

Abbott Square Community Development District

February 9, 2026

Final Agenda Package

TEAMS MEETING INFORMATION

MEETING ID: 289 718 761 240 37 PASSCODE: H8o3U7fv

[Join the meeting now](#)

2005 Pan Am Circle, Suite 300
TAMPA, FL 33607

CLEAR PARTNERSHIPS



COLLABORATION



LEADERSHIP



EXCELLENCE



ACCOUNTABILITY



RESPECT

Abbott Square Community Development District

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

Board of Supervisors

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

District Staff

Alize Anipot, District Manager
Vivek Babbar, District Counsel
Tyson Waag, District Engineer
Jason Liggett, Field Manager
Kristee Cole, Senior District Manager
Nancy Hix, District Accountant
Crystal Yem, District Admin
Jason Combee, Steadfast

Revised Final Meeting Agenda

Monday, February 9, 2026, at 5:30 p.m.

Meeting ID: 289 718 761 240 37 **Passcode:** H8o3U7fv

Call In Number: +1 646-838-1601 **Conference ID:** 645 878 616#

-
1. Call to Order/Roll Call
 2. Motion to Approve Agenda
 3. Public Comments (Comments limited to three (3) minutes per speaker)
 4. Special Business Items
 - A. Acceptance of Seat 3 Resignation.....Page 4
 - B. Consideration of Board Resumes.....Page 6
 - C. Consideration of Resolution 2026-04, Designation of Officers.....Page 21
 - D. Oath of Office
 5. Staff Reports
 - A. District Engineer
 6. Special Business Items Continued
 - A. Consideration of Amenity Management Proposals.....Page 22
 7. Business Administration
 - A. Acceptance of the Financial Reports and Check Register (*November-December 2025*) Page 80
 - B. Consideration of Minutes of the Regular Meeting on December 8, 2025 Page 106
 8. Staff Report- Continued
 - A. Field Manager.
 1. Review of the December and January Field Inspection Report.....Page 112
 2. Consideration of Pool Maintenance Proposal.....Page 127
 3. Ratification of Mainline Repair Proposal.....Page 133
 4. Discussion of the Amenity Center Pressure Washing Report
 5. Consideration of Community Pressure Washing Proposals
(*Under Separate Cover*)
 - B. Landscape Update Report
 1. Consideration of Stump Grind Proposal.....Page 134
 2. Ratification of Replacement of Controller Module Proposal.....Page 135
 - C. District Counsel
 - D. Onsite Manager Report.....Page 136
 1. Ratification of Gym Equipment Repair Proposal.....Page 143
 2. Ratification of Key Fob Proposal.....Page 145
 3. Consideration of Sink Repair Proposal.....Page 146
 - E. District Manager
 9. Business Items
 - A. Discussion Regarding Resetting the Public Hearing on the Rates and Fee Schedule for the Recreational Policies
 - B. Consideration of Mike Signs Proposal.....Page 149
 - C. Ratification of Resolution 2026-03, General Election.....Page 151

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

- 10. Public Comments (Comments limited to three (3) minutes per speaker)**
- 11. Board of Supervisors' Requests and Comments**
- 12. Adjournment**

The next meeting scheduled is Monday, March 9, 2026, at 5:30 PM.

Hi Team,

Please accept this letter as my formal resignation from the Abbott Square Community Development District Board, effective immediately.

I want to sincerely thank Inframark and Steadfast for their continued support and professionalism. There is no doubt Abbott Square would not be where it is today without Inframark's guidance, management, and commitment to the community.

To my fellow board members Tanya, Lori, Kelly, and Melinda, it has truly been a pleasure working alongside each of you. I appreciate the collaboration, dedication, and time you have all given to serve our community.

I am grateful for the opportunity to have served Abbott Square and wish the Board and Inframark continued success moving forward.

Respectfully,
Justin Barnett

On Thu, Jan 8, 2026 at 16:38 Aninipot, Alize <aaninipot@inframark.com> wrote:

Good afternoon,

Dear Board Members and Attendees,

Please be advised that the Abbott Square CDD meeting scheduled for January 12 has been cancelled due to lack of quorum.

Additionally, we would like to inform you that Justin Barnett submitted his resignation today. He has decided to step down in order to focus on his school commitments and due to concerns regarding the current direction of the district.

In order to ensure quorum moving forward, we will need to readvertise the meeting with a revised start time. Please let us know if moving the meeting time to 5:00 PM would be most convenient for you. Your feedback is appreciated so we can proceed with readvertising as soon as possible. To ensure compliance with Sunshine Law requirements, please respond individually to confirm whether this meeting time is acceptable.

We will also need to readvertise promptly for the February meeting, which is currently scheduled for February 9 with the new time change.

Please note that any presenters who were planning to attend the January 12 meeting should plan to attend the February 9 meeting instead. Kindly forward this email to any additional presenters or parties who may be impacted by this change.

Thank you for your understanding and prompt attention to this matter. We look forward to your response.

Sincerely,

Alize Aninipot | District Manager



Email: aaninipot@inframark.com

Phone: 656-207-2410

***Please note:** Florida has a very broad public records law. Most written communications to or from districts regarding business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure. Please do not reply "to all".*

PLEASE DO NOT REPLY ALL TO AVOID A POSSIBLE SUNSHINE VIOLATION

***Please note that all vendor invoices should be directed to our new email address at InframarkCMS@payableslockbox.com**

GABRIEL D. BRADLEY

Zephyrhills, FL

(704) 604-8244
gdbradley2@gmail.com

EXECUTIVE SUMMARY

Highly effective leader and organizational problem-solver professional with over 20 years of experience working with Higher Education institutions, nonprofits and for-profit organizations in a variety of industries, helping teams and organizations oversee budget planning and championing strategic visions. Committed to driving teams toward success and exceeding organizational objectives.

CORE COMPETENCIES

- Strategic, and long-term account management.
- Strategic thinking and problem-solving skills.
- Budgeting & Forecasting.
- Leadership Development.
- Strategic Partnership Management.
- Ability to handle multiple projects, timelines and budgets within a fast-paced environment.
- Data Driven.
- Quality assurance and control.
- Stakeholder Relations.
- Client Relationship Management (CRM)

PROFESSIONAL EXPERIENCE

BRADLEY COACHING & CONSULTING

Tampa, FL

Owner/ICF Certified Business, Leadership, and Executive Coach

10/2008 to Present

- Develops effective plans to increase revenue, improve operations and maximize team and individual results
- Assisting clients in improving leadership capabilities, increasing sales revenues and solving mission critical business problems using proven methodologies - Clients include: San Francisco Lighthouse for the Blind, Mecklenburg County, NC, City of Charlotte, NC, American Council of the Blind, Sofwerx and Manpower, Inc.

PROGRESSIVE ABILITIES SUPPORT SERVICES

Tampa, FL

Regional Director, Mission & Donor Engagement

05/2021 to 01/24

- Successfully built Development Program from the ground up spanning Florida and Georgia for an employment services non-profit.
- Created a five-person development team, built a two-state database of high-net-worth potential donors and developed new partnerships through which to offer our employment services.
- Built infrastructure, including a Donation Page and back-office payment and tracking systems.
- Coordinated social media and improved outreach by 75%.
- Forged partnerships with major employers like Amazon to provide qualified and trained candidates to meet their staffing needs.
- Extended our services outside to the Orange County, FL Corrections Dept For the first time to provide job training and employment services for inmates to help secure employment following their incarceration.

HARVEY GANTT CENTER

Charlotte, NC

Executive Director

12/2006 to 12/2008

- Managed daily operations, team leadership, fundraising and Program Development for a performing and visual arts center.
- Successfully raised over \$20 million for the construction and programs for the AIA award-winning Harvey Gantt Center on time and under budget.
- Created and expanded sponsorships and collaborations with organizations such as the Wachovia Bank, The Mint Museum, Presbyterian Hospital, Time Warner, and AT&T by over 300%, while increasing existing sponsorships from \$25,000 per year to over \$75,000 per year in financial support.

BELLSOUTH

Charlotte, NC

Vice-President of Sales

01/2003 to 05/2005

- Responsible for a \$500 million state-wide B2B telecommunications sales division.
- Successfully led an organization of nearly 100 employees across five offices throughout the state.
- Team was responsible for managing enterprise, city, county and state government accounts achieving 176% of monthly sales goal.
- Effectively managed an annual operating budget of \$10.2 million.
- Reduced customer churn/line loss by 70% through the use of customer pricing promotions, improved service and employee incentives.
- Increased quarterly sales by enhancing sales training and additional marketing promotions. Increased quarterly sales by 29%.

EDUCATION AND TRAINING

BACHELOR OF ARTS

DePaul University, Chicago, IL

CERTIFICATION: COMPUTER SCIENCE AND INFORMATION SYSTEMS

CERTIFICATION: CERTIFIED CAREER, BUSINESS AND EXECUTIVE LEADERSHIP COACH

International Institute of Coach Studies, Charlotte, NC

Certification: Certified Grant Writer

MEMBERSHIPS, AFFILIATIONS & AWARDS

Current:

Board Member, Impact CSC Tampa FL

Past:

- *Board Member, Tampa Lighthouse for the Blind Tampa, FL*
- **Board Member, Mecklenburg County Boy Scouts Charlotte, NC**
- *Board Member, Metrolina Association for the Blind, Charlotte, NC*
- **Board member, Trail of History Charlotte, NC**
- **Board Member, Central Piedmont Community College, - President's Council, Charlotte, NC**
- **Graduate, Charlotte Leadership School**
- **Volunteer, Big Brothers Big Sisters Charlotte, NC**
- **Volunteer and Youth mentor, Goodwill Industries Charlotte, NC**
- Board Member, Hillsborough Community College Advisory Board for "Operation Startup" Incubator
- **Board Member, The Centre Club Business Club Tampa, FL**

- **Volunteer and Trainer, Boys and Girls Clubs Brandon, FL**
- *Volunteer for the Chicago Lighthouse for the blind,*
- **Business Advisor** | 1871 Chicago
- Chairman and Lead Business Advisor for the “Operation Startup” Veterans Incubator
- Business Advisor for Florida’s largest tech Incubator, Tampa Bay WAVE
- **Business Advisor**, Coleman Center for Entrepreneurship- DePaul University
- **Business Mentor for Teach for America Entrepreneurship Program**
- **Guest Lecturer** | DePaul University & Central Piedmont Community College
- Instructor- Hillsborough Community College Tampa, FL
 - Winner of the 1996 “Top 40 Under Forty Award” for Northern Ohio businesspeople by Kaleidoscope Magazine

Joseph Pimperl

Candidate for Community Development District (CDD) Board Member

Zephyrhills, FL

813-838-5269 • joseph.pimperl@outlook.com

Professional Summary

Level-headed, solutions-driven professional with 17+ years of field engineering experience, known for calm decision-making, creative problem-solving, and a strong commitment to community integrity. Having previously lived in a CDD-governed community, I bring firsthand understanding of how thoughtful planning, responsible budgeting, and transparent communication directly impact residents' quality of life. I combine technical expertise, real-world problem solving, and a grounded, people-first mindset to help guide the district with fairness, clarity, and long-term vision.

Core Strengths

- **Level-headed leadership** — steady under pressure, able to evaluate issues objectively and make balanced decisions.
- **Creative problem-solver** — known for designing practical, innovative solutions in complex real-world environments.
- **Community-minded** — experienced living in a CDD community and understanding resident expectations, concerns, and priorities.
- **Technical expertise** — 17.5 years as a Dell Field Service Engineer, solving high-stakes problems in the field.
- **Clear communicator** — able to translate complex issues into straightforward, actionable information for residents and board members.
- **Integrity & accountability** — committed to transparency, responsible budgeting, and long-term community value.
- **Collaborative mindset** — works well with diverse groups, encourages respectful dialogue, and builds consensus.

Professional Experience

Dell Field Service Engineer — 17.5 Years

Dell Technologies

- Delivered reliable, high-quality support across a wide range of enterprise systems, consistently resolving issues in high-pressure environments.
- Built tools, documentation, and workflows that improved efficiency for other technicians and enhanced service quality.
- Known for professionalism, calm under pressure, and the ability to quickly assess situations and implement effective solutions.

- Developed strong communication skills through daily interaction with customers, vendors, and cross-functional teams.
- Recognized for craftsmanship, attention to detail, and pride in producing polished, reliable work.

Relevant Community Experience

- **Former resident of a CDD community**, giving firsthand insight into the responsibilities, expectations, and opportunities for improvement within district governance.
- Actively engaged in local community life in Florida, with a strong understanding of the unique needs of residents, infrastructure, and long-term planning in the region.
- Experienced in evaluating systems, identifying inefficiencies, and proposing practical, cost-effective improvements.

Key Competencies for CDD Governance

- Budget awareness and responsible resource allocation
- Infrastructure and maintenance understanding
- Long-term planning and project evaluation
- Resident communication and transparency
- Fair, unbiased decision-making
- Technology and systems literacy
- Vendor and contract evaluation

Personal Qualities

- Calm, rational, and grounded
- Creative thinker with a builder's mindset
- Detail-oriented and quality-focused
- Respectful, approachable, and community-focused
- Driven by integrity and long-term value

Objective

To serve the community with fairness, transparency, and a steady hand — ensuring responsible stewardship of district resources, maintaining high standards for infrastructure and amenities, and fostering a community environment where residents feel heard, respected, and proud to live.

GINA PIERRE

6611 Back Forty Loop • Zephyrhills, FL 33541

C: (772) 475-1830 • E: gina.pierre2@gmail.com

PROFESSIONAL SUMMARY

Detail-oriented and community-focused professional with strong experience in auditing, compliance review, documentation management, and administrative operations. Skilled in evaluating controls, identifying discrepancies, coordinating with vendors and stakeholders, and ensuring accuracy in high-volume environments. Committed to transparency, integrity, and effective public service—key qualities for serving on a Community Development District (CDD) Board.

PROFESSIONAL EXPERIENCE

Dealership Auditor (Bank-Facing)

QuikTrak — Wesley Chapel, FL | Sept 2024 – Present

- Perform on-site and remote audits to ensure dealer compliance with floor-plan lending policies.
- Verify inventory, validate VINs, and reconcile loan data for accuracy.
- Identify risks or irregularities and prepare clear reports for financial partners.
- Communicate findings professionally with dealerships and banking representatives.

Administrative Assistant

Brown Innovative Design, LLC — Wesley Chapel, FL | May 2018 – Present

- Support daily business operations, scheduling, documentation, and budgeting.
- Manage vendor and client communication, order tracking, and project organization.
- Resolve issues promptly and maintain accurate records and invoices.

Credentialing Analyst – Project Hangar (Strike Support)

AMN Healthcare — Tampa, FL (Remote) | Aug 2021 – Dec 2022

- Processed high-volume credentialing for urgent healthcare staffing needs.
- Verified compliance documents, completed provider setups, and ensured regulatory accuracy.
- Communicated with clinicians to gather missing materials and resolve delays.
- Worked with internal teams to maintain efficient turnaround times.

EDUCATION

MBA, Management — Florida International University | May 2015

B.A., Psychology — University of Miami | May 2008

KEY SKILLS

- Audit & Compliance Review
- Documentation Accuracy
- Risk Identification
- Vendor / Stakeholder Communication
- Records Management
- Community & Customer Relations
- Operational Coordination
- Process Improvement
- Problem Solving

STRENGTHS FOR CDD BOARD SERVICE

- Strong understanding of compliance, documentation integrity, and operational oversight.
- Experience reviewing contracts, identifying discrepancies, and communicating findings clearly.
- High ethical standards and commitment to accountable governance.
- Ability to collaborate effectively with residents, vendors, and Board members.
- Detail-driven approach aligned with budgeting, auditing, and community management responsibilities.

Contact

markmonelli@gmail.com

www.linkedin.com/in/markmonelli
(LinkedIn)

Top Skills

Customer Relationship Management (CRM)

Sales Processes

Aviation

Certifications

Sales Forecasting

Sales: Data-Driven Sales Management

Mark Monelli

Aviation Sales Pipeline Accelerator and Recruiter - Future Aero
- (813) 702-3979# - Mark@FutureAero.net - Current Package Offerings include - Commercial Regional and Business Jet spares and major assets

Zephyrhills, Florida, United States

Summary

Disciplined sales professional who deploys advanced methods of prospecting, follow-through, and relationship building. Experience in sales, procurement, landing gear management, and pipeline strategies. Takes complex opportunities and creates simple solutions for clients and customers.

Identifies and proactively contacts all prospects with experience from 5-bootstrapped startup companies to treat each opportunity and relationship with the utmost diligence, follow through, and high level of communication.

Diversification of experience in Aviation, E-commerce, Project Management, Production, Customer Service, and Software to allow a multifaceted approach & problem solving.

Closed deals with sole proprietors up to billion dollar companies. No deal or relationship is too small or large, everyone I work with or keep in touch with is beneficial to my growth and pipeline strategy. I am available at all times to discuss any opportunity, and am always an open door to my industry colleagues, friends, and family.

Experience

FutureAero

Founder | Helping Companies Build Proven Sales Pipelines
September 2025 - Present (6 months)

Design and implement a proven pipeline strategy to help businesses consistently locate and secure new customers, vendors, and sales opportunities

Partner with clients to identify growth opportunities through structured outreach, CRM workflows, and targeted market research

Implementing a scalable approach to client communication and retention

CCI Aero, Inc.

Sales Executive

July 2024 - August 2025 (1 year 2 months)

Prospected new and maintained existing customer accounts for Airbus and Boeing accessories, LRU's, QEC, and APU aircraft parts

- Studied and learned new material types outside of my core Landing Gear competency
- Purchased and sold to a combined 40+ companies, 30%+ new customers and vendors
- Hit sales targets and became the front line of initial inventory analysis for purchasing to increase stock position
- Had discussions and interactions with over 600+ companies in the first year to quickly ramp up and determine where to focus future efforts
- Expanded product lines through brokering into Regional and Corporate during slow times to increase network and attempt to future-proof against potential commercial industry downturn

KP Aviation

Product Line Manager - Landing Gear

December 2023 - May 2024 (6 months)

Responsible to market and sell commercial landing gear off internal airframe purchases and spec buy in the aftermarket

- Put together comprehensive landing gear marketing data to ensure customer engagement through push lists, LinkedIn, proactive calling & texts into current and prospective accounts
- Identified all landing gear prospects through fleet data analysis, created and managed a live plan of action and continual follow up
- Brought new customers and opportunities to company beyond landing gear by identifying other potential interest through fleet/news data and in-depth conversations
- Maintained relationships with 200+ companies and planned expansion to maximize reach and activity for our material
- Leased, sold, and managed exchange landing gear opportunities
- Coordinated complex projects with legal and technical teams to ensure all teams were on task and informed

- Supported End-Users on challenging opportunities to ensure material needs and timelines were met
- Put together detailed business cases for spec purchases with supporting demand data

Snaplasers LLC

President

October 2021 - December 2023 (2 years 3 months)

Supporting companies that are looking to grow and maintain their sales pipeline

Client Milestones and Strategies

- Increased average monthly won deals 33% through data analysis and lead analysis
- Maintaining a 25%+ conversion ratio for sales representative opportunity to closed-won
- Implemented appointment setting system with optimized logistics
- Reviewed and suggested software in alignment with our current processes to increase sales and efficiency.

