

**ABBOTT SQUARE
COMMUNITY DEVELOPMENT DISTRICT**

NOVEMBER 10, 2025

AGENDA PACKAGE



2005 PAN AM CIRCLE, SUITE 300
TAMPA, FL 33067

Abbott Square Community Development District

<https://www.abbottsquarcdd.net/>

Board of Supervisors

Kelly Evans, Chairperson
Tanya Benton, Vice Chairperson
Lori Campagna, Assistant Secretary
Justin Barnett, Assistant Secretary
Malinda Desruisseaux, Assistant Secretary

District Staff

Mark Vega, Senior District Manager
Vivek Babbar, District Counsel
Tonja Stewart, District Engineer
Jason Liggett, Field Manager
Alize Aninipot, District Manager
Nancy Hix, Accountant
Crystal Yem, Administrative Assistant
Welsey Elias, Senior District Manager

Regular Meeting Agenda

Monday, November 10, 2025, at 6:30 p.m.

1. Call to Order/Roll Call

2. Public Comments (Comments limited to three (3) minutes per speaker)

3. Business Administration

- A. Acceptance of the Financial Reports and Check Register (*September 2025*).....Page 3
- B. Consideration of Minutes:
 - 1. August 6, 2025.....Page 44
 - 2. September 3, 2025.....Page 47
 - 3. October 13, 2025.....Page 50

4. Staff Report

- A. Field Manager
 - 1. Review of the Field Inspection Report.....Page 52
- B. District Manager
- C. District Engineer
- D. District Counsel
 - 1. Consideration of Amenity Management Proposals.....Page 58
 - i. Home Encounter
 - ii. Inframark

5. Business Items

- A. Discussion on Trail Camera.....Page 86
- B. Consideration of Resolution 2025-01, Designating Officers.....Page 87

6. Board of Supervisors' Requests and Comments

7. Adjournment

Next meeting is Monday, December 8, 2025, at 6:30 PM

District Office:

Abbott Square CDD c/o Inframark
2005 Pan Am Circle, Suite 300
Tampa, FL 33607
813-873-7300

Meeting Room

Abbott Square CDD Clubhouse
6598 Bar S Bar Trail
Zephyrhills, FL 33541

Abbott Square Community Development District

Financial Statements
(Unaudited)

Period Ending
September 30, 2025

Prepared by:



2005 Pan Am Circle ~ Suite 300 ~ Tampa, Florida 33607
Phone (813) 873-7300 ~ Fax (813) 873-7070

ABBOTT SQUARE COMMUNITY DEVELOPMENT DISTRICT

Balance Sheet

As of September 30, 2025

(In Whole Numbers)

ACCOUNT DESCRIPTION	DEBT SERVICE		DEBT SERVICE		CAPITAL		CAPITAL		GENERAL		GENERAL		TOTAL			
	GENERAL	FUND SERIES	FUND SERIES	FUND SERIES	FUND SERIES	FUND SERIES	FIXED ASSETS	LONG TERM								
	FUND	2025	2022	2025	2022	2022	FUND	DEBT FUND								
ASSETS																
Cash - Operating Account	\$	185,565	\$	-	\$	-	\$	-	\$	-	\$	-	\$	185,565		
Investments:																
Acq. & Construction - Other		-		-		-		75,032		-		-		75,032		
Acquisition & Construction Account		-		-		-		20,315		261		-		20,576		
Construction Fund		-		-		-		175,148		-		-		175,148		
Cost of Issuance Fund		-		-		-		3,308		-		-		3,308		
Interest Account		-		47,607		-		-		-		-		47,607		
Reserve Fund		-		171,661		318,363		-		-		-		490,024		
Revenue Fund		-		-		329,699		-		-		-		329,699		
Prepaid Trustee Fees		2,688		-		-		-		-		-		2,688		
Prepaid Insurance		46,077		-		-		-		-		-		46,077		
Fixed Assets																
Improvements Other Than Buildings (IOTB)		-		-		-		-		2,575,161		-		2,575,161		
Infrastructure		-		-		-		-		5,859,892		-		5,859,892		
Property Under Capital Leases		-		-		-		-		1,176,241		-		1,176,241		
Amount To Be Provided		-		-		-		-		-		8,980,000		8,980,000		
TOTAL ASSETS	\$	234,330	\$	219,268	\$	648,062	\$	273,803	\$	261	\$	9,611,294	\$	8,980,000	\$	19,967,018
LIABILITIES																
Accounts Payable	\$	4,099	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	4,099
Due To Developer		6,000		-		-		-		-		-		-		6,000
Bonds Payable		-		-		-		-		-		-		8,980,000		8,980,000
Other Long-Term Liabilities		-		-		-		-		-		1,176,241		-		1,176,241
TOTAL LIABILITIES		10,099		-		-		-		-		1,176,241		8,980,000		10,166,340
FUND BALANCES																
Nonspendable:																
Prepaid Trustee Fees		2,688		-		-		-		-		-		-		2,688
Prepaid Insurance		46,077		-		-		-		-		-		-		46,077
Restricted for:																
Debt Service		-		219,268		648,062		-		-		-		-		867,330
Capital Projects		-		-		-		273,803		261		-		-		274,064
Unassigned:		175,466		-		-		-		-		8,435,053		-		8,610,519
TOTAL FUND BALANCES		224,231		219,268		648,062		273,803		261		8,435,053		-		9,800,678
TOTAL LIABILITIES & FUND BALANCES	\$	234,330	\$	219,268	\$	648,062	\$	273,803	\$	261	\$	9,611,294	\$	8,980,000	\$	19,967,018

ABBOTT SQUARE COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2025
General Fund (001)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ 26,245	\$ 26,245	0.00%
Special Assmnts- Tax Collector	558,323	552,707	(5,616)	98.99%
Other Miscellaneous Revenues	-	1,609	1,609	0.00%
TOTAL REVENUES	558,323	580,561	22,238	103.98%
<u>EXPENDITURES</u>				
<u>Administration</u>				
Supervisor Fees	12,000	12,683	(683)	105.69%
ProfServ-Arbitrage Rebate	500	1	499	0.20%
Dissemination Agent/Reporting	1,000	-	1,000	0.00%
Field Management	15,000	12,484	2,516	83.23%
Trustee Fees	5,000	4,031	969	80.62%
Management Contract	48,000	57,654	(9,654)	120.11%
District Counsel	25,000	21,382	3,618	85.53%
District Engineer	10,000	7,657	2,343	76.57%
Auditing Services	5,000	8,040	(3,040)	160.80%
Website Compliance	1,000	-	1,000	0.00%
Postage	500	6	494	1.20%
Insurance - General Liability	3,025	3,025	-	100.00%
Public Officials Insurance	2,475	2,475	-	100.00%
Property and Causualty Insurance	14,566	21,198	(6,632)	145.53%
Printing and Binding	500	2,209	(1,709)	441.80%
Legal Advertising	1,500	3,213	(1,713)	214.20%
Bank Fees	500	126	374	25.20%
Meeting Expense	4,128	1,514	2,614	36.68%
Website Administration	705	1,553	(848)	220.28%
Dues, Licenses and Fees	175	175	-	100.00%
Total Administration	150,574	159,426	(8,852)	105.88%
<u>Electric Utility Services</u>				
Electric Utility Services	3,600	1,501	2,099	41.69%
Street Lights	97,000	87,345	9,655	90.05%
Total Electric Utility Services	100,600	88,846	11,754	88.32%
<u>Stormwater Control</u>				
Wetland Maintenance	7,500	600	6,900	8.00%
Aquatic Maintenance	22,900	3,000	19,900	13.10%
Total Stormwater Control	30,400	3,600	26,800	11.84%

ABBOTT SQUARE COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2025
General Fund (001)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>Landscape Services</u>				
Landscape Maintenance - Contract	156,744	148,302	8,442	94.61%
Landscape - Annuals	5,000	-	5,000	0.00%
Mulch	20,000	-	20,000	0.00%
Landscaping - Plant Replacement Program	5,000	4,363	637	87.26%
Total Landscape Services	186,744	152,665	34,079	81.75%
<u>Other Physical Environment</u>				
R&M-Well Maintenance	19,176	-	19,176	0.00%
R&M-Trail Maintenance	7,500	-	7,500	0.00%
Irrigation Maintenance	2,500	6,609	(4,109)	264.36%
Misc-Contingency	22,000	16,128	5,872	73.31%
Total Other Physical Environment	51,176	22,737	28,439	44.43%
<u>Parks and Recreation</u>				
Roadway Repair & Maintenance	5,000	-	5,000	0.00%
Entrance Monuments, Gates, Walls R&M	5,000	47,639	(42,639)	952.78%
Parks Maintenance	10,000	1,990	8,010	19.90%
Retention Pond Maintenance	8,600	-	8,600	0.00%
Total Parks and Recreation	28,600	49,629	(21,029)	173.53%
<u>Other Fees and Charges</u>				
Tax Collector/Property Appraiser Fees	10,229	183	10,046	1.79%
Total Other Fees and Charges	10,229	183	10,046	1.79%
TOTAL EXPENDITURES	558,323	477,086	81,237	85.45%
Excess (deficiency) of revenues				
Over (under) expenditures	-	103,475	103,475	0.00%
<u>OTHER FINANCING SOURCES (USES)</u>				
Interfund Transfer - In	-	10,424	10,424	0.00%
TOTAL FINANCING SOURCES (USES)	-	10,424	10,424	0.00%
Net change in fund balance	\$ -	\$ 113,899	\$ 113,899	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2024)		110,332		
FUND BALANCE, ENDING		\$ 224,231		

ABBOTT SQUARE COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2025
Debt Service Fund Series 2025 (200)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ 93	\$ 93	0.00%
TOTAL REVENUES	-	93	93	0.00%
<u>EXPENDITURES</u>				
TOTAL EXPENDITURES	-	-	-	0.00%
Excess (deficiency) of revenues				
Over (under) expenditures	-	93	93	0.00%
<u>OTHER FINANCING SOURCES (USES)</u>				
Bond Proceeds	-	219,248	219,248	0.00%
Operating Transfers-Out	-	(73)	(73)	0.00%
TOTAL FINANCING SOURCES (USES)	-	219,175	219,175	0.00%
Net change in fund balance	\$ -	\$ 219,268	\$ 219,268	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2024)		-		
FUND BALANCE, ENDING		\$ 219,268		

ABBOTT SQUARE COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2025
Debt Service Fund Series 2022 (201)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ 25,010	\$ 25,010	0.00%
Special Assmnts- Tax Collector	639,163	647,056	7,893	101.23%
TOTAL REVENUES	639,163	672,066	32,903	105.15%
<u>EXPENDITURES</u>				
<u>Debt Service</u>				
Principal Debt Retirement	150,000	150,000	-	100.00%
Interest Expense	489,163	489,163	-	100.00%
Total Debt Service	639,163	639,163	-	100.00%
TOTAL EXPENDITURES	639,163	639,163	-	100.00%
Excess (deficiency) of revenues Over (under) expenditures	-	32,903	32,903	0.00%
<u>OTHER FINANCING SOURCES (USES)</u>				
Operating Transfers-Out	-	(10,424)	(10,424)	0.00%
TOTAL FINANCING SOURCES (USES)	-	(10,424)	(10,424)	0.00%
Net change in fund balance	\$ -	\$ 22,479	\$ 22,479	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2024)		625,583		
FUND BALANCE, ENDING		\$ 648,062		

ABBOTT SQUARE COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2025
Capital Projects Fund Series 2025 (300)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ 585	\$ 585	0.00%
TOTAL REVENUES	-	585	585	0.00%
<u>EXPENDITURES</u>				
<u>Administration</u>				
Dissemination Agent/Reporting	-	500	(500)	0.00%
Trustee Fees	-	13,000	(13,000)	0.00%
Bond Counsel	-	60,000	(60,000)	0.00%
ProfServ-Assessment Methodology	-	38,500	(38,500)	0.00%
District Counsel	-	48,500	(48,500)	0.00%
District Engineer	-	15,000	(15,000)	0.00%
Postage, Phone, Faxes, Copies	-	1,750	(1,750)	0.00%
Cost of Issuance	-	21,500	(21,500)	0.00%
Underwriter	-	45,000	(45,000)	0.00%
Total Administration	-	243,750	(243,750)	0.00%
<u>Construction In Progress</u>				
Construction in Progress	-	4,148,863	(4,148,863)	0.00%
Total Construction In Progress	-	4,148,863	(4,148,863)	0.00%
TOTAL EXPENDITURES	-	4,392,613	(4,392,613)	0.00%
Excess (deficiency) of revenues				
Over (under) expenditures	-	(4,392,028)	(4,392,028)	0.00%
<u>OTHER FINANCING SOURCES (USES)</u>				
Interfund Transfer - In	-	73	73	0.00%
Bond Proceeds	-	4,665,758	4,665,758	0.00%
TOTAL FINANCING SOURCES (USES)	-	4,665,831	4,665,831	0.00%
Net change in fund balance	\$ -	\$ 273,803	\$ 273,803	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2024)		-		
FUND BALANCE, ENDING		\$ 273,803		

ABBOTT SQUARE COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2025
Capital Projects Fund Series 2022 (301)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ 10	\$ 10	0.00%
TOTAL REVENUES	-	10	10	0.00%
<u>EXPENDITURES</u>				
TOTAL EXPENDITURES	-	-	-	0.00%
Excess (deficiency) of revenues				
Over (under) expenditures	-	10	10	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2024)		251		
FUND BALANCE, ENDING		<u>\$ 261</u>		

ABBOTT SQUARE CDD

Statement Date 09/30/2025

Posting Date	Document Type	Document No.	Vendor	Description	Amount	Cleared Amount	Difference
Deposits							
							0.00
09/02/2025	Payment	BD00008	Special Assmnts-Tax Collector	Deposit No. BD00008	5,234.00	5,234.00	0.00
09/05/2025		JE000486	Bank Fees	Bank Fees Refunded to	14.94	14.94	0.00
09/30/2025		JE000513	Interest - Investments	Interest Income	887.68	887.68	0.00
Total Deposits					6,136.62	6,136.62	0.00
Checks							
							0.00
08/27/2025	Payment	100107	GIG FIBER, LLC	Inv: 4881, Inv: 4708, Inv:	-23,329.50	-23,329.50	0.00
08/27/2025	Payment	100108	MAHONEY LAW GROUP P.A	Inv: 22932	-2,586.00	-2,586.00	0.00
08/28/2025	Payment	300014	DUKE ENERGY	Inv: 080725-7996 ACH	-324.52	-324.52	0.00
08/28/2025	Payment	300015	DUKE ENERGY	Inv: 080725-8253 ACH	-161.02	-161.02	0.00
09/04/2025	Payment	100109	EGIS INSURANCE ADVISORS LLC	Inv: 28316	-6,603.00	-6,603.00	0.00
09/04/2025	Payment	100110	INFRAMARK LLC	Inv: 157123	-3.60	-3.60	0.00
09/04/2025	Payment	100111	SITEX AQUATICS, LLC	Inv: 10219-b	-300.00	-300.00	0.00
09/04/2025	Payment	100112	STEADFAST MAINTENANCE	Inv: SA-14729, Inv: SA-14728	-832.83	-832.83	0.00
09/08/2025	Payment	100113	STRALEY ROBIN VERICKER	Inv: 27065	-2,960.00	-2,960.00	0.00
09/12/2025	Payment	100114	COMPLETE I.T	Inv: 17620	-67.80	-67.80	0.00
09/12/2025	Payment	100115	INFRAMARK LLC	Inv: 158175	-5,000.00	-5,000.00	0.00
09/12/2025	Payment	100116	GIG FIBER, LLC	Inv: 5064	-7,776.50	-7,776.50	0.00
09/12/2025	Payment	100117	JAYMAN ENTERPRISES LLC	Inv: 4193	-1,500.00	-1,500.00	0.00
09/16/2025	Payment	100118	STANTEC				
09/16/2025	Payment	100118	CONSULTING SERVICES	Inv: 2452721	-7,657.00	-7,657.00	0.00
09/26/2025	Payment	100120	INFRAMARK LLC	Inv: 159221	-2,094.22	-2,094.22	0.00
Total Checks					-61,195.99	-61,195.99	0.00
Adjustments							

