

*Summit at Fern Hill
Community
Development District*

April 20, 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, April 20, 2026, at 6:00 p.m.

Join Teams Meeting

-
- 1. Call to Order/Roll Call**
 - 2. Public Comments on Agenda Items** *Each individual has the opportunity to comment and is limited to **three (3)** minutes for such comment.*
 - 3. Business Items**
 - A. Discussion of Crushed Asphalt Proposals.....Page 3
 - B. Discussion of Towing Resolution.....Page 15
 - 4. Board of Supervisors' Requests and Comments**
 - 5. Adjournment**

The next Workshop is scheduled for Monday, May 18, 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



7445 - Summit at Fern Hill - Crushed Asphalt on Walking Path (Playground) - Revised March 2026

Date 3/13/2026

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.

14 yards installed at a 2" depth.

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

OPTIONAL IN THIS PROPOSAL: Using a double drum roller to compact the crushed asphalt after installation.





Demo, Prep and Install

Crushed Asphalt Installation

| Items | Quantity | Unit |
|--------------------------------------|----------|-------------------|
| 1 CY 1.5" Crushed Asphalt | 14.00 | EA |
| CAT Loader 908 | 1.00 | Day |
| Labor | | |
| Crushed Asphalt Installation: | | \$4,745.95 |
| PROJECT TOTAL: | | \$4,745.95 |

Optional Services

Initial next to the Optional Services you would like to accept.

_____ **DOUBLE DRUM ROLLER TO COMPACT ASPHALT** **\$3,068.34**

EQUIPMENT AND LABOR

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.

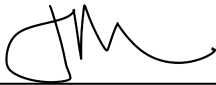
Stone: Natural stone has color variations that vary from stone to stone. In addition, mineral deposits such as lime, iron, etc. can change the stone and even bleed. This is the nature of the product, and the Client accepts this as a natural and acceptable quality of the stone

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 3/13/2026

Pine Lake Services, LLC

By _____
Date _____



Crushed Asphalt Walking Path Proposal

Prepared for: Summit at Fern Hill CDD
Prepared by: Dustin Heflin, Regional Manager
April 6, 2026
Proposal number: 02a-2026

