days from the time the Vendor begins the project, the Customer acknowledges that completion times may vary due to factors beyond the Vendor's control. The estimated timeline, if provided, is only a guideline and not a guaranteed deadline. If the Customer requests a postponement or causes a delay in the progress of the work, such request must be made in writing. In the event that the Customer delay exceeds fifteen (15) calendar days, the Vendor may invoice for all services rendered and materials purchased up to that date. The Customer agrees to pay the invoiced amount within fifteen (15) calendar days of receipt. Additional charges may apply for delays initiated by the Customer.

### **3. Price Adjustments**

Vendor reserves the right to adjust project or service pricing in the event of changes in manufacturer licensing fees or other direct vendor-related costs. The Customer will be notified of any such adjustments prior to being invoiced for the remaining balance.

### **4. Non-Payment & Late Fees**

Failure to make timely payments constitutes a material breach of this Agreement. A monthly service charge of 1.5%, or the highest amount allowed under Florida law, will be applied to any past due balances. Payments will be applied to the oldest outstanding invoices unless otherwise specified. The Customer is responsible for all costs associated with collection, including attorney's fees.

### **5. Service Contract Duration & Termination**

This agreement is for a 12-month term, beginning on the 1st day of the month in which the equipment is installed. The contract automatically renews annually unless terminated with a 60-day written notice prior to the renewal date.

### **6. Supplemental & Emergency Services**

Supplemental services include, but are not limited to, on-site visits, remote support (via phone, email, or screen sharing), travel time, and meetings (in-person or virtual). These services will be billed separately from standard project or service fees. Support requests submitted outside of standard business hours or on holidays will be billed at 1.5 times the normal technician labor rate with a 2-hour minimum, plus travel. Emergency service will be clearly labeled on both the support ticket and final invoice.

### **7. Technician Time Rates**

- Standard Business Hours: \$165/hour (2-hour minimum, plus travel)
- Emergency Hours (After-Hours, Holidays, Urgent Support): \$247.50/hour (2-hour minimum, plus travel)

## **8. Support Request Methods**

Customers may submit support requests by:

- Calling (813) 444-4355
- Emailing [support@completeit.io](mailto:support@completeit.io)

Support requests made outside of these methods (e.g., text, voicemail, social media) may result in delayed response times from the Complete I.T. support team.

## **9. Refund Policy**

Vendor maintains a strict NO REFUNDS policy on deposits, project totals, or any monetary exchanges related to services rendered or contracted.

## **10. Manufacturer Warranties & Exclusions**

Any manufacturer warranties associated with equipment or products provided by the Vendor are limited to the terms and conditions set forth by the respective manufacturer. The Vendor does not offer any separate or extended warranty beyond what is provided by the manufacturer. Manufacturer warranties do not cover damage resulting from misuse, abuse, negligence, vandalism, theft, power surges, acts of God (including but not limited to lightning, flood, fire, or storm), or improper installation or handling by parties other than the Vendor or its authorized agents. The Customer acknowledges that any such damages are not covered under warranty and may require additional service, replacement, and/or labor at the Customer's expense.



Estimate #: JD244  
Estimate Date: 9/10/2025  
Expiration Date: 9/20/2025

## Commercial Sales

### PROJECT NAME AND LOCATION

Ayersworth Glen Clubhouse  
11102 Ayersworth Glen Blvd.  
Wimauma, FL 33598

### CUSTOMER INFORMATION

**Customer Name and Address:**

Ayersworth Glen Clubhouse  
11102 Ayersworth Glen Blvd.  
Wimauma, FL 33598

**Contact Name and Information:**

Brittany West  
813-633-3322  
awgclubhouse@gmail.com

### FENCE OUTLET CONTACT INFORMATION

**Estimator:**

Jason Downs  
813-699-4163  
Jason.Downs@fenceoutlet.com

**Sales Representative:**

David Spence  
813-724-3766  
David.Spence@fenceoutlet.com

**Sales Manager:**

Jason Downs  
813-699-4163  
Jason.Downs@fenceoutlet.com

### DESCRIPTION OF WORK AND ESTIMATE

Furnish and Install:

(1) 6H x 5'W Alumium Pedestrian Gate - 3 Rails - Pressed Spear Top - Powder Coated Black  
4" x 4" Posts  
Self Closing Hinges  
Lockable Slide Bolt Latch

Existing Fence Panel to be Cut Down by Fence Outlet to Allow for New Gate

**ESTIMATE TOTAL COST:** **\$3,625.00**

Orlando • Oviedo • Tampa • North Port • Port Richey • Melbourne • Daytona • Jacksonville