Bank Account Statement

ABBOTT SQUARE CDD

Bank Account No. 2901
Statement No. 09-25

Statement Date 09/30/2025

Total Adjustments

Outstanding Checks

08/15/2025	Payment	100106	ADA SITE COMPLIANCE LLC	Inv: 1	-1.00
08/22/2025		JE000489	Bank Fees	Valley National Bank	-22.72
09/19/2025	Payment	300016	DUKE ENERGY	Inv: 090825-8253-ACH	-162.16
09/19/2025	Payment	300017	DUKE ENERGY SOUTHERN	Inv: 090825-7996-ACH	-260.95
09/25/2025	Payment	100119	AUTOMATED ACCESS SVCS LLC	Inv: 16717	-115.00
09/30/2025	Payment	1146	EGIS INSURANCE ADVISORS LLC	Check for Vendor V00017	-46,077.00
Total Outstanding Checks					-46,638.83

Outstanding Deposits

Total Outstanding Deposits

ABBOTT SQUARE COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund

For the Period from 09/01/2025 to 09/30/2025

(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Vendor	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
GENERAL FUND - 001									
001	100109	09/04/25	V00017	EGIS INSURANCE ADVISORS LLC	28316	Adding Property	Property and Casualty Insurance	545009-51301	\$6,603.00
001	100110	09/04/25	V00003	INFRAMARK LLC	157123	POSTAGE	Postage	541010-51301	\$3.60
001	100111	09/04/25	V00005	SITEX AQUATICS, LLC	10219-B	Aquatics Maintenance SEP 2025	Wet Pond Maintenance	534299-53908	\$300.00
001	100112	09/04/25	V00008	STEADFAST MAINTENANCE	SA-14728	IRRIGATION REPAIRS	IRR MODIFICATIONS	546930-53908	\$335.00
001	100112	09/04/25	V00008	STEADFAST MAINTENANCE	SA-14729	Rid O Rust Chemical Refill split with HOA	Irrigation Maintenance	546930-53908	\$497.83
001	100113	09/08/25	V00004	STRALEY ROBIN VERICKER	27065	Legal Service Through 7/31/25	District Counsel	531146-51301	\$2,960.00
001	100114	09/12/25	V00040	COMPLETE I.T	17620	GOOGLE VAULT EMAIL SERVICE	Misc-Contingency	549900-51301	\$67.80
001	100115	09/12/25	V00003	INFRAMARK LLC	158175	SEP 25 Monthly Management	DISTRICT MGMT	531150-51301	\$4,000.00
001	100115	09/12/25	V00003	INFRAMARK LLC	158175	SEP 25 Monthly Management	FIELD MGMT	531016-51301	\$1,000.00
001	100116	09/12/25	V00015	GIG FIBER, LLC	5064	SEP25 SOLAR EQUIPMENT LEASE	Street Lights	543057-53908	\$7,776.50
001	100117	09/12/25	V00048	JAYMAN ENTERPRISES LLC	4193	AUGUST 2025 TRASH MAINTENANCE	Misc-Contingency	549900-53908	\$1,500.00
001	100118	09/16/25	V00014	STANTEC CONSULTING SERVICES	2452721	2025 FY GENERAL CONSULTING	GENERAL CONSULTING	531147-51301	\$7,657.00
001	100119	09/25/25	V00051	SOUTHERN AUTOMATED ACCESS SVCS LLC	16717	Clubhouse Camera	ASSESSMENT LETTER MAILING	547006-51301	\$115.00
001	100120	09/26/25	V00003	INFRAMARK LLC	159221	Budget Mailed Notice	Printing and Binding	547006-51301	\$2,094.22
001	1146	09/30/25	V00017	EGIS INSURANCE ADVISORS LLC	29146	Prepaid Insurance	INSURANCE POLICY 10/01/25-10/01/26	155100-51301	\$46,077.00
001	300016	09/19/25	V00011	DUKE ENERGY	090825-8253-ACH	SVC PRD 08/06-09/04/25	Street Lights	543057-53100	\$162.16
001	300017	09/19/25	V00011	DUKE ENERGY	090825-7996-ACH	SVC PRD 08/06-09/04/25	Street Lights	543057-53100	\$260.95
Fund Total									\$81,410.06

Total Checks Paid	\$81,410.06
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INVOICE

Customer	Abbott Square Community Development District
Acct #	1228
Date	06/30/2025
Customer Service	Christina Wood
Page	1 of 1

Abbott Square Community Development District
2005 Pan Am Circle
Ste 300
Tampa, FL 33607

Payment Information	
Invoice Summary	\$ 6,603.00
Payment Amount	
Payment for:	Invoice#28316
100124897	

Thank You

Please detach and return with payment



Customer: Abbott Square Community Development District

Invoice	Effective	Transaction	Description	Amount
28316	06/27/2025	Policy change	Policy #100124897 10/01/2024-10/01/2025 Florida Insurance Alliance Package - Adding Property Due Date: 6/30/2025	6,603.00

Total

\$ 6,603.00

Thank You

FOR PAYMENTS SENT OVERNIGHT:
Bank of America Lockbox Services, Lockbox 748555, 6000 Feldwood Rd. College Park, GA 30349

Remit Payment To: Egis Insurance Advisors

(321)233-9939

Date

P.O. Box 748555
Atlanta, GA 30374-8555

sclimer@egisadvisors.com

06/30/2025



Coverage Agreement Endorsement

Endorsement No.: 1
Member: Abbott Square Community Development
District

Effective Date: 06/27/2025
Agreement No.: 100124897

Coverage Period: October 1, 2024 to October 1, 2025

In consideration of **an additional premium of \$6,603.00**, the coverage agreement is amended as follows:

Property

Added:

- 11 Amenity Center 6598 Bar S Bar Trail
- 12 Pool, Pumps, and Equipment (134,000gal) 6598 Bar S Bar Trail
- 13 Pool Fencing 6598 Bar S Bar Trail
- 14 Pool Furniture 6598 Bar S Bar Trail
- 15 Playground 6598 Bar S Bar Trail
- 16 Dumpster Enclosure w/PVC Gate 6598 Bar S Bar Trail
- 17 Game Room Building 6598 Bar S Bar Trail
- 18 PVC Pool Pump Enclosure 6598 Bar S Bar Trail

Subject otherwise to the terms, conditions and exclusions of the coverage agreement.

Issued: June 30, 2025

Authorized by: 

**Abbott Square Community Development District**

Policy No.: 100124897
Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description		Year Built	Eff. Date	Building Value	Total Insured Value	
	Address		Const Type	Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt	
1	Front Entry Monuments (3)		2023	10/01/2024	\$272,833		
	6598 S Bar Trail & North Entrance Zephyrhills FL 33541		Non combustible	10/01/2025		\$272,833	
Unit #	Description		Year Built	Eff. Date	Building Value	Total Insured Value	
	Address		Const Type	Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt	
2	Fences - PVC & Aluminum (Left Side) North		2023	10/01/2024	\$467,464		
	6598 S Bar Trail Zephyrhills FL 33541		Non combustible	10/01/2025		\$467,464	
Unit #	Description		Year Built	Eff. Date	Building Value	Total Insured Value	
	Address		Const Type	Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt	
3	Fences - Timber (Left & Right Sides)		2023	10/01/2024	\$337,313		
	6598 S Bar Trail Zephyrhills FL 33541		Frame	10/01/2025		\$337,313	
Unit #	Description		Year Built	Eff. Date	Building Value	Total Insured Value	
	Address		Const Type	Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt	
4	Retaining Walls/Block and Brick		2023	10/01/2024	\$47,020		
	Beverly Hills Drve/Flats St and Bar's Bar Trail/Flats St Zephyrhills FL 33541		Non combustible	10/01/2025		\$47,020	
Unit #	Description		Year Built	Eff. Date	Building Value	Total Insured Value	
	Address		Const Type	Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt	
5	Dock		2023	10/01/2024	\$113,300		
	off of Bar S Bar Trail Zephyrhills FL 33541		Non combustible	10/01/2025		\$113,300	
Unit #	Description		Year Built	Eff. Date	Building Value	Total Insured Value	
	Address		Const Type	Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt	
6	Gazebo		2023	10/01/2024	\$80,789		
	Garden Wall Way Zephyrhills FL 33541		Non combustible	10/01/2025		\$80,789	
Unit #	Description		Year Built	Eff. Date	Building Value	Total Insured Value	
	Address		Const Type	Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt	
7	Arbor		2023	10/01/2024	\$5,150		
	Garden Wall Way Zephyrhills FL 33541		Frame	10/01/2025		\$5,150	

**Abbott Square Community Development District**

Policy No.: 100124897
Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address		Const Type	Term Date	Contents Value			
	Roof Shape	Roof Pitch			Roof Covering	Covering Replaced	Roof Yr Blt	
8	(2) Large Pavilions		2023	10/01/2024	\$213,892			
	Camp Fire Terrace Zephyrhills FL 33541		Non combustible	10/01/2025			\$213,892	
	Flat			Metal panel				
Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address		Const Type	Term Date	Contents Value			
	Roof Shape	Roof Pitch			Roof Covering	Covering Replaced	Roof Yr Blt	
9	(1) Small Pavilion		2023	10/01/2024	\$92,756			
	Flats Street Zephyrhills FL 33541		Non combustible	10/01/2025			\$92,756	
	Flat			Metal panel				
Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address		Const Type	Term Date	Contents Value			
	Roof Shape	Roof Pitch			Roof Covering	Covering Replaced	Roof Yr Blt	
10	Dock Railing		2023	10/01/2024	\$25,750			
	Flats Street Zephyrhills FL 33541		Non combustible	10/01/2025			\$25,750	
Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address		Const Type	Term Date	Contents Value			
	Roof Shape	Roof Pitch			Roof Covering	Covering Replaced	Roof Yr Blt	
11	Amenity Center		2023	06/27/2025	\$2,200,000			
	6598 Bar S Bar Trail Zephyrhills FL 33541		Joisted masonry	10/01/2025	\$20,000		\$2,220,000	
	Simple hip			Asphalt shingles				
Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address		Const Type	Term Date	Contents Value			
	Roof Shape	Roof Pitch			Roof Covering	Covering Replaced	Roof Yr Blt	
12	Pool, Pumps, and Equipment (134,000gal)		2023	06/27/2025	\$250,000			
	6598 Bar S Bar Trail Zephyrhills FL 33541		Below ground liquid storage tank / pool	10/01/2025			\$250,000	
Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address		Const Type	Term Date	Contents Value			
	Roof Shape	Roof Pitch			Roof Covering	Covering Replaced	Roof Yr Blt	
13	Pool Fencing		2023	06/27/2025	\$50,000			
	6598 Bar S Bar Trail Zephyrhills FL 33541		Non combustible	10/01/2025			\$50,000	
Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address		Const Type	Term Date	Contents Value			
	Roof Shape	Roof Pitch			Roof Covering	Covering Replaced	Roof Yr Blt	
14	Pool Furniture		2023	06/27/2025	\$25,000			
	6598 Bar S Bar Trail Zephyrhills FL 33541		Property in the Open	10/01/2025			\$25,000	
Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address		Const Type	Term Date	Contents Value			
	Roof Shape	Roof Pitch			Roof Covering	Covering Replaced	Roof Yr Blt	
15	Playground		2023	06/27/2025	\$50,000			
	6598 Bar S Bar Trail Zephyrhills FL 33541		Non combustible	10/01/2025			\$50,000	

**Abbott Square Community Development District**

Policy No.: 100124897
Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address		Const Type	Term Date	Contents Value			
	Roof Shape	Roof Pitch			Roof Covering	Covering Replaced	Roof Yr Blt	
16	Dumpster Enclosure w/PVC Gate		2023	06/27/2025	\$10,000		\$10,000	
	6598 Bar S Bar Trail Zephyrhills FL 33541		Masonry non combustible	10/01/2025				
Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address		Const Type	Term Date	Contents Value			
	Roof Shape	Roof Pitch			Roof Covering	Covering Replaced	Roof Yr Blt	
17	Game Room Building		2023	06/27/2025	\$450,000		\$470,000	
	6598 Bar S Bar Trail Zephyrhills FL 33541		Joisted masonry	10/01/2025	\$20,000			
	Gable			Asphalt shingles				
Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address		Const Type	Term Date	Contents Value			
	Roof Shape	Roof Pitch			Roof Covering	Covering Replaced	Roof Yr Blt	
18	PVC Pool Pump Enclosure		2023	06/27/2025	\$75,000		\$75,000	
	6598 Bar S Bar Trail Zephyrhills FL 33541		Property in the Open	10/01/2025				
			Total:	Building Value \$4,766,267		Contents Value \$40,000		Insured Value \$4,806,267



2002 West Grand Parkway North
Suite 100
Katy, TX 77449

INVOICE#

157123

CUSTOMER ID

C5085

PO#**DATE**

8/28/2025

NET TERMS

Due On Receipt

DUE DATE

8/28/2025

BILL TO

Abbott Square Community
Development District
2654 Cypress Ridge Blvd Ste 101
Wesley Chapel FL 33544-6322
United States

Services provided for the Month of: July 2025

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
Postage	5	Ea	0.72		3.60
Subtotal					3.60

Subtotal

\$3.60

Tax

\$0.00

Total Due

\$3.60

Remit To : Inframark LLC, PO BOX 733778, Dallas, Texas, 75373-3778

To pay by Credit Card, please contact us at 281-578-4299, 9:00am - 5:30pm EST, Monday – Friday. A surcharge fee may apply.

To pay via ACH or Wire, please refer to our banking information below:

Account Name: INFRAMARK, LLC

ACH - Bank Routing Number: 111000614 / Account Number: 912593196

Wire - Bank Routing Number: 021000021 / SWIFT Code: CHASUS33 / Account Number: 912593196

Please include the Customer ID and the Invoice Number on your form of payment.

INVOICE

Sitex Aquatics, LLC
PO Box 917
Parrish, FL 34219

office@sitexaquatics.com
+1 (813) 564-2322



Bill to
Abbott Square
Community Development District
2300 Glades Road, Ste 410 West
Boca Raton, FL 33431

Invoice details

Invoice no.: 10219-b
Terms: Net 30
Invoice date: 09/01/2025
Due date: 10/01/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Aquatic Maintenance	Monthly Lake Maintenance- 1 Pond	1	\$300.00	\$300.00
2.			Please note our billing address is: P.O. Box 917 Parrish, FL 34219			
					Total	\$300.00



Steadfast Alliance

30435 Commerce Drive, Suite 102
San Antonio, FL 33576
844-347-0702 | ar@steadfastalliance.com

Invoice

Date	Invoice #
8/28/2025	SA-14728

Please make all Checks payable to:
Steadfast Alliance

Bill To

Abbott Square CDD
2654 Cypress Ridge Blvd, Ste 101
Wesley Chapel, FL 33544

Ship To

SM1096
Abbott Square
36690 Garden Wall Way
Zephyrhills, FL 33541

P.O. No.	W.O. No.	Account #	Cost Code	Terms	Project
				Net 30	SM1096 Abbott Square CDD
Quantity	Description		Rate	Serviced Date	Amount
0	Water Management Program- Timer at CDD Common areas of the TH & Villas During our monthly inspection, our techs found and fixed these issues: Timer C- Zone 3- 1 Clogged nozzle Zone 7- 1 broken rotor Villa Common- Zone14- 7 clogged nozzles 1/2 male elbow popped off flex glued new 1/2 male elbow. All repairs have been made.		0.00	8/5/2025	0.00
1	Irrigation Parts 1-4" rotor 8-nozzles 1-1/2 coupling 1-4inch flex line 1-1/2 male elbow		87.50	8/5/2025	87.50
1.5	Irrigation Labor		85.00	8/5/2025	127.50

Accounts over 60 days past due will be subject to credit hold and services may be suspended. All past due amounts are subject to interest at 1.5% per month plus costs of collection including attorney fees if incurred.

