

**SHELL POINT
COMMUNITY DEVELOPMENT
DISTRICT**

MEETING AGENDA

Tuesday, October 28, 2025, at 6:00 P.M.

**Meeting to be held at:
The Shell Point Clubhouse
1155 7th Ave NW., Ruskin, FL 33570**

[Teams Meeting Information](#)

Meeting ID: 230 158 184 243 7 **Passcode:** jV3LY7ZQ

PREPARED BY:



2005 PAN AM CIRCLE, SUITE 300
TAMPA, FL 33067

Shell Point Community Development District

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Board of Supervisors'

Elaine Pennington, Chairperson
Vincent Orlando, Vice Chairperson
Cheryl Hammond, Assistant Secretary
Angela Davis, Assistant Secretary
Brittany Schwartzbauer, Assistant Secretary

District Staff

Kristee Cole, Senior District Manager
Alize Aninipot, District Manager
Michael Broadus, District Counsel
Phil Chang, District Engineer

REGULAR MEETING AGENDA Tuesday, October 28, 2025, at 6:00 p.m. [Teams Meeting Information](#) Meeting ID: 230 158 184 243 7 Passcode: jV3LY7ZQ

1. **Call To Order and Roll Call**
2. **Audience Comments** *Each individual has the opportunity to comment and is limited to **three (3) minutes**.*
3. **Motion to Approve the Agenda**
4. **Consent Agenda**
 - A. Approval of Regular Meeting Minutes for September 9, 2025, & Workshop Meeting Minutes
September 23, 2025.....Page 3
 - B. Consideration of Operation and Maintenance August 2025.....Page 34
5. **Staff Reports**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
 - D. Onsite Manager Report.....Page 84
6. **Business Items**
 - A. Consideration of Landscape RFP Bid Submission.....Page 101
 - B. Consideration of Resolution 2026-01; FY 2025 Budget Amendment.....Page 417
 - C. Consideration of Resolution 2026-02; Goals and Objectives for FY 2026.....Page 420
7. **Board of Supervisors' Requests and Comments**
8. **Audience Comments**
9. **Adjournment**

The next Workshop will be held on Tuesday, November 11, 2025, at 6:00 p.m.

The next Public Hearing and Regular meetings is scheduled to be held on Tuesday, November 25, 2025, at 6:00 p.m.

**MINUTES OF MEETING
SHELL POINT
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of Shell Point Community Development District was held on Wednesday, September 9, 2025, at 5:30 p.m. at the Shell Point Clubhouse, located at 1155 7th Avenue NW, Ruskin, Florida 33570.

Present and constituting a quorum were:

Vincent Orlando	Chairperson
Elaine Pennington	Vice Chairperson
Angela Davis	Assistant Secretary
Cheryl Hammond	Assistant Secretary
Brittany Schwartzbauer	Assistant Secretary

Also present either in person or via TEAMS Video Communications, were:

Alize Aninipot	District Manager
Kristee Cole	District Manager
Michael Broadus	District Counsel (<i>via conference call</i>)
Jennifer Goldyn	Director of District
Jason Liggett	Field Inspection Coordinator
Howard Neal	Director Field Services
Residents	

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

The meeting was called to order, and a quorum was established.

SECOND ORDER OF BUSINESS

Public Comments on Agenda Items

There being none, the next order of business followed.

THIRD ORDER OF BUSINESS

Motion to Approve the Agenda

On MOTION by Mr. Orlando, seconded by Ms. Pennington, approved the meeting agenda items of Designation of Officers, as amended. 5-0

FOURTH ORDER OF BUSINESS

Consent Agenda

A. Approval of Minutes of August 12, 2025, Regular Meeting, & August 26, 2025, Workshop

On MOTION by Mr. Orlando, seconded by Ms. Davis, the Board approved the Regular Meeting Minutes of August 12, 2025, and the August 26, 2025, Workshop Meeting Minutes as presented. 5-0

B. Consideration of Operation and Maintenance July 2025

On MOTION by Ms. Pennington, seconded by Ms. Hammond, the Board approved the Operation and Maintenance for July 2025 as presented. 5-0

C. Acceptance of FY 2025 Grau Audit Engagement Letter

On MOTION by Ms. Hammond, seconded by Ms. Davis, the Board approved the Grau Audit Engagement Letter for Fiscal Year 2025 as presented. 5-0

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There were no updates for the Board of Supervisors.
The Onsite manager requested clarification on the Addendum of District Services.

B. District Engineer

i. Discussion on Pool Crack

The Onsite manager stated he has not gotten an update from the District Engineer. There is a temporary patch, but in the fall, once the weather changes and fewer people use the pool, that will be the time to do a further evaluation.

Mr. Orlando stated that the last communication with the District Engineer states he contacted a specialty engineer, and that the engineering staff is contacting another engineer. Management will follow up.

C. District Manager

Mrs. Goldyn informed the Board that there was a \$3,000 invoice that was miscoded, and Inframark is working to get the \$3,000 rectified for the District.

A proposal was presented to the Board for cleaning services for the clubhouse, and justification for hiring a cleaning vendor. The Board is requesting more proposals, and it was mentioned to the Board that four vendors were reached, but two declined, one never responded, and one proposal was presented. Management mentioned they will contact four more vendors to present to the Board at the next meeting. The Board also requested documentation on how many rentals weren't clean and documentation on deposits that were withheld to provide. Management instructed the Board that we will need to have a public hearing to make these changes, and it will be a Board decision out of the four vendors that may present proposals.

A discussion ensued regarding the next scheduled meeting is Oct. 14th with a change of time to 6:00 p.m. moving forward.

On MOTION by Ms. Pennington, seconded by Ms. Davis, the Board agreed that the next scheduled workshop will be September 23, 2025, at 6:00 P.M. 5-0

A discussion ensued regarding the Resolution for Designation of Officers. The Board discussed the votes to redesignate Board members to serve as the Chairperson and Vice Chairperson.

Ms. Brittany received a nomination for Chair. Ms. Pennington received a nomination for Chair. Ms. Davis received a nomination for Vice Chair. Ms. Hammond received a nomination for Vice Chair. Mr. Orlando received a nomination for Vice Chair. Discussion ensued.

With a poll for the nominees for Chair, Ms. Schwartzbauer received 2 votes, Ms. Pennington received 3.

With a poll for the nominees for Vice Chair, Mr. Orlando received 3, Ms. Davis did not receive any, Ms. Hammond received 2.

The Board appointed Brian Lamb as Secretary, Eric Davidson as Secretary, Alize Aninipot and Jennifer Goldyn Assistant Secretaries, Cheryl Hammond, Angela Davis and Brittany Schwartzbauer as Assistant Secretary, Elena Pennington as Chair, and Vincent Orlando as Vice Chair.

On MOTION by Ms. Davis, seconded by Mr. Orlando, the Board Adopted Resolution 2025-09 to Redesignate Officers. 5-0

D. Onsite Report

Mr. Hoefle reported drainage issues at the playground, and getting approximately seven to eight inches of rain building up around the playground. He contacted three vendors for playground inspections and received two quotes so far, and he is waiting for the third vendor to reply. One of the proposals was priced at \$1,000, and the other was \$300. Management instructed the on-site manager and the Board that the mulch will have to be ADA-compliant. Mr. Hoefle reported a broken swing at the playground and provided an update from Finn Outdoors on Pond Erosion.

An update was provided regarding vandalism on the pickleball court. Mr. Hoefle received a quote in the amount of \$1,250.

The Board requested discussion of light fixtures around monuments to be added to the workshop agenda.

SIXTH ORDER OF BUSINESS

Business Items

A. Consideration on Landscaping RFP/Project

A discussion ensued.

On MOTION by Ms. Hammond, seconded by Ms. Schwartzbauer, with three opposing votes, the Board motioned to solicit RFP bids for District Management Services; the motion failed. The District Manager offered 60 days of service with no fees.
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On MOTION by Mr. Orlando, seconded by Ms. Davis, the Board approved to move the Workshop meetings to the second Tuesday of each month at 6:00 p.m. and the Regular Meetings to the fourth Tuesday of each month at 6:00 p.m. 5-0

The Board approved a Special Meeting for vendors to present RFPs that will be addressed at the next workshop on October 14, 2025.

On MOTION by Ms. Hammond, she motioned for the District Manager to be present at the Workshop Meetings from October 2025 through March 2026. There was no second; the MOTION failed.

On MOTION by Mr. Orlando, seconded by Ms. Davis, the Board agreed that the Onsite Manager will not attend workshop meetings and will only be compensated when requested by the Chairperson to be present. 5-0

B. Discussion on Rental Cleaning Fee

A discussion ensued.

On MOTION by Ms. Davis, with Ms. Hammond and Ms. Schwartzbauer voting in favor, with opposing votes from Mr. Orlando and Ms. Pennington, approval was given to accept the current vendor proposal for cleaning services for the clubhouse in the amount of \$75.00, pending presentation of a Certificate of Liability from the vendor.

On MOTION by Mr. Orlando, seconded by Ms. Davis, the Board approved the RFP dates and times, as amended. 5-0

The Board will not move forward with rental cleaning fees until the Public Hearing. The Board set Wednesday, November 25, 2025, at 6:00 p.m. as the new date and time for the Public Hearing.

On MOTION by Ms. Pennington, seconded by Mr. Orlando, the Board set the Public Hearing for Rental Fees as Wednesday, November 25, 2025, at 6:00 p.m. 5-0

C. Discussion on Website Updates

The District Manager provided an update on the website calendar and will have an updated calendar on the website at the next Board meeting.

D. Discussion on Pool Signpost Design and Costs

A discussion ensued regarding the pool signpost design and costs. The Board requested that this be added to the next workshop agenda for review, along with the costs.

E. Discussion on Ponds

The Board requested quotes for Riverrock, nautical rope, cypress mulch, and Riprap with photos at the next Board meeting.

SEVENTH ORDER OF BUSINESS

**Board of Supervisors' Requests and
Comments**

Ms. Schwartzbauer requested that fencing and painting of the pickleball court be completed on the same day and requested that Staff receive quotes.

On MOTION by Mr. Orlando, seconded by Ms. Pennington, the resident's access to the pickleball court shall be suspended until the damage fees are paid in full. 5-0

Ms. Davis requested iPads moving forward, and the Board requested adding an agenda item for adopting the pond program.

EIGHTH ORDER OF BUSINESS

Public Comments

There being none, the next order of business followed.

NINTH ORDER OF BUSINESS

Adjournment

There being no further business, the meeting was adjourned.

On MOTION by Mr. Orlando, seconded by Ms. Pennington, with all in favor, the meeting was adjourned at 7:57 p.m. 5-0

Alize Aninipot
District Manager

Elaine Pennington
Chairperson

Date and Time:

2025-09-23, 6:00 PM

Location:

Workshop session (precise venue not specified)

Recording Content Title:

Commercial Landscaping Business: Operations, Costs, and Resident Communication

Introduction

This session is a workshop presentation focused on the operations and complexities of running a commercial landscaping business. The presentation's core aim is to educate homeowners on the resources, procedures, and challenges involved, as well as to demystify the factors behind the costs associated with professional landscaping services. The workshop addresses key components such as employee management, equipment, training, quality control, communication with residents, and the uniqueness of business practices. The information will subsequently be made available on the organization's website.

1. Board Attendance and Meeting Start

Overview:

- The meeting officially starts at 6:00 PM with four board members present; Angela Davis is absent.
- There is no audience attendance.
- The session moves directly to the presentation.

Notes:

- Administrative opening without decision-making items.
-

2. Purpose and Focus of the Presentation

Overview:

- Presentation aims to provide transparency regarding the requirements and operational complexities of a landscaping business.
- A secondary goal is to explain the reasons behind service pricing, which is a frequent customer concern.

Notes:

- The presentation content will be posted online for broader accessibility.
-

3. Employee Management and Staff Training

Overview:

- A significant part of commercial landscaping lies in recruiting, training, and managing employees.
- The company implements continuous skill training modules covering safety and equipment usage.
- There is an emphasis on keeping track of employee tasks, deploying quality control systems, and conducting regular inspections.

Notes:

- Uniforms and identification enhance staff visibility and security in residential communities.
 - Employee retention is supported by unique benefits and paid time-off policies, not common in the industry.
 - Leaders accrue time off, strengthening their commitment and performance.
-

4. Quality Control and Reporting Systems

Overview:

- Quality assessment (QSA) involves taking and reviewing photographs, conducting site inspections, and delivering regular reports (quarterly or as needed) that highlight issues and improvements.
- Documentation practices create transparent records of work performed.
- There are structured systems to monitor service standards and address problems proactively.

Notes:

- QSA reports are shared electronically with clients, providing detailed visual and written updates.
 - The company also maintains ongoing training for staff based on quality insights gathered.
-

5. Resident Communication

Overview:

- Regular communication with residents through attendance at town hall meetings, flyers, and informational white pages.
- Updates are provided on pressing issues, such as droughts, hurricanes, pest infestations, and safety concerns.

Notes:

- Open channels between residents, company staff, and management to address questions and inform about service changes or emergency responses.
 - Resident communications are considered a major aspect of service quality.
-

6. Expanded Service Offerings and Project Diversity

Overview:

- The company undertakes projects of various sizes, from small retail enhancements to large-scale construction and community structures.
- Licensed landscape architects and a design-build team managed regionally and nationally.
- No project is considered too big or small; the company exhibits flexibility and broad capability.

Notes:

- Experience with high-profile projects and adaptability in project scope.
-

7. Daily Operations: Safety, Stretching, and Team Coordination

Overview:

- Each workday begins with structured stretching and safety routines, prioritized to minimize injuries and maximize readiness.
- Account managers and crew leaders ensure operational efficiency.

Notes:

- Emphasizes a safety-first culture and strong internal accountability.
-

8. Equipment Management, Maintenance, and Security

Overview:

- Comprehensive approach to owning and maintaining a diverse inventory of trucks, trailers, mowers, and specialized tools.
- Constant vigilance against equipment theft and preventive measures such as secure storage and tracking.
- Efficient equipment enables higher productivity and reliability of service.

Notes:

- Commercial grade equipment is costly (e.g., mowers ranging from \$5,000 to \$25,000), justifying higher service prices.
 - Maintenance includes scheduled repairs, oil changes, and regular inspections to minimize downtime.
-

9. Specialized Work Crews and Service Differentiation

Overview:

- Teams are broken up into groups focusing on distinct aspects of landscaping, such as detail work, enhancement, and commercial turf care.
- Detailed crews handle fine landscaping chores while enhancement groups tackle larger or specialized improvements.

Notes:

- Service differentiation increases the quality and efficiency of each service segment.

10. Legal Compliance, Technology Use, and Risk Management

Overview:

- Strict adherence to safety regulations and risk mitigation, including hands-free technology mandates for drivers.
- Utilization of GPS tracking, electronic devices, and regular policy reinforcements.
- Management closely monitors legal compliance and operational policies.

Notes:

- Holds regular reviews of vehicle and driver practices to maintain safety standards.
-

11. Chemical, Fertilizer, and Specialized Applications

Overview:

- Seasonal and targeted application of fertilizers, pest and weed control agents using specialized trucks and equipment.
- Metered and scheduled applications are planned, with records maintained of product use and compliance.

Notes:

- Efficient use of chemicals and proper disposal as per environmental and safety regulations.
 - Readiness and expertise in crisis (e.g., severe drought, pest outbreaks).
-

12. Facility and Infrastructure Maintenance

Overview:

- The company maintains its own operational sites, garages, equipment storage, and shop facilities.
- Infrastructure management is a substantial fixed cost but critical for smooth business operations.

Notes:

- Investment in property and building maintenance is recurring and a hidden expense contributing to overall pricing.
-

13. Summary of Business Challenges and Complexity

Overview:

- Running a commercial landscaping company encompasses far more than on-site lawn care; it involves logistics, staff management, legal compliance, training, customer relations, and large capital outlays for equipment.
- The culmination of these factors underpins the company's pricing structure and

illustrates the professional standards upheld.

Notes:

- The presentation is positioned as a comprehensive overview, aiming to educate about the behind-the-scenes complexities that support high-quality landscaping outcomes.

14. Employee Turnover and Retention Strategies

Overview:

- Employee turnover includes both voluntary and involuntary separations, with voluntary turnover generally low, around or below 5%.
- The company has experienced improved recovery rates and retention compared to prior years, supported by long-term staff with 5 to 15 years of tenure.
- Retention hinges on balancing work demands, providing benefits, and fostering a positive work environment.

Notes:

- The company maintains detailed records on employee tenure and turnover, using insights to adjust hiring and engagement practices.
 - Managers emphasize recognizing employee value and offering meaningful incentives.
 - Retention is identified as a critical factor in business stability and client satisfaction.
-

15. Financial Management and Budget Forecasting

Overview:

- Financial operations are decentralized; each branch operates with an empowered, semi-autonomous business model.
- Controllers and accounting systems support budget oversight and rolling forecasts, with planning cycles extending at least a year in advance.
- Regular reviews compare actual performance to annual budgets, enabling dynamic adjustments.

Notes:

- Utilization of forecasting tools assists in anticipating seasonal labor and material costs.
 - The model allows branch managers to make decisions efficiently while remaining accountable to overall company goals.
-

16. Pricing Methodology and Proposal Development

Overview:

- Pricing is calculated through a combination of production rate modeling, full-time labor estimates, equipment usage, and material costs.
- Project size, scope, and frequency influence cost determinations. Advanced technologies including AI and GPS mapping are used to improve accuracy.
- Profit margin targets and gross profit thresholds guide final proposal figures.

Notes:

- Proposals undergo internal review and approval processes involving presentation leaders and account managers to ensure accuracy and competitiveness.
 - Continuous refinement of pricing strategies exists to balance market pressures with financial sustainability.
-

17. Operational Efficiencies and Productivity Considerations

Overview:

- Productivity directly affects pricing and profitability; operational efficiencies include equipment utilization, route optimization, and crew performance.
- Fuel costs, repair expenditures, and labor efficiency are monitored closely.
- Maintenance downtime and equipment replacement are factored into operational budgets.

Notes:

- The competitive landscape and market pricing influence strategies to maximize productivity while maintaining quality standards.
 - The company recognizes external influences, such as fuel price volatility and labor market challenges.
-

18. Communication and Educational Outreach to Homeowners

Overview:

- The company prioritizes educating homeowners to foster understanding of service complexity and cost structure.
- Materials demonstrating time, labor, and equipment requirements are developed to set realistic expectations.
- Real examples, such as demonstration sheets, illustrate differences between professional and DIY work.

Notes:

- Communication efforts are intended to reduce misconceptions about landscaping service time and cost.
 - Outreach is ongoing, supporting resident understanding and satisfaction.
-

19. Upcoming Topics and Special Projects

Overview:

- The next scheduled presentation is on October 28th, featuring updates on hurricane-related tree losses and restoration plans.
- Sensitive issues such as tree replacement and recovery are approached with transparency and empathy.
- Planning is underway to offer detailed reports and recommendations regarding storm impacts.

Notes:

- Continued engagement with community stakeholders is planned to maintain trust and open dialogue on landscaping challenges.
-

20. Closing Remarks and Question Session**Overview:**

- The session concludes with an open question period addressing operational, financial, legal, and environmental concerns.
- Attendees express interest in receiving supporting documentation and detailed reports for educational purposes.
- The presenter reiterates commitment to transparency and ongoing communication.

Notes:

- All information discussed during the workshop will be shared with participants and posted for public reference.
- The session ends on a note of cooperation, with future meetings confirmed and follow-up actions scheduled.

21. Workshop Meeting Minutes and Transcription Procedures**Overview:**

- Workshop meeting minutes are systematically recorded, transcribed, and distributed to Inframark and board members.
- There is clear communication that no additional charge is currently applied for pdf of transcription sent.
- Procedures are in place to ensure accurate capture of discussions using audio recordings and subsequent transcription.

Notes:

- Confirmation that transcription is sent as a pdf and not a new or separate expense for the board.
 - Ongoing dialogue regarding transcription costs and procedures emphasizes transparency and fiscal responsibility.
 - Plans to formalize transcription workflows and clarify reporting responsibilities are underway ahead of the upcoming October 28th meeting.
-

22. Clubhouse Entrance Renovation Discussion**Overview:**

- Proposals focus on enhancing the clubhouse entrance with nautical-themed elements, including pylons and rope installations.
- Various rock materials are being considered, such as river rock and rip rap, balancing aesthetic appeal and functional durability.
- Attention is given to practical concerns, including pedestrian safety, material sealing, and maintenance cost-effectiveness.

Notes:

- Suggested design includes spaced pylons connected by nautical rope with an underlay of select small to medium-sized decorative rocks.
 - Discussion highlighted the benefit of replacing mulch with durable rock that requires less frequent upkeep and maintains visual consistency.
 - Cost comparisons between mulch renewal and one-time rock installation support a long-term investment approach.
 - The group is awaiting sample materials and vendor proposals to finalize choices, with preference toward light-colored stones to complement the nautical theme.
 - Safety considerations include ensuring rock stability to prevent tripping and injuries at the entrance area.
-

23. Planning and Scheduling for Upcoming Tasks

Overview:

- Coordination efforts are in progress to schedule site visits and finalize contracts for landscaping upgrades and repairs.
- The team anticipates collaboration with vendors to develop pilot installations, enabling stakeholder review before broad implementation.
- Timing aligns with seasonal maintenance windows and community event calendars to minimize disruption.

Notes:

- Engagement with contractors aims to source quality materials and secure competitive bids.
 - The importance of visual samples and on-site assessments was emphasized to ensure the project meets aesthetic and functional standards.
 - Proposed timelines target completion prior to winter months to maximize weather conditions for installation activities.
-

24. Community Engagement and Feedback Integration

Overview:

- Community members are encouraged to provide input on landscaping enhancements and maintenance schedules.
- Emphasis on incorporating resident preferences helps ensure that projects reflect collective expectations and improve neighborhood appeal.
- Forums and meetings are scheduled to facilitate ongoing dialogue and transparency.

Notes:

- Inputs regarding materials, design themes, and functional requirements are actively solicited and documented.
- Board members acknowledge the value of balancing professional recommendations with homeowner feedback to optimize outcomes.
- Future informational sessions will continue to educate residents on landscape management practices and costs.

25. Rock Material Selection and Installation Considerations

Overview:

- Discussion centers on selecting appropriate decorative rocks for clubhouse landscaping to replace annual mulch applications.
- Considerations include durability, aesthetics, safety, and long-term cost-effectiveness.
- Preference expressed for natural, light-colored stones such as granite or cream-colored river rocks, avoiding dyed or too small pebble-sized materials.

Notes:

- Replacement of mulch with rock is favored for its permanence and reduced annual maintenance costs.
 - Samples of various rock types will be procured from vendors for review by stakeholders before final selection.
 - Emphasis on rock size: too small creates instability, while larger rip rap provides a safer, stable surface.
 - Safety is a priority; unstable or shifting materials could pose tripping hazards, especially for children frequenting the area.
 - Sealing or securing rock in place is considered to maintain appearance and prevent displacement.
 - Coordination with facilities allowed for potential sample collection to facilitate informed decision-making.
 - Communication protocols established to remind relevant parties, including Jennifer and Alice, to review and respond regarding samples.
-

26. Grant Program Adoption and Timeline for Environmental Improvements

Overview:

- The group is exploring the potential adoption of a grant program aimed at environmental enhancements, particularly for pond restoration and landscaping.
- The process includes qualification assessment, official program adoption, and subsequent grant application targeting next year's funding cycle.
- The project is understood to be multi-phased with a long timeline extending into the following calendar year.

Notes:

- Initial step involves approval of the grant program before applications can be submitted.
- Evaluation expected when county representatives are available to confirm qualification criteria and program details.
- Scheduling challenges exist, with meetings rescheduled and uncertain availability causing delays.
- Timeline aligns with environmental and seasonal factors: planting and restoration efforts are best timed around rainy/hurricane season (June-December).
- Successful grant acquisition would facilitate purchasing and planting aquatic vegetation for pond health and aesthetic improvement.
- The long process requires patience and sustained engagement to coordinate federal and county resources for implementation.

27. Community Amenities and External Grant Opportunities

Overview:

- Discussion addressed potential external grants available for community amenities such as public parks, fitness equipment, and recreation facilities.
- Interest in leveraging such grants to enhance neighborhood recreational infrastructure, reduce community financial burden, and increase resident engagement.

Notes:

- Grant programs offering funding for exercise equipment, public parks, and outdoor fitness tracks were mentioned from nearby municipalities.
- Community members and board members acknowledged the value of researching and applying for these grants.
- Comparative observations made about existing facilities offering outdoor recreational features like skateboard parks, splash pads, and walking tracks.
- County resources and contacts are seen as valuable for exploring eligibility and application procedures.
- The approach involves evaluating similar programs to adapt ideas for potential local implementation.

28. Mailing Notices and Related Financial Oversight

Overview:

- The group reviewed the costs associated with mailing notices to homeowners, highlighting the use of a third-party vendor responsible for distribution.
- Concerns were raised about the increased expenses related to mailings, especially following recent rate adjustments.
- Board seeks clarity on budget impact and accounts responsible for these expenditures.

Notes:

- Mailing services incur significant charges, approximately \$1,200–\$1,300 per mailing event, considered a substantial expenditure within community finances.
- The use of a third-party company was confirmed, with payments and invoicing being investigated for proper accounting treatment.
- Current mailings are tied to assessment changes requiring notification to all homeowners, thereby justifying the mailing requirement despite high costs.
- The accounting department is tasked with tracing payments and confirming proper budget allocations.
- Discussion underscored the importance of clear invoice coding and documentation so expenses are correctly attributed to respective budget lines.
- Board expressed intent to monitor and audit mailing-related expenditures regularly to identify any discrepancies.

29. Insurance Premium Increases and Financial Audit Recommendations

Overview:

- Recent spikes in community insurance premiums prompted concerns regarding budget management and premium justification.
- The increase, notably by approximately \$7,000, significantly impacts planned expenses and calls for further investigation.
- Suggestions include conducting an audit to reconcile premium charges with quotes and budgeting.

Notes:

- Previous insurance quotes were within budgeted expectations, but current invoices reflect sharp increases.
 - Audit would clarify discrepancies, verify vendor charges, and ensure financial compliance.
 - The board is aware of the need to coordinate with the director of accounting and relevant financial officers to address this matter.
 - Timing is critical as the community is approaching the end of the fiscal year (September 30), when audits and financial reviews typically occur.
 - The board aims to maintain fiscal transparency and accountability through enhanced oversight.
-

30. Invoice Processing and Budget Coding Protocols

Overview:

- Concerns raised about proper coding and tracking of invoices across multiple expense categories within community operations.
- Manual review processes for invoices highlight inconsistencies in description and budgeting resulting in accounting challenges.

Notes:

- Different managers review invoices and annotate allocation to respective budget lines; however, this has not been consistently performed.
- Poor coding and invoice documentation increase the burden on accounting staff and risk misallocation of expenses.
- Past issues were addressed via process improvements, but continuous diligence is necessary.
- Board emphasizes the need for systematic invoice reviews and clear guidelines for budget coding to avoid future confusion.
- Accurate financial reporting supports sound decision-making and integrity in community management.

31. Landscaping RFP Status and Vendor Engagement

Overview:

- The landscaping Request for Proposal (RFP) process is underway, including recent site walkthroughs with prospective vendors.
- Approximately seven vendors participated in the walkthrough, with some interested parties opting for independent bids or different approaches.
- Coordination and scheduling challenges have affected vendor engagement and internal oversight.

Notes:

- The walkthrough was conducted as required prior to submission deadlines, ensuring vendors could assess the property conditions.
 - Some vendors chose not to participate in the formal walkthrough but planned private visits, highlighting a flexible but somewhat decentralized bid process.
 - Suggestions were made for enhanced involvement by key personnel, such as Ken, to provide evaluations of vendor qualifications and proposals, though this has not occurred as anticipated.
 - Communication protocols specify that vendors may visit the property independently to finalize their bids, with walks being optional.
 - The board awaits submission of formal bids to proceed with evaluation and selection.
 - Emphasis on timing and thoroughness to ensure landscaping services meet community standards and budgetary expectations.
-

32. Website Updates and Resident Communications**Overview:**

- Planned updates to the community website aim to improve resident access to information and clarity on neighborhood boundaries, property maps, and general HOA activities.
- Efforts focus on making the website user-friendly, educational, and responsive to common resident concerns.
- Coordination includes integrating detailed property maps and information about community zones (e.g., CBD areas), fences, and county boundaries.

Notes:

- A key update includes standard maps showing aerial views and property lines to address frequent resident confusion regarding boundaries and fencing.
 - Recommendations include adding plat survey maps for residents to verify fence locations relative to property lines.
 - Educational content on wildlife stewardship and safety is planned, particularly concerning local alligator habitats and animal behavior.
 - The website will feature a “See Something, Say Something” section to promote community vigilance and reporting of concerns such as wildlife feeding, trespassing, and hazardous conditions.
 - Communications have been supplemented by targeted emails to residents, including meeting minutes and clarifications on past discussions to improve transparency.
 - The board intends to maintain ongoing updates as a work in progress, encouraging resident feedback and participation.
 - Social media posting protocols were discussed, emphasizing controlled commenting to promote constructive engagement while minimizing misinformation and negativity.
-

33. Wildlife Management and Safety Awareness Initiatives**Overview:**

- The community acknowledges ongoing concerns related to local wildlife, notably alligators, and their interaction with residents and pets.
- Strategies are proposed to educate residents on proper wildlife interaction, feeding

prohibitions, and safety precautions.

- The overall aim is to reduce incidents and foster respectful coexistence with native fauna.

Notes:

- Alligator populations pose risks if residents feed them or encourage habituation, which can lead to aggressive behavior and property damage.
 - Community messaging emphasizes the illegal nature of feeding wildlife and encourages reporting violations with evidence such as videos or photographs.
 - Educational materials will describe typical wildlife species, habitat depths, and behaviors to inform residents, with visual aids linking to specific property sections.
 - Safety warnings highlight the potential hazards of alligator habitats, particularly to children and pets, while reassuring that attacks are infrequent under normal conditions.
 - Emphasis on community involvement for proactive monitoring and communication with wildlife authorities when issues arise.
 - The website will serve as a primary platform for this outreach, providing updated guidance and resources.
-

34. Community Enforcement and Incident Reporting Processes

Overview:

- Procedures have been reviewed regarding the enforcement of community rules and response to reported incidents, including illegal wildlife feeding and speeding concerns.
- Promoting resident participation in monitoring and reporting enhances enforcement effectiveness and community safety.

Notes:

- Residents are encouraged to report violations such as wildlife feeding or speeding through official channels with sufficient evidence for prompt action.
 - Coordination with county authorities enables response measures, such as speed monitoring and installation of speed detection strips, contingent on demonstrated community concerns.
 - Past challenges noted involve gaps in follow-through on collections and compliance actions, with recent efforts to reinstate consistent enforcement protocols.
 - Board members continue to advocate for transparency and responsiveness, fostering trust by updating residents on enforcement status via website and email communications.
 - The “See Something, Say Something” initiative is key to engaging residents as active partners in preserving community standards and safety.
-

35. Resident Engagement and Outreach Strategies

Overview:

- Recognizing resident frustration and confusion around budgeting and community operations, the board seeks to improve outreach and education.
- A multipronged approach aims to increase transparency, reduce misinformation, and invite constructive dialogue.

Notes:

- Enhanced website functionality is intended to simplify information access for all residents, including those less familiar with technology.
 - Regular HOA flash emails and newsletters will complement website updates to maintain steady communication flows.
 - Social media policy includes controlled engagement approaches to limit unproductive commentary while promoting factual updates.
 - Board members express the need to bridge gaps for residents who primarily attend meetings only when concerns arise, fostering ongoing involvement beyond budget conflicts.
 - Initiatives to motivate attendance and participation focus on clarifying financial matters, community projects, and operational improvements.
 - The board plans to monitor resident feedback actively, adapting communication tactics to meet evolving needs.
-

36. Road Safety and County Coordination**Overview:**

- Speeding and road safety issues on community streets remain a concern, with efforts underway to collaborate with county services for monitoring and enforcement.
- Installation of speed detection devices and call-for-action protocols are discussed as mechanisms to address complaints.

Notes:

- Residents are encouraged to submit requests for county traffic surveys, supporting evidence-based interventions such as speed bumps or enforcement patrols.
- Surveillance efforts, including personal use of cameras, have been employed by residents to document violations for submission to authorities.
- The board reiterates the importance of gathering sufficient community support before county resources are allocated for traffic enforcement measures.
- Collaboration with county representatives is essential for implementing effective traffic calming solutions.
- Communication via the website and emails will guide residents on how to participate and report road safety concerns properly.

37. Architectural Approvals and Property Modification Oversight**Overview:**

- Issues have arisen regarding unauthorized or improperly approved structural modifications on community and CDD property, prompting discussions on enforcement and responsibility.
- The need for clear protocols on architectural review, council engagement, and resident compliance is emphasized to limit liability and maintain community standards.

Notes:

- Recent cases involve installation of fences and other structures without proper approval, raising liability concerns for the CDD and HOA.
- It has been clarified that any architectural changes generally require submission for

approval and compliance with county and CDD regulations.

- The board discussed the importance of ensuring that engineering and architectural modifications go through appropriate council reviews before implementation.
- Engagement with legal counsel is approached cautiously to manage costs and avoid unnecessary litigation, with a preference for resolution through internal controls and clear communication.
- The board is working to define which kinds of property adjustments fall under CDD jurisdiction versus homeowner or HOA control, especially regarding easements and drainage areas.
- An action plan includes conducting a comprehensive property survey to identify all unauthorized modifications and address them collectively rather than piecemeal.
- Residents are reminded of county laws prohibiting unauthorized encroachments and that enforcement will include notices and potential fines for violations.
- The board recognizes the need to educate residents about approval processes to prevent future unauthorized work and conflicts.

38. Coordination with County Authorities on Property and Compliance Issues

Overview:

- Collaboration with county agencies is vital in enforcing property boundaries, drainage maintenance, and fencing regulations.
- The board seeks clarification from county officials regarding approved projects and possible remedies when encroachments or noncompliance occur.

Notes:

- The board will contact the county to verify the status and validity of approvals for ongoing or completed projects, such as fence installations, to clarify enforcement options.
- If projects are county-approved, enforcement actions may be limited; however, unauthorized modifications will be challenged through official channels.
- Discussion includes exploring remedies and options when county approvals impose responsibilities on the CDD or HOA for relocation or removal of encroachments.
- The board aims to establish a cooperative relationship with the county to facilitate inspections, approvals, and conflict resolution.
- Maintaining open communication with county enforcement is essential to ensure residents understand reporting procedures and compliance requirements.

39. Facilities Inspection and Vendor Reporting

Overview:

- Ongoing inspections of community properties by contracted vendors and internal reviews are crucial for maintenance oversight and performance evaluation.
- There is a need for consistent, detailed reporting to the board to inform decision-making and ensure vendor accountability.

Notes:

- Recent concerns have been raised regarding the completeness and timeliness of vendor

reports, with some reports not reaching the board as expected.

- The board requests that future vendor reports include photographic evidence alongside detailed narratives of inspections or maintenance work performed.
 - Clarification is needed regarding whether reports are formally placed on meeting agendas and distributed in advance to board members.
 - The possibility of revising the reporting format to meet board expectations and improve transparency is under consideration.
 - Plans include specifying required report content at upcoming meetings to align with board needs and community oversight standards.
 - The board is monitoring vendor responsiveness and considering alternative service providers if reporting standards are not met satisfactorily.
-

40. Communication Protocol and Board Decision-Making Processes

Overview:

- Establishing clear internal protocols for communication with legal counsel, vendors, and residents is essential for efficient operations and preventing misunderstandings.
- The board discusses decision-making authority boundaries and appropriate consultation practices.

Notes:

- Board members emphasized the importance of centralized approval before engaging legal counsel to manage costs and maintain unified positions.
- There is awareness that some staff or board representatives may be uncertain of the proper channels and restrictions on direct communication with legal or external parties.
- Training or refresher sessions may be warranted to clarify roles, responsibilities, and communication flows.
- The board discussed the need for collectively agreed-upon procedures for handling architectural and engineering requests, including when and how to escalate issues.
- Communication with residents should provide consistency and avoid mixed messages, reinforcing decision outcomes and next steps clearly.
- The board plans to codify communication guidelines and decision protocols to enhance transparency and efficiency in its governance.

41. Encroachment Issues and Enforcement Strategies

Overview:

- Encroachment disputes continue to be a significant concern, with some residents allegedly extending beyond property boundaries onto CDD land.
- The board is exploring enforcement measures, legal options, and coordination with county authorities to address violations effectively while managing costs.
- Emphasis is placed on clarifying resident responsibilities, approval processes, and possible repercussions to prevent future encroachments.

Notes:

- The board plans to contact county officials to verify the legal standing of existing fence installations and determine if they were properly approved.
- County code enforcement might require residents to remove or relocate encroaching structures at their own expense, with penalties for noncompliance including demolition.

costs.

- The importance of residents submitting accurate property surveys with their ARC approval requests was reiterated to avoid boundary conflicts.
- Concerns were raised about some residents ignoring setback and boundary guidelines, increasing liability risks for the CDD.
- The board affirmed the need to avoid unnecessary expenditure on legal counsel unless absolutely necessary, relying first on county code enforcement actions.
- Monitoring and documenting encroachments will continue, with updates expected at the October 14 meeting.
- The board recognizes that early detection and clear communication with residents can help resolve issues without escalating to litigation or council involvement.
- It was noted that encroachment enforcement rests largely with county code and ARC processes, emphasizing collaboration with these entities to minimize administrative burden.

42. Community Pool Safety and Wildlife Deterrence

Overview:

- The presence of ducks around the community pool has created concerns for resident safety and pool maintenance.
- The board is considering various humane and practical methods to deter wildlife while ensuring the pool remains safe, especially for children.
- Cost-effective solutions and risk mitigation strategies are being evaluated to balance safety and budget constraints.

Notes:

- Covering the pool is recognized as the most effective method to deter ducks, but full pool covers pose significant safety risks for children and residents.
- Partial or removable covers were discussed but may be ineffective, as uncovered water attracts birds immediately.
- The board explored inexpensive deterrents such as floating alligator decoys and other visual scare devices, although their long-term effectiveness is uncertain.
- Concerns were raised about installing permanent deterrents near a uniquely shaped pool with multiple inlets, potentially complicating coverage.
- Safety considerations include ensuring any covers or deterrents do not create drowning hazards or impede pool access during emergencies.
- The board acknowledged the challenge of balancing safety, aesthetic concerns, and budget limitations, with no perfect solution immediately evident.
- It was proposed to test several low-cost measures initially before considering more expensive or structural options.
- The board stressed the importance of continued communication with residents about pool rules and wildlife management expectations to foster cooperation.

43. Vendor Performance and Reporting Improvements

Overview:

- Vendor performance, particularly related to landscape inspections and reporting, remains an area for improvement to meet board expectations for transparency and

accountability.

- The board is working to articulate more precise reporting requirements and confirm vendor adherence to contractual obligations.

Notes:

- Concerns include incomplete or late reports, minimal narrative details, and lack of supporting photographs documenting site conditions.
- The board intends to formally request comprehensive monthly reports with clear identification of issues and photographic evidence to supplement written findings.
- Expectations will be clarified at upcoming meetings, including specifying the scope of inspections and parameters for vendor deliverables.
- Past vendor transitions and roll-ins (e.g., combining services into one contract) have created confusion over reporting responsibilities.
- The board is monitoring vendor responsiveness, with consideration given to alternatives if current providers fail to comply with reporting standards.
- Improved agenda management will ensure reports are distributed timely and consistently, allowing board members appropriate review before meetings.
- Enhanced vendor communication protocols may be established to streamline issue reporting and follow-up actions.

44. Clarification of Board Meeting Agendas and Documentation

Overview:

- Proper inclusion and organization of all necessary reports and agenda items are essential for productive board meetings and informed decision-making.
- The board is addressing previous lapses in documentation and seeking to improve transparency.

Notes:

- Instances were noted where vendor reports appeared as separate emails outside the formal agenda package, causing accessibility issues.
- The board resolved to implement stricter guidelines on agenda preparation, ensuring all relevant documents are provided within meeting packets.
- Clarification will be provided on whether certain items should appear as line items versus attachments to enhance visibility.
- The board supports standardizing the format and content of recurring reports to maintain consistency across meetings.
- There is recognition that clearer communication with vendors and staff on submission deadlines is necessary to avoid last-minute or missing materials.
- These improvements aim to foster more effective board discussions and timely follow-ups on outstanding issues.

45. Resident Communication and Education Initiatives

Overview:

- Educating residents about community rules, architectural approval processes, encroachment policies, and safety expectations is vital to prevent conflicts and maintain harmony.

- The board is developing strategies to enhance outreach and clarity.

Notes:

- Emphasis on educating new and existing residents about property boundaries and the necessity of ARC approvals prior to modifications.
 - Providing clear guidance on encroachment consequences, including potential fines and required remediation steps.
 - Reinforcing pool use rules and wildlife safety considerations through signage, newsletters, or community events.
 - Encouraging residents to report concerns promptly to the board or management to allow timely intervention.
 - Considering distribution of FAQs or informational packets to supplement official documents and reduce misunderstandings.
 - Efforts will focus on consistent messaging across all communication channels to build resident trust and compliance.
-

46. Upcoming Action Items and Meeting Follow-ups

Overview:

- The board outlined next steps to address current challenges across property management, enforcement, and community engagement.
- These actions are scheduled for continued review at the upcoming October 14 board meeting.

Notes:

- Confirm county enforcement stance and recourse options on encroachment cases.
- Set clear inspection and vendor reporting standards for regular delivery and content quality.
- Develop and test low-cost pool wildlife deterrent strategies with resident safety as a priority.
- Improve agenda preparation processes, ensuring all materials are complete and accessible to board members.
- Finalize resident educational materials concerning property conduct and facility use policies.
- Monitor progress and adjust plans based on feedback and legal or regulatory developments.

47. Pool Area Safety Enhancements and Wildlife Deterrent Devices

Overview:

- Continued efforts are being made to identify practical and safe methods to reduce wildlife presence, particularly ducks, around the community pool area.
- The board is evaluating a variety of deterrent devices, including visual scare decoys, motion-activated sprinklers, ultrasonic repellents, and lighting solutions, aiming for effective yet non-invasive approaches.
- Consideration is given to the complex shape of the pool and existing infrastructure to ensure any installations do not compromise safety or aesthetics.

Notes:

- Floating decoy alligators and eagle statues have been proposed and tested to varying degrees of success, with resident feedback indicating both fear responses in birds and some concerns about realism and longevity.
- Motion-activated sprinklers are under consideration, but challenges include accidental triggering by residents or pets, water usage concerns, and maintenance requirements.
- Ultrasonic animal deterrents, commonly used for dogs or birds, were discussed with attention to sensitivity settings and potential impacts on non-target species or residents.
- Solar-powered or battery-operated ultrasonic devices may offer cost-effective and environmentally friendly options.
- Lighting enhancements, such as flashing LED or strobelights, have been suggested to increase the visibility of decoys and deter wildlife during twilight or nighttime hours.
- The board recognizes the importance of avoiding solutions that could cause discomfort or accessibility issues for residents, emphasizing humane deterrence.
- Placement of devices is being strategized to cover vulnerable pool edges, especially near inlets and unique pool contours, without interfering with regular use.
- Long-term monitoring plans include assessing deterrent effectiveness seasonally and adjusting deployments or trying alternative technologies as needed.

48. Signage and Communication Tools for Pool and Community Rules

Overview:

- Enhancing communication with residents through clear, accessible signage and portable messaging tools is a priority to improve compliance with pool safety and community regulations.
- The board is exploring temporary and flexible signage options to supplement permanent notices without creating visual clutter.

Notes:

- A foldable, wheeled sign has been proposed, which can be positioned at various pool entrances or community hotspots as needed, allowing dynamic messaging tied to specific events or seasonal advisories.
- Such portable signs mitigate weather and vandalism risks associated with fixed signage and provide flexibility in enforcement communications.
- Messaging content may include pool closure hours, no wildlife feeding reminders, safety precautions, and reminders about ARC approval requirements for property modifications.
- The board plans to staff the messaging with clear visual cues to maximize resident attention and understanding, including the use of icons and brief, direct language.
- Sign placement will be coordinated to avoid obstructing pathways and will be subject to periodic review for effectiveness.

49. Coordination with Management and Legal Counsel on Enforcement and Incident Response

Overview:

- The board continues to liaise closely with community management and legal advisors to address ongoing challenges related to rule enforcement, damage incidents, and resident accountability.

- Timely communication and documentation protocols are being enhanced to support enforcement actions and potential remedial measures.

Notes:

- Letters regarding damages caused by residents, particularly involving pool areas or common spaces, are tracked to ensure proper notification and follow-up with responsible parties.
 - The board emphasizes obtaining repair quotes prior to demanding reimbursement to ensure cost reasonableness and transparency.
 - Legal consultation is reserved for cases where voluntary compliance or management-led resolutions fail, balancing cost avoidance with the need to uphold community standards.
 - Management is tasked with reinforcing resident awareness of consequences for rule violations, including financial responsibility for damages and potential loss of privileges.
 - Coordination extends to monitoring repair completion and verifying that corrective actions meet community expectations and safety standards.
 - Future meetings will include updates on enforcement outcomes and any ongoing legal considerations.
-

50. Resident Engagement and Ongoing Feedback Mechanisms

Overview:

- Encouraging continuous resident involvement and feedback remains a cornerstone of community governance efforts to foster a cooperative atmosphere and preempt conflicts.
- The board is considering additional channels and strategies to solicit input and share updates effectively.

Notes:

- Regular email newsletters and digital updates are planned to keep residents informed on safety measures, rule changes, and upcoming projects.
 - Surveys or informal polls may be utilized to gauge resident satisfaction with deterrent devices and community rules, guiding future decisions.
 - Community meetings and workshops could supplement written communications by providing platforms for direct dialogue and clarification.
 - Emphasis will be placed on clear, timely responses to resident inquiries and concerns to build trust and encourage proactive behavior.
 - Collaborative approaches are seen as essential to managing expectations and reducing potential resistance to new initiatives.
-

51. Next Steps and Upcoming Meeting Agenda Items

Overview:

- The board is organizing the agenda for the next meeting to address open items related to pool safety, wildlife deterrents, enforcement actions, and resident communications.
- Priority will be given to reviewing feedback from recent deterrent deployments and finalizing policy enhancements.

Notes:

- Evaluate interim results from installed wildlife deterrents and adjust or expand methods as necessary.
- Present draft guidelines for portable signage usage and message content for board approval.
- Review status reports on encroachment enforcement and resident damage reimbursements.
- Discuss proposals for enhanced vendor reporting and inspection processes aligned with recently updated standards.
- Plan resident outreach programs focusing on pool safety, wildlife awareness, and property modification protocols.
- Schedule coordination meetings with legal counsel to review potential policy refinements and risk mitigation strategies.
- Confirm follow-up on previously assigned tasks, including correspondence with county authorities and management updates.

52. Pickleball Court Repairs and Facility Improvements**Overview:**

- The board is prioritizing the repair and reopening of the pickleball court to accommodate resident demand and enhance community recreational offerings.
- Discussions focus on obtaining competitive repair quotes, assessing timely implementation, and incorporating additional facility features to maximize usability across seasons.
- Consideration is given to balancing cost control with quality, ensuring safety, and offering amenities that attract diverse age groups and promote family engagement.

Notes:

- Damage caused by minor residents to the pickleball court fencing has triggered the dispatch of notification letters to responsible families, emphasizing reimbursement responsibilities.
 - A single repair quote has been procured from a preferred contractor previously used for fencing projects; the board seeks to confirm affordability, ideally under the \$5,000 approval threshold to expedite authorization.
 - Emphasis is placed on rapid scheduling to complete repairs before peak cooler months when pickleball activity typically increases, thereby extending seasonal usage.
 - Discussions include potential installation of a foldable, movable sign near the court during active months to inform and control use without permanent fixtures.
 - Additional court features considered include netting enhancements to prevent balls from flying into adjacent areas, improving safety for children and vehicles nearby.
 - The board agrees on the importance of diverse recreational options to distinguish community amenities from neighboring subdivisions, mentioning possible additions such as shuffleboard decks, ping pong tables, or horseshoe pits.
 - Exercise equipment for the surrounding grassy areas is proposed to provide year-round outdoor fitness opportunities, especially during colder months when pool use diminishes.
 - Coordination with management is underway to confirm timelines, contractor availability, and possible contingencies related to weather or material supply delays.
 - The board plans to approve repair contracts and enhancements at the next meeting scheduled after the spring workshop, ensuring all steps comply with spending policies.
-

53. Playground Drainage and Safety Upgrades

Overview:

- Ongoing concerns about water accumulation and drainage at the community playground necessitate infrastructure improvements to maintain safety and usability during and after rain events.
- The board is investigating effective drainage solutions, including underground piping installations to divert water and reduce pooling hazards.

Notes:

- Staff has taken photographs documenting problematic water depth near playground equipment, highlighting urgent need for remediation.
 - Proposals include installing a buried drainage pipe system to channel excess water away safely, reducing prolonged wet conditions that could contribute to equipment damage or slip hazards.
 - Preliminary discussions suggest project costs may remain moderate, approximately \$1,500 range, based on contractor estimates for similar work.
 - The board emphasizes seeking licensed and experienced contractors for the work to ensure durability and compliance with community standards.
 - Additional preventive measures may be considered, such as surface material upgrades or minor grading adjustments, pending cost-benefit analysis.
 - Coordination with the vendor responsible for playground maintenance is planned to streamline repair scheduling and ongoing upkeep tasks.
-

54. Incident Follow-Up and Resident Accountability

Overview:

- Effective follow-up on property damage incidents remains a priority, ensuring transparent communication with involved parties and timely resolution.
- The board underscores the need for procedural clarity in tracking notification letters, repair timelines, reimbursement arrangements, and enforcement actions.

Notes:

- Copies of official letters sent to families of minors involved in damages are to be reviewed to confirm content and timelines for response and payment.
 - Board members express desire to maintain documentation of communications for accountability and potential legal reference, if required.
 - Age and situational awareness of minors involved are factored into handling responses and determining appropriate steps for behavior correction and restitution.
 - Management is tasked with monitoring payment progress and repair completion status, reporting updates to the board at regular intervals.
 - Discussions include potential escalation to legal counsel only if voluntary compliance fails, with preference given to amicable resolutions that promote community harmony.
 - Enforcement reminder notices and visible signage aim to discourage future violations and support a culture of respect for common areas.
-

55. Meeting Scheduling and Administrative Coordination

Overview:

- The board reviews scheduling constraints for upcoming meetings and workshop sessions to facilitate timely approvals and project progress.
- Attention is paid to aligning decision-making milestones with notification requirements and contractor availability for planned projects.

Notes:

- The next regular board meeting is slated for the 28th, with a workshop on the 14th providing an opportunity to finalize preparatory materials and preliminary discussions.
- Due to notification and procedural policies, moving meeting dates is challenging at this stage; however, earlier start times may be considered if urgent decisions arise.
- The board authorizes designated members to engage proactively with management and contractors to secure quotes and project commitments ahead of formal approvals.
- Approvals under the \$5,000 threshold may be expedited via delegated authority if documentation is complete and vendor reliability is established.
- Continuous communication between board members, management staff, and legal counsel is emphasized to maintain momentum and address emergent concerns promptly.
- Plans include briefing all parties on procedural thresholds, financial controls, and project status updates during forthcoming meetings.

56. Pool Maintenance and Closure Procedures**Overview:**

- The board is addressing the end-of-season pool maintenance requirements, including formal closure scheduling and necessary preparatory measures for winterization and safety compliance.
- Coordination with contractors and engineers is critical to establish clear instructions, confirm timelines, and manage associated costs effectively.

Notes:

- Discussion highlights difficulties in obtaining timely responses from engineers regarding specific pool maintenance protocols, limiting progress on closure plans.
- Communication with the original pool builder is underway to clarify warranty, repair scope, and historical maintenance recommendations.
- The board agrees on the necessity to schedule an official pool closure soon to facilitate ultrasound inspections and structural assessments without disruption to resident use.
- Pool draining is considered a viable option during closure to prevent damage, contingent on engineering guidance and environmental regulations.
- Timelines suggest closure should occur before the end of the current season's warm weather to preemptively reduce risk and enable uninterrupted winter maintenance activities.
- The board contemplates issuing clear notices to residents regarding closure dates, associated restrictions, and safety protocols to ensure community compliance and minimize inconvenience.

57. Insurance Claims and Financial Impact**Overview:**

- The recent incidents requiring repairs have prompted a review of insurance claim possibilities and financial planning to manage potential deductibles and reserve fund utilization.
- Board members express cautious optimism that claims will offset repair costs but emphasize prudent budgeting and reserve management.

Notes:

- Initial assessment estimates repair and replacement costs potentially around \$30,000, with consideration for deductibles near \$12,000, impacting net recoverable amounts.
 - Discussions include weighing the cost-effectiveness of filing claims against reserve balances, as some damages may fall below or near deductible thresholds.
 - Board members uphold a conservative approach to expenditures, ensuring reserve funds remain adequate to cover unforeseen future maintenance while authorizing necessary immediate repairs.
 - Coordination with insurance providers is ongoing to expedite claim processing and clarify coverage limits.
 - The financial strategy aims to minimize disruption to the community budget while maintaining essential amenity integrity and safety standards.
-

58. Community Notification and Enforcement Enhancements

Overview:

- Improving communication protocols and enforcement mechanisms for resident infractions and property damage is a priority to strengthen accountability and community trust.
- The board plans to refine the content, distribution, and follow-up processes of notification letters and related correspondence.

Notes:

- Current notification letters to responsible families include clear payment deadlines, descriptions of damages, and consequences for non-compliance, including suspension of privileges.
 - The board favors direct engagement with offending parties to allow explanations, encourage restitution, and facilitate behavior correction, particularly when minors are involved.
 - Emphasis is placed on transparent, consistent enforcement policies that apply equally across all residents to deter future incidents.
 - Procedures include potential suspension of amenity access until payments or reparations are made, supported by photographic and video evidence to substantiate claims.
 - The board acknowledges the role of social accountability in fostering compliance, suggesting personal meetings or hearings where appropriate to reinforce community standards.
 - Management is tasked with tracking enforcement outcomes and reporting to the board for ongoing evaluation and potential policy adjustments.
-

59. Future Recreational Planning and Accessibility Initiatives

Overview:

- Looking ahead, the board discusses potential additions to community amenities aimed at enhancing inclusivity, physical fitness, and year-round engagement for residents of all ages and abilities.
- Accessibility considerations remain central to planning, ensuring recreational facilities meet diverse needs, including those of residents with mobility challenges.

Notes:

- Proposed additions include fitness stations distributed throughout common grassy areas to complement pool and court activities, supporting outdoor exercise during cooler months.
 - Board expresses interest in incorporating universally accessible features, such as wheelchair-friendly paths and equipment, to broaden participation.
 - Collaboration with landscape and recreation specialists is anticipated to design appropriate facilities that integrate aesthetic appeal with practical functionality.
 - Community surveys or feedback initiatives may be launched to prioritize recreational investments aligned with resident preferences.
 - The board intends to phase new project proposals in coordination with budget cycles, seeking grant opportunities or partnerships where feasible to offset costs.
-

60. Meeting Conclusion and Adjournment

Overview:

- The meeting concludes with affirmation of agreed actions, confirmation of responsibilities, and reminders of upcoming dates to maintain project momentum and effective governance.
- Appreciation is expressed for participant contributions and collaborative effort toward community enhancement.

Notes:

- Next steps include obtaining repair quotes, finalizing pool closure arrangements, and advancing insurance claims per discussed guidelines.
- Board members confirm adherence to timelines surrounding the October 28 meeting for formal approvals and updates.
- Management commits to distributing summary communications to residents regarding facility status and upcoming community activities.
- The meeting is adjourned with thanks and anticipation of continued progress on prioritized initiatives.

SHELL POINT CDD
Summary of Operations and Maintenance Invoices

Vendor	Invoice Date	Invoice/Account Number	Amount	Invoice Total	Comments/Description
Monthly Contract					
CHARTER COMMUNICATIONS ACH	9/9/2025	24594300090925-ACH	\$205.00	\$205.00	SVC PRD 09/09-10/08/25
Monthly Contract Subtotal			\$205.00	\$205.00	
Utilities					
BOCC ACH	9/2/2025	090225-9190-ACH	\$628.50	\$628.50	WATER
BRIGHT VIEW LANDSCAPE SERVICES	8/1/2025	9437090	\$11,412.10	\$11,412.10	August 2025 Landscaping Maintenance
BRIGHT VIEW LANDSCAPE SERVICES	9/1/2025	9473084	\$11,412.10	\$11,412.10	September 2025 Landscape Maintenance
TECO ACH	9/4/2025	090425-6112-ACH	\$8,314.33	\$8,314.33	September 2025 Electric
Utilities Subtotal			\$31,767.03	\$31,767.03	
Regular Services					
ACTION SECURITY, INC	9/1/2025	30386	\$145.00	\$145.00	September 2025 Action Security
ALAFIA TERMITE & PEST SERVICES, INC.	8/26/2025	082625	\$650.00	\$650.00	Indoor Pest Control Services
ANGELA MARIE DAVIS	9/9/2025	AD-090925	\$200.00	\$200.00	BOARD 9/9/25
BGE, INC	9/2/2025	28552	\$140.00	\$140.00	August 2025 District Engineer
BL POOLS dba AQUASENTRY	9/1/2025	S2UH448-14	\$1,995.00	\$1,995.00	September 2025 Pool Contract
BRITTANY IVY-SCHWARTZBAUER	9/9/2025	BS-090925	\$200.00	\$200.00	BOARD 9/9/25
BRITTANY IVY-SCHWARTZBAUER	9/23/2025	BS-092325	\$200.00	\$200.00	BOARD 9/23/25
BUSINESS OBSERVER	9/19/2025	25-02876H	\$111.56	\$111.56	Legal Advertising for 10-14-25 Workshop
CHERYL ANN HAMMOND	9/9/2025	CH-090925	\$200.00	\$200.00	BOARD 9/9/25
CHERYL ANN HAMMOND	9/23/2025	CH-092325	\$200.00	\$200.00	BOARD 9/23/25
EGIS INSURANCE	9/19/2025	29665	\$29,404.00	\$29,404.00	RENEW POLICY 10/01/25-101/01/26
ELAINE PENNINGTON	9/9/2025	EP-090925	\$200.00	\$200.00	BOARD 9/9/25
ELAINE PENNINGTON	9/23/2025	EP-092325	\$200.00	\$200.00	BOARD 9/23/25
FIRST CHOICE AQUATIC WEED	8/31/2025	113835	\$1,463.00	\$1,463.00	August 2025 Pond Maintenance
INFRAMARK LLC	9/5/2025	158093	\$350.00		MANAGEMENT FEE
INFRAMARK LLC	9/5/2025	158093	\$3,000.00		MANAGEMENT FEE
INFRAMARK LLC	9/5/2025	158093	\$7,050.00	\$10,400.00	MANAGEMENT FEE
STRALEY ROBIN VERICKER	9/16/2025	27112	\$230.00	\$230.00	District Counsel 8/13/25 and 8/25/25
VINCENT ORLANDO	9/9/2025	VO-090925	\$200.00	\$200.00	BOARD 9/9/25
VINCENT ORLANDO	9/23/2025	VO-092325	\$200.00	\$200.00	BOARD 9/23/25
Regular Services Subtotal			\$46,338.56	\$46,338.56	
Additional Services					
BRIGHT VIEW LANDSCAPE SERVICES	7/31/2025	9461881	\$2,342.81	\$2,342.81	Landscaping Services 7/31/25
BRIGHT VIEW LANDSCAPE SERVICES	7/31/2025	9461882	\$110.11	\$110.11	Landscaping Renovation Behind Pickeball Court
CORLIN SERVICES LLC	8/22/2025	0000274	\$80.00	\$80.00	Removal, Repair, Replacement of LOCK on dog bag device and investigation of leak at water fountain
Additional Services Subtotal			\$2,532.92	\$2,532.92	
TOTAL			\$80,843.51	\$80,843.51	

September 9, 2025

Invoice Number: 2459430090925
Account Number: **8337 12 028 2459430**
Security Code: **1043**
Service At: 1155 7TH AVE NW
RUSKIN FL 33570-3518

Auto Pay Notice

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Visit us at SpectrumBusiness.net
Or, call us at **855-252-0675**

Summary *Service from 09/09/25 through 10/08/25
details on following pages*

Previous Balance	205.00
Payments Received -Thank You!	-205.00
Remaining Balance	\$0.00
Spectrum Business™ Internet	170.00
Spectrum Business™ Voice	35.00
Other Charges	0.00
Current Charges	\$205.00
YOUR AUTO PAY WILL BE PROCESSED 09/26/25	
Total Due by Auto Pay	\$205.00

NOTE. Taxes, Fees and Charges listed in the Summary only apply to Spectrum Business TV and Spectrum Business Internet and are detailed on the following page. Taxes, Fees and Charges for Spectrum Business Voice are detailed in the Billing Information section.



Thank you for choosing Spectrum Business.

We appreciate your prompt payment and value you as a customer.

Auto Pay - Thank you for signing up for Auto Pay. Please note your payment may be drafted and posted to your Spectrum Business account the day after your transaction is scheduled to be processed by your bank.



4145 S. FALKENBURG RD RIVERVIEW FL 33578-8652
8633 2390 DY RP 09 09102025 NNNNNNNN 01 000986 0004

SHELL POINT CDD
2005 PAN AM CIR STE 300
TAMPA FL 33607-6008

September 9, 2025

SHELL POINT CDD

Invoice Number: 2459430090925
Account Number: 8337 12 028 2459430
Service At: 1155 7TH AVE NW
RUSKIN FL 33570-3518

Total Due by Auto Pay	\$205.00
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CHARTER COMMUNICATIONS
PO BOX 7186
PASADENA CA 91109-7186



833712028245943000205005

Invoice Number: 2459430090925
 Account Number: 8337 12 028 2459430
 Security Code: 1043

SHELL POINT CDD

Contact UsVisit us at SpectrumBusiness.net

Or, call us at 855-252-0675

8633 2390 DY RP 09 09102025 NNNNNNNN 01 000986 0004

Charge Details

Previous Balance		205.00
EFT Payment	08/26	-205.00
Remaining Balance		\$0.00

Payments received after 09/09/25 will appear on your next bill.

Service from 09/09/25 through 10/08/25

Spectrum Business™ Internet

Spectrum WiFi	0.00
Security Suite	0.00
Domain Name	0.00
Vanity Email	0.00
Static IP 1	20.00
Spectrum Business Internet Ultra	200.00
Promotional Discount	-60.00
Business WiFi	10.00
	\$170.00

Spectrum Business™ Internet Total **\$170.00****Spectrum Business™ Voice****Phone number (813) 938-1096**

Spectrum Business Voice	50.00
Promotional Discount	-15.00
	\$35.00

For additional call details,
 please visit SpectrumBusiness.net

Spectrum Business™ Voice Total **\$35.00****Other Charges**

Payment Processing	5.00
Auto Pay Discount	-5.00
Other Charges Total	\$0.00

Other Charges Continued

Current Charges	\$205.00
Total Due by Auto Pay	\$205.00

Billing Information

Tax and Fees - This statement reflects the current taxes and fees for your area (including sales, excise, user taxes, etc.). These taxes and fees may change without notice. Visit spectrum.net/taxesandfees for more information.

Spectrum Terms and Conditions of Service - In accordance with the Spectrum Business Services Agreement, Spectrum services are billed on a monthly basis. Spectrum does not provide credits for monthly subscription services that are cancelled prior to the end of the current billing month.

Terms & Conditions - Spectrum's detailed standard terms and conditions for service are located at spectrum.com/policies.

Notice - Nonpayment of any portion of your cable television, high-speed data, and/or Digital Phone service could result in disconnection of any of your Spectrum provided services.

Insufficient Funds Payment Policy - Charter may charge an insufficient funds processing fee for all returned checks and bankcard charge-backs. If your check, bankcard (debit or credit) charge, or other instrument or electronic transfer transaction used to pay us is dishonored, refused or returned for any reason, we may electronically debit your account for the payment, plus an insufficient funds processing fee as set forth in your terms of service or on your Video Services rate card (up to the amount allowable by law and any applicable sales tax). Your bank account may be debited as early as the same day payment is dishonored, refused or returned. If your bank account is not debited, the returned check amount (plus fee) must be replaced by cash, cashier's check or money order.

The following taxes, fees and surcharges are included in the price of the Spectrum Business Voice services - . FEES AND CHARGES:
 E911 Fee \$0.40, Federal USF \$2.02, Florida CST \$3.71, Sales Tax \$0.03, TRS Surcharge \$0.08.

Continued on the next page....

Local Spectrum Store: 12970 S US Hwy 301, Suite 105, Riverview FL 33579 Store Hours: Mon thru Sat - 10:00am to 8:00pm; Sun - 12:00pm to 7:00pm

Local Spectrum Store: 872 Brandon Town Center Mall, Brandon FL 33511 Store Hours: Mon thru Sat - 10:00am to 8:00pm and Sun - 12:00pm to 5:00pm



For questions or concerns, please call 1-866-519-1263.





Invoice Number: 2459430090925
Account Number: 8337 12 028 2459430
Security Code: **1043**

SHELL POINT CDD**Contact Us**

Visit us at SpectrumBusiness.net
Or, call us at **855-252-0675**

8633 2390 DY RP 09 09102025 NNNNNNNN 01 000986 0004

Billing Practices - Spectrum Business mails monthly, itemized invoices for all monthly services in advance. A full payment is required on or before the due date indicated on this invoice. Payments made after the indicated due date may result in a late payment processing charge. Failure to pay could result in the disconnection of all your Spectrum Business service(s). Disconnection of Business Voice service may also result in the loss of your phone number.

Changing Business Locations - Please contact Spectrum Business before moving your Business Voice modem to a new address. To establish service at your new location or return equipment, please contact Spectrum Business at least twenty-one (21) business days prior to your move.

Past Due Fee / Late Fee Reminder - A late fee will be assessed for past due charges for service.

Complaint Procedures: If you disagree with your charges, you need to register a complaint no later than 60 days after the due date on your bill statement.

Spectrum Business Voice - provided by Charter Communications Operating, LLC's voice subsidiaries.



Invoice Number: 2459430090925
Account Number:: 8337 12 028 2459430
Security Code: **1043**

SHELL POINT CDD



Contact Us

Visit us at SpectrumBusiness.net

Or, call us at **855-252-0675**

8633 2390 DY RP 09 09102025 NNNNNNNN 01 000986 0004





Hillsborough
County Florida

CUSTOMER NAME	ACCOUNT NUMBER	BILL DATE	DUE DATE
SHELL POINT CDD	0909989190	09/02/2025	09/23/2025

Service Address: 1155 7TH AVE NW

S-Page 1 of 1

METER NUMBER	PREVIOUS DATE	PREVIOUS READ	PRESENT DATE	PRESENT READ	CONSUMPTION	READ TYPE	METER DESCRIPTION
703173032	08/01/2025	194883	09/01/2025	236145	41262 GAL	ACTUAL	WATER

Service Address Charges

Customer Service Charge	\$6.03
Purchase Water Pass-Thru	\$124.61
Water Base Charge	\$38.19
Water Usage Charge	\$89.84
Sewer Base Charge	\$100.80
Sewer Usage Charge	\$269.03

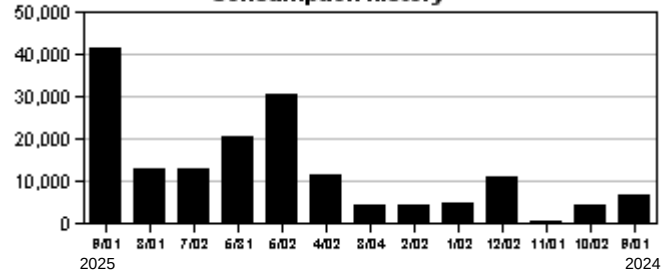
Summary of Account Charges

Previous Balance	\$278.59
Net Payments - Thank You	\$-278.59
Total Account Charges	\$628.50
AMOUNT DUE	\$628.50

Notice

* DO NOT PAY * YOU ARE ENROLLED IN OUR AUTO PAY PROGRAM. THE TOTAL AMOUNT OF THIS BILL WILL BE DEDUCTED FROM YOUR BANK ACCOUNT 7 DAYS FROM THE BILLING DATE. IF YOU HAVE A DISPUTE, PLEASE CALL (813) 272-6680 PRIOR TO THAT DATE.

Consumption History



Hillsborough
County Florida

Make checks payable to: **BOCC**

ACCOUNT NUMBER: 0909989190



ELECTRONIC PAYMENTS BY CHECK OR

Automated Payment Line: (813) 276 8526

Internet Payments: HCFLGov.net/WaterBill

Additional Information: HCFLGov.net/Water



THANK YOU!



