

**CYPRESS MILL  
COMMUNITY DEVELOPMENT DISTRICT**

**DECEMBER 11, 2025**

**FINAL AGENDA PACKAGE**



2005 PAN AM CIRCLE, SUITE 300  
TAMPA, FL 33067

# Cypress Mill Community Development District

## Board

- Anthony Seabrook, Chairperson
- Jason Robare, Vice Chairperson
- John Zanikos, Assistant Secretary
- William Sharp, Assistant Secretary
- Vacant

## Staff

- Alba Sanchez, District Manager
- Michael Broadus, District Counsel
- Todd Amaden, District Engineer
- Nathan Neidlinger, Field Manager
- Crystal Yem, District Admin
- Jonathan Sciortino, Accountant

## Regular Meeting Agenda

Thursday, December 11, 2025 – 9:30 a.m.

## Teams Meeting Information

**Meeting ID: 277 956 211 197    Passcode: Fo6SX7Hd**

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*All cellular phones and pagers must be turned off during the meeting. Please let us know at least 24 hours in advance if you are planning to call into the meeting.*

1. Call to Order/Roll Call
2. Acceptance of the Agenda
3. Public Comment on Agenda Items (*Comments limited to three (3) minutes per speaker*)
4. Staff Reports
  - A. Field Inspection Report.....Page 3
  - B. Accountant Report
  - C. District Counsel
  - D. District Manager
    - 1.Review of Pond Maintenance Contract.....Page 11
  - E. Field Manager
  - F. District Engineer
5. Business Items
  - A. Consideration of Resolution 2026-02, Redesignating Officers .....Page 13
  - B. Consideration of Installation of Playground Sail Proposal.....Page 14
  - C. Consideration of Paver Repair Proposal.....Page 16
  - D. Consideration of Janitorial Services Proposal.....Page 17
6. Consent Agenda
  - A. Consideration of the Meeting Minutes on November 13, 2025.....Page 37
  - B. Acceptance of the November 2025 Check Registries and O&M Report  
(*Under Separate Cover*)
7. Board of Supervisors' Requests and Comments
8. Public Comments
9. Adjournment

**The next regularly scheduled meeting is on Thursday, January 8, 2026, at 9:30 a.m.**

## District Office:

Inframark, Community Management Services  
11555 Heron Bay Blvd, Suite 201  
Coral Springs, Florida 33076  
954-603-0033

## Meeting Location:

Inframark  
2005 Pan Am Circle  
Tampa, Florida 33607



## Cypress Mill CDD

Tuesday, 18 November 2025

Prepared For Board Of Supervisors

17 Items Identified

17 Items Incomplete

*Nathan Neidlinger*

Nathan Neidlinger

Field Inspection Coordinator



**SCAN HERE**  
For Our Services

## Items 1

Assigned To: Sitex

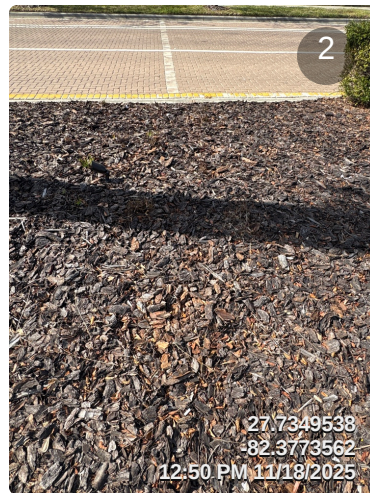
Minimal algae in the pond along 19th Ave, behind the entrance monument.



## Items 2

Assigned To: Steadfast

Please remove the dead plant material from the center island at the 19th Ave/Miller Creek entrance.



## Items 3

Assigned To: Steadfast

There is one shrub not looking as healthy as the others at the park across from 7207 Wash Island Dr. Please assess its condition, if it cannot be revived it should be removed.





#### Items 4

Assigned To: Steadfast

Please spray for weeds around the base of this tree across from 7229 Wash Island Dr.

#### Items 5

Assigned To: Steadfast

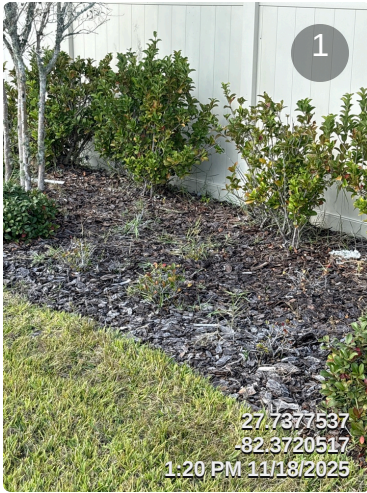
Remove any dead plant material and address any weeds from the plant bed at the corner of Camp Island/Miller Creek.



#### Items 6

Assigned To: Steadfast

Please spray for weeds along the north side fence in the plant bed near Hunter Springs/Camp Island intersection.



### Items 7

Assigned To: Steadfast

Please pick up the fallen palm in the plant bed across from 15702 Miller Creek Dr.



### Items 8

Assigned To: Steadfast

There is a significantly leaning tree, could this be straightened?  
There is a tree next to it that is staked and strapped. The tree is across from 15610 Miller Creek Dr.

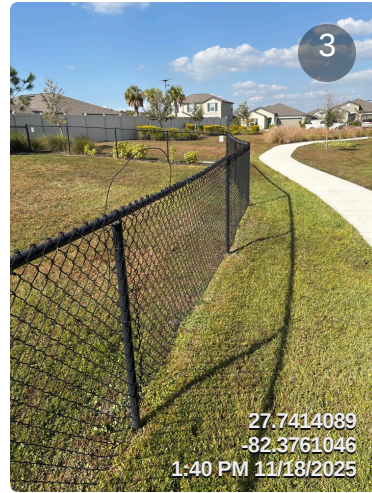


### Items 9

Assigned To: Board

The fence at the dog park on King Creek has several issues. There are a few spots with large gaps at the bottom, and the wire to secure the fence is undone in many spots as well. The latch on the outer gate does not actually latch, it is broken off.





## Items 10

Assigned To: Steadfast

Please trim up the sucker growth on the tree in the large park near the playground. Also, on the trees on King Creek Dr between Miller Creek/Spice Key.







## Items 11

Assigned To: Steadfast

Please remove any dead plant material from the plant beds in the large park near the playground on the eastern side fence line.

## Items 12

Assigned To: Board

There is a very sharp metal edge on the dog park gate behind the pool. The metal is bent and needs to be repaired before someone gets cut/hurt.



## Items 13

Assigned To: Board

There are broken wires in the fence around the dock at the amenity center, and the one railing is cracked.

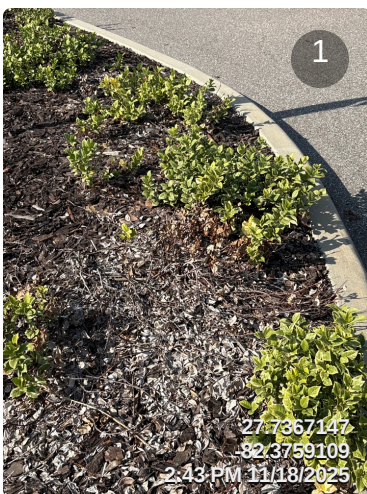




## Items 14

Assigned To: Steadfast

Please remove any dead plant material from the front island of the amenity center.



## Items 15

Assigned To: Board

There is a broken-out section of the drain cover around the pool deck. We can put in a maintenance request to get it fixed.





## Items 16

Assigned To: Steadfast

Remove any dead plant material from the plant bed in front of the doors to the amenity center.

## Items 17

Assigned To: Steadfast

Please clean up the sucker growth on these trees on the north side of Miller Creek Dr, across the street from the Buckford Landing PL turn.





7643 Gate Parkway  
Suite 104-127  
Jacksonville, FL 32256  
407-717-5851

## Aquatic Management Agreement

This agreement is between Sitex Aquatics, LLC. Hereafter called Sitex and Cypress Mill hereafter called "customer"

Customer: Cypress Mill  
C/O: Meritus Associations  
Contact: Gene Mills  
Address: 2005 Pan Am Cir Suite 120 Tampa, FL 33607  
Email: gene.roberts@merituscorp.com  
Phone: 813.440.7096

- Sitex agrees to provide aquatic management services for a period of 12 months in accordance with the terms and conditions of this agreement in the following sites:

Eleven (11) Ponds @ Cypress Mills community located in Sun City Center, FL (see attached map)

- Customer agrees to pay Sitex the following amounts during the term of this agreement for the specific service:
  - Shoreline Grass and Blush Control Included
  - Underwater, Floating and Algae Treatment Included
  - All Services Performed by State Licensed Applicator Included
  - Treatment Report Issued After Each Visit Included
  - Use of EPA Regulated Materials Only Included
  - Callback service as needed Included

Service shall consist of Twelve (12) Treatments per year as necessary.

- Customer agrees to pay Sitex the following amount during the term of this agreement

The terms of this agreement shall be: 12/01/19 thru 12/01/20  
Agreement will automatically renew as per Term and Conditions

Start-up charge:	N/A
Monthly Service Amount:	\$1,065.00
Total Annual Cost:	\$12,780.00

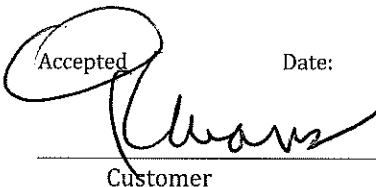
Invoice is due and payable within 30 days. Overdue accounts may accrue a service charge.

- Customer acknowledges that he/she has read and is familiar with the additional terms and conditions printed on the reverse side, which are incorporated in this agreement.

Submitted: Joe Craig

Date: 11/6/18

Joseph T. Craig  
President

Accepted   
Customer

## Terms and Conditions

- Sitex agrees to provide all labor, supervision, and equipment necessary to carry out the work. There shall be no variance from these specifications unless expressly stated though an addendum.
- The Annual Cost will be paid to Sitex in Twelve (12) equal payments, which are due and payable in advance of each month in which the service will be rendered and will be considered late on the 30<sup>th</sup> of that month. A surcharge of two percent (2%) per month will be added for delinquent payments. The Customer is responsible for any collection or attorney's fees required to collect on this agreement.
- This Agreement will be for a twelve (12) month period. This Agreement shall be automatically renewed at the end of the twelve (12) months. The monthly service amount may be adjusted, as agreed upon by both Parties, and set forth in writing to Customer. Both parties agree that service shall be continuous without interruption.
- Additional Services requested by the customer such as trash clean up, physical cutting or paint removal, and other additional services performed will be billed separately at the current hourly equipment and labor rates.
- Cancellation by either the Customer or Sitex may terminate the Agreement without cause at any time. Termination shall be by written notice, received by either the customer or Sitex at least thirty (30) days prior to the effective date of the termination. If cancellation does occur, there may be a start-up charge of fifty percent (50%) of the normal monthly investment of each month that service is suspended.
- Neither party shall be responsible for damage, penalties or otherwise for any failure or delay in performance of any of its obligations hereunder caused by strikes, riots, war, acts of Nature, accidents, governmental orders and regulations, curtailment or failure to obtain sufficient material, or other force majeure condition (whether or not of the same class or kind as those set forth above) beyond its reasonable control and which, by the exercise of due diligence, it is unable to overcome.
- Sitex agrees to hold Customer harmless from any loss, damage or claims arising out of the sole negligence of Sitex. However, Sitex shall in no event be liable to Customer or other for indirect, special or consequential damage resulting from any cause whatsoever.
- It is agreed by both Parties that the work performed under this Agreement will be done on a schedule that is sensitive to the overall function of the property. Additionally, it is understood that all work will be performed during the normal business week (Monday-Friday) unless otherwise stipulated.
- Sitex shall maintain the following insurance coverage and limits; (a) Workman's Compensation with statutory limits; (b) Automobile Liability; (c) Comprehensive General Liability including Property Damage, Completed Operations, and Product Liability. A Certificate of insurance will be provided upon request. Customers requesting special or additional insurance coverage and/or language shall pay resulting additional premium to Sitex to provide such coverage.
- This Agreement shall be governed by the laws of the state of Florida.



**RESOLUTION 2026-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS  
DESIGNATING THE OFFICERS OF CYPRESS MILL  
COMMUNITY DEVELOPMENT DISTRICT, AND  
PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Cypress Mill 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 CYPRESS MILL COMMUNITY  
DEVELOPMENT DISTRICT:**

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

_____	Chair
_____	Vice-Chair
<u>Jennifer Goldyn</u>	Secretary
<u>Leah Popelka</u>	Treasurer
<u>Angel Montagna</u>	Assistant Treasurer
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary

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

**PASSED AND ADOPTED** this 11<sup>th</sup> day of December 2025.

**ATTEST:**

**CYPRESS MILL  
COMMUNITY DEVELOPMENT  
DISTRICT**

\_\_\_\_\_  
Name: \_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Name: \_\_\_\_\_  
Chair / Vice Chair of the Board of Supervisors



## Shady Sails

Nathan Neidlinger  
15231 Miller Creek Dr  
Sun City Center, FL 33573

(813) 499-8725  
nneidlinger@inframark.com

ESTIMATE	#441
ESTIMATE DATE	Dec 5, 2025
TOTAL	\$8,300.00

### CONTACT US

5321 Avenal Dr  
Lutz, FL 33558

(813) 355-9055  
ShadySailsLLC@gmail.com

## ESTIMATE

Services	qty
2 triangles - Shade Sail Install	1.0
Materials	qty
4 inch diameter, 16ft long, schedule 40, steel post, powder coated and capped to prevent rust. Will be cemented down 4 feet deep and angled at 5 degrees to withstand tension.	2.0
4 inch diameter, 14ft long, schedule 40, steel post, powder coated and capped to prevent rust. Will be cemented down 3.5 feet deep and angled at 5 degrees to withstand tension.	2.0
Right Triangle shade sail. Approximate dimensions are 24' x 24' x 34' Color is TBD	2.0
All mounting hardware is included	1.0
All work comes with a 1 year warranty on labor and parts	1.0
Subtotal	\$8,300.00
<b>Total</b>	<b>\$8,300.00</b>

- Thanks for having me over to give an estimate. Please see what I've prepared (including the attached diagram for an idea of shape and size) and let me know if you would like to proceed?

- We require half upfront to start the job and order the parts, and the remaining would be due on completion.

- Prior to the project we will call 811 to get them to come out and flag any underground utilities before we dig. They will mark/flag any underground utilities. We would require the use of a water hose on the first install date, for concrete. You would be responsible for disposing of the dirt from the dig (we can move it anywhere on your property).

- You assume responsibility to remove the shade sail on any tropical storm (50 MPH) or larger. We will show you how to easily remove the sails.

- You assume responsibility for any HOA approvals or any permitting required. We can help with paperwork if needed.

-We would be able to start the project in approximately 10-12 weeks, and it would take about 2 weeks to complete once we start.

Thank you for choosing Shady Sails, LLC!



## Shady Sails

15231 Miller Creek Dr  
Sun City Center, FL 33573

(813) 499-8725  
nneidlinger@inframark.com

ESTIMATE	#428
SERVICE DATE	Dec 3, 2025
TOTAL	\$9,800.00

### CONTACT US

5321 Avenal Dr  
Lutz, FL 33558

(813) 355-9055  
ShadySailsLLC@gmail.com

## ESTIMATE

Services	qty	unit price	amount
Shade Sail Install	1.0	\$9,800.00	\$9,800.00

Services subtotal: \$9,800.00

Materials	qty	unit price	amount
Square super ring shade sail, with wire. Approximate dimensions are 34' x 34" Color is TBD	1.0	\$0.00	\$0.00
All mounting hardware is included	1.0	\$0.00	\$0.00
Rental of lift equipment	1.0	\$0.00	\$0.00
All work comes with a 1 year warranty on labor and parts	1.0	\$0.00	\$0.00

Materials subtotal: \$0.00

Subtotal \$9,800.00

**Total \$9,800.00**

- We require half upfront to start the job and order the parts, and the remaining would be due on completion.
- You assume responsibility to remove the shade sail on any tropical storm (50 MPH) or larger. We will show you how to easily remove the sails.
- You assume responsibility for any HOA approvals or any permitting required. We can help with paperwork if needed.
- The job will take approximately 3-4 weeks once the deposit is placed.

Thank you for choosing Shady Sails, LLC!

Thank you for choosing Shady Sails, LLC!



**Job Name:** Cypress Mill paver repair  
**Address:** 15231 Miller Creek Dr.  
 Sun City, FL, 33573  
**Contact Info:** nneidlinger@inframark.com  
 December 2, 2025

## Job Estimate

<u>Description</u>	<u>Cost</u>
Remove uneven pavers from specified location around the pool ladder area	
8883641167 ext 2	
Assess base conditions then add base along with compaction	
Relevel area then reapply existing pavers.	
<b>Total:</b>	<b>\$2,498.00</b>

**Notes:** 50% payment is due prior to start of project. Remainder is due upon completion. Superior Sealers is not responsible for sub base or existing base conditions. Longevity of this repair depends on the sub base. If the area starts to settle again in the future an additional repair may be required at that time. Work will take one day weather permitting. If other areas also need repairing then a change order will be submitted. Superior Sealers is not responsible for any permits testing or any other governmental requirements.

**Customer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Estimate is valid for 30 days from date listed above





**A commercial cleaning proposal for:  
CYPRESS MILL CDD**



Submitted by



JAN-PRO of Tampa, Franchise Development

Chris Velez

Sales Consultant

Phone: (813) 864 - 1940

Cell: (813) 557 - 0344

Email: [Chris@JPTampa.com](mailto:Chris@JPTampa.com)

Proudly representing independently owned and operated JAN-PRO Cleaning & Disinfecting franchisees.



December 5, 2025

Dear Alba,

On behalf of JAN-PRO of Tampa I want to thank you for the opportunity to propose cleaning services at **CYPRESS MILL CDD**. JAN-PRO of Tampa has serviced the Bay Area for 20+ years and we value the opportunity to develop a partnership with your company. We believe that using the right products, following the right processes, and partnering you with the right people is what leads to us retaining 99% of our customers year after year.

Whether you evaluate us by our reputation, our franchise owner commitment, our unique cleaning processes, or by our written service guarantee we hope you will find JAN-PRO of Tampa to be a worthy partner for your organization and look forward to continuing service.

Sincerely,

*Chris Velez*

Jan-Pro of Tampa  
Sales Executive  
6908 W Linebaugh Ave  
Tampa, FL 33625

## TRUSTED. CLEAN. GUARANTEED.

### EXCEPTIONAL BRAND

- Locally owned and operated for over 20 years in Tampa
- 99% customer retention year after year
- Ranked #1 Commercial Cleaning business by Entrepreneur Magazine for the last 10 years

### CERTIFIED CLEANING PROFESSIONALS

- Trained, insured, bonded, and background checked owner/operators



## TRUSTED. CLEAN. GUARANTEED.

### JAN-PRO SIGNATURE CLEAN®

- Hospital grade disinfectants for a optimum microbial kill
- Environmentally safe products and practices
- Color-coded microfiber cloths to avoid cross contamination
- HEPA backpack vacuums for clean indoor air quality
- Branded processes and techniques for a superior clean



## TRUSTED. CLEAN. GUARANTEED.

### STRONGEST GUARANTEE IN BUSINESS

We go beyond promising satisfaction -  
**WE GUARANTEE IT** – If we fail to provide 100% clean each visit; we will respond to and correct within 24 hours.

Supported by:

- Communication & partnership with your owner
- Regular Audits by our franchise development team
- Combination of onsite visits, customer service calls, and online survey to ensure we are meeting your expectations



## EnviroShield®

### WIPES OUT 99.99% OF BACTERIA/VIRUSES



- Powerful hospital grade disinfectant/deodorizer
- EPA registered and rated safest category possible
- State of the art technology exclusive to JAN-PRO
- Wrap around technology to reach all surfaces
- Endure treatment applies antimicrobial treatment providing longer protections against bacteria





## JAN-PRO SCOPE OF WORK SCHEDULE:

Day(s) of Week SUN ☐ MON ☒ TU ☐ WED ☒ TH ☐ FRI ☒ SAT ☐  
Hours: Monday 7am – Wednesday & Friday after 6pm

	Daily	Weekly	Monthly
<b>Clubhouse Lounge / Office / Kitchen / Gym / Pool Area:</b>			
Empty trash receptacles and replace liners.		X	
Clean both sides of clubhouse glass		X	
Vacuum all carpeted areas.		X	
Sweep, Vacuum or Dust Mop all hard floors		X	
Damp Mop all hard-flooring surfaces with neutral cleaner.		X	
Dust horizontal surfaces 6' and below (Do not touch personal items).		X	
Check for and clean as needed spots on walls.		X	
Dust items from 6' – 10'.			X
Spot clean walls, baseboards and vents.			X
Check high and low ledges, cabinets, tables, pictures, etc. and clean if necessary.			X
Clean interior and exterior of microwave oven		X	
Wipe exterior of Refrigerator and stove		X	
Clean interior and exterior of Refrigerator and stove			X
Dust Window Blinds			X
<b>Restrooms:</b>			
Wash all floors with germicidal disinfectant and remove all spots and stains.		X	
Wash and polish all mirrors and bright work.		X	
Wash and wipe dry all plumbing fixtures.		X	
Wash and disinfect all toilet seats, both sides		X	
Scour, wash and disinfect basins, bowls and urinals.		X	
Empty paper towel trash receptacles, Replace trash liners and dispose of trash in building trash receptacles. .		X	
Fill soap dispensers and paper towel dispensers.		X	
Fill toilet tissue, seat covers and sanitary napkin dispensers.		X	
Empty and clean sanitary napkin disposal receptacles.		X	
Clean and wash receptacles and dispensers.		X	
Remove fingerprints and spots from walls.		X	
Remove all unauthorized marks and writing from walls, partitions, etc.			X
Dust and clean walls. Wash tiles walls and partitions.			X
High dust walls and ventilation grilles.			X
Deodorize		X	
 <b>Jan Pro will Pay Special Attention to:</b> 			
<b>*Cleaning/Deodorizing/Sanitizing the Restrooms,</b> <b>Arranging the chairs by the clubhouse Pool area daily, Ensuring no film is left on the countertops*</b>			

## ADDITIONAL SPECIALIZED SERVICES AVAILABLE AND QUOTED UPON REQUEST

<b>CARPET</b>	<ul style="list-style-type: none"> <li>• Spot removal</li> <li>• Carpet cleaning</li> </ul>
<b>HARD SURFACE FLOORS</b>	<ul style="list-style-type: none"> <li>• Burnishing</li> <li>• Top scrub and refinish (wax)</li> <li>• Strip and wax</li> <li>• Ceramic Tile Scrub</li> </ul>
<b>UPHOLSTERY AND WORKSTATIONS</b>	<ul style="list-style-type: none"> <li>• Vacuum partitions</li> <li>• Spot removal</li> <li>• Extraction cleaning</li> </ul>
<b>WINDOWS</b>	<ul style="list-style-type: none"> <li>• Inside and outside (ground floor only)</li> </ul>
<b>LIGHTING</b>	<ul style="list-style-type: none"> <li>• Cleaning lights and light fixtures</li> <li>• Replacing bulbs</li> </ul>
<b>PROCUREMENT OF SUPPLIES</b>	<ul style="list-style-type: none"> <li>• Paper products</li> <li>• Hand soap</li> <li>• Trashcan liners</li> <li>• Dispensers and containers</li> <li>• Other consumable supplies</li> </ul>
<b>ENVIROSHIELD</b>	<ul style="list-style-type: none"> <li>• Electrostatically applied disinfectant (up to 48 hour efficacy)</li> <li>• ENDURE process applies antimicrobial spray to hard surfaces (up to 3 month efficacy)</li> </ul>

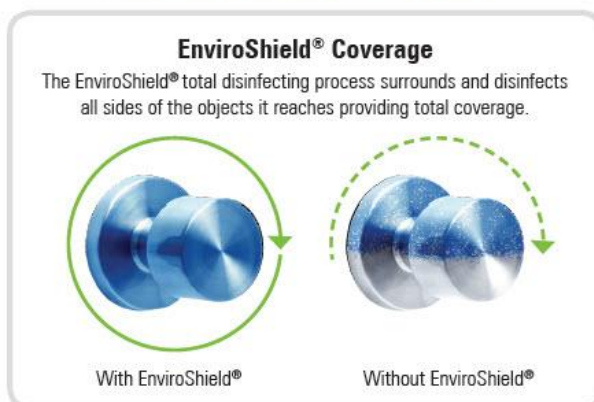
# Disinfect + Protect

with EnviroShield® + Endure<sup>SM</sup>

- ✓ Electrostatic spraying nozzle disinfects up to **99.9% of viruses and bacteria on all sides of objects** when using EPA-approved disinfectants.
- ✓ Antimicrobial solution is added to surfaces to **provide protection from mold, mildew and bacteria** that cause odor and discoloration for an extended period of time.



## EnviroShield® at Work



## EnviroShield Services Quoted Upon Request

Clean interior and exterior of microwave ovens

6908 W. Linebaugh Ave Tampa, FL 33625 813-864-1940 Office, 813-864-1941 Fax

**Measurable Cleaning. Guaranteed Results.**



### Janitorial Services Agreement

This Agreement is made with **CYPRESS MILL CDD**, ("Client"), by and among **Jan-Pro of Tampa** ("Service Coordinator"), and a **Jan-Pro Cleaning and Disinfecting Certified Business Owner**, for the purposes of outlining the general terms and conditions under which a Jan-Pro Cleaning and Disinfecting Certified Business Owner ("Service Provider") will provide services to Client at the location(s) identified in the attached Exhibit A.

1. Service Coordinator. Service Coordinator is a regional sub-franchisor under the JAN-PRO® Franchise Development brand that provides business development services and awards cleaning franchises under the "JAN-PRO Cleaning & Disinfecting®" brand, to independently owned and operated sub-franchisees for the operation of franchises that provide cleaning and disinfecting services (the Certified Business Owners).
2. Service Provider. Service Provider shall be the provider of the recurring services requested by Client, on the schedule and at the frequencies requested by Client, all as set forth in Exhibit A by Client.
3. Supplies. Service Provider will provide all tools and equipment itself, as well as all chemicals, cleaning supplies and labor to perform the services requested by Client. Service Provider shall supervise its own personnel, and also follow the reasonable and lawful instructions of Client for any specific matters that need to be addressed at the cleaning site(s). Client will provide all kitchen and/or restroom paper products, hand soap, trash can liners, and other consumables.
4. Payment Terms. Client will be invoiced at the beginning of each month for the recurring services, with payment terms at net 15 days. A finance charge of 1.5% per month (minimum \$15.00) will be assessed on all delinquent accounts over 60 days. Service Provider has contracted with Service Coordinator to provide certain administrative and support services for Service Provider including invoicing and collection services and account coordinating services. Service Provider hereby directs that Client pay invoices for service delivered by Service Provider to Service Coordinator.
5. Term of Agreement. This Agreement begins on the first date of service specified in Exhibit A and continues for a period of 1 year. This Agreement automatically renews for a period of one year at the end of the then current term, unless either party gives written notice of non-renewal at least 30 days before the expiration date. On each anniversary date, service rates may be subject to a 3% increase to reflect the increasing costs of supplies, chemicals, equipment, and labor that occur. If at any time there are changes mandated by law in required wages at the federal, state, or local level, or other cost of goods increases outside of the control of the Service Provider, Client will be notified of any required changes in pricing.
6. Service Excellence. Service Provider has contracted with Service Coordinator to facilitate communication of service-related issues to Service Provider and Service Coordinator also monitors service-related issues for the purpose of ensuring protection of the Jan-Pro brand and adherence to brand standards for use of the Jan-Pro brand.
7. Termination and Transfer of Service. This Agreement may be terminated by Client for non-performance of services only. Client must provide written notice specifying in detail the nature of any non-performance. Service Provider will have 5 business days to cure a specific issue or 30 days to cure a claim of general non-performance. If Service Provider is unable to cure, the Client may request, in writing to the Service Coordinator, (with copy to Service Provider) that the Service Coordinator find a replacement Service Provider. Service Coordinator will work with Service Provider and Client to transfer the account to a new Service Provider. If despite these efforts, Client elects to terminate for non-performance, Client will notify the Service Provider and the Service Coordinator

in writing and this Agreement will terminate 30 days after the date of the notice. If the Service Provider and/or Client desire to transfer service to a replacement Service Provider (even where there is no uncured non-performance), the Service Coordinator will work with the Service Provider and Client to transfer the account to a new Service Provider. All written notices must be timely and by certified mail.

8. Solicitation. Client agrees that during the term of this Agreement and for 180 days after the expiration or termination of this Agreement, Client will not solicit for services or employment (whether directly or indirectly) any Service Provider owner or employee of Service Provider who provided services to Client hereunder or any employee of Service Coordinator, unless services are provided under the Jan-Pro Cleaning & Disinfecting brand.
9. Payment Default. If Client fails to make payment under this Agreement, the Service Coordinator will provide written notice of delinquency to Client. Client will have 10 days from the date of such notice to cure by remitting all outstanding balances. If Client fails to timely pay for services, services may be suspended. If Client fails to timely cure nonpayment after notice of delinquency, service may be terminated without further notice. Termination on such grounds shall not relieve Client of its obligation to pay for services rendered up to and including the date of termination or earlier suspension of services. If Client breaches this Agreement by non-payment, Client shall be responsible for reimbursing Service Provider for all costs of enforcing Client's obligations hereunder, including without limitation, lost profits and/or revenues, costs and expenses of collection, reasonable attorney fees, paralegal fees, and collection agency fees, if any. Service Provider may contract with Service Coordinator to provide collection services, the fees for which Client will be responsible for as set forth above.
10. Holidays. Client agrees that it will not require services of Service Provider on certain federally recognized holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas; *provided however*, that if Client requests Service Provider to provide services on such holidays, Service Provider has the sole discretion as to whether Service Provider and/or its employees will provide services, without any claim of breach hereunder if Service Provider declines. Service Provider will require an additional fee to provide services on the identified holidays in the event it decides to provide services on those days.
11. Insurance. Client's insurance requirements shall be satisfied by way of Service Provider maintaining commercial general liability insurance of at least \$1,000,000 per occurrence, \$2,000,000 in the aggregate, worker's compensation of \$1,000,000, janitorial bonding of at least \$50,000, and a liability umbrella policy of \$3,000,000.
12. Limitation of Damages. In no event shall either party, or its directors, employees, partners, agents, suppliers, franchisor or affiliates, be liable for any indirect, incidental, special, consequential or punitive damages, including without limitation, loss of profits, data, use, goodwill, or other intangible losses, resulting from the services provided by Service Provider or the conduct of Service Provider. In no event shall the aggregate liability of service provider, arising out of or relating to the client's receipt of the services to be provided herein exceed any compensation client paid to service provider (or its designee – including service coordinator) for providing the services described herein during the 12 months preceding the event giving rise to a claim.
13. Choice of Law. Client and Service Provider mutually agree that this Agreement shall be interpreted under the laws of the State of Florida, and that any civil action regarding this Agreement (be it filed by Client or Service Provider) shall only be filed in the District or Circuit Courts of Florida.
14. Entire Agreement. Service Provider and Client agree that this Agreement constitutes the full, complete, and entire understanding and agreement among them concerning their obligations and related matters discussed herein, and supersedes any and all prior negotiations, understandings or agreements. Except as otherwise specifically provided herein, any and all prior understandings and agreements between Client and Service Provider, with respect to the subject matter of this Agreement, are merged into this Agreement.



EXHIBIT A - Pricing Agreement

**Customer Name:** Alba Sanchez

**Company:** CYPRESS MILL CDD

**Cleaning Location:** 15231 Miller Creek Drive Sun City FL, 33573

**Cleaning Time:** Monday's 7am - Wednesday's and Friday's after 6pm

Service Options	Frequency	Total Monthly Price
1: Weekly Cleaning & Disinfecting	3 x per week	\$975 plus tax

**OPTION:** \_\_\_\_\_

**START DATE:** \_\_\_\_\_

**NOTE:** Pricing is valid for 30 days from the proposal date (December 5, 2025) unless specifically extended by JAN-PRO at its sole discretion.

By signing below, Client and JAN-PRO agree to the terms of this Janitorial Services Agreement.

**CYPRESS MILL CDD**

**JAN-PRO of Tampa**

X _____	X _____
Name: _____	Name: _____
Date: _____	Date: _____



Billing Information: (To be completed by customer and returned with signed contract)

Contact information:

Billing Address:

AP phone number:

AP email address:

Preferred delivery method for invoices: ☐ Mail ☐ Email ☐ Portal

Better Business Bureau®  
**Start With Trust®**

**BETTER BUSINESS BUREAU OF WEST FLORIDA, INC.**



*JAN PRO of Tampa*

has pledged to uphold the BBB Accredited Business Standards as well as the Principles for Trust to include: **•Build Trust •Advertise Honestly •Tell the Truth •Be Transparent •Honor Promises •Be Responsive •Safeguard Privacy and •Embody Integrity.**

This 1st day of June 2025

This membership is valid for one year only and may be revoked by the BBB due to violation of any of the above ethics.

President/CEO

**BBB.org**



November 2025

# Janitorial Proposal

For Cypress Mill

**PRESENTED BY**  
Andrea Cedres





# Our Commitment to Excellence



At Neptune Janitorial Services, we pride ourselves on our **commitment to excellence** in providing top-notch cleaning solutions. With over 10 years of experience, our dedicated team of company employees ensures that every corner of Cypress Mill Community is meticulously cleaned and maintained. Our comprehensive scope of work includes offices, playground rooms, fitness centers, outdoor areas, bathrooms, dog stations, and trash cans, all tailored to meet your specific needs. We utilize color-coded cloths for cleaning to prevent cross-contamination and to promote a healthier environment. Our **certified staff** are trained in best practices, and we proactively report any concerns to management, ensuring that your community is always in pristine condition. We offer our professional cleaning services at a competitive rate of \$150 per clean, with Neptune providing all necessary supplies. Together, we can maintain a clean, safe, and welcoming environment for all residents and visitors to Cypress Mill.

# Why Neptune Multi Services



Our cleaning business is the perfect match for your community because we combine professional, reliable service with personalized care tailored to your unique needs. We prioritize attention to detail, use eco-friendly products, and ensure consistent, high-quality results that keep your clubhouse and facilities spotless and welcoming. With a commitment to exceptional customer service and flexible scheduling, we aim to enhance the comfort and satisfaction of your residents every day.

**Why Choose us ?**  
Neptune Multi Services LLC Specializes in providing CDD and HOA operational support. Other partnerships are:

HGA/CDD  
Budget  
Friendly  
Solution

**TERRA**  
**GMS**  
**CASABLANCA HOMES**  
**HOMERIVER GROUP**  
**INFRAMARK**  
**West Bay**  
**access MANAGEMENT**  
**GREENACRE PROPERTIES, INC.**  
**TROON**  
**Rizzetta & Company**  
**CONDOMINIUM ASSOCIATES**  
**CASTLE GROUP**  
**ATRIUM**



# Scope of Work



## Scope of Work Checklist – Janitorial & Grounds Maintenance

### Janitorial Services

#### Clubhouse / Common Areas

- Sweep, vacuum, and mop all floors
- Dust and wipe all furniture, shelves, and ledges
- Clean and sanitize tables, counters, and high-touch surfaces
- Empty all trash and recycling bins; replace liners
- Clean glass doors, windows, and mirrors (interior)
- Wipe and disinfect handrails, door handles, and light switches

#### Restrooms

- Clean and sanitize sinks, toilets, urinals, and countertops
- Refill soap dispensers, toilet paper, and paper towels
- Sweep and mop floors with disinfectant
- Empty trash receptacles and replace liners
- Remove water spots from mirrors and chrome fixtures

#### Pool Bathrooms

- Clean and sanitize all fixtures
- Restock supplies
- Mop floors with disinfectant
- Empty trash bins

### Grounds Maintenance

#### General Grounds

- Remove litter and debris from sidewalks, parking areas, and common spaces
- Blow off leaves and debris from walkways and entrances
- Maintain dog waste stations (empty bins, replace bags)
- Inspect and clean outdoor seating and tables

This proposal includes minor handyman services at no additional cost. Any larger projects outside the scope of routine tasks will be billed separately.

A customized scope of work will be provided one week prior to the commencement date.

# Scope of Work

Comprehensive Cleaning Services for Spencer Glen Community Spaces



## Offices

Our dedicated team ensures every area is **meticulously maintained** and sanitized, providing a clean and safe environment for your community.

## Fitness

We will deliver **thorough cleaning** of all office spaces, including dusting, vacuuming, and sanitizing surfaces to create a professional atmosphere.





# Core Values

**PHASE 1** ■ Began operations

**PHASE 2** ■ Gained certification

**PHASE 3** ■ Expanded services

**PHASE 4** ■ Introduced reporting

**PHASE 5** ■ Achieved milestone

At Neptune, we pride ourselves on our **commitment to excellence** and dedication to quality service for over 10 years. Our entire team consists of trained, **certified employees** who understand the importance of maintaining a clean and welcoming environment. We utilize **color-coded cloths** to ensure hygiene and prevent cross-contamination. Our proactive reporting system allows staff to address any concerns immediately, ensuring a safe and clean space for all. With our rate of \$150 per clean including dog stations, we provide all necessary supplies, allowing you to focus on the community without worrying about cleanliness.

## Service Rate

Items	Each Clean 1 per week plus one extra clean for free	Monthly Cost
Item 1	\$150	\$600

Monthly Cost Includes Dog stations services  
Neptune Multi Services will provide all supplies at no charge.

**\$150**  
CLEAN

**CERTIFIED**  
STAFF

**10+ YEARS**  
EXPERIENCE

Contact us today!

[www.neptunemts.com](http://www.neptunemts.com)  
[neptunemts@gmail.com](mailto:neptunemts@gmail.com)  
813-778-9857



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Present and constituting a quorum were:

Chairperson  
Vice Chairperson  
Assistant Secretary  
Assistant Secretary

Michael Perez	District Manager
Michael Broadus	District Counsel
Nathaniel Montagna	Inframark Field Manager

## FIRST ORDER OF BUSINESS Call to Order/Roll Call

## SECOND ORDER OF BUSINESS Motion to Approve the Agenda

## THIRD ORDER OF BUSINESS Public Comments on Agenda Items

## FOURTH ORDER OF BUSINESS Staff Reports

Mr. Montagna presented his report.



Mr. Elmore of Folio and Mr. Scirtino, the District's accountant, joined the call. A discussion regarding past-due invoices followed. The Board and staff engaged in further conversation concerning the need for regular review of budget line items.

A discussion was also held regarding mulching in various playground areas, noting that the materials must be consistent and provided at Steadfast's expense.

Additionally, the Board discussed the potential issuance of a Request for Proposals (RFP) for landscaping services for the following month.

#### **1. Consideration of Pergola Proposal**

Tabled and the board would like Inframark to see if this cost can come down.

#### **B. Accountant Report**

None.

#### **C. District Counsel**

Mr. Broadus stated that he will prepare a bid manual for presentation at the next meeting should the Board wish to proceed with the landscaping RFP. Inframark will also develop the scope of work to present at that time.

#### **D. District Manager**

Mr. Perez provided additional updates to the Board.

Mr. Zankos inquired about staffing needs for the District. Mr. Gruhl joined the meeting and outlined the requirements as well as the staffing process. Mr. Zankos also inquired about the installation of wind netting around the pickleball courts and the possibility of adding a shade sail over the playground.

#### **E. Field Manager**

None.

**F. District Engineer**

None.

**FIFTH ORDER OF BUSINESS****Business Items****A. Consideration of Resolution 2026-01, Adopting the Fiscal Year  
2024-2025 Budget Amendment**

On MOTION by Mr. Robare, seconded by Mr. Sharp, with all in favor, the Board adopted Resolution 2026-01, Adopting the Fiscal Year 2024-2025 Budget Amendment.

**B. Consideration of the Complete IT Proposal**

Tabled but discussed whether there are any year-over-year costs other than the monthly costs.

**C. Consideration of Playground Matting**

Tabled indefinitely.

**D. Consideration of Light Niche Replacement Proposal**

Mr. Perez noted that the item is categorized as an invoice and should therefore be ratified by the Board, as it was signed outside of a public meeting by the Chair.

On MOTION by Mr. Robare, seconded by Mr. Sharp, with all in favor, the Board ratified the Light Niche Replacement Proposal.

**E. Consideration of Holiday Lighting Proposal**

Approved outside of the meeting.

On MOTION by Mr. Zankos, seconded by Mr. Sharp, with all in favor, the Board ratified the Holiday Lighting Proposal.

**SIXTH ORDER OF BUSINESS****Consent Agenda****A. Consideration of Board of Supervisors' Minutes on October 9, 2025**

**B. Acceptance of the October 2025 Check Registers and O&M Report**

On MOTION by Mr. Robare, seconded by Mr. Seabrook, with all in favor, the Board approved the Meeting Minutes from the October 9, 2025, meeting and the October 2025 O&M Report.

**SEVENTH ORDER OF BUSINESS****Board of Supervisors' Requests and  
Comments**

Mr. Seabrook made a motion to step down as Chair and nominated Mr. Robare to serve as Chair and Mr. Zankos to serve as Vice Chair. A discussion regarding Board member seat assignments ensued.

On MOTION by Mr. Seabrook, seconded by Mr. Sharp, with all in favor, the Board nominated Mr. Robare as Chairman and Mr. Zankos as Vice Chair.

On MOTION by Mr. Seabrook, seconded by Mr. Robare, with all in favor, the Board approved to pay the Folio invoices.

**EIGHTH ORDER OF BUSINESS****Public Comments**

A resident stated that tracking the budget process was difficult and hopes it'll be easier next time.

**NINTH ORDER OF BUSINESS****Adjournment**

On MOTION by Mr. Robare, seconded by Mr. Seabrook, with all in favor, the Board adjourned the meeting at 11:39 a.m.

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Secretary

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President