Total	\$335.00
Payments/Credits	\$0.00
Balance Due	\$335.00



Steadfast Alliance

30435 Commerce Drive, Suite 102
San Antonio, FL 33576
844-347-0702 | ar@steadfastalliance.com

Invoice

Date	Invoice #
8/28/2025	SA-14729

Please make all Checks payable to:
Steadfast Alliance

Bill To

Abbott Square CDD
2654 Cypress Ridge Blvd, Ste 101
Wesley Chapel, FL 33544

Ship To

SM1096
Abbott Square
36690 Garden Wall Way
Zephyrhills, FL 33541

P.O. No.	W.O. No.	Account #	Cost Code	Terms	Project
				Net 30	SM1096 Abbott Square CDD
Quantity	Description		Rate	Serviced Date	Amount
1	Rid O Rust System-Refill & Maintenance- Villa Tank		497.83	8/18/2025	497.83

Accounts over 60 days past due will be subject to credit hold and services may be suspended. All past due amounts are subject to interest at 1.5% per month plus costs of collection including attorney fees if incurred.

Total	\$497.83
Payments/Credits	\$0.00
Balance Due	\$497.83

Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

Telephone (813) 223-9400

Federal Tax Id. - 20-1778458

Abbott Square CDD
c/o Inframark
210 N. University Drive, Suite 702
Coral Springs, FL 33071

August 27, 2025

Client: 001583

Matter: 000001

Invoice #: 27065

Page: 1

RE: General

For Professional Services Rendered Through July 31, 2025

SERVICES

Date	Person	Description of Services	Hours	Amount
7/1/2025	VKB	REVIEW AND REPLY TO EMAILS RE: TOWING POLICY AND PROVISION REGARDING NORMAL FLOW OF TRAFFIC; REVIEW EMAILS RE: STATUS OF FY 23-24 AUDIT.	0.4	\$150.00
7/2/2025	VKB	TELECONFERENCE WITH M. VEGA; REVIEW AND REVISE AGENDA FOR UPCOMING WORKSHOP.	0.3	\$112.50
7/7/2025	VKB	REVIEW AGENDA PACKAGE; FOLLOW UP WITH DISTRICT MANAGER RE: UPCOMING TOWN HALL MEETING.	0.4	\$150.00
7/9/2025	VKB	REVIEW AND REPLY TO EMAIL FROM M. VEGA RE: AGENDA FOR UPCOMING BOARD MEETING.	0.3	\$112.50
7/10/2025	VKB	FINALIZE DRAFT RECREATIONAL FACILITIES POLICIES; DRAFT EMAIL RE: SAME.	1.9	\$712.50
7/15/2025	VKB	REVIEW AGENDA PACKAGE; FOLLOW UP WITH DISTRICT MANAGER RE: UPCOMING BOARD MEETING.	0.4	\$150.00
7/16/2025	VKB	PREPARE FOR AND ATTEND BOARD MEETING.	3.3	\$1,237.50
7/17/2025	LC	REVIEW CORRESPONDENCE RECEIVED FROM J. GASKINS, FLORIDA COMMERCE, RE FAILURE TO FILE ANNUAL FINANCIAL REPORT AND AUDIT REPORT FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2024; PREPARE CORRESPONDENCE TO DISTRICT MANAGER RE SAME.	0.2	\$35.00
7/24/2025	VKB	REVIEW AND REVISE TENTATIVE AGENDA.	0.3	\$112.50
7/29/2025	VKB	REVIEW AND REVISE RESOLUTION ADOPTING FINAL BUDGET AND RESOLUTION LEVYING O/M ASSESSMENTS AND CERTIFYING ALL SPECIAL ASSESSMENTS FOR COLLECTION ON-ROLL.	0.5	\$187.50

SERVICES

Date	Person	Description of Services	Hours	Amount
		Total Professional Services	8.0	\$2,960.00
		Total Services	\$2,960.00	
		Total Disbursements	\$0.00	
		Total Current Charges		\$2,960.00
		Previous Balance		\$2,400.00
		Less Payments		(\$2,400.00)
		PAY THIS AMOUNT		\$2,960.00

Please Include Invoice Number on all Correspondence

2664 Cypress Ridge Blvd | Suite 103
Wesley Chapel, FLORIDA 33544
<https://completeit.io>
(813) 444-4355



Abbott Square CDD
2005 Pan Am Circle
Tampa, FL, United States 33607

Invoice #	17620
Invoice Date	09-01-25
Balance Due	\$67.80

Item	Description	Unit Cost	Quantity	Line Total
CDD/HOA Google Email w/ Vault	Priced per user, per month. 3-year contract. Google Vault audit functionality included. Support including password reset & additional training is per hour basis.	\$16.95	4.0	\$67.80
License Cost is for the month of April 2025. Recurring invoices for licensing will start May 1st.				

Subtotal	\$67.80
Tax	\$0.00
Invoice Total	\$67.80
Payments	\$0.00
Credits	\$0.00
Balance Due	\$67.80



2002 West Grand Parkway North
Suite 100
Katy, TX 77449

INVOICE#

158175

CUSTOMER ID

C5085

PO#**DATE**

9/5/2025

NET TERMS

Due On Receipt

DUE DATE

9/5/2025

BILL TO

Abbott Square Community
Development District
2654 Cypress Ridge Blvd Ste 101
Wesley Chapel FL 33544-6322
United States

Services provided for the Month of: September 2025

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
District Management	1	Ea	4,000.00		4,000.00
Field Management	1	Ea	1,000.00		1,000.00
Subtotal					5,000.00

Subtotal \$5,000.00

Tax \$0.00

Total Due \$5,000.00

Remit To : Inframark LLC, PO BOX 733778, Dallas, Texas, 75373-3778

To pay by Credit Card, please contact us at 281-578-4299, 9:00am - 5:30pm EST, Monday – Friday. A surcharge fee may apply.

To pay via ACH or Wire, please refer to our banking information below:

Account Name: INFRAMARK, LLC

ACH - Bank Routing Number: 111000614 / Account Number: 912593196

Wire - Bank Routing Number: 021000021 / SWIFT Code: CHASUS33 / Account Number: 912593196

Please include the Customer ID and the Invoice Number on your form of payment.

Gig Fiber, LLC
2502 N Rocky Point Dr
Ste 1000
Tampa, FL 33607
813-800-5323

INVOICE



Invoice #: 5064
Invoice Date: 09/01/25
Amount Due: \$7,776.50

Bill To:

Inframark
210 N University Dr Suite 702
Coral Springs, FL 33071
United States

Due Date
09/30/25

Item	Description	Quantity	Price	Amount
Solar Equipment Lease Income	Abbott Square CDD - Ph 1 and Ph 2_Sept 2025	151	\$51.50	\$7,776.50

Subtotal:	\$7,776.50
Sales Tax:	\$0.00
Total:	\$7,776.50
Payments:	\$0.00
Amount Due:	\$7,776.50

To pay online, go to <https://app02.us.bill.com/p/streetleaf>

Jayman Enterprises, LLC

1020 HILL FLOWER DR
Brooksville, FL 34604

Phone # (813)333-3008 jaymanenterprises@live.com

Invoice

Date	Invoice #
9/1/2025	4193

Bill To
Abbott Square CDD 30435 Commerce Dr Ste 102 San Antonio, FL. 33576

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	August 2025 Maintenance 7 trash cans throughout community twice per week. Supplies paid for by vendor. 3 trash cans Areas of maintenance are Townhomes under 2 pavilions along with grill area. 2 trash can areas of maintenance are park area with grill across from pool amenity off Bar S Bar Trl 2 trash can areas of maintenance are grill area located on the outside of the villas and the pavilion along the trail. Price includes all labor and materials	1,500.00	1,500.00
All work is complete!		Total	\$1,500.00



INVOICE

Page 1 of 3

Invoice Number	2452721
Invoice Date	September 12, 2025
Customer Number	184629
Project Number	238202136

Bill To

Abbott Square Community
Development District
Accounts Payable
c/o Inframark
2300 Glades Road, Suite 410W
Boca Raton FL 33431
United States

EFT/ACH Remit To (Preferred)

Stantec Consulting Services Inc. (SCSI)
Bank of America
ABA No. : 111000012
Account No: 3752096026
Email Remittance: eft@stantec.com

Alternative Remit To

Stantec Consulting Services Inc.
(SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States
Federal Tax ID
11-2167170

Project Description: Abbott Square CDD.

Stantec Project Manager:	Stewart, Tonja L
Authorization Amount:	\$25,000.00
Authorization Previously Billed:	\$15,000.00
Authorization Budget Remaining:	\$2,343.00
Authorization Billed to Date:	\$22,657.00
Current Invoice Due:	\$7,657.00
For Period Ending:	September 12, 2025

Email Invoice:	InframarkCMS@payableslockbox.com
Copy:	mark.vega@inframark.com
CC:	Inframark

Net Due in 30 Days or in accordance with terms of the contract

Stantec will not change our banking information. If you receive a request noting our banking information has changed, please contact your Stantec Project Manager

INVOICE

Invoice Number

2452721

Project Number

238202136

Top Task 2025

2025 FY General Consulting

Low Task 2025

2025 FY General Consulting

Professional Services

Billing Level

	Date	Hours	Rate	Current Amount
Level 07				
Nurse, Vanessa M	2025-04-14	3.50	167.00	584.50
Nurse, Vanessa M	2025-04-15	0.50	167.00	83.50
Nurse, Vanessa M	2025-04-16	6.50	167.00	1,085.50
Nurse, Vanessa M	2025-04-17	1.00	167.00	167.00
Nurse, Vanessa M	2025-04-21	2.50	167.00	417.50
Nurse, Vanessa M	2025-04-23	3.50	167.00	584.50
Nurse, Vanessa M	2025-04-30	0.50	167.00	83.50
Nurse, Vanessa M	2025-05-12	2.00	167.00	334.00
Nurse, Vanessa M	2025-05-13	0.75	167.00	125.25
Nurse, Vanessa M	2025-05-14	1.00	167.00	167.00
Nurse, Vanessa M	2025-05-15	2.00	167.00	334.00
Nurse, Vanessa M	2025-05-19	0.50	167.00	83.50
Nurse, Vanessa M	2025-05-20	0.50	167.00	83.50
Nurse, Vanessa M	2025-05-21	0.50	167.00	83.50
		25.25		4,216.75
Level 09				
Nurse, Vanessa M	2025-07-22	0.25	183.00	45.75
Nurse, Vanessa M	2025-08-18	0.50	183.00	91.50
Nurse, Vanessa M	2025-09-02	0.50	183.00	91.50
Nurse, Vanessa M	2025-09-03	0.50	183.00	91.50
		1.75		320.25
Level 14				
Stewart, Tonja L	2025-05-14	2.00	240.00	480.00
Stewart, Tonja L	2025-05-15	3.00	240.00	720.00
Stewart, Tonja L	2025-05-21	4.00	240.00	960.00
Stewart, Tonja L	2025-05-22	3.00	240.00	720.00
Stewart, Tonja L	2025-08-11	1.00	240.00	240.00
		13.00		3,120.00
Professional Services Subtotal		40.00		7,657.00

Low Task 2025 Subtotal

7,657.00

INVOICE

Invoice Number
Project Number

2452721
238202136

Top Task 2025 Total	7,657.00
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Total Fees & Disbursements	\$7,657.00
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INVOICE TOTAL (USD)	<u><u>\$7,657.00</u></u>
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Billing Backup

Date	Project	Task	Expnd Type	Employee/Supplier	Quantity	Bill Rate	Bill Amount	Comment	AP Ref. #
2025-04-14	238202136	2025	Direct - Regular	NURSE, VANESSA M	3.50	167.00	584.50	PREPARED NEW PARKING EXHIBIT	
2025-04-15	238202136	2025	Direct - Regular	NURSE, VANESSA M	0.50	167.00	83.50	PREPARED NEW PARKING EXHIBIT	
2025-04-16	238202136	2025	Direct - Regular	NURSE, VANESSA M	6.50	167.00	1,085.50	PREPARED NEW PARKING EXHIBIT	
2025-04-17	238202136	2025	Direct - Regular	NURSE, VANESSA M	1.00	167.00	167.00	PREPARED NEW PARKING EXHIBIT	
2025-04-21	238202136	2025	Direct - Regular	NURSE, VANESSA M	1.50	167.00	250.50	PREPARED NO PARKING EXHIBIT	
2025-04-21	238202136	2025	Direct - Regular	NURSE, VANESSA M	1.00	167.00	167.00	UPDATED SWFWMD INSPECTION SPREADSHEET	
2025-04-23	238202136	2025	Direct - Regular	NURSE, VANESSA M	3.50	167.00	584.50	PREPARED NO PARKING EXHIBIT	
2025-04-30	238202136	2025	Direct - Regular	NURSE, VANESSA M	0.50	167.00	83.50	FINALIZED AND SENT OUT PARKING EXHIBIT	
2025-05-12	238202136	2025	Direct - Regular	NURSE, VANESSA M	1.00	167.00	167.00	PREPARED CLUBHOUSE ACQUISITION ER	
2025-05-12	238202136	2025	Direct - Regular	NURSE, VANESSA M	1.00	167.00	167.00	REVISED PARKING EXHIBIT PER CLINT COMMENTS	
2025-05-13	238202136	2025	Direct - Regular	NURSE, VANESSA M	0.25	167.00	41.75	FINANCIAL REVIEW	
2025-05-13	238202136	2025	Direct - Regular	NURSE, VANESSA M	0.50	167.00	83.50	PREPARED CLUBHOUSE ACQUISITION ER	
2025-05-14	238202136	2025	Direct - Regular	NURSE, VANESSA M	1.00	167.00	167.00	PREPARED CLUBHOUSE ACQUISITION ER	
2025-05-15	238202136	2025	Direct - Regular	NURSE, VANESSA M	2.00	167.00	334.00	PREPARED CLUBHOUSE ACQUISITION ER	
2025-05-19	238202136	2025	Direct - Regular	NURSE, VANESSA M	0.50	167.00	83.50	DOWNLOADED BACK-UP INFO FOR THE CLUBHOUSE ACQUISITION ER	
2025-05-20	238202136	2025	Direct - Regular	NURSE, VANESSA M	0.50	167.00	83.50	DOWNLOADED BACK-UP INFO FOR THE CLUBHOUSE ACQUISITION ER	
2025-05-21	238202136	2025	Direct - Regular	NURSE, VANESSA M	0.50	167.00	83.50	DOWNLOADED BACK-UP INFO FOR THE CLUBHOUSE ACQUISITION ER	
2025-07-22	238202136	2025	Direct - Regular	NURSE, VANESSA M	0.25	183.00	45.75	DOWNLOADED FY2025 BUDGET AND UPDATED LATEST DM INFO IN PREPARATION TO OPEN NEW FY2025 TASK	
2025-08-18	238202136	2025	Direct - Regular	NURSE, VANESSA M	0.50	183.00	91.50	ENTERED FY2026 TASK INFO INTO PIPELINE & PREPARED TASK 2026 PSF	
2025-09-02	238202136	2025	Direct - Regular	NURSE, VANESSA M	0.25	183.00	45.75	SENT FY2026 INFO TO PA TO OPEN 2026 TASK	
2025-09-02	238202136	2025	Direct - Regular	NURSE, VANESSA M	0.25	183.00	45.75	RESEARCH RE: WALL MAINTENANCE & MAINTENANCE MAP UPDATE	
2025-09-03	238202136	2025	Direct - Regular	NURSE, VANESSA M	0.50	183.00	91.50	RESEARCH RE: WALL MAINTENANCE & MAINTENANCE MAP UPDATE	
2025-05-14	238202136	2025	Direct - Regular	STEWART, TONJA L	2.00	240.00	480.00	AMENITY ER	
2025-05-15	238202136	2025	Direct - Regular	STEWART, TONJA L	3.00	240.00	720.00	AMENITY ER	
2025-05-21	238202136	2025	Direct - Regular	STEWART, TONJA L	4.00	240.00	960.00	ER	
2025-05-22	238202136	2025	Direct - Regular	STEWART, TONJA L	3.00	240.00	720.00	ER	
2025-08-11	238202136	2025	Direct - Regular	STEWART, TONJA L	1.00	240.00	240.00	REVIEW INFORMATION FROM DM REGARDING RESIDENT CURB INQUIRY	
Total Labor:					40.00		\$7,657.00		
Total Professional Services					40.00		\$7,657.00		
Total subTask 2025					40.00		\$7,657.00		
Total Top Task 2025					40.00		\$7,657.00		
Total Project					40.00		\$7,657.00		



Southern Automated Access Services, Inc

P.O. Box 46535
Tampa, FL 33646

Invoice

Date	Invoice #
7/24/2025	16717

Bill To
Abbott Square CDD

			Job Name	Terms
			CLUBHOUSE	Due on receipt
Quantity	Description	Rate	Serviced	Amount
1	Logged onto VMS Pro for camera viewing. Saved password...Cortex123! and location. Hourly Tech Charge Sales Tax	115.00 6.00%		115.00 0.00
Thank you for your business. Past due payments are subject to \$25 per month finance fee after 30 days			Total	\$115.00
Southern Automated Access Services, Inc. is not responsible for any of the following: Damages caused by vandalism, lightning/power surges or other natural causes such as water/flood, etc. Damages to drive gates or pedestrian gates caused by others. Gate closures on pedestrians, animals, and/or vehicles. Delayed or prevented access through drive gates or pedestrian gates for any vehicles, persons or animals including emergency vehicles or personel due to mechanical failure. All material remains the property of SAAS, Inc, until final payment is made.			Payments/Credits	\$0.00
			Balance Due	\$115.00



2002 West Grand Parkway North
Suite 100
Katy, TX 77449

INVOICE

INVOICE#

159221

DATE

9/22/2025

CUSTOMER ID

C5085

NET TERMS

Due On Receipt

PO#**DUE DATE**

9/22/2025

BILL TO

Abbott Square Community
Development District
2654 Cypress Ridge Blvd Ste 101
Wesley Chapel FL 33544-6322
United States

Services provided for the Month of: August 2025

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
Meeting Notice mailed on 06-27-25 \$882.76 / Meeting Notice mailed on 06-16-25 \$406.75	1	Ea	1,059.31		1,059.31
B/W Copies	209	Ea	0.15		31.35
Color Copies	3	Ea	0.20		0.60
Dissemination Services	1	Ea	1,000.00		1,000.00
Postage	4	Ea	0.74		2.96
Subtotal					2,094.22

Subtotal

\$2,094.22

Tax

\$0.00

Total Due

\$2,094.22

Remit To : Inframark LLC, PO BOX 733778, Dallas, Texas, 75373-3778

To pay by Credit Card, please contact us at 281-578-4299, 9:00am - 5:30pm EST, Monday – Friday. A surcharge fee may apply.

