INFRAMARK
INFRASTRUCTURE MANAGEMENT SERVICES

Touchstone Community Development District

October 13, 2026

Agenda Package

TEAMS MEETING INFORMATION

Meeting ID: 245 787 704 322 452

Passcode: gX7xY9Ck

Call In Number: 1-314-798-1835

Conference ID: 341 951 004#

2005 Pan Am Circle, Suite 300
TAMPA, FL 33607

CLEAR PARTNERSHIPS

C COLLABORATION
L LEADERSHIP
E EXCELLENCE
A ACCOUNTABILITY
R RESPECT

Touchstone
Community Development District

Board of Supervisors
Anson Angail, Chairman
Gregory Elliot, Vice Chairperson
Timothy Fisher, Assistant Secretary
Kelly Hanlon, Assistant Secretary
Corliss Ball, Assistant Secretary

District Staff
Alba Sanchez, District Manager
Cari Webster, District Counsel
Todd Amaden, District Engineer
Bill Conrad, Steadfast Alliance
Sandra MacGregor, District Accountant
Kushamaal Johnson-Franklin, Onsite Manager
Christy Fowler, Field Inspection Coordinator
Kareen Baker, District Admin

Regular Meeting Agenda

Tuesday, October 13, 2026, at 8:00 a.m.

The Regular Meeting of the **Touchstone Community Development District** will be held on **Tuesday, October 13, 2026, at 8:00 a.m. at the Touchstone Clubhouse, located at 4205 Wild Senna Boulevard, Tampa, Florida 33619.** Please let us know at least 24 hours in advance if you are planning to call into the meeting. Following is the Agenda for the Meeting:

Join the Meeting Now

Meeting ID: 245 787 704 322 452 **Passcode:** gX7xY9Ck

Dial-in by Phone: 1-314-798-1835 **Phone Conference ID:** 341 951 004#

THE REGULAR MEETING OF BOARD OF SUPERVISORS

1. **CALL TO ORDER/ROLL CALL**
2. **APPROVAL OF AGENDA**
3. **AUDIENCE COMMENTS**

   (Each individual has the opportunity to comment and is limited to three (3) minutes for such comment)
4. **STAFF REPORTS**

   A. Field Inspection Report

   B. Steadfast Aquatics Report

   C. Landscape

   i. Steadfast Estimate #SCA5105- Removal of Current Rock Path Located Behind Playground

   D. District Engineer

   E. District Counsel

   F. District Manager

   i. Review of Fiscal Year 2026 Performance Measures/Standards and Annual Reporting Form

   G. Onsite Manager

   i. Consideration of Inframark Estimate #519 – Back Gate Repair at Spring Snowflake (Pond 9)

   ii. Consideration of Inframark Estimate #472 – Provide and Install Owner-Supplied Curtains and Curtain Rods

   iii. Consideration of Inframark Estimate #577 – Pressure Wash and Debris Removal – Pond 9 – Spring Snowflake Road

   iv. Consideration of Inframark Estimate #596 – Bench Cleaning and Painting
5. **BUSINESS ITEMS**
6. **BUSINESS ADMINISTRATION**

   A. Consideration of the Minutes of the September 8, 2026, Regular Meeting

B. Financial Snapshot and Cash Flow Analysis as of September 30, 2026 **(To Be Sent Under Separate Cover)**

7. BOARD OF SUPERVISORS REQUESTS AND COMMENTS

8. RECESS INTO WORKSHOP FOR MANDATORY ETHICS TRAINING

The next Regular Meeting is scheduled for Tuesday, November 10, 2026, at 8:00 a.m.



Touchstone CDD September 2026

Field Inspection Report

Tuesday, September 15 2026

Prepared For Board Of Supervisors

17 Issues Identified

17 Issues Incomplete

Christy Fowler

Inframark

Outstanding Items from previous report

August 18th Report

Issue 5 S 49th Avenue and Utility area at Pond 9 area (Trash remains a problem)

July 21 Report

Issue 6 from previous report. Gate repair for Spring Snowflake - Followed up - Awaiting update

Issue 23 the gravel path, will follow up.

Issue 29 downspout tray was submitted for proposal. - Followed up - Awaiting update

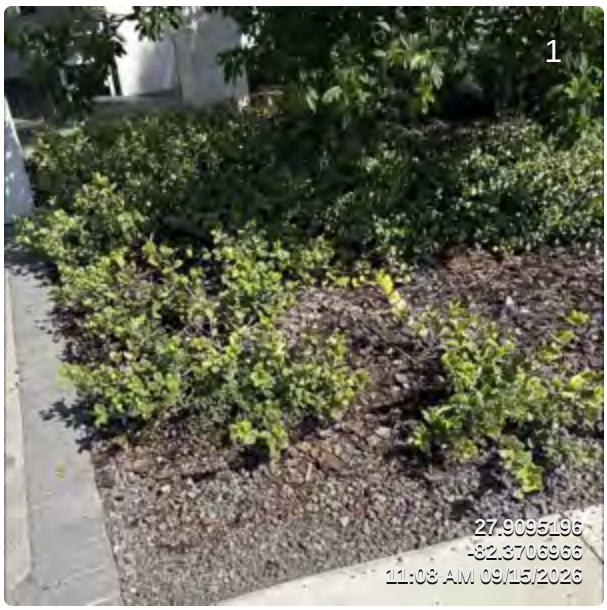
Issue 1

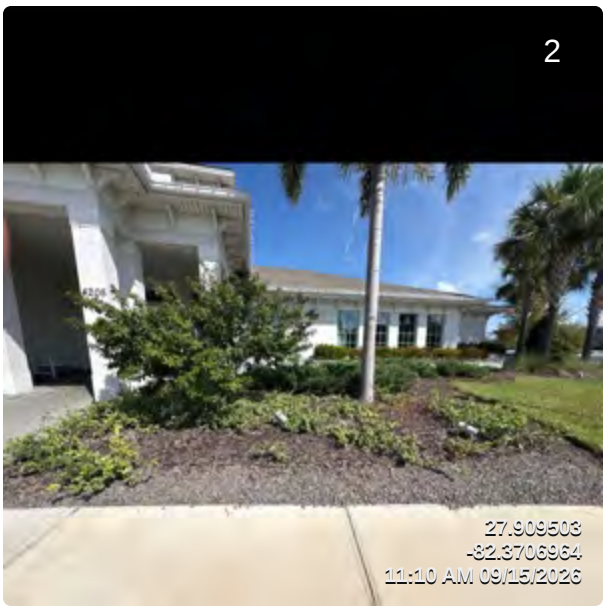
Assigned To: Steadfast

Location:
Clubhouse – East Side of Clubhouse Doors

Observation:
Weeds are present within the landscape bed, and the existing Jasmine requires trimming. Additional plant material is needed to fill in the bed.

Recommendation:
Hand pull weeds, trim back Jasmine, and add thirteen (13) 1-gallon Variegated Confederate Jasmine.