Met Trade LLC

Business Development Manager

May 2023 - October 2023 (6 months)

Chicago, Illinois, United States

Supplier and distributor of chemical products such as adhesives, sealants, protectants, foams, paint, and cleaners. With applications for stone, construction, building, auto, and marine applications.

- Identify and prospect customers
- Built CRM pipeline for prospects and current customers
- Built brand online to create awareness and assist local product sales on LinkedIn and Facebook

Air Spares Unlimited

Strategic Account Manager - Landing Gear Program

January 2016 - October 2021 (5 years 10 months)

Chicago, IL

Chapter ATA 32 Material, Service, and Solutions Provider. Air Spares Unlimited's sole expertise and focus is Airbus and Boeing Landing Gear, Wheel, and Brakes. Our mission - to redefine service in the aviation industry through innovation and technology. Driven by quality guided by integrity.

- First official employee hired to the company, contributed to significant portion of revenue and growth
- Created CRM and catalog systems to store customer, prospect, landing gear, and part data sets
- Prospected companies from ground zero (no Aviation experience) starting with brokers up to Tier 1 operators
- Purchased and sold to the largest companies in the Aviation industry
- Put together business cases to purchase landing gear on spec and action plans to sell
- Supported Tier 1 Operator, MRO, and OEM's Airbus and Boeing Landing Gear Programs
- Purchasing and Sales of Narrow and Widebody Airbus and Boeing Landing Gear
- Designed flexible solutions to meet end-user requirements and develop long term customer relationships

Aviation Wellness Community

Aviation Wellness Community Ambassador

April 2020 - December 2020 (9 months)

Chicago, Illinois, United States

My role is to gather ideas and put a plan in place to grow and build a network of Aviation Professionals with a common goal. Improve our lives and those around us starting with our mental and physical health. Join us on the following platforms:

Linkedin <https://www.linkedin.com/groups/12387914/>

Facebook <https://www.facebook.com/groups/203277893881283>

S4Group LLC

Strategic Project Manager

November 2013 - October 2014 (1 year)

Skokie, IL

Liaised with new clients and immersed myself in their business to understand their needs fully before crafting a customized development plan. Thereafter, I scheduled the development tasks, tracked communication, and coordinated the project team.

- Appointed to source new business, nurture prospective clients, and grow sales.
- Identified client needs, captured customer data, and implemented reporting systems.

- Customized client development plans, tracked communication, and coordinated project teams.
- Improved client efficiency by identifying management tools and overseeing their implementation.
- Customized a CRM system using Salesforce to ensure seamless client project management.

Digital BrandWorks

Marketplace Promotions Manager

May 2012 - July 2013 (1 year 3 months)

Morton Grove, IL

Developed and maintained relationships with account managers at eBay, Newegg, Amazon, Rakuten (Buy.com), Best Buy, and Sears while monitoring online pricing and researching competitors. I increased product sales 490% (Q4 2012 to Q2 2013) for a total of \$1.5M and ensured that over 25% of the product catalog enjoyed consistent marketing exposure.

- Appointed to grow sales and online marketplace exposure.
- Looked after major brands, including Dyson, Euro Pro, Calphalon, Whirlpool, and Vornado.
- Drove sales through search engine optimization, email campaigns, banner advertizing, video placements, gift cards, purchase programs, daily deal offers, and themed promotions.
- Monitored competitor pricing with advanced web scraping technology to inform sales campaigns.
- Achieved exposure of up to 9M impressions per campaign.

channellQ

Senior Sales Account Manager

April 2007 - May 2011 (4 years 2 months)

Chicago River North, IL

Mentored and trained new account managers as well as recommending and prioritizing proprietary ecommerce software features. I managed over 25 manufacturing clients and achieved \$7.5M in product sales over four years. I also on-boarded, serviced, and managed price monitoring software subscriptions worth \$1M annually.

- Appointed to grow business-to-business and business-to-consumer sales.

- Secured new clients, trained account managers, managed product buys, monitored inventory, forecast sales, and managed online marketplace exposure.
- Worked closely with software development team to enhance proprietary e-commerce software.

AGI Klearfold

5 years 2 months

SAP Order Management Trainer

October 2006 - April 2007 (7 months)

Melrose Park, IL

Implemented a system migration from Oracle to SAP by training 15 key employees and providing over 100 hours of learning resources. I also developed business processes and system procedures for various departments, including customer service, logistics, quality assurance, and production.

- Promoted to implement a system migration from Oracle to SAP.
- Trained customer service representatives in SAP order and customer management procedures.

Customer Service Representative

March 2005 - April 2007 (2 years 2 months)

Melrose Park, IL

Managed relationships with customers, sales representatives, and production planners while validating sales orders, prioritizing shipments, invoicing, and tracking contract expirations. I successfully reduced contracts outstanding and accounts receivable by analyzing order quantity, product billing, and materials shipped.

- Appointed to manage leading cosmetic firm accounts, including Avon, Mary Kay, and L'Oreal.
- Reduced die-cutting errors by 75% by analyzing die-cutting department data.
- Eliminated manual archive searches by creating an inventory tracking system to retrieve job data.

Oracle Plant Accountant

March 2002 - March 2005 (3 years 1 month)

Melrose Park, IL

Handled major motion picture accounts and leading cosmetic firms including Mary Kay, L'Oreal, and Avon while monitoring work-in-process. I analyzed die-

cutting data to reduce errors by 75% and developed a closed-job inventory tracking system that eliminated time-consuming manual archive searches.

Education

Eastern Illinois University

BS, Economics · (1997 - 2001)

02/01/2026

Abbott Square CDD Board

My name is Shayla Anderson, and I am writing to formally express my interest in serving on the Community Development District (CDD) Board for Abbott Square. I have had the privilege of serving on the Abbott Square Homeowners Association Board for the past year and a half, most recently as Board President. Through this role, I have developed a strong understanding of our community's needs, challenges, and opportunities for continued growth and improvement.

As HOA President, I worked closely with residents, board members, and community management to ensure that our neighborhood was well-managed, financially responsible, and a place where homeowners felt heard and supported. My leadership focused on maintaining affordable assessments, improving communication and transparency, addressing resident concerns in a fair and professional manner, and fostering a positive community environment.

In my professional career, I work in the real estate and mortgage industry, where I am responsible for reviewing detailed financial and legal documentation, ensuring regulatory compliance, and collaborating with multiple stakeholders to support smooth and timely transactions. This experience has strengthened my skills in financial oversight, attention to detail, problem-solving, and accountability – all of which are directly relevant to the responsibilities of a CDD board member. I am passionate about being actively involved in the community I live in and contributing in a meaningful way. I believe that strong governance, transparency, and resident-focused decision-making are essential to maintaining a successful CDD. My goal in serving on the CDD board would be to help ensure that Abbott Square continues to be financially stable, well-maintained, and a community where residents feel proud to live.

I would be honored to bring my experience, professionalism, and dedication to the CDD Board and continue serving Abbott Square in this next capacity.

Respectfully,
Shayla Anderson

RESOLUTION 2026-04

**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:

_____	Chair
_____	Vice-Chair
<u>Jennifer Goldyn</u>	Secretary
<u>Stephen Bloom</u>	Treasurer
<u>Angel Montagna</u>	Assistant Treasurer
<u>Alize Aninipot</u>	Assistant Secretary
<u>Mark Vega</u>	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary

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

PASSED AND ADOPTED this 9th day of February 2026.

ATTEST:

**ABBOTT SQUARE
COMMUNITY DEVELOPMENT
DISTRICT**

Name: _____
Secretary / Assistant Secretary

Name: _____
Chair / Vice Chair of the Board of Supervisors

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
General Management and Oversight (2)	\$ 6,000.00
Total Services Costs:	\$116,257.60
Total Services Costs:	\$116,257.60

(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



Proposed Options

Option 1 : In Proposal

The Annual Base Fee beginning February 1, 2026, shall be \$116,258.00 (\$9,688.10 per month plus any applicable taxes).

Base fee includes:

- Dedicated full-time Clubhouse Manager for 40 hours per week
- 20 per week part-time Community Service Attendant
- 15 per week part-time Community Service Attendant

Option 2: In Proposal

The Annual Base Fee beginning February 1, 2026, shall be \$179,760.00 (\$14,980.00 per month plus any applicable taxes).

Base fee includes:

- Dedicated full-time Clubhouse Manager for 40 hours per week
- 29 per week part-time Lead Maintenance Tech
- 29 per week part-time Housekeeping/Janitorial

Option 3: In Proposal

The Annual Base Fee beginning February 1, 2026, shall be \$155,880.00 (\$12,990.00 per month plus any applicable taxes).

Base fee includes:

- Dedicated full-time Clubhouse Manager for 40 hours per week
- Dedicated Maintenance Tech Supervisor for 40 hours per week

Amenities Management Services Agreement

This **Amenities Management Services Agreement** (the “**Agreement**”) is made as of February 1, 2026, 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 February 1, 2026, 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 as established in **Schedule B, Fee Schedule**, attached hereto 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 *I* 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

Amenities Management Services Agreement

This **Amenities Management Services Agreement** (the “**Agreement**”) is made as of February 1, 2026, 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 February 1, 2026, 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 as established in **Schedule B, Fee Schedule**, attached hereto 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 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 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.

Maintenance Tech Supervisor

The company will provide the service of a **Maintenance Tech Supervisor** that will be on property for 29 hours per week and will perform the following duties:

1. Responsible for day-to-day maintenance operations, adhering to District budget, and assisting the Clubhouse Manager in managing vendor contracts relating to the clubhouse and community assets, and the development of standard operation policies and procedures.
2. Provide the best possible customer service to the residents and guests to maintain a safe and comfortable environment.
3. Work with assigned contractors to ensure quality service is provided to the community.
4. Inspect District common areas and report any problems to the Clubhouse Manager.
5. Prepare any incident or accident reports and forward to the Clubhouse Manager.
6. Display flexibility in handling after-hours emergency calls.
7. Swimming Pool Deck: Blow off pool deck, arrange furniture, empty, and clean all receptacles, and adjust umbrellas.
8. Picnic Areas and Parks: Empty waste receptacles and pick up debris.
9. Main Entrance: pick up debris.
10. Replace light bulbs.
11. Control cobwebs around the amenity facility.
12. Check conditions of roads, sidewalks, and curbs. Report any issues to the Clubhouse Manager.
13. Parking Lot: Pick up litter, blow off debris.
14. Cleaning the outdoor furniture.
15. Touch up paint interior and exterior.
16. Perform minor repairs to the entrance/exit gates.
17. Check and assess street signs, monuments, and informational signs. Report any issues to the Clubhouse Manager.
18. Perform minor repairs to equipment and facilities as needed.
19. Process and manage work orders and update the Clubhouse Manager with project status and completion.
20. Direct purchasing, receiving, storage, issuing and control of maintenance products, supplies, and equipment.
21. Clean and sanitize Clubhouse and amenities, when needed.
22. Any other duties assigned by the Clubhouse Manager.

Housekeeping/Janitorial

The company will provide the service of a part-time **Housekeeping/Janitorial** position that will be on property for a minimum of 29 hours per week and will perform the following duties:

Service	Frequency
Clubhouse	
Empty and replace liners in all garbage cans	Each visit
Clean clubhouse restrooms and stock if needed	Each visit
Clean entrance doors inside and out	Each visit
Sweep and mop ceramic tile	Each visit
Wipe down all tables, coffee tables, and end tables	Each visit
Clean kitchen area, wipe down appliances	Each visit

Dust all pictures, light fixtures, A/C vents, and TVs	Monthly
Clean interior windowsills and glass windows	Monthly
Dust blinds/window treatments and interior ceiling fans	Monthly

Pool/Playground Bathrooms

Empty and replace liners in all garbage cans	Each visit
Sanitize countertops and diaper changing stations	Each visit
Sanitize all toilets, urinals, and sinks.	Each visit
Sweep and sanitize floors	Each visit
Clean all mirrors	Each visit
Wipe down and disinfect partition doors	Each visit
Restock all paper products, soaps, and toiletries	As needed
Dust all light fixtures, vents, and doorframes	Monthly

Exterior/Grounds

Empty all exterior garbage cans and replace liners	Each visit
Monitor pool deck for and dispose of all trash	Each visit
Clean exterior windows and windowsills	Monthly
Clean soffits and fascia boards	As needed, at least monthly
Empty and replace liners in dog waste stations.	As needed, at least twice weekly

Recreational Amenities

Arrange pool furniture and blow off decks	Each visit
Clean water fountains	Each visit
Wipe down pool furniture	Weekly
Check sand in ashtrays and clean/replenish	Monthly
High dust exterior ceiling fans and light fixtures	As needed, at least weekly
Check light bulbs and replace as needed	Each visit
Check all ceiling fans and report repairs or replacements as needed	Each visit

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.

**Schedule B
Fee Schedule**

I. ANNUAL BASE FEE

The Annual Base Fee beginning February 1, 2026, shall be \$179,760.00 (\$14,980.00 per month plus any applicable taxes).

Base fee includes:

- Dedicated full-time Clubhouse Manager for 40 hours per week
- 29 per week part-time Lead Maintenance Tech
- 29 per week part-time Housekeeping/Janitorial

These budgeted costs reflect full personnel levels required to perform the services outlined in this contract. Personnel costs include: 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.

Employees are entitled to time off per company policy and any required backfill for staff during earned and approved holiday and vacation/sick time will be billed at an hourly basis as outlined below:

- Clubhouse Manager \$100.00/hour
- Maintenance Supervisor \$75.00/hour
- Housekeeping/Janitorial Attendant \$45.00 per hour

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.

Amenities Management Services Agreement

This **Amenities Management Services Agreement** (the “**Agreement**”) is made as of February 1, 2026, 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 February 1, 2026, 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 as established in **Schedule B, Fee Schedule**, attached hereto 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.

Maintenance Tech Supervisor

The company will provide the service of a **Maintenance Tech Supervisor** that will be on property for 29 hours per week and will perform the following duties:

1. Responsible for day-to-day maintenance operations, adhering to District budget, and assisting the Clubhouse Manager in managing vendor contracts relating to the clubhouse and community assets, and the development of standard operation policies and procedures.
2. Provide the best possible customer service to the residents and guests to maintain a safe and comfortable environment.
3. Work with assigned contractors to ensure quality service is provided to the community.
4. Inspect District common areas and report any problems to the Clubhouse Manager.
5. Prepare any incident or accident reports and forward to the Clubhouse Manager.
6. Display flexibility in handling after-hours emergency calls.
7. Swimming Pool Deck: Blow off pool deck, arrange furniture, empty, and clean all receptacles, and adjust umbrellas.
8. Picnic Areas and Parks: Empty waste receptacles and pick up debris.
9. Main Entrance: pick up debris.
10. Replace light bulbs.
11. Control cobwebs around the amenity facility.
12. Check conditions of roads, sidewalks, and curbs. Report any issues to the Clubhouse Manager.
13. Parking Lot: Pick up litter, blow off debris.
14. Cleaning the outdoor furniture.
15. Touch up paint interior and exterior.
16. Perform minor repairs to the entrance/exit gates.
17. Check and assess street signs, monuments, and informational signs. Report any issues to the Clubhouse Manager.
18. Perform minor repairs to equipment and facilities as needed.
19. Process and manage work orders and update the Clubhouse Manager with project status and completion.
20. Direct purchasing, receiving, storage, issuing and control of maintenance products, supplies, and equipment.
21. Clean and sanitize Clubhouse and amenities, when needed.
22. Any other duties assigned by the Clubhouse Manager.

Housekeeping/Janitorial (Provided by Onsite Maintenance Supervisor)

Service	Frequency
Clubhouse	
Empty and replace liners in all garbage cans	Each visit
Clean clubhouse restrooms and stock if needed	Each visit
Clean entrance doors inside and out	Each visit
Sweep and mop ceramic tile	Each visit
Wipe down all tables, coffee tables, and end tables	Each visit
Clean kitchen area, wipe down appliances	Each visit
Dust all pictures, light fixtures, A/C vents, and TVs	Monthly
Clean interior windowsills and glass windows	Monthly
Dust blinds/window treatments and interior ceiling fans	Monthly

Pool/Playground Bathrooms

Empty and replace liners in all garbage cans	Each visit
Sanitize countertops and diaper changing stations	Each visit
Sanitize all toilets, urinals, and sinks.	Each visit
Sweep and sanitize floors	Each visit
Clean all mirrors	Each visit
Wipe down and disinfect partition doors	Each visit
Restock all paper products, soaps, and toiletries	As needed
Dust all light fixtures, vents, and doorframes	Monthly

Exterior/Grounds

Empty all exterior garbage cans and replace liners	Each visit
Monitor pool deck for and dispose of all trash	Each visit
Clean exterior windows and windowsills	Monthly
Clean soffits and fascia boards	As needed, at least monthly
Empty and replace liners in dog waste stations.	As needed, at least twice weekly

Recreational Amenities

Arrange pool furniture and blow off decks	Each visit
Clean water fountains	Each visit
Wipe down pool furniture	Weekly
Check sand in ashtrays and clean/replenish	Monthly
High dust exterior ceiling fans and light fixtures	As needed, at least weekly
Check light bulbs and replace as needed	Each visit
Check all ceiling fans and report repairs or replacements as needed	Each visit

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.

**Schedule B
Fee Schedule**

I. ANNUAL BASE FEE

The Annual Base Fee beginning February 1, 2026, shall be \$155,880.00 (\$12,990.00 per month plus any applicable taxes).

Base fee includes:

- Dedicated full-time Clubhouse Manager for 40 hours per week
- Dedicated Maintenance Tech Supervisor for 40 hours per week

These budgeted costs reflect full personnel levels required to perform the services outlined in this contract. Personnel costs include: 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.

Employees are entitled to time off per company policy and any required backfill for staff during earned and approved holiday and vacation/sick time will be billed at an hourly basis as outlined below:

- Clubhouse Manager \$100.00/hour
- Maintenance Supervisor \$75.00/hour

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.