SHELL POINT CDD
2005 PAN AM CIR STE 300
TAMPA FL 33607-6008

979 0

DUE DATE

09/23/2025

**Auto Pay Scheduled
DO NOT PAY**



0009099891906 00000628503

Shell Point CDD
2005 Pan Am Cir
Tampa FL 33607

Customer #: 21714889
Invoice #: 9437090
Invoice Date: 8/1/2025
Cust PO #:



102 - #10 - 1859 - 2965 - F1 P2971

Job Number	Description	Amount
340500113	Shell Point CDD Landscape Maintenance For August	11,412.10
Total invoice amount		11,412.10
Tax amount		
Balance due		11,412.10

Terms: Net 15 Days

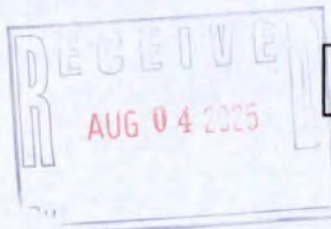
If you have any questions regarding this invoice, please call 813-641-3672

Please detach stub and remit with your payment

Did you know that BrightView now offers auto ACH as a payment method? Discover the convenience and safety of automatic ACH bill payment for your recurring billing. Please contact autopay@brightview.com or your branch point of contact for more information on how to sign up on Auto Pay.

Payment Stub

Customer Account#: 21714889
Invoice #: 9437090
Invoice Date: 8/1/2025



Amount Due: \$11,412.10

Thank you for allowing us to serve you

Please reference the invoice # on your check
and make payable to:

Shell Point CDD
2005 Pan Am Cir
Tampa FL 33607

BrightView Landscape Services, Inc.
P.O. Box 740655
Atlanta, GA 30374-0655

Shell Point CDD
2005 Pan Am Cir
Tampa FL 33607

Customer #: 21714889
Invoice #: 9473084
Invoice Date: 9/1/2025
Cust PO #:

102 - #10 - 1894 - 2762 - F1 P2768

Job Number	Description	Amount
340500113	Shell Point CDD Landscape Maintenance For September	11,412.10
Total invoice amount		11,412.10
Tax amount		
Balance due		11,412.10

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 813-641-3672

Please detach stub and remit with your payment

Did you know that BrightView now offers auto ACH as a payment method? Discover the convenience and safety of automatic ACH bill payment for your recurring billing. Please contact autopay@brightview.com or your branch point of contact for more information on how to sign up on Auto Pay.

Payment Stub

Customer Account#: 21714889
Invoice #: 9473084
Invoice Date: 9/1/2025



Amount Due: \$11,412.10

Thank you for allowing us to serve you

Please reference the invoice # on your check
and make payable to:

Shell Point CDD
2005 Pan Am Cir
Tampa FL 33607

BrightView Landscape Services, Inc.
P.O. Box 740655
Atlanta, GA 30374-0655



SHELL POINT COMMUNITY DEVELOPMENT
DISTRICT
2005 PAN AM CIR, STE 300
TAMPA, FL 33607-6008

Statement Date: September 04, 2025
Page 42

Amount Due: \$8,314.33

Due Date: September 18, 2025

Account #: 321000026112

DO NOT PAY. Your account will be drafted on September 18, 2025

Your Locations With The Highest Usage



1155 7TH AVE NW,
CLBHSE, RUSKIN, FL
33570-3425

**7,385
KWH**



470 OLIVE CONCH ST,
FOUNTN, RUSKIN, FL
33570-2037

**2,020
KWH**



Scan here to interact
with your bill online.



DOWNED IS DANGEROUS!

If you see a downed power line,
move a safe distance away and call 911.

Visit TampaElectric.com/Safety
for more safety tips.

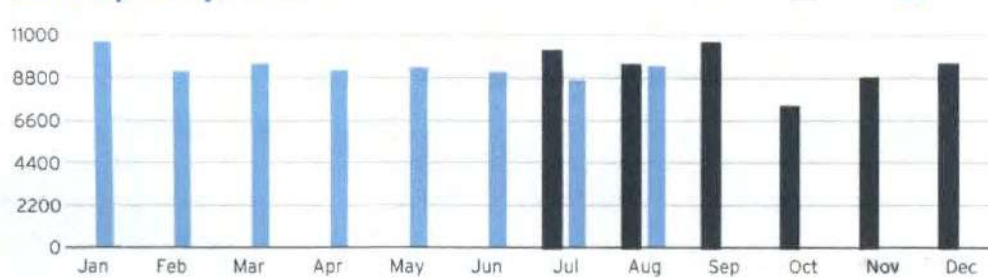
Account Summary

Previous Amount Due	\$8,293.61
Payment(s) Received Since Last Statement	-\$8,293.61
Credit Balance After Payments and Credits	\$0.00
Current Month's Charges	\$8,314.33

Amount Due by September 18, 2025 \$8,314.33

Amount not paid by due date may be assessed a late payment charge and an additional deposit.

Monthly Usage (kWh)



Learn about your newly redesigned bill and get deeper insights about your usage by visiting TECOaccount.com



To ensure prompt credit, please return stub portion of this bill with your payment.



Pay your bill online at TampaElectric.com

See reverse side of your paystub for more ways to pay.

Go Paperless, Go Green! Visit TampaElectric.com/Paperless to enroll now.



Account #: 321000026112

Due Date: September 18, 2025

Amount Due: \$8,314.33

Payment Amount: \$ _____

700125004433

Your account will be
drafted on September 18, 2025

00000013 FTECO509052503095110 00000 01 00000000 13 006

SHELL POINT COMMUNITY DEVELOPMENT DISTRICT
2005 PAN AM CIR, STE 300
TAMPA, FL 33607-2359

Mail payment to:

TECO
P.O. BOX 31318
TAMPA, FL 33631-3318

Make check payable to: TECO

Please write your account number on the memo line of your check.

Summary of Charges by Service Address

Account Number: 321000026112

Energy Usage From Last Month

▲ Increased = Same ▼ Decreased

Service Address: 587 SUNLIT CORAL ST, FOUNTAIN, RUSKIN, FL 33570-8112

Sub-Account Number: 221007983952

Meter	Read Date	Current	-	Previous	=	Total Used	Multiplier	Billing Period	Amount
1000492468	08/21/2025	0		0		0 kWh	1	29 Days	\$18.74

Service Address: 471 SUNLIT CORAL ST, FOUNTAIN, RUSKIN, FL 33570-8110

Sub-Account Number: 221007983960

Meter	Read Date	Current	-	Previous	=	Total Used	Multiplier	Billing Period	Amount
1000492492	08/21/2025	7,596		7,596		0 kWh	1	29 Days	\$18.74

Service Address: 470 OLIVE CONCH ST, FOUNTN, RUSKIN, FL 33570-2037

Sub-Account Number: 221007983978

Meter	Read Date	Current	-	Previous	=	Total Used	Multiplier	Billing Period	Amount
1000492466	08/21/2025	22,123		20,103		2,020 kWh	1	29 Days	\$332.57
									▼ 6.0%

Service Address: 630 OLIVE CONCH ST, FOUNTAIN, RUSKIN, FL 33570-2083

Sub-Account Number: 221007983986

Meter	Read Date	Current	-	Previous	=	Total Used	Multiplier	Billing Period	Amount
1000492491	08/21/2025	0		0		0 kWh	1	29 Days	\$18.74

Service Address: 334 GRACEFUL SEA PL, RUSKIN, FL 33570

Sub-Account Number: 211021533685

Meter	Read Date	Current	-	Previous	=	Total Used	Multiplier	Billing Period	Amount
1000621304	08/21/2025	0		0		0 kWh	1	29 Days	\$18.74

Continued on next page →

For more information about your bill and understanding your charges, please visit [TampaElectric.com](https://www.tampaelectric.com)

Ways To Pay Your Bill



Bank Draft

Visit TECOaccount.com for free recurring or one time payments via checking or savings account.



In-Person

Find list of Payment Agents at TampaElectric.com



Mail A Check

Payments:
TECO
P.O. Box 31318
Tampa, FL 33631-3318
Mail your payment in the enclosed envelope.



Credit or Debit Card

Pay by credit Card using KUBRA EZ-Pay at TECOaccount.com. Convenience fee will be charged.



Phone

Toll Free:
866-689-6469

All Other Correspondences:

Tampa Electric
P.O. Box 111
Tampa, FL 33601-0111

Contact Us

Online:

TampaElectric.com

Phone:

Commercial Customer Care:

866-832-6249

Residential Customer Care:

813-223-0800 (Hillsborough)

863-299-0800 (Polk County)

888-223-0800 (All Other Counties)

Hearing Impaired/TTY:

7-1-1

Power Outage:

877-588-1010

Energy-Saving Programs:

813-275-3909

Please Note: If you choose to pay your bill at a location not listed on our website or provided by Tampa Electric, you are paying someone who is not authorized to act as a payment agent at Tampa Electric. You bear the risk that this unauthorized party will relay the payment to Tampa Electric and do so in a timely fashion. Tampa Electric is not responsible for payments made to unauthorized agents, including their failure to deliver or timely deliver the payment to us. Such failures may result in late payment charges to your account or service disconnection.

Summary of Charges by Service Address

Account Number: 321000026112

Energy Usage From Last Month

▲ Increased = Same ▼ Decreased

Service Address: 1070 ISLAND SUNSET PL, RUSKIN, FL 33570

Sub-Account Number: 211021583862

Meter	Read Date	Current	-	Previous	=	Total Used	Multiplier	Billing Period	Amount
1000648230	08/21/2025	0		0		0 kWh	1	29 Days	\$18.74

Service Address: SHELL POINT AMENITY CENTER, LIGHTS, RUSKIN, FL 33570

Sub-Account Number: 221007911623

Amount: \$348.50

Service Address: 1155 7TH AVE NW, CLBHSE, RUSKIN, FL 33570-3425

Sub-Account Number: 221007934435

Meter	Read Date	Current	-	Previous	=	Total Used	Multiplier	Billing Period	Amount
1000799181	08/21/2025	10,881		3,496		7,385 kWh	1	29 Days	\$869.52
1000799181	08/21/2025	18.8		0		18.8 kW	1	29 Days	▲ 12.9%

Service Address: SHELL POINT PH 1 AND 2, LIGHTS, RUSKIN, FL 33570

Sub-Account Number: 221007940820

Amount: \$6,670.04

Total Current Month's Charges

\$8,314.33





Sub-Account #: 221007983952
Statement Date: 08/29/2025

Service Address: 587 SUNLIT CORAL ST, FOUNTAIN, RUSKIN, FL 33570-8112

Meter Read

Meter Location: LAKE FOUNTAIN

Service Period: 07/24/2025 - 08/21/2025

Rate Schedule: General Service - Non Demand

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
1000492468	08/21/2025	0		0		0 kWh	1	29 Days

Charge Details

	Electric Charges		
	Daily Basic Service Charge	29 days @ \$0.63000	\$18.27
	Florida Gross Receipt Tax		\$0.47
	Electric Service Cost		\$18.74

Avg kWh Used Per Day



Current Month's Electric Charges \$18.74

Billing information continues on next page →

00000013-0000071-Page 4 of 12



Sub-Account #: 221007983960
Statement Date: 08/29/2025

Service Address: 471 SUNLIT CORAL ST, FOUNTAIN, RUSKIN, FL 33570-8110

Meter Read

Meter Location: LAKE FOUNTAIN

Service Period: 07/24/2025 - 08/21/2025

Rate Schedule: General Service - Non Demand

Meter Number	Read Date	Current Reading	- Previous Reading	= Total Used	Multiplier	Billing Period
1000492492	08/21/2025	7,596	7,596	0 kWh	1	29 Days

Charge Details

	Electric Charges		
	Daily Basic Service Charge	29 days @ \$0.63000	\$18.27
	Florida Gross Receipt Tax		\$0.47
	Electric Service Cost		\$18.74

Avg kWh Used Per Day



Current Month's Electric Charges

\$18.74

Billing information continues on next page →





Sub-Account #: 221007983978
Statement Date: 08/29/2025

Service Address: 470 OLIVE CONCH ST, FOUNTN, RUSKIN, FL 33570-2037

Meter Read

Meter Location: LAKE FOUNTAIN

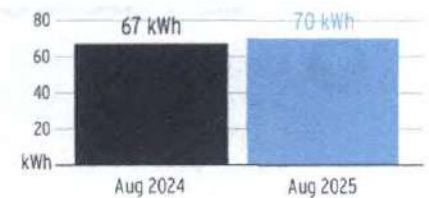
Service Period: 07/24/2025 - 08/21/2025

Rate Schedule: General Service - Non Demand

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
1000492466	08/21/2025	22,123		20,103		2,020 kWh	1	29 Days

Charge Details

Avg kWh Used Per Day



Electric Charges

Daily Basic Service Charge	29 days @ \$0.63000	\$18.27
Energy Charge	2,020 kWh @ \$0.08641/kWh	\$174.55
Fuel Charge	2,020 kWh @ \$0.03391/kWh	\$68.50
Storm Protection Charge	2,020 kWh @ \$0.00577/kWh	\$11.66
Clean Energy Transition Mechanism	2,020 kWh @ \$0.00418/kWh	\$8.44
Storm Surcharge	2,020 kWh @ \$0.02121/kWh	\$42.84
Florida Gross Receipt Tax		\$8.31

Electric Service Cost **\$332.57**

Current Month's Electric Charges

\$332.57

Billing information continues on next page →



Sub-Account #: 221007983986
Statement Date: 08/29/2025

Service Address: 630 OLIVE CONCH ST, FOUNTAIN, RUSKIN, FL 33570-2083

Meter Read

Meter Location: LAKE FOUNTAIN

Service Period: 07/24/2025 - 08/21/2025

Rate Schedule: General Service - Non Demand

Meter Number	Read Date	Current Reading	Previous Reading	=	Total Used	Multiplier	Billing Period
1000492491	08/21/2025	0	0		0 kWh	1	29 Days

Charge Details

	Electric Charges		
	Daily Basic Service Charge	29 days @ \$0.63000	\$18.27
	Florida Gross Receipt Tax		\$0.47
	Electric Service Cost		\$18.74

Avg kWh Used Per Day



Current Month's Electric Charges \$18.74

Billing information continues on next page →

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Sub-Account #: 211021533685
Statement Date: 08/29/2025

Service Address: 334 GRACEFUL SEA PL, RUSKIN, FL 33570

Meter Read

Meter Location: SOUTH ENTRANCE

Service Period: 07/24/2025 - 08/21/2025

Rate Schedule: General Service - Non Demand

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
1000621304	08/21/2025	0		0		0 kWh	1	29 Days

Charge Details

Avg kWh Used Per Day

	Electric Charges		
	Daily Basic Service Charge	29 days @ \$0.63000	\$18.27
	Florida Gross Receipt Tax		\$0.47
	Electric Service Cost		\$18.74



Current Month's Electric Charges

\$18.74

Billing information continues on next page →



Sub-Account #: 211021583862
Statement Date: 08/29/2025

Service Address: 1070 ISLAND SUNSET PL, RUSKIN, FL 33570

Meter Read

Meter Location: NORTH ENTRANCE

Service Period: 07/24/2025 - 08/21/2025

Rate Schedule: General Service - Non Demand

Meter Number	Read Date	Current Reading	Previous Reading	=	Total Used	Multiplier	Billing Period
1000648230	08/21/2025	0	0		0 kWh	1	29 Days

Charge Details

	Electric Charges		
	Daily Basic Service Charge	29 days @ \$0.63000	\$18.27
	Florida Gross Receipt Tax		\$0.47
	Electric Service Cost		\$18.74

Avg kWh Used Per Day



Current Month's Electric Charges

\$18.74

Billing information continues on next page →

00000013-0000074-Page 9 of 12





Sub-Account #: 221007911623
Statement Date: 08/29/2025

Service Address: SHELL POINT AMENITY CENTER, LIGHTS, RUSKIN, FL 33570

Service Period: 06/27/2025 - 07/28/2025

Rate Schedule: Lighting Service

Charge Details



Electric Charges

Lighting Service Items LS-1 (Bright Choices) for 32 days

Lighting Energy Charge	133 kWh @ \$0.03412/kWh	\$4.54
Fixture & Maintenance Charge	7 Fixtures	\$116.27
Lighting Pole / Wire	7 Poles	\$198.24
Lighting Fuel Charge	133 kWh @ \$0.03363/kWh	\$4.47
Storm Protection Charge	133 kWh @ \$0.00559/kWh	\$0.74
Clean Energy Transition Mechanism	133 kWh @ \$0.00043/kWh	\$0.06
Storm Surcharge	133 kWh @ \$0.01230/kWh	\$1.64
Florida Gross Receipt Tax		\$0.29
Franchise Fee		\$21.37
Municipal Public Service Tax		\$0.88

Lighting Charges

\$348.50

Current Month's Electric Charges

\$348.50

Billing information continues on next page →



Service Address: 1155 7TH AVE NW, CLBHSE, RUSKIN, FL 33570-3425

Meter Read

Meter Location: CLUBHOUSE

Service Period: 07/24/2025 - 08/21/2025

Rate Schedule: General Service Demand - Standard

Meter Number	Read Date	Current Reading	Previous Reading	=	Total Used	Multiplier	Billing Period
1000799181	08/21/2025	10,881	3,496		7,385 kWh	1	29 Days
1000799181	08/21/2025	18.8	0		18.8 kW	1	29 Days

Charge Details



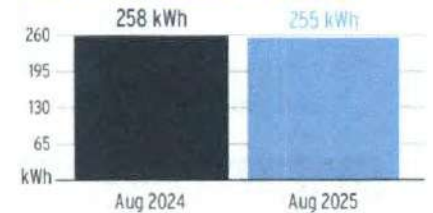
Electric Charges

Daily Basic Service Charge	29 days @ \$1.06000	\$30.74
Billing Demand Charge	19 kW @ \$18.07000/kW	\$343.33
Energy Charge	7,385 kWh @ \$0.00773/kWh	\$57.09
Fuel Charge	7,385 kWh @ \$0.03391/kWh	\$250.43
Capacity Charge	19 kW @ \$0.30000/kW	\$5.70
Storm Protection Charge	19 kW @ \$2.08000/kW	\$39.52
Energy Conservation Charge	19 kW @ \$0.93000/kW	\$17.67
Environmental Cost Recovery	7,385 kWh @ \$0.00068/kWh	\$5.02
Clean Energy Transition Mechanism	19 kW @ \$1.15000/kW	\$21.85
Storm Surcharge	7,385 kWh @ \$0.01035/kWh	\$76.43
Florida Gross Receipt Tax		\$21.74
Electric Service Cost		\$869.52

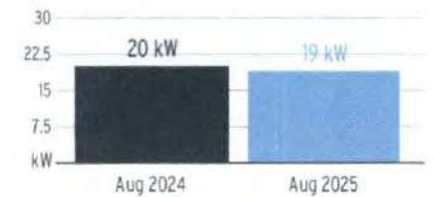
Current Month's Electric Charges
\$869.52

Billing information continues on next page →

Avg kWh Used Per Day



Billing Demand (kW)



Load Factor



Decreasing the proportion of your electricity utilized at peak will improve your load factor.





Sub-Account #: 221007940820
Statement Date: 08/29/2025

Service Address: SHELL POINT PH 1 AND 2, LIGHTS, RUSKIN, FL 33570

Service Period: 06/27/2025 - 07/28/2025

Rate Schedule: Lighting Service

Charge Details



Electric Charges

Lighting Service Items LS-1 (Bright Choices) for 32 days

Lighting Energy Charge	2725 kWh @ \$0.03412/kWh	\$92.98
Fixture & Maintenance Charge	143 Fixtures	\$2379.73
Lighting Pole / Wire	143 Poles	\$4049.76
Lighting Fuel Charge	2725 kWh @ \$0.03363/kWh	\$91.64
Storm Protection Charge	2725 kWh @ \$0.00559/kWh	\$15.23
Clean Energy Transition Mechanism	2725 kWh @ \$0.00043/kWh	\$1.17
Storm Surcharge	2725 kWh @ \$0.01230/kWh	\$33.52
Florida Gross Receipt Tax		\$6.01

Lighting Charges

\$6,670.04

Current Month's Electric Charges

\$6,670.04

Total Current Month's Charges

\$8,314.33

ACTION SECURITY, INC.
 1505 Manor Rd
 Englewood, FL 34223
 Sales@ActionSecurityFL.com

Invoice


BILL TO

Shell Pointe CDD
 c/o Inframark / Meritus Corp
 2005 Pan Am Circle, Suite 300
 Tampa , FL 33607

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
30386	09/01/2025	\$145.00	09/01/2025	Due on receipt	

ACTIVITY	QTY	RATE	AMOUNT
Service Plan Service plan (monthly) includes: • 24 HOUR RAPID RESPONSE SERVICE • DISCOUNTED SERVICE RATES • DATABASE MGT.	1	145.00	145.00

FL Contractor ES12001404

BALANCE DUE

\$145.00

Thank you, we appreciate your business!

INVOICE

Alafia Termite and Pests Corp
4568 White Marble Ct. Lakeland
FL 33811 Antonio Estevez
813-966-4935



Job Address
1155 Seventh Ave. Ruskin FL 33570

Itemized	
Once a Year Pest Control for the Club House,Playground, and Mail Kiosks.	\$550.00
Ant treatment around pool	\$100.00
Tax	
Total Due	\$650.00

Attendance Confirmation for BOARD OF SUPERVISORS

District Name: Shellpoint CDD

Board Meeting Date: September 9th, 2025

	Name	In Attendance Please X	Paid
1	Elaine Pennington	x	\$200
2	Vincent Orlando	x	\$200
3	Cheryl Hammond	x	\$200
4	Angela Davis	x	\$200
5	Brittant Schwartzbauer	x	\$200

The supervisors present at the above referenced meeting should be compensated accordingly

Approved for payment:

Alize Aninipot
District Manager Signature

9/10/2025
Date

**** PLEASE RETURN SIGNED DOCUMENT TO LORI BINGLE ****



INVOICE

Lisa Castoria
 Shell Point Community Development District
 2654 Cypress Ridge Blvd
 Suite 101
 Wesley Chapel, FL 33544

September 2, 2025
 Project No: 00014558-00
 Invoice No: 28552

Project 00014558-00 Shell Point CDD District Engineering Services
 Discussion with Kimes Engineering regarding the pool crack

Services current through August 22, 2025

Professional Personnel

	Hours	Rate	Amount	
Director I	.50	280.00	140.00	
Totals	.50		140.00	
Total Labor				140.00
		Total this Invoice		\$140.00

BBE/L
 inframarkcms@payableslockbox.com; lisa.castoria@inframark.com

Billing Backup

Tuesday, September 2, 2025

BGE, Inc.

Invoice 28552 Dated 9/2/2025

10:42:54 AM

Project	00014558-00	Shell Point CDD District Engineering Services
---------	-------------	---

Professional Personnel

			Hours	Rate	Amount	
Director I						
Chang, Philip	8/5/2025		.50	280.00	140.00	
	Totals		.50		140.00	
	Total Labor					140.00
					Total this Project	\$140.00
					Total this Report	\$140.00

Aqua Sentry

13194 US Highway 301 S Suite 154
Riverview, FL 33578 US
+18139432755
AquaSentryTampa@gmail.com



INVOICE

BILL TO

Shell Point CDD
1155 7th Ave NW
Ruskin Fla 33570

INVOICE # S2UH448-14**DATE** 09/01/2025**DUE DATE** 10/01/2025**TERMS** Net 30

ACTIVITY	QTY	RATE	AMOUNT
Shell Cove Cleaning and maintenance of community pool		1,995.00	1,995.00

BALANCE DUE**\$1,995.00**

Attendance Confirmation for BOARD OF SUPERVISORS

District Name: Shellpoint CDD

Board Meeting Date: September 9th, 2025

	Name	In Attendance Please X	Paid
1	Elaine Pennington	x	\$200
2	Vincent Orlando	x	\$200
3	Cheryl Hammond	x	\$200
4	Angela Davis	x	\$200
5	Brittant Schwartzbauer	x	\$200

The supervisors present at the above referenced meeting should be compensated accordingly

Approved for payment:

Alize Aninipot
District Manager Signature

9/10/2025
Date

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Attendance Confirmation for BOARD OF SUPERVISORS

District Name: Shellpoint CDD

Board Meeting Date: September 23rd, 2025

	Name	In Attendance Please X	Paid
1	Elaine Pennington	x	\$200
2	Vincent Orlando	x	\$200
3	Cheryl Hammond	x	\$200
4	Brittany Schwartzbauer	x	\$200
5			

The supervisors present at the above referenced meeting should be compensated accordingly

Approved for payment:

Alice Aninipot
District Manager Signature

9/26/2025
Date

**** PLEASE RETURN SIGNED DOCUMENT TO LORI BINGLE ****

Business Observer

Page 62

1970 Main Street
3rd Floor
Sarasota, FL 34236
, 941-906-9386 x322

INVOICE

Legal Advertising

Invoice # 25-02876H

Date 09/19/2025

Attn:
Shell Point CDD - Inframark
2005 PAN AM CIRCLE SUITE 120
TAMPA FL 33607

Please make checks payable to:
(Please note Invoice # on check)
Business Observer
1970 Main Street
3rd Floor
Sarasota, FL 34236

Description

Amount

Serial # 25-02876H

\$111.56

Notice of Regular Board Meeting Schedule

RE: Shell Point CDD Board of Supervisors Meetings and Workshops at 6:00 PM for Fiscal Year 2025-2026 on 10/14/25 et al

Published: 9/19/2025

Important Message

Please include our Serial #
on your check

Pay by credit card online:
[https://legals.
businessobserverfl.
com/send-payment/](https://legals.businessobserverfl.com/send-payment/)

Paid

()

Total

\$111.56

Payment is expected within 30 days of the
first publication date of your notice.

Attention: If you are a government agency and you believe that you qualify for a 15% discount to the second insertion of your notice per F.S. revision 50.061, please inform Kristen Boothroyd directly at 941-906-9386 x323.

NOTICE

The Business Observer makes every effort to ensure that its public notice advertising is accurate and in full compliance with all applicable statutes and ordinances and that its information is correct. Nevertheless, we ask that our advertisers scrutinize published ads carefully and alert us immediately to any errors so that we may correct them as soon as possible. We cannot accept responsibility for mistakes beyond bearing the cost of republishing advertisements that contain errors.

1970 Main Street
3rd Floor
Sarasota, FL 34236
, 941-906-9386 x322

INVOICE

Legal Advertising

**NOTICE OF REGULAR BOARD MEETING SCHEDULE
FISCAL YEAR 2026
SHELL POINT COMMUNITY DEVELOPMENT DISTRICT**

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Shell Point Community Development District has scheduled their Workshop for **FISCAL YEAR 2026** on the **second Tuesday of every month at 6:00 p.m.** and Regular meetings on the **fourth Tuesday of every month at 6:00 p.m.** as listed below located at the at the Shell Point Clubhouse located at 1155 7th Ave NW Ruskin, FL 33570 on the following dates:

MEETINGS

October 28, 2025
November 25, 2025
December 30, 2025
January 27, 2026
February 24, 2026
March 24, 2026
April 28, 2026

May 25, 2026
June 23, 2026 **Budget Approval**
July 28, 2026
August 25, 2026
Adopting Budget Hearing
September 22, 2026

WORKSHOPS

October 14, 2025
November 11, 2025
December 9, 2025
January 13, 2026
February 10, 2026
March 10, 2026
April 14, 2026
Budget Workshop
May 12, 2026
June 9, 2026
July 14, 2026

August 11, 2026
September 8, 2026

* = Meetings may be subject to change location depending on meeting facility availability.

There may be occasions when one or more Supervisors will participate by telephone. At the above location there will be present a speaker telephone so that interested persons can attend the meeting at the above location and be fully informed of the discussions taking place either in person or by telephone communication.

The regular meetings are open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The regular meetings may be continued to a date, time, and place to be specified on the record at such a special meeting.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in these meetings is asked to advise the District Office at (813) 873-7300, at least 48 hours before the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1, who can aid you in contacting the District Office.

If any person decides to appeal any decision made by the Board with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made, at his or her own expense, and which record includes the testimony and evidence on which the appeal is based.

Alize Aninipot, District Manager
September 19, 2025

25-02876H

Attention: If you are a government agency and you believe that you qualify for a 15% discount to the second insertion of your notice per F.S. revision 50.061, please inform Kristen Boothroyd directly at 941-906-9386 x323.

NOTICE

The Business Observer makes every effort to ensure that its public notice advertising is accurate and in full compliance with all applicable statutes and ordinances and that its information is correct. Nevertheless, we ask that our advertisers scrutinize published ads carefully and alert us immediately to any errors so that we may correct them as soon as possible. We cannot accept responsibility for mistakes beyond bearing the cost of republishing advertisements that contain errors.

Attendance Confirmation for BOARD OF SUPERVISORS

District Name: Shellpoint CDD

Board Meeting Date: September 9th, 2025

	Name	In Attendance Please X	Paid
1	Elaine Pennington	x	\$200
2	Vincent Orlando	x	\$200
3	Cheryl Hammond	x	\$200
4	Angela Davis	x	\$200
5	Brittant Schwartzbauer	x	\$200

The supervisors present at the above referenced meeting should be compensated accordingly

Approved for payment:

Alize Aninipot
District Manager Signature

9/10/2025
Date

**** PLEASE RETURN SIGNED DOCUMENT TO LORI BINGLE ****

Attendance Confirmation for BOARD OF SUPERVISORS

District Name: Shellpoint CDD

Board Meeting Date: September 23rd, 2025

	Name	In Attendance Please X	Paid
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4	Brittany Schwartzbauer	x	\$200
5			

The supervisors present at the above referenced meeting should be compensated accordingly

Approved for payment:

Alice Aninipot
District Manager Signature

9/26/2025
Date

**** PLEASE RETURN SIGNED DOCUMENT TO LORI BINGLE ****



Customer	Shell Point Community Development District
Acct #	921
Date	09/19/2025
Customer Service	Christina Wood
Page	1 of 1

Shell Point Community Development District
1107 West Shell Point Rd
Ruskin, FL 33570

Payment Information	
Invoice Summary	\$ 29,404.00
Payment Amount	
Payment for:	Invoice#29665
100125413	

Thank You

Please detach and return with payment



Customer: Shell Point Community Development District

Invoice	Effective	Transaction	Description	Amount
29665	10/01/2025	Renew policy	Policy #100125413 10/01/2025-10/01/2026 Florida Insurance Alliance Package - Renew policy Due Date: 9/19/2025	29,404.00

Please Remit Payment To:
 Egis Insurance and Risk Advisors
 P.O. Box 748555

Total
\$ 29,404.00

Thank You

FOR PAYMENTS SENT OVERNIGHT: Bank of America Lockbox Services, Lockbox 748555, 6000 Feldwood Rd. College Park, GA 30349
 TO PAY VIA ACH: Accretive Global Insurance Services LLC
 Routing ACH: 121000358 Account: 1291776914

Remit Payment To: Egis Insurance Advisors	(321)233-9939	Date
P.O. Box 748555		09/19/2025
Atlanta, GA 30374-8555	accounting@egisadvisors.com	

Christina Wood
 9/25/2025

Attendance Confirmation for BOARD OF SUPERVISORS

District Name: Shellpoint CDD

Board Meeting Date: September 9th, 2025

	Name	In Attendance Please X	Paid
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Approved for payment:

Alize Aninipot
District Manager Signature

9/10/2025
Date

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Attendance Confirmation for BOARD OF SUPERVISORS

District Name: Shellpoint CDD

Board Meeting Date: September 23rd, 2025

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5			

The supervisors present at the above referenced meeting should be compensated accordingly

Approved for payment:

Alice Aninipot
District Manager Signature

9/26/2025
Date

**** PLEASE RETURN SIGNED DOCUMENT TO LORI BINGLE ****



Aquatic Weed Control, Inc.

P.O. Box 593258
Orlando, FL 32859

Phone: 407-859-2020
Fax: 407-859-3275

Page 69

Invoice

Date	Invoice #
8/31/2025	113835

Bill To

SHELL POINT CDD
c/o Inframark
2005 Pan Am Circle Dr., Ste. 300
Tampa, FL 33607

Customer P.O. No.	Payment Terms	Due Date
	Net 30	9/30/2025

Description	Amount
Monthly waterway service for the month this invoice is dated - 8 waterways	1,463.00

Thank you for your business.

Total	\$1,463.00
Payments/Credits	\$0.00
Balance Due	\$1,463.00



2002 West Grand Parkway North
Suite 100
Katy, TX 77449

INVOICE

INVOICE#

158093

DATE

9/5/2025

CUSTOMER ID

C2305

NET TERMS

Due On Receipt

PO#
DUE DATE

9/5/2025

BILL TO

Shell Point CDD
2005 Pan Am Cir Ste 300
Tampa FL 33607-6008
United States

Services provided for the Month of: September 2025

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
Dissemination Services	1	Ea	350.00		350.00
District Management	1	Ea	3,000.00		3,000.00
Personnel Services	1	Ea	7,050.00		7,050.00
Subtotal					10,400.00

Subtotal \$10,400.00

Tax \$0.00

Total Due \$10,400.00

Remit To : Inframark LLC, PO BOX 733778, Dallas, Texas, 75373-3778

To pay by Credit Card, please contact us at 281-578-4299, 9:00am - 5:30pm EST, Monday – Friday. A surcharge fee may apply.

To pay via ACH or Wire, please refer to our banking information below:

Account Name: INFRAMARK, LLC

ACH - Bank Routing Number: 111000614 / Account Number: 912593196

Wire - Bank Routing Number: 021000021 / SWIFT Code: CHASUS33 / Account Number: 912593196

Please include the Customer ID and the Invoice Number on your form of payment.

Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

Telephone (813) 223-9400

Federal Tax Id. - 20-1778458

Page 72

Shell Point CDD
Inframark
2005 Pan Am Circle, Suite 300
Tampa, FL 33607

September 16, 2025
Client: 001510
Matter: 000001
Invoice #: 27112

Page: 1

RE: General

For Professional Services Rendered Through August 31, 2025

SERVICES

Date	Person	Description of Services	Hours	Amount
8/13/2025	MB	REVIEW AND RESPOND TO EMAIL FROM DISTRICT MANAGEMENT AND CONFERENCE CALL WITH DISTRICT MANAGEMENT REGARDING LANDSCAPE MAINTENANCE RFP/SOLICITATION.	0.6	\$195.00
8/25/2025	AM	REVIEW EMMA RE STATUS OF FILING OF FISCAL YEAR 2024 AUDIT REPORT.	0.2	\$35.00
Total Professional Services			0.8	\$230.00

Total Services	\$230.00	
Total Disbursements	\$0.00	
Total Current Charges		\$230.00
Previous Balance		\$2,210.00
Less Payments		(\$2,210.00)
PAY THIS AMOUNT		\$230.00

Please Include Invoice Number on all Correspondence

Attendance Confirmation for BOARD OF SUPERVISORS

District Name: Shellpoint CDD

Board Meeting Date: September 9th, 2025

	Name	In Attendance Please X	Paid
1	Elaine Pennington	x	\$200
2	Vincent Orlando	x	\$200
3	Cheryl Hammond	x	\$200
4	Angela Davis	x	\$200
5	Brittant Schwartzbauer	x	\$200

The supervisors present at the above referenced meeting should be compensated accordingly

Approved for payment:

Alize Aninipot
District Manager Signature

9/10/2025
Date

**** PLEASE RETURN SIGNED DOCUMENT TO LORI BINGLE ****

Attendance Confirmation for BOARD OF SUPERVISORS

District Name: Shellpoint CDD

Board Meeting Date: September 23rd, 2025

	Name	In Attendance Please X	Paid
1	Elaine Pennington	x	\$200
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3	Cheryl Hammond	x	\$200
4	Brittany Schwartzbauer	x	\$200
5			

The supervisors present at the above referenced meeting should be compensated accordingly

Approved for payment:

Alize Aninipot
District Manager Signature

9/26/2025
Date

**** PLEASE RETURN SIGNED DOCUMENT TO LORI BINGLE ****

Sold To: 21714889
Shell Point CDD
2005 Pan Am Cir
Tampa FL 33607

Customer #: 21714889
Invoice #: 9461881
Invoice Date: 7/31/2025
Sales Order: 8707714
Cust PO #:

Project Name: Sidewalk On 11th Street
Project Description: Landscape Services

Job Number	Description	Amount
340500113	Shell Point CDD Prep out (4) areas along the sidewalk and flowerbed where di Add (1050) sq ft of St Augustine sod	2,342.81
Total Invoice Amount		2,342.81
Taxable Amount		
Tax Amount		
Balance Due		2,342.81

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 813 641-3672

Please detach stub and remit with your payment

Payment Stub

Customer Account #: 21714889
Invoice #: 9461881
Invoice Date: 7/31/2025

Amount Due: \$ 2,342.81

Thank you for allowing us to serve you

Please reference the invoice # on your
check and make payable to

Shell Point CDD
2005 Pan Am Cir
Tampa FL 33607

BrightView Landscape Services, Inc.
P.O. Box 740655
Atlanta, GA 30374-0655

Proposal for Extra Work at Shell Point CDD

Property Name Shell Point CDD
Property Address 1052 Ocean Spray Dr.
Ruskin, FL 33570

Contact Lisa Castoria
To Shell Point CDD
Billing Address 2005 Pan Am Cir
Tampa, FL 33607

Project Name Sidewalk On 11th Street
Project Description Landscape Services

Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
1.00	EACH	Prep out (4) areas along the sidewalk and flowerbed where dirt is washing onto sidewalk.	\$641.81	\$641.81
1,050.00	SQUARE FEET	Add (1050) sq ft of St Augustine sod	\$1.62	\$1,701.00

Other

Sidewalk On 11th Street 1



Sidewalk On 11th Street 2



THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
415 27th Street SE, Ruskin, FL 33570 ph. (813) 641-3672 fax (813) 641-7582

Proposal for Extra Work at Shell Point CDD

Sidewalk On 11th Street 3



For internal use only

SO# 8707714
JOB# 340500113
Service Line 130

Total Price \$2,342.81

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
415 27th Street SE, Ruskin, FL 33570 ph. (813) 641-3672 fax (813) 641-7582

TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. **Additional Services:** Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
10. **Access to Jobsite:** Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
11. **Payment Terms:** Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise, agreed to in writing.
12. **Termination:** This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. **Assignment:** The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
14. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

15. **Cancellation:** Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

16. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
17. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.

Acceptance of this Contract

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY

Customer

Signature	Title	District Manager
Lisa Castoria	Date	July 31, 2025
Printed Name		

BrightView Landscape Services, Inc. "Contractor"

Signature	Title	Associate Acct Mgr Enhancement
Martin Padilla	Date	July 31, 2025
Printed Name		

Job #: 340500113

SO #: 8707714

Proposed Price: \$2,342.81

Sold To: 21714889
Shell Point CDD
2005 Pan Am Cir
Tampa FL 33607

Customer #: 21714889
Invoice #: 9461882
Invoice Date: 7/31/2025
Sales Order: 8707737
Cust PO #:

Project Name: Behind Pickle Ball Court
Project Description: Landscape Renovation

Job Number	Description	Amount
340500113	Shell Point CDD Prep out area behind Pickle Ball Ct that has been fenced in. Add 1/2 yard of Rip	110.11
Total Invoice Amount		110.11
Taxable Amount		
Tax Amount		
Balance Due		110.11

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 813 641-3672

Please detach stub and remit with your payment

Payment Stub

Customer Account #: 21714889
Invoice #: 9461882
Invoice Date: 7/31/2025

Amount Due: \$ 110.11

Thank you for allowing us to serve you

Please reference the invoice # on your
check and make payable to

Shell Point CDD
2005 Pan Am Cir
Tampa FL 33607

BrightView Landscape Services, Inc.
P.O. Box 740655
Atlanta, GA 30374-0655

Proposal for Extra Work at Shell Point CDD

Property Name	Shell Point CDD	Contact	Ken Hoefle
Property Address	1052 Ocean Spray Dr. Ruskin, FL 33570	To	Shell Point CDD
		Billing Address	2005 Pan Am Cir Tampa, FL 33607
Project Name	Behind Pickle Ball Court		
Project Description	Landscape Renovation		

Scope of Work

QTY	UoM/Size	Material/Description
1.00	EACH	Prep out area behind Pickle Ball Ct that has been fenced in.
0.50	YARD	Add 1/2 yard of Rip

For internal use only

SO# 8707737
JOB# 340500113
Service Line 130

Total Price \$110.11

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
 415 27th Street SE, Ruskin, FL 33570 ph. (813) 641-3672 fax (813) 641-7582

TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. **Additional Services:** Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
10. **Access to Jobsite:** Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
11. **Payment Terms:** Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise, agreed to in writing.
12. **Termination:** This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. **Assignment:** The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
14. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

15. **Cancellation:** Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

16. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
17. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.

Acceptance of this Contract

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY

Customer

Signature	Title	Point Of Contact
Ken Hoefle		
Printed Name	Date	July 07, 2025

BrightView Landscape Services, Inc. "Contractor"

Signature	Title	Associate Acct Mgr Enhancement
Martin Padilla		
Printed Name	Date	July 07, 2025

Job #: 340500113

SO #: 8707737

Proposed Price: \$110.11



CorlinServices LLC
 7818126511
 11237 Spring Point Circle
 Riverview, FL 33579

Billed To
 ShellPoint CDD

Date of Issue
 08/22/2025

Invoice Number
 0000274

Amount Due (USD)

\$80.00

Due Date
 09/21/2025

Description	Rate	Qty	Line Total
removal, repair, and replacement of lock on dog bag device at dog park	\$80.00	0.5	\$40.00
investigation of leak at water fountain and suggestion of future repair	\$80.00	0.5	\$40.00

Subtotal 80.00

Tax 0.00

Total 80.00

Amount Paid 0.00

Amount Due (USD) \$80.00

Terms

Request a Deposit \$0.00

Notes

Enter notes (optional)

October 2025 On-Site Report:

- We are getting quotes for playground mulch. Working with DM on this item.
- Monument Repairs due to vandalism. Getting quotes for repairs.
- Trespasser at pool early morning of 10/11. I came out to investigate the area and nothing damaged. One predator eye stolen. Value was \$8.06. Filed HCSO report for stolen property and trespassing per Board Chair.
- Still having issues with Brightview getting back to me regarding requests.
- Entire Community palm trees need trimming.
- Hillsborough County Public Works Division were advised of issues with pedestrian walkway bridges. Work orders have been created.
- A resident sent over photos of landscaping concerns and Brightview was contacted and stated they would address the issues on 10/14 or 10/15. Still waiting for action on these issues.
- It appears the ducks have moved on. After reviewing camera footage over the past week, I've seen no signs of any ducks attempting to fly in or walk in.
- I've reached out to the alligator trapper, and he was out on the property three times and did not locate any alligators. I have seen a few photos and personally noticed one on 10/14. It was a small one and no need to have removed.
- Homeless individuals are back and HCSO were contacted. They will be investigating on 10/15 & 10/16. Will advise everyone once I receive additional information. One individual was advised but more are there. HCSO will be back to address.
- Still waiting on direction from the Board for front sidewalk project.
- Working with DM for quotes regarding fence project around pickleball court.
- Playground drainage issues. Need to keep this on our radar.
- Clubhouse Usage Agreement language update for cleaning fee to be added. Working with Alize on this.



Ping Pong area looks good.



Grass area to the far west side of the pool area looks good but all the palm trees need trimming.



East side of the pool area near the zero-entry looks good other than the loungers laying on their sides which does not prevent any ducks from entering the pool area. Palm trees need trimming.



Pool looks good, no sign of any ducks entering the pool area over the past several days.



Inside the Clubhouse looks good.



Front of Clubhouse looks good. We still need to address front sidewalk with rock and pylons.



Dog Park looks good.



Mail Kiosk looks good.



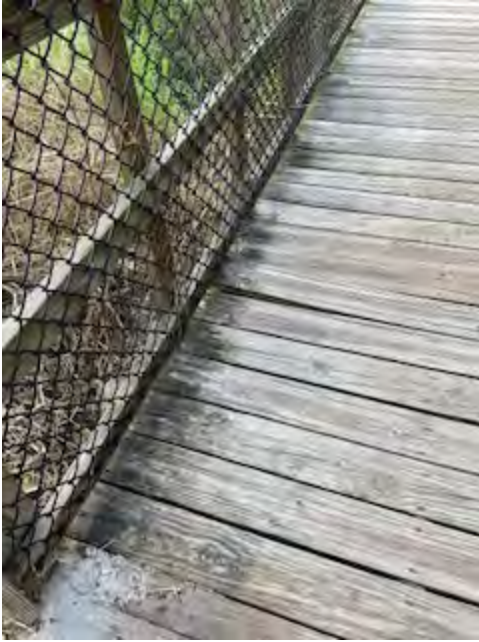
Pickleball Court looks good still working with DM on vandalism and fencing in the entire area.



Playground area looks good, repaired the broken swing and working with DM on mulch quotes for the area. We still have a drainage issue we will need to address.



Pedestrian bridges surrounding the community are being addressed as I found out they are the responsibility of the County. Work orders have been submitted.





Graffiti and damage to the monuments. An HCSO report was filed and I'm working on a quote to address the repairs.





A resident brought these concerns to our attention on Monday 10/13/25 and Brightview was contacted. Brightview replied that they would address the concerns on Tuesday or Wednesday. Someone did attempt trim back the vegetation along 8th St. but did a terrible job. The other two areas of concern were not touched. I filled the hole with soil and reached out to Brightview inquiring if they had trimmed back the vegetation and when they would be addressing our concerns. As of Friday afternoon 10/17/25, they have not replied.







We have several columns near the monuments that the tops need pressure washing.



Brightview was advised that they are not to be chemical edging which you can see in this picture.



Behind this bush, which is hard to see is a stump from a palm tree that Brightview removed. They never came back and finished the job.



Entrance ways to the community look good other than palm trees that need pruning and mulch is needed in the beds.





The ponds look good and are treated monthly for algae.

Brightview has been cutting corners and are not line trimming around the ponds and other areas of the community as required in the scope of services. This has been brought to their attention on numerous occasions. One pond had an abundance of dead fish which was due to lack of rain and oxygen levels. The birds were taking care of the fish and the vendor stated that the fish were so small they would fall apart if they tried to scoop them up. We have had reports of alligator sightings, and a trapper was called out due to kids feeding one. All appropriate parties were contacted. The family was advised by HCSO to stop, and the trapper was out three times and could not find any gators. They move around at night and the one I've seen is very small.



This palm tree does not look good and may need to be removed.



Shell Point Community Development District

Landscape | Irrigation | Construction | Golf

Prepared For:

**JASON
LIGGETT**
District Field Manager
Inframark Management
Services

2005 Pan Am Circle
Tampa, FL 33607
Phone: (656) 247-8573
Email: jl Liggett@inframark.com

Proposal issued:
3 October 2025

*Proposal valid for 90 days



10/3/25**Shell Point CDD****1155 7th Avenue NW, Ruskin, FL 33570****RE: Shell Point CDD Lake Landscape and Irrigation Maintenance Request for Proposal**

Dear Jason and board members,

I personally want to thank you for considering Down To Earth as your Landscape Maintenance partner and for inviting us to participate in your RFP. We are confident that the following information will help to make the best decision and appreciate all the time you have taken to ensure we are submitting the most accurate proposal that reflects the expectations of the community.

Down To Earth has been in business for more than 30 years and we pride ourselves on providing superior service that brings “Natural Joy” to our customers. We understand the high standards our customers require and constantly seek to be the “Service Provider of Choice” in the green industry by delivering uncompromising quality that will exceed your expectations. There are many choices for your landscape management services, but what makes Down To Earth different is our ICARE values.

**Integrity**

We act with honesty, transparency, and reliability, always doing what is right for our customers, environment, and our team.

**Care**

We are one team that respects and cares for each other, continuously striving to beautify and improve the communities we serve.

**Accountability**

We meet our commitments to each other and to our valued customers and act if we fall short on expectations.

**Relentlessness**

We are constant in our efforts to provide solutions to customers and satisfy their needs.

**Excellence**

We strive to deliver best-in-class quality and safety while improving our services and results every day.

Thank you for your consideration and we look forward to the opportunity of working with you to achieve your landscape vision and experiencing the Down To Earth Difference!

Respectfully,

Kara Rewerts – Business Development Manager

(727) 710-1263

Kara.rewerts@down2earthinc.com

Approach to Services

An Overview of What We Do & How We Do It



We are driven by bringing natural joy to every client and property we service.



Core Competencies

- ✦ Maintenance
- ✦ Irrigation
- ✦ Construction
- ✦ Enhancements
- ✦ Installation
- ✦ Fertilization & Pest Control
- ✦ Golf Maintenance
- ✦ Golf Construction

Our Commitment to Shell Point

*This checklist is provided as an outline of the initial tasks that our Landscape Maintenance teams will perform as we begin serving your property. **Together, we will check off the tasks as they are completed over the first 30 60, and 90 days of service, as a way for you to measure our team's performance.***

30

- Meet with key stakeholders and residents to understand customer preferences.
- Implementation of Down to Earth's CustomerLink work order if requested.
- Begin Initial Assessment Report Information (*can take up to 90 days*)
- Conduct Soil Tests throughout the community, *optional, varies by property.*

60

- Continue Initial Assessment Report Information with corrective action recommendations to the management team.
- Review Soil Tests and report findings with recommendations.
- Provide a site-specific agronomics plan and schedule.
- Discuss irrigation system deficiencies with recommendations for proper corrections.
- Submit proactive proposals based on budgets and expectations.

90

- Continue routine communication and cadence with property.
- Begin irrigation system corrections/ repairs based on findings.
- Conduct turf replacement if required and approved.
- Landscape replacement and enhancements for the communal areas(s).

Management *Timeline*



Events	Weeks															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Award of the contract	■															
Administrative teaming meeting with team manager	■															
Collect soil samples and send to lab (optional)		■														
Determine frequency of routine meetings and property review with management		■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Compile property manager's expectations & submit for review			■	■	■											
Landscape maintenance service begins			■	■	■	■	■	■	■	■	■	■	■	■	■	■
Begin irrigation system inspection of complete system			■	■	■	■	■	■	■	■	■	■	■			
Report findings from irrigation inspection				■	■	■	■	■	■	■	■	■				
Create monthly horticultural report							■				■				■	
Review horticultural report with property manager and make recommendations								■				■				■
Review 30 day landscape evaluation							■	■								
Review 60 day landscape evaluation											■	■				
Review 90 day landscape evaluation															■	■

*Can vary by property or specific community needs.

Service Maps

The map(s) below depicts the boundaries of the serviceable areas of your landscape property as understood for the purposes of developing this proposal.

Shell Point CDD
1155 7th Ave NW, Ruskin, FL 33570



● Turf
 ● Mulch Beds
 ● Hard Edge
 ● Bahia Turf
 ● Pond Turf

Customer Service & Communication

Our Customer Commitment

Should an issue arise on your property, you can call or email any of our key personnel. All managers and technicians have been equipped with email access via phone or through their vehicle laptops. Additionally, we can be reached via the following:

- Website Customer Form
- Dedicated Branch Phone Number
- Emergency After Hours Phone Number

Timely Communication
and Tracking Requests
are a Top Priority!

CUSTOMERLINK Work Order

Through access to a dedicated website, homeowners can report issues, ask questions, and provide direct service feedback. Benefits of CUSTOMERLINK include:

- Work order management.
- Intuitive interface and ease of use
- Email alert notification on work order status.



Irrigation Reporting

Our irrigation assessments are designed to ensure peak system performance, water efficiency, and long-term reliability. We take a proactive approach to monitoring, maintaining, and improving irrigation systems to support healthy landscapes and reduce unnecessary water use.

Comprehensive Irrigation System Assessment

- **Controller Locations:** Documented with photos and map pin drops for easy reference and accessibility.
- **Zone Details:** Each zone is reviewed with supporting photos and detailed repair notes as needed.
- **Programming Optimization:** Custom programming developed to maximize water efficiency and system performance.
- **Ongoing Monitoring:** Regular checks and adjustments to ensure proper functionality throughout the season.
- **Monthly Inspections:** Thorough inspections conducted monthly, with findings included in detailed reports.
- **Quality Components:** Use of approved parts and immediate reporting of any damage for timely resolution.



Landscape Reporting

At Down to Earth, we're committed to proactive reporting that ensures your landscape is consistently maintained to the highest standard. Through regular site visits and detailed communication, we work to protect your investment and identify opportunities for continued improvement.

Routine Reviews:

We will conduct routine site visits to thoroughly review the property and identify any notable items or areas of concern. A summary of our findings will be communicated promptly to ensure full transparency and proactive management.

Detailed Reports:

We will provide reporting that includes identification of enhancement opportunities, and routine updates on your landscape maintenance services. This report will be presented to the Property Management, Board and Committee for their review and strategic planning.



Company Overview



Down To Earth is a premier, full-service landscape company proudly providing maintenance, irrigation, design, and construction services serving multiple regions across Florida.

Specializing in large-scale commercial, residential, and resort services, we deliver unparalleled service and unmatched quality from design and installation to ongoing maintenance.



**Click on image to learn more.*

Our Goal

Our goal for all three divisions is to approach it with the same business strategy and principles that have made the company a success for 30+ years:

*Surround yourself with great people that demonstrate “**ICARE**” values and offer a service that brings **Natural Joy** to our customers.*

Locations



Down To Earth is continuously expanding across Florida, with 16 different branch locations.



COMPANY SAFETY PLAN

OUR NUMBER ONE PRIORITY



THE TEAM THAT CARES

Down To Earth understands that safety is the number one priority for both you and our employees. All personnel wear the following necessary protective equipment during the performance of their duties:

- DTE branded protective clothing, reflective, high visibility shirts, and safety vests.
- Protective eye wear or face shields
- Respiratory protection
- Gloves
- Ear/Hearing protection

Down To Earth personnel will adhere to all local, state, and federal safety guidelines and will observe all safety precautions when performing services on property, roadways and rights-of-way. The following measures will be employed when active in these areas:

- Safe location of parked vehicles
- Use of safety cones/signage
- Flag personnel as necessary

HIRING PROGRAM

- Mandatory drug screening prior to employment – zero-tolerance policy.
- Each new employee must complete our “**Green Vest Training**” program that focuses on the safe operation of all equipment and machinery.

PREVENTIVE MAINTENANCE PROGRAM

- Participate in weekly “toolbox talks” to review the correct maintenance procedures and inspect current equipment.
- Equipment is cleaned and maintained daily which includes sharpening mower blades and servicing equipment to ensure proper working order.
- Weekly **Vehicle Condition Report** to ensure that all repairs and maintenance have been completed.
- Monthly **Branch & Site Audits** to ensure compliance.

SAFETY TRAINING PROGRAM

- Employees participate in scheduled equipment training programs demonstrating the correct way to operate machinery and tools utilized for day-to-day job activities.
- Fertilizer/Pest Control Applicators take the Florida Best Management Practices Class and stay current on all continuing education units.
- Weekly Safety topic as well as scheduled Safety bulletins to raise awareness and reinforce training.

DEDICATED RESOURCES

Augers/Tillers for Annual Beds	30	PSI Washer	30
Dump Trailer	23	Pull Behind Buffalo Blower	23
Dump Trailer with Large Leaf Vacuum	2	Roller	2
Dump Trucks	3	Semi with Drop Trailer	3
Enclosed Trailer	98	Service Truck	3
GMC/Chevy 1500 Crew Cab	35	Skid steer	2
GMC/Chevy 2500 Extra Cab	89	Smithco Sprayer (Fert/Pest)	15
GMC/Chevy Van	12	Sodcutter	15
Golf Cart	60	Stihl Backpack Blowers	600
Hustler 104" Commercial Mower	3	Stihl Edgers	375
John Deere 21" Commercial Mower	60	Stihl Long Trimmers	375
John Deere 36" Commercial Mower	53	Stihl Medium Trimmers	300
John Deere 48" Stand Up Mower	15	Stihl Pole Saw	120
John Deere 60" Commercial Mower	225	Stihl Short Trimmers	225
John Deere 72" Commercial Mower	128	Stihl Weedeaters	375
John Deere Gator Spray Unit (Fert/Pest)	23	TCM Loaders	20
John Deere Gators (2 Seat)	38	Toro Side Winder	3
John Deere Gators (4 Seat)	15	Tractor with Bushhog	6
8' Ladders	113	Tractor with Disk	2
Large Isuzu Truck with Landscape Bed	3	Trenchers	14
Large Truck with Gooseneck Trailer	5	Vortex Blower	38
Leaf Vacuum	5	Water Trailer	6
8' Open Trailer	48	Water Truck	3
20' Open Trailer	45	"Z" Sprays (Fert/Pest)	14



Organizational Chart

One of the keys To Down to Earth's success is **the ability to provide the care and attention of a local company but with the scale and resources of a larger enterprise.**

This alignment from the CEO down to the individual crew members is critical to **delivering our vision to be the "Service Provider of Choice".**



Personnel Experience:

Tom Loboda: Branch Manager

Summary

Outstanding leader with over 20 years of experience in the green industry specializing in landscape design including irrigation, drainage, and landscape lighting. Extremely customer centric with a strong focus on safety, daily operations oversight and improving quality with a work ethic second to none.

Qualifications

- Licensed Irrigation Contractor
- FNGLA Certified
- Best Management Practices Certified
- Fertilization & Pest Control Certified

Work Experience

Down To Earth- Sarasota- Branch Manager	2021-Present
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Tom Trombly: Regional Operations Manager

Summary

Results-driven leader with over 20 years of experience in the landscape industry. Specializing in implementing best practices using the latest technology, equipment, and agronomic techniques. Has a passion for the green industry and successfully develops strong partnerships and long-term relationships with customers by driving accountability and key performance metrics.

Qualifications

- FNGLA Certified
- Best Management Practices Certified
- Florida Water Star Certified
- Toro Irrigation Certified Technician
- Restricted use pesticides license
- Turf grass management certification

Work experience

Down To Earth – Regional Operations Leader- Southwest Florida	2017-Present
Florida Evergreen Landscape & Irrigation – Senior VP	2013-2017
Earthcare Landscape Services – Director of Operations	2006-2013
Trombly's Greenhous & Landscaping – General Manager	2004-2006
Savalawn- Agronomics Manager- Lawncare Division	2002-2004

Alexandra Stein: Account Manager**Summary**

Landscape professional with 10+ years of experience in large scale, commercial accounts with proven track record of establishing and maintaining cooperative and effective working relationships with customers and employees. Self motivated manager with a very strong work ethic.

Qualifications

- Green Industries Best Management Practices Certified

Work Experience

Down to Earth- Account/Enhancement Manager

2024-Present

Sean Malo- Irrigation Manager**Summary**

15 years in the Green Industry with focus on installation, troubleshooting, and repair of irrigation systems

Qualifications

- Certified Rain Bird Maxicom installer and controller
- State of Florida Certified Irrigation Contractor
- Certified Landscape Irrigation Auditor

Work Experience

Down To Earth – Irrigation Manager

2025-Present

Juniper - Irrigation Manager

2018-2025

Your Dedicated Landscape Team



Regional Operations Leader



Robert Beers

Oversees multiple branches, ensuring operational excellence, efficiency, and alignment with company standards to drive service quality and customer satisfaction.



Branch Manager



Thomas Loboda

Leads branch operations, managing teams, overall performance, and client relationships to ensure successful service delivery and growth.



Account Manager



Alexandra Steiner

Serves as the primary client contact, overseeing services, service quality, and customer satisfaction while identifying opportunities for enhancements and renewals.



Production Manager



Phillip Ward

Oversees daily crew operations, ensuring service delivery is efficient and work meets quality standards.



Irrigation Manager



Sean Malo

Specializes in the irrigation maintenance and efficiency of irrigation systems, ensuring optimal water management and system performance for client landscapes.

WE ARE HERE FOR YOU!

Let us help you
Weather the Storm.



Have Peace of Mind With **Pre-Authorized Storm Clean-Up**

When you approve a clean-up plan, we are on the ground canvassing your property to assess damage as soon as the storm has passed. We quickly dispatch the appropriate teams to address your needs, prioritizing safety first:

Our record over the years and our ICARE values have proven that we will do everything we can to alleviate the stress caused by inclement weather in a **3-phase approach**:

Phase 1: Emergency services to clear roadways, driveways, and walkways for first responders.

Phase 2: Complete clean-up, staking, and specific rebuilds as requested, so that recurring maintenance can begin.

Phase 3: Property rebuild: Normal enhancement rates would apply.

Normal Maintenance operations can typically resume the week following clean-up for all but the most severely impacted properties. Utilizing our network of vendor partners and leveraging our Construction Division, we can bring resources to address the situation.

2025



Hurricane season is upon us again. No matter what the weather may bring, your Down to Earth team is looking out for you.

To ensure we can provide you with a swift response following severe weather, we recommend the following:

Pre-Authorize Storm Clean-Up

See our **3-phase approach** below.

Keep Us Apprised of your Insurance Requirements

Let us know of any requirements your insurance carrier may have for documenting damages or corrective actions resulting from a storm. Our team will take photos of damages and keep track of manpower, equipment, and work provided in our repairs.

Let Us Know How to Reach You

Communications can be vulnerable in case of a storm. Remember to keep your contact information updated.

Prepare Your Trees

Reduce the risk of damage and injury by pruning weak branches and opening canopies. Schedule an assessment with our team to ensure your trees are ready.

Hurricane Price List

General Labor	\$80 / per man / per hour (\$110 per man hour OT)
Bucket Truck & Chipper	\$200 / per man / per hour (\$250 per man hour OT)
Loader & Operator Large	\$270 / per hour (\$320 per hour OT)
Loader / Operator Dump	\$270 / per hour (\$320 per hour OT)
Dump Fees	Market Rate (~\$110 per cubic yard)
Arbor Crew with Dump Truck & Chipper	\$180 / per man / per hour (\$230 per hour OT)
Irrigation Repair	\$110 / per person / per hour (\$150 per hour OT)
Lodge Pole & Staking Rope	\$35 / unit
Banding Kits (4X2)	\$40 / unit
Crane	Priced per request

*Please note: All prices and availability for landscape materials are subject to change and can vary depending on market conditions which are beyond our immediate control. Disruption in normal maintenance services will not result in credits. However, schedules will be adjusted to catch up maintenance services as conditions allow over time unless otherwise agreed in advance. Additional proposals may be required for additional cleanup or arbor care.



Payments are progress billed, and due immediately for all severe hurricane and/or severe weather-related charges.

Our Design Capabilities



Our team of experts specializes in landscape transformation through installation and design, *bringing your community visions to life.*



Licenses, Certifications, & Insurance Bonds



To deliver the very best customer service, we currently hold the following licenses, certifications, and insurance bonding:

- BMP Certified– Florida Green Industries
- Florida Department of Agriculture and Consumer Services, Certificate of Nursery Registration
- Florida Department of Agriculture and Consumer Services Certified Pest Control Operator
- Florida Department of Agriculture and Consumer Services Registered Pest Control Firm
- Florida Department of Agriculture and Consumer Services, License as Dealer in Agriculture Products
- Florida Nursery, Growers and Landscape Association (FNGLA) – Certified Horticulture Professional (FCHP)
- FNGLA Certified Horticulturalists Florida Nursery, Growers and Landscape Association (FNGLA) – Florida Certified Landscape Contractor (FCLC)
- International Society of Arboriculture (ISA), Certified Arborist
- Rain Bird – Certified Maxicom Operator, Maxicom Software Level 1 and 2, Maxicom Hardware Level 1 & 2

***All certificates & licenses are available upon request.**

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) SSS Down To Earth Opco, LLC	
	2 Business name/disregarded entity name, if different from above. Down To Earth	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☒ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) P Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐	
	5 Address (number, street, and apt. or suite no.). See instructions. 500 Winderley Place, Suite 222 6 City, state, and ZIP code Maitland, FL 32751 7 List account number(s) here (optional)	Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
			-				-		
or									
Employer identification number									
3	8		-	4	0	0	6	3	3
								6	

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person 	Date 01/03/2025
------------------	--	-----------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

The mission of the Florida Nursery, Growers & Landscape Association is to promote and protect the interests of Florida's nursery and landscape industry.

Down To Earth

is a member of the

Florida Nursery, Grower & Landscape Association

through 6/30/2026

A. Talmadge Coley

A. Talmadge Coley, Chief Executive Officer



Member since 7/13/2017

2600 Blair Stone Road, M.S. 3510
Tallahassee, Florida 32399-2400



GI-BMP Trainee ID: GV917082
Certification date: 6/13/2021
Test Score: 98%

Congratulations on successfully completing the Florida Green Industries Best Management Practices Training Program. Your certificate of completion and wallet card are attached. If there are errors in the certificate, or if we can be of further assistance, please contact the GI-BMP office of the UF/IFAS Florida-Friendly Landscaping™ Program at gi.bmp@ifas.ufl.edu or (352) 273-4517.

Please note that this training certificate alone does not authorize you to apply fertilizer commercially. You must take additional steps to become licensed for commercial fertilizer application in the state of Florida. The Limited Urban Commercial Fertilizer Applicator Certification (state "fertilizer license") is issued by the Florida Department of Agriculture and Consumer Services (FDACS).

Apply online: <https://aesecomm.freshfromflorida.com>. The certificate number from this document is required to apply for Fertilizer Applicator Certification. For assistance contact: The Bureau of Licensing and Enforcement, (850) 617-7997.

If your test score is 90% or greater, you may be eligible to become a GI-BMP Instructor:
https://ffl.ifas.ufl.edu/professionals/instructor_program.html

**State of Florida
DEPARTMENT OF
ENVIRONMENTAL PROTECTION**

Tom Lazzaro

GV917082-1

Certificate #

GV917082

Trainee ID #

**GREEN INDUSTRIES BEST MANAGEMENT PRACTICES
TRAINING PROGRAM**



UF IFAS
UNIVERSITY of FLORIDA

**Florida-Friendly
Landscaping** GI-BMP PROGRAM

GV917082-1

Certificate #

GV917082

Trainee ID #

**Certificate of Training
Best Management Practices
Florida Green Industries**



The undersigned hereby acknowledges that

Tom Lazzaro

has successfully completed the Green Industries Best Management Practices Program developed by the Florida Department of Environmental Protection with the University of Florida Institute of Food and Agricultural Sciences.

Tom Wichman
GI-BMP Statewide Coordinator

T. Wichman

Instructor

6/13/2021

Date of Class

Esen Momol, Ph.D.
Director Florida-Friendly Landscaping™ Program



CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 4
DATE (MM/DD/YYYY)
1/15/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Baldwin Group Southeast 4211 W. Boy Scout Suite 800 Tampa FL 33607		CONTACT NAME: Susanne Fischer PHONE (A/C, No, Ext): 239-734-3309 E-MAIL ADDRESS: certificates@bks-partners.com FAX (A/C, No): 239-931-5604	
License#: L002281 SEASSER-01		INSURER(S) AFFORDING COVERAGE	
INSURED SSS Down to Earth Opco, LLC dba Down to Earth 500 Winderley Place Suite 222 Maitland FL 32751		NAIC #	
		INSURER A: Greenwich Insurance Company 22322	
		INSURER B: XL Specialty Insurance Company 37885	
		INSURER C: Westchester Surplus Lines Insu 10172	
		INSURER D: Gemini Insurance Company 10833	
		INSURER E: CNA Insurance Co 35289	
		INSURER F: Steadfast Insurance Company 26387	

COVERAGES **CERTIFICATE NUMBER:** 1476977646 **REVISION NUMBER:** MASTER25

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC ☐ OTHER:			RGD3002006-01	1/1/2025	1/1/2026	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			RAD9438300-01	1/1/2025	1/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
F	☒ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$ 0			AEC416850300 140002274	1/1/2025 1/1/2025	1/1/2026 1/1/2026	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☒ N	N / A	RWD3002005-01	1/1/2025	1/1/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C D E	Pollution Coverage Professional Coverage Inland Marine			G7444748A 001 VNPL013755 7018535549	2/28/2024 7/31/2024 2/28/2024	2/28/2025 7/31/2025 2/28/2025	Each Occurr/Aggregate 1,000,000/2000000 Each Occurr/Aggregate 1,000,000/2,000000 Leased/Rented Equip 300,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Excess Liability Layer \$3,000,000 over the Primary \$2,000,000 - 140002274 - QBE Insurance Company NAIC# 39217
Proof of Insurance

CERTIFICATE HOLDER	CANCELLATION
For Informational Purposes Only	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

References



PROJECT NAME: Oakfield Lakes CDD
Address: 12713 Wanderlust Place
 Parrish, FL 34219

CLIENT SINCE: 2023

SERVICES PROVIDED: We offer full-service landscape maintenance, irrigation, fertilization & pest control

CLIENT CONTACT:
 Jayna Cooper
 District Manager
 P: (813) 340-9022
 E: jayna.cooper@inframark.com



PROJECT NAME: Palencia
Address: 781 Ibiza Lp, Venice, FL 34292
Units: 200+

CLIENT SINCE: 2023

SERVICES PROVIDED: We offer full-service landscape maintenance, irrigation, fertilization & pest control

CLIENT CONTACT:
 Scott Andryaukas
 Vice President
 P: (407) 232-3623
 E: Scottea1958@gmail.com

CLIENT CONTACT: Kellianne Johnson CAM
 P: (813) 607-2220x1061
 E: kjohnson@accessdifference.com



PROJECT NAME: Waterside Villages
Address: 300 Sunset Lake Blvd, Venice, FL 34292
Units: 200+

CLIENT SINCE: 2024

SERVICES PROVIDED: We offer full-service landscape maintenance, irrigation, fertilization & pest control

CLIENT CONTACT:
 Jeff Lapp
 Board President
 P: (610) 295-4609
 E: Jlapp22365@aol.com

CLIENT CONTACT:
 Nicole Banks CAM
 P: (813) 607-2220x1061
 E: nicole@sunstatemanagement.com

References



PROJECT NAME: Coddington
Address: 308 158th St E,
Bradenton, FL 34212
Units: 351

CLIENT SINCE: 2023

SERVICES PROVIDED: We offer
full-service landscape
maintenance, irrigation,
fertilization & pest control

CLIENT CONTACT:
Christian Cotter
Board President

CLIENT CONTACT
Tricia Gwinn CAM
P: (239) 338-8364
E: tgwinn@accessdifference.com



Proposal Pricing



Based on our discussions and assessment of your property, please see the proposed services and pricing that we can provide to best serve your property.