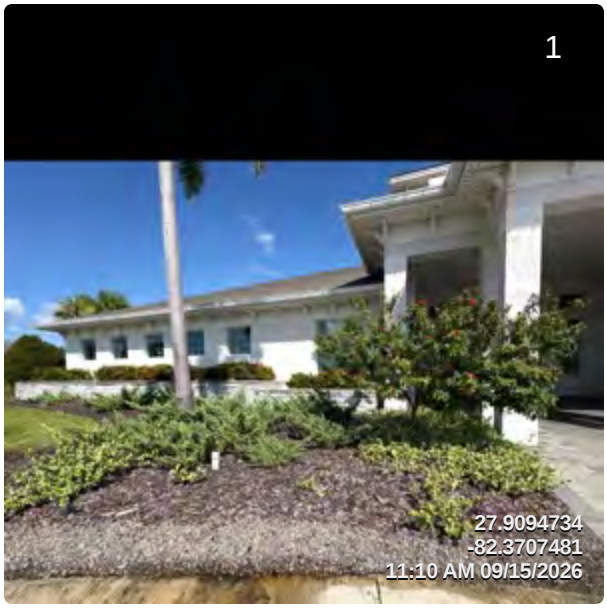
Issue 2

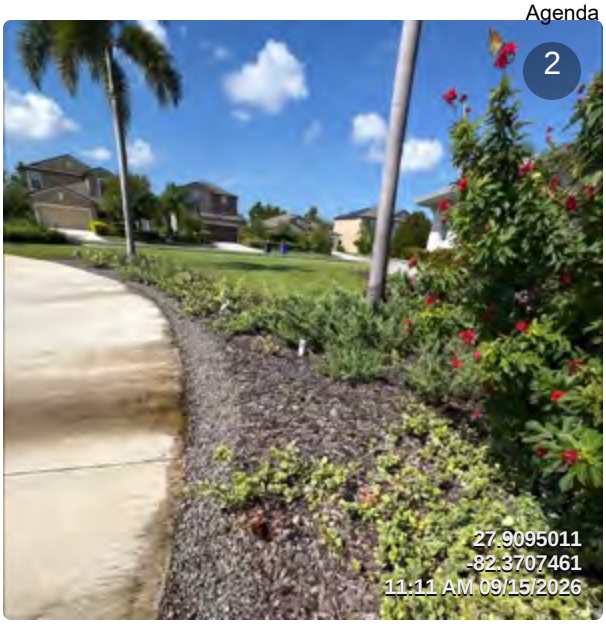
Assigned To: Steadfast

Location:
Clubhouse – West Side

Observation:
Dead and declining Jasmine are present within the landscape bed.

Recommendation:
Remove dead Jasmine and install twenty (20) 1-gallon Variegated Confederate Jasmine.







Issue 3

Assigned To: Steadfast

Location:
Pool Deck

Observation:
Mulch is migrating from the adjacent landscape bed onto the pool deck.

Recommendation:
Consider replacing mulch along the pool deck with a vegetative groundcover such as Jasmine Minima, Mondo Grass, Perennial Peanut, Baby Sunrose, Sunshine Mimosa or Inch Plant.

Issue 4

Assigned To: Steadfast

Location:
Clubhouse Roundabout

Observation:
Dead branches are present within the Croton plantings, and one Croton has died.

Recommendation:
Remove dead branches and replace the dead Croton.





Issue 5

Assigned To: Steadfast

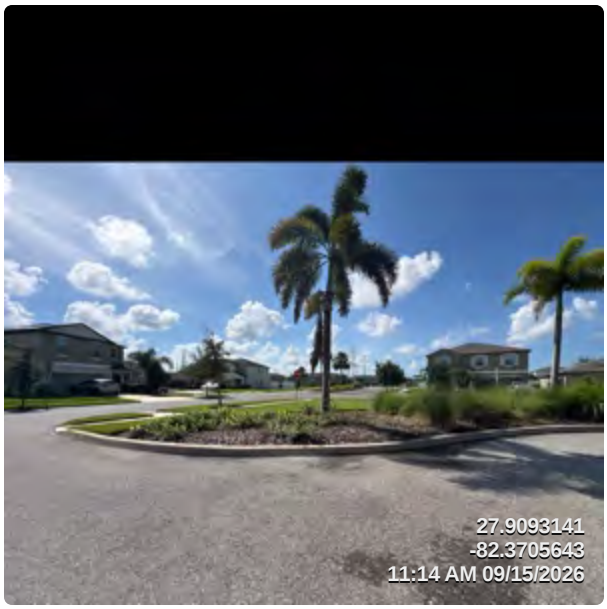
Location:
Amenity Center – South of Roundabout

Observation:
Torpedo grass is growing within the ornamental grasses. Ant activity was also observed within the planting area.

Recommendation:
Treat Torpedo grass and address ant activity.







Issue 6

Assigned To: Steadfast

Issue 6

Location:
Amenity Center – Southeastern Portion of Bed South of Roundabout

Observation:
Confederate Jasmine within this portion of the landscape bed requires replacement.

Recommendation:
Install twenty (20) 1-gallon Confederate Jasmine.

Issue 7

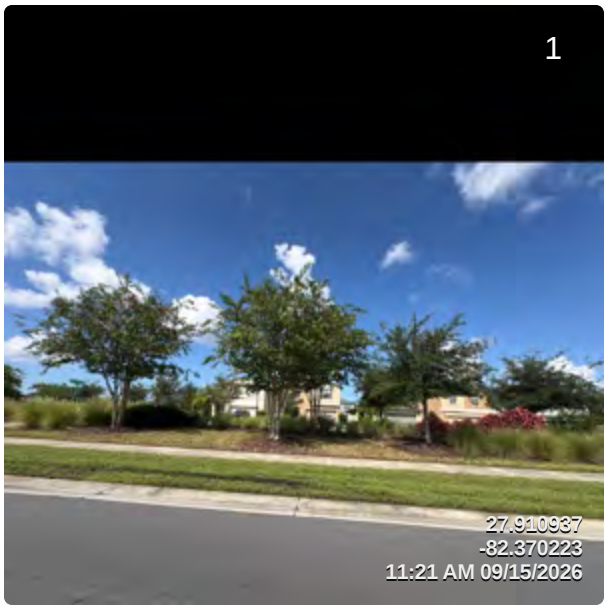
Assigned To: Steadfast/ Inframark Maintenance

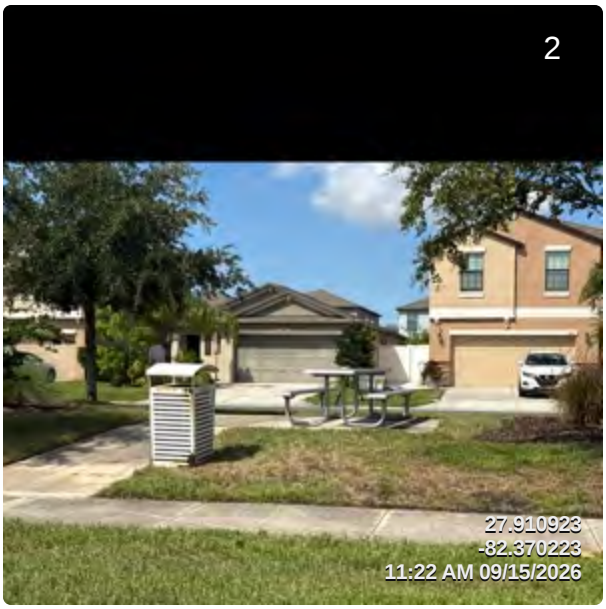
Location:
Pocket Park – Wild Senna Boulevard & French Marigold

Observation:
Turf condition at the pocket park requires evaluation. The trash cans also

requires repainting.

Recommendation:
Evaluate the turf and repaint the trash can.