## FENCE OUTLET TERMS AND CONDITIONS

### CONDITIONS:

1. Fence Outlet shall not be responsible for any site preparation.
2. The Owner/Contractor must place stakes every 50 linear feet, clearly marking any corner and end posts. These stakes should also indicate the anticipated grade changes along the fence and the overall appearance of the fence. Fences exceeding 6 inches above the current grade will require longer posts, which may incur additional costs.
3. The Owner/Contractor must ensure a 10-foot wide, clear and stable path along the fence line. Multiple stable access points must also be provided, or additional ferrying charges may apply.
4. Core drilling, cutting through asphalt, and excavation through rock are excluded from this estimate unless otherwise specified. Any equipment and labor necessary for such tasks will require a change order.
5. The Owner/Contractor must remove any utilities, trees, roots, limbs, or other obstacles that could impede the fence installation.
6. Fence Outlet will assist in identifying the general fence layout upon request; however, Fence Outlet assumes no responsibility for the identifying or verifying property lines and does not guarantee their accuracy. If property pins cannot be located, a current survey or fence placement agreement is strongly recommended.
7. Fence Outlet will locate public underground utilities using standard services but will not be responsible for private or unmarked underground lines.
8. The estimated price includes a single mobilization unless explicitly noted otherwise. Additional mobilizations will be charged accordingly.
9. Site delays (downtime) caused by the Owner/Contractor or any other trade will lead to additional costs.
10. A final walkthrough is mandatory, and any concerns must be raised during this time. Failure to do so may result in remobilization fees.
11. Fence Outlet retains ownership of all materials until full payment is received. In the event of non-payment, the customer grants Fence Outlet the right of access to retrieve unpaid materials after written notice.
12. In the event of cancellation after execution of this agreement, the buyer agrees to reimburse Fence outlet for all the material costs, labor rendered, and up to 50% of the contract value as liquidated damages.
13. Timelines: Fence Outlet will make reasonable efforts to adhere to mutually agreed project timelines. However, timelines may be impacted by permitting, weather, supply issues, or site access delays.
14. Substitutions: If specified materials are unavailable, Fence Outlet may substitute with a product of equal or greater value and similar appearance, with prior approval from the customer.

### TERMS:

1. The Fence Outlet terms and conditions must be incorporated into the final contract.
2. Any modifications to the initial agreement, whether in product, terms, or conditions, will necessitate a mutually agreed-upon change order.
3. Retainage payments must be made within 30 days of project completion.
4. Final payment is due within 30 days of project completion. A 1.5% monthly finance charge will be applied to unpaid balances beyond this period.
5. Fence Outlet shall not be liable for delays caused by Force Majeure.
6. Charges will apply for safety training, bonds, and background checks as necessary.
7. Fence Outlet provides a one-year warranty on workmanship. Material warranties are provided by the manufacturer. All warranty claims will be addressed within 5 business days.
8. Installation scheduling requires the following: a fully executed contract, approved site plans, notice of commencement, a 33% deposit for materials, and an approved permit.
9. Progress payments will be billed for projects extending beyond 30 days.
10. The customer agrees to pay all interest, late fees, and reasonable legal or collection costs incurred in the event of nonpayment.
11. Dispute Resolution: In the event of a dispute, both parties agree to make reasonable efforts to resolve the matter amicably. If resolution cannot be reached, both parties agree to engage in mediation before pursuing legal action.

The Parties hereby agree to the terms and conditions set forth in this Agreement and such is demonstrated by their signatures below:

#### Fence Outlet

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

#### Owner/Contractor

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By accepting this proposal, issuing a purchase order, or incorporating this document into a contract by reference, the customer acknowledges and agrees to Fence Outlet's terms and conditions as outlined herein. These terms shall govern all aspects of the project unless expressly modified by mutual written agreement.

Orlando • Oviedo • Tampa • North Port • Port Richey • Melbourne • Daytona • Jacksonville

**Ballfer Service Corp**

10101 US Highway 41 N  
Palmetto, FL 34221  
P: 813-331-3323  
CP: 305-303-5567



**Submitted on 08/22/2025**

**Client:**

Highlands CDD

**Address:**

Facilities Services  
11102 Ayersworth Glen Blvd.  
Wimauma, FL 33598

**Payable to:**

Ballfer Service Corp

**Project:**

Pool Pump Gate Addition

| Description                                   | Qty | Price    | Total price |
|---|-----|----------|-------------|
| Gate 5' x 6 Alumminum Style 3 Rails Spear Top | 1   | 1,480.00 | \$1,480.00  |
|   |     |          |             |
|   |     |          |             |
|   |     |          |             |
|   |     |          |             |

Notes:

**Total** **\$1,480.00**

This price included:

\* Gate hardware and installation



----- Forwarded message -----

From: **LaRhonda Lowery** <[llarhonda@yahoo.com](mailto:llarhonda@yahoo.com)>

Date: Thu, Sep 11, 2025 at 2:43 PM

Subject: Inquiry to use the parking lot

To: <[awgclubhouse@gmail.com](mailto:awgclubhouse@gmail.com)>

Good afternoon!

