



# *South Bay Community Development District*

**March 11, 2026**

**Agenda Package**

**TEAMS MEETING INFORMATION**

**Meeting ID: 298 253 886 938 3    Passcode: 3sA3U74m**

**Join:**

**<https://teams.microsoft.com/meet/2982538869383?p=0r2YKmNntRHOBnrcBj>**

2005 PAN AM CIRCLE, SUITE 300

TAMPA, FLORIDA 33607

**CLEAR PARTNERSHIPS**



**COLLABORATION**



**LEADERSHIP**



**EXCELLENCE**



**ACCOUNTABILITY**



**RESPECT**

# South Bay Community Development District

## Board of Supervisors

Ian Brown, Chairman  
Scott Campbell, Vice Chairman  
Mary Madden, Assistant Secretary  
John Aldrich, Assistant Secretary  
Vacant

## Staff:

Christina Newsome, District Manager  
David Smith, District Counsel  
Rick Brylanski, District Engineer  
Howard Neal, Field Services Director  
Sergio Inguanzo, District Accountant  
Melinda Gallo, Administrative Assistant

## Meeting Agenda Wednesday, March 11, 2026 – 1:00 p.m.

---

1. **Call to Order and Roll Call**
2. **Approval of Agenda**
3. **Audience Comments – Three (3) Minute Time Limit**
4. **Staff Reports**
  - A. District Accountant Report ..... P. 3
    - i. Review of Financial Statements ..... P. 10
    - ii. Acceptance of Check Register ..... P. 23
  - B. Landscape Report
    - i. Consideration of Searles Landscape Beautification Proposal ..... P. 25
    - ii. Consideration of Russell Landscape Seasonal Color for  
Guard House Proposal..... P. 31
  - C. District Engineer
    - i. Update on Buoy Permit
    - ii. Update on Lennar Turnover
    - iii. Update on Seawall
  - D. District Counsel
    - i. Review of Response to Post Antigua Cove Inspection Email..... P. 42
  - E. District Manager
5. **Business Items**
  - A. Discussion of ASOLO Submittal Parcel I ..... P. 46
  - B. Consideration of Responses for District Management Services RFP..... P. 64
  - C. Consideration of Resumes ..... P. 165
  - D. Ratification of Resolution 2026-01, Removing and Designating a  
New Treasurer..... P. 174
  - E. Consideration of Resolution 2026-02, General Election ..... P. 175
  - F. Consideration of Stephen Herrera’s Resignation Letter ..... P. 177
6. **Business Administration**
  - A. Consideration of Minutes from the Meeting held February 11, 2026 ..... P. 178
7. **Supervisor Requests**
8. **Audience Comments – Three (3) Minute Time Limit**
9. **Adjournment**

*The next meeting is scheduled for Wednesday, April 8, 2026, at 1:00 p.m.*

### **District Office:**

Inframark, Community Management Services  
2005 Pan Am Circle, Suite 300  
Tampa, Florida 33607  
813-873-7300

### **Meeting Location:**

Little Harbor POA Clubhouse  
611 Destiny Drive  
Ruskin, Florida 33570

**South Bay Community Development District**  
 Expenditure Report - General Fund  
 For the Period(s) from Oct 01, 2025 to Jan 31, 2026  
 (Sorted by Department)

Posting Date	Account #	Document #	Trans. Type	Vendor Name	Description	Amount
--------------	-----------	------------	-------------	-------------	-------------	--------

**DEPARTMENT NAME: LEGISLATIVE**

**Account Name: P/R-Board of Supervisors**

10/15/25	511001-51101-5000	JE000383		RECL JOHN ALDRICH BOARD	10/15/25	200.00
10/21/25	511001-51101-5000	ADP0021		ADP Wages		600.00
10/21/25	511001-51101-5000	ADP0021		ADP Wages		200.00
11/12/25	511001-51101-5000	JE000391		JOHN ALDRICH BOARD	11/12/25	200.00
11/14/25	511001-51101-5000	ADP0022		ADP Wages		600.00
11/14/25	511001-51101-5000	ADP0022		Payroll-Salary		200.00
12/10/25	511001-51101-5000	JE000402		RECL JOHN ALDRICH BOARD	12/8/25 & 12/10/25	400.00
12/12/25	511001-51101-5000	ADP0023		ADP Wages		1,200.00
12/12/25	511001-51101-5000	ADP0023		Payroll-Salary		400.00
01/22/26	511001-51101-5000	ADP FEES		BOARD P/R		1,000.00
<b>YTD Total</b>						5,000.00
<b>Annual Budget</b>						\$12,000.00
Amount Remaining / (Budget overage)						\$7,000.00
% of Budget						41.7%

**Account Name: FICA Taxes**

10/21/25	521001-51101-5000	ADP0021		ER FICA		61.20
11/14/25	521001-51101-5000	ADP0022		ER FICA		61.20
12/12/25	521001-51101-5000	ADP0023		ER FICA		122.40
<b>YTD Total</b>						244.80
<b>Annual Budget</b>						\$918.00
Amount Remaining / (Budget overage)						\$673.20
% of Budget						26.7%

<b>Legislative Department Total:</b>	<b>\$5,244.80</b>
--------------------------------------	-------------------

**DEPARTMENT NAME: EXECUTIVE**

**Account Name: ProfServ-Mgmt Consulting**

10/08/25	531027-51201-5000	160703	VENDOR	INFRAMARK LLC	OCT 2025 MGMT SVCS	4,287.16
11/11/25	531027-51201-5000	163580	VENDOR	INFRAMARK LLC	NOV 2025 MGMT SVCS	4,287.17
12/01/25	531027-51201-5000	165706	VENDOR	INFRAMARK LLC	DEC 2025 MGMT SVCS	4,287.17
01/02/26	531027-51201-5000	167829	VENDOR	INFRAMARK LLC	JAN 2026 MGMT SVCS	4,287.17
<b>YTD Total</b>						17,148.67
<b>Annual Budget</b>						\$51,446.00
Amount Remaining / (Budget overage)						\$34,297.33
% of Budget						33.3%

<b>Executive Department Total:</b>	<b>\$17,148.67</b>
------------------------------------	--------------------

**DEPARTMENT NAME: FINANCIAL AND ADMINISTRATIVE**

**Account Name: ProfServ-Dissemination Agent**

10/01/25	531012-51301-5000	ACCRUE			LERNER REPORTING SVCS INV 383 FY 2025 SVCS	(5,000.00)
10/01/25	531012-51301-5000	ACCRUE REVERSAL			LERNER REPORTING SVCS INV 383 FY 2025 SVCS	5,000.00
11/07/25	531012-51301-5000	383	VENDOR	LERNER REPORTING SERVICES, INC	ANNUAL DISCLOSURE FEE	5,000.00
<b>YTD Total</b>						5,000.00
<b>Annual Budget</b>						\$5,000.00
Amount Remaining / (Budget overage)						\$0.00
% of Budget						100.0%

**Account Name: Assessment Roll**

12/01/25	531141-51301-5000	165706	VENDOR	INFRAMARK LLC	DEC 2025 MGMT SVCS	6,000.00
<b>YTD Total</b>						6,000.00
<b>Annual Budget</b>						\$6,000.00
Amount Remaining / (Budget overage)						\$0.00
% of Budget						100.0%

**Account Name: Auditing Services**

01/05/26	532002-51301-5000	28487	VENDOR	GRAU & ASSOCIATES	AUDIT FY 2025	2,500.00
<b>YTD Total</b>						2,500.00

**South Bay Community Development District**  
 Expenditure Report - General Fund  
 For the Period(s) from Oct 01, 2025 to Jan 31, 2026  
 (Sorted by Department)

Posting Date	Account #	Document #	Trans. Type	Vendor Name	Description	Amount	
						<b>Annual Budget</b>	\$5,900.00
						<i>Amount Remaining / (Budget overage)</i>	\$3,400.00
						<i>% of Budget</i>	42.4%
<b>Account Name: Postage and Freight</b>							
11/25/25	541006-51301-5000	164579	VENDOR	INFRAMARK LLC	POSTAGE/WEBSITE	4.44	
12/22/25	541006-51301-5000	166731	VENDOR	INFRAMARK LLC	NOV 2025 POSTAGE	4.44	
01/20/26	541006-51301-5000	169071	VENDOR	INFRAMARK LLC	DEC 2025 POSTAGE	10.43	
						<b>YTD Total</b>	19.31
						<b>Annual Budget</b>	\$750.00
						<i>Amount Remaining / (Budget overage)</i>	\$730.69
						<i>% of Budget</i>	2.6%
<b>Account Name: Insurance - Risk Management</b>							
10/01/25	545003-51301-5000	PREPAID			RECL EGIS INSURANCE ADVISORS FY 2026 POLICY	15,479.00	
						<b>YTD Total</b>	15,479.00
						<b>Annual Budget</b>	\$19,200.00
						<i>Amount Remaining / (Budget overage)</i>	\$3,721.00
						<i>% of Budget</i>	80.6%
<b>Account Name: Legal Advertising</b>							
11/20/25	548002-51301-5000	25-03576H	VENDOR	BUSINESS OBSERVER	SUPERVISOR WORKSHOP 12/8/25	50.31	
						<b>YTD Total</b>	50.31
						<b>Annual Budget</b>	\$2,477.00
						<i>Amount Remaining / (Budget overage)</i>	\$2,426.69
						<i>% of Budget</i>	2.0%
<b>Account Name: Misc-Assessment Collection Cost</b>							
11/07/25	549070-51301-5000	ASSESSMENTS			HILLSBOROUGH TX COLLECTOR-CURRENT 10/1-10/31/25	216.66	
11/14/25	549070-51301-5000	ASSESSMENTS			HILLSBOROUGH TX COLLECTOR-CURRENT 11/1-11/09/25	458.56	
11/21/25	549070-51301-5000	ASSESSMENTS			HILLSBOROUGH TX COLLECTOR-CURRENT 11/10-11/16/25	785.93	
12/03/25	549070-51301-5000	ASSESSMENTS			HILLSBOROUGH TX COLLECTOR-CURRENT 11/17-11/25/25	1,458.12	
12/05/25	549070-51301-5000	ASSESSMENTS			HILLSBOROUGH TX COLLECTOR-CURRENT 11/26-11/30/25	7,281.95	
12/19/25	549070-51301-5000	ASSESSMENTS			HILLSBOROUGH TX COLLECTOR-CURRENT/INSTALL 12/1-12/14/25	2,060.24	
01/06/26	549070-51301-5000	ASSESSMENTS			HILLSBOROUGH TX COLLECTOR-CURRENT/INSTALL 12/15-12/31/2	370.18	
						<b>YTD Total</b>	12,631.64
						<b>Annual Budget</b>	\$13,854.00
						<i>Amount Remaining / (Budget overage)</i>	\$1,222.36
						<i>% of Budget</i>	91.2%
<b>Account Name: Website Expense</b>							
11/07/25	549933-51301-5000	SBCDD-09	VENDOR	RICHARD S METZ	CLOUD BASED SERVICE 4/1-6/30/25	249.00	
11/10/25	549933-51301-5000	SBCDD-10	VENDOR	RICHARD S METZ	CLOUD BASED SVC 7/1-9/30/25	252.00	
11/25/25	549933-51301-5000	164579	VENDOR	INFRAMARK LLC	POSTAGE/WEBSITE	26.67	
						<b>YTD Total</b>	527.67
						<b>Annual Budget</b>	\$0.00
						<i>Amount Remaining / (Budget overage)</i>	(\$527.67)
						<i>% of Budget</i>	n/a
<b>Account Name: Annual District Filing Fee</b>							
10/12/25	554007-51301-5000	92830	VENDOR	FLORIDA COMMERCE	ANNUAL FILING FEE	175.00	
						<b>YTD Total</b>	175.00
						<b>Annual Budget</b>	\$175.00
						<i>Amount Remaining / (Budget overage)</i>	\$0.00
						<i>% of Budget</i>	100.0%
						<b>Financial And Administrative Department Total:</b>	<b>\$42,382.93</b>

**DEPARTMENT NAME: LEGAL COUNSEL**

Posting Date	Account #	Document #	Trans. Type	Vendor Name	Description	Amount	
10/31/25	531023-51401-5000	OCT 2025			ACCUE GRAY ROBINSON INV 11322931 SEPT 2025	18,310.83	
10/31/25	531023-51401-5000	OCT 2025			ACCUE GRAY ROBINSON INV 11322931 SEPT 2025	(18,310.83)	
11/10/25	531023-51401-5000	11328108	VENDOR	GRAY ROBINSON P.A.	OCT 2025 SVCS	20,300.00	
12/05/25	531023-51401-5000	11322931	VENDOR	GRAY ROBINSON P.A.	SEPT 2025 FEES	18,310.83	
12/05/25	531023-51401-5000	OCT 2025			ACCUE GRAY ROBINSON INV 11322931 SEPT 2025	(18,310.83)	
01/01/26	531023-51401-5000	11339430	VENDOR	GRAY ROBINSON P.A.	DEC 2025 FEES	25,560.66	
01/01/26	531023-51401-5000	11333767	VENDOR	GRAY ROBINSON P.A.	NOV 2025 FEES	18,068.54	
						<b>YTD Total</b>	63,929.20

**South Bay Community Development District**  
 Expenditure Report - General Fund  
 For the Period(s) from Oct 01, 2025 to Jan 31, 2026  
 (Sorted by Department)

Posting Date	Account #	Document #	Trans. Type	Vendor Name	Description	Amount
						<b>Annual Budget</b> \$66,000.00
						Amount Remaining / (Budget overage) \$2,070.80
						% of Budget 96.9%
<b>Legal Counsel Department Total:</b>						<b>\$63,929.20</b>

**DEPARTMENT NAME: COMPREHENSIVE PLANNING**

Account Name: ProfServ-Engineering						
Date	Account #	Document #	Trans. Type	Vendor Name	Description	Amount
12/12/25	531013-51501-5000	5533214	VENDOR	BOWMAN CONSULTING GROUP LTD	HURRICANE IAN SEAWALL INSPECTION SVCS	5,255.50
01/16/26	531013-51501-5000	538856	VENDOR	BOWMAN CONSULTING GROUP LTD	HURRICANE IAN SEAWALL INSPECTION SVCS	6,156.75
						<b>YTD Total</b> 11,412.25
						<b>Annual Budget</b> \$35,000.00
						Amount Remaining / (Budget overage) \$23,587.75
						% of Budget 32.6%
<b>Comprehensive Planning Department Total:</b>						<b>\$11,412.25</b>

**DEPARTMENT NAME: ELECTRIC UTILITY SERVICES**

Account Name: Utility - General						
Date	Account #	Document #	Trans. Type	Vendor Name	Description	Amount
10/01/25	543001-53100-5000	AUG 2025			ACCRUE TECO	(4,900.00)
10/01/25	543001-53100-5000	SEPT 2025			ACCRUE TECO	(4,900.00)
10/07/25	543001-53100-5000	JE000394			RECL TAMPA ELECTRIC 9/23-10/21/25	71.89
10/27/25	543001-53100-5000	JE000393			RECL TAMPA ELECTRIC 8/22-9/22/25	4,802.96
10/31/25	543001-53100-5000	SEPT 2025			ACCRUE TECO	4,900.00
10/31/25	543001-53100-5000	AUG 2025			ACCRUE TECO	4,900.00
10/31/25	543001-53100-5000	OCT 2025			ACCRUE TECO	4,900.00
10/31/25	543001-53100-5000	OCT 2025			ACCRUE TECO	(4,900.00)
11/30/25	543001-53100-5000	NOV 2025			REVERSE ACCRUE TECO	4,900.00
11/30/25	543001-53100-5000	NOV 2025			REVERSE ACCRUE TECO	(4,900.00)
11/30/25	543001-53100-5000	NOV 2025			ACCRUE TECO	4,900.00
12/01/25	543001-53100-5000	NOV 2025			REVERSE ACCRUE TECO	(4,900.00)
12/01/25	543001-53100-5000	NOV 2025			REVERSE ACCRUE TECO	4,900.00
12/01/25	543001-53100-5000	NOV 2025			ACCRUE TECO	(4,900.00)
12/01/25	543001-53100-5000	JE000403			RECL TAMPA ELECTRIC 10/22-11/20/25	4,920.76
12/31/25	543001-53100-5000	DEC 2025			ACCRUE TECO	4,900.00
01/01/26	543001-53100-5000	DEC 2025			ACCRUE TECO	(4,900.00)
01/01/26	543001-53100-5000	ACH102026	VENDOR	TAMPA ELECTRIC	12/21/25-01/20/26	4,788.42
01/31/26	543001-53100-5000	JAN 2026			ACCRUE TECO	4,700.00
						<b>YTD Total</b> 19,284.03
						<b>Annual Budget</b> \$71,500.00
						Amount Remaining / (Budget overage) \$52,215.97
						% of Budget 27.0%
<b>Electric Utility Services Department Total:</b>						<b>\$19,284.03</b>

**DEPARTMENT NAME: WATER UTILITY SERVICES**

Account Name: Utility - Water						
Date	Account #	Document #	Trans. Type	Vendor Name	Description	Amount
10/01/25	543018-53301-5000	SEPT 2025			ACCRUE BOCC	(620.00)
10/31/25	543018-53301-5000	SEPT 2025			ACCRUE BOCC	620.00
10/31/25	543018-53301-5000	OCT 2025			ACCRUE BOCC	620.00
10/31/25	543018-53301-5000	1104257298	VENDOR	BOCC - ACH	9/26-10/30/25 SVC	670.82
10/31/25	543018-53301-5000	OCT 2025			REVERSE ACCRUE BOCC	(620.00)
11/30/25	543018-53301-5000	NOV 2025			REVERSE ACCRUE BOCC	670.00
11/30/25	543018-53301-5000	NOV 2025			REVERSE ACCRUE BOCC	(670.00)
11/30/25	543018-53301-5000	NOV 2025			ACCRUE BOCC	670.00
12/01/25	543018-53301-5000	NOV 2025			REVERSE ACCRUE BOCC	(670.00)
12/01/25	543018-53301-5000	NOV 2025			REVERSE ACCRUE BOCC	670.00
12/01/25	543018-53301-5000	NOV 2025			ACCRUE BOCC	(670.00)
12/04/25	543018-53301-5000	1204157298	VENDOR	BOCC - ACH	SVC PRD 10/30-11/26/25	716.62

**South Bay Community Development District**  
 Expenditure Report - General Fund  
 For the Period(s) from Oct 01, 2025 to Jan 31, 2026  
 (Sorted by Department)

Posting Date	Account #	Document #	Trans. Type	Vendor Name	Description	Amount
12/31/25	543018-53301-5000	NOV 2025			ACCRUE BOCC	670.00
12/31/25	543018-53301-5000	DEC 2025			ACCRUE BOCC	670.00
12/31/25	543018-53301-5000	NOV 2025			REVERSE ACCRUE BOCC	(670.00)
01/01/26	543018-53301-5000	NOV 2025			ACCRUE BOCC	(670.00)
01/01/26	543018-53301-5000	DEC 2025			ACCRUE BOCC	(670.00)
01/01/26	543018-53301-5000	NOV 2025			REVERSE ACCRUE BOCC	670.00
01/06/26	543018-53301-5000	010526-7298 ACH	VENDOR	BOCC - ACH	SVC PRD 11/26-1/05/26	138.30
01/06/26	543018-53301-5000	010526-7298 ACH	VENDOR	BOCC - ACH	SVC PRD 11/26-1/05/26	802.79
01/31/26	543018-53301-5000	JAN 2026			ACCRUE BOCC	900.00

<b>YTD Total</b>	<b>3,228.53</b>
<b>Annual Budget</b>	<b>\$45,000.00</b>
<i>Amount Remaining / (Budget overage)</i>	<i>\$41,771.47</i>
<i>% of Budget</i>	<i>7.2%</i>

**Water Utility Services Department Total: \$3,228.53**

**DEPARTMENT NAME: FIELD**

**Account Name: Contracts-Solid Waste Services**

10/01/25	534039-53901-5000	ACCRUE			RECL REPUBLIC SERVICES 10/1-10/31/25 PICKUP SVC	2,900.87
11/01/25	534039-53901-5000	0696-001306378	VENDOR	REPUBLIC SERVICES - ACH	11/1-11/30/25 2 WASTE CONTAINERS	2,897.69
11/19/25	534039-53901-5000	JE000392			REPUBLIC SERVICES - ACH 2 WASTE CONTAINERS	2,912.11
01/01/26	534039-53901-5000	0696-001320041 ACH	VENDOR	REPUBLIC SERVICES - ACH	JAN 2026	2,917.00
01/17/26	534039-53901-5000	JE000410			RECL REPUBLIC SERVICES - ACH 2 WASTE CONTAINERS	2,917.00
01/31/26	534039-53901-5000	PREPAID			RECL REPUBLIC SVCS INV 0696-001326861 FEB 2026	(2,917.00)

<b>YTD Total</b>	<b>11,627.67</b>
<b>Annual Budget</b>	<b>\$26,565.00</b>
<i>Amount Remaining / (Budget overage)</i>	<i>\$14,937.33</i>
<i>% of Budget</i>	<i>43.8%</i>

**Account Name: Contracts-Landscape**

10/01/25	534050-53901-5000	8297	VENDOR	PINE LAKE NURSERY	OCT 2025 LANDSCAPE MAINT	8,177.45
11/01/25	534050-53901-5000	8543	VENDOR	PINE LAKE NURSERY	NOV 2025 LANDSCAPE MAINT	8,177.45
12/01/25	534050-53901-5000	8739	VENDOR	PINE LAKE NURSERY	DEC 2025 LANDSCAPE MAINT	8,177.45
12/01/25	534050-53901-5000	8740	VENDOR	PINE LAKE NURSERY	DEC 2025 LANDSCAPE MAINT	753.76
12/01/25	534050-53901-5000	JE000404			RECL PINE LAKE NURSERY DEC 2025 LANDSCAPE MAINT	(753.76)
01/05/26	534050-53901-5000	8940	VENDOR	PINE LAKE NURSERY	JAN 2026 LANDSCAPE MAINT	8,177.45

<b>YTD Total</b>	<b>32,709.80</b>
<b>Annual Budget</b>	<b>\$121,575.00</b>
<i>Amount Remaining / (Budget overage)</i>	<i>\$88,865.20</i>
<i>% of Budget</i>	<i>26.9%</i>

**Account Name: Telephone, Cable & Internet Service**

10/01/25	541016-53901-5000	2806762092225	VENDOR	CHARTER COMMUNICATIONS - ACH	09/22-10/21/25	170.00
11/01/25	541016-53901-5000	2806762102225	VENDOR	CHARTER COMMUNICATIONS - ACH	10/22-11/21/25	170.00
12/01/25	541016-53901-5000	2806762112225	VENDOR	CHARTER COMMUNICATIONS - ACH	11/22-12/21/25	170.00
01/01/26	541016-53901-5000	280676212225	VENDOR	CHARTER COMMUNICATIONS - ACH	12/22/25-01/21/26	170.00

<b>YTD Total</b>	<b>680.00</b>
<b>Annual Budget</b>	<b>\$1,980.00</b>
<i>Amount Remaining / (Budget overage)</i>	<i>\$1,300.00</i>
<i>% of Budget</i>	<i>34.3%</i>

**Account Name: Contracts - Portable Restroom**

10/31/25	543187-53901-5000	103125-6871	VENDOR	VALLEY NATIONAL BANK	OCT 2025 PORTABLE RESTROOM	495.58
11/30/25	543187-53901-5000	NOV 2025			ACCRUE VALLEY NAT'L BANK, PORTABLE RESTROOM RENTAL	495.58
11/30/25	543187-53901-5000	113025-8871 ACH	VENDOR	VALLEY NATIONAL BANK	NOV 2025 PORTABLE RESTROOM	495.58
12/01/25	543187-53901-5000	NOV 2025			ACCRUE VALLEY NAT'L BANK, PORTABLE RESTROOM RENTAL	(495.58)
12/31/25	543187-53901-5000	DEC 2025			ACCRUE VALLEY NAT'L BANK, PORTABLE RESTROOM RENTAL	495.58
01/01/26	543187-53901-5000	DEC 2025			ACCRUE VALLEY NAT'L BANK, PORTABLE RESTROOM RENTAL	(495.58)
01/01/26	543187-53901-5000	123025-8905-ACH	VENDOR	VALLEY NATIONAL BANK	DEC 2025 PORTABLE RESTROOM	495.58
01/30/26	543187-53901-5000	0831-6871	VENDOR	VALLEY NATIONAL BANK	Credit Memo 000026	(495.58)
01/30/26	543187-53901-5000	JE000411			RECL VALLEY NAT'L BANK CREDIT MEMO	495.58
01/31/26	543187-53901-5000	013126-6871	VENDOR	VALLEY NATIONAL BANK	JAN 2026 PORTABLE RESTROOM	495.58

<b>YTD Total</b>	<b>1,982.32</b>
<b>Annual Budget</b>	<b>\$6,237.00</b>
<i>Amount Remaining / (Budget overage)</i>	<i>\$4,254.68</i>
<i>% of Budget</i>	<i>31.8%</i>

**South Bay Community Development District**  
 Expenditure Report - General Fund  
 For the Period(s) from Oct 01, 2025 to Jan 31, 2026  
 (Sorted by Department)

Posting Date	Account #	Document #	Trans. Type	Vendor Name	Description	Amount
<b>Account Name: R&amp;M-Gatehouse</b>						
10/01/25	546035-53901-5000	8298	VENDOR	PINE LAKE NURSERY	OCT 2025 LIFT STATION MAINT	753.76
10/31/25	546035-53901-5000	8544	VENDOR	PINE LAKE NURSERY	NOV 2025 LIFT STATION AREA MAINT	753.76
10/31/25	546035-53901-5000	PREPAID			PINE LAKE NURSERY NOV 2025 LIFT STATION AREA MAINT	(753.76)
11/01/25	546035-53901-5000	PREPAID			PINE LAKE NURSERY NOV 2025 LIFT STATION AREA MAINT	753.76
12/01/25	546035-53901-5000	JE000404			RECL PINE LAKE NURSERY DEC 2025 LANDSCAPE MAINT	753.76
01/05/26	546035-53901-5000	8941	VENDOR	PINE LAKE NURSERY	JAN 2026 LIFT STATION MAINT	753.76

<b>YTD Total</b>	3,015.04
<b>Annual Budget</b>	\$5,750.00
Amount Remaining / (Budget overage)	\$2,734.96
% of Budget	52.4%

<b>Account Name: R&amp;M-Irrigation</b>						
01/21/26	546041-53901-5000	9074	VENDOR	PINE LAKE NURSERY	IRRIG REPAIRS	881.05

<b>YTD Total</b>	881.05
<b>Annual Budget</b>	\$11,500.00
Amount Remaining / (Budget overage)	\$10,618.95
% of Budget	7.7%

<b>Account Name: Miscellaneous Maintenance</b>						
01/01/26	546922-53901-5000	1292	VENDOR	TRIPLE CROWN MAINTENANCE GROUP LLC	ASPHALT SPEED BUMPS	4,500.00

<b>YTD Total</b>	4,500.00
<b>Annual Budget</b>	\$0.00
Amount Remaining / (Budget overage)	(\$4,500.00)
% of Budget	n/a

<b>Account Name: Misc-Contingency</b>						
01/22/26	549900-53901-5000	9080	VENDOR	PINE LAKE NURSERY	REMOVE 2 DEAD SABAL PALMS	500.00

<b>YTD Total</b>	500.00
<b>Annual Budget</b>	\$125,000.00
Amount Remaining / (Budget overage)	\$124,500.00
% of Budget	0.4%

<b>Field Department Total:</b>	<b>\$55,895.88</b>
--------------------------------	--------------------

**DEPARTMENT NAME: PARKING FACILITIES**

<b>Account Name: Contracts-Parking</b>						
10/06/25	534030-54500-5000	25-114	VENDOR	J MAC PROPERTY SERVICES	OCT 2025	1,083.00
11/03/25	534030-54500-5000	25-126	VENDOR	J MAC PROPERTY SERVICES	NOV 2025 SVCS	1,083.00
12/01/25	534030-54500-5000	25-138	VENDOR	J MAC PROPERTY SERVICES	DEC 2025 SVCS	1,083.00
01/01/26	534030-54500-5000	26-01	VENDOR	J MAC PROPERTY SERVICES	JAN 2026 SVCS	1,083.00

<b>YTD Total</b>	4,332.00
<b>Annual Budget</b>	\$13,000.00
Amount Remaining / (Budget overage)	\$8,668.00
% of Budget	33.3%

<b>Account Name: Contracts-Security Services</b>						
10/06/25	534037-54500-5000	25-114	VENDOR	J MAC PROPERTY SERVICES	OCT 2025	850.00
10/06/25	534037-54500-5000	25-114	VENDOR	J MAC PROPERTY SERVICES	OCT 2025	3,765.00
11/03/25	534037-54500-5000	25-126	VENDOR	J MAC PROPERTY SERVICES	NOV 2025 SVCS	850.00
11/03/25	534037-54500-5000	25-126	VENDOR	J MAC PROPERTY SERVICES	NOV 2025 SVCS	3,765.00
12/01/25	534037-54500-5000	25-138	VENDOR	J MAC PROPERTY SERVICES	DEC 2025 SVCS	850.00
12/01/25	534037-54500-5000	25-138	VENDOR	J MAC PROPERTY SERVICES	DEC 2025 SVCS	3,765.00
01/01/26	534037-54500-5000	26-01	VENDOR	J MAC PROPERTY SERVICES	JAN 2026 SVCS	3,765.00
01/01/26	534037-54500-5000	26-01	VENDOR	J MAC PROPERTY SERVICES	JAN 2026 SVCS	850.00

<b>YTD Total</b>	18,460.00
<b>Annual Budget</b>	\$55,380.00
Amount Remaining / (Budget overage)	\$36,920.00
% of Budget	33.3%

<b>Account Name: Contracts-Gates</b>						
10/06/25	534140-54500-5000	JE000384			RECL J MAC PROPERTY SVCS OCT 2025	5,088.00
11/03/25	534140-54500-5000	25-126	VENDOR	J MAC PROPERTY SERVICES	NOV 2025 SVCS	5,088.00
12/01/25	534140-54500-5000	25-138	VENDOR	J MAC PROPERTY SERVICES	DEC 2025 SVCS	5,088.00
01/01/26	534140-54500-5000	26-01	VENDOR	J MAC PROPERTY SERVICES	JAN 2026 SVCS	5,088.00

<b>YTD Total</b>	20,352.00
<b>Annual Budget</b>	\$65,856.00
Amount Remaining / (Budget overage)	\$45,504.00

**South Bay Community Development District**  
 Expenditure Report - General Fund  
 For the Period(s) from Oct 01, 2025 to Jan 31, 2026  
 (Sorted by Department)

Posting Date	Account #	Document #	Trans. Type	Vendor Name	Description	Amount
--------------	-----------	------------	-------------	-------------	-------------	--------

*% of Budget*      30.9%

**Account Name: Contracts-Material and Fuel**

10/06/25	534187-54500-5000	25-114	VENDOR	J MAC PROPERTY SERVICES	OCT 2025	270.28
11/03/25	534187-54500-5000	25-126	VENDOR	J MAC PROPERTY SERVICES	NOV 2025 SVCS	209.04
12/01/25	534187-54500-5000	25-138	VENDOR	J MAC PROPERTY SERVICES	DEC 2025 SVCS	471.52
01/01/26	534187-54500-5000	26-01	VENDOR	J MAC PROPERTY SERVICES	JAN 2026 SVCS	364.98

**YTD Total**      1,315.82

**Annual Budget**      \$6,500.00

*Amount Remaining / (Budget overage)*      \$5,184.18

*% of Budget*      20.2%

**Account Name: Contracts-Security Enforcement**

10/06/25	534362-54500-5000	25-114	VENDOR	J MAC PROPERTY SERVICES	OCT 2025	14,413.00
11/03/25	534362-54500-5000	25-126	VENDOR	J MAC PROPERTY SERVICES	NOV 2025 SVCS	14,413.00
12/01/25	534362-54500-5000	25-138	VENDOR	J MAC PROPERTY SERVICES	DEC 2025 SVCS	14,413.00
01/01/26	534362-54500-5000	26-01	VENDOR	J MAC PROPERTY SERVICES	JAN 2026 SVCS	14,413.00

**YTD Total**      57,652.00

**Annual Budget**      \$172,960.00

*Amount Remaining / (Budget overage)*      \$115,308.00

*% of Budget*      33.3%

<b>Parking Facilities Department Total:</b>	<b>\$102,111.82</b>
---	---------------------

**DEPARTMENT NAME: RESERVES**

**Account Name: Reserve - Other**

10/09/25	568114-58100-5000	101425-	VENDOR	TOWNHOMES AT LITTLE HARBOR HOA, INC.	Pressure Tank Reimbursement	279.35
10/31/25	568114-58100-5000	1801	VENDOR	FISHKIND LITIGATION SERVICES	INDUSTRIAL LAND STUDY	7,500.00
12/04/25	568114-58100-5000	1840	VENDOR	FISHKIND LITIGATION SERVICES	UPDATED LAND VALUATIONS	5,000.00

**YTD Total**      12,779.35

**Annual Budget**      \$700,000.00

*Amount Remaining / (Budget overage)*      \$687,220.65

*% of Budget*      1.8%

<b>Reserves Department Total:</b>	<b>\$12,779.35</b>
-----------------------------------	--------------------

<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES:</b>	<b>\$333,417.46</b>
---	---------------------

**South Bay Community Development District**

Expenditure Report - Series 2015 Debt Service Fund

For the Period(s) from Oct 01, 2025 to Jan 31, 2026

(Sorted by Department)

Posting Date	Account #	Document #	Trans. Type	Vendor Name	Description	Amount
--------------	-----------	------------	-------------	-------------	-------------	--------

**DEPARTMENT NAME: FINANCIAL AND ADMINISTRATIVE**

**Account Name: Misc-Assessment Collection Cost**

11/07/25	549070-51301-5000	ASSESSMENTS		HILLSBOROUGH TX COLLECTOR-CURRENT	10/1-10/31/25	242.71
11/14/25	549070-51301-5000	ASSESSMENTS		HILLSBOROUGH TX COLLECTOR-CURRENT	11/1-11/09/25	513.68
11/21/25	549070-51301-5000	ASSESSMENTS		HILLSBOROUGH TX COLLECTOR-CURRENT	11/10-11/16/25	880.39
12/03/25	549070-51301-5000	ASSESSMENTS		HILLSBOROUGH TX COLLECTOR-CURRENT	11/17-11/25/25	1,633.38
12/05/25	549070-51301-5000	ASSESSMENTS		HILLSBOROUGH TX COLLECTOR-CURRENT	11/26-11/30/25	8,157.19
12/19/25	549070-51301-5000	ASSESSMENTS		HILLSBOROUGH TX COLLECTOR-CURRENT/INSTALL	12/1-12/14/25	2,307.86
01/06/26	549070-51301-5000	ASSESSMENTS		HILLSBOROUGH TX COLLECTOR-CURRENT/INSTALL	12/15-12/31/25	414.68

<b>YTD Total</b>	14,149.89
<b>Annual Budget</b>	\$14,585.00
<i>Amount Remaining / (Budget overage)</i>	\$435.11
<i>% of Budget</i>	97.0%

<b>Financial And Administrative Department Total:</b>	<b>\$14,149.89</b>
---	--------------------

**DEPARTMENT NAME: DEBT SERVICE PAYMENTS**

**Account Name: Interest Expense Series A-1**

11/03/25	572010-51701-5000	INT PAYMENT		INTEREST PAYMENT	11/03/25	190,995.00
----------	-------------------	-------------	--	------------------	----------	------------

<b>YTD Total</b>	190,995.00
<b>Annual Budget</b>	\$369,644.00
<i>Amount Remaining / (Budget overage)</i>	\$178,649.00
<i>% of Budget</i>	51.7%

<b>Debt Service Payments Department Total:</b>	<b>\$190,995.00</b>
--	---------------------

<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES:</b>	<b>\$205,144.89</b>
---	---------------------

*South Bay  
Community  
Development  
District*

*Financial Report*

*January 31, 2026*

**CLEAR PARTNERSHIPS**



**SOUTH BAY**

Community Development District

---

**Table of Contents**

<b><u>FINANCIAL STATEMENTS</u></b>	Page #
Balance Sheet - All Funds .....	1
Statement of Revenues, Expenditures and Changes in Fund Balance	
General Fund .....	2 - 4
Debt Service Fund .....	5 - 6
 <b><u>SUPPORTING SCHEDULES</u></b>	
Non-Ad Valorem Special Assessments Schedule .....	7
Cash and Investment Report .....	8
Bank Reconciliation .....	9
Payment Register by Fund .....	10 - 11