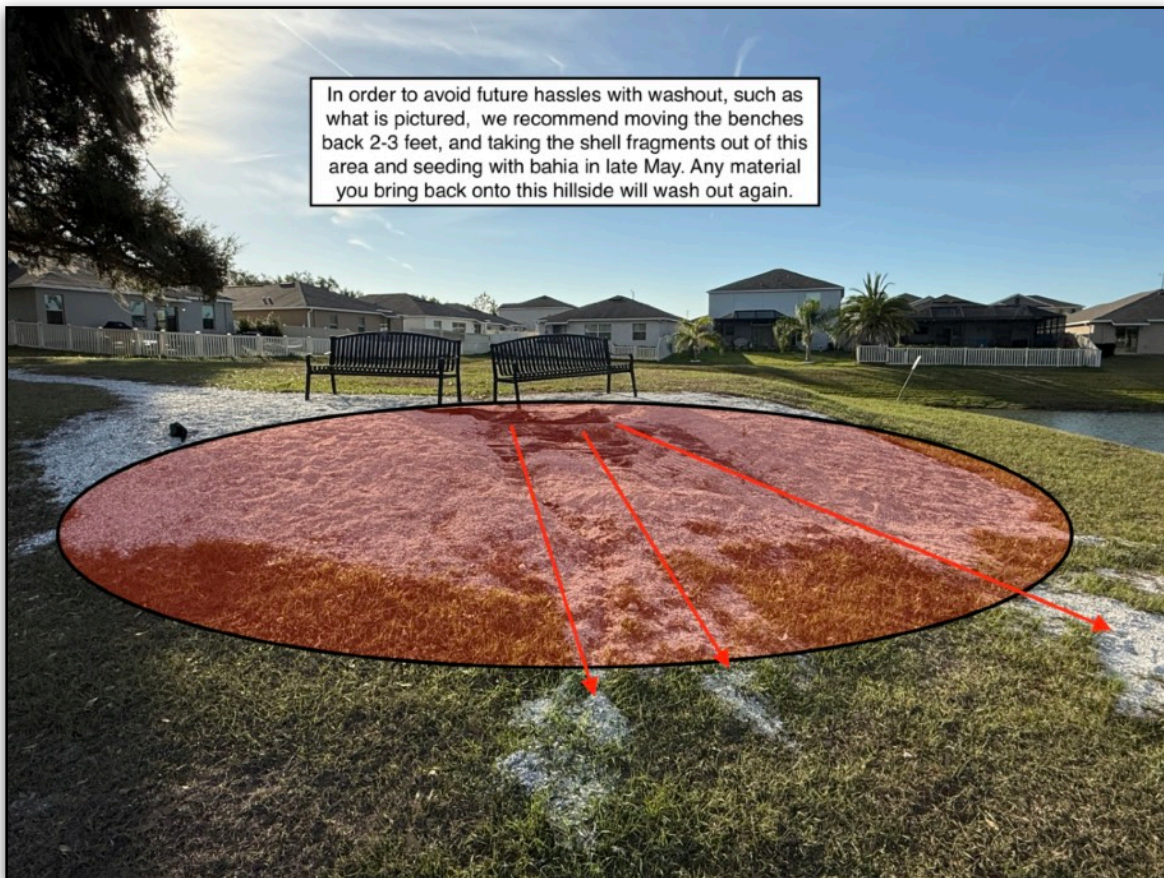
PROJECT SUMMARY

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.
- 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.



NEWLEAF HORTICULTURE



BUDGET

Spending Summary

The price listed below is for the complete installation of 14 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 | 14 | \$60 | \$840 |
| Delivery | 1 | \$200 | \$200 |
| Labor Hours | 192 | \$30 | \$5,760 |
| | | | |
| Total | | | \$6,800 |



RESOLUTION NO. 2026-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SUMMIT AT FERN HILL COMMUNITY DEVELOPMENT DISTRICT ADOPTING A POLICY REGARDING PARKING AND TOWING ON DISTRICT-OWNED PROPERTY; DESIGNATING AUTHORIZED REPRESENTATIVES TO WORK WITH TOWING OPERATORS; AUTHORIZING THE ENGAGEMENT OF AN AUTHORIZED TOWING OPERATOR; PROVIDING FOR CONFLICTS AND SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Summit at Fern Hill Community Development District (the “**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated in Hillsborough County, Florida;

WHEREAS, the District owns and maintains various roadways, parking lots, and common areas located within the boundaries of the District (collectively, the “**District Property**”);

WHEREAS, the Board of Supervisors of the District (the “**Board**”) is authorized by Sections 190.011(15) and 190.012(2)(d), Florida Statutes, to contract with a towing operator to remove vehicles from District Roads if the notice and procedures requirements of Section 715.07, Florida Statutes, are followed;

WHEREAS, unauthorized vehicles or vessels on the District Roads may pose a danger or cause a hazard to the health, safety, and welfare of the District, its residents, its infrastructure, and the general public;

WHEREAS, the Board held a public meeting to receive public comment on the proposed parking and towing policy attached hereto as **Exhibit A** (the “Parking and Towing Policy”); and

WHEREAS, in accordance with Section 715.07(2), Florida Statutes, the District desires to designate authorized personnel the authority to work with authorized towing operators to tow unauthorized vehicles or vessels; and

WHEREAS, Hillsborough County keeps and maintains a list of service providers who are authorized to perform towing services; and

WHEREAS, the District desires to authorize the engagement of a towing operator on Hillsborough County’s list to tow unauthorized vehicles or vessels.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD:

1. **Incorporation of Recitals**. The above recitals are true and correct and by this reference are incorporated as a material part of this resolution.

2. **Adoption of Parking and Towing Policies.** The Board hereby adopts the Parking and Towing Policy attached hereto as **Exhibit A**.

3. **Authorizing District Representatives to work with Towing Operators.**
 - a. The Board hereby authorizes the following representatives on behalf of the District to authorize the towing of unauthorized vehicles or vessels on District Property pursuant to the Parking and Towing Policy:
 - i. Chair or, in the Chair’s absence, the Vice Chair of the Board of Supervisors
 - ii. The District Manager
 - iii. The Field Operations Manager
 - iv. The Clubhouse Manager
 - b. The Board may authorize additional representatives from time to time by a vote at a public meeting or by adopting a resolution.