Official Proposal Form for Solicitation of Proposals for Landscape and Irrigation Maintenance Services

Name of Proposer: Down to Earth

In accordance with the solicitation of proposals issued by the (**Shell Point**) Community Development District the undersigned proposes to provide all work necessary to perform the scope of services as described in the Solicitation for Proposals for Landscape and Irrigation Maintenance Services.

Proposer submits that it can perform the work described above summarized as follows and as more specifically described in Proposer's proposal:

1. Turf: mowing, trimming, fertilization, pest control, edging, weeding, labor	\$ <u>68,543.80</u>
2. Shrub & Trees: pruning, fertilization, pest control, weeding, labor	\$ <u>54,632.80</u>
3. Palm Trees: pruning, fertilization/inoculations, pest control, weeding, labor	\$ <u>11,252.80</u>
4. Cleaning: blowing/collecting clippings, debris, trash, dirt, weeds on paved areas/sidewalks, labor	\$ <u>13,152.61</u>
5. Irrigation: system inspection & testing, sprinkler heads alignment & repair, labor	\$ <u>14,664.00</u>
6. Additional Services outside the scope of work:	\$ <u>TBD</u>
7. Other Expenses:	\$ <u>TBD</u>
Total Yearly Cost for the first year of the above items	\$ <u>162,246.00</u>

This is the Total Annual Price of the contract for Services.

8. Annuals Maintenance/Installation	\$ <u>2.85/annual</u>
9. Mulching for Tree and Shrub/Groundcover Bed Areas	\$ <u>57,800</u>

Estimate of total cubic yards proposed to service the property: 850 cubic yards

Cost of Mulch Per Cubic Yard \$ 68.00 cu. yard

10. Irrigation Hourly Rate for items not included in the Scope of Services:	\$ <u>85.00/hour</u>
11. Hurricane/Emergency Clean up Services	\$ <u>80.00/hour</u>

Proposer, thoroughly reviewed all components of the Solicitation for Landscape and Irrigation Maintenance Proposals and has a thorough understanding of the work required, the site and conditions where the work is to be performed, local labor conditions and all laws, regulations and other factors affecting performance of the work, having knowledge of the expense and difficulties attending performance of the work, and having fully inspected the site in all particulars, hereby proposes and agrees, if Proposer's proposal is accepted, to enter into the proposed Agreement with the District.

Name of Authorized Signatory of Proposer: Kara Rewerts

Title of Authorized Signatory of Proposer: Business Development Manager

Signature of Authorized Signatory of Proposer: Kara Rewerts

Affidavit for Anti-Human Trafficking

Section 787.06(13), Florida Statutes

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

Before me the undersigned authority personally appeared _____, who being duly sworn, deposes and says (the “**Affiant**”):

1. Affiant is over 18 years of age and has personal knowledge of the facts and certifications set forth herein.
2. Affiant is the _____(Title) of _____(the “**Company**”) and as such is authorized to make this Affidavit for and on behalf of the Company, its directors and officers.
3. Company does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.
4. Company intends to execute, renew, or extend a contract between Company and the Shell Point Community Development District (“**CDD**”).
5. This declaration is made pursuant to section 92.525(1)(c), Florida Statutes. I understand that making a false statement in this declaration may subject me to criminal penalties.

I state that I and the Company understand and acknowledge that the above representations are material and important, and will be relied on by the above referenced CDD to which this affidavit is submitted. I and the Company understand that any misstatement in this affidavit is, and shall be treated as, fraudulent concealment from the CDD of the true facts.

Under penalties of perjury, I declare that I have read the foregoing Affidavit for Anti-Human Trafficking and that the facts stated in it are true.

Signature of Affiant

Sworn before me on _____, 2025

Notary Public Signature

Notary Stamp

EXHIBIT E

ITEMIZE LIST OF MATERIALS AND COSTS (Must be included in the Total Annual Price.):

1. A list of cost for:

- Each type of: Tree, shrub, plant, palm tree, groundcover and turf/sod present in Shell Point: **pricing to be given per request as material pricing changes**
- Floating grade cypress mulch: **pricing to be given per request as material pricing changes**
- Fertilizers and weed control chemicals to be used: **specified by CDD in services**
- Insecticides, fungicides, palm trees inoculations and ant baits: **TBD based of field observations**
- Irrigation: automatic valves, control wires, controller, pumps, sprinkler heads ant their components, etc **(pricing sheet for small repairs attached)**
- Pond erosion repairs: **NA**

2. The costs of labor per hour for:

- Planting and removing trees, palm trees, shrubs, groundcover and plants: **\$75.00/hour**
- Laying and Removing sod and mulch: **\$75.00/hour**
- Adding Fertilizers and weed control: **\$85.00/hour**
- Pest control: **\$85.00/hour**
- Irrigation repairs **\$75.00/ hour**
- Pond Erosion Repairs: **NA**

3. Specify Additional Services not included in the scope of work and their costs:

4. Other Expenses:



Irrigation Pricing Information:

6" Pop Ups	\$25.00 Installed
6" Rotors	\$48.75 Installed
Drip line	\$0.65/ ft
1" Valves	\$320.00 Installed
2" Valves	\$478.75 Installed
6 Station Hunter Controller	\$285.00
1 Station Hunter Nodes	\$335.00
Standard Nozzles	\$2.11 each
Misc. Parts (elbows, couplers, etc)	\$2.67 each
General Irrigation Price	\$75.00/ Hour
Nozzle Filter Assy	\$ 3.00
Electric Scrub Valve	\$ 278.00 (Rainbird 1")
	\$337.00 (Rainbird 1.5")
	\$ 398.00 (Rainbird 2.0")
	\$ 187.00 (Hunter 1")
	\$ 222.00 (Hunter 1.5")
	\$301.00 (Hunter 2")
6" Rain Bird pop Up	\$ 13.00
4" Rotary Head	\$ 20.00
Single ACC Decoder	\$ 252.00
Dual ACC Decoder	\$ 445.00
Quad ACC Decoder	\$ 712.00
ACC EDM Module	\$ 1124.00 (A2C75 Stn Module)
	\$ 522.75 (E2-DM)
4 Zone Controller	\$ 180.00
Drip Line 200 Mesh Filter	\$ 60.00

EXHIBIT F

COST BREAKOUT FOR GENERAL LANDSCAPE MAINTENANCE

(Must be included in the Total Annual Price.)

General Landscape Maintenance

Mowing, hard edging, blowing off hard surfaces:	\$ <u>715.00</u> / event
Pond bank mowing, including line-trimming to water's edge:	\$ <u>1,150.00</u> / event
Bed detailing, including weeding, soft edging, shrub pruning, delineation and dead-wooding, dead-heading of annuals, trash and landscape litter removal:	\$ <u>4,400.00</u> / event
Tree Lifting:	\$ <u>552.00</u> / event
Palm Pruning, including seed pods, old flower stalks, and inflorescence, vines & volunteers:	\$ <u>11,000.00</u> / event

EXHIBIT G
LANDSCAPE AND IRRIGATION MAINTENANCE
RATES FOR ADDITIONAL SERVICES
(Must be included in the Total Annual Price.)

Please provide rates for the following items (including overhead and profit) which will be used for any additional work and/or services:

A.	Mowers w/operator	\$	65.00	Hour
B.	Bush-Hog w/operator	\$	125.00	Hour
C.	Tractor w/operator	\$	150.00	Hour
D.	Supervisor with Transportation	\$	95.00	Hour
E.	Laborer with hand equipment	\$	80.00	Hour
F.	Truck w/driver	\$	95.00	Hour
G.	Irrigation Tech	\$	85.00	Hour
H.	Granular Pesticide Applicator			
	Person with Drop Spreader	\$	85.00 plus material	Hour
I.	Liquid Pesticide Applicator			
	Person with Spray Truck	\$	85.00 plus material	Hour
J.	Granular Fertilizer Applicator			
	Person with Drop Applicator	\$	85.00 plus material	Hour
K.	Liquid Fertilizer Applicator			
	Person with Spray Truck	\$	85.00 plus material	Hour
L.	Granular Weed Control Applicator			
	Person with Drop Applicator	\$	85.00 plus material	Hour
M.	Liquid Weed Control Applicator			
	Person with Spray Truck	\$	85.00 plus material	Hour
N.	Laborer for Additional Trash Pick-Up	\$	75.00	Hour
O.	Lump Sum Mowing (¹), entire community	\$	1,865.00	Per Mow

¹ Mowing shall include mowing, edging, weed eating, weeding of beds, weeding of lawns and blowing and/or vacuuming.

EXHIBIT H
HURRICANE/EMERGENCY CLEAN-UP SERVICES
(DO NOT include in the Total Annual Price.)

In the event of a declared emergency or disaster, the following services shall be provided on a time and materials basis, at the rates (which include all costs including but not limited to overhead and profit) set forth below: **** Please see Hurricane/Emergency List Below & also provided within proposal****

A. Debris removal personnel unit costs:

_____ \$ _____ per Hour
 _____ \$ _____ per Hour
 _____ \$ _____ per Hour

B. Debris removal equipment unit costs:

_____ \$ _____ per Hour
 _____ \$ _____ per Hour
 _____ \$ _____ per Hour

C. Other emergency/disaster related unit costs:

_____ \$ _____ per Hour
 _____ \$ _____ per Hour
 _____ \$ _____ per Hour

Costs for equipment and personnel are only payable for when the equipment and personnel are operating. No stand-by time is eligible for payment. Disaster recovery assistance services shall not exceed 70 hours for each declared emergency or disaster. Contractor shall maintain and supply District all necessary and adequate documentation on all emergency/disaster-related services to support reimbursement by other local, state, or federal agencies. The District reserves the right to contract with an outside vendor for any or all emergency clean-up services.

Hurricane Price List

General Labor	\$80 / per man / per hour (\$110 per man hour OT)
Bucket Truck & Chipper	\$200 / per man / per hour (\$250 per man hour OT)
Loader & Operator Large	\$270 / per hour (\$320 per hour OT)
Loader/ Operator Dump	\$270 / per hour (\$320 per hour OT)
Dump Fees	Market Rate (~\$110 per cubic yard)
Arbor Crew with Dump Truck & Chipper	\$180 / per man / per hour (\$230 per hour OT)
Irrigation Repair	\$110 / per person/ per hour (\$150 per hour OT)
Lodge Pole & Stalking Rope	\$35 / unit
Banding Kits (4X2)	\$40 / unit
Crane	Priced per request

A. Company Information

i. Name of Company (including any “Doing Business As” names)

SSS Down to Earth OPCO LLC

(“Down To Earth” or “DTE”)

ii. Headquarters / Parent Company Locations

Headquarters: 500 Winderley Place, #222, Maitland, FL 34751

iii. Office Locations and Total Number of Employees at Each

- Sarasota, FL – [109] employees
- Tampa, FL – [45] employees
- Fort Myers, FL – [165] employees
- Ocala, FL – [224] employees
- Jacksonville, FL – [165] employees
- Additional regional offices throughout Florida

Total employees company-wide: [over 1500 total employees]

iv. Local Address and Telephone Number

Down To Earth Landscape & Irrigation

1821 36th St SE

Ruskin, FL 33570

Phone: (813) 597-6852

v. History of the Company

Founded in 1989, Down To Earth Landscape & Irrigation has grown to become one of Florida’s premier landscape and irrigation service providers. With more than three decades of experience, the company delivers comprehensive landscape maintenance, irrigation management, arbor care, and enhancements for community associations, CDDs, commercial properties, and municipalities. Our reputation is built on consistency, reliability, and a proactive approach to client service.

vi. Organization Chart of Company

[Please see page 13 of proposal]

vii. Proof of Insurance

Certificates of Insurance are provided within proposal, demonstrating coverage for:

- General Liability Insurance

- Property Insurance
- Automobile Liability Insurance
- Workers' Compensation Insurance

B. Qualifications and Staffing

i. Experience and expertise of the proposer in performing the Scope of Services.

-Information provided within proposal

ii. If there will be a subcontractor performing certain services, describe which services will be subcontracted and include subcontractor's qualifications.

-Subcontractors:

Down To Earth performs the vast majority of services with in-house staff. In some cases where subcontractors are used (e.g., large-scale tree removal requiring crane services, or fertilization & pest control), we partner only with licensed, insured vendors who meet or exceed our standards. Horticulture Haulers & TruGreen are among the subcontractors we have partnered with.

TruGreen - Services Subcontracted:

- Fertilization of turf and ornamentals
- Insect and disease control
- Weed management (chemical applications)
- Specialized horticultural treatments (as needed)

Subcontractor Qualifications:

- TruGreen is one of the largest professional lawn care companies in the U.S., serving millions of residential and commercial clients.
- Licensed and insured to perform chemical applications in the State of Florida.
- Staff includes certified agronomists and trained applicators with extensive experience in turf science, pest management, and environmental best practices.
- Proven track record in delivering safe, effective, and environmentally responsible lawn and landscape treatment programs.

- Regular training and continuing education provided to technicians to ensure compliance with all local, state, and federal regulations.

Horticulture Haulers - Services Subcontracted:

- Collection, hauling, and disposal of landscape debris, green waste, and storm cleanup materials.
- Transportation of horticultural materials as needed for large-scale projects.
- **Subcontractor Qualifications:**
- Horticulture Haulers specializes in green waste hauling and disposal services, with extensive experience serving landscape contractors and municipalities across Florida.
- Licensed and insured to perform hauling and disposal operations in compliance with local, county, and state environmental regulations.
- Fleet of properly equipped trucks and trailers designed for efficient and safe transport of landscape debris.

iii. Company Managers, the proposer will assign to the District, including:

1.Names, specific services each will have primary responsibility over, degrees(if any), certifications and licenses.

(Certifications & licenses are provided within proposal)

Tom Loboda: Branch Manager

- Oversees all branch operations including crews, equipment, and financial performance.
- Manages client relationships at a high level and supports account managers.
- Ensures quality control, safety compliance, and profitability.
- Leads hiring, training, and development of branch staff.

Alexandra Stiener: Account Manager

- Primary client contact; builds and maintains relationships.
- Oversees service quality, contract compliance, and customer satisfaction.
- Coordinates crews, scheduling, and resources.
- Handles site walks, reporting, and proposal of enhancements.

Sean Malo: Irrigation Manager

- Oversees operation, inspection, and repair of irrigation systems.
- Schedules and conducts wet checks to ensure efficiency.
- Diagnoses and resolves system issues (valves, controllers, heads, wiring).
- Recommends upgrades, water conservation strategies, and compliance with local watering regulations.

iv. Willingness of Company Managers to attend CDD meetings in the evenings.

-Down to Earth managers are committed to being accessible to the communities we serve. Our Account Manager and/or Branch Manager will attend evening CDD meetings as needed to provide updates, answer questions, and ensure open communication with the Board.

v. How any issues arising after business hours will be handled.

- We maintain a 24/7 on-call system for urgent matters that arise outside normal business hours. Clients are provided with a dedicated phone number and direct contacts to reach management. Emergency issues (e.g., irrigation breaks, storm damage, safety hazards) are immediately dispatched to the appropriate on-call team for rapid response.

vi. Backup plan for situations when the company managers are unavailable.

- Down to Earth ensures continuity of service through a layered management structure. If the primary Account Manager is unavailable, the Branch Manager or Irrigation Manager will step in. This built-in redundancy guarantees that knowledgeable leadership is always accessible to address client concerns and oversee operations.

vii. Point of contact information beyond managers for resolution of all landscaping issues.

- Escalation Contacts:

Branch Manager: Thomas Loboda

- Phone: (941) 465-9291
- Email: Thomas.loboda@down2earthinc.com

Regional Director: Robert Beers

- Phone: (224) 436-6250
- Email: Robert.beers@down2earthinc.com

Sean Malo: Irrigation Manager

- Oversees operation, inspection, and repair of irrigation systems.
- Schedules and conducts wet checks to ensure efficiency.
- Diagnoses and resolves system issues (valves, controllers, heads, wiring).
- Recommends upgrades, water conservation strategies, and compliance with local watering regulations.

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VP of Operations: Tom Trombly

- Phone: (239)-580-8785
- Email: tom.trombly@down2earthinc.com

d. Cost of Additional Services

In addition to base contract services, Down To Earth provides the following at competitive rates:

- **Landscape Enhancements** – Priced by project scope with itemized estimates.
- **Irrigation Repairs (Valve Out)** – \$85.00/hour not including parts.
- **Tree Work / Arbor Care** – Hourly or per-tree pricing depending on size and scope.
- **Seasonal Color Rotations** – price per annual provided on pricing sheet.

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EXHIBIT A

SCOPE OF SERVICES

PART 1

GENERAL LANDSCAPE MAINTENANCE

1) MOWING – All grass areas will be mowed on the following schedule:

MAY 1 – NOVEMBER 1 – Once a week

NOVEMBER 1 – MAY 1 – Once every two weeks

This schedule estimates that there will be **40 cuts annually for St. Augustine**, **38 cuts annually for Bahia** based on standard growing periods in Florida. Each mowing should leave the **Bahia** grass at a **height of three (3) to three and one half (3 1/2) inches (Maximum height is 4 inches)**, **Paspalum** at a **height of one (1) to one and one half (1 1/2) inches (Maximum height is 2 inches)** to encourage deeper root grow and **St. Augustine** at a **height of three and one half (3 1/2) to four (4) inches (Maximum height is 5 inches)**.

Rotary Mowers are preferred for heights above one (1) inch and Reel type mowers for heights below one (1) inch. All mowing done in the pool area must be done with a push mower to not damage any of the district turf.

All blades shall be kept sharp at all times to provide a high-quality cut and to minimize disease. The Board of Supervisors of Shell Point requires mowers to be equipped with a mulching type deck. Clippings may be left on the lawn as long as **no readily visible clumps remain on the grass surface** thirty-six hours after mowing. **Large clumps of clippings will be collected and removed by the Contractor as part of regular maintenance.**

In case of fungal disease outbreaks, the clippings will be collected until the disease is under control. **Trash must be picked up before mowing** and not shredded with the lawn mower and left behind especially in the pond areas. Mowing should be kept away 1 foot from homeowners' fences to maintain

uniformity. **The Contractor shall restore any noticeable damage caused by the Contractor's mowing equipment within twenty-four hours from the time the damage is caused at the Contractor's sole cost and expense.**

The Contractor shall be responsible for training all its personnel in the technical aspects of the Shell Point Landscape Maintenance and Irrigation Program and general horticultural practices.

This training will also include wetland species identification as it relates to pond banks and wetland areas. The Contractor shall be held responsible for all damage to wetlands, littoral shelves, mitigation areas and uplands due to mowing/fertilizing, etc.

The Contractor is responsible for vehicular safety within the community and **shall use the proper warning safety equipment, including orange safety cones, at all times.** Any motorized equipment used on the road ways of the community must be legally equipped.

Weekend work is permitted when necessary upon prior approval.

1A) POND MOWING - All ponds identified as such on the overall Shell Point Maintenance **Exhibit B** shall be mowed incorporating the same mowing schedule as the common areas stated above. Each mowing shall leave **the grass at a height of four (4) to four and one half (4 1/2) inches.** Pond banks will be mowed 1 foot away from the bank of the pond (grassy edge). Mowers must blow all clippings away from the water's edge.

Line trimming will be used in areas that are not mowed by mowers, exactly 1 foot from the bank of the pond (grassy edge). It includes water's edge and line trimming of drainage structures shall occur each and every time the pond is mowed. Careful attention must be paid to trimmer height on pond banks so as not to scalp at the crest of the pond bank and increase the chances for pond bank erosion. All pond erosion caused by negligence is at the Contractor's expense to fix.

Also when line trimming to water's edge, Contractor shall be extremely careful not to scalp at the water's edge also increasing chances of pond bank erosion. Line trimming height shall be the same as mowing height (if not slightly higher). The Contractor shall be careful to keep trimmings from entering water. **Excessive clippings shall be hand removed.** Trash of any kind and other debris within 2 feet

from water's edge when ponds are full of water or from receded water shall be removed & disposed of by the Contractor during every normal service event.

All pond erosion must be reported immediately via email to Inframark Managers and the Board of Supervisors of Shell Point within 24 hours of discovery. Actual photos must be included in the email. Failure to do so will result in liability to the Contractor for damages to the ponds.

2) EDGING AND TRIMMING – All hard-edged areas (curbs, sidewalks, bike paths, nature trails, etc.) and soft-edged areas (tree rings, shrub and groundcover bed lines) shall be edged during each mowing event. All edging shall be performed to the sole satisfaction of the Board of Supervisors of Shell Point. **Chemical edging shall not be permitted anywhere on property.**

AT NO TIME SHALL LAWN BE ALLOWED TO GROW IN AN UNSIGHTLY MANNER. SHOULD THIS OCCUR, CONTRACTOR AGREES TO CORRECT WITHIN FORTY-EIGHT HOURS OF NOTICE BY BOARD OF SUPERVISORS OF SHELL POINT AT NO ADDITIONAL COST.

3) TREE, PALM TREE AND SHRUB CARE – **All trees includes deciduous trees.** Trees shall be **pruned when dormant** to ensure proper uniform growth. All **evergreen trees** shall be pruned in the **early summer and fall** to ensure proper growth and proper head shape. Once per year, central leaders shall be maintained and interfering or crossed limbs shall be removed. Sucker growth at the base of the trees shall be removed by hand continuously throughout the year. **Aesthetic pruning** shall consist of the **removal of dead and/or broken branches as often as necessary** to have trees appear neat at all times. Branches will be pruned just outside the branch collar. **Tree pruning is included in the price of regular maintenance.**

Branches and limbs shall be kept off buildings (including roofs), signage structures, play structures, fences & walls as well as pruned to keep street lights and traffic signage from being blocked. Additionally, on an as-needed basis, all trees shall be trimmed or pruned over sidewalks, nature trails, parking lots, driveways & roadways so as not to interfere with pedestrians, cars or other vehicles. (This is to include maintaining at all times a minimum of ten to fifteen (10-15) feet (but shall vary according to DOT specs) of clearance under all limbs depending on location and species of tree.)

All shrubs will be pruned as necessary to retain an attractive shape and fullness, removing broken or dead limbs as necessary to provide a neat and clean appearance.

Shrubs shall not be clipped into balled or boxed forms unless such forms are required by design. Shrubs shall be pruned in accordance with the intended function of the plant in its present location. Flowering shrubs shall be pruned immediately after the blossoms have cured with top pruning restricted to shaping the terminal growth. All pruning shall be done with horticultural skill and knowledge to maintain an overall acceptable appearance consistent with the current aesthetics of Shell Point. The Contractor agrees that pruning is an art that must be done under the supervision of a highly trained foreman and shall make provisions for such supervision. Individual plants pruned into rounded balls or unnatural shapes will not be allowed. All clippings and debris from pruning will be carted away at the time pruning takes place. **Shrub pruning is included in the price of regular maintenance.**

All palms shall receive pruning as often as necessary to appear neat and clean at all times. Price for this service is included in the monthly fees. The timing of the Palm pruning to be coordinated via email with Inframark Managers and the Board of Supervisors of Shell Point during monthly reports by Contractor's manager. This includes brown and/or broken fronds and inflorescence. Removal of green or even yellowing fronds is unnecessary. Fronds should be removed only once they turn brown or become broken or are disrupting flow of pedestrian/vehicular traffic or are hanging on architectural structures. Fruit pods shall be removed prior to development. Tarpaulins shall be used in areas where date palms and other palm fruits may stain sidewalks & pavement including, but not limited to, pool decks. "Hurricane" palm pruning shall never be allowed without prior written approval from the Board of Supervisors of Shell Point. **Palm tree pruning is included in the price of regular maintenance.**

4) WEEDS AND GRASSES – All groundcover and turf areas shall be kept reasonably free of weeds, grasses and trash, and be neatly cultivated and maintained in an orderly fashion at all times. Weeds and grasses may require applications of pre & post emergent herbicides as part of fertilizer mixtures and post-emergent herbicide spot treatments on an as-needed basis. Condition of turf is to be reported to the Board of Supervisors of Shell Point at its monthly meetings by Contractor's manager.

All shrub and bed areas shall be maintained with each mowing service by removing all weeds, trash and other undesirable material and debris to keep the area neat and tidy. All ornamental beds, hedge

areas and tree rings shall be kept weed (and sod) free throughout the year. This is to be accomplished through hand pulling or the careful application of a post-emergent herbicide.

AT NO TIME SHALL POST-EMERGENT HERBICIDES BE PERMITTED WHEN WEEDS HAVE ESTABLISHED THEMSELVES AS TO DOMINATE PLANTING BEDS. HAND PULLING MUST BE PERFORMED.

NON-SELECTIVE, POST-EMERGENT HERBICIDES SHALL NEVER BE USED TO CONTROL WEED/SOD GROWTH AROUND STRUCTURES OF ANY TYPE (I.E. STREET SIGNS, UTILITY BOXES, STREET LIGHTS, PAVEMENT, ETC.) THE FIRST OFFENSE WILL RESULT IN A VERBAL WARNING; THE SECOND OFFENSE WILL RESULT IN A SECOND VERBAL WARNING AND THE BOARD OF SUPERVISORS OF SHELL POINT WILL BE NOTIFIED; THE THIRD OFFENSE MAY TERMINATE THIS CONTRACT FOR CAUSE AT THE BOARD OF SUPERVISORS OF SHELL POINT'S DISCRETION.

The Contractor shall be responsible for the replacement of ornamental plants killed or damaged by herbicide application. All fence lines shall be kept clear of weeds, undesirable vines and overhanging limbs.

5) MAINTENANCE OF PAVED AREAS – All paved areas shall be kept weed free. This may be accomplished by mechanical means (line trimmer) or by applications of post/pre-emergent herbicides. **Weeds greater than two (2) inches in height or width shall be pulled from paved areas, not sprayed. No sprays with dyes may be used on any paved areas.**

6) CLEAN UP – At no time will the Contractor leave the premises after completion of any work in any type of disarray. **All clippings, trimmings, debris, dirt, trash or any other unsightly material shall be removed promptly upon completion of work. The Contractor shall use his own waste disposal methods, never the property dumpsters. Grass clippings blown off of sidewalks, streets and curbs shall be blown into turf areas, never into mulched bed areas as these are to be maintained free of grass clippings.**

NO CLIPPINGS SHALL BE BLOWN DOWN CURB INLETS.

7) REPLACEMENT OF PLANT MATERIAL – Tree, palm tree and shrubs in a state of

decline should immediately be brought to the attention of Inframark Managers and the Board of Supervisors of Shell Point via email along with photos. Dead or unsightly plant material shall be removed immediately as part of regular maintenance. The Contractor shall be solely responsible for replacement of trees, shrubs, palm trees, groundcover, and turf, if due to Contractor's negligence and/or failure to report damages. New plant material shall be guaranteed for a period of one (1) year for all trees, plants, and turf after planting. Replacement of trees, plants and turf to be done during the rainy season, especially in areas without irrigation.

8) INCLEMENT WEATHER - If Contractor misses a service due to inclement weather or any other reason, the Contractor is required to make up service the same week.

9) LIABILITY - Liability for damaging trees, palm trees, shrubs, plants, groundcover and turf at Contractor's expense due to damage on their own negligence, inaction to fix a damage and/or failure to report any damage with photos via email within 24 hours to Inframark Managers and the Board of Supervisors of Shell Point. **Replacement of trees and turf to be done during rainy season especially in areas with no irrigation at Contractor's expense. All charges for removal of trees, palm trees, shrubs, plants, groundcover and turf and replacing of trees, palm trees, shrubs, plants, groundcover and turf at Contractor's expense including labor.** All new planting includes a 12 month warranty. Must inform via email Inframark Managers and the Board of Supervisors of Shell Point of any damage of trees, palm trees, shrubs, plants, groundcover, turf and pond erosion within 24 hours after discovery with photos. Failure to do so will result in liability for damage for any trees, palm trees, shrubs, plants, groundcover, turf and pond erosion

10) REPORTS:

- a) Any natural damages or damages caused by Contractor's staff must be reported within 24 hours of discovery. Send an immediate email to Inframark Managers and Board of Supervisors of Shell Point with photos of damage. Failure to do so will result in liability at Contractor's expense. **(See it, report it)**
- b) Monthly meetings – Contractor's Manager will attend in person monthly meetings to report health of current landscape, issues and damages encountered.

PART 2

FERTILIZATION

The Contractor shall fertilize the turf 6 times a year. **The cost is part of the monthly premium.** The Contractor must follow all provisions of the Hillsborough County Fertilizer Ordinance (Fertilizer Ordinance 24-197), as they may be amended from time to time, in addition to the Environmental Protection Commission (EPC) Rules 1-15. It is further recommended that those practices outlined in the Hillsborough County Fertilizer Rule be followed. Highlights of that rule are listed below.

NO PERSON SHALL APPLY FERTILIZERS CONTAINING NITROGEN AND/OR PHOSPHORUS TO TURF AND/OR LANDSCAPE PLANTS DURING A PERIOD FOR WHICH THE NATIONAL WEATHER SERVICE HAS ISSUED ANY OF THE FOLLOWING ADVISORIES FOR ANY PORTION OF HILLSBOROUGH COUNTY:

- 1) A SEVERE THUNDERSTORM WARNING or WATCH**
- 2) A FLOOD WARNING or WATCH**
- 3) TROPICAL STORM WARNING or WATCH**
- 4) HURRICANE WARNING or WATCH**
- 5) IF RAIN GREATER THAN OR EQUAL TO TWO INCHES IN A 24-HOUR PERIOD IS FORECASTED.**

All turf shall be fertilized according to the following IFAS Guidelines for a high maintenance level for central Florida turf: (per BMP guidelines and University of Florida IFAS Extension, Central Florida is determined by anything south of a line running east-west from coast to coast through Ocala and north of a line between Tampa & Vero Beach.)

All St. Augustine Sod:

February - A complete fertilizer based on soil tests + PreM

April - Nitrogen (soluble Nitrogen applied at 0.5 lbs. N/1000 SF)

May - SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF)

July - Fe For foliar application, use ferrous sulfate (2 oz. /3-5 gal. H₂O/1,000 SF)

August - SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF)

October - A complete fertilizer based on soil tests + PreM

All Bahia Sod:

March - A complete fertilizer based on soil tests + Pre M

April - Nitrogen (soluble Nitrogen applied at 0.5 lbs. N/1000 SF)

June - SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF)

August - Apply Supplemental **Iron sulfate or chelated iron in liquid applications**

October – A complete fertilizer based on soil tests.

All Paspalum Sod:

March - A complete fertilizer based on soil tests + PreM

April - N (Soluble Nitrogen applied at .5 lbs. N/1000 SF)

May - SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF)

July - A complete fertilizer based on soil tests

August - Fe (for foliar apps, use ferrous sulfate @ 2 oz. /3-5 gal H₂O/1000 SF).

If Fe is applied to an acidic soil, use 1 lb. of iron sulfate/1000 SF.

If soil is calcareous, use the container label recommended rate of an iron chelate.)

September - SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF)

November - A complete fertilizer based on soil tests + PreM

The Contractor shall submit fertilizer labels to Inframark Managers for approval prior to application.

At times, environmental conditions may require additional applications of nutrients, augmenting the above fertilization programs to ensure that turf areas are kept uniformly GREEN, healthy and in top condition. It shall be the responsibility of the Contractor to determine specific needs and requirements. The Contractor must notify via email immediately Inframark Managers and the Board of Supervisor of Shell Point when these additional applications are needed. Actual photos of each site must be provided with the actual cost of fertilization and labor. The cost for these additional fertilizations must be presented before the Board of Supervisors of Shell Point for approval before commencing any work. **These additional fertilizations are not included in the monthly premium and will not be considered as an emergency situation.**

Fertilizers containing iron shall be removed from all hard surfaces to avoid staining before the sprinklers are activated after application of the fertilizer. Any stains caused by a failure to do so will be the responsibility of the Contractor to remove it at its own expense.

Soil test samples shall be taken twice a year by the Contractor to determine the presence of Phosphorus and whether changes in the fertilizer pH or formulations are required. Test results will be provided via email to Inframark Managers and the Board of Supervisors of Shell Point. Should changes be of merit, the Contractor shall notify via email Inframark Managers and the Board of Supervisors of Shell Point in writing prior to the implementation of such changes.

Fertilizer shall be applied in a uniform manner. If streaking of the turf occurs, correction will be required at no additional cost to Shell Point. Fertilizer shall be swept/blown off of all hard surfaces onto lawns or beds in order to avoid staining.

IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO REMOVE ANY STAINS FROM ANY HARD SURFACES ON THE PROPERTY CAUSED BY ITS NEGLIGENCE OF FERTILIZER APPLICATION.

Fertilizer shall not be applied within ten (10) feet from the landward extent of any surface water.

Spreader deflector shields are required when applying fertilizer by use of any broadcast or rotary spreader. Deflector shields must be positioned such that fertilizer granules are deflected away from all impervious surfaces and surface waters.

SHRUB, TREE & GROUND COVER FERTILIZATION:

For purposes of bidding, All SHRUBS, GROUND COVERS and TREES shall be fertilized as follows:

- Four (4) Times a year on March, June, September, and November.
- Based on soil test results, use a complete fertilizer formula based on a rate of 4-6 lbs. N/1000 sq. ft./year. **A minimum 50% Nitrogen shall be in a slow-release form.**
- **The cost is part of the monthly premium.**

Fertilizer shall be applied by hand in a uniform manner, broadcast around the plants, but never in direct contact with stems or trunks. Fertilizer shall never be piled around plants. All fertilizer remaining on the leaves of the plants is to be brushed or blown off.

IT IS THE CONTRACTOR'S RESPONSIBILITY TO REPLACE ANY PLANT MATERIAL DAMAGED BY FERTILIZATION BURN DUE TO ITS NEGLIGENCE.

PALMFERTILIZATION:

All Palms shall receive 1 1/2 pounds of 8N-2P2O5-12K2O+4Mg with micronutrients per 100 SF of palm canopy four times per year on March, June, September, and November. One hundred percent (100%) of the N, K & Mg **MUST** be in slow release form. All micronutrients must be in water soluble form. Fertilizer shall be broadcast evenly under the dripline of the canopy but must be kept at least 6" from the palm trunk. **The cost is part of the monthly premium.**

Fertilization services are included in the price of this contract except for additional fertilization. It includes shrubs, trees, palm trees, groundcover, plants and turf. Contractor is also responsible for weed control as part of this contract. The Contractor shall pay for chemicals used in fertilization. Please list all chemicals that you will include in your fertilizer applications in **Exhibit E** of the bid form. Also include the cost of these chemicals as part of the fertilizer application.

Contractor must notify via email Inframark Managers and the Board of Supervisors of Shell Point five (5) working days in advance of the day the property is scheduled to be fertilized.

The Contractor shall provide in advance Inframark Managers with all fertilizer analysis tags from the fertilizer in order to verify correct formulation and quantity. Failure to provide fertilizer analysis tags will result in reduction of monthly premiums.

REPORTS:

- a) Any damages caused by Contractor's staff as a result of fertilizer applications must be reported within 24 hours of discovery. Send immediate email to Inframark Managers and Board of Supervisors of Shell Point with photos of damage. Failure to do so will result in liability at Contractor's expense. **(See it, report it)**

- b) Monthly meetings – Contractor’s Manager will attend in person monthly meetings to report health of current plants, soil test results, fertilization schedule dates and tags information, issues and damages encountered.

PART 3

PEST CONTROL

Insects and Disease in Turf - Any areas that require pest control (insects and disease in turf, trees, palm trees, plants and shrubs) services must be identified and reported immediately via email to Inframark Managers and the Board of Supervisors of Shell Point. Actual photos of site infestation or disease must be included in the email. Insect and disease control spraying on turf shall be provided by the Contractor every month with additional spot treatment as needed. **The cost is part of the monthly premium.**

The Contractor is responsible for the identification and eradication/control of disease and insect damage including but not limited to: scale, mites, fungus, chinch bugs, grubs, nematodes, fire ants, mole crickets, etc. The Contractor shall pay for insecticides, fungicides, inoculations, granules and baits. Please list all insecticides, fungicides, inoculations, granules and baits that you will include in your applications in **Exhibit E** of the bid form. Also include the cost of these insecticides, fungicides, inoculations, granules and baits as part of the Pest Control application. Any anticipated additional treatments shall also be included in the Pest Control portion of **Exhibit E**.

Insects and Disease Control for Trees, Palms and Plants - The Contractor is responsible for treatment of insects and diseases for all plants. The appropriate insecticide or fungicide will be applied in accordance with state and local regulations, and as weather and environmental conditions permit. The Contractor shall pay for chemicals. There are several afflictions that may be detrimental to the health of many trees and palms. The Contractor will be fully responsible in the treatment of such afflictions. This may include the quarterly inoculation of all palms susceptible to Lethal Yellowing and/or Texas Phoenix Palm Decline. The cost of these inoculations should be included as a separate line item in your Pest Control price. The Contractor is to identify those species of palms susceptible and supply a list of species and quantities with proposal. Each susceptible palm shall receive quarterly injections. Each injection site/valve can be used only twice. The third quarterly injection requires a new valve and injection site. The Contractor is asked to provide cost per injection (material & labor)

multiplied by quantity of susceptible palms multiplied by four inoculations per year in **Exhibit E** of the bid form. **The cost is part of the monthly premium.**

The Contractor is required to inspect all landscaped areas during each visit for indication of pest problems. Any problems must be reported to Inframark Managers and the Board of Supervisors of Shell Point via email with photos attached within 24 hours of discovery. When control is necessary, it is the responsibility of the Contractor to properly apply low toxicity and target-specific pesticide. If pesticides are necessary, they will be applied on a spot treatment basis when wind drift is a threat.

Careful inspection of the property on each visit is crucial to maintaining a successful program. It is the Contractor's full responsibility to ensure that the person inspecting the property is properly trained in recognizing the symptoms of both insect infestations and plant pathogen damage (funguses, bacteria, etc.). It is also the Contractor's responsibility to treat these conditions and inform Inframark Managers and the Board of Supervisors of Shell Point via email with photos attached within 24 hours of discovery.

It shall also be the Contractor's manager responsibility to furnish to Inframark Managers and the Board of Supervisors of Shell Point with a Pest Management Report, which he is to complete at every service as well as all certifications (including BMP Certifications) of all pesticide applicators in monthly meetings. The Contractor shall familiarize itself with all current regulations regarding the applications of pesticides and fertilizers.

If at any time Inframark Managers and the Board of Supervisors of Shell Point should become aware of any pest problems it will be the Contractor's responsibility to treat pest within five (5) working days of the date of notification at Contractor's expense.

FIRE ANT CONTROL

The Contractor is required to inspect property each visit for evidence of fire ant mounds and immediately treat upon evidence of active mounds. In small areas, control can be achieved by individual mound treatment. Active mounds in larger turf areas will require broadcast application of bait.

The Contractor is asked to provide the cost for the annual application of Top Choice in all designated parks and clubhouse finished landscaped and irrigated areas on the Maintenance Map **Exhibit B**. This is not to include lake banks behind the residential properties or between ponds and conservation areas. **Pest control shall be included in the contract amount.**

REPORTS:

- a) Any insect infestation, plant diseases or damages caused by Contractor's staff as result of pest control applications must be reported within 24 hours of discovery. Send immediate email to Inframark Managers and Board of Supervisors of Shell Point with photos of damage. Failure to do so will result in liability at Contractor's expense. (**See it, report it**)
- b) Monthly meetings – Contractor's Manager will attend in person monthly meetings to report health of current plants, pest control schedule dates, issues and damages encountered.

PART 4

IRRIGATION

IRRIGATION SYSTEM MONITORING AND MAINTENANCE

Irrigation System. The Contractor shall inspect and test the irrigation system components one (1) time per month. **The cost is part of the monthly premium.** Areas shall include all the existing irrigation systems.

A. Irrigation Controllers

1. Semi-automatic start of the automatic irrigation controller
2. Check for proper operation
3. Program necessary timing changes based on site conditions
4. Lubricate and adjust mechanical components
5. Test back up programming support devices

B. Water Sources

1. Visual inspection of water source
2. Clean above ground strainers and filters

3. Test each pump at design capacities weekly; inform via email Inframark Managers and Board of Supervisors of Shell Point Manager of any problems immediately.

Contractor shall also confirm weekly that all backflow preventers are on and operating properly.

4. Test automatic protection devices

C. Irrigation Systems

1. Manual test and inspection of each irrigation zone
2. Clean and raise heads as necessary
3. Adjust arc pattern and distance for required coverage areas
4. Clean out irrigation valve boxes

D. Report

1. Irrigation operation time
2. Irrigation start time
3. Maintenance items performed
4. General comment and recommendations

The above list is for routine maintenance and adjustment of the existing irrigation system components and included as part of the monthly premiums. Maintenance, testing and repairing of the sprinkler's spray head and its components are included as part of the monthly premiums.

Locating and repairing or replacing automatic valves or control wires and irrigation controller or pump repairs as well as other larger scale repairs are to be considered additional items. Contractor shall provide a list of additional charges and pricing for such items other than routine maintenance as a separate cost on **Exhibit E** of this bid. This is not part of the Total Annual Price of the Contract.

Any underground water lines damage or leaks are an emergency and must be reported via email to Inframark Managers and the Board of Supervisors of Shell Point immediately along with the cost for repairs and photos. Pending Board of Supervisors of Shell Point approval, repair can begin using the \$5,000 emergency fund. Any cost beyond \$5,000 must be approved by the Board of Supervisors in an emergency meeting with Inframark managers. In emergency situations, meetings are

held without any pay at Shell Point expense. Emergency fund cannot be combined with other emergency funds.

Routine irrigation maintenance is to be completed monthly. Each zone is to be turned on and operated for as long as necessary to verify proper operation. Each head, seal, nozzle and strainer is to be inspected for adjustment and shall be aligned, packed, cleaned and repaired as necessary. Shrubs, groundcovers and turf around sprinkler heads shall be trimmed to maintain maximum clearance at all times for the greatest coverage. **The cost is part of the monthly premium.**

All below ground repairs including valves, pumps and wiring require an estimate for all such repairs. Upon written approval from the Board of Supervisors of Shell Point, Contractor shall proceed. In the event of an emergency, Contractor shall immediately make a diligent effort to contact via email Inframark Managers and the Board of Supervisors of Shell Point, with the approximate cost or estimate of repairs and photos of damage. Pending Board of Supervisors of Shell Point approval, repair can begin using the \$5,000 emergency fund. Any cost beyond \$5,000 must be approved by the Board of Supervisors in an emergency meeting with Inframark managers. In emergency situations, meetings are held without any pay at Shell Point expense. Emergency funds cannot be combined with other emergency funds.

Upon being awarded the contract, Contractor shall have a period of thirty (30) days from date of commencement to perform a thorough audit of the entire irrigation system listing items that need repair/replacement in order for the system to operate properly. A separate audit may be provided by the Contractor listing those items that would improve the irrigation system. Any action taken regarding the Irrigation Audit will be at the Board of Supervisors' discretion.

After the thirty (30) day period has expired and for the duration of the contract, Contractor shall assume responsibility for any and all unreported maintenance deficiencies, including parts and labor, to include sprinkler heads, nozzles, drip, main and delivery lines and any associated fittings. Said repairs shall be performed immediately at the Contractor's expense.

The Board of Supervisors of Shell Point and Inframark Managers shall be notified via email what day and time of the week the irrigation tech will be available servicing the community. The Contractor will keep detailed irrigations reports consisting of run times and correct operation of system. A copy of this

report will be maintained by the Contractor. A copy will also be sent via email to the Board of Supervisors of Shell Point and Inframark Managers, along with the weekly report.

At no time shall the Contractor leave the property knowing of the need for a repair and not reporting it. Failure to report will result in repairs being done at Contractor's expense.

Watering schedules shall meet all government regulations, and zone times will be adjusted depending on job conditions, climactic conditions and all watering restrictions of Hillsborough County or any other governmental agencies. It is the responsibility of the Contractor to ensure the turf and plant material remains healthy. If the Contractor finds that the irrigation system cannot adequately cover the the landscape in the allotted time, it will be the Contractor's responsibility to bring this to the attention of the Board of Supervisors of Shell Point and Inframark Managers immediately along with a remediation solution. The Contractor must apply for a variance. **Violations and/or fines imposed by any local or state agency will be deducted from the Contractor's monthly payment.**

Emergency service shall be available after normal working hours and an emergency telephone/pager number will be provided via email to Inframark Managers and the Board of Supervisors of Shell Point.

Freeze Protection. The Contractor shall describe ability and cost per man per hour to provide freeze protection for both landscape material and pumps/wells. This is not included in the monthly premiums. An estimate must be submitted to the Board of Supervisors of Shell Point and Inframark Managers for approval.

REPORTS:

- a) Any deficiencies or problems with water sources, irrigation systems and controllers must be reported within 24 hours of discovery. Send an immediate email to Inframark Managers and Board of Supervisors of Shell Point with photos of damage. Failure to do so will result in liability at Contractor's expense. (**See it, report it**)
- b) Monthly meetings – Contractor's Manager will attend in person monthly meetings to report audits, recommendations, schedules dates of irrigation system test, deficiencies, issues and damages encountered with the irrigation system.

PART 5

INSTALLATION OF MULCH

Any areas that require mulch must be identified and reported immediately with photos to Inframark Managers and the board of supervisors via email. **All mulching services require an estimate and are not included in the monthly premiums.** After written approval by the Supervisory Board, Contractor shall top dress all currently landscaped areas as shown on the Maintenance Map (landscaped beds, tree rings, parks, etc.) **Exhibit B** with Nonfloating grade Cypress Mulch. In doing so, Contractor shall ensure that all mulched areas are brought to a minimum depth of three (3) inches after compaction. Contractor is responsible for all necessary clean up related to this procedure.

Contractor agrees to provide reasonably neat and defined lines along edges of all mulched areas. This is done to facilitate mechanical edging of these areas. Additionally, Contractor shall properly trench all bedlines adjacent to concrete surfaces. Trenches shall be 3" deep and beveled. Mulched beds on slopes adjacent to turf shall also be trenched to a depth of 3" and beveled to reduce mulch washout.

Mulch shall not be piled around tree trunks or bases of plants. **Any mulch "volcanoes" around tree trunks shall be corrected immediately at no additional cost to Shell Point.** Contractor agrees to ensure that mulch caught in plant material will be shaken or blown from plants, so that upon completion there is no plant material left covered with mulch.

If, after installation is complete and it is determined that additional mulch (Nonfloating Cypress) is required to attain the required 3" depth, sufficient mulch shall be supplied by Contractor at no additional cost to Shell Point.

REPORTS:

- a) Any deficiencies must be reported within 24 hours of discovery. Send immediate email to Inframark Managers and Board of Supervisors of Shell Point with photos of damage. Failure to do so will result in liability at Contractor's expense. **(See it, report it)**
- b) Monthly meetings – Contractor's Manager will attend in person monthly meetings to report recommendations, schedules dates for mulching services, and areas needing mulch.

This item will not be included in the contract amount and shall be invoiced separately the month after service is rendered. Contractor shall provide a price per cubic yard, estimated quantities to

be installed per top dressing (based on his own field measurements) and actual photos of landscape needing mulch with their estimate.

The Board of Supervisors of Shell Point reserves the right to subcontract out any and all mulching events.

PART 6

HURRICANE DAMAGES

This item will not be included in the contract amount (Total Annual Price, Exhibit C) and shall be invoiced separately the month after service is rendered. A hurricane services letter and **Exhibit H** must be sent annually no later than March 30th of every year detailing the actual cost of personnel, equipment and other costs for emergency clean up for approval to the Board of Supervisors and Inframark Managers.

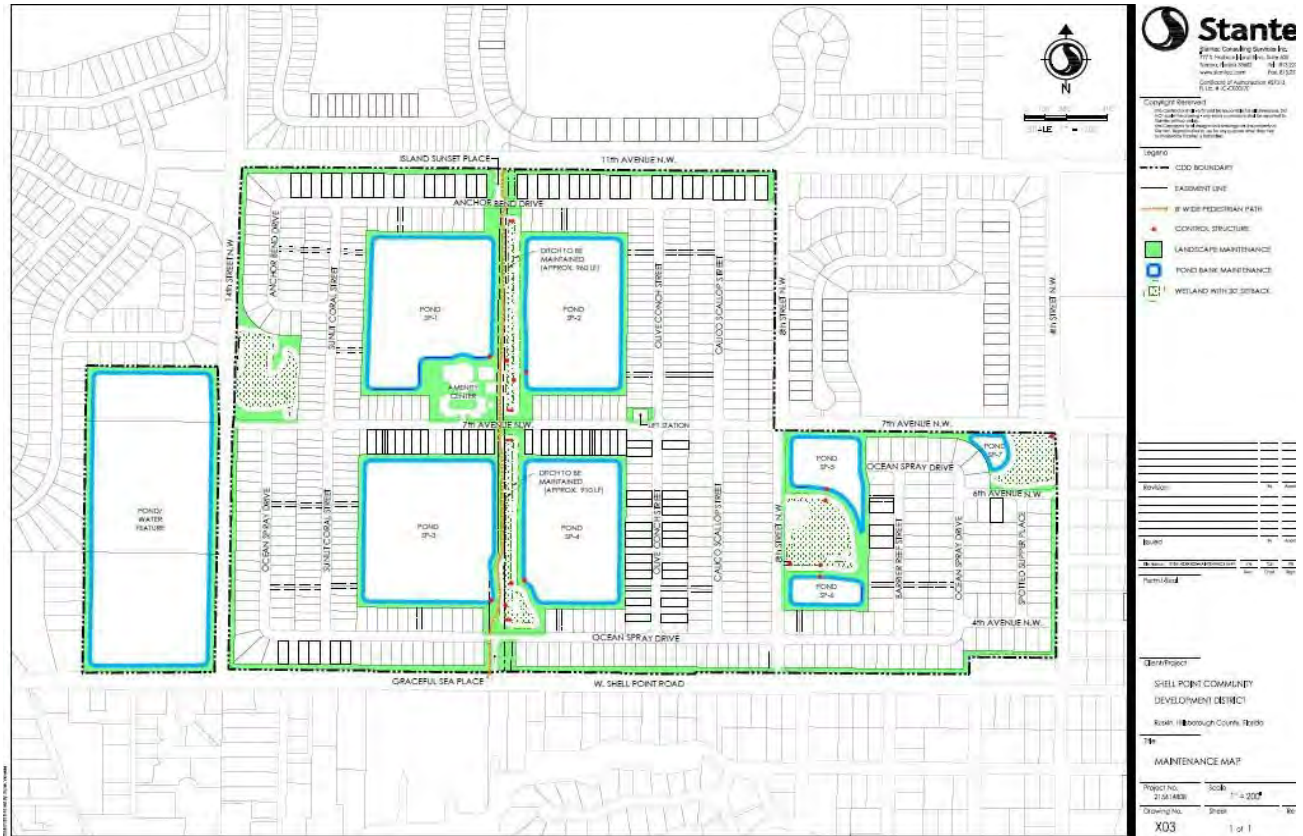
In the event of a hurricane, after conditions are safe, a twenty-four (24) hour report to include damage to ponds, trees, shrubs, plants, turf, mulch and fences in Shell Point must be reported to the Board of Supervisors of Shell Point and Inframark Managers via email. Photos of actual damage must be included in the report. Use **Exhibit H** as apart of the report. Fallen and damaged trees that are unsafe are authorized to be removed and work on immediately using the \$ 5,000 emergency health and safety fund only. This emergency health and safety fund cannot be combine with other emergency funds.

Survival of the trees is imperative. Liability for dead trees due to inaction or negligence by the Contractor applies and the Contractor will be solely responsible for labor, trees, and palm trees replacement. Replacement of trees, shrubs, plants, groundcover, palm trees and turf will be done during the rainy season, especially in areas without irrigation. A 12 month warranty is included in salvaging and replacing trees.

Any damage to turf, pond erosion and removal of debris work must be submitted to the Board of Supervisors of Shell Point for approval. Emergency meetings with the Board of Supervisors of Shell Point and Inframark Managers can be scheduled at last minute for hurricanes aftermath decisions. In emergency situations, meetings are held without any pay at Shell Point expense.

EXHIBIT B

LANDSCAPE MAINTENANCE MAP





Thank You!

We look forward to working with your community.

Down To Earth
7840 Fruitville Road
Sarasota, FL 34240
(941) 336-3673
dtelandscape.com

Visit our website @ dtelandscape.com



Juniper

DESIGN | BUILD | MAINTAIN

Landscape Maintenance Proposal:

Shell Point CDD

Ruskin, Florida

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- Sample Reports/Schedules

PROPOSAL

- Proposal
- Juniper Advanced Mapping

OUR SERVICES

- More Than Just Maintenance

QUALIFICATIONS

- Certifications & Licenses

PORTFOLIO

- Juniper Communities

Submitted by:

Bonnie C. Marshall

Client Relations Manager

Phone: 352-316-0264



October 3, 2025

Dear Jason Liggett & Board Members:

Thank you for the opportunity to be a part of your landscape maintenance contract bidding process for SHELL POINT CDD. At Juniper, we understand that each project is unique because no two clients are the same. We bring a straightforward, focused analysis to each property's individual needs. Our commitment to quality, dependability, and industry best practices drives us forward. This commitment empowers us to meet our clients' requirements and to serve their expanding needs as our relationship continues to grow.

**** We have included our Juniper Mapping technology to you for no additional cost. We would fly the property before beginning the contract, again at 6 months into services, and again at the end of a year and annually thereafter for as long as we service the property. These flights can be overlaid to reflect changes in the health and appearance of the landscape. (Please see pgs. 51-60.)**

Juniper has been servicing communities throughout Florida for over 20-years, and our skilled teams are dedicated to your landscape initiatives.

We look forward to having the opportunity to work with you and to discuss the enclosed information. If you have any questions, please contact me at 352-316-0264.

Thank you,

Bonnie Marshall

Bonnie C. Marshall
Client Relations Manager

352-316-0264

Bonnie.Marshall@JuniperLandscaping.com

Junipercares.com

ROOTED IN FLORIDA

HOW IT ALL STARTED

Juniper was founded in 2001 on a small farmhouse in Fort Myers, Florida. This location now serves as our corporate headquarters, though we have had to add a few more buildings. Over 20 years ago we started with the commitment to provide the best value and an on-time project. This commitment has helped Juniper grow from a small custom landscape operation with just a few employees to multiple locations throughout Florida. A lot has changed over the last 20 years, and we pride ourselves on the technology, service, and quality we continue to provide.

Juniper was founded in Florida and all our leadership team lives in-state.



2001 Juniper Office

CENTRAL

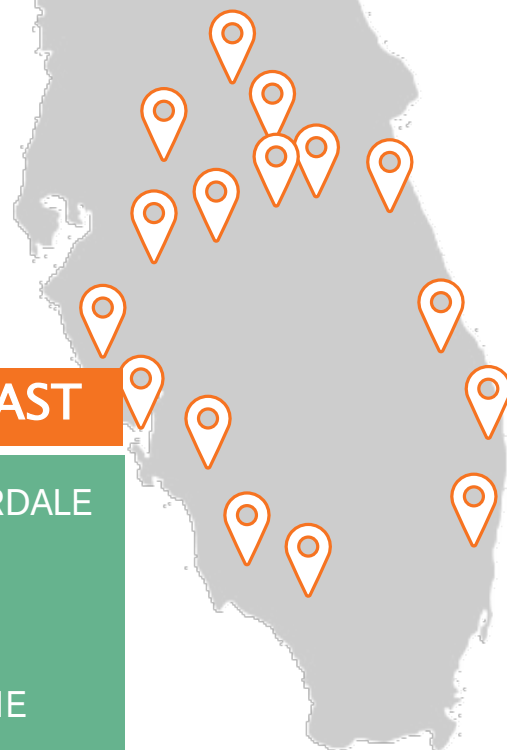
ORLANDO
OCALA
BELLEVIEW
WESLEY CHAPEL
LAKELAND
LITHIA

WEST COAST

NAPLES
BONITA SPRINGS
FORT MYERS
VENICE
SARASOTA
BRADENTON
TAMPA

EAST COAST

FORT LAUDERDALE
WEST PALM
VERO BEACH
PORT ST LUCIE
MELBORNE
VIERA



COMPANY OVERVIEW

SERVICES & QUALIFICATIONS

DESIGN



BUILD



MAINTAIN



Resources & Qualifications

- 1,800+ Team Members
- Licensed Landscape Architects
- Certified Landscape Designers
- Certified Irrigation Designers
- Certified Pest Control Operators
- FNGLA Certified Horticultural Professionals
- FNGLA Certified Landscape Contractors
- ISA Certified Arborists
- In-house Agronomist
- State of Florida Irrigation License
- Certified Hunter IMMS Installer
- Certified Rain Bird IQ Installer



LOCAL BRANCHES

YOUR LOCAL LANDSCAPE EXPERTS

Page 167

Bradenton

2504 64th Street Court E
Bradenton, FL 34208

New Tampa

26324 Wesley Chapel Blvd.
Lutz, FL 33559

Sarasota

1306 Rome Ave.
Sarasota, FL 34243

South Tampa

5574 FL-674
Wimauma, FL 33598

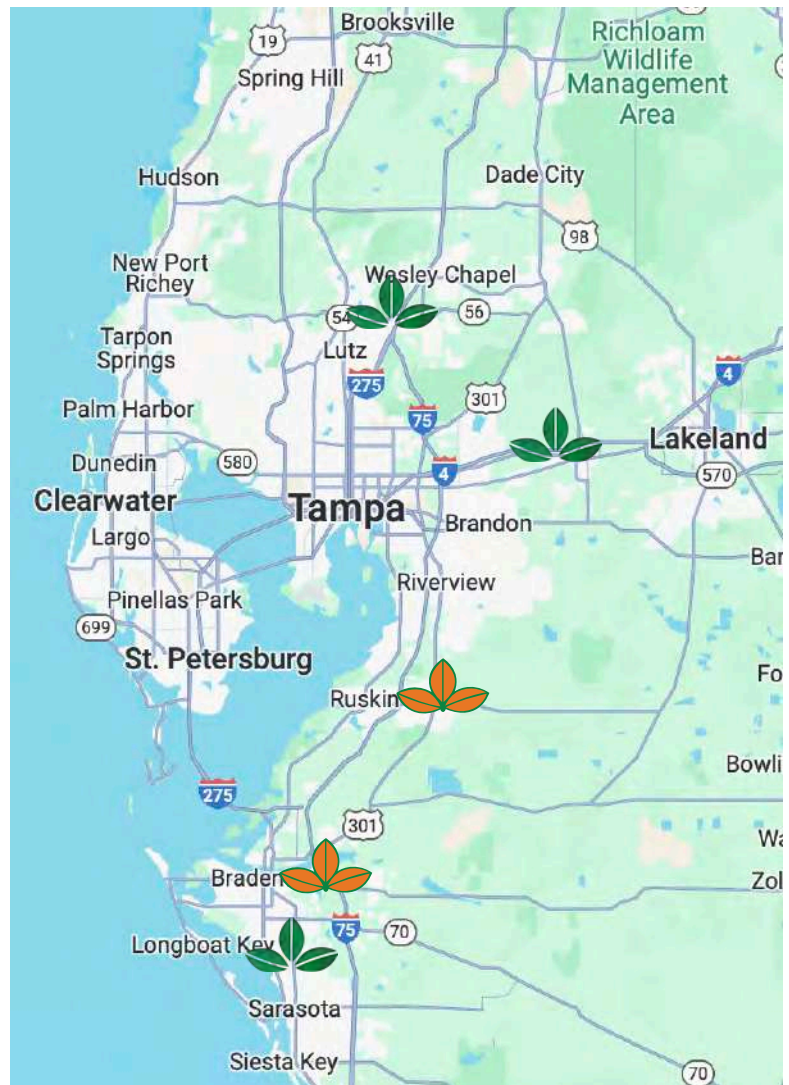
Tampa East

13050 E US Highway 92
Dover, FL 33527

Our LMP team members live in your area and are experienced professionals familiar with the local landscape palette.

We provide you with complete landscape services:

- ✓ Maintenance
- ✓ Irrigation
- ✓ Fertilization
- ✓ Pest Control
- ✓ Arbor Care
- ✓ Seasonal Color
- ✓ Storm Prep/Recovery
- ✓ Landscape Design
- ✓ Installation





OUR CORE VALUES

DESIGN - SUPPORT TEAM

- IA Certified Irrigation Designers
- Landscape Designers
- Landscape Architects

BUILD - SUPPORT TEAM

- State Licensed Irrigation Designers
- Licensed Hunter & Rain Bird Installer
- Certified Landscape Contractors

MAINTAIN - SUPPORT TEAM

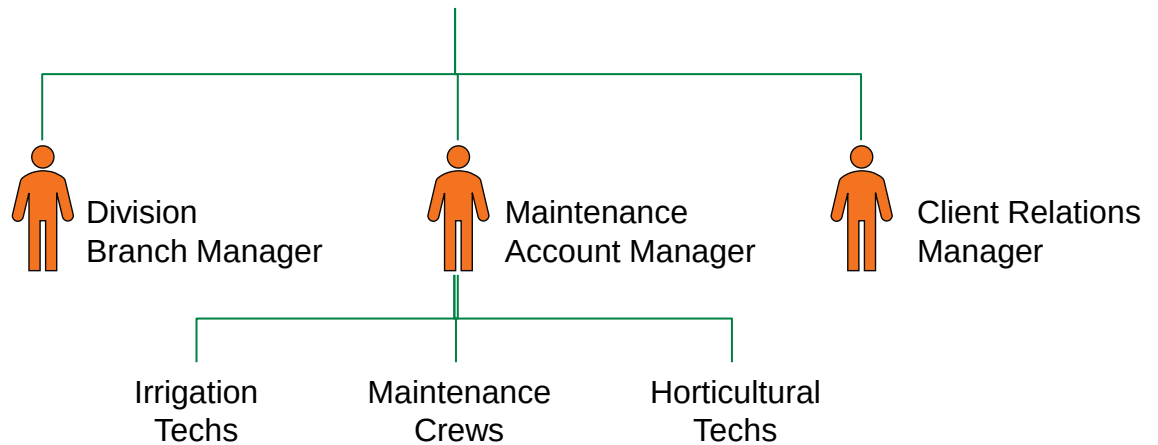
- Certified Horticultural Professional
- State Licensed Certified Pest Control Operator
- State Licensed Irrigation Contractor
- ISA Certified Arborists
- In-House Agronomist

- A Sense of Urgency
- A Constant Communicator
- Mission Over Ego
- We Do What We Say
- Relentless
- Grow and Adapt



JUNIPER CLIENT TEAM

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BRANCH MANAGER

Oversees the overall quality of the project, ensures contract items are completed timely and communication reports are being completed. Works with account manager on managing all tree pruning and enhancements.

ACCOUNT MANAGER

Works with association manager on updating of schedules and the quality control and verification of completion of work orders. Manages all service requests related to maintenance services and manages crews to meet scheduled services.

IRRIGATION TECHNICIAN

Performs inspections of irrigation systems to ensure optimum operation and coverage for plant material and turf areas. Concerns are promptly documented on a service form and turned into the property manager for authorization.

FERTILIZATION & PEST CONTROL TECHNICIAN

Performs regular inspections for shrub and lawn damaging insects such as mealybugs, aphids, spider mites, chinch bugs, sod webworms, and grubs.

TURF MANAGEMENT

Our account managers perform regular inspections for lawn damaging insects such as chinch bugs, sod webworms, and grubs. This, combined with our comprehensive irrigation and fertilization program, will keep turf areas thick and healthy.

SHRUB MANAGEMENT

Detailing includes trimming and pruning of all shrubbery, ornamental trees, and groundcover, removal of tree suckers, as well as the defining of bed lines and tree saucers. Our “weed first” approach ensures the spraying of pre and post emergent herbicides and pulling existing weeds is the project foreman’s priority.

FERTILIZATION & PEST CONTROL

Our training program equips technicians and foreman to apply fertilizer as well as identify and correct plant material problems. Our management team and technicians have specialized training and GI-BMP Certifications from the University of Florida Extension Office, enabling us to be more proactive.

WATER MANAGEMENT

Juniper’s water management team will effectively work to conserve your water supply. Water management is the key to a healthy landscape. By properly monitoring water quality and output, Juniper is able to establish a resilient root system while minimizing disease and pests. This multi-step process requires continuous review from environmental, operational and management teams.

SERVICE REPORTS & MAPS

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SAMPLES

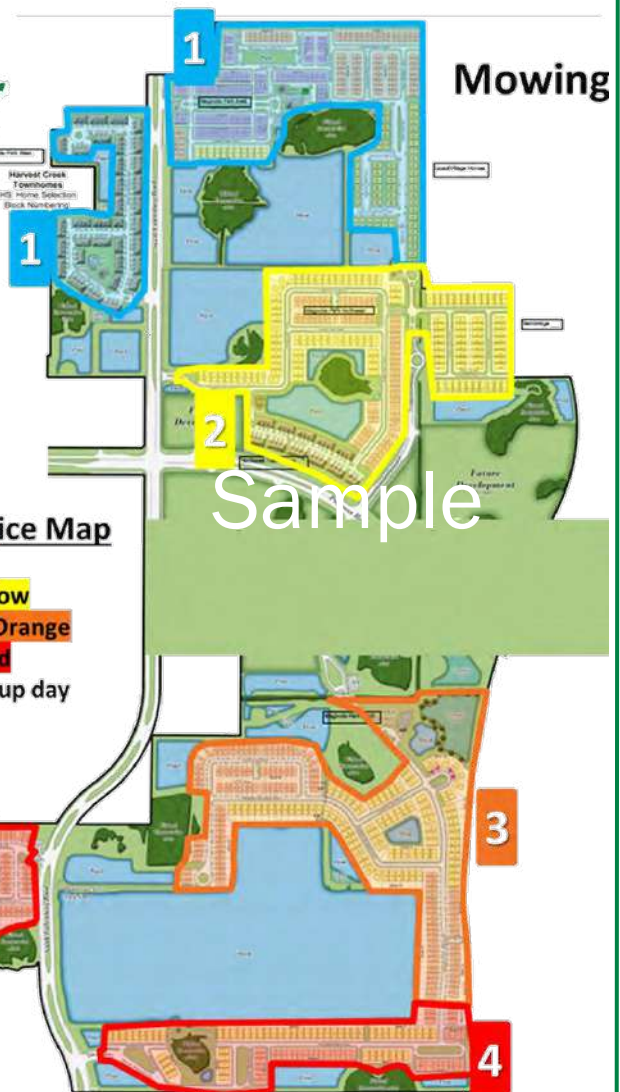
Fertilization & Pest Reports

The form includes sections for:

- Client Information: Name, Address, City, State, Zip, Phone, Email.
- Service Details: Fertilizer Type, Application Date, Application Rate, Notes.
- Technician Information: Name, Signature, Date.

Regular service schedule maps are created for each community.