Issue 8

Assigned To: Steadfast

Location:
Pocket Park – Corner of Wild Senna Boulevard & French Marigold

Observation:
A dead tree limb was observed on the left side of the pocket park.

Recommendation:
Remove the dead tree limb.

Issue 9

Assigned To: Steadfast

Location:
CDD Easement – Behind 3720 & 3714 Daisy Bloom Place

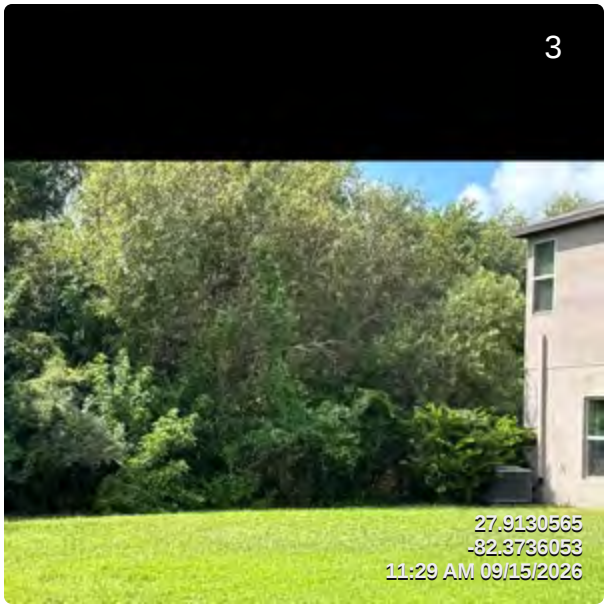
Observation:
The CDD easement behind the homes on Daisy Bloom Place is not being cut.

Woodland vegetation is encroaching toward the adjacent homes, particularly behind 3720 and 3714 Daisy Bloom Place. The extent of the overgrowth is documented in the photos on pages 5–6.

Recommendation:
Restore maintenance within the CDD easement and cut back encroaching vegetation.

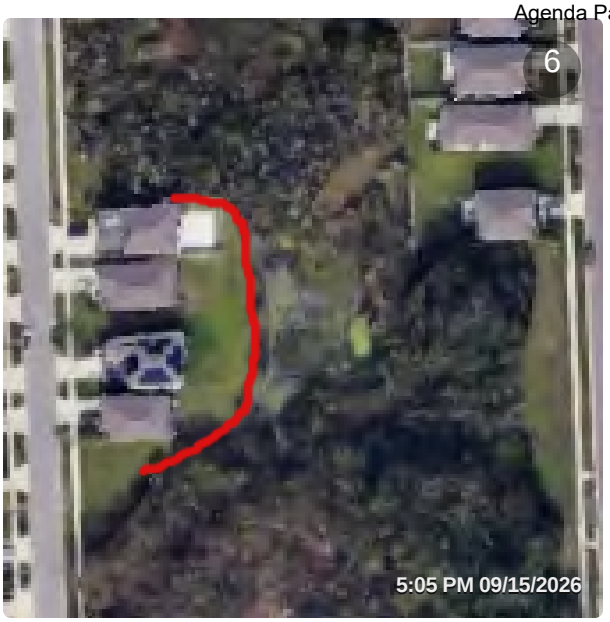












Issue 10

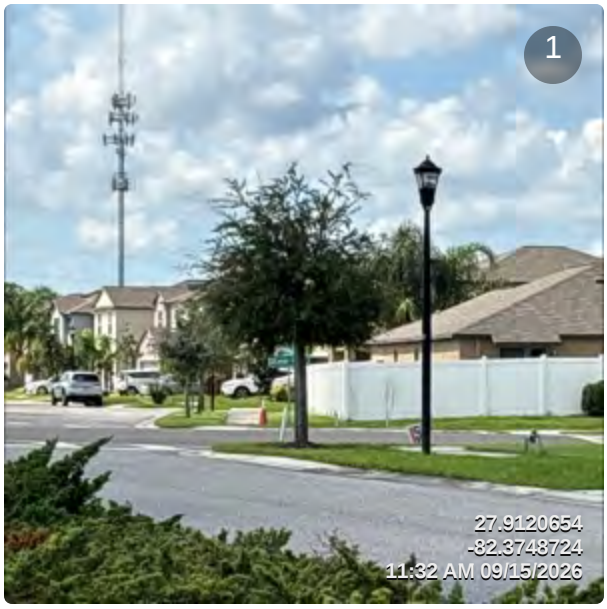
Immediate

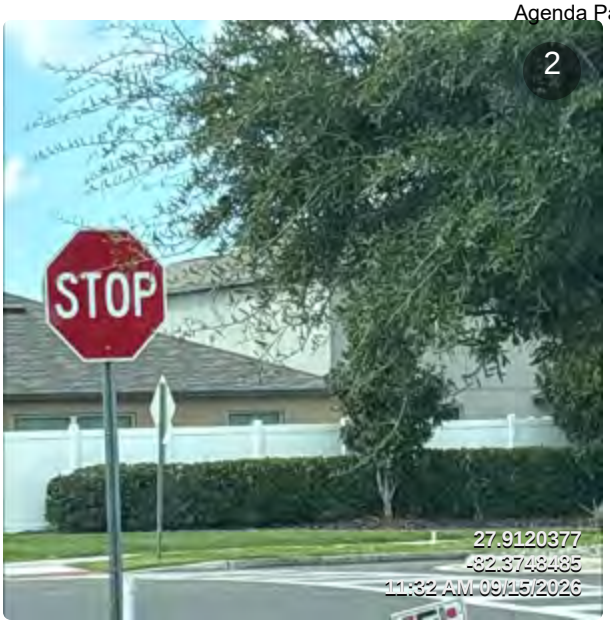
Assigned To: Steadfast

Location:
Corner of Camden Field Parkway & Romeo Basiglio

Observation:
Vegetation is creating a significant line-of-sight obstruction at the intersection, limiting visibility near the stop sign.

Recommendation:
Correct the line-of-sight obstruction immediately.





Issue 11

Assigned To: Steadfast Aquatics/Steadfast

Location:
Pond 4

Observation:
Trash and algae are present at Pond 4. No evidence of Hydrilla treatment is apparent, the hydrilla is covering a vast of the pond, and mowing service was missed.

Recommendation:
Remove trash, address algae and Hydrilla, and complete mowing.







Issue 12

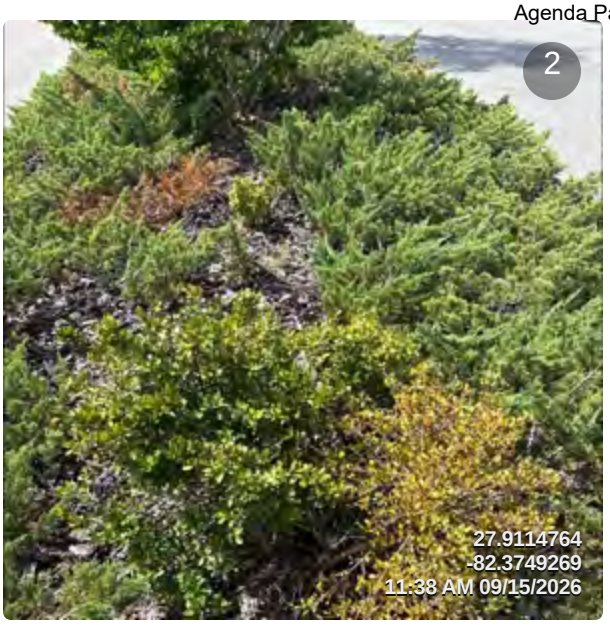
Assigned To: Steadfast

Location:
Center Island – Romano Busciglio Street at Samuel Ivy Drive

Observation:
Areas of decline were observed within the Juniper and surrounding shrubs.