Abbott Square Community Development District

Financial Statements
(Unaudited)

Period Ending
November 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 November 30, 2025

(In Whole Numbers)

ACCOUNT DESCRIPTION	GENERAL FUND	DEBT SERVICE	DEBT SERVICE	CAPITAL	CAPITAL	GENERAL	GENERAL	TOTAL
		FUND SERIES 2025	FUND SERIES 2022	PROJECTS FUND SERIES 2025	PROJECTS FUND SERIES 2022	FIXED ASSETS FUND	LONG TERM DEBT FUND	
ASSETS								
Cash - Operating Account	\$ 142,791	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 142,791
Cash in Transit	-	1,657	10,300	-	-	-	-	11,957
Due From Other Funds	-	9,085	9,622	-	-	-	-	18,707
Investments:								
Acq. & Construction - Other	-	-	-	75,509	-	-	-	75,509
Acquisition & Construction Account	-	-	-	20,444	263	-	-	20,707
Construction Fund	-	-	-	177,350	-	-	-	177,350
Cost of Issuance Fund	-	-	-	3,338	-	-	-	3,338
Interest Account	-	323	-	-	-	-	-	323
Reserve Fund	-	171,661	318,363	-	-	-	-	490,024
Revenue Fund	-	11,763	355,628	-	-	-	-	367,391
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	\$ 142,791	\$ 194,489	\$ 693,913	\$ 276,641	\$ 263	\$ 9,611,294	\$ 8,980,000	\$ 19,899,391
LIABILITIES								
Accounts Payable	\$ 24,223	\$ 4,189	\$ 7,768	\$ -	\$ -	\$ -	\$ -	\$ 36,180
Due To Developer	6,000	-	-	-	-	-	-	6,000
Bonds Payable	-	-	-	-	-	-	8,980,000	8,980,000
Due To Other Funds	18,707	-	-	-	-	-	-	18,707
Other Long-Term Liabilities	-	-	-	-	-	1,176,241	-	1,176,241
TOTAL LIABILITIES	48,930	4,189	7,768	-	-	1,176,241	8,980,000	10,217,128
FUND BALANCES								
Restricted for:								
Debt Service	-	190,300	686,145	-	-	-	-	876,445
Capital Projects	-	-	-	276,641	263	-	-	276,904
Unassigned:	93,861	-	-	-	-	8,435,053	-	8,528,914
TOTAL FUND BALANCES	93,861	190,300	686,145	276,641	263	8,435,053	-	9,682,263
TOTAL LIABILITIES & FUND BALANCES	\$ 142,791	\$ 194,489	\$ 693,913	\$ 276,641	\$ 263	\$ 9,611,294	\$ 8,980,000	\$ 19,899,391

ABBOTT SQUARE COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 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	\$ -	\$ 1,027	\$ 1,027	0.00%
Special Assmnts- Tax Collector	871,373	46,487	(824,886)	5.33%
TOTAL REVENUES	871,373	47,514	(823,859)	5.45%
<u>EXPENDITURES</u>				
<u>Administration</u>				
Supervisor Fees	12,000	2,200	9,800	18.33%
ProfServ-Arbitrage Rebate	500	-	500	0.00%
Dissemination Agent/Reporting	1,000	-	1,000	0.00%
Field Management	15,000	3,750	11,250	25.00%
Trustee Fees	5,000	-	5,000	0.00%
District Counsel	25,000	2,422	22,578	9.69%
District Engineer	10,000	-	10,000	0.00%
District Manager	49,440	12,360	37,080	25.00%
Auditing Services	5,000	-	5,000	0.00%
Postage	500	10	490	2.00%
Insurance - General Liability	3,311	6,347	(3,036)	191.69%
Public Officials Insurance	2,709	5,786	(3,077)	213.58%
Property and Casualty Insurance	16,424	18,944	(2,520)	115.34%
Printing and Binding	500	-	500	0.00%
Legal Advertising	1,500	-	1,500	0.00%
Tax Collector/Property Appraiser Fees	10,229	-	10,229	0.00%
Bank Fees	500	-	500	0.00%
Website Administration	1,553	-	1,553	0.00%
Dues, Licenses and Fees	175	175	-	100.00%
Total Administration	160,341	51,994	108,347	32.43%

ABBOTT SQUARE COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 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>Electric Utility Services</u>				
Electric Utility Services	3,600	853	2,747	23.69%
Street Lights	94,485	17,363	77,122	18.38%
Total Electric Utility Services	98,085	18,216	79,869	18.57%
<u>Landscape Services</u>				
Contracts Trash Removal	18,000	1,500	16,500	8.33%
Landscape Maintenance - Contract	148,464	27,184	121,280	18.31%
R&M-Well Maintenance	19,176	300	18,876	1.56%
Landscape - Annuals	5,000	583	4,417	11.66%
Mulch	20,000	-	20,000	0.00%
Landscaping - Plant Replacement Program	5,000	-	5,000	0.00%
Wetland Maintenance	7,500	-	7,500	0.00%
R&M-Trail Maintenance	7,500	-	7,500	0.00%
Parks Maintenance	10,000	-	10,000	0.00%
Retention Pond Maintenance	8,600	300	8,300	3.49%
Irrigation Maintenance	2,500	4,556	(2,056)	182.24%
Aquatic Maintenance	22,900	300	22,600	1.31%
Misc-Contingency	20,000	2,016	17,984	10.08%
Total Landscape Services	294,640	36,739	257,901	12.47%
<u>Other Physical Environment</u>				
Waterway Management	-	463	(463)	0.00%
Total Other Physical Environment	-	463	(463)	0.00%
<u>Amenities</u>				
Onsite Payroll	88,500	-	88,500	0.00%
Payrol Taxes & Admin Fee	19,000	-	19,000	0.00%
Management Services	36,000	-	36,000	0.00%
Pressure Washing	5,000	-	5,000	0.00%
Pest Control	2,340	195	2,145	8.33%
Security Camera	500	-	500	0.00%
Landscape Maint Contract	26,787	-	26,787	0.00%
Furniture/Furnishings	2,000	-	2,000	0.00%
Pool Maintenance	21,000	5,244	15,756	24.97%
HVAC	2,000	-	2,000	0.00%
Gate - Repair Maint	1,500	769	731	51.27%
Janitorial Maintenance	26,787	6,220	20,567	23.22%
Phone & Internet	863	184	679	21.32%
Propane	1,000	-	1,000	0.00%
Electricity - Clubhouse/Pool	11,000	-	11,000	0.00%
Property and Casualty Insurance	15,000	15,000	-	100.00%

ABBOTT SQUARE COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 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
Pool Repairs	2,500	646	1,854	25.84%
General Maintenance	5,000	811	4,189	16.22%
Irrigation Repairs	1,300	-	1,300	0.00%
Well Pump Repairs	1,450	-	1,450	0.00%
Mulch	10,000	-	10,000	0.00%
Landscape Replacement	5,000	-	5,000	0.00%
Entrance Monuments, Gates, Walls R&M	5,000	1,587	3,413	31.74%
Fire Safety Alarm	700	-	700	0.00%
Sidewalk, Pavement, Signage R&M	5,000	-	5,000	0.00%
Trash/Waste	6,500	5,526	974	85.02%
Building Maintenance	2,500	-	2,500	0.00%
Access Keys/Cards	300	4,845	(4,545)	1615.00%
Holiday Decorations	2,500	-	2,500	0.00%
Cleaning Supplies	3,000	-	3,000	0.00%
Water & Sewer - Clubhouse	5,500	1,800	3,700	32.73%
Pool Permits	280	-	280	0.00%
Furniture/Furnishings	2,500	-	2,500	0.00%
Total Amenities	318,307	42,827	275,480	13.45%
TOTAL EXPENDITURES	871,373	150,239	721,134	17.24%
Excess (deficiency) of revenues				
Over (under) expenditures	-	(102,725)	(102,725)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2025)		196,586		
FUND BALANCE, ENDING		\$ 93,861		

ABBOTT SQUARE COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 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
REVENUES				
Interest - Investments	\$ -	\$ 1,391	\$ 1,391	0.00%
Special Assmnts- Tax Collector	-	18,316	18,316	0.00%
TOTAL REVENUES	-	19,707	19,707	0.00%
EXPENDITURES				
Debt Service				
Interest Expense	-	47,587	(47,587)	0.00%
Total Debt Service	-	47,587	(47,587)	0.00%
TOTAL EXPENDITURES	-	47,587	(47,587)	0.00%
Excess (deficiency) of revenues				
Over (under) expenditures	-	(27,880)	(27,880)	0.00%
OTHER FINANCING SOURCES (USES)				
Operating Transfers-Out	-	(1,088)	(1,088)	0.00%
TOTAL FINANCING SOURCES (USES)	-	(1,088)	(1,088)	0.00%
Net change in fund balance	\$ -	\$ (28,968)	\$ (28,968)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2025)		219,268		
FUND BALANCE, ENDING		\$ 190,300		

ABBOTT SQUARE COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 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
REVENUES				
Interest - Investments	\$ -	\$ 4,115	\$ 4,115	0.00%
Special Assmnts- Tax Collector	639,163	33,969	(605,194)	5.31%
TOTAL REVENUES	639,163	38,084	(601,079)	5.96%
EXPENDITURES				
Debt Service				
Principal Debt Retirement	150,000	-	150,000	0.00%
Interest Expense	489,163	-	489,163	0.00%
Total Debt Service	639,163	-	639,163	0.00%
TOTAL EXPENDITURES	639,163	-	639,163	0.00%
Excess (deficiency) of revenues				
Over (under) expenditures	-	38,084	38,084	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2025)		648,061		
FUND BALANCE, ENDING		\$ 686,145		

ABBOTT SQUARE COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 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
REVENUES				
Interest - Investments	\$ -	\$ 1,750	\$ 1,750	0.00%
TOTAL REVENUES	-	1,750	1,750	0.00%
EXPENDITURES				
TOTAL EXPENDITURES	-	-	-	0.00%
Excess (deficiency) of revenues Over (under) expenditures	-	1,750	1,750	0.00%
OTHER FINANCING SOURCES (USES)				
Interfund Transfer - In	-	1,088	1,088	0.00%
TOTAL FINANCING SOURCES (USES)	-	1,088	1,088	0.00%
Net change in fund balance	<u>\$ -</u>	<u>\$ 2,838</u>	<u>\$ 2,838</u>	<u>0.00%</u>
FUND BALANCE, BEGINNING (OCT 1, 2025)		273,803		
FUND BALANCE, ENDING		<u>\$ 276,641</u>		

ABBOTT SQUARE COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 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
REVENUES				
Interest - Investments	\$ -	\$ 2	\$ 2	0.00%
TOTAL REVENUES	-	2	2	0.00%
EXPENDITURES				
TOTAL EXPENDITURES	-	-	-	0.00%
Excess (deficiency) of revenues				
Over (under) expenditures	-	2	2	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2025)		261		
FUND BALANCE, ENDING		\$ 263		

Bank Account Statement

ABBOTT SQUARE CDD

Bank Account No. 2901
Statement No. 11-25

Statement Date 11/30/2025

G/L Account No. 101001 Balance	142,790.96	Statement Balance	150,109.23
		Outstanding Deposits	0.00
Positive Adjustments	0.00	Subtotal	150,109.23
Subtotal	142,790.96	Outstanding Checks	-7,318.27
Negative Adjustments	0.00	Ending Balance	142,790.96
Ending G/L Balance	142,790.96		

Posting Date	Document Type	Document No.	Vendor	Description	Amount	Cleared Amount	Difference
Deposits							
							0.00
11/05/2025		JE000547	Special Assmnts-Tax Collector	Valley National Bank	8,195.76	8,195.76	0.00
11/06/2025		JE000548	Special Assmnts-Tax Collector	Valley National Bank	5,455.00	5,455.00	0.00
11/14/2025		JE000549	Special Assmnts-Tax Collector	Valley National Bank	49,780.89	49,780.89	0.00
11/20/2025		JE000550	Special Assmnts-Tax Collector	Valley National Bank	22,588.67	22,588.67	0.00
11/25/2025		JE000574	Special Assmnts-Tax Collector	Valley National Bank	12,751.28	12,751.28	0.00
11/30/2025		JE000603	Interest - Investments	Interest Earned	467.97	467.97	0.00
Total Deposits					99,239.57	99,239.57	0.00
Checks							
							0.00
10/15/2025	Payment	100129	COMPLETE I.T	Inv: 16993, Inv: 17301	-135.60	-135.60	0.00
10/29/2025	Payment	100134	STEADFAST MAINTENANCE	Inv: SA-16596	-300.00	-300.00	0.00
10/29/2025	Payment	100136	STEADFAST MAINTENANCE SOUTHERN	Inv: SA-14840, Inv: SA-14726	-2,889.66	-2,889.66	0.00
10/29/2025	Payment	100138	AUTOMATED ACCESS SVCS LLC YALE HARBOR	Inv: 17172	-4,845.30	-4,845.30	0.00
11/04/2025	Payment	100139	COMMUNITY MAINTENANCE INC	Inv: 2070, Inv: 2071	-1,586.94	-1,586.94	0.00
11/04/2025	Payment	100140	COMPLETE I.T	Inv: 18220	-67.80	-67.80	0.00
11/07/2025	Payment	100141	STEADFAST MAINTENANCE YALE HARBOR	Inv: SA-17102, Inv: SA-17028, Inv: SA-17254, Inv: S	-15,361.66	-15,361.66	0.00
11/07/2025	Payment	100142	COMMUNITY MAINTENANCE INC	Inv: 2072	-1,950.00	-1,950.00	0.00
11/07/2025	Payment	100143	GIG FIBER, LLC	Inv: 5491	-7,776.50	-7,776.50	0.00
11/07/2025	Payment	100144	JAYMAN ENTERPRISES LLC	Inv: 4288	-1,750.00	-1,750.00	0.00
11/07/2025	Payment	100145	FITNESSMITH	Inv: 091525-4840	-208.65	-208.65	0.00

Bank Account Statement

ABBOTT SQUARE CDD

Bank Account No. 2901
Statement No. 11-25

Statement Date 11/30/2025

Date	Type	Check No.	Payee	Account	Debit	Credit	Balance
10/23/2025	Payment	300021	DOORKING, INC	Inv: 2614857 ACH	-91.90	-91.90	0.00
11/10/2025	Payment	100146	STEADFAST MAINTENANCE	Inv: SA-17267	-497.83	-497.83	0.00
11/11/2025	Payment	1148	ABBOTT SQUARE CDD	Check for Vendor V00035	-7,226.01	-7,226.01	0.00
11/12/2025	Payment	1149	JUSTIN BARNETT YALE HARBOR	Check for Vendor V00037	-200.00	-200.00	0.00
11/12/2025	Payment	1151	COMMUNITY MAINTENANCE INC	Check for Vendor V00053	-1,950.00	-1,950.00	0.00
11/12/2025	Payment	DD145	TANYA K BENTON-EFT	Payment of Invoice 000513	-200.00	-200.00	0.00
11/18/2025	Payment	1152	JUSTIN BARNETT	Check for Vendor V00037	-400.00	-400.00	0.00
11/18/2025	Payment	1153	KELLY A. EVANS	Check for Vendor V00026	-200.00	-200.00	0.00
11/18/2025	Payment	1155	MALINDA DESUISSEUX	Check for Vendor V00036	-600.00	-600.00	0.00
11/18/2025	Payment	1156	ABBOTT SQUARE CDD	Check for Vendor V00035	-26,351.43	-26,351.43	0.00
11/14/2025	Payment	100148	FITNESSMITH	Inv: INV1095594	-250.00	-250.00	0.00
11/14/2025	Payment	100150	INFRAMARK LLC	Inv: 163587	-5,370.00	-5,370.00	0.00
11/20/2025	Payment	100154	STEADFAST MAINTENANCE	Inv: SA-15832	-2,391.83	-2,391.83	0.00
11/20/2025	Payment	100155	FIRST CHOICE PEST CONTROL INC	Inv: 234582, Inv: 233687	-390.00	-390.00	0.00
11/14/2025	Payment	300024	CITY OF ZEPHYRHILLS	Inv: 255071 ACH	-1,041.22	-1,041.22	0.00
11/14/2025	Payment	300025	CITY OF ZEPHYRHILLS	Inv: 111425-8928 ACH	-614.12	-614.12	0.00
11/28/2025	Payment	300028	DUKE ENERGY	Inv: 110725-0590 ACH	-2,507.54	-2,507.54	0.00
11/13/2025		JE000602	Water & Sewer - Clubhouse	Bank Recon ADJE City of Zephyrhills	-49.58	-49.58	0.00
Total Checks					-87,203.57	-87,203.57	0.00

Adjustments

Total Adjustments

Outstanding Checks

10/29/2025	Payment	100137	DON HARRISON	Inv: 3174			-195.90
11/18/2025	Payment	DD146	TANYA K BENTON-EFT	Payment of Invoice 000524			-200.00
11/18/2025	Payment	DD147	TANYA K BENTON-EFT	Payment of Invoice 000529			-200.00
11/18/2025	Payment	1154	LORI ANN CAMPAGNA	Check for Vendor V00028			-200.00
11/25/2025	Payment	1158	FLORIDA COMMERECE	Check for Vendor V00024			-175.00
11/13/2025	Payment	100147	GLISTEN POOL SERVICE LLC	Inv: 5229			-1,243.92
11/14/2025	Payment	100149	GLISTEN POOL SERVICE LLC	Inv: 5285			-2,000.00
11/20/2025	Payment	100151	FITNESSMITH	Inv: INV1097013			-352.28
11/20/2025	Payment	100152	GLISTEN POOL SERVICE LLC	Inv: 5162			-2,000.00
11/20/2025	Payment	100153	SITEX AQUATICS, LLC	Inv: 10349-B			-300.00
11/14/2025	Payment	300022	DOORKING, INC	Inv: 2593627			-45.95

Bank Account Statement

ABBOTT SQUARE CDD

Bank Account No. 2901

Statement No. 11-25

Statement Date

11/30/2025

11/14/2025	Payment	300023	CITY OF ZEPHYRHILLS	Inv: 242346 ACH	-22.76
11/28/2025	Payment	300026	DUKE ENERGY	Inv: 110725-8253 ACH	-161.20
11/28/2025	Payment	300027	DUKE ENERGY	Inv: 110525-7996 ACH	-175.31
11/25/2025	Payment	300030	DOORKING, INC	Inv: 2636129	-45.95
Total Outstanding Checks					-7,318.27