---

**SOUTH BAY**  
**Community Development District**

**Financial Statements**

(Unaudited)

**January 31, 2026**

**SOUTH BAY**

Community Development District

**Governmental Funds****Balance Sheet**  
January 31, 2026

<b>ACCOUNT DESCRIPTION</b>	<b>GENERAL FUND</b>	<b>SERIES 2005 DEBT SERVICE FUND</b>	<b>SERIES 2015 DEBT SERVICE FUND</b>	<b>TOTAL</b>
<b>ASSETS</b>				
Cash - Checking Account	\$ 2,372,411	\$ -	\$ -	\$ 2,372,411
Cash with Fiscal Agent	-	-	133,404	133,404
Accounts Receivable	274,560	-	-	274,560
Investments:				
Money Market Account	593,741	-	-	593,741
Reserve Fund (A-1)	-	-	411,126	411,126
Reserve Fund (A-2)	-	-	294,960	294,960
Reserve Fund (B-2)	-	-	253,995	253,995
Revenue Fund	-	10,110	-	10,110
Revenue Fund (A-1)	-	-	831,156	831,156
Revenue Fund (A-2)	-	-	3,139,228	3,139,228
Prepaid Items	2,917	-	-	2,917
Deposits	5,000	-	-	5,000
<b>TOTAL ASSETS</b>	<b>\$ 3,248,629</b>	<b>\$ 10,110</b>	<b>\$ 5,063,869</b>	<b>\$ 8,322,608</b>
<b>LIABILITIES</b>				
Accounts Payable	\$ 19,624	\$ -	\$ -	\$ 19,624
Accrued Expenses	5,600	-	-	5,600
Accrued Taxes Payable	6	-	-	6
Mature Bonds Payable	-	1,271,776	-	1,271,776
Matured 2015A-2 Principal Due to Bondholders	-	-	1,265,000	1,265,000
Matured 2015A-2 Interest Due to Bondholders	-	-	977,041	977,041
Matured 2015B-2 Interest Due to Bondholders	-	-	1,621,338	1,621,338
<b>TOTAL LIABILITIES</b>	<b>25,230</b>	<b>1,271,776</b>	<b>3,863,379</b>	<b>5,160,385</b>
<b>FUND BALANCES</b>				
<b>Nonspendable:</b>				
Prepaid Items	2,917	-	-	2,917
Deposits	5,000	-	-	5,000
<b>Restricted for:</b>				
Debt Service	-	-	1,200,490	1,200,490
<b>Assigned to:</b>				
Operating Reserves	221,191	-	-	221,191
Reserves - Bulkheads	176,040	-	-	176,040
Reserves - Other	950,875	-	-	950,875
<b>Unassigned:</b>	<b>1,867,376</b>	<b>(1,261,666)</b>	<b>-</b>	<b>605,710</b>
<b>TOTAL FUND BALANCES</b>	<b>\$ 3,223,399</b>	<b>\$ (1,261,666)</b>	<b>\$ 1,200,490</b>	<b>\$ 3,162,223</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 3,248,629</b>	<b>\$ 10,110</b>	<b>\$ 5,063,869</b>	<b>\$ 8,322,608</b>

**SOUTH BAY**

Community Development District

**General Fund**

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending January 31, 2026

<b>ACCOUNT DESCRIPTION</b>	<b>ANNUAL ADOPTED BUDGET</b>	<b>YEAR TO DATE ACTUAL</b>	<b>YTD ACTUAL AS A % OF ADOPTED BUD</b>	<b>JAN-26 ACTUAL</b>
<b><u>REVENUES</u></b>				
Interest - Investments	\$ 20,000	\$ 29,467	147.34%	\$ 9,253
Parking Fees	10,000	19,578	195.78%	5,135
Interest - Tax Collector	-	1,320	0.00%	1,320
Special Assmnts- Tax Collector	749,798	657,554	87.70%	19,082
Special Assmnts- CDD Collected	1,144,390	869,857	76.01%	-
Special Assmnts- Discounts	(29,992)	(25,972)	86.60%	(572)
Special Assmnts- Assessment Fees	-	325	0.00%	325
Assessments	-	162,740	0.00%	162,740
Other Miscellaneous Revenues	-	496	0.00%	496
<b>TOTAL REVENUES</b>	<b>1,894,196</b>	<b>1,715,365</b>	<b>90.56%</b>	<b>197,779</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
P/R-Board of Supervisors	12,000	5,000	41.67%	1,000
FICA Taxes	918	245	26.69%	-
ProfServ-Arbitrage Rebate	1,950	-	0.00%	-
ProfServ-Dissemination Agent	5,000	5,000	100.00%	-
ProfServ-Engineering	35,000	11,412	32.61%	6,157
ProfServ-Legal Services	66,000	63,929	96.86%	43,629
ProfServ-Legal Litigation	25,000	-	0.00%	-
ProfServ-Mgmt Consulting	51,446	17,149	33.33%	4,287
ProfServ-Survey	30,000	-	0.00%	-
ProfServ-Trustee Fees	9,000	-	0.00%	-
Assessment Roll	6,000	6,000	100.00%	-
Auditing Services	5,900	2,500	42.37%	2,500
Postage and Freight	750	19	2.53%	10
Insurance - Risk Management	19,200	15,479	80.62%	-
Legal Advertising	2,477	50	2.02%	-
Misc-Records Storage	1,200	-	0.00%	-
Misc-Assessment Collection Cost	13,854	12,632	91.18%	370
Website Expense	-	528	0.00%	-
Website Administration	1,553	-	0.00%	-
Miscellaneous Expenses	4,500	-	0.00%	-
Office Supplies	1,500	-	0.00%	-
Annual District Filing Fee	175	175	100.00%	-
<b>Total Administration</b>	<b>293,423</b>	<b>140,118</b>	<b>47.75%</b>	<b>57,953</b>

**SOUTH BAY**

Community Development District

**General Fund**

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending January 31, 2026

<b>ACCOUNT DESCRIPTION</b>	<b>ANNUAL ADOPTED BUDGET</b>	<b>YEAR TO DATE ACTUAL</b>	<b>YTD ACTUAL AS A % OF ADOPTED BUD</b>	<b>JAN-26 ACTUAL</b>
<b><u>Maintenance</u></b>				
Stormwater Assessment	5,000	-	0.00%	-
R&M-Sidewalks	25,000	-	0.00%	-
R&M-Stormwater Inlet Cleaning	50,000	-	0.00%	-
<b>Total Maintenance</b>	<b>80,000</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>
<b><u>Electric Utility Services</u></b>				
Utility - General	71,500	19,284	26.97%	4,588
<b>Total Electric Utility Services</b>	<b>71,500</b>	<b>19,284</b>	<b>26.97%</b>	<b>4,588</b>
<b><u>Water Utility Services</u></b>				
Utility - Water	45,000	3,229	7.18%	1,171
<b>Total Water Utility Services</b>	<b>45,000</b>	<b>3,229</b>	<b>7.18%</b>	<b>1,171</b>
<b><u>Field</u></b>				
Contracts-Solid Waste Services	26,565	11,628	43.77%	2,917
Contracts-Landscape	121,575	32,710	26.91%	8,177
Contracts-Mulch	15,470	-	0.00%	-
Telephone, Cable & Internet Service	1,980	680	34.34%	170
Contracts - Portable Restroom	6,237	1,982	31.78%	496
R&M-Gatehouse	5,750	3,015	52.43%	754
R&M-Irrigation	11,500	881	7.66%	881
Landscape Replacement	15,000	-	0.00%	-
R&M-Sod	5,000	-	0.00%	-
Miscellaneous Maintenance	-	4,500	0.00%	4,500
Misc-Holiday Lighting	5,000	-	0.00%	-
Misc-Contingency	125,000	500	0.40%	500
<b>Total Field</b>	<b>339,077</b>	<b>55,896</b>	<b>16.48%</b>	<b>18,395</b>
<b><u>Parking Facilities</u></b>				
Contracts-Parking	13,000	4,332	33.32%	1,083
Contracts-Other Services	1,500	-	0.00%	-
Contracts-Security Services	55,380	18,460	33.33%	4,615
Contracts-Gates	65,856	20,352	30.90%	5,088
Contracts-Material and Fuel	6,500	1,316	20.25%	365
Contracts-Security Enforcement	172,960	57,652	33.33%	14,413
<b>Total Parking Facilities</b>	<b>315,196</b>	<b>102,112</b>	<b>32.40%</b>	<b>25,564</b>

**SOUTH BAY**

Community Development District

**General Fund**

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending January 31, 2026

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	JAN-26 ACTUAL
<b><u>Reserves</u></b>				
Reserve - Other	700,000	12,779	1.83%	-
Reserve - Seawall	50,000	-	0.00%	-
<b>Total Reserves</b>	<b>750,000</b>	<b>12,779</b>	<b>1.70%</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>1,894,196</b>	<b>333,418</b>	<b>17.60%</b>	<b>107,671</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	1,381,947	0.00%	90,108
Net change in fund balance	\$ -	\$ 1,381,947	0.00%	\$ 90,108
<b>FUND BALANCE, BEGINNING (OCT 1, 2025)</b>	<b>1,841,452</b>	<b>1,841,452</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 1,841,452</b>	<b>\$ 3,223,399</b>		

**SOUTH BAY**

Community Development District

**Series 2005 Debt Service Fund**

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending January 31, 2026

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	JAN-26 ACTUAL
<b><u>REVENUES</u></b>				
Interest - Investments	\$ -	\$ 128	0.00%	\$ 31
<b>TOTAL REVENUES</b>	<b>-</b>	<b>128</b>	<b>0.00%</b>	<b>31</b>
<b><u>EXPENDITURES</u></b>				
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>
<b><u>Reserves</u></b>				
	-	-	0.00%	-
<b>Total Reserves</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	128	0.00%	31
Net change in fund balance	\$ -	\$ 128	0.00%	\$ 31
<b>FUND BALANCE, BEGINNING (OCT 1, 2025)</b>	<b>-</b>	<b>(1,261,794)</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ -</b>	<b>\$ (1,261,666)</b>		

**SOUTH BAY**

Community Development District

**Series 2015 Debt Service Fund**

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending January 31, 2026

<b>ACCOUNT DESCRIPTION</b>	<b>ANNUAL ADOPTED BUDGET</b>	<b>YEAR TO DATE ACTUAL</b>	<b>YTD ACTUAL AS A % OF ADOPTED BUD</b>	<b>JAN-26 ACTUAL</b>
<b><u>REVENUES</u></b>				
Interest - Investments	\$ -	\$ 22,886	0.00%	\$ 7,918
Special Assmnts- CDD Collected	113,701	-	0.00%	-
Special Assmnts- Debt Service (A-1)	729,255	736,588	101.01%	21,375
Special Assmnts- Debt Service (A-2)	458,475	-	0.00%	-
Special Assmnts- Debt Service (B-2)	275,530	-	0.00%	-
Special Assmnts- Discounts	(29,170)	(29,093)	99.74%	(641)
Other Miscellaneous Revenues	-	2,937,963	0.00%	(300,000)
<b>TOTAL REVENUES</b>	<b>1,547,791</b>	<b>3,668,344</b>	<b>237.01%</b>	<b>(271,348)</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
Misc-Assessment Collection Cost	14,585	14,150	97.02%	415
<b>Total Administration</b>	<b>14,585</b>	<b>14,150</b>	<b>97.02%</b>	<b>415</b>
<b><u>Debt Service</u></b>				
Principal Debt Retirement A-1	425,000	-	0.00%	-
Principal Debt Retirement A-2	423,474	-	0.00%	-
Interest Expense Series A-1	369,644	190,995	51.67%	-
Interest Expense Series A-2	535,095	-	0.00%	-
Interest Expense Series B-2	275,550	-	0.00%	-
<b>Total Debt Service</b>	<b>2,028,763</b>	<b>190,995</b>	<b>9.41%</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>2,043,348</b>	<b>205,145</b>	<b>10.04%</b>	<b>415</b>
Excess (deficiency) of revenues Over (under) expenditures	(495,557)	3,463,199	n/a	(271,763)
Net change in fund balance	\$ (495,557)	\$ 3,463,199	n/a	\$ (271,763)
<b>FUND BALANCE, BEGINNING (OCT 1, 2025)</b>	<b>(2,262,709)</b>	<b>(2,262,709)</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ (2,758,266)</b>	<b>\$ 1,200,490</b>		

**SOUTH BAY**  
**Community Development District**

Supporting Schedules

January 31, 2026

**SOUTH BAY  
COMMUNITY DEVELOPMENT DISTRICT**

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

Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	ALLOCATION	
					General Fund	Debt Service Fund
Assessments Levied FY 2026				1,589,717 100.00%	749,798 47.17%	839,919 52.83%
11/07/25	\$ 22,509	\$ 972	\$ 459	\$ 23,940	\$ 11,291	\$ 12,649
11/14/25	47,640	2,026	972	50,637	23,883	26,754
11/21/25	81,650	3,472	1,666	86,788	40,934	45,854
12/03/25	151,483	6,441	3,092	161,015	75,944	85,072
12/05/25	756,518	32,165	15,439	804,122	379,268	424,854
12/19/25	214,037	8,777	4,368	227,182	107,152	120,030
01/06/25	38,458	1,214	785	40,457	19,082	21,375
<b>TOTAL</b>	<b>\$ 1,312,295</b>	<b>\$ 55,065</b>	<b>\$ 26,782</b>	<b>\$ 1,394,141</b>	<b>\$ 657,554</b>	<b>\$ 736,588</b>
% COLLECTED				87.70%	87.70%	87.70%
<b>TOTAL OUTSTANDING</b>				<b>\$ 195,576</b>	<b>\$ 92,244</b>	<b>\$ 103,332</b>

**SOUTH BAY**

Community Development District

**Cash and Investment Report**  
*January 31, 2026*

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Yield</u>	<u>Balance</u>
<b>GENERAL FUND</b>				
Checking Account - Operating	Valley National Bank	Government Checking	3.59%	\$ 2,372,411
Money Market Account	BankUnited	PF Relationship Priced MMA	3.40%	593,741
			<b>Subtotal</b>	<u>2,966,152</u>
<b>DEBT SERVICE AND CAPITAL PROJECTS FUNDS</b>				
Series 2005 Revenue	U.S. Bank	US Bank Money Market Account	3.50%	10,110
Series 2015-1 Reserve A-1	U.S. Bank	US Bank Money Market Account	3.50%	411,126
Series 2015-2 Reserve A-2	U.S. Bank	US Bank Money Market Account	3.50%	294,960
Series 2015-2 Reserve B-2	U.S. Bank	US Bank Money Market Account	3.50%	253,995
Series 2015-1 Revenue A-1	U.S. Bank	US Bank Money Market Account	3.50%	831,156
* Series 2015-2 Revenue A-2	U.S. Bank	US Bank Money Market Account	3.50%	3,139,228
			<b>Subtotal</b>	<u>4,940,575</u>
			<b>Total</b>	<u><u>\$ 7,906,727</u></u>

\* 12/24/25 wire from Greenberg Traurig, P.A. for \$3,237,963.28

\* 1/2/26 partial return \$300,000 of 12/24/25 wire, per default manager direction

# Bank Account Statement

South Bay CDD

**Bank Account No.** 1201  
**Statement No.** 01-26

**Statement Date** 01/31/2026

<b>G/L Account No. 101001 Balance</b>	2,372,410.64	<b>Statement Balance</b>	2,560,530.25
		<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00	<b>Subtotal</b>	2,560,530.25
<b>Subtotal</b>	2,372,410.64	<b>Outstanding Checks</b>	-188,119.61
<b>Negative Adjustments</b>	0.00	<b>Ending Balance</b>	2,372,410.64
<b>Ending G/L Balance</b>	2,372,410.64		

Posting Date	Document Type	Document No.	Vendor	Description	Amount	Cleared Amount	Difference
<b>Outstanding Checks</b>							
10/13/2025	Payment	* 1100	TOWNHOMES AT LITTLE HARBOR HOA, INC.	Payment of Invoice 000689			-279.35
11/21/2025	Payment	* 100088	LERNER REPORTING SERVICES, INC BOWMAN	Inv: 383			-5,000.00
01/28/2026	Payment	1132	CONSULTING GROUP LTD	Payment of Invoice 000753			-6,156.75
01/28/2026	Payment	1133	GRAY ROBINSON P.A.	Payment of Invoice 000752			-25,560.66
01/28/2026	Payment	1134	INFRAMARK LLC	Payment of Invoice 000751			-4,287.17
01/28/2026	Payment	1135	PINE LAKE NURSERY	Payment of Invoice 000749			-753.76
01/28/2026	Payment	1136	PINE LAKE NURSERY	Payment of Invoice 000750			-8,177.45
01/28/2026	Payment	1137	TRIPLE CROWN MAINTENANCE GROUP LLC	Payment of Invoice 000747			-4,500.00
01/28/2026	Payment	1138	US BANK C/O SOUTH BAY CDD	Payment of Invoice 000746			-
01/28/2026	Payment	1139	US BANK C/O SOUTH BAY CDD	Payment of Invoice 000754			-20,319.30
<b>Total Outstanding Checks</b>							188,119.61

\*Check 1100 & 100088 were void in February 2026

**SOUTH BAY COMMUNITY DEVELOPMENT DISTRICT**

**Payment Register by Fund**

For the Period from 1/01/2026 to 1/31/2026

(Sorted by Check / ACH No.)

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid	
<b>GENERAL FUND - 001</b>								
<b>CHECK # 1117</b>								
001	01/16/26	BOWMAN CONSULTING GROUP LTD	5533214	HURRICANE IAN SEAWALL INSPECTION SVCS	ProfServ-Engineering	531013-51501	\$5,255.50	
							<b>Check Total</b>	<u>\$5,255.50</u>
<b>CHECK # 1119</b>								
001	01/16/26	FISHKIND LITIGATION SERVICES	1840	UPDATED LAND VALUATIONS	Reserve - Other	568114-58100	\$5,000.00	
							<b>Check Total</b>	<u>\$5,000.00</u>
<b>CHECK # 1120</b>								
001	01/16/26	GRAU & ASSOCIATES	28487	AUDIT FY 2025	Auditing Services	532002-51301	\$2,500.00	
							<b>Check Total</b>	<u>\$2,500.00</u>
<b>CHECK # 1121</b>								
001	01/16/26	GRAY ROBINSON P.A.	11322931	SEPT 2025 FEES	ProfServ-Legal Services	531023-51401	\$18,310.83	
							<b>Check Total</b>	<u>\$18,310.83</u>
<b>CHECK # 1122</b>								
001	01/16/26	J MAC PROPERTY SERVICES	26-01	JAN 2026 SVCS	Contracts-Gates	534140-54500	\$5,088.00	
001	01/16/26	J MAC PROPERTY SERVICES	26-01	JAN 2026 SVCS	Contracts-Security Enforcement	534362-54500	\$14,413.00	
001	01/16/26	J MAC PROPERTY SERVICES	26-01	JAN 2026 SVCS	Contracts-Parking	534030-54500	\$1,083.00	
001	01/16/26	J MAC PROPERTY SERVICES	26-01	JAN 2026 SVCS	Contracts-Security Services	534037-54500	\$850.00	
001	01/16/26	J MAC PROPERTY SERVICES	26-01	JAN 2026 SVCS	Contracts-Material and Fuel	534187-54500	\$364.98	
001	01/16/26	J MAC PROPERTY SERVICES	26-01	JAN 2026 SVCS	Contracts-Security Services	534037-54500	\$3,765.00	
							<b>Check Total</b>	<u>\$25,563.98</u>
<b>CHECK # 1123</b>								
001	01/16/26	PINE LAKE NURSERY	8739	DEC 2025 LANDSCAPE MAINT	Contracts-Landscape	534050-53901	\$8,177.45	
							<b>Check Total</b>	<u>\$8,177.45</u>
<b>CHECK # 1124</b>								
001	01/16/26	PINE LAKE NURSERY	8740	DEC 2025 LANDSCAPE MAINT	Contracts-Landscape	534050-53901	\$753.76	
							<b>Check Total</b>	<u>\$753.76</u>
<b>CHECK # 1132</b>								
001	01/28/26	BOWMAN CONSULTING GROUP LTD	538856	HURRICANE IAN SEAWALL INSPECTION SVCS	ProfServ-Engineering	531013-51501	\$6,156.75	
							<b>Check Total</b>	<u>\$6,156.75</u>
<b>CHECK # 1133</b>								
001	01/28/26	GRAY ROBINSON P.A.	11339430	DEC 2025 FEES	ProfServ-Legal Services	531023-51401	\$25,560.66	
							<b>Check Total</b>	<u>\$25,560.66</u>
<b>CHECK # 1134</b>								
001	01/28/26	INFRAMARK LLC	167829	JAN 2026 MGMT SVCS	ProfServ-Mgmt Consulting	531027-51201	\$4,287.17	
							<b>Check Total</b>	<u>\$4,287.17</u>
<b>CHECK # 1135</b>								
001	01/28/26	PINE LAKE NURSERY	8941	JAN 2026 LIFT STATION MAINT	R&M-Gatehouse	546035-53901	\$753.76	
							<b>Check Total</b>	<u>\$753.76</u>
<b>CHECK # 1136</b>								
001	01/28/26	PINE LAKE NURSERY	8940	JAN 2026 LANDSCAPE MAINT	Contracts-Landscape	534050-53901	\$8,177.45	
							<b>Check Total</b>	<u>\$8,177.45</u>

**SOUTH BAY COMMUNITY DEVELOPMENT DISTRICT**

**Payment Register by Fund**

For the Period from 1/01/2026 to 1/31/2026

(Sorted by Check / ACH No.)

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid	
<b>CHECK # 1137</b>								
001	01/28/26	TRIPLE CROWN MAINTENANCE GROUP LLC	1292	ASPHALT SPEED BUMPS	Miscellaneous Maintenance	546922-53901	\$4,500.00	
							<b>Check Total</b>	\$4,500.00
<b>CHECK # 300062</b>								
001	01/06/26	REPUBLIC SERVICES - ACH	0696-001320041	ACH JAN 2026	Contracts-Solid Waste Services	534039-53901	\$2,917.00	
							<b>Check Total</b>	\$2,917.00
<b>CHECK # 300064</b>								
001	01/12/26	BOCC - ACH	010526-7298	ACH	SVC PRD 11/26-1/05/26	543018-53301	\$802.79	
001	01/12/26	BOCC - ACH	010526-7298	ACH	SVC PRD 11/26-1/05/26	543018-53301	\$138.30	
							<b>Check Total</b>	\$941.09
<b>CHECK # 300066</b>								
001	01/26/26	VALLEY NATIONAL BANK	123025-8905	ACH	DEC 2025 PORTABLE RESTROOM	543187-53901	\$495.58	
							<b>Check Total</b>	\$495.58
<b>CHECK # 300067</b>								
001	01/28/26	CHARTER COMMUNICATIONS - ACH	280676212225	12/22/25-01/21/26	Telephone, Cable & Internet Service	541016-53901	\$170.00	
							<b>Check Total</b>	\$170.00
<b>CHECK # DD181</b>								
001	01/31/26	TAMPA ELECTRIC	ACH102026	12/21/25-01/20/26	Utility - General	543001-53100	\$4,788.42	
							<b>Check Total</b>	\$4,788.42
							<b>Fund Total</b>	\$124,309.40

**SERIES 2015 DEBT SERVICE FUND - 202**

<b>CHECK # 1138</b>								
202	01/28/26	US BANK C/O SOUTH BAY CDD	01152026-2015	TRSF SERIES 2015 DS ASSESSMENTS	Cash with Fiscal Agent	103000	\$113,085.17	
							<b>Check Total</b>	\$113,085.17
<b>CHECK # 1139</b>								
202	01/28/26	US BANK C/O SOUTH BAY CDD	01272026-2015	TRSF SERIES 2015 DS ASSESSMENTS	Cash with Fiscal Agent	103000	\$20,319.30	
							<b>Check Total</b>	\$20,319.30
							<b>Fund Total</b>	\$133,404.47

<b>Total Checks Paid</b>	<b>\$257,713.87</b>
--------------------------	---------------------

## Proposal to South Bay CDD and Antigua Cove Homeowners Association

# Landscaping Enhancement/Beautification of the Antigua Cove Community Entrance

Submitted by Antigua Cove Residents Ken Anderson and Jolly Matthew

---

## Overview

This Landscaping Enhancement/Beautification Project is intended to enhance the aesthetic appeal and functionality of the entrance corridor to the Antigua Cove community. The South Bay CDD owns the land on both sides of Seagrape Drive near the Antigua Cove entrance, between the Bahia Beach Preserve fence on the east side, and the sidewalk on the west side. As can be seen in the photos on Page 2, the landscaping on both sides of the road is unattractive (aka downright ugly), with large patches of dead or brown bahia grass and an uncoordinated mix of pine bark mulch, river rocks, and a few bushes. Numerous residents of the CDD have commented on how unattractive the community entrance corridor is.

The proposed Landscaping Enhancement/Beautification Project includes multiple components to improve the aesthetics and functionality of the community entrance corridor. We are proposing a 50/50 cost share between the South Bay CDD and The Homes at Antigua Cove Homeowners Association to prepare the area and install the new plants and ground cover. We have already obtained a Landscape Design plan (see Page 3), and we have obtained competitive bids to complete the various steps of completing the installation. We have evaluated the existing irrigation system on both sides of the roadway, and the location of sprinkler heads and the water pressure is adequate for the new landscape plan.

The cost of the Project based on the competitive bids we received, will be \$26,253, plus tax and a small contingency rounding it up to \$26,500. We are requesting that the CDD contribute \$13,250 to this Landscaping Enhancement/Beautification Project.

Two additional components that will be funded entirely by the Antigua Cove HOA and are not included in this cost share proposal, are that (1) we will add uplighting on several of the Royal Palms along the entry corridor, and (2) we will remove the black/yellow tape from the entry gate, and replace it with more aesthetically pleasing LED lighting and/or reflective materials on the entry gate.



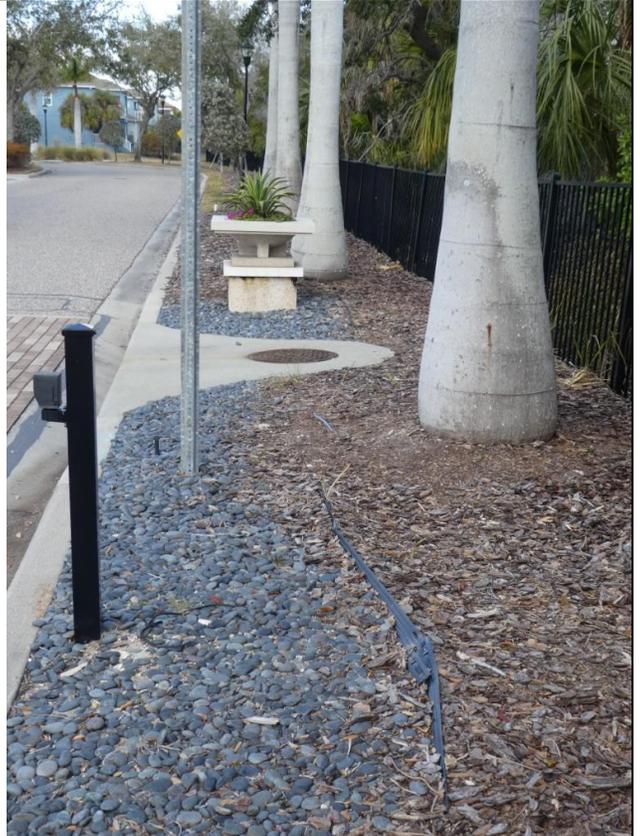
West side of Seagrave Drive before the entry gate.



East side of Seagrave Drive before the entry gate.



West side of entry corridor after the gate. Note the downright ugly patches of bahia grass, river rock, and mulch.



East side of Seagrave Drive after the entry gate.

# Landscape Design – Antigua Cove entry gate area

Diane and Ron Hoelting Landscape Design  
 Bradenton, FL [diron714@msn.com](mailto:diron714@msn.com)

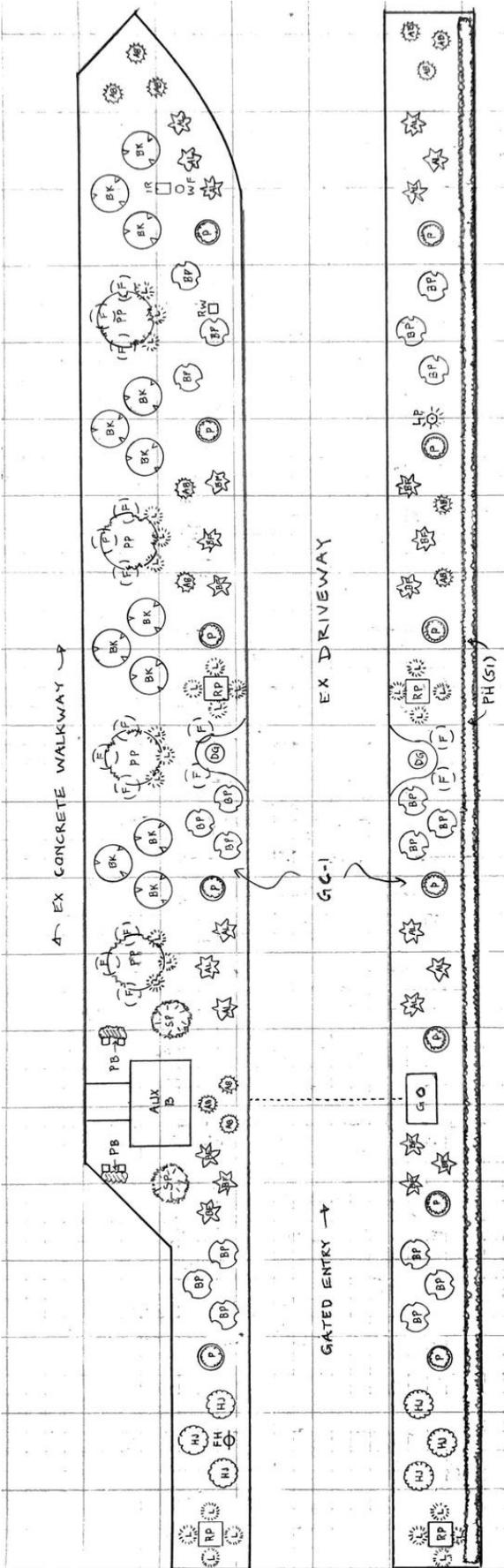
Scale: |-----| 50 feet

**Legend (Miscellaneous)**

RP	Raised Planter
FH	Fire Hydrant
AuxB	Gate House
GO	Gate Operator Motor
DG	Drain Grates
IR	Irrigation Valve Box
WF	Water Faucet
LP	TECO Street Light Pole

**Plant Legend**

P	Royal Palms (existing)	12
L	Liriope	28 @ 3 gallon
HJ	Helen Johnson Bouganvilla	6 @ 15 gallon
BP	Bird of Paradise (orange)	18 @ 7 gallon
BF	Blue Flame Agave	12 @ 7 gallon
SP	Sago Palm	2 @ 25 gallon
PB	Purple Bouganvilla	2 @ 15 gallon trellis
AB	Agave Blue Glow	13 @ 3 gallon
PP	Pygmy Palm (triple trunk)	4 @ 25 gallon
AL	Agave Lurida	12 @ 7 gallon
BK	Barbara Karst Bouganvilla	12 @ 25 gallon
F	Foxtail Fern	12 @ 3 gallon
PH	Podocarpus Hedge	51 @ 15 gallon
GC-1	Brown River Rock	



Price Quotes for Project Components:

<b>Option 1 (Preferred option)</b>	<b>Total Price</b>	<b>\$26,253</b>
------------------------------------	--------------------	-----------------

<u>Site Preparation</u> -- Searles Landscape & Property Management		\$ 5,100
--	--	----------

Remove and dispose of 1,600 sq ft of sod and all shrubs in the work area  
(protect buried wires for sprinklers and for security cameras and gate motion detectors)

Purchase and install ground cover fabric and staples

Move the current Mexican beach pebble to around the base of Royal Palm trees.

Install 8 yards of brown river rock

Deliver and install 4 yards of compost soil

<u>Deliver and install</u> plants listed on the Landscape Design plan		\$ 6,850
---	--	----------

Searles Landscape & Property Management

**Cost of Plants listed on the Landscape Design**

Mariposa Nursery	\$14,303	\$14,303
------------------	----------	----------

Keep it Green Nursery	\$19,600	
-----------------------	----------	--

---

**Option 2: Price Quote from Keep it Green Nursery**

Includes Site Preparation, Deliver & Install, Supply Plants		\$43,000
---	--	----------

---

**Option 3: Price Quote from Excelsior Community Management**

Includes Site Preparation, Deliver & Install, Supply Plants		\$52,000
---	--	----------



## Searles Landscape & Property Management

Austinsearles1@gmail.com  
 24506 77th ave E myakka city  
 941-586-0304

# Estimate

Estimate No ES00595  
 Estimate date 03/Feb/2026  
 Texts

Item	Description	Rate	0
1	<ul style="list-style-type: none"> <li>• Remove and dispose of approximately 1,600sqft of sod and all plants in work area 2,000.00\$</li> <li>• Purchase deliver and install (2rolls) 3x300 ground cover fabric and staples 600.00\$</li> <li>• Move current Mexican beach pebble around royal palms 500.00\$</li> <li>• “install only” 8 yards river pebble delivered by big earth 1,500.00\$</li> <li>• purchase deliver and install 4 yards compost soil 500.00\$</li> </ul>	5100.00	\$5,100.00

Item	Description	Rate	0
1	<ul style="list-style-type: none"> <li>• Pick up deliver and install design by “Diane and Ron Hoelting” material list :</li> <li>- 28 (3gal) lirioppe 300\$</li> <li>- 6 (15gal) Helen boug bush 300\$</li> <li>- 18 (7gal) bird of paradise 450\$</li> <li>- 12 (7gal) blue flame agave 250\$</li> <li>- 2 (25gal) sago palm 300\$</li> <li>- 2 (15gal) boug trellis 100\$</li> <li>- 13 (3gal) blue glow agave 150\$</li> <li>- 4 (25gal) tpl pygmy 600\$</li> <li>-12 (7gal) agave lurida 250\$</li> <li>- 12 (25gal) barba boug 1500\$</li> <li>- 12 (3gal) foxtail fern 150\$</li> <li>- 51 (15gal) podocarpus 2500\$</li> </ul>	6850.00	\$6,850.00

# Mariposa Nursery – Quote for Plants

**\$14,303.12**

<b>Mariposa Nursery Inc</b> Mariposa Nursery & Garden Center 8020 Lorraine Road Bradenton, FL 34211 941-747-0489 www.mariposanursery.com Quote 02/24/2026 9:13 am		
Quote #: 1791		
Ticket: 220000113607		
Register: Pavilion #2		
Employee: Emma		
Customer: Ron (888-402-2848)		
Items	#	Price
R03LirEvergreen	28 X	\$446.60
R15BougBush	6 X	\$539.70
R07BirdOrange	18 X	\$1079.10
R07AgaveCaribbean/LuridaVar/BLFlame	12 X	\$1079.40
R25PalmSago	2 X	\$589.90
R15BougTrellisTC	2 X	\$359.90
R03AgaveBLUEFLAME/BLUEGLOW	13 X	\$415.35
R25PalmPygmy	4 X	\$179.80
R07AgaveCaribbean/LuridaVar/BLFlame	12 X	\$1079.40
R25BougBush	12 X	\$2219.40
R03FernFoxtail	12 X	\$184.95
R15Podoc	51 X	\$191.40
		\$89.95
	Subtotal	\$13367.40
	Tax (\$13367.40 @ 7%)	\$935.72
	Total Tax	\$935.72
	<b>Total</b>	<b>\$14303.12</b>

ALL Returns must be accompanied with original receipt.  
 14 Day Return Policy on Plants  
 30 Day Return Policy on Hard Goods

# Keep it Green Nursery – Quote for Plants

**\$19,600.00**

## Keep It Green Landscape

7075 HWY 41 South  
 Apollo Beach, Fl 33572

813-741-3974

James Cell 813-369-1370

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

**BILL TO**

ANTIGUA COVE H.O.A. ATTN : STEVE FANCY  
 3079 BERMUDA SLOOP CR.  
 RUSKIN , FL. 33570  
[sfancy8@gmail.com](mailto:sfancy8@gmail.com)

### ESTIMATE

INVOICE #	DATE
4463	2/24/2026

CUSTOMER ID
-------------

**TERMS : 50 % DOWN/  
 50% UPON COMPLETION**

**PRICING INCLUDES MOBILIZATION OF EQUIPMENT,  
 LABOR AND ANY ASSOCIATED DISPOSAL FEES**

	QTY	UNIT PRICE	AMOUNT
<b>LANDSCAPE MATERIAL PURCHASE ONLY FOR ANTIGUA COVE H.O.A.</b>			
<b>MATERIALS :</b>			
( 28 ) LIRIOPE GRASS PLANTS ( 3 GALLON )			
( 6 ) HELEN JOHNSON BOUGAINVILLEA PLANTS ( 15 GALLON )			
( 18 ) BIRD OF PARADISE PLANTS ( 15 GALLON ) ( ORANGE )			
( 12 ) BLUE FLAME AGAVA ( 7 GALLON )			
( 2 ) SAGO PALMS ( 25 GALLON )			
( 2 ) PURPLE BOUGAINVILLEA TRELLIS PLANTS ( 15 GALLON )			
( 13 ) AGAVA BLUE GLOW ( 3 GALLON )			
( 4 ) PYGMY DATE PALMS ( 25 GALLONS ) ( TRIPLE TRUNK )			
( 12 ) AGAVA LURIDA ( 7 GALLON )			
( 12 ) BARBARA KARST BOUGAINVILLEA BUSHES ( 25 GALLON )			
( 12 ) FOXTAIL FERN PLANTS ( 3 GALLON )			
( 15 ) PODOCARPUS PLANTS ( 15 GALLON )			
			<b>19,600.00</b>



Proposal 55-60-XX

Contract Number: \_\_\_\_\_

Date: February 11, 2026

Job Name: Little Harbor CDD

Job Address: Little harbor, 32nd St NW

Ruskin FL 33570

Contact: Mary Madden

**SCOPE OF WORK**

Install Seasonal Color in the 8 Potts Along the Guard House

DESCRIPTION	SIZE	QTY	UNIT PRICE	TOTAL
Spring Seasonal Color	1.25 PT	72	\$13.89	\$1,000.00

PRICE LISTED IS VALID FOR 30 DAYS FROM DATE ISSUED

**TOTAL COST:**

**\$1,000.00**

Project Total: \$1,000.00

## TERMS AND CONDITIONS – ENHANCEMENT INSTALLATION SERVICES

### 1. COMPLIANCE AND QUALIFICATIONS

Russell Landscape Group ("RLG") agrees to perform all work in accordance with the written terms, specifications, drawings, and scope outlined in the Agreement. All materials furnished shall comply with bid specifications and applicable industry standards.