4. **Authorizing the Engagement of an Approved Towing Operator.**
 - a. The Board hereby authorizes the District to enter into an agreement with a company that is authorized to perform towing or wrecker services in compliance with Florida law, applicable Hillsborough County regulations, and the Parking and Towing Policy.
 - b. The District shall coordinate with the towing operator to ensure that the required signage shall be posted on District Property in the manner required by applicable laws and regulations (including specifically Section 715.07, Florida Statutes).

5. **Conflicts.** This Resolution replaces any prior resolutions, policies, rules, actions or any portion or content included therein in conflict with this resolution.

6. **Severability.** If any section or part of a section of this resolution is declared invalid, unconstitutional, or inconsistent with any law or regulation, the validity, force and effect of any other section or part of a section of this resolution shall not thereby be affected or impaired unless it clearly appears that such part of this resolution is wholly or necessarily dependent upon the section or part of a section so held to be invalid or unconstitutional.

7. **Effective Date.** This Resolution shall become effective upon its passage and shall remain in effect unless rescinded, repealed, replaced, or superseded.

Passed and Adopted on this 4th day of May, 2026.

Attest:

**Summit at Fern Hill
Community Development District**

Name: _____
Title: Assistant Secretary

Name: Antonio Bradford
Title: Chair of the Board of Supervisors

Exhibit A

Summit at Fern Hill Community Development District

Parking and Towing Policy for District Property

The Summit at Fern Hill Community Development District (the “**District**”) has adopted the following policies regarding the parking and towing of vehicles and/or vessels of any kind (as defined by Section 715.07, Florida Statutes) located on District owned roadways, parking lots, common areas, etc. (the “**District Property**”). This Policy is in addition to, and exclusive of, various state laws, county regulations, or homeowners’ association standards governing parking.

Parking Policies:

1. There shall be NO parking of any vehicles and/or vessels on District-owned common areas at any time.
2. There shall be no parking of vessels (i.e. watercraft) on any District-owned roadways.
3. No overnight (between 11:00 p.m. and 5:00 a.m.) parking is permitted.
4. There shall be no parking of vehicles on District-owned roadways except during permitted hours in accordance with this Policy. Vehicles must not be parked in any way which blocks the normal flow of traffic, or in any way that limits the ability of emergency service workers to respond to situations. Unless authorized in writing, by the District, only vehicles that can fit in a standard parking space are permitted to park on District owned roadways. No commercial vehicles (other than vendors currently servicing the District), RVs, boats, trailers, moving trucks, or oversized vehicles are permitted.
5. The District does not provide any security or monitoring for the District Roadways and assumes no liability for any theft, vandalism and/ or damage that might occur to personal property and/or to such vehicles.
6. All vehicles must have valid and proper license plates and registration affixed to their vehicles. Unregistered vehicles may be reported to license inspectors or law enforcement as a violation of Section 320.02, Florida Statutes. Additionally unregistered vehicles may be considered to have been abandoned and reported to law enforcement or code enforcement.
7. Unauthorized parking may result in being towed or reported to the local authorities for trespassing.
8. These policies are in addition to, and exclusive of, various state laws, county regulations, or homeowners’ association standards governing parking.

Towing Policies:

1. Any vehicle or vessel that is parked on District-owned roadways, in violation of this policy or applicable regulatory requirements, may be towed at the sole expense of the owner, in accordance with applicable laws and regulations (including Section 715.07, Florida Statutes).
2. The District shall keep a logbook of all violations of the District’s parking restrictions.
3. The District shall maintain a list of representatives that have the authority to contact the towing operator for the purpose of initiating the towing of a vehicle or vessel from District-

owned roadways.

4. Upon discovery of a violation, an authorized District representative may notify the towing operator with whom the District enters into a towing authorization agreement to initiate a tow.
5. Prior to directing the Towing Operator to remove any vehicles or vessels, the Authorized Representative shall:
 - a. take a picture evidencing the parking violation;
 - b. enter the relevant information in the logbook and provide the picture to the District's records custodian; and,
 - c. then provide authorization for the Towing Operator to commence towing.
6. The towing operator shall photograph the evidence of such violation and may then tow the vehicle or vessel from the District Road or District Parking Areas in accordance with said agreement.
7. Roam towing is NOT allowed by the Towing Operator.

This Policy was adopted by Resolution No. 2026-06 on May 4, 2026.