To pay via ACH or Wire, please refer to our banking information below:

Account Name: INFRAMARK, LLC

ACH - Bank Routing Number: 111000614 / Account Number: 912593196

Wire - Bank Routing Number: 021000021 / SWIFT Code: CHASUS33 / Account Number: 912593196

Please include the Customer ID and the Invoice Number on your form of payment.



INVOICE

Customer	Abbott Square Community Development District
Acct #	1228
Date	09/11/2025
Customer Service	Christina Wood
Page	1 of 1

Abbott Square Community Development District
2005 Pan Am Circle
Ste 300
Tampa, FL 33607

Payment Information	
Invoice Summary	\$ 46,077.00
Payment Amount	
Payment for:	Invoice#29146
100125897	

Thank You

Please detach and return with payment



Customer: Abbott Square Community Development District

Invoice	Effective	Transaction	Description	Amount
29146	10/01/2025	Renew policy	Policy #100125897 10/01/2025-10/01/2026 Florida Insurance Alliance Package - Renew policy Due Date: 9/11/2025	46,077.00

Please Remit Payment To:
Egis Insurance and Risk Advisors
P.O. Box 748555

Total
\$ 46,077.00

Thank You

FOR PAYMENTS SENT OVERNIGHT: Bank of America Lockbox Services, Lockbox 748555, 6000 Feldwood Rd. College Park, GA 30349
TO PAY VIA ACH: Accretive Global Insurance Services LLC
Routing ACH: 121000358 Account: 1291776914

Remit Payment To: Egis Insurance Advisors	(321)233-9939	Date
P.O. Box 748555		09/11/2025
Atlanta, GA 30374-8555	accounting@egisadvisors.com	

We're here for you

Report an emergency

Electric outage	duke-energy.com/outages 800.228.8485
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Convenient ways to pay your bill

Online	duke-energy.com/billing
Automatically from your bank account	duke-energy.com/automatic-draft
Speedpay (fee applies)	duke-energy.com/pay-now 800.700.8744
By mail payable to Duke Energy	P.O. Box 1094 Charlotte, NC 28201-1094
In person	duke-energy.com/location

Help managing your account (not applicable for all customers)

Register for free paperless billing	duke-energy.com/paperless
Home	duke-energy.com/manage-home
Business	duke-energy.com/manage-bus

General questions or concerns

Online	duke-energy.com
Home: Mon - Fri (7 a.m. to 7 p.m.)	800.700.8744
Business: Mon - Fri (7 a.m. to 6 p.m.)	877.372.8477
For hearing impaired TDD/TTY	711
International	1.407.629.1010

Call before you dig

Call	800.432.4770 or 811
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Check utility rates

Check rates and charges	duke-energy.com/rates
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Correspond with Duke Energy (not for payment)

P.O. Box 14042
St Petersburg, FL 33733

Important to know

Your next meter reading on or after: Oct 3

Please be sure we can safely access your meter. Don't worry if your digital meter flashes eights from time to time. That's a normal part of the energy measuring process.

Your electric service may be disconnected if your payment is past due

If payment for your electric service is past due, we may begin disconnection procedures. The due date on your bill applies to current charges only. Any unpaid, past due charges are not extended to the new due date and may result in disconnection.

Electric service does not depend on payment for other products or services

Non-payment for non-regulated products or services (such as surge protection or equipment service contracts) may result in removal from the program but will not result in disconnection of electric service.

When you pay by check

We may process the payment as a regular check or convert it into a one-time electronic check payment.

Asset Securitization Charge

A charge to recover cost associated with nuclear asset-recovery bonds. Duke Energy Florida is acting as the collection agent for Special Purpose Entity (SPE) until the bonds have been paid in full or legally discharged.

Medical Essential Program

Identifies customers who are dependent on continuously electric-powered medical equipment. The program does not automatically extend electric bill due dates, nor does it provide priority restoration. To learn more or find out if you qualify, call 800.700.8744 or visit duke-energy.com/home/billing/special-assistance/medically-essential.

Special Needs Customers

Florida Statutes offer a program for customers who need special assistance during emergency evacuations and sheltering. Customers with special needs may contact their local emergency management agency for registration and more information.

Para nuestros clientes que hablan Español

Representantes bilingües están disponibles para asistirle de lunes a viernes de 7 a.m. - 7 p.m. Para obtener más información o reportar problemas con su servicio eléctrico, favor de llamar al 800.700.8744.

Your usage snapshot - Continued

Current Electric Usage		
<u>Meter Number</u>	<u>Usage Type</u>	<u>Billing Period</u>
8343853	Actual	Aug 6 - Sep 4
Usage Values		
Billed kWh		752.562 kWh
Billed Demand kW		5.906 kW
Load Factor		17.70 %



A kilowatt-hour (kWh) is a measure of the energy used by a 1,000-watt appliance in one hour. A 10-watt LED lightbulb would take 100 hours to use 1 kWh.

Billing details - Electric

Billing Period - Aug 06 25 to Sep 04 25	
Meter - 8343853	
Customer Charge	\$17.85
Energy Charge	
752.562 kWh @ 5.370c	40.41
Fuel Charge	
752.562 kWh @ 3.925c	29.54
Demand Charge	
5.906 kW @ \$11.65	68.81
Asset Securitization Charge	
752.562 kWh @ 0.181c	1.36
Total Current Charges	\$157.97

Your current rate is General Service Demand Sec (GSD-1).

For a complete listing of all Florida rates and riders, visit duke-energy.com/rates

Billing details - Taxes

Regulatory Assessment Fee	\$0.14
Gross Receipts Tax	4.05
Total Taxes	\$4.19

We're here for you

Report an emergency

Electric outage duke-energy.com/outages
800.228.8485

Convenient ways to pay your bill

Online duke-energy.com/billing
Automatically from your bank account duke-energy.com/automatic-draft
Speedpay (fee applies) duke-energy.com/pay-now
800.700.8744
By mail payable to Duke Energy P.O. Box 1094
Charlotte, NC 28201-1094
In person duke-energy.com/location

Help managing your account (not applicable for all customers)

Register for free paperless billing duke-energy.com/paperless
Home duke-energy.com/manage-home
Business duke-energy.com/manage-bus

General questions or concerns

Online duke-energy.com
Home: Mon - Fri (7 a.m. to 7 p.m.) 800.700.8744
Business: Mon - Fri (7 a.m. to 6 p.m.) 877.372.8477
For hearing impaired TDD/TTY 711
International 1.407.629.1010

Call before you dig

Call 800.432.4770 or 811

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Check rates and charges duke-energy.com/rates

Correspond with Duke Energy (not for payment)

P.O. Box 14042
St Petersburg, FL 33733

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Please be sure we can safely access your meter. Don't worry if your digital meter flashes eights from time to time. That's a normal part of the energy measuring process.

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If payment for your electric service is past due, we may begin disconnection procedures. The due date on your bill applies to current charges only. Any unpaid, past due charges are not extended to the new due date and may result in disconnection.

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Non-payment for non-regulated products or services (such as surge protection or equipment service contracts) may result in removal from the program but will not result in disconnection of electric service.

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Para nuestros clientes que hablan Español

Representantes bilingües están disponibles para asistirle de lunes a viernes de 7 a.m. - 7 p.m. Para obtener más información o reportar problemas con su servicio eléctrico, favor de llamar al 800.700.8744.



Your usage snapshot - Continued

Current electric usage for meter number 8343958

Actual reading on Sep 4	42695
Previous reading on Aug 6	- 41241
Energy Used	1,454 kWh
Billed kWh	1,454.000 kWh



A kilowatt-hour (kWh) is a measure of the energy used by a 1,000-watt appliance in one hour. A 10-watt LED lightbulb would take 100 hours to use 1 kWh.

Billing details - Electric

Billing Period - Aug 06 25 to Sep 04 25

Meter - 8343958

Customer Charge	\$17.32
Energy Charge	
1,454.000 kWh @ 12.173c	177.00
Fuel Charge	
1,454.000 kWh @ 3.925c	57.07
Asset Securitization Charge	
1,454.000 kWh @ 0.194c	2.82
Total Current Charges	\$254.21

Your current rate is General Service Non-Demand Sec (GS-1).

For a complete listing of all Florida rates and riders, visit duke-energy.com/rates

Billing details - Taxes

Regulatory Assessment Fee	\$0.22
Gross Receipts Tax	6.52
Total Taxes	\$6.74

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Present and constituting a quorum were:

Also present were:

One Member of the Public Present and Several Members on Teams

FIRST ORDER OF BUSINESS

Mr. Vega called the meeting to order and called the roll and a quorum was established.

Public Comments

Public Hearing for Club Assessments, Fiscal Year 2026 Budget, and O&M Assessments

A. Resolution 2025-08, Levying Assessments for Abbott Square Club Acquisition

i. Report of the District Engineer - Clubhouse Acquisition

ii. Amenity Master Special Assessment Methodology Report

B. Discussion of Budget

On MOTION by Ms. Campagna seconded by Ms. Evans, the Public Hearing was closed at 6:11 pm and was approved. (5-0).

On MOTION by Ms. Benton seconded by Ms. Miller, with Ms. Evans and Ms. Campagna abstaining, Resolution 2025-08 was adopted. (3-0).

C. Resolution 2025-09, Adopting the Fiscal Year 2026 Budget

On MOTION by Ms. Miller seconded by Ms. Benton, Resolution 2025-09 was adopted. (5-0).

D. Resolution 2025-10, Adopting the Fiscal Year 2026 Budget

On MOTION by Mr. Barnett seconded by Ms. Benton, Resolution 2025-10 was adopted. (5-0).

FOURTH ORDER OF BUSINESS

New Business

A. Other Items Related to the Abbott Square Club Sale

- i. S&P Global Ratings Letter
- ii. S&P Global Ratings Report

- Mr. Babbar presented the reports, and the Board had no questions.

B. Recreation Facilities Policies

On MOTION by Ms. Benton seconded by Mr. Barnett, with all in favor, Recreation Facilities Policy was approved as amended. (5-0)

FIFTH ORDER OF BUSINESS

Consent Agenda

A. Approval of the Meeting Minutes July 17, 2025

B. Acceptance of the May Financial Reports

On MOTION by Ms. Campagna seconded by Ms. Benton, Consent Agenda was approved. (5-0).

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

- None.

B. District Manager

- i. Review of the May Community Inspection Report

89 • Discussion ensued

90 **ii. Discussion of Towing Policy**

91 • Discussion ensued

92 **C. District Engineer**

93 None

94

95 **SEVENTH ORDER OF BUSINESS**

**Board of Supervisors' Requests and
Comments**

96

97 • None.

98

99 **EIGHTH ORDER OF BUSINESS Adjournment**

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101

On MOTION by Ms. Evans seconded by Ms. Miller, with all in
102 favor, the meeting was adjourned at 6:43 p.m. (5-0)

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Secretary/Assistant Secretary

E. Jayman Enterprises

On MOTION by Mr. Barnett seconded by Ms. Miller, with all in favor, the Jayman Enterprises Wasp Treatment for \$250.00 a month seasonally was approved. (5-0)

F. First Choice Pest Control**G. Glisten Pools****H. Home River Group Club Management****I. Yale Harbor Community Maintenance**

- i. Board Consensus to roll over Items A, B, C, D and to obtain additional quotes for First Choice Pest Control, Home River Group Club Management and Yale Harbor Community Maintenance. Glisten Pools was retained only two months ago, and the Board will evaluate their performance in January.

FOURTH ORDER OF BUSINESS**New Business****A. General Matters**

- Board consensus to ask Folio to procure a pool skimmer and request staff to skim the pool as necessary during the hours of operation daily (10:10am to 8:00pm)

FIFTH ORDER OF BUSINESS**Consent Agenda****A. Acceptance of the Financial Reports (June and July 2025)**

On MOTION by Ms. Campagna seconded by Mr. Barnett, with all in favor, the consent agenda was approved. (5-0)

SIXTH ORDER OF BUSINESS**Staff Reports****A. District Counsel****i. Discussion of Rules and Procedures.**

- Board Consensus to review current Rules and Procedures as the are required to be submitted to the state.

B. District Manager**i. Review of the August Community Inspection Report**

- Discussion ensued on the report, item 9 will be addressed by Steadfast, item 13 paver repairs will be provided by Inframark, item 16 pressure washing quote will be provided by Inframark.

ii. Consideration of Resolution 2025-11 FY2026 Meeting Schedule

On MOTION by Ms. Benton seconded by Mr. Barnett, with all in favor, Resolution 2025-11 FY2026 Meeting Schedule was approved. (5-0)

iii. Discussion on Towing and Parking Policy.

- Mr. Vega informed the Board Mr. Almeida's requested vehicles parked at the entrances are violating the on-street parking policy. Mr. Vega stated those vehicles are dropping off or picking up their children at the School Bus Stop at the community entrance. Mr. Vega stated he will not tow those vehicles unless directed by the Board. Ms. Benton stated she has contacted the School Board about relocating the Bus Stops but has not heard back from the school yet.

C. District Engineer

- None

SIXTH ORDER OF BUSINESS

Board of Supervisors' Requests and Comments

- Ms. Evans requested the Board Designate Officers as she is stepping down from the position of Chair.

SEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Campagna seconded by Ms. Evans, with all in favor, the meeting was adjourned at 3:00 p.m. (5-0)

Secretary/Assistant Secretary

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Present and constituting a quorum were:

Also present were:

Forty-three Members of the Public Present

FIRST ORDER OF BUSINESS Call to Order/Roll Call

SECOND ORDER OF BUSINESS Public Comments

THIRD ORDER OF BUSINESS Staff Reports

- A. Field Manager**
 - i. Review of the August Community Inspection Report**
- B. District Manager**
- C. District Engineer**
- D. District Counsel**
 - i. Discussion of Recreational Facilities Policies**
 - ii. Consideration of Amenity Management Proposals**
 - a. Home Encounter**
 - b. Inframark**
- Third Order of Business is tabled by the November meeting.