RLG will assign qualified representatives with appropriate experience in landscape installation, enhancement, irrigation, and related services. All personnel shall be competent, properly trained, and presentable at all times.

### 2. LICENSES, PERMITS, TAXES, AND INSURANCE

RLG shall maintain all licenses and permits required by local, state, and federal authorities. RLG shall pay all applicable taxes, including sales tax where required on materials supplied as part of the work.

RLG maintains, at minimum:

- General Liability Insurance
- Automotive Liability Insurance
- Workers' Compensation Insurance
- Any additional insurance required by written agreement

Certificates of insurance may be provided upon request.

### 3. LIABILITY AND SUBCONTRACTORS

RLG shall not be liable for damages caused by the Customer, the Customer's agents, or third parties. RLG reserves the right to engage qualified subcontractors for specialized functions or work requiring specialized equipment. All subcontracted work shall remain subject to RLG quality standards and supervision.

### 4. ADDITIONAL SERVICES, CHANGE ORDERS, AND JOBSITE ACCESS

**Change Orders:** Any work outside the agreed scope that results in additional cost shall be performed only with a written and approved change order.

**Access:** Customers shall provide RLG with access to all portions of the jobsite necessary to perform the work and shall furnish utilities, including water and electricity, where required.

**Underground Clause:** Russell Landscape Group shall contact the applicable utility locate service (811 / Dig Safe) prior to excavation in accordance with state requirements and will exercise reasonable care when working near marked public utilities.

Russell Landscape Group shall not be responsible for damage to underground or concealed utilities, irrigation systems, wiring, piping, foundations, or structures that are unmarked, unknown, incorrectly located, improperly marked, or not reasonably discoverable prior to commencement of work.

The Customer is responsible for identifying and disclosing the location of all private utilities, including but not limited to private irrigation lines, low-voltage wiring, drainage systems, private gas lines, and private communication lines such as cable and internet services extending from junction points to individual units or structures. This responsibility includes either providing accurate location information prior to work, authorizing Russell Landscape Group to furnish a proposal for private utility locating services or accepting responsibility for repair costs associated with damage to undocumented or improperly marked private utilities.

If subsurface conditions are encountered that differ materially from those reasonably anticipated, including but not limited to ledge rock, large boulders, buried debris, or other obstructions that cannot be removed using the standard equipment or methods intended for the scope of work, Russell Landscape Group shall notify the Customer. A change order shall be issued for additional labor, equipment, specialty services, or alternative solutions required to proceed.

Depending on site conditions and feasibility, such change order may include removal of the obstruction using specialized equipment or services, or relocation of plant material, structures, or installations to a more suitable location as approved by the Customer.

**Custom Designs: Design Ownership and Use:** All designs, drawings, plans, details, specifications, and related documents prepared by Russell Landscape Group ("RLG") remain the sole property of RLG unless otherwise agreed to in writing.

If the Customer does not enter a contract for construction or installation with RLG, the Customer may not reproduce, share, distribute, or use such designs for construction or pricing by others without RLG's prior written consent.

Unauthorized use of RLG designs may result in additional charges or legal action to protect RLG's intellectual property rights.

**Site Conditions and Owner Responsibilities:** The Customer is responsible for maintaining the job site in a condition that allows Russell Landscape Group to perform work safely and efficiently.

If site conditions, obstructions, debris, or access limitations not caused by RLG prevent work from proceeding as scheduled, RLG reserves the right to delay work and/or issue a change order for additional labor, mobilization, or standby time required as a result.

### 5. GENERAL WARRANTY PROVISIONS

All warranties provided herein apply only to the specific services included in the approved scope of work. Warranties do not apply to adjacent systems, interconnected components, or site conditions outside the contracted scope.

Replacement or repair of any item under warranty shall not extend or restart the original warranty period. Replacement items carry only the remaining balance of the original warranty term.

No individual is authorized to extend, modify, or alter warranty terms unless approved in writing by an authorized representative of RLG.

### 6. MAINTENANCE RESPONSIBILITY AND WARRANTY APPLICABILITY

Warranty coverage applies to installation defects and workmanship only. Warranty does not apply to failures resulting from lack of routine inspection, irrigation schedule adjustments, pest and disease monitoring, fertilization, or other activities typically associated with professional landscape maintenance.

#### When Russell Landscape Group provides ongoing landscape maintenance services for the property:

- Warranty coverage shall remain in effect, provided the Customer promptly reports signs of decline or failure and does not interfere with maintenance practices.

#### When maintenance is performed by the Customer or a third party:

- The Customer assumes responsibility for failures resulting from improper watering, delayed detection of issues, incompatible chemical applications, or insufficient maintenance practices.

### 7. BASE WARRANTY EXCLUSIONS

Unless otherwise stated in writing, warranties do not cover:

- Overwatering, underwatering, unauthorized chemical applications, or mechanical damage when RLG is not providing maintenance services
- Acts of God, extreme weather events, or conditions exceeding normal regional expectations
- Wildlife damage, including but not limited to deer, rabbits, rodents, or insects
- Vandalism or damage caused by third parties
- Soil, drainage, grading, or environmental conditions not corrected under contract
- Damage caused by vehicles, mowing equipment, construction activity, or excavation
- Pre-existing site or system conditions not included in the approved scope

### 8. PLANT MATERIAL WARRANTY – TREES, SHRUBS, AND SOD

RLG provides a one (1) year limited warranty on trees, shrubs, and sod from the date of installation. Warranty includes material and labor for one (1) replacement per failed item.

Warranty applies only if:

- A functional irrigation system is present at installation and maintained throughout establishment
- Proper watering and seasonal adjustments are performed
- Plant material is not relocated or disturbed after installation

Exclusions include, but are not limited to, insect damage, disease, wildlife, vandalism, chemical exposure, improper watering, and soil or drainage conditions outside contract scope.

### 9. HARDSCAPE WARRANTY

RLG provides a one (1) year workmanship warranty on hardscape installations.

Hardscape materials are subject to the manufacturer's warranty for defects in materials. Manufacturer warranties may extend beyond Russell Landscape Group's workmanship warranty period and apply solely to material defects as defined by the manufacturer.

In certain cases, Russell Landscape Group may perform corrective work on behalf of the manufacturer when a material defect is confirmed and may be compensated by the manufacturer for such work.

This warranty does not cover:

- Efflorescence or natural color variation
- Settlement or failure due to loading beyond design intent
- Damage caused by hydrostatic pressure or drainage conditions outside contracted scope
- Tree roots, ground movement, freeze/thaw cycles beyond normal conditions

**10. WARRANTY ENFORCEMENT**

Customer must notify RLG promptly upon discovery of any issue. RLG will inspect the condition within a reasonable timeframe and determine warranty applicability.

**11. PROPOSAL ACCEPTANCE AND PAYMENT TERMS**

Acceptance of a proposal authorizes Russell Landscape Group ("RLG") to perform the work as described in the approved scope.

Payment Terms

- Full payment is due upon billing unless otherwise stated in writing.
- Failure to remit payment within thirty (30) days **WILL** result in suspension of warranty coverage until the account is brought current.
- Pricing is valid for thirty (30) days from the proposal date unless otherwise noted.
- Projects extending beyond thirty (30) business days or spanning multiple months may be progress billed.
- RLG reserves the right to suspend work for non-payment without penalty.

Deposits

- Contracts exceeding \$25,000, and/or contracts requiring special-order materials, custom products, long-lead items, or advance payment to subcontractors **WILL** require a deposit prior to scheduling.
- The standard deposit is one-third (1/3) of the contract amount unless otherwise stated.
- In situations where RLG is required to purchase materials, equipment, or specialty products in advance, or to remit deposits or payments to subcontractors prior to installation, the required deposit may exceed one-third (1/3) of the contract amount and shall be clearly outlined in the approved proposal.
- Examples include, but are not limited to, custom site furnishings, fountains, flagpoles, synthetic turf systems, specialty hardscape materials, lighting components, or other items requiring advance purchase or extended lead times.

Credit Card Payments

- Payments made by credit card are subject to a credit card processing fee of up to three percent (3%) of the transaction amount.
- Additional transaction-based fees may be assessed by third-party payment processors and will be disclosed at the time of payment.
- When a Customer elects to pay by credit card and completes a Credit Card Authorization Form, the Customer authorizes RLG to charge the card in accordance with the approved proposal, invoice, and terms agreed to on the authorization form. Use of a credit card does not obligate RLG to offer extended payment terms unless expressly stated in writing.

Payment Instructions by Market

Payments should be made to the legal entity identified on the proposal or invoice based on the project's market location, as outlined below.

Market / Branch Location	Legal Entity to Pay	Remittance Address
Tampa	Russell Landscape, LLC.	PO Box 96746 Charlotte, NC 28296-6746

Russell Landscape Group accepts payment by check, ACH, or credit card. Payment options and instructions are provided on each invoice or may be obtained by contacting [billings@russelllandscape.com](mailto:billings@russelllandscape.com). To help ensure timely processing, Customers should submit payment to the entity listed on their invoice.

Termination for Convenience

Either party may terminate this Agreement for convenience upon thirty (30) days' written notice. In the event of termination, the Customer shall be responsible for payment for all work performed, materials ordered or delivered, and costs incurred by RLG up to the effective termination date.

**12. DISPUTE RESOLUTION AND LIEN RIGHTS**

Any dispute arising under the Agreement shall first be addressed through good-faith negotiation. If unresolved, disputes shall proceed to mediation, and if still unresolved, to binding arbitration.

RLG reserves all rights, including lien rights under applicable state law, to secure payment for completed work.

Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the state in which the services are performed.

Prevailing Party Fees: In the event of any dispute arising from this Agreement, the prevailing party shall be entitled to recover reasonable attorney's fees, arbitration costs, and related expenses.

**AUTHORIZATION**

Customer acceptance of the proposal constitutes agreement to these Terms and Conditions in their entirety.

CLIENT SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

DATE: **2/11/26** \_\_\_\_\_

PROJECT COST: **\$1,000.00 GOOD FOR 30 DAYS FROM DAY SENT**

PROPOSAL #: **55-60-XX** \_\_\_\_\_

REQUISITION/WORK ORDER/CRN/PO#: \_\_\_\_\_

NOTES/COMMENTS:

# Design One

Angelonia Serena Purple



Vinca Cora Polka Dot & Punch



## Design Two

Coleus Solar Shade



Penta Graffiti Mix



# Design Three

Salvia Cathedral Purple



Vinca Cora Mix



Duranta Gold Mound



# Shade Design One

Coleus Gays Delight



Caladium White Queen



Impatiens Bright Coral



## Shade Design Two

Coleus Kong Rose

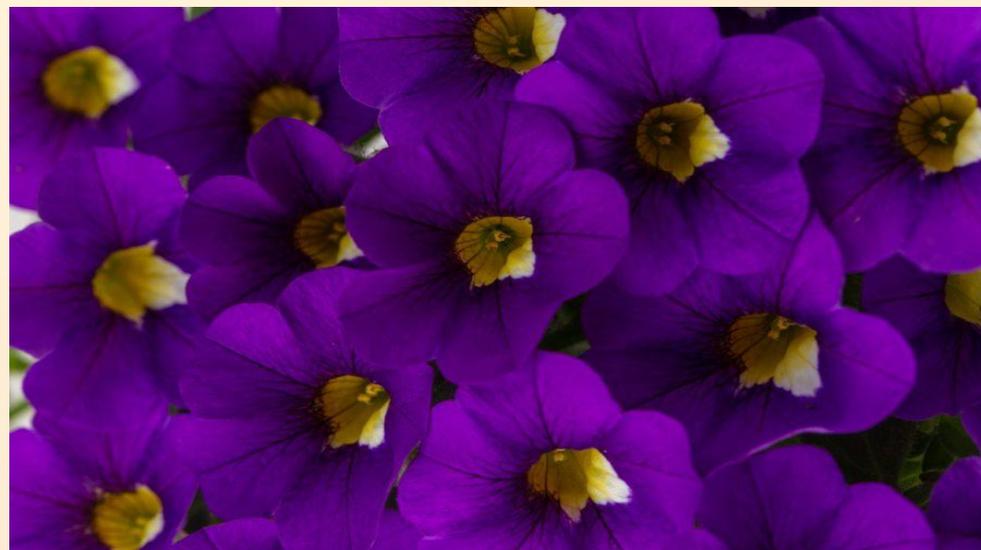
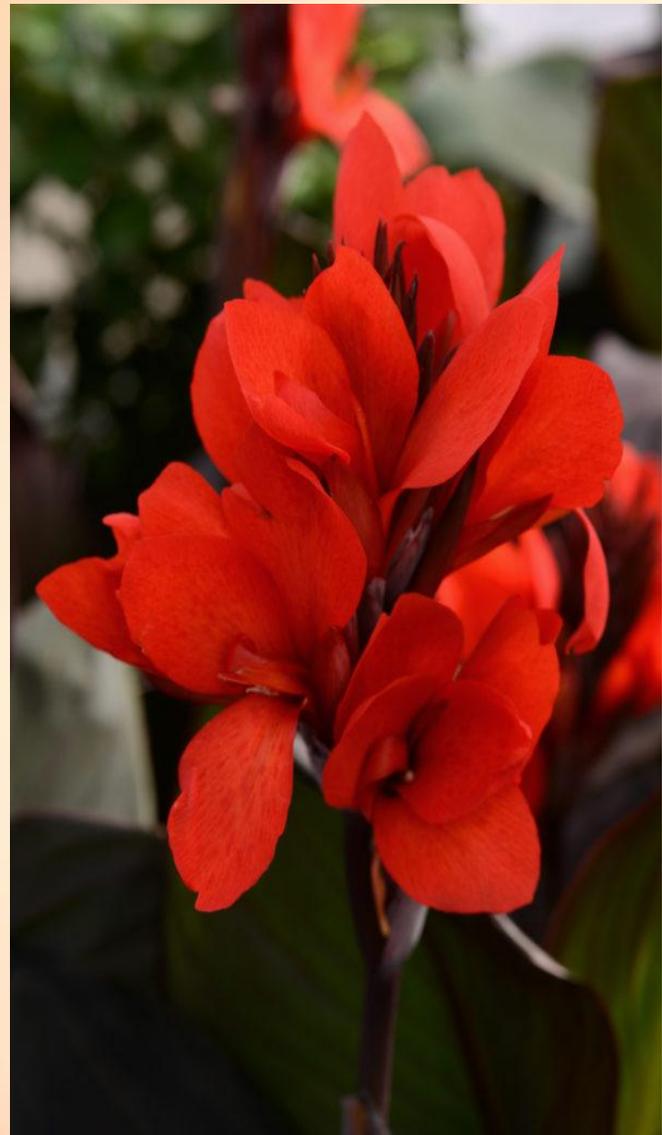


Begonia Whopper Pink & Red



# Planters Design One

Canna Bronze Scarlett, Vinca Cora Hotgenta, White, & Apricot, Lysimachia Goldilocks, and Calibrachoa Violaceous



# Planters Design Two

Elephant Ear Mojito, Petunia Easy Wave Yellow, Vinca Cascade Liliac, Lantana Landmark Sunrise Rose, and Euphorbia White





# Thank you!

Hannah Tran  
Seasonal Color Designer

Janice M. McLean | Jan.McLean@gray-robinson.com | D 813.273.5034  
101 East Kennedy Boulevard, Suite 4000, Tampa, Florida 33602 | T 813.273.5000 | F 813.273.5145

January 8, 2026

**VIA ELECTRONIC MAIL**

Nancy Symonds  
[Nancy.symonds@lennar.com](mailto:Nancy.symonds@lennar.com)  
Senior Land Development Manager  
Lennar Homes  
4301 West Boy Scout Blvd., Suite 600  
Tampa, FL 33607

Re: South Bay CDD Response Post Antigua Cove Inspection Email of 12-1-25

Dear Nancy:

We appreciate the coordinated site inspection and your response to the issues identified prior to and during the inspection. Unfortunately, we are still of the position that Lennar, although identifying some issues that can be resolved, has not recognized its responsibility to a major portion of the damage and outstanding issues. In order to be as accurate as possible in our response, I am including the items you identified in your email of December 1, 2025 and our response, through Rick Brylanski and the inspector, to each item as follows:

- ***The Lennar portion of the storm drain cleaning proposed by MRI totaling \$31,850***

A proposal from a firm to remove the silt from the Lennar Storm sewer system has been obtained. We agree that the amount of \$31,850 is reasonable. The CDD would accomplish the work and Lennar would reimburse for an amount not to exceed the \$31,850. We need to discuss how the payment shall be accomplished. I'd put this as an item for the next discussion as indicated below. The increased amount may be needed due to the age of the quote at this time.

- ***Clearing of outfall structures 4, 7 & 17. Homeowners installed landscape that is encroaching into the access easements for these outfalls. CDD must notify homeowners to remove encroachments prior to our work. If removed by Lennar contractor the cost will be deducted from the storm drain cleaning charge. A lot owner installed a Clusia Hedge along their property limits. Lennar is claiming that hedge affects their access to maintain the structures. I agree that the hedge is apparently located in a CDD drainage easement. The area in question is side yard from point 3 to 4. The hedge runs along north side of lot as well and affects access at point #7 side yard. The entire hedge needs to be removed from CDD Drainage Easement. The lot owner will be notified by CDD. However, access to remove the vegetation can be accommodated by the CDD easement corridor near structure 17 and utilizing the rear yards in the interim.***

- *Items on walk thru list not crossed out.*

*Several of the items in Phase 3 were completed with warranty repairs required by County of Hillsborough. Other items we(Lennar) do not agree were caused by construction.*

Lennar is contesting all damages within AC Phase 1. **We disagree that the damages are not a result of homebuilding operations when Lennar purchased the vacant lots and completed house/lot improvements.** Most of the damages we cited in the punch list were cracked roadway curbing. When compared the curb that affronts original homes that were built before Lennar started developing to the vacant lots, those areas do not exhibit the extent of and pattern of curb cracking to the other lots. In my professional opinion the curbs were damaged due to homebuilding operations. I witnessed firsthand trucks unloading trusses, concrete lorries and other large construction vehicles parked throughout the subdivision running over the curb to access the lots. I also believe there is confirmation from Lennar representatives (i.e. Evans) at our CDD meetings stating they were going to make repairs of AC 1 damages before they exited the project.

Regarding the punch list items for AC Phases 3A and 3B – again - cracked curbing is the majority of the items cited. In many they agree to repair. **I would like to confirm that prior to the work being planned, that the curbs be painted out to mark the extent of curb repairs so all areas we cited are adequately addressed.** In many cases the lot frontage could have multiple cracks along curbed frontage and this would ensure we confirm and document exactly the areas to be replaced. **Several areas were cited by us in regard to concrete spilled onto the roadways that they are contesting to remove. Many are trip hazards which we want removed.**

- *Obtain any missing documents for the transfer from Lennar to the CDD*

**Agree – we need to understand all that is being conveyed by Bill of Sale to CDD and confirm those improvements are within lands of the CDD.**

- *Lot 125 drainage issues are being addressed. We have surveyed the existing topo & creating a design to put in drains. We will follow up with the homeowner.*

**If the solution to address drainage issues affect CDD lands, we would like to review the plan before implementation.**

It appears that progress has been achieved regarding some of the identified issues. However, a large issue of the damage which we believe was caused by construction during development by Lennar remains unresolved. The CDD cannot accept the transfer to the Operation and Maintenance phase of the permit as the O&M entity until all of the issues are resolved. The CDD would require an Agreement between Lennar and the CDD to be executed memorializing the actions such as reimbursement for surface water system cleaning, facilities to be transferred identified and documents needed such as Bill of Sale and easements and a time frame within which all must be accomplished prior to the CDD accepting being the Operation and Maintenance entity. This will be drafted by the CDD with review by Lennar.

We propose that a discussion to resolve the outstanding issues including specific identification of facilities to be transferred and appropriate documents needed must be identified and executed. Please advise at your earliest

convenience when this can be accomplished. We would like to have this scheduled no later than next Friday, January 16, 2026.

Sincerely,

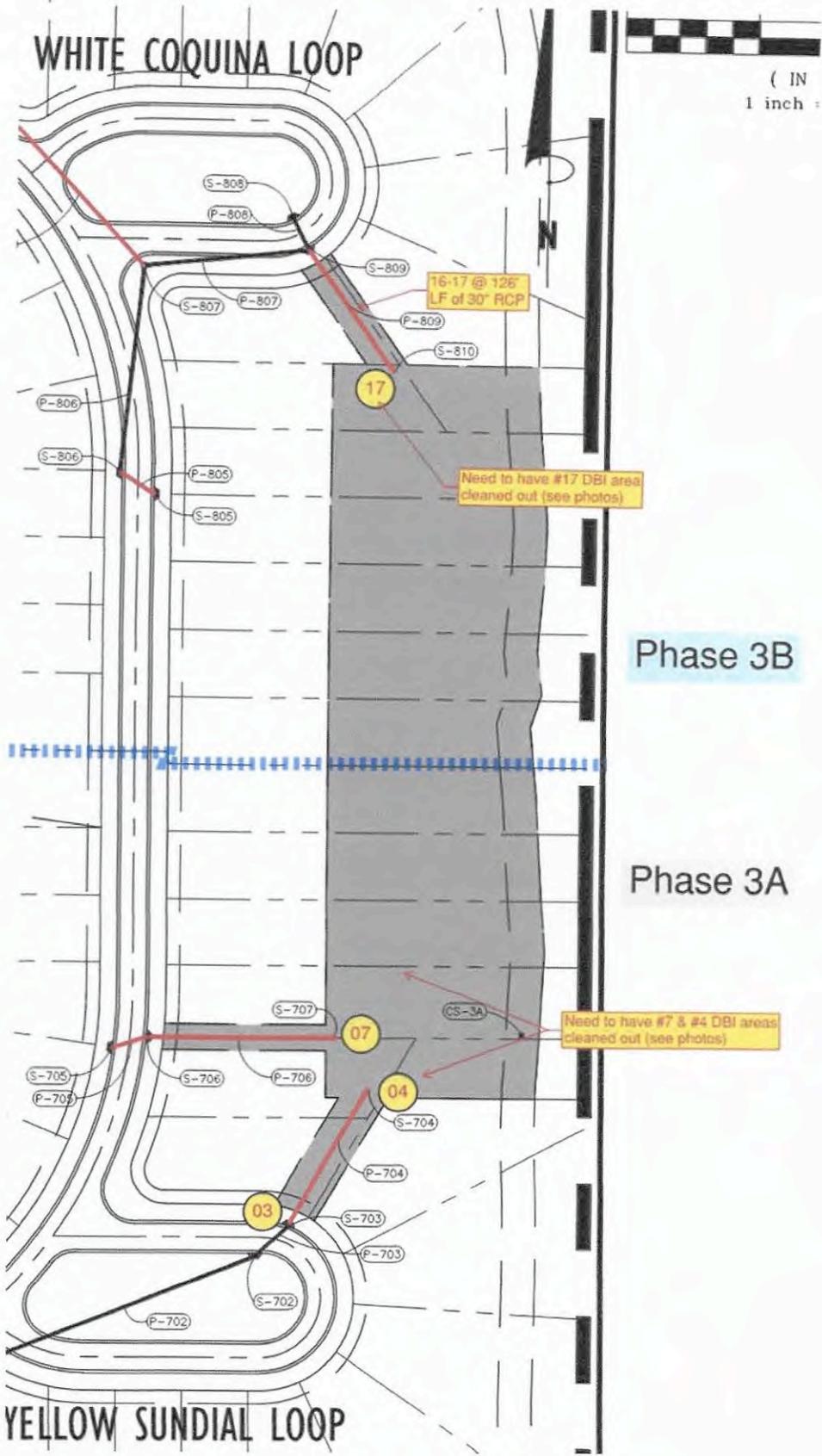
A handwritten signature in black ink, appearing to read "Jan McLean", written in a cursive style.

Jan McLean

Cc: David Smith  
Rick Brylanski  
Christina Newsome

Attachment

JM/jsl



LH 82 Invest, LP  
Via E-Mail  
February 17, 2026

South Bay CDD  
c/o Inframark (District Office)  
11555 Heron Bay, Suite 201  
Coral Springs, FL 33076

CC: Ian Brown, Scott Campbell, Mary Madden, Stephen Herrera, John Aldrich, Christina Newsome, David Smith, Rick Brylanski

RE: Request for Riparian Rights, Access Easement, and Regulatory Authorization for Dock Access and Improvements at Parcel I (Folio No. 031587-0112)

South Bay CDD Board,

On behalf of LH 82 Invest, LP, we respectfully request:

1. A recorded Riparian Rights, Access, Construction, and Maintenance Easement over CDD-owned uplands associated with Parcel I; and
2. A Letter of Authorization naming LH 82 Invest, LP as applicant for the related federal and port permit applications.

During the PPP meeting on December 10, 2025, Item # 5 Business Items C: (Parcel I Dock Access), the Board requested clarification regarding:

- The basis of riparian rights and whether the proposed dock would impair CDD rights;
- The dock's location relative to the beach;
- The elevation and configuration of the dock access walkway;
- Preservation of existing beach access.

As provided herein for clarification and incorporated into this formal request:

- The access walkway will commence at the retaining wall near the mean high water line.
- The beach-crossing segment will be elevated approximately 7 feet.
- The structure allows unobstructed access beneath.
- Beach access will remain unobstructed and will continue to be located at its existing point south of the parcel.

### **Ownership and Regulatory Basis**

Because Parcel I does not abut navigable waters, riparian rights derive from the waterward upland owner the CDD.

### **Agency Requirements**

Although TPA owns the submerged lands, riparian rights originate from the adjacent upland owner. Accordingly, a recorded Riparian Rights, Access, Construction, and Maintenance Easement from the CDD is required to satisfy federal and port permitting requirements.

### **Scope of Easement**

- Does not transfer fee ownership of CDD property;
- Does not impair the CDD's underlying riparian rights; and
- Grants limited rights necessary for access, construction, and maintenance of the permitted dock access walkway and associated slips.

We respectfully request the Board's consideration of the easement and authorization at the upcoming meeting on March 11, 2026. Supporting documentation is included for the Board's review, and we are available to provide any additional information as needed.

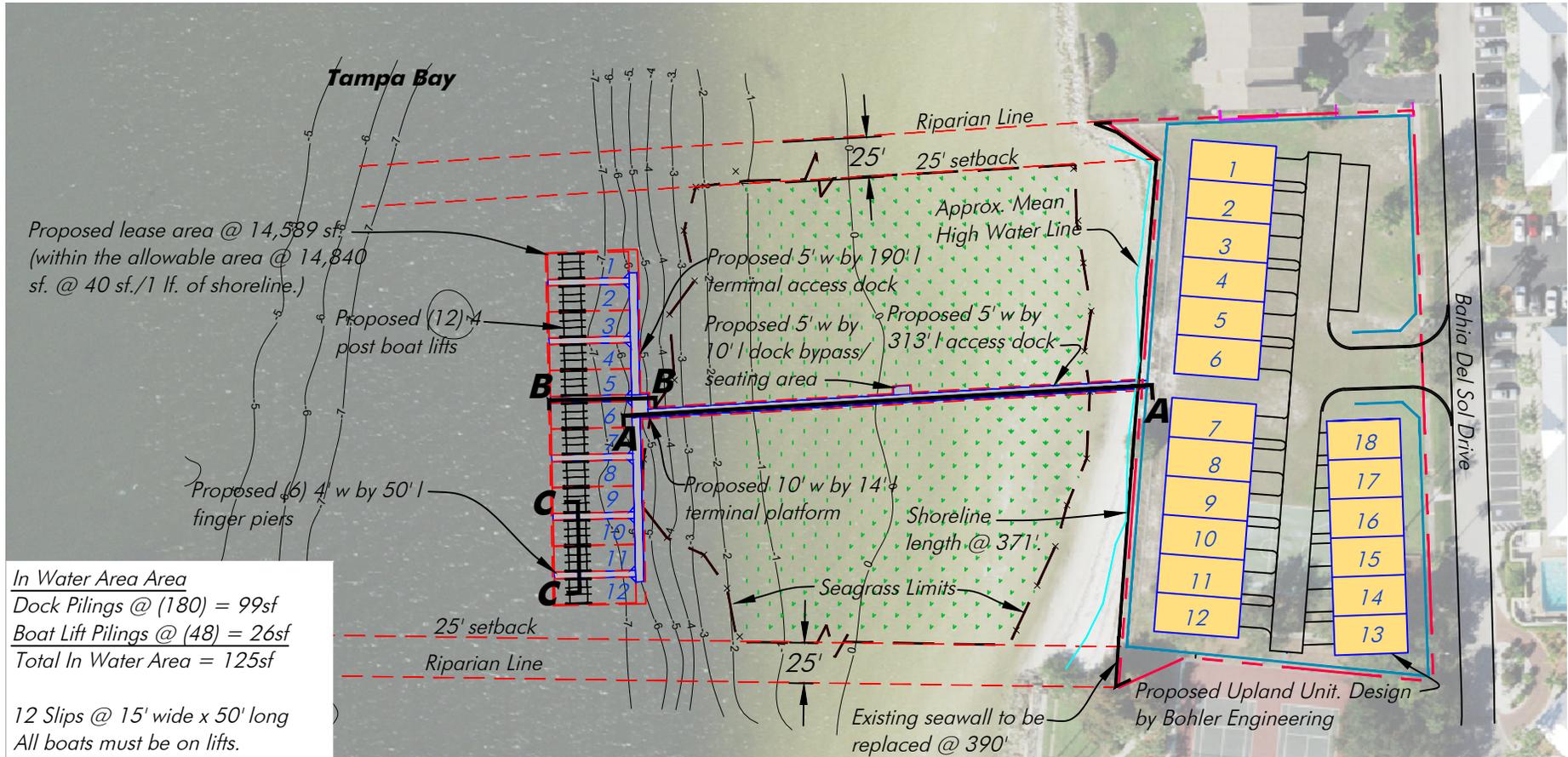
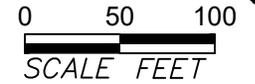
Sincerely,

Anthony Solo  
Managing Partner  
LH 82 Invest, LP



SECTION: 02  
 TOWNSHIP: 32 S  
 RANGE: 18 E

Hillsborough County Aerial 2020



## Detail A - Proposed Dock Plan

SCALE: 1" = 100'

Note: Field work completed 6-6-23 by Hans Wilson and Associates, Inc. All topographic elevations reference NAVD88. Bathymetric survey references MLW @ -1.23' NAVD per DEP Tide Station 872-6384. MHW @ 0.32' NAVD Upland survey information provided by GeoPoint Surveying, Inc. dated 7-19-23.

**PERMIT PLANS, NOT FOR CONSTRUCTION**

This item has been digitally signed and sealed by Hans J.M. Wilson on the date adjacent to the seal. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

**HANS J.M. WILSON**  
 REGISTERED PROFESSIONAL ENGINEER  
 FLORIDA REGISTRATION NO. 39680  
 CA. LIC. NO. 8519  
 DATE: April 10, 2025 3:47:33 p.m.  
 Drawing: SOLOT1MASTERMARINA.DWG



1938 Hill Avenue, Fort Myers, Florida 33901  
 Office: 239-334-6870 Fax: 239-334-7810  
 MARINE and ENVIRONMENTAL CONSULTANTS

4-1-25

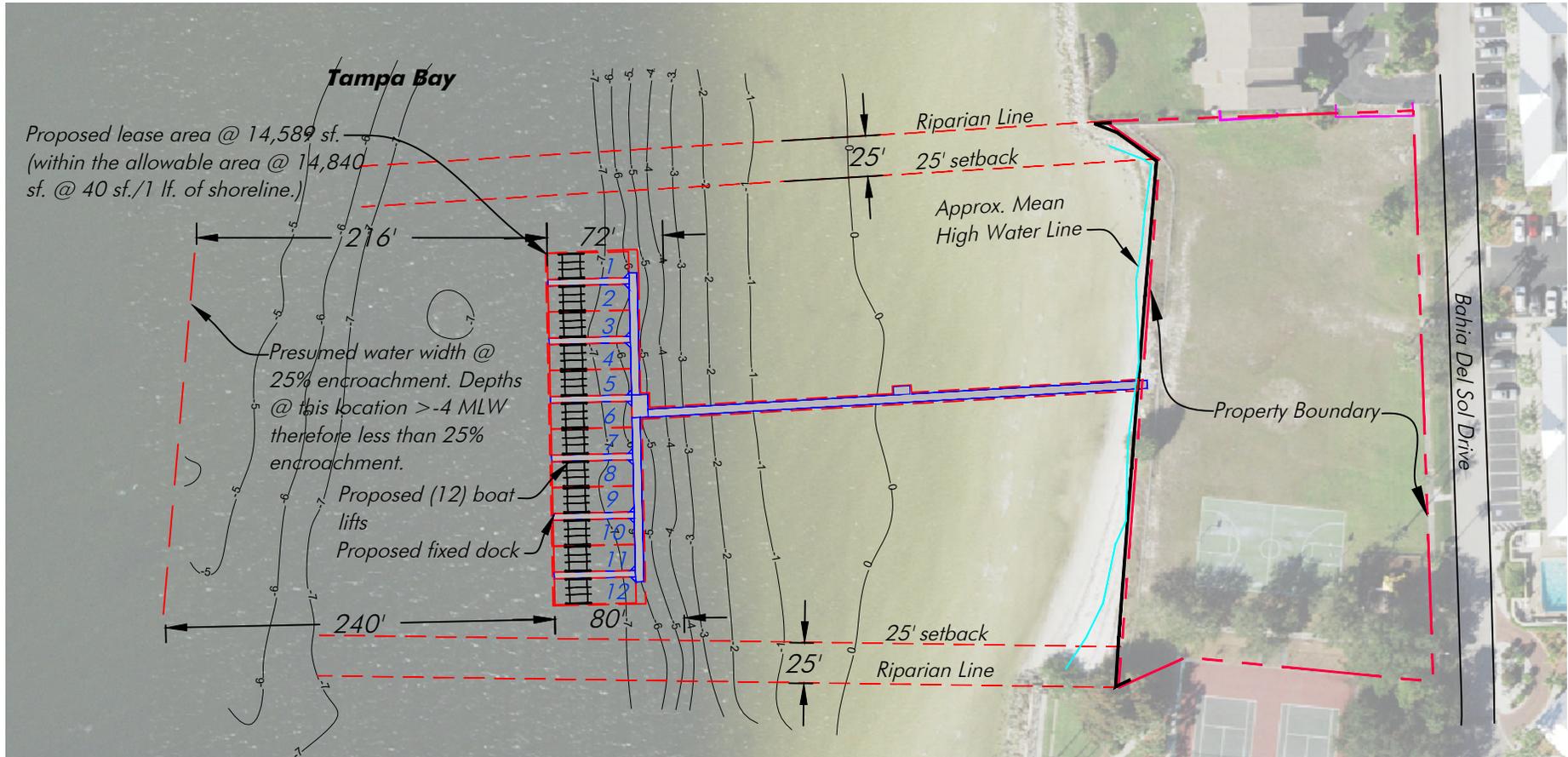
HJMW

**Little Harbor Investments, LLC**

SHEET  
**5/9**

SECTION: 02  
TOWNSHIP: 32 S  
RANGE: 18 E

Hillsborough County Aerial 2020



### Detail A - Proposed Sovereign Submerged Lands Lease

Note: Field work completed 6-6-23 by Hans Wilson and Associates, Inc. All topographic elevations reference NAVD88. Bathymetric survey references MLW @ -1.23' NAVD per DEP Tide Station 872-6384. MHW @ 0.32' NAVD Upland survey information provided by GeoPoint Surveying, Inc. dated 7-19-23.