Outstanding Deposits

Total Outstanding Deposits

ABBOTT SQUARE COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund

For the Period from 11/01/2025 to 11/30/2025

(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Vendor	Payee	Invoice No.	Payment Description	Invoice / GL Description	GL Account #	Amount Paid
GENERAL FUND - 001									
001	100139	11/04/25	V00053	YALE HARBOR COMMUNITY MAINTENANCE INC	2071	Amenities Grill Cleaning	Grill Cleaning	546300-57217	\$150.00
001	100139	11/04/25	V00053	YALE HARBOR COMMUNITY MAINTENANCE INC	2070	Amenities Rust Treatment	Landscape Maintenance	546300-57217	\$1,436.94
001	100140	11/04/25	V00040	COMPLETE I.T	18220	Google Email Service NOV25	Misc-Contingency	549900-51301	\$67.80
001	100141	11/07/25	V00008	STEADFAST MAINTENANCE	SA-17102	Nov 2025 Landscape Maintenance	LANDSCAPE MAINT	534171-53902	\$11,789.00
001	100141	11/07/25	V00008	STEADFAST MAINTENANCE	SA-17102	Nov 2025 Landscape Maintenance	IRR maintenance	546930-53902	\$583.00
001	100141	11/07/25	V00008	STEADFAST MAINTENANCE	SA-17028	Nov 2025 LANDSCAPE MAINT and Wet check, fertilization and pesticide, rust prevention	Nov 2025 LANDSCAPE MAINT	534171-53902	\$1,202.00
001	100141	11/07/25	V00008	STEADFAST MAINTENANCE	SA-17028	Nov 2025 LANDSCAPE MAINT and Wet check, fertilization and pesticide, rust prevention	November 2025 Wet check, fertilization and pesticide, rust prevention	546930-53902	\$1,189.83
001	100141	11/07/25	V00008	STEADFAST MAINTENANCE	SA-17254	October 2025 Rid O Rust System	Irrigation Maintenance	546930-53902	\$497.83
001	100141	11/07/25	V00008	STEADFAST MAINTENANCE	SA-17259	10/23/25 Irrigation Parts and Labor	10/23/25 Irr parts and labor	546930-53902	\$100.00
001	100142	11/07/25	V00053	YALE HARBOR COMMUNITY MAINTENANCE INC	2072	Amenities Monthly Service NOV 25	Janitorial Maintenance	53800-57217	\$1,950.00
001	100143	11/07/25	V00015	GIG FIBER, LLC	5491	November 2025 Solar Equipment Lease	NOV 2025 SOLAR EQUIPMNT LEASE	543057-53100	\$7,776.50
001	100144	11/07/25	V00048	JAYMAN ENTERPRISES LLC	4288	TRASH REMOVAL & WASP TREATMENT	Trash/Waste	546914-57217	\$1,750.00
001	100145	11/07/25	V00054	FITNESSMITH	091525-4840	GYM Equipment Repair	FITNESS EQMNT MAINT	546176-57217	\$208.65
001	100146	11/10/25	V00008	STEADFAST MAINTENANCE	SA-17267	October 2025 Rid O Rust System- Refill and Maintenance	Irrigation Maintenance	546930-53902	\$497.83
001	100147	11/13/25	V00056	GLUSTEN POOL SERVICE LLC	5229	October 2025 Stenner pump- Chemical dosing pump	Pool Maintenance	534078-57217	\$1,243.92
001	100148	11/14/25	V00054	FITNESSMITH	INV1095594	Amenities Gym Equipment Repair	General Maintenance	546176-57217	\$250.00
001	100149	11/14/25	V00056	GLUSTEN POOL SERVICE LLC	5285	NOV 2025 COMMERCIAL POOL SVC	COMMERCIAL POOL SVCS	534078-57217	\$2,000.00
001	100150	11/14/25	V00003	INFRAMARK LLC	163587	November 2025 District Management and Field Management Services	DISTRICT MGMT	531150-51301	\$4,120.00
001	100150	11/14/25	V00003	INFRAMARK LLC	163587	November 2025 District Management and Field Management Services	FIELD MGMT	531016-51301	\$1,250.00
001	100151	11/20/25	V00054	FITNESSMITH	INV1097013	Multi Station BATCA CABLE ASSLY	General Maintenance	546176-57217	\$352.28
001	100152	11/20/25	V00056	GLUSTEN POOL SERVICE LLC	5162	OCT 25 POOL MAINT	POOL MAINT	534078-57217	\$2,000.00
001	100153	11/20/25	V00005	SITEX AQUATICS, LLC	10349-B	NOV 25 Aquatic Maintenance	AQUATIC MAINT	546995-53902	\$300.00
001	100154	11/20/25	V00008	STEADFAST MAINTENANCE	SA-15832	OCT 25 Landscape Maint., Wet check, fertilization and pesticide, rust prevention	OCT 25 LANDSCAPE MAINT	534171-53902	\$1,202.00
001	100154	11/20/25	V00008	STEADFAST MAINTENANCE	SA-15832	OCT 25 Landscape Maint., Wet check, fertilization and pesticide, rust prevention	IRR MODIFICATIONS	546930-53902	\$1,189.83
001	100155	11/20/25	V00057	FIRST CHOICE PEST CONTROL INC	233687	PEST CONTROL SEP 25	PEST CONTROL	531170-57217	\$195.00
001	100155	11/20/25	V00057	FIRST CHOICE PEST CONTROL INC	234582	PEST CONTROL OCT 25	Pest Control	531170-57217	\$195.00
001	1149	11/12/25	V00037	JUSTIN BARNETT	JB-111025	BOARD 11/10/25	Supervisor Fees	511100-51101	\$200.00
001	1151	11/12/25	V00053	YALE HARBOR COMMUNITY MAINTENANCE INC	2072-OCT	CLEANING SVC OCT 25	CLEANING SVCS OCT 25	53800-57217	\$1,950.00
001	1152	11/18/25	V00037	JUSTIN BARNETT	JB-101325	BOARD 10/13/25	Supervisor Fees	511100-51101	\$200.00
001	1152	11/18/25	V00037	JUSTIN BARNETT	JB-090325	BOARD 9/3/25	Supervisor Fees	511100-51101	\$200.00
001	1153	11/18/25	V00026	KELLY A. EVANS	KE-090325	BOARD 9/3/25	Supervisor Fees	511100-51101	\$200.00
001	1154	11/18/25	V00028	LORI ANN CAMPAGNA	LC-090325	BOARD 9/3/25	Supervisor Fees	511100-51101	\$200.00
001	1155	11/18/25	V00036	MALINDA DESUISSEAU	MM-111025	BOARD 11/10/25	Supervisor Fees	511100-51301	\$200.00
001	1155	11/18/25	V00036	MALINDA DESUISSEAU	MM-101325	BOARD 10/13/25	Supervisor Fees	511100-51101	\$200.00
001	1155	11/18/25	V00036	MALINDA DESUISSEAU	MM-090325	BOARD 9/3/25	Supervisor Fees	511100-51101	\$200.00
001	1158	11/25/25	V00024	FLORIDA COMMERCE	93585	DISTRICT FILLING FEE FY26	DISTRICT FILLING FEE 2026	554020-51301	\$175.00
001	300022	11/14/25	V00055	DOORKING, INC	2593627	SEP 23, 2025, CELL SUB	Phone & Internet	541016-57217	\$45.95
001	300023	11/14/25	V00058	CITY OF ZEPHYRHILLS	242346 ACH	Water Bill 9/3/25- 10/3/25	Water & Sewer - Clubhouse	552015-57217	\$22.76
001	300024	11/14/25	V00058	CITY OF ZEPHYRHILLS	255071 ACH	Water Bill 10/3/25- 11/3/25	Water & Sewer - Clubhouse	552015-57217	\$1,041.22
001	300025	11/14/25	V00058	CITY OF ZEPHYRHILLS	111425-8928 ACH	DEPOSIT AND CONNECTION FEE	deposit	552015-57217	\$614.12
001	300026	11/28/25	V00011	DUKE ENERGY	110725-8253 ACH	SVC PRD 10/04-11/05/25	Street Lights	543057-53100	\$161.20
001	300027	11/28/25	V00011	DUKE ENERGY	110525-7996 ACH	SVC PRD 10/04-11/05/25	Street Lights	543057-53100	\$175.31
001	300028	11/28/25	V00011	DUKE ENERGY	110725-0590 ACH	Duke Energy Oct 4, 2025- Nov 6, 2025	Service for Oct 4, 2025- Nov 5, 2025	543057-53100	\$2,507.54
001	300030	11/25/25	V00055	DOORKING, INC	2636129	10/23/25 DKS Cellular Subscription (Doorking)	10/23/25 Door king Cellular Subscription	541016-57217	\$45.95
001	DD145	11/12/25	V00038	TANYA K BENTON- EFT	TB-111025-EFT	BOARD 11/10/25	Supervisor Fees	511100-51101	\$200.00
001	DD146	11/18/25	V00038	TANYA K BENTON- EFT	TB-101325-EFT	BOARD 10/13/25	Supervisor Fees	511100-51101	\$200.00
001	DD147	11/18/25	V00038	TANYA K BENTON- EFT	TB-090325-EFT	BOARD 9/3/25	Supervisor Fees	511100-51101	\$200.00
Fund Total									\$52,436.46

DEBT SERVICE FUND SERIES 2025 - 200

200	1156	11/18/25	V00035	ABBOTT SQUARE CDD	11142025 - 01	SERIES 2022 & SERIES 2025 FY26 DS 11.14.25	SERIES 2025 FY26 TAX DIST ID 11.14.25	103200	\$9,231.25
Fund Total									\$9,231.25

DEBT SERVICE FUND SERIES 2022 - 201

201	1148	11/11/25	V00035	ABBOTT SQUARE CDD	11062025 - 01	FY26 TAX DIST ID 11.05.25	SERIES 2022 FY26 TAX DIST ID 11.05	103200	\$1,876.03
201	1148	11/11/25	V00035	ABBOTT SQUARE CDD	11062025 - 01	FY26 TAX DIST ID 11.05.25	SERIES 2025 FY26 TAX DIST ID 11.05	103200	\$1,011.57
201	1148	11/11/25	V00035	ABBOTT SQUARE CDD	11052025 - 01	FY26 TAX DIST ID 11.05.25	SERIES 2022 FY25 TAX DIST 11.05.25	103200	\$2,818.61
201	1148	11/11/25	V00035	ABBOTT SQUARE CDD	11052025 - 01	FY26 TAX DIST ID 11.05.25	SERIES 2025 FY26 TAX DIST ID 11.05	103200	\$1,519.80
201	1156	11/18/25	V00035	ABBOTT SQUARE CDD	11142025 - 01	SERIES 2022 & SERIES 2025 FY26 DS 11.14.25	SERIES 2022 FY26 TAX DIST 11.14.25	103200	\$17,120.18
Fund Total									\$24,346.19

Total Checks Paid \$86,013.90

*Abbott Square
Community
Development
District*

Financial Report

December 31, 2025

CLEAR PARTNERSHIPS



COLLABORATION



LEADERSHIP



EXCELLENCE



ACCOUNTABILITY



RESPECT

ABBOTT SQUARE COMMUNITY DEVELOPMENT DISTRICT

Balance Sheet

As of December 31, 2025

(In Whole Numbers)

ACCOUNT DESCRIPTION	GENERAL FUND	DEBT SERVICE	DEBT SERVICE	CAPITAL	CAPITAL	GENERAL	GENERAL	TOTAL
		FUND SERIES 2025	FUND SERIES 2022	PROJECTS FUND SERIES 2025	PROJECTS FUND SERIES 2022	FIXED ASSETS FUND	LONG TERM DEBT FUND	
ASSETS								
Cash - Operating Account	\$ 869,043	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 869,043
Investments:								
Acq. & Construction - Other	-	-	-	75,731	-	-	-	75,731
Acquisition & Construction Account	-	-	-	20,504	264	-	-	20,768
Construction Fund	-	-	-	178,379	-	-	-	178,379
Cost of Issuance Fund	-	-	-	3,348	-	-	-	3,348
Interest Account	-	333	-	-	-	-	-	333
Reserve Fund	-	171,661	318,363	-	-	-	-	490,024
Revenue Fund	-	327,975	702,788	-	-	-	-	1,030,763
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	\$ 869,043	\$ 499,969	\$ 1,021,151	\$ 277,962	\$ 264	\$ 9,611,294	\$ 8,980,000	\$ 21,259,683
LIABILITIES								
Accounts Payable	\$ 46,150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,150
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	52,150	-	-	-	-	1,176,241	8,980,000	10,208,391

ABBOTT SQUARE COMMUNITY DEVELOPMENT DISTRICT

Balance Sheet

As of December 31, 2025

(In Whole Numbers)

ACCOUNT DESCRIPTION	GENERAL FUND	DEBT SERVICE	DEBT SERVICE	CAPITAL	CAPITAL	GENERAL	GENERAL	TOTAL
		FUND SERIES 2025	FUND SERIES 2022	PROJECTS FUND SERIES 2025	PROJECTS FUND SERIES 2022	FIXED ASSETS FUND	LONG TERM DEBT FUND	
<u>FUND BALANCES</u>								
Restricted for:								
Debt Service	-	499,969	1,021,151	-	-	-	-	1,521,120
Capital Projects	-	-	-	277,962	264	-	-	278,226
Unassigned:	816,893	-	-	-	-	8,435,053	-	9,251,946
TOTAL FUND BALANCES	816,893	499,969	1,021,151	277,962	264	8,435,053	-	11,051,292
TOTAL LIABILITIES & FUND BALANCES	\$ 869,043	\$ 499,969	\$ 1,021,151	\$ 277,962	\$ 264	\$ 9,611,294	\$ 8,980,000	\$ 21,259,683

ABBOTT SQUARE COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 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
REVENUES				
Interest - Investments	\$ -	\$ 4,537	\$ 4,537	0.00%
Rental Income	-	622	622	0.00%
Special Assmnts- Tax Collector	871,373	832,399	(38,974)	95.53%
TOTAL REVENUES	871,373	837,558	(33,815)	96.12%
EXPENDITURES				
Administration				
Supervisor Fees	12,000	2,800	9,200	23.33%
ProfServ-Arbitrage Rebate	500	-	500	0.00%
Dissemination Agent/Reporting	1,000	-	1,000	0.00%
Field Management	15,000	3,750	11,250	25.00%
Trustee Fees	5,000	-	5,000	0.00%
District Counsel	25,000	3,020	21,980	12.08%
District Engineer	10,000	-	10,000	0.00%
District Manager	49,440	12,360	37,080	25.00%
Auditing Services	5,000	-	5,000	0.00%
Postage	500	14	486	2.80%
Insurance - General Liability	3,311	6,347	(3,036)	191.69%
Public Officials Insurance	2,709	5,786	(3,077)	213.58%
Property and Casualty Insurance	16,424	18,944	(2,520)	115.34%
Printing and Binding	500	15	485	3.00%
Legal Advertising	1,500	-	1,500	0.00%
Tax Collector/Property Appraiser Fees	10,229	-	10,229	0.00%
Bank Fees	500	-	500	0.00%
Website Administration	1,553	-	1,553	0.00%
Dues, Licenses and Fees	175	175	-	100.00%
Total Administration	160,341	53,211	107,130	33.19%
Electric Utility Services				
Electric Utility Services	3,600	4,911	(1,311)	136.42%
Street Lights	94,485	25,139	69,346	26.61%
Total Electric Utility Services	98,085	30,050	68,035	30.64%

ABBOTT SQUARE COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 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>				
Contracts Trash Removal	18,000	1,500	16,500	8.33%
Landscape Maintenance - Contract	148,464	37,940	110,524	25.56%
R&M-Well Maintenance	19,176	300	18,876	1.56%
Landscape - Annuals	5,000	583	4,417	11.66%
Mulch	20,000	-	20,000	0.00%
Landscaping - Plant Replacement Program	5,000	-	5,000	0.00%
Wetland Maintenance	7,500	-	7,500	0.00%
R&M-Trail Maintenance	7,500	995	6,505	13.27%
Parks Maintenance	10,000	-	10,000	0.00%
Retention Pond Maintenance	8,600	300	8,300	3.49%
Irrigation Maintenance	2,500	6,713	(4,213)	268.52%
Aquatic Maintenance	22,900	600	22,300	2.62%
Misc-Contingency	20,000	5,456	14,544	27.28%
Total Landscape Services	294,640	54,387	240,253	18.46%
<u>Other Physical Environment</u>				
Waterway Management	-	463	(463)	0.00%
Total Other Physical Environment	-	463	(463)	0.00%
<u>Amenities</u>				
Onsite Payroll	88,500	-	88,500	0.00%
Payrol Taxes & Admin Fee	19,000	-	19,000	0.00%
Management Services	36,000	27,851	8,149	77.36%
Pressure Washing	5,000	-	5,000	0.00%
Pest Control	2,340	1,170	1,170	50.00%
Security Camera	500	-	500	0.00%
Landscape Maint Contract	26,787	-	26,787	0.00%
Furniture/Furnishings	2,000	-	2,000	0.00%
Pool Maintenance	21,000	5,244	15,756	24.97%
HVAC	2,000	-	2,000	0.00%
Gate - Repair Maint	1,500	769	731	51.27%
Janitorial Maintenance	26,787	8,170	18,617	30.50%
Phone & Internet	863	196	667	22.71%
Propane	1,000	-	1,000	0.00%
Electricity - Clubhouse/Pool	11,000	-	11,000	0.00%

ABBOTT SQUARE COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 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
Property and Casualty Insurance	15,000	15,000	-	100.00%
Pool Repairs	2,500	646	1,854	25.84%
General Maintenance	5,000	811	4,189	16.22%
Irrigation Repairs	1,300	1,628	(328)	125.23%
Well Pump Repairs	1,450	-	1,450	0.00%
Mulch	10,000	-	10,000	0.00%
Landscape Replacement	5,000	-	5,000	0.00%
Entrance Monuments, Gates, Walls R&M	5,000	2,922	2,078	58.44%
Fire Safety Alarm	700	-	700	0.00%
Sidewalk, Pavement, Signage R&M	5,000	-	5,000	0.00%
Trash/Waste	6,500	5,526	974	85.02%
Building Maintenance	2,500	85	2,415	3.40%
Access Keys/Cards	300	4,845	(4,545)	1615.00%
Holiday Decorations	2,500	2,500	-	100.00%
Cleaning Supplies	3,000	-	3,000	0.00%
Water & Sewer - Clubhouse	5,500	1,777	3,723	32.31%
Pool Permits	280	-	280	0.00%
Furniture/Furnishings	2,500	-	2,500	0.00%
Total Amenities	318,307	79,140	239,167	24.86%
TOTAL EXPENDITURES	871,373	217,251	654,122	24.93%
Excess (deficiency) of revenues Over (under) expenditures	-	620,307	620,307	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2025)		196,586		
FUND BALANCE, ENDING		\$ 816,893		

ABBOTT SQUARE COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 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	\$ -	\$ 1,916	\$ 1,916	0.00%
Special Assmnts- Tax Collector	-	327,967	327,967	0.00%
TOTAL REVENUES	-	329,883	329,883	0.00%
<u>EXPENDITURES</u>				
<u>Debt Service</u>				
Interest Expense	-	47,587	(47,587)	0.00%
Total Debt Service	-	47,587	(47,587)	0.00%
TOTAL EXPENDITURES	-	47,587	(47,587)	0.00%
Excess (deficiency) of revenues Over (under) expenditures	-	282,296	282,296	0.00%
<u>OTHER FINANCING SOURCES (USES)</u>				
Operating Transfers-Out	-	(1,595)	(1,595)	0.00%
TOTAL FINANCING SOURCES (USES)	-	(1,595)	(1,595)	0.00%
Net change in fund balance	\$ -	\$ 280,701	\$ 280,701	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2025)		219,268		
FUND BALANCE, ENDING		\$ 499,969		

ABBOTT SQUARE COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 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	\$ -	\$ 6,052	\$ 6,052	0.00%
Special Assmnts- Tax Collector	639,163	608,244	(30,919)	95.16%
TOTAL REVENUES	639,163	614,296	(24,867)	96.11%
<u>EXPENDITURES</u>				
<u>Debt Service</u>				
Principal Debt Retirement	150,000	-	150,000	0.00%
Interest Expense	489,163	241,206	247,957	49.31%
Total Debt Service	639,163	241,206	397,957	37.74%
TOTAL EXPENDITURES	639,163	241,206	397,957	37.74%
Excess (deficiency) of revenues Over (under) expenditures	-	373,090	373,090	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2025)		648,061		
FUND BALANCE, ENDING		\$ 1,021,151		