FOURTH ORDER OF BUSINESS

Business Items

A. Discussion of Relocation of Bus Stops to Amenity Center

On MOTION by Ms. Benton seconded by Mr. Barnett, with all in favor, the Bus Stop Relocation was approved. (3-0)

B. Consideration of Blue Wave Lighting Holiday Lighting Proposal

On MOTION by Mr. Barnett seconded by Ms. Miller, with all in favor, of the Blue Wave Lighting proposal for Holiday Lighting for \$2,500.00 was approved. (3-0)

C. Discussion of Clubhouse Estimates from Southern Automated Access Services

On MOTION by Ms. Benton seconded by Ms. Miller, with all in favor, the Southern Automated Access Services Estimate 2256 for \$4,787.80 was approved. (3-0)

D. Consideration of FITNESSSMITH Inv. #1094840

On MOTION by Ms. Miller seconded by Mr. Barnett, with all in favor, the FITNESSSMITH Inv. #1094840 for \$195.00 was approved. (3-0)

FIFTH ORDER OF BUSINESS

Business Administration

A. Consideration Minutes

B. Acceptance of the Financial Report (August 2025)

- FIFTH Order of Business is tabled by the November meeting.

SIXTH ORDER OF BUSINESS

Board of Supervisors' Requests and Comments

- Ms. Benton requested a quote for trail cameras.

SEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Benton seconded by Mr. Barnett, with all in favor, the meeting was adjourned at 9:45 p.m. (3-0)

Secretary/Assistant Secretary



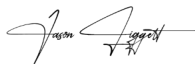
Abbott Square CDD

Tuesday, 21 October 2025

Prepared For Board Of Supervisors

16 Item Identified

16 Item Incomplete

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

Jason Liggett

Division Manager- Field Services

Item 1

Assigned To: [Steadfast](#)

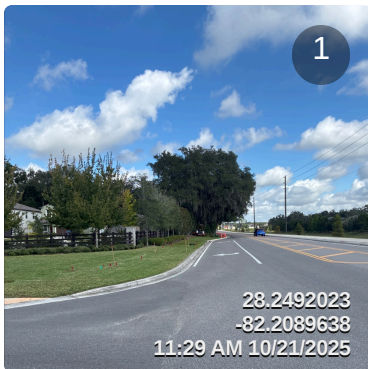
Treat the Muhly Grass in the center island at the Garden Wall Way entrance to address the current mealybug activity.



Item 2

Assigned To: [Board](#)

During my inspection, I observed markings on turf areas indicating potential upcoming construction. These areas should be monitored for any signs of disturbance or damage.



Item 3

Assigned To: [Board](#)

Steadfast has cut back the plants to allow for proper lighting of the signage at the main entrance.



Item 4

Assigned To: [Steadfast](#)

As cooler weather sets in, initiate treatment of turf weeds in the St. Augustine grass at the Garden Wall Way entrance using selective herbicides.



Item 5

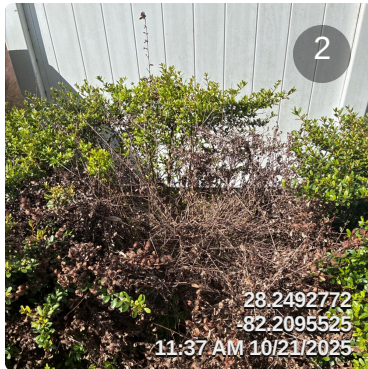
Assigned To: [Board](#)

Steadfast has removed the bricks beneath the large oak on the inbound side of the main entrance on Garden Wall Way.

Item 6

Assigned To: [Steadfast](#)

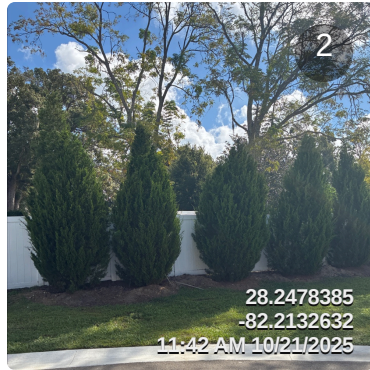
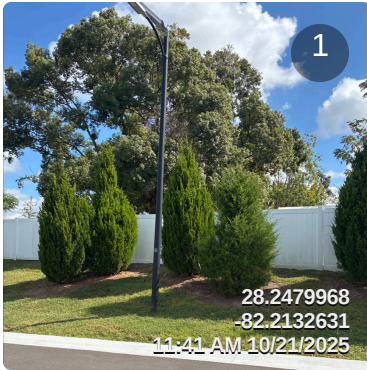
Prune the deadwood from the Walter Viburnum along the white vinyl fence near 6400 Ten Acre Court.



Item 7

Assigned To: [Board](#)

The red cedar common area on Smithfield lane has improved and looks good.



Item 8

Assigned To: [Steadfast](#)

Ensure the ditch area is not encroaching into the mowing space in the common area on Garden Wall Way, across from Back Forty Loop Road.



Item 9

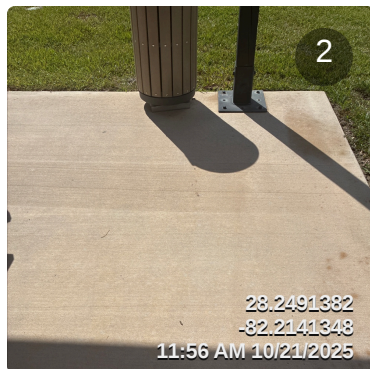
Assigned To: [Steadfast](#)

Prune the oak tree next to 36437 Camp Fire Terrace to raise the canopy to 10 feet. Additionally, treat any visible ant mounds beneath the tree.

Item 10

Assigned To: [Board](#)

Pressure washing has been completed in the sitting areas on Camp Fire Trace, significantly improving their appearance.





Item 11

Assigned To: [Steadfast](#)

Raise the canopy of the Drake Elm located next to 36432 Camp Fire Terrace in the park area.

Item 12

Assigned To: [Board](#)

One of the tables in the sitting area on Camp Fire Terrace appears to have a burn mark, likely caused by a hot pot. The damage is primarily aesthetic.



Item 13

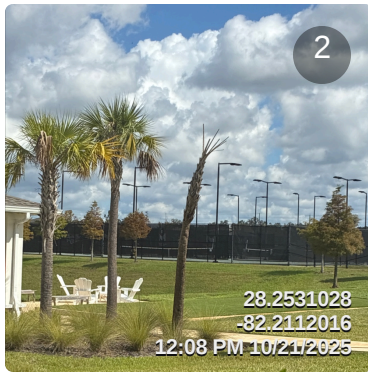
Assigned To: [Steadfast](#)

Lift the canopy of the sycamore tree located behind the dumpster at the amenity center.

Item 14

Assigned To: [Steadfast](#)

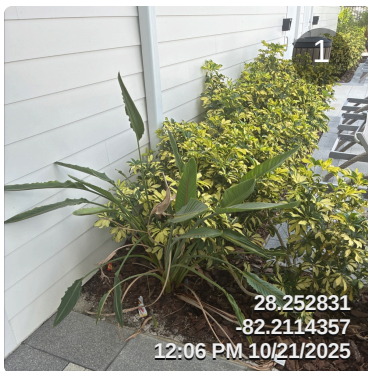
Where are we at with the proposals for removing the dead palms at the amenity center?



Item 15

Assigned To: [Steadfast](#)

Clean out the dead foliage from the Bird of Paradise plants on the west side of the pool exit.



Item 16

Assigned To: [Steadfast](#)

Just a note from my inspection: small weeds are beginning to appear in the pool pavers beneath the lounge chairs on the north side. Please ensure these areas are being inspected and treated as needed.

CONTRACT FOR PROFESSIONAL AMENITY SERVICES

DATE: September 3rd 2025

BETWEEN: HOME ENCOUNTER HECM, LLC
12906 Tampa Oaks Blvd
Suite 100
Tampa, Florida 33637

(Hereinafter referred to as "Consultant")

AND: ABBOTT SQUARE COMMUNITY DEVELOPMENT DISTRICT
6598 Bar S Bar Trail
Zephyrhills FL, 33541

(Hereinafter referred to as "District")

PURPOSE AND SCOPE OF SERVICES:

The purpose of this engagement is for the Consultant to provide professional amenity management services to the District for the Abbott Square Community Clubhouse and recreational facilities.

STANDARD ON-GOING SERVICES:

These services will be provided on a recurring basis and are commonly referred to as the basic services necessary for the normal and routine functioning of the amenity and recreational facilities located at the Abbott Square Community Clubhouse. Consultant shall provide professional management and oversight to perform the services outlined in this contract. These responsibilities include duties associated with managing the personnel, such as recruiting, hiring, training, oversight and evaluation.

TIME FRAME:

Standard On-Going Services shall be provided on a monthly basis as detailed in this contract.

ADDITIONAL SERVICES:

In addition to the Amenity Management Services described above, the District may, from time to time, require additional services from the Consultant. Any services not specifically provided for in the scope of services above, as well as any changes in the scope requested by the District, will be considered additional services.

If any additional services are required or requested, the Consultant will provide a detailed description of the services and fees for such services to the District for approval prior to beginning any additional services.

FEES AND EXPENSES:

A schedule of fees for the services described above and in **Exhibit A** to this contract. The Consultant shall only be paid for the services provided. Unless otherwise specified herein, the Consultant will invoice monthly for its services in the amounts set forth in **Exhibit B**. The fees for those services which are not being requested at the time this contract is approved will be provided to the District at such time as those services are required.

The District agrees to pay Consultant in an amount equal to all Consultant's costs directly related to the personnel of the Consultant providing the services at the amenity facilities including: wages, benefits, applicable payroll-related tax withholdings, workers' compensation, payroll administration and processing, fees for background checks and drug testing.

Upon the execution of this contract, the District will provide a one-time operating deposit to the Consultant for use in paying salaries and related costs for personnel assigned and providing services to the District. This operating deposit is defined as one month of maximum total services costs.

Fees for the Standard Ongoing Services may be negotiated annually and will be reflected in the adopted General Fund Budget of the District. Such amended fees, as authorized by the District's action to adopt the General Fund Budget, shall become a binding schedule of this Contract until otherwise changed by a subsequent action of the District. The District's adoption of the General Fund Budget will not constitute the District's consent for payment of any expenses, and a separate consent for all such expenses will be obtained pursuant to the provisions of this contract which will be an addendum to this contract.

In the event the District authorizes a change in the scope of services requested, Consultant shall submit, in writing to the District, a request for a fee amendment corresponding to the change in services being requested. Such request by the Consultant must be approved by the District before Consultant is authorized to begin providing services pursuant to the change in scope and the revised fees are adopted.

Out-of-pocket expenses incurred in connection with the performance of the Standard On-Going Services, as described in this contract, are included in the fees shown in **Exhibit B**.

Out-of-pocket expenses incurred in connection with the performance of Additional Services will be subject to reimbursement at cost. These expenses include, but are not limited to, airfare, mileage, transportation/parking, lodging, courier expenses (such as Federal Express or UPS), telephone, and utilities. Subject to mutual agreement between Consultant and District, these expenses will be invoiced monthly and will be due and payable thirty (30) days from the date of invoice pursuant to the Prompt Payment Act, Chapter 218.70 Florida Statutes.

No expenditure may be made without prior Board approval. In the event of an emergency the Contractor shall report such expenditure and the reason to the District Manager and Chairman for approval prior to taking any action.

Fees for services to be billed on an hourly basis will be at our then current standard rates, which will be provided to the District at the time such services are authorized. The hourly rate for these services may be amended from time to time as agreed to in writing by the District, in advance of

such proposed change, indicating the new hourly fee for such services. Hourly rates as of the date of the contract are shown in **Exhibit B**.

PAYMENT TERMS:

Standard On-Going Services:

Will be billed monthly as a fixed fee pursuant to the schedule shown in **Exhibit B** to this contract.

Additional Services:

Will be billed monthly on an hourly basis for the hours incurred at the Consultant's current hourly rate as shown in **Exhibit B** to this contract.

Out-of-Pocket expenses:

Will be billed monthly as incurred.

All invoices will be due and payable thirty (30) days from the date of invoice pursuant to the Prompt Payment Act, Chapter 218.70 Florida Statutes.

SUSPENSION OF SERVICES FOR NON-PAYMENT:

The Consultant shall have the right to suspend services being provided as outlined in this contract if the District fails to pay Consultant invoices in a timely manner which shall be construed as thirty (30) days from date of the invoice pursuant to the Prompt Payment Act, Chapter 218.70 Florida Statutes. Consultant shall notify the District, in writing, ten (10) days prior to suspending services.

NON-CONTINGENCY:

The payment of fees and expenses, as outlined in this Contract, are not contingent upon any circumstance not specifically outlined in this Contract.

DISTRICT RESPONSIBILITIES:

The District shall provide for the timely services of its legal counsel, engineer and any other consultants, contractors or employees, as required, for the Consultant to perform the duties outlined in this contract. Expenses incurred in providing this support shall be the sole responsibility of the District.

LIMITATIONS OF RESPONSIBILITIES:

To the extent not referenced herein, Consultant shall not be responsible for the acts or omissions of any contractor or any of their subcontractors, suppliers or of any other individual or entity performing services as part of this contract. Consultant shall not be liable for any damage that occurs from Acts of God which are defined as those caused by windstorm, hail, fire, flood,

hurricane, freezing or other similar occurrences.

TERMINATION OF THIS CONTRACT:

This contract may be terminated as follows:

- 1) By the District for "good cause" which shall include misfeasance, malfeasance, nonfeasance or dereliction of duties by the Consultant. Termination for "good cause" shall be effected by provision of a minimum of ten (10) days written notice to Consultant at the address noted herein;
- 2) By the Consultant for "good cause", which shall include, but is not limited to, failure of the District to timely pay Consultant for services rendered in accordance with the terms set forth in this Contract, malfeasance, nonfeasance or dereliction of duties by the District, or upon request or demand by the Board, or any member thereof, for Consultant to undertake any action or implement a policy of the Board which Consultant deems unethical, unlawful or in contradiction of any applicable federal, state or municipal law or rule. Termination for "good cause" shall be effected by provision of a minimum of ten (10) days written notice to District at the address noted herein; or
- 3) By the Consultant or District, for any reason, upon provision of a minimum sixty (60) days written notice of termination to the address noted herein; and
- 4) Consultant shall have the right to immediately resign and stop providing all services if the District engages in illegal activities or actions.

Consultant will be entitled to full compensation, pursuant to the terms of this contract, for services provided through the termination date. Consultant will make all reasonable effort to provide for an orderly transfer of the books and records of the District to the District or its designee.

GENERAL TERMS AND CONDITIONS:

- 1) All invoices are due and payable within thirty (30) days of invoice date and pursuant to the Florida Prompt Payment Act, Chapter 218.70. F. S. Invoices not paid within thirty (30) days of presentation shall be charged interest on the balance due at the maximum legally permissible rate.
- 2) In the event either party is required to take any action to enforce this agreement, the prevailing party shall be entitled to attorney's fees and costs.
- 3) Dissolution or court-declared invalidity of the District shall not relieve the District of monies due for services theretofore rendered.
- 4) This contract shall be interpreted in accordance with and shall be governed by the laws of the State of Florida.

- 5) In the event that any provision of this contract shall be determined to be unenforceable or invalid by a Court of Law, such unenforceability or invalidity shall not affect the remaining provisions of the contract which shall remain in full force and effect.
- 6) The rights and obligations of the District as defined by this contract shall inure to the benefit of and shall be binding upon the successors and assigns of the District. There shall be no assignment of this contract by the Consultant.
- 7) Any amendment or change to this contract shall be in writing and executed by all parties to the contract.
- 8) To the extent allowable under applicable law (and only to the extent of the limitations of liability set forth in Section 768.28, Florida Statutes), the District agrees to indemnify, defend, and hold the Consultant harmless from and against any and all claims, actions, suits, demands, assessments or judgments asserted and any and all losses, liabilities, damages, costs, court costs, and expenses, including attorney's fees, that Consultant may hereafter incur, become responsible for, or be caused to pay out arising out of or relating to the negligent or intentionally wrongful acts or omissions of the District. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the Consultant may be entitled and shall continue after the Consultant has ceased to be engaged under this contract.

The Consultant agrees to indemnify, defend, and hold the District harmless from and against any and all claims, actions, suits, demands, assessments or judgments asserted and any and all losses, liabilities, damages, costs, court costs, and expenses, including attorney's fees, that the District may hereafter incur, become responsible for, or be caused to pay out arising out of or relating to the negligent or intentionally wrongful acts or omissions of the Consultant. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the District may be entitled and shall continue after the Consultant has ceased to be engaged under this contract.