SCALE: 1" = 100'

**PERMIT PLANS, NOT FOR CONSTRUCTION**

This item has been digitally signed and sealed by Hans J.M. Wilson on the date adjacent to the seal. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

**HANS J.M. WILSON**  
REGISTERED PROFESSIONAL ENGINEER  
FLORIDA REGISTRATION NO. 39680  
CA. LIC. NO. 8519  
DATE: April 10, 2025 3:47:33 p.m.  
Drawing: SOLOT1MASTERMARINA.DWG



1938 Hill Avenue, Fort Myers, Florida 33901  
Office: 239-334-6870 Fax: 239-334-7810  
MARINE and ENVIRONMENTAL CONSULTANTS

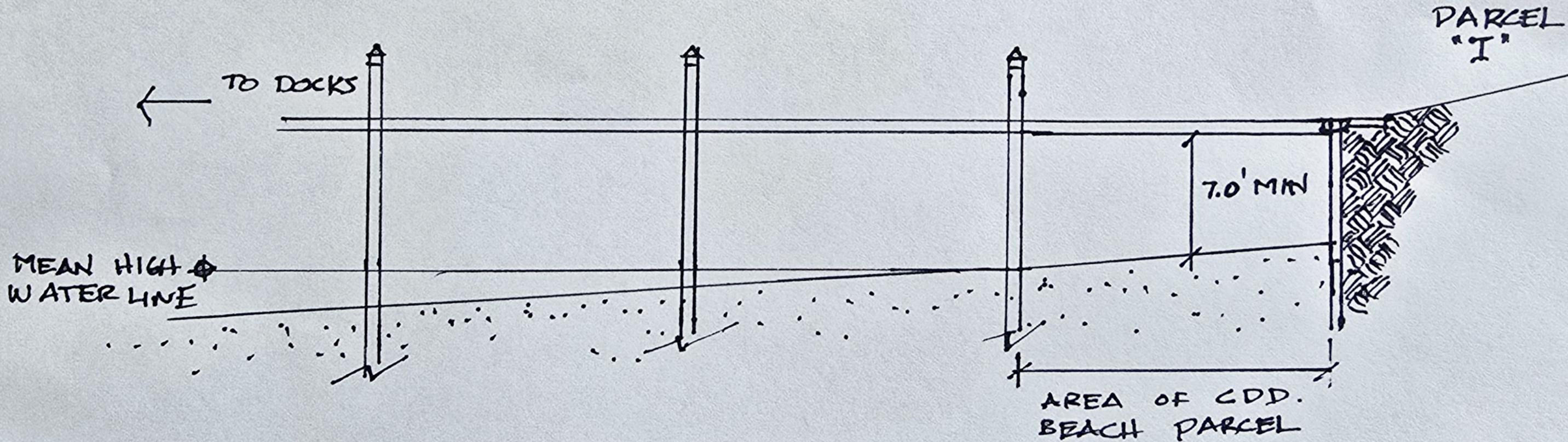
4-10-25

CAM

**Little Harbor Investments, LLC**

SHEET  
**6/9**

PARCEL "I"  
TRANSECT OF DOCK OVER  
CDD BEACH PARCEL



NOT TO SCALE

## SOUTH BAY COMMUNITY DEVELOPMENT DISTRICT

c/o Inframark ♦ 2005 Pan Am Circle, Suite 300 ♦ Tampa, FL 33607 ♦

To Whom It May Concern:

This letter shall serve to give limited authorization to LH 82 Invest, LP, a Florida limited liability company ("LH 82 Invest"), to act on behalf of the South Bay Community Development District (South Bay CDD) for the sole purpose of submitting and processing all applications required to secure approvals for the following:

- U.S. Army Corps of Engineers permit
- TPA Standard Work permit
- TPA Submerged Land Lease

These applications are in connection with LH 82 Invest to construct an access and dock shown on Detail A attached hereto and made a part hereof. The walkway will originate from property owned by LH 82 Invest (Parcel No. U-02-32-18-18N-000000-00003.0) and will cross the adjacent beach parcel owned by South Bay CDD via an approved Access, Use and Construction Easement (attached as Exhibit B), and extend waterward to the proposed future permitted docks and slips described as follows:

A parcel of land lying in Section 2, Township 32 South, Range 18 East, Hillsborough County, Florida, being more particularly described as follows:

COMMENCE at the Southeast corner of said area designated as "Beach", as shown on the plat of Bahia Beach South Unit No. 1, as recorded in Plat Book 40, Page 81, of the Public Records of Hillsborough County, Florida; run thence along the South boundary line of said area designated as "Beach", N.83°30'41"W., 229.69 feet to a point on the Hillsborough County Bulkhead Line, Bahia Beach, according to said map or plat thereof as recorded in Plat Book 39, Page 89, of the Public Records of Hillsborough County, Florida; thence along said Hillsborough County Bulkhead Line, N.06°12'29"E., 187.46 feet to the POINT OF BEGINNING; thence continue N.06°12'29"E., 3.49 feet; thence N.01°53'16"W., 344.92 feet; thence N.88°01'03"E., 38.87 feet; thence S.54°33'29"E., 41.05 feet; thence S.04°27'16"W., 325.15 feet; thence S.44°31'15"W., 7.99 feet; thence N.82°17'45"W., 30.72 feet to the POINT OF BEGINNING. Containing 0.431 acres, more or less.

This authorization includes the right to submit applications, receive and submit related correspondence and documentation, and coordinate with the appropriate permitting agencies as necessary to advance and complete the permitting process. The authorization shall not permit LH 82 Invest to encumber, transfer or exchange land, or commit South Bay CDD to payment or mitigation which might be required pursuant to a permit or authorization without the prior written approval of the South Bay CDD Board. As an agent

**SOUTH BAY COMMUNITY DEVELOPMENT DISTRICT**

c/o Inframark ♦ 2005 Pan Am Circle, Suite 300 ♦ Tampa, FL 33607 ♦

on behalf of the South Bay CDD, LH 82 Invest shall further comply with all public records laws as required by section 119.0701, Florida Statutes. This limited authorization is effective as of the date set forth below and will automatically terminate if an application for permit is not initiated by [Insert date as established by South Bay CDD Board]

South Bay Community Development District

By: \_\_\_\_\_  
[Authorized Representative's Name]  
[Title]

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_ day of \_\_\_\_\_, 2026, by [Authorized Representative's Name], as [Title] of South Bay Community Development District, who is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public, State of Florida

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

My Commission Expires: \_\_\_\_\_

Commission No.: \_\_\_\_\_

Prepared by and return to:

### **ACCESS, USE AND CONSTRUCTION EASEMENT AGREEMENT**

THIS ACCESS, USE AND CONSTRUCTION EASEMENT AGREEMENT (the "Agreement") dated this \_\_\_\_\_ day of \_\_\_\_\_, 2026 by South Bay Community Development District, an independent special district formed under chapter 190, Florida Statutes ("District" or "Grantor"), to and in favor of LH 82 Invest, LP, a Florida limited liability company, its successors and assigns ("LH 82 Invest"), whose address is 110 Front Street, Suite 300, Jupiter, FL 33477 (the "Grantee").

#### **RECITALS**

A. The District was established by ordinance adopted by the Board of County Commissioners in and for Hillsborough County, Florida, pursuant to the Uniform Community Development District Act of 1980, Chapter 190, *Florida Statutes*, as amended (the "Act"), and is validly existing under the Constitution and laws of the State of Florida.

B. The District is the owner of that certain parcel of land referred to as Beach Site #2 described on Exhibit "A" attached hereto and made a part hereof, (the "CDD Property").

C. Grantee is the owner of that certain property described as Parcel I in Exhibit "B" attached hereto and made a part hereof ("Grantee's Property").

D. Grantee desires to construct a boat dock on the property east of the CDD Property in the area shown on Detail "A" attached hereto and has made applications with the governmental agencies having jurisdiction over such construction (the "Boat Dock").

E. In order to construct the Boat Dock, Grantee has requested the CDD grant an easement to allow for the use, access and construction of a walkway over the CDD Property as shown on the sketch attached hereto as Detail "A" and made a part hereof together with an easement over the CDD's riparian rights solely within the area described to access the adjoining waterway.

F. The CDD is willing to grant the requested easement for these purposes subject to and in accordance with the terms, provisions, covenants and conditions of this Agreement.

NOW, THEREFORE in consideration of the sum of ten dollars (\$10.00) paid by Grantee to Grantor and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby covenant and agree as follows:

1. Recitals. The above-contained recitals are true and correct and incorporated herein by reference.
2. Easements. Grantor hereby grants unto Grantee, its successors and assigns, a non-exclusive easement over, under across and through a portion of the CDD Property (the "Beach Easement") for the

construction, installation, use, maintenance, upgrade, repair and replacement of a pedestrian walkway within the area described in Exhibit "C" attached hereto and made a part hereof (the "Pedestrian Walkway") together with an easement over Grantor's riparian rights solely within the area described on Detail "A" to allow Grantee to construct the Boat Dock.

3. Use of Property. Upon completion of the Pedestrian Walkway and Boat Dock, the Pedestrian Walkway shall be available for pedestrian ingress and egress to the Boat Dock as stated hereinabove, and for no other purpose whatsoever. Without limiting the foregoing, Grantee shall not use the Pedestrian Walkway or the Beach Easement for: (a) any use which violates any applicable laws, regulations, or ordinances relating to the CDD Property and/or Grantee's Property, including without limitation, local zoning ordinances and regulations; (b) any use that violates the terms of this Agreement; or (c) any purpose which Grantor in its sole and absolute discretion deems to be lewd, lascivious, noxious or offensive. Nothing contained herein shall be construed as a limitation of Grantor's rights over, across, and through pedestrian ingress and egress areas, including such rights of the general public for continuous access along the CDD Property.

4. Maintenance. Grantee hereby covenants and agrees that it shall keep the areas within the Beach Easement and the Pedestrian Walkway constructed thereon in a clean, safe and orderly condition and shall take immediate action to repair or remedy any unsafe condition that may develop or become known to Grantee, its agents, servants or employees. Grantee shall make every reasonable effort to require any agents or contractors working within the Beach Easement not to interfere with the Grantor's use of the CDD Property and that all work is done at the sole cost and expense of Grantee.

5. No Liens; Protection of Public Property. Grantee acknowledges that the underlying CDD Property is owned by a governmental entity and constitute public property. Pursuant to Florida law, including Chapter 713, Florida Statutes, such public property is not subject to construction liens or claims of lien. Grantee shall not permit or cause any mechanics', construction, materialmen's, or other liens or claims of lien to be filed against the easement areas described herein, the CDD Property, or any other property of Grantor in connection with any work, improvements, installations, or activities performed by or on behalf of Grantee. Grantee shall include in all contracts with contractors, subcontractors, laborers, and material suppliers performing work within the easement area a provision expressly stating that the work is being performed on public property and that no lien or claim of lien shall attach to the CDD Property. If any lien or claim of lien is filed or asserted in connection with Grantee's activities, Grantee shall, at its sole cost and expense, within twenty (20) days after written notice from Grantor (or within such shorter period as may be necessary to protect Grantor's interests), cause such lien to be released, satisfied, transferred to bond, or otherwise discharged of record in a manner acceptable to Grantor. If Grantee fails to do so, Grantor may take such action as it deems necessary to remove or discharge the lien, including bonding the lien pursuant to applicable law, and Grantee shall promptly reimburse Grantor for all costs and expenses incurred, including reasonable attorneys' fees and court costs.

6. Insurance, Indemnification and Release. Grantee, for itself and any sub-tenants, agents, servants, employees, staff, volunteers, officers, directors, owners, members, managers, shareholders, partners, invitees, licensees and contractors, successors and assigns (collectively, "Indemnitors"), hereby agrees to indemnify, exonerate, defend by counsel acceptable to Grantor, hold harmless, and release Grantor, its

officers, directors, employees, successors and assigns (collectively, "Indemnitees") from and against all liabilities, losses, obligations, damages, penalties, claims, costs, charges and expenses, including reasonable attorneys' fees, paralegal fees, and legal costs and expenses incurred by Indemnitees, whether or not judicial proceedings are filed, which may be imposed upon or asserted against or incurred by Indemnitees by reason of any of the following occurring:

- (a) any failure to properly use, occupy, or restore the CDD Property or any part thereof;
- (b) any negligence on the part of Grantee or any of its agents, servants, employees, licensees or invitees;
- (c) any accident, injury, or damage of any nature, whether compensatory, consequential, punitive or otherwise, to any person or property occurring in, on or about the CDD Property or any part thereof during any use or occupation of the CDD Property by or through Grantee or its invitees; or
- (d) any failure on the part of Grantee to perform or comply with any of the covenants, agreements, terms or conditions contained in this Agreement on its part to be performed or complied with.

Grantee shall include the Beach Easement Area as part of Grantee's liability insurance coverage and shall name Grantor as an additional insured on such policy.

This Indemnification shall not be enforceable in the event any property damage or bodily injury is solely caused by the intentional act of the Grantor, its agents or assigns.

4. Permits. Grantee shall be solely responsible for obtaining and securing, and shall be subject to abide by, all governmental permits which are required in connection with the construction and use of the Boat Dock.

5. Assignment. Grantee shall not assign this Agreement, nor the easements or rights granted herein without the prior written consent of Grantor, which consent may be unreasonably withheld, except that Grantee may assign its rights and obligations under this Agreement to a condominium or homeowners association which has maintenance obligations over the Grantee's Property ("Association") upon Grantor's written acceptance of an assignment and assumption agreement together with proof of insurance.

6. Condition of Property "As Is". Grantor makes absolutely no warranty, whether express or implied, regarding the condition of the CDD Property, the safety or the suitability for its intended purpose. Grantee shall satisfy itself regarding all such matters and hereby accepts the condition of the CDD Property in AS IS condition, WITH ALL FAULTS.

7. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida.

8. Litigation and Attorney's Fees. In the event it shall be necessary for either party to bring suit for specific performance or damages or to enforce any provision hereof, the prevailing party in any such litigation and any appeals therefrom shall be entitled to recover from the other party, in addition to any damages or other relief granted as a result of such litigation, all costs or expenses of such litigation and its reasonable attorneys' fees and paralegals' fees as fixed by the court.

9. Recording. This Agreement shall be recorded by Grantee in the public records of Hillsborough County.

10. Entire Agreement. This Agreement contains the entire agreement between the parties hereto and may not be modified in any manner other than in writing signed by the parties hereto.

IN WITNESS WHEREOF, Grantor and Grantee have caused this Agreement to be executed by its authorized representatives as of the day and year first above as written.

[INSERT SIGATURE PAGE]

DRAFT

Exhibit A  
Grantor's Parcel

BEACH SITE No. 2

DESCRIPTION: A parcel of land lying in lying in Section 2, Township 32 South, Range 18 East, Hillsborough County, Florida, being more particularly described as follows:

COMMENCE at the Southeast corner of said area designated as "Beach", as shown on the plat of BAHIA BEACH SOUTH UNIT No. 1, as recorded in Plat Book 40, Page 81, of the Public Records of Hillsborough County, Florida, run thence along the South boundary line of said area designated as "Beach", N.83°30'41"W., 229.69 feet to a point on the Hillsborough County Bulkhead Line, BAHIA BEACH, according to said map or plat thereof as recorded in Plat Book 39, Page 89, of the Public Records of Hillsborough County, Florida; thence along said Hillsborough County Bulkhead Line, the following three (3) courses:  
1) N.06°12'29"E., 187.46 feet to the POINT OF BEGINNING; 2) continue N.06°12'29"E., 3.49 feet; 3) N.01°53'16"W., 344.92 feet; thence N.88°01'03"E., 38.87 feet; thence S.54°33'29"E., 41.05 feet; thence S.04°27'16"W., 325.15 feet; thence S.44°31'15"W., 7.99 feet; thence N.82°17'45"W., 30.72 feet to the POINT OF BEGINNING.

Containing 0.431 acres, more or less.

Exhibit B  
Grantee's Parcel

Insert legal for Parcel I

DRAFT

Exhibit C

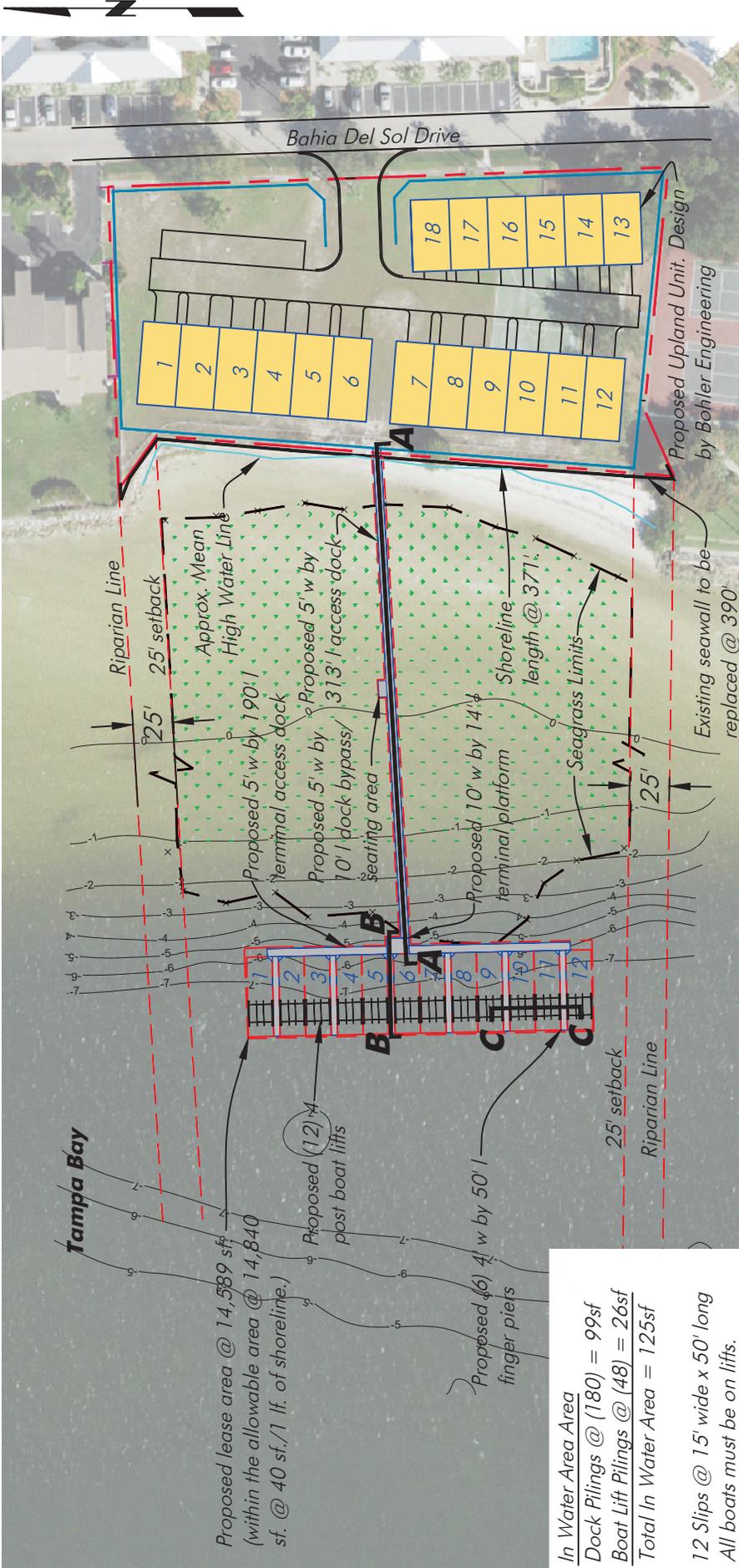
10 foot Pedestrian Easement

A ten (10) foot parcel running east/west that begins 193 feet north of and ends 203 feet north of the southern boundary of Beach Site #2 as shown on Exhibit A

DRAFT

SECTION: 02  
TOWNSHIP: 32 S  
RANGE: 18 E

Hillsborough County Aerial 2020



**In Water Area Area**  
 Dock Piling @ (180) = 99sf  
 Boat Lift Piling @ (48) = 26sf  
 Total In Water Area = 125sf

12 Slips @ 15' wide x 50' long  
 All boats must be on lifts.

This item has been digitally signed and sealed by Hans J.M. Wilson on the date adjacent to the seal. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

**HANS J.M. WILSON**  
 REGISTERED PROFESSIONAL ENGINEER  
 FLORIDA REGISTRATION NO. 39680  
 CA. LIC. NO. 8519  
 DATE: April 10, 2025 3:47:33 p.m.  
 Drawing: SOLOTTIMASTERMARINA.DWG

## Detail A - Proposed Dock Plan

SCALE: 1" = 100'

Note: Field work completed 6-6-23 by Hans Wilson and Associates, Inc. All topographic elevations reference NAVD88. Bathymetric survey references MLW @ -1.23' NAVD per DEP Tide Station 872-6384. MHW @ 0.32' NAVD Upland survey information provided by GeoPoint Surveying, Inc. dated 7-19-23.

**PERMIT PLANS, NOT FOR CONSTRUCTION**

1938 Hill Avenue, Fort Myers, Florida 33901  
 Office: 239-334-6870 Fax: 239-334-7810  
 MARINE and ENVIRONMENTAL CONSULTANTS

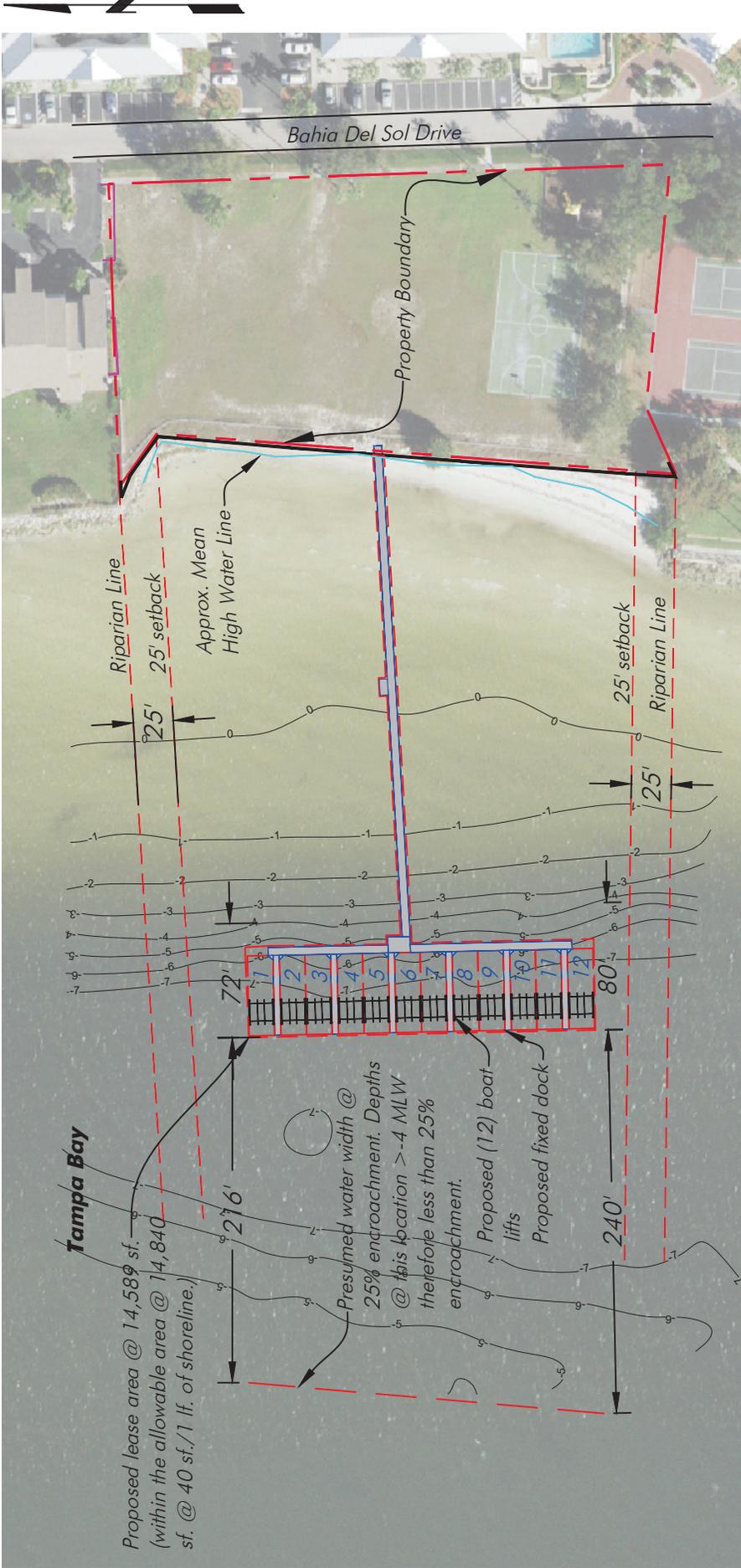
4-1-25  
HJM

**Little Harbor Investments, LLC**

SHEET **5/9**

SECTION: 02  
 TOWNSHIP: 32 S  
 RANGE: 18 E

Hillsborough County Aerial 2020



This item has been digitally signed and sealed by Hans J.M. Wilson on the date adjacent to the seal. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

**HANS J.M. WILSON**  
 REGISTERED PROFESSIONAL ENGINEER  
 FLORIDA REGISTRATION NO. 39680  
 CA. LIC. NO. 8519  
 DATE: April 10, 2025 3:47:33 p.m.  
 Drawing: SOLOTTIMASTERMARINA.DWG

# Detail A - Proposed Sovereign and Submerged Lands Lease

SCALE: 1" = 100'

Note: Field work completed 6-6-23 by Hans Wilson and Associates, Inc. All topographic elevations reference NAVD88. Bathymetric survey references MLW @ -1.23' NAVD per DEP Tide Station 872-6384. MHW @ 0.32' NAVD Upland survey information provided by GeoPoint Surveying, Inc. dated 7-19-23.

**PERMIT PLANS, NOT FOR CONSTRUCTION**



1938 Hill Avenue, Fort Myers, Florida 33901  
 Office: 239-334-6870 Fax: 239-334-7810  
 MARINE and ENVIRONMENTAL CONSULTANTS

4-10-25  
 CAM

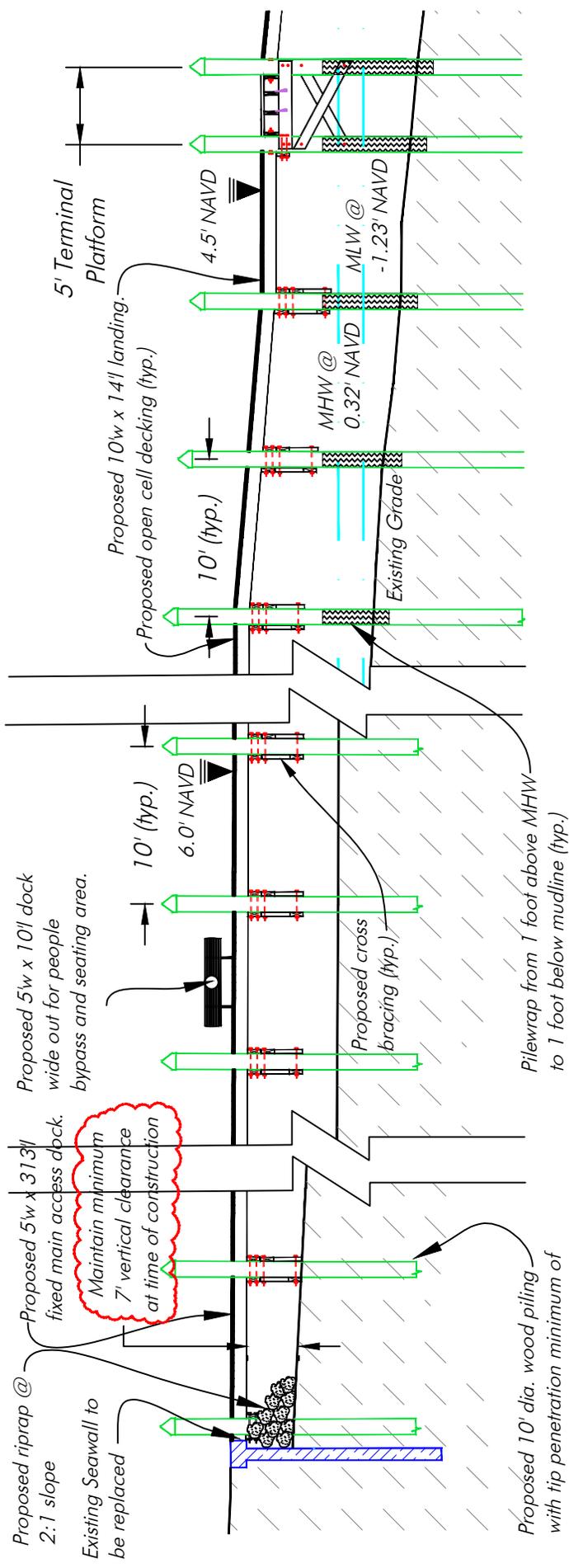
**Little Harbor Investments, LLC**

SHEET **6/9**

SECTION: 02  
 TOWNSHIP: 32 S  
 RANGE: 18 E



Proposed open cell decking  
 Proposed 3" x 8" stringers.  
 Proposed 2" x 10" cap boards  
 All fasteners 5/8" dia. SS allthread



## Cross Section A-A

SCALE: 1" = 10'

This item has been digitally signed and sealed by Hans J.M. Wilson on the date adjacent to the seal. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

HANS J.M. WILSON  
 REGISTERED PROFESSIONAL ENGINEER  
 FLORIDA REGISTRATION NO. 39680  
 CA. LIC. NO. 8519  
 DATE: March 04, 2026 5:23:42 p.m.  
 Drawing: SOLOT2MASTERMARINA.DWG

PERMIT PLANS, NOT FOR CONSTRUCTION



1938 Hill Avenue, Fort Myers, Florida 33901  
 Office: 239-334-6870 Fax: 239-334-7810  
 MARINE and ENVIRONMENTAL CONSULTANTS

3-4-26  
 HJMW

Little Harbor Investments, LLC

SHEET 7/10

Nikki Day | Nikki.Day@gray-robinson.com | D 813.273.5036  
101 East Kennedy Boulevard, Suite 4000, Tampa, Florida 33602 | T 813.273.5000 | F 813.273.5145

## MEMORANDUM

### VIA PDF EMAIL ONLY

**TO:** South Bay Community Development District Board of Supervisors  
**CC:** District Manager  
**FROM:** Nikki Day, B.C.S., Special Counsel   
Board Certified Expert in City County & Local Government Law  
**DATE:** February 9, 2026  
**SUBJECT:** Request for Qualifications – District Management Services – Responses Received

---

### Brief Background

As reported at the January Board of Supervisors meeting: on December 18, 2025 the District posted its RFQ for District Management Services on its website. Direct distributions were sent to GMS and Inframark IMS upon request on December 18, 2025 and January 16, 2026, respectively. Advertisements were run in the Florida Administrative Register, The Tampa Bay Business Observer and The Tampa Bay Times on December 22, 2026, December 26, 2026 and January 7, 2026, respectively. The questions period closed on February 5, 2026 and the questions were separately distributed to the Board. **The response period closed on February 9, 2026 at 1pm and the District received two responses.**

### Responses Enclosed

A complete copy of the responses received is included with this memorandum. We are transmitting all timely responses and make no evaluation of either firm's qualifications. The evaluation rests squarely with the Board. A copy of the RFQ is enclosed for the categories to be evaluated.

### Next Steps

#### → Presentations and Interviews with the Board

Interviews with the Board were scheduled to be conducted during its February 11, 2026 Board Meeting. However, we have just learned that Inframark representative, Christina Newsome, has had an unexpected medical issue and is in the hospital. As stated in the RFQ, the schedule of selection procedures may be adjusted upon notice to the respondents.

Pursuant to the Board's adopted rules of procedure, we will consult with the Chair for his guidance on whether he wishes for the interviews to remain on the February 11<sup>th</sup> agenda given the unexpected hospitalization, or to reschedule for the March 11, 2026 meeting. If rescheduled, notice will be given to the respondents as soon as practical.

Should you have any questions, please contact David or me directly. Please do not reply all to this transmittal or communicate with any fellow Board Members on this topic outside of duly-noticed public meetings.