Recommendation:
Evaluate the declining plant material.









Issue 13

Assigned To: Steadfast Aquatics/Steadfast

Location:
Pond 4

Observation:
A different location of Pond 4 shows Invasive Hydrilla is present throughout the pond.

Recommendation:
Complete mowing and treat invasive Hydrilla.


1
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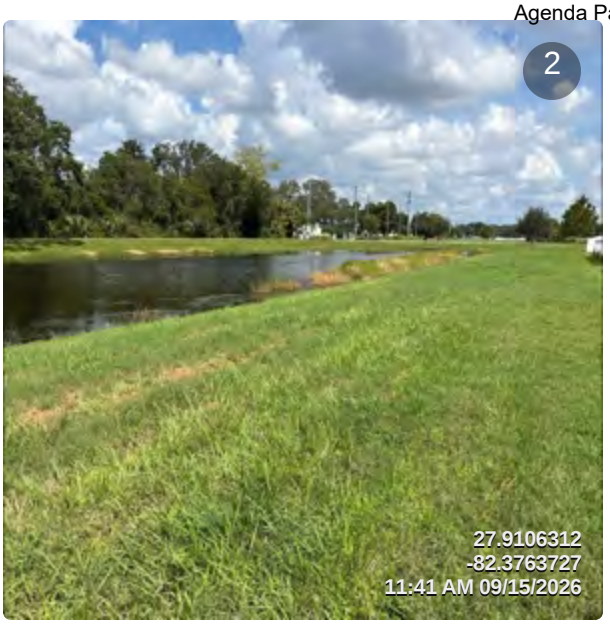
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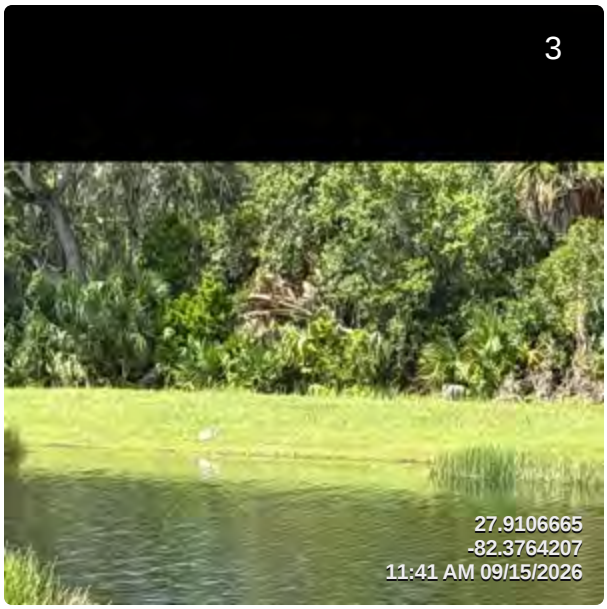
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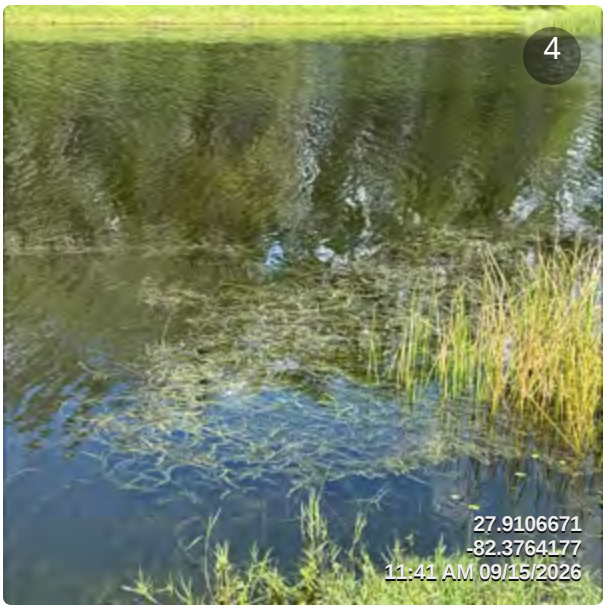
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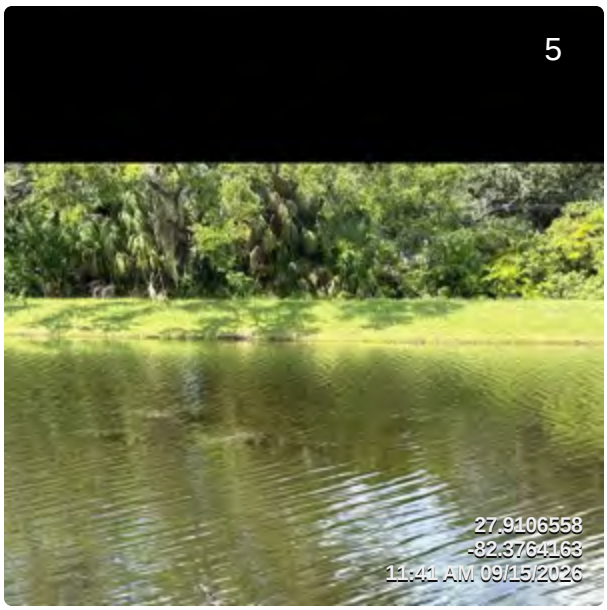
5
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Issue 14

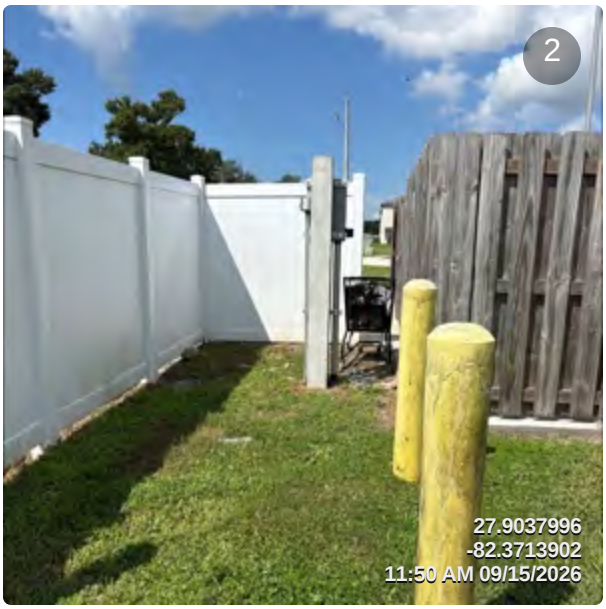
Assigned To: Inframark Maintenance

Location:
Near Pond 9

Observation:
The vinyl fence requires pressure washing. A shopping cart containing debris is also present in the area.

Recommendation:
Pressure wash the fence and remove the shopping cart and debris.