Nothing herein shall be construed to limit the District's sovereign immunity limitations of liability provided in section 768.28, Florida Statutes or other applicable law.

- 9) The District shall at the expense of the District, provide and maintain public official liability and general liability insurance in an amount not less than one million dollars (\$1,000,000.00).
- 10) The Consultant shall provide and maintain the following levels of insurance coverage at all times subsequent to the execution of this Agreement:
 - a) General Liability insurance with limit of one million dollars (\$1,000,000.00) per each occurrence.
 - b) Professional Liability insurance with limit of one million dollars (\$1,000,000.00) per each occurrence.
 - c) Employment Practices Liability insurance with limit of two million

dollars (\$2,000,000.00) per each occurrence.

- d) Commercial Crime insurance with limit of two million dollars (\$2,000,000.00) per each occurrence.
- e) Comprehensive Automobile Liability insurance for all vehicles used by the Consultant's staff, whether owned or hired, with a combined single limit of one million dollars (\$1,000,000.00).

Except with respect to Professional Liability and Worker's Compensation insurance policies, the District (and its staff, consultants, and supervisors as applicable) will be listed as additional insureds on each insurance policy described above. None of the policies above may be canceled during the term of this contract (or otherwise cause the District to not be named as an additional insured where applicable) without sixty (60) days written notice to the District. Consultant will furnish the District with a Certificate of Insurance evidencing compliance with this section upon request.

EXPENSES RELATED TO FACILITY:

All purchases will be in accordance with and subject to the District's procurement and purchasing policies, Rules of Procedure and subject to all requirements for District procurement and purchases imposed by Florida law.

FACILITY REVENUE:

The Consultant will remit any gross revenue derived from income generating services and programs to the District on a monthly basis, which revenue will be used to defray the operations and maintenance costs of the amenity facilities. The Consultant shall keep close accounting of all revenue and expenditures.

TAX EXEMPT STATUS:

The parties agree that the amenity facilities will be operated and maintained for an exclusively public purpose, and that any monies generated from the operation of the amenity facilities will be remitted to the District and used to defray the public expense associated with operating and maintaining the amenity facilities consistent with the terms of this contract. The District agrees to pay any applicable ad valorem taxes.

INDEPENDENT CONTRACTOR STATUS:

The Consultant and the District agree that the Consultant is and will remain at all times an independent contractor and will not in any way claim or be considered an agent or employee of the District. It is further acknowledged that nothing herein will be deemed to create or establish a partnership or joint venture between the District and the Consultant. The Consultant has no authority to enter into any contracts or agreements, whether oral or written, on behalf of the District. The payment of fees and expenses, as outlined in this contract, are not contingent upon any circumstance not specifically outlined in this contract.

ASSIGNMENT:

Neither the District nor the Consultant (except as provided below) may assign this contract or any monies to become due hereunder without the prior written approval of the other. Any assignments attempted to be made by the Consultant or the District without the prior written approval of the other party is void. Notwithstanding the foregoing, the Consultant may assign this contract or any monies to become due hereunder at any time and from time to time without notice and/or prior written approval to any of its affiliates.

COMPLIANCE WITH PUBLIC RECORDS LAWS:

Contractor understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Contractor agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, Florida Statutes. Contractor acknowledges that the designated public records custodian for the District is Home Encounter HECM, LLC ("Public Records Custodian"). Should the Public Records Custodian change during the term of this Agreement, written notice shall be provided to Contractor per the Notice provisions described herein. Such notice shall be considered accepted and effective upon delivery. Among other requirements and to the extent applicable by law, the Contractor shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if the Contractor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Contractor's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by the Contractor, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (813) 993-4000, OR BY EMAIL AT CONTACTUS@FOLIOAM.COM OR BY REGULAR MAIL AT 12906 TAMPA OAKS BLVD STE 100, TEMPLE TERRACE, FL 33637.

This contract shall represent the entire agreement between the Consultant and the District. Both Consultant and District understand and agree with the terms and conditions as set forth herein.

ACCEPTED BY:

HOME ENCOUNTER HECM, LLC.

BY: _____
PRINTED NAME: _____
TITLE: _____
DATE: _____

ABBOTT SQUARE COMMUNITY DEVELOPMENT DISTRICT

BY: _____
PRINTED NAME: _____
TITLE: _____
DATE: _____

EXHIBIT A

STANDARD ON-GOING SERVICES: These services will be provided on a recurring basis and are commonly referred to as the basic services necessary for the normal and routine functioning of the club amenity facilities.

MANAGEMENT:

- A. Provide professional management and oversight to perform the services outlined in this contract.
- B. Managing the personnel which includes, recruiting, hiring, training, oversight and evaluation.

PERSONNEL:

The Consultant shall employ personnel as necessary to manage and operate the club and recreational amenities. A general description of these positions is provided below:

1. **Manager:** Shall be employed as a full time, salaried position to oversee and supervise the club facilities. They are the onsite representative of the Consultant. The Manager shall have the responsibilities of overseeing all outside maintenance services, managing resident relations, coordinating with other outside entities as needed, and interacting with the District's Board and District Manager. These responsibilities also include duties associated with managing the personnel, such as recruiting, hiring, training, oversight and evaluation.
2. **Club Representatives:** Shall be employed, as needed, in hourly positions to support the Manager and assist and maintain smooth and effective daily operations of the recreational and club facilities. Assist and orient residents in using the club and recreational facilities. Enforce the rules and regulations of the club and recreational facilities.
3. **Pool Attendants:** Shall be employed as part time, hourly positions to check ID cards, monitor the pool areas and enforce rules and guidelines.

RESPONSIBILITIES:

The onsite personnel will be responsible for the following services, a detailed description of these services is provided below:

Manager:

1. Responsible for recruiting, hiring, training, and supervising of all CDD amenities club employees.
2. Log vacations, conduct disciplinary action plans and assist HR with the new hire paperwork.
3. Responsible for motivating employees as individuals while building a

- positive, cohesive team. Includes employee appreciation.
4. Responsible for preparing and managing all employee work schedules to ensure that the grounds are adequately staffed to maximize resident satisfaction, meet programming needs, and maintain the grounds and facilities. Adhere to the annual personnel budget. (District Manager must approve any scheduling need which would exceed the budget.)
 5. Responsible for an annual written review and personal review meeting of all employees.
 6. Process timesheets and forward to the Amenities Manager & HR.
 7. Supervise employees and ensure compliance with personnel manual using sound management practices.
 8. Encourage suggestions from employees that may streamline processes in day-to-day operations and provide better customer service.
 9. Ensure that employees effectively troubleshoot and remediate any unpleasant resident experiences, including ensuring that employees make appropriate referrals as needed.
 10. Establish appropriate intervention measures to be taken by employees in potentially hazardous situations.
 11. Ensure that employees respond quickly and courteously to resident concerns, enlisting the assistance of management as needed.
 12. Ensure that all staff knows the appropriate person/agency to contact in the event of minor emergencies.
 13. Ensure that staff is well-versed in process of disaster preparedness, including hazardous weather.

Budget and Finance:

14. Responsible for adhering to the annual CDD operating budget.
15. Work with the District Manager in the annual budget preparation.
16. Responsible for approving all invoices / purchases for the club and recreational facilities, not exceeding \$500. (All purchases which exceed \$500 require approval by the District Manager).
17. Submit approved invoices to the District Manager on a weekly basis.
18. Resolve invoice disputes/problems of less than \$500 with associated vendor. (Problems over \$500 are resolved by the District Manager with feedback from the Manager).

Property and Facility Management:

19. Responsible for approving and scheduling private events and event room rentals.
20. Manage the assignment of Access IDs.
21. Responsible for managing club vendors for services such as pool maintenance, facility cleaning, fitness equipment maintenance, landscaping, A/C & heating, pest control, yearly sprinkler inspections, yearly fire & burglar alarm inspections, fire extinguisher inspections, fire retardant application, etc.
22. Research & implement, when applicable, cost savings on products & vendors, such as; LED lighting, printing, cleaning supplies, Eco Friendly products, etc.
23. Troubleshoot IT, A/C, Plumbing, Surveillance Systems, Ice Machine,

pool issues, etc. before calling for repairs.

24. Routinely review onsite surveillance systems for functionality and incidents.

Responsible for ensuring compliance with all Health Department requirements and licenses for the spa, fitness center, and pools.

25. First point of contact for after-hours emergencies, concerns, alarms or incidents.
26. Perform routine office and facility maintenance duties to aid in resident satisfaction and ensure a spotless physical appearance of the facilities.
27. Complete routine walks throughout the buildings and outside amenities.
28. Ensure spotless physical appearance of the facilities and supervise daily operations.
29. Maintain Inventory Sheets on Fitness Center equipment and Maintenance Equipment.

Community Relations:

30. Responsible for building and maintaining relationships with residents.
31. Primary resident contact for all major resident issues and concerns. Troubleshoot resident issues with the appropriate staff and/or District Manager employee. If issue resolution is delegated to another person/company, continue to monitor the issue until it has been completely resolved.
32. Responsible for reviewing, updating, and enforcing rules and regulations for residents participating in community events or on community property.
33. Responsible for providing input and feedback to the HOA Board & Management Company as requested. Work with the HOA management company on an as-needed basis.
34. Responsible for providing input and feedback to the CDD on major issues pertaining to residents, staff, property and facilities, vendor services, and community policies and procedures.
35. Meet with individual Board members & residents as requested.
36. Meet with the District Manager as needed to coordinate and implement Board of Supervisor requests and other community needs.
37. Maintain community relationships. This includes developing a mutually beneficial relationship with the vendors of Abbott Square Club. At times includes familiarity with the staff, local schools' administrative staff, local newspaper contacts, Chamber of Commerce, etc.
38. Serve as management contact for residents regarding programs and events.
39. Maintain events calendar & Room Rental calendar.
40. Manage the assignment of Access IDs.
41. Meet and greet homeowners and potential homebuyers, Realtors and other visitors, and provide information through personal dialogue and tours of the Facilities.
42. Meet with, schedule, and complete paperwork for Private Events in the Activities Center, Theater and classroom.
43. Resolve any issues requiring attention on behalf of the Residents.
44. Facilitate Emergency Plans.
45. Document incidents and communicate with OM & Board Chair.
46. Troubleshoot all community concerns with the District Manager.

Pool Attendants:

1. Arrange chairs in an organized presentable appearance
2. Put all umbrellas up / down if weather is threatening
3. Wipe tables down
4. Empty all garbage receptacles / pick up trash
5. Straighten chairs on the deck and gathering areas
6. Check resident ID cards
7. Enforce the rules and regulations
8. Skim pools for leaves
9. Clean out grills
10. Check restrooms, showers and lockers

EXHIBIT B

Standard On-Going Services will be billed monthly, payable in advance of each month pursuant to the following schedule for the period of **October 1, 2025 to September 30, 2026:**

SERVICES (October 1, 2025 to September 30, 2026):

Full Time Personnel (40 hours per week for 52 weeks)

- Manager -40 hours per week

Part Time Personnel (35 hours per week for 52 weeks totaling 182 hours)

-Clubhouse/Pool Attendant (20 hours)

-Clubhouse/Pool Attendant (15 hours)

Budgeted Personnel Total (1)	\$110,257.60
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General Management and Oversight (2)	\$ 6,000.00
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Total Services Costs:	\$116,257.60
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Total Services Costs:	\$116,257.60
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(1). These budgeted costs reflect full personnel levels required to perform the services outlined in this contract. Personnel costs includes: All direct costs related to the personnel for wages, benefits (Full Time only), applicable payroll-related taxes, workers' compensation, payroll administration and processing, background checks and drug testing.

(2). General Management and Oversight: The costs associated with Home Encounter HECM, LLC expertise and time in the implementation of the day to day scope of services, management oversight, hiring, and training of staff.

The District shall be responsible for any of the following costs associated with the operation of the amenity facilities:

Uniforms: Personnel shall wear community specific shirts provided by the District if required.

Cell Phone: Management personnel shall require a cell phone or a cell phone allowance. This phone will also be used as the contact number for the District for after hour emergencies.

Office Equipment: Personnel will require a dedicated computer, printer and a digital camera as well as convenient access to an onsite copier and fax machine, provided by the District.

Mileage Reimbursement: Personnel shall receive mileage reimbursement incurred while performing the District's responsibilities when using a personal vehicle. Mileage shall be reimbursed at the rate approved by the Internal Revenue Service.

ADDITIONAL SUPPORT SERVICES:

Additional Support services will be billed hourly pursuant to the current hourly rates shown below:

Job Title:	Hourly Rate:
Principal	\$300.00
Vice President	\$250.00
Chief Financial Officer	\$250.00
Director	\$225.00
Regional District Manager	\$200.00
Financial Services Manager	\$200.00
Accounting Manager	\$200.00
Regional Licensed Community Association Manager	\$200.00
District Manager	\$175.00
Licensed Community Association Manager	\$175.00
Amenity Services Manager	\$175.00
Clubhouse Manager	\$175.00
Financial Analyst	\$150.00
Senior Field Services Manager	\$150.00
Senior Accountant	\$150.00
Field Services Manager	\$125.00
Community Association Coordinator	\$100.00
District Coordinator	\$100.00
Financial Associate	\$100.00
Staff Accountant	\$100.00
Bookkeeper/Clerk	\$ 85.00
Administrative Assistant	\$ 85.00

Amenities Management Services Agreement

This **Amenities Management Services Agreement** (the “**Agreement**”) is made as of November 1, 2025, between the **Abbott Square Community Development District** (the “**District**”) and **Inframark, LLC**, a Texas limited liability company registered to do business in Florida (the “**Service Company**”).

BACKGROUND

The District desires to procure amenities management services required for the District and the Service Company desires to provide the amenities management services to the District. In consideration of the mutual promises in this Agreement, the parties agree as follows:

1) TERM AND TERMINATION

1.1 The term of this Agreement shall be for an initial period of one (1) year effective November 1, 2025, and shall automatically renew for additional one (1) year terms unless either party terminates this Agreement.

1.2 The failure of either party to comply with the terms of this Agreement shall constitute a default. Upon default by one party, the other party shall send written Notice of Termination. Such notice shall clearly specify the nature of the default and provide the defaulting party forty-five (45) days to cure the default. If the default is capable of being cured within forty-five (45) days, but is not cured, the Agreement shall terminate at midnight of the forty-fifth (45th) day following receipt of the Notice. In the case of default that cannot be cured within forty-five (45) days, this Agreement shall not terminate so long as the defaulting party has given written notice of the extension to the other party and the defaulting party has commenced and is diligently pursuing a cure.

1.3 This Agreement may be terminated upon the dissolution or court-declared invalidity of the District.

1.4 Upon termination, the Service Company shall be paid in full for all services rendered and reimbursed for all reasonable costs and/or expenses incurred on behalf of the District through the date of termination.

1.5 The Service Company may, at its discretion, suspend service immediately should the District fail to make payments in a timely manner, until such time as the account is made current.

1.6 Either party may, in its sole and absolute discretion, whether or not reasonable, on sixty (60) days’ written notice to the other party, terminate this Agreement at its convenience, with or without cause, and without prejudice to any other remedy it may have. Said termination notice must be sent to the non-terminating party pursuant to the notice requirements set forth in Section 10.12 of this Agreement.

2) SERVICE COMPANY’S SERVICES

2.1. Service Company shall provide the services as set forth in **Schedule A** attached to this Agreement (the “**Services**”).

2.2. Service Company may offer and/or District may request, that additional services be provided under this Agreement. In the event that the Service Company and the District agree upon a change in the scope of services to be provided under this Agreement, such agreement as well as the change in compensation, if any, shall be agreed to in writing by both Parties and will be invoiced in accordance with this Agreement.

2.3. In performing the services, Service Company may rely on information supplied by the District and Service Company shall not be required to independently verify the accuracy and completeness of such information. In addition, although the Service Company may participate in the accumulation of information developed by others necessary for use in documents required by the District, Service Company is not responsible for verifying the accuracy of such information.

2.4. Nothing in this Agreement shall prohibit the Service Company from (a) performing water and

wastewater utility management, customer services, utility billing, and operation and maintenance services for the District under a separate agreement; and (b) providing for the benefit of any other district services similar to the services provided to District. District hereby waives any and all conflicts of interest or potential conflicts of interest, it being specifically agreed to and understood that Service Company's provision of such services to the District or to any other district shall not constitute a conflict of interest under this Agreement.