# District Management Services Company Profile Prepared For The South Bay Community Development District:

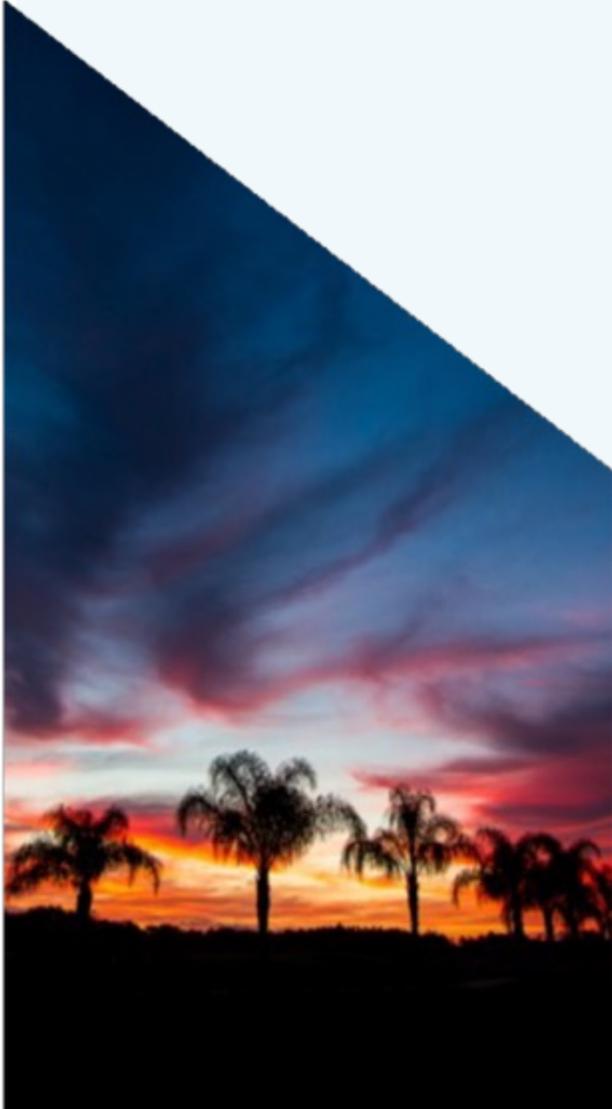


## GOVERNMENTAL MANAGEMENT SERVICES-TAMPA, LLC



DISTRICT  
MANAGEMENT  
SERVICES

# TABLE OF CONTENTS



**SECTION I - QUALIFICATIONS AND FEE SERVICES SUBMISSION**

Letter of Interest	4
Certificate of Status and Corporate Information	5
Company Information	6
How We Work (Management Model Overview)	7
Experience Questionnaire [ See Section IV ]	55-66
Contact Information	10
GMS Organizational Structure	11
South Bay CDD Proposed Management Team	12
South Bay CDD Management Model and Lines of Authority	13
On-Site Visit Summary and Local Conditions	14
Field Operations Management Action Item List Sample	16
Field Operations Management Supplemental Photo Addendum	17-19
Field Operations Management Conveyance Report	20-25
Field Operations Management Inspection Report	26-37
Schedule of Fees [Section I.G Items 1-7]	38-40

**SECTION II - SELECTION PROCEDURES & AFFIRMATION OF RFP GUIDANCE**

Availability for February 11, 2026, Board Meeting and Interview	41
Insurance / Risk Management Certificates	42
Non-Discrimination and Other Required Affirmations	43

**SECTION III - DISTRICT MANAGEMENT SERVICES**

District Management Services	44-46
Accounting, Payroll, and Financial Reporting	47
Bond Administration and Continuing Disclosure	
Administrative and Recording Services	48
Records Management and Public Records Compliance	
Assessment Roll Preparation and Administration	49
Operations Management	50
Stormwater Management System Oversight	
Landscape Management and Field Operations	
Bid and Proposal Preparation; Contractor Oversight	
Other Available GMS Services	51-54

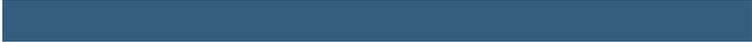
**SECTION IV - EXPERIENCE QUESTIONNAIRE**

Corporate Background and Affiliates	56
District Manager Assignments	57
GMS Client References	58
Listing Of Governmental Units Service By GMS	59-66

**THANK YOU**

To the South Bay Board of Supervisors & Community	67
---	----

# RFP QUESTIONNAIRE SECTION I



# **QUALIFICATIONS AND FEE SERVICES SUBMISSION**



# Governmental Management Services

*Serving Florida's Communities*

February 9<sup>th</sup>, 2026

South Bay Community Development District  
 c/o Ms. Deborah Cook, Assistant District Counsel  
 Gray-Robinson P.A.  
 101 East Kennedy Boulevard, Suite, 4000  
 Tampa, Florida 33602  
 Via email to [Deborah.Cook@gray-robinson.com](mailto:Deborah.Cook@gray-robinson.com)

RE: Proposal for District Management Services

Dear Ms. Cook,

Governmental Management Services-Tampa L.L.C. ("GMS") is pleased to provide for your review our Proposal associated with providing District Management Services to the South Bay Community Development District ("CDD"). We believe the Proposal demonstrates that we are the best choice for this project. Here are some of the reasons why:

- ❖ We are the leader in the Community Development District industry. We provide district management services to 290+ CDDs across the State of Florida.
- ❖ We have a team of management, financial, administrative, and operations professionals who are extremely qualified to provide these services and meet time and budget requirements.
- ❖ We have a proven approach, methodology, and philosophy towards providing these services that reflect our commitment and ability to deliver comprehensive services that exceed the expectations of our clients.
- ❖ We also have the ability to respond to individual client needs efficiently, effectively, and professionally. Our approach to providing the services for each of the responsibilities described in this RFP is to fully understand them and provide them in a manner that meets all the statutory requirements customized to the approach preferred by the Board of Supervisors.

We thank you for this opportunity to submit our Proposal and would be happy to provide any additional information if requested. Please feel free to contact me at (865) 603-5101 or via email at [DMossing@gmstnn.com](mailto:DMossing@gmstnn.com) if you have any questions or need additional information.

Sincerely,

*Darrin Mossing*

Darrin Mossing  
 GMS President

Enclosures

**ORLANDO**

219 E. Livingston St.  
 Orlando, FL 32801  
 (407) 841-5524

**JACKSONVILLE**

1200 Riverplace  
 Boulevard, Suite 705  
 Jacksonville, FL 32207  
 (904) 288-7667

**ST. AUGUSTINE**

50 Ellis Street,  
 Suite 208  
 St. Augustine, FL 32095  
 (904) 288-7667

**ST. AUGUSTINE**

475 West Town Place,  
 Suite 114  
 St. Augustine, FL 32092  
 (904) 288-7667

**FT. LAUDERDALE**

5385 N. Nob Hill Road  
 Sunrise, FL 33351  
 (954) 721-8681

**TAMPA**

4530 Eagle Falls Place  
 Tampa, FL 33619  
 (813) 344-4844

**PALM COAST**

393 Palm Coast  
 Parkway SW, Suite 4  
 Palm Coast, FL 33137  
 (904) 940-5850

**KNOXVILLE**

1001 Bradford Way  
 Kingston, TN 37763  
 (865) 717-7700

# STATE OF FLORIDA CERTIFICATE OF STATUS

## *State of Florida Department of State*

I certify from the records of this office that GOVERNMENTAL MANAGEMENT SERVICES-TAMPA, LLC is a limited liability company organized under the laws of the State of Florida, filed on April 13, 2015.

The document number of this limited liability company is L15000071239.

I further certify that said limited liability company has paid all fees due this office through December 31, 2026, that its most recent annual report was filed on February 4, 2026, and that its status is active.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Fourth day of February, 2026*



  
Secretary of State

Tracking Number: 9363561439CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

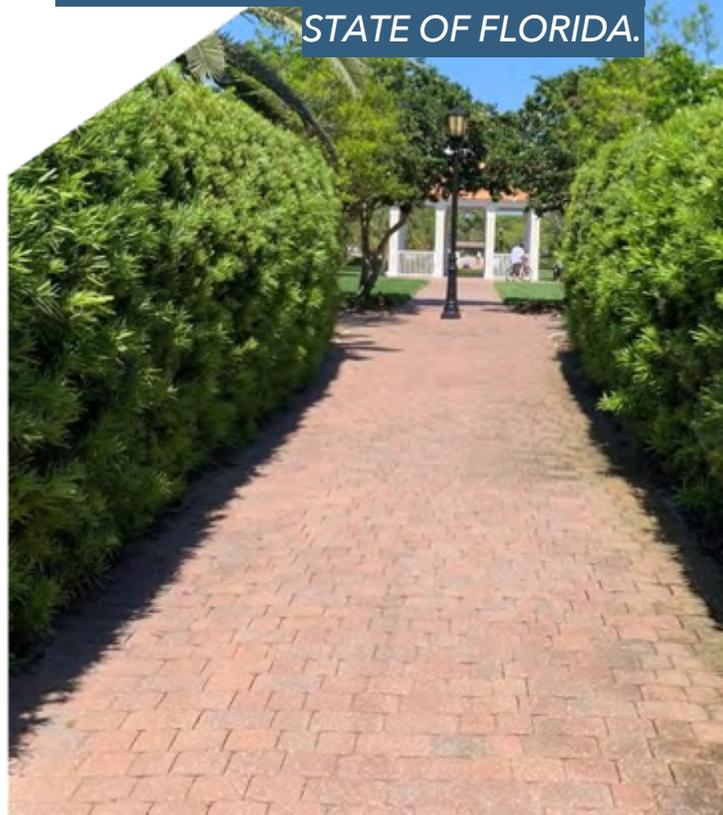
<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

# COMPANY INFORMATION

**Governmental Management Services ("GMS")** is a family of limited liability companies that was established for the purpose of providing district management services to Special Taxing Districts. With encouragement from industry professionals and the development community, GMS was created to provide an alternative to the existing district management companies. GMS currently has offices in St. Cloud, Orlando, Tampa, Sunrise, Miami, Tallahassee, Port St. Lucie, St. Augustine, Palm Coast, Florida, and Knoxville, Tennessee. Company personnel who would be providing services are generally determined by geography of the District and required services. However, everyone at GMS works together to provide the most efficient, effective and comprehensive management services possible. GMS currently manages over 275 Community Development Districts across the State of Florida and fully understands the requirements of Chapter 190. As described in Section 3, the personnel at GMS are very well known and respected by people involved with Community Development Districts. Many of the personnel have worked with Investment Bankers, Bond Counsel, District Counsel, Engineers, Developers, and Boards of Supervisors across the State of Florida.

They have provided management, financial, administrative, and operational services to over 290 special taxing districts and homeowners associations. Our greatest strength is our ability to respond to individual client needs quickly, efficiently and professionally.

**GMS WAS ESTABLISHED TO PROVIDE THE MOST EFFICIENT, EFFECTIVE AND COMPREHENSIVE MANAGEMENT SERVICES FOR COMMUNITY DEVELOPMENT DISTRICTS IN THE STATE OF FLORIDA.**



# HOW WE WORK

Established in 2004, Governmental Management Services has over 250 full-time and part-time employees and has offices across the State of Florida. Services are provided by seasoned professionals with well over 1,000 years of combined Community Development District management experience. Our commitment to serving our clients and providing the most efficient, effective, and comprehensive management services for Community Development Districts continues to fuel our growth.

## Statement of Qualifications

GMS is the best-qualified provider of district management services because of the experience of the personnel who will be providing the management services for the District. GMS brings a wealth of experience in management, administration, accounting, financial reporting, field operations, and assessment certifications.

GMS focuses exclusively on the services necessary for the proper management of Community Development Districts. Our staff includes managers, accountants, financial analysts, recording secretaries, and operations managers all with experience with Community Development Districts and other special districts. We offer integrated management services including:

- General Management
- Recording Secretary Services
- Accounting and Financial Reporting
- Assessment Roll Administration
- Field Operations Management
- Amenity Management
- Facility Maintenance
- Dissemination Agent Services
- Utility Billing
- Other Services

## FULLY INTEGRATED SERVICES



These management services are being provided by the principals of GMS to over 290 Community Development Districts in 25 counties across the State of Florida.

# OUR TEAM



**Although technology has tremendously impacted how services are provided for nearly every business today, GMS realizes an organization is only as good as the individuals working within it. If an organization is not able to retain hardworking, knowledgeable and dedicated employees that understand their client's needs, it is most certain to fail. It is for this reason that GMS has focused a significant effort on recruiting and retaining the best in the district management industry**

## STATEMENT OF STAFF CONSISTENCY

The District Management Team proposed remains the same for the duration of the contracts. Any changes in the District Management Team will be discussed and approved by the Boards of Supervisors. Members of the management team have worked together for years, and there is complete trust and loyalty in their abilities to provide the most efficient, effective and professional management services possible. In addition, these types of long-term personal relationship among GMS staff are reassuring to our clients because personnel turnover in any organization is extremely detrimental to its ability to provide the necessary services.

*"GMS realizes an organization is only as good as the individuals working within it."*

# OUR VALUES

## MISSION

The goal of GMS is to provide the most efficient, effective, and comprehensive management services for Community Development Districts in the State of Florida.



## CORE VALUES

Governmental Management Services' greatest strength is its ability to respond to individual client needs quickly, efficiently, and professionally. Listed below are our GMS core values:



### Customer Commitment

*We keep customer needs at the center of all that we do to provide a superior customer experience.*



### Integrity

*We are honest, open, ethical, and fair.*

*People trust us to do what's right.*



### Teamwork

*We win together, not alone.*

*We work together, across divisions, to meet the needs of our customers.*



### Passion and Drive

*We are proud of the services we provide.*

*We play to win and strive to help our customers do the same.*



### Empower Individuals

*Our employees set us apart.*

*We value our employees, encourage their development, and reward their performance.*



### Quality

*Details matter.*

*We provide consistent and unsurpassed service that, together, deliver premium value to our customers.*

# CONTACT INFORMATION

---

## Corporate Office:

1001 Bradford Way  
Kingston, TN 37763  
(865) 717-7700

---

As the largest CDD Management firm in the State of Florida, GMS is prepared to provide all CDD Management services directly and does not contemplate the need to subcontract services.



## GMS - Central Florida

219 E. Livingston St.  
Orlando, FL 32801  
(407) 841-5524

## GMS - Tampa

4530 Eagle Falls Place  
Tampa, Florida 33619  
(813) 344-4844

435 10<sup>th</sup> Avenue West,  
Suite 200  
Tampa, Florida 34221

## GMS - South Florida

5385 Nob Hill Road  
Sunrise, FL 33351  
(954) 721-8681

## GMS - North Florida

475 West Town Place,  
Suite 114  
St. Augustine, FL 32092  
(904) 940-5850

1200 Riverplace  
Boulevard  
Jacksonville, FL 32207

393 Palm Coast  
Parkway SW, Suite 4  
Palm Coast, FL 32137

We have additional satellite offices throughout the State of Florida

# GOVERNMENTAL MANAGEMENT SERVICES

**DARRIN MOSSING**  
PRESIDENT

**KEITH NELSON**  
CHIEF OPERATING OFFICER

HUMAN RESOURCES ♦ RECRUITING ♦ TRAINING  
COMPLIANCE ♦ CORPORATE FINANCE

**RIVERSIDE (NF)**  
ALISON MOSSING  
VICE PRESIDENT

**SOUTH FLORIDA**  
PATTI POWERS  
VICE PRESIDENT

**CENTRAL FLORIDA**  
GEORGE FLINT  
VICE PRESIDENT

**NORTH FLORIDA**  
JIM OLIVER  
MANAGING PARTNER

**TAMPA**  
JASON GREENWOOD  
MANAGING PARTNER

**FIELD OPERATIONS**

- RICARD GRAY
- CHRISTIAN DELLINGER
- JEFF JOHNSON
- JAMES SCHIESZER

**AMENITIES**

- TIMI WRIGHT
- NATALIE CLEM
- MARIA CRANFORD
- ROBERT ALBA
- FREDIE OCA
- KAYLA RINKER
- & 18 OTHERS

**MAINTENANCE**

- TIMOTHY CARTER
- LUTHER NEWTON
- MARK CESSNA & 13 OTHERS

**LIFEGUARDS & POOL ATTENDANTS**

- 30 - 50 OTHERS ON SEASONAL AND/OR FLEX SCHEDULES

**ACCOUNTING**

- PATTI POWERS, VP
- TIZIANA CESSNA
- SHANNON RINKUS
- ASHLEY COOPER
- NIKI MARINO
- JENNIFER WASSERMAN, CPA
- SHEIK NEEROO

**DISTRICT MANAGEMENT**

- PAUL WINKELJOHN
- JULIANA DUQUE
- ANDREW GILL
- PATRICK BURGESS
- ANDRESSA PHILLIPE
- BEN QUESADA
- JESUS LORENZO

**ASSESSMENT ADMINISTRATION**

- RICHARD HANS, VP
- DARRIN MOSSING JR
- DANIEL HARVEY

**ADMINISTRATION**

- JENNIFER MCCONNELL
- LATOYA FLOWERS
- ELLER ACOSTA
- REGINE LUCAS
- & 2 OTHERS

**FIELD OPERATIONS**

- PAT SZOZDA
- PATRICK BURGESS
- JASON GITEL
- JULIO PADILLA

**AMENITIES**

- 7-15 DISTRICT EMPLOYEES FLEX SCHEDULES

**ACCOUNTING**

- KATIE COSTA, DIRECTOR
- TERESA VISCARRA
- SHIRLEY TRAJULO
- LINDA COLE
- NANCY SOLER
- ZUNY YAN
- CAROL WRIGHT
- & 6 OTHERS

**DISTRICT MANAGEMENT**

- JILL BURNS, MANAGING PARTNER
- JASON SHOVE
- TRICIA ADAMS
- JEREMY LEBRUN
- ROB SZOZDA

**ASSESSMENT ADMINISTRATION**

- DARRIN MOSSING JR.

**ADMINISTRATION**

- STAGIE VANDERBILT, DIRECTOR
- SAMANTHA HAM
- & 8 OTHERS

**FIELD OPERATIONS**

- ALAN SCHEERER
- CLAYTON SMITH
- MARSHALL TINDALL
- ROB SZOZDA JR.
- & 4 OTHERS

**AMENITIES**

- MARCIA CALLEJA
- CHRISTINE WELLS
- ALEXANDRA PENAGOS
- & 11 OTHERS

**MAINTENANCE**

- ANGEL GUZMAN
- JULIO COLON
- ABNER DE-JESUS
- JOSE SOTO
- & 3 OTHERS

**INFORMATION TECHNOLOGY**

- DAN BRADLEY

**ACCOUNTING**

- OKSANA KUZMUK
- BERNADETTE PEREGRINO
- TODD POLVIERE
- TARA LEE
- SUSAN FERRERO

**DISTRICT MANAGEMENT**

- MATTHEW BAGETTI
- CORBIN DENAGY
- MARILEE GILES
- DANIEL LAUGHLIN
- JAMES PERRY

**ASSESSMENT ADMINISTRATION**

- SHERYL FULKS
- DARRIN MOSSING, JR.
- MARISSA SMARTO

**ADMINISTRATION**

- COURTNEY HOGGE
- LISA PELKEY
- SARAH SWEETING
- KATELYN BEACH

**FIELD OPERATIONS**

- JAY SORIANO
- ROBERT BERLIN
- CHRISTIAN DELLINGER
- TERRY GLYNN

**AMENITIES**

- KELLY MULLINS
- DANIELLE DEMARCO
- RYAN WILSON
- 7-15 DISTRICT EMPLOYEES FLEX SCHEDULES

**ACCOUNTING**

- SHARYN HENNING, CPA
- HANNAH HENRY
- LEAH POPELKA
- SAVANNAH SZOZDA
- ALEXANDRA WOLFE, CPA

**DISTRICT MANAGEMENT**

- JASON GREENWOOD
- AMANDA FERGUSON
- RICHARD McGRATH
- BRIAN YOUNG

**ASSESSMENT ADMINISTRATION**

- MICHAEL CORTESE
- BRADFORD NELSON

**ADMINISTRATION**

- NICOLE VVERITO
- REBECCA SANTOS
- SAVANNAH SZOZDA

**FIELD OPERATIONS**

- CLAYTON SMITH
- MICK SHEPPARD
- GARETT DUBOIS
- MATT AZRIEL

**AMENITIES**

- KAYLEE SANTANA
- DREAMA LONG
- MARANGELLY HIRALDO
- & 14 OTHERS

**MAINTENANCE**

- GARETT DUBOIS
- STEVEN WENTZ
- JEFF BACHELOR
- & 3 OTHERS



# Proposed GMS District Management Service Team

Trusted & Service Oriented



**Jason Greenwood**  
Partner,  
District Manager



**Alex Wolfe, CPA**  
District Accounting



**Brian Young**  
District Manager



**Matt Azriel**  
Field Operations  
Manager



**Nicole Viverito**  
District Administration

**GMS-TAMPA**  
JASON GREENWOOD  
MANAGING DIRECTOR

See Page 11  
Of Our Proposal  
For The Rest  
Of The  
GMS Organization

<p><b>DISTRICT MANAGEMENT :</b></p> <ul style="list-style-type: none"> <li>• JASON GREENWOOD</li> <li>• AMANDA FERGUSON</li> <li>• RICHARD MCGRATH</li> <li>• BRIAN YOUNG</li> </ul>	<p><b>DISTRICT ACCOUNTING :</b></p> <ul style="list-style-type: none"> <li>• SHARYN HENNING CPA</li> <li>• HANNAH HENRY</li> <li>• LEAH POPELKA</li> <li>• SAVANNA SZOZDA</li> <li>• ALEXANDRA WOLFE, CPA</li> </ul>	<p><b>DISTRICT ADMINISTRATION :</b></p> <ul style="list-style-type: none"> <li>• NICOLE VIVERITO</li> <li>• SAVANNAH</li> <li>• SZOZDA</li> <li>• REBECCA SANTOS</li> </ul>	<p><b>ASSESSMENT ADMINISTRATION :</b></p> <ul style="list-style-type: none"> <li>• DARRIN MOSSING JR.</li> <li>• MICHAEL CORTESE</li> <li>• LEAH</li> <li>• POPELKA</li> </ul>	<p><b>DISTRICT AMENITY MANAGEMENT :</b></p> <ul style="list-style-type: none"> <li>• KAYLEE SANTANA</li> <li>• DREAMA LONG</li> <li>• MARANGELY HIRALDO</li> </ul>	<p><b>DISTRICT FIELD OPERATIONS :</b></p> <ul style="list-style-type: none"> <li>• CLAYTON SMITH</li> <li>• MICK SHEPARD</li> <li>• GARETT DUBOIS</li> <li>• MATT AZRIEL</li> </ul>	<p><b>DISTRICT FIELD MAINTENANCE :</b></p> <ul style="list-style-type: none"> <li>• JEFF BACHELOR</li> <li>• GARETT DUBOIS</li> <li>• STEVEN WENTZ</li> <li>• &amp; 3 OTHERS</li> </ul>
--	--	---	--	--	---	---

# SOUTH BAY CDD MANAGEMENT MODEL & LINES OF AUTHORITY

## OVERVIEW:

- The Proposed GMS District Management Service Team works in a highly collaborative manner under a clear line of authority established by the Board of Supervisors. The Board sets policy, adopts the budget, approves contracts, and provides overall direction for District priorities, while GMS is responsible for implementing those directives on a day-to-day basis.
- The District Manager serves as the primary point of contact to the Board and has overall responsibility for District operations. In this role, the District Manager translates Board policy into actionable work plans, supervises GMS administrative, accounting, and field operations staff assigned to South Bay, and oversees all vendors and professional consultants operating under Board approved agreements.
- Administrative, accounting, amenity, and field operations personnel report to the District Manager for all District business rather than directly to individual Supervisors. This structure ensures that information flows consistently through a single point, Board direction is implemented uniformly, and staff are accountable for performance and compliance with Florida law and District policies. When District employees are used, they receive day to day direction from the District Manager but remain subject to the personnel policies and expectations adopted by the Board.
- Within GMS, team members assigned to South Bay are expected to coordinate closely across disciplines—management, accounting, assessment administration, and field operations—to anticipate issues, share information, and present unified recommendations to the Board. This collaborative approach ensures that operational decisions reflect both on the ground conditions in the community and the financial and legal framework within which the District must operate.

# ON-SITE VISIT SUMMARY & LOCAL CONDITIONS

## OVERVIEW:

Brian Young, the proposed District Manager for the South Bay Community Development District (“South Bay CDD”), **conducted multiple on-site visits to the community in December 2025 and February 2026.** These visits included both drive-through and walking inspections of the District’s townhome and single-family neighborhoods, as well as the primary common areas. During these inspections, he confirmed that the core amenity facilities are operated through the homeowners’ association rather than directly by the South Bay CDD and observed how residents and guests access and use the amenity area and adjacent parking. He also reviewed roadway medians, suspected common areas, landscape strips, seawalls, the District’s beach area, and at least one dormant stormwater pond cell in order to understand the South Bay CDD’s operational conditions and maintenance needs. The seawalls appear to be under an active restoration program, and it is Brian’s understanding that the District’s beach has a dedicated budget line item to periodically rebuild the beach by adding sand every few years. Overall, the community appeared to be in generally good condition, with orderly vehicular circulation and no immediately observable stormwater failures, illicit discharges, or standing-water concerns at the inspected pond.

These inspections identified several potential areas for focused attention that will inform GMS’s management approach for the South Bay CDD. Parking lots in certain locations showed signs of asphalt wear and localized maintenance needs, indicating that a more structured inspection and capital-planning program for CDD-owned parking and paved surfaces would be beneficial. Landscape edges along some turf and planting beds were inconsistent, and portions of the common-area vegetation appeared thin or untended. Because both visits occurred during the winter, it is possible that some of these conditions are seasonal, but they nonetheless suggest areas where clearer performance standards, regular punch-lists, and closer vendor oversight could improve the overall appearance of the South Bay CDD. Review of prior Board agenda packages also suggests that more proactive vendor management and reporting to the Board—particularly for landscape, stormwater, shoreline, and routine facility maintenance contracts—could help strengthen the connection between Board direction, field conditions, and contractor performance.

**The proposed GMS management model is designed to respond directly to what was observed at the South Bay CDD.** Under this model, the District Manager serves as the primary customer-facing point of contact to the Board and residents and works in close coordination with a Field Operations Manager. Together they are supported by dedicated teams for accounting, assessment administration, and administrative and compliance services. GMS’s field operations group currently provides services to numerous Districts throughout Florida, administering landscape, stormwater, wastewater, reuse, shoreline, and other maintenance contracts, conducting routine day and nighttime site visits, and preparing structured operations reports so Boards can address emerging issues—such as parking-lot deterioration, erosion, seawall or shoreline concerns, or recurring landscape deficiencies—before they become larger problems. For the South Bay CDD, this same framework would be applied through scheduled field inspections, standard checklists, and written follow-up focused on landscape edging quality, turf and plant health, pond banks, the beach and seawall areas, and paved-surface conditions, with corrective actions routed promptly through the District Manager to the appropriate vendors and tracked to completion.

Because the amenities are HOA-operated, GMS does not anticipate altering the existing amenity staffing model but will coordinate closely with the HOA and amenity operator to align District activities with community expectations and to avoid duplication of effort. The District Manager will maintain a regular Board meeting cadence, during which operational observations from the field are tied directly to the annual budget, reserve planning, and policy decisions of the South Bay CDD. The accounting and assessment administration teams will provide clear, timely financial reporting so that maintenance priorities identified through inspections can be translated into funded work plans and, when appropriate, capital improvements.

To illustrate the type of structured operational oversight GMS can provide, we have taken the liberty of including, for reference, a sample Field Operations Management report prepared for another GMS CDD client and routinely presented to that District’s Board of Supervisors and District Manager. This report is not part of the current proposal for the South Bay CDD, and the associated field operations service is not included in the proposed base fee. However, if the South Bay CDD Board determines that enhanced field operations support would be beneficial, these services could be added in the future as an additional engagement with clearly defined scope and fees. We look forward to discussing these on-site observations, our management model, and the potential for future field operations services with the South Bay CDD Board during the finalist meeting and to answering any questions you may have.

# Sample Field Management **STATUS REPORT EXHIBITS**

## **1) FIELD OPERATIONS MANAGEMENT ACTION ITEM LIST**

This report is a concise, working log of open field issues, assigned parties, budgets, and completion status to support quick Board review and direction.

## **2) FIELD OPERATIONS MANAGEMENT SUPPLEMENTAL PHOTO ADDENDUM**

This addendum provides time-stamped photos and brief captions documenting field conditions and completed work that correspond to items on the Action Item List.

## **3) FIELD OPERATIONS MANAGEMENT CONVEYANCE REPORT**

This report documents the condition of specific assets at turnover, noting deficiencies, action items, and readiness for conveyance between the developer and the District.

## **4) FIELD OPERATIONS MANAGEMENT INSPECTION REPORT**

This is a detailed field inspection report prepared by the Field Operations Manager, combining narrative findings, geolocated photos, and recommended follow-up actions.

Mirada CDD Field Management Action Items List					
Description	Designated Party	Status	Proposal \$	Completion	Notes
Adding benches and trash cans at gazebo sitting area between fountains 4 and 6	Field Staff	Proposals	Options		Proposals for 4 different options..
Fountain Repair fountain #4 - Mango Fade	Steadfast	Proposal	\$ 7,900.00		Service vendor states a new motor, control box and other components are required. -Insurance claim not viable as fountain was not insured at the time of the damage. GMS has added it to the policy. <b>-Revisit in February - District has budget for repairs</b>
Additional Mulch Areas	Cardinal	Proposal	\$ 31,900.00		Targeted areas needing mulch installation. 550yds
Feature Fountain Light Repairs	Field Staff	In Progress	\$ -		Once repairs are completed of the fountains we will do a full lighting inventory. It appears in most cases it may just be replacement fixtures or bulbs.
Feature Fountain Ongoing Maintenance	Field Staff	In Progress	\$ -		Obtaining quotes for ongoing maintenance of feature fountains. One quote has been received but working on atleast 2 more. Can be reviewed in February. Likely need to perform a formal bid.
Damaged fencing/irrigation and turf car from accident on Mirada Blvd Between Kenton & Ryder Creek	Field Staff	In Progress	\$ -		Gathering proposals and police report for insurance claim for damaged fencing, irrigation and turf.
Main Line Irrigation Break	Yellowstone	In Progress	\$ 1,230.77		A 2½-inch main line leak has been identified at Mirada, located near the Publix supermarket. The Irrigation team has shut off the reclaimed water in this area to prevent further damage until repairs can be completed. Although we no longer maintain this area, the main line leak is impacting our system because it is connected to our reclaimed water meter. Assessing for adding isolation valve. Will coordinate with incoming landscaper Cardinal
Gazebo Refurbishing	Field Staff	In Progress	\$ 2,064.50		Proposal for clean up and painting of Gazebo between feature fountains on Mirada Blvd - Review in February.
Feature Fountain Repairs Status	Field Staff/Metro	In Progress	\$ -		Field staff met on site with developer to review fountains 3,4,5,6. Report generated.
Pond Erosion Repairs	Steadfast/Field Staff	Discussion	\$ -		There are many ponds with erosion present. In the past this was attempted to be deferred to the developer, but we strongly feel the developer will not address these items. Staff can generate a report of sections of ponds for maintenance activity before the rainy season starts. Only the worse and most severe items will be documented.
Fencing Repairs	Field Staff	Completed	GMS - \$1950	January 2026	-repair remaining fencing leftover from hurricane -Replacing 3 complete sections - 2 posts - 6 pickets (pickets in multiple areas of CDD fencing ) - Sections installed and some gap remains. working on sourcing materials from another vendor for better fitment.
Site Mulching	Field Staff	Completed	NTE \$50000	December 2025	Final review in progress. Mulching areas completed per provided map. Mulching had not been done in 2 years reportedly. Proposals were brought to cover as much area within budget. Additional mulch can be laid, but will cut into other budget items or reserve amounts.
Mailbox Repairs - June Briar, Cay Spruce, Laxer Cay	Onsight Industries	Completed	\$ 892.32	January 2026	vendor repaired broken latches on mailboxes

January 28, 2026

# Mirada CDD

## Field Management Report – Photo Supplement

### Wetland Sign Install- Laxer Cay Loop



#### Photo Description:

- Wetland Area Signs installed to Laxer Cay Lp area previously cleared by Cardinal

### General Site Clean Up

#### Photo Description:

- GMS team performed on site clean up around property and ponds. Removed Pasco reclaimed water signs



January 28, 2026

# Fountain Pump Privacy Barrier Removal



## Photo Description:

- Removed all privacy barriers from fountain pump stations



# Playground Clean Up



## Photo Description:

- Rake & Level mulch at playground and clean up area.

January 28, 2026

# Mango Fade Erosion Repair



## Photo Description:

- ✚ Repair erosion around Storm drain cover.





## Conveyance Report

18423493673

Reference Number: <b>20251230-18423493673</b>	Form Name: <b>Conveyance Report</b>
Submitter Name: <b>Clayton Smith   <a href="mailto:csmith@gmscfl.com">csmith@gmscfl.com</a></b>	Date Sent on Device: <b>Dec 30, 2025 11:34:34 AM EST</b>
Location: <b>14002 Tish Pl, Tampa, FL 33613, USA Dec 30, 2025 11:34:33 AM EST   <a href="#">View Map</a>  </b>	

## NEW PAGE

### Conveyance Review

<b>District</b>	Mirada CDD
<b>Site Inspected By</b>	Clayton Smith - Field Manager

### Issue Details

ISSUE DETAILS	1 OF 4
---------------	--------

### Issue Details

<b>Date / Time</b>	Dec 10, 2025 11:02:00 AM EST
<b>Phase and Tract Name</b>	Feature Fountain 4
<b>Description of Tract</b>	This fountain includes a very large fountain with a large basin in front. This fountain is in the median and is one of the two large fountains in the median. the pump area is on the west side of the fountain. this fountain includes a jet water feature that shoots water onto the wall as well as a large Hill structure with artificial turf covering it.

**Tract Status notes/Action items**

-Issues with filtration pumps identified during walkthrough. One is leaking and the other is not running. All filter pumps need to be in working order.  
-Recommend Deep cleaning of fountains before CDD accepting. Excessive algae, noted on the bottom of the basin.

**Tract Status/Action Item Photos**



**Geo Location Of Action Item**

31149 Mirada Blvd, San Antonio, FL 33576, USA  
latitude: 28.321981754125613 altitude: 0.0  
longitude: -82.29813035577536 [ [viewMap](#) ]

**Ready for Conveyance?**

NO

**With Exception or Turnover Status Notes:**

-In order for turnover to be considered of this fountain All filter pumps need to be in working order.

ISSUE DETAILS

2 OF 4

Issue Details

**Date / Time**

Dec 10, 2025 11:02:00 AM EST

**Phase and Tract Name**

Feature Fountain 5

**Description of Tract**

feature Fountain 5 is on the east side of Mirada boulevard. It is one of the four smaller fountains. this Fountain includes a small concrete basin and Fountain jet feature. the pump area is on the north side behind the fountain from the road. this Fountain also includes a Hill structure that is covered in artificial turf.

**Tract Status notes/Action items**

-Stones on the wall have fallen off in two locations

**Tract Status/Action Item Photos**



**Geo Location Of Action Item**

31147 Mirada Blvd, San Antonio, FL 33576, USA  
latitude: 28.322365733217325 altitude: 0.0  
longitude: -82.29743231087923 [ [viewMap](#) ]

**Ready for Conveyance?**

YES With Exceptions

**With Exception or Turnover Status Notes:**

- Overall, this fountain is in satisfactory condition and it appears the scope of the project the developer was given has been completed. therefore, I do believe this can be accepted. However, we do request that the fallen wall stones are reset.

## Issue Details

**Date / Time**

Dec 10, 2025 11:02:00 AM EST

**Phase and Tract Name**

Feature Fountain 6

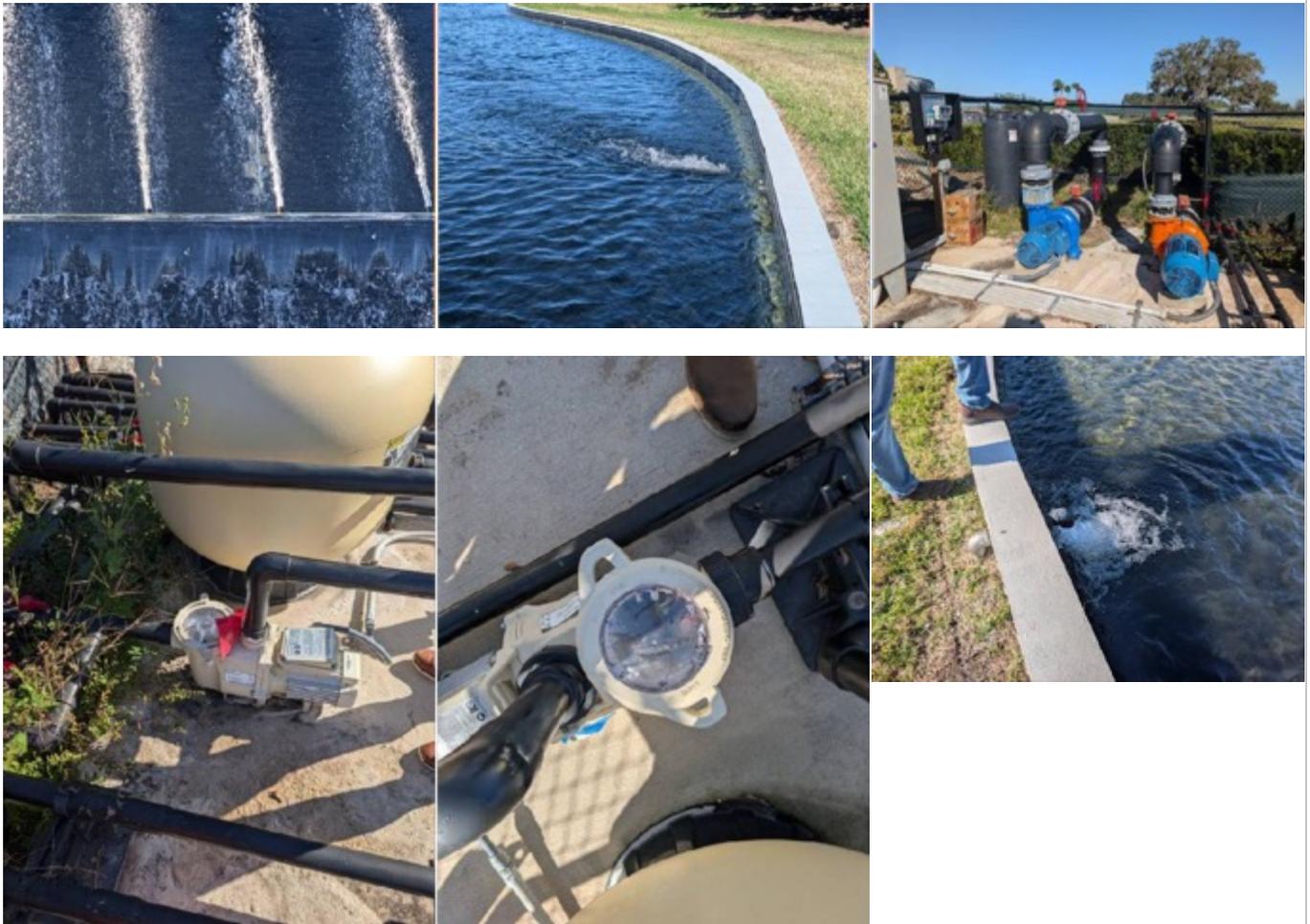
**Description of Tract**

This Fountain is one of the two extra large fountains and has two water features, including a waterfall as well as fountain jets. This Fountain includes two basins, one of which is a smaller concrete and liner basin, then a large lined basin. The pump area is located on the west side of the fountain.