I'm a licensed family childcare provider in the community. I am looking to have a fire truck visit my kids during fire safety prevention week Oct 5-11. I contacted the county and they said they can't come to specific home but could come to a clubhouse. Im asking if it's ok to book them to come to the parking lot. It takes 30-40 min and we will not use the clubhouse at all just the parking lot. Thank you for your attention in this matter. I can be reached at. 813-465-4865

LaRhonda Lowery

**MINUTES OF MEETING**  
**HIGHLANDS**  
**COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Highlands Community Development District was held on Wednesday, August 20, 2025, and called to order at 6:00 p.m., at the Ayersworth Glen Clubhouse, located at 11102 Ayersworth Glen Blvd., Wimauma, FL 33598.

Present and constituting a quorum were:

|                    |                                   |
|--------------------|-----------------------------------|
| Kangelia Baxter    | Board Supervisor, Chair           |
| Mark Bouthot       | Board Supervisor, Vice Chair      |
| Orlando Echevarria | Board Supervisor, Asst. Secretary |
| Trang Chu          | Board Supervisor, Asst. Secretary |

Also present were:

|                |  |
|----------------|--|
| Kristee Cole   | District Manager, Inframark  |
| Gabe Montagna  | Field Inspector, Inframark   |
| Jerry Whited   | District Engineer, BDE Engineering<br>(via Teleconference)             |
| Dan Lewis      | District Counsel, Persson, Cohen, Mooney,<br>Fernandez & Jackson, P.A. |
| Brittany West  | Onsite Manager, Inframark  |
| Jason Jaszczak | Representative, Advanced Aquatic                                       |
| Gail Huff      | Representative, Sprinkler Solutions of Florida                         |
| Terry Mclane   | Representative for PineLake  |
| John Amarosa   | Representative for PineLake  |
| Greg           | Representative for PineLake  |

Audience Members

**FIRST ORDER OF BUSINESS                      Call to Order and Roll Call**

The meeting was called to order at 6:00 p.m., and a quorum was established.

**SECOND ORDER OF BUSINESS                      Adoption of the Agenda**

On MOTION by Ms. Baxter, seconded by Ms. Chu, with all in favor, the Board adopted the August 20, 2025, Final Agenda.

**THIRD ORDER OF BUSINESS                      Audience Comments**

There was an audience comment regarding fees, the pool and fitness room.

**FOURTH ORDER OF BUSINESS                      Special Business Items**

**A. Consideration of Board Resume**

Ms. Hooten was not in attendance. Ms. Izdebska-Paheo and Mr. Roy were present and formally introduced themselves to the Board.

On MOTION by Mr. Echevarria, with no second vote, the motion to Appoint Mr. Roy to the Board failed.

On MOTION by Ms. Baxter, seconded by Mr. Bouthot, with one opposing vote from Mr. Echevarria, the Board appointed Ms. Izdebska-Pharo to Seat 1, with a term of 2024-2028.

## **B. Consideration of Resolution 2025-03, Designating Officers**

On MOTION by Ms. Baxter, seconded by Mr. Bouthot, with one opposing vote from Mr. Echevarria, the Board Adopted Resolution 2025-03, Designating Officers.

## **FIFTH ORDER OF BUSINESS**

## **Staff Reports**

### **A. District Engineer**

#### **1. Presentation of Pond 2 Observation Report**

Mr. Whited presented the Pond 2 report via teleconference. He presented the proposals for the Pond Repair.

### **B. Aquatics Inspection Report**

Mr. Jaszczak updated the Board regarding the ponds.

#### **1. Consideration of Pond 2 Planting Proposal**

Tabled.

#### **2. Consideration of Pond Repair Proposals**

On MOTION by Ms. Baxter, seconded by Ms. Izdebska-Pahro, with all in favor, the Board approved the FES6 Pond Repair Proposal from CrossCreek.

### **C. Field Inspection Report**

Mr. Montagna presented the Field Inspection Report to the Board.

### **D. Landscape Report**

Mr. Amarosa updated the Board on the landscape in the community.

#### **1. Consideration of Plant Removal from the Walls**

Tabled.

#### **2. Consideration of Mulch Installation**

Tabled.