ABBOTT SQUARE COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 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	\$ -	\$ 2,564	\$ 2,564	0.00%
TOTAL REVENUES	-	2,564	2,564	0.00%
<u>EXPENDITURES</u>				
TOTAL EXPENDITURES	-	-	-	0.00%
Excess (deficiency) of revenues Over (under) expenditures	-	2,564	2,564	0.00%
<u>OTHER FINANCING SOURCES (USES)</u>				
Interfund Transfer - In	-	1,595	1,595	0.00%
TOTAL FINANCING SOURCES (USES)	-	1,595	1,595	0.00%
Net change in fund balance	\$ -	\$ 4,159	\$ 4,159	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2025)		273,803		
FUND BALANCE, ENDING		\$ 277,962		

ABBOTT SQUARE COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 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	\$ -	\$ 3	\$ 3	0.00%
TOTAL REVENUES	-	3	3	0.00%
<u>EXPENDITURES</u>				
TOTAL EXPENDITURES	-	-	-	0.00%
Excess (deficiency) of revenues				
Over (under) expenditures	-	3	3	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2025)		261		
FUND BALANCE, ENDING		\$ 264		

Bank Account Statement

ABBOTT SQUARE CDD

Bank Account No. 2901
Statement No. 12-25

Statement Date 12/31/2025

G/L Account No. 101001 Balance	869,042.83	Statement Balance	872,575.05
		Outstanding Deposits	472.00
Positive Adjustments	0.00		
Subtotal	869,042.83	Subtotal	873,047.05
Negative Adjustments	0.00	Outstanding Checks	-4,004.22
Ending G/L Balance	869,042.83	Ending Balance	869,042.83

Posting Date	Document Type	Document No.	Vendor	Description	Amount	Cleared Amount	Difference
Deposits							0.00
12/05/2025		JE000575	Special Assmnts-Tax Collector	Valley National Bank	1,583,796.36	1,583,796.36	0.00
12/10/2025		JE000578	Special Assmnts-Tax Collector	Valley National Bank	80,059.17	80,059.17	0.00
12/17/2025		JE000579	Special Assmnts-Tax Collector	Valley National Bank	5,983.05	5,983.05	0.00
12/29/2025		JE000610	Rental Income	Valley National Bank	150.00	150.00	0.00
12/31/2025		JE000611	Interest - Investments	Interest Income	3,508.93	3,508.93	0.00
Total Deposits					1,673,497.51	1,673,497.51	0.00
Checks							0.00
10/29/2025	Payment	100137	DON HARRISON	Inv: 3174	-195.90	-195.90	0.00
11/18/2025	Payment	DD146	TANYA K BENTON-EFT	Payment of Invoice 000524	-200.00	-200.00	0.00
11/18/2025	Payment	1154	LORI ANN CAMPAGNA	Check for Vendor V00028	-200.00	-200.00	0.00
11/25/2025	Payment	1158	FLORIDA COMMERECE	Check for Vendor V00024	-175.00	-175.00	0.00
11/13/2025	Payment	100147	GLISTEN POOL SERVICE LLC	Inv: 5229	-1,243.92	-1,243.92	0.00
11/14/2025	Payment	100149	GLISTEN POOL SERVICE LLC	Inv: 5285	-2,000.00	-2,000.00	0.00
11/20/2025	Payment	100151	FITNESSMITH	Inv: INV1097013	-352.28	-352.28	0.00
11/20/2025	Payment	100152	GLISTEN POOL SERVICE LLC	Inv: 5162	-2,000.00	-2,000.00	0.00
11/20/2025	Payment	100153	SITEX AQUATICS, LLC	Inv: 10349-B	-300.00	-300.00	0.00
11/28/2025	Payment	300026	DUKE ENERGY	Inv: 110725-8253 ACH	-161.20	-161.20	0.00
11/28/2025	Payment	300027	DUKE ENERGY	Inv: 110525-7996 ACH	-175.31	-175.31	0.00
12/02/2025	Payment	1159	DON HARRISON	Check for Vendor V00013	-450.00	-450.00	0.00
12/02/2025	Payment	1160	MIKE FASANO, PASCO COUNTY TAX COLLECTOR	Check for Vendor V00045	-2,276.34	-2,276.34	0.00

Bank Account Statement

ABBOTT SQUARE CDD

Bank Account No. 2901
Statement No. 12-25

Statement Date 12/31/2025

Date	Type	Check No.	Payee	Reference	Debit	Credit	Balance
12/02/2025	Payment	100157	STEADFAST MAINTENANCE	Inv: SA-16231, Inv: SA-16110	-960.33	-960.33	0.00
12/02/2025	Payment	100158	YALE HARBOR COMMUNITY MAINTENANCE INC	Inv: 2073	-2,319.52	-2,319.52	0.00
12/02/2025	Payment	100159	STRALEY ROBIN VERICKER	Inv: 27546	-2,247.50	-2,247.50	0.00
12/03/2025	Payment	1161	ABBOTT SQUARE CDD	Check for Vendor V00035	-18,707.34	-18,707.34	0.00
12/10/2025	Payment	1162	JUSTIN BARNETT	Check for Vendor V00037	-200.00	-200.00	0.00
12/10/2025	Payment	1163	LORI ANN CAMPAGNA	Check for Vendor V00028	-200.00	-200.00	0.00
12/10/2025	Payment	1164	MALINDA DESUISSEAU	Check for Vendor V00036	-200.00	-200.00	0.00
12/10/2025	Payment	1165	ABBOTT SQUARE CDD	Check for Vendor V00035	-838,379.96	-838,379.96	0.00
12/16/2025	Payment	1166	ABBOTT SQUARE CDD	Check for Vendor V00035	-42,379.19	-42,379.19	0.00
12/19/2025	Payment	1167	ABBOTT SQUARE CDD	Check for Vendor V00035	-3,167.11	-3,167.11	0.00
12/16/2025	Payment	100160	SITEX AQUATICS, LLC	Inv: 10543-b	-300.00	-300.00	0.00
12/16/2025	Payment	100161	STEADFAST MAINTENANCE	Inv: SA-17913, Inv: SA-17916, Inv: SA-18214, Inv: S	-16,338.19	-16,338.19	0.00
12/16/2025	Payment	100162	JAYMAN ENTERPRISES LLC	Inv: 4331	-1,500.00	-1,500.00	0.00
12/16/2025	Payment	100163	SOUTHERN AUTOMATED ACCESS SVCS LLC	Inv: 17318	-768.75	-768.75	0.00
12/16/2025	Payment	100164	INFRAMARK LLC	Inv: 165714	-5,370.00	-5,370.00	0.00
12/16/2025	Payment	100165	MAHONEY LAW GROUP P.A	Inv: 112525-	-7,887.87	-7,887.87	0.00
12/30/2025	Payment	100166	INFRAMARK LLC	Inv: 166649	-18.45	-18.45	0.00
12/26/2025	Payment	300031	DUKE ENERGY	Inv: 120525-8253-ACH	-114.97	-114.97	0.00
12/26/2025	Payment	300032	DUKE ENERGY	Inv: 120525-7996-ACH	-242.56	-242.56	0.00
Total Checks					-951,031.69	-951,031.69	0.00

Adjustments

Total Adjustments

Outstanding Checks

12/12/2025	Payment	DD148	TANYA K BENTON-EFT	Payment of Invoice 000617			-200.00
12/26/2025	Payment	300033	DUKE ENERGY	Inv: 120525-0417-ACH			-2,877.06
12/26/2025	Payment	300034	DUKE ENERGY	Inv: 120525-4247-ACH			-438.99
12/26/2025	Payment	300035	DUKE ENERGY	Inv: 120525-5230-ACH			-384.27
12/19/2025	Payment	300036	DOORKING, INC	Inv: 2657426- ACH			-103.90
Total Outstanding Checks							-4,004.22

Outstanding Deposits

12/29/2025		JE000608		Valley National Bank			472.00
Total Outstanding Deposits							472.00

ABBOTT SQUARE COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund

For the Period from 12/01/2025 to 12/31/2025

(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	100157	12/02/25	V00008	STEADFAST MAINTENANCE	SA-16231	WATER MGMNT - OCT INSPECTION	OCT 25 IRR MAINTENANCE	546930-53902	\$462.50
001	100157	12/02/25	V00008	STEADFAST MAINTENANCE	SA-16110	Rid of Rust System 2nd fill of Sept 2025	Rid of Rust System Sept 2025 2nd fill	546930-53902	\$497.83
001	100158	12/02/25	V00053	YALE HARBOR COMMUNITY MAINTENANCE INC	2073	11/21/25 Monthly Service and Supplies	Monthly Janitorial Service and Supplies	53800-57217	\$2,319.52
001	100159	12/02/25	V00004	STRALEY ROBIN VERICKER	27546	October 2025 District Counsel	October 2025 DC	531146-51301	\$2,247.50
001	100160	12/16/25	V00005	SITEX AQUATICS, LLC	10543-B	Retention pond 1 Maint	Retention pond 1 Maint	534299-51301	\$300.00
001	100161	12/16/25	V00008	STEADFAST MAINTENANCE	SA-17916	Landscape Maintenance, Irr Wet check, rid o rust	12/2025 LANDSCAPE MAINT Amenity Center	534171-53902	\$1,202.00
001	100161	12/16/25	V00008	STEADFAST MAINTENANCE	SA-17916	Landscape Maintenance, Irr Wet check, rid o rust	12/2025 Wet check and service app of fertilization and pesticide	546995-53902	\$692.00
001	100161	12/16/25	V00008	STEADFAST MAINTENANCE	SA-17916	Landscape Maintenance, Irr Wet check, rid o rust	12/2025 Rid o Rust Prevention	546930-53902	\$497.83
001	100161	12/16/25	V00008	STEADFAST MAINTENANCE	SA-17913	Landscape, Irrigation, and Walking trail maintenance, Fertilization and Pesticide	LANDSCAPE MAINT 12/2025	534171-53902	\$9,554.00
001	100161	12/16/25	V00008	STEADFAST MAINTENANCE	SA-17913	Landscape, Irrigation, and Walking trail maintenance, Fertilization and Pesticide	12/2025 IRR MAINT	546930-53902	\$583.00
001	100161	12/16/25	V00008	STEADFAST MAINTENANCE	SA-17913	Landscape, Irrigation, and Walking trail maintenance, Fertilization and Pesticide	Fertilization and Pesticide 12/2025	549900-53902	\$1,240.00
001	100161	12/16/25	V00008	STEADFAST MAINTENANCE	SA-17913	Landscape, Irrigation, and Walking trail maintenance, Fertilization and Pesticide	Walking trail maintenance 12/2025	546480-53902	\$995.00
001	100161	12/16/25	V00008	STEADFAST MAINTENANCE	SA-18214	Dec 2025 Irrigation labor and parts	Misc-Contingency	549900-53902	\$833.78
001	100161	12/16/25	V00008	STEADFAST MAINTENANCE	SA-18215	November 2025 Rid o Rust System	Irrigation Repairs	546179-57217	\$497.83
001	100161	12/16/25	V00008	STEADFAST MAINTENANCE	SA-18213	December2025 Irr parts and Labor couplings, bubblers, jet nozzle	December2025 Irr parts and Labor	546179-57217	\$242.75
001	100162	12/16/25	V00048	JAYMAN ENTERPRISES LLC	4331	12/2025 TRASH REMOVAL	Trash Removal Dec 2025	546914-57217	\$1,500.00
001	100163	12/16/25	V00051	SOUTHERN AUTOMATED ACCESS SVCS LLC	17318	11/24/25 Replacement of gates and 2 Card Readers	Gate and Card Reader replacement	534140-57217	\$768.75
001	100164	12/16/25	V00003	INFRAMARK LLC	165714	12/2025 District Management and Field Management	12/2025 DISTRICT MGMT	531150-51301	\$4,120.00
001	100164	12/16/25	V00003	INFRAMARK LLC	165714	12/2025 District Management and Field Management	12/2025 FIELD MGMT	531016-51301	\$1,250.00
001	100165	12/16/25	V00046	MAHONEY LAW GROUP P.A	112525-	District Counsel 9/19/25 and 11/24/25	DC 9/19/25 and 11/24/25	531146-51301	\$7,887.87
001	100166	12/30/25	V00003	INFRAMARK LLC	166649	November 2025 Printing and Postage	Postage	541010-51301	\$3.70
001	100166	12/30/25	V00003	INFRAMARK LLC	166649	November 2025 Printing and Postage	BW and Color Copies	547006-51301	\$14.75
001	1159	12/02/25	V00013	DON HARRISON	3174- A	POOL REPAIRS	Pool Repairs	546096-57217	\$450.00
001	1160	12/02/25	V00045	MIKE FASANO, PASCO COUNTY TAX COLLECTOR	25240472	2025 Solid Waste Assessment	Trash/Waste	546914-57217	\$2,276.34
001	1162	12/10/25	V00037	JUSTIN BARNETT	JB-120825	BOARD 12/08/25	Supervisor Fees	511100-51101	\$200.00
001	1163	12/10/25	V00028	LORI ANN CAMPAGNA	LC-120825	BOARD 12/08/25	Supervisor Fees	511100-51101	\$200.00
001	1164	12/10/25	V00036	MALINDA DESUISSEAUX	MD-120825	BOARD 12/08/25	Supervisor Fees	511100-51101	\$200.00
001	300031	12/26/25	V00011	DUKE ENERGY	120525-8253-ACH	SVC PRD 11/06-12/03/25	Street Lights	543057-53100	\$114.97
001	300032	12/26/25	V00011	DUKE ENERGY	120525-7996-ACH	SVC PRD 11/06-12/03/25	Street Lights	543057-53100	\$242.56
001	300033	12/26/25	V00011	DUKE ENERGY	120525-0417-ACH	11/12/25-12/03/25	Electric Utility Services	543041-53100	\$2,877.06
001	300034	12/26/25	V00011	DUKE ENERGY	120525-4247-ACH	11/12/25-12/03/25	Electric Utility Services	543041-53100	\$438.99
001	300035	12/26/25	V00011	DUKE ENERGY	120525-5230-ACH	11/12/25-12/03/25	Electric Utility Services	543041-53100	\$384.27
001	300036	12/19/25	V00055	DOORKING, INC	2657426- ACH	11/23/25-12/22/25 Clubhouse phone and internet	Phone & Internet	541016-57217	\$103.90
001	DD148	12/12/25	V00038	TANYA K BENTON- EFT	TB-120825-EFT	BOARD 12/08/25	Supervisor Fees	511100-51101	\$200.00
Fund Total									\$45,398.70
DEBT SERVICE FUND SERIES 2025 - 200									
200	1161	12/03/25	V00035	ABBOTT SQUARE CDD	11142025 - 02	SERIES 2022 AND SERIES 2025 FY26 TAX DIST	SERIES 2025 FY26 TAX DIST ID 11.20	103200	\$4,188.79
200	1161	12/03/25	V00035	ABBOTT SQUARE CDD	11202025 - 01	SERIES 2022 & SERIES 2025 FY26 DS 20	SERIES 2025 FY26 TAX DIST ID 11.20	103200	\$2,364.57
200	1165	12/10/25	V00035	ABBOTT SQUARE CDD	12052025-1205	SERIES 2022 AND SERIES 2025 FY26 TAX DIST 12.05.25	SERIES 2025 FY26 TAX DIST ID 12.05.25	103200	\$293,695.52
200	1166	12/16/25	V00035	ABBOTT SQUARE CDD	12102025-1210	SERIES 2022 & 2025 FY26 TAX DIST ID 12.10.25	SERIES 2025 FY26 TAX DIST ID 12.10.25	103200	\$14,845.99
200	1167	12/19/25	V00035	ABBOTT SQUARE CDD	12172025-1217	SERIES 2022 AND 2025 FY26 TAX DIST ID 12.17	SERIES 2025 FY26 TAX DIST ID 12.17	103200	\$1,109.48
Fund Total									\$316,204.35
DEBT SERVICE FUND SERIES 2022 - 201									
201	1161	12/03/25	V00035	ABBOTT SQUARE CDD	11142025 - 02	SERIES 2022 AND SERIES 2025 FY26 TAX DIST	SERIES 2022 FY26 TAX DIST ID 11.20	103200	\$7,768.48
201	1161	12/03/25	V00035	ABBOTT SQUARE CDD	11202025 - 01	SERIES 2022 & SERIES 2025 FY26 DS 20	SERIES 2022 FY26 TAX DIST ID 11.20	103200	\$4,385.50
201	1165	12/10/25	V00035	ABBOTT SQUARE CDD	12052025-1205	SERIES 2022 AND SERIES 2025 FY26 TAX DIST 12.05.25	SERIES 2022 FY26 TAX DIST ID 12.05.25	103200	\$544,684.44
201	1166	12/16/25	V00035	ABBOTT SQUARE CDD	12102025-1210	SERIES 2022 & 2025 FY26 TAX DIST ID 12.10.25	SERIES 2022 FY26 TAX DIST ID 12.10.25	103200	\$27,533.20
201	1167	12/19/25	V00035	ABBOTT SQUARE CDD	12172025-1217	SERIES 2022 AND 2025 FY26 TAX DIST ID 12.17	SERIES 2022 FY26 TAX DIST ID 12.17	103200	\$2,057.63
Fund Total									\$586,429.25
Total Checks Paid									\$948,032.30

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**REGULAR MEETING MINUTES OF
ABBOTT SQUARE
COMMUNITY DEVELOPMENT DISTRICT**

The Regular meeting of the Board of Supervisors of the Abbott Square Community Development District was held Monday, December 8, 2025, at 6:30 p.m. at 6598 Bar S Bar Trail, Zephyrhills, Florida 33541.

Present and constituting a quorum were:

Tanya Benton	Chairperson
Malinda Desruisseaux	Vice Chairperson
Justin Barnett	Assistant Secretary
Lori Campagna	Assistant Secretary (<i>via teleconference</i>)

Also present were:

Alize Aninipot	District Manager
Wesley Elias	Senior District Manager
Vivek Babbar	District Counsel (<i>via teleconference</i>)
Nancy Hix	District Accountant (<i>via teleconference</i>)
Jason Liggett	Field Manager

Following is a summary of the discussions and actions taken.

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Aninipot called the meeting to order and called the roll, and a quorum was established.

SECOND ORDER OF BUSINESS

Motion to Approve Agenda

On MOTION by Ms. Benton, seconded by Ms. Desruisseaux, with all in favor, the Board approved the December 8, 2025, Revised Final Agenda.

THIRD ORDER OF BUSINESS

Public Comments

The resident asked for Virtual Link to be added back onto the agenda for residents to attend online.

41 **FOURTH ORDER OF BUSINESS** **Business Administration**

42 **A. Acceptance of the Financial Reports and Check Register (October 2025)**

43 On MOTION by Ms. Campagna, seconded by Mr. Barnett, with all
44 in favor, the Board approved the October Check Register.

45
46 **B. Consideration of Minutes of the Regular Meeting on November 10, 2025**

47
48 On MOTION by Mr. Barnett, seconded by Ms. Benton, with all in favor,
49 the Board approved the Minutes of the Regular Meeting held on
50 November 10, 2025.

51
52 **FIFTH ORDER OF BUSINESS** **Staff Reports**

53 **A. District Accountant**

54 Ms. Hix presented the financial report to the Board.

55
56 As of October 2025, the financial statements reflected cash balances of \$129,410.
57 Total expenditures to date were \$103,504, compared to a prior-year burn rate of
58 \$39,757. Current cash on hand totals \$1,698,503. The tax roll received to date
59 amounts to \$1,682,567, against a total anticipated tax roll of \$1,851,000. An
60 additional \$168,000 in tax revenue is expected to be received.

61
62 **B. Field Manager**

63 **1. Review of the Field Inspection Report**

64 Mr. Liggett presented his report to the Board.

65
66 Ms. Desruisseaux inquired whether it would be possible to connect to the
67 reclaimed water well currently utilized by the City for waterworks. Mr.
68 Liggett advised that any such connection would require coordination with
69 the Pasco County Water Department. A discussion ensued, after which the
70 Board requested that the District Engineer follow up on this matter.

71
72 **2. Consideration of ADA Playground Mulch Proposal**

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On MOTION by Ms. Benton, seconded by Ms. Desruisseaux, with all in favor, the Board approved the ADA Playground Mulch Proposal in the amount of \$2,100.

3. Ratification of Fence Repairs Proposal

On MOTION by Mr. Barnett, seconded by Ms. Benton, with all in favor, the Board ratified the Fence Repair Proposal.

4. Consideration of Pressure Washing Proposal replacing Jimmy' B's Service \$3,175

On MOTION by Ms. Benton, seconded by Mr. Barnett, with all in favor, the Board approved the Pressure Washing Proposal in the amount of \$3,175.

5. Consideration Pressure Washing Fences around community \$75 hr.

The item was tabled. The Board requested an additional quote and directed that an electronic blast be sent to the community soliciting pressure washing services, as well as posting the request on the District website.

6. Consideration of Bike Rack Proposal \$655 (under separate cover)

On MOTION by Ms. Benton, seconded by Mr. Barnett, with all in favor, the Board approved the Bike Rack Proposal in the amount of \$655.

7. Consideration for Trash can with Install Proposal \$700

Tabled indefinitely.

C. District Engineer

Ms. Aninipot informed the Board that the next CDD meeting is scheduled for Monday, January 5, 2026, at 6:00 p.m. A discussion ensued regarding proposed

107 traffic calming techniques. The Board requested that Ms. Stewart be contacted to
108 develop and propose a plan addressing areas of concern throughout the community.
109 Ms. Aninipot further advised the Board that the District Engineer is contracted at a
110 cost of \$10,000.

111

112 **D. District Counsel**

113 The Board discussed the repair of the damage on Smithfield and the pursuit of
114 reimbursement. A proposal to repair the roadway was received in the amount of
115 \$1,800.84.

116

117 On MOTION by Ms. Benton, seconded by Mr. Barnett, with all in
118 favor, the Board agreed to send a letter to the resident requesting
119 reimbursement, or alternatively, make a claim on their auto
120 insurance.

121

122 **1. Discussion on Repairing the Damage on Smithfield and Pursuing**
123 **Reimbursement**

124 A discussion ensued regarding the current hours of operation, with the gym
125 presently open from 6:00 a.m. to 8:00 p.m. The Board directed the on-site
126 manager to contact the key fob vendor to obtain quotes for providing
127 residents with access to the bathrooms after 8:00 p.m. and to present those
128 quotes at the next meeting. The Board tabled any extension of gym hours
129 until the requested quotes are received.

130

131 **2. Review of the Updated Hours for the Recreational Facilities**

132 Mr. Babbar advised that once the advertisement is published, the public
133 hearing will be held at the January meeting.

134

135 **E. Onsite Manager**

136 Ms. Colon presented her report to the Board.

137 **F. District Manager**

138 **1. Consideration of Pool Umbrellas Repair Proposal**

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On MOTION by Ms. Campagna, seconded by Ms. Benton, with all in favor, it was agreed to allocate a maximum amount of \$5,000 to Ms. Aninipot. Additionally, the Chair and Vice Chair will each receive an amount of \$10,000, enabling them to approve proposals outside of meetings.

E. Consideration of Resolution 2026-03, General Election

Tabled for the Jan meeting.

SEVENTH ORDER OF BUSINESS

**Board of Supervisors' Requests
and Comments**

Ms. Desruisseaux requested proposals for management services, including amenity management and field services.

The Board requested that proposals for management, field, and amenity management services be presented at the January meeting. Ms. Desruisseaux was appointed as the Board's liaison for this matter.

On MOTION by Ms. Deruisseaux, seconded by Ms. Benton, with all in favor, the Board approved the proposals for management services during the January meeting, including field and amenity management services. Ms. Desruisseaux has been appointed as the liaison.

EIGHTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Campagna, seconded by Ms. Benton, with all in favor, the meeting was adjourned at 8:43 p.m.

Secretary/Assistant Secretary



Abbott Square CDD

Wednesday, 07 January 2026

Prepared For Board Of Supervisors

17 Item Identified

17 Item Incomplete

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

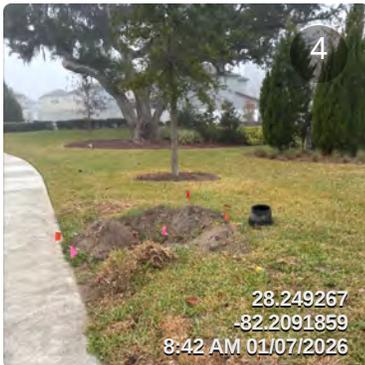
Jason Liggett

Division Manager- Field Services

Item 1

Assigned To: Board

Work is still being done on the reclaim lines at the Garden Wall Way entrance. I have received information that there will be reclaimed meters for the district. Alize has talked to the water department about the townhomes and can supply more information on what that looks like.



Item 2

Assigned To: Board

Perineal and plant material will be going in we did have a main line break at the entrance that is getting repaired before the plant material will be installed.

Item 3

Assigned To: Board

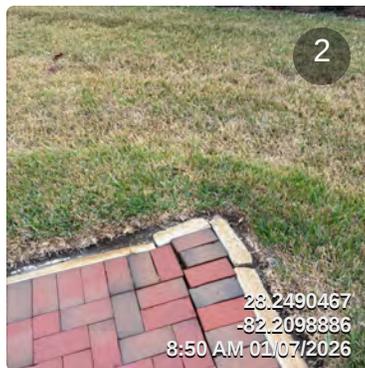
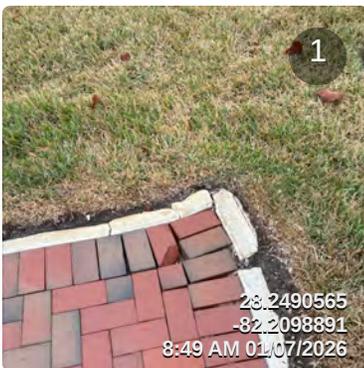
We will notice some turf color off in the district due to the cold weather. This will green up in season.



Item 4

Assigned To: [District manager](#)

Some of the brick corners at the fire pit at the entrance on Garden Wall Way need to be repaired.



Item 5

Assigned To: [Board](#)

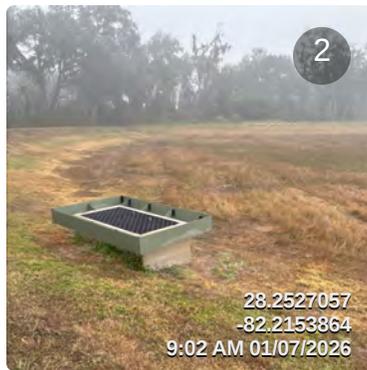
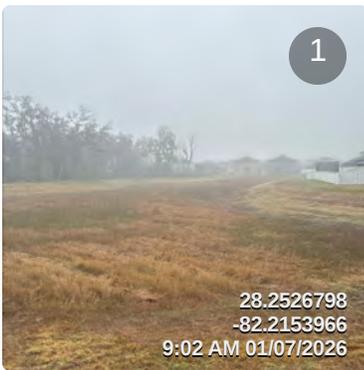
Trail maintenance is being done. Let's just make sure we continue to look at this specially this spring.



Item 6

Assigned To: [Aquatics](#)

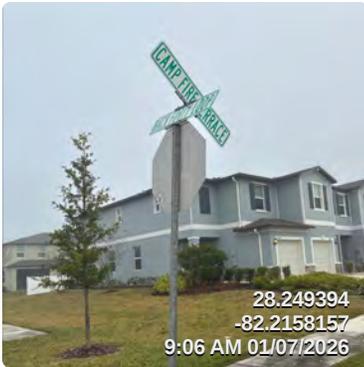
Pond 4A looks good and all structures are intact.



Item 7

Assigned To: [Board](#)

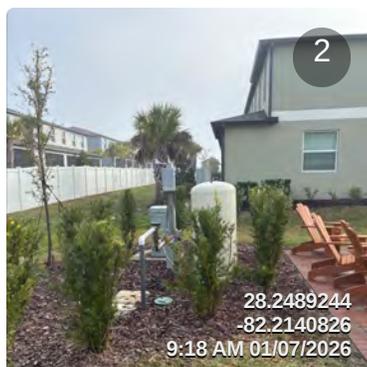
Streets sign straightening in the community had been approved. Should be done the week of January 12, 2026.



Item 8

Assigned To: [Board](#)

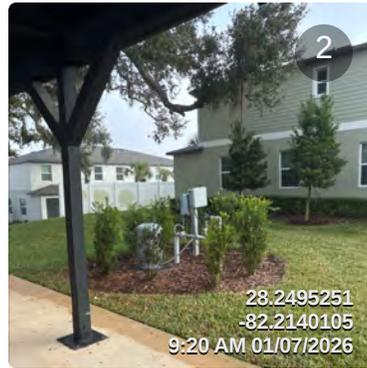
Proposals have been created to fence the infrastructure at the Camp Fire Terrace park.



Item 9

Assigned To: [Steadfast Irrigation](#)

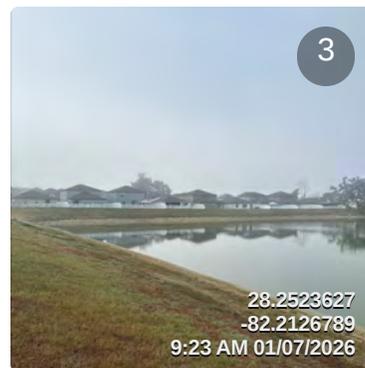
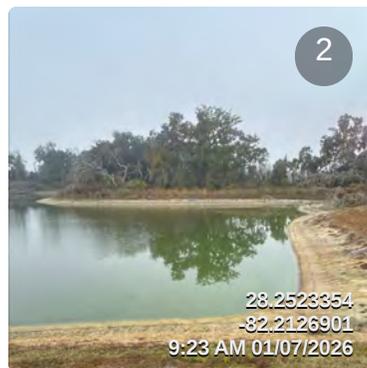
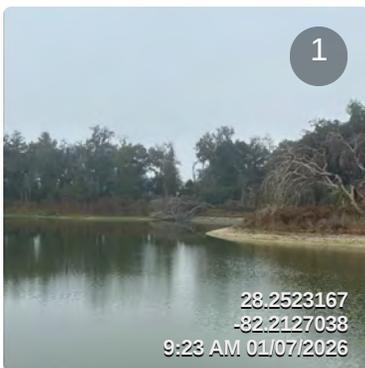
Please make sure controllers are locked in the community.



Item 10

Assigned To: [Board](#)

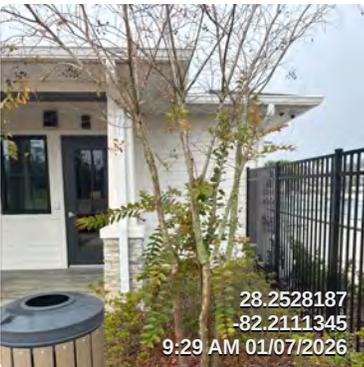
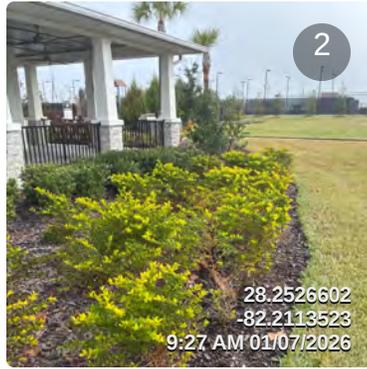
FLOOD PLAIN COMPENSATION AREA A looks fine there is a tree coming out of the backside of the pond area but is not in an area that affects anything. Up to the board if we want to have it removed and out in the conservation area.



Item 11

Assigned To: [Board](#)

During my inspection I noticed a lot of plant material along the frontage of the clubhouse that received cold damage from the recent cold weather. This will be left alone until we get into the spring and then we will do a cutback to this material.



Item 12

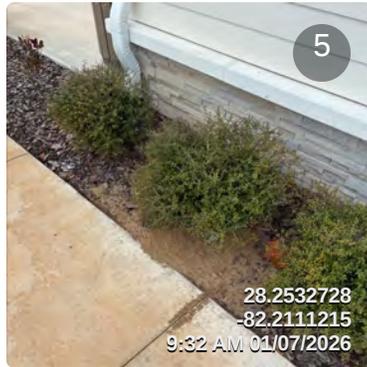
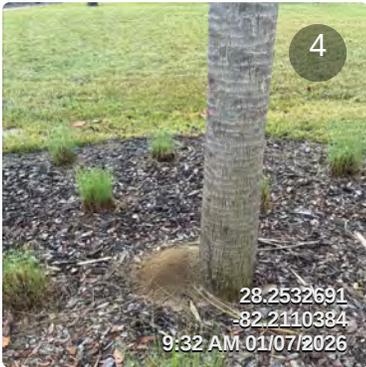
Assigned To: [Steadfast](#)

Remove the sucker growth from the crape myrtle at the East entrance to the amenity center.

Item 13

Assigned To: [Steadfast](#)

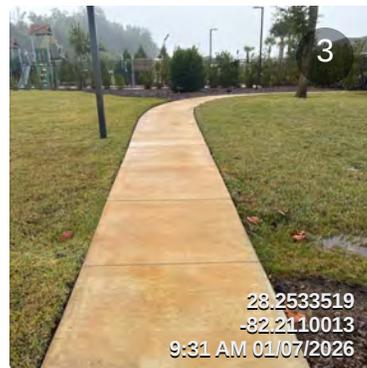
Treat the ant mounds on the berm to the east of the Amenity Center under the Dahoon Hollies. Once eradicated rake down the mounds.



Item 14

Assigned To: [Steadfast](#)

Check the sloped area near the walking path from the Pool area to the Game room center and make sure the standing water is not from an irrigation break.



Item 15

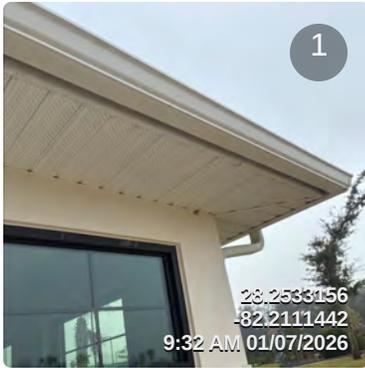
Assigned To: [Board](#)

Tennis Center Pond looks good, and all structures are intact.

Item 16

Assigned To: [Onsite Staff](#)

Make sure cleaning crews are removing mud duffers and wasp nests from the game room building along the eaves.



Item 17

Assigned To: [Steadfast](#)

The palm trees in the walkway up to the game room need to be flush cut closer to the ground or stump ground. This can be a tripping hazard.





Abbott Square CDD

Thursday, 29 January 2026

Prepared For Board Of Supervisors

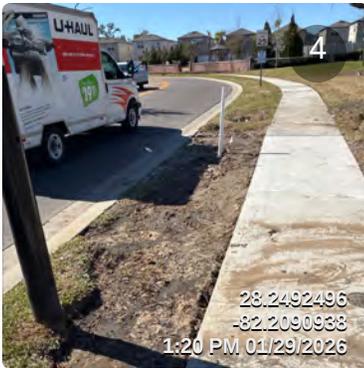
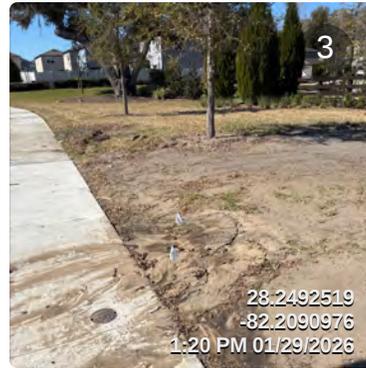
17 Item Identified

17 Item Incomplete

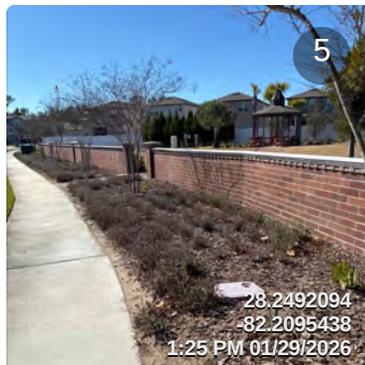
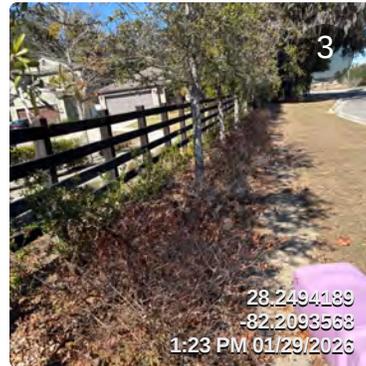
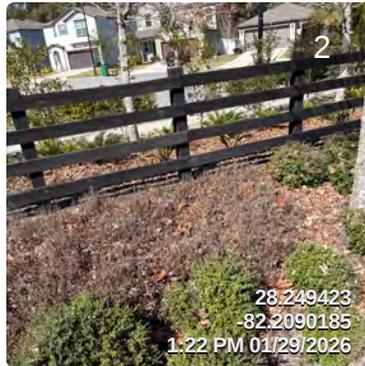
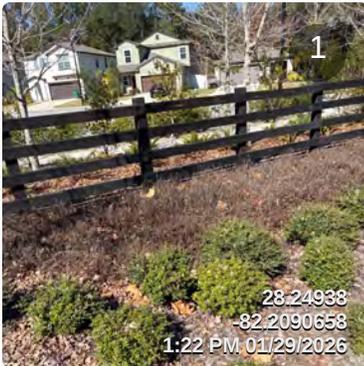
Item 1

Assigned To: Steadfast/ Board

Please see the attached updated pictures from the county work at the Garden Wall Way entrance. In picture 3 there looks to be a leak. Steadfast have you investigated?



Item 2





Item 3

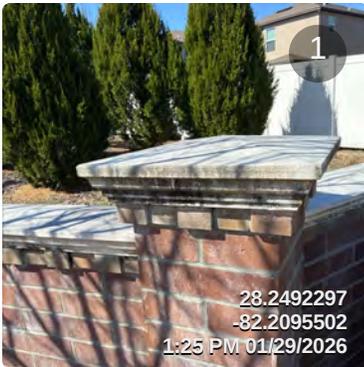
Assigned To: [District Manager](#)

This pipe sticking up is a severe safety hazard and needs to be addressed asap.

Item 4

Assigned To: [District Manager](#)

Brick fencing needs to be scheduled for pressure washing at the park area on Wonder Wall Way.



Item 5

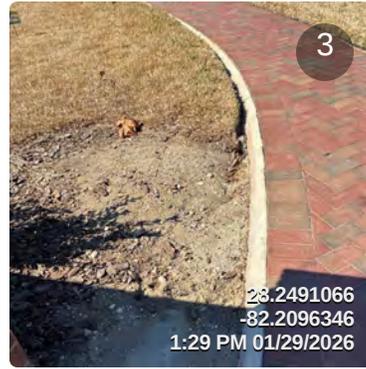
Assigned To: [Steadfast Irrigation](#)

Please make sure controllers are locked after use in the district. This is at the park on Wonder Wall way.

Item 6

Assigned To: [Steadfast/ Board](#)

In the brick paver walkway at the park on Garden Wall Way we need to address the trip safety hazard. The lip is about 6 inches. My suggestion is to install 2-3 inch river rock to this area which will also help with the flow of water from the pavers. Can steadfast please provide a proposal to complete this work?



Item 7

Assigned To: [Steadfast](#)

Crape Myrtle's pruning should begin at the end of February. Make sure we are just pencil pruning.



Item 8

Assigned To: [Steadfast](#)

Looks like one of the red Cedars is leaning on Smithfield lane it currently has a strap but needs to be tightened.



Item 9

Assigned To: [Board](#)

Smith field lane pond looks fine no water work is currently being done to the pond.



Item 10

Assigned To: [Steadfast](#)

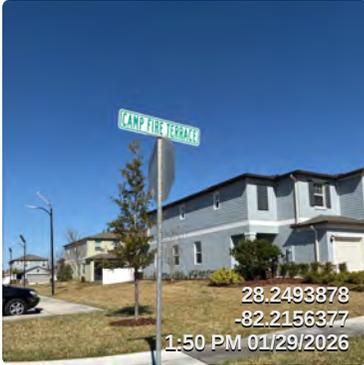
Take a string trimmer to both side of the common area next to 36358 Garden wall way and gain back some of the common area.



Item 11

Assigned To: [Mikes Signs](#)

Sign at Back Fort Loop and Well Hill way is bent this wasn't noticed originally seems like this is a new one. Will be addressed on 1-29-2026.



Item 12

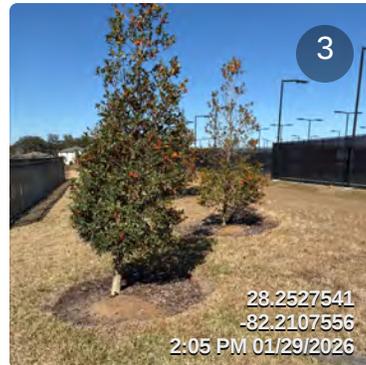
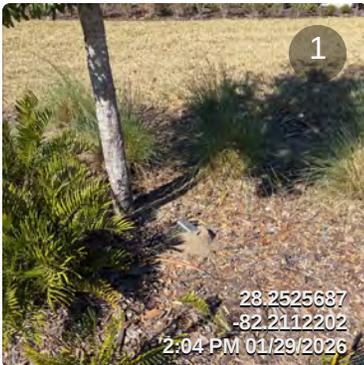
Assigned To: [Board](#)

Top sign is being delivered on 1-29-2026

Item 13 Carryover

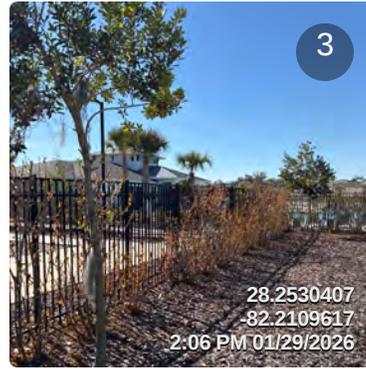
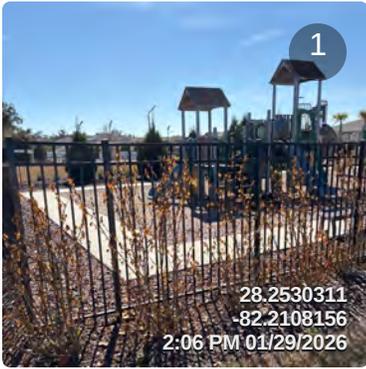
Assigned To: [Steadfast](#)

Please have the crews follow up on any control around the clubhouse to include bed scopes.



Item 14

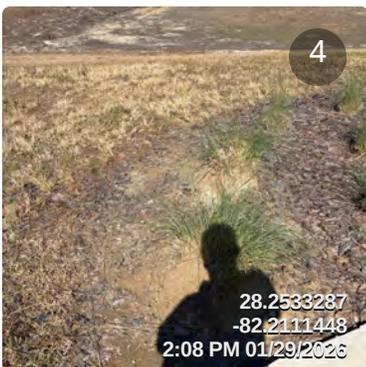
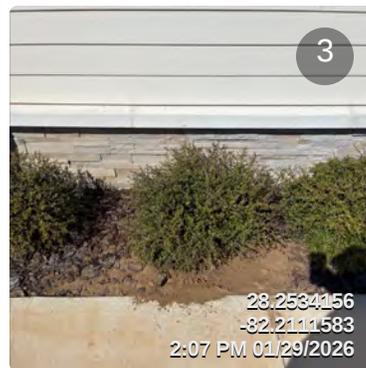
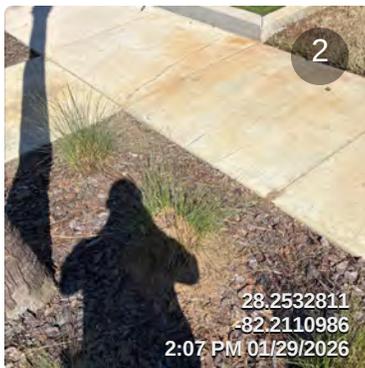
Frost damage in the plant material around the clubhouse.



Item 15

Assigned To: [Steadfast](#)

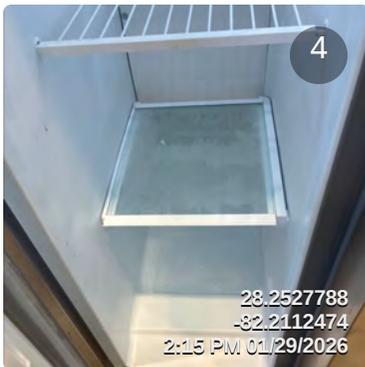
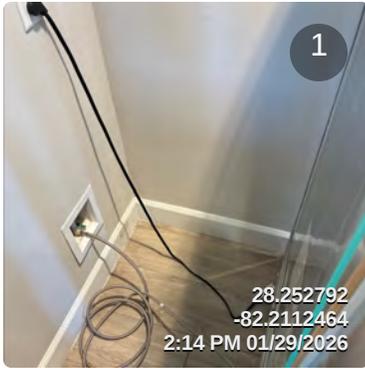
Follow up on ant treatment around the back gaming center. Rake down mounds once eradicated.



Item 16

Assigned To: [Board](#)

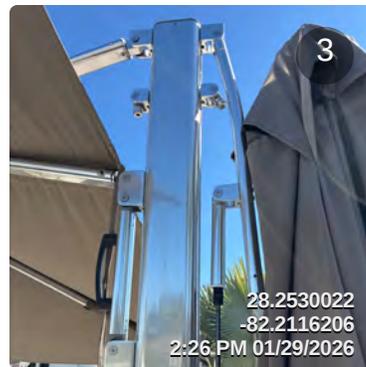
Refrigerator in the clubhouse continues to leak we have replaced all of the plumbing. But it is still leaking.



Item 17

Assigned To: Board

Wind storm has damaged the umbrellas we were able to get it down and set for a safety hazard.





FL Contractors License CPC1459240

COMMERCIAL POOL SERVICE AGREEMENT

Abbott Square CDD

Date 02/09/2026

For and in consideration of the charges stated below, Cooper Pools Inc. agrees to furnish the below described pool service at the above address. The customer, by subscribing to this proposal, agrees to the terms, and to the amount and time payment for this service.

SERVICE TO BE PROVIDED: COMMERCIAL POOL SERVICE

On each day of service at the pool, the following will be performed by a pool cleaning technician as necessary:

1. Tile will be cleaned as needed.
2. Surface will be skimmed, and floating debris will be removed.
3. Walls and floor will be brushed as necessary to remove algae.
4. Water chemistry will be checked and brought into proper balance.
5. Strainer baskets will be emptied, as necessary.
6. Filters will be cleaned as necessary to insure proper filtration of pool.
7. Pool floor will be netted to remove debris and vacuumed as needed.
8. Equipment will be inspected, and any necessary repairs will be reported to the management company and referred to the repair department for repair by a licensed service repair technician.

CONTRACTOR will provide chlorine, muriatic acid or soda ash to maintain pH, sodium bicarbonate to maintain Total Alkalinity, Cyanuric Acid to stabilize and calcium chloride to maintain Calcium level. Special chemical additives such as Algaecides or Sequestering Agents may be added as necessary at additional **cost to the customer**.

CUSTOMER is required to test water on non-service days per Florida Department of Health. Cooper Pools will also offer to test water on non service days for \$40 per visit.

Wind and Rain policy,

During extreme weather such as high winds, lightning, rain, services will be limited for that day and full service resumed on next scheduled service day.

Named storm policy,

During a named storm event, our teams will not be out in the field until our Management and or local authorities have cleared your community safe to enter and determined if power has been restored. Storm clean up fees may be assessed as needed. Our teams will not go out during storm events to lower the pool water levels.

We strive to maintain all of our clients pools with 100% quality year round, Cooper pools reserves the right to change service days during certain times of the year such as leaf and pollen season, rainy season or after named storms.

**RATE for Commercial Service will be:
Service Dates M, W, F 3 visits-per-week service**

Pool – _____ Gallons Permit# _____

Total \$2950.00 Per Month

Non Service Days observed by Cooper Pools Inc: Thanksgiving Day, Christmas Day, New Years Day, 2 days for state training typically Feb or March

An additional fee may be charged in the event that circumstances such as extreme weather or vandalism, warrant labor or chemicals that exceed normal maintenance levels. Mechanical repairs and work that is not considered routine maintenance will be billed at a labor rate of \$250 per hour.

PAYMENT: Billing for maintenance service will be sent on the first of each month and payment is due within 30 days. If payment is not made by the due date, a late fee of 5% per each 30 days will be assessed. If payments are not made within 5 days after the due date, contractor reserves the right to cancel service without written notice. Special services and repair work are billed at an additional charge. There will be a \$35 charge on all returned checks. Customer agrees to satisfy any outstanding charges due for services performed prior to date of termination of service. Customer reserves right to cancel this agreement for any reason upon 30 days written notice.

Email: _____

Name: _____

Phone Number: _____

Signature: _____

Date: _____

Initial Tech: TBD
Offered by;
[Joey DiMarco](#)
CPO Managment
Cooper Pools Inc
844-766-5256 Office



**ABBOTT SQUARE CDD
POOL MAINTENANCE PROPOSAL**



Inframark Pool Solutions

Pool Maintenance Proposal

Date: January 5, 2025

Project Name: Abbott Square CDD

Project Contact: Alize Aninipot

Prepared By: Howard Neal

Technician: Moeses Cordero

Overview

Inframark Pool Solutions is pleased to submit this proposal to provide professional pool maintenance services for Abbott Square CDD. Our goal is to maintain a clean, safe, and visually appealing pool through consistent water chemistry management, routine cleaning, and proactive equipment monitoring—while ensuring minimal disruption to residents and full compliance with all applicable health and safety standards.

Scope of Services

The Contractor shall provide all labor, chemicals, materials, equipment, supervision, and transportation necessary to service the District's pool **three days per week** depending on the time of year or needs, as described below.

Pool Maintenance & Water Quality

- Perform chemical analysis, record keeping, and treatment to ensure compliance with State of Florida and Health Department standards and to maintain proper water chemistry balance.
- Notify the District and close the pool when chemical levels are outside recommended safe ranges.
- Post a **"Pool Closed for Maintenance"** sign at the pool entry gate when required.
- Return after the prescribed adjustment period to re-test water chemistry and remove closure signage.
- Furnish all chemical products necessary to maintain a safe bathing environment.

Cleaning & Preventive Maintenance

- Skim pool surfaces and remove floating debris as needed.
- Net pool floors to remove debris as needed.
- Vacuum pool as needed.
- Clean tile as needed.
- Brush pool walls, steps, and floors as needed.
- Empty skimmer baskets and clean gutters as needed.
- Clean filters as required to ensure proper filtration.
- Backwash filters and/or hose off filter cartridges within filter housing as needed.

Equipment Monitoring & Compliance

- Inspect pool equipment and report any malfunctions or needed repairs (repairs not included).
- Grease equipment as needed.
- Calibrate equipment as needed.
- Promptly respond to health code violations and coordinate with health inspectors as necessary.

Contractor Responsibilities

- All work shall be performed in a neat, professional manner acceptable to the District and in accordance with industry standards and best management practices.
- Upon discovery of any concealed condition, defect, or information that may affect the work, the Contractor shall provide written notice to the District.
- In the event of holidays, inclement weather, or other conditions beyond the Contractor's control resulting in a missed service, the Contractor shall notify the District in a timely manner and provide a written plan to either make up the missed service or issue a credit on the next invoice.

Exclusions from Services

The following services are specifically excluded from the Contractor's scope of work:

1. Employing lifeguards or providing lifeguard-related services.
2. Directly contracting for lifeguard or similar services.
3. Supervising, overseeing, or evaluating lifeguards or pool attendants.
4. Making recommendations regarding lifeguard service provider performance.
5. Performing repairs to the pool or related appurtenances.
6. Developing pool or amenity center rules or policies.
7. Verifying compliance of lifeguards or pool attendants with contracts or local/state guidelines.
8. Handling performance issues or complaints related to lifeguards or pool attendants.
9. Performing inspections or walkthroughs related to lifeguards, pool attendants, or pool facilities.

Pricing

Monthly Amount: \$1,650.00

Annual Amount: \$19,800.00

Client will be invoiced monthly.

Thank you for your time and consideration. Inframark Pool Solutions looks forward to the opportunity to serve as your trusted partner and to help maintain the long-term health and appearance of your pool.

Best Regards,
Inframark Pool Solutions



Estimate

Date 1/6/2026 **Estimate #** EST-SCA3065

Customer Information		Project Information	
Abbott Square CDD 11555 Heron Bay Blvd, Ste 201 Coral Springs, FL 33076	Contact Phone 813-991-1116x103 E-mail InframarkCMS@payablesl... Account #	SM1096 Abbott Square 36690 Garden Wall Way Zenhvrhills, FL 33541	SM1096 Abbott Square CDD
		Proposal Prepared By:	Type Of Work

Steadfast proposes to furnish all labor, materials, equipment and supervision necessary to construct, as an independent contractor, the following described work:

Description	Cost
This proposal is to repair the damaged mainline that was caused by the construction that is going on along Simmons rd. It appears that they drove a heavy machinery across one of our valve boxes and damaged the mainline. I have also included the ball valve at the well that seems to have been damaged when the system was shut off and will be need to be replaced.	0.00
Irrigation Parts 4-2" elbows 3ft of 2" pvc pipe 2-2" couplings 1-2" Slip fix 1-2" ball valve 1-2" x2-1/2" tee 1- 10" Valve box 1- 2" brass ball valve	475.98
Irrigation Labor	340.00

I HEREBY CERTIFY that I am the Client/Owner of record of the property which is the subject of this proposal and hereby authorize the performance of the services as described herein and agree to pay the charges resulting thereby as identified above.

Total \$815.98

I warrant and represent that I am authorized to enter into this Agreement as Client/Owner.

Accepted this 7 day of January, 2026.

Signature: Alize Aninipot Printed Name and Title: Alize Aninipot

Representing (Name of Firm): Abbott Square CDD



Steadfast Alliance
 Suite 102
 San Antonio FL 33576 US

ESTIMATE

DATE DUE ESTIMATE #
 1/7/2026

BILL TO
 Abbott Square CDD
 11555 Heron Bay Blvd, Ste 201
 Coral Springs FL 33076

SHIP TO
 SM1096
 Abbott Square
 36690 Garden Wall Way
 Zephyrhills FL 33541

DESCRIPTION	QTY	RATE	AMOUNT
This proposal is to stump grind existing palm stumps and fill tree rings with sod. Price includes materials, labor, and equipment rentals.			
Scope of Work: Grind 4 palm tree stumps. Fill 2 tree rings with sod. Cap Irrigation Bubblers and adjust timer for sod.			
Equipment Rental - Stump Grinder - Per Day	1.00	800.00	800.00
*Includes Operator			
Bahia Sod - Per Square Foot	50.00	1.50	75.00
Irrigation - Add/Adjust as needed	1.00	125.00	125.00

I HEREBY CERTIFY that I am the Client/Owner of record of the property which is the subject of this proposal and hereby authorize the performance of the services as described herein and agree to pay the charges resulting thereby as identified above.

TOTAL 1,000.00

I warrant and represent that I am authorized to enter into this Agreement as Client/Owner.

Accepted this _____ day of _____, 20____.

Signature: _____

Printed Name and Title: _____

Representing (Name of Firm): _____



Estimate

Date 12/22/2025 **Estimate #** EST-SCA3049

Customer Information		Project Information	
Abbott Square Amenity Center Abbott Square CDD	Contact	SM1105 Abbot Square Amenity Center 36690 Garden Wall Way Zenhvrhills, FL 33541	
	Phone		
	E-mail inframarkCMS@payablesl...	Proposal Prepared By:	Yovani Cordero
	Account #	Type Of Work	

Steadfast proposes to furnish all labor, materials, equipment and supervision necessary to construct, as an independent contractor, the following described work:

Description	Cost
This proposal is to replace the controller module that burnt out.	887.47

I HEREBY CERTIFY that I am the Client/Owner of record of the property which is the subject of this proposal and hereby authorize the performance of the services as described herein and agree to pay the charges resulting thereby as identified above.

Total	\$887.47
--------------	----------

I warrant and represent that I am authorized to enter into this Agreement as Client/Owner.

Accepted this _____ day of _____, 20____.

Signature: _____ Printed Name and Title: _____

Representing (Name of Firm): _____

Yem, Crystal

From: Kelly Colon <kcolon@folioam.com>
Sent: Monday, February 2, 2026 3:08 PM
To: aaninipot; Yem, Crystal
Cc: welias; seat4; Seat 5
Subject: Re: Abbott Square Clubhouse – Facility Status & Operations Report

You don't often get email from kcolon@folioam.com. [Learn why this is important](#)

Executive Summary

This report outlines current facility conditions, maintenance concerns, operational process updates, and procurement actions related to the Abbott Square Clubhouse and associated amenities. The purpose of this report is to document outstanding issues and completed actions.

1. Facility & Equipment Status and Concerns

Outstanding Issues

- Playground equipment requires repair (missing/loose screws) . They fixed it temporarily so no one could get hurt. Screws have been ordered.
- Grill is not igniting ~ Getting quote
- Grill sink is broken and leaking. Roto-Rooter provided quote
- Electrician: one quote obtained; (Trying to get another) electrician was secured who was willing to assess without charging a diagnostic fee. This has been a problem finding an electrician.
- Gym equipment repair: quote received from regular vendor ~ Tanya approved
- Safe for office: quotes obtained from Amazon
- Mulch needs to be replaced in playground and around clubhouse property- ADA mulch quote received
- Mulch near pool corners. Every time it rains, we get a ton of mulch in the pool. Can we replace this with something else?
- Umbrella replacement: quotes sent to Alize from the vendor company
- Broken umbrellas on upper deck scheduled to be removed by next week due to it being a hazard.
- Grill Umbrellas have been removed due to the damage they incurred.
- Tow-away signage in clubhouse parking lot is inconsistent; signage should be reviewed and standardized

- Request to install a **lockbox over the gym thermostat** to prevent unauthorized adjustments; pricing and approval needed
- Bike rack installation scheduled for completion by Wednesday, 2/4/26 per Nate
- Hallway camera installation and fob box - quote received
- Pavers are loose in front of men's bathroom, on the stairs going up to the pool deck and a few other places. I am waiting on a quote and this should be provided before the next meeting.
- The refrigerator water was shut off by Nate. The City of Zephyrhills came by the clubhouse to make aware of a leak. He mentioned it could be the leak of the ice maker, Looking for replacement refrigerator.

Completed Items

- Broken umbrellas at the grill area have been removed
- Clubhouse sidewalk power washing completed. We need rust removal now.
- Umbrella pole on catwalk removed due to it being a hazard.

2. Pool & Safety Compliance

- Pool equipment gates have previously been left unlocked after vendor servicing. I spoke to Jason the first time and this time an email was sent.
- Vendor compliance with gate-lock procedures continues to require monitoring
- Posted warning signage remains in place to reinforce locking requirements

3. Clubhouse Rental SOP – Required Updates

- Playground must be clearly listed as **not included** in clubhouse rentals
- Rental duration must specify a defined event time frame. Right now people try to rent it from 10am-8pm
- Current event end time is 8:00 PM; recommended change to 7:30 PM to allow cleanup and prevent staff overtime
- Access key distribution section must be removed, as keys have never been issued
- SOP currently states rentals can be completed online; this must be corrected

Rental Process Correction

- Homeowners must rent the clubhouse **in person** at the clubhouse office

- Online rental instructions must be removed from all materials

4. Cleanup Checklist – Required Additions

The following items need to be added to the official Clubhouse Rental Cleanup Checklist under "Other Areas":

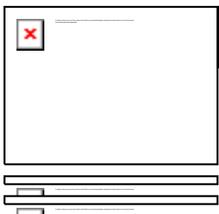
- Tables must be wiped clean
- Kitchen counters must be wiped and cleared
- All items must be removed from the refrigerator

These additions are necessary to ensure consistent post-event sanitation and readiness for the next reservation.

5. Administrative & Operational Items

- Fobs for clubhouse access have been approved and ordered- Key fobs received. Approved by Alize
- CDD website: Key fob request form is missing; selecting the form currently opens the Amenities Policy instead. Website correction is needed to restore the proper Key Fob Request Form- I made a key fob request form that should be uploaded by end of day today.
- Water was shut off in the clubhouse. Everything has been updated to my understanding and this shouldn't happen again.

Please let me know if you have any additional questions,



Kelly Colon | Abbott Square Clubhouse
Manager
[Kcolon@folioam.com](mailto:kcolon@folioam.com) | 813-993-4000

Folio Association Management
12906 Tampa Oaks Boulevard, Ste 100
Temple Terrace, FL 33637
www.FolioAM.com

From: Aninipot, Alize <aaninipot@inframark.com>
Sent: Friday, January 30, 2026 12:53 PM
To: Yem, Crystal <crystal.yem@inframark.com>
Cc: Kelly Colon <kcolon@folioam.com>
Subject: Fw: Abbott Square Clubhouse – Facility Status & Operations Report

Hi Crystal, good afternoon,

Please add the email below under the Onsite Manager report for the next meeting agenda for Abbott Square CDD

Thank you,

Alize Aninipot | District Manager



Email: aaninipot@inframark.com

Phone: 656-207-2410

Please note: *Florida has a very broad public records law. Most written communications to or from districts regarding business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure. Please do not reply "to all".*

PLEASE DO NOT REPLY ALL TO AVOID A POSSIBLE SUNSHINE VIOLATION

***Please note that all vendor invoices should be directed to our new email address at**

InframarkCMS@payableslockbox.com

From: Kelly Colon <kcolon@folioam.com>

Sent: Friday, January 30, 2026 11:04 AM

To: Aninipot, Alize <aaninipot@inframark.com>

Cc: seat4 <seat4@abbottsquarecdd.net>; Seat 5 <seat5@abbottsquarecdd.net>; Seat 3 <seat3@abbottsquarecdd.net>; Elias, Wesley <welias@inframark.com>

Subject: Abbott Square Clubhouse – Facility Status & Operations Report

This Message Is From an External Sender

This message came from outside your organization. Please use caution when clicking links.

Executive Summary

This report outlines current facility conditions, maintenance concerns, operational process updates, and procurement actions related to the Abbott Square Clubhouse and associated amenities. The purpose of this report is to document outstanding issues and completed actions.

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-

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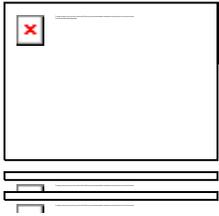
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Please let me know if you have any additional questions,



Kelly Colon | Abbott Square Clubhouse
Manager
[Kcolon@folioam.com](mailto:kcolon@folioam.com) | 813-993-4000

Folio Association Management

12906 Tampa Oaks Boulevard, Ste 100
Temple Terrace, FL 33637
www.FolioAM.com



Fitnessmith
 PO Box 3569
 Boynton Beach FL 33424
 United States

Quote
 #EST12453
 1/12/2026

Bill To

ABBOTT SQUARE CDD
 11555 Heron Bay Blvd, Ste 201
 Coral Springs FL 33076
 United States

TOTAL

\$665.17

Expires: 2/11/2026

Expires	Exp. Close	Project	Service Mgr	Territory	Partner
2/11/2026	1/12/2026	Project36595 ABBOTT SQUARE : Service Billable	Kevin Bechler		

Quantity	Item	Rate	Amount
----------	------	------	--------

Please review the equipment issue(s) outlined below along with the required parts for resolution.

Reference:
 S#: 22-XC4001095L
 TRUE ELLIPTICAL
 UNIT IS MISSING CRANK COVER

S#: 100877XEG20340197
 OCTANE R0
 UNIT HAS BROKEN HEEL CUPS.
 RECOMMENDING REPLACEMENT.

=====

FROM SEPT '25

PARTS NEEDED*
 BATCA MULTI STATION LEG CURL/EXTENSION
 Model#: FZ-3
 SN: PAFus4LB-001445
 Leg curl/extension cam broke need a replacement

Recommending new hand strap for BATCA multi station, picture attached to case for reference

1	SHCS 3/8 x 2" SHCS 3/8 x 2"	\$1.72	\$1.72
1	BATCA NUT BATCA NUT	\$1.16	\$1.16
2	BATCA STRAP HANDLES WITH END CAPS BATCA STRAP HANDLES WITH END CAPS	\$61.24	\$122.48
1	DISC COVER ASSEMBLY BLACK DISC COVER ASSEMBLY BLACK	\$33.26	\$33.26
1	SUB ASSY FOOTPLATE RIGHT SUB ASSY FOOTPLATE RIGHT	\$67.92	\$67.92
1	SUB ASSY, FOOTPLATE, LEFT SUB ASSY, FOOTPLATE, LEFT	\$67.92	\$67.92



EST12453



Fitnessmith
PO Box 3569
Boynton Beach FL 33424
United States

Quote
#EST12453
1/12/2026

Quantity	Item	Rate	Amount
1	SHIPPING & HANDLING - SERVICE PARTS SHIPPING CHARGES - PARTS: *SHIPPING CHARGES ARE ESTIMATED AND SUBJECT TO CHANGE STANDARD SHIPPING : 5 DAYS MINIMUM	\$75.71	\$75.71
1	LABOR - SERVICE *LABOR CHARGES ARE ESTIMATED AND SUBJECT TO CHANGE BASED ON TIME ALLOCATED*	\$295.00	\$295.00
		Subtotal	\$665.17
		Tax (%)	\$0.00
		Total	\$665.17

Signature

Date



EST12453



Southern Automated Access Services, Inc

P.O. Box 46535
Tampa, FL 33646

Invoice

Date	Invoice #
1/27/2026	17585

Bill To
Abbott Square CDD CLUBHOUSE

Job Name	Terms
	Due on receipt

Quantity	Description	Rate	Serviced	Amount
50	AWID key fobs	6.50		325.00
	Shipping Fees (actual shipping fee will apply)	35.00		35.00
	Sales Tax	6.00%		0.00

<p>Thank you for your business. Past due payments are subject to \$25 per month finance fee after 30 days</p> <p>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.</p>	Total	\$360.00
	Payments/Credits	\$0.00
	Balance Due	\$360.00

Kind regards,



Kelly Colon | Abbott Square Clubhouse Manager
 Kcolon@folioam.com | 813-993-4000
Folio Association Management
 12906 Tampa Oaks Boulevard, Ste 100
 Temple Terrace, FL 33637
www.FolioAM.com

From: Roto-Rooter <RotoRooter.WorkOrders@rrsc.com>
Sent: Monday, February 2, 2026 3:05 PM
To: Kelly Colon <kcolon@folioam.com>
Subject: Receipt 186-24870045 and Proposal

[You don't often get email from rotorooter.workorders@rrsc.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

ROTO ROOTER SERVICES CO.
 Remittance Address:
 5672 COLLECTIONS CENTER
 CHICAGO, IL 60693

TAMPA Branch
 For Service 1 800 GET ROTO
 For Billing 1 813 889 8430
 CFC #1429911; SR0981309

Monday, February 2, 2026
 Invoice #186-24870045
 Tech: LOGAN #186-8004

ABBOTT SQ CLUB
 6598 BAR S BAR TRL
 ZEPHYRHILLS, FL 33541

Total Service and Parts	\$0.00
Tax	\$0.00
Total Due	\$0.00

Payments:

No Charge Reason: NR-EO	\$0.00
Total Payment:	\$0.00

ROTO ROOTER PLUMBERS

FOR FUTURE REFERENCE, ATTACH THIS RECEIPT TO THE SITE INSPECTION AND ESTIMATE FORM DESCRIBING TERMS AND CONDITIONS OF ALL WORK PERFORMED BY ROTO ROOTER.

THANK YOU FOR THE OPPORTUNITY TO SERVE YOU. CUSTOMER FEEDBACK CAN BE PROVIDED AT

[https://nam09.safelinks.protection.outlook.com/?](https://nam09.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.rotorooter.com%2F&data=05%7C02%7Ccolon%40folioam.com%7C66b29dcf73114e4b762208de62966ecb%7C8e59a1d8fdbe42ad99b1cd9548d2ee8c%7C1%7C0%7C639056595415249218%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiilwLjAuMDAwMCIslIAiOiJXaW4zMilslkFOljoiTWFpbClslldUljoyfQ%3D%3D%7C0%7C%7C%7C&sdata=ALHeRQUKRjrB3O8bxg%2FaMwaCCipsztiesNFuxR6g%2FEc%3D&reserved=0)

[url=http%3A%2F%2Fwww.rotorooter.com%2F&data=05%7C02%7Ccolon%40folioam.com%7C66b29dcf73114e4b762208de62966ecb%7C8e59a1d8fdbe42ad99b1cd9548d2ee8c%7C1%7C0%7C639056595415249218%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiilwLjAuMDAwMCIslIAiOiJXaW4zMilslkFOljoiTWFpbClslldUljoyfQ%3D%3D%7C0%7C%7C%7C&sdata=ALHeRQUKRjrB3O8bxg%2FaMwaCCipsztiesNFuxR6g%2FEc%3D&reserved=0](https://nam09.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.rotorooter.com%2F&data=05%7C02%7Ccolon%40folioam.com%7C66b29dcf73114e4b762208de62966ecb%7C8e59a1d8fdbe42ad99b1cd9548d2ee8c%7C1%7C0%7C639056595415249218%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiilwLjAuMDAwMCIslIAiOiJXaW4zMilslkFOljoiTWFpbClslldUljoyfQ%3D%3D%7C0%7C%7C%7C&sdata=ALHeRQUKRjrB3O8bxg%2FaMwaCCipsztiesNFuxR6g%2FEc%3D&reserved=0)

For Service 1 800 GET ROTO

ABBOTT SQ CLUB
6598 BAR S BAR TRL
33541

Branch: 186
Proposal/Receipt: 186-24870045
Date/Time: Monday, February 2, 2026
Technician: LOGAN #186-8004

ESTIMATE TO PERFORM WORK

4300 LABOR TO INSTALL KITCHEN SINK FAUCET \$387.00
Service Guarantee: 90D
Comment: Labor to replace kitchen faucet in grill area, parts included in price
Part(s): \$213.00

Total Service and Parts before tax: \$600.00

COMMENTS:

WORK ORDER AUTHORIZATION I authorize the services described above and agree to pay the amounts indicated. I have read and agree to the terms in the brochure provided, including the limits on Roto-Rooter's responsibility.

Signature Date

Print Name

Email Address

PROPOSAL
1 TO CUSTOMER
1 TO OFFICE

Fields Consulting Group, LLC (dba. Mike's Signs)
 11749 Crestridge Loop
 New Port Richey, FL
 34655-0017 USA
 signsandgraphicsbymike@gmail.com

Fields
 CONSULTING GROUP, LLC
 11749 Crestridge Loop
 Trinity, FL 34655



Estimate

ADDRESS

Inframark
 Abbott Square CDD
 Attn: Jason Leggitt
 2005 Pan Am Circle #300
 Tampa, FL 33607

ESTIMATE # 1810

DATE 12/10/2025

SALES REP

Mike Fields

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Install (Signage)	Item #1 : "Smithfield Ln + Garden Wall Way" - Leaning post; Pull up post, temporarily remove/reinstall the street name signs and reset level + tighten the street name signs hardware.	1	100.00	100.00
	Install (Signage)	Item #2 : "Garden Wall Way + Back Forty Lp" - Leaning post; Pull up post, temporarily remove/reinstall the street name signs and reset level + tighten the street name signs hardware.	1	100.00	100.00
	Install (Signage)	Item #3 : "Well Hill Way + Back Forty Lp" - Leaning post; Pull up post, temporarily remove/reinstall the street name signs and reset level + tighten the street name signs hardware.	1	100.00	100.00
	Install (Signage)	Item #4 : "Camp Fire Terrace + Back Forty Lp" - Leaning post; Pull up post, temporarily remove/reinstall the street name signs and reset level + tighten the street name signs hardware.	1	100.00	100.00
	Install (Signage)	Item #5 : "Bar S Bar Trail + Well Hill Way" - Leaning post Pull up post, temporarily remove/reinstall the street name signs and reset level + tighten the street name signs hardware.	1	100.00	100.00

SUBTOTAL	500.00
TAX	0.00
TOTAL	\$500.00

Accepted By

Accepted Date

RESOLUTION 2026-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ABBOTT SQUARE COMMUNITY DEVELOPMENT DISTRICT REGARDING THE ELECTION OF BOARD MEMBERS IN THE UPCOMING GENERAL ELECTION.

WHEREAS, the Abbott Square Community Development District ("**District**") is a local unit of special-purpose government situated in Pasco County, Florida (the "**County**");

WHEREAS, the Board of Supervisors of the District (the "**Board**") is the governing body of the District and each Board member is elected or appointed to a specific seat on the Board and the terms are staggered so that there is always an election every 2 years for certain seats on the Board;

WHEREAS, Section 190.003(17), *Florida Statutes* defines a "**qualified elector**" as someone who is at least 18 years of age, a citizen of the United States, a legal resident of Florida and of the District, and who registers to vote with the County Supervisor of Elections where the District is located;

WHEREAS, after the transition to qualified elector seats each Board member has a 4-year term and as their term expires their seats will be for election pursuant to Sections 190.006(3)(a) 2.b. and 2.c, *Florida Statutes*;

WHEREAS, the following Board seats will be up for election in the upcoming General Election and all seats will have 4-year terms:

- Seat No. 1, Currently held by Kelly Evans
- Seat No. 2, Currently held by Lori Campagna
- Seat No. 5, Currently held by Malinda Desruisseaux

NOW, THEREFORE BE IT RESOLVED BY THE BOARD THAT:

Section 1. General Election. The seats designated above will be up for election in the upcoming General Election (with election day being the first Tuesday of November) by the qualified electors residing within the boundaries of the District.

Section 2. Qualifying Period. The period of qualifying as a candidate to serve as a member on the Board is noon, Monday June 8, 2026 through noon, Friday June 12, 2026. This Resolution shall serve as the District's notice of the qualifying period, pursuant to Section 190.006(3)(b), *Florida Statutes*. Interested candidates should contact the County Supervisor of Elections for further information.

Section 3. Conduction and Procedure of Election.

- a. Other than supplying the seats up for election to the County Supervisor of Elections, the District is not involved in the election.
- b. The election shall be conducted according to the requirements of general law and law governing special district elections.
- c. Candidates seeking election shall conduct their campaigns in accordance with the provisions of Chapter 106, *Florida Statutes* and shall file qualifying papers and qualify for individual seats in accordance with Section 99.061, *Florida Statutes*.
- d. The election shall be held at the precinct polling places designated by the County Supervisor of Elections.
- e. The polls shall be opened and closed as provided by law, including, but not limited to Section 100.011, *Florida Statutes*.

- f. The ballot shall contain the names of the candidates to be voted upon, pursuant to Section 101.151, *Florida Statutes*.
- g. The Department of State shall make out a notice stating what offices are to be filled at the general election, pursuant to Section 100.021 *Florida Statutes*.

Section 4. Election Costs. The District shall be responsible for paying the District's proportionate share of the regular election costs, if any, pursuant to Section 100.011, *Florida Statutes*.

Section 5. Effective Date and Transmittal. This Resolution shall become effective upon its passage and the District Manager is authorized to transmit a copy of this Resolution to the County Supervisor of Elections.

This Resolution is duly passed and adopted on January 12, 2026.

Attest:

**Abbott Square
Community Development District**

Signed by:


 Print Name: Alize Aninipot
 Secretary / Assistant Secretary

Signed by:


 Print Name: Tanya Benton
 Chairperson / Vice Chairperson