**Tract Status notes/Action items**

- Fountain liner was replaced
- Wall still requires significant repairs
- Fountain fill not working properly as someone tampered with valve during visit. The issue was corrected but the fountain was noted about 3" below it's proper level during walk.
- Not able to properly inspect filter pumps with water level too low.

**Tract Status/Action Item Photos**





**Geo Location Of Action Item**

31150 Mirada Blvd, San Antonio, FL 33576, USA  
latitude: 28.321010437257307 altitude: 0.0  
longitude: -82.29818735271692 [ [viewMap](#) ]

**Ready for Conveyance?**

NO

**With Exception or Turnover Status Notes:**

In order for this fountain to be ready for turnover, the repairs to the wall need to be completed and reviewed.

ISSUE DETAILS

4 OF 4

Issue Details

**Date / Time**

Dec 10, 2025 11:02:00 AM EST

**Phase and Tract Name**

Feature Fountain 3

**Description of Tract**

Fountain 3 is one of the four smaller fountains. This one is located on the west of Mirada boulevard. This Fountain includes a small concrete basin and a fountain jet feature. The pump area is located on the west side of the fountain behind it from the road.

**Tract Status notes/Action items**

No required action items observed during the turnover walk. All aspects of the developer scope has been completed.

**Tract Status/Action Item Photos**





**Geo Location Of Action Item**

11641 June Briar Loop, San Antonio, FL 33576,  
USA  
latitude: 28.321961094181276 altitude: 0.0  
longitude: -82.29901514947414 [ [viewMap](#) ]

**Ready for Conveyance?**

YES

**With Exception or Turnover Status Notes:**

This fountain was noted in good work and condition and the aspects of the developer's scope completed.



## Site Report

18423493416

Reference Number: <b>20251230-18423493416</b>	Form Name: <b>Site Report</b>
Submitter Name: <b>Matthew Azriel   <a href="mailto:mazriel@gms-tampa.com">mazriel@gms-tampa.com</a></b>	Date Sent on Device: <b>Dec 30, 2025 11:27:21 AM EST</b>
Location: <b>31359 Spanish Msn Rd, San Antonio, FL 33576, USA Dec 30, 2025 11:27:21 AM EST [ <a href="#">View Map</a> ]</b>	

## NEW PAGE

### District Status Review

<b>District</b>	Mirada CDD
<b>Site Inspected By</b>	Matt Azriel Field Manager

### Issue Details

ISSUE DETAILS

1 OF 12

### Issue Details

<b>Date / Time</b>	Dec 30, 2025 10:42:00 AM EST
<b>Assignment</b>	Mirada
<b>GeoLocation</b>	31032 Mirada Blvd, San Antonio, FL 33576, USA latitude: 28.324632622430595 altitude: 30.164555 longitude: -82.29901849389722 [ <a href="#">viewMap</a> ]

**Action Item Picture**



**Action Item Description**  
**Request Vendor Proposal**

Mirada CDD  
No

ISSUE DETAILS

2 OF 12

Issue Details

**Date / Time**

Dec 30, 2025 8:33:00 AM EST

**Assignment**

STANTEC

**GeoLocation**

11060 Laxer Cay Loop, Zephyrhills, FL 33545,  
USA  
latitude: 28.318246869398397 altitude: 37.039505  
longitude: -82.3054779008588 [ [viewMap](#) ]

**Action Item Picture**



**Action Item Description**

Sent follow up email to STANTEC for update.  
Laxer Cay Loop and Penny Gale. UES does have  
information for the next board meeting for coring.

**Request Vendor Proposal**

No

ISSUE DETAILS

3 OF 12

### Issue Details

**Date / Time** Dec 30, 2025 8:33:00 AM EST  
**Assignment** Finn Outdoor  
**GeoLocation** 10943 Tally Fawn Loop, San Antonio, FL 33576, USA  
 latitude: 28.317168639286834 altitude: 37.43259  
 longitude: -82.3031240242853 [ [viewMap](#) ]

#### Action Item Picture



**Action Item Description** Tally Fawn Pond 27- Finn Outdoor performed work on pond. Pond is currently holding water  
**Request Vendor Proposal** No

ISSUE DETAILS

4 OF 12

### Issue Details

**Date / Time** Dec 30, 2025 8:48:00 AM EST  
**Assignment** June Briar Mailboxes  
**GeoLocation** 11409 June Briar Loop, San Antonio, FL 33576, USA  
 latitude: 28.322976043958853 altitude: 33.31683  
 longitude: -82.30182211473874 [ [viewMap](#) ]

#### Action Item Picture



**Action Item Description**

June Briar Loop Mailboxes. Repairs have been initiated with vendor by Clayton. We have confirmed that postal will not be stopping any type of mail service.

**Request Vendor Proposal**

No

**ISSUE DETAILS**

5 OF 12

**Issue Details**

**Date / Time**

Dec 30, 2025 9:01:00 AM EST

**Assignment**

Landscaper

**GeoLocation**

31883 Sunshine Barley Ln, Wesley Chapel, FL 33545, USA

latitude: 28.302569866666666 altitude: 40.7  
longitude: -82.28880601666667 [ [viewMap](#) ]

Action Item Picture





**Action Item Description**

Cardinal Landscape-Site Mulching  
Mulching has been completed on Mirada Boulevard, Setter Palm Road, Kenton Road, CDD areas along the entrance to Rider Creek Blvd, all areas of CDD property owned along Teak Follows Boulevard, Mango Fade Way tree rings completed

**Request Vendor Proposal**

No

ISSUE DETAILS

6 OF 12

Issue Details

**Date / Time**

Dec 30, 2025 10:42:00 AM EST

**Assignment**

Landscaper

**GeoLocation**

31182 Mirada Blvd, San Antonio, FL 33576, USA  
latitude: 28.318825186484723 altitude: 34.819405  
longitude: -82.29765861433776 [ [viewMap](#) ]

**Action Item Picture**



<b>Action Item Description</b>	Kind of landscaping has completed the site mulching. All areas look to be done to the scope of work.
<b>Request Vendor Proposal</b>	No

ISSUE DETAILS

7 OF 12

Issue Details

<b>Date / Time</b>	Dec 30, 2025 9:32:00 AM EST
<b>Assignment</b>	Tampa Maintenance
<b>GeoLocation</b>	31480 Mirada Blvd, San Antonio, FL 33576, USA latitude: 28.314460578782022 altitude: 36.136284 longitude: -82.29549364309243 [ <a href="#">viewMap</a> ]

Action Item Picture



**Action Item Description**

Car accident area of damage. Between Kenton Road and Ryder Creek Boulevard on Mirada Boulevard. Two trees damaged and uprooted street pole is damaged and missing multiple areas of turf damaged 13 complete sections of fencing have been damaged. We are reaching out to fence outlet for pricing and availability for these sections of fencing.

**Request Vendor Proposal**

No

ISSUE DETAILS

8 OF 12

Issue Details

**Date / Time**

Dec 30, 2025 10:04:00 AM EST

**Assignment**

Landscaper

**GeoLocation**

32034 Mirada Blvd, San Antonio, FL 33576, USA  
latitude: 28.31404742607863 altitude: 34.30183  
longitude: -82.28756120748028 [ [viewMap](#) ]

**Action Item Picture**



**Action Item Description**

Landscape overall is adequate. Grasses are being mowed.

**Request Vendor Proposal**

No

ISSUE DETAILS

9 OF 12

Issue Details

**Date / Time**

Dec 30, 2025 10:04:00 AM EST

**Assignment**

Aquatics Vendor

**GeoLocation**

10809 Teak Follow Blvd, San Antonio, FL 33576, USA  
latitude: 28.313713449100742 altitude: 34.77238  
longitude: -82.28786741750976 [ [viewMap](#) ]

**Action Item Picture**



**Action Item Description**

Aquatics overall. Ponds looked to be maintained well no signs of any overgrown grasses.

**Request Vendor Proposal**

No

ISSUE DETAILS

10 OF 12

Issue Details

**Date / Time**

Dec 30, 2025 10:42:00 AM EST

**Assignment**

Feature Fountain 1

**GeoLocation**

31032 Mirada Blvd, San Antonio, FL 33576, USA  
latitude: 28.324516518744918 altitude: 31.482782  
longitude: -82.29893597904665 [ [viewMap](#) ]

**Action Item Picture**



**Action Item Description**

Active leak at fountain number one is still pouring out. They have created a trench to allow the water to drain into the pond. this would have to be addressed prior to turning this over to the CDD.

**Request Vendor Proposal**

No

ISSUE DETAILS

11 OF 12

Issue Details

**Date / Time**

Dec 30, 2025 10:42:00 AM EST

**Assignment**

Tampa Maintenance

**GeoLocation**

31032 Mirada Blvd, San Antonio, FL 33576, USA  
latitude: 28.324500454303642 altitude: 28.898436  
longitude: -82.29895486138095 [ [viewMap](#) ]

**Action Item Picture**



**Action Item Description**

Work order has been created to have GMS staff remove all damaged privacy barriers around fountain pump stations.

**Request Vendor Proposal**

No

ISSUE DETAILS

12 OF 12

Issue Details

**Date / Time**

Dec 30, 2025 10:42:00 AM EST

**Assignment**

Tampa Maintenance

**GeoLocation**

31149 Mirada Blvd, San Antonio, FL 33576, USA  
latitude: 28.32156066006134 altitude: 32.970406  
longitude: -82.29820505263892 [ [viewMap](#) ]

**Action Item Picture**





**Action Item Description**

GMS field staff is working on proposals to add benches and trash cans at gazebo sitting area between fountains. Also refurbishing and repainting the gazebo. Should have this ready by the following board meeting

**Request Vendor Proposal**

No

# COST OF SERVICES

## MANAGEMENT SERVICES

Management services will be provided for a fixed annual fee.

*See Exhibits "A" and "B"*

Reimbursable expenses such as copies, postage, courier services, printing, and binding will be billed on a monthly basis. Management fees are invoiced at the beginning of each month and due within 30 days of the invoice date. Subsequent management fees will be established based upon the adoption of the annual operating budget, which will be adjusted to reflect ongoing levels of service.





EXHIBIT "A" – DISTRICT MANAGEMENT FEE SCHEDULE

GMS Services Descriptions	FY '26 Adopted Budget	GMS Fees
<b>Management, Administrative, Financial and Revenue Collection, and Accounting Services</b> <ul style="list-style-type: none"> <li>Annual Fee paid in equal monthly payments (plus, reimbursable expenses)</li> <li>Our Agreement contemplates up to 6 meetings per year up to 3 hours in duration</li> </ul>	<b>\$51,446</b>	<b>\$51,000</b>
<b>Annual Assessment Administration</b> <ul style="list-style-type: none"> <li>(Beginning with the first assessment to individual unit owners, direct assessment, or utilizing tax collector)</li> </ul>	<b>\$6,000</b>	<b>\$6,000</b>
<b>Dissemination Agent Services</b> <ul style="list-style-type: none"> <li>\$5,000 Annual Fee for 1st Bond Issuance</li> <li>(\$2,500 for each additional series of Bonds)</li> </ul>	<b>\$5,000</b>	<b>\$5,000</b>
<b>The GMS Proposal Compared To The Proposed Fiscal Year '26 Budget For The South Bay Community Development District</b>	<b>\$62,446</b>	<b>\$62,000</b>



**EXHIBIT "B" – MISCELLANEOUS FEES SCHEDULE**

<b>Item</b>	<b>Cost</b>
<b>Agenda Package Hardcopy (if Applicable)</b>	<b>\$2.50 per regular Agenda Mtg.</b>
<b>Copy</b>	<b>\$0.15 / black and white page</b>
<b>Binders, Envelopes, Storage Boxes, and other Office Supplies</b>	<b>Actual Cost</b>
<b>USPS / FedEx / UPS / Conference Calls</b>	<b>Actual Cost</b>
<b>Offsite Physical Records Storage and Archival</b>	<b>\$50.00/Month</b>
<b>Extended or Extra Board Meetings</b> <ul style="list-style-type: none"> <li>Any extra meeting(s) or meeting duration exceeding a three-hour duration may be charged a meeting overage fee rounded up to the nearest full hour.</li> </ul>	<b>\$2,000/Meeting</b> <b>\$ 250/Hour</b>
<b>Additional Services Available:</b>	<b>Cost</b>
<b>Other Services **</b> <ul style="list-style-type: none"> <li>New Bond Issuance Cost (per bond issue)</li> <li>Refinance Bond Issuance Cost (per bond issue)</li> <li>Debt Service Assessment Methodology Preparation</li> <li>SERC Preparation &amp; Assistance with Petition</li> <li>Prepaid Estoppel Letter - One Lot</li> <li>Prepaid Estoppel Letter - Multiple Lots</li> <li>Prepaid Estoppel Letter - Partial Payoffs</li> <li>Annual Construction Accounting Fee (while active)</li> <li>Request For Proposal Scope Preparation Documents (per RFP request - Landscaping, Irrigation, Aquatic, etc.)</li> </ul>	<b>\$ 25,000</b> <b>\$ 15,000</b> <b>\$ 20,000</b> <b>\$ 5,000</b> <b>\$ 100</b> <b>\$ 250</b> <b>\$ 500</b> <b>\$ 5,000</b> <b>\$ 3,500</b>
<b>Other Requested Administrative Services As Requested By Bondholders, Dissemination Agent, District Counsel, or Boards of Supervisors</b> <ul style="list-style-type: none"> <li>District Manager</li> <li>District Accountant</li> <li>District Administration</li> <li>Field Operations Manager</li> </ul>	<b>\$ 175/Hour</b> <b>\$ 125/Hour</b> <b>\$ 80/Hour</b> <b>\$ 85/Hour</b>
<b>Field Management Services</b> <ul style="list-style-type: none"> <li>Annual Fee paid in equal monthly payments (plus, reimbursable expenses)</li> <li>Monthly On-Site Inspections Vendor Coordination               <ul style="list-style-type: none"> <li>Two (2) Visits per Month on Average</li> </ul> </li> </ul>	<b>Available Service</b> <b>\$ TBD</b>
<b>Facility Maintenance and Repair Services.</b> <ul style="list-style-type: none"> <li>GMS has a comprehensive on-site and insured maintenance service for small to medium size projects which can be provided at the direction of the District Board Of Supervisors and/or the District Manager</li> </ul>	<b>\$55.00/Hour</b> <b>+ Expenses</b>

Miscellaneous fees are reviewed annually by GMS. An itemization of all miscellaneous fees and units consumed is included in the monthly invoice and presented to the Board of Supervisors for approval as part of the agenda packages. GMS strives to work with the District to minimize reimbursable expenses by utilizing electronic agendas and similar approaches. Any additional insurance requirements will be treated as reimbursable expenses and invoiced to the District annually.

# RFP QUESTIONNAIRE SECTION II



## **SELECTION PROCEDURES & AFFIRMATION OF RFP GUIDANCE**

- GMS looks forward to the opportunity to present and discuss our proposed services with the Board of Supervisors at the February 11, 2026, meeting. We will be prepared to walk through our management model, fee schedule, and implementation approach in detail, and to respond thoroughly to any questions or direction from the Board regarding the South Bay Community Development District.

# RISK MANAGEMENT REQUIREMENTS

**ACCORD** **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY) 02/04/2026

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

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

**PRODUCER**  
Zelen Risk Solutions, Inc.  
7964 Devoe Street  
Jacksonville FL 32220

**CONTACT NAME:** Holly Howe  
**PHONE (Ac. No. Ext.):** (904) 262-8080  
**FAX (Ac. No.):** (904) 262-1444  
**EMAIL ADDRESS:** holly@zelenrisk.com

**INSURER(S) AFFORDING COVERAGE**

**INSURER A:** Northfield Insurance Company  
**INSURER B:** Hiscox Insurance Company  
**INSURER C:** RetailFirst Insurance Company  
**INSURER D:**  
**INSURER E:**  
**INSURER F:**

**INSURED**  
Governmental Management Services-Tampa, LLC  
1001 Bradford Way  
Kingston TN 37763

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR. LTR.	TYPE OF INSURANCE	ADDL. SUBR. (INSR./WVD)	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		WS644121	02/27/2025	02/27/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG. \$ 2,000,000
GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:						
<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> PROPERTY DAMAGE (Per accident) <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						
<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> YES, describe under DESCRIPTION OF OPERATIONS below <input checked="" type="checkbox"/> Y/N <input type="checkbox"/> N/A 0520-59463 09/01/2025 09/01/2026 E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000 Each Claim \$1,000,000 Aggregate \$2,000,000						
<b>B Professional</b> MPL4245121.25 09/05/2025 09/05/2026 Each Claim \$1,000,000 Aggregate \$2,000,000						

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Certificate holder, its officers, supervisors, agents, managers, engineers and staff are additional insureds with respect to the general liability when required by written contract. Coverage is primary and non-contributory. Waiver of subrogation applies in favor of the additional insureds when required by written contract.

**CERTIFICATE HOLDER** South Bay CDD  
4530 Eagle Place Falls  
Tampa, FL 33619

**CANCELLATION** SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  
AUTHORIZED REPRESENTATIVE: *Nicky M. Zelen*

ACORD 25 (2014/01) The ACORD name and logo are registered marks of ACORD. © 1988-2014 ACORD CORPORATION. All rights reserved.

**ACCORD** **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY) 02/04/2026

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

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

**PRODUCER**  
State Farm  
330 A1A N Suite 324  
Portie Vedra, FL 32082

**CONTACT NAME:** Stephanie Marciani  
**PHONE (Ac. No. Ext.):** 904-425-4054  
**FAX (Ac. No.):** 904-425-4049  
**EMAIL ADDRESS:** Stephanie@EdieWilliams.com

**INSURER(S) AFFORDING COVERAGE**

**INSURER A:** State Farm Mutual Automobile Insurance Company  
**INSURER B:**  
**INSURER C:**  
**INSURER D:**  
**INSURER E:**  
**INSURER F:**

**INSURED**  
Governmental Management Services Tampa, LLC  
1001 Bradford Way  
Kingston, TN 37763

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR. LTR.	TYPE OF INSURANCE	ADDL. SUBR. (INSR./WVD)	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (EA occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG. \$
GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:						
<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						
<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> YES, describe under DESCRIPTION OF OPERATIONS below <input type="checkbox"/> Y/N <input type="checkbox"/> N/A K09-8506-D15-59B 10/15/2025 04/15/2026 COMBINED SINGLE LIMIT (EA accident) \$ BODILY INJURY (Per person) \$ 1,000,000 BODILY INJURY (Per accident) \$ 1,000,000 PROPERTY DAMAGE (Per accident) \$ 1,000,000 EACH OCCURRENCE \$ AGGREGATE \$ PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$						

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
The South Bay Community Community Development District, its officers, supervisors, agents, managers, counsel, engineers, staff, and representatives is additional insured with regard to Auto Liability.  
The insurance is Primary and Non-Contributory with respects to claims arising out of the operation of the described vehicle.  
Waiver of Subrogation under the Liability Coverage and Property Damage Coverage.  
If Liability Coverage or Property Damage Liability Coverage is charged or terminated as to the interest of the Additional Insured, we will provide the Additional Insured 30 days notice of such change or termination unless another number of days notice is shown on the Declarations Page.

**CERTIFICATE HOLDER** South Bay Community Development District  
4530 Eagle Falls Place  
Tampa, FL 33619

**CANCELLATION** SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  
AUTHORIZED REPRESENTATIVE: *Stephanie Marciani*

ACORD 25 (2016/03) The ACORD name and logo are registered marks of ACORD. © 1988-2015 ACORD CORPORATION. All rights reserved.

Any additional insurance requirements will be treated as reimbursable expenses and invoiced to the District on an annual basis.

# HIRING PRACTICE REQUIREMENTS

### ANTI-HUMAN TRAFFICKING AFFIDAVIT

I, Kelly Adams, as Director of Human Resources, on behalf of Governmental Management Services - Tampa, LLC (the "Manager"), under penalty of perjury hereby attest as follows:

1. I am over 21 years of age and an officer or representative of the Manager.
2. The Manager does not use coercion for labor or services as defined in Section 787.06(2)(a), *Florida Statutes*.
3. More particularly, the Manager does not participate in any of the following actions:
  - (a) Using or threatening to use physical force against any person;
  - (b) Restraining, isolating or confining or threatening to restrain, isolate or confine any person without lawful authority and against her or his will;
  - (c) Using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt or the length and nature of the labor or services are not respectively limited and defined;
  - (d) Destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
  - (e) Causing or threatening to cause financial harm to any person;
  - (f) Enticing or luring any person by fraud or deceit; or
  - (g) Providing a controlled substance as outlined in Schedule I or Schedule II of Section 893.03, *Florida Statutes*, to any person for the purpose of exploitation of that person.

FURTHER AFFIANT SAYETH NAUGHT.



**Manager: Governmental Management Services - Tampa, LLC**

By: Kelly Adams

Name:

Title Director of Human Resources:

Date: 12/6/2024

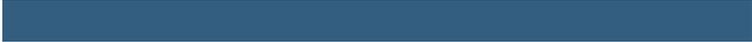
STATE OF ~~FLORIDA~~ Tennessee  
COUNTY OF Roane

SWORN TO AND SUBSCRIBED before me  physical presence or  remote notarization by Amanda Jones, as \_\_\_\_\_, of \_\_\_\_\_, who is  personally known to me or  who produced \_\_\_\_\_ as identification this 6 day of December, 2024

(Notary Seal)

Amanda Jones  
Notary Public

# RFP QUESTIONNAIRE SECTION III

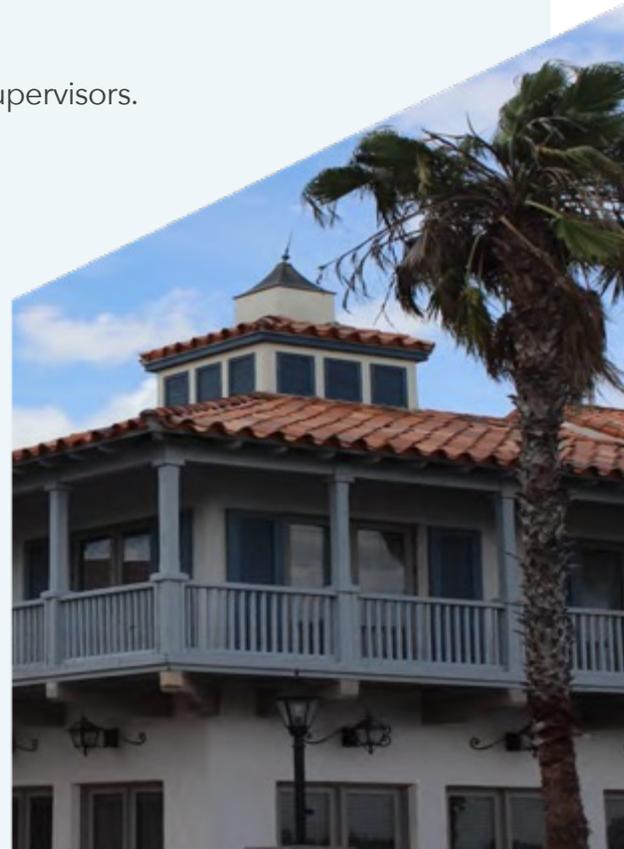


# **DISTRICT MANAGEMENT SERVICES**

# DISTRICT MANAGEMENT SERVICES

**THE FOLLOWING MANAGEMENT SERVICES ARE TYPICALLY PROVIDED TO ENSURE THE DISTRICT OPERATES IN ACCORDANCE WITH ALL APPLICABLE STATUTES, LAWS, RULES AND REGULATIONS:**

- Attend, record, and conduct all regularly scheduled Board of Supervisors Meetings including landowners' meetings, continued meetings, and workshops.
- Present the District's annual budget in accordance with Chapter 190, Florida Statutes.
- Ensure the District is in compliance with administrative and financial reporting for CDDs.
- Correspond and communicate with the Board of Supervisors and Staff to respond to the various needs of the District and Community.
- Review and approve agendas for circulation to the Board of Supervisors.
- Review and approve the annual budget, the annual audit, and monthly disbursements.
- Review annual insurance policy with the District so that it maintains proper insurance coverage.



**EDUCATION**

Ohio University, 1988,  
Bachelor of Science,  
Major: Accounting

**EXPERIENCE**

38+ Years

- President and Founder – GMS Organization
- Corporate Operations & District Management

# DARRIN MOSSING

## PRESIDENT

Darrin Mossing is the President and Founder of the GMS organization. Mr. Mossing graduated from Ohio University with a Bachelor’s degree in accounting in June 1988 and began his career as a staff accountant on September 1, 1988, for the Indian Trace Community Development District. In November 2004, Mr. Mossing established the GMS organization, which has grown to over 275 CDDs, Homeowners Association, and other Special Taxing Districts across the State of Florida.

# JASON GREENWOOD

## MANAGING PARTNER

Jason Greenwood provides management services to CDDs and property owners associations throughout the State of Florida. Mr. Greenwood has been committed to GMS since 2017, is a licensed Community Association Manager, and operates out of the Tampa, Florida office. Mr. Greenwood has BA degrees in Business and Finance with a minor in Marketing from Ashford University in Clinton, Iowa, and an MBA in Business Administration, specialization in Finance, from Lynn University in Boca Raton, Florida.

**EDUCATION**

B.A., Business, Finance,  
Marketing minor,  
Ashford University  
MBA, specialization in  
Finance, Lynn University

**EXPERIENCE**

9+ Years

- District Management
- Assessment Roll Administration

# BRIAN YOUNG

## DISTRICT MANAGER

Brian Young currently serves as a District Manager for GMS, bringing 5+ years of experience with the organization and 15+ in various leadership capacities. Most recently, he was the GMS Director of Amenity Management, where he oversaw all aspects of community amenity operations and resident engagement. Brian is known for his collaborative approach and consistent leadership supporting CDDs throughout Florida. Brian was educated at Jackson College, Jackson, Michigan.

# ACCOUNTING SERVICES

**Alexandra Wolfe** manages the accounting and financial reporting for our clients. She is a Certified Public Accountant with over 15 years of accounting and financial reporting experience with Community Development Districts across the State of Florida. Ms. Wolfe’s experience includes financial statement preparation, payroll, budget preparation, preparation of annual audit reports, statutory and bond compliance. She has a Bachelor of Business Administration Degree in International Business from George Washington University. Ms. Wolfe also has experience as an auditor completing annual reports required for CDDs.

## EDUCATION

B.S. in Information Management, Masters in Business Management and Accounting

## EXPERIENCE

13+ Years  
• Accounting  
• Financial Reporting

## EDUCATION

B.A. in International Business, George Washington University

## EXPERIENCE

21+ Years, CPA  
• Accounting  
• Financial Reporting

**Hannah Henry** has over 13 years of experience managing the accounting and financial reporting for our clients. Ms. Henry serves as District Accountant to 12+ CDDs and Homeowner Associations. She has a Bachelors Degree from the University of Tennessee with Information Management and has a Masters Degree from King University in Business Management and Accounting.

## THE FOLLOWING FINANCIAL SERVICES ARE TYPICALLY PROVIDED TO ENSURE THE DISTRICT OPERATES IN ACCORDANCE WITH ALL APPLICABLE STATUTES, LAWS, AND RULES AND REGULATIONS:

- Establish Governmental Fund Accounting System per the Uniform Accounting System prescribed by the Florida Department of Financial Services for Government Accounting. This system includes preparing monthly balance sheet and income statement(s) with budget to actual variances.
- Prepare accounts payable and present them to the Board of Supervisors for approval or ratification.
- Prepare annual budget for review and approval by the Board of Supervisors.
- Transmit the proposed budget to local governing authorities 60 days before adoption.
- Prepare year-end adjusting journal entries in preparation for the annual audit by an Independent Certified Public Accounting Firm.
- Maintain checking accounts with qualified public depository selected by the Board of Supervisors.
- Ensure compliance with financial and accounting statutes affecting the District which include but are not limited to:
  - Complete annual financial audit report within 9 months after the fiscal year end.
  - Circulate annual financial audit report and annual financial report to appropriate governmental agencies.
- Prepare annual public depositor report.
- Oversee and implement bond issue related compliance, i.e., coordination of annual arbitrage report, transmittal of annual audit and budget to the trustee, transmittal of annual audit to bond holders and underwriters, annual/quarterly disclosure reporting, etc.
- Transmit Public Facilities Report to the appropriate agencies
- Bind necessary insurance for the District, which includes liability, property, workers’ compensation, etc.

# ADMINISTRATIVE SERVICES

**Amanda Ferguson** leads our recording administration department. Amanda prepares agenda packages, meeting notices, public records administration, statutory compliance, and various other required administrative services. She is an Administration Management Professional, who has been committed to GMS since its establishment in 2004. Mrs. Ferguson has performed various functions in her 20+ years with GMS; including amenity center management at premier North Florida communities, contract compliance, managing programs and special events, lifeguard management, and transcription of board meetings. Mrs. Ferguson currently provides transcription and administrative services to 20 Community Development Districts in the Tampa Bay, Central Florida, and Southwest Florida Regions. **Nicole Viverito** joined the GMS organization in 2022 as a CDD Recording Administrator; she is known for her compliance discipline and customer service orientation.

## THE FOLLOWING ADMINISTRATIVE SERVICES ARE TYPICALLY PROVIDED TO ENSURE THE DISTRICT OPERATES IN ACCORDANCE WITH ALL APPLICABLE STATUTES, LAWS, RULES AND REGULATIONS:

- Prepare agenda packages for transmittal to Board of Supervisors and staff seven days prior to Board of Supervisors' Meeting.
- Provide minutes for all Board of Supervisors' Meetings, including landowners' meetings
- Ensure compliance with all administrative statutes affecting the District which include but are not limited to :
  - Publish and circulate the annual meeting notice.
  - Report annually the number of registered voters in the District by June 1 of each year.
  - Maintain "Record of Proceedings" for the District within the County that the District is located which includes meeting minutes, agreements, resolutions, and other required records.
  - Transmit Registered Agent information to Florida Commerce and local governing authorities.
  - File Ordinance or Rule establishing the District to Florida Commerce.



# ASSESSMENT ROLL CERTIFICATIONS & ADMINISTRATION

**Darrin Mossing Jr, Michael Cortese, and Leah Popelka** perform our assessment administration services for the Tampa, Central, and North Florida Divisions.

## **Our GMS Services Include:**

- Develop and administer the annual assessment roll for the District. This includes administering the tax roll for the District for assessments collected by the County tax collector and administering assessments for off-tax roll parcels/lots.
- Provide payoff information and pre-payment amounts as requested by property owners and collect prepayment of assessments as necessary
- Issue estoppel letters as needed for property transfers.
- Maintain the District's Lien Book, which records the details of any District debt and the related debt service assessments. The Lien Book will account for all District debt and show the allocation of debt principal to assessed properties.



# OPERATIONS MANAGEMENT SERVICES

GMS provides operations/field management services to 80+ Districts throughout Florida under the direction of **Clayton Smith**. He has a deep, and lengthy family history connected to CDD management, and has owned and operated his own maintenance company in the Central Florida area which carried out various undertakings, primarily for CDDs. He is a proud alumnus of the Florida State University. **Mick Sheppard** is our Operations Maintenance Manager, overseeing maintenance projects and providing maintenance services. Mick is equipped and capable of handling almost all CDD maintenance needs and specializes in maintenance projects specific to CDDs. Mick has a lengthy background in various maintenance services including but not limited to plumbing, HVAC repair, grounds maintenance, and property maintenance.

## PROPER OPERATION OF THE DISTRICTS INCLUDE:

- Administer and manage maintenance contracts for landscaping, stormwater, wastewater and reuse systems management
- Respond to resident and Board of Supervisors inquiries regarding Maintenance Operations
- Coordinate and implement maintenance projects throughout the community with vendors
- Conduct site visits (day and nighttime) to ensure satisfactory operation of the district and prepare periodic reports to the Board.
- Review and approve construction contracts, change orders, payment request, etc. during construction phase
- We can also develop landscaping RFPs as requested at an additional hourly or flat rate fee.

## FACILITY REPAIR & MAINTENANCE SERVICES

GMS has an in-house Facility repairs and maintenance department providing fully insured maintenance services in Tampa, Central Florida, and North Florida territories. Small to medium-size maintenance requests are coordinated through the District Manager and/or Field Operations Manager at the direction of the Board of Supervisors.

# AMENITY MANAGEMENT & LIFESTYLE PROGRAMMING

**Kaylee Santana** is the Assistant Director of Amenity Management in Tampa. Kaylee brings over five years of experience in Amenity Management and has proudly served as Assistant Director for the past two years. She holds a Bachelor's degree in Health Administration and Management from DeVry University. As the Training Manager for the Amenities Department at GMS-Tampa, Kaylee plays a key role in developing team members and ensuring operational excellence across multiple communities. Her strong foundation in CDD operations and proven leadership skills enable her to effectively guide and support a large, dynamic team.

**Dreama Long** is the Assistant Director of Amenity Management in Tampa. Dreama has a wealth of leadership and operational experience at GMS-Tampa. Before entering the field of amenity management, Dreama dedicated over 20 years to law enforcement in Norfolk, Virginia, with specialized expertise in narcotics, homicide, and hostage negotiation. After retiring from law enforcement, Dreama relocated to Florida and discovered a new passion in property management. She served as Chairman of her CDD Board for several years, gaining valuable insight into community operations and governance. Today, as Assistant Director of Amenity Services, Dreama applies her extensive leadership experience and problem-solving skills to guide the Amenities Department. She is committed to fostering a healthy, collaborative work environment and ensuring exceptional service across all communities.



GMS has significant experience with highly amenitized CDD communities and is flexible regarding the approach taken to staffing, managing, and operating amenities. We typically see one of three approaches taken to amenity management:

- 1) District contracts with GMS for operations
- 2) District contracts with a third-party company for operations
- 3) District directly employs staff for operations

**UNDER THE FIRST APPROACH, THE FOLLOWING SERVICES ARE TYPICALLY PROVIDED BY GMS TO ENSURE A FIRST CLASS, AMENITY CENTERED COMMUNITY:**

- Recruit, hire, train, and monitor Clubhouse and Facilities staff.
- Assume responsibility to manage a vibrant schedule of activities, events and lifestyle programming. GMS is structured to take a regional approach to serving its clients, but this structure does not preclude us from assigning the most talented and qualified individuals, regardless of their location, to appropriate roles.
- Communicate lifestyle opportunities and residential services information to owners and potential residents.
- Promote voluntary compliance with District rules, regulations and policies by communicating with residents.
- Maintain excellent level of customer service.
- Monitor the use of the amenities including resident barcode passes, security cameras, and other means of safeguarding the District.
- Maintain excellent level of customer service.
- Coordinate with vendors, contractors, internal and external stakeholders to ensure smooth operations of day to day and special activities.
- Maintain all relevant records of incidents, inspections, revenue, and other information as required by the District.
- Assist with budget preparation and reports, policy recommendations and enforcement, safety and/or security recommendations, collection of rental fees, maintaining records as needed.