2.5. Even though Service Company's employees may include licensed attorneys and engineers, the District acknowledges that Service Company is not performing in the capacity of a law firm or an engineering firm when providing services under this Agreement. Service Company may offer general interpretation of documents, but legal opinions are obtainable only from the District's legal counsel.

2.6. Service Company shall provide the Services in a professional and workmanlike manner, and in accordance with generally accepted industry practices. THE SERVICE COMPANY EXPRESSLY DISCLAIMS ALL OTHER EXPRESS AND IMPLIED WARRANTIES UNDER LAW.

2.7. If the scope of services requires the Service Company to administer or supervise the District's personnel, the Service Company shall not be responsible for any damages, losses, settlement payments deficiencies, liabilities, costs and expenses resulting from the failure of the District's employees to follow the instructions of the Service Company.

3) DISTRICT OBLIGATIONS

3.1. District shall:

3.1.1. Perform all duties and discharge all responsibilities and obligations not expressly assumed by the Service Company pursuant to the terms of this Agreement;

3.1.2. Obtain and maintain all state, federal, and local permits and licenses required;

3.1.3. Comply with applicable law relating to the management of the District to the extent that the responsibility of complying with those laws is not

specifically assumed by the Service Company under this Agreement (the Service Company shall not be responsible for the District's failure to comply with any provision of applicable law that is not otherwise specifically assumed by the Service Company hereunder); and

3.2 The Service Company shall have no liability for vendor late charges if the late charges are not the result of the Service Company's fault or negligence.

3.3 The District represents and warrants that:

3.3.1 It is duly incorporated, validly existing, and in good standing under the laws of its state;

3.3.2. It has all requisite power, financial capacity, and authority to execute, deliver, and perform its obligations under this Agreement;

3.3.3. The execution, delivery, and performance of this Agreement has been duly and validly authorized by it by all necessary action, and this Agreement constitutes the legal, valid, and binding agreement of it and is enforceable against it in accordance with its terms;

3.3.4. It shall comply with all applicable federal, state, local, or other laws and regulations applicable to the performance by it of its obligations under this Agreement and shall obtain all applicable permits and licenses required of it in connection with its obligations under this Agreement;

3.3.5. There is no outstanding litigation, arbitrated matter or other dispute to which it is a party which, if decided unfavorably to it, would reasonably be expected to have a potential or actual material adverse effect on its ability to fulfill its obligations under this Agreement; and

3.4 The District shall operate as a body, dictated by the District legal documents and applicable laws. Authority lies in a majority vote of the District's Board of Supervisors (the "**Board**"), and no Supervisor shall act independently unless authorized by a Board motion or Board Resolution that empowers him to make specific decisions independently or spend funds within a specified dollar range. District shall also appoint a liaison to communicate Board decisions to Service Company. If no liaison is named, it shall be the Chair of the

Board. The District acknowledges and agrees that in the course of providing the Services, it may be necessary for Service Company to use District computer systems, data systems, or networks, or to come into contact with District residents' personal information. District shall notify Service Company of any protocols for said systems and information, and Service Company shall follow all such protocols as provided and shall not be liable for the loss or compromise of District systems or information. If no protocols are provided, then Service Company shall treat such systems and information with the same degree of care and confidentiality as it treats its own systems and information, but no less than a reasonable degree of care. Notwithstanding anything in this Agreement to the contrary, Service Company is not liable for any liabilities, losses, damages, expenses, fines, or penalties incurred by the District or any third party as a result of a data security breach or other cyber security breach to the District's computer systems, operating systems, and all other technological or information systems related to the Services provided hereunder, except to the extent such liability, loss, damage, expense, fine, or penalty is the direct result Service Company's negligence, gross negligence, or willful misconduct.

4) FEES AND PAYMENT

4.1. The District shall pay the Service Company a fee of \$9,688.10 per month (\$116,258.00 per year) ("**Base Fee**") plus applicable sales tax, if any, and related expenses shall be paid to the Service Company monthly as compensation for the services set forth herein, described in **Schedule A** attached hereto as part of this Agreement. The Service Company shall issue a monthly invoice for services rendered. Payments shall be due within thirty (30) days of the date of invoice. Disputes with invoices are waived if not raised within forty-five (45) days of the date that the invoices are received by the District and presented to the Board by the District Manager at a Board meeting.

4.2. The District shall reimburse the Service Company for all reasonable costs or expenses incurred by the Service Company with the written consent of the District, in and directly attributable to its fulfilling its duties under this Agreement, including, but not limited to, postage costs, supplies costs and costs to reproduce documents. Such costs and expenses are payable by the District to the

Service Company. The District shall pay all reasonable legal fees and expenses should it become necessary for the Service Company to seek legal assistance to recover any balance owed by the District under this Agreement.

4.3. For each fiscal year of the District, the compensation payable to the Service Company under the terms and conditions of this Agreement shall be in an amount approved by the District in its final fiscal year budget or by four (4) percent, whichever is greater. Each fiscal year the District will consider price adjustments to compensate for market conditions and the anticipated type and amount of work to be performed by the Service Company during the upcoming fiscal year of the District. In no event shall the compensation payable to the Service Company be reduced, unless agreed to by the District and Service Company, in writing.

4.4. If the fiscal year budget is not approved prior to the first day of the fiscal year, the Service Company's compensation under this Agreement will continue at the rate currently in effect at the time of the renewal. The subsequent approval of the budget will result in a retroactive fee adjustment, which will be invoiced in the first month following approval of the budget.

4.5. Any and all late payments due to either party from the other shall accrue interest at a rate of one and one-half percent (1 ½%) per month from the original due date and until payment is received, unless waived by agreement.

5) INDEMNIFICATION AND LIMITATION

5.1. THE SERVICE COMPANY SHALL NOT BE LIABLE TO THE DISTRICT OR TO HOMEOWNERS, THEIR GUESTS AND INVITEES FOR ANY LOSS OR DAMAGE TO ANY PERSON OR PROPERTY, UNLESS AND TO THE EXTENT CAUSED BY THE NEGLIGENCE, GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF SERVICE COMPANY OR ANY EMPLOYEE OR AGENT OF THE SERVICE COMPANY. SERVICE COMPANY'S TOTAL LIABILITY FOR ANY ACTION OR BREACH OF THIS AGREEMENT SHALL BE LIMITED TO THE AMOUNTS OF INSURANCE CONTRACTUALLY REQUIRED HEREUNDER AND THE AMOUNTS

ACTUALLY PAID UNDER THE REQUIRED INSURANCE POLICIES OR FOR ALL OTHER CLAIMS, AN AMOUNT EQUAL TO TWICE THE COMPENSATION PAID IN THE YEAR THE DISPUTE AROSE (WHICHEVER IS GREATER).

5.2. TO THE EXTENT PERMITTED BY LAW AND THIS SECTION 5, DURING THE TERM OF THIS AGREEMENT, EACH PARTY (THE “**INDEMNIFYING PARTY**”) SHALL DEFEND, INDEMNIFY AND HOLD HARMLESS THE OTHER PARTY AND THEIR RESPECTIVE SUCCESSORS AND ASSIGNS (EACH IS REFERRED TO HEREIN AS AN “**INDEMNIFIED PARTY**”) AGAINST ANY AND ALL LIABILITY FOR DAMAGES, COSTS, LOSSES, AND EXPENSES, INCLUDING REASONABLE ATTORNEY’S FEES, RESULTING FROM ANY CLAIM ASSERTED BY A THIRD PARTY AGAINST THE INDEMNIFIED PARTY FOR WRONGFUL DEATH, BODILY INJURY, AND/OR PROPERTY DAMAGE, BUT ONLY TO THE EXTENT CAUSED BY THE WILLFUL OR NEGLIGENT ACTS OR OMISSIONS OF THE INDEMNIFYING PARTY.

5.3. UNDER NO CIRCUMSTANCES SHALL SERVICE COMPANY BE RESPONSIBLE FOR ANY DAMAGES, LOSSES, SETTLEMENT, PAYMENT DEFICIENCIES, LIABILITIES, COSTS AND EXPENSES ARISING BECAUSE OF THE EXECUTION OR IMPLEMENTATION OF SPECIFIC INSTRUCTION OR DIRECTIONS PROVIDED BY THE DISTRICT OR ANY OF ITS DULY DESIGNATED AGENTS OR REPRESENTATIVES.

5.4. NOTWITHSTANDING ANY PROVISION TO THE CONTRARY, CONTAINED IN THIS AGREEMENT, IN NO EVENT SHALL THE SERVICE COMPANY BE LIABLE, EITHER DIRECTLY OR AS AN INDEMNITOR FOR THE DISTRICT, FOR ANY SPECIAL, PUNITIVE, INDIRECT AND/OR CONSEQUENTIAL DAMAGES, INCLUDING DAMAGES ATTRIBUTABLE TO LOSS OF USE, LOSS OF INCOME OR LOSS OF PROFIT EVEN IF THE SERVICE COMPANY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

5.5. All final, non-appealable judgments payable

and enforceable against the Service Company for which the District is obligated to indemnify the Service Company shall be processed and satisfied by the District in the same manner as are all other debts and obligations of the District, except that the District shall promptly approve and sign checks to satisfy such judgments.

5.6. THE DISTRICT SHALL NOT HOLD THE SERVICE COMPANY LIABLE FOR ANY LOSSES OR DAMAGES, JUDGMENTS, CAUSES OF ACTION, SUITS, DEMANDS OR CLAIMS OF ANY CHARACTER OR KIND, TO THE EXTENT ARISING OUT OF OR ATTRIBUTABLE TO THE ACTS OR OMISSIONS OF THIRD PARTIES CONTRACTED WITH TO PERFORM SERVICES FOR THE DISTRICT OR IN FULFILLMENT OF THE SERVICES PROVIDED TO THE DISTRICT UNLESS THE SERVICE COMPANY FAILED TO EXERCISE REASONABLE CARE TO SELECT ONLY THIRD PARTIES COMPETANT TO PROVIDE THE SERVICES CONTRACTED FOR.

5.7. The District shall not hold the Service Company liable for any loss of records to the extent arising out of or attributable to unforeseeable occurrences caused through no fault of the Service Company, including but not limited to fire, theft, vandalism, force of nature, or acts of God.

5.8. In the event that a party receives notice of or undertakes the defense or prosecution of any action, claim, suit, administrative or arbitration proceeding or investigation consistent with its indemnity obligations hereunder, such party shall give the other party prompt notice of such proceedings and shall inform the other party in advance of all hearings regarding such action, claim, suit, proceeding or investigation.

5.9. This indemnification shall not be construed as a waiver of the District’s sovereign immunity under Florida law and is subject to the monetary imitations set forth under Florida law including, but not limited to, section 768.28, Florida Statutes.

6) INSURANCE

6.1. The Service Company shall provide and maintain insurance as provided in this section. The Service Company will furnish the District with a Certificate of Insurance evidencing compliance with

this section upon request. Insurance should be from a reputable insurance carrier, licensed to conduct business in the State of Florida. The Service Company shall provide and maintain the following levels of insurance coverage:

6.1.1. Commercial Crime/ Fidelity Insurance with a per loss limit of one million dollars (\$1,000,000.00);

6.1.2. Professional Liability insurance with an aggregate limit of two million dollars (\$2,000,000);

6.1.3. General Liability insurance with a per occurrence limit of one million dollars (\$1,000,000); and

6.1.4. Workers compensation coverage as provided by and in the amounts specified by state law.

6.1.5. Automobile Liability insurance with an aggregate limit of one million dollars (\$1,000,000); and

6.1.6. Excess Liability insurance with an aggregate limit of two million dollars (\$2,000,000).

6.2. The above General Liability and Excess Liability policies must list the District and its officers, supervisors, and staff as additional insureds.

6.3. None of the policies above may be canceled during the term of this Agreement (or otherwise cause the District to not be named as an additional insured where applicable) without thirty (30) days written notice to the District.

6.4. The District shall maintain the following minimum levels of insurance coverage:

6.4.1. Director's and officer's liability policy in an amount of not less than one million dollars (\$1,000,000) in aggregate coverage and such policy shall name the Service Company as an additional insured.

6.4.2. Property insurance in accordance with their by-laws and such policy shall against name the Service Company as an additional insured;

6.4.3. Commercial General liability insurance including bodily injury, property damage, personal and advertising injury, and blanket contractual liability with a per occurrence limit of one million dollars (\$1,000,000) and two million dollar

(\$2,000,000) aggregate and such policy shall name the Service Company as an additional insured; and

6.4.4. Auto Liability insurance with a per occurrence limit of one million dollars (\$1,000,000) and two million dollar (\$2,000,000) aggregate (covering hired and non-owned autos) and such policy shall name the Service Company as an additional insured.

6.5. Such insurance provided by District shall be primary and noncontributory coverage to Service Company as additional insured for all claims covered thereby and shall not seek contribution in any way from insurance maintained by Service Company. District and Service Company waive against each other all damages covered by commercial general liability, auto liability, and property insurance provided herein, except such rights as they may have to the proceeds of such insurance. District shall require similar waivers of subrogation from District's separate contractors, and shall require each of them to include similar waivers in their contracts.

6.6. The District shall ensure that all companies providing services to the District shall name on all applicable policies maintained by such companies Services Company as an additional insured and shall indemnify, defend, and hold harmless the Service Company for all claims, losses causes of action, costs and expenses, including reasonable attorney fees arising from or related to the services provided by said company. District shall require waivers of subrogation from District's separate contractors, and shall require each of them to include similar waivers in their contracts.

6.7. District hereby waives any and all claims against Service Company, including Service Company's employees, agents, affiliates, for property damage or bodily injury occurring in, on, or around the District's premises, whether caused by peril, accident, theft or from any cause whatsoever, other than solely caused by the willful misconduct of Service Company.

6.8. District agrees that Service Company is not responsible for recommending or providing the insurance coverage for the District. And any insurance provided by District is primary as per Section 6.5.

6.9. All insurance shall be written with insurance

companies with an A.M. Best rating of A-, VII or higher. All liability policies shall contain a severability of interest clause. All insurance shall provide that notice of default or cancellation shall be sent to Service Company as well as District and shall require a minimum of thirty (30) days written notice to Service Company prior to any cancellation of or changes to said policies. District agrees to provide Service Company with certificates evidencing such insurance, including the additional insured endorsement, or with copies of such policies, including all endorsements, within ten (10) days of the execution of this Agreement.

7) DISPUTES

7.1 In the event of any disputes, the parties shall first attempt to resolve the situation by good faith discussions which shall take place in a timely manner. If the dispute cannot be resolved within sixty (60) days, the parties shall mediate their dispute before a mediator acceptable to both parties. If they cannot agree, they shall ask the Director of the Federal Mediation and Conciliation Service to nominate a mediator. The parties shall bear their own costs of the mediation, but the parties shall share equally the costs of the mediator and the mediation services.

7.2 In the event the parties cannot settle their disputes under the provisions of Section 7.1, the enforcement of this Agreement shall be governed under the laws of the State of Florida with venue in the county where the District is located.

8) FORCE MAJEURE

A party's performance of any obligation under this Agreement (except for payment obligations) shall be excused if, and to the extent that, the party is unable to perform because of any event of Force Majeure. The party unable to perform shall be required to resume performance of its obligations under this Agreement as soon as reasonably practicable following the termination off the event or cause that excused performance hereunder. Force Majeure is defined as any act, event or condition to the extent that it adversely impacts the cost of performance of, or adversely affects the ability of, or either party to perform any obligation under this Agreement (except for payment obligations) if such act, event or condition, in light of any circumstances that should

have been known or reasonably believed to have existed at the time, is beyond the reasonable control and is not a result of the willful or negligent act, error, omission or failure to exercise reasonable diligence on the part of the party relying thereon.

9) PUBLIC RECORDS

9.1 Service Company will be the public records custodian for the District. In connection with its services to District, the Service Company to fully comply with the provisions of Chapter 119, Florida Statutes pertaining to Florida's Public Records Law. Said compliance will include the Service Company taking appropriate and necessary steps to comply with the provisions of Section 119.0701(2)(b), Florida Statutes including, without limitation, the following:

9.1.1. The Service Company shall keep and maintain public records required by the District to perform the services hereunder.