### **E. Irrigation Report**

Ms. Huff updated the Board on the Irrigation Report.

### **F. District Counsel**

Mr. Lewis will prepare an addendum to CrossCreek contract.

### **G. District Manager**

Ms. Cole reminded the Board that the meeting will be on Wednesday, September 17, 2025, at 6:00 p.m.

On MOTION by Ms. Baxter, seconded by Ms. Chu, with all in favor, the Board would like to move forward with the Executive Pools as the pool maintenance company with a not-to-exceed amount of \$4,000 a month.

**H. Onsite Manager**

**1. Monthly Manager's Report**

Ms. West presented the Monthly Manager's Report to the Board. She informed the Board that the Fall Yard Sale will be on October 18, 2024.

**SIXTH ORDER OF BUSINESS**

**Business Items**

**A. Public Hearing on the Fiscal Year 2025-2026 Final Budget and Levying the O&M Assessment**

On MOTION by Ms. Baxter, seconded by Ms. Chu, with all in favor, the Board Opened the Public Hearing on the Fiscal Year 2025-2026 Final Budget and Levying the O&M Assessment.

Several audience comments regarding the budget line items.

On MOTION by Ms. Baxter, seconded by Ms. Izdebska-Pharo, with all in favor, the Board Closed the Public Hearing on the Fiscal Year 2025-2026 Final Budget and Levying the O&M Assessment.

**1. Consideration of Resolution 2025-04, Adopting the Final Budget**

On MOTION by Ms. Izdebska-Pharo, seconded by Mr. Bouthot, with one opposing vote from Mr. Echevarria, the Board Adopted Resolution 2025-04, Adopting the Final Budget.

**2. Consideration of Resolution 2025-05, Levying the O&M Assessment**

On MOTION by Mr. Bouthot, seconded by Ms. Izdebska-Pharo, with one opposing vote from Mr. Echevarria, the Board Adopted Resolution 2025-05, Levying the O&M Assessment.

**B. Consideration of Resolution 2025-06, Adopting the Fiscal Year 2025-2026 Meeting Schedule**

On MOTION by Ms. Baxter, seconded by Ms. Izdebska-Pharo, with all in favor, the Board Adopted Resolution 2025-06, Adopting the Fiscal Year 2025-2026 Meeting Schedule.

**C. Consideration of Resolution 2025-07, Adopting the Goals and Objectives**

On MOTION by Ms. Baxter, seconded by Mr. Bouthot, with all in favor, the Board Adopted Resolution 2025-07, Adopting the Goals and Objectives.

**D. Consideration of Spider Playground Structure**  
Tabled.

**E. Consideration of Water Fountain Replacement Proposals**

On MOTION by Mr. Echevarria, seconded by Mr. Bouthot, with all in favor, the Board approved the Water Fountain Replacement Proposals.

**F. Consideration of Chair Replacement**  
Tabled.

**G. Consideration of Two Sets of Water Coolers Replacement Proposals**  
Tabled.

**H. Consideration of Gym Revamping Proposal**  
Tabled.

**I. Consideration of Pressure Washing Proposal**

On MOTION by Ms. Izdebska-Pharo, seconded by Ms. Baxter, with all in favor, the Board approved the Premiere Pro Pool Ultimate Package in the amount of \$15,875.

**J. Discussion of Usage of the Clubhouse for Financial Seminars**  
Tabled until September.

**SEVENTH ORDER OF BUSINESS                      Business Administration**

**A. Consideration of Minutes from the Meeting held on July 16, 2025**

On MOTION by Ms. Baxter, seconded by Ms. Chu, with all in favor, the meeting minutes from the Meeting held on July 16, 2025, were approved, as presented.

**B. Consideration of July 2025 Check Register**

On MOTION by Ms. Baxter, seconded by Ms. Izdebska-Pharo, with all in favor, the July 2025 Check Register was approved, as presented.

**EIGHTH ORDER OF BUSINESS   Supervisor Requests**

Ms. Baxter would like to look into doing an ice cream social, back to school bash, and a part-time staff to pick-up trash along the Blvd.

Ms. Izdebska-Pharo informed the Board that the light on 301 is out again, the survey monkey for Christmas lights for next fiscal year and to get proposals for palm trimming and trimming proposal trees along Blvd.

**NINTH ORDER OF BUSINESS                      Audience Comments**

There were no audience comments.

**TENTH ORDER OF BUSINESS                      Adjournment**



On MOTION by Ms. Baxter, seconded by Ms. Chu, with all in favor, the meeting was adjourned at 8:49p.m.

156

157

158

159

160

\_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Chair / Vice Chair