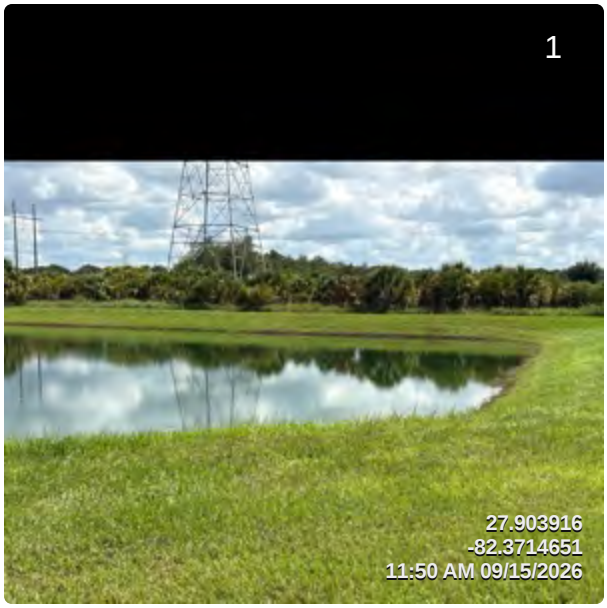
Issue 15

Assigned To: Steadfast

Location:
Pond 9

Observation:
Mowing was missed at Pond 9. The contract specifies weekly mowing during the growing season.

Recommendation:
Complete mowing in accordance with the contracted service frequency.





Issue 16

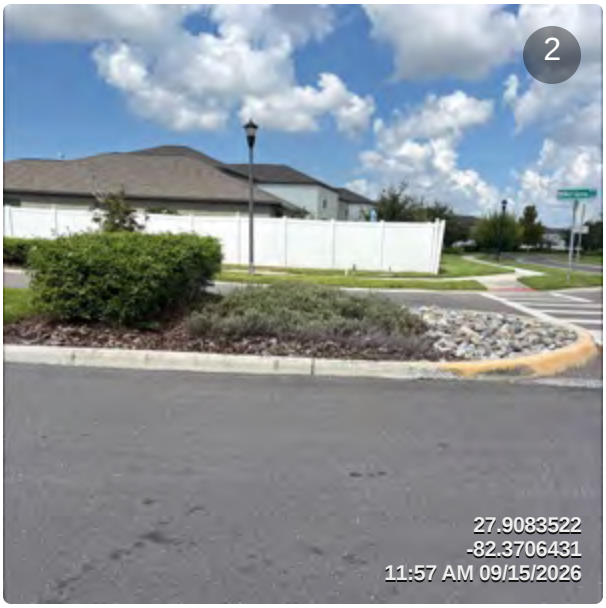
Assigned To: Steadfast

Location:
Center Island – Wild Senna Boulevard & Camden Field Parkway

Observation:
Blue Daze within the center island is not thriving.

Recommendation:
Remove or perform a rejuvenation cut on the Blue Daze.







Issue 17

Assigned To: Steadfast

Location:
Front Monument Areas

Observation:
Agapanthus within the front monument landscape beds have dead shoots that require removal.

Recommendation:
Remove dead shoots from the Agapanthus.



Touchstone CDD Aquatics Report

Inspection Date:

10/1/2026 3:40 PM

Prepared by:

Lee Smith

Account Manager

STEADFAST OFFICE:
WWW.STEADFASTENV.COM
813-836-7940

Inspection Report

SITE: 1

Condition: Excellent ✓Great Good Poor Mixed Condition Improving





Comments:

New and old grasses present along the shoreline in some areas. Will be addressed during the next visit. Great condition overall.

WATER: ✕Clear Turbid Tannic
ALGAE: ✕N/A Subsurface Filamentous Surface Filamentous Planktonic Cyanobacteria
GRASSES: N/A ✕Minimal Moderate Substantial
NUISANCE SPECIES OBSERVED:
✕Torpedo Grass Pennywort Babytears Chara Hydrilla Slender Spikerush Other:

SITE: 2

Condition: Excellent ✓Great Good Poor Mixed Condition Improving





Comments:

Decaying grass is also present around the perimeter of this pond. Technician will continue to treat accordingly.

WATER: ✕Clear Turbid Tannic
ALGAE: ✕N/A Subsurface Filamentous Surface Filamentous Planktonic Cyanobacteria
GRASSES: N/A ✕Minimal Moderate Substantial
NUISANCE SPECIES OBSERVED:
✕Torpedo Grass Pennywort Babytears Chara Hydrilla Slender Spikerush Other:

Inspection Report

SITE: 3

Condition: Excellent ✓Great Good Poor Mixed Condition Improving





Comments:

Decaying grasses present around the edge of this pond. Finger looks to be mostly clear. Routine maintenance and monitoring will occur here.

WATER: ✕Clear Turbid Tannic
ALGAE: ✕N/A Subsurface Filamentous Surface Filamentous Planktonic Cyanobacteria
GRASSES: N/A ✕Minimal Moderate Substantial
NUISANCE SPECIES OBSERVED:
✕Torpedo Grass Pennywort Babytears Chara Hydrilla Slender Spikerush Other:

SITE: 4

Condition: Excellent Great Good Poor ✓Mixed Condition Improving





Comments:

Amount of Hydrilla has definitely decreased in this pond. Treatments are proving to be effective. Decaying algae was also noted. Technician will continue to apply the proper treatments here to combat this growth.

WATER: ✕Clear Turbid Tannic
ALGAE: N/A ✕Subsurface Filamentous ✕Surface Filamentous Planktonic Cyanobacteria
GRASSES: N/A ✕Minimal Moderate Substantial
NUISANCE SPECIES OBSERVED:
Torpedo Grass Pennywort Babytears Chara ✕Hydrilla Slender Spikerush Other:

Inspection Report

SITE: 5

Condition: Excellent ✓Great Good Poor Mixed Condition Improving





Comments:

Decaying grasses present around the edge. Some trash noted. Pond is in great condition otherwise.

WATER: ✕Clear Turbid Tannic
ALGAE: ✕N/A Subsurface Filamentous Surface Filamentous Planktonic Cyanobacteria
GRASSES: N/A ✕Minimal Moderate Substantial
NUISANCE SPECIES OBSERVED:
✕Torpedo Grass Pennywort Babytears Chara Hydrilla Slender Spikerush Other:

SITE: 6

Condition: Excellent ✓Great Good Poor Mixed Condition Improving





Comments:

Grasses that were previously present along the shoreline have been cleared out. Very minor decaying left. Pond looks in great condition otherwise.

WATER: ✕Clear Turbid Tannic
ALGAE: ✕N/A Subsurface Filamentous Surface Filamentous Planktonic Cyanobacteria
GRASSES: N/A ✕Minimal Moderate Substantial
NUISANCE SPECIES OBSERVED:
✕Torpedo Grass Pennywort Babytears Chara Hydrilla Slender Spikerush Other:

Inspection Report

SITE: 7

Condition: Excellent ✓Great Good Poor Mixed Condition Improving





Comments:

Very minor algae growth noted along the edge. Previous grasses that were present have been cleared out. Routine maintenance and monitoring will occur here.

WATER: Clear Turbid Tannic
ALGAE: N/A Subsurface Filamentous Surface Filamentous Planktonic Cyanobacteria
GRASSES: N/A Minimal Moderate Substantial
NUISANCE SPECIES OBSERVED:
Torpedo Grass Pennywort Babytears Chara Hydrilla Slender Spikerush Other:

SITE: 8

Condition: Excellent ✓Great Good Poor Mixed Condition Improving





Comments:

Only thing to note was minor presence of Planktonic algae. Pond is in excellent condition otherwise.

WATER: ✕Clear Turbid Tannic
ALGAE: N/A Subsurface Filamentous Surface Filamentous ✕Planktonic Cyanobacteria
GRASSES: ✕N/A Minimal Moderate Substantial
NUISANCE SPECIES OBSERVED:
Torpedo Grass Pennywort Babytears Chara Hydrilla Slender Spikerush Other:

Inspection Report

SITE: 9

Condition: Excellent ✓Great Good Poor Mixed Condition Improving





Comments:

Decaying grasses present around the perimeter. Routine treatments and monitoring will continue.

WATER: ✕Clear Turbid Tannic
ALGAE: ✕N/A Subsurface Filamentous Surface Filamentous Planktonic Cyanobacteria
GRASSES: N/A ✕Minimal Moderate Substantial
NUISANCE SPECIES OBSERVED:
✕Torpedo Grass Pennywort Babytears Chara Hydrilla Slender Spikerush Other:

SITE: Ditch

Condition: Excellent Great Good Poor ✓Mixed Condition Improving





Comments:

Lots of grasses present within the ditch. Duck weed is also present in a part of it. Torpedo grass and baby tears are the main culprits. Some decaying and some new growth. Technician will target these areas during the next maintenance event.

WATER: ✕Clear Turbid Tannic
ALGAE: ✕N/A Subsurface Filamentous Surface Filamentous Planktonic Cyanobacteria
GRASSES: N/A Minimal ✕Moderate Substantial
NUISANCE SPECIES OBSERVED:
✕Torpedo Grass Pennywort ✕Babytears Chara Hydrilla Slender Spikerush ✕Other: Duckweed

Inspection Report

MANAGEMENT SUMMARY



Summer is coming to a close and ponds are definitely feeling it. This is typically one of the most difficult times of year for aquatic management. Temperatures are still high, but slowly declining. Algal growth will continue to benefit off these conditions for a few more weeks. Daily rain is keeping things interesting as well. Bad news: it's going to feed vegetative and algal growth with new nutrients flushed into the ponds. Good news: water levels are slowly returning to were they should be and clearing terrestrial growth. All this means is pond conditions can change in a few days; improving or declining. Technicians are putting in efforts toward one last push to finish the season strong and set us up for an easy winter.

The Touchstone ponds are in pretty good condition for the time of year that it is. No major algae blooms have occurred. A lot of the torpedograss growth that was previously present around some of the perimeters has been cut back. The biggest issue currently is the Hydrilla present in Pond 4. Luckily, it looks like treatments are working and the amount has decreased since last visit.

Keep in mind that new growth can pop up quick during this time of year. Our technician has all problem areas on his radar for next visit and will be prepared to treat any new growth that pops up.

RECOMMENDATIONS

Continue to treat ponds for algae, administer follow-ups to ponds experiencing extended decay times.

Administer treatments to any nuisance grasses growing along exposed shorelines and within beneficial plants.

Continue to apply treatment to overgrown littoral areas.

Avoid over treating ponds, to prevent fish kills or toxic blooms.

Stay alert for debris items that find their way to the pond’s shore.

Thank you for choosing Steadfast Environmental!

Inspection Report

MAINTENANCE AREA

STEADFAST ENVIRONMENTAL

TOUCHSTONE CDD

4205 Wild Senna Blvd, Tampa, FL 36619

Gate Code:



STEADFAST

ESTIMATE

Steadfast Alliance
San Antonio FL 33576 US

DATE	DUE	ESTIMATE #
9/23/2026	9/23/2026	EST-SCA5105

BILL TO
Touchstone CDD
2005 Pan Am Circle, Suite 300
Tampa FL 33607

SHIP TO
SM1028 (401)
Touchstone Amenity
4223 Globe Thistle Drive
Tampa FL 33619 USA

DESCRIPTION	QTY	RATE	AMOUNT
This is the requested proposal to remove the current rock path located behind the playground and install a sidewalk to connect it to the sidewalk on Cactus Dalia Ave.	1.00	4,475.00	4,475.00

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

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

TOTAL **4,475.00**

Accepted this _____ day of _____, 20____.

Signature: _____

Printed Name and Title: _____

Representing (Name of Firm): _____

STEADFAST

ESTIMATE

Steadfast Alliance
San Antonio FL 33576 US

DATE	DUE	ESTIMATE #
9/22/2026	9/22/2026	EST-SCA5100

BILL TO
Touchstone CDD
2005 Pan Am Circle, Suite 300
Tampa FL 33607

SHIP TO
SM1028 (401)
Touchstone Amenity
4223 Globe Thistle Drive
Tampa FL 33619 USA

DESCRIPTION	QTY	RATE	AMOUNT
This is a proposal from the request generated in the September Touchstone CDD field inspection report.	1.00	0.00	0.00
Jasmine, Confederate Var 1gal - Issues # 1, 2, and 6 - to be used as fill ins for the Jasmine beds.	53.00	9.00	477.00
Pine Fines - by the cubic yard- to be installed as a ground cover in the newly planted Jasmine beds.	4.00	60.00	240.00
Croton, Mamie 3gal - to fill in the roundabout at the Amenity center.	14.00	18.00	252.00
Maintenance Labor	16.00	60.00	960.00
Juniper, Parsoni 3gal - to fill in the bare spots of the Center Island on Romano Busciglio Street.	31.00	18.00	558.00
Cedar, Southern Red 45 G - to replace the dead/declined trees near the lift station on Wild Senna Blvd.	5.00	525.00	2,625.00

STEADFAST

ESTIMATE

Steadfast Alliance
San Antonio FL 33576 US

DATE	DUE	ESTIMATE #
9/22/2026	9/22/2026	EST-SCA5100

BILL TO
Touchstone CDD
2005 Pan Am Circle, Suite 300
Tampa FL 33607

SHIP TO
SM1028 (401)
Touchstone Amenity
4223 Globe Thistle Drive
Tampa FL 33619 USA

DESCRIPTION	QTY	RATE	AMOUNT
Irrigation parts and labor to accommodate the newly planted material	1.00	400.00	400.00

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

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

TOTAL **5,512.00**

Accepted this _____ day of _____, 20_____.

Signature: _____

Printed Name and Title: _____

Representing (Name of Firm): _____

Memorandum

To: Board of Supervisors

From: District Management

Date: October 13, 2026

RE: HB7013 – Special Districts Performance Measures and Standards

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To enhance accountability and transparency, new regulations were established for all special districts, by the Florida Legislature, during its 2024 legislative session. Starting on October 1, 2024, or by the end of the first full fiscal year after its creation (whichever comes later), each special district must establish goals and objectives for each program and activity, as well as develop performance measures and standards to assess the achievement of these goals and objectives. Additionally, by December 1 each year (initial report due on December 1, 2026), each special district is required to publish an annual report on its website, detailing the goals and objectives achieved, the performance measures and standards used, and any goals or objectives that were not achieved.

District Management has identified the following key categories to focus on for Fiscal Year 2026 and develop statutorily compliant goals for each:

- Community Communication and Engagement
- Infrastructure and Facilities Maintenance
- Financial Transparency and Accountability

Additionally, special districts must provide an annual reporting form to share with the public that reflects whether the goals and objectives were met for the year. District Management has streamlined these requirements into a single document that meets both the statutory requirements for goal/objective setting and annual reporting.

The proposed goals/objectives and the annual reporting form are attached as exhibit A to this memo. District Management recommends that the Board of Supervisors adopt these goals and objectives to maintain compliance with HB7013 and further enhance its commitment to the accountability and transparency of the District.

Exhibit A:

Goals, Objectives, and Annual Reporting Form

Touchstone Community Development District ("District")
Performance Measures/Standards & Annual Reporting Form

October 1, 2025 – September 30, 2026

1. Community Communication and Engagement

Goal 1.1: Public Meetings Compliance

Objective: Hold at least four regular Board of Supervisor ("Board") meetings per year to conduct District-related business and discuss community needs.
Measurement: Number of public Board meetings held annually as evidenced by meeting minutes and legal advertisements.
Standard: A minimum of four Board meetings were held during the fiscal year.
Achieved: Yes ☒ No ☐

Goal 1.2: Notice of Meetings Compliance

Objective: Provide public notice of each meeting in accordance with Florida Statutes, using at least two communication methods.
Measurement: Timeliness and method of meeting notices as evidenced by posting to the District's website, publishing in local newspaper of general circulation, and or via electronic communication.
Standard: 100% of meetings were advertised in accordance with Florida Statutes on at least two mediums (e.g., newspaper, District website, electronic communications).
Achieved: Yes☒ No ☐

Goal 1.3: Access to Records Compliance

Objective: Ensure that meeting minutes and other public records are readily available and easily accessible to the public by completing monthly District website checks.
Measurement: Monthly website reviews will be completed to ensure meeting minutes and other public records are up to date as evidenced by District Management's records.
Standard: 100% of monthly website checks were completed by District Management or third party vendor.
Achieved: Yes ☒ No ☐

2. Infrastructure and Facilities Maintenance

Goal 2.1: Field Management and/or District Management Site Inspections Objective: Field manager and/or district manager will conduct inspections per District Management services agreement to ensure safety and proper functioning of the District's infrastructure.
Measurement: Field manager and/or district manager visits were successfully completed per management agreement as evidenced by field manager and/or district manager's reports, notes or other record keeping method.
Standard: 100% of site visits were successfully completed as described within District Management services agreement
Achieved: Yes ☒ No ☐

Goal 2.2: District Infrastructure and Facilities Inspections

Objective: District Engineer will conduct an annual inspection of the District's infrastructure and related systems.
Measurement: A minimum of one inspection completed per year as evidenced by district engineer's report related to District's infrastructure and related systems.
Standard: Minimum of one inspection was completed in the fiscal year by the District's engineer.
Achieved: Yes ☒ No ☐

3. Financial Transparency and Accountability

Goal 3.1: Annual Budget Preparation

Objective: Prepare and approve the annual proposed budget by June 15 and final budget was adopted by September 30 each year.

Measurement: Proposed budget was approved by the Board before June 15 and final budget was adopted by September 30 as evidenced by meeting minutes and budget documents listed on the District's website and/or within District records.

Standard: 100% of budget approval & adoption were completed by the statutory deadlines and posted to the District's website.

Achieved: Yes ☒ No ☐

Goal 3.2: Financial Reports

Objective: Publish to the District's website the most recent versions of the following documents: Florida Auditor General link (https://flauditor.gov/) to obtain current and past Annual audit, current fiscal year budget with any amendments, and most recent financials within the latest agenda package.

Measurement: Florida Auditor General link (https://flauditor.gov/) to the Annual audit, previous years' budgets, and financials are accessible to the public as evidenced by corresponding documents on the District's website.

Standard: District's website contains 100% of the following information: Department of Financial Services link to obtain Annual audit, most recent adopted/amended fiscal year budget, and most recent agenda package with updated financials.

Achieved: Yes ☒ No ☐

Goal 3.3: Annual Financial Audit

Objective: Conduct an annual independent financial audit per statutory requirements and publish the Florida Auditor General link (https://flauditor.gov/) to the results to the District's website for public inspection, and transmit to the State of Florida.

Measurement: Timeliness of audit completion and publication as evidenced by meeting minutes showing Board approval and annual audit is available on the District's website and transmitted to the State of Florida.

Standard: Audit was completed by an independent auditing firm per statutory requirements and results were posted to the District's website and transmitted to the State of Florida.

Achieved: Yes ☒ No ☐

SIGNATURES:

Chair/Vice Chair: _____ Date: _____

Printed Name: _____

Touchstone Community Development District

District Manager: _____ Date: _____

Printed Name: _____

Touchstone Community Development District

TOUCHSTONE CDD
AMENITY MANAGER REPORT – SEPTEMBER 2026

Prepared by: Kushamaal Franklin
Position: On-Site Amenity Manager
Reporting Period: September 2026

1. DAILY OPERATIONS & RESPONSIBILITIES

- Opened and closed amenity facilities.
- Conducted regular inspections of the pool, parking lot, splash pad, fitness center, clubhouse, restrooms, and common areas.
- Maintained cleanliness and appearance of the facilities.
- Monitored resident compliance with Touchstone CDD policies.
- Assisted residents with key fobs, clubhouse/event room reservations, and general questions.
- Communicated with vendors, maintenance personnel, and District staff regarding facility needs and concerns.
- Followed up on maintenance requests and outstanding issues.

2. OPERATIONS & MAINTENANCE UPDATES

- Splash pad bucket repair completed.
- Contacted Steadfast Landscaping regarding trash left after grass cutting.
- Contacted Techo regarding the light pole outage in front of the clubhouse.
- Followed up with Inframark Maintenance regarding pending clubhouse repairs.
- Contacted the District Landscape Engineer regarding replacement of non-working landscaping light fixtures.
- Contacted Greenleaf Pressure Washing for a quote to remove visible staining at the pool entrance.

3. VENDOR SITE VISITS & SERVICES

- Phantom Fitness: Cybex equipment repair.
- Neptune: Janitorial services.
- Cooper Pool: Pool service and maintenance.
- Steadfast Landscaping: Landscaping maintenance.
- Greenleaf Pressure Washing: Pressure-washing quote requested.

4. FACILITY MAINTENANCE & ADMINISTRATIVE IMPROVEMENTS

- Updated the daily operations guidebook.
- Updated vendor information in Excel.
- Continued monitoring and following up on pending maintenance requests.
- Continued coordinating with District staff and vendors regarding facility repairs and improvements.

5. FACILITY USAGE & RESIDENT SERVICES

- 16 key fobs processed during September.
- 8 clubhouse/event room rentals processed.
- Assisted residents with facility access, rentals, amenity policies, and general clubhouse questions.

2002 West Grand Parkway North | Suite 100 | Katy, Texas 77449
6562473501 | nmontagna@infranmark.com |
www.inframark.com/maintenance

RECIPIENT:

Christina Fowler
Touchstone CDD
4205 Wild Senna Boulevard
Tampa, Florida 33619

Estimate #519

Sent on	Aug 27, 2026
Total	**$425.00**

Product/Service	Description	Qty.	Unit Price	Total
Labor and Material	Touchstone CDD – Back Gate Repair at Spring Snowflake (Pond 9) Repair the damaged gate latch, gate post, and gate panel at the rear access gate located at Spring Snowflake by Pond 9. The cost includes mobilization, labor, materials, and all necessary components required to complete the repairs and restore proper gate operation.	1	$425.00	$425.00

Total **$425.00**

Unless stated otherwise above, payments are due in accordance with the standard terms and conditions of this Contract. If any unforeseen problems should be discovered by the Company during the performance of the Services, the Company shall provide the Client with notice of said problems as soon as reasonably possible and identify the nature of such problem and any additional cost that may be incurred. Unless otherwise specified, rock removal, dewatering, cover up, and haul off are not included in the Contract Price. The Company shall not be responsible for all damage to unmarked underground lines. Any changes requested by the Client are not covered by this Contract, and must be add subsequently, at the cost agreed upon by both parties. All labor and materials provided under this scope of work are warranted for a period of one (1) year from the date of completion. This warranty covers defects in workmanship and installation. Any defective work identified within the warranty period will be repaired or replaced at no additional cost.

Signature: _____ **Date:** _____

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RECIPIENT:

Alba Sanchez
Touchstone CDD
4205 Wild Senna Blvd
Tampa, Florida 33619

Estimate #472

Sent on	Aug 10, 2026
Total	**$125.00**

Product/Service	Description	Qty.	Unit Price	Total
Labor and Material	Provide and install owner-supplied curtains and curtain rods at the specified window locations. A minimum charge of $125.00 will apply for the first hour of service. If the project exceeds one hour, additional labor will be billed at $105.00 per hour after the first hour until the installation is completed. Cost includes: Mobilization Labor All necessary fasteners and mounting hardware required to complete the installation All work will be performed in a professional manner to ensure the curtains and curtain rods are securely installed and properly functioning.	1	$125.00	$125.00

Total **$125.00**

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Signature: _____ **Date:** _____

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RECIPIENT:

Christina Fowler
Touchstone CDD
4205 Wild Senna Boulevard
Tampa, Florida 33619

Estimate #577

Sent on	Sep 21, 2026
Total	**$475.00**

Product/Service	Description	Qty.	Unit Price	Total
Labor and Material	Scope of Work: Pressure Washing and Debris Removal – Pond 9, Spring Snowflake Rd Provide labor, equipment, materials, and mobilization to perform the following services at Pond 9 on Spring Snowflake Road: Pressure wash approximately 150 linear feet of vinyl fencing to remove dirt, algae, mildew, staining, and other surface contaminants. Remove and properly dispose of one abandoned shopping cart located within the work area. Remove and dispose of miscellaneous debris and trash located around the pond and fence line. Leave the area clean and free of all project-related debris upon completion. Proposal Includes: Labor Equipment Materials Disposal fees Mobilization	1	$475.00	$475.00

Total **$475.00**

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Signature: _____ **Date:** _____

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RECIPIENT:

Alba Sanchez
Touchstone CDD
4205 Wild Senna Blvd
Tampa, Florida 33619

Estimate #596

Sent on	Sep 29, 2026
Total	**$295.00**

Product/Service	Description	Qty.	Unit Price	Total
Bench cleaning and painting	Sand the white bench to remove loose paint and smooth the surface. Clean away sanding dust, prime exposed areas as needed and apply two coats of white exterior paint for a clean, uniform finish.	1	$250.00	$250.00
14 in. x 14 in. White Return Air Grille	Replacing old existing one with 14 in. x 14 in. Return Air Grille. It features a stamped steel construction with powder coated finish.	1	$45.00	$45.00

Total **$295.00**

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Signature: _____ **Date:** _____

MINUTES OF MEETING
TOUCHSTONE
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of Touchstone Community Development District was held on Tuesday, September 8, 2026, at 8:00 a.m. at the Touchstone Clubhouse located at 4205 Wild Senna Boulevard, Tampa, FL 33619.

Present and constituting a quorum were:

Anson Angail	Chairperson (via Teams)
Gregory Elliot	Vice Chairperson
Timothy Fisher	Assistant Secretary
Kelly Hanlon	Assistant Secretary
Corliss Ball	Assistant Secretary

Also present either in person or via electronic telecommunications were:

Alba Sanchez	District Manager
Cari Webster	District Counsel
Chrity Fowler	Field Inspection Coordinator
Kushamaal Johnson-Franklin	On-site Manager

This is not a certified or verbatim transcript but rather represents the context and summary of the meeting. The full meeting is available in audio format upon request. Contact the District Office for any related costs for an audio copy.

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

Ms. Sanchez called the meeting to order and called the roll. A quorum was established.

SECOND ORDER OF BUSINESS **Approval of Agenda**

> On MOTION by Ms. Ball, seconded by Mr. Fisher, with all in favor, the September 8, 2026, agenda was approved as presented.

THIRD ORDER OF BUSINESS **Audience Comments**

No audience comments.

FOURTH ORDER OF BUSINESS **Staff Reports**

A. Field Inspection Report

The Field Inspection Report was read into the record. There were no questions from the Board.

B. Steadfast Waterway Inspection Report

The Steadfast Waterway Inspection Report was presented. Sporadic algae blooms were noted; however, conditions remain under control.

C. Landscape Report

i. Steadfast Estimate – Replacement of the Declined Ixora

The Steadfast estimate to replace the declined dwarf ixora plants for $539.20 was tabled until November, pending resolution of the splash pad flooding issue.

ii. Steadfast Estimate – Trimming of the Palm Trees

Steadfast provided a high-level overview of the inspection report for both the pond and landscaping.

> On MOTION by Mr. Elliot, seconded by Mr. Hanlon with all in favor, to revise the palm trimming proposal to include only the pool area at a cost of $60.00 per palm for 22 palms, for a total amount not to exceed $1,320 was approved.

D. District Engineer

None.

E. District Counsel

Ms. Webster reminded the Board that the required Ethics training begins next month The training will be divided into two separate two-hour sessions, with each session held immediately following the CDD meeting.

F. District Manager

Ms. Sanchez read her report into the record.

G. On-site Manager Report

The On-site Manager read his report into the record. The Board had no questions.

FIFTH ORDER OF BUSINESS Business Items

A. Consideration of Cooper Pools Inc. Quote #1207 – Splash Pad Dump Bucket Repair

> On MOTION by Mr. Elliot, seconded by Mr. Hanlon, with all in favor, with Mr. Elliot, Mr. Hanlon, Mr. Fisher and Mr. Angail voted AYE, and Ms. Ball voted NAY, the Cooper Pools Inc. Option 2 of Quote #1207 to repair the splash pad dump bucket was approved.

B. Consideration of Elite Fence of Tampa Bay Estimate #107611 - Installation of Fence

The Board tabled the Elite Fence of Tampa Bay Estimate #107611 to the November meeting.

C. Ratification of Grau & Associates Audit Engagement Letter for Fiscal Year 2206

> On MOTION by Mr. Elliot, seconded by Ms. Ball, with all in favor, the Grau & Associates Fiscal Year 2026 Audit Engagement Letter was ratified.

SIXTH ORDER OF BUSINESS **Business Administration**

A. Consideration of Minutes from the Meeting held on August 11, 2026

> On MOTION by Mr. Angail, seconded by Mr. Fisher, with all in favor, the Minutes of the Meeting held on August 11, 2026, were approved as presented.

B. Financial Snapshot and Cash Flow Analysis as of August 26, 2026

> On MOTION by Mr. Angail, seconded by Mr. Fisher, with all in favor, the Financial Snapshot and Cash Flow Analysis as of August 26, 2026, was accepted.

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

None.

EIGHTH ORDER OF BUSINESS **Adjournment**

There being no further business,

> On MOTION by Mr. Fisher, seconded by Mr. Angail, with all in favor, the meeting was adjourned at 8:54 a.m.

_____ _____

Secretary/Assistant Secretary Chairperson/Vice Chairperson