9.1.2. Upon a request for public records received by the District, the Service Company shall provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or otherwise provided by law.

9.1.3 The Service Company shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the agreement term and following completion of this Agreement if the Service Company does not transfer the records to the District.

9.1.4 Upon completion of this Agreement, the Service Company shall transfer, at no cost, to the District all public records in possession of the Service Company consistent with Florida law. All records stored electronically by the Service Company must be provided to the District, upon request from the District's custodian of public records, in a format that is compatible with the information technology systems of the District.

9.1.5 The District shall make all determinations as to what constitutes confidential or exempt public records.

9.1.6 Service Company shall follow the requirements of the Florida Records Retention Act and destroy all records in accordance with the requirements of the law.

9.1.7 Failure of the Service Company to comply with Section 119.0701, Florida Statutes may subject the Service Company to penalties under Section 119.10, Florida Statutes. Further, in the event the Service Company fails to comply with this Section or Section 119.0701, Florida Statutes, the District shall be entitled to all remedies at law or in equity. The following statement is required to be included in this Agreement pursuant to Section 119.0701(2), Florida Statutes:

IF THE SERVICE COMPANY HAS QUESTIONS REGARDING THE APPLICATION CHAPTER 119, FLORIDA STATUTES, TO THEIR DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS VIA TELEPHONE (954) 603-0033 OR EMAIL PUBLICRECORDS@INFRAMARK.COM AT PUBLICRECORDS@INFRAMARK.COM, OR VIA MAIL AT 2005 PAN AM CIRCLE, SUITE 300, TAMPA, FL 33607.

10) MISCELLANEOUS

10.1. Where agreement, approval, acceptance, consent or similar action by either party hereto is required by any provision of this Agreement, such action shall not be unreasonably delayed or withheld. Each party will cooperate with the other by, among other things, making available, as reasonably requested by the other, management or board decisions, information, approvals, and acceptances in order that each party may properly accomplish its obligations and responsibilities hereunder. Should a party withhold such cooperation as detailed in this Section, the other party shall not be liable for late fees, fines, or other damages or delay as a result.

10.2. The headings and titles to the sections of this Agreement are inserted for convenience only and shall not be deemed a part hereof or affect the

construction or interpretation of any provision.

10.3. No remedy herein conferred upon any party is intended to be exclusive of any other remedy and each and every such remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise, including injunctive relief.

10.4. If any provision of this Agreement or application thereof to anyone or under any circumstances is adjudicated to be invalid or unenforceable in any jurisdiction, such invalidity or unenforceability shall not affect any other provision or application of this Agreement which can be given effect without the invalid or unenforceable provision or application and shall not invalidate or render unenforceable such provision or application in any other jurisdiction.

10.5. This Agreement shall be construed without regard to the party that drafted it. Any ambiguity shall not be interpreted against either party and shall, instead, be resolved in accordance with other applicable rules concerning the interpretation of contracts.

10.6. This Agreement contains the entire agreement between District and Service Company and supersedes all prior or contemporaneous communications, representations, understandings or agreements that are not consistent with any material provision of this Agreement.

10.7. The parties may only modify this Agreement by a written amendment signed by both parties.

10.8. The failure on the part of either party to enforce its rights as to any provision of this Agreement shall not be construed as a waiver of its rights to enforce such provisions in the future.

10.9. In the event of termination, cancellation or failure to renew, District agrees, for a period of twelve (12) months from the date of termination, not to engage or attempt to engage the services of anyone who is employed by Service Company (or was employed by Service Company at any time within one (1) year prior to the date of termination) for the performance of identical or similar services.

10.10. This Agreement shall be binding upon the

successors and assigns of each of the parties. This Agreement shall not be assigned by either party without the prior written consent of the other party unless such assignment shall be to a parent, subsidiary, affiliate, or successor of either Party. When written consent of a party is required, such consent shall not be unreasonably withheld.

10.11. This Agreement shall be construed under and in accordance with the laws of the State of Florida, and all obligations of the parties created hereunder are enforceable in the federal or state court having appropriate jurisdiction thereof with venue in the county where the District is located. In the event it shall become necessary for either party to institute legal proceedings in order to enforce the terms of this Agreement, the prevailing party shall be entitled to all costs, including reasonable attorney's fees at both trial and appellate levels against the non-prevailing party.

10.12. All notices will be in writing and shall be deemed given when mailed by first class mail or delivered in person. Notices required to be given to the parties by each other will be addressed to:

To Service Company:

Inframark, LLC
2002 West Grand Parkway North, Suite 100
Katy, Texas 77449
Attn: Chris Tarase, President

To District:

Abbott Square Community Development District
2005 Pan Am Circle, Suite 300
Tampa, Florida 33607
Attn: District Manager

With a copy to:

Straley Robin Vericker
1510 W. Cleveland St.
Tampa, Florida 33606
Attn: District Counsel

10.13. All records compiled by Service Company with information and material gathered when performing this Agreement are the property of District.

10.14. The Service Company is and shall remain at all times an independent contractor. Neither the

Service Company nor employees of the Service Company are employees of the District under the meaning or application of any Federal or State Unemployment or Insurance Laws. The Service Company agrees to assume all liabilities or obligations imposed by any one or more of such laws with respect to employees of the Service Company, if there are any, in the performance of this Agreement. It is further acknowledged that nothing herein will be deemed to create or establish a partnership or joint venture, express or implied, between the District and the Service Company. The Service Company has no authority to enter into any contracts or agreements, whether oral or written, on behalf of the District, unless authorized by the District. The Service Company shall not have the authority to assume or create any obligation, express or implied, on behalf of the District and the Service Company shall have no authority to represent the District as an agent or in any other capacity, unless authorized by the District.

10.15. Public Entity Crimes. Pursuant to Section 287.133(3)(a), Florida Statutes, Service Company represents that in entering into this Agreement, the Service Company has not been placed on the convicted vendor list within the last 36 months and, in the event that the Service Company is placed on the convicted vendor list, the Service Company shall immediately notify the District whereupon this Agreement may be terminated by the District.

10.16. Scrutinized Companies. Pursuant to Section 287.135, Florida Statutes, Service Company represents that in entering into this Agreement, the Service Company has not been designated as a "**scrutinized company**" under the statute and, in the event that the Service Company is designated as a "**scrutinized company**", the Service Company shall immediately notify the District whereupon this Agreement may be terminated by the District.

10.17. This Agreement may be executed in more than one counterpart, each of which shall be deemed an original.

10.18. E-Verification. Pursuant to Section 448.095(2), Florida Statutes, Service Company represents that it is eligible to contract with the District and is currently in compliance and will remain in compliance, for as long as it has any obligations under this Agreement, with all

requirements of the above statute; this includes, but is not limited to, registering with and using the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all employees hired on or after January 1, 2021.

If the District has a good faith belief that the Service Company has knowingly violated Section 448.09(1), Florida Statutes, the District will terminate this Agreement as required by Section 448.095(2)(c), Florida Statutes.

If the District has a good faith belief that a subcontractor knowingly violated Section 448.09(1), Florida Statutes, but the Service Company otherwise complied with its obligations thereunder, the District shall promptly notify the Service Company and the Service Company will immediately terminate its contract with the subcontractor.

IN WITNESS WHEREOF, the parties have duly executed this Agreement effective as of the date at the top of this Agreement.

Inframark, LLC

**Abbott Square Community Development
District**

Chris Tarase
President

Name: _____
Chair of the Board of Supervisors

Schedule A

Scope of Services

The professional amenity management services are generally described below and are intended to incorporate all services that are necessarily performed by an amenity management firm in the effective operation of an amenity facility in compliance with federal, state, and local regulations.

MANAGEMENT:

1. Provide professional management and oversight to perform the services outlined in this contract.
2. Managing the personnel which includes recruiting, hiring, training, oversight and evaluation.

PERSONNEL:

1. **Manager:** Shall be employed as a full-time, salaried position to oversee and supervise the club facilities. They are the onsite representative of the Consultant. The Manager shall have the responsibilities of overseeing all outside maintenance services, managing resident relations, coordinating with other outside entities as needed, and interacting with the District's Board and District Manager. These responsibilities also include duties associated with managing the personnel, such as recruiting, hiring, training, oversight and evaluation.
2. **Club Representatives:** Shall be employed, as needed, in hourly positions to support the Manager and assist and maintain smooth and effective daily operations of the recreational and club facilities. Assist and orient residents in using the club and recreational facilities. Enforce the rules and regulations of the club and recreational facilities.
3. **Community Service Attendants:** Shall be employed as part time, hourly positions to check ID cards, monitor the pool areas and enforce rules and guidelines.

RESPONSIBILITIES: The onsite personnel will be responsible for the following services; a detailed description of these services is provided below:

MANAGER:

1. Responsible for recruiting, hiring, training, and supervising all CDD amenities club employees.
2. Log vacations, conduct disciplinary action plans and assist HR with the new hire paperwork.
3. Responsible for motivating employees as individuals while building a positive, cohesive team. Includes employee appreciation.
4. Responsible for preparing and managing all employee work schedules to ensure that the grounds are adequately staffed to maximize resident satisfaction, meet programming needs, and maintain the grounds and facilities. Adhere to the annual personnel budget. (District Manger must approve any scheduling need which would exceed the budget.)
5. Responsible for an annual written review and personal review meeting of all employees.
6. Process timesheets and forward to HR.
7. Supervise employees and ensure compliance with personnel manual using sound management practices.
8. Encourage suggestions from employees that may streamline processes in day-to-day operations and provide better customer service.
9. Ensure that employees effectively troubleshoot and remediate any unpleasant resident experiences, including ensuring that employees make appropriate referrals as needed.
10. Establish appropriate intervention measures to be taken by employees in potentially hazardous situations.

11. Ensure that employees respond quickly and courteously to resident concerns, enlisting the assistance of management as needed.
12. Ensure that all staff know the appropriate person/agency to contact in the event of minor emergencies.
13. Ensure that staff is well-versed in process of disaster preparedness, including hazardous weather.

Budget and Finance:

14. Responsible for adhering to the annual CDD operating budget.
15. Work with the District Manager in the annual budget preparation.
16. Responsible for approving all invoices / purchases for the club and recreational facilities, not exceeding \$500. (All purchases which exceed \$500 require approval from the District Manager).
17. Submit approved invoices to the District Manager on a weekly basis.
18. Resolve invoice disputes/problems of less than \$500 with associated vendor. (Problems over \$500 are resolved by the District Manager with feedback from the Manager).

Property and Facility Management:

19. Responsible for approving and scheduling private events and event room rentals.
20. Manage the assignment of Access IDs.
21. Responsible for managing club vendors for services such as pool maintenance, facility cleaning, fitness equipment maintenance, landscaping, A/C & heating, pest control, yearly sprinkler inspections, yearly fire & burglar alarm inspections, fire extinguisher inspections, fire retardant application, etc.
22. Research & implement, when applicable, cost savings on products & vendors, such as; LED lighting, printing, cleaning supplies, Eco Friendly products, etc.
23. Troubleshoot IT, A/C, Plumbing, Surveillance Systems, Ice Machine, pool issues, etc. before calling for repairs.
24. Routinely review onsite surveillance systems for functionality and incidents. Responsible for ensuring compliance with all Health Department requirements and licenses for the spa, fitness center, and pools.
25. First point of contact for after-hours emergencies, concerns, alarms or incidents.
26. Perform routine office and facility maintenance duties to aid in resident satisfaction and ensure a spotless physical appearance of the facilities.
27. Complete routine walks throughout the buildings and outside amenities.
28. Ensure spotless physical appearance of the facilities and supervise daily operations.
29. Maintain Inventory Sheets on Fitness Center equipment and Maintenance Equipment.

Community Relations:

30. Responsible for building and maintaining relationships with residents.
31. Primary resident contact for all major resident issues and concerns. Troubleshoot resident issues with the appropriate staff and/or District Manager employee. If issue resolution is delegated to another person/company, continue to monitor the issue until it has been completely resolved.
32. Responsible for reviewing, updating, and enforcing rules and regulations for residents participating in community events or on community property.
33. Responsible for providing input and feedback to the HOA Board & Management Company as requested. Work with the HOA management company on an as-needed basis.
34. Responsible for providing input and feedback to the CDD on major issues pertaining to residents, staff, property and facilities, vendor services, and community policies and procedures.
35. Meet with individual Board members & residents as requested.
36. Meet with the District Manager as needed to coordinate and implement Board of Supervisor requests and other community needs.

37. Maintain community relationships. This includes developing a mutually beneficial relationship with the vendors of Abbott Square Club. At times includes familiarity with the staff, local schools' administrative staff, local newspaper contacts, Chamber of Commerce, etc.
38. Serve as management contact for residents regarding programs and events.
39. Maintain events calendar & Room Rental calendar.
40. Manage the assignment of Access IDs.
41. Meet and greet homeowners and potential homebuyers, Realtors and other visitors, and provide information through personal dialogue and tours of the Facilities.
42. Meet with, schedule, and complete paperwork for Private Events in the Activities Center, Theater and classroom.
43. Resolve any issues requiring attention on behalf of the Residents.
44. Facilitate Emergency Plans.
45. Document incidents and communicate with District Manager & Board Chair.
46. Troubleshoot any community concerns with the District Manager.

Community Service Attendants:

1. Arrange chairs in an organized presentable appearance
2. Put all umbrellas up / down if weather is threatening
3. Wipe tables down
4. Empty all garbage receptacles / pick up trash
5. Straighten chairs on the deck and gathering areas
6. Check resident ID cards
7. Enforce the rules and regulations
8. Skim pools for leaves
9. Clean out grills
10. Check restrooms, showers and lockers

EXCLUSION TO SERVICES

Service Company specifically excludes from its scope of services the following services to, for, and on behalf of the District:

- 1- Employing lifeguards for the benefit of the District, performing any lifeguard or similar services, or supervising or overseeing lifeguards hired by the District;
- 2- Direct contracting for lifeguard, lifeguard services, or similar services;
- 3- Evaluating lifeguard service providers' performance and making recommendation to the District;
- 4- Performing any pool operations or maintaining and repairing the pool and its related appurtenances;
- 5- Developing pool and amenity center rules or policies;
- 6- Verifying that the lifeguard or pool attendants are acting in accordance with their contracts or obligations under local or state guidelines;
- 7- Handling any performance issues or complaints regarding the lifeguards; and

I. ANNUAL BASE FEE

Base fee includes:

- Mileage Reimbursement:** Personnel shall receive mileage reimbursement incurred while performing the District's responsibilities when using a personal vehicle. Mileage shall be reimbursed at the rate approved by the Internal Revenue Service.

YOUR CART

1 item
\$49.99



Order Pickup at [Tampa, FL](#)



Moultrie EDGE Cellular Trail Camera - 1 Pack
SKU: 3418804
Price: \$49.99



1

+

\$49.99

Ship to Address

FREE Pickup In-Store
We'll ship this item to your store

Total: \$49.99
[CHECKOUT](#)

Feedback

RESOLUTION 2026-01

A RESOLUTION OF THE BOARD OF SUPERVISORS DESIGNATING THE OFFICERS OF ABBOTT SQUARE COMMUNITY DEVELOPMENT DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Abbott Square Community Development District (the “District”), is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

WHEREAS, the Board of Supervisors (hereinafter the “Board”) now desires to designate the Officers of the District per Chapter 190, Florida Statutes.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF ABBOTT SQUARE COMMUNITY DEVELOPMENT DISTRICT:

1. The following persons are elected to the offices shown, to wit:

<u>Tanya Benton</u>	Chair
<u>Malinda Desruisseaux</u>	Vice-Chair
<u>Jennifer Goldyn</u>	Secretary
<u>Leah Popelka</u>	Treasurer
<u>Angel Montagna</u>	Assistant Treasurer
<u>Mark Vega</u>	Assistant Secretary
<u>Alize Aninipot</u>	Assistant Secretary
<u>Kelly Evans</u>	Assistant Secretary
<u>Lori Campagna</u>	Assistant Secretary
<u>Justin Barnett</u>	Assistant Secretary

2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 10th day of November, 2025.

ATTEST:

**ABBOTT SQUARE
COMMUNITY DEVELOPMENT
DISTRICT**