Service Rotation Map



Irrigation Reports

The form includes sections for:

- Job Information: Job Name, Controller Name, Date, Page #, of.
- Controller Make & Model: Model, Year, POC info, Pump Status & Type.
- Information: Zone Number, Spray, Rotor, MP, Drip, or Bubbler, Run Time, Program, Battery Pack/Doubler/Add-a-Zone, Zone Faults or Alarms, Contract/Maintenance (No Charge), Maintenance Repairs, Clogged Nozzles, Head Straightened/Adjusted, Billable Repairs or Upgrades, Head Broken - 6" spray, Head Broken - 12" spray, Head Broken - 6" rotor, Head Broken - 12" rotor, Broken Riser, Upgrade 4" to 6" Pop Up, Upgrade 6" to 12" Pop Up, Nozzle - MPR, Nozzle - MP rotor, Severe Line Clog, Lateral Line Break, Relocation, Head Raised or Lowered-Turf, Head Raised or Lowered-Shrub, Damaged Valve Box, Valve - Inoperative/Sticking, Additional Labor/Troubleshoot, Other-See Comments, Additional Comments.
- Technician Information: Name, Signature, Date.
- Footer: Did you contact the Account Manager? YES / NO, What time?, Did you leave a VOICEMAIL / TEXT / EMAIL? YES / NO.



At Juniper, we understand that each project is unique because no two clients are the same. We bring a straightforward, focused analysis to each property's individual needs.

Our commitment to quality, dependability, and industry-best practices drives us forward. This commitment empowers us to meet our clients' requirements and to serve their expanding needs as our relationship continues to grow.

SERVICE AREA MAP

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Measurement Totals

- Turf: 1,030,685 Sq ft = 23.66 Acres
- Bed Area: 195,486 Sq ft = 4.49 Acres
- Hard Edge: 32,715 LF = 6.20 Miles
- Soft Edge: 51,020 LF = 9.66 Miles

SHELL POINT COMMUNITY DEVELOPMENT DISTRICT SOLICITATION FOR LANDSCAPE & IRRIGATION MAINTENANCE SERVICES

1 General Information.

The Board of Supervisors (“Board”) of the (Shell Point) Community Development District ("District") is requesting proposals for the provision of Landscape and Irrigation Maintenance Services on a continuing basis (“Proposals”). The District will accept proposals from all qualified companies interested in providing these services. All proposers should be experienced in providing landscaping and irrigation services in the State of Florida and hold any applicable licenses or certifications. Have vehicles with the current company vendor name visible. Employees must wear identifying uniforms with company logo. Any proposer that is a corporation or other business entity must be registered with the Florida Department of State, Division of Corporations, authorized to do business in the State of Florida, and currently in good standing.

2 Questions should be Directed to District Management.

Any questions relating to this solicitation should be directed to District Management via email to all of the following:

- Alize Aninipot, aaninipot@inframark.com
- Howard Neal, Howard.Neal@inframark.com
- Jason Liggett, jliggett@inframark.com

3 Submittal of Proposals.

- a. **The deadline for proposal submission is 3:00 p.m. Friday October 3, 2025.**
- b. Interested persons and firms should submit an electronic copy of their Proposal containing the information and materials described herein via email to all of the following:
 - Alize Aninipot, aaninipot@inframark.com
 - Howard Neal, Howard.Neal@inframark.com
 - Jason Liggett, jliggett@inframark.com
- c. Proposals will be securely kept by all the recipients listed above until after the submission deadline and will be forwarded to the Board on or before **October 6, 2025.**
- d. No late submissions or second submissions will be accepted.

4. Shortlist Review and Invitation to Present to the Board

The Board will review the proposals at their workshop to be held at **6:00 pm on Tuesday, October 14, 2025** at the Shell Point Clubhouse located at 1155 7th Avenue NW, Ruskin, FL 33570, to select candidates to deliver a landscape maintenance presentation at the following regular board meeting to be held at **6:00pm on Tuesday, October 28, 2025**. Selected proposers should be prepared for a 10–20-minute presentation to include a question-and-answer period.

5. Scope of Services.

- a. The services to the District are generally described in the “Scope of Services” attached hereto as **Exhibit A**.
- b. It incorporates all services that are necessarily performed by a landscape and irrigation maintenance vendor (the “Contractor”) in the effective operation of a CDD in compliance with federal, state, or local regulation.

6. Pre-Proposal Walkthrough.

Proposers **MUST MEET** with on-site manager to become familiar with the landscape and irrigation areas as depicted on the “Landscape Maintenance Map” (Exhibit B).

The Pre-Bid Meeting will be scheduled for **10:00am on Tuesday September 16, 2025**

Ken Hoefle

Phone (813) 244 – 6445

Email: ken.hoefle@inframark.com

Meeting Address: 1155 7th Ave NW, Ruskin, FL 33570

Any Questions after the pre bid meeting should be directed to:

District Management:

- Alize Aninipot, aaninipot@inframark.com
- Howard Neal, Howard.Neal@inframark.com
- Jason Liggett, jliggett@inframark.com

If a specific task is not identified in the Scope of Services, but it is necessary for the District’s landscaping maintenance, irrigation maintenance or compliance with federal, state, or local regulation, it is expected that the landscape vendor will include such task in the performance of its general landscape and irrigation services. If an additional charge is identified, use **Exhibit E** to make recommendations and charges.

7. Interpretation and Addenda of Scope of Services.

No verbal interpretations will be made to any proposer as to the meaning of the Scope of Services. Interpretations, if made, will be written in the form of an addendum and sent by District Management to all known proposers who have shown interest in submitting a Proposal.

8. Term and Renewal.

The initial term of the service agreement will be 1 year. The agreement will automatically renew for subsequent 1-year periods until terminated pursuant to the termination provisions in the agreement. The scope of services and compensation for renewal periods may be adjusted by submitting **Exhibits C and E, F, G and H, ninety (90) days before the end of service agreement.**

9. Submittal Requirements.

Each Proposal shall include the following information **(if applicable)**:

a. Company Information

- i. Name of company (including any "Doing Business As" names)
- ii. Headquarters/parent company locations
- iii. Office locations and telephone number
- iv. History of the company
- v. Organization chart of company
- vi. Proof of applicable insurance
- vii. List of any outstanding litigation that would threaten the viability of the proposer or the performance of services

b. Qualifications and Staffing

- i. Experience and expertise of the proposer in performing the Scope of Services.
- ii. If there will be a subcontractor performing certain services, describe which services will be subcontracted and include subcontractor's qualifications.
- iii. Company Managers, the proposer will assign to the District, including:
 1. Names, specific services each will have primary responsibility over, degrees (if any), certifications and licenses.
- iv. Willingness of Company Managers to attend CDD meetings in the evenings.
- v. How any issues arising after business hours will be handled.
- vi. Backup plan for situations when the company managers are unavailable.
- vii. Point of contact information beyond managers for resolution of all landscaping issues.

c. Cost of Services.

All proposers must submit a separate cost proposal. Cost proposals should be written so that they may be incorporated as an attachment to an agreement.

i. Each cost proposal must include the following:

1. A completed Official Proposal Form for Solicitation of Proposals for Landscape and Irrigation Maintenance services attached hereto as **Exhibit C**. It should include all direct and indirect costs, overhead, profits and fees.
2. The total annual cost of all services described in the Scope of Services (“Total Annual Price”). Specify how the Total Annual Price will be broken down in installments, and when such services will be invoiced.
3. An itemized price of the services (**Exhibits E, F and G**) should be submitted along with and included in the Total Annual Price.
4. Fill out and submit only **Exhibit H**. Do not include in the Total Annual Price.
5. A detailed listing of any other expenses or fees, (**Exhibit E**), to be reimbursed to the proposer such as postage, courier services, printing, binding, travel expenses, etc.. These expenses should be included in the Total Annual Price.
6. A fee proposal and detailed explanation for additional services, (**Exhibit E**), that may be performed in addition to the items described in the Scope of Services.
 - a. The fee proposal must clearly identify in **Exhibit E** what types of services, the actual cost for the service and labor cost and added to the Total Annual Price.
 - b. The Board reserves the right to accept such services and whether to add that cost into the Total Annual Price or as a separate invoice.

ii. If any of the services described in the “Scope of Services” cannot be provided by the proposer, then the Proposal should disclose that.

1. The proposer can provide an estimate of the costs from a 3rd-party vendor to provide such services.
2. The Board reserves the right to conduct an RFP to find a suitable vendor to assist the proposer. Both contractors will be equally liable for damages as a result of negligence.

10. Proposal Duration.

The Proposal must be in effect for a minimum of 90 calendar days starting with the day following the submission deadline. During this time, all provisions of the Proposal (**Exhibits C, E, F, G, H**) must be in effect, including prices.

11. Proposal Evaluation Criteria.

Each Proposal will be evaluated using the following criteria:

- a. Responsiveness to each element contained in the Scope of Services and this solicitation
- b. Experience of the proposer
- c. Willingness to meet time and budget requirements
- d. Transparency of cost for the total effort
- e. The District reserves the right to consider other factors and the criteria included herein shall constitute the minimum criteria to be considered

12. Right to Waive Mistakes and Variations.

- a. Proposals may not be modified and resubmitted again.
- b. Mistakes in arithmetic extension of pricing will not be corrected. Resubmission will not be accepted.
- c. The District reserves the right to request supplementation of any or all Proposals.

13. Method of Selection, Award, and Right to Reject.

- a. The Board will evaluate each Proposal pursuant to the evaluation criteria in (Exhibits C,E,F,G,H) in order to determine which Proposal is in the District's best interest (low price shall not entitle any proposer to be awarded the services).
- b. The District expressly reserves the right to reject any or all Proposals at any time or until such time as an agreement is fully executed.
- c. If the Board intends on awarding the services to a proposer, it will announce the proposer they desire to engage with at a public meeting.
 - i. No written notice of the award will be provided unless requested by a proposer.
 - ii. The selected proposer shall promptly finalize any terms or details with the District.
 - iii. If the proposer withdraws, the District may negotiate with the next proposer(s) down the line, whose proposal(s) was determined to be in the District's best interest until an agreement is signed with a proposer.

- iv. If the District elects to move forward with a Proposal, it will be sent to District Counsel to prepare a Landscape and Irrigation Maintenance Services Agreement (the “Agreement”).

14. No Protest of Board Decisions:

By submitting a proposal, proposers acknowledge this is an informal solicitation of proposals for services. There are no competitive procurement thresholds and requirements with respect to the Scope of Services. There is no right to protest any decision by the Board with respect to this solicitation.

15. No Reimbursement of Preparation Costs.

Proposers will not be reimbursed for any cost associated with responding to this solicitation.

16. Required Disclosure

- a. **Public Entity Crimes:** Proposers should be aware of, and in compliance with, all requirements under Section 287.133, Florida Statutes, on Public Entity Crimes. A representation of compliance will be included in the Agreement.
- b. **Scrutinized Companies:** Proposers should be aware of, and in compliance with, all requirements under Section 287.135, Florida Statutes, on Scrutinized Companies. A representation of compliance will be included in the Agreement.
- c. **E-Verify:** Proposers should be aware of, and in compliance with, all requirements under Section 448.095(2)(c), Florida Statutes, on E-Verification requirements. A representation of compliance will be included in the Agreement.
- d. **Anti-Human Trafficking:** Pursuant to Section 787.06, Florida Statutes, proposer represents that it does not use coercion for labor or services as defined in the statute. In addition to being part of the Agreement, proposer is required to provide an affidavit, signed by an officer or a representative of the proposer with this representation, addressed to the District, as required by Section 787.06(13), Florida Statutes. A sample Affidavit for Anti-Human Trafficking is attached hereto as **Exhibit D**.
- e. **Public Records:** All Proposals are considered public records pursuant to Chapter 119, Florida Statutes.
- f. **No Consideration of social, political, or ideological interests.** You are hereby made aware of the provisions of Section 287.05701, Florida Statutes. The District is not requesting documentation of nor will it consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor or when awarding a contract.

EXHIBIT A

SCOPE OF SERVICES

PART 1

GENERAL LANDSCAPE MAINTENANCE

1) MOWING – All grass areas will be mowed on the following schedule:

MAY 1 – NOVEMBER 1 – Once a week

NOVEMBER 1 – MAY 1 – Once every two weeks

This schedule estimates that there will be **40 cuts annually for St. Augustine**, **38 cuts annually for Bahia** based on standard growing periods in Florida. Each mowing should leave the **Bahia** grass at a **height of three (3) to three and one half (3 1/2) inches (Maximum height is 4 inches)**, **Paspalum** at a **height of one (1) to one and one half (1 1/2) inches (Maximum height is 2 inches)** to encourage deeper root grow and **St. Augustine** at a **height of three and one half (3 1/2) to four (4) inches (Maximum height is 5 inches)**.

Rotary Mowers are preferred for heights above one (1) inch and Reel type mowers for heights below one (1) inch. All mowing done in the pool area must be done with a push mower to not damage any of the district turf.

All blades shall be kept sharp at all times to provide a high-quality cut and to minimize disease. The Board of Supervisors of Shell Point requires mowers to be equipped with a mulching type deck. Clippings may be left on the lawn as long as **no readily visible clumps remain on the grass surface** thirty-six hours after mowing. **Large clumps of clippings will be collected and removed by the Contractor as part of regular maintenance.**

In case of fungal disease outbreaks, the clippings will be collected until the disease is under control. **Trash must be picked up before mowing** and not shredded with the lawn mower and left behind especially in the pond areas. Mowing should be kept away 1 foot from homeowners' fences to maintain

uniformity. **The Contractor shall restore any noticeable damage caused by the Contractor's mowing equipment within twenty-four hours from the time the damage is caused at the Contractor's sole cost and expense.**

The Contractor shall be responsible for training all its personnel in the technical aspects of the Shell Point Landscape Maintenance and Irrigation Program and general horticultural practices.

This training will also include wetland species identification as it relates to pond banks and wetland areas. The Contractor shall be held responsible for all damage to wetlands, littoral shelves, mitigation areas and uplands due to mowing/fertilizing, etc.

The Contractor is responsible for vehicular safety within the community and **shall use the proper warning safety equipment, including orange safety cones, at all times.** Any motorized equipment used on the road ways of the community must be legally equipped.

Weekend work is permitted when necessary upon prior approval.

1A) POND MOWING - All ponds identified as such on the overall Shell Point Maintenance **Exhibit B** shall be mowed incorporating the same mowing schedule as the common areas stated above. Each mowing shall leave **the grass at a height of four (4) to four and one half (4 1/2) inches**. Pond banks will be mowed 1 foot away from the bank of the pond (grassy edge). Mowers must blow all clippings away from the water's edge.

Line trimming will be used in areas that are not mowed by mowers, exactly 1 foot from the bank of the pond (grassy edge). It includes water's edge and line trimming of drainage structures shall occur each and every time the pond is mowed. Careful attention must be paid to trimmer height on pond banks so as not to scalp at the crest of the pond bank and increase the chances for pond bank erosion. All pond erosion caused by negligence is at the Contractor's expense to fix.

Also when line trimming to water's edge, Contractor shall be extremely careful not to scalp at the water's edge also increasing chances of pond bank erosion. Line trimming height shall be the same as mowing height (if not slightly higher). The Contractor shall be careful to keep trimmings from entering water. **Excessive clippings shall be hand removed.** Trash of any kind and other debris within 2 feet

from water's edge when ponds are full of water or from receded water shall be removed & disposed of by the Contractor during every normal service event.

All pond erosion must be reported immediately via email to Inframark Managers and the Board of Supervisors of Shell Point within 24 hours of discovery. Actual photos must be included in the email. Failure to do so will result in liability to the Contractor for damages to the ponds.

2) EDGING AND TRIMMING – All hard-edged areas (curbs, sidewalks, bike paths, nature trails, etc.) and soft-edged areas (tree rings, shrub and groundcover bed lines) shall be edged during each mowing event. All edging shall be performed to the sole satisfaction of the Board of Supervisors of Shell Point. **Chemical edging shall not be permitted anywhere on property.**

AT NO TIME SHALL LAWN BE ALLOWED TO GROW IN AN UNSIGHTLY MANNER. SHOULD THIS OCCUR, CONTRACTOR AGREES TO CORRECT WITHIN FORTY-EIGHT HOURS OF NOTICE BY BOARD OF SUPERVISORS OF SHELL POINT AT NO ADDITIONAL COST.

3) TREE, PALM TREE AND SHRUB CARE – **All trees includes deciduous trees.** Trees shall be **pruned when dormant** to ensure proper uniform growth. All **evergreen trees** shall be pruned in the **early summer and fall** to ensure proper growth and proper head shape. Once per year, central leaders shall be maintained and interfering or crossed limbs shall be removed. Sucker growth at the base of the trees shall be removed by hand continuously throughout the year. **Aesthetic pruning** shall consist of the **removal of dead and/or broken branches as often as necessary** to have trees appear neat at all times. Branches will be pruned just outside the branch collar. **Tree pruning is included in the price of regular maintenance.**

Branches and limbs shall be kept off buildings (including roofs), signage structures, play structures, fences & walls as well as pruned to keep street lights and traffic signage from being blocked. Additionally, on an as-needed basis, all trees shall be trimmed or pruned over sidewalks, nature trails, parking lots, driveways & roadways so as not to interfere with pedestrians, cars or other vehicles. (This is to include maintaining at all times a minimum of ten to fifteen (10-15) feet (but shall vary according to DOT specs) of clearance under all limbs depending on location and species of tree.)

All shrubs will be pruned as necessary to retain an attractive shape and fullness, removing broken or dead limbs as necessary to provide a neat and clean appearance. Shrubs shall not be clipped into balled or boxed forms unless such forms are required by design. Shrubs shall be pruned in accordance with the intended function of the plant in its present location. Flowering shrubs shall be pruned immediately after the blossoms have cured with top pruning restricted to shaping the terminal growth. All pruning shall be done with horticultural skill and knowledge to maintain an overall acceptable appearance consistent with the current aesthetics of Shell Point. The Contractor agrees that pruning is an art that must be done under the supervision of a highly trained foreman and shall make provisions for such supervision. Individual plants pruned into rounded balls or unnatural shapes will not be allowed. All clippings and debris from pruning will be carted away at the time pruning takes place. **Shrub pruning is included in the price of regular maintenance.**

All palms shall receive pruning as often as necessary to appear neat and clean at all times. Price for this service is included in the monthly fees. The timing of the Palm pruning to be coordinated via email with Inframark Managers and the Board of Supervisors of Shell Point during monthly reports by Contractor's manager. This includes brown and/or broken fronds and inflorescence. Removal of green or even yellowing fronds is unnecessary. Fronds should be removed only once they turn brown or become broken or are disrupting flow of pedestrian/vehicular traffic or are hanging on architectural structures. Fruit pods shall be removed prior to development. Tarpaulins shall be used in areas where date palms and other palm fruits may stain sidewalks & pavement including, but not limited to, pool decks. "Hurricane" palm pruning shall never be allowed without prior written approval from the Board of Supervisors of Shell Point. **Palm tree pruning is included in the price of regular maintenance.**

4) WEEDS AND GRASSES – All groundcover and turf areas shall be kept reasonably free of weeds, grasses and trash, and be neatly cultivated and maintained in an orderly fashion at all times. Weeds and grasses may require applications of pre & post emergent herbicides as part of fertilizer mixtures and post-emergent herbicide spot treatments on an as-needed basis. Condition of turf is to be reported to the Board of Supervisors of Shell Point at its monthly meetings by Contractor's manager.

All shrub and bed areas shall be maintained with each mowing service by removing all weeds, trash and other undesirable material and debris to keep the area neat and tidy. All ornamental beds, hedge

areas and tree rings shall be kept weed (and sod) free throughout the year. This is to be accomplished through hand pulling or the careful application of a post-emergent herbicide.

AT NO TIME SHALL POST-EMERGENT HERBICIDES BE PERMITTED WHEN WEEDS HAVE ESTABLISHED THEMSELVES AS TO DOMINATE PLANTING BEDS. HAND PULLING MUST BE PERFORMED.

NON-SELECTIVE, POST-EMERGENT HERBICIDES SHALL NEVER BE USED TO CONTROL WEED/SOD GROWTH AROUND STRUCTURES OF ANY TYPE (I.E. STREET SIGNS, UTILITY BOXES, STREET LIGHTS, PAVEMENT, ETC.) THE FIRST OFFENSE WILL RESULT IN A VERBAL WARNING; THE SECOND OFFENSE WILL RESULT IN A SECOND VERBAL WARNING AND THE BOARD OF SUPERVISORS OF SHELL POINT WILL BE NOTIFIED; THE THIRD OFFENSE MAY TERMINATE THIS CONTRACT FOR CAUSE AT THE BOARD OF SUPERVISORS OF SHELL POINT'S DISCRETION.

The Contractor shall be responsible for the replacement of ornamental plants killed or damaged by herbicide application. All fence lines shall be kept clear of weeds, undesirable vines and overhanging limbs.

5) MAINTENANCE OF PAVED AREAS – All paved areas shall be kept weed free. This may be accomplished by mechanical means (line trimmer) or by applications of post/pre-emergent herbicides. **Weeds greater than two (2) inches in height or width shall be pulled from paved areas, not sprayed. No sprays with dyes may be used on any paved areas.**

6) CLEAN UP – At no time will the Contractor leave the premises after completion of any work in any type of disarray. **All clippings, trimmings, debris, dirt, trash or any other unsightly material shall be removed promptly upon completion of work. The Contractor shall use his own waste disposal methods, never the property dumpsters. Grass clippings blown off of sidewalks, streets and curbs shall be blown into turf areas, never into mulched bed areas as these are to be maintained free of grass clippings.**

NO CLIPPINGS SHALL BE BLOWN DOWN CURB INLETS.

7) REPLACEMENT OF PLANT MATERIAL – Tree, palm tree and shrubs in a state of

decline should immediately be brought to the attention of Inframark Managers and the Board of Supervisors of Shell Point via email along with photos. Dead or unsightly plant material shall be removed immediately as part of regular maintenance. The Contractor shall be solely responsible for replacement of trees, shrubs, palm trees, groundcover, and turf, if due to Contractor's negligence and/or failure to report damages. New plant material shall be guaranteed for a period of one (1) year for all trees, plants, and turf after planting. Replacement of trees, plants and turf to be done during the rainy season, especially in areas without irrigation.

8) INCLEMENT WEATHER - If Contractor misses a service due to inclement weather or any other reason, the Contractor is required to make up service the same week.

9) LIABILITY - Liability for damaging trees, palm trees, shrubs, plants, groundcover and turf at Contractor's expense due to damage on their own negligence, inaction to fix a damage and/or failure to report any damage with photos via email within 24 hours to Inframark Managers and the Board of Supervisors of Shell Point. **Replacement of trees and turf to be done during rainy season especially in areas with no irrigation at Contractor's expense. All charges for removal of trees, palm trees, shrubs, plants, groundcover and turf and replacing of trees, palm trees, shrubs, plants, groundcover and turf at Contractor's expense including labor.** All new planting includes a 12 month warranty. Must inform via email Inframark Managers and the Board of Supervisors of Shell Point of any damage of trees, palm trees, shrubs, plants, groundcover, turf and pond erosion within 24 hours after discovery with photos. Failure to do so will result in liability for damage for any trees, palm trees, shrubs, plants, groundcover, turf and pond erosion

10) REPORTS:

- a) Any natural damages or damages caused by Contractor's staff must be reported within 24 hours of discovery. Send an immediate email to Inframark Managers and Board of Supervisors of Shell Point with photos of damage. Failure to do so will result in liability at Contractor's expense. **(See it, report it)**
- b) Monthly meetings – Contractor's Manager will attend in person monthly meetings to report health of current landscape, issues and damages encountered.

PART 2

FERTILIZATION

The Contractor shall fertilize the turf 6 times a year. **The cost is part of the monthly premium.** The Contractor must follow all provisions of the Hillsborough County Fertilizer Ordinance (Fertilizer Ordinance 24-197), as they may be amended from time to time, in addition to the Environmental Protection Commission (EPC) Rules 1-15. It is further recommended that those practices outlined in the Hillsborough County Fertilizer Rule be followed. Highlights of that rule are listed below.

NO PERSON SHALL APPLY FERTILIZERS CONTAINING NITROGEN AND/OR PHOSPHORUS TO TURF AND/OR LANDSCAPE PLANTS DURING A PERIOD FOR WHICH THE NATIONAL WEATHER SERVICE HAS ISSUED ANY OF THE FOLLOWING ADVISORIES FOR ANY PORTION OF HILLSBOROUGH COUNTY:

- 1) A SEVERE THUNDERSTORM WARNING or WATCH**
- 2) A FLOOD WARNING or WATCH**
- 3) TROPICAL STORM WARNING or WATCH**
- 4) HURRICANE WARNING or WATCH**
- 5) IF RAIN GREATER THAN OR EQUAL TO TWO INCHES IN A 24-HOUR PERIOD IS FORECASTED.**

All turf shall be fertilized according to the following IFAS Guidelines for a high maintenance level for central Florida turf: (per BMP guidelines and University of Florida IFAS Extension, Central Florida is determined by anything south of a line running east-west from coast to coast through Ocala and north of a line between Tampa & Vero Beach.)

All St. Augustine Sod:

February - A complete fertilizer based on soil tests + PreM

April - Nitrogen (soluble Nitrogen applied at 0.5 lbs. N/1000 SF)

May - SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF)

July - Fe For foliar application, use ferrous sulfate (2 oz. /3-5 gal. H₂O/1,000 SF)

August - SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF)

October - A complete fertilizer based on soil tests + PreM

All Bahia Sod:

March - A complete fertilizer based on soil tests + Pre M

April - Nitrogen (soluble Nitrogen applied at 0.5 lbs. N/1000 SF)

June - SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF)

August - Apply Supplemental **Iron sulfate or chelated iron in liquid applications**

October – A complete fertilizer based on soil tests.

All Paspalum Sod:

March - A complete fertilizer based on soil tests + PreM

April - N (Soluble Nitrogen applied at .5 lbs. N/1000 SF)

May - SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF)

July - A complete fertilizer based on soil tests

August - Fe (for foliar apps, use ferrous sulfate @ 2 oz. /3-5 gal H₂O/1000 SF).

If Fe is applied to an acidic soil, use 1 lb. of iron sulfate/1000 SF.

If soil is calcareous, use the container label recommended rate of an iron chelate.)

September - SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF)

November - A complete fertilizer based on soil tests + PreM

The Contractor shall submit fertilizer labels to Inframark Managers for approval prior to application.

At times, environmental conditions may require additional applications of nutrients, augmenting the above fertilization programs to ensure that turf areas are kept uniformly GREEN, healthy and in top condition. It shall be the responsibility of the Contractor to determine specific needs and requirements. The Contractor must notify via email immediately Inframark Managers and the Board of Supervisor of Shell Point when these additional applications are needed. Actual photos of each site must be provided with the actual cost of fertilization and labor. The cost for these additional fertilizations must be presented before the Board of Supervisors of Shell Point for approval before commencing any work. **These additional fertilizations are not included in the monthly premium and will not be considered as an emergency situation.**

Fertilizers containing iron shall be removed from all hard surfaces to avoid staining before the sprinklers are activated after application of the fertilizer. Any stains caused by a failure to do so will be the responsibility of the Contractor to remove it at its own expense.

Soil test samples shall be taken twice a year by the Contractor to determine the presence of Phosphorus and whether changes in the fertilizer pH or formulations are required. Test results will be provided via email to Inframark Managers and the Board of Supervisors of Shell Point. Should changes be of merit, the Contractor shall notify via email Inframark Managers and the Board of Supervisors of Shell Point in writing prior to the implementation of such changes.

Fertilizer shall be applied in a uniform manner. If streaking of the turf occurs, correction will be required at no additional cost to Shell Point. Fertilizer shall be swept/blown off of all hard surfaces onto lawns or beds in order to avoid staining.

IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO REMOVE ANY STAINS FROM ANY HARD SURFACES ON THE PROPERTY CAUSED BY ITS NEGLIGENCE OF FERTILIZER APPLICATION.

Fertilizer shall not be applied within ten (10) feet from the landward extent of any surface water.

Spreader deflector shields are required when applying fertilizer by use of any broadcast or rotary spreader. Deflector shields must be positioned such that fertilizer granules are deflected away from all impervious surfaces and surface waters.

SHRUB, TREE & GROUND COVER FERTILIZATION:

For purposes of bidding, All SHRUBS, GROUND COVERS and TREES shall be fertilized as follows:

- Four (4) Times a year on March, June, September, and November.
- Based on soil test results, use a complete fertilizer formula based on a rate of 4-6 lbs. N/1000 sq. ft./year. **A minimum 50% Nitrogen shall be in a slow-release form.**
- **The cost is part of the monthly premium.**

Fertilizer shall be applied by hand in a uniform manner, broadcast around the plants, but never in direct contact with stems or trunks. Fertilizer shall never be piled around plants. All fertilizer remaining on the leaves of the plants is to be brushed or blown off.

IT IS THE CONTRACTOR'S RESPONSIBILITY TO REPLACE ANY PLANT MATERIAL DAMAGED BY FERTILIZATION BURN DUE TO ITS NEGLIGENCE.

PALM FERTILIZATION:

All Palms shall receive 1 1/2 pounds of 8N-2P2O5-12K2O+4Mg with micronutrients per 100 SF of palm canopy four times per year on March, June, September, and November. One hundred percent (100%) of the N, K & Mg **MUST** be in slow release form. All micronutrients must be in water soluble form. Fertilizer shall be broadcast evenly under the dripline of the canopy but must be kept at least 6" from the palm trunk. **The cost is part of the monthly premium.**

Fertilization services are included in the price of this contract except for additional fertilization. It includes shrubs, trees, palm trees, groundcover, plants and turf. Contractor is also responsible for weed control as part of this contract. The Contractor shall pay for chemicals used in fertilization. Please list all chemicals that you will include in your fertilizer applications in **Exhibit E** of the bid form. Also include the cost of these chemicals as part of the fertilizer application.

Contractor must notify via email Inframark Managers and the Board of Supervisors of Shell Point five (5) working days in advance of the day the property is scheduled to be fertilized.

The Contractor shall provide in advance Inframark Managers with all fertilizer analysis tags from the fertilizer in order to verify correct formulation and quantity. Failure to provide fertilizer analysis tags will result in reduction of monthly premiums.

REPORTS:

- a) Any damages caused by Contractor's staff as a result of fertilizer applications must be reported within 24 hours of discovery. Send immediate email to Inframark Managers and Board of Supervisors of Shell Point with photos of damage. Failure to do so will result in liability at Contractor's expense. **(See it, report it)**

- b) Monthly meetings – Contractor’s Manager will attend in person monthly meetings to report health of current plants, soil test results, fertilization schedule dates and tags information, issues and damages encountered.

PART 3

PEST CONTROL

Insects and Disease in Turf - Any areas that require pest control (insects and disease in turf, trees, palm trees, plants and shrubs) services must be identified and reported immediately via email to Inframark Managers and the Board of Supervisors of Shell Point. Actual photos of site infestation or disease must be included in the email. Insect and disease control spraying on turf shall be provided by the Contractor every month with additional spot treatment as needed. **The cost is part of the monthly premium.**

The Contractor is responsible for the identification and eradication/control of disease and insect damage including but not limited to: scale, mites, fungus, chinch bugs, grubs, nematodes, fire ants, mole crickets, etc. The Contractor shall pay for insecticides, fungicides, inoculations, granules and baits. Please list all insecticides, fungicides, inoculations, granules and baits that you will include in your applications in **Exhibit E** of the bid form. Also include the cost of these insecticides, fungicides, inoculations, granules and baits as part of the Pest Control application. Any anticipated additional treatments shall also be included in the Pest Control portion of **Exhibit E**.

Insects and Disease Control for Trees, Palms and Plants - The Contractor is responsible for treatment of insects and diseases for all plants. The appropriate insecticide or fungicide will be applied in accordance with state and local regulations, and as weather and environmental conditions permit. The Contractor shall pay for chemicals. There are several afflictions that may be detrimental to the health of many trees and palms. The Contractor will be fully responsible in the treatment of such afflictions. This may include the quarterly inoculation of all palms susceptible to Lethal Yellowing and/or Texas Phoenix Palm Decline. The cost of these inoculations should be included as a separate line item in your Pest Control price. The Contractor is to identify those species of palms susceptible and supply a list of species and quantities with proposal. Each susceptible palm shall receive quarterly injections. Each injection site/valve can be used only twice. The third quarterly injection requires a new valve and injection site. The Contractor is asked to provide cost per injection (material & labor)

multiplied by quantity of susceptible palms multiplied by four inoculations per year in **Exhibit E** of the bid form. **The cost is part of the monthly premium.**

The Contractor is required to inspect all landscaped areas during each visit for indication of pest problems. Any problems must be reported to Inframark Managers and the Board of Supervisors of Shell Point via email with photos attached within 24 hours of discovery. When control is necessary, it is the responsibility of the Contractor to properly apply low toxicity and target-specific pesticide. If pesticides are necessary, they will be applied on a spot treatment basis when wind drift is a threat.

Careful inspection of the property on each visit is crucial to maintaining a successful program. It is the Contractor's full responsibility to ensure that the person inspecting the property is properly trained in recognizing the symptoms of both insect infestations and plant pathogen damage (funguses, bacteria, etc.). It is also the Contractor's responsibility to treat these conditions and inform Inframark Managers and the Board of Supervisors of Shell Point via email with photos attached within 24 hours of discovery.

It shall also be the Contractor's manager responsibility to furnish to Inframark Managers and the Board of Supervisors of Shell Point with a Pest Management Report, which he is to complete at every service as well as all certifications (including BMP Certifications) of all pesticide applicators in monthly meetings. The Contractor shall familiarize itself with all current regulations regarding the applications of pesticides and fertilizers.

If at any time Inframark Managers and the Board of Supervisors of Shell Point should become aware of any pest problems it will be the Contractor's responsibility to treat pest within five (5) working days of the date of notification at Contractor's expense.

FIRE ANT CONTROL

The Contractor is required to inspect property each visit for evidence of fire ant mounds and immediately treat upon evidence of active mounds. In small areas, control can be achieved by individual mound treatment. Active mounds in larger turf areas will require broadcast application of bait.

The Contractor is asked to provide the cost for the annual application of Top Choice in all designated parks and clubhouse finished landscaped and irrigated areas on the Maintenance Map **Exhibit B**. This is not to include lake banks behind the residential properties or between ponds and conservation areas. **Pest control shall be included in the contract amount.**

REPORTS:

- a) Any insect infestation, plant diseases or damages caused by Contractor's staff as result of pest control applications must be reported within 24 hours of discovery. Send immediate email to Inframark Managers and Board of Supervisors of Shell Point with photos of damage. Failure to do so will result in liability at Contractor's expense. (**See it, report it**)
- b) Monthly meetings – Contractor's Manager will attend in person monthly meetings to report health of current plants, pest control schedule dates, issues and damages encountered.

PART 4

IRRIGATION

IRRIGATION SYSTEM MONITORING AND MAINTENANCE

Irrigation System. The Contractor shall inspect and test the irrigation system components one (1) time per month. **The cost is part of the monthly premium.** Areas shall include all the existing irrigation systems.

A. Irrigation Controllers

1. Semi-automatic start of the automatic irrigation controller
2. Check for proper operation
3. Program necessary timing changes based on site conditions
4. Lubricate and adjust mechanical components
5. Test back up programming support devices

B. Water Sources

1. Visual inspection of water source
2. Clean above ground strainers and filters

3. Test each pump at design capacities **weekly**; inform via email Inframark Managers and Board of Supervisors of Shell Point Manager of any problems immediately. Contractor shall also confirm weekly that all backflow preventers are on and operating properly.
4. Test automatic protection devices

C. Irrigation Systems

1. Manual test and inspection of each irrigation zone
2. Clean and raise heads as necessary
3. Adjust arc pattern and distance for required coverage areas
4. Clean out irrigation valve boxes

D. Report

1. Irrigation operation time
2. Irrigation start time
3. Maintenance items performed
4. General comment and recommendations

The above list is for routine maintenance and adjustment of the existing irrigation system components and included as part of the monthly premiums. Maintenance, testing and repairing of the sprinkler's spray head and its components are included as part of the monthly premiums.

Locating and repairing or replacing automatic valves or control wires and irrigation controller or pump repairs as well as other larger scale repairs are to be considered additional items. Contractor shall provide a list of additional charges and pricing for such items other than routine maintenance as a separate cost on **Exhibit E** of this bid. This is not part of the Total Annual Price of the Contract.

Any underground water lines damage or leaks are an emergency and must be reported via email to Inframark Managers and the Board of Supervisors of Shell Point immediately along with the cost for repairs and photos. Pending Board of Supervisors of Shell Point approval, repair can begin using the \$5,000 emergency fund. Any cost beyond \$5,000 must be approved by the Board of Supervisors in an emergency meeting with Inframark managers. In emergency situations, meetings are

held without any pay at Shell Point expense. Emergency fund cannot be combined with other emergency funds.

Routine irrigation maintenance is to be completed monthly. Each zone is to be turned on and operated for as long as necessary to verify proper operation. Each head, seal, nozzle and strainer is to be inspected for adjustment and shall be aligned, packed, cleaned and repaired as necessary. Shrubs, groundcovers and turf around sprinkler heads shall be trimmed to maintain maximum clearance at all times for the greatest coverage. **The cost is part of the monthly premium.**

All below ground repairs including valves, pumps and wiring require an estimate for all such repairs. Upon written approval from the Board of Supervisors of Shell Point, Contractor shall proceed. In the event of an emergency, Contractor shall immediately make a diligent effort to contact via email Inframark Managers and the Board of Supervisors of Shell Point, with the approximate cost or estimate of repairs and photos of damage. Pending Board of Supervisors of Shell Point approval, repair can begin using the \$5,000 emergency fund. Any cost beyond \$5,000 must be approved by the Board of Supervisors in an emergency meeting with Inframark managers. In emergency situations, meetings are held without any pay at Shell Point expense. Emergency funds cannot be combined with other emergency funds.

Upon being awarded the contract, Contractor shall have a period of thirty (30) days from date of commencement to perform a thorough audit of the entire irrigation system listing items that need repair/replacement in order for the system to operate properly. A separate audit may be provided by the Contractor listing those items that would improve the irrigation system. Any action taken regarding the Irrigation Audit will be at the Board of Supervisors' discretion.

After the thirty (30) day period has expired and for the duration of the contract, Contractor shall assume responsibility for any and all unreported maintenance deficiencies, including parts and labor, to include sprinkler heads, nozzles, drip, main and delivery lines and any associated fittings. Said repairs shall be performed immediately at the Contractor's expense.

The Board of Supervisors of Shell Point and Inframark Managers shall be notified via email what day and time of the week the irrigation tech will be available servicing the community. The Contractor will keep detailed irrigations reports consisting of run times and correct operation of system. A copy of this

report will be maintained by the Contractor. A copy will also be sent via email to the Board of Supervisors of Shell Point and Inframark Managers, along with the weekly report.

At no time shall the Contractor leave the property knowing of the need for a repair and not reporting it. Failure to report will result in repairs being done at Contractor's expense.

Watering schedules shall meet all government regulations, and zone times will be adjusted depending on job conditions, climactic conditions and all watering restrictions of Hillsborough County or any other governmental agencies. It is the responsibility of the Contractor to ensure the turf and plant material remains healthy. If the Contractor finds that the irrigation system cannot adequately cover the the landscape in the allotted time, it will be the Contractor's responsibility to bring this to the attention of the Board of Supervisors of Shell Point and Inframark Managers immediately along with a remediation solution. The Contractor must apply for a variance. **Violations and/or fines imposed by any local or state agency will be deducted from the Contractor's monthly payment.**

Emergency service shall be available after normal working hours and an emergency telephone/pager number will be provided via email to Inframark Managers and the Board of Supervisors of Shell Point.

Freeze Protection. The Contractor shall describe ability and cost per man per hour to provide freeze protection for both landscape material and pumps/wells. This is not included in the monthly premiums. An estimate must be submitted to the Board of Supervisors of Shell Point and Inframark Managers for approval.

REPORTS:

- a) Any deficiencies or problems with water sources, irrigation systems and controllers must be reported within 24 hours of discovery. Send an immediate email to Inframark Managers and Board of Supervisors of Shell Point with photos of damage. Failure to do so will result in liability at Contractor's expense. (**See it, report it**)
- b) Monthly meetings – Contractor's Manager will attend in person monthly meetings to report audits, recommendations, schedules dates of irrigation system test, deficiencies, issues and damages encountered with the irrigation system.

PART 5

INSTALLATION OF MULCH

Any areas that require mulch must be identified and reported immediately with photos to Inframark Managers and the board of supervisors via email. **All mulching services require an estimate and are not included in the monthly premiums.** After written approval by the Supervisory Board, Contractor shall top dress all currently landscaped areas as shown on the Maintenance Map (landscaped beds, tree rings, parks, etc.) **Exhibit B** with Nonfloating grade Cypress Mulch. In doing so, Contractor shall ensure that all mulched areas are brought to a minimum depth of three (3) inches after compaction. Contractor is responsible for all necessary clean up related to this procedure.

Contractor agrees to provide reasonably neat and defined lines along edges of all mulched areas. This is done to facilitate mechanical edging of these areas. Additionally, Contractor shall properly trench all bedlines adjacent to concrete surfaces. Trenches shall be 3" deep and beveled. Mulched beds on slopes adjacent to turf shall also be trenched to a depth of 3" and beveled to reduce mulch washout.

Mulch shall not be piled around tree trunks or bases of plants. **Any mulch "volcanoes" around tree trunks shall be corrected immediately at no additional cost to Shell Point.** Contractor agrees to ensure that mulch caught in plant material will be shaken or blown from plants, so that upon completion there is no plant material left covered with mulch.

If, after installation is complete and it is determined that additional mulch (Nonfloating Cypress) is required to attain the required 3" depth, sufficient mulch shall be supplied by Contractor at no additional cost to Shell Point.

REPORTS:

- a) Any deficiencies must be reported within 24 hours of discovery. Send immediate email to Inframark Managers and Board of Supervisors of Shell Point with photos of damage. Failure to do so will result in liability at Contractor's expense. **(See it, report it)**
- b) Monthly meetings – Contractor's Manager will attend in person monthly meetings to report recommendations, schedules dates for mulching services, and areas needing mulch.

This item will not be included in the contract amount and shall be invoiced separately the month after service is rendered. Contractor shall provide a price per cubic yard, estimated quantities to

be installed per top dressing (based on his own field measurements) and actual photos of landscape needing mulch with their estimate.

The Board of Supervisors of Shell Point reserves the right to subcontract out any and all mulching events.

PART 6

HURRICANE DAMAGES

This item will not be included in the contract amount (Total Annual Price, Exhibit C) and shall be invoiced separately the month after service is rendered. A hurricane services letter and **Exhibit H** must be sent annually no later than March 30th of every year detailing the actual cost of personnel, equipment and other costs for emergency clean up for approval to the Board of Supervisors and Inframark Managers.

In the event of a hurricane, after conditions are safe, a twenty-four (24) hour report to include damage to ponds, trees, shrubs, plants, turf, mulch and fences in Shell Point must be reported to the Board of Supervisors of Shell Point and Inframark Managers via email. Photos of actual damage must be included in the report. Use **Exhibit H** as apart of the report. Fallen and damaged trees that are unsafe are authorized to be removed and work on immediately using the \$ 5,000 emergency health and safety fund only. This emergency health and safety fund cannot be combine with other emergency funds.

Survival of the trees is imperative. Liability for dead trees due to inaction or negligence by the Contractor applies and the Contractor will be solely responsible for labor, trees, and palm trees replacement. Replacement of trees, shrubs, plants, groundcover, palm trees and turf will be done during the rainy season, especially in areas without irrigation. A 12 month warranty is included in salvaging and replacing trees.

Any damage to turf, pond erosion and removal of debris work must be submitted to the Board of Supervisors of Shell Point for approval. Emergency meetings with the Board of Supervisors of Shell Point and Inframark Managers can be scheduled at last minute for hurricanes aftermath decisions. In emergency situations, meetings are held without any pay at Shell Point expense.

EXHIBIT B
LANDSCAPE MAINTENANCE MAP



Official Proposal Form for Solicitation of Proposals for Landscape and Irrigation Maintenance Services

Name of Proposer: Juniper Landscaping

In accordance with the solicitation of proposals issued by the (**Shell Point**) Community Development District the undersigned proposes to provide all work necessary to perform the scope of services as described in the Solicitation for Proposals for Landscape and Irrigation Maintenance Services.

Proposer submits that it can perform the work described above summarized as follows and as more specifically described in Proposer's proposal:

1. Turf: mowing, trimming, fertilization, pest control, edging, weeding, labor	\$ <u>91,500.00</u>
2. Shrub & Trees: pruning, fertilization, pest control, weeding, labor	\$ <u>55,500.00</u>
3. Palm Trees: pruning, fertilization/inoculations, pest control, weeding, labor	\$ <u>10,000.00</u>
4. Cleaning: blowing/collecting clippings, debris, trash, dirt, weeds on paved areas/sidewalks, labor	\$ <u>10,000.00</u>
5. Irrigation: system inspection & testing, sprinkler heads alignment & repair, labor	\$ <u>7,500.00</u>
6. Additional Services outside the scope of work:	\$ <u>50.00/hr</u>
7. Other Expenses:	\$ <u>TBD</u>

Total Yearly Cost for the first year of the above items **\$ 174,500.00**

This is the Total Annual Price of the contract for Services.

8. Annuals Maintenance/Installation	\$ <u>3.25/per 4" Annual</u>
9. Mulching for Tree and Shrub/Groundcover Bed Areas	\$ <u>16,250.00</u>

Estimate of total cubic yards proposed to service the property: 250

Cost of Mulch Per Cubic Yard \$ 65.00/yard

10. Irrigation Hourly Rate for items not included in the Scope of Services: \$ 65.00/hr
 11. Hurricane/Emergency Clean up Services \$ TBD BASED ON EVENT – SEE JUNIPER STORM PRICING

Proposer, thoroughly reviewed all components of the Solicitation for Landscape and Irrigation Maintenance Proposals and has a thorough understanding of the work required, the site and conditions where the work is to be performed, local labor conditions and all laws, regulations and other factors affecting performance of the work, having knowledge of the expense and difficulties attending performance of the work, and having fully inspected the site in all particulars, hereby proposes and agrees, if Proposer's proposal is accepted, to enter into the proposed Agreement with the District.

Name of Authorized Signatory of Proposer:

Juan C Nova

Title of Authorized Signatory of Proposer:

Tampa South Branch Manager

Juan C Nova

Signature of Authorized Signatory of Proposer:

Affidavit for Anti-Human Trafficking

Section 787.06(13), Florida Statutes

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

Before me the undersigned authority personally appeared M. Brandon Duke, who being duly sworn, deposes and says (the "Affiant"):

1. Affiant is over 18 years of age and has personal knowledge of the facts and certifications set forth herein.
2. Affiant is the CEO (Title) of Juniper Landscaping the "Company") and as such is authorized to make this Affidavit for and on behalf of the Company, its directors and officers.
3. Company does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.
4. Company intends to execute, renew, or extend a contract between Company and the Shell Point Community Development District ("CDD").
5. This declaration is made pursuant to section 92.525(1)(c), Florida Statutes. I understand that making a false statement in this declaration may subject me to criminal penalties.

I state that I and the Company understand and acknowledge that the above representations are material and important, and will be relied on by the above referenced CDD to which this affidavit is submitted. I and the Company understand that any misstatement in this affidavit is, and shall be treated as, fraudulent concealment from the CDD of the true facts.

Under penalties of perjury, I declare that I have read the foregoing Affidavit for Anti-Human Trafficking and that the facts stated in it are true.

Signature of Affiant

Sworn before me on 29 September 2025

Notary Public Signature



Notary Stamp

EXHIBIT E

ITEMIZE LIST OF MATERIALS AND COSTS (Must be included in the Total Annual Price.):

1. A list of cost for:

- Each type of: Tree, shrub, plant, palm tree, groundcover and turf/sod present in Shell Point
 - **Basic 1 Gallon Plant Material - \$12.00**
 - **Basic 3 Gallon Plant Material - \$22.00**
 - **Basic 7 Gallon Plant Material - \$75.00**
 - **Basic 15 Gallon Plant Material - \$130.00**
 - **Basic 30 Gallon Plant Material - \$450.00**
 - **Basic 45 Gallon Plant Material - \$1,050.00**
- Floating grade cypress mulch - **\$65.00/YARD**
- Fertilizers and weed control chemicals to be used – **Varies depending on soil samples and site/weather conditions**
- Insecticides, fungicides, palm trees inoculations and ant baits – **Varies depending site/weather conditions**
- Irrigation: automatic valves, control wires, controller, pumps, sprinkler heads ant their components, etc
– **Retail minus 10%**
- Pond erosion repairs – **Depends on the severity of the repair**

2. The costs of labor per hour for:

- Planting and removing trees, palm trees, shrubs, groundcover and plants - **\$50.00/hr**
- Laying and Removing sod and mulch - **\$50.00/hr**
- Adding Fertilizers and weed control - **\$55.00/hr**
- Pest control - **\$55.00/hr**
- Irrigation repairs - **\$65.00/hr**
- Pond Erosion Repairs - **\$55.00/hr**

3. Specify Additional Services not included in the scope of work and their costs:

- Sod Replacements
 - **Bahia / Sq. Ft - \$1.45**
 - **Floritam / Sq. Ft - \$2.50**

4. Other Expenses:

-TBD – Unknown at this time

EXHIBIT F**COST BREAKOUT FOR GENERAL LANDSCAPE MAINTENANCE**

(Must be included in the Total Annual Price.)

General Landscape Maintenance

Mowing, hard edging, blowing off hard surfaces:	\$ <u>750.00</u> / event
Pond bank mowing, including line-trimming to water's edge:	\$ <u>1,250.00</u> / event
Bed detailing, including weeding, soft edging, shrub pruning, delineation and dead-wooding, dead-heading of annuals, trash and landscape litter removal:	\$ <u>4,000.00</u> / event
Tree Lifting:	\$ <u>5,000.00</u> / event
Palm Pruning, including seed pods, old flower stalks, and inflorescence, vines & volunteers:	\$ <u>5,000.00</u> / event

STAFFING LEVELS

Maintenance (mow/prune) – 9 People for 1 Day
 (1) Dump Truck for Pruning Crew (4 people)
 (1) Truck and Trailer w/ 3 mowers and small tools for Mow Crew
 Irrigation – 1 Person 1 Day per Month for inspection
 Fert/Pest - 2 Person Crew 2-3 days per month
 Enhancement Personnel Available when needed
 Arbor Care Personnel Available when needed

EXHIBIT G
LANDSCAPE AND IRRIGATION MAINTENANCE
RATES FOR ADDITIONAL SERVICES
(Must be included in the Total Annual Price.)

Please provide rates for the following items (including overhead and profit) which will be used for any additional work and/or services:

A.	Mowers w/operator	\$ 50.00	Hour
B.	Bush-Hog w/operator	\$ 65.00	Hour
C.	Tractor w/operator	\$ 65.00	Hour
D.	Supervisor with Transportation	\$ 65.00	Hour
E.	Laborer with hand equipment	\$ 50.00	Hour
F.	Truck w/driver	\$ 65.00	Hour
G.	Irrigation Tech	\$ 65.00	Hour
H.	Granular Pesticide Applicator		
	Person with Drop Spreader	\$ 55.00	Hour
I.	Liquid Pesticide Applicator		
	Person with Spray Truck	\$ 55.00	Hour
J.	Granular Fertilizer Applicator		
	Person with Drop Applicator	\$ 55.00	Hour
K.	Liquid Fertilizer Applicator		
	Person with Spray Truck	\$ 55.00	Hour
L.	Granular Weed Control Applicator		
	Person with Drop Applicator	\$ 55.00	Hour
M.	Liquid Weed Control Applicator		
	Person with Spray Truck	\$ 55.00	Hour
N.	Laborer for Additional Trash Pick-Up	\$ 50.00	Hour
O.	Lump Sum Mowing (¹), entire community	\$ 2,000.00	Per Mow

¹ Mowing shall include mowing, edging, weed eating, weeding of beds, weeding of lawns and blowing and/or vacuuming.

EXHIBIT H
HURRICANE/EMERGENCY CLEAN-UP SERVICES
(DO NOT include in the Total Annual Price.)

In the event of a declared emergency or disaster, the following services shall be provided on a time and materials basis, at the rates (which include all costs including but not limited to overhead and profit) set forth below:

A. Debris removal personnel unit costs:

<u>Juniper owned equipment</u>	\$ _____	per Hour
<u>including operator:</u>	\$ 118	per Hour
_____	_____	
_____	\$ _____	per Hour

B. Debris removal equipment unit costs:

<u>Truck for Debris hauling</u>	\$ 375/truck	per Hour
<u>5-person crew with all equipment</u>	\$ 3,400/day	per Hour
_____	\$ _____	per Hour

C. Other emergency/disaster related unit costs:

<u>All non-arborist functions</u>	\$ 85	per Hour
<u>Tree staking standard</u>	\$ 75/tree	per Hour
<u>Tree staking Large</u>	\$ 125/tree	per Hour

Costs for equipment and personnel are only payable for when the equipment and personnel are operating. No stand-by time is eligible for payment. Disaster recovery assistance services shall not exceed 70 hours for each declared emergency or disaster. Contractor shall maintain and supply District all necessary and adequate documentation on all emergency/disaster-related services to support reimbursement by other local, state, or federal agencies. The District reserves the right to contract with an outside vendor for any or all emergency clean-up services.



LANDSCAPE MAINTENANCE

■ SERVICE REQUEST MEETING

Meet with association management to review and prioritize all open service requests and any outstanding work orders.

■ JUNIPER ADVANCE PROPERTY MAPPING

Complete drone flight of community and upload mapping.

■ DETAILED PROPERTY REPORT

A detailed report with photos will be submitted to the BOD/Manager to provide insight into the areas that can be improved quickly, as well as those that may take additional work. This thorough report will give a point of reference of where the property was at take over and act as a benchmark for future performance.

■ SCHEDULE OF SERVICES MAP

Production team is working on the schedules that will be provided to the HOA.

- ☐ Irrigation Wet Check Schedule
- ☐ Mowing Schedule
- ☐ Shrub Pruning Schedule

■ PROPERTY MOWING TECHNIQUES

Uniformed crews begin proper and corrective mowing techniques using daily sharpened and clean blades, mowing at a proper height for the St. Augustine turf areas.

■ PROPER PRUNING TECHNIQUES

Uniformed crews begin proper and corrective pruning techniques, using clean, sharp shears and loppers.

■ WEED CONTROL

Uniformed crews begin weeding and cleaning of beds, applying herbicides, and correcting bed lines.

■ IRRIGATION

Set meeting with management and landscape/irrigation committee to discuss open items along with any concerns, and to set the starting point for the irrigation maintenance check.



FERTILIZATION AND PEST CONTROL

■ ADDRESS IMMEDIATE ISSUES

Areas with active pest issues will be addressed *immediately*.

■ L&O EVALUATION REPORT

A detailed report which evaluates the property based on the health and vigor of the lawn and landscape will be submitted to the BOD/Manager.

■ SOIL TESTING

Collect soil samples from various locations of the property to send to A&L Labs or to the University of Florida for analysis. This data is the basis of how we will tailor the fertilization program going forward.

■ CORRECTIVE PLAN

Areas with pest, fungus, or weeds will be documented with pictures and a corrective plan will be put in place. Weed varieties or pest issues that cannot be eliminated due to environmental conditions and/or restrictions will also be documented and brought to the BOD/Property Manager's attention.

- ☐ Begin treatment of turf/shrub damaging insects
- ☐ Begin treatment of turf/shrub disease
- ☐ Begin fertilization of turf areas.
- ☐ Begin fertilization of shrub bed areas, trees and palms

ANNUAL FLOWER DISPLAY

■ PLAN TO IMPROVE ANNUAL FLOWER DISPLAYS

- ☐ Review soil conditions (soil amendments may be needed).
- ☐ Provide options based on season.
- ☐ Work with landscape committee to develop plan for the entire year so we can look at contract growing flowers.



INITIAL IRRIGATION INSPECTION

Evaluation of all key elements of the irrigation system with an Initial Irrigation Evaluation Report to be submitted to the BOD/Manager.

Our irrigation team along will inspect all irrigation controllers & review functionality.. We will be looking for faulted communication errors & abnormal milliamp usage which could also cause intermittent communication issues between controllers & valves. Controllers will also be inspected for proper grounding & grounding rods.

FIELD INSPECTIONS

- ☐ Inspect for faulty zones.
- ☐ Inspect all wire connections.
- ☐ Once functioning, inspect zone for functionality & coverage.
- ☐ Check if components are still under manufacture warranty.
- ☐ All sprinkler heads will have been cleaned or nozzles replaced and adjusted per contract.
- ☐ Any immediate changes made during the evaluation per our contract will be noted and reported.
- ☐ Increase runtimes for zones that have been showing signs of drought stress.
- ☐ Any major repairs that may be needed will be submitted in the form of a proposal.

PROGRAMMING & OPTIMIZATION

- ☐ Review all run time programming.
- ☐ Review system pressure and typical zone GPM.
- ☐ Make suggestions for optimization to improve communication & efficiencies.
- ☐ Optimize program run times.
- ☐ Begin to identify/label the irrigation zones.

ON-SITE MANAGEMENT

People make the difference. We understand that for many residents, speaking in person with a manager is preferable. For this reason, a manager always accompanies Juniper crews & is available on-site for communication & problem-solving.

24/7 EMERGENCY SERVICES

When the unforeseen happens, we will be there when you need us. Call our dedicated number for 24/7 support.

IN-HOUSE CUSTOMER CARE TEAM

We believe that providing great customer service is key providing the best in landscape services. To that end we create department dedicated to supporting residents, account managers & field teams.

To assist owners with maintenance and irrigation concerns, Juniper offers homeowners multiple options:

Option 1:

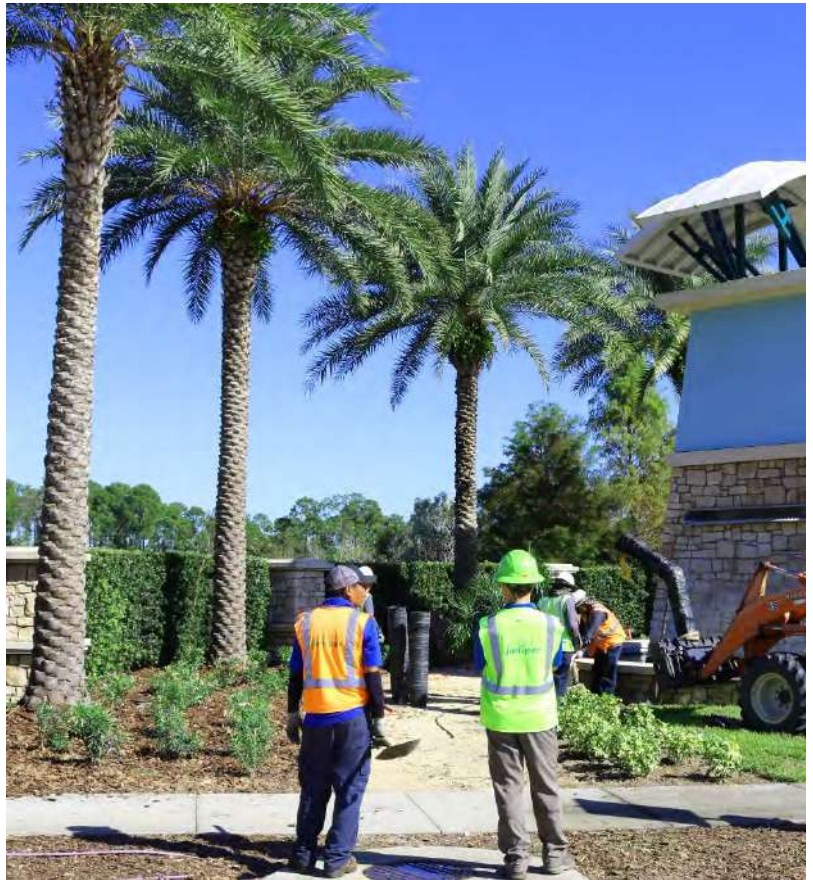
Visit www.junipercares.com and click on "Community Service Request." Create a ticket by following the simple prompts.

Option 2:

Email customerservice@juniperlandscaping.com, noting the concern.

Option 3:

Call Customer Service at (239) 561-5980 to speak with a representative.



JUNIPER SYNC WORK ORDER SYSTEM

Utilize our online work order system to create & track work orders for your property. Managers & residents can easily create an account to use immediately.

Highlights

- Live Dashboard/ Ticket Summary
- Ticket Aging
- Custom Filters
- Detailed Reporting
- Community Maps
- Knowledge Base
- Give a Gold Star





TECHNOLOGY THAT MAKES A DIFFERENCE!

Juniper Mapping uses drone imaging software to create an Orthomosaic image from hundreds and sometimes thousands of high-resolution images. This gives us the ability to evaluate the property at a deeper level, which allows us to provide our clients the following:

- Proactively identify potential issues
- Property specific reporting
 - Plant Health
 - Elevation
 - Annotation
 - Issues
- Documentation of improvement

Full Video
Walkthrough



Scan the QR code with your cellphone for full walkthrough



IMAGE QUALITY COMPARISON



Juniper Mapping provides the community with high resolution photos that provide more detail than Google Earth.



TRACK IMPROVEMENTS SIDE-BY-SIDE



With Juniper Mapping, you can see the quality improvements to the community landscape side-by-side.



COMMUNITY ANNOTATION REPORT

Juniper Landscaping

Stonecrest - Summerfield Annotation Report



Created on August 24, 2021

Captured on August 13, 2021



With the tools in Juniper Mapping, we can create community specific annotation reports. These reports provide documentation and improved accuracy on palm counts, valve locations, square footage on sod projects & much more!

ANNOTATION REPORT SUMMARY PAGE

Location

Label	Title	Elevation	Coordinates
1 	Valve Box Location	77.53 ft	28.9654104, -81.9668117

Distance

Label	Title	Horizontal Length	Surface Length	Slope	Vertical Height
2 	Sample Line - Lake Bank	74.30 ft	74.73 ft	4.5°, 7.87%	5.85 ft

Area

Label	Title	Area	Surface Area
3 	Softball Field	1.14 acres	1.14 acres

Count

Label	Title	Quantity
4 	Sabal Palms	6

The tools within Juniper Mapping provide on-demand information like GPS coordinates, slopes/vertical heights, accurate area measurements plus the ability to catalog /inventory trees or other community assets.

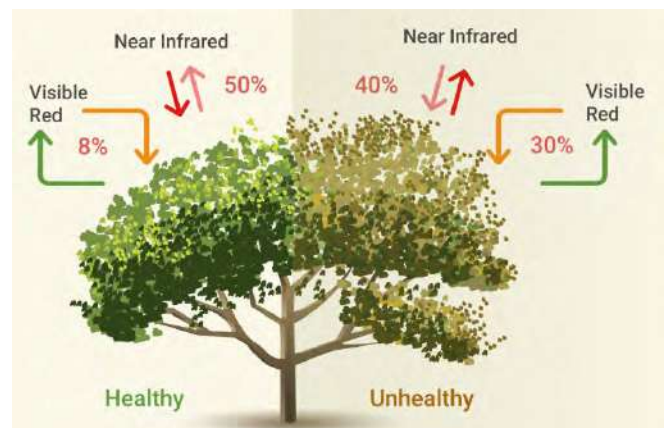
JUNIPER MAPPING

TOOLS

PLANT HEALTH ASSESSMENT



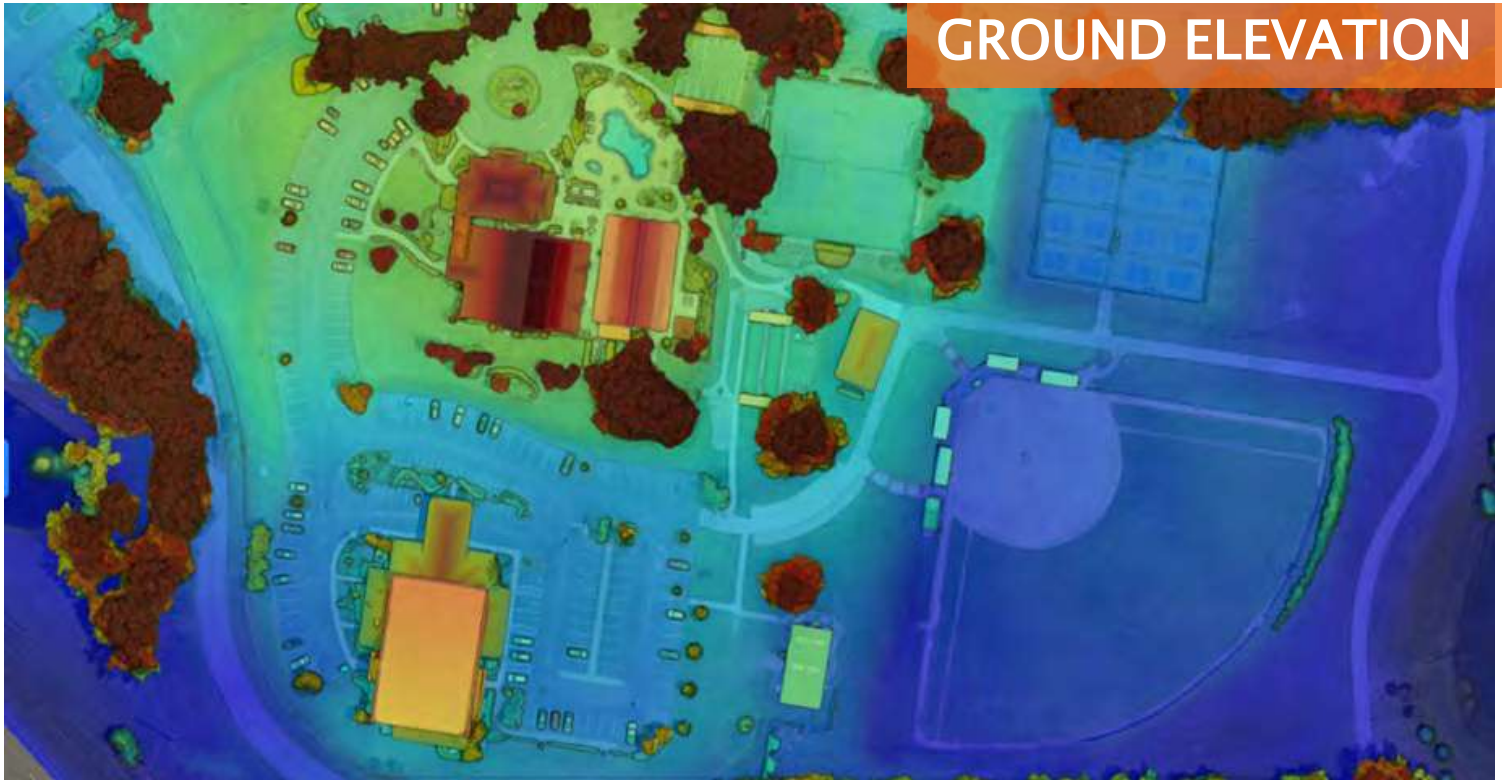
Healthy vegetation reflects more of certain types of light than unhealthy vegetation. Juniper Mapping creates a map that highlights differences within your area of interest. This tool allows us to quickly identify areas of concern at start-up to begin treatments and track progress.