Under the second and third approach, although the above services would not be provided directly by GMS, we would work to ensure that the contractor or direct employees were performing these and other necessary services.



# SAMPLE SPECIAL EVENTS

Social events are for all residents and open to the public, and a critical component to the success of the community. Below are some examples of events currently provided at other communities that GMS has previously assisted in staffing.

## SUMMER CAMP

Each week features an array of art activities, sports, games and a field trip. Campers are provided a t-shirt, daily snacks and extended care. A similar camp can also be provided during Spring Break.

## FALL FESTIVAL

A fall celebration featuring hayrides, craft tables, carnival games, contests, bounce houses and other activities.

## WINTER CELEBRATION

A holiday celebration including pictures with Santa, trolley rides, holiday decorations, cookies, hot chocolate and coffee.

## KIDS NIGHT OUT/TEEN SCENE

DJ, games, food, drinks and more to entertain kids & teens.

## ICE CREAM SOCIAL

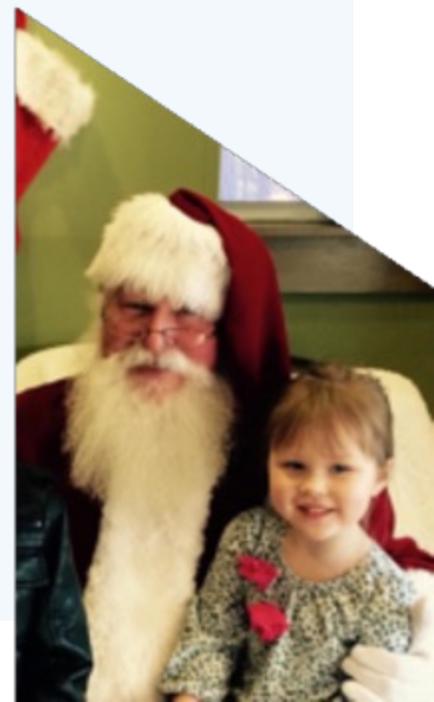
Ice cream and beverages with contests, raffles and games.

## SPRING FLING

An Easter egg hunt, pictures with the Easter bunny and a petting zoo. Bounce house, dunk tank, etc. can also be provided.

## DIVE-IN MOVIE

View a movie by the pool with snacks and beverages while you enjoy the show.





# RFP QUESTIONNAIRE SECTION IV



# **EXPERIENCE QUESTIONNAIRE**

# EXPERIENCE

## QUESTIONNAIRE:

### **A. Name and address of Applicant, and name of the individual designated by the Applicant to serve as District Manager (as required by Section I. E.2 of this Request).**

Applicant Name:

- Governmental Management Services-Tampa, LLC

Applicant Address:

- 4530 Eagle Falls Place, Tampa, Florida 33619

Designated District Manager:

- Brian Young, supported by Managing Partner, Jason Greenwood

### **B. If the Applicant is a corporation or other business entity, please provide the following information:**

1. Date of incorporation or other establishment.

- April 13, 2015

2. State of incorporation or other establishment.

- Florida

3. Names and titles of officers, partners, or other principals of the Applicant.

- Darrin Mossing, GMS President, Founder, and Corporate Manager
- Jason Greenwood, Managing Partner

4. All prior business names of the Applicant, and the dates of operation under prior business names.

- None. The Applicant has operated as Governmental Management Services-Tampa, LLC since its establishment.

5. The names and addresses of all subsidiary or affiliated companies in which the Applicant's principals have a financial interest.

- Governmental Management Services family of companies serving Community Development Districts and other special taxing districts throughout Florida (complete listing available upon request).

6. Number of full-time personnel within the Applicant's organization, listed by job type or description.

- More than 270 full-time and part-time personnel across district management, accounting and financial reporting, assessment administration, administrative and recording services, amenity management, and field operations/maintenance.

# EXPERIENCE

## QUESTIONNAIRE:

**C. List all units of government for which the individual designated by the Applicant to serve as District Manager (as required by Section I. E.2 of this Request) has provided professional administrative or management services, including for each identified unit:**

1. The name of the unit of government.
2. The title held.

Brian Young is the District Manager for the following GMS-Tampa clients:

1. Asturia Community Development District - District Manager.
2. Ballentrae Community Development District - District Manager.
3. Wynnmere West Community Development District - District Manager.
4. Zephyr Ridge Community Development District - District Manager.
5. Ventana Community Development District - District Manager.

Applicant Address:

- 4530 Eagle Falls Place, Tampa, Florida 33619

Designated District Manager:

- Brian Young, supported by Managing Partner, Jason Greenwood

**D. If the Applicant is a corporation or other business entity, list all other units of government, not listed in response to Section IV. C above, for which the Applicant has provided professional administrative or management services, including for each identified unit:**

1. The name of the unit of government.
2. The title held.
3. The name of the individual providing such services.
4. The individual current affiliation with the Applicant.

- Please refer to Table 2.1 "District Management & Client Management Experience Summary" for a comprehensive listing of all Community Development Districts and other governmental units for which GMS provides professional administrative and management services.
- Each listing identifies the unit of government and the services provided
- Professional References , with references set forth on the page immediately preceding Table 2.1.

# REFERENCES

GMS prides itself on the timely delivery of quality services to its clients. As a result, our clients as well as the other CDD industry professionals have come to recognize and appreciate the quality of the services we provide. GMS encourages its prospective clients to call our references and learn what other district supervisors, developers, attorneys, engineers, and financial professionals are saying about us. The following table contains just a few of the clients and professionals who are pleased to serve as our references:

## Glenn Roberts

Chair, Dupree Lakes CDD  
22598 Cherokee Rose Place  
Land O'Lakes, FL 34639  
(502) 741-8013  
[seat4@dupreelakescdd.org](mailto:seat4@dupreelakescdd.org)

## John Ford

Chair, Mirada CDD  
31656 Cabana Rye Avenue  
San Antonio, FL 33576  
(516) 749-2322  
[johninmirada@gmail.com](mailto:johninmirada@gmail.com)

## Kristen Brooks

Chair, Belmont CDD  
10109 Count Fleet Drive  
Ruskin, FL 33573  
(404) 723-1245  
[boardmember5@belmontcdd.com](mailto:boardmember5@belmontcdd.com)

## Susan Coppa

Chair, Asturia CDD  
2220 Secret Cove  
Odessa, FL 33556  
(760) 481-8344  
[susancoppa@asturiacdd.org](mailto:susancoppa@asturiacdd.org)

## Paul Cilia

Chair, Forest Brooke CDD  
5019 Grist Mill Court  
Wimauma, FL 33598  
(813) 419-8115  
[seat3@forestbrookecdd.org](mailto:seat3@forestbrookecdd.org)

## Juan Carlos Reyes

Chair, Ventana CDD  
10906 Sage Canyon Drive  
Riverview, FL 33578  
(813) 546-8493  
[ventanacddboard.seat3@gmail.com](mailto:ventanacddboard.seat3@gmail.com)

# GOVERNMENTAL MANAGEMENT SERVICES

Table 2-1. District Management & Client Management Experience Summary

GMS Client #	GMS Client Name As of 2026-01-05	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
1	Aberdeen	St. Johns	✓	✓	✓		
2	Acacia Grove	Miami-Dade	✓	✓	✓		
3	Academical Village	Broward	✓	✓	✓		✓
4	Acree	Duval	✓	✓	✓		
5	Amelia Concourse	Nassau	✓	✓	✓		✓
6	Amelia Walk	Nassau	✓	✓	✓		✓
7	Anabelle Island	Clay	✓	✓	✓		✓
8	Armstrong	Clay	✓	✓	✓		
9	Astonia	Polk	✓	✓	✓		✓
10	Asturia	Pasco	✓	✓	✓		✓
11	Auburn Lakes	Brevard	✓	✓	✓		
12	Bahia Mar	Broward	✓	✓	✓		
13	Ballentrae Hillsborough	Hillsborough	✓	✓	✓		✓
14	Bannon Lakes	St. Johns	✓	✓	✓		
15	Banyan Drive Security Guard Spec	Miami-Dade	✓	✓			
16	Bartram Park	Duval	✓	✓	✓		
17	Bartram Springs	Duval	✓	✓	✓		✓
18	Bauer Drive	Miami-Dade	✓	✓	✓		
19	Bay Laurel Center	Marion	✓	✓	✓	✓	
20	Baytree	Brevard	✓	✓	✓		✓
21	Baywinds	Miami-Dade	✓	✓	✓		✓
22	Beacon Tradeport	Miami-Dade	✓	✓	✓		
23	Bella Collina	Lake	✓	✓	✓	✓	✓
24	Bella Tara	Osceola	✓	✓	✓		
25	Bellagio	Miami-Dade	✓	✓	✓		
26	Belmont	Hillsborough	✓	✓	✓		✓
27	Bent Creek	St. Lucie	✓	✓	✓		
28	Biscayne Drive Estates	Miami-Dade	✓	✓	✓		
29	Bonita Village	Lee	✓	✓	✓		
30	Bonnet Creek	Orange	✓	✓	✓		✓
31	Botaniko	Broward	✓	✓	✓		
32	Bradbury	Polk	✓	✓	✓		✓
33	Brandy Creek	St. Johns	✓	✓	✓		
34	Bridgewalk	Osceola	✓	✓	✓		✓
35	Bridgewater	Polk	✓	✓	✓		✓
36	By-The-Sea Security Guard Specia	Miami-Dade	✓	✓			
37	Campo Bello	Miami-Dade	✓	✓	✓		
38	Candler Hills East	Marion	✓	✓	✓		
39	Canopy	Leon	✓	✓	✓		✓
40	Capital Region	Leon	✓	✓	✓		
41	Central Lake	Lake	✓	✓	✓	✓	
42	Centre Lake	Miami-Dade	✓	✓	✓		✓
43	ChampionsGate	Osceola	✓	✓	✓		
44	ChampionsGate Condominium Pre	Osceola	✓	✓	✓		
45	ChampionsGate Villas Building 1 C	Osceola	✓	✓	✓		

## CLIENT LISTING



# GOVERNMENTAL MANAGEMENT SERVICES

GMS Client #	GMS Client Name As of 2026-01-05	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
46	Chapel Creek	Pasco	✓	✓	✓		✓
47	Cheswick South	Clay	✓	✓	✓		
48	City of Coral Gables**	Miami-Dade	✓	✓			
49	Coastal Ridge	Duval	✓	✓	✓		
50	Coconut Cay	Miami-Dade	✓	✓	✓		✓
51	Cocoplum Lights	Miami-Dade	✓	✓			
52	Cocoplum Security Roving Special	Miami-Dade	✓	✓			
53	Copper Creek	St. Lucie	✓	✓	✓		✓
54	Copper Oaks	Lee	✓	✓	✓		
55	Coquina Shores	Flagler	✓	✓	✓		
56	Coral Bay	Broward	✓	✓	✓		✓
57	Coral Keys Homes	Miami-Dade	✓	✓	✓		
58	Cordova Palms	St. Johns	✓	✓	✓		✓
59	Country Greens	Lake	✓	✓	✓		✓
60	County Road 33	Polk	✓	✓	✓		
61	Creekside	St. Lucie	✓	✓	✓		
62	Crossings	Osceola	✓	✓	✓		✓
63	Crossroads Village Center	Polk	✓	✓	✓		
64	Crosswinds East	Polk	✓	✓	✓		✓
65	Crosswinds West	Polk	✓	✓	✓		
66	Crystal Cay	Miami-Dade	✓	✓	✓		
67	Cypress Bluff	Duval	✓	✓	✓		
68	Cypress Cove	Broward	✓	✓	✓		✓
69	Cypress Park Estates	Polk	✓	✓	✓		✓
70	Cypress Ridge	Hillsborough	✓	✓	✓		✓
71	Darby	Duval	✓	✓	✓		✓
72	Davenport Road South	Polk	✓	✓	✓		✓
73	Davis Reserve	Polk	✓	✓	✓		✓
74	Deer Island	Lake	✓	✓	✓		✓
75	Deer Run	Flagler	✓	✓	✓		✓
76	Dewey Robbins	Lake	✓	✓	✓		
77	Double Branch	Clay	✓	✓	✓		✓
78	Dowden West	Orange	✓	✓	✓		✓
79	Downtown Doral	Miami-Dade	✓	✓	✓		
80	Downtown Doral South	Miami-Dade	✓	✓	✓		✓
81	Dunes	Flagler	✓	✓	✓		
82	Dupree Lakes	Pasco	✓	✓	✓		✓
83	Durbin Crossings	St. Johns	✓	✓	✓		
84	Eagle Hammock	Polk	✓	✓	✓		✓
85	Eagle Trace	Polk	✓	✓	✓		
86	East 547	Polk	✓	✓	✓		✓
87	Eden Hills	Polk	✓	✓	✓		✓
88	Elevation Pointe	Orange	✓	✓	✓		
89	Enclave At Black Pointe Marina	Miami-Dade	✓	✓	✓		✓
90	Epmore	Miami-Dade	✓	✓	✓		

## CLIENT LISTING



# GOVERNMENTAL MANAGEMENT SERVICES

GMS Client #	GMS Client Name As of 2026-01-05	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
91	Estancia at Wiregrass	Pasco	✓	✓	✓		✓
92	Eureka Grove	Miami-Dade	✓	✓	✓		
93	Falcon Trace	Orange	✓	✓	✓		✓
94	Forest Brooke	Hillsborough	✓	✓	✓		✓
95	Founders Ridge	Lake	✓	✓	✓		
96	Fronterra	Collier	✓	✓	✓		
97	Gardens at Hammock Beach	Flagler	✓	✓	✓		
98	GIR East	Osceola	✓	✓	✓		
99	Golden Gem	Lake	✓	✓	✓		
100	Grand Oaks	St. Johns	✓	✓	✓		✓
101	Grande Pines	Orange	✓	✓	✓		✓
102	Green Corridor	Multiple	✓	✓			
103	Griffin Lakes	Broward	✓	✓	✓		✓
104	Hamilton Bluff	Polk	✓	✓	✓		
105	Hammock Lake Banyan Dr. Security	Miami-Dade	✓	✓			
106	Hammock Lakes Security Guard Station	Miami-Dade	✓	✓			
107	Hammock Oaks Golf and RV Resort	Sumter	✓	✓	✓		✓
108	Hammock Oaks Harbor Security Guard Station	Miami-Dade	✓	✓			
109	Hammock Reserve	Polk	✓	✓	✓		✓
110	Harbor Reserve	Osceola	✓	✓	✓		✓
111	Hartford Terrace	Polk	✓	✓	✓		✓
112	Hemingway Point	Broward	✓	✓	✓		✓
113	Heritage Park	St. Johns	✓	✓	✓		✓
114	Heron Isles	Nassau	✓	✓	✓		
115	Hickory Tree	Osceola	✓	✓	✓		
116	Hicks Ditch	Lake	✓	✓	✓		
117	Hidden Creek	Hillsborough	✓	✓	✓		✓
118	Highland Meadows	Polk	✓	✓	✓		✓
119	Highland Meadows West	Polk	✓	✓	✓		✓
120	Holly Hill Road East	Polk	✓	✓	✓		✓
121	Hollywood Beach 1	Broward	✓	✓	✓		
122	Horseshoe Creek	Polk	✓	✓	✓		
123	Hunt Club Grove	Polk	✓	✓	✓		✓
124	Indigo	Volusia	✓	✓	✓		
125	Indigo East	Marion	✓	✓	✓		
126	Islands of Doral III	Miami-Dade	✓	✓	✓		
127	Isle of Bartram Park	St. Johns	✓	✓	✓		
128	Jennings Farms HOA	Clay	✓				
129	Kepler Road	Volusia	✓	✓	✓		
130	Kingman Gate	Miami-Dade	✓	✓	✓		✓
131	Kings Bay Security Guard Station	Miami-Dade	✓	✓			
132	Knightsbridge	Osceola	✓	✓	✓		✓
133	Lake Ashton	Polk	✓	✓	✓		
134	Lake Ashton II	Polk	✓	✓	✓		
135	Lake Deer	Polk	✓	✓	✓		✓

## CLIENT LISTING



# GOVERNMENTAL MANAGEMENT SERVICES

GMS Client #	GMS Client Name As of 2026-01-05	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
136	Lake Emma	Lake	✓	✓	✓		✓
137	Lake Harris	Lake	✓	✓	✓		✓
138	Lake Lizzie	Osceola	✓	✓	✓		✓
139	Lake Mattie Preserve	Polk	✓	✓	✓		
140	Lakehaven	Lake	✓	✓	✓		✓
141	Lakes by the Bay South	Miami-Dade	✓	✓	✓		✓
142	LakeShore Ranch	Pasco	✓	✓	✓		✓
143	Lakeside Plantation	Sarasota	✓	✓	✓		
144	Landings	Flagler	✓	✓	✓		
145	Landings At Miami Beach	Miami-Dade	✓	✓	✓		
146	Lawson Dunes	Polk	✓	✓	✓		✓
147	Live Oak Lake	Osceola	✓	✓	✓		✓
148	Lucaya	Lee	✓	✓	✓		
149	Lucerne Park	Polk	✓	✓	✓		✓
150	Mainstreet at Coconut Creek	Miami-Dade	✓	✓	✓		
151	Majorca Isles	Miami-Dade	✓	✓	✓		
152	Mayfair	Brevard	✓	✓	✓		
153	McJunkin At Parkland	Broward	✓	✓	✓		
154	Meadowview At Twin Creeks	St. Johns	✓	✓	✓		
155	Mediterranea	Palm Beach	✓	✓	✓		
156	Metropica	Broward	✓	✓	✓		
157	Middle Village	Clay	✓	✓	✓		
158	Mirada (Lee)	Lee	✓	✓	✓		
159	Mirada (Pasco)	Pasco	✓	✓	✓		✓
160	Narcoossee	Orange	✓	✓	✓		✓
161	Newton Road	Miami-Dade	✓	✓	✓		
162	North Boulevard	Polk	✓	✓	✓		✓
163	North Dade	Miami-Dade	✓	✓	✓		
164	North Powerline Road	Polk	✓	✓	✓		✓
165	Northern Riverwalk	Palm Beach	✓	✓	✓		
166	Oakridge	Broward	✓	✓	✓		
167	Ocean Gate	Miami-Dade	✓	✓	✓		
168	Old Cutler Bay Security Guard Spe	Miami-Dade	✓	✓			
169	Old Hickory	Osceola	✓	✓	✓		✓
170	Orchid Grove	Broward	✓	✓	✓		✓
171	Osceola Chain of Lakes	Osceola	✓	✓	✓		✓
172	OTC	Duval	✓	✓	✓		
173	Palm Coast Park	Flagler	✓	✓	✓		
174	Palm Glades	Miami-Dade	✓	✓	✓		✓
175	Palms of Terra Ceia Bay	Manatee	✓	✓	✓		
176	Park Creek	Hillsborough	✓	✓	✓		✓
177	Parkside Trails	Lake	✓	✓	✓		
178	Peace Creek	Polk	✓	✓	✓		✓
179	Peace Creek Village	Polk	✓	✓	✓		✓
180	Pine Air Lakes	Collier	✓	✓	✓		✓

## CLIENT LISTING



# GOVERNMENTAL MANAGEMENT SERVICES

GMS Client #	GMS Client Name As of 2026-01-05	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
181	Pine Bay Estates Security Roving &	Miami-Dade	✓	✓			
182	Pine Isles	Miami-Dade	✓	✓	✓		
183	Pine Ridge Plantation	Clay	✓	✓	✓		
184	Poinciana	Polk	✓	✓	✓		✓
185	Poinciana West	Polk	✓	✓	✓		✓
186	Pollard Road	Polk	✓	✓	✓		
187	Portofino Isles	St. Lucie	✓	✓	✓		
188	Portofino Landings	St. Lucie	✓	✓	✓		✓
189	Portofino Shores	St. Lucie	✓	✓	✓		✓
190	Portofino Springs	Lee	✓	✓	✓		
191	Portofino Vineyards	Lee	✓	✓	✓		
192	Portofino Vista	Osceola	✓	✓	✓		
193	Post Oak Ranch	Pasco	✓	✓	✓		
194	Preston Cove	Osceola	✓	✓	✓		✓
195	Princeton Commons	Miami-Dade	✓	✓	✓		
196	Quail Roost	Miami-Dade	✓	✓	✓		✓
197	Radiance	Flagler	✓	✓	✓		
198	Ranches at Lake McLeod	Polk	✓	✓	✓		✓
199	Rancho Grande	Miami-Dade	✓	✓	✓		
200	Randal Park	Orange	✓	✓	✓		✓
201	Randal Park POA *	Orange	✓	✓			
202	Randal Park THOA *	Orange	✓	✓			
203	Randal Walk HOA-	Orange	✓	✓			
204	Remington	Osceola	✓	✓	✓		✓
205	Renaissance	Lee	✓				
206	Reserve	St. Lucie	✓	✓	✓	✓	
207	Residences at Tohoqua Communit	Osceola	✓	✓			
208	Reunion East	Osceola	✓	✓	✓		✓
209	Reunion West	Osceola	✓	✓	✓		✓
210	Rhodine Road North	Hillsborough	✓	✓	✓		✓
211	Ridgecrest	Polk	✓	✓	✓		✓
212	Ridges at Apopka	Orange	✓	✓	✓		✓
213	Ridgewood Trails	Clay	✓	✓	✓		
214	River Place On The St. Lucie	St. Lucie	✓	✓	✓		✓
215	Riverbend	Hillsborough	✓	✓	✓		
216	Rivercrest	Hillsborough	✓	✓	✓		✓
217	Rivers Edge	St. Johns	✓	✓	✓		
218	Rivers Edge II	St. Johns	✓	✓	✓		
219	Rivers Edge III	St. Johns	✓	✓	✓		
220	Riverwalk	Orange	✓	✓	✓		✓
221	Rolling Hills	Clay	✓	✓	✓		
222	Rolling Oaks	Osceola	✓	✓	✓		✓
223	Sabal Palm	Broward	✓	✓	✓		✓
224	Saddle Creek Preserve of PC	Polk	✓	✓	✓		✓
225	Sampson Creek	St. Johns	✓	✓	✓		

## CLIENT LISTING



# GOVERNMENTAL MANAGEMENT SERVICES

GMS Client #	GMS Client Name As of 2026-01-05	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
226	San Simeon	Miami-Dade	✓	✓	✓		✓
227	Sand and Silica	Polk	✓	✓	✓		
228	Sandmine Road	Polk	✓	✓	✓		✓
229	Sawyer's Landing	Miami-Dade	✓	✓	✓		
230	Scenic Highway	Polk	✓	✓	✓		✓
231	Scenic Terrace North	Polk	✓	✓	✓		✓
232	Scenic Terrace South	Polk	✓	✓	✓		✓
233	Schaller Preserve	Polk	✓	✓	✓		
234	Seaton Creek Reserve	Duval	✓	✓	✓		✓
235	Sedona Point	Miami-Dade	✓	✓	✓		
236	Seminole Palms	Flagler	✓	✓	✓		
237	Seminole Palms of Flager*	Flagler	✓	✓			
238	Shingle Creek	Osceola	✓	✓	✓		✓
239	Shingle Creek At Bronson	Osceola	✓	✓	✓		✓
240	Shotgun Road	Broward	✓	✓	✓		
241	Siena North	Miami-Dade	✓	✓	✓		
242	Silver Palms	Miami-Dade	✓	✓	✓		
243	Six Mile Creek	Clay	✓	✓	✓		✓
244	Snapper Creek Lakes Security Gua	Miami-Dade	✓	✓			
245	Solterra	Miami-Dade	✓	✓	✓		
246	South Village	Clay	✓	✓	✓		
247	South-Dade Venture	Miami-Dade	✓	✓	✓		
248	St. Augustine Lakes	St. Johns	✓	✓	✓		
249	Stillwater	St. Johns	✓	✓	✓		
250	Stoneybrook South	Osceola	✓	✓	✓		✓
251	Stoneybrook South At CG	Osceola	✓	✓	✓		✓
252	Stoneybrook West	Orange	✓	✓	✓		✓
253	Storey Creek	Osceola	✓	✓	✓		✓
254	Storey Drive	Orange	✓	✓	✓		✓
255	Storey Park	Orange	✓	✓	✓		✓
256	Summit View	Pasco	✓	✓	✓		✓
257	Summit View II	Pasco	✓	✓	✓		
258	Sunrise Harbour Security Guard S	Miami-Dade	✓	✓			
259	Talis Park	Collier	✓	✓	✓		✓
260	Tapestry	Osceola	✓	✓	✓		✓
261	Terra Bella	Pasco	✓	✓	✓		✓
262	Tesoro	St. Lucie	✓	✓	✓		✓
263	The Crossings At Fleming Island	Clay	✓	✓	✓	✓	
264	TIFA	Brevard	✓	✓	✓		
265	Tison's Landing	Duval	✓	✓	✓		
266	Tohoqua	Osceola	✓	✓	✓		✓
267	Tohoqua Crossings Townhomes H	Osceola	✓	✓			
268	Tohoqua Master Association *	Osceola	✓	✓			
269	Tohoqua Reserve *	Osceola	✓	✓			
270	Tolomato	St. Johns	✓	✓	✓		

## CLIENT LISTING



# GOVERNMENTAL MANAGEMENT SERVICES

GMS Client #	GMS Client Name As of 2026-01-05	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
271	Towne Park	Polk	✓	✓	✓		✓
272	Townhomes at Tohoqua *	Osceola	✓	✓			
273	Tranquility	Brevard	✓	✓	✓		
274	Turnbull Creek	St. Johns	✓	✓	✓		
275	Turtle Run	Broward	✓	✓	✓		✓
276	Valencia Water Control District	Orange	✓	✓	✓		
277	Ventana	Hillsborough	✓	✓	✓		✓
278	Veranda Landing	St. Lucie	✓	✓	✓		
279	Verano #1	St. Lucie	✓	✓	✓		
280	Verano #2	St. Lucie	✓	✓	✓		✓
281	Verano #3	St. Lucie	✓	✓	✓		✓
282	Verano #4	St. Lucie	✓	✓	✓		
283	Verano #5	St. Lucie	✓	✓	✓		
284	Verano Center	St. Lucie	✓	✓	✓		
285	Viera East	Brevard	✓	✓	✓		
286	Villa Portofino East	Miami-Dade	✓	✓	✓		
287	Villa Portofino West	Miami-Dade	✓	✓	✓		
288	Villages of Biscayne Park**	Miami-Dade	✓	✓			
289	Villages of Bloomingdale	Hillsborough	✓	✓	✓		✓
290	Villamar	Polk	✓	✓	✓		✓
291	Water Tank Road	Polk	✓	✓	✓		
292	Water's Edge	Manatee	✓	✓	✓		✓
293	Waterford Estates	Charlotte	✓	✓	✓		
294	Waterleaf	Hillsborough	✓	✓	✓		
295	Waterlin Stewardship District	Osceola	✓	✓	✓		✓
296	Waterstone	St. Lucie	✓	✓	✓		✓
297	Weiberg Road	Polk	✓	✓	✓		
298	Wellness Ridge	Lake	✓	✓	✓		✓
299	Westside	Osceola	✓	✓	✓		✓
300	Westside Haines City	Polk	✓	✓	✓		
301	Westview North	Miami-Dade	✓	✓	✓		✓
302	Westwood OCC	Orange	✓	✓	✓		
303	White Clay	Polk	✓	✓	✓		
304	Wilford Preserve	Clay	✓	✓	✓		✓
305	Willow Creek	Brevard	✓	✓	✓		✓
306	Willow Creek II	Brevard	✓	✓	✓		
307	Willowbrook	Polk	✓	✓	✓		
308	Wind Meadows South	Polk	✓	✓	✓		✓
309	Windsor at Westside	Osceola	✓	✓	✓		✓
310	Windsor Cay	Lake	✓	✓	✓		✓
311	Windward	Osceola	✓	✓	✓		✓
312	Woodland Crossing	Sumter	✓	✓	✓		
313	Woodland Ranch Estates	Polk	✓	✓	✓		
314	Woodlands Section 9	Broward	✓	✓	✓		
315	Wynnfield Lakes	Duval	✓	✓	✓		

## CLIENT LISTING



# GOVERNMENTAL MANAGEMENT SERVICES

GMS Client #	GMS Client Name As of 2026-01-05	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
316	Wynnmere West	Hillsborough	✓	✓	✓		✓
317	Yarborough Lane	Polk	✓	✓	✓		
318	Zephyr Ridge	Pasco	✓	✓	✓		✓
319							
320							
321							
322							
323							
324							
325							
326							
327							
328							
329							
330							
331							
332							
333							
334							
335							
336							
337							
338							
339							
340							
341							
342							
343							
344							
345							
346							
347							
348							
349							
350							
351							
352							
353							
354							
355							
356							
357							
358							
359							
360							

## CLIENT LISTING



# TO THE BOARD OF SUPERVISORS OF THE **South Bay CDD**



SERVING  
FLORIDA'S  
COMMUNITIES



 **Address:**  
4530 Eagle Falls Place  
Tampa, FL 33619

 **Direct Phone Line:**  
(865) 603-5101

 **Darrin Mossing, GMS President:**  
[DMOSSING@GMSTNN.COM](mailto:DMOSSING@GMSTNN.COM)



**South Bay  
Community Development District**  
Proposal – District Management Services  
2026



# CLEAR PARTNERSHIPS

## Re: Proposal for South Bay Community Development District

Dear Board of Supervisors,

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

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

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

## CLEAR PARTNERSHIPS



- **Experience:**
  - Providing District Management Services to the State of Florida for over 45 years.
  - We provide service to over 145 CDDs and 3 Municipalities throughout Florida.
  - 20 District Managers on staff with 9 years + average tenure.
  - Our District Managers are degreed professionals with a variety of experience in IT, Finance, Government and Construction.
- **Project Management:** We can provide project management services through an Inframark employee with experience in managing capital improvement projects.
- **Cost Savings:** We will review your current operating budget to identify opportunities for savings and more efficient ways to operate the district.

# CLEAR PARTNERSHIPS

## Technology:

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

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

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



Chris Tarase  
President  
Inframark Community Management Services





# CLEAR PARTNERSHIPS

## Table of Contents

<b>Executive Summary</b>	<b>4</b>
<b>About the Company</b>	<b>5</b>
<b>Clients – References &amp; Partial List</b>	<b>7</b>
<b>Pricing</b>	<b>12</b>
<b>Qualifications</b>	<b>13</b>
<b>Effective Technology Tools and Support</b>	<b>17</b>
<b>Staffing</b>	<b>18</b>
<b>Sample Scope of Services</b>	<b>20</b>

# CLEAR PARTNERSHIPS

## Executive Summary

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

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

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

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

# CLEAR PARTNERSHIPS

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

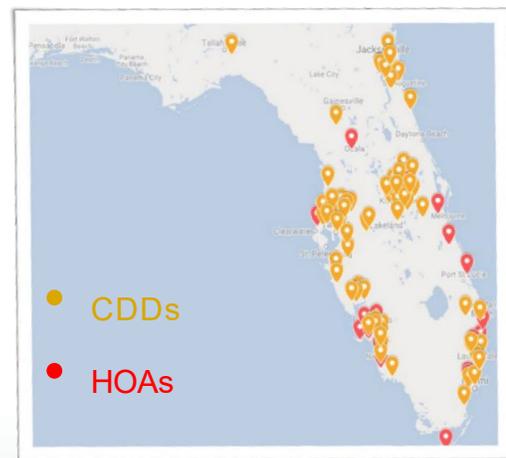
A complete range of Field Management and Maintenance services, including but not limited to:

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

## About the Company

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

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





Urban Land  
Institute

TBBA  
TAMPA BAY  
BUILDERS ASSOCIATION

community  
ASSOCIATIONS INSTITUTE

GO  
BA  
GREATER ORLANDO  
BUILDERS ASSOCIATION

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

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

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

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

*"I highly recommend Inframark."*

*Dennis Smith- Former Chairman  
Meadow Pointe CDD*

# CLEAR PARTNERSHIPS

## Clients – References & Partial List

### Tampa Palms Open Space and Transportation CDD

Inframark has been TPOST CDD's Management Partner for over 20 years. The CDD oversees a variety of community needs, including maintenance of parks, waterway management, and general community upkeep. TPOST is an icon in Florida, and we are grateful for their continued partnership for two decades.

### Two Rivers

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

### Celebration CDD

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

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

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



# CLEAR PARTNERSHIPS

## REFERENCES



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

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

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

All of the Inframark employees I have had contact with have been extremely respectful and eager to help in any way possible, always with good results. I have learned that a company is only as good as the employees it has working for it. I have to say that, in the 12 years I have been a member of the Harbour Isles Board of Supervisors, Inframark has to be the best that we have had.

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



# CLEAR PARTNERSHIPS

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

# CLEAR PARTNERSHIPS

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

# CLEAR PARTNERSHIPS

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

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

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

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

*– Norman Day, Cedar Hammock CDD Chair*

# CLEAR PARTNERSHIPS

<b>Inframark's Pricing</b>	
Management Services	\$57,446.00
Dissemination Agent	\$5,000.00
<b>Total</b>	<b>\$62,446.00</b>

# CLEAR PARTNERSHIPS

## Qualifications

### Meetings, Hearings and Workshops:

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

### Records:

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

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

Other critical aspects of our Records Management Services Include:

### Document Management:

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

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

# CLEAR PARTNERSHIPS

## **Disaster Contingency & Recovery:**

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

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

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

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

## **District Operations:**

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

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

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

# CLEAR PARTNERSHIPS

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

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

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

### **Accounting and Reporting:**

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

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

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

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

### **Audits:**

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

# CLEAR PARTNERSHIPS

## **Budgeting:**

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

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

## **Capital Program Administration:**

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

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

## **Assessments and Revenue Collection:**

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

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

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

# CLEAR PARTNERSHIPS

## Effective Technology Tools and Support

### Avid Strongroom Accounts Payable Processing System

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

### ADP Payroll Processing System

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

### Microsoft Business Central Accounting Software

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

# CLEAR PARTNERSHIPS

## Staffing

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

This means the following:

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

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

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

# CLEAR PARTNERSHIPS

## District Management:

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

**Wesley Elias, Senior District Manager.** Wesley is a seasoned Senior Community Development District (CDD) Manager with more than six years of experience overseeing district and amenity operations. He is known for building strong relationships with boards and communities through professionalism, responsiveness, and results-driven leadership. He has successfully managed communities ranging from new developments to resident-controlled districts, guiding board members through CDD operations while ensuring efficient administration, budgeting, and regulatory compliance.

## Administrative Services:

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

## Accounting/Finance Team:

**Natasha Sowani, Director of Accounting at Inframark.** She is a graduate of the University of South Florida with a bachelor's degree in Business Management and a minor in Accounting with over 20 years of accounting experience. Her career began in college while working at a small tax and accounting firm, then transitioned to one of our competitors where she gained industry experience in governmental accounting for CDD's. While there she managed several of their offices throughout the state. She has also worked at a vitamin manufacturing company and franchise accounting firm in controller positions before transitioning to Inframark.

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

# CLEAR PARTNERSHIPS

## Sample Scope of Services

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

### District Management Services

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

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

#### B. District Operations

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

The logo for CLEAR PARTNERSHIPS is displayed in large, white, sans-serif capital letters. The background of the logo is a photograph of a modern, multi-story building with a fountain in the foreground, set against a twilight sky.

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

# CLEAR PARTNERSHIPS

## C. Accounting, Reporting, and Audit Support

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

## D. Budgeting

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

## E. Assessments & Revenue Collection

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

# CLEAR PARTNERSHIPS

## F. Bond Compliance and Dissemination Agent

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

## G. Records

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

## H. Board Email Backup and Retention Services

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

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

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

The logo for CLEAR PARTNERSHIPS is displayed in large, white, sans-serif capital letters. The text is overlaid on a photograph of a modern residential or commercial building at dusk, with a fountain in the foreground and trees. The building's lights are on, and the sky is a deep blue. The fountain has several jets of water spraying upwards. The overall scene is well-lit and modern.

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

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

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

# CLEAR PARTNERSHIPS

## Additional Inframark Information

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

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

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

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

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

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

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

Is this a current contract? **Yes**

Duration of contract: **1993 to Current**

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

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

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

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

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



# CLEAR PARTNERSHIPS

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

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

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

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

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

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

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

Project Type/Description: **District Management**

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

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

## SOUTH BAY COMMUNITY DEVELOPMENT DISTRICT

# REQUEST FOR QUALIFICATIONS

## District Management Services Submission

The Board of Supervisors (“Board”) of the South Bay Community Development District (“District”), a Community Development District (“CDD”) established in accordance with Chapter 190, Florida Statutes, is interested in entering into a contract with a qualified firm, which provides proposed Services Submission and fee structure most acceptable to the District for the provision of district management Services Submission (the “Services Submission”). All Applicants should be experienced in the professional management of CDDs and/or other units of special purpose government in the State of Florida. Any Applicant that is a corporation or other business entity and not an individual must be registered with the Florida Department of State, Division of Corporations, authorized to do business in the State of Florida, and currently in good standing. The Contract(s) shall be subject to the limitations and restrictions of Florida Statutes.

### SECTION I. QUALIFICATIONS & FEE SERVICES SUBMISSION

Interested persons and firms should submit the original and six copies of the following materials, including an electronic copy, all indexed and tabbed, and in the order set forth below:

- A. **Table of Contents.**
- B. **Letter of Interest** detailing the Applicant’s qualifications and capabilities to administer, manage, and provide, directly or indirectly, the Services Submission set forth in Section III of this Request for Qualifications.
- C. For each Applicant that is a corporation or other business entity and not an individual, a **certificate of status** or other document verifying that the Applicant is registered with the Florida Department of State, Division of Corporations; authorized to do business in the State of Florida; and currently in good standing.
- D. A completed **Experience Questionnaire** in the form set forth in Section IV of this Request.
- E. A description of the Applicant’s **management team and support staff** for the provision of district management Services Submission to the District, including:
  1. Organizational chart for the Applicant, identifying all principals and support staff who would provide Services Submission to the District.
  2. Individual who would serve as District Manager, the office location for such individual, and a summary of the individual’s (a) education and employment background, (b) experience managing CDDs and/or other units of special purpose government in Florida, (c) experience complying with the requirements of the Florida Administrative Procedure Act,

Chapter 120, Florida Statutes, (d) experience in the levy and collection of special assessments, (e) experience administering and overseeing stormwater management systems (f) experience managing landscape contracts.

3. Administrative and other support staff, and the office locations for all such staff.
- F. A description of the **management model** to be implemented by the Applicant, including:
1. A full explanation of how the Applicant would manage District operations, and how the Applicant would arrange lines of authority between and among the Board, the Applicant and the Applicant's staff, and District personnel.
  2. A description of the operations and local conditions observed in ***based upon at least one on-site visit to the District***, and an explanation of why the management model proposed would best serve the interests of the District.
- G. **Schedule of fees** to be charged, by category service to be provided, including but not limited to:
1. District management and administration, contract management, stormwater management system operations.
  2. Preparation for and attendance at Board meetings (notices, agendas, meeting minutes, etc.). Base Fee for six meetings per year. Fee for additional meetings above the six per year.
  3. Maintenance and retention of District records, including all Board meeting minutes, policies, contracts, and other documents and records.
  4. Accounting, payroll, bill payment, coordination with independent auditors, and other accounting Services Submission.
  5. Preparation of assessment rolls and collection of assessments.
  6. Issuance of bonds, and placement of loans and other District indebtedness.
  7. Any other service for which the Applicant will seek separate fees or expense reimbursement.

## SECTION II. SELECTION PROCEDURES

The District will use the following procedure to receive and evaluate Services Submission and select a person or firm to serve as District Manager:

- A. Services Submission in response to this Request should be electronically submitted to:
- Deborah Cook, [Deborah.Cook@gray-robinson.com](mailto:Deborah.Cook@gray-robinson.com) , Assistant to Special Counsel for South Bay Community Development District, GrayRobinson, P.A., 101 East Kennedy Street, Suite 4000, Tampa, Florida 33602.

- B. One original, six copies and one electronic copy of each Proposal must be furnished on or before the Proposal due date. Services Submission shall be indexed and tabbed and shall contain all of the information described in Section I of this Request, in the order noted in that section.
- C. All Services Submission shall become the property of the District.
- D. Due care and diligence have been exercised in the preparation of this Request and all information is believed to be substantially correct. Responsibility for determining the full extent of the Services Submission required, however, rests solely with the Applicant responding to this Request. Neither the District nor its representatives shall be responsible for any error or omission in this Request, nor for failure on the part of a Applicant to determine the full extent of the Services Submission required.
- E. All information provided in Services Submission shall be accurate and complete. Services Submission received after the scheduled due date and time will be marked “Received After Deadline”, and not considered valid.
- F. *Any question concerning this request should be directed via electronic mail to c/o Deborah Cook, [Deborah.Cook@gray-robinson.com](mailto:Deborah.Cook@gray-robinson.com), Assistant to Special Counsel for South Bay Community Development District, GrayRobinson, P.A., 101 East Kennedy Street, Suite 4000, Tampa, Florida 33602. **The deadline for questions is February 4, 2026.***
- G. All Services Submission must be typed.
- H. **The due date and time for submission of all Services Submissions is February 9, 2026, at 1 pm.**
- I. The District shall not be liable for any cost incurred by an Applicant in responding to this Request.
- J. The contents of the Services Submission of the successful Applicant will become part of the contractual arrangement with the District.
- K. The successful Applicant shall not discriminate against any person in contravention of federal, state, or local law.
- L. Persons and firms responding to this Request must be available for **presentations to and interviews with the Board on February 11, 2026.**
- M. At its regular meeting on February 11, 2026, the Board will review all Services Submission received by the scheduled due date and time; will determine which, if any, Applicants should be interviewed; and will schedule any required interview.

At its regular meeting on February 11, 2026, the Board will review all Services Submission received by the scheduled due date and time and designate one of the

interviewed Applicants as District Manager and authorize contract negotiations with the designated Applicant.

- O. At its meeting on February 11, 2026, the Board will consider whether to authorize execution of a contract negotiated with the Applicant tentatively designated as District Manager, which contract would be effective as provided therein.
- P. **All dates contained in the selection procedure schedule set forth in this Section II are subject to change by action of the Board. The District will provide all Applicants with notice of any change to the selection procedure schedule.**
- Q. **The Board reserves the right to accept or reject any Proposal for any or no reason, and to award a contract as the Board deems appropriate in the best interests of the District.**

### SECTION III. DISTRICT MANAGER SERVICES

Each Applicant must be capable of administering, managing, and providing, directly or through a team of sub-contractors and/or District employees, all of the following Services:

- A. Accounting and payroll Services, including coordination with District auditor in preparation of annual audit
- B. Secretarial and recording Services, including preparing Board meeting notices, Board meeting agendas, Board meeting materials and minutes of Board meetings in full compliance with the Florida Government-in-the-Sunshine Law
- C. Preparing for and attending all meetings of the Board
- D. Preparing bid and proposal specifications for supplies, equipment, and Services provided by outside vendors, contractors, and professional consultants
- E. Overseeing work of contractors and the fulfillment of contract obligations
- F. Stormwater management system administration and oversight
- G. District landscape management
- H. Establishing a District budget
- I. Preparing all assessment rolls and collecting assessments
- J. Establishing planned maintenance schedules for all District operations
- K. Supervising the timely submission and correctness of all required reports to State and local governments
- L. Administration of Bond covenants and continuing disclosure requirements

- M. Providing document and record filing and availability, in full compliance with the Florida Public Records Law
- N. Providing an emergency plan for document storage and backup
- O. Providing ready access to District offices
- P. Arranging for cost-effective risk-management and insurance plans for all District facilities and operations
- Q. Maintaining a current inventory of District owned facilities.
- R. Assisting Board members in timely compliance with all filings required by the Florida Code of Ethics for Public Officers and Employees
- S. Attend all board meetings and special called meetings.
- T. Providing all other Services that the Applicant deems essential to implementing its management model for District operations *based upon at least one on-site visit to the District*
- U. Assist the District in transitioning general counsel legal services.

#### **SECTION IV. EXPERIENCE QUESTIONNAIRE**

Each Applicant shall submit information regarding government agency administration and management experience, in the order set forth below, on as many sheets as needed:

- A. Name and address of Applicant, and name of the individual designated by the Applicant to serve as District Manager (as required by Section I. E.2 of this Request).
- B. If the Applicant is a corporation or other business entity, please provide the following Information:
  1. Date of incorporation or other establishment.
  2. State of incorporation or other establishment.
  3. Names and titles of officers, partners, or other principals of the Applicant.
  4. All prior business names of the Applicant, and the dates of operation under prior business names.
  5. The names and addresses of all subsidiary or affiliated companies in which the Applicant's principals have a financial interest.
  6. Number of full-time personnel within the Applicant's organization, listed by job type or description.

C. List all units of government for which the individual designated by the Applicant to serve as District Manager (as required by Section I. E.2 of this Request) has provided professional administrative or management Services Submission, including for each identified unit:

1. The name of the unit of government.
2. The title held.
3. The dates of employment or Services Submission provision.

D. If the Applicant is a corporation or other business entity, list all other units of government, not listed in response to Section IV. D above, for which the Applicant has provided professional administrative or management Services, including for each identified unit:

1. The name of the unit of government.
2. The title held.
3. The dates of employment or Services provision.
4. The name of the individual providing such Services.
5. The individual's current affiliation with the Applicant.

**SOUTH BAY COMMUNITY DEVELOPMENT DISTRICT**

**DATE: December 10, 2026**

**Steve Fancy**  
**2634 Yellow Sundial Loop**  
**Ruskin, Florida 33570**

To: Board of Supervisors, South Bay Community Development District

I am submitting this letter and a resume summarizing my public-sector work experience to express my interest in serving on the South Bay CDD Board of Supervisors. I am a U.S. Citizen, year-round Florida resident, and qualified elector of the South Bay CDD.

I currently serve as President of The Homes at Antigua Cove Homeowners Association and I am the Treasurer of the Little Harbor Property Owners Association. Last year, I served as the Treasurer of the Antigua Cove HOA and played a major role in budget development and financial decisions and oversight. I have attended almost every meeting of the South Bay CDD since my wife and I purchased our home here three years ago, and I have closely followed the CDD's discussions and decision-making processes. The HOAs, POA, and CDD within the Little Harbor community are all interconnected, particularly with all the new development that is being proposed, and I think the knowledge I gain from discussions and budget decisions within the Antigua Cove HOA and Little Harbor POA will help inform discussions and decisions by the CDD Board of Supervisors.

I am a U.S. Air Force veteran. Professionally, I had an adventurous and exciting 30-year career with the U.S. Dept. of the Interior starting as a wildlife biologist working in Arctic Alaska, the Canadian wilderness, and numerous islands in Hawaii and the Western Pacific. I earned a Doctorate degree from the University of Alaska doing research on caribou, grizzly bears, and wolves, and during my career I served on the graduate faculty and advised graduate students at the universities of Alaska, Hawaii, and Idaho.

For the 15 years before I retired, I worked for the headquarters of the National Park Service, where I developed and led a nation-wide science program for the national parks. I oversaw a budget of \$43 Million and a staff of more than 350 employees stationed at national parks and universities across the country. Throughout my career, during which I led or served on more than fifty public-sector committees and advisory boards, I was widely known as a hard worker who gets things done. I received the highest award that a career employee can receive, the Distinguished Service medal, for exceptional public service with the U.S. Dept. of the Interior.

I see the role of CDD Supervisor as a great opportunity to serve the community that I call home, and I believe that my background and experience will be an asset to the Board as it discusses and makes important decisions that affect all residents in the community.

**Steve Fancy**  
**2634 Yellow Sundial Loop**  
**Ruskin, Florida 33570**

**Overview of Qualifications:**

- Experience serving on the Board of Directors of the Antigua Cove Homeowners Association and of the Little Harbor Property Owners Association. For the Antigua Cove HOA, I played a major role in budget development and financial oversight, and in the screening, selection and oversight of contractors.
- More than 20 years of experience leading interdisciplinary teams of scientific and technical staff. Extensive experience building partnerships with other programs, agencies, universities, and organizations. For the National Park Service, developed and led an applied science program with a budget of \$43 Million /year by the time I retired.
- Served on more than fifty public-sector committees and advisory boards.
- My publication record includes 125 peer-reviewed scientific journal articles, book chapters, and technical reports.

**Education:**

Ph.D. (1986) University of Alaska Fairbanks, Wildlife Biology

M.S. (1979) California State University Humboldt, Natural Resource Management

B.S. (1977) California State University Humboldt, Wildlife Management

**Public-Sector Work Experience:**

**Board of Directors, The Homes at Antigua Cove Homeowners Association** 2025 to 2026  
 I served as President (2026) and Treasurer (2025) of our homeowner's association

**Treasurer, Little Harbor Property Owners Association** 2026  
 Little Harbor Property Owners Association

**National Program Leader and Division Chief** 1998 to 2014  
 National Park Service, Natural Resource Stewardship and Science Directorate

**Graduate Faculty**

Adjunct or affiliate professor positions on the graduate faculty of the Univ. Alaska (1986-1991), Univ. Hawaii at Manoa (1993-1998), and Univ. of Idaho (1997-2006).

**Wildlife Biologist (Research) in Hawaii and the Western Pacific** 1990 to 1998  
 U.S. Geological Survey, Pacific Island Ecosystems Research Center, Led interdisciplinary teams conducting research on 23 projects on different islands in Hawaii and the western Pacific.

**Wildlife Biologist (Research) in Alaska** 1986 to 1990  
 U.S. Fish and Wildlife Service, Alaska Fish & Wildlife Research Center, Fairbanks, AK

**Computer Operator/Programmer** 1979 to 1980  
 Fairbanks North Star Borough, Fairbanks, AK

## **Letter of Intent – CDD Board Position**

My name is Maria Jose Moncayo, and I live at 1013 Seagrape Drive in Antigua Cove at Little Harbor. My partner, Terry, and I moved here in August 2022, and from the moment we arrived, we knew this place was special. Little Harbor is more than just a neighborhood to us — it's home. We truly hope this is our forever home, which is why I feel called to step up and serve our community.

What makes Little Harbor unique is our diversity. We are full-time residents, snowbirds who return each season, and neighbors who have invested in short-term rentals like Airbnb and VRBO. Each group plays an important role in the life of our island. I believe we can support all of these interests while preserving what we all value most — a safe, welcoming, and beautiful community with a true resort feel.

My vision is simple: thoughtful development, open communication, and decisions made with the long-term health of Little Harbor in mind. We deserve a community that offers activities and vibrancy for those who want it, while also protecting the peace and quiet that many of us cherish. I believe balance is possible — but it requires listening, collaboration, and leadership that prioritizes residents.

Since moving here, I have been actively involved with the DCC, POA, and HOA. Through that involvement, I've gained a deeper understanding of how our community functions and how important it is for the different HOAs and governing entities to work together. We may not always agree, but with respectful dialogue and compromise, we can find solutions that serve the greater good.

Professionally, I manage teams and lead strategic initiatives, which has strengthened my skills in communication, negotiation, and problem-solving. Most importantly, I know how to bring people together around shared goals. I would bring that same collaborative mindset to the CDD Board.

I am running because I care deeply about Little Harbor. I want to help strengthen our sense of community, protect our investments, and ensure that future development reflects the values of the people who call this island home.

Thank you for considering me to serve.

Warmly,

Maria Jose Moncayo



---

## Interest in Board of Supervisors

---

**From** Rebecca Matsco <rebecca.matsco@gmail.com>

**Date** Sat 2/28/2026 8:33 PM

**To** info@cfirstam.com <info@cfirstam.com>

 1 attachment (60 KB)

South Bay CDD Letter of Interest.docx;

Please see attached a Letter of Interest for the open seat on the South Bay CDD Board of Supervisors, with the requested resume. I look forward to hearing from you soon.

Best regards  
Rebecca Matsco

724.494.2409

--

 **Rebecca Matsco**  
1018 Seagrape Dr Ruskin FL 33570

rebecca.s.matsco

TO: South Bay Community Development District

RE: Letter of Interest for CDD Board of Supervisors

Dear CDD Board Members:

With this letter, I wish to express my interest in filling the currently vacant seat on the CDD Board of Supervisors. Please also see my attached resume. I am a permanent resident in the Antigua Cove community, and I meet each of the requirements to serve on the Board.

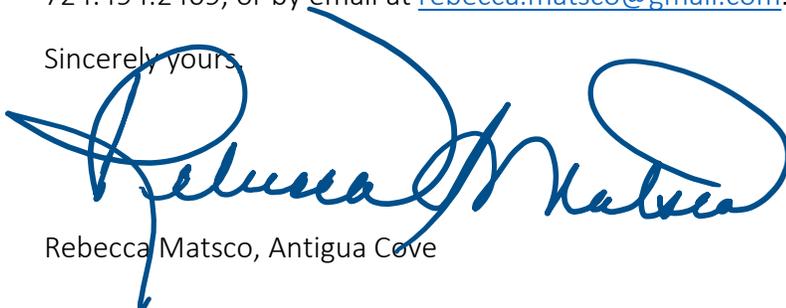
My husband, Mark, and I purchased our home two years ago, eager to enjoy Little Harbor, its various neighborhoods and amenities, and its breathtaking shorefront. We have admired since then the interest, passion and dedication of so many community members to serve on various HOA and POA boards, to both protect and promote this special place and I would be glad to join them in their efforts.

While still living in Western Pennsylvania, I was privileged to serve as a Township Supervisor for a small rural community with a regionally significant industrial base. Over my 15 years in local elected office – 13 years as Chair – our Township underwent dramatic change resulting from a multibillion-dollar petrochemical investment by one of the world's largest companies. Such a project introduced exceptional opportunity for our region but simultaneously threatened much of what our residents held dear: beautiful natural assets along the Ohio River, quiet and closely knit neighborhoods, manageable traffic and reasonable taxes. To ensure quality of life for residents, as well as a robust welcome for new development, our Board enacted far-reaching policy changes and undertook substantial community planning, much of which had been successfully implemented before I left office in 2025.

As Little Harbor also faces considerable change and challenges, I would consider it my privilege, and the reasonable duty of my residency, to represent my neighbors and the District. I am familiar and experienced with the powers and responsibilities of local government, and I have benefited from excellent training that would be useful to South Bay CDD.

I look forward to hearing your decision and learning more about this position. Please do not hesitate to reach out to me if I can be of further help: I can be contacted via my mobile number, 724.494.2409, or by email at [rebecca.matsco@gmail.com](mailto:rebecca.matsco@gmail.com). Thank you for this opportunity!

Sincerely yours,



Rebecca Matsco, Antigua Cove

rebecca.s.matsco

## RELEVANT EXPERIENCE

### **Township Supervisor 2009-2025 | Potter Township, Beaver County, Pennsylvania**

**CHAIRPERSON:** Chair of every public meeting, head of staff, primary spokesperson to external entities, primary liaison to federal, state and local government agencies, lead contract negotiator, Township representative to numerous regional boards, committees and planning projects.

**ADMINISTRATION:** developed meeting agendas, accountable to Sunshine Law; led branding and communications effort with new logo, website, newsletter, digital and social media platforms including bespoke history archive and video material; oversaw facilities use, rental and construction/improvements; advertised and hired consulting services for legal, engineering and architectural needs; ensured compliance with legislative mandates; liaised with all appointed Boards and Commissions.

**FINANCE:** developed and managed \$2m annual budgets, updated financial and investment policy, initiated growth-oriented investment practices.

**PERSONNEL:** wrote Personnel policy, advertised and hired/reviewed/terminated employees, oversaw employee training and development; negotiated salary and benefits, negotiated union contracts; approved payroll, pension administration.

**PLANNING:** led Township through complete rewrite of Zoning & Subdivision ordinances, including additional Stormwater, Sewage Facilities ordinances; led development of new Zoning/map, creating first Natural Heritage District in PA to protect environmentally sensitive areas and allowing for growth of residential and commercial/industrial areas; updated permitting processes.

**PUBLIC WORKS:** oversight of public works department including roads and parks maintenance, developing and awarding bids for equipment, landscaping, commodity materials and contracted projects; introduced first-in-PA sewage ordinance for alternative systems.

**PUBLIC SAFETY:** negotiated police contracts, liaised with independent fire department, developed and implemented building and property security plans, oversaw use of COVID protocols.

#### **Significant contributions:**

**Creation of the 100-acre Rocky Bend Nature preserve in a historically and environmentally sensitive area by partnering with a local nonprofit land conservation group.**

**Achieving positive returns from negotiations with Royal Dutch Shell on the community impacts – fiscal, environmental and quality of life – of its petrochemical development.**

## OTHER EXPERIENCE

Executive Director, Leaders Serving Beaver County | Beaver PA

Director, Marriage & Parenting Ministries | First Presbyterian Church, Beaver PA

Business Manager, Friends of Old Economy Village | Ambridge PA

## EDUCATION

Master of Arts, Religion – Biblical Studies | Trinity Anglican Seminary

Bachelor of Arts, Management & Organizational Development | Spring Arbor University



---

## CDD Board Member Interest

---

**From** Logan <langlewicz@gmail.com>

**Date** Sun 3/1/2026 4:51 PM

**To** Communities First Association Management <info@cfirstam.com>

 2 attachments (196 KB)

CDD Letter of Interest LTA.pdf; LoganAnglewiczResume2025.pdf;

Hey all,

Sending in my letter of interest for consideration. I'm also attaching my resume, however, this is generic and not tailored to this opportunity, I assume that will be fine.

Thank you,  
Logan

**Letter of Interest – Appointment to Vacant CDD Board Seat (South Bay CDD)**

Dear Members of the Board,

My name is Logan Anglewicz, and I am writing to formally express my interest in being appointed to the currently vacant seat on the South Bay Community Development District Board of Supervisors.

I am a full-time resident of Little Harbor and have consistently been involved in efforts that support clearer communication, transparency, and the overall quality of life in our community. I currently serve on the Board of the Townhomes at Little Harbor HOA, which has given me hands-on experience with the practical side of community leadership, working through resident concerns, budgets, and vendor performance while keeping the focus on decisions that benefit community members.

In addition, I serve as the administrator of the Residents of Little Harbor Facebook group, which has become an important channel for sharing timely updates and helping residents stay informed. In that role, I work to keep discussions productive, reduce misinformation, and ensure residents have access to useful, accurate information, especially during periods of heightened concern or rapid change.

I have also been an active and constructive voice during major community issues, including the ASolo developer-related discussions. During that period, I spent significant time helping residents understand what was happening, offering guidance on how to engage effectively, and encouraging a fact-based approach. My goal throughout has been consistent: to support the long-term interests of the community by promoting clear understanding, responsible decision-making, and respectful collaboration.

Professionally, I bring more than 10 years of experience as a consultant, where my work has centered on stakeholder management, contract and scope evaluation, and guiding organizations through complex decisions with competing priorities. That experience translates well to the responsibilities of a CDD board seat: asking the right questions early, evaluating options with a practical lens, and helping groups align on outcomes and next steps.

Thank you for your consideration. I would welcome the opportunity to serve and am available to discuss my interest further or provide any additional information you may need.

Respectfully,  
Logan Anglewicz

## MY PHILOSOPHY

The perfect experience is perpetually 80% complete, as it should always be optimizing. Through those optimizations, your analytics program will pay for itself several times over.

## INTERESTS

### Optimization

I'm constantly looking for ways to improve experiences, to make things a little easier both at work and personally.

### 3D Printing

Through 3D printing I have an outlet for my drive to create, making new things that have never existed.

### Star Wars

The classic hero's tale set in a universe of lightsabers and spaceships, what's not to love?

## STRENGTHS

### Storytelling

### Strategy

### Leadership

## SKILLS

Google Analytics · Adobe Analytics ·

PowerPoint · Advanced Excel ·

Data Visualization · A/B Testing ·

Conversion Rate Optimization ·

Experience Optimization ·

Analytics Strategy & Design · Data Analytics ·

Data Studio · Looker · Google Tag Manager ·

Tableau · eCommerce · Business Strategy ·

Test Design · Microsoft Office · Data Quality ·

CRM · GCP · Omniture · Web Analytics ·

Power BI

## INDUSTRIES

Retail · Technology · Telecommunications ·

Automotive · Transportation ·

Food & Beverage · Manufacturing ·

Construction · Entertainment · Fashion · CPG

## EDUCATION

Business Administration

Western Illinois University

## SUMMARY

Experienced Associate Director with 12 years of experience in Analytics & Insights. Proven expertise in utilizing data-driven insights to inform strategic decision-making and drive business growth. Currently employed at Merkle | Cardinal Path, seeking new opportunities to leverage skills and contribute to the success of a dynamic organization.

## EXPERIENCE

### Associate Director, Analysis & Insights

10/2015 - Present

#### Merkle | Cardinal Path

Ruskin, FL

- Communicated complex data insights to support decision-making processes and optimize client marketing strategies.
- Guided client stakeholders on best practices in marketing data and analytics to facilitate informed decision-making, driving an ROI of over 30 times the initial investment.
- Developed strategic frameworks for key areas such as marketing effectiveness, attribution, governance, testing & optimization, and personalization, leading to enhanced performance and recognized ROI.
- Directed the development of test methodologies based on analytics insights and recommendations, ensuring continued growth through constant optimization.
- Directed teams of over 20 analysts and implementation specialists for ongoing client success.
- Provided strategic advice to leadership on growth of department and client acquisition tactics.

### Manager, Analysis & Insights

- Managed and designed analytics programs and strategies for Fortune 100 clients.
- Ensured project success within scope, time, collaboration, and budget.
- Advanced client's analytics maturity through building strategic data-first programs.
- Ensured analytics program ROI with actionable insights and recommendations designed around optimization of the marketing and reported web experience.
- Developed and produced new analytics programs and tactics to drive enhanced growth and success.

### Senior Consultant, Analysis & Insights

- Utilized data-driven insights through analysis to optimize project outcomes, consistently exceeding client expectations.
- Acted as a strategic advisor, aligning projects with clients' overarching business objectives.
- Proactively managed and collaborated on client communication and issue resolution, fostering long-term relationships and project success.

### Staff Consultant, Analysis & Insights

- Optimized stakeholder decision-making through data driven insights.
- Cultivated positive client relationships through timely responsiveness and effective communication.

### Consultant, Analysis & Insights

- Documented and evaluated client inquiries, to deliver clear and impactful insights to stakeholders and clients enhancing decision-making processes.
- Performed data extraction from diverse analytics tools and data sets, contributing to the development of measurement frameworks and KPI documents to drive performance and identify and define areas for enhancement.

### Digital Marketing Coordinator

09/2013 - 10/2015

#### Randall Manufacturing

Elmhurst, IL

- Enhanced web performance and conversion rates by leveraging data-driven insights from Google Analytics.
- Oversaw PPC advertising campaigns on Google AdWords.

### Digital Media Administrator

11/2011 - 09/2013

#### Yes Equipment & Services, LLC

Itasca, IL

- Conducted in-depth analysis of website performance metrics utilizing Google Analytics.
- Spearheaded website redesign project, prioritizing SEO best practices and enhancing overall user experience through HTML, Javascript, and CSS.
- Managed CPC ads on Google AdWords for Paid Search and Paid Social.
- Created various website assets, including copy, videos, graphics, and photos to optimize company online presence and reputation using purchased software and hardware.

**RESOLUTION 2026-01**

**A RESOLUTION REMOVING LEAH POPELKA AS  
TREASURER AND APPOINTING STEPHEN BLOOM AS  
TREASURER OF THE SOUTH BAY COMMUNITY  
DEVELOPMENT DISTRICT**

WHEREAS, the Board of Supervisors of the South Bay Community Development District desires to remove Leah Popelka as Treasurer and appoint Stephen Bloom as Treasurer;

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

1. Leah Popelka is removed as Treasurer.
2. Stephen Bloom is appointed Treasurer.

Adopted this 11<sup>th</sup> day of February, 2026

Signed by:

*Ian Brown*

32DF01300B44471...

---

Chairman / Vice Chair

DocuSigned by:

*Scott Campbell*

2D352F41A3474AC...

---

Secretary / Assistant Secretary

**RESOLUTION 2026-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SOUTH BAY COMMUNITY DEVELOPMENT DISTRICT CONFIRMING THE DISTRICT'S USE OF THE HILLSBOROUGH COUNTY SUPERVISOR OF ELECTIONS TO CONTINUE CONDUCTING THE DISTRICT'S ELECTION OF SUPERVISORS IN CONJUNCTION WITH THE GENERAL ELECTION**

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

**WHEREAS**, the Board of Supervisors of South Bay Community Development District (hereinafter the "Board") seeks to implement Section 190.006(3)(A)(2)(c), Florida Statutes, and to instruct the Hillsborough County Supervisor of Elections (the "Supervisor") to conduct the District's General Elections.

**WHEREAS**, the Supervisor has requested the District adopt a resolution confirming the District's use of the Supervisor for the purpose of conducting the District's future supervisor elections in conjunction with the General Election; and

**WHEREAS**, the District desires to continue to use the Supervisor for the purpose of conducting the District's supervisor elections in conjunction with the General Election.

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

**Section 1.** The Board is currently made up of the following individuals: John Aldrich, Mary Madden, Scott Campbell, and Ian Brown.

**Section 2.** The term of office for each member of the Board is as follows:

Vacant	Seat 1	four year – expires 11/2028
Mary Madden	Seat 2	four year – expires 11/2026
John Aldrich	Seat 3	four year – expires 11/2028
Scott Campbell	Seat 4	four year – expires 11/2026
Ian Brown	Seat 5	four year – expires 11/2026

**Section 3.** Seat 2, currently held by Mary Madden, Seat 4, currently held by Scott Campbell, and Seat 5, currently held by Ian Brown, are scheduled for the General Election in November 2026.

**Section 4.** Pursuant to Section 190.006(8), Florida Statutes, members of the Board shall be entitled to receive for their services an amount not to exceed \$200 per meeting of the Board,

not to exceed \$4,800 per year per member.

**Section 5.** The term of office for the individuals to be elected to the Board in the November 2026 General Election is four years.

**Section 6.** The new Board members shall assume office on the second Tuesday following their election.

**Section 7.** The District hereby instructs the Supervisor to continue conducting the District’s elections in conjunction with the General Election. The District understands that it will be responsible to pay for its proportionate share of the General Election cost and agrees to pay same within a reasonable time after receipt of an invoice from the Supervisor.

**PASSED AND ADOPTED THIS 11<sup>th</sup> DAY OF MARCH 2026.**

**ATTEST:**

**SOUTH BAY COMMUNITY  
DEVELOPMENT DISTRICT**

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

\_\_\_\_\_  
Chairperson/ Vice Chairperson

 Outlook

---

## Resignation / Herrera

---

**From** STEPHEN HERRERA <herrerastephene@aol.com>

**Date** Wed 2026-02-11 2:33 PM

**To** Newsome, Christina <christina.newsome@inframark.com>

**Cc** Ian Brown <iwblm@msn.com>; STEPHEN HERRERA <herrerastephene@aol.com>

This Message Is From an External Sender

This message came from outside your organization. Please use caution when clicking links.

Christina, this is to confirm my resignation from the South Bay CDD Board. Thanks.... Steve

Sent from my iPad

**MINUTES OF MEETING  
SOUTH BAY  
COMMUNITY DEVELOPMENT DISTRICT**

1 The regular meeting of the Board of Supervisors of the South Bay Community Development  
2 District was held on Wednesday, February 11, 2026, at 1:00 p.m. at the Little Harbor POA Meeting  
3 Room, 611 Destiny Dr, Ruskin, Florida 33570.

4  
5 Present and constituting a quorum were:

- |    |                 |  |
|----|-----------------|--|
| 6  |                 |  |
| 7  | Ian Brown       | Chairperson                              |
| 8  | Scott Campbell  | Vice Chairperson ( <i>Via Phone</i> )    |
| 9  | Stephen Herrera | Assistant Secretary ( <i>Via Phone</i> ) |
| 10 | Mary Madden     | Assistant Secretary                      |
| 11 | John Aldrich    | Assistant Secretary                      |
| 12 |                 |  |

13 Also present, either in person or via Teams Communications, were:

- |    |                                     |                         |
|----|-------------------------------------|-------------------------|
| 14 | Kristee Cole                        | Senior District Manager |
| 15 | David Smith                         | District Counsel        |
| 16 | Residents and Members of the Public |                         |
| 17 |                                     |                         |

18 *This is not a certified or verbatim transcript but rather represents the context and summary*  
19 *of the meeting. The full meeting is available in audio format upon request. Contact the District*  
20 *Office for any related costs for an audio copy.*  
21

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

23 Ms. Cole called the meeting to order, and a quorum was established.

24  
25 **SECOND ORDER OF BUSINESS** **Approval of Agenda**

26  
27 

On MOTION by Ms. Madden, seconded by Mr. Campbell, with all 28 in favor, the February 11, 2026, meeting agenda was approved as 29 presented. 5-0
--

30  
31 **THIRD ORDER OF BUSINESS** **Audience Comments**

32 There were several comments made by members of the audience.

33 **FOURTH ORDER OF BUSINESS** **Staff Report**

- 34 **A. District Accountant**
  - 35 i. Review of Financial Statements
  - 36 ii. Acceptance of Check Register

37 The District Accountant informed the Board that expenditures are currently exceeding the  
38 adopted budget and that approximately 85% of the total budgeted revenues have been collected to  
39 date.

40

41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82

On MOTION by Mr. Brown, seconded by Mr. Aldrich, with all in favor, the check register was approved. 5-0

**B. Landscape Report**

An update was provided regarding the work that has been completed, as well as the recent frost and its impact.

**C. District Engineer**

- i. Stormwater Retention Pond Photos SWFWMD
  - ii. Stormwater SWFWMD Deviation Letter to Lennar
  - iii. Lennar Lot 125 – Little Harbor-Open Space TOPO
  - iv. Lennar Lot 125 – Little Harbor-Open Space TOPO-Markup
  - v. Lennar Little Harbor Ph3 – Clearing Outfall Structures 4,7, and 17
- Discussion was held regarding these proposals.

**D. District Counsel**

GMS and Inframark responded to the RFQ for District Counsel at the April meeting.

**E. District Manager**

**FIFTH ORDER OF BUSINESS**

**Business Items**

**A. Consideration of RFP's**

- i. Andres Landscape and Maintenance
- ii. Down To Earth
- iii. Juniper Landscape and Maintenance
- iv. Pine Lake Services
- v. Redtree Landscape Systems
- vi. Russell Landscape
- vii. United Land Services
- viii. Yellowstone Landscape

On MOTION by Ms. Madden, seconded by Mr. Brown, with all in favor, Russell Landscape was approved. 5-0

On MOTION by Ms. Madden, seconded by Mr. Brown, with all in favor, South County Landcare was terminated. 5-0

**B. Consideration of District Manager RFP's**

This item has been tabled.

**C. Discussion on Proposed Dock Installation on Seagrape**

Discussion regarding the dock installation on Seagrape was tabled and will be added to the next agenda.

South Bay CDD  
February 11, 2026

83  
84  
85  
86  
87  
88  
89  
90  
91  
92  
93  
94  
95  
96  
97  
98  
99  
100  
101  
102  
103  
104  
105  
106  
107  
108  
109  
110  
111  
112  
113  
114  
115  
116  
117  
118

**SIXTH ORDER OF BUSINESS** **Business Administration**  
**A. Consideration of Minutes from the Meeting held January 14, 2026**

On MOTION by Ms. Madden, seconded by Mr. Aldrich, with all in favor, the January 14, 2026 minutes were approved. 5-0

**SEVENTH ORDER OF BUSINESS** **Supervisors' Requests**

Discussion was held regarding Sunset parking. Mr. Aldrich commented on the beautification of the community.

On MOTION by Mr. Brown, seconded by Mr. Aldrich, with all in favor, The Board approved an amount not to exceed \$3,000 for signage with Ms. Madden assisting with the process. 5-0

Ms. Madden provided an update on the south parking lot, noting it is under the District Engineer's review and expected to move forward next month, April 2026. Ms. Madden further advised that posts along the beach are coming up. Mr. Aldrich requested confirmation that pedestrian easements are not being intruded upon and inquired whether Tony has sold the property. Additionally, Stephen submitted his resignation.

On MOTION by Ms. Madden, seconded by Mr. Brown, with all in favor, the Board accepted Mr. Herrera's resignation. 5-0

**EIGHTH ORDER OF BUSINESS** **Audience Comments**

Mr. Jeff inquired whether the land has been sold.

**NINTH ORDER OF BUSINESS** **Adjournment**

On MOTION by Mr. Brown, seconded by Mr. Campbell, with all in favor, the meeting was adjourned at 2:22 p.m. 5-0

\_\_\_\_\_  
Secretary / Assistant Secretary                      Chairperson / Vice Chairperson