

***Summit at Fern Hill
Community Development
District***

March 16, 2026

Workshop Agenda

2005 Pan Am Circle
Suite 300
Tampa, FL 33607

CLEAR PARTNERSHIPS



COLLABORATION



LEADERSHIP



EXCELLENCE



ACCOUNTABILITY



RESPECT

Summit at Fern Hill Community Development District

Board of Supervisors

Antonio Bradford, Chairperson
Matthew Roth, Vice Chairperson
Yonatan Derar, Assistant Secretary
Tiebe Kiflom, Assistant Secretary
Sam Wenzel, Assistant Secretary

Staff

Heather Jackson, District Manager
Christina Fowler, Field Inspector
Kathryn "KC" Hopkinson, District Counsel
Phil Chang, District Engineer
Jonathan Sciortino, District Accountant
Crystal Yem, District Admin Assistant

WORKSHOP MEETING AGENDA

Monday, March 16, 2026, at 6:00 p.m.

Join Teams Meeting

-
- 1. Call to Order/Roll Call**
 - 2. Motion to Approve Agenda**
 - 3. Public Comments on Agenda Items** *Each individual has the opportunity to comment and is limited to **three (3)** minutes for such comment.*
 - 4. Business Items**
 - A. Consideration of Pool Proposals.....Page 3
 - B. Consideration of Asphalt Installation Proposal.....Page 6
 - 5. Board of Supervisors' Requests and Comments**
 - 6. Adjournment**

The next Workshop is scheduled for Monday, April 20, 2026, at 6:00 pm

District Office:
2005 Pan Am Circle, Suite 300
Tampa, FL 33607

Meeting Location:
Summit at Fern Hill Clubhouse
10340 Boggy Moss Drive
Riverview, FL 33578

Inframark LLC
656-247-3501
nmontagna@inframark.com
2005 Pan Am Cir Suite 300
Tampa, FL 33607



Estimate #: 1012
Date: 12/8/2025
Valid until: 3/31/2026

Summit at Fern Hill CDD
2005 Pan Am Cir Suite 300
Tampa, FL 33607

Summit at Fern Hill Monthly Pool Maintenance

Job location

10340 Boggy Moss Drive, Riverview, FL 33578

Product / Service	Quantity	Unit price	Total
Monthly Pool Maintenance	1	\$1,250.00	\$1,250.00
		Subtotal:	\$1,250.00
		Total:	\$1,250.00

Customer signature

Date

Scope of Services

1. Scope of Services: The Contractor shall perform all work, including all labor, chemicals, material, equipment, supervision, and transportation necessary to perform the services for District's pools, 3 days per week, as more fully described below:

- Chemical analysis, record keeping, and treatment to ensure compliance with the State of Florida and Health Department standards and ensure water chemistry is in proper balance.
- When the chemical balance is not at recommended safe levels, Contractor will notify District and close the pool while chemicals are being adjusted.
- Contractor will post a "Pool Closed for Maintenance" sign on the entry gate.
- After the prescribed period of time, Contractor will return to re-test the water balance and remove the "Pool Closed for Maintenance" sign

- Furnish all chemical products necessary to provide a safe bathing environment.
- Skim surface and remove floating debris as needed.
- Net pool floor to remove debris as needed.
- Vacuum the pool as needed.
- Clean tile as needed.
- Brush walls, steps, and floor as needed.
- Empty baskets and clean gutters as needed.
- Clean filters as needed to ensure proper filtration of pool.
- Backwash filter/hose off cartridges inside of filter housing as needed.
- Inspect equipment and report any malfunction or necessary repairs (repairs not included).
- Grease equipment as needed.
- Calibrate equipment as needed.
- Promptly respond to any health code violations and deal with health inspectors as needed.

2. Responsibilities of the Contractor

- a. All work shall be performed in a neat and professional manner reasonably acceptable to District and shall be in accordance with industry standards and best management practices.
- b. Upon discovery of any information, concealed conditions, or defect that may affect the work, the Contractor shall provide District written notice of such information or defect.
- c. In the event of holidays, inclement weather, or other conditions outside the control of the Contractor that cause a service to be missed, the Contractor shall timely inform District and provide a written plan of making up the missed service on a later date or issuing a credit on the next invoice.

EXCLUSION TO SERVICES

1. Service Company specifically excludes from its scope of services the following services to, for, and on behalf of District:
2. Employing lifeguards for the benefit of District, performing any lifeguard or similar services, or supervising or overseeing lifeguards hired by District;
3. Direct contracting for lifeguard, lifeguard services, or similar services;
4. Evaluating lifeguard service providers' performance and making recommendation to District;
5. Performing any repairs to the pool and its related appurtenances;
6. Developing pool and amenity center rules or policies;
7. Verifying that the lifeguard or pool attendants are acting in accordance with their contracts or obligations under local or state guidelines;
8. Handling any performance issues or complaints regarding the lifeguard or pool attendants; and
9. Performing or providing any inspection services or walk throughs on lifeguard or pool attendants or at pool facilities.

Inframark

Offices-Celebration-Tampa

We are proud to provide a range of services for your community.



7445 - Summit at Fern Hill - Crushed Asphalt on Walking Path (Playground) - December 2025

Date 12/8/2025

Customer

Property Summit at Fern Hill | 10340 Boggy Moss Drive | Riverview, FL 33578

Account Manager Jessi Milch

Pine Lake Services, LLC would like to thank you for the opportunity to bid. We look forward to working with you on this project. If you have any questions, please feel free to contact us at any time at projects@pinelakeLLC.com or (813) 948-4736.

Pine Lake to install crushed asphalt on the walking path by the playground amenities at Summit at Fern Hill in Riverview, FL.

10 yards installed at a 2" depth.

Also included in this proposal is edging the existing turf line to make cleaner boundaries.



Demo and Prep

Crushed Asphalt Installation

Items	Quantity	Unit
1 CY 1.5" Crushed Asphalt	10.00	EA
CAT Loader 908	1.00	Day
Labor		

Crushed Asphalt Installation: \$3,899.75

PROJECT TOTAL: \$3,899.75

Terms & Conditions

Terms & Conditions

Payment Terms

Any proposal exceeding \$5,000 for an enhancement to a Maintenance property, a 50% deposit will be required upon acceptance to schedule job. The remaining 50% balance will be due upon completion of job.

Payments made via credit card will be accepted up to \$4,750 and will include an additional 3% credit card fee.

Interest will accrue on all invoices over thirty days old. Past due amounts will accrue interest at a rate of 1.5% per month (18% APR). Client agrees to pay any costs associated with collection, including but not limited to court and attorney's fees as additional sums owed.

Exclusions

The Following matters are excluded from the Work, unless specified in writing to the contrary:

This Proposal price is valid for thirty (30) days. We reserve the right to modify pricing after that time to reflect current market prices.

Site work is excluded unless specified in writing within the Proposal. Site should be at finished grade (within 1" of final grade), with all soils in sod and planting areas to be loose, not compacted, and ready to install landscape material. If site is not at finished grade, Contractor reserves the right to delay until site is properly prepared.

Removal of base material and/or aggregate material within all landscape planting areas, sod areas and other green space areas that impedes or impacts proper planting of plant material and sod.

Soil replacement where base material and/or aggregate material was removed for proper planting

Drainage: Should the Client's property be the lowest elevation in relation to surrounding property or buildings, the Contractor reserves the right to retain an expert to evaluate and propose drainage solutions. All costs for engineering services, as well as the actual drainage work will be at the Client's expense. Unless the Client has a detailed Topographical survey completed, the above clause may come into effect.

Soil, Sod and/or Mulch quantities are estimates only. They do not account for disturbed construction areas or other fluctuations. Invoices will reflect actual quantities used at proposed price per unit.

Conduit and connections for electrical, gas, and all other utilities and services

Site Unknowns: Including, but not limited to, sub-surface conditions/obstacles that create unforeseen labor, equipment, material, or disposal charges

MOT for temporary traffic control

Any Irrigation or utility trenching thru roads, road base, concrete, or rock will incur additional costs

Any cutting or repairing of any hard surface such as asphalt, concrete, pavers or curbs for irrigation or landscape

We need 72 hours' notice prior to road base material or concrete work is installed so that sleeves and/or road bores are installed

Backflow Connection

Water source for irrigation is based on specifications at the dedicated meter of the location marked on irrigation plan sheet. If a different location of the dedicated water source is established during construction a change order will be entered into to adjust for the costs associated with the new route for mainline and connections.

Man hours required to find installed buried irrigation sleeves or irrigation piping in areas where asphalt, concrete, curbs, or other hard surfaces are installed prior to completing the irrigation system and where markings or stubs have been placed to show location of irrigation sleeves or piping and these markers have been damaged, buried, or removed by others.

Additional man hours required to maintain plant material and/or sod of a landscape and irrigation installation project that:

Has been started by Pine Lake Nursery and Landscape and/or its subcontractors and is interrupted, delayed, impeded, or prohibited, by others from being worked on continuously until the landscape and irrigation project is completed. Pine Lake Nursery and Landscaper and its subcontractors are excluded.

Upon completion of the landscape and irrigation installation project as specified in the landscape and irrigation plan sets is considered complete but will not be accepted as completed until the project as a whole is accepted as complete.

Existing tree preservation, barricading, pruning, root pruning, or inventory

Repairs to any erosion control measures that are damaged or inoperative prior to commencement of landscape and irrigation work

Any planting of sod or other ground cover as required by any municipality when construction of landscape and irrigation has ceased or been suspended for more than 30 days that is no fault of

the landscape or irrigation contractor or subcontractors

Warranty on transplanted plant material from the project site

Warranty on plant material that is not rated to grow in established USDA plant hardiness growth zone(s)

Procedure for Extra Work, Changes and Escalation

If it shall become necessary for the Contractor to make changes in any designs, drawings, plans, or specifications for any part of the project or reasons over which we have no control, or we are put to any extra work, cost or expense by reason of any act or matter over which it has no control, the Customer will pay to the Contractor a fee for such changed or extra Work calculated on a time and materials basis. All changes to Work or pricing or the terms of this Agreement will be read and understood within the context and meanings of this Agreement unless stated explicitly to the contrary.

Change Order: The quantities or specifications of material as outlined in the Proposal could be adjusted at any time with approval in the form of a signed Change Order. Change Orders will be executed using current market prices

Escalation Clause

In the event of significant delay or price increase of material, equipment, or energy occurring during the performance of the contract through no fault of the Construction Manager, the Contract Sum, time of completion or contract requirements shall be equitably adjusted by Change Order in accordance with the procedures of the Contract Documents. A change in price of an item of material, equipment, or energy will be considered significant when the price of an item increases 5% percent between the date of this Contract and the date of installation

Warranty and Tolerances

Payments Received: The Warranty for the contract is only valid if payment is received in full on acceptance of the work

Diligence: The Contractor agrees to carry out its Work diligently and to provide sufficient supervision and inspection of its staff and subcontractors and that its work will be of proper and professional quality, and in full conformity with the requirements of the contract

Competence: The Contractor warrants that it is competent to perform the Work and that it has the necessary qualifications including knowledge and skill with the ability to use them effectively.

Site Unknowns: It is the responsibility of the Client or the Client's Representative to fully inform the Contractor of all the information regarding site unknowns that may include difficult buried materials, cables, and pipes, tree stumps, drainage or water table issues, rock, and shale sub surfaces and/or other impediments, issues or factors that could otherwise impact the quality, cost and timeliness of project completion. Failure to notify the Contractor may lead to additional costs to the Client (at the Contractor's discretion) and schedule time not included in the proposal and may require changes in design and construction to overcome such problems – all for which the

Client will be responsible. Client can avoid such risks by permitting the Contractor to do appropriate soil and ground tests, review the site, and to secure additional required site information from appropriate government and other authorities.

Damaged Utilities: Should damage occur to utilities during construction, the Contractor is only liable for the cost of the repair. the Contractor is not liable in any way for inconvenience to the

Client caused by damage to the utilities

Damage to neighbors buried utilities, on the Client's property, are the responsibility of the Client

Damage to installed material (plants, trees, sod, etc.) by foot traffic, machinery, equipment, other trades, owner neglect or acts of nature will be excluded from any warranty and will not be replaced at the cost of Contractor

Damage due to pest infestation is excluded from warranty and any damaged material will not be replaced at the cost of the Contractor. If, however, the Contractor has a separate maintenance contract with the client, pest control would fall under that contract and would be subject to those warranty parameters.

Damage due to improper watering after final acceptance will not be replaced at the cost of the Contractor

Material Tolerances

Wood: Pressure treated wood cannot be guaranteed against warp age, checking, or cupping.

Stone: Natural stone has color variations that vary from stone to stone. In addition, mineral deposits such as lime, iron, etc. can change the stone and even bleed. This is the nature of the product, and the Client accepts this as a natural and acceptable quality of the stone

Metal: Metal, which is not galvanized, is not guaranteed from rusting commencing immediately after installation

Concrete: Spider cracks (hairline stress-fractures) are considered a normal characteristic of all types of concrete. Concrete may crack substantially over time due to proximity of tree roots.

Warranty Time Period: The Contractor warrants all construction and installation for a period of one (1) year, providing that they have been maintained properly. All construction materials are subject to manufacturer's specific warranties/guarantees. Planting is warranted for one (1) year if there is an approved irrigation system

Client Responsibilities: The Client recognizes and agrees that they have a responsibility to maintain constructions, plants, bushes, trees, and other installations in keeping with standard quality maintenance requirements for the Warranty to remain in effect. Failure to properly maintain materials or horticulture installations will void the warranty. Client further recognizes and agrees that damage to construction, materials, horticulture elements and other warrantable items of the project will not be warranted if the damage or loss is due to elements beyond the control of the Contractor. For example, flooding eaves, troughs that damage plants, fallen branches, animal caused damage, damaged/ burst irrigation or drainage pipes that were not maintained properly, use of improper chemicals, improper maintenance, extreme or unusual weather conditions, and similar and/or related situations – void all warranties provided by the Contractor



By _____

Jessi Milch

Date 12/8/2025 _____

Pine Lake Services, LLC

By _____

Date _____



Crushed Asphalt Walking Path Proposal

Prepared for: Summit at Fern Hill CDD

Prepared by: Dustin Heflin, Regional Manager

January 12, 2026

Proposal number: 02-2026

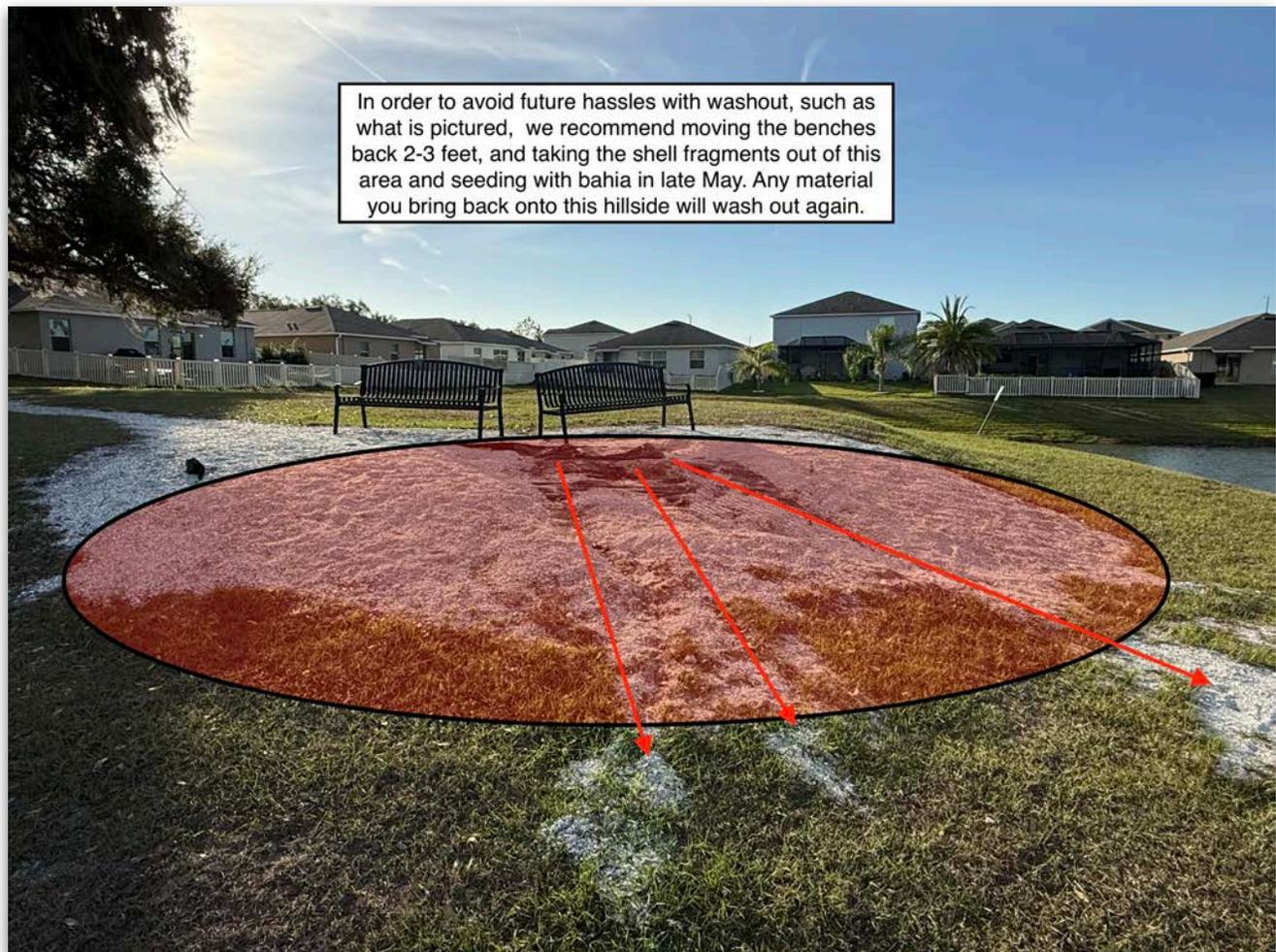
PROJECT SUMMARY AND RECOMMENDATION

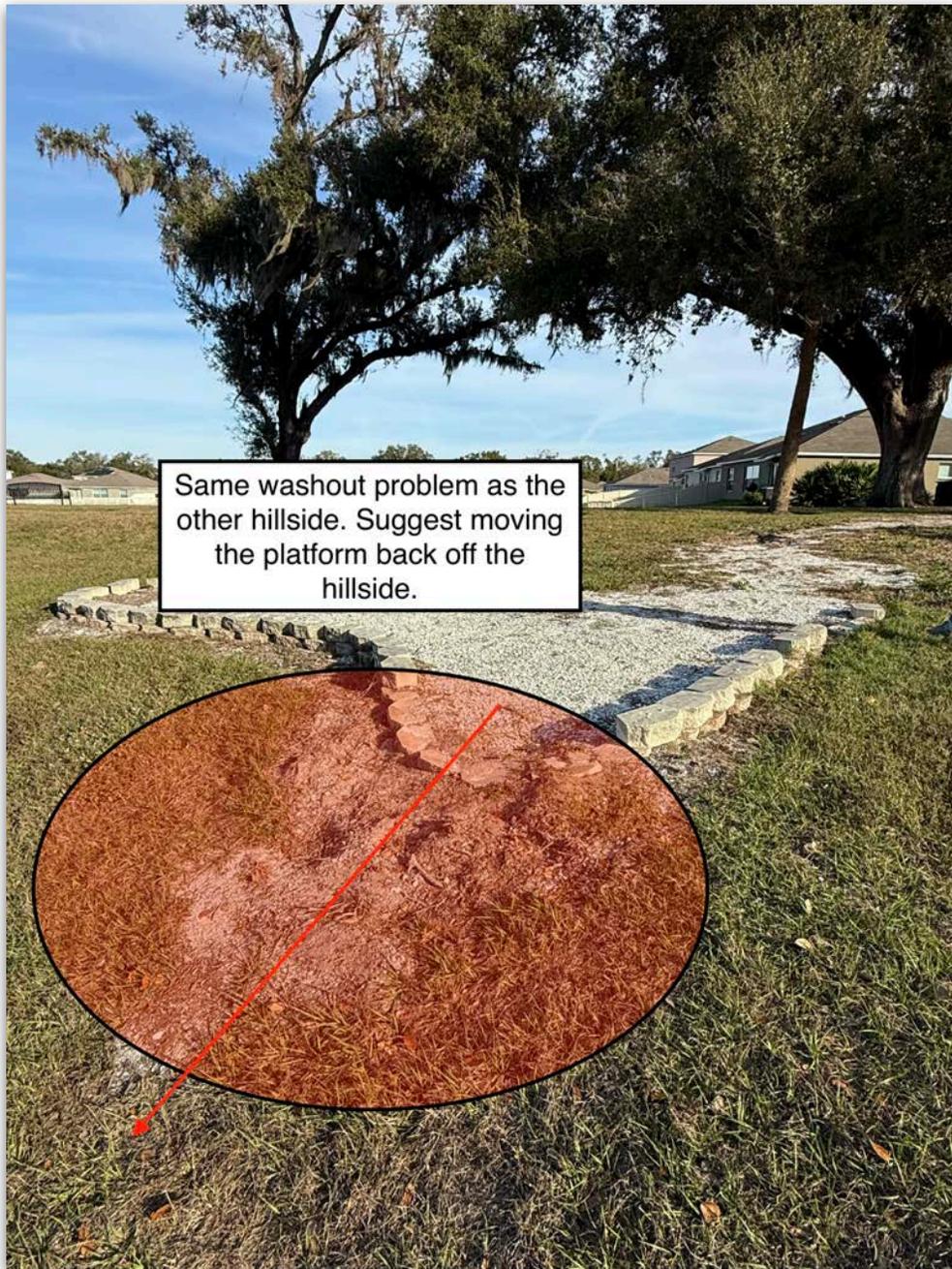
Project Objective

Install new crushed asphalt to refresh an existing walking path and pond observation areas.

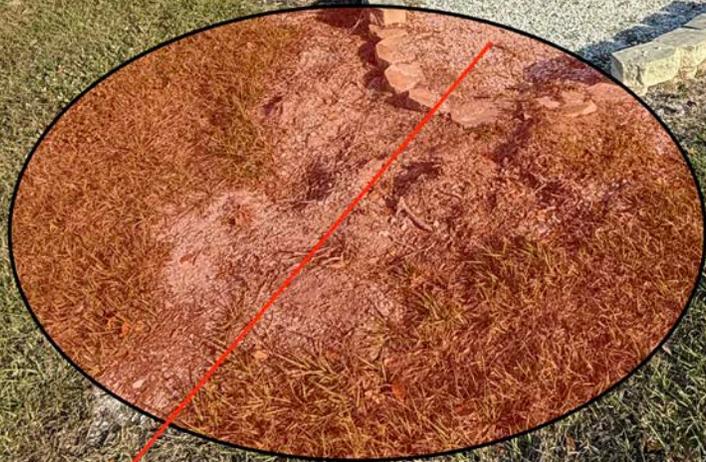
Project Outline

- Certain areas in this project are located on a steep incline/decline, causing washout of previously installed seashell fragments.
- We suggest removing the material currently located in these areas to avoid future issues with washout and allow grass to grow back into these areas.

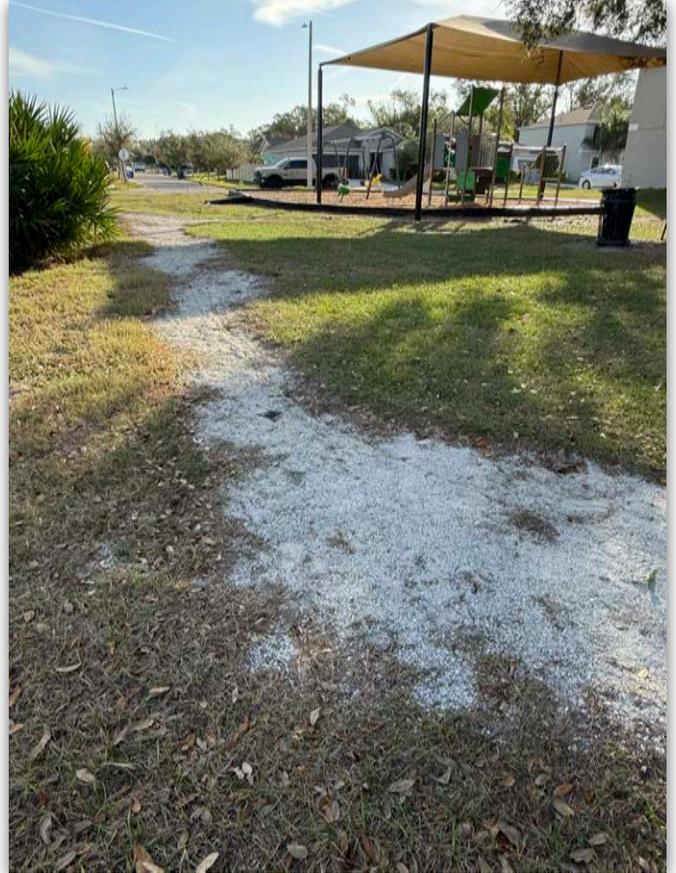




Same washout problem as the other hillside. Suggest moving the platform back off the hillside.



- The entirety of the walking path is in disarray. Grass has begun to take it over and there is no defined edges.
- Some sort of retaining edge is encouraged, although not necessary.



BUDGET

Spending Summary

The price listed below is for the complete installation of 18 yards of crushed asphalt at a 2" depth along this path to include the two pond observation areas. This will also include cleaning up the path edge with string trimmers or other tools as necessary to create a more manicured appearance.

*note this does not include the installation of edging or the removal/relocation of seashells on either hillside.

Description	Quantity	Unit Price	Cost
Crushed Asphalt	18	\$60	\$1,080
Delivery	1	\$200	\$200
Labor Hours	192	\$30	\$5,760
Total			\$7,040



NewLeaf

HORTICULTURE