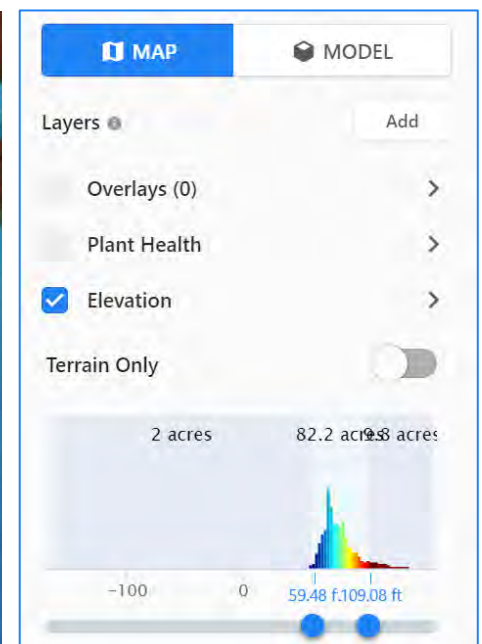
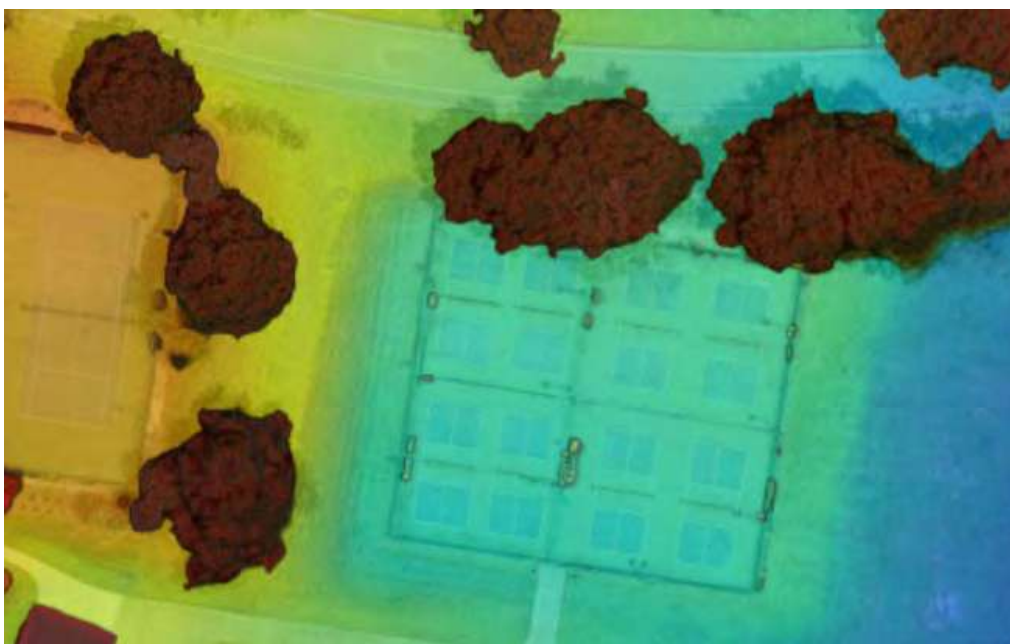
Turf areas of concern

JUNIPER MAPPING

TOOLS

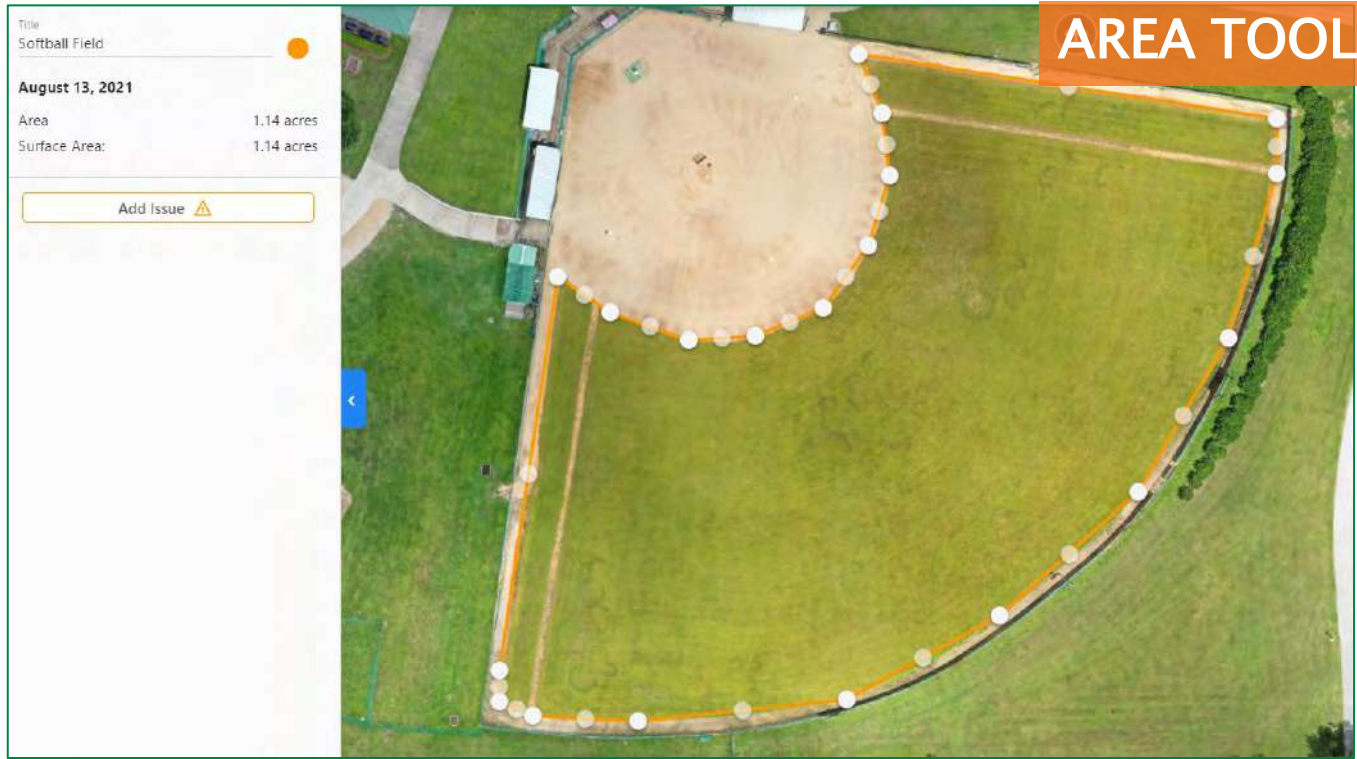


Juniper Mapping provides a complete elevation map, allowing us to make better decisions when it comes to the draining and movement of water.

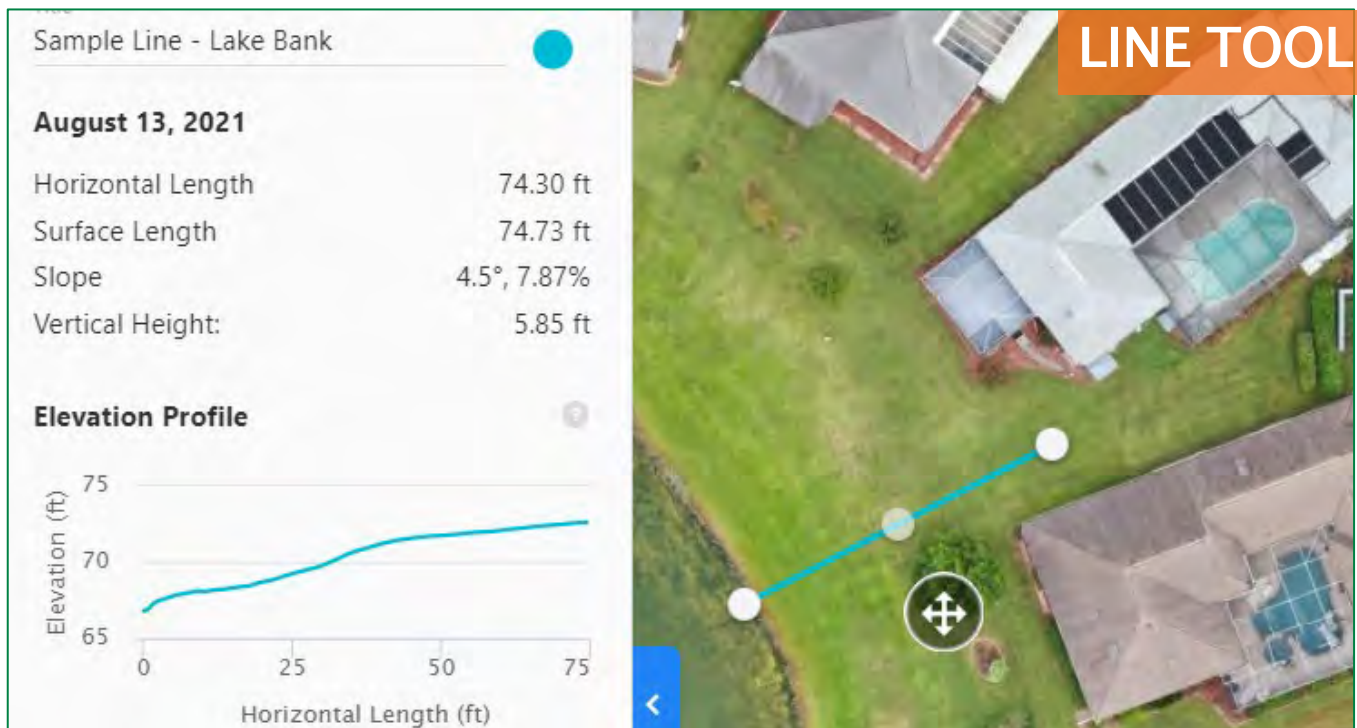


JUNIPER MAPPING

TOOLS



The Area & Line Tools provide the community with accurate information on demand. Line Tool provides the elevation profile of any area flown.

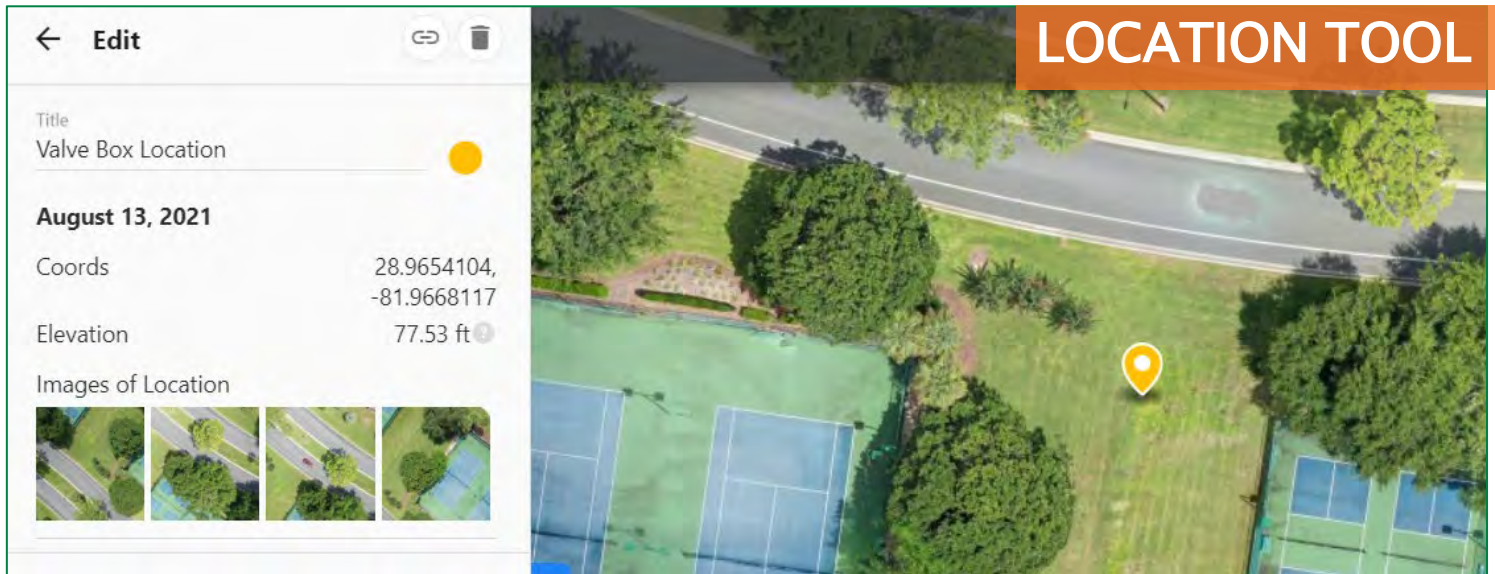


JUNIPER MAPPING

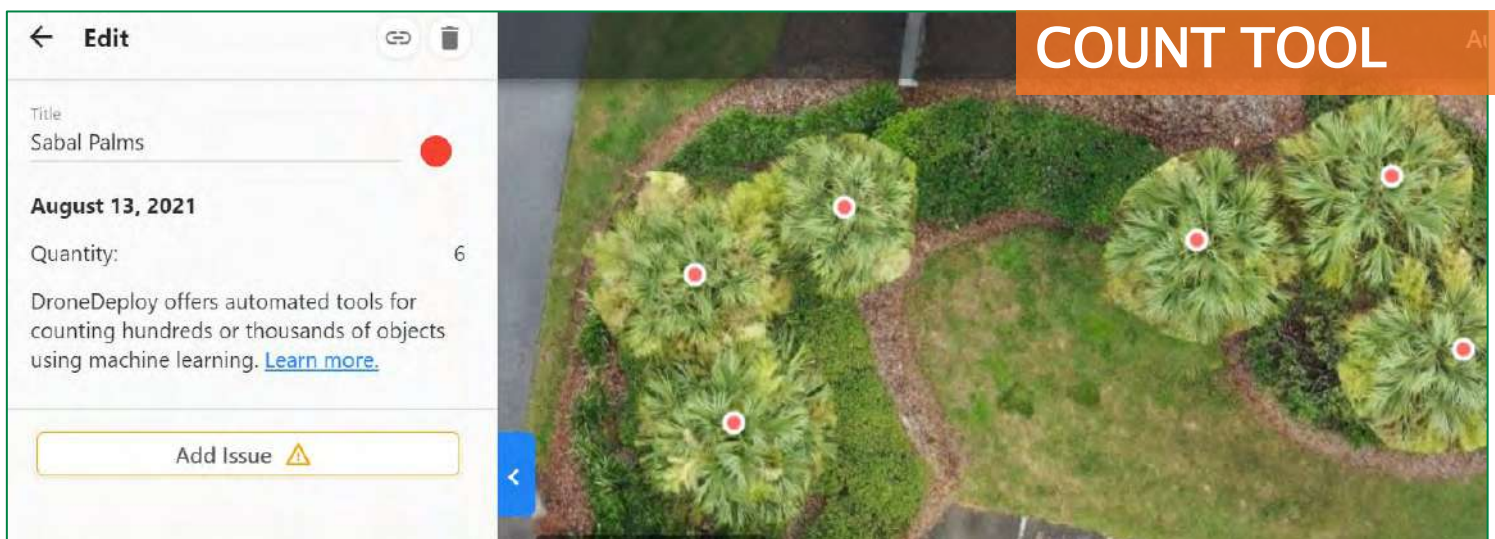
TOOLS

The Location Tool allows us to GPS locate/document anything in the community.

This is great for irrigation controllers, flush points, filters, valves, & shut offs.



The Count Tool makes creating an inventory of anything easy.





ADDED BENEFIT—ROOF CONDITIONS



With Juniper Mapping, the photos not only capture landscape conditions, but they also show detailed images of roofs in the community. These images may be used by the association, if desired.

CLIENT REFERENCES

Page 221

The Starkey Ranch Community Development District

Management | Wrathall, Hunt & Associates

Telephone | (813) 399-0865

Contract Start Date | January 1, 2023

Contact | Barry Mazzoni

Email | Imazzonib@whhassociates.com

Contract Value | \$1,850,000.00

Triple Creek Community Development District

V.P. Management | Rizzetta & Company, Inc.

Telephone | (813) 699-9065

Contract Start Date | December 1, 2020

Contact | Alex Garces

Email | boardmember5@triplecreek.com

Contract Value | \$836,750.00

Estancia at Wiregrass Community Development District

V.P. Management | GMS

Telephone | (813) 344-3844

Contract Start Date | July 1, 2021

Contact | Pete Williams

Email | pete@pwillassoc.com

Contract Value | \$422,800.00

Cory Lakes Community Development District

Management | Wrathall, Hunt & Associates

Telephone | (813) 924-4673

Contract Start Date | December 1, 2010

Contact | John Hall

Email | clcddfm@corylakescdd.net

Contract Value | \$356,200.00

Harrison Ranch Community Development District

Management | Rizzetta & Company, Inc.

Telephone | (813) 658-6048

Contract Start Date | November 18, 2019

Contact | Taylor Nielsen

Email | tnielsen@rizzetta.com

Contract Value | \$356,622.00

Venetian Community Development District

Management | Rizzetta & Company, Inc.

Telephone | (941) 485-8500

Contract Start Date | September 26, 2019

Contact | Keith Livermore, District Field Manager

Email | fieldmanager@vcdd.org

Contract Value | \$356,200.00

CLIENT REFERENCES

Page 222

Heritage Isles Golf &Country Club Community Development District

Management | Inframark

Telephone | (813) 907-7388
Contract Start Date | October 1, 2009
Contact | Rich Unger, Director of CDD Operations
Email | HlManager@hicdd.or
Contract Value | \$166,600.00

Panther Trace Community Development District

Management | Vesta Property Services

Telephone | (813) 671-8023
Contract Start Date | November 1, 2015
Contact | Monica Vitale, Facilities Director
Email | ptrecentermanager@verizon.net
Contract Value | \$259,974.00

Watergrass | Community Development District

Management | Inframark

Telephone | (813) 873-7300
Contract Start Date | September ,1 2017
Contact | Mark Vega
Email | mark.vega@inframark.com
Contract Value | \$162,650.00

Heritage Isle CDD

Brian Mendes, District Manager-Rizzetta
bmendes@rizzetta.com (407) 472-2471
6800 Legacy Blvd. Viera, Florida 32940
Value \$350,000+ (2 years of service)
Full maintenance service of over 1289 homes and
CDD common areas

Beaumont CDD

Tammy Collins, Property Manager-Real Management
Tammy.Collins@evergreen-lm.com
(860) 997-9030
7802 Penrose Place Wildwood, Florida 34785
Value \$500,000+ (3ears of service)
Full service maintenance of all CDD common areas,
homes and townhomes.

LANDSCAPE MAINTENANCE

Page 223

JUNIPER HAS BEEN EXCEEDING INDUSTRY STANDARDS IN THE AREA OF QUALITY AND DEPENDABILITY IN FLORIDA SINCE 2001

Our landscape maintenance teams work closely with the irrigation and horticultural teams. This, combined with regular inspections from our dedicated account managers, helps ensure the job quality our clients have come to expect.



OUR SERVICES

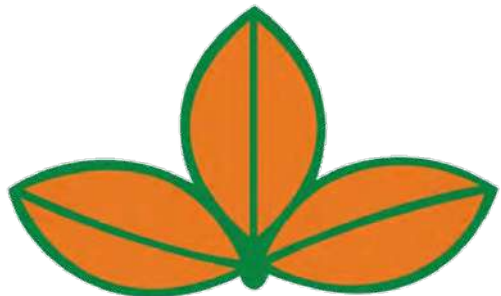
LANDSCAPE INSTALLATION

OUR DESIGN & INSTALLATION TEAMS MAKE AN AWARD-WINNING COMBINATION!

Our teams work hard to deliver a quality project on time and on budget.

- Landscape Design Firm of the Year
- Merit Award Design Residential
- Best Landscape Design Custom Home
- Award Best Landscape Design





STATE LICENSED IRRIGATION CONTRACTOR

What is a certified irrigation specialty contractor's license?

An irrigation specialty contractor's license is a certified (state-wide) specialty license developed by the Construction Industry Licensing Board to permit contractors to install, maintain, repair, alter, extend, manage, monitor, audit, or, if not prohibited by law, design irrigation systems.

WATER MANAGEMENT

Our industry experts can help guide you on the most effective way to use your water resources.

- Central control management
- Converting beds to drip irrigation
- E/T weather-based controllers
- Soil moisture sensors
- Pressure regulated components
- High efficiency sprinklers



LANDSCAPE IRRIGATION

Juniper's certified technicians perform monthly inspections of irrigation systems to ensure optimum operation and coverage for plant material and turf areas. Concerns are promptly documented on a service form and turned in to the property manager for authorization.



MAINTENANCE

- Water Management
- Repairs
- Water Monitoring
- Reporting
- Wet Checks



INSTALLATION

- Infrastructure
- Pump Stations
- Central Control
- Residential
- Commercial



LANDSCAPE HORTICULTURE

Page 227



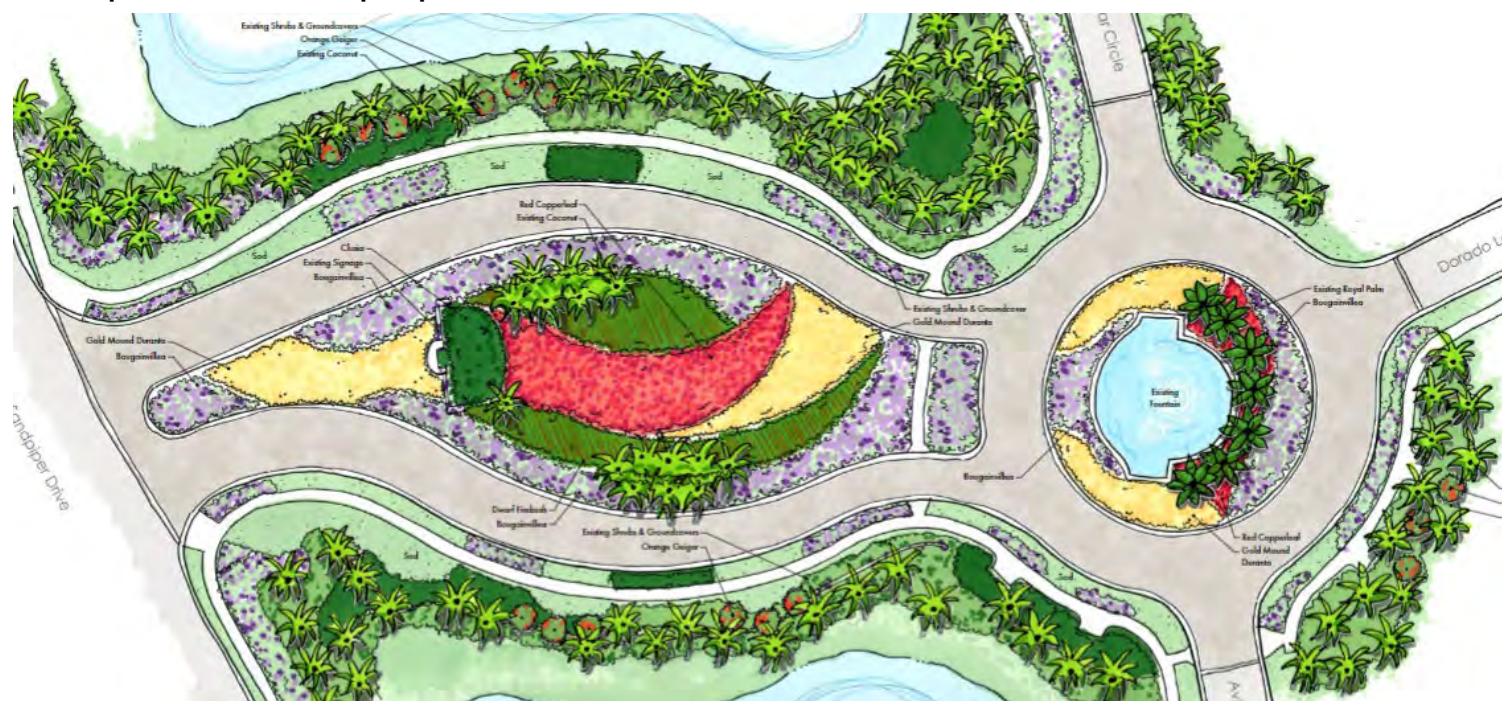
Our training program equips technicians and foreman to apply fertilizer as well as identify and correct plant material problems. Our management team and technicians have specialized training and GI-BMP Certifications from the University of Florida Extension Office, enabling us to be more proactive.



OUR SERVICES

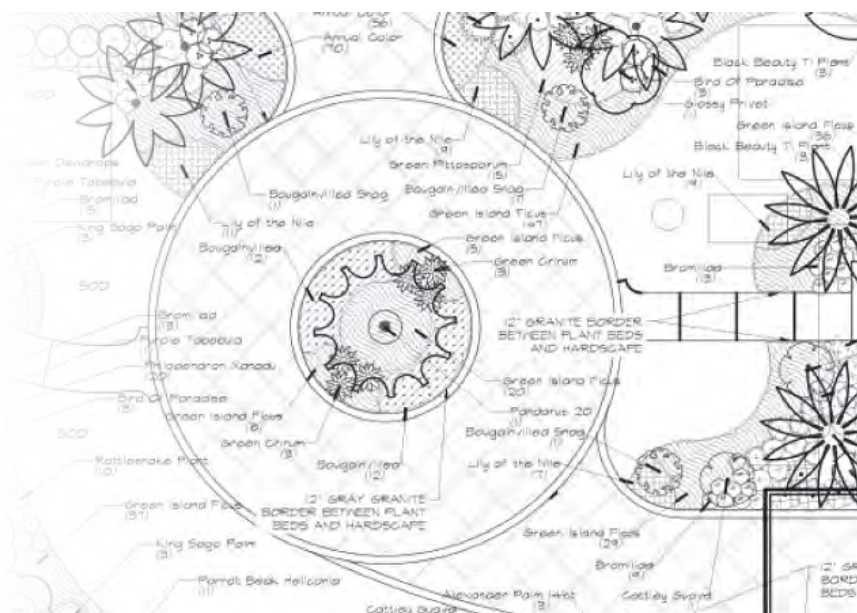
COMPLETE LANDSCAPE ARCHITECTURE & DESIGN SERVICES

Our design team can help boards with master plans for communities. Providing design hardscape features, 3D renderings of landscape plans, and complete landscape plans.



JUNIPER DESIGN TEAM

- Licensed Landscape Architects
- Certified Landscape Designers
- Certified Irrigation Designers
- ISA Certified Arborists
- In-house Agronomist
- State of Florida Irrigation License
- Certified Hunter IMMS Installer
- Certified Rain Bird IQ Installer



NURSERY & TREE FARM

**We know it because
we grow it!**



With our over 200 acres of nursery & tree farms we can deliver custom, quality plant material to fit the individual needs of our clients. Additionally, our dedicated plant buyer travels throughout the state in search of the best plant material.

By keeping our finger on the pulse of the plant market, we can maximize value for each client.



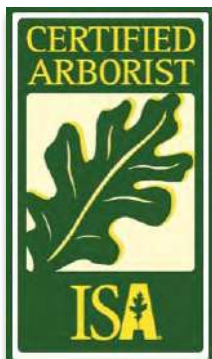
SEASONAL COLOR

We create custom schedules for our communities on the annual color program. Our annual flower beds are designed and installed to emphasize color, profusion, and display in high profile areas.

SEASONAL FLOWER PROGRAM

- Contract grown flowers
- Custom designed displays
- Scheduled installation
- Fresh look all year
- Best in quality annuals
- Enhanced landscape areas
- Additional fertilization keeps flowers looking great





JUNIPER has multiple ISA certified Arborists that are available for everything you may need for your tree health care. Preventive maintenance helps keep trees in good health while reducing any insect, disease, or site problems.

WHY HIRE AN ARBORIST?

Arborists specialize in the care of individual trees. They are knowledgeable about the needs of trees and are trained and equipped to provide proper care. Hiring an arborist is a decision that should not be taken lightly. Proper tree care is an investment that can lead to substantial returns. Well cared-for trees are attractive and can add considerable value to your property.





RESOURCES WHEN YOU NEED THEM MOST!

In preparation for and after a storm, Juniper has additional team members that are critical resources during storm events. They provide not only added manpower but bring with them the trucks and heavy equipment needed to handle storm clean up.



COMPANY RESOURCES

- 1,800+ team members statewide
- 17 locations throughout Florida
- 10,000+ gallons of onsite fuel
- 300+ trucks in our fleet
- ISA Certified Arborists
- Landscape Designers & Architects
- Teams throughout Florida
- Extensive supply of heavy equipment



COMPLETE SPORTS TURF MAINTENANCE

Gone are the days of playing ball in a dirt lot. Today, residents in communities expect playing fields and parks to be safe for their families. You want to work with a company who has industry experience & advanced knowledge in sports turf.

SERVICES

- Agronomic Services
- Agronomic Consulting
- Topdressing
- Fertilization Programs
- Pest & Disease Management
- Weed Management
- Cultivation Services
- Aerification
- Slicing
- Fraze Mowing
- Deep-Tine Soil Reliever
- Verticutting & Vacuum



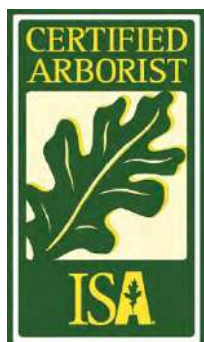
PRESENTATIONS & CEUS AVAILABLE FOR CLASSROOM OR ONLINE LEARNING

At Juniper Landscaping we offer CEU courses that cover a variety of subjects that include irrigation, palm tree care, turf care, and tree selection.

CURRENT COURSES

- IRRIGATION 101
- HORTICULTURE 101
- TREE SELECTION
- PEST ID LAWN & ORNAMENTAL
- PLANTING PRINCIPLES & PLANT ID
- DIAGNOSING LANDSCAPE ISSUES

Our Green Industry experts' courses are designed to assist managers to make the best decisions to maximize their property's beauty and ease of maintenance.



EXCEEDING INDUSTRY STANDARDS!



PINNACLE AWARDS

- Best Landscape Design Custom Home
- Award Best Landscape Design
- Merit Award Design Residential
- Landscape Design Firm of the Year

AURORA AWARDS

- Landscape Design/Pool Design
- Best Custom home for “La Castille”

SAND DOLLAR AWARDS

- Best Community Feature of the Year
- Best Landscape Design 30-50k
- Best Landscape Design under 30k
- Best Landscape Design over 50k

SUMMIT AWARDS

- Best Contracting Landscape 5-8 million+
- Merit Award for Infrastructure & Landscape



We hold the safety of our clients & our team members in the highest regard. We have implemented a company wide safety program that is administered through our safety coordinator & local branch managers.

Initial Hire Program

- Safety rules
- New hire safety orientation
- Required & use of PPE

Safety Training Program

- Equipment certifications
- Weekly safety meetings
- Daily jobsite reviews
- Traffic control systems
- Best practices training
- Safety rewards/swag based on safety performance
- Online training tools



SCAN QR CODE TO WATCH VIDEO
HIGHLIGHTS OF OUR IN-HOUSE
TRAINING PROGRAM



OUR QUALIFIED TEAM

At Juniper, many of our team members hold valuable certifications and licenses. Their years of experience, along with additional training, enables them to provide our customers with answers they can trust.

CERTIFICATIONS & LICENSES

- Licensed Landscape Architects
- Certified Landscape Designers
- Certified Irrigation Designers
- Certified Pest Control Operators
- FNGLA Certified Horticultural Professional
- FNGLA Certified Landscape Contractor
- ISA Certified Arborist
- State of Florida Irrigation License
- Certified Hunter IMMS Installer
- Certified Rain Bird IQ Installer
- Best Management Practices (BMPs)



CERTIFICATIONS & LICENSES

The International Society of Arboriculture

Honors Announces That

Wesley L. Marks

Has Earned the Credential

ISA Certified Arborist®

By successfully meeting ISA Certified Arborist certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

Cathy Trubian
Cathy Trubian
ISA Executive Director

4 Apr 2012 30 Jun 2015 PG4526A
Issue Date Expiration Date Certificate Number



The Florida Nursery, Growers & Landscape Association
Confers on

Nicholas Salerno H69 09432

The Title of
FNGLA Certified Horticulture Professional (FCHP)

Expiration Date: 6/30/2019
Certified Since: 6/20/2013

Robert Sullivan
Robert Sullivan, FNGLA President

Mary Hall
Mary Hall, FNGLA Certification Director

State of



Florida

Department of Agriculture and Consumer Services
Bureau of Licensing and Enforcement

CERTIFIED PEST CONTROL OPERATOR

Number: JF319574

CHRISTOPHER CARL RICHARDS

This is to Certify that the individual named above is a Certified Pest Control Operator and is privileged to practice

Lawn and Ornamental

in conformity with an Act of the Legislature of the State of Florida regulating the practice of Pest Control and imposing penalties for violations.

In Testimony Whereof, Witness this
signature of *Nikki Fried* on December 15, 2021
Chief, Bureau of Licensing and Enforcement

Nikki Fried
NIKKI "NIKKY" FRIED
Commissioner of Agriculture

FDACS 13418 (06/1)

North Carolina State University Agricultural Institute

On the recommendation of the Faculty and by virtue of the authority vested in them, the Trustees of the University have conferred upon

Kyle James Leverette

the degree of

**Associate of Applied Science
in Turfgrass Management**

In testimony whereof, the seal of the University and the signatures of its officers are herewith affixed
this the fifteenth day of May, two thousand four.

Mary Anne Foy
Mary Anne Foy
Vice President

Kenneth L. Edsall
Kenneth L. Edsall
Associate Vice President
Director of Academic Programs

Johnny C. Wynn
Johnny C. Wynn
Business Dean of the College of Agriculture
and Life Sciences

John C. Arnold
John C. Arnold
Associate Director of Academic Programs
and Director of the Agricultural Institute



The Florida Nursery, Growers & Landscape Association
Confers on

Kyle Leverette H62 12112

The Title of
FNGLA Certified Horticulture Professional (FCHP)

Expiration Date: 6/30/2022
Certified Since: 5/24/2019

Ed Brown
Ed Brown, FNGLA President

Mary Hall
Mary Hall, FNGLA Certification Director



Ron DeSantis, Governor

Halsey Beahm, Secretary

Florida
dbpr

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

THE IRRIGATION SPECIALTY CONTRACTOR HEREIN IS CERTIFIED UNDER THE PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

STANLEY, DARRELL EUGENE

JUNIPER LANDSCAPING OF FLORIDA, LLC
5680 STALEY RD
FORT MYERS FL 33905

LICENSE NUMBER: SCC131152351

EXPIRATION DATE: AUGUST 31, 2022

Always verify licenses online at MyFloridaLicense.com



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

MEET THE TEAM

Page 239

BONNIE MARSHALL

CLIENT RELATIONS MANAGER

Bonnie Marshall has been involved in many aspects of the green industry over the past 15 years, including operations, sales, finance, HR, insurance, and more. As a St Petersburg, native, she has spent her entire life living in Florida and feels a strong connection to the area.

Bonnie graduated with honors from the University of South Florida and had the privilege of being part of Wedgworth, an agricultural leadership program. This 2-year program starts out locally, then expands to national & international locations, during which Bonnie traveled to Hong Kong, Vietnam, and China.

Bonnie is skilled at managing relationships and offering insights and advice to ensure success at every company she has worked with. During her time with a national tree company, she negotiated the largest commercial landscape sale in company history.

Bonnie is involved with many organizations and has served on their various boards and committees throughout her career. These include, but are not limited to, International Society of Arboriculture (ISA), Florida Nursery, Growers and Landscape Association (FNGLA), Central Florida Hotel and Lodging Association (CFHLA), Community Associations Institute (CAI), Building Owners and Managers Association (BOMA), and Roots Plus Growers Association (RPG).

HIGHLIGHTS

- University of South Florida
 - Bachelor of Science in Finance, Cum Laude
- University of Florida
 - Leadership Program Graduate
- The George Washington University
 - Master's Certificate in Project Management

TAMPA

7104 E 9th Ave
Tampa, FL 33619

QUALIFICATIONS



MEET THE TEAM

Page 240

JUAN NOVA

Branch Manager

Juan Nova is the Tampa South Maintenance Branch Manager, bringing over 17 years of experience in landscaping and agronomy. His expertise includes residential and commercial landscaping management, native landscaping, and turf management.

Juan holds a license in Certified Pest Control Operators and a certification in Best Management Practices. Juan is skilled in customer service, project management, budgeting, pest and disease management, sustainable practices, and landscape design. He is detail-oriented, creative, and a dependable problem solver, who is focused on customer satisfaction.

As a leader and team player, Juan is known for his ethical approach and strong communication skills. Juan is currently managing one of Juniper's largest maintenance community in the State of Florida. Throughout his 17 years in landscaping, he has managed multiple large CDD communities throughout Florida.

Outside of work, he finds inspiration in continually learning about landscaping and visiting botanical gardens. He is committed to lifelong learning to stay at the forefront of landscaping trends and techniques.

HIGHLIGHTS

- ✓ Certification
 - Best Management Practices (BMP)
- ✓ License
 - Certified Pest Control Operators (CPCO)
- ✓ 15+ years of landscape and agronomy experience

TAMPA SOUTH

5574 SR 674

Wimauma, FL 33598



MEET THE TEAM

Page 241

JIM JORDAN

Regional Director

Jim has over 25 years of experience in operational management and customer service in the landscaping industry. He started as an Owner/Operator in landscape, construction, and janitorial services, gaining valuable experience in business ownership and management. He has excelled in the landscape industry as a Senior Manager for over two decades, specializing in landscape design and implementing strategies for productivity and customer service excellence.

His areas of expertise include operational excellence, driving growth, and implementing productivity improvements. Jim is recognized for his ability to lead teams to achieve high-performance standards while focusing on employee development and customer satisfaction. Jim has made significant contributions to the landscaping industry through his knowledge, leadership skills, and commitment to excellence.

He has lived in Bradenton, Florida his entire life and is a proud father to three grown children: Morgan, Nick, and Tayler, who have given him five grandchildren. Outside of work, he enjoys spending time with family, especially his two granddaughters, and is an avid enthusiast of Harley-Davidson motorcycles. Jim enjoys the thrill of riding and exploring new destinations.

HIGHLIGHTS

- ✓ 25 years of landscape experience
- ✓ Entrepreneur

TAMPA

5571 Center Street
Wimauma, FL 33598





CERTIFICATE OF LIABILITY INSURANCE

Page 2 of 2
DATE (MM/DD/YYYY)
07/01/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MARSH USA LLC. 1050 CONNECTICUT AVENUE, SUITE 700 WASHINGTON, DC 20036-5386 CN138350647---25-26	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: General Security Indemnity Company Of AZ INSURER B: Safety National Casualty Corporation INSURER C: Great American Insurance Co. INSURER D: American Guarantee & Liability Insurance Co. INSURER E: Mercer Insurance Company INSURER F: Endurance American Specialty Insurance Company	NAIC # 20559 15105 16691 41718
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COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:			GSA4639112661-01	07/01/2025	07/01/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Fire Damage \$ 100,000
B	AUTOMOBILE LIABILITY			CA6676920	07/01/2025	07/01/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000
E	☒ ANY AUTO			22200099900 (\$2Mxs\$2M primary)	07/01/2025	07/01/2026	BODILY INJURY (Per person) \$
F	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			EXT30091805100 (\$1Mxs\$4M)	07/01/2025	07/01/2026	BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	☒ UMBRELLA LIAB			TUE 3161764 06 (\$5M Primary)	07/01/2025	07/01/2026	EACH OCCURRENCE \$ 10,000,000
D	☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$			AEC 6661232-02 (\$5Mxs\$5M)	07/01/2025	07/01/2026	AGGREGATE \$ 10,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			LDS4069460 (FL,NC,PA,SC,TX)	07/01/2025	07/01/2026	☒ PER STATUTE ☐ OTH-ER
B	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☒ N	N / A	PS4069459 (WI) Deductible: \$500,000	07/01/2025	07/01/2026	E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
G	Professional Liability			VPPL022057	01/01/2025	01/01/2026	Ded.: \$5K /Limit: 2,000,000
H	Pollution Liability			EV20184607-07	01/01/2025	01/01/2026	Ded.: \$10K /Limit: 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

FOR BIDDING PURPOSES ONLY	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY MARSH USA LLC.		NAMED INSURED Juniper Landscaping of Florida, LLC 4415 Metro Pkwy Ste 300 Fort Myers, FL 33916-9425
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

INSURERS AFFORDING COVERAGE/NAIC #

INSURER G: Gemini Insurance Company (10833)

INSURER H: Capital Specialty Ins Corp ()

Leased & Rented Equipment and Installation Floater:

Carrier: Munich Re Syndicate 457 at Lloyd's of London

Policy#: 01MRCM0001043-00

Dates: 07/01/2025 - 07/01/2026

Leased & Rented Equipment Limit/Deductible: \$500,000 / \$2,500

Installation Floater Limit/Deductible: \$250,000 / \$1,000

The above captioned policies include coverage for the following entities:

Juniper Landscaping of Florida, LLC

Coast to Coast Landscaping, LLC

Davis Landscape LTD

Elegant Landscape and Design Inc.

Juniper Landscape Services, LLC

Juniper Landscaping Shared Services, LLC

Juniper of Bradenton, LLC

Juniper Landscaping Holdings LLC

Landscape Maintenance Professionals, LLC

Landscape Logistics LLC

Prestige Property Maintenance, Inc.

Rips Professional Lawn care, LLC

Shooter & Lindsey, LLC

LEADERSHIP TEAM



Brandon Duke
Chief Operating Officer

Brandon grew up in the landscape industry and joined Juniper in 2008 after graduating with a Bachelor's of Business Management from Liberty University.

Creating an innovative environment has always been his passion and his creative nature has transformed the way Juniper does business. Brandon added design services to the Juniper repertoire because of his drive to provide Juniper clients the most diverse product offering. He oversees day-to-day operations and is heavily involved in sales and under his leadership, Juniper has experienced year-over-year growth. He has ushered in a new generation of Juniper talent and changed the way we do business today.

Brandon's designs have been recognized by nationwide landscape magazines and he has received numerous awards in the construction industry.



Dan deMont
Chief Revenue Officer

Dan joined the Juniper team in 2011 after a five-year relationship with Juniper as one of their primary vendors. As a Regional Sales Manager for one of the biggest landscape industry suppliers in the United States, Dan managed 14 branches, sold over \$20 million a year, and learned the business from a different perspective.

Dan introduced the idea that Juniper could grow their business with team structure, team goals, and the "one stop shop" mentality while maintaining the small family business feel it was built on. Dan is an experienced landscape and irrigation professional with numerous certifications and has earned multiple awards for landscape design and construction.

He attended both Edison College and UMass Boston and has a degree in business management. Dan is a past vice president of the Florida Irrigation Society SW FL Chapter and is very active in the community, participating in various charities.



Robert Oulahan
Chief Financial Officer

Robert spent the majority of his over 25-year career serving middle market companies in financial leadership positions. His experience includes time with "Big 4" accounting firms, Nasdaq listed companies and strong growth focused entities. He has helped guide these businesses by implementing various financial and tax solutions that were in line with the company's strategies and core values. He has specialized in service industry and construction companies during his career in the public and private sector.

Robert graduated Rutgers University as a Magna Cum Laude. After college he successfully obtained his CPA certification.

CLIENT REFERENCES

Jonathan Pentecost
Division President
SW FL

“Since 2005, Juniper Landscaping has provided quality material and workmanship for thousands of homes built for DR Horton and our brands in Southwest Florida. I have found not only their prices to be competitive, but they are highly skilled operators with excellent execution in their business from first negotiation to last install and warranty.”

Rhonda Brewer
V.P. Community
Development

“Juniper is a full service landscape, irrigation, and maintenance company with exceptional customer service and quality. They have the expertise and attention to detail which make working with them a pleasure and our projects a success. I would highly recommend Juniper for any landscape or irrigation project.”

Mike Lewis
V.P. Purchasing,
Design &
Architecture

“Juniper Landscaping is truly a full service operation. From incredible landscape designs by the team at Botanics Design Group to top quality material and installation services to best in class maintenance operations keeping the landscaping looking beautiful long after the initial install, Juniper does it all with some of the best people in the business.”

John R. Peshkin
Managing Principle

“Juniper is a first-class organization focused on customer satisfaction. The turn-key services they provide us from preliminary design and budgeting to construction and long-term maintenance have helped streamline our land development efforts. Juniper provides excellent quality work and is a trusted and valued trade partner.”

Bob Koenig
Vice President

“Juniper has successfully completed a diverse range of projects for our company such as an addition to a high end resort hotel, a custom home whose owners wanted their landscaping to make a statement, institutional work, a streetscape project on 47th Terrace in Cape Coral and code minimum projects for warehouses and manufacturing. Throughout each of these projects Juniper Landscaping has been able work effectively with our team on site to meet the demands of the budget and the schedule required for each project while providing a quality project. I highly recommend Juniper.”

Making our communities better places to live and work is important, not only for our clients and employees, but for all our neighbors in the area. With that in mind, we support many local charitable organizations across the state and use environmentally sound practices.



Juniper
CARES





The Industry COLLECTIVE is a movement of landscapers, lawn care companies, and suppliers who are unified in their efforts to impact their local communities.



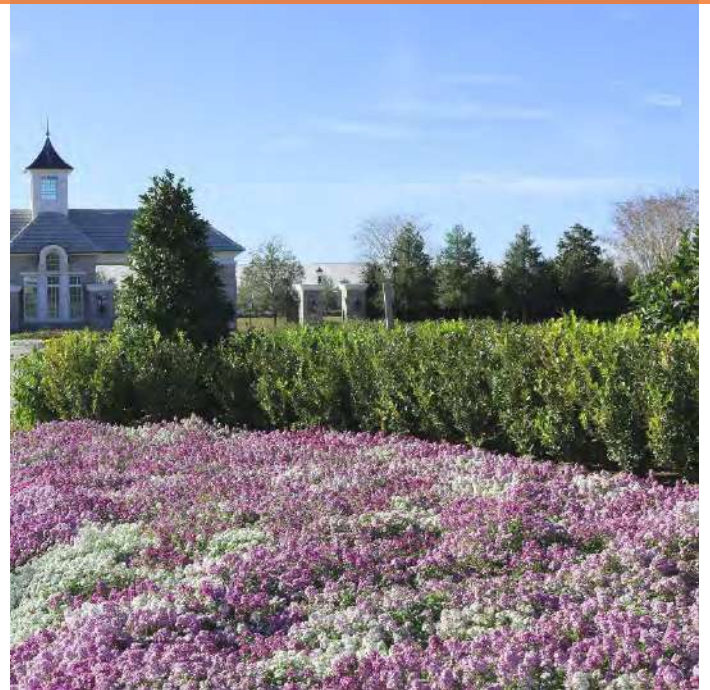
Imagine an entire industry coming together, to serve and to give, for the sole purpose of creating a positive impact locally and around the world. This is Industry Collective.

Industry Collective has designed practical, on-site community service events to minimize headache and maximize IMPACT. This makes it easier than ever to build team morale while serving the needs of communities everywhere.





WORLD EQUESTRIAN CENTER



PORTFOLIO: CUSTOM DESIGN

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CONNORS RESIDENCE



ADDITIONAL INFO



THE BOATHOUSE

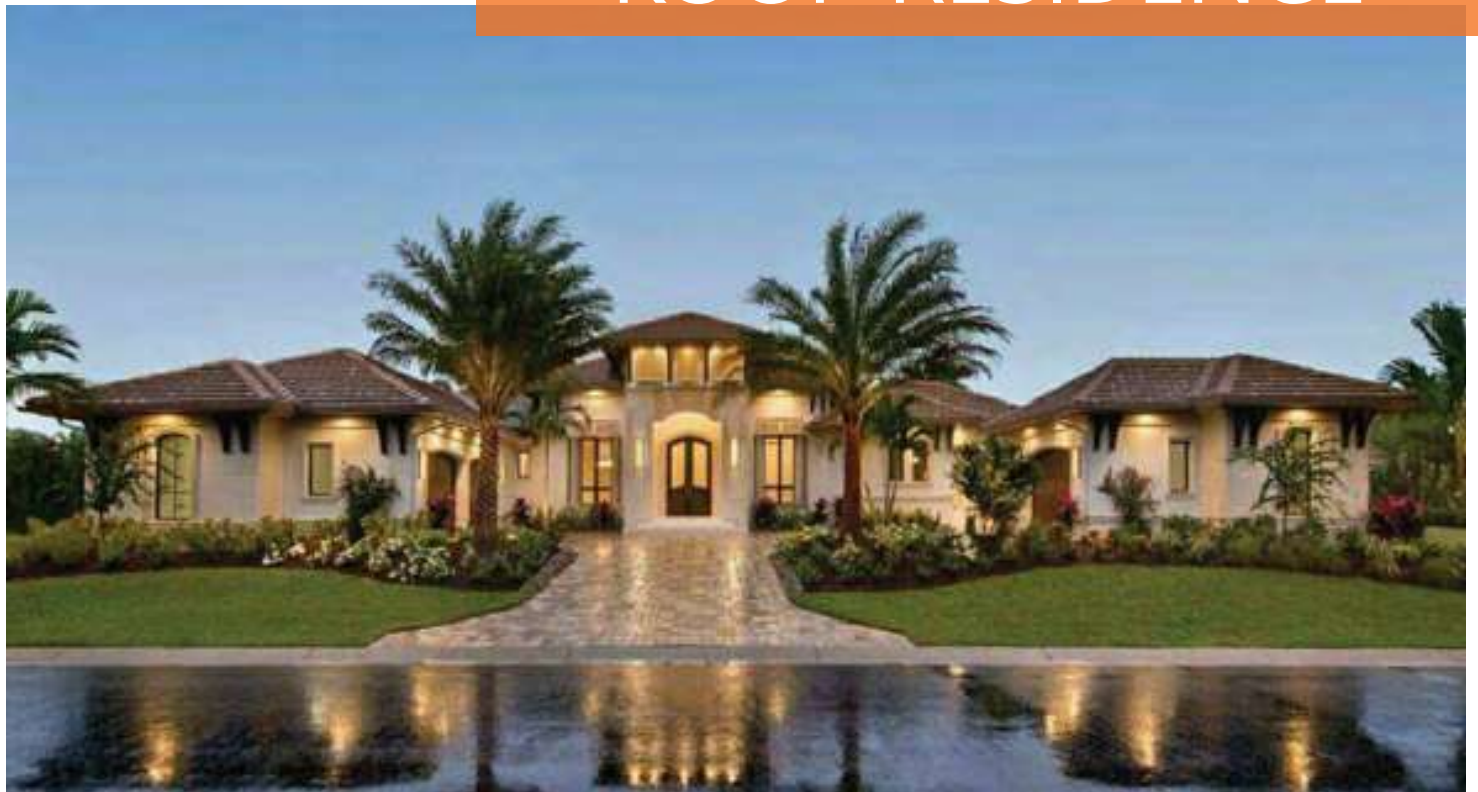


PORTFOLIO: CUSTOM DESIGN

Page 251



KOOP RESIDENCE



ADDITIONAL INFO



BEFORE

COMPUTER RENDERINGS



AFTER



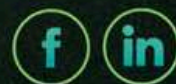


WE INVITE YOU TO
DISCOVER THE DIFFERENCE

Request for Proposal:
Shell Point CDD

Contact: Shannon Dyer
Shannon@pinelakellc.com
(656) 224-9119

PINELAKE LLC.COM



12980 TARPON SPRINGS RD | ODESSA, FL | 33556



12980 TARPON SPRINGS RD.
ODESSA, FL 33556
813.948.4736

October 3rd, 2025

Dear Shell Point CDD Board of Directors,

Pine Lake Services appreciates the opportunity to submit our qualifications for the **Landscape Maintenance Services at Shell Point CDD**. Pine Lake has **been in business** since **1998**, providing professional experience in **growing, installation, irrigation, and maintenance services**.

Pine Lake Services will provide Shell Point CDD with a fully-staffed crew each week, along with separate pest control technicians, and separate ancillary crews as needed. Once awarded we will provide you a single point of contact to guarantee ease of communication between yourself and PLS. Our team will be present at every board meeting to maintain clear communication and alignment.

We Care About the Details

Our mission is to focus on developing outstanding relationships and providing quality goods and services. We pride ourselves for being on time, safe, and within budget! As our company grows, we never want you to forget that our key management and owners are only a phone call away.

Customer Satisfaction Guaranteed

Your satisfaction is our priority, and we strive to provide a service we are proud of. We start every project by providing a thorough consultation to understand your goals and the needs of the project. We do this to guarantee that the project is completed according to your preferences.

Management Team with 150 Years Combined Experience

Shell Point CDD will be fully staffed with experienced personnel. Our management team has a combined 150 years of experience in landscape installation and maintenance, meaning we can tackle any issues that may arise over the course of the Landscape Maintenance Service contract.



12980 TARPON SPRINGS RD.
ODESSA, FL 33556
813.948.4736

Thank you for taking the time to review our qualifications and considering Pine Lake Services to maintain the landscape for Shell Point CDD. Please contact Shannon at 656-224-9119 or Shannon@pinelakellc.com with any questions you may have.

We look forward to exceeding your expectations. Come ***Discover the Difference*** with Pine Lake!

Regards

JOHN AMAROSA, COO

John Amarosa





Overview

Pine Lake Services (PLS) is trained in Green Industries Best Management Practices to create visually appealing and environmentally safe communities.

Our team members are certified in "Florida Green Industries Best Management Practices for Protection of Water Resources in Florida" by UF/IFAS Extension and are well-versed in Florida Friendly maintenance practices.

Operational Philosophy & Approach

Our integrated approach to landscaping emphasizes nine interrelated principles:

- Right Plant, Right Place
- Water Efficiently
- Fertilize Appropriately
- Mulch
- Attract Desirable Wildlife
- Manage Yard Pests Responsibly
- Recycle Yard Waste
- Reduce Stormwater Runoff
- Protect the Waterfront

PLS will provide a reliable, well-trained crew for maintenance and detail services, including bed weed control. The team will follow a structured plan using an annual calendar, weekly Gantt charts, and detailed maps for tasks such as maintaining neighborhood entry medians.

A trained team leader will oversee daily operations and serve as the main contact with Shell Point CDD. The team will also have support from experienced landscape professionals across the Tampa Bay area.

The Shell Point team will have all the necessary equipment to ensure safety and efficiency. Additional services, such as irrigation inspections, turf care, palm pruning, and mulching, can be provided, with extra crews and technicians available when needed.





PINE LAKE SERVICES

Geographic Location

The office of Pine Lake Services that would service your property is located at 14875 US 301 N Parrish, FL 34219. This is approximately only 25 minutes away from Shell Point CDD. Our headquarters is located at 12980 Tarpon Springs Rd Odessa, FL 33556.

Ability to Manage the Project

Pine Lake Services (PLS) ensures successful project management through:

- Ongoing Training: We prioritize continuous learning to improve team performance, reduce errors, and minimize inefficiencies. Our training platform, Greenius, keeps our employees up to date.
- Regular Site Visits: Frequent visits to the job site allow us to maintain clear communication with Shell Point CDD property management/board to ensure expectations are met. Our best practices include crew check-ins, property assessments, client updates, and job enhancements.
- Organized Approach: PLS will use detailed production maps, schedules, and Gantt charts to ensure the entire team is aligned and informed about the property's scope and goals, beyond just the Foreman.

Evaluation of Existing Workload

Pine Lake Services current workload will not inhibit our ability to work at Shell Point CDD. We have the ability to meet and exceed your expectations.

Our Account Management team is currently managing properties within the Tampa Bay area. A dedicated manager will be available for the entirety of Shell Point CDD. Landscape Maintenance and Irrigation Management contract. This person will always your one stop point of contact available for daily communication and any emergencies that may arise.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
Page 259/2/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Sterling Seacrest Pritchard, Inc. 3111 W Dr Martin Luther King Jr Blvd Suite 350 Tampa FL 33607 License#: 70726 PINELAK-01	NAME: Courtney Gossen PHONE: (A/C, No, Ext): 813-498-1189 FAX: (A/C, No): E-MAIL: cgossen@sspins.com ADDRESS: cgossen@sspins.com INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: BerkshireHathawaySpecialtyInsuranceCompany INSURER B: FFVA Mutual INSURER C: XLSpecialtyInsuranceCo INSURER D: INSURER E: INSURER F:
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COVERAGES**CERTIFICATE NUMBER:** 475962211**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC ☐ OTHER:		47-GLO-332639-03	7/1/2025	7/1/2026	<table><tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 300,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$ 10,000</td></tr><tr><td>PERSONAL & ADV INJURY</td><td>\$ 1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$ 2,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$ 2,000,000</td></tr><tr><td>Per Project Agg</td><td>\$ 2,000,000</td></tr></table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000	MED EXP (Any one person)	\$ 10,000	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS - COMP/OP AGG	\$ 2,000,000	Per Project Agg	\$ 2,000,000
EACH OCCURRENCE	\$ 1,000,000																			
DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000																			
MED EXP (Any one person)	\$ 10,000																			
PERSONAL & ADV INJURY	\$ 1,000,000																			
GENERAL AGGREGATE	\$ 2,000,000																			
PRODUCTS - COMP/OP AGG	\$ 2,000,000																			
Per Project Agg	\$ 2,000,000																			
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY		47-CAO-332641-03	7/1/2025	7/1/2026	<table><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$ 1,000,000</td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr><tr><td>PIP</td><td>\$ 10,000</td></tr></table>	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$	PIP	\$ 10,000				
COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000																			
BODILY INJURY (Per person)	\$																			
BODILY INJURY (Per accident)	\$																			
PROPERTY DAMAGE (Per accident)	\$																			
PIP	\$ 10,000																			
A	☒ UMBRELLA LIAB ☒ EXCESS LIAB ☒ DED ☒ RETENTION \$ 10,000 ☒ OCUR ☐ CLAIMS-MADE		47-UMO-332642-03	7/1/2025	7/1/2026	<table><tr><td>EACH OCCURRENCE</td><td>\$ 5,000,000</td></tr><tr><td>AGGREGATE</td><td>\$ 5,000,000</td></tr></table>	EACH OCCURRENCE	\$ 5,000,000	AGGREGATE	\$ 5,000,000										
EACH OCCURRENCE	\$ 5,000,000																			
AGGREGATE	\$ 5,000,000																			
B	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below ☐ Y ☒ N N/A		WC840-0812515-2025A	7/1/2025	7/1/2026	<table><tr><td>☒ PER ☐ OTH</td><td></td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$ 1,000,000</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEES</td><td>\$ 1,000,000</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$ 1,000,000</td></tr></table>	☒ PER ☐ OTH		E.L. EACH ACCIDENT	\$ 1,000,000	E.L. DISEASE - EA EMPLOYEES	\$ 1,000,000	E.L. DISEASE - POLICY LIMIT	\$ 1,000,000						
☒ PER ☐ OTH																				
E.L. EACH ACCIDENT	\$ 1,000,000																			
E.L. DISEASE - EA EMPLOYEES	\$ 1,000,000																			
E.L. DISEASE - POLICY LIMIT	\$ 1,000,000																			
C	Inland Marine		UM00169661MA24A	12/15/2024	7/1/2026	<table><tr><td>Scheduled Limit</td><td>\$615,652</td></tr><tr><td>Rented/Leased</td><td>\$200,000</td></tr></table>	Scheduled Limit	\$615,652	Rented/Leased	\$200,000										
Scheduled Limit	\$615,652																			
Rented/Leased	\$200,000																			

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

When required by written contract, those parties listed in said contract, including the Certificate Holder, are added as Additional Insureds with respect to the General Liability, including ongoing and completed operations, Auto Liability, and Umbrella Liability as afforded by the policy and/or endorsements. When required by written contract, a Waiver of Subrogation is granted with respect to the General Liability, Auto Liability, Umbrella Liability and Workers Compensation policies.

CERTIFICATE HOLDER**CANCELLATION**

For Information Purposes

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Form

W-9(Rev. October 2018)
Department of the Treasury
Internal Revenue Service**Request for Taxpayer
Identification Number and Certification**► Go to www.irs.gov/FormW9 for instructions and the latest information.**Give Form to the
requester. Do not
send to the IRS.**Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Pine Lake Services, LLC	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
☐ Individual/sole proprietor or single-member LLC	☐ C Corporation
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► <u>P</u>	☐ S Corporation
Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	
☐ Other (see instructions) ►	
5 Address (number, street, and apt. or suite no.) See instructions. 12980 Tarpon Springs Rd	Requester's name and address (optional)
6 City, state, and ZIP code Odessa, FL 33556	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
2	7								

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign
Here**Signature of
U.S. person ►

Date ►

10-2-2023**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Minority Certificate



Minority and Small Business Development

Certification Program
This is to certify that in accordance with City of Tampa Ordinance 2008-89
Pine Lake Services, Inc.
is hereby certified as a
Small Local Business Enterprise (SLBE)
In the following specialty(ies)
Lawn Care
The certification is valid from March 23, 2023 to April 16, 2025

Updates for recertification are required prior to the expiration date listed above. If at any time changes are made in the firm that are not in concert with our eligibility requirements, you agree to report those changes to us for evaluation. The City of Tampa reserves the right to terminate this certification at anytime it determines eligibility requirements are not being met.


Gregory K. Hart, Manager
Minority and Small Business Manager

Minority Business Enterprise



Minority and Small Business Development

Certification Program
This is to certify that in accordance with City of Tampa Ordinance 2008-89
Pine Lake Services, Inc.
is hereby certified as a
Minority Business Enterprise (MBE)
In the following specialty(ies)
Lawn Care
The certification is valid from March 23, 2023 to April 16, 2025

Updates for recertification are required prior to the expiration date listed above. If at any time changes are made in the firm that are not in concert with our eligibility requirements, you agree to report those changes to us for evaluation. The City of Tampa reserves the right to terminate this certification at anytime it determines eligibility requirements are not being met.


Gregory K. Hart, Manager
Minority and Small Business Manager

Certified Pest Control Operator

**Department of Agriculture and Consumer Services
BUREAU OF LICENSING AND ENFORCEMENT**

Date: July 24, 2024 File No: 11-175192 Expires: June 1, 2025

THE CERTIFIED PEST CONTROL OPERATOR NAMED BELOW HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 482 FOR THE PERIOD EXPIRING: June 1, 2025

ALEX JEFFREY KOEHLER
20617 GREAT LAUREL AVE
TAMPA, FL 33647

General Household Pest and
Insect Control
Commercial and Ornamental


WILTON SIMPSON, COMMISSIONER

Small Local Business Enterprise



Minority and Small Business Development

Certification Program
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Gregory K. Hart, Manager
Minority and Small Business Manager

Small Business Enterprise Certification

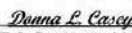


Small Business Enterprise Certification

Pine Lake Services, Inc.
Federal ID #: 27-3360158

Services Provided: Landscaping & Lawn Maintenance

Valid from 11/01/2023 to 10/31/2024


Donna L. Casey
SBE & Contracts Manager

Please note this certificate is valid only with Port Tampa Bay.
It is not reciprocal with the City of Tampa or Hillsborough County and may not be reciprocal with any other local governmental agency.

Revised since 2012

Business Tax Receipt

2023 - 2024 HILLSBOROUGH COUNTY BUSINESS TAX RECEIPT		EXPIRES SEPTEMBER 30, 2024	ACCOUNT NO. 83940
OCC. CODE 280.061000 LANDSCAPING SERVICE (OVER 3 EMP)	13 Employees	Receipt Fee	80.00
		Hazardous Waste Surcharge	40.00
		Law Library Fee	0.00
2023 - 2024			
BUSINESS PINE LAKE SERVICES LLC 12980 TARPON SPRINGS RD ODESSA, FL 33556		Paid 23-0-082798 11/09/2023 120.00	
NAME PINE LAKE SERVICES LLC MAILING 12980 TARPON SPRINGS RD ADDRESS ODESSA, FL 33556		BUSINESS TAX RECEIPT NANCY C MILLAN, TAX COLLECTOR 813-435-6280 THIS BECOMES A TAX RECEIPT WHEN VALIDATED.	

Staffing Approach - Key Personnel & Staffing Levels

PLS will ensure the Shell Point CDD team is fully staffed at all times. Our management team has a combined 150 years of landscape and irrigation maintenance experience, giving us the capability to handle unique situations that may arise.

The following pages include the PLS organizational chart and resumes for the supervisory PLS staff. The resumes highlight relevant and similar property experience.

Proposed Staffing Levels:

Pine Lake Services will staff Shell Point CDD with the following:

A 4 person crew two times per week that will include a Foreman, Lead man, and crew. In addition, there will be a production manager assigned to this property full time.

2 person irrigation crew performing a complete monthly wet check inspection and repairs.

2 person horticulture team to perform monthly applications, inspections and spot treatments.

Enhancement Teams can be dispatched to perform installs of flowers and mulch or small projects.

A dedicated Account Manager who will be your single point of contact for all of your needs and concerns.

Emergency Numbers:

If an emergency arises during Pine Lake's contracted period within Shell Point and your account manager is unavailable, our management team will always be available to assist.

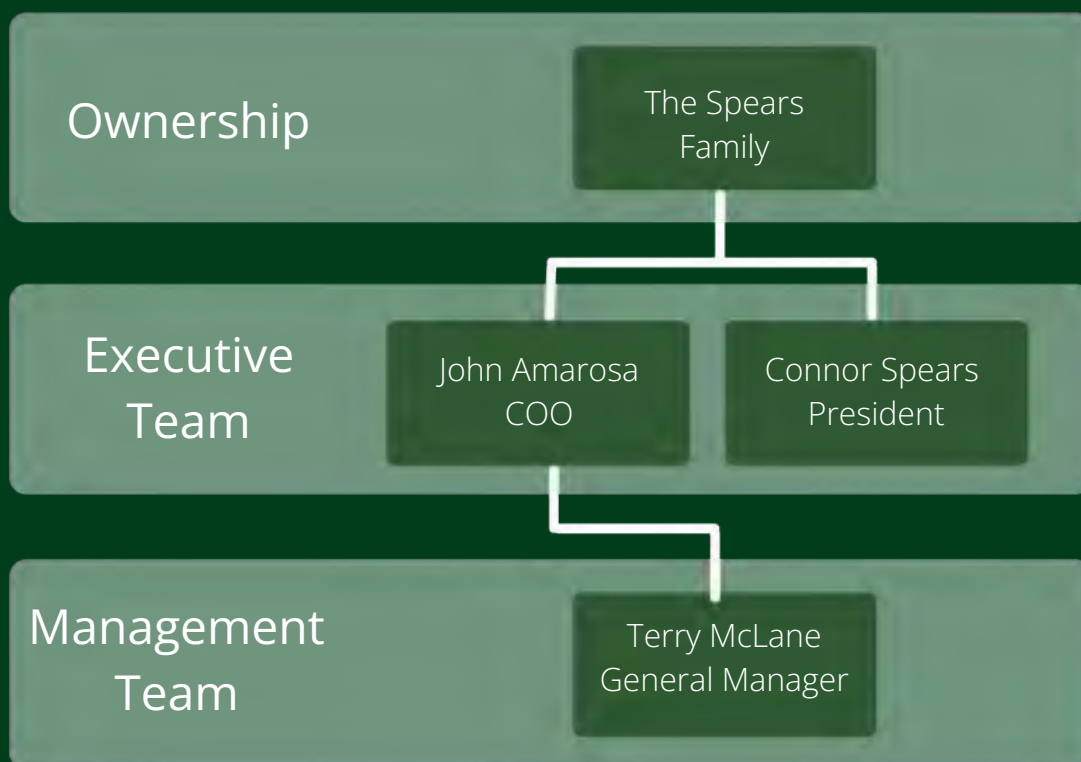
John Amarosa, COO (727) 243-2852

Terry McLane, General Manager (727) 423-7664

Epi Carvajal, Operations Manager (813) 528-5039

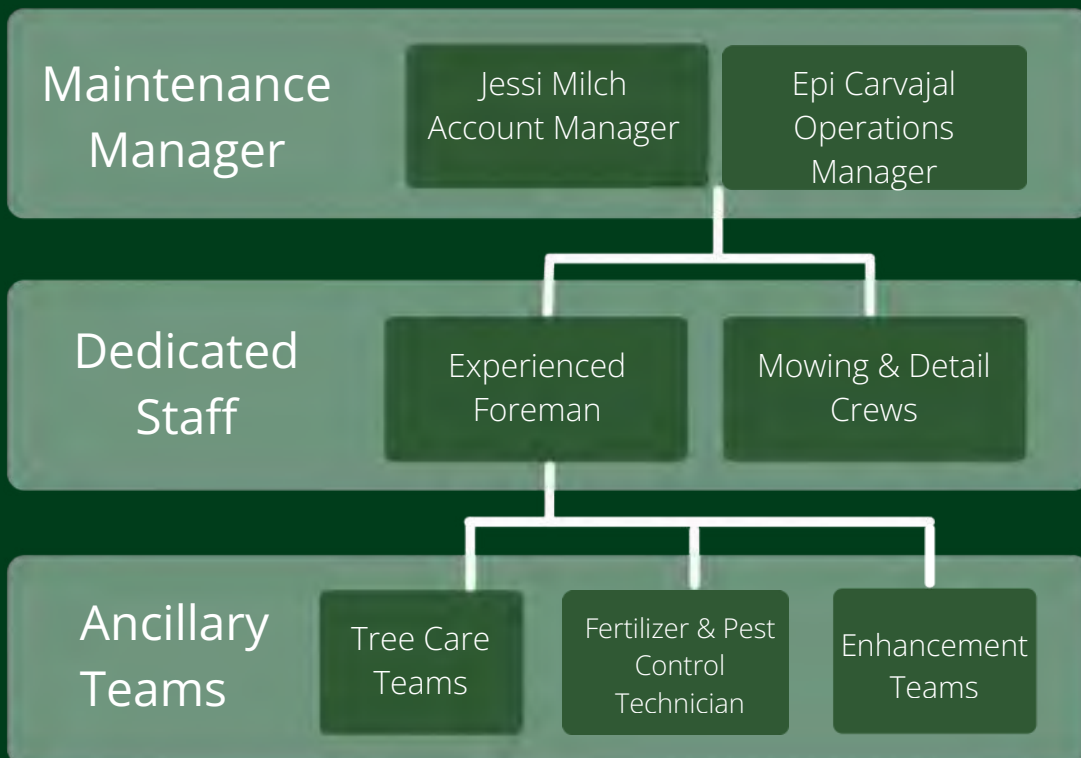
PINE LAKE SERVICES

Executive Leadership



PINE LAKE SERVICES

Shell Point CDD Staffing





JOHN AMAROSA

COO

30
YEARS EXPERIENCE

EDUCATION

University of South
Florida B.A. Criminology

Associations

Vice President of *FNGLA*

BOMA
BMI
CAI

CERTIFICATIONS

State of Florida CPCO
GI-BMP Certified in Florida
BMP Certified in Pinellas & Manatee
OSHA 30
UF Palm School Graduate
State of Florida Aquatics Management
Certified

DUTIES & RESPONSIBILITIES

Mr. Amarosa organizes and implements company objectives on a day to day basis. He ensures quality, production and safety for the organization. John will ensure client satisfaction while working with the executive leadership team.

PROJECT EXPERIENCE

- *Oversaw landscape operations on the following properties:*
- *City of Tampa Parks*
- *Long Leaf CDD*
- *Concord Station CDD*
- *Oakstead CDD*
- *Highlands CDD*
- *Highland Park CDD*
- *Sterling Hill CDD*
- *Forest Brooke CDD*
- *Waterchase CDD*
- *Lakewood Ranch CDD 1, 2, 3, 5 and 6*
- *South Fork 3 CDD*
- *Carlton Lakes CDD*
- *The Groves CDD*
- *Riverbend West CDD*
- *Harrison Ranch CDD*
- *KBAR Ranch II CDD*

Plus a multitude of extremely large HOA's and High Profile Sites including:

- *Innisbrook Resort*
- *Several Esplanade properties with Taylor Morrison*
- *Several Del Web by Pulte Properties*
- *All BayCare Hospital Facilities*
- *All Moffitt Cancer Center Campuses*
- *Several HCA Hospitals*
- *Encore at Fishhawk*
- *Kings Point HOA*
- *Trinity HOA*
- *Champions Club HOA*
- *Cobb's Landing HOA*
- *East Lake Woodlands HOA*
- *Villa Rosa HOA*
- *Connerton HOA*
- *Wellington HOA*
- *Saddlebrook HOA*
- *HCA Hospitals*



TERRY MCLANE

General Manager

32
YEARS EXPERIENCE

EDUCATION

Tampa Bay Area Graduate

CERTIFICATIONS

State Of Florida Pest Control
GI-BMP Certified in Florida
OSHA 30

DUTIES & RESPONSIBILITIES

Mr. McLane organizes and implements company objectives on a day to day basis. He ensures quality, production and safety for the organization. Terry will ensure client satisfaction while working with the Operational Leadership team.

PROJECT EXPERIENCE

Oversaw landscape operations on the following properties:

- Concord Station CDD
- Oakstead CDD
- Highlands CDD
- Highland Park CDD
- Sterling Hill CDD
- Waterchase CDD
- Carlton Lakes CDD
- The Groves CDD
- Asturia CDD
- Bexley Ranch CDD
- Connerton West CDD
- Riverbend West CDD
- KBAR Ranch II CDD
- Tampa Bay Golf & Country Club



Plus a multitude of extremely large HOA's and High Profile Sites including:

- Innisbrook Resort
- Several Esplanade properties with Taylor Morrison
- Several Del Web by Pulte Properties
- Several BayCare Hospital Facilities
- All Moffitt Cancer Center Campuses
- Saddlebrook HOA
- Trinity HOA
- Champions Club HOA
- Tampa Bay Golf and Country Club
- Villa Rosa HOA
- Wellington HOA
- Cheval HOA
- Epperson Ranch HOA and Lagoon
- Estancia HOA
- East Lake Woodlands HOA



EPI CARVAJAL

Account Manager

27

YEARS EXPERIENCE

Certifications BMP Certified
Trainer
CPR Certified Trainer

Shell Point CDD

DUTIES & RESPONSIBILITIES

Page 267

Epi will be the Operations/Account Manager for the CDD. He will prepare the work week for the crews and oversee that all performances that are completed for that week. He will be assist the Account Manager as the point of contact for daily activities. Epi has managed many large scale properties and portfolios in his and past with great success. Epi is well versed in CDD management and care and will communicate via our Account Manager any and all needs to be addressed or improved on.

PROJECT EXPERIENCE



Connerton CDD
Riverbend West CDD
Tara CDD
Golf Villas HOA
KBAR Ranch II CDD
Bellevue HOA/POA
Franklin Street Management Portfolio
The Groves CDD & HOA
Oakstead CDD
Saddlebrook Resort
Summer Tree HOA
Tampa Bay Golf & Country Club

DISCOVER THE DIFFERENCE



Jessi Milch

Account Manager

9 YEARS EXPERIENCE

CERTIFICATIONS

OSHA 10

DUTIES & RESPONSIBILITIES

Jessi brings over 10 years of dedicated experience in the green industry, with a proven track record of maintaining high-quality outdoor spaces, large or small. With an approach that combines a strong love for plants with a commitment to craftsmanship, detail and customer service, every project and property managed is guided by a focus on innovation, aesthetics and long-term functionality ensuring results that add lasting property value for her customers.

PROJECT EXPERIENCE

Hawkstone CDD

Fishhawk HOA

Live Nation MidFlorida Credit Union

Florida State Fairgrounds

Waterset CDD

Reserve at Pradera CDD

BayCare Properties

Carlton Lakes CDD

Deakin Properties



PINE LAKE SERVICES

Experience

Pine Lake Services (PLS) focuses on clear and consistent communication with Board Supervisors and Property Managers in every community we serve. This helps us make sure each property gets the care it needs.

We've built strong, long-term relationships with property management companies, and we're proud of the many positive references and recommendation letters we've received. These show our commitment to reliable service and lasting partnerships.

Our team performs regular inspections to keep properties looking their best and meeting the needs of each community. We also bring new ideas to improve the appearance and value of every property we maintain.

The images included show some of the properties we currently care for, highlighting our attention to detail and quality work. With approval from Shell Point CDD management, we can also suggest updates or improvements to help the community grow and improve over time.



PINE LAKE SERVICES

References

Riverbend West- Inframark- Ongoing began 10/1/2022

Dollar Amount: \$255,000

Point of Contact: Kristee Cole

Phone Number: 813 382 7355

Address: 2005 Pan Am Cir Ste 300, Tampa, FL 33607



Scope of Work: PLS is responsible for the Landscape Maintenance and Irrigation System Management at Riverbend West. The scope is similar to Shell Point CDD, Tree Maintenance, Seasonal Color/Perennial Maintenance and Installation, General Site Maintenance (Trash, Weed Control and Debris Disposal), Leaf Removal, Natural Area Maintenance, Plant Material Disposal and Irrigation Management.

Carlton Lakes Community-Inframark- Ongoing began 7/1/2021

Dollar Amount: \$585,000

Point of Contact: Jennifer Goldyn

Phone Number: 813.873.7300

Address: 2005 Pan Am Cir Ste 300, Tampa, FL 33607

Scope of Work: PLS is responsible for the Landscape Maintenance and Irrigation System Management at Carlton Lakes. The scope is similar to Shell Point CDD including Turf and Pond Maintenance, Shrub and Ground Maintenance, Tree Maintenance, Seasonal Color/Perennial Maintenance and Installation, General Site Maintenance (Trash, Weed Control and Debris Disposal), Leaf Removal, Natural Area Maintenance, Plant Material Disposal and Irrigation Management.

PINE LAKE SERVICES

Lakeside Community- Rizzetta- Ongoing began 8/1/2023

Dollar Amount: \$528,000

Point of Contact: Amy Brodeen

Phone Number: 813.994.1001

Address: 5844 Old Pasco Rd Ste 100 Wesley Chapel



Scope of Work: PLS is responsible for the Landscape Maintenance at Lakeside CDD. The scope is similar to Shell Point CDD including Turf and pond Maintenance, Shrub and Ground Maintenance, Tree Maintenance, Seasonal Color/Perennial Maintenance and Installation, General Site Maintenance (Trash, Weed Control and Debris Disposal), Leaf Removal, Natural Area Maintenance, Plant Material Disposal and Irrigation Management.

K-Bar Ranch II Community- Rizzetta-Ongoing began 5/1/2023

Dollar Amount: \$700,000

Point of Contact: Amy Brodeen

Phone Number: 813.994.1001

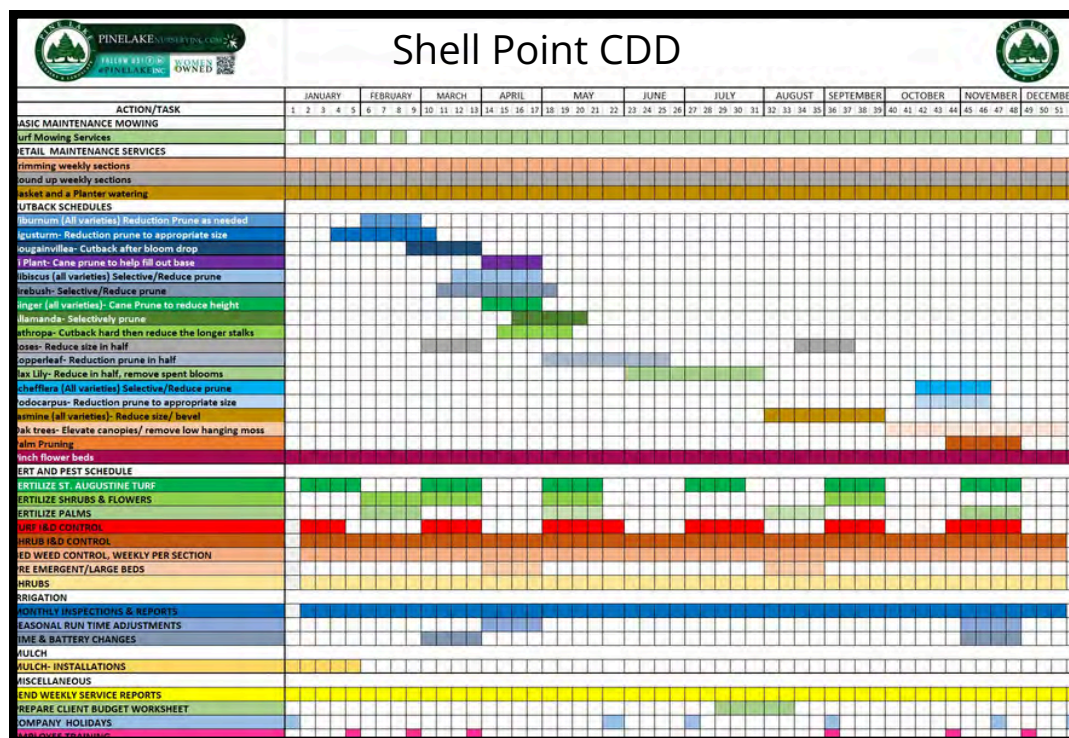
Address: 5844 Old Pasco Rd Ste 100 Wesley Chapel



Scope of Work: PLS is responsible for the Landscape Maintenance and Irrigation System Management at K-Bar Ranch II. The scope is similar to Shell Point CDD including Turf and Pond Maintenance, Shrub and Ground Maintenance, Tree Maintenance, Seasonal Color/Perennial Maintenance and Installation, General Site Maintenance (Trash, Weed Control and Debris Disposal), Leaf Removal, Natural Area Maintenance, Plant Material Disposal and Irrigation Management.

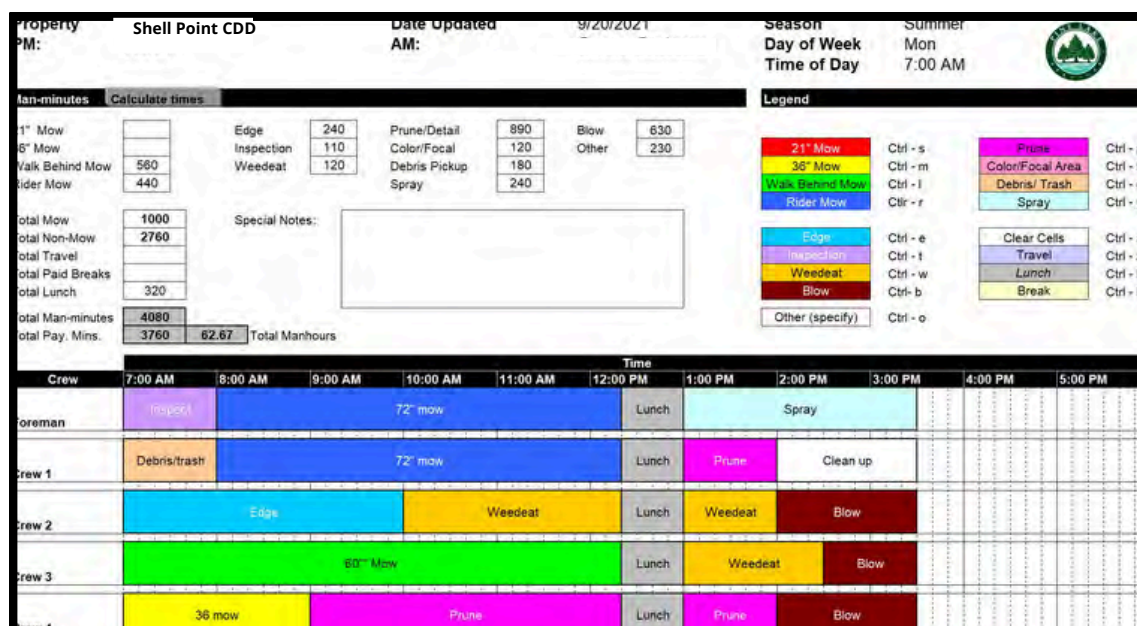
PINE LAKE SERVICES

Annual Operations Calendar



**Sample to be reviewed and agreed upon at contract start*

Daily Gantt Chart



**We will coordinate with the Property Manager to develop all daily/weekly Gantt charts once the job is awarded.*

SHELL POINT COMMUNITY DEVELOPMENT DISTRICT SOLICITATION FOR LANDSCAPE & IRRIGATION MAINTENANCE SERVICES

1 General Information.

The Board of Supervisors (“Board”) of the (Shell Point) Community Development District (“District”) is requesting proposals for the provision of Landscape and Irrigation Maintenance Services on a continuing basis (“Proposals”). The District will accept proposals from all qualified companies interested in providing these services. All proposers should be experienced in providing landscaping and irrigation services in the State of Florida and hold any applicable licenses or certifications. Have vehicles with the current company vendor name visible. Employees must wear identifying uniforms with company logo. Any proposer that is a corporation or other business entity must be registered with the Florida Department of State, Division of Corporations, authorized to do business in the State of Florida, and currently in good standing.

2 Questions should be Directed to District Management.

Any questions relating to this solicitation should be directed to District Management via email to all of the following:

- Alize Aninipot, aaninipot@inframark.com
- Howard Neal, Howard.Neal@inframark.com
- Jason Liggett, jliggett@inframark.com

3 Submittal of Proposals.

- a. **The deadline for proposal submission is 3:00 p.m. Friday October 3, 2025.**
- b. Interested persons and firms should submit an electronic copy of their Proposal containing the information and materials described herein via email to all of the following:
 - Alize Aninipot, aaninipot@inframark.com
 - Howard Neal, Howard.Neal@inframark.com
 - Jason Liggett, jliggett@inframark.com
- c. Proposals will be securely kept by all the recipients listed above until after the submission deadline and will be forwarded to the Board on or before **October 6, 2025.**
- d. No late submissions or second submissions will be accepted.

4. Shortlist Review and Invitation to Present to the Board

The Board will review the proposals at their workshop to be held at 6:00 pm on Tuesday, October 14, 2025 at the Shell Point Clubhouse located at 1155 7th Avenue NW, Ruskin, FL 33570, to select candidates to deliver a landscape maintenance presentation at the following regular board meeting to be held at 6:00pm on Tuesday, October 28, 2025. Selected proposers should be prepared for a 10–20-minute presentation to include a question-and-answer period.

5. Scope of Services.

- a. The services to the District are generally described in the “Scope of Services” attached hereto as **Exhibit A**.
- b. It incorporates all services that are necessarily performed by a landscape and irrigation maintenance vendor (the “Contractor”) in the effective operation of a CDD in compliance with federal, state, or local regulation.

6. Pre-Proposal Walkthrough.

Proposers **MUST MEET** with on-site manager to become familiar with the landscape and irrigation areas as depicted on the “Landscape Maintenance Map” (Exhibit B).

The Pre-Bid Meeting will be scheduled for 10:00am on Tuesday September 16, 2025

Ken Hoefle

Phone (813) 244 – 6445

Email: ken.hoefle@inframark.com

Meeting Address: 1155 7th Ave NW, Ruskin, FL 33570

Any Questions after the pre bid meeting should be directed to:

District Management:

- Alize Aninipot, aaninipot@inframark.com
- Howard Neal, Howard.Neal@inframark.com
- Jason Liggett, jliggett@inframark.com

If a specific task is not identified in the Scope of Services, but it is necessary for the District’s landscaping maintenance, irrigation maintenance or compliance with federal, state, or local regulation, it is expected that the landscape vendor will include such task in the performance of its general landscape and irrigation services. If an additional charge is identified, use **Exhibit E** to make recommendations and charges.

7. Interpretation and Addenda of Scope of Services.

No verbal interpretations will be made to any proposer as to the meaning of the Scope of Services. Interpretations, if made, will be written in the form of an addendum and sent by District Management to all known proposers who have shown interest in submitting a Proposal.

8. Term and Renewal.

The initial term of the service agreement will be 1 year. The agreement will automatically renew for subsequent 1-year periods until terminated pursuant to the termination provisions in the agreement. The scope of services and compensation for renewal periods may be adjusted by submitting **Exhibits C and E, F, G and H, ninety (90) days before the end of service agreement.**

9. Submittal Requirements.

Each Proposal shall include the following information (**if applicable**):

a. Company Information

- i. Name of company (including any "Doing Business As" names)
- ii. Headquarters/parent company locations
- iii. Office locations and telephone number
- iv. History of the company
- v. Organization chart of company
- vi. Proof of applicable insurance
- vii. List of any outstanding litigation that would threaten the viability of the proposer or the performance of services

b. Qualifications and Staffing

- i. Experience and expertise of the proposer in performing the Scope of Services.
- ii. If there will be a subcontractor performing certain services, describe which services will be subcontracted and include subcontractor's qualifications.
- iii. Company Managers, the proposer will assign to the District, including:
 1. Names, specific services each will have primary responsibility over, degrees (if any), certifications and licenses.
- iv. Willingness of Company Managers to attend CDD meetings in the evenings.
- v. How any issues arising after business hours will be handled.
- vi. Backup plan for situations when the company managers are unavailable.
- vii. Point of contact information beyond managers for resolution of all landscaping issues.

c. Cost of Services.

All proposers must submit a separate cost proposal. Cost proposals should be written so that they may be incorporated as an attachment to an agreement.

i. Each cost proposal must include the following:

1. A completed Official Proposal Form for Solicitation of Proposals for Landscape and Irrigation Maintenance services attached hereto as **Exhibit C**. It should include all direct and indirect costs, overhead, profits and fees.
2. The total annual cost of all services described in the Scope of Services (“Total Annual Price”). Specify how the Total Annual Price will be broken down in installments, and when such services will be invoiced.
3. An itemized price of the services (**Exhibits E, F and G**) should be submitted along with and included in the Total Annual Price.
4. Fill out and submit only **Exhibit H**. Do not include in the Total Annual Price.
5. A detailed listing of any other expenses or fees, (**Exhibit E**), to be reimbursed to the proposer such as postage, courier services, printing, binding, travel expenses, etc.. These expenses should be included in the Total Annual Price.
6. A fee proposal and detailed explanation for additional services, (**Exhibit E**), that may be performed in addition to the items described in the Scope of Services.
 - a. The fee proposal must clearly identify in **Exhibit E** what types of services, the actual cost for the service and labor cost and added to the Total Annual Price.
 - b. The Board reserves the right to accept such services and whether to add that cost into the Total Annual Price or as a separate invoice.

ii. If any of the services described in the “Scope of Services” cannot be provided by the proposer, then the Proposal should disclose that.

1. The proposer can provide an estimate of the costs from a 3rd-party vendor to provide such services.
2. The Board reserves the right to conduct an RFP to find a suitable vendor to assist the proposer. Both contractors will be equally liable for damages as a result of negligence.

10. Proposal Duration.

The Proposal must be in effect for a minimum of 90 calendar days starting with the day following the submission deadline. During this time, all provisions of the Proposal (**Exhibits C, E, F, G, H**) must be in effect, including prices.

11. Proposal Evaluation Criteria.

Each Proposal will be evaluated using the following criteria:

- a. Responsiveness to each element contained in the Scope of Services and this solicitation
- b. Experience of the proposer
- c. Willingness to meet time and budget requirements
- d. Transparency of cost for the total effort
- e. The District reserves the right to consider other factors and the criteria included herein shall constitute the minimum criteria to be considered

12. Right to Waive Mistakes and Variations.

- a. Proposals may not be modified and resubmitted again.
- b. Mistakes in arithmetic extension of pricing will not be corrected. Resubmission will not be accepted.
- c. The District reserves the right to request supplementation of any or all Proposals.

13. Method of Selection, Award, and Right to Reject.

- a. The Board will evaluate each Proposal pursuant to the evaluation criteria in (Exhibits C,E,F,G,H) in order to determine which Proposal is in the District's best interest (low price shall not entitle any proposer to be awarded the services).
- b. The District expressly reserves the right to reject any or all Proposals at any time or until such time as an agreement is fully executed.
- c. If the Board intends on awarding the services to a proposer, it will announce the proposer they desire to engage with at a public meeting.
 - i. No written notice of the award will be provided unless requested by a proposer.
 - ii. The selected proposer shall promptly finalize any terms or details with the District.
 - iii. If the proposer withdraws, the District may negotiate with the next proposer(s) down the line, whose proposal(s) was determined to be in the District's best interest until an agreement is signed with a proposer.

- iv. If the District elects to move forward with a Proposal, it will be sent to District Counsel to prepare a Landscape and Irrigation Maintenance Services Agreement (the “Agreement”).

14. No Protest of Board Decisions:

By submitting a proposal, proposers acknowledge this is an informal solicitation of proposals for services. There are no competitive procurement thresholds and requirements with respect to the Scope of Services. There is no right to protest any decision by the Board with respect to this solicitation.

15. No Reimbursement of Preparation Costs.

Proposers will not be reimbursed for any cost associated with responding to this solicitation.

16. Required Disclosure

- a. **Public Entity Crimes:** Proposers should be aware of, and in compliance with, all requirements under Section 287.133, Florida Statutes, on Public Entity Crimes. A representation of compliance will be included in the Agreement.
- b. **Scrutinized Companies:** Proposers should be aware of, and in compliance with, all requirements under Section 287.135, Florida Statutes, on Scrutinized Companies. A representation of compliance will be included in the Agreement.
- c. **E-Verify:** Proposers should be aware of, and in compliance with, all requirements under Section 448.095(2)(c), Florida Statutes, on E-Verification requirements. A representation of compliance will be included in the Agreement.
- d. **Anti-Human Trafficking:** Pursuant to Section 787.06, Florida Statutes, proposer represents that it does not use coercion for labor or services as defined in the statute. In addition to being part of the Agreement, proposer is required to provide an affidavit, signed by an officer or a representative of the proposer with this representation, addressed to the District, as required by Section 787.06(13), Florida Statutes. A sample Affidavit for Anti-Human Trafficking is attached hereto as **Exhibit D**.
- e. **Public Records:** All Proposals are considered public records pursuant to Chapter 119, Florida Statutes.
- f. **No Consideration of social, political, or ideological interests.** You are hereby made aware of the provisions of Section 287.05701, Florida Statutes. The District is not requesting documentation of nor will it consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor or when awarding a contract.

EXHIBIT A

SCOPE OF SERVICES

PART 1

GENERAL LANDSCAPE MAINTENANCE

1) MOWING – All grass areas will be mowed on the following schedule:

MAY 1 – NOVEMBER 1 – Once a week

NOVEMBER 1 – MAY 1 – Once every two weeks

This schedule estimates that there will be **40 cuts annually for St. Augustine**, **38 cuts annually for Bahia** based on standard growing periods in Florida. Each mowing should leave the **Bahia** grass at a **height of three (3) to three and one half (3 1/2) inches (Maximum height is 4 inches)**, **Paspalum** at a **height of one (1) to one and one half (1 1/2) inches (Maximum height is 2 inches)** to encourage deeper root grow and **St. Augustine** at a **height of three and one half (3 1/2) to four (4) inches (Maximum height is 5 inches)**.

Rotary Mowers are preferred for heights above one (1) inch and Reel type mowers for heights below one (1) inch. All mowing done in the pool area must be done with a push mower to not damage any of the district turf.

All blades shall be kept sharp at all times to provide a high-quality cut and to minimize disease. The Board of Supervisors of Shell Point requires mowers to be equipped with a mulching type deck. Clippings may be left on the lawn as long as **no readily visible clumps remain on the grass surface** thirty-six hours after mowing. **Large clumps of clippings will be collected and removed by the Contractor as part of regular maintenance.**

In case of fungal disease outbreaks, the clippings will be collected until the disease is under control. **Trash must be picked up before mowing** and not shredded with the lawn mower and left behind especially in the pond areas. Mowing should be kept away 1 foot from homeowners' fences to maintain

uniformity. **The Contractor shall restore any noticeable damage caused by the Contractor's mowing equipment within twenty-four hours from the time the damage is caused at the Contractor's sole cost and expense.**

The Contractor shall be responsible for training all its personnel in the technical aspects of the Shell Point Landscape Maintenance and Irrigation Program and general horticultural practices.

This training will also include wetland species identification as it relates to pond banks and wetland areas. The Contractor shall be held responsible for all damage to wetlands, littoral shelves, mitigation areas and uplands due to mowing/fertilizing, etc.

The Contractor is responsible for vehicular safety within the community and **shall use the proper warning safety equipment, including orange safety cones, at all times.** Any motorized equipment used on the road ways of the community must be legally equipped.

Weekend work is permitted when necessary upon prior approval.

1A) POND MOWING - All ponds identified as such on the overall Shell Point Maintenance **Exhibit B** shall be mowed incorporating the same mowing schedule as the common areas stated above. Each mowing shall leave **the grass at a height of four (4) to four and one half (4 1/2) inches.** Pond banks will be mowed 1 foot away from the bank of the pond (grassy edge). Mowers must blow all clippings away from the water's edge.

Line trimming will be used in areas that are not mowed by mowers, exactly 1 foot from the bank of the pond (grassy edge). It includes water's edge and line trimming of drainage structures shall occur each and every time the pond is mowed. Careful attention must be paid to trimmer height on pond banks so as not to scalp at the crest of the pond bank and increase the chances for pond bank erosion. All pond erosion caused by negligence is at the Contractor's expense to fix.

Also when line trimming to water's edge, Contractor shall be extremely careful not to scalp at the water's edge also increasing chances of pond bank erosion. Line trimming height shall be the same as mowing height (if not slightly higher). The Contractor shall be careful to keep trimmings from entering water. **Excessive clippings shall be hand removed.** Trash of any kind and other debris within 2 feet

from water's edge when ponds are full of water or from receded water shall be removed & disposed of by the Contractor during every normal service event.

All pond erosion must be reported immediately via email to Inframark Managers and the Board of Supervisors of Shell Point within 24 hours of discovery. Actual photos must be included in the email. Failure to do so will result in liability to the Contractor for damages to the ponds.

2) EDGING AND TRIMMING – All hard-edged areas (curbs, sidewalks, bike paths, nature trails, etc.) and soft-edged areas (tree rings, shrub and groundcover bed lines) shall be edged during each mowing event. All edging shall be performed to the sole satisfaction of the Board of Supervisors of Shell Point. **Chemical edging shall not be permitted anywhere on property.**

AT NO TIME SHALL LAWN BE ALLOWED TO GROW IN AN UNSIGHTLY MANNER. SHOULD THIS OCCUR, CONTRACTOR AGREES TO CORRECT WITHIN FORTY-EIGHT HOURS OF NOTICE BY BOARD OF SUPERVISORS OF SHELL POINT AT NO ADDITIONAL COST.

3) TREE, PALM TREE AND SHRUB CARE – **All trees includes deciduous trees.** Trees shall be **pruned when dormant** to ensure proper uniform growth. All **evergreen trees** shall be pruned in the **early summer and fall** to ensure proper growth and proper head shape. Once per year, central leaders shall be maintained and interfering or crossed limbs shall be removed. Sucker growth at the base of the trees shall be removed by hand continuously throughout the year. **Aesthetic pruning** shall consist of the **removal of dead and/or broken branches as often as necessary** to have trees appear neat at all times. Branches will be pruned just outside the branch collar. **Tree pruning is included in the price of regular maintenance.**

Branches and limbs shall be kept off buildings (including roofs), signage structures, play structures, fences & walls as well as pruned to keep street lights and traffic signage from being blocked. Additionally, on an as-needed basis, all trees shall be trimmed or pruned over sidewalks, nature trails, parking lots, driveways & roadways so as not to interfere with pedestrians, cars or other vehicles. (This is to include maintaining at all times a minimum of ten to fifteen (10-15) feet (but shall vary according to DOT specs) of clearance under all limbs depending on location and species of tree.)

All shrubs will be pruned as necessary to retain an attractive shape and fullness, removing broken or dead limbs as necessary to provide a neat and clean appearance.

Shrubs shall not be clipped into balled or boxed forms unless such forms are required by design. Shrubs shall be pruned in accordance with the intended function of the plant in its present location. Flowering shrubs shall be pruned immediately after the blossoms have cured with top pruning restricted to shaping the terminal growth. All pruning shall be done with horticultural skill and knowledge to maintain an overall acceptable appearance consistent with the current aesthetics of Shell Point. The Contractor agrees that pruning is an art that must be done under the supervision of a highly trained foreman and shall make provisions for such supervision. Individual plants pruned into rounded balls or unnatural shapes will not be allowed. All clippings and debris from pruning will be carted away at the time pruning takes place. **Shrub pruning is included in the price of regular maintenance.**

All palms shall receive pruning as often as necessary to appear neat and clean at all times. Price for this service is included in the monthly fees. The timing of the Palm pruning to be coordinated via email with Inframark Managers and the Board of Supervisors of Shell Point during monthly reports by Contractor's manager. This includes brown and/or broken fronds and inflorescence. Removal of green or even yellowing fronds is unnecessary. Fronds should be removed only once they turn brown or become broken or are disrupting flow of pedestrian/vehicular traffic or are hanging on architectural structures. Fruit pods shall be removed prior to development. Tarpaulins shall be used in areas where date palms and other palm fruits may stain sidewalks & pavement including, but not limited to, pool decks. "Hurricane" palm pruning shall never be allowed without prior written approval from the Board of Supervisors of Shell Point. **Palm tree pruning is included in the price of regular maintenance.**

4) WEEDS AND GRASSES – All groundcover and turf areas shall be kept reasonably free of weeds, grasses and trash, and be neatly cultivated and maintained in an orderly fashion at all times. Weeds and grasses may require applications of pre & post emergent herbicides as part of fertilizer mixtures and post-emergent herbicide spot treatments on an as-needed basis. Condition of turf is to be reported to the Board of Supervisors of Shell Point at its monthly meetings by Contractor's manager.

All shrub and bed areas shall be maintained with each mowing service by removing all weeds, trash and other undesirable material and debris to keep the area neat and tidy. All ornamental beds, hedge

areas and tree rings shall be kept weed (and sod) free throughout the year. This is to be accomplished through hand pulling or the careful application of a post-emergent herbicide.

AT NO TIME SHALL POST-EMERGENT HERBICIDES BE PERMITTED WHEN WEEDS HAVE ESTABLISHED THEMSELVES AS TO DOMINATE PLANTING BEDS. HAND PULLING MUST BE PERFORMED.

NON-SELECTIVE, POST-EMERGENT HERBICIDES SHALL NEVER BE USED TO CONTROL WEED/SOD GROWTH AROUND STRUCTURES OF ANY TYPE (I.E. STREET SIGNS, UTILITY BOXES, STREET LIGHTS, PAVEMENT, ETC.) THE FIRST OFFENSE WILL RESULT IN A VERBAL WARNING; THE SECOND OFFENSE WILL RESULT IN A SECOND VERBAL WARNING AND THE BOARD OF SUPERVISORS OF SHELL POINT WILL BE NOTIFIED; THE THIRD OFFENSE MAY TERMINATE THIS CONTRACT FOR CAUSE AT THE BOARD OF SUPERVISORS OF SHELL POINT'S DISCRETION.

The Contractor shall be responsible for the replacement of ornamental plants killed or damaged by herbicide application. All fence lines shall be kept clear of weeds, undesirable vines and overhanging limbs.

5) MAINTENANCE OF PAVED AREAS – All paved areas shall be kept weed free. This may be accomplished by mechanical means (line trimmer) or by applications of post/pre-emergent herbicides. **Weeds greater than two (2) inches in height or width shall be pulled from paved areas, not sprayed. No sprays with dyes may be used on any paved areas.**

6) CLEAN UP – At no time will the Contractor leave the premises after completion of any work in any type of disarray. **All clippings, trimmings, debris, dirt, trash or any other unsightly material shall be removed promptly upon completion of work. The Contractor shall use his own waste disposal methods, never the property dumpsters. Grass clippings blown off of sidewalks, streets and curbs shall be blown into turf areas, never into mulched bed areas as these are to be maintained free of grass clippings.**

NO CLIPPINGS SHALL BE BLOWN DOWN CURB INLETS.

7) REPLACEMENT OF PLANT MATERIAL – Tree, palm tree and shrubs in a state of

decline should immediately be brought to the attention of Inframark Managers and the Board of Supervisors of Shell Point via email along with photos. Dead or unsightly plant material shall be removed immediately as part of regular maintenance. The Contractor shall be solely responsible for replacement of trees, shrubs, palm trees, groundcover, and turf, if due to Contractor's negligence and/or failure to report damages. New plant material shall be guaranteed for a period of one (1) year for all trees, plants, and turf after planting. Replacement of trees, plants and turf to be done during the rainy season, especially in areas without irrigation.

8) INCLEMENT WEATHER - If Contractor misses a service due to inclement weather or any other reason, the Contractor is required to make up service the same week.

9) LIABILITY - Liability for damaging trees, palm trees, shrubs, plants, groundcover and turf at Contractor's expense due to damage on their own negligence, inaction to fix a damage and/or failure to report any damage with photos via email within 24 hours to Inframark Managers and the Board of Supervisors of Shell Point. **Replacement of trees and turf to be done during rainy season especially in areas with no irrigation at Contractor's expense. All charges for removal of trees, palm trees, shrubs, plants, groundcover and turf and replacing of trees, palm trees, shrubs, plants, groundcover and turf at Contractor's expense including labor.** All new planting includes a 12 month warranty. Must inform via email Inframark Managers and the Board of Supervisors of Shell Point of any damage of trees, palm trees, shrubs, plants, groundcover, turf and pond erosion within 24 hours after discovery with photos. Failure to do so will result in liability for damage for any trees, palm trees, shrubs, plants, groundcover, turf and pond erosion

10) REPORTS:

- a) Any natural damages or damages caused by Contractor's staff must be reported within 24 hours of discovery. Send an immediate email to Inframark Managers and Board of Supervisors of Shell Point with photos of damage. Failure to do so will result in liability at Contractor's expense. **(See it, report it)**
- b) Monthly meetings – Contractor's Manager will attend in person monthly meetings to report health of current landscape, issues and damages encountered.

PART 2

FERTILIZATION

The Contractor shall fertilize the turf 6 times a year. **The cost is part of the monthly premium.** The Contractor must follow all provisions of the Hillsborough County Fertilizer Ordinance (Fertilizer Ordinance 24-197), as they may be amended from time to time, in addition to the Environmental Protection Commission (EPC) Rules 1-15. It is further recommended that those practices outlined in the Hillsborough County Fertilizer Rule be followed. Highlights of that rule are listed below.

NO PERSON SHALL APPLY FERTILIZERS CONTAINING NITROGEN AND/OR PHOSPHORUS TO TURF AND/OR LANDSCAPE PLANTS DURING A PERIOD FOR WHICH THE NATIONAL WEATHER SERVICE HAS ISSUED ANY OF THE FOLLOWING ADVISORIES FOR ANY PORTION OF HILLSBOROUGH COUNTY:

- 1) A SEVERE THUNDERSTORM WARNING or WATCH**
- 2) A FLOOD WARNING or WATCH**
- 3) TROPICAL STORM WARNING or WATCH**
- 4) HURRICANE WARNING or WATCH**
- 5) IF RAIN GREATER THAN OR EQUAL TO TWO INCHES IN A 24-HOUR PERIOD IS FORECASTED.**

All turf shall be fertilized according to the following IFAS Guidelines for a high maintenance level for central Florida turf: (per BMP guidelines and University of Florida IFAS Extension, Central Florida is determined by anything south of a line running east-west from coast to coast through Ocala and north of a line between Tampa & Vero Beach.)

All St. Augustine Sod:

February - A complete fertilizer based on soil tests + PreM

April - Nitrogen (soluble Nitrogen applied at 0.5 lbs. N/1000 SF)

May - SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF)

July - Fe For foliar application, use ferrous sulfate (2 oz. /3-5 gal. H₂O/1,000 SF)

August - SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF)

October - A complete fertilizer based on soil tests + PreM

All Bahia Sod:

March - A complete fertilizer based on soil tests + Pre M

April - Nitrogen (soluble Nitrogen applied at 0.5 lbs. N/1000 SF)

June - SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF)

August - Apply Supplemental **Iron sulfate or chelated iron in liquid applications**

October – A complete fertilizer based on soil tests.

All Paspalum Sod:

March - A complete fertilizer based on soil tests + PreM

April - N (Soluble Nitrogen applied at .5 lbs. N/1000 SF)

May - SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF)

July - A complete fertilizer based on soil tests

August - Fe (for foliar apps, use ferrous sulfate @ 2 oz. /3-5 gal H₂O/1000 SF).

If Fe is applied to an acidic soil, use 1 lb. of iron sulfate/1000 SF.

If soil is calcareous, use the container label recommended rate of an iron chelate.)

September - SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF)

November - A complete fertilizer based on soil tests + PreM

The Contractor shall submit fertilizer labels to Inframark Managers for approval prior to application.

At times, environmental conditions may require additional applications of nutrients, augmenting the above fertilization programs to ensure that turf areas are kept uniformly GREEN, healthy and in top condition. It shall be the responsibility of the Contractor to determine specific needs and requirements. The Contractor must notify via email immediately Inframark Managers and the Board of Supervisor of Shell Point when these additional applications are needed. Actual photos of each site must be provided with the actual cost of fertilization and labor. The cost for these additional fertilizations must be presented before the Board of Supervisors of Shell Point for approval before commencing any work. **These additional fertilizations are not included in the monthly premium and will not be considered as an emergency situation.**

Fertilizers containing iron shall be removed from all hard surfaces to avoid staining before the sprinklers are activated after application of the fertilizer. Any stains caused by a failure to do so will be the responsibility of the Contractor to remove it at its own expense.

Soil test samples shall be taken twice a year by the Contractor to determine the presence of Phosphorus and whether changes in the fertilizer pH or formulations are required. Test results will be provided via email to Inframark Managers and the Board of Supervisors of Shell Point. Should changes be of merit, the Contractor shall notify via email Inframark Managers and the Board of Supervisors of Shell Point in writing prior to the implementation of such changes.

Fertilizer shall be applied in a uniform manner. If streaking of the turf occurs, correction will be required at no additional cost to Shell Point. Fertilizer shall be swept/blown off of all hard surfaces onto lawns or beds in order to avoid staining.

IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO REMOVE ANY STAINS FROM ANY HARD SURFACES ON THE PROPERTY CAUSED BY ITS NEGLIGENCE OF FERTILIZER APPLICATION.

Fertilizer shall not be applied within ten (10) feet from the landward extent of any surface water.

Spreader deflector shields are required when applying fertilizer by use of any broadcast or rotary spreader. Deflector shields must be positioned such that fertilizer granules are deflected away from all impervious surfaces and surface waters.

SHRUB, TREE & GROUND COVER FERTILIZATION:

For purposes of bidding, All SHRUBS, GROUND COVERS and TREES shall be fertilized as follows:

- Four (4) Times a year on March, June, September, and November.
- Based on soil test results, use a complete fertilizer formula based on a rate of 4-6 lbs. N/1000 sq. ft./year. **A minimum 50% Nitrogen shall be in a slow-release form.**
- **The cost is part of the monthly premium.**

Fertilizer shall be applied by hand in a uniform manner, broadcast around the plants, but never in direct contact with stems or trunks. Fertilizer shall never be piled around plants. All fertilizer remaining on the leaves of the plants is to be brushed or blown off.

IT IS THE CONTRACTOR'S RESPONSIBILITY TO REPLACE ANY PLANT MATERIAL DAMAGED BY FERTILIZATION BURN DUE TO ITS NEGLIGENCE.

PALMFERTILIZATION:

All Palms shall receive 1 1/2 pounds of 8N-2P2O5-12K2O+4Mg with micronutrients per 100 SF of palm canopy four times per year on March, June, September, and November. One hundred percent (100%) of the N, K & Mg **MUST** be in slow release form. All micronutrients must be in water soluble form. Fertilizer shall be broadcast evenly under the dripline of the canopy but must be kept at least 6" from the palm trunk. **The cost is part of the monthly premium.**

Fertilization services are included in the price of this contract except for additional fertilization. It includes shrubs, trees, palm trees, groundcover, plants and turf. Contractor is also responsible for weed control as part of this contract. The Contractor shall pay for chemicals used in fertilization. Please list all chemicals that you will include in your fertilizer applications in **Exhibit E** of the bid form. Also include the cost of these chemicals as part of the fertilizer application.

Contractor must notify via email Inframark Managers and the Board of Supervisors of Shell Point five (5) working days in advance of the day the property is scheduled to be fertilized.

The Contractor shall provide in advance Inframark Managers with all fertilizer analysis tags from the fertilizer in order to verify correct formulation and quantity. Failure to provide fertilizer analysis tags will result in reduction of monthly premiums.

REPORTS:

- a) Any damages caused by Contractor's staff as a result of fertilizer applications must be reported within 24 hours of discovery. Send immediate email to Inframark Managers and Board of Supervisors of Shell Point with photos of damage. Failure to do so will result in liability at Contractor's expense. **(See it, report it)**

- b) Monthly meetings – Contractor’s Manager will attend in person monthly meetings to report health of current plants, soil test results, fertilization schedule dates and tags information, issues and damages encountered.

PART 3

PEST CONTROL

Insects and Disease in Turf - Any areas that require pest control (insects and disease in turf, trees, palm trees, plants and shrubs) services must be identified and reported immediately via email to Inframark Managers and the Board of Supervisors of Shell Point. Actual photos of site infestation or disease must be included in the email. Insect and disease control spraying on turf shall be provided by the Contractor every month with additional spot treatment as needed. **The cost is part of the monthly premium.**

The Contractor is responsible for the identification and eradication/control of disease and insect damage including but not limited to: scale, mites, fungus, chinch bugs, grubs, nematodes, fire ants, mole crickets, etc. The Contractor shall pay for insecticides, fungicides, inoculations, granules and baits. Please list all insecticides, fungicides, inoculations, granules and baits that you will include in your applications in **Exhibit E** of the bid form. Also include the cost of these insecticides, fungicides, inoculations, granules and baits as part of the Pest Control application. Any anticipated additional treatments shall also be included in the Pest Control portion of **Exhibit E**.

Insects and Disease Control for Trees, Palms and Plants - The Contractor is responsible for treatment of insects and diseases for all plants. The appropriate insecticide or fungicide will be applied in accordance with state and local regulations, and as weather and environmental conditions permit. The Contractor shall pay for chemicals. There are several afflictions that may be detrimental to the health of many trees and palms. The Contractor will be fully responsible in the treatment of such afflictions. This may include the quarterly inoculation of all palms susceptible to Lethal Yellowing and/or Texas Phoenix Palm Decline. The cost of these inoculations should be included as a separate line item in your Pest Control price. The Contractor is to identify those species of palms susceptible and supply a list of species and quantities with proposal. Each susceptible palm shall receive quarterly injections. Each injection site/valve can be used only twice. The third quarterly injection requires a new valve and injection site. The Contractor is asked to provide cost per injection (material & labor)

multiplied by quantity of susceptible palms multiplied by four inoculations per year in **Exhibit E** of the bid form. **The cost is part of the monthly premium.**

The Contractor is required to inspect all landscaped areas during each visit for indication of pest problems. Any problems must be reported to Inframark Managers and the Board of Supervisors of Shell Point via email with photos attached within 24 hours of discovery. When control is necessary, it is the responsibility of the Contractor to properly apply low toxicity and target-specific pesticide. If pesticides are necessary, they will be applied on a spot treatment basis when wind drift is a threat.

Careful inspection of the property on each visit is crucial to maintaining a successful program. It is the Contractor's full responsibility to ensure that the person inspecting the property is properly trained in recognizing the symptoms of both insect infestations and plant pathogen damage (funguses, bacteria, etc.). It is also the Contractor's responsibility to treat these conditions and inform Inframark Managers and the Board of Supervisors of Shell Point via email with photos attached within 24 hours of discovery.

It shall also be the Contractor's manager responsibility to furnish to Inframark Managers and the Board of Supervisors of Shell Point with a Pest Management Report, which he is to complete at every service as well as all certifications (including BMP Certifications) of all pesticide applicators in monthly meetings. The Contractor shall familiarize itself with all current regulations regarding the applications of pesticides and fertilizers.

If at any time Inframark Managers and the Board of Supervisors of Shell Point should become aware of any pest problems it will be the Contractor's responsibility to treat pest within five (5) working days of the date of notification at Contractor's expense.

FIRE ANT CONTROL

The Contractor is required to inspect property each visit for evidence of fire ant mounds and immediately treat upon evidence of active mounds. In small areas, control can be achieved by individual mound treatment. Active mounds in larger turf areas will require broadcast application of bait.

The Contractor is asked to provide the cost for the annual application of Top Choice in all designated parks and clubhouse finished landscaped and irrigated areas on the Maintenance Map **Exhibit B**. This is not to include lake banks behind the residential properties or between ponds and conservation areas. **Pest control shall be included in the contract amount.**

REPORTS:

- a) Any insect infestation, plant diseases or damages caused by Contractor's staff as result of pest control applications must be reported within 24 hours of discovery. Send immediate email to Inframark Managers and Board of Supervisors of Shell Point with photos of damage. Failure to do so will result in liability at Contractor's expense. (**See it, report it**)
- b) Monthly meetings – Contractor's Manager will attend in person monthly meetings to report health of current plants, pest control schedule dates, issues and damages encountered.

PART 4

IRRIGATION

IRRIGATION SYSTEM MONITORING AND MAINTENANCE

Irrigation System. The Contractor shall inspect and test the irrigation system components one (1) time per month. **The cost is part of the monthly premium.** Areas shall include all the existing irrigation systems.

A. Irrigation Controllers

1. Semi-automatic start of the automatic irrigation controller
2. Check for proper operation
3. Program necessary timing changes based on site conditions
4. Lubricate and adjust mechanical components
5. Test back up programming support devices

B. Water Sources

1. Visual inspection of water source
2. Clean above ground strainers and filters

3. Test each pump at design capacities weekly; inform via email Inframark Managers and Board of Supervisors of Shell Point Manager of any problems immediately.

Contractor shall also confirm weekly that all backflow preventers are on and operating properly.

4. Test automatic protection devices

C. Irrigation Systems

1. Manual test and inspection of each irrigation zone
2. Clean and raise heads as necessary
3. Adjust arc pattern and distance for required coverage areas
4. Clean out irrigation valve boxes

D. Report

1. Irrigation operation time
2. Irrigation start time
3. Maintenance items performed
4. General comment and recommendations

The above list is for routine maintenance and adjustment of the existing irrigation system components and included as part of the monthly premiums. Maintenance, testing and repairing of the sprinkler's spray head and its components are included as part of the monthly premiums.

Locating and repairing or replacing automatic valves or control wires and irrigation controller or pump repairs as well as other larger scale repairs are to be considered additional items. Contractor shall provide a list of additional charges and pricing for such items other than routine maintenance as a separate cost on **Exhibit E** of this bid. This is not part of the Total Annual Price of the Contract.

Any underground water lines damage or leaks are an emergency and must be reported via email to Inframark Managers and the Board of Supervisors of Shell Point immediately along with the cost for repairs and photos. Pending Board of Supervisors of Shell Point approval, repair can begin using the \$5,000 emergency fund. Any cost beyond \$5,000 must be approved by the Board of Supervisors in an emergency meeting with Inframark managers. In emergency situations, meetings are

held without any pay at Shell Point expense. Emergency fund cannot be combined with other emergency funds.

Routine irrigation maintenance is to be completed monthly. Each zone is to be turned on and operated for as long as necessary to verify proper operation. Each head, seal, nozzle and strainer is to be inspected for adjustment and shall be aligned, packed, cleaned and repaired as necessary. Shrubs, groundcovers and turf around sprinkler heads shall be trimmed to maintain maximum clearance at all times for the greatest coverage. **The cost is part of the monthly premium.**

All below ground repairs including valves, pumps and wiring require an estimate for all such repairs. Upon written approval from the Board of Supervisors of Shell Point, Contractor shall proceed. In the event of an emergency, Contractor shall immediately make a diligent effort to contact via email Inframark Managers and the Board of Supervisors of Shell Point, with the approximate cost or estimate of repairs and photos of damage. Pending Board of Supervisors of Shell Point approval, repair can begin using the \$5,000 emergency fund. Any cost beyond \$5,000 must be approved by the Board of Supervisors in an emergency meeting with Inframark managers. In emergency situations, meetings are held without any pay at Shell Point expense. Emergency funds cannot be combined with other emergency funds.

Upon being awarded the contract, Contractor shall have a period of thirty (30) days from date of commencement to perform a thorough audit of the entire irrigation system listing items that need repair/replacement in order for the system to operate properly. A separate audit may be provided by the Contractor listing those items that would improve the irrigation system. Any action taken regarding the Irrigation Audit will be at the Board of Supervisors' discretion.

After the thirty (30) day period has expired and for the duration of the contract, Contractor shall assume responsibility for any and all unreported maintenance deficiencies, including parts and labor, to include sprinkler heads, nozzles, drip, main and delivery lines and any associated fittings. Said repairs shall be performed immediately at the Contractor's expense.

The Board of Supervisors of Shell Point and Inframark Managers shall be notified via email what day and time of the week the irrigation tech will be available servicing the community. The Contractor will keep detailed irrigations reports consisting of run times and correct operation of system. A copy of this

report will be maintained by the Contractor. A copy will also be sent via email to the Board of Supervisors of Shell Point and Inframark Managers, along with the weekly report.

At no time shall the Contractor leave the property knowing of the need for a repair and not reporting it. Failure to report will result in repairs being done at Contractor's expense.

Watering schedules shall meet all government regulations, and zone times will be adjusted depending on job conditions, climactic conditions and all watering restrictions of Hillsborough County or any other governmental agencies. It is the responsibility of the Contractor to ensure the turf and plant material remains healthy. If the Contractor finds that the irrigation system cannot adequately cover the the landscape in the allotted time, it will be the Contractor's responsibility to bring this to the attention of the Board of Supervisors of Shell Point and Inframark Managers immediately along with a remediation solution. The Contractor must apply for a variance. **Violations and/or fines imposed by any local or state agency will be deducted from the Contractor's monthly payment.**

Emergency service shall be available after normal working hours and an emergency telephone/pager number will be provided via email to Inframark Managers and the Board of Supervisors of Shell Point.

Freeze Protection. The Contractor shall describe ability and cost per man per hour to provide freeze protection for both landscape material and pumps/wells. This is not included in the monthly premiums. An estimate must be submitted to the Board of Supervisors of Shell Point and Inframark Managers for approval.

REPORTS:

- a) Any deficiencies or problems with water sources, irrigation systems and controllers must be reported within 24 hours of discovery. Send an immediate email to Inframark Managers and Board of Supervisors of Shell Point with photos of damage. Failure to do so will result in liability at Contractor's expense. (**See it, report it**)
- b) Monthly meetings – Contractor's Manager will attend in person monthly meetings to report audits, recommendations, schedules dates of irrigation system test, deficiencies, issues and damages encountered with the irrigation system.

PART 5

INSTALLATION OF MULCH

Any areas that require mulch must be identified and reported immediately with photos to Inframark Managers and the board of supervisors via email. **All mulching services require an estimate and are not included in the monthly premiums.** After written approval by the Supervisory Board, Contractor shall top dress all currently landscaped areas as shown on the Maintenance Map (landscaped beds, tree rings, parks, etc.) **Exhibit B** with Nonfloating grade Cypress Mulch. In doing so, Contractor shall ensure that all mulched areas are brought to a minimum depth of three (3) inches after compaction. Contractor is responsible for all necessary clean up related to this procedure.

Contractor agrees to provide reasonably neat and defined lines along edges of all mulched areas. This is done to facilitate mechanical edging of these areas. Additionally, Contractor shall properly trench all bedlines adjacent to concrete surfaces. Trenches shall be 3" deep and beveled. Mulched beds on slopes adjacent to turf shall also be trenched to a depth of 3" and beveled to reduce mulch washout.

Mulch shall not be piled around tree trunks or bases of plants. **Any mulch "volcanoes" around tree trunks shall be corrected immediately at no additional cost to Shell Point.** Contractor agrees to ensure that mulch caught in plant material will be shaken or blown from plants, so that upon completion there is no plant material left covered with mulch.

If, after installation is complete and it is determined that additional mulch (Nonfloating Cypress) is required to attain the required 3" depth, sufficient mulch shall be supplied by Contractor at no additional cost to Shell Point.

REPORTS:

- a) Any deficiencies must be reported within 24 hours of discovery. Send immediate email to Inframark Managers and Board of Supervisors of Shell Point with photos of damage. Failure to do so will result in liability at Contractor's expense. **(See it, report it)**
- b) Monthly meetings – Contractor's Manager will attend in person monthly meetings to report recommendations, schedules dates for mulching services, and areas needing mulch.

This item will not be included in the contract amount and shall be invoiced separately the month after service is rendered. Contractor shall provide a price per cubic yard, estimated quantities to

be installed per top dressing (based on his own field measurements) and actual photos of landscape needing mulch with their estimate.

The Board of Supervisors of Shell Point reserves the right to subcontract out any and all mulching events.

PART 6

HURRICANE DAMAGES

This item will not be included in the contract amount (Total Annual Price, Exhibit C) and shall be invoiced separately the month after service is rendered. A hurricane services letter and **Exhibit H** must be sent annually no later than March 30th of every year detailing the actual cost of personnel, equipment and other costs for emergency clean up for approval to the Board of Supervisors and Inframark Managers.

In the event of a hurricane, after conditions are safe, a twenty-four (24) hour report to include damage to ponds, trees, shrubs, plants, turf, mulch and fences in Shell Point must be reported to the Board of Supervisors of Shell Point and Inframark Managers via email. Photos of actual damage must be included in the report. Use **Exhibit H** as apart of the report. Fallen and damaged trees that are unsafe are authorized to be removed and work on immediately using the \$ 5,000 emergency health and safety fund only. This emergency health and safety fund cannot be combine with other emergency funds.

Survival of the trees is imperative. Liability for dead trees due to inaction or negligence by the Contractor applies and the Contractor will be solely responsible for labor, trees, and palm trees replacement. Replacement of trees, shrubs, plants, groundcover, palm trees and turf will be done during the rainy season, especially in areas without irrigation. A 12 month warranty is included in salvaging and replacing trees.

Any damage to turf, pond erosion and removal of debris work must be submitted to the Board of Supervisors of Shell Point for approval. Emergency meetings with the Board of Supervisors of Shell Point and Inframark Managers can be scheduled at last minute for hurricanes aftermath decisions. In emergency situations, meetings are held without any pay at Shell Point expense.

EXHIBIT B
LANDSCAPE MAINTENANCE MAP



Official Proposal Form for Solicitation of Proposals for Landscape and Irrigation Maintenance Services

Name of Proposer: Pine Lake Services, LLC

In accordance with the solicitation of proposals issued by the (**Shell Point**) Community Development District the undersigned proposes to provide all work necessary to perform the scope of services as described in the Solicitation for Proposals for Landscape and Irrigation Maintenance Services.

Proposer submits that it can perform the work described above summarized as follows and as more specifically described in Proposer's proposal:

1. Turf: mowing, trimming, fertilization, pest control, edging, weeding, labor	\$ <u>92,920</u>
2. Shrub & Trees: pruning, fertilization, pest control, weeding, labor	\$ <u>35,500</u>
3. Palm Trees: pruning, fertilization/inoculations, pest control, weeding, labor	\$ <u>20,900</u>
4. Cleaning: blowing/collecting clippings, debris, trash, dirt, weeds on paved areas/sidewalks, labor	\$ <u>5,000</u>
5. Irrigation: system inspection & testing, sprinkler heads alignment & repair, labor	\$ <u>5,100</u>
6. Additional Services outside the scope of work:	\$ <u>-</u>
7. Other Expenses:	\$ <u>-</u>
Total Yearly Cost for the first year of the above items	\$ <u>159,200</u>
This is the Total Annual Price of the contract for Services.	

8. Annuals Maintenance/Installation	\$ <u>-</u>
9. Mulching for Tree and Shrub/Groundcover Bed Areas	\$ <u>48,000</u>

Estimate of total cubic yards proposed to service the property: 800

Cost of Mulch Per Cubic Yard \$ 60

10. Irrigation Hourly Rate for items not included in the Scope of Services:	\$ <u>80</u>
11. Hurricane/Emergency Clean up Services	\$ <u>See attached hurricane letter</u>

Proposer, thoroughly reviewed all components of the Solicitation for Landscape and Irrigation Maintenance Proposals and has a thorough understanding of the work required, the site and conditions where the work is to be performed, local labor conditions and all laws, regulations and other factors affecting performance of the work, having knowledge of the expense and difficulties attending performance of the work, and having fully inspected the site in all particulars, hereby proposes and agrees, if Proposer's proposal is accepted, to enter into the proposed Agreement with the District.

Name of Authorized Signatory of Proposer: Shannon Dyer

Title of Authorized Signatory of Proposer: Business Development

Signature of Authorized Signatory of Proposer: Shannon Dyer

Affidavit for Anti-Human Trafficking

Section 787.06(13), Florida Statutes

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

Before me the undersigned authority personally appeared _____, who being duly sworn, deposes and says (the “**Affiant**”):

1. Affiant is over 18 years of age and has personal knowledge of the facts and certifications set forth herein.
2. Affiant is the _____ (Title) of _____ (the “**Company**”) and as such is authorized to make this Affidavit for and on behalf of the Company, its directors and officers.
3. Company does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.
4. Company intends to execute, renew, or extend a contract between Company and the Shell Point Community Development District (“**CDD**”).
5. This declaration is made pursuant to section 92.525(1)(c), Florida Statutes. I understand that making a false statement in this declaration may subject me to criminal penalties.

I state that I and the Company understand and acknowledge that the above representations are material and important, and will be relied on by the above referenced CDD to which this affidavit is submitted. I and the Company understand that any misstatement in this affidavit is, and shall be treated as, fraudulent concealment from the CDD of the true facts.

Under penalties of perjury, I declare that I have read the foregoing Affidavit for Anti-Human Trafficking and that the facts stated in it are true.

Signature of Affiant

Sworn before me on _____, 2025

Notary Public Signature

Notary Stamp

EXHIBIT E

ITEMIZE LIST OF MATERIALS AND COSTS (Must be included in the Total Annual Price.):

1. A list of cost for:

- Each type of: Tree, shrub, plant, palm tree, groundcover and turf/sod present in Shell Point
- Floating grade cypress mulch
- Fertilizers and weed control chemicals to be used
- Insecticides, fungicides, palm trees inoculations and ant baits
- Irrigation: automatic valves, control wires, controller, pumps, sprinkler heads and their components, etc
- Pond erosion repairs

2. The costs of labor per hour for:

- Planting and removing trees, palm trees, shrubs, groundcover and plants
- Laying and Removing sod and mulch
- Adding Fertilizers and weed control
- Pest control
- Irrigation repairs
- Pond Erosion Repairs

3. Specify Additional Services not included in the scope of work and their costs:

4. Other Expenses:

EXHIBIT F

COST BREAKOUT FOR GENERAL LANDSCAPE MAINTENANCE

(Must be included in the Total Annual Price.)

General Landscape Maintenance

Mowing, hard edging, blowing off hard surfaces:	\$ <u>Included in base</u> / event
Pond bank mowing, including line-trimming to water’s edge:	\$ <u>Included in base</u> / event
Bed detailing, including weeding, soft edging, shrub pruning, delineation and dead-wooding, dead-heading of annuals, trash and landscape litter removal:	\$ <u>Included in base</u> / event
Tree Lifting:	\$ <u>Included in base</u> / event
Palm Pruning, including seed pods, old flower stalks, and inflorescence, vines & volunteers:	\$ <u>Included in base</u> / event

EXHIBIT G
LANDSCAPE AND IRRIGATION MAINTENANCE
RATES FOR ADDITIONAL SERVICES
(Must be included in the Total Annual Price.)

Please provide rates for the following items (including overhead and profit) which will be used for any additional work and/or services:

A.	Mowers w/operator	\$ 45.00	Hour
B.	Bush-Hog w/operator	\$ 145.00	Hour
C.	Tractor w/operator	\$ 200.00	Hour
D.	Supervisor with Transportation	\$ 85.00	Hour
E.	Laborer with hand equipment	\$ 65.00	Hour
F.	Truck w/driver	\$ 70.00	Hour
G.	Irrigation Tech	\$ 80.00	Hour
H.	Granular Pesticide Applicator		
	Person with Drop Spreader	\$ 90.00	Hour
I.	Liquid Pesticide Applicator		
	Person with Spray Truck	\$ 125.00	Hour
J.	Granular Fertilizer Applicator		
	Person with Drop Applicator	\$ 90.00	Hour
K.	Liquid Fertilizer Applicator		
	Person with Spray Truck	\$ 125.00	Hour
L.	Granular Weed Control Applicator		
	Person with Drop Applicator	\$ 90.00	Hour
M.	Liquid Weed Control Applicator		
	Person with Spray Truck	\$ 125.00	Hour
N.	Laborer for Additional Trash Pick-Up	\$ 49.00	Hour
O.	Lump Sum Mowing (¹), entire community	\$ TBD	Per Mow

¹ Mowing shall include mowing, edging, weed eating, weeding of beds, weeding of lawns and blowing and/or vacuuming.

EXHIBIT D**Affidavit for Anti-Human Trafficking**

Section 787.06(13), Florida Statutes

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

Before me the undersigned authority personally appeared Connor Spears, who being duly sworn, deposes and says (the "Affiant"):

1. Affiant is over 18 years of age and has personal knowledge of the facts and certifications set forth herein.
2. Affiant is the President (Title) of Pine Lake Services LLC (the "Company") and as such is authorized to make this Affidavit for and on behalf of the Company, its directors and officers.
3. Company does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.
4. Company intends to execute, renew, or extend a contract between Company and the Shell Point Community Development District ("CDD").
5. This declaration is made pursuant to section 92.525(1)(c), Florida Statutes. I understand that making a false statement in this declaration may subject me to criminal penalties.

I state that I and the Company understand and acknowledge that the above representations are material and important, and will be relied on by the above referenced CDD to which this affidavit is submitted. I and the Company understand that any misstatement in this affidavit is, and shall be treated as, fraudulent concealment from the CDD of the true facts.

Under penalties of perjury, I declare that I have read the foregoing Affidavit for Anti-Human Trafficking and that the facts stated in it are true.

Connor Spears
Signature of Affiant

Sworn before me on October 3, 2025

Terry McLane
Notary Public Signature



Notary Stamp



Pine Lake Services
 12980 Tarpon Springs Road
 Odessa, Florida 33556
 (813) 948-4736

June 11, 2025

Dear Valued Customer,

It is possible that you or your property will be affected by a hurricane or tropical storm this storm season. Please be aware that Pine Lake Services has a response action plan to address our customers' storm-related landscape needs. As we did last year with Hurricanes Helene and Milton, we are making plans to be able to effectively respond to storm-related damage that might arise. In the event a storm makes landfall at or near your site, we will initially canvas every property that Pine Lake provides landscape maintenance services to and then will dispatch our crews to address customer authorized/approved clean-up needs based on the following priorities:

- **1st Objective** – Clearing vehicle access to allow emergency personnel access to your property.
- **2nd Objective** – Clearing debris from structural dwellings that may pose immediate risk or danger.
- **3rd Objective** – Trim and Remove hazardous damaged limbs that remain in trees versus on the ground.
- **4th Objective** – Re-planting plant material that may have a chance of surviving if root balls can be planted and watered in a timely manner.

As a company, we will be prepared to mobilize additional Pine Lake resources from our extensive sub-contractor network if needed to help expedite clean-up response efforts.

Once the priorities detailed above have been met, we will address chipping and removing tree limbs left on the ground from initial clearing efforts as well as removal of root balls and large wood trunks or branches remaining on properties. The final phase would include restoration of damages or losses resulting from the storm and associated clean-up. We would anticipate a return to expected maintenance operations the following week for all but the most severely impacted properties.

Please review our attached proposed pricing and agreement. Be sure to expedite this executed document to us or let us know if we can help answer any questions you may have.

In the event you wish to submit reimbursement to FEMA or other parties, please let us know ahead of time, along with what information you will require so we can adequately provide.

We encourage you to be as prepared as you can to help ensure a timely and effective response should we suffer an unfortunate event.

Sincerely,

John Amarosa, COO, Pine Lake Services



Pine Lake Services 2025 Storm/Disaster Response Rates

Cleanup Labor Rates

- 1) General Labor: \$75/hour
- 2) Chainsaw Labor: \$85/hour
- 3) Heavy Equipment Labor (Loader, Bucket Truck, etc.): \$145/hour
- 4) Mobilization: \$700/crew (within 45 miles of office location, add \$50 for every 10 miles further)
- 5) Dump Fees (Dump Truck): \$300/load
- 6) Dump Fees (Grapple Truck): \$850/load
- 7) After Hours/Weekend Additional Hourly Rate: \$30/hour

Equipment Daily Rates (½ Day Minimum)

- 1) Truck and Trailer: \$600.00
- 2) Dump Truck: \$965.00
- 3) Dump Trailer: \$450.00
- 4) Chipper: \$650.00
- 5) Grapple Truck: \$1200.00
- 6) CAT Loader: \$600.00

Please provide us Storm/Disaster services

Property name:	Cazabella LLC
Signature of authorized representative:	<i>Eric LaRoche</i>
Name of authorized representative:	Eric LaRoche
Date:	6/17/2025

Please sign and email to: john@pinelakellc.com

**Uniting Partners Through
Exceptional Landscape Services**



UNITED
Land Services

Shell Point Community Development District

Shell Point CDD



Proposal For Landscape & Irrigation Maintenance

10.3.2025

Pricing Valid for 90 Days Upon Receipt

10.3.2025

Shell Point Community Development District
c/o Inframark

RE: Landscape Maintenance & Irrigation Proposal

Dear Shell Point Board and Management,

Thank you for considering United Land Services as your landscape maintenance service provider. We sincerely appreciate every opportunity presented to build a lasting relationship with our clients. Our proposal has been uniquely crafted to address your community's specific needs and expectations. We call this your *Community Road Map*™ because it was designed to illustrate the steps to take your community from its current state to one your residents will be proud of for years to come.

Included in your *Community Road Map*™ you will find the following sections:

- **Company History:** Information about our company's experience, capabilities and core values.
- **Development Strategy:** Our transition plan includes the actions we will take in the first 30/60/90 days of service to improve both your specific areas of concern and items we have noted during our inspection that will provide an immediate impact to the appearance of the property.
- **Scope of Services Summary:** This section outlines our scope of services, derived from industry established Best Management Practices and our years of experience in the field.
- **Agreement & Investment:** Our service agreement and pricing for the services we'll provide to your property.

If you have any questions after reviewing our proposal, please do not hesitate to contact me at any time. I am always available to provide solutions and discuss any aspect of property's needs directly.

Sincerely,

Kyle DuBois

Senior Business Development Manager
kdubois@unitedlandservices.com

Providing exceptional landscape services to partners across the state of Florida.

				
	 Kyle DuBois Senior Business Development Manager Phone: 813-476-0304 Email: kdubois@unitedlandservices.com			
				
				

United We Grow!

Exclusive Partnership



Exclusive Partnership



Property: Country Club at Champions Gate

Name: Stephanie Taylor
Email: Available upon Request
Address: 8977 Dove Valley Way Four Corners, FL 33896
Service: Maintenance free community consisting of 995 homes servicing the landscape maintenance, irrigation And Agronomics.



Property: Waterset South CDD

Name: John Toborg
Email: Available upon Request
Address: Spollo Beach, FL.
Service: Landscape maintenance, Including horticultural services, irrigation maintenance, palm tree pruning, mulch installation, annual rotations.



Property: Celebration CDD

Name: Angel Montagna
Email: Available Upon Request
Address: 313 Campus St. Celebration, FL. 34747
Service: Landscape maintenance, Including horticultural services, irrigation maintenance, palm tree pruning, mulch installation, annual rotations.



Property: Swan and Dolphin Resort at Walt Disney

Name: Eric Oprion—COO

Email: Available Upon Request

Service: Mowing, Irrigation Turf and Shrub Program.
Annuals, Mulch and Palms are additional services provided upon approval.



Property: Harbor Isles CDD

Name: Angel Montagna- CAM

Email: Available Upon Request

Service: Mowing, Irrigation Turf and Shrub Program. Annuals, Mulch and Palms are additional services provided upon approval.



Property: Magnolia Park CDD

Name: Kyle Darin- District Manager

Email: Available Upon Request

Services: Mowing, Irrigation Turf and Shrub Program. Annuals, Mulch and Palms are additional services provided upon approval.





Reporting

Alignment, Execution & Building Partnerships



UNITED
Land Services

[illegible]

Yearly Service Calendar Guideline



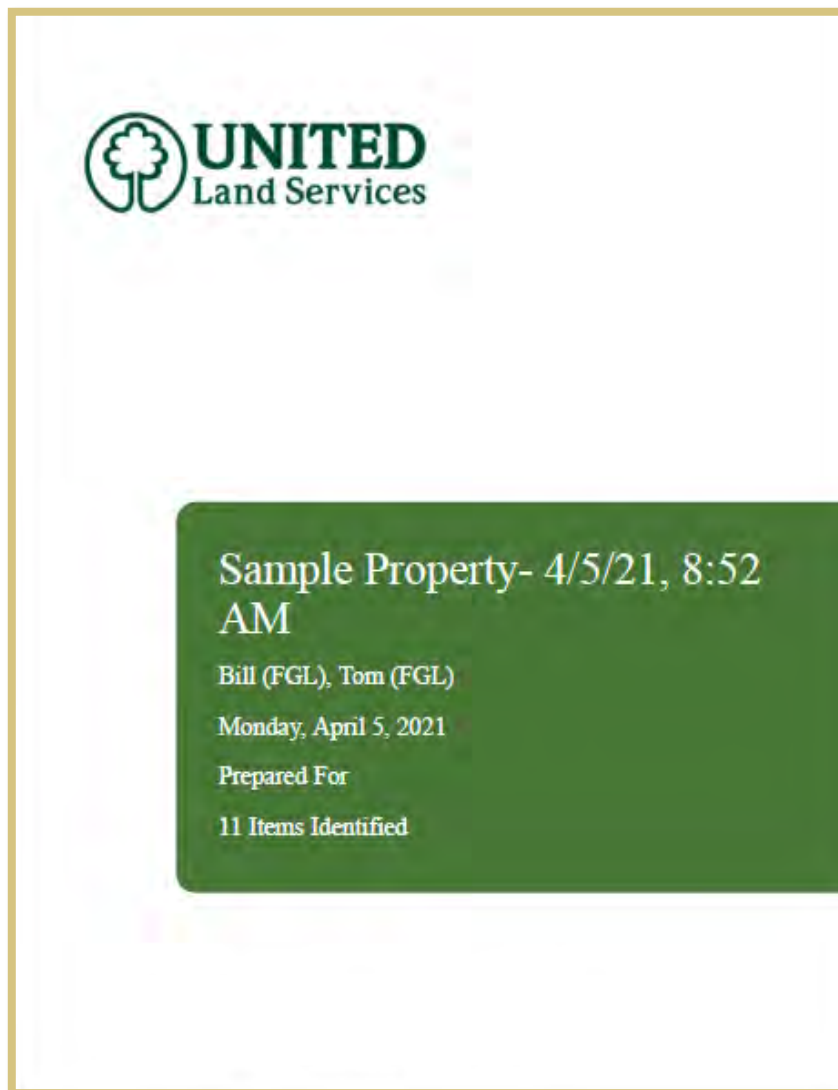
UNITED
Land Services

Sample Property

Closing the Communication Gap

Alignment, Execution & Building Partnerships

Communication is key to any strong partnership. In an effort to stay connected internally with our team and externally with our partners, our team utilizes Site Audit Pro. The program allows us to send visual communication through pictures along with a detailed explanation of the issue. Site Audit Pro is key in ensuring everyone is on the same page in helping to form the best possible solution.



Closing the Communication Gap

Alignment, Execution & Building Partnerships

SAMPLE



Issue 1

Selectively remove tall stalks on White BOP in a sectional manor.
Removals tagged with orange tape



Issue 2

Remove Mags on Cody Chase



Issue 3

Declining Washingtonian on Cody Chase



Issue 4

Remove staking kit



Issue 5

Queen Palm on 46A dead from Ganoderma



Issue 6

Possible irrigation issue on Podocarpus along 46A units



Issue 7

Replace declining Pittisporum with turf



Issue 8

Proposal for method to attach Jasmine to columns / pergola

SAMPLE

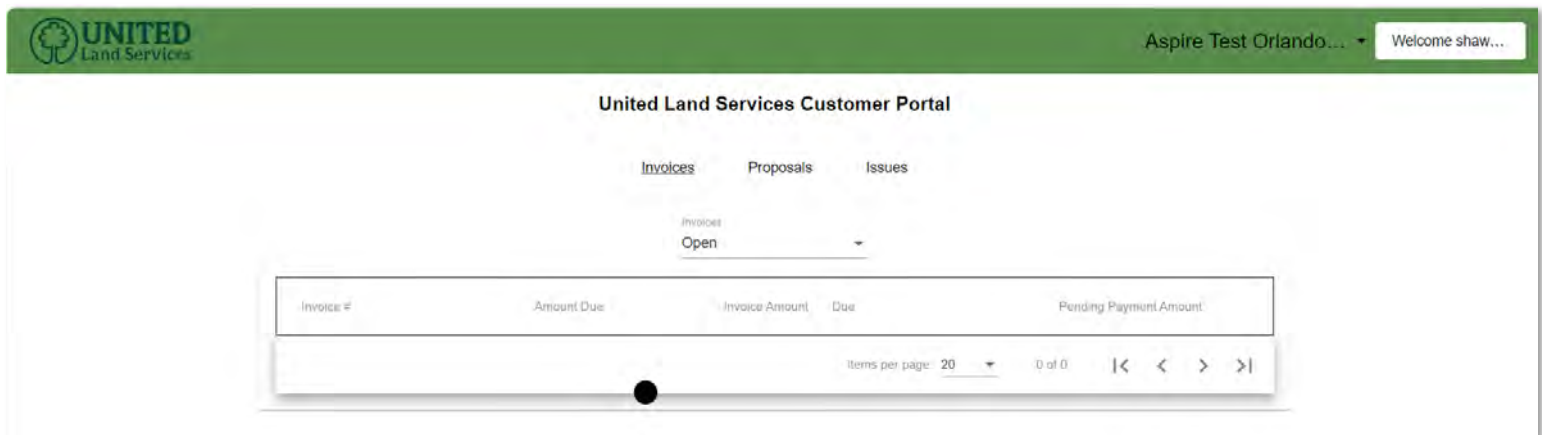
Work Order Software

Accountability, Communication and Productivity

United Land Services Work Order System Powered by:



United Land Services is dedicated to ensuring our valued partners receive the highest level of communication for a success long term partnership. Our work order system gives the client all the tools needed to stay informed on their property. The Aspire work order system is a user friendly software system that compliments our strong level of communication while providing accountability for our dedicated team.



FEATURES:

- View Invoices
- Pay Invoices
- View Proposals
- View Past Work Orders
- Review Updates on Work Orders
- View Landscape Experts Notes
- Sign Proposals
- Create Issues
- Submit Work Orders

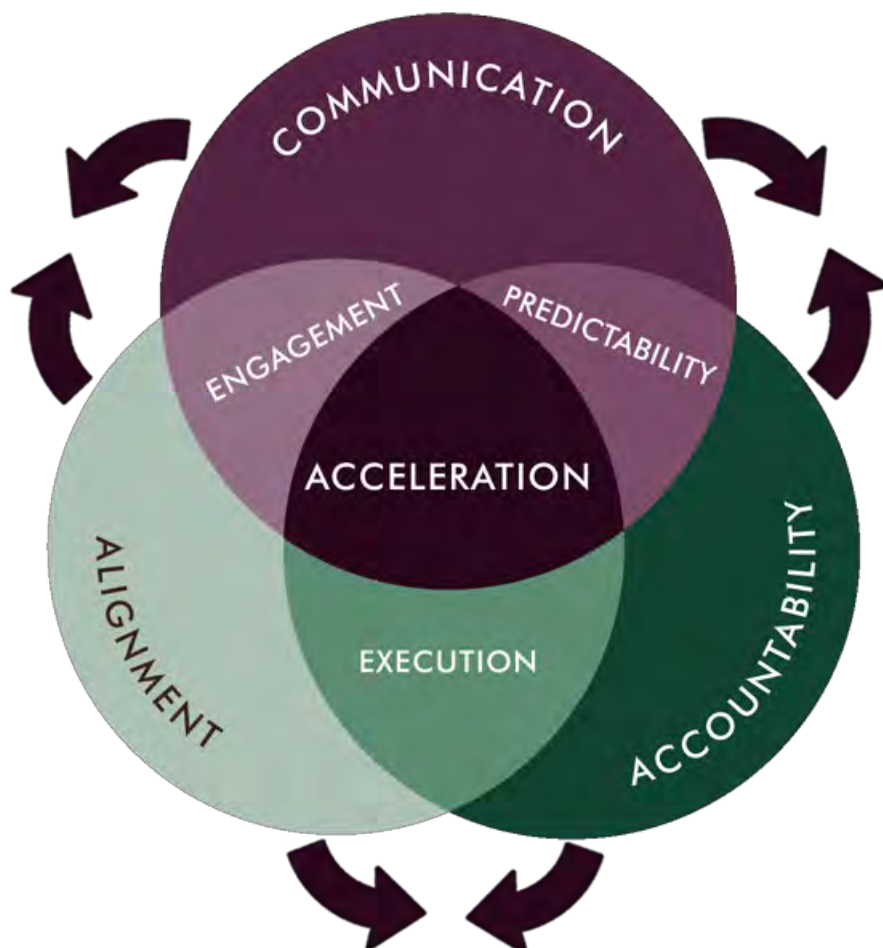
Closing the Communication Gap

Alignment, Execution & Building Partnerships

Constant, open communication between the board members, landscape committee (if applicable) and your ULS team will help to ensure expectations are set and goals are met. We plan to accomplish this through:

- Clear understanding of milestones to improve the landscape quality.
- Constant communication with HOA Management, Board Members and Committees.
- Weekly progress updates throughout the initial transition.
- Property inspections with Management and Board Members at predetermined intervals.
(Sample report on pages below).

Our goal is to tailor this communication plan to meet your needs and the needs of the community.





Company Culture, Experience & Services

Company History

Field Support Office

12276 San Jose Blvd
Jacksonville, FL 32223
(904) 829-9255

Total Number of Employees

1500+

Additional Areas Served

- Alabama
 - Montgomery
- Florida
 - Central Florida
 - Ocala
 - Ft. Peirce
 - Fernandina Beach
 - Tampa
 - Bradenton
 - Jacksonville
 - Ft. Lauderdale
 - Panama City
 - West Palm
- North Carolina
 - Greensboro
 - Charlotte
 - Raleigh
- South Carolina
 - Myrtle Beach
- Georgia
 - Savannah
 - Atlanta



Our History

The Company was founded by Bob Blandford in 2001 as United Landscapes, a name that has come to be synonymous with best-in-class landscape design, installation and maintenance services across the Jacksonville and St. Johns County area. Today, the Company has over 1500 employees working daily with hundreds of commercial customers throughout Florida. Each location is capable of independently managing and enhancing a variety of complex landscape projects.

Services Offered & Approach

At United Land Services, we meet the highly specific needs of our clients by offering a comprehensive selection of services — from the design to the installation to the ongoing maintenance. Our landscape service divisions are equipped to handle a wide variety of properties, including masterplan communities, condominiums, golf clubs, office complexes, retail establishments and resorts. We perform these services with your distinct needs at the forefront of everything we do. We are local owners and operators committed to delivering excellent service at the highest levels of quality and craftsmanship.

United Land Services takes a proactive approach when it comes to the landscape. We become trusted partners for all your landscape needs while providing quality landscapes in line with University of Florida Best Management Practices.

Products & Services

We Are Your All-Inclusive Service Provider



Landscape Maintenance

Our crews will arrive on schedule, work on your property conscientiously and respectfully, and always leave your landscape looking beautiful and tidy.



Outdoor Lighting

Landscape lighting can increase your property's safety, make it easier to navigate, and allow clients, residents, and guests to enjoy it late into the evening.



Commercial Installation

We provide large scale Commercial Landscape and Irrigation Installation at the highest level. From initial design through value engineering and buildout.



Sod Installation

United takes your lawns from withering to wonderful. We offer expert sod-laying and seeding services as well as over-seeding to thicken up your turf.



Landscape Design

The design and planning phase is critical to a successful project. Our design team offers complete landscape architecture services that ensure a seamless process and a beautiful final product.



Irrigation Systems

Enjoy lush lawns, healthy trees and gardens for the entire growing season, without having to lift a finger.



Hardscapes

Our crews will arrive on schedule, work on your property conscientiously and respectfully, and always leave your landscape looking beautiful and tidy.



Driveways & Entranceways

Welcome clients, customers, residents and guests to your property with a well-kept and attractive entrance.

Irrigation Experts

Your Team of Certified & Licensed Specialists



Installation, Maintenance & Repairs

- **Installation** - At United Land Services, our irrigation experts are certified and licensed to install the most sophisticated, water wise irrigation systems. Our team has had over 25 years of installing systems across the Southeast.
- **Maintenance** - Monthly irrigation inspections and adjustments keep your system performing effectively and efficiently. United Land Services conducts routine wet checks with monthly reports to ensure proper coverage is being maintained to protect your investment.
- **Improvements** - Whether you have an old or new irrigation system, you can trust United Land Services to conduct a full audit and clearly communicate any deficiencies found to be repaired. Our team is ready to serve you.



Agronomics Program

Certified Pest Control Operators



Fertilization, Pest Control & Agronomy Management

- **Fertilization** - We understand the importance of curb appeal. We also understand that investing in the correct agronomics plan is an investment in your community. United Land Services takes pride in operating the fertilization and pest control throughout the Southeast
- **Pest Control** - United Land Services has developed a reputation for creating and maintaining thriving landscape environments for the Southeast's most demanding clients.
- **Agronomy Management** - We have a catered approach to all of our property's because not one size fits all. Our certified pest control specialists will customize an integrated plan to keep your community flourishing.

Hurricane Preparedness

Plan of Action



Phase 1

- Phase 1 to begin immediately following the storm once safe and legal for our team to do so. Our main goal is to create as safe an environment as possible.
- Clear main entrances of any obstructions inhibiting traffic.
- Clear secondary roadways of any obstructions inhibiting traffic.
- Clear parking areas located at common areas and common area structures.
- Clear sidewalks, walking paths and thorough-fares in common areas

Phase 2

- Assessment of total clean-up needed and associated total costs of Phases 1-3.
- Removal of any debris generated and stock-piled from Phase 1 upon approval.
- Clearing and removal of debris from common
- Area parks, dog parks and playgrounds upon approval.

Phase 3

- Clear and remove debris from turf and landscape areas.
- Post storm tree work to remove "hangers",



2025 Hurricane & Storm Cleanup Rates

Dear Valued Customer"

In preparation for hurricane season and the potential for storm damage at your property we would like to inform you of our processes and pricing in regards to storm cleanup. In the event that our region is impacted by a storm, United Land Services is able and ready to handle any and all necessary storm cleanup related work. We address the cleanup & remediation process in a three phase approach:

Phase 1

- * Phase 1 to begin immediately following the storm once safe and legal for our team to do so at labor prices listed. Main goal is to create as safe an environment as possible.
- * Clear main entrances of any obstructions inhibiting traffic.
- * Clear secondary roadways of any obstructions inhibiting traffic.
- * Clear parking areas located at common areas and common area structures.
- * Clear sidewalks, walking paths and thoroughfares in common areas.

Phase 2

- * Assessment of total clean-up needed and associated total costs of Phases 1-3.
- * Removal of any debris generated and stockpiled from Phase 1 upon approval.
- * Clearing and removal of debris from common area parks, dog parks and playgrounds upon approval.

Phase 3

- * Clear and remove debris from turf and landscape areas.
- * Post storm tree work to remove "hangers", hazard wood and damaged and hazardous trees remaining.

Rates

Supervisor-\$100/hr

Crew Leader-\$80/hr

Laborer-\$70/hr

Debris Removal-\$750+ (TBD based on amount and removal method)

Equipment (Lifts, trucks, chippers, loaders, skid steer, etc.)-\$ TBD based on requirements

** All rates charged portal to portal*

Property Info

Property _____

Pre Approval Amount\$ _____

Name (Primary) _____

Phone (Primary) _____

Email (Primary) _____

Name (Alternate) _____

Phone (Alternate) _____

Email (Alternate) _____

Prioritizing Safety

Minimizing Risks

With safety as our top priority, United Land Services continually updates its trainings, communications, and assessments to ensure that team members are prepared to perform their jobs with minimal risk to themselves or others.

Our dedicated safety officers conduct regular inspections to ensure employees maintain professional behavior and remain alert to all potential hazards.

- Strict Compliance to OSHA Regulations
- Dedicated Safety Officers
- Weekly Safety Meetings
- Annual Safety Rodeo with Industry Safety Experts
- Personal Protection Equipment Requirements
- Ongoing MVR Tracking and Reporting
- Post Accident Drug Testing



Vehicle Safety

Minimizing Risks

ONBOARDING SAFETY TRAINING

Safety starts the moment a team member is hired with a comprehensive training on proper vehicle, equipment and operational training.. Our goal is to ensure the crew and public are safe from leaving the branch, parking the vehicle to driving through a community. United Land equips our fleet and crews with the proper attire, markers and equipment to redirect traffic in safe manner so a job can be completed safely.



SOFTWARE MONITORING SYSTEMS:

Along with visual inspection, there are software system United Land has established to ensure the safety of our team and the public.

- Our ongoing MVR tracking and reporting application to review driver eligibility using a point system.
- Our GPS Monitoring Program allows our safety and fleet team to monitor speed, idle time and location.

DAILY VEHICLE INSPECTION:

A daily vehicle inspection is completed each morning to identify items that could pose risk to our employees and the general public . This inspection is then completed again upon return to the branch to ensure each vehicle and trailer are safe while on the road.

Fiche 1 - Fiche 1 - Inspection & Révision		Date: _____	
Camion / Véhicule - Inspection & Révision		Date: _____	
Item	Statut	Commentaire	Signature
1. Vérifier le niveau d'huile moteur			
2. Vérifier le niveau d'eau du radiateur			
3. Vérifier le niveau d'huile de frein			
4. Vérifier le niveau d'huile de direction			
5. Vérifier le niveau d'huile de transmission			
6. Vérifier le niveau d'huile de lubrification			
7. Vérifier le niveau d'huile de refroidissement			
8. Vérifier le niveau d'huile de chauffage			
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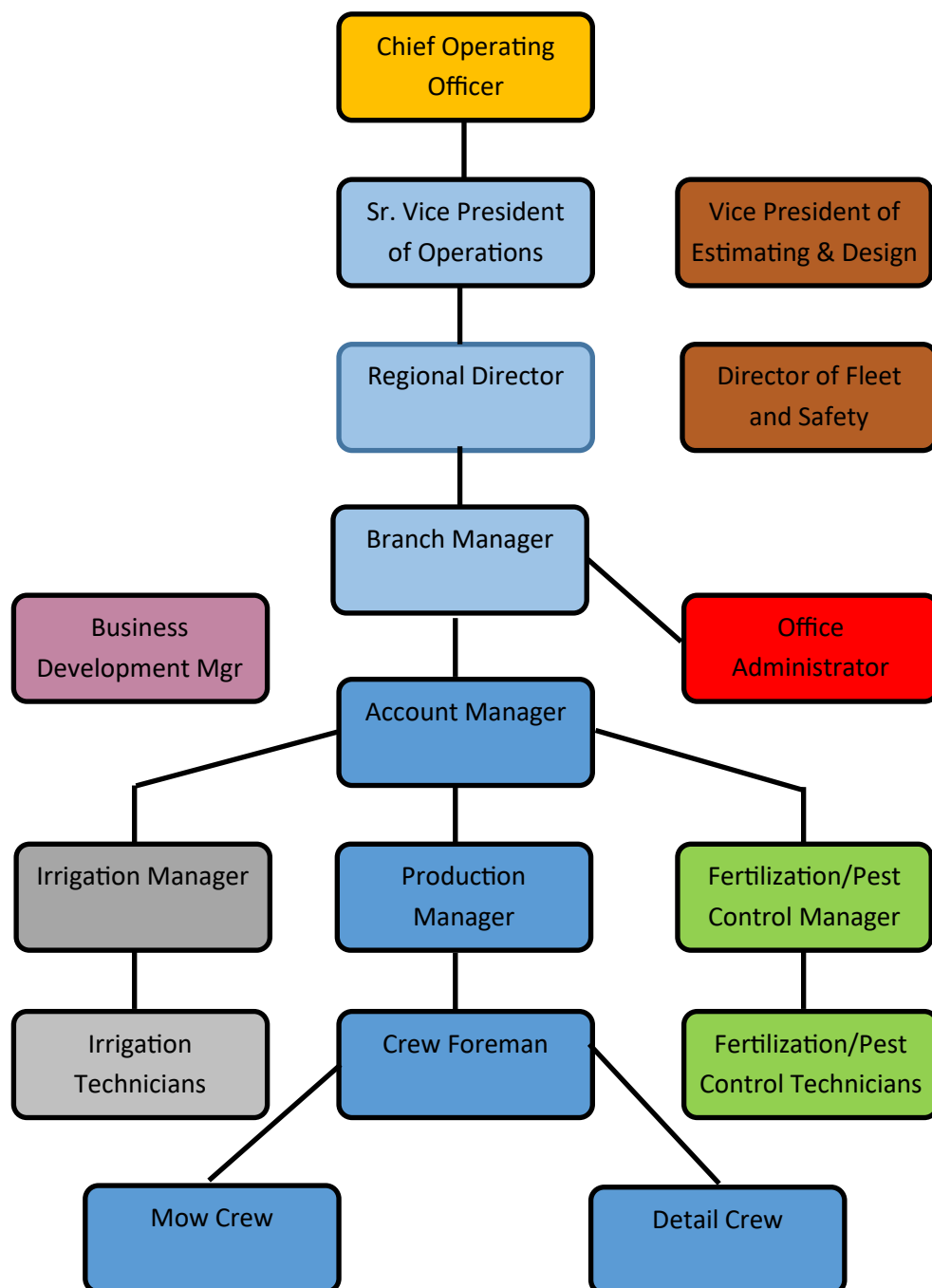


Key Management & Personnel

Personnel

Corporate Structure

United Land Services operates with a multi-layered accountability system, extending from our CEO to our crew members. This structure ensures robust support for our team and delivers top-notch service to our clients. By setting clear expectations, providing training, and fostering a culture of excellence, we empower each member to excel in their role, guaranteeing professionalism and quality in every interaction. Our commitment to accountability not only strengthens internal cohesion but also ensures that clients receive the utmost satisfaction in every project.



Personnel

Meet Your Leadership Team

United Land Services has diligently prioritized hiring top-quality staff members since 2002. This commitment ensures that we consistently deliver superior services and maintain open, effective communication channels with our clients. Our dedicated team remains the cornerstone of our success, driving excellence in every aspect of our operations.

Regional Vice President

-Jason Ackman

-Oversees all landscape maintenance and installation for the central Florida regions.

Regional Director

-Brett Perez

-Oversees all United Operations in the Region and Offers Assistance to Local Branches.

Branch Manager

-Thomas Mootz

-Leads all teams out of the Brandon Branch. Is responsible for operation at your community.

Account Manager

-Christi Cochran

-Onsite Management for all crews and primary point of contact for the community.

Business Development Manger

-Kyle DuBois

-Works with the district to ensure a smooth onboarding process and secured partnerships.

Director of Fleet and Safety

-Tom Enright

-Develops a comprehensive safety plan company wide. Provides capitol resources for all branches.

Bob Blandford

Chief Executive Officer



Bob Blandford leads our team as an accomplished executive with more than 25 years of experience in the landscape industry. Bob believes in our mission, our people, and our products as well as providing the best possible customer service. He is driven to do whatever it takes to be the best partner with the best company culture in the business.

Experience

2019 – Present

United Land Services – Chief Executive Officer

- Oversee executive leadership, public relations of the company and all company-related training
- Effectively manage a team of more than 450 employees in 8 different locations throughout the Southeast
- Develop and accomplish short-term goals and long-term objectives that further the company's growth

1998 - 2019

United Landscapes – Owner

At the age of 16, Bob Blandford started working for a commercial lawn maintenance company servicing customer such as Barnett Bank, TPC Sawgrass, and Jacksonville Golf and Country Club. In 1998, he went into business for himself, performing all facets of commercial construction and maintenance. Over the years, Bob built a company that now employs over 400 employees. They service customers such as HOA, CDD, commercial developers, and ten different national home builders. Bob Blandford also holds a Commercial Building Contractor's License and a Florida Irrigation License.

Licenses & Skills

- *Certified General Contractor*
- *Certified Pest Control Operator*
- *Certified Irrigation Contractor*
- *Certified Dealer In Agriculture*
- *Leadership & Growth Mindset*
- *Business Strategy & Planning*

Contact

12276 San Jose Blvd. Ste, 747
 Jacksonville, FL 32223
 904-829-9255
bblandford@unitedlandservices.com

Ray Leach

Chief Operating Officer



Ray Leach is the driving force behind the day-to-day operations. At United Land Services his role includes law and finances, strategic planning, analytical thinking, business development and operations management. His extensive knowledge in the landscape industry has made Ray a successful, demonstrated leader over his 30-year industry tenure.

Experience

2021 - Present

United Land Services – Chief Operating Officer

- Formulate business strategy with others in the executive team
- Design policies that align with overall strategy
- Implement efficient processes and standards
- Coordinate labor operations and find ways to ensure customer retention
- Ensure compliance with local and state laws
- Evaluate risk and lead quality assurance efforts
- Oversee expenses and budgeting to help the organization optimize costs and benefits

1994 - 2021

Southern Scapes – President

- Directing and overseeing an organization's budgetary and financial activities
- Analyzing performance indicators, financial statements and sales reports
- Implement efficient processes and standards
- Coordinate labor operations and find ways to ensure customer retention
- Ensure compliance with local and state laws
- Evaluate risk and lead quality assurance efforts
- Identifying areas to cut costs while improving programs, performance and policies

Licenses & Skills

- Certified Irrigation Contractor
- Strategic Planning & Execution
- Personnel Development
- Acquisition Integrations

Contact

12276 San Jose Blvd. Ste, 747

Jacksonville, FL 32223

904-829-9255

rleach@unitedlandservices.com

[linkedin.com/in/ray-leach-8bb505174/](https://www.linkedin.com/in/ray-leach-8bb505174/)

Brett Perez

Regional Manager of Maintenance



Brett serves as our South Florida Regional Manager of maintenance. He has extensive knowledge in the green industry. Brett brings over 16 years of experience to the table. He takes pride in his attention to detail and customer service, a quality that he instills throughout his entire team. He strives to meet and exceed the needs of every customer, no matter how big or small.

Experience

2023 - Current

United Land Services – Regional Manager

- Achieving business goals and revenue targets.
- Overseeing daily operations, managing budgets, and setting performance objectives.
- Recruiting, training, and supporting branch managers
- Developing and implementing best practices in the green industry
- Planning, evaluating, and optimizing operations to be efficient and cost-effective.
- Dealing with escalated customer issues and incident reports.

2023- 2023

Benchmark Landscaping –Chief Operating Officer

- Formulate business strategy with others in the executive team
- Design policies that align with overall strategy
- Implement efficient processes and standards
- Coordinate labor operations and find ways to ensure customer retention
- Ensure compliance with local and state laws

2021-2023

Inframark Management Services - Area Field Director

- Lead staff by communicating job expectations; planning, monitoring, and appraising job results;
- Design, develop, implement strategic site standards to address the Company's standards and client requirements.
- Instructing field crews on season specific work such as fall pruning, fertilizations, weed treatments, mulching, etc.

2015- 2021

Yellowstone Landscape -Branch Manager

2013-2015

Austin Outdoor -Branch Manager

2010-2012

Buckhorn Springs Golf and Country Club -Golf Course Superintendent

Education

B.S. of Science

Turf Science

University of Florida

Licenses & Skills

- Organization
- Problem solving
- Teamwork
- Leadership

Contact

813-784-1162

bperez@benchmarklandscapingfl.com

Thomas Mootz

Branch Manager



Thomas has been in the Green Industry for 23+ years. He has an extensive background and experience in landscape management. Thomas takes pride in his attention to detail and customer service, a quality that he instills throughout his entire branch. He strives to meet and exceed the needs of every customer, no matter how big or small.

Experience

2023- Present

United Land Services – Branch Manager

- Ensure that the quality and efficiency of our landscape maintenance programs meets clients and company standards
- Manages the Tampa branches and key accounts to implement quality, consistency and safety.
- Helps branch to meet and exceed growth targets and achieving company goals
- Oversees the Account Managers on a daily basis to ensure our properties are receives the attention needed and requested by clients

2021-2023

Benchmark - Operations, Irrigation and Enhancement Manager

- Develops and maintains long-term relationships with customers oversee and coordinate all operations
- Leading, facilitating or assisting in the resolution of customer problems or concerns
- Responsible for setting objectives, managing policies and revenue growth
- Implement efficient processes and standards
- Coordinate labor operations and find ways to ensure customer retention
- Ensure compliance with local and state laws
- Evaluate risk and lead quality assurance efforts

2008-2021

Nuleaf - Account Manager, Irrigation and Enhancement Manager

- Manage all personnel needs, and HR related matters•
- Scheduling equipment maintenance, truck processes to maximize daily efficiencies, safety training, and company morale
- Responsible for setting objectives, managing policies and revenue growth
- Implement efficient processes and standards
- Created schedules for personnel, including PTO related matters•

Education

2002-03

University of Wisconsin

Baraboo, WI

Licenses & Skills

- Irrigation Install and Maintain
- Creativity
- Leadership
- Organization
- Teamwork
- Strategic Planning
- Client Resolution

Contact

407-460-9646

tmootz@unitedlandservices.com

Cristi Cochran

Account Manager



Cristi has over 30 years experience in the industry. She will serve as the primary contact for United Land Services clients. She builds and sustains long-term relationships, focusing on both client retention and ancillary upgrades. while providing oversight for field operations. Cristi supervises the Production Manager, who directly manages all field operations and Crew Leaders. As a unified group, they are responsible for coaching and developing team members.

Experience

2023 - Present

United Land Services Account Manager

- Develops and maintains long-term relationships with customers
- Develops and maintains a schedule to perform “site walkthroughs” during formal meetings with customers to ensure quality and service expectations are met
- Leading, facilitating or assisting in the resolution of customer problems or concerns
- Proactively presenting site enhancement ideas to existing customers
- Participating in branch meetings and assist the Branch Manager or Assistant Branch Manager in overall leadership of branch

2020-2023

Merit Landscape Solutions of Texas – Branch Manager

- Hired, trained and developed maintenance crews to work efficiently and safely.
- Used the latest industry technology and applications to manage teams, schedule crews, calculate and track hours to keep budget.
- Manages the branch and key accounts to implement quality, consistency and safety.
- Helps branch to meet and exceed growth targets and achieving company goals
- Oversees the operations, irrigation and fertilization departments

2019-2020

Rolling Green Landscape – Operations Manager

2016-2019

LandCare - Branch Manager

2015-2016

LandCare Account Manager

2012-2015

Brightview Account Manager

2010-2012

Brickman Project Director

Licenses & Skills

- Communication
- Leadership
- Organization
- Problem solving
- Teamwork

Contact

904-557-6412

ccochran@unitedlandservices.com



Certifications

Certification

Your Agronomics and Irrigation Specialists



St. Johns County Authorized Contractor



License No: BL-4240
BLANDFORD, ROBERT J
FLORIDA ULS OPERATING LLC DBA UNITED
LANDSCAPES
DOB: 7/31/1975
Issued: 10/3/2023
Expires: 9/30/2025

* License valid through expiration date, unless sooner disqualified *



Certification

Your Agronomics and Irrigation Specialists



Your Agronomics and Irrigation Specialists



CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0C36861 New York-Alliant Ins Svc Inc 101 Park Ave 14th Fl New York, NY 10178	CONTACT NAME: Stephanie Kearney PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: stephanie.kearney@alliant.com
	INSURER(S) AFFORDING COVERAGE INSURER A: Federated Mutual Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Florida ULS Operating LLC 12276 San Jose Blvd Suite 747 Jacksonville, FL 32223	NAIC # 13935

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:	X		1855494	3/31/2025	3/31/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			1855494	3/31/2025	3/31/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$			1855495	3/31/2025	3/31/2026	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
A	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N N	N / A	1855496	3/31/2025	3/31/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Re: Ft. Pierce Branch.

Verano #1 Community Development District is an Additional Insured Subject to the Conditions of the Additional Insured - Owners, Lessees or Contractors - Automatic Status when required in Construction Agreement with you Endorsement for General Liability.

CERTIFICATE HOLDER

CANCELLATION

Verano #1 Community Development District 5385 N Nob Hill Rd. Sunrise, FL 33351	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Development Strategy

Phased Development Strategy

Best Management Practices

This is a custom designed plan using Florida Best Management Practices to exceed your desired look for this property. We have outlined the initial tasks that our Landscape Maintenance teams will perform as we begin our partnership regarding this property.

We have broken the tasks down into distinct phases to cover the first 90 days of this transition. This will provide an easy way to monitor and measure our progress as we formulate our joint strategy for the best results.



Premier Landscape Platform



A Reputation of Excellence



Full-Suite of Services



Experienced Management Team



Relationship-Oriented Service

Phased Development Strategy

Plan of Action

Phase I (Days 1-30)

- Meet with Property Manager and Board Committee Members to review our Three Phase Plan and Scope of Work.
- Complete an Irrigation Evaluation of system and report deficiencies and needed corrective actions.
- Establish consistent schedule for mowing, detailing and agronomics and implement accordingly.
- Perform first turf fertilizer application if possible (Blackout Period).
- Identify any areas of concern and concentrate efforts for immediate improvement. (Entrance features, weeding beds, sidewalk edging)
- Spot treat weeds in turf areas where needed.
- Formulate options for turf areas needing restoration.
- Implement weed control program in planting beds.
- Fertilize weak shrubs throughout the property.
- Start insect and disease program on all plant material.
- Evaluate the health of ailing plant material and propose improvement plan.
- Discuss any site-specific enhancement ideas.
- Perform monthly walk with Property Manager and Community Members.



Phased Development Strategy

Plan of Action

Phase 2 & 3 (Days 31-90)

- Examine Phase I results and modify “Plan of Action” if necessary.
- Carry on with Irrigation Inspections and Improvements.
- Carry on with Scheduled Maintenance plan i.e., mowing, blowing, and edging.
- Evaluate need for second turf fertilization dependent on condition and time of year (Blackout period).
- Carry on with weed control applications in both turf and plant beds.
- Evaluate insect and disease program and make necessary adjustments.
- Implement approved site-specific enhancements.
- Perform monthly walk through with Property Manager and continue to identify areas of opportunity or concern.



Scope of Services:

EXHIBIT A

SCOPE OF SERVICES

PART 1

GENERAL LANDSCAPE MAINTENANCE

1) MOWING – All grass areas will be mowed on the following schedule:

MAY 1 – NOVEMBER 1 – Once a week

NOVEMBER 1 – MAY 1 – Once every two weeks

This schedule estimates that there will be **40 cuts annually for St. Augustine**, **38 cuts annually for Bahia** based on standard growing periods in Florida. Each mowing should leave the **Bahia** grass at a **height of three (3) to three and one half (3 1/2) inches (Maximum height is 4 inches)**, **Paspalum** at a **height of one (1) to one and one half (1 1/2) inches (Maximum height is 2 inches)** to encourage deeper root grow and **St. Augustine** at a **height of three and one half (3 1/2) to four (4) inches (Maximum height is 5 inches)**.

Rotary Mowers are preferred for heights above one (1) inch and Reel type mowers for heights below one (1) inch. All mowing done in the pool area must be done with a push mower to not damage any of the district turf.

All blades shall be kept sharp at all times to provide a high-quality cut and to minimize disease. The Board of Supervisors of Shell Point requires mowers to be equipped with a mulching type deck. Clippings may be left on the lawn as long as **no readily visible clumps remain on the grass surface** thirty-six hours after mowing. **Large clumps of clippings will be collected and removed by the Contractor as part of regular maintenance.**

In case of fungal disease outbreaks, the clippings will be collected until the disease is under control. **Trash must be picked up before mowing** and not shredded with the lawn mower and left behind especially in the pond areas. Mowing should be kept away 1 foot from homeowners' fences to maintain

uniformity. **The Contractor shall restore any noticeable damage caused by the Contractor's mowing equipment within twenty-four hours from the time the damage is caused at the Contractor's sole cost and expense.**

The Contractor shall be responsible for training all its personnel in the technical aspects of the Shell Point Landscape Maintenance and Irrigation Program and general horticultural practices.

This training will also include wetland species identification as it relates to pond banks and wetland areas. The Contractor shall be held responsible for all damage to wetlands, littoral shelves, mitigation areas and uplands due to mowing/fertilizing, etc.

The Contractor is responsible for vehicular safety within the community and **shall use the proper warning safety equipment, including orange safety cones, at all times.** Any motorized equipment used on the road ways of the community must be legally equipped.

Weekend work is permitted when necessary upon prior approval.

1A) POND MOWING - All ponds identified as such on the overall Shell Point Maintenance **Exhibit B** shall be mowed incorporating the same mowing schedule as the common areas stated above. Each mowing shall leave **the grass at a height of four (4) to four and one half (4 1/2) inches.** Pond banks will be mowed 1 foot away from the bank of the pond (grassy edge). Mowers must blow all clippings away from the water's edge.

Line trimming will be used in areas that are not mowed by mowers, exactly 1 foot from the bank of the pond (grassy edge). It includes water's edge and line trimming of drainage structures shall occur each and every time the pond is mowed. Careful attention must be paid to trimmer height on pond banks so as not to scalp at the crest of the pond bank and increase the chances for pond bank erosion. All pond erosion caused by negligence is at the Contractor's expense to fix.

Also when line trimming to water's edge, Contractor shall be extremely careful not to scalp at the water's edge also increasing chances of pond bank erosion. Line trimming height shall be the same as mowing height (if not slightly higher). The Contractor shall be careful to keep trimmings from entering water. **Excessive clippings shall be hand removed.** Trash of any kind and other debris within 2 feet

from water's edge when ponds are full of water or from receded water shall be removed & disposed of by the Contractor during every normal service event.

All pond erosion must be reported immediately via email to Inframark Managers and the Board of Supervisors of Shell Point within 24 hours of discovery. Actual photos must be included in the email. Failure to do so will result in liability to the Contractor for damages to the ponds.

2) EDGING AND TRIMMING – All hard-edged areas (curbs, sidewalks, bike paths, nature trails, etc.) and soft-edged areas (tree rings, shrub and groundcover bed lines) shall be edged during each mowing event. All edging shall be performed to the sole satisfaction of the Board of Supervisors of Shell Point. **Chemical edging shall not be permitted anywhere on property.**

AT NO TIME SHALL LAWN BE ALLOWED TO GROW IN AN UNSIGHTLY MANNER. SHOULD THIS OCCUR, CONTRACTOR AGREES TO CORRECT WITHIN FORTY-EIGHT HOURS OF NOTICE BY BOARD OF SUPERVISORS OF SHELL POINT AT NO ADDITIONAL COST.

3) TREE, PALM TREE AND SHRUB CARE – **All trees includes deciduous trees.** Trees shall be **pruned when dormant** to ensure proper uniform growth. All **evergreen trees** shall be pruned in the **early summer and fall** to ensure proper growth and proper head shape. Once per year, central leaders shall be maintained and interfering or crossed limbs shall be removed. Sucker growth at the base of the trees shall be removed by hand continuously throughout the year. **Aesthetic pruning** shall consist of the **removal of dead and/or broken branches as often as necessary** to have trees appear neat at all times. Branches will be pruned just outside the branch collar. **Tree pruning is included in the price of regular maintenance.**

Branches and limbs shall be kept off buildings (including roofs), signage structures, play structures, fences & walls as well as pruned to keep street lights and traffic signage from being blocked. Additionally, on an as-needed basis, all trees shall be trimmed or pruned over sidewalks, nature trails, parking lots, driveways & roadways so as not to interfere with pedestrians, cars or other vehicles. (This is to include maintaining at all times a minimum of ten to fifteen (10-15) feet (but shall vary according to DOT specs) of clearance under all limbs depending on location and species of tree.)

All shrubs will be pruned as necessary to retain an attractive shape and fullness, removing broken or dead limbs as necessary to provide a neat and clean appearance.

Shrubs shall not be clipped into balled or boxed forms unless such forms are required by design. Shrubs shall be pruned in accordance with the intended function of the plant in its present location. Flowering shrubs shall be pruned immediately after the blossoms have cured with top pruning restricted to shaping the terminal growth. All pruning shall be done with horticultural skill and knowledge to maintain an overall acceptable appearance consistent with the current aesthetics of Shell Point. The Contractor agrees that pruning is an art that must be done under the supervision of a highly trained foreman and shall make provisions for such supervision. Individual plants pruned into rounded balls or unnatural shapes will not be allowed. All clippings and debris from pruning will be carted away at the time pruning takes place. **Shrub pruning is included in the price of regular maintenance.**

All palms shall receive pruning as often as necessary to appear neat and clean at all times. Price for this service is included in the monthly fees. The timing of the Palm pruning to be coordinated via email with Inframark Managers and the Board of Supervisors of Shell Point during monthly reports by Contractor's manager. This includes brown and/or broken fronds and inflorescence. Removal of green or even yellowing fronds is unnecessary. Fronds should be removed only once they turn brown or become broken or are disrupting flow of pedestrian/vehicular traffic or are hanging on architectural structures. Fruit pods shall be removed prior to development. Tarpaulins shall be used in areas where date palms and other palm fruits may stain sidewalks & pavement including, but not limited to, pool decks. "Hurricane" palm pruning shall never be allowed without prior written approval from the Board of Supervisors of Shell Point. **Palm tree pruning is included in the price of regular maintenance.**

4) WEEDS AND GRASSES – All groundcover and turf areas shall be kept reasonably free of weeds, grasses and trash, and be neatly cultivated and maintained in an orderly fashion at all times. Weeds and grasses may require applications of pre & post emergent herbicides as part of fertilizer mixtures and post-emergent herbicide spot treatments on an as-needed basis. Condition of turf is to be reported to the Board of Supervisors of Shell Point at its monthly meetings by Contractor's manager.

All shrub and bed areas shall be maintained with each mowing service by removing all weeds, trash and other undesirable material and debris to keep the area neat and tidy. All ornamental beds, hedge

areas and tree rings shall be kept weed (and sod) free throughout the year. This is to be accomplished through hand pulling or the careful application of a post-emergent herbicide.

AT NO TIME SHALL POST-EMERGENT HERBICIDES BE PERMITTED WHEN WEEDS HAVE ESTABLISHED THEMSELVES AS TO DOMINATE PLANTING BEDS. HAND PULLING MUST BE PERFORMED.

NON-SELECTIVE, POST-EMERGENT HERBICIDES SHALL NEVER BE USED TO CONTROL WEED/SOD GROWTH AROUND STRUCTURES OF ANY TYPE (I.E. STREET SIGNS, UTILITY BOXES, STREET LIGHTS, PAVEMENT, ETC.) THE FIRST OFFENSE WILL RESULT IN A VERBAL WARNING; THE SECOND OFFENSE WILL RESULT IN A SECOND VERBAL WARNING AND THE BOARD OF SUPERVISORS OF SHELL POINT WILL BE NOTIFIED; THE THIRD OFFENSE MAY TERMINATE THIS CONTRACT FOR CAUSE AT THE BOARD OF SUPERVISORS OF SHELL POINT'S DISCRETION.

The Contractor shall be responsible for the replacement of ornamental plants killed or damaged by herbicide application. All fence lines shall be kept clear of weeds, undesirable vines and overhanging limbs.

5) MAINTENANCE OF PAVED AREAS – All paved areas shall be kept weed free. This may be accomplished by mechanical means (line trimmer) or by applications of post/pre-emergent herbicides. **Weeds greater than two (2) inches in height or width shall be pulled from paved areas, not sprayed. No sprays with dyes may be used on any paved areas.**

6) CLEAN UP – At no time will the Contractor leave the premises after completion of any work in any type of disarray. **All clippings, trimmings, debris, dirt, trash or any other unsightly material shall be removed promptly upon completion of work. The Contractor shall use his own waste disposal methods, never the property dumpsters. Grass clippings blown off of sidewalks, streets and curbs shall be blown into turf areas, never into mulched bed areas as these are to be maintained free of grass clippings.**

NO CLIPPINGS SHALL BE BLOWN DOWN CURB INLETS.

7) REPLACEMENT OF PLANT MATERIAL – Tree, palm tree and shrubs in a state of

decline should immediately be brought to the attention of Inframark Managers and the Board of Supervisors of Shell Point via email along with photos. Dead or unsightly plant material shall be removed immediately as part of regular maintenance. The Contractor shall be solely responsible for replacement of trees, shrubs, palm trees, groundcover, and turf, if due to Contractor's negligence and/or failure to report damages. New plant material shall be guaranteed for a period of one (1) year for all trees, plants, and turf after planting. Replacement of trees, plants and turf to be done during the rainy season, especially in areas without irrigation.

8) INCLEMENT WEATHER - If Contractor misses a service due to inclement weather or any other reason, the Contractor is required to make up service the same week.

9) LIABILITY - Liability for damaging trees, palm trees, shrubs, plants, groundcover and turf at Contractor's expense due to damage on their own negligence, inaction to fix a damage and/or failure to report any damage with photos via email within 24 hours to Inframark Managers and the Board of Supervisors of Shell Point. **Replacement of trees and turf to be done during rainy season especially in areas with no irrigation at Contractor's expense. All charges for removal of trees, palm trees, shrubs, plants, groundcover and turf and replacing of trees, palm trees, shrubs, plants, groundcover and turf at Contractor's expense including labor.** All new planting includes a 12 month warranty. Must inform via email Inframark Managers and the Board of Supervisors of Shell Point of any damage of trees, palm trees, shrubs, plants, groundcover, turf and pond erosion within 24 hours after discovery with photos. Failure to do so will result in liability for damage for any trees, palm trees, shrubs, plants, groundcover, turf and pond erosion

10) REPORTS:

- a) Any natural damages or damages caused by Contractor's staff must be reported within 24 hours of discovery. Send an immediate email to Inframark Managers and Board of Supervisors of Shell Point with photos of damage. Failure to do so will result in liability at Contractor's expense. **(See it, report it)**
- b) Monthly meetings – Contractor's Manager will attend in person monthly meetings to report health of current landscape, issues and damages encountered.

PART 2

FERTILIZATION

The Contractor shall fertilize the turf 6 times a year. **The cost is part of the monthly premium.** The Contractor must follow all provisions of the Hillsborough County Fertilizer Ordinance (Fertilizer Ordinance 24-197), as they may be amended from time to time, in addition to the Environmental Protection Commission (EPC) Rules 1-15. It is further recommended that those practices outlined in the Hillsborough County Fertilizer Rule be followed. Highlights of that rule are listed below.

NO PERSON SHALL APPLY FERTILIZERS CONTAINING NITROGEN AND/OR PHOSPHORUS TO TURF AND/OR LANDSCAPE PLANTS DURING A PERIOD FOR WHICH THE NATIONAL WEATHER SERVICE HAS ISSUED ANY OF THE FOLLOWING ADVISORIES FOR ANY PORTION OF HILLSBOROUGH COUNTY:

- 1) A SEVERE THUNDERSTORM WARNING or WATCH**
- 2) A FLOOD WARNING or WATCH**
- 3) TROPICAL STORM WARNING or WATCH**
- 4) HURRICANE WARNING or WATCH**
- 5) IF RAIN GREATER THAN OR EQUAL TO TWO INCHES IN A 24-HOUR PERIOD IS FORECASTED.**

All turf shall be fertilized according to the following IFAS Guidelines for a high maintenance level for central Florida turf: (per BMP guidelines and University of Florida IFAS Extension, Central Florida is determined by anything south of a line running east-west from coast to coast through Ocala and north of a line between Tampa & Vero Beach.)

All St. Augustine Sod:

February - A complete fertilizer based on soil tests + PreM

April - Nitrogen (soluble Nitrogen applied at 0.5 lbs. N/1000 SF)

May - SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF)

July - Fe For foliar application, use ferrous sulfate (2 oz. /3-5 gal. H₂O/1,000 SF)

August - SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF)

October - A complete fertilizer based on soil tests + PreM

All Bahia Sod:

March - A complete fertilizer based on soil tests + Pre M

April - Nitrogen (soluble Nitrogen applied at 0.5 lbs. N/1000 SF)

June - SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF)

August - Apply Supplemental **Iron sulfate or chelated iron in liquid applications**

October – A complete fertilizer based on soil tests.

All Paspalum Sod:

March - A complete fertilizer based on soil tests + PreM

April - N (Soluble Nitrogen applied at .5 lbs. N/1000 SF)

May - SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF)

July - A complete fertilizer based on soil tests

August - Fe (for foliar apps, use ferrous sulfate @ 2 oz. /3-5 gal H₂O/1000 SF).

If Fe is applied to an acidic soil, use 1 lb. of iron sulfate/1000 SF.

If soil is calcareous, use the container label recommended rate of an iron chelate.)

September - SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF)

November - A complete fertilizer based on soil tests + PreM

The Contractor shall submit fertilizer labels to Inframark Managers for approval prior to application.

At times, environmental conditions may require additional applications of nutrients, augmenting the above fertilization programs to ensure that turf areas are kept uniformly GREEN, healthy and in top condition. It shall be the responsibility of the Contractor to determine specific needs and requirements. The Contractor must notify via email immediately Inframark Managers and the Board of Supervisor of Shell Point when these additional applications are needed. Actual photos of each site must be provided with the actual cost of fertilization and labor. The cost for these additional fertilizations must be presented before the Board of Supervisors of Shell Point for approval before commencing any work. **These additional fertilizations are not included in the monthly premium and will not be considered as an emergency situation.**

Fertilizers containing iron shall be removed from all hard surfaces to avoid staining before the sprinklers are activated after application of the fertilizer. Any stains caused by a failure to do so will be the responsibility of the Contractor to remove it at its own expense.

Soil test samples shall be taken twice a year by the Contractor to determine the presence of Phosphorus and whether changes in the fertilizer pH or formulations are required. Test results will be provided via email to Inframark Managers and the Board of Supervisors of Shell Point. Should changes be of merit, the Contractor shall notify via email Inframark Managers and the Board of Supervisors of Shell Point in writing prior to the implementation of such changes.

Fertilizer shall be applied in a uniform manner. If streaking of the turf occurs, correction will be required at no additional cost to Shell Point. Fertilizer shall be swept/blown off of all hard surfaces onto lawns or beds in order to avoid staining.

IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO REMOVE ANY STAINS FROM ANY HARD SURFACES ON THE PROPERTY CAUSED BY ITS NEGLIGENCE OF FERTILIZER APPLICATION.

Fertilizer shall not be applied within ten (10) feet from the landward extent of any surface water.

Spreader deflector shields are required when applying fertilizer by use of any broadcast or rotary spreader. Deflector shields must be positioned such that fertilizer granules are deflected away from all impervious surfaces and surface waters.

SHRUB, TREE & GROUND COVER FERTILIZATION:

For purposes of bidding, All SHRUBS, GROUND COVERS and TREES shall be fertilized as follows:

- Four (4) Times a year on March, June, September, and November.
- Based on soil test results, use a complete fertilizer formula based on a rate of 4-6 lbs. N/1000 sq. ft./year. **A minimum 50% Nitrogen shall be in a slow-release form.**
- **The cost is part of the monthly premium.**

Fertilizer shall be applied by hand in a uniform manner, broadcast around the plants, but never in direct contact with stems or trunks. Fertilizer shall never be piled around plants. All fertilizer remaining on the leaves of the plants is to be brushed or blown off.

IT IS THE CONTRACTOR'S RESPONSIBILITY TO REPLACE ANY PLANT MATERIAL DAMAGED BY FERTILIZATION BURN DUE TO ITS NEGLIGENCE.

PALMFERTILIZATION:

All Palms shall receive 1 1/2 pounds of 8N-2P2O5-12K2O+4Mg with micronutrients per 100 SF of palm canopy four times per year on March, June, September, and November. One hundred percent (100%) of the N, K & Mg **MUST** be in slow release form. All micronutrients must be in water soluble form. Fertilizer shall be broadcast evenly under the dripline of the canopy but must be kept at least 6" from the palm trunk. **The cost is part of the monthly premium.**

Fertilization services are included in the price of this contract except for additional fertilization. It includes shrubs, trees, palm trees, groundcover, plants and turf. Contractor is also responsible for weed control as part of this contract. The Contractor shall pay for chemicals used in fertilization. Please list all chemicals that you will include in your fertilizer applications in **Exhibit E** of the bid form. Also include the cost of these chemicals as part of the fertilizer application.

Contractor must notify via email Inframark Managers and the Board of Supervisors of Shell Point five (5) working days in advance of the day the property is scheduled to be fertilized.

The Contractor shall provide in advance Inframark Managers with all fertilizer analysis tags from the fertilizer in order to verify correct formulation and quantity. Failure to provide fertilizer analysis tags will result in reduction of monthly premiums.

REPORTS:

- a) Any damages caused by Contractor's staff as a result of fertilizer applications must be reported within 24 hours of discovery. Send immediate email to Inframark Managers and Board of Supervisors of Shell Point with photos of damage. Failure to do so will result in liability at Contractor's expense. **(See it, report it)**

- b) Monthly meetings – Contractor’s Manager will attend in person monthly meetings to report health of current plants, soil test results, fertilization schedule dates and tags information, issues and damages encountered.

PART 3

PEST CONTROL

Insects and Disease in Turf - Any areas that require pest control (insects and disease in turf, trees, palm trees, plants and shrubs) services must be identified and reported immediately via email to Inframark Managers and the Board of Supervisors of Shell Point. Actual photos of site infestation or disease must be included in the email. Insect and disease control spraying on turf shall be provided by the Contractor every month with additional spot treatment as needed. **The cost is part of the monthly premium.**

The Contractor is responsible for the identification and eradication/control of disease and insect damage including but not limited to: scale, mites, fungus, chinch bugs, grubs, nematodes, fire ants, mole crickets, etc. The Contractor shall pay for insecticides, fungicides, inoculations, granules and baits. Please list all insecticides, fungicides, inoculations, granules and baits that you will include in your applications in **Exhibit E** of the bid form. Also include the cost of these insecticides, fungicides, inoculations, granules and baits as part of the Pest Control application. Any anticipated additional treatments shall also be included in the Pest Control portion of **Exhibit E**.

Insects and Disease Control for Trees, Palms and Plants - The Contractor is responsible for treatment of insects and diseases for all plants. The appropriate insecticide or fungicide will be applied in accordance with state and local regulations, and as weather and environmental conditions permit. The Contractor shall pay for chemicals. There are several afflictions that may be detrimental to the health of many trees and palms. The Contractor will be fully responsible in the treatment of such afflictions. This may include the quarterly inoculation of all palms susceptible to Lethal Yellowing and/or Texas Phoenix Palm Decline. The cost of these inoculations should be included as a separate line item in your Pest Control price. The Contractor is to identify those species of palms susceptible and supply a list of species and quantities with proposal. Each susceptible palm shall receive quarterly injections. Each injection site/valve can be used only twice. The third quarterly injection requires a new valve and injection site. The Contractor is asked to provide cost per injection (material & labor)

multiplied by quantity of susceptible palms multiplied by four inoculations per year in **Exhibit E** of the bid form. **The cost is part of the monthly premium.**

The Contractor is required to inspect all landscaped areas during each visit for indication of pest problems. Any problems must be reported to Inframark Managers and the Board of Supervisors of Shell Point via email with photos attached within 24 hours of discovery. When control is necessary, it is the responsibility of the Contractor to properly apply low toxicity and target-specific pesticide. If pesticides are necessary, they will be applied on a spot treatment basis when wind drift is a threat.

Careful inspection of the property on each visit is crucial to maintaining a successful program. It is the Contractor's full responsibility to ensure that the person inspecting the property is properly trained in recognizing the symptoms of both insect infestations and plant pathogen damage (funguses, bacteria, etc.). It is also the Contractor's responsibility to treat these conditions and inform Inframark Managers and the Board of Supervisors of Shell Point via email with photos attached within 24 hours of discovery.

It shall also be the Contractor's manager responsibility to furnish to Inframark Managers and the Board of Supervisors of Shell Point with a Pest Management Report, which he is to complete at every service as well as all certifications (including BMP Certifications) of all pesticide applicators in monthly meetings. The Contractor shall familiarize itself with all current regulations regarding the applications of pesticides and fertilizers.

If at any time Inframark Managers and the Board of Supervisors of Shell Point should become aware of any pest problems it will be the Contractor's responsibility to treat pest within five (5) working days of the date of notification at Contractor's expense.

FIRE ANT CONTROL

The Contractor is required to inspect property each visit for evidence of fire ant mounds and immediately treat upon evidence of active mounds. In small areas, control can be achieved by individual mound treatment. Active mounds in larger turf areas will require broadcast application of bait.

The Contractor is asked to provide the cost for the annual application of Top Choice in all designated parks and clubhouse finished landscaped and irrigated areas on the Maintenance Map **Exhibit B**. This is not to include lake banks behind the residential properties or between ponds and conservation areas. **Pest control shall be included in the contract amount.**

REPORTS:

- a) Any insect infestation, plant diseases or damages caused by Contractor's staff as result of pest control applications must be reported within 24 hours of discovery. Send immediate email to Inframark Managers and Board of Supervisors of Shell Point with photos of damage. Failure to do so will result in liability at Contractor's expense. (**See it, report it**)
- b) Monthly meetings – Contractor's Manager will attend in person monthly meetings to report health of current plants, pest control schedule dates, issues and damages encountered.

PART 4

IRRIGATION

IRRIGATION SYSTEM MONITORING AND MAINTENANCE

Irrigation System. The Contractor shall inspect and test the irrigation system components one (1) time per month. **The cost is part of the monthly premium.** Areas shall include all the existing irrigation systems.

A. Irrigation Controllers

1. Semi-automatic start of the automatic irrigation controller
2. Check for proper operation
3. Program necessary timing changes based on site conditions
4. Lubricate and adjust mechanical components
5. Test back up programming support devices

B. Water Sources

1. Visual inspection of water source
2. Clean above ground strainers and filters

3. Test each pump at design capacities weekly; inform via email Inframark Managers and Board of Supervisors of Shell Point Manager of any problems immediately.

Contractor shall also confirm weekly that all backflow preventers are on and operating properly.

4. Test automatic protection devices

C. Irrigation Systems

1. Manual test and inspection of each irrigation zone
2. Clean and raise heads as necessary
3. Adjust arc pattern and distance for required coverage areas
4. Clean out irrigation valve boxes

D. Report

1. Irrigation operation time
2. Irrigation start time
3. Maintenance items performed
4. General comment and recommendations

The above list is for routine maintenance and adjustment of the existing irrigation system components and included as part of the monthly premiums. Maintenance, testing and repairing of the sprinkler's spray head and its components are included as part of the monthly premiums.

Locating and repairing or replacing automatic valves or control wires and irrigation controller or pump repairs as well as other larger scale repairs are to be considered additional items. Contractor shall provide a list of additional charges and pricing for such items other than routine maintenance as a separate cost on **Exhibit E** of this bid. This is not part of the Total Annual Price of the Contract.

Any underground water lines damage or leaks are an emergency and must be reported via email to Inframark Managers and the Board of Supervisors of Shell Point immediately along with the cost for repairs and photos. Pending Board of Supervisors of Shell Point approval, repair can begin using the \$5,000 emergency fund. Any cost beyond \$5,000 must be approved by the Board of Supervisors in an emergency meeting with Inframark managers. In emergency situations, meetings are

held without any pay at Shell Point expense. Emergency fund cannot be combined with other emergency funds.

Routine irrigation maintenance is to be completed monthly. Each zone is to be turned on and operated for as long as necessary to verify proper operation. Each head, seal, nozzle and strainer is to be inspected for adjustment and shall be aligned, packed, cleaned and repaired as necessary. Shrubs, groundcovers and turf around sprinkler heads shall be trimmed to maintain maximum clearance at all times for the greatest coverage. **The cost is part of the monthly premium.**

All below ground repairs including valves, pumps and wiring require an estimate for all such repairs. Upon written approval from the Board of Supervisors of Shell Point, Contractor shall proceed. In the event of an emergency, Contractor shall immediately make a diligent effort to contact via email Inframark Managers and the Board of Supervisors of Shell Point, with the approximate cost or estimate of repairs and photos of damage. Pending Board of Supervisors of Shell Point approval, repair can begin using the \$5,000 emergency fund. Any cost beyond \$5,000 must be approved by the Board of Supervisors in an emergency meeting with Inframark managers. In emergency situations, meetings are held without any pay at Shell Point expense. Emergency funds cannot be combined with other emergency funds.

Upon being awarded the contract, Contractor shall have a period of thirty (30) days from date of commencement to perform a thorough audit of the entire irrigation system listing items that need repair/replacement in order for the system to operate properly. A separate audit may be provided by the Contractor listing those items that would improve the irrigation system. Any action taken regarding the Irrigation Audit will be at the Board of Supervisors' discretion.

After the thirty (30) day period has expired and for the duration of the contract, Contractor shall assume responsibility for any and all unreported maintenance deficiencies, including parts and labor, to include sprinkler heads, nozzles, drip, main and delivery lines and any associated fittings. Said repairs shall be performed immediately at the Contractor's expense.

The Board of Supervisors of Shell Point and Inframark Managers shall be notified via email what day and time of the week the irrigation tech will be available servicing the community. The Contractor will keep detailed irrigations reports consisting of run times and correct operation of system. A copy of this

report will be maintained by the Contractor. A copy will also be sent via email to the Board of Supervisors of Shell Point and Inframark Managers, along with the weekly report.

At no time shall the Contractor leave the property knowing of the need for a repair and not reporting it. Failure to report will result in repairs being done at Contractor's expense.

Watering schedules shall meet all government regulations, and zone times will be adjusted depending on job conditions, climactic conditions and all watering restrictions of Hillsborough County or any other governmental agencies. It is the responsibility of the Contractor to ensure the turf and plant material remains healthy. If the Contractor finds that the irrigation system cannot adequately cover the the landscape in the allotted time, it will be the Contractor's responsibility to bring this to the attention of the Board of Supervisors of Shell Point and Inframark Managers immediately along with a remediation solution. The Contractor must apply for a variance. **Violations and/or fines imposed by any local or state agency will be deducted from the Contractor's monthly payment.**

Emergency service shall be available after normal working hours and an emergency telephone/pager number will be provided via email to Inframark Managers and the Board of Supervisors of Shell Point.

Freeze Protection. The Contractor shall describe ability and cost per man per hour to provide freeze protection for both landscape material and pumps/wells. This is not included in the monthly premiums. An estimate must be submitted to the Board of Supervisors of Shell Point and Inframark Managers for approval.

REPORTS:

- a) Any deficiencies or problems with water sources, irrigation systems and controllers must be reported within 24 hours of discovery. Send an immediate email to Inframark Managers and Board of Supervisors of Shell Point with photos of damage. Failure to do so will result in liability at Contractor's expense. (**See it, report it**)
- b) Monthly meetings – Contractor's Manager will attend in person monthly meetings to report audits, recommendations, schedules dates of irrigation system test, deficiencies, issues and damages encountered with the irrigation system.

PART 5

INSTALLATION OF MULCH

Any areas that require mulch must be identified and reported immediately with photos to Inframark Managers and the board of supervisors via email. **All mulching services require an estimate and are not included in the monthly premiums.** After written approval by the Supervisory Board, Contractor shall top dress all currently landscaped areas as shown on the Maintenance Map (landscaped beds, tree rings, parks, etc.) **Exhibit B** with Nonfloating grade Cypress Mulch. In doing so, Contractor shall ensure that all mulched areas are brought to a minimum depth of three (3) inches after compaction. Contractor is responsible for all necessary clean up related to this procedure.

Contractor agrees to provide reasonably neat and defined lines along edges of all mulched areas. This is done to facilitate mechanical edging of these areas. Additionally, Contractor shall properly trench all bedlines adjacent to concrete surfaces. Trenches shall be 3" deep and beveled. Mulched beds on slopes adjacent to turf shall also be trenched to a depth of 3" and beveled to reduce mulch washout.

Mulch shall not be piled around tree trunks or bases of plants. **Any mulch "volcanoes" around tree trunks shall be corrected immediately at no additional cost to Shell Point.** Contractor agrees to ensure that mulch caught in plant material will be shaken or blown from plants, so that upon completion there is no plant material left covered with mulch.

If, after installation is complete and it is determined that additional mulch (Nonfloating Cypress) is required to attain the required 3" depth, sufficient mulch shall be supplied by Contractor at no additional cost to Shell Point.

REPORTS:

- a) Any deficiencies must be reported within 24 hours of discovery. Send immediate email to Inframark Managers and Board of Supervisors of Shell Point with photos of damage. Failure to do so will result in liability at Contractor's expense. **(See it, report it)**
- b) Monthly meetings – Contractor's Manager will attend in person monthly meetings to report recommendations, schedules dates for mulching services, and areas needing mulch.

This item will not be included in the contract amount and shall be invoiced separately the month after service is rendered. Contractor shall provide a price per cubic yard, estimated quantities to

be installed per top dressing (based on his own field measurements) and actual photos of landscape needing mulch with their estimate.

The Board of Supervisors of Shell Point reserves the right to subcontract out any and all mulching events.

PART 6

HURRICANE DAMAGES

This item will not be included in the contract amount (Total Annual Price, Exhibit C) and shall be invoiced separately the month after service is rendered. A hurricane services letter and **Exhibit H** must be sent annually no later than March 30th of every year detailing the actual cost of personnel, equipment and other costs for emergency clean up for approval to the Board of Supervisors and Inframark Managers.

In the event of a hurricane, after conditions are safe, a twenty-four (24) hour report to include damage to ponds, trees, shrubs, plants, turf, mulch and fences in Shell Point must be reported to the Board of Supervisors of Shell Point and Inframark Managers via email. Photos of actual damage must be included in the report. Use **Exhibit H** as apart of the report. Fallen and damaged trees that are unsafe are authorized to be removed and work on immediately using the \$ 5,000 emergency health and safety fund only. This emergency health and safety fund cannot be combine with other emergency funds.

Survival of the trees is imperative. Liability for dead trees due to inaction or negligence by the Contractor applies and the Contractor will be solely responsible for labor, trees, and palm trees replacement. Replacement of trees, shrubs, plants, groundcover, palm trees and turf will be done during the rainy season, especially in areas without irrigation. A 12 month warranty is included in salvaging and replacing trees.

Any damage to turf, pond erosion and removal of debris work must be submitted to the Board of Supervisors of Shell Point for approval. Emergency meetings with the Board of Supervisors of Shell Point and Inframark Managers can be scheduled at last minute for hurricanes aftermath decisions. In emergency situations, meetings are held without any pay at Shell Point expense.

EXHIBIT B
LANDSCAPE MAINTENANCE MAP



Plan and Pricing

Custom Approach to Scope of Services at Shell Point CDD

General Requirements

- ULS is prepared to acquire any and all necessary equipment if not already owned to fulfill the contract requirements.
- An Account Manager will be assigned to the account who will serve as the main point of contact for the District / Owner.
- Field employees will be dressed in ULS branded uniforms at all times. Field crew members are required to wear dark green uniform shirts and ULS branded hi-viz yellow safety vests along with work style boots.
- All ULS vehicles will be clearly marked with our logo.
- A code of conduct and employee handbook outlining policies is provided to employees at the time of hire. Employees are required to review the handbook and sign an acknowledgement form stating they agree to it's content.
- PPE is provided to employees, and required for use at all times. Safety protocols are at the direction of our Fleet & Safety Manager and implemented by our Branch, Account and Production Managers.
- Subcontractors & Consultants may be utilized for select services such as mulch installation, flower installation, palm pruning and agronomics. Those subcontractors will be expected to act as a representative of ULS at all times and adhere to contract requirements.

Reporting

- ULS agrees and is open to regular meetings onsite to review necessary items.
- Your Account Manager will attend all Board meetings requested.
- Best efforts will be made to return calls and emails within same day.
- All reports provided in RFP will be used along side ULS reporting

Operations & Maintenance

Schedule Of Services

- Staffing will be adequate to perform the tasks outlined in the Scope of Work for 52 visits
- Pricing includes a full time Irrigation Technician
- The property will be broken into sections
 - o Mowing is to be completed in a weekly day schedule
 - o The property will be broken into 4 equal sections to complete the detail on a monthly basis.
 - o Maps outlining these areas will be provided to the crew and property management.

Turf Care

Mowing

United Land Services intends to approach the mowing of the current areas in this manner.

- Mowing frequencies will be completed per the Scope of Services.
- Production maps will be provided to the crew outlining the areas to be mowed per the contract documents.

- The crew will be instructed on what size and type of mower to use based on site conditions and turf type. (72", 60" and 48")
- The proper sequence of mowing operations will be outlined prior to job start.
- Care will be taken when mowing on right of ways and roadways to insure safety to crew members and the general public.

Edging & Trimming

- ULS will edge all hard areas weekly and soft beds on an every other cut sequence.
- MOT precautions will be taken when required.
- Trimming / weedeating will be performed per specifications.

Weed & Disease Control

- ULS will make applications based on site conditions and Best Management Practices.

Fertilization

- Fertilization blends shall be determined based on-site conditions and turf needs
- Soil samples will be taken to ensure the proper fertilization formulas are used.
- ULS will make application decisions based on Best Management Practices.
- Fertilization as directed by Scope of Services on St. Aug turf and irrigated Bahia.
- Fertilization application will follow all state and city guidelines including black out periods.

Pest Control

- As part of ULS Agronomic program, will utilize an IPM approach and Best Management Practices to determine application requirements.
- Constant monitoring of turf is vital to insure desired results. ULS staff is trained to identify areas of concern and coordinate treatment as needed.

Shrub / Cord Grass & Groundcover Care

Pruning

- Crews will be provided a sectional detail map outlining the property boundaries. This map will evenly divide the property into four sections, each to be completed on a weekly basis.
- Crews will be directed to prune plants using Best Practices, specific to each plant type.
- Care will be taken not to remove buds or blooms on plants while flowering.
- All clippings will be removed after service.

Fertilization

- Fertilization blends shall be determined based on-site conditions and shrub needs.
- Blends will contain a complete bend of nutrients designed for ornamental shrubs.
- ULS will make application decisions based on Best Management Practices.
- Fertilization will follow scope of services for shrubs

Pest & Disease Control

- As part of ULS Agronomic program, will utilize an IPM approach and Best Management Practices to determine application requirements.
- Constant monitoring of shrubs and ornamentals is vital to insure desired results. ULS staff is trained to identify areas of concern and coordinate treatment as needed.

Tree & Palm Trimming

- Trees will be maintained to a height of 8' over pedestrian walkways and 15' over roadways.
- Palm pruning to be completed 1x per year
- Fertilization will be done in conjunction with the ornamental shrub application.

Litter and Debris Removal

- Litter and Debris to be removed prior to mowing.
- All debris generated by maintenance services to be removed by ULS.

Weeding

- ULS will utilize chemical applications to maintain clean, and relatively weed free beds and mulched areas.
- ULS will follow all State & Federal requirements to make such applications. MSDS sheets will be made available.
- Best efforts will be made to keep areas with no mulch or groundcover present free from weeds, but no such guarantee can be made. Mulch and or dense groundcover is vital to weed free planting areas.

Irrigation

- Inspections will be completed on a monthly basis and an inspection sheet provided to the client thereafter.
- An initial audit report will be completed within the first 30 days to assess damages and deficiencies and reports will be presented to the Board of Supervisors/ District Manager
- ULS understands that all unreported maintenance deficiencies, parts and labor after the 30 day period will be assumed by the contractor.

Palm Fertilization

- Palms to be fertilized per scope.
- Fertilization will follow all state and city guidelines abiding by all blackout guidelines
- OTC injections will be completed per scope for all specialty palms

Response Time

- ULS will provide a dedicated Account Manager that will serve as the main point of contact for the Owner.
- ULS will make best efforts to strictly adhere to all response time expectations.

ULS operations team will conduct all audits of the community with reports, pictures and detailed explanations in the first 30 days to the district manager and Board of Supervisors. This Site Audit will be done a monthly/quarterly rotation depending on the status of the current landscaping.

Official Proposal Form for Solicitation of Proposals for Landscape and Irrigation Maintenance Services

Name of Proposer: United Land Services

In accordance with the solicitation of proposals issued by the (**Shell Point**) Community Development District the undersigned proposes to provide all work necessary to perform the scope of services as described in the Solicitation for Proposals for Landscape and Irrigation Maintenance Services.

Proposer submits that it can perform the work described above summarized as follows and as more specifically described in Proposer's proposal:

1. Turf: mowing, trimming, fertilization, pest control, edging, weeding, labor	\$ <u>85,726</u>
2. Shrub & Trees: pruning, fertilization, pest control, weeding, labor	\$ <u>68,202</u>
3. Palm Trees: pruning, fertilization/inoculations, pest control, weeding, labor	\$ <u>9,976</u>
4. Cleaning: blowing/collecting clippings, debris, trash, dirt, weeds on paved areas/sidewalks, labor	\$ <u>included in #1.</u>
5. Irrigation: system inspection & testing, sprinkler heads alignment & repair, labor	\$ <u>5,393</u>
6. Additional Services outside the scope of work:	\$ <u>depends on service</u>
7. Other Expenses:	\$ <u>depends on service</u>
Total Yearly Cost for the first year of the above items	\$ <u>169,297</u>
This is the Total Annual Price of the contract for Services.	

8. Annuals Maintenance/Installation	\$ <u>not on property</u> currently
9. Mulching for Tree and Shrub/Groundcover Bed Areas	\$ <u>32,500</u>

Estimate of total cubic yards proposed to service the property: 500

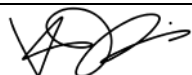
Cost of Mulch Per Cubic Yard \$ 65/cuyd

10. Irrigation Hourly Rate for items not included in the Scope of Services:	\$ <u>75</u>
11. Hurricane/Emergency Clean up Services	\$ <u>80</u>

Proposer, thoroughly reviewed all components of the Solicitation for Landscape and Irrigation Maintenance Proposals and has a thorough understanding of the work required, the site and conditions where the work is to be performed, local labor conditions and all laws, regulations and other factors affecting performance of the work, having knowledge of the expense and difficulties attending performance of the work, and having fully inspected the site in all particulars, hereby proposes and agrees, if Proposer's proposal is accepted, to enter into the proposed Agreement with the District.

Name of Authorized Signatory of Proposer: Kyle DuBois

Title of Authorized Signatory of Proposer: Senior Business Development Manager

Signature of Authorized Signatory of Proposer: 

Affidavit for Anti-Human Trafficking

Section 787.06(13), Florida Statutes

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

Before me the undersigned authority personally appeared Kyle DuBois, who being duly sworn, deposes and says (the "Affiant"):

1. Affiant is over 18 years of age and has personal knowledge of the facts and certifications set forth herein.
2. Affiant is the Business Developer Manager (Title) of United Land Services (the "Company") and as such is authorized to make this Affidavit for and on behalf of the Company, its directors and officers.
3. Company does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.
4. Company intends to execute, renew, or extend a contract between Company and the Shell Point Community Development District ("CDD").
5. This declaration is made pursuant to section 92.525(1)(c), Florida Statutes. I understand that making a false statement in this declaration may subject me to criminal penalties.

I state that I and the Company understand and acknowledge that the above representations are material and important, and will be relied on by the above referenced CDD to which this affidavit is submitted. I and the Company understand that any misstatement in this affidavit is, and shall be treated as, fraudulent concealment from the CDD of the true facts.

Under penalties of perjury, I declare that I have read the foregoing Affidavit for Anti-Human Trafficking and that the facts stated in it are true.

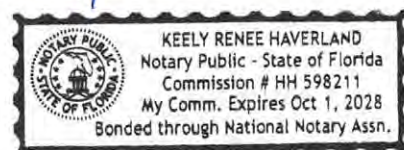


Signature of Affiant

Sworn before me on October 2nd, 2025



Notary Public Signature



Notary Stamp

EXHIBIT E

ITEMIZE LIST OF MATERIALS AND COSTS (Must be included in the Total Annual Price.):

1. A list of cost for: **Each of these items depends on services parameters; location, type of service.**

- Each type of: Tree, shrub, plant, palm tree, groundcover and turf/sod present in Shell Point
- Floating grade cypress mulch
- Fertilizers and weed control chemicals to be used
- Insecticides, fungicides, palm trees inoculations and ant baits
- Irrigation: automatic valves, control wires, controller, pumps, sprinkler heads and their components, etc
- Pond erosion repairs

2. The costs of labor per hour for: **Basic Labor rate is \$65/hr. Contingent on parameters of services needed at that time; location, type.**

- Planting and removing trees, palm trees, shrubs, groundcover and plants **\$65**
- Laying and Removing sod and mulch **\$65**
- Adding Fertilizers and weed control **included \$65**
- Pest control **\$65**
- Irrigation repairs **\$75/hr.**
- Pond Erosion Repairs **TBD**

3. Specify Additional Services not included in the scope of work and their costs:

To be determined on service parameters at that time.

4. Other Expenses:

To be determined on service parameters at that time.

EXHIBIT F

COST BREAKOUT FOR GENERAL LANDSCAPE MAINTENANCE

(Must be included in the Total Annual Price.)

General Landscape Maintenance

Mowing, hard edging, blowing off hard surfaces:	\$ <u>66,844</u> / event
Pond bank mowing, including line-trimming to water's edge:	\$ <u>13,255</u> / event
Bed detailing, including weeding, soft edging, shrub pruning, delineation and dead-wooding, dead-heading of annuals, trash and landscape litter removal:	\$ <u>54,301</u> / event
Tree Lifting: (Up to 8 ft on walkeways and 15 feet on roadways)	\$ <u>included in Maint Price</u> / event
Palm Pruning, including seed pods, old flower stalks, and inflorescence, vines & volunteers:	\$ <u>9,976</u> / event

EXHIBIT G**LANDSCAPE AND IRRIGATION MAINTENANCE
RATES FOR ADDITIONAL SERVICES**

(Must be included in the Annual Price)

Please provide rates for the following items (including overhead and profit) which will be used for any additional work and/or services:

A.	Mowers w/operator	\$ 48	Hour
B.	Bush-Hog w/operator	\$ 75	Hour
C.	Tractor w/operator	\$ 125	Hour
D.	Supervisor with Transportation	\$ 65	Hour
E.	Laborer with hand equipment	\$ 45	Hour
F.	Truck w/driver	\$ 65	Hour
G.	Irrigation Tech	\$ 75	Hour
H.	Granular Pesticide Applicator		
	Person with Drop Spreader	\$ 75	Hour
I.	Liquid Pesticide Applicator		
	Person with Spray Truck	\$ 75	Hour
J.	Granular Fertilizer Applicator		
	Person with Drop Applicator	\$ 75	Hour
K.	Liquid Fertilizer Applicator		
	Person with Spray Truck	\$ 75	Hour
L.	Granular Weed Control Applicator		
	Person with Drop Applicator	\$ 75	Hour
M.	Liquid Weed Control Applicator		
	Person with Spray Truck	\$ 75	Hour
N.	Laborer for Additional Trash Pick-Up	\$ 48	Hour
O.	Lump Sum Mowing ⁽¹⁾ , entire community	\$ 3,400	Per Mow

¹ Mowing shall include mowing, edging, weed-eating, weeding of beds, weeding of lawns and blowing and/or vacuuming.

EXHIBIT H
HURRICANE/MERGENCY CLEAN-UP SERVICES
(DO NOT include in Annual Price)

In the event of a declared emergency or disaster, the following services shall be provided on a time and materials basis, at the rates (which include all costs including but not limited to overhead and profit) set forth below:

A. Debris removal personnel unit costs:		
Supervisor		\$ 95 per
Hour		
Crew Member		\$ 50 per
Hour		
Crew Leader		\$ 70 per
Hour		
B. Debris removal equipment unit costs:		
Machine Grappler		\$ 125 per
Hour		
Pump Truck Trailers		\$ 100 per
Hour		
Chipper		\$ 90 per
Hour		
C. Other emergency/disaster related unit costs:		
Dump Fees		\$ 300 per
Hour		
Maint Traffic Control		\$ 100 per
Hour		
		\$ per
Hour		

Costs for equipment and personnel are only payable for when the equipment and personnel are operating. No stand-by time is eligible for payment. Disaster recovery assistance services shall not exceed 70 hours for each declared emergency or disaster. Contractor shall maintain and supply District all necessary and adequate documentation on all emergency/disaster-related services to support reimbursement by other local, state or federal agencies. The District reserves the right to contract with an outside vendor for any or all emergency clean-up services.



*Uniting partners through exceptional
landscape services*

LANDSCAPE

Green Team

PROFESSIONALS

• Lawn and Landscape

and Pest Control • Landscape Design / Installation

Maintenance • Fertilization

• Irrigation Installation / Maintenance • Indoor Pest Control • Termite Treatment

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SHELL POINT COMMUNITY DEVELOPMENT DISTRICT

We would like to thank you for the opportunity to provide you with a bid to maintain your property. We offer many different services and feel we can be a very valuable asset to your property and provide great communication and resources. Our services Include:

Lawn Maintenance (mowing, edging, clean up, pruning/trimming/shearing trees up to 12 ft)

Fertilization and Pest Control For turf (weeding, disease and fungal control)

Irrigation Repair and Maintenance (Irrigation maintenance)

Indoor Pest Control (optional)

Mosquito Control

Installation of Mulch

Annual Trimming of Mangroves

Holiday lighting installation

Storm Clean Up Services

We assure you that we have the equipment and personnel (management, labor, and office staff) available to service your community, with over 44 years' experience keeping Florida landscapes beautiful! All communication, service calls, and work orders will go to our centralized system which will then be channeled to the proper division. All service records and dates will be documented for your access on our website www.yourgreenteam.com. Amy Spears is your Commercial Accounts Manager. Her cell is 813-848-4161, and her email address is Amy.Spears@Yourgreenteam.com. She is available any time you need us, by phone/email/text along with our field managers. We offer immediate response. We'd be happy to submit a proposal for any of the above services not listed in this one!

Your Green Team is a drug-free workplace, and all employees are background checked before being hired. We have a full safety program in place and safety meetings are documented every Monday morning. All employees are dressed in proper uniform with company logos daily. We are also one of the very few companies in the state who are A Rated and have ISN certification.

LANDSCAPE



PROFESSIONALS

• Lawn and Landscape

Maintenance • Fertilization

and Pest Control • Landscape Design / Installation

• Irrigation Installation / Maintenance • Indoor Pest Control • Termite Treatment

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References

TAMPA ELECTRIC POWER PLANTS AND FACILITIES

JOSE LOPEZ -TECO SERVICES, INC.

603 BIG BEND RD, APOLLO BEACH, FL 33572

813.767.5226 JLOPEZ@TECOENERGY.COM

BLOOMINGDALE SPECIAL TAXING DISTRICT

MIRIAM LEECH

703-888-6574

NATURE'S WAY BLVD VALRICO, FL 33596

BSTD@VERIZON.NET

FAIRWAY ONE HOA

SAM DANIELS- PRESIDENT

FAIRWAY 1 DR VALRICO FL 33594

(813) 431-8754 SAMSELLSREALESTATE@YAHOO.COM

LAUREL LAKES HOA

MADDIE ALFORD- PRESIDENT

GOLF LAKE DR PLANT CITY FL 33563

813-382-8382 MADDIE.ALFORD@FLORIDAMOVES.COM

902 W. Dr. Martin Luther King Jr. Blvd. • Plant City, FL 33563 • P: 813.643.PEST(7378) • F: 813.902.6220 •

www.yourgreenteam.com

LANDSCAPE

Green Team

PROFESSIONALS

• Lawn and Landscape

and Pest Control • Landscape Design / Installation

Maintenance • Fertilization

• Irrigation Installation / Maintenance • Indoor Pest Control • Termite Treatment

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*Shell Point Community Development District
Lawn Maintenance and Fertilization/Pest Control Contract
November 2025*

THIS AGREEMENT, entered on the 1st Day of November, 2025, by and between Shell Point Community Development District, and Fairfield Lawns d/b/a Your Green Team, whose address is 902 West Dr Martin Luther King Jr Blvd, Plant City FL 33563.

TERM OF AGREEMENT. The "Services" to be performed under this Agreement shall commence on November 1st, 2025 (the "Commencement Date") and shall auto renew each period for an additional 12-month period, unless otherwise specified and agreed to in writing between the parties no less than 30 days prior to renewal, to modify or terminate on October 31, 2026 (the "Termination Date"). The total annual compensation to be paid to the Contractor in connection with this Agreement shall be up to \$164,750.00 per year, subject to certain offsets and deductions set forth in this Agreement, adjusted with an increase/decrease of up to no more than the Consumer Price Index published by the United States Department of Labor, Bureau of Labor Statistics. Will be reviewed annually.

PAYMENTS. The lump sum annual Contract will be divided into twelve (12) equal payments of \$13,729.17 per month. Any additional services to be billed will be invoiced separately from the monthly contractual maintenance work.

1.Mowing/Trimming/Weeding

As set forth in scope and map. Your Green Team shall properly "mow", using a rotary mower with a mulching deck, in all turf in the Areas to be Maintained. Services shall also include immediately sweeping and/or blowing clippings off all streets, sidewalks, hard surfaces and parking lots. Your Green Team will not ever blow clippings into storm water inlets or ponds either with a mower or a blower. All areas will be kept free of grass clumps and excess debris. All trash shall be picked up prior to mowing.

Services will be based on 38-42 Cuttings per year according to the schedule below:

April through mid-October Every week

LANDSCAPE


 Your Green Team

PROFESSIONALS

• Lawn and Landscape

Maintenance • Fertilization

and Pest Control • Landscape Design / Installation

• Irrigation Installation / Maintenance • Indoor Pest Control • Termite Treatment

4

Mid-October through March Every other week
(weeks may vary depending on calendar year)

2. Edging and Line Trimming

As per scope and map. Your Green Team shall mechanically edge all hard surfaces, including but not limited to, curbs, streets, sidewalks (both sides). Your Green Team will also line trim around all shrub and flower beds, walls, fences, trees, posts, signs, utility installations, lighting and other obstacles within the areas to be maintained. All the areas to be maintained shall be kept neatly, always trimmed. Trimming over 12 feet will be separately billed at \$65.00 per tree.

5. Fertilization & Pest Control

As per scope and map. All areas of St. Augustine turf will be treated Every other month. This program is designed to be in the best interest of turf at the time of service. Includes fertilizers, pest control, fungicides, and herbicides. wild Bermuda and crabgrass are not covered.

6. Mulching

As set forth in scope and map. Bid price includes replacing mulch once per year. Additional installation of mulch, please see proposal below, separately for approval.

7. Irrigation/Irrigation Maintenance

As set forth in scope and map. Your Green Team shall repair or replace any damage caused to irrigation by our company. In the event of any other repair or replacement needed, Your Green Team will complete the necessary repairs or replacements up to \$250.00 without prior approval and bill accordingly. If over \$250.00, an estimate and request for prior approval will be issued.

8. Landscape Replacement & Sod

As set forth in scope and map. A separate proposal will be sent on as-needed basis. Landscape and sod replacement will be done upon written approval.

Shell Point Community Development District and Your Green Team agree to the above specifications for the standard yearly sum of \$164,750.00. The monthly sum of \$13,729.17.

LANDSCAPE

Green Team

PROFESSIONALS

• Lawn and Landscape

Maintenance • Fertilization

and Pest Control • Landscape Design / Installation

• Irrigation Installation / Maintenance • Indoor Pest Control • Termite Treatment

5

Payments to be made to Your Green Team on a monthly net 15-day term for 12 months. Contract will then be evaluated and if desired renewed for an additional 12-month period. Either party may cancel the contract with a 30-day written notice at any time during the 12-month period.

Any alteration or deviation from the specifications involving the extra cost of material or labor will only be executed upon written orders and will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing.

Respectfully Submitted,

Amy Spears

Amy Spears

Commercial Accounts Manager

Acceptance By Shell Point Community Development District

You are hereby authorized as mentioned in the above proposal for which Shell Point Community Development District agrees to pay the amount mentioned in the said Contract, and according to the terms thereof.

Title

LANDSCAPE

Green Team

PROFESSIONALS

• Lawn and Landscape

Maintenance • Fertilization

and Pest Control • Landscape Design / Installation

• Irrigation Installation / Maintenance • Indoor Pest Control • Termite Treatment

6

*Shell Point Community Development District
Annual Installation of Mulch Contract
September 2025*

THIS AGREEMENT, entered on the 1st Day of August, 2025, by and between Shell Point Community Development District, and Fairfield Lawns d/b/a Your Green Team, whose address is 902 West Dr Martin Luther King Jr Blvd, Plant City FL 33563

TERM OF AGREEMENT. The "Services" to be performed under this Agreement shall commence on November 1st, 2025 (the "Commencement Date") and shall auto renew each period for an additional 12-month period, unless otherwise specified and agreed to in writing between the parties no less than 30 days prior to renewal, to modify or terminate on October 31, 2026 (the "Termination Date"). The total annual compensation to be paid to the Contractor in connection with this Agreement shall be up to \$12,980.00 per year, subject to certain offsets and deductions set forth in this Agreement, adjusted with an increase/decrease of up to no more than the Consumer Price Index published by the United States Department of Labor, Bureau of Labor Statistics. Will be reviewed annually.

PAYMENTS. The lump sum annual Contract will be one payment of \$12,980.00. Any additional services to be billed will be invoiced separately from the monthly contractual maintenance work.

Shell Point Community Development District and Your Green Team agree to the above specifications for the standard yearly sum of \$12,980.00 per installation. Payments to be made to Your Green Team on a monthly net 15-day term for 12 months. Contract will then be evaluated and if desired renewed for an additional 12-month period. Either party may cancel the contract with a 30-day written notice at any time during the 12 month period.

LANDSCAPE



PROFESSIONALS

• Lawn and Landscape

and Pest Control • Landscape Design / Installation

Maintenance • Fertilization

• Irrigation Installation / Maintenance • Indoor Pest Control • Termite Treatment

7

Annual Installation of Mulch

As set forth in scope and map.

\$12,980.00

Any alteration or deviation from the specifications involving the extra cost of material or labor will only be executed upon written orders and will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing.

Respectfully Submitted,

Amy Spears

Commercial Accounts Manager

Acceptance By Shell Point Community Development District

You are hereby authorized as mentioned in the above proposal for which Shell Point Community Development District agrees to pay the amount mentioned in the said Contract, and according to the terms thereof.

Title

LANDSCAPE


 Your Green Team

PROFESSIONALS

• Lawn and Landscape

and Pest Control • Landscape Design / Installation

Maintenance • Fertilization

• Irrigation Installation / Maintenance • Indoor Pest Control • Termite Treatment

8

*Shell Point Community Development District
Holiday Lighting Contract
November 2025*

THIS AGREEMENT, entered on the 1st Day of November, 2025, by and between Shell Point Community Development District, and Fairfield Lawns d/b/a Your Green Team, whose address is 902 West Dr Martin Luther King Jr Blvd, Plant City FL 33563

TERM OF AGREEMENT. The "Services" to be performed under this Agreement shall commence on November 1st, 2025 (the "Commencement Date") and shall auto renew each period for an additional 12-month period, unless otherwise specified and agreed to in writing between the parties no less than 30 days prior to renewal, to modify or terminate on October 31, 2026 (the "Termination Date"). The total annual compensation to be paid to the Contractor in connection with this Agreement shall be up to \$4,500.00 per year, subject to certain offsets and deductions set forth in this agreement, adjusted with an increase/decrease of up to no more than the Consumer Price Index published by the United States Department of Labor, Bureau of Labor Statistics. Will be reviewed annually.

PAYMENTS. The lump sum annual Contract will be one payment of \$4500.00 per year . Any additional services to be billed will be invoiced separately from the monthly contractual maintenance work.

Shell Point Community Development District and Your Green Team agree to the above specifications for the standard yearly sum of \$4,500.00. Payment to be made to Your Green Team on an annual net 15-day term for 12 months. Contract will then be evaluated and if desired renewed for an additional 12-month period. Either party may cancel the contract with a 30-day written notice at any time during the 12 month period.

Holiday Lighting

As set forth in scope and map.

\$4,500.00

LANDSCAPE

Green Team

PROFESSIONALS

• Lawn and Landscape

Maintenance • Fertilization

and Pest Control • Landscape Design / Installation

• Irrigation Installation / Maintenance • Indoor Pest Control • Termite Treatment

9

Any alteration or deviation from the specifications involving the extra cost of material or labor will only be executed upon written orders and will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing.

Respectfully Submitted,



Amy Spears

Commercial Accounts Manager

Acceptance By Shell Point Community Development District

You are hereby authorized as mentioned in the above proposal for which Shell Point Community Development District agrees to pay the amount mentioned in the said Contract, and according to the terms thereof.

Title

SHELL POINT

SHELL POINT

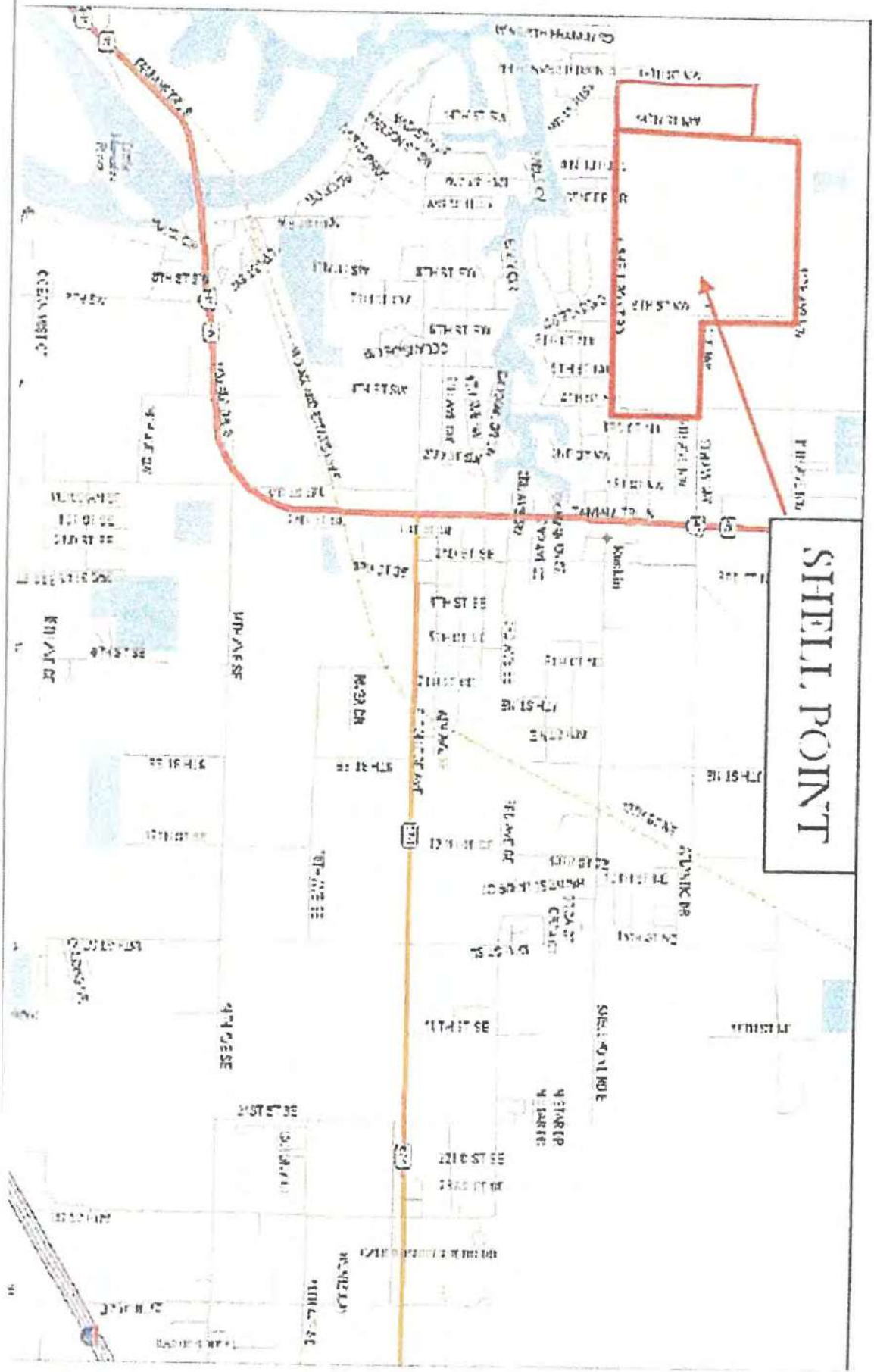


EXHIBIT A

SCOPE OF SERVICES

PART 1

GENERAL LANDSCAPE MAINTENANCE

1) MOWING – All grass areas will be mowed on the following schedule:

MAY 1 – NOVEMBER 1 – Once a week

NOVEMBER 1 – MAY 1 – Once every two weeks

This schedule estimates that there will be 40 cuts annually for St. Augustine, 38 cuts annually for Bahia based on standard growing periods in Florida. Each mowing should leave the Bahia grass at a height of three (3) to three and one half (3 1/2) inches (Maximum height is 4 inches), Paspalum at a height of one (1) to one and one half (1 1/2) inches (Maximum height is 2 inches) to encourage deeper root grow and St. Augustine at a height of three and one half (3 1/2) to four (4) inches (Maximum height is 5 inches).

Rotary Mowers are preferred for heights above one (1) inch and Reel type mowers for heights below one (1) inch. All mowing done in the pool area must be done with a push mower to not damage any of the district turf.

All blades shall be kept sharp at all times to provide a high-quality cut and to minimize disease. The Board of Supervisors of Shell Point requires mowers to be equipped with a mulching type deck. Clippings may be left on the lawn as long as **no readily visible clumps remain on the grass surface** thirty-six hours after mowing. **Large clumps of clippings will be collected and removed by the Contractor as part of regular maintenance.**

In case of fungal disease outbreaks, the clippings will be collected until the disease is under control. **Trash must be picked up before mowing** and not shredded with the lawn mower and left behind especially in the pond areas. Mowing should be kept away 1 foot from homeowners' fences to maintain

uniformity. The Contractor shall restore any noticeable damage caused by the Contractor's mowing equipment within twenty-four hours from the time the damage is caused at the Contractor's sole cost and expense.

The Contractor shall be responsible for training all its personnel in the technical aspects of the Shell Point Landscape Maintenance and Irrigation Program and general horticultural practices.

This training will also include wetland species identification as it relates to pond banks and wetland areas. The Contractor shall be held responsible for all damage to wetlands, littoral shelves, mitigation areas and uplands due to mowing/fertilizing, etc.

The Contractor is responsible for vehicular safety within the community and shall use the proper warning safety equipment, including orange safety cones, at all times. Any motorized equipment used on the road ways of the community must be legally equipped.

Weekend work is permitted when necessary upon prior approval.

1A) POND MOWING - All ponds identified as such on the overall Shell Point Maintenance Exhibit B shall be mowed incorporating the same mowing schedule as the common areas stated above. Each mowing shall leave the grass at a height of four (4) to four and one half (4 1/2) inches. Pond banks will be mowed 1 foot away from the bank of the pond (grassy edge). Mowers must blow all clippings away from the water's edge.

Line trimming will be used in areas that are not mowed by mowers, exactly 1 foot from the bank of the pond (grassy edge). It includes water's edge and line trimming of drainage structures shall occur each and every time the pond is mowed. Careful attention must be paid to trimmer height on pond banks so as not to scalp at the crest of the pond bank and increase the chances for pond bank erosion. All pond erosion caused by negligence is at the Contractor's expense to fix.

Also when line trimming to water's edge, Contractor shall be extremely careful not to scalp at the water's edge also increasing chances of pond bank erosion. Line trimming height shall be the same as mowing height (if not slightly higher). The Contractor shall be careful to keep trimmings from entering water. Excessive clippings shall be hand removed. Trash of any kind and other debris within 2 feet

from water's edge when ponds are full of water or from receded water shall be removed & disposed of by the Contractor during every normal service event.

All pond erosion must be reported immediately via email to Inframark Managers and the Board of Supervisors of Shell Point within 24 hours of discovery. Actual photos must be included in the email. Failure to do so will result in liability to the Contractor for damages to the ponds.

2) EDGING AND TRIMMING – All hard-edged areas (curbs, sidewalks, bike paths, nature trails, etc.) and soft-edged areas (tree rings, shrub and groundcover bed lines) shall be edged during each mowing event. All edging shall be performed to the sole satisfaction of the Board of Supervisors of Shell Point. **Chemical edging shall not be permitted anywhere on property.**

AT NO TIME SHALL LAWN BE ALLOWED TO GROW IN AN UNSIGHTLY MANNER. SHOULD THIS OCCUR, CONTRACTOR AGREES TO CORRECT WITHIN FORTY-EIGHT HOURS OF NOTICE BY BOARD OF SUPERVISORS OF SHELL POINT AT NO ADDITIONAL COST.

3) TREE, PALM TREE AND SHRUB CARE – **All trees includes deciduous trees.** Trees shall be pruned when dormant to ensure proper uniform growth. All evergreen trees shall be pruned in the early summer and fall to ensure proper growth and proper head shape. Once per year, central leaders shall be maintained and interfering or crossed limbs shall be removed. Sucker growth at the base of the trees shall be removed by hand continuously throughout the year. Aesthetic pruning shall consist of the removal of dead and/or broken branches as often as necessary to have trees appear neat at all times. Branches will be pruned just outside the branch collar. **Tree pruning is included in the price of regular maintenance.**

Branches and limbs shall be kept off buildings (including roofs), signage structures, play structures, fences & walls as well as pruned to keep street lights and traffic signage from being blocked.

Additionally, on an as-needed basis, all trees shall be trimmed or pruned over sidewalks, nature trails, parking lots, driveways & roadways so as not to interfere with pedestrians, cars or other vehicles. (This is to include maintaining at all times a minimum of ten to fifteen (10-15) feet (but shall vary according to DOT specs) of clearance under all limbs depending on location and species of tree.)

All shrubs will be pruned as necessary to retain an attractive shape and fullness, removing broken or dead limbs as necessary to provide a neat and clean appearance. Shrubs shall not be clipped into balled or boxed forms unless such forms are required by design. Shrubs shall be pruned in accordance with the intended function of the plant in its present location. Flowering shrubs shall be pruned immediately after the blossoms have cured with top pruning restricted to shaping the terminal growth. All pruning shall be done with horticultural skill and knowledge to maintain an overall acceptable appearance consistent with the current aesthetics of Shell Point. The Contractor agrees that pruning is an art that must be done under the supervision of a highly trained foreman and shall make provisions for such supervision. Individual plants pruned into rounded balls or unnatural shapes will not be allowed. All clippings and debris from pruning will be carted away at the time pruning takes place. **Shrub pruning is included in the price of regular maintenance.**

All palms shall receive pruning as often as necessary to appear neat and clean at all times. Price for this service is included in the monthly fees. The timing of the Palm pruning to be coordinated via email with Inframark Managers and the Board of Supervisors of Shell Point during monthly reports by Contractor's manager. This includes brown and/or broken fronds and inflorescence. Removal of green or even yellowing fronds is unnecessary. Fronds should be removed only once they turn brown or become broken or are disrupting flow of pedestrian/vehicular traffic or are hanging on architectural structures. Fruit pods shall be removed prior to development. Tarpaulins shall be used in areas where date palms and other palm fruits may stain sidewalks & pavement including, but not limited to, pool decks. "Hurricane" palm pruning shall never be allowed without prior written approval from the Board of Supervisors of Shell Point. **Palm tree pruning is included in the price of regular maintenance.**

4) WEEDS AND GRASSES – All groundcover and turf areas shall be kept reasonably free of weeds, grasses and trash, and be neatly cultivated and maintained in an orderly fashion at all times. Weeds and grasses may require applications of pre & post emergent herbicides as part of fertilizer mixtures and post-emergent herbicide spot treatments on an as-needed basis. Condition of turf is to be reported to the Board of Supervisors of Shell Point at its monthly meetings by Contractor's manager.

All shrub and bed areas shall be maintained with each mowing service by removing all weeds, trash and other undesirable material and debris to keep the area neat and tidy. All ornamental beds, hedge

areas and tree rings shall be kept weed (and sod) free throughout the year. This is to be accomplished through hand pulling or the careful application of a post-emergent herbicide.

AT NO TIME SHALL POST-EMERGENT HERBICIDES BE PERMITTED WHEN WEEDS HAVE ESTABLISHED THEMSELVES AS TO DOMINATE PLANTING BEDS. HAND PULLING MUST BE PERFORMED.

NON-SELECTIVE, POST-EMERGENT HERBICIDES SHALL NEVER BE USED TO CONTROL WEED/SOD GROWTH AROUND STRUCTURES OF ANY TYPE (I.E. STREET SIGNS, UTILITY BOXES, STREET LIGHTS, PAVEMENT, ETC.) THE FIRST OFFENSE WILL RESULT IN A VERBAL WARNING; THE SECOND OFFENSE WILL RESULT IN A SECOND VERBAL WARNING AND THE BOARD OF SUPERVISORS OF SHELL POINT WILL BE NOTIFIED; THE THIRD OFFENSE MAY TERMINATE THIS CONTRACT FOR CAUSE AT THE BOARD OF SUPERVISORS OF SHELL POINT'S DISCRETION.

The Contractor shall be responsible for the replacement of ornamental plants killed or damaged by herbicide application. All fence lines shall be kept clear of weeds, undesirable vines and overhanging limbs.

5) MAINTENANCE OF PAVED AREAS – All paved areas shall be kept weed free. This may be accomplished by mechanical means (line trimmer) or by applications of post/pre-emergent herbicides. Weeds greater than two (2) inches in height or width shall be pulled from paved areas, not sprayed. No sprays with dyes may be used on any paved areas.

6) CLEAN UP – At no time will the Contractor leave the premises after completion of any work in any type of disarray. All clippings, trimmings, debris, dirt, trash or any other unsightly material shall be removed promptly upon completion of work. The Contractor shall use his own waste disposal methods, never the property dumpsters. Grass clippings blown off of sidewalks, streets and curbs shall be blown into turf areas, never into mulched bed areas as these are to be maintained free of grass clippings.

NO CLIPPINGS SHALL BE BLOWN DOWN CURB INLETS.

7) REPLACEMENT OF PLANT MATERIAL – Tree, palm tree and shrubs in a state of

decline should immediately be brought to the attention of Inframark Managers and the Board of Supervisors of Shell Point via email along with photos. Dead or unsightly plant material shall be removed immediately as part of regular maintenance. The Contractor shall be solely responsible for replacement of trees, shrubs, palm trees, groundcover, and turf, if due to Contractor's negligence and/or failure to report damages. New plant material shall be guaranteed for a period of one (1) year for all trees, plants, and turf after planting. Replacement of trees, plants and turf to be done during the rainy season, especially in areas without irrigation.

8) INCLEMENT WEATHER - If Contractor misses a service due to inclement weather or any other reason, the Contractor is required to make up service the same week.

9) LIABILITY - Liability for damaging trees, palm trees, shrubs, plants, groundcover and turf at Contractor's expense due to damage on their own negligence, inaction to fix a damage and/or failure to report any damage with photos via email within 24 hours to Inframark Managers and the Board of Supervisors of Shell Point. Replacement of trees and turf to be done during rainy season especially in areas with no irrigation at Contractor's expense. All charges for removal of trees, palm trees, shrubs, plants, groundcover and turf and replacing of trees, palm trees, shrubs, plants, groundcover and turf at Contractor's expense including labor. All new planting includes a 12 month warranty. Must inform via email Inframark Managers and the Board of Supervisors of Shell Point of any damage of trees, palm trees, shrubs, plants, groundcover, turf and pond erosion within 24 hours after discovery with photos. Failure to do so will result in liability for damage for any trees, palm trees, shrubs, plants, groundcover, turf and pond erosion

10) REPORTS:

- a) Any natural damages or damages caused by Contractor's staff must be reported within 24 hours of discovery. Send an immediate email to Inframark Managers and Board of Supervisors of Shell Point with photos of damage. Failure to do so will result in liability at Contractor's expense. (See it, report it)
- b) Monthly meetings – Contractor's Manager will attend in person monthly meetings to report health of current landscape, issues and damages encountered.

PART 2

FERTILIZATION

The Contractor shall fertilize the turf 6 times a year. **The cost is part of the monthly premium.** The Contractor must follow all provisions of the Hillsborough County Fertilizer Ordinance (Fertilizer Ordinance 24-197), as they may be amended from time to time, in addition to the Environmental Protection Commission (EPC) Rules 1-15. It is further recommended that those practices outlined in the Hillsborough County Fertilizer Rule be followed. Highlights of that rule are listed below.

NO PERSON SHALL APPLY FERTILIZERS CONTAINING NITROGEN AND/OR PHOSPHORUS TO TURF AND/OR LANDSCAPE PLANTS DURING A PERIOD FOR WHICH THE NATIONAL WEATHER SERVICE HAS ISSUED ANY OF THE FOLLOWING ADVISORIES FOR ANY PORTION OF HILLSBOROUGH COUNTY:

- 1) A SEVERE THUNDERSTORM WARNING or WATCH**
- 2) A FLOOD WARNING or WATCH**
- 3) TROPICAL STORM WARNING or WATCH**
- 4) HURRICANE WARNING or WATCH**
- 5) IF RAIN GREATER THAN OR EQUAL TO TWO INCHES IN A 24-HOUR PERIOD IS FORECASTED.**

All turf shall be fertilized according to the following IFAS Guidelines for a high maintenance level for central Florida turf: (per BMP guidelines and University of Florida IFAS Extension, Central Florida is determined by anything south of a line running east-west from coast to coast through Ocala and north of a line between Tampa & Vero Beach.)

All St. Augustine Sod:

February - A complete fertilizer based on soil tests + PreM

April - Nitrogen (soluble Nitrogen applied at 0.5 lbs. N/1000 SF)

May - SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF)

July - Fe For foliar application, use ferrous sulfate (2 oz. /3-5 gal. H₂O/1,000 SF)

August - SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF)

October - A complete fertilizer based on soil tests + PreM

All Bahia Sod:

March - A complete fertilizer based on soil tests + Pre M

April - Nitrogen (soluble Nitrogen applied at 0.5 lbs. N/1000 SF)

June - SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF)

August - Apply Supplemental **Iron sulfate or chelated iron in liquid applications**

October – A complete fertilizer based on soil tests.

All Paspalum Sod:

March - A complete fertilizer based on soil tests + PreM

April - N (Soluble Nitrogen applied at .5 lbs. N/1000 SF)

May - SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF)

July - A complete fertilizer based on soil tests

August - Fe (for foliar apps, use ferrous sulfate @ 2 oz. /3-5 gal H₂O/1000 SF).

If Fe is applied to an acidic soil, use 1 lb. of iron sulfate/1000 SF.

If soil is calcareous, use the container label recommended rate of an iron chelate.)

September - SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF)

November - A complete fertilizer based on soil tests + PreM

The Contractor shall submit fertilizer labels to Inframark Managers for approval prior to application.

At times, environmental conditions may require additional applications of nutrients, augmenting the above fertilization programs to ensure that turf areas are kept uniformly GREEN, healthy and in top condition. It shall be the responsibility of the Contractor to determine specific needs and requirements. The Contractor must notify via email immediately Inframark Managers and the Board of Supervisor of Shell Point when these additional applications are needed. Actual photos of each site must be provided with the actual cost of fertilization and labor. The cost for these additional fertilizations must be presented before the Board of Supervisors of Shell Point for approval before commencing any work. **These additional fertilizations are not included in the monthly premium and will not be considered as an emergency situation.**

Fertilizers containing iron shall be removed from all hard surfaces to avoid staining before the sprinklers are activated after application of the fertilizer. Any stains caused by a failure to do so will be the responsibility of the Contractor to remove it at its own expense.

Soil test samples shall be taken twice a year by the Contractor to determine the presence of Phosphorus and whether changes in the fertilizer pH or formulations are required. Test results will be provided via email to Inframark Managers and the Board of Supervisors of Shell Point. Should changes be of merit, the Contractor shall notify via email Inframark Managers and the Board of Supervisors of Shell Point in writing prior to the implementation of such changes.

Fertilizer shall be applied in a uniform manner. If streaking of the turf occurs, correction will be required at no additional cost to Shell Point. Fertilizer shall be swept/blown off of all hard surfaces onto lawns or beds in order to avoid staining.

IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO REMOVE ANY STAINS FROM ANY HARD SURFACES ON THE PROPERTY CAUSED BY ITS NEGLIGENCE OF FERTILIZER APPLICATION.

Fertilizer shall not be applied within ten (10) feet from the landward extent of any surface water.

Spreader deflector shields are required when applying fertilizer by use of any broadcast or rotary spreader. Deflector shields must be positioned such that fertilizer granules are deflected away from all impervious surfaces and surface waters.

SHRUB, TREE & GROUND COVER FERTILIZATION:

For purposes of bidding, All SHRUBS, GROUND COVERS and TREES shall be fertilized as follows:

- Four (4) Times a year on March, June, September, and November.
- Based on soil test results, use a complete fertilizer formula based on a rate of 4-6 lbs. N/1000 sq. ft./year. **A minimum 50% Nitrogen shall be in a slow-release form.**
- **The cost is part of the monthly premium.**

Fertilizer shall be applied by hand in a uniform manner, broadcast around the plants, but never in direct contact with stems or trunks. Fertilizer shall never be piled around plants. All fertilizer remaining on the leaves of the plants is to be brushed or blown off.

IT IS THE CONTRACTOR'S RESPONSIBILITY TO REPLACE ANY PLANT MATERIAL DAMAGED BY FERTILIZATION BURN DUE TO ITS NEGLIGENCE.

PALM FERTILIZATION:

All Palms shall receive 1 1/2 pounds of 8N-2P2O5-12K2O+4Mg with micronutrients per 100 SF of palm canopy four times per year on March, June, September, and November. One hundred percent (100%) of the N, K & Mg **MUST** be in slow release form. All micronutrients must be in water soluble form. Fertilizer shall be broadcast evenly under the dripline of the canopy but must be kept at least 6" from the palm trunk. **The cost is part of the monthly premium.**

Fertilization services are included in the price of this contract except for additional fertilization. It includes shrubs, trees, palm trees, groundcover, plants and turf. Contractor is also responsible for weed control as part of this contract. The Contractor shall pay for chemicals used in fertilization. Please list all chemicals that you will include in your fertilizer applications in **Exhibit E** of the bid form. Also include the cost of these chemicals as part of the fertilizer application.

Contractor must notify via email Inframark Managers and the Board of Supervisors of Shell Point five (5) working days in advance of the day the property is scheduled to be fertilized.

The Contractor shall provide in advance Inframark Managers with all fertilizer analysis tags from the fertilizer in order to verify correct formulation and quantity. Failure to provide fertilizer analysis tags will result in reduction of monthly premiums.

REPORTS:

- a) Any damages caused by Contractor's staff as a result of fertilizer applications must be reported within 24 hours of discovery. Send immediate email to Inframark Managers and Board of Supervisors of Shell Point with photos of damage. Failure to do so will result in liability at Contractor's expense. **(See it, report it)**

- b) Monthly meetings – Contractor’s Manager will attend in person monthly meetings to report health of current plants, soil test results, fertilization schedule dates and tags information, issues and damages encountered.

PART 3

PEST CONTROL

Insects and Disease in Turf - Any areas that require pest control (insects and disease in turf, trees, palm trees, plants and shrubs) services must be identified and reported immediately via email to Inframark Managers and the Board of Supervisors of Shell Point. Actual photos of site infestation or disease must be included in the email. Insect and disease control spraying on turf shall be provided by the Contractor every month with additional spot treatment as needed. **The cost is part of the monthly premium.**

The Contractor is responsible for the identification and eradication/control of disease and insect damage including but not limited to: scale, mites, fungus, chinch bugs, grubs, nematodes, fire ants, mole crickets, etc. The Contractor shall pay for insecticides, fungicides, inoculations, granules and baits. Please list all insecticides, fungicides, inoculations, granules and baits that you will include in your applications in **Exhibit E** of the bid form. Also include the cost of these insecticides, fungicides, inoculations, granules and baits as part of the Pest Control application. Any anticipated additional treatments shall also be included in the Pest Control portion of **Exhibit E**.

Insects and Disease Control for Trees, Palms and Plants - The Contractor is responsible for treatment of insects and diseases for all plants. The appropriate insecticide or fungicide will be applied in accordance with state and local regulations, and as weather and environmental conditions permit. The Contractor shall pay for chemicals. There are several afflictions that may be detrimental to the health of many trees and palms. The Contractor will be fully responsible in the treatment of such afflictions. This may include the quarterly inoculation of all palms susceptible to Lethal Yellowing and/or Texas Phoenix Palm Decline. The cost of these inoculations should be included as a separate line item in your Pest Control price. The Contractor is to identify those species of palms susceptible and supply a list of species and quantities with proposal. Each susceptible palm shall receive quarterly injections. Each injection site/valve can be used only twice. The third quarterly injection requires a new valve and injection site. The Contractor is asked to provide cost per injection (material & labor)

multiplied by quantity of susceptible palms multiplied by four inoculations per year in **Exhibit E** of the bid form. **The cost is part of the monthly premium.**

The Contractor is required to inspect all landscaped areas during each visit for indication of pest problems. Any problems must be reported to Inframark Managers and the Board of Supervisors of Shell Point via email with photos attached within 24 hours of discovery. When control is necessary, it is the responsibility of the Contractor to properly apply low toxicity and target-specific pesticide. If pesticides are necessary, they will be applied on a spot treatment basis when wind drift is a threat.

Careful inspection of the property on each visit is crucial to maintaining a successful program. It is the Contractor's full responsibility to ensure that the person inspecting the property is properly trained in recognizing the symptoms of both insect infestations and plant pathogen damage (funguses, bacteria, etc.). It is also the Contractor's responsibility to treat these conditions and inform Inframark Managers and the Board of Supervisors of Shell Point via email with photos attached within 24 hours of discovery.

It shall also be the Contractor's manager responsibility to furnish to Inframark Managers and the Board of Supervisors of Shell Point with a Pest Management Report, which he is to complete at every service as well as all certifications (including BMP Certifications) of all pesticide applicators in monthly meetings. The Contractor shall familiarize itself with all current regulations regarding the applications of pesticides and fertilizers.

If at any time Inframark Managers and the Board of Supervisors of Shell Point should become aware of any pest problems it will be the Contractor's responsibility to treat pest within five (5) working days of the date of notification at Contractor's expense.

FIRE ANT CONTROL

The Contractor is required to inspect property each visit for evidence of fire ant mounds and immediately treat upon evidence of active mounds. In small areas, control can be achieved by individual mound treatment. Active mounds in larger turf areas will require broadcast application of bait.

The Contractor is asked to provide the cost for the annual application of Top Choice in all designated parks and clubhouse finished landscaped and irrigated areas on the Maintenance Map **Exhibit B**. This is not to include lake banks behind the residential properties or between ponds and conservation areas. **Pest control shall be included in the contract amount.**

REPORTS:

- a) Any insect infestation, plant diseases or damages caused by Contractor's staff as result of pest control applications must be reported within 24 hours of discovery. Send immediate email to Inframark Managers and Board of Supervisors of Shell Point with photos of damage. Failure to do so will result in liability at Contractor's expense. (**See it, report it**)
- b) Monthly meetings – Contractor's Manager will attend in person monthly meetings to report health of current plants, pest control schedule dates, issues and damages encountered.

PART 4

IRRIGATION

IRRIGATION SYSTEM MONITORING AND MAINTENANCE

Irrigation System. The Contractor shall inspect and test the irrigation system components one (1) time per month. **The cost is part of the monthly premium.** Areas shall include all the existing irrigation systems.

A. Irrigation Controllers

1. Semi-automatic start of the automatic irrigation controller
2. Check for proper operation
3. Program necessary timing changes based on site conditions
4. Lubricate and adjust mechanical components
5. Test back up programming support devices

B. Water Sources

1. Visual inspection of water source
2. Clean above ground strainers and filters

3. Test each pump at design capacities weekly; inform via email Inframark Managers and Board of Supervisors of Shell Point Manager of any problems immediately.

Contractor shall also confirm weekly that all backflow preventers are on and operating properly.

4. Test automatic protection devices

C. Irrigation Systems

1. Manual test and inspection of each irrigation zone
2. Clean and raise heads as necessary
3. Adjust arc pattern and distance for required coverage areas
4. Clean out irrigation valve boxes

D. Report

1. Irrigation operation time
2. Irrigation start time
3. Maintenance items performed
4. General comment and recommendations

The above list is for routine maintenance and adjustment of the existing irrigation system components and included as part of the monthly premiums. Maintenance, testing and repairing of the sprinkler's spray head and its components are included as part of the monthly premiums.

Locating and repairing or replacing automatic valves or control wires and irrigation controller or pump repairs as well as other larger scale repairs are to be considered additional items. Contractor shall provide a list of additional charges and pricing for such items other than routine maintenance as a separate cost on **Exhibit E** of this bid. This is not part of the Total Annual Price of the Contract.

Any underground water lines damage or leaks are an emergency and must be reported via email to Inframark Managers and the Board of Supervisors of Shell Point immediately along with the cost for repairs and photos. Pending Board of Supervisors of Shell Point approval, repair can begin using the \$5,000 emergency fund. Any cost beyond \$5,000 must be approved by the Board of Supervisors in an emergency meeting with Inframark managers. In emergency situations, meetings are

held without any pay at Shell Point expense. Emergency fund cannot be combined with other emergency funds.

Routine irrigation maintenance is to be completed monthly. Each zone is to be turned on and operated for as long as necessary to verify proper operation. Each head, seal, nozzle and strainer is to be inspected for adjustment and shall be aligned, packed, cleaned and repaired as necessary. Shrubs, groundcovers and turf around sprinkler heads shall be trimmed to maintain maximum clearance at all times for the greatest coverage. **The cost is part of the monthly premium.**

All below ground repairs including valves, pumps and wiring require an estimate for all such repairs. Upon written approval from the Board of Supervisors of Shell Point, Contractor shall proceed. In the event of an emergency, Contractor shall immediately make a diligent effort to contact via email Inframark Managers and the Board of Supervisors of Shell Point, with the approximate cost or estimate of repairs and photos of damage. Pending Board of Supervisors of Shell Point approval, repair can begin using the \$5,000 emergency fund. Any cost beyond \$5,000 must be approved by the Board of Supervisors in an emergency meeting with Inframark managers. In emergency situations, meetings are held without any pay at Shell Point expense. Emergency funds cannot be combined with other emergency funds.

Upon being awarded the contract, Contractor shall have a period of thirty (30) days from date of commencement to perform a thorough audit of the entire irrigation system listing items that need repair/replacement in order for the system to operate properly. A separate audit may be provided by the Contractor listing those items that would improve the irrigation system. Any action taken regarding the Irrigation Audit will be at the Board of Supervisors' discretion.

After the thirty (30) day period has expired and for the duration of the contract, Contractor shall assume responsibility for any and all unreported maintenance deficiencies, including parts and labor, to include sprinkler heads, nozzles, drip, main and delivery lines and any associated fittings. Said repairs shall be performed immediately at the Contractor's expense.

The Board of Supervisors of Shell Point and Inframark Managers shall be notified via email what day and time of the week the irrigation tech will be available servicing the community. The Contractor will keep detailed irrigations reports consisting of run times and correct operation of system. A copy of this

report will be maintained by the Contractor. A copy will also be sent via email to the Board of Supervisors of Shell Point and Inframark Managers, along with the weekly report.

At no time shall the Contractor leave the property knowing of the need for a repair and not reporting it. Failure to report will result in repairs being done at Contractor's expense.

Watering schedules shall meet all government regulations, and zone times will be adjusted depending on job conditions, climactic conditions and all watering restrictions of Hillsborough County or any other governmental agencies. It is the responsibility of the Contractor to ensure the turf and plant material remains healthy. If the Contractor finds that the irrigation system cannot adequately cover the the landscape in the allotted time, it will be the Contractor's responsibility to bring this to the attention of the Board of Supervisors of Shell Point and Inframark Managers immediately along with a remediation solution. The Contractor must apply for a variance. **Violations and/or fines imposed by any local or state agency will be deducted from the Contractor's monthly payment.**

Emergency service shall be available after normal working hours and an emergency telephone/pager number will be provided via email to Inframark Managers and the Board of Supervisors of Shell Point.

Freeze Protection. The Contractor shall describe ability and cost per man per hour to provide freeze protection for both landscape material and pumps/wells. This is not included in the monthly premiums. An estimate must be submitted to the Board of Supervisors of Shell Point and Inframark Managers for approval.

REPORTS:

- a) Any deficiencies or problems with water sources, irrigation systems and controllers must be reported within 24 hours of discovery. Send an immediate email to Inframark Managers and Board of Supervisors of Shell Point with photos of damage. Failure to do so will result in liability at Contractor's expense. **(See it, report it)**
- b) Monthly meetings – Contractor's Manager will attend in person monthly meetings to report audits, recommendations, schedules dates of irrigation system test, deficiencies, issues and damages encountered with the irrigation system.

PART 5

INSTALLATION OF MULCH

Any areas that require mulch must be identified and reported immediately with photos to Inframark Managers and the board of supervisors via email. **All mulching services require an estimate and are not included in the monthly premiums.** After written approval by the Supervisory Board, Contractor shall top dress all currently landscaped areas as shown on the Maintenance Map (landscaped beds, tree rings, parks, etc.) **Exhibit B** with Nonfloating grade Cypress Mulch. In doing so, Contractor shall ensure that all mulched areas are brought to a minimum depth of three (3) inches after compaction. Contractor is responsible for all necessary clean up related to this procedure.

Contractor agrees to provide reasonably neat and defined lines along edges of all mulched areas. This is done to facilitate mechanical edging of these areas. Additionally, Contractor shall properly trench all bedlines adjacent to concrete surfaces. Trenches shall be 3" deep and beveled. Mulched beds on slopes adjacent to turf shall also be trenched to a depth of 3" and beveled to reduce mulch washout.

Mulch shall not be piled around tree trunks or bases of plants. **Any mulch "volcanoes" around tree trunks shall be corrected immediately at no additional cost to Shell Point.** Contractor agrees to ensure that mulch caught in plant material will be shaken or blown from plants, so that upon completion there is no plant material left covered with mulch.

If, after installation is complete and it is determined that additional mulch (Nonfloating Cypress) is required to attain the required 3" depth, sufficient mulch shall be supplied by Contractor at no additional cost to Shell Point.

REPORTS:

- a) Any deficiencies must be reported within 24 hours of discovery. Send immediate email to Inframark Managers and Board of Supervisors of Shell Point with photos of damage. Failure to do so will result in liability at Contractor's expense. **(See it, report it)**
- b) Monthly meetings – Contractor's Manager will attend in person monthly meetings to report recommendations, schedules dates for mulching services, and areas needing mulch.

This item will not be included in the contract amount and shall be invoiced separately the month after service is rendered. Contractor shall provide a price per cubic yard, estimated quantities to

be installed per top dressing (based on his own field measurements) and actual photos of landscape needing mulch with their estimate.

The Board of Supervisors of Shell Point reserves the right to subcontract out any and all mulching events.

PART 6 HURRICANE DAMAGES

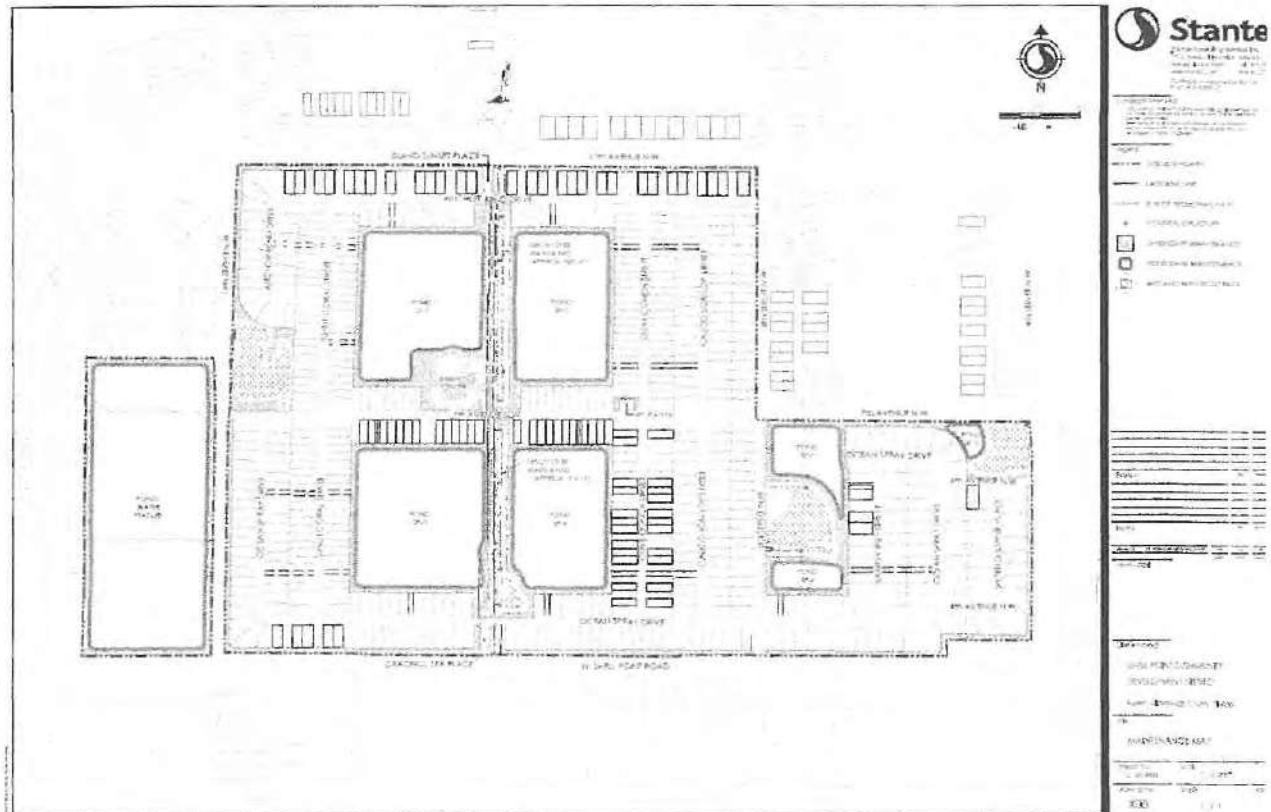
This item will not be included in the contract amount (Total Annual Price, Exhibit C) and shall be invoiced separately the month after service is rendered. A hurricane services letter and Exhibit H must be sent annually no later than March 30th of every year detailing the actual cost of personnel, equipment and other costs for emergency clean up for approval to the Board of Supervisors and Inframark Managers.

In the event of a hurricane, after conditions are safe, a twenty-four (24) hour report to include damage to ponds, trees, shrubs, plants, turf, mulch and fences in Shell Point must be reported to the Board of Supervisors of Shell Point and Inframark Managers via email. Photos of actual damage must be included in the report. Use Exhibit H as apart of the report. Fallen and damaged trees that are unsafe are authorized to be removed and work on immediately using the \$ 5,000 emergency health and safety fund only. This emergency health and safety fund cannot be combine with other emergency funds.

Survival of the trees is imperative. Liability for dead trees due to inaction or negligence by the Contractor applies and the Contractor will be solely responsible for labor, trees, and palm trees replacement. Replacement of trees, shrubs, plants, groundcover, palm trees and turf will be done during the rainy season, especially in areas without irrigation. A 12 month warranty is included in salvaging and replacing trees.

Any damage to turf, pond erosion and removal of debris work must be submitted to the Board of Supervisors of Shell Point for approval. Emergency meetings with the Board of Supervisors of Shell Point and Inframark Managers can be scheduled at last minute for hurricanes aftermath decisions. In emergency situations, meetings are held without any pay at Shell Point expense.

EXHIBIT B
LANDSCAPE MAINTENANCE MAP



Official Proposal Form for Solicitation of Proposals for Landscape and Irrigation Maintenance Services

Name of Proposer: Your Green Team

In accordance with the solicitation of proposals issued by the (Shell Point) Community Development District the undersigned proposes to provide all work necessary to perform the scope of services as described in the Solicitation for Proposals for Landscape and Irrigation Maintenance Services.

Proposer submits that it can perform the work described above summarized as follows and as more specifically described in Proposer's proposal:

1. Turf: mowing, trimming, fertilization, pest control, edging, weeding, labor	\$ <u>92,250.00</u>
2. Shrub & Trees: pruning, fertilization, pest control, weeding, labor	\$ <u>61,500.00</u>
3. Palm Trees: pruning, fertilization/inoculations, pest control, weeding, labor	\$ <u>13,000.00</u>
4. Cleaning: blowing/collecting clippings, debris, trash, dirt, weeds on paved areas/sidewalks, labor	\$ <u>22,225.00</u>
5. Irrigation: system inspection & testing, sprinkler heads alignment & repair, labor	\$ <u>3000.00</u>
6. Additional Services outside the scope of work:	\$ _____
7. Other Expenses:	\$ _____
Total Yearly Cost for the first year of the above items	\$ <u>191,975.00</u>
This is the Total Annual Price of the contract for Services.	

8. Annuals Maintenance/Installation	\$ <u>8,700.00</u>
9. Mulching for Tree and Shrub/Groundcover Bed Areas	\$ <u>12,980</u>

Estimate of total cubic yards proposed to service the property: 200

Cost of Mulch Per Cubic Yard \$ 65

10. Irrigation Hourly Rate for items not included in the Scope of Services:	\$ <u>65</u>
11. Hurricane/Emergency Clean up Services	\$ <u>125/hr</u>

Proposer, thoroughly reviewed all components of the Solicitation for Landscape and Irrigation Maintenance Proposals and has a thorough understanding of the work required, the site and conditions where the work is to be performed, local labor conditions and all laws, regulations and other factors affecting performance of the work, having knowledge of the expense and difficulties attending performance of the work, and having fully inspected the site in all particulars, hereby proposes and agrees, if Proposer's proposal is accepted, to enter into the proposed Agreement with the District.

Name of Authorized Signatory of Proposer:

Kevin Michael Igoe

Title of Authorized Signatory of Proposer:

General Manager, Your Green Team

Signature of Authorized Signatory of Proposer:

Affidavit for Anti-Human Trafficking

Section 787.06(13), Florida Statutes

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

Before me the undersigned authority personally appeared Kevin Michael Igoe, who being duly sworn, deposes and says (the "Affiant"):

1. Affiant is over 18 years of age and has personal knowledge of the facts and certifications set forth herein.
2. Affiant is the General Manager (Title) of Your Green Team (the "Company") and as such is authorized to make this Affidavit for and on behalf of the Company, its directors and officers.
3. Company does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.
4. Company intends to execute, renew, or extend a contract between Company and the Shell Point Community Development District ("CDD").
5. This declaration is made pursuant to section 92.525(1)(c), Florida Statutes. I understand that making a false statement in this declaration may subject me to criminal penalties.

I state that I and the Company understand and acknowledge that the above representations are material and important, and will be relied on by the above referenced CDD to which this affidavit is submitted. I and the Company understand that any misstatement in this affidavit is, and shall be treated as, fraudulent concealment from the CDD of the true facts.

Under penalties of perjury, I declare that I have read the foregoing Affidavit for Anti-Human Trafficking and that the facts stated in it are true.



Signature of Affiant

Sworn before me on 29 September, 2025

Amy M. Smith
Notary Public Signature



Notary Stamp

EXHIBIT E

ITEMIZE LIST OF MATERIALS AND COSTS (Must be included in the Total Annual Price.):

1. A list of cost for:

- Each type of: Tree, shrub, plant, palm tree, groundcover and turf/sod present in Shell Point
- Floating grade cypress mulch
- Fertilizers and weed control chemicals to be used
- Insecticides, fungicides, palm trees inoculations and ant baits
- Irrigation: automatic valves, control wires, controller, pumps, sprinkler heads and their components, etc
- Pond erosion repairs

2. The costs of labor per hour for:

- Planting and removing trees, palm trees, shrubs, groundcover and plants
- Laying and Removing sod and mulch
- Adding Fertilizers and weed control
- Pest control
- Irrigation repairs
- Pond Erosion Repairs

3. Specify Additional Services not included in the scope of work and their costs:

4. Other Expenses:

EXHIBIT F**COST BREAKOUT FOR GENERAL LANDSCAPE MAINTENANCE**

(Must be included in the Total Annual Price.)

General Landscape Maintenance

Mowing, hard edging, blowing off hard surfaces:

\$ 1650.00 / event

Pond bank mowing, including line-trimming to water's edge:

\$ 600