

**TOUCHSTONE
COMMUNITY DEVELOPMENT DISTRICT**

**DECEMBER 9, 2025
AGENDA PACKAGE**



2005 PAN AM CIRCLE, SUITE 300
TAMPA, FL 33067

Touchstone

Community Development District

Board of Supervisors

Anson Angail, Chairman
Gregory Elliot, Vice Chairman
Timothy Fisher, Assistant Secretary
Kelly Hanlon, Assistant Secretary
Corliss Ball, Assistant Secretary

Staff:

Alba Sanchez, District Manager
Michael Broadus, District Counsel
Todd Amaden, District Engineer
Jason Combee, Steadfast Alliance
Nathan Neidlinger, Inframark Field Service
Crystal Yem, District Admin
Jonathan Sciortino, District Accountant
Fasil Salih, Onsite Manager

Meeting Agenda

Tuesday, December 9, 2025 – 8:00 a.m.

- 1. Call to Order and Roll Call**
- 2. Motion to Approve the Agenda**
- 3. Audience Comments – Three- (3) Minute Time Limit**
- 4. Staff Reports**
 - A. District Accountant
 - B. Field Inspection Report..... Page 3
 - C. Landscape Report Page 10
 - D. District Engineer
 - E. District Counsel
 - F. Onsite Manager Report
 - G. District Manager
 1. Consideration of Renewal of the Flock Safety Contract
 2. Discussion of Holiday Schedule for Clubhouse Staff
 3. Discussion of Inframark Benefits that are afforded to Staff as an employee
 4. Discussion of Speed Humps Requested by Supervisor Ball
 5. Discussion of Repairs to the Broken Fence at the Dog Park.....Page 18
- 5. Business Items**
 - A. Consideration of Access Control Replacement Proposal (Guest Speaker- Adam Bonney).....Page 20
 - B. Consideration of Replacement of Worn-Out Wicker Deep Seat Proposal.....Page 45
 - C. Consideration of Equipment Replacement for Fitness Center Proposal.....Page 47
- 6. Business Administration**
 - A. Consideration of Minutes from the Meeting held on November 11, 2025Page
 - B. Consideration of November 2025 Financial Statements and Check Register
(Under Separate Cover)
- 7. Supervisor Requests**
 - A. Review of Florida Highway Patrol (FHP) Reports.....Page
- 8. Audience Comments – Three- (3) Minute Time Limit**
- 9. Adjournment**

The next meeting is scheduled for Tuesday, January 13, 2026, at 8:00 a.m.

District Office:

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

Meeting Location:

The Touchstone Clubhouse
4205 Wild Senna Blvd
Tampa, Florida 33619



Touchstone CDD

Monday, 17 November 2025

Prepared For Board Of Supervisors

16 Items Identified

16 Items Incomplete

Nathan Neidlinger

Nathan Neidlinger

Field Inspection Coordinator

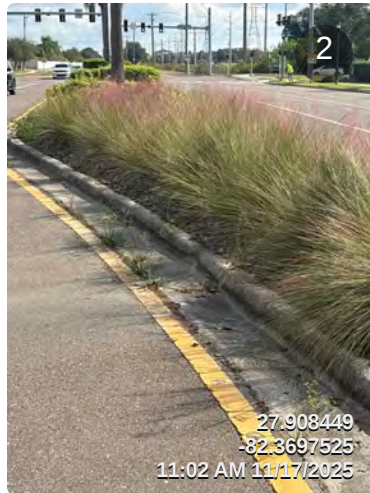


SCAN HERE
For Our Services

Items 1

Assigned To: Steadfast Carryover

Please spray or remove large crack weeds at the entrance at 78th/Camden.



Items 2

Assigned To: Steadfast

Please remove any dead plant material from the center island at the 78th/Camden entrance.



Items 3

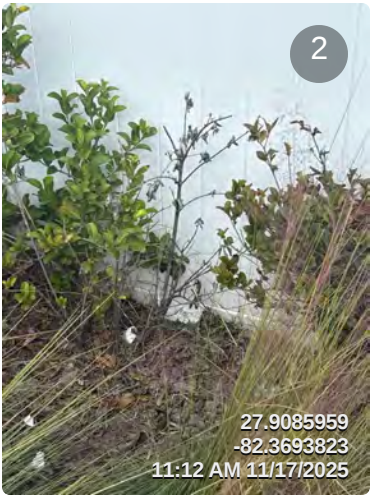
Assigned To: Steadfast

Some light weeding is needed at the south monument on 78th/Camden.

Items 4

Assigned To: Steadfast

Please remove any dead plant material at the 78th/Camden entrance along the fence on the north side that's currently hidden from view by the ornamental grasses.



Items 5

Assigned To: Steadfast

Please trim overgrowth onto the sidewalk across from 3729 and 3707 Daisy Bloom Pl.





Items 6

Assigned To: Board

Tire ruts in the grass by the center island near 4112 Wild Senna Blvd.

Items 7

Assigned To: Steadfast

Please pick up the loose tree stakes and straps in the plant beds across from 7212 Samuel Ivy Dr in the field behind the townhomes.



Items 8

Assigned To: Steadfast Carryover

Please trim sucker growth from tree trunks on Samuel Ivy Dr.





Items 9

Assigned To: Steadfast

Please remove or resecure tree stake and straps from tree across from 7412 Samuel Ivy Dr.

Items 10

Assigned To: Steadfast

Please remove weeds from the plants in the plant beds next to the townhomes at Wild Senna/Ginger Lily



Items 11

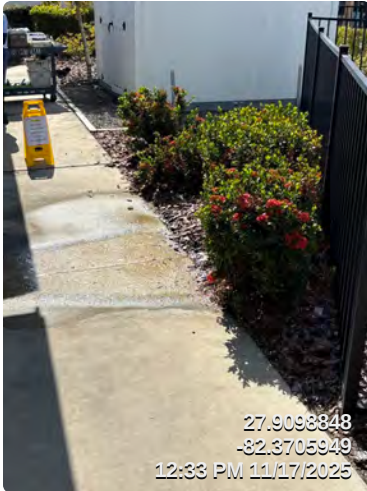
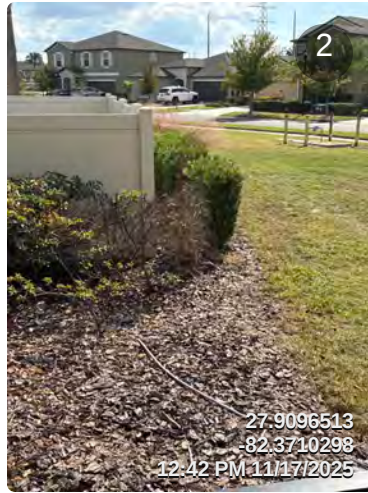
Assigned To: Steadfast Carryover

Is it possible to straighten this pine tree in the small park on Norman Oak PL? If not please remove the loose tree straps and stakes.

Items 12

Assigned To: Steadfast

Remove dead plant material from plant beds around the perimeter of the amenity center.



Items 13

Assigned To: Board

Something is leaking from near the splash pad out towards the mailboxes. Onsite has contacted the pool vendor, waiting for their response.



Items 14

Assigned To: Steadfast

Please spray for crack weeds around the interior of the pool.



Items 15

Assigned To: Steadfast

Please lift the tree inside the playground behind the splash pad.



Items 16

Assigned To: Board

The one fan in the amenity center main room is not working, it doesn't turn on. We can get an electrician to look at it.



Daily Logs List

Dec 3, 2025

Job: SM1028 Touchstone CDD Landscape
Maintenance

Title: Manager Site Visit

Added By: Jason Combee

Log Notes:

Maintenance: all turf and landscape beds are maintained and consistent with sectional detail and bi-weekly winter schedule services. Sycamore, Elm, and Cypress trees are showing their fall colors and dropping leaves.

Turf Quality: 7/10 Turf is greening up overall after the first treatment in October after the Nitrogen ban. Next bi-monthly treatment is scheduled for December and will be completed before our Christmas break. Large open areas suffering from some frost/cold damage. Bahia is dormant. Observed small fungus patches starting along Camden Field treatment is scheduled. Turf quality on 2/3 Wild Senna island parks is poor due to the irrigation constantly being run over by people parking on the grass and breaking irrigation heads.

Pond Maintenance: pond banks are maintained. Large shoreline vegetation is dying off and decaying from initial aquatics treatments. Some minor shoreline weeds are starting to grow, treatment is schedule for Monday (12/8) Some ponds are showing low water levels. We need rain!

Construction on Camden Fields: construction appears to be complete. Need to schedule irrigation inspection to see what damage was done to the system along the eastbound side of Camden Fields. Will propose irrigation and sod repairs once irrigation is inspected.

Amenity Center: overwatering/chlorine issue on pool deck causing plant material decline. Proposal has been submitted to change landscape design on pool deck. Proposing hardscape in beds closest to pool and plant replacements along fence. Plant decline on west side of amenity center is due to this area being absolutely flooded from the potable water leak in this area a month or so ago. Turf quality of Bermuda field in rear of amenity center is very poor and is mainly weeds. This is an inherited issue from when we took over the amenity center from field stone. This field also has poor drainage and will stay wet for extended periods of time making any sort of maintenance very difficult. Recommend heavy turf weeds treatments and Bermuda over seeding in Spring.

Community Mulch: in the past we have done the ornamental grass trimming and mulch in February. Will present proposal for mulching at the January meeting for approval.

Wild Senna irrigation issue: observed the median strips along Wild Senna adjacent to lift station holding a lot of water. Irrigation was notified to schedule irrigation inspection.

Phase 5: During my site visit last month I noticed some dead plant material and declining turf and trees. I checked the timer and it was locked but was left open. The timer was in the off position and there was minor evidence of the timer door being pried open. I assume a resident wanted to use the field while the irrigation was running and opened the door to turn the irrigation off. This is very possible and a homeowner would likely know how to use this timer as they are the same timers for the houses and there are clear labels on the timer showing how to operate it. dead plant material has been removed, turf has started to recover, and I am monitoring the tree health.

Weather Conditions:

Partly cloudy



74°F

58°F

Wind: 10 mph
Humidity: 94%
Total Precip: 0"

Wed, Dec 3, 2025, 12:00 AM



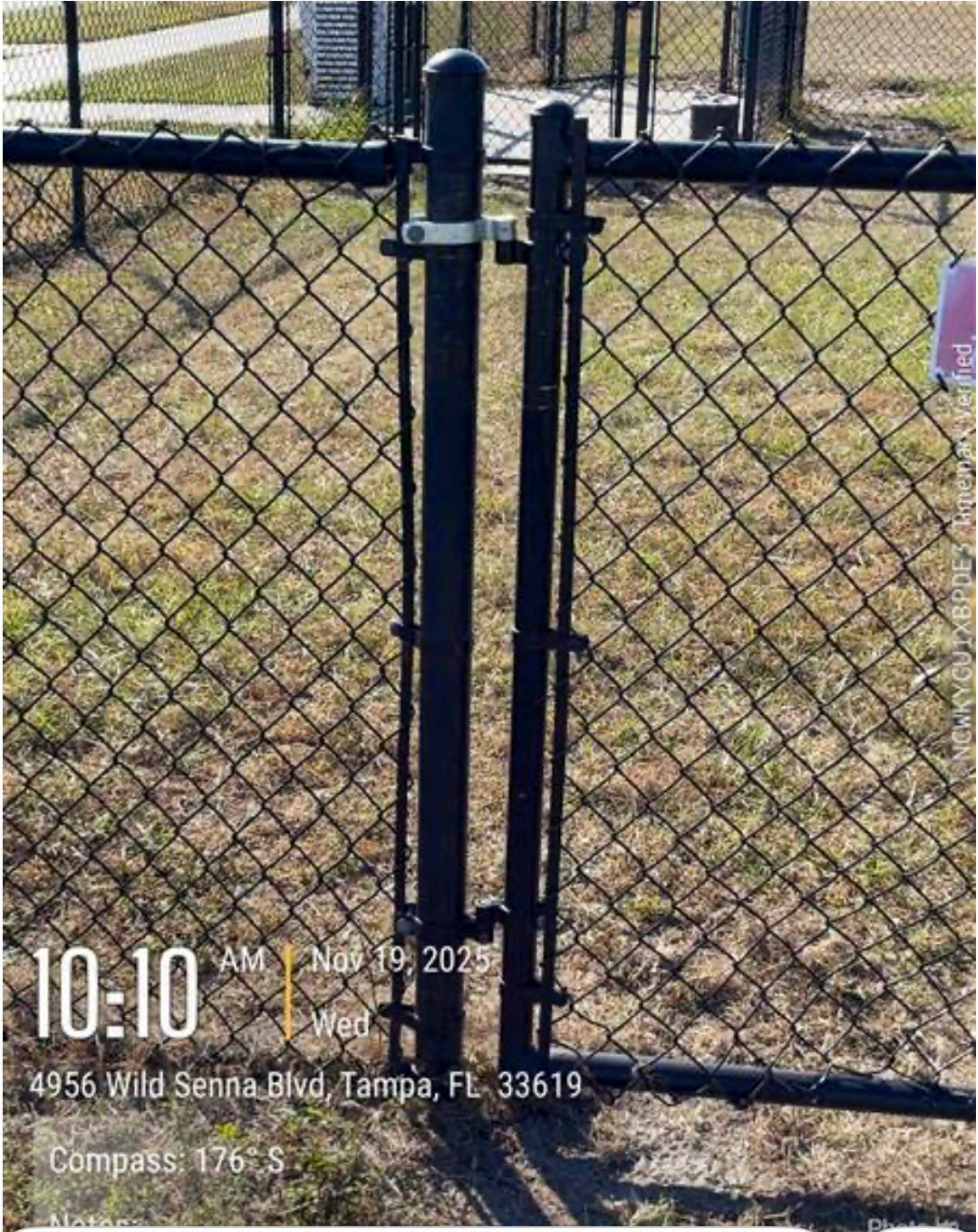












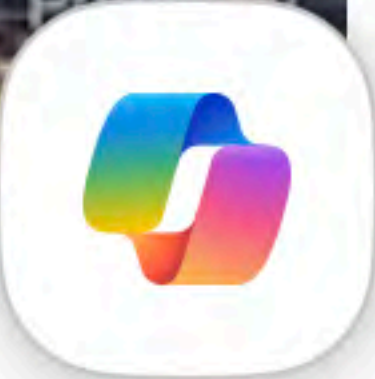
  **Reply...**











Mail



Calendar



Apps



Attached is a before and after picture - it has been repaired



Reply...



Mail



Calendar



Apps



Touchstone Access Control Replacement

Touchstone - Tower Dairy

4205 Wild Senna Blvd
Tampa, FL 33619
+17273180794

Prepared by:

Christopher Beck
Sales Project Manager
cbeck@safetouch.com
813-930-7899



Florida = EF-20002049/ EC-13005007
Georgia = LVA004188
South Carolina = BAC.14000
Texas = B29747701



Touchstone - Tower Dairy

Touchstone Access Control

Access Control Panel Upgrade

- | | |
|---|--|
| 1 | Speco A8P Door Access Control Panel with Power |
| 1 | Speco RMC Remote Management Console, Site |
| 1 | OvrC Pro Lifetime License + Gigabit Hub |
| 2 | System Programming - Database Transfer |

Project Summary

TOTAL: \$7,316.86

Proposal to replace the Lenel S2 with Speco. Existing readers and door hardware to be tied in. Database transfer may require assistance from the community side to ensure data is transferred accurately.

Internet service required for remote connection

**50% down and balance upon substantial completion or
Finance / Lease options available upon request.**

*****Installation and/or service taxes not included, if applicable.*****

** Recurring service charges not included in the total install price.*

Product Details



Speco A8P Door Access Control Panel with Power

Equivalent to having two A2E4Ps in one can.
Contains two 4-door modules in one housing.
Integrated 150W power supply for complete system power.



Speco RMC Remote Management Console, Site

The RMC from Speco is a remote management console, 1 site.



OvrC Pro Lifetime License + Gigabit Hub

OvrC Pro extends your visibility and access to the entire network of IP devices, including non-SnapAV products, all within the same OvrC platform you love. With OvrC Pro, you get access to enhanced troubleshooting capabilities and diagnostic data that makes remote support easy, eliminating unnecessary truck rolls and enabling you to provide world-class service to your clients. To stay up to date on the latest OvrC features and functionality, check out our blog.



System Programming - Database Transfer

Terms, Scope, & Acceptance

Your satisfaction is important to us, and we plan to exceed your expectations!
This proposal is a complete package, including design, wiring, equipment, installation.

All equipment is warranted by the manufacturers. We guarantee all installation work to be free of defects for a period of thirty days from installation date. If service is required, we will be happy to provide you with excellent service for your system.

Customer must maintain sufficient insurance to cover property damages or bodily injury for Customer and any of its licensees, invitees or others who are not such licensees, contractors, employees, agents or invitees of Securiteam, Inc. Customer agrees that recovery from Securiteam for any property damage or bodily injury shall be offset by payment from such insurance.

Prices contained in this proposal are valid for 30 days. Any changes to this proposal will be submitted in writing for approval.

To be supplied by others to Securiteam's specifications:

- Municipal permit fees (if applicable)
- A/C power & electrical conduit
- Applicable internet or telephone communications services
- 50% down and balance upon substantial completion

Accepted by Date Name

Safetouch Date Name

I accept this proposal and authorize the work to be done and accept responsibility for payments due. _____



Brivo Access Control, Eagle Eye Cameras & WiFi

Prepared for: Touchstone CDD

Created by: Thomas Giella

Email: Thomas@completeit.io

Phone: (813) 444-4355



- Your Technology Professionals -
Sales, Training, & Support

Hi Touchstone CDD,

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

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



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

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



Networks Infrastructure (Wi-Fi)

Security. Access. Backbone. Up-time.

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



Camera Systems (CCTV)

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

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



Access Control Systems (ACS)

Cloud Based. Secure. Affordable. Easy To Use.

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



Brivo Access

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

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

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



FEATURES & BENEFITS

Access Control Visibility

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

Flexibility and Control

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

Data Analytics and Insight

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



BRIVO SMART READERS

Brivo Smart Readers enable smart, secure and convenient user experiences.

Security with Style and Functionality

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



SINGLE GANG



KEYPAD



MULLION

APPLICATIONS & BENEFITS

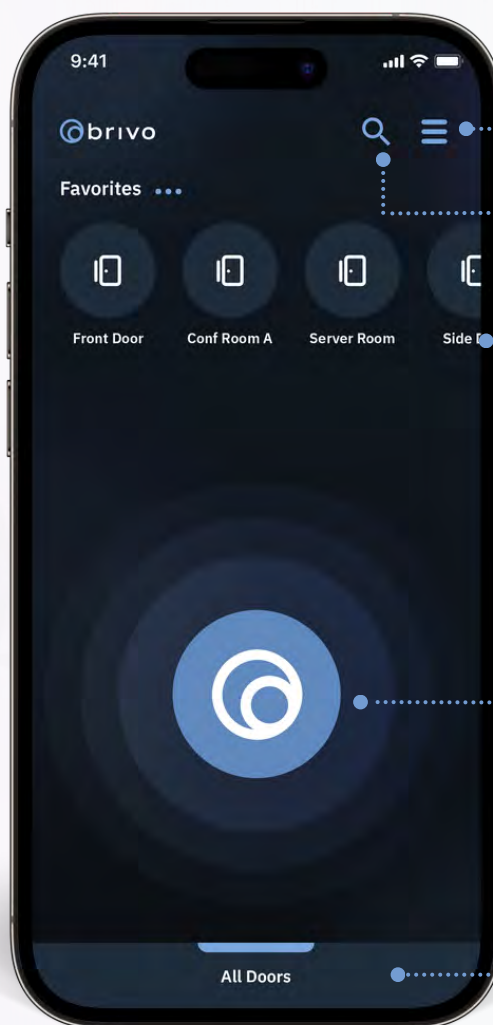
- Use your bluetooth-enabled Brivo Smart Reader and the Brivo Mobile Pass app on your phone to open doors—even in locations with no wireless connectivity.
- Administrators can conveniently issue or revoke mobile credentials via Brivo Access in moments.
- Improve security with encrypted smart cards that offer protection against counterfeiting.
- Select from an array of reader options that provide increased flexibility.



BRIVO MOBILE PASS

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

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



Easily navigate app features

Search doors by name

Rename and favorite frequently used doors

Tap the Magic Button to open the nearest door

Tap to view all available doors

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

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



Download on the
App Store

GET IT ON
Google Play

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



FULL INTEGRATION OF BRIVO AND EAGLE EYE

Easily view live and event-linked video from within
the Brivo Access and mobile administration app.

BENEFITS

Correlate video with access control events

Add references to Eagle Eye cameras so video can be
linked to with activities from Brivo.

Remotely unlock doors while seeing a live view

Use your mobile device to view live activity and remotely
open doors with the click of a button.

Leverage multi-platform access control and video

Use Brivo Access to play back recorded video or view live
streams on desktop and mobile devices.

Track access
events with Brivo's
activity log on your
desktop or mobile
devices.

ONE COMPLETE SOLUTION TO MANAGE VIDEO AND ACCESS CONTROL





Worry-Free Cloud Video Surveillance for Your Business

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

Eagle Eye Cloud Video Management System



CAMERA COMPATIBILITY

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



TRUE CLOUD

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



CYBER SECURE

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



OPEN PLATFORM

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



AI & ANALYTICS

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



THE EAGLE EYE CLOUD VMS

Smart Video Surveillance





Smart, Simple, Secure Cloud Video Surveillance for Your Business

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

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

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

The Eagle Eye Cloud VMS Equips You With:

True Cloud Technology

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

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

Ease of Use

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

Cybersecurity

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

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





Open Platform

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

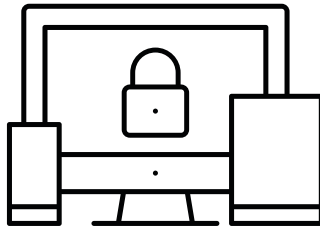
Our open API platform offers:

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

Artificial Intelligence and Analytics

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

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

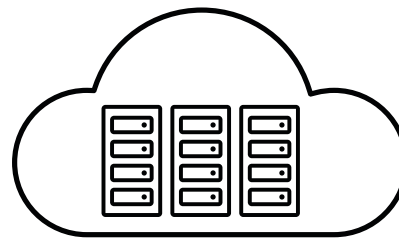


Comprehensive
Security

Triple
Redundancy

Encryption
at Rest

Highly Scalable
Infrastructure



Eagle Eye Data Center

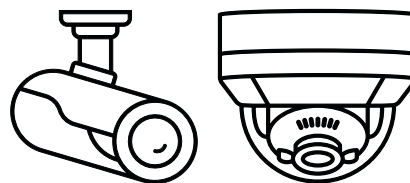
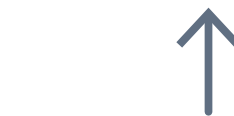
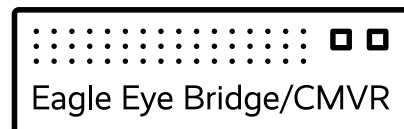
Complete Privacy
Encryption™

Intelligent Bandwidth
Management™



Motion
Detection

Local Video
Buffering



Extensive Compatibility with
IP & Analog Cameras



CLOUD VIDEO SURVEILLANCE

2-Way Audio

Uses for 2-Way Audio

CUSTOMER SUPPORT

Provide assistance and communicate with visitors and customers.

COMMUNICATE WARNINGS

Notify a designated area of immediate alerts during critical incidents.

DETER SECURITY THREATS

Remotely warn suspicious individuals, minimizing security and liability threats.

MANAGE CROWDS

Make public address announcements to inform and control crowds.

IMPROVE BUSINESS OPERATIONS

Communicate with staff about business needs to improve customer experience.



CONVENIENT ALL-IN-ONE SECURITY SOLUTION

- ✓ Communicate using the Eagle Eye Viewer app on your mobile device.
- ✓ Quick setup - easily connect an approved IP speaker/horn to any Eagle Eye Bridge.
- ✓ Create a communication network by linking multiple cameras to a speaker/horn.
- ✓ Receive alerts using video analytics and communicate directly with suspicious individuals to deter threats.

“

You're in a restricted area. Please leave immediately.

Communicate Remotely Through Your Surveillance System

Add audio communication to your cloud video surveillance system for a complete security solution. Eagle Eye Networks 2-Way Audio is a bidirectional audio feature that allows users to remotely communicate through the Eagle Eye Cloud VMS (Video Management System).

See Something and Say Something

Combine true cloud video surveillance with 2-Way Audio communication to improve situational awareness, security, and operations. There are uses for 2-Way Audio in virtually every industry, including multi-family residences, hotels, restaurants, retail, schools, hospitals, smart cities, parking areas, car dealerships, and storage facilities. Our 2-Way Audio can enhance security at remote and temporary locations such as construction sites, oil/gas facilities, and food trucks.



Complete I.T.
SERVICE & SOLUTIONS



**Red Camera Icons:
Cameras being replaced**



**Yellow Camera Icons:
Requested Cameras**



**Green Camera Icons:
Recommended Cameras**

**Blue Cones:
Monitored Cameras at night**



**Orange Icon:
PA Talk Down Speaker**



**Green Door Icons:
Optional Access Control Points**



**Purple Door Icons:
Access Control Being Replaced**



Complete I.T.
SERVICE & SOLUTIONS



CIT Solutions

Access Control	Price
Clubhouse takeover <ul style="list-style-type: none">• 10-Door Brivo Kit• (8) Brivo Readers• Reuse frame lock strikes and magnetic locks already installaed• Reuse wiring for readers already installed• Power Supply• Labor• Database can be transferred if we are given a database for 26-bit prox as long as it includes a facility code in the database	\$10,635.00
(Optional) Adding 2 playground gates <ul style="list-style-type: none">• (2) magnetic lock installs• (2) rex buttons• 335 linear feet of trenching and conduit• (2) Brivo readers• Labor	\$12,148.00
Camera System	
Installation of new Eagle Eye Camera System <ul style="list-style-type: none">• (7) DT03 Starlight EEN Cameras• (5) DT01 Indoor EEN Cameras• EEN CMVR 520• EEN 16 port POE switch• Axis PA• Labor• This estimate includes \$5,000 savings from trenching/conduit If CDD chooses to install the cameras at the playground at the same time that Complete I.T. installs the optional playground access control gates.	\$16,148.00
Surge and UPS	
Installation of surge protection equipment <ul style="list-style-type: none">• DITEK UPS 1000RE• DITEK Reader Protection• DITEK Network Surge Protection• Labor Included	\$3,957.00
Network & WiFi	

Installation of new WiFi equipment	\$2,044.99
<ul style="list-style-type: none"> Managed Gateway Managed POE Switch Indoor/Outdoor Access Points CAT6 Drops Labor Included 	

Estimated Project Total
\$44,932.99

Monthly:

Description	Price	QTY
Brivo Access Control (per reader device)	\$18.00	10
500 Brivo Mobile Pass (Smart phone)	\$40.00	1
Eagle Eye PR1 <ul style="list-style-type: none"> System will provide a minimum 30-day onsite recording retention, along with a 30-day cloud preview-stream backup for redundancy. 	\$9.50	12
EEN PA	\$15.00	1

Estimated Monthly License
\$349.00

Payment and Service Agreement Terms

1. Project-Based Services & Payment Terms

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

2. Estimated Timeline for Completion

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

3. Price Adjustments

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

4. Non-Payment & Late Fees

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

5. Service Contract Duration & Termination

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

6. Supplemental & Emergency Services

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

7. Technician Time Rates

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

8. Support Request Methods

Customers may submit support requests by:

- Calling (813) 444-4355
- Emailing support@completeit.io

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

9. Refund Policy

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

10. Manufacturer Warranties & Exclusions

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

Approval Signatures

Brivo Doors Approval

Signature

First Name

Last Name

Date

Accounting Contact Details

First Name

Last Name

Phone Number

Email

Onsite Contact Details

First Name

Last Name

Phone Number

Email



Company Address 707 SW 20th Street
Ocala, FL 34471
US

Quote # A-54425-00005372
Created Date 12/3/2025




Opportunity Owner ADAM FARRELL
Prepared By ADAM FARRELL
Email adamf@admiralfurniture.com

Bill To TOUCHSTONE CDD
Bill to Address 4205 WILD SENNA BOULEVARD
TAMPA, FL 33619
US
Bill to Contact Name ALBA SANCHEZ 813.991.1116
and Phone
Bill to Email alba.sanchez@inframark.com

Ship To TOUCHSTONE CDD
Ship to Address 4205 WILD SENNA BOULEVARD
TAMPA, FL 33619
US
Ship to Contact ALBA SANCHEZ 813.991.1116
Name and Phone

Payment Terms 50% DEPOSIT / BALANCE NET 30 DAYS

FOB Point ORIGIN
Carrier BEST WAY
Date Scheduled 1/12/2026

Product	Product Image	Quote Line Item Details	Price	Quantity	Total Price	Line Item Description
71308CUW		DEEP SEATING SOFA	\$2,637.01	4.00	\$10,548.04	
52652ALN-BO		26" X 52" ALUMINUM COFFEE TABLE - BOARDWALK PATTERN NO HOLE	\$412.10	2.00	\$824.20	
SHIPPING - NT		SHIPPING (NON TAX)	\$710.00	1.00	\$710.00	LIFTGATE INCLUDED

Subtotal	\$12,082.24
Sales Tax	\$0.00
Total	\$12,082.24

ORDER NOTES AND INSTRUCTIONS



ACCEPTANCE OF TERMS

Approved By: _____ Date: _____

By signing this quotation, you agree to our TERMS AND CONDITIONS below. Please verify billing and shipping addresses, quantities, model number and color selections.

A/P Contact: _____ Email: _____ Phone: _____

TERMS AND CONDITIONS

Pricing: Pricing is only guaranteed for 30 days. Please consult your sales representative for updated quotes. Payment terms as noted above. We accept payments via ACH, check/money order and most major credit cards. All furniture remains the property of Admiral Furniture LLC until the invoice is paid in full.

Returns/Cancellations: No returns accepted without written authorization in advance and return freight prepaid. No cancellations accepted without written notice from purchaser within one (1) business day of purchase. Restocking charges apply.

Freight: All products are shipped FOB / Factory. Freight rates quoted are for curbside delivery only. Inside delivery and lift gate charges are additional. Purchaser must note any damage or missing items on the freight bill upon delivery and contact the seller within three (3) business days.

FREIGHT AND SALES TAX ARE ESTIMATES ONLY AND MAY BE SUBJECT TO CHANGE BASED ON FINAL DESTINATION AND DATE OF SHIPMENT. ADDITIONAL FREIGHT OR SALES TAX ARE THE RESPONSIBILITY OF THE PURCHASER AND SUBJECT TO CURRENT PAYMENT TERMS.

PHANTOM FITNESS SERVICES

ESTIMATE

18142 Powerline Rd
Dade City FL 33523

CDD- [Touchstone]
4223 Globe Thistle Dr
Tampa, FL 33619
alba.sanchez@inframark.com

Description: Estimate

Date: 12/04/2025
INV#12042025-TT
Terms: Check

Description	Qty	MSRP	Sale Price
Multi-Adjustable Bench	1	\$ 1,399.00	\$ 815.00
4 Series Recumbent Bike w/ LCD	1	\$ 3,349.00	\$ 1,899.00
Plate Loaded Olympic Bench with Rack	1	\$ 1,799.00	\$ 999.00
Plate Loaded Squat Rack	1	\$ 2,895.00	\$1,675.00
Bumper Plates (5lb,10lb,25lb,45lb)			TBD
		Subtotal	\$ 5,388.00
		Freight	TBD
		Tax	Exempt
		Total	\$ 5,388.00

Notes: Freight will be calculated per item and total weight. Depending on which machine you would like to proceed with we can order the bumper plates that are needed.

Thank you!

**MINUTES OF MEETING
TOUCHSTONE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of Touchstone Community Development District was held on Tuesday, November 11, 2025, at 8:00 am at the Touchstone Clubhouse located at 4205 Wild Senna Boulevard, Tampa, FL 33619.

Present and constituting a quorum were:

Timothy Fisher	Assistant Secretary
Kelly Hanlon	Assistant Secretary
Corliss Ball	Assistant Secretary

Also present were:

Michael Perez	District Manager
Michael Broadus	District Counsel
Nathan Neidlinger	Field Manager
Faisal Salih	On-Site Manager
Jason	Steadfast

The following is a summary of the discussions and actions taken.

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Perez called the meeting to order, established a quorum.

SECOND ORDER OF BUSINESS

Motion to Adopt the Agenda

THIRD ORDER OF BUSINESS

Audience Comments

A representative from the Homeowners' Association (HOA) presented several requests for Board consideration. These included the installation of a lighted crosswalk from the HOA property to the CDD property, additional lighting around the pool and pond areas, establishment of specific operating hours for the pool and playground, installation of a camera facing the front of the clubhouse, and the addition of parking within the district. The representative also noted that tree limbs were obstructing stop signs, which would require attention from the County. The Board discussed these requests.

FOURTH ORDER OF BUSINESS

Staff Reports

A. Field Inspection Report

Mr. Neidlinger reviewed his report with the board. Discussed the fence and gate by the dog park to be fixed.

On MOTION by Ms. Hanlon, seconded by Mr. Fisher, with all in favor, the Board approved the Inframark Proposal 057-040-7-25 in the amount of \$900.

On MOTION by Mr. Fisher, seconded by Ms. Hanlon, with all in favor, the Board approved the Wimauma Fencing Proposal #119, in the amount of \$1,210.25.

Jason from Steadfast provided the Board with an update on landscaping and pond matters. He noted that the chlorine in the pool is adversely affecting some of the plant life and recommended the addition of rocks and relocating affected plants. This matter was tabled until all Board members are present for further discussion. Mr. Perez introduced Adam from Admiral Furniture, who addressed the Board regarding the installation of pool furniture, scheduled to begin next week.

B. District Engineer

There were no updates.

C. District Counsel

Mr. Broadus spoke on options for the ethics training. The Board chose to do online training.

D. Onsite Manager Report

Mr. Salih addressed the Board regarding the transition to Inframark staffing, noting that it is proceeding well. He requested that additional District events be scheduled and inquired about the purchase of a \$400 steam cleaner for use within the District, which the Board approved. Discussion regarding the onsite staff ensued and was tabled until the next meeting.

E. District Manager

Mr. Perez informed the Board that the next meeting is scheduled for Monday, December 9, 2025. Staff added items to the agenda and provided the rationale for

each. Additionally, staff reviewed certain financial statement topics and provided an update regarding the pet station.

FIFTH ORDER OF BUSINESS**Business Items****A. Discussion of Revised Illuminations Holiday Lighting Proposal**

On MOTION by Mr. Fisher, seconded by Ms. Hanlon, with all in favor, the Board approved the Revised Illuminations Holiday Lighting Proposal.

B. Consideration of Access Control Proposal

Tabled per earlier conversation from the meeting.

SIXTH ORDER OF BUSINESS**Business Administration****A. Consideration of Minutes from the Meeting held on October 14, 2025**

On MOTION by Mr. Fisher, seconded by Ms. Hanlon, with all in favor, the Meeting Minutes held on October 14, 2025 were approved.

B. Consideration of the August, September, and October 2025 Financial Statement and Check Register

The item was tabled and will be added to the agenda for the next meeting to allow Mr. Gregory to review.

SEVENTH ORDER OF BUSINESS**Board of Supervisors' Requests****A. Review of Florida Highway Patrol (FHP) Reports**

There were no issues with the reports.

EIGHTH ORDER OF BUSINESS**Audience Comments**

There were no audience comments.

NINTH ORDER OF BUSINESS**Adjournment**

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105

On MOTION by Ms. Hanlon, seconded by Ms. Ball, with all in favor, the meeting adjourned at 9:55 a.m.
--

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108

Alba Sanchez
District Manager

Anson Angail
Chairperson

Good Evening,

Please see the activity for the week of November 10 within the Touchstone community.
Please let me know if anyone has any questions

Thank You,

Jeremy

11/10/25 4pm-8pm

Patrolled the community center inside and outside for interaction with residents and guests

1 traffic stop for speed and running stop sign

Spoke to owner of vehicle parked in roadway without a license plate. Asked the owner to move the vehicle, said he would have it moved

11/12/25 1:30pm-6pm

Patrolled the community center inside and outside for interaction with residents and guests

Patrolled the neighborhood to deter criminal activity and traffic violations

1 traffic stop for running two stop signs and speeding 50 mph inside of the neighborhood, speed limit is 25 mph, also 1 non-moving violation

Assisted with locating a lost dog

1 traffic stop for speed, and 2 criminal offenses, vehicle search with suspected narcotics located, vehicle towed due to criminal violations. Also open container (alcohol) violation inside of vehicle

Answered a law enforcement question for a resident

11/13/25 3pm-7pm

Patrolled the community center inside and outside for interaction with residents and guests

1 traffic stop for running a stop sign

Patrolled the neighborhood to deter criminal activity and traffic violations

Answered a law enforcement question for a resident

1 traffic stop for running stop sign

11/16/25 10am-1:30pm

Patrolled the community center inside and outside for interaction with residents and guests

Patrolled the neighborhood to deter criminal activity and traffic violations

11/17/25 3pm-7pm

Patrolled the community center inside and outside for interaction with residents and guests

Patrolled the neighborhood to deter criminal activity and traffic violations

1 traffic stop for running a stop sign

1 traffic stop for running a stop sign and a criminal traffic violation

1 traffic stop for running a stop sign

Answered a law enforcement/traffic question for a resident

Good Evening,

Please see the attached activity for the week of November 17 within the Touchstone Community. Please let me know if anyone has any questions.

Thank You,

Jeremy

11/17/25 7pm-9pm

Patrolled the community center inside and outside for interaction with residents and guests

Patrolled the neighborhood to deter criminal activity and traffic violations

1 traffic stop for running a stop sign

1 traffic stop for running a stop sign and a criminal traffic violation

1 traffic stop for running a stop sign

Answered a law enforcement/traffic question for a resident

1 traffic stop for running a stop sign, 1 non-moving violation and narcotics located

1 suspicious vehicle in front of a residence, occupants were completing a Facebook sale of an item

11/19/25 2pm-9pm

Patrolled the community center inside and outside for interaction with residents and guests

Traffic enforcement along Globe Thistle Drive

1 traffic stop for speed 54 mph in a 25 mph zone

Traffic enforcement along Cat Mint Street

Spoke with the owner of an abandoned vehicle parked in roadway, was asked to move the vehicle. Owner advised he would have it moved

Large semi truck car hauler pulled into the neighborhood. I followed the semi to avoid any potential damage to any property. Semi truck was attempting to backup and came close to backing into a motorcyclist who was attempting to backup as the semi was getting closer to him. I activated my emergency lights and air horn to stop the semi

Attempted to look for a runaway juvenile who was reported to be within the community. Did not locate the juvenile

11/20/25 3pm-10pm

Patrolled community center inside and outside for interaction with residents and guests

Party/Event at community center

Traffic enforcement at Wild Senna Blvd and Summer Savory due to prior traffic complaint

HOA Meeting at clubhouse with several residents in attendance

11/23/25 9:30am-1:30pm

Patrolled the community center inside and outside for interaction with residents and guests

Due to several residents advising me of issues with the nearby school zone on Falkenburg Road near Camden Field Parkway with the speed zone cameras. I put in a public works request for better signage in the area (speed limit sign). Currently traffic traveling Northbound on Falkenburg Road is marked for 45 mph while southbound traffic is marked for 35 mph within the same section of the roadway. Request number CN0425423

I also noticed a missing speed limit sign on Camden Field Parkway that runs through the neighborhood. Traffic traveling westbound on Camden Field Parkway is marked for 25 mph while traffic that is traveling eastbound on Camden Field Parkway is marked for 35 mph. I put in a public works request for a speed limit sign for eastbound traffic on Camden Field

Parkway. Slower posted speed limits would assist with entering and leaving from the streets leading into the Touchstone Community. Request number CN0425425

Patrolled the neighborhood to deter criminal activity and traffic violations

Traffic enforcement at Summer Savory Street & Wild Senna Blvd.

1 traffic stop for running a stop sign

Good Evening,

Please see the activity for the week of November 24th within the Touchstone Community. Please let me know if anyone has any questions.

Thank You,

Jeremy

11/24/25 3pm-7pm

Patrolled the community center inside and outside for interaction with residents and guests

When I arrived at the pool I observed 2 underage kids in the pool area without adults. I asked the pool staff if the kids were over 18, they walked out and asked the kids. The kids told the staff they hopped the fence and weren't 18. The 2 underage kids were not 18 and were asked to leave by the pool staff. The kids did not leave the pool area after staff asked them to leave. I walked out to the pool area and told the kids to leave and not return. They weren't residents.

Stayed at the community center to keep the trespassers from returning

2 traffic stops for running a stop sign

Spoke to owner of vehicle parked in roadway without a license plate, said they will have the vehicle moved

Answered two law enforcement questions for two different residents

Vehicle parked blocking sidewalk, attempted to speak with the owner at the residence but no one answered. Will try again

11/26/25 11am-7pm

Patrolled the community center inside and outside for interaction with residents and guests

Patrolled the neighborhood to deter criminal activity and traffic violations

Traffic enforcement at Wild Senna Blvd & Summer Savory Drive due to previous traffic complaint

1 suspicious vehicle parked at the clubhouse parking lot without a license plate. Owner was located and advised not to drive the vehicle and have the vehicle removed

7 traffic stops for running a stop sign

11/30/25 9:30am-1:30pm

Patrolled the community center inside and outside for interaction with residents and guests

1 vehicle parked blocking roadway, owner was asked to move vehicle

Patrolled the neighborhood to deter criminal activity and traffic violations

2 traffic stops for running a stop sign

12/1/25 2pm-6pm

Patrolled the community center inside and outside for interaction with residents and guests

Patrolled the neighborhood to deter criminal activity and traffic violations

Traffic enforcement along Globe Thistle Drive

1 vehicle parked blocking roadway (parked across from another vehicle). Owner was asked to move their vehicle

Traffic enforcement on Summer Savory Drive and Wild Senna Blvd.

4 traffic stops for running a stop sign and 1 other non-moving violation. Also 1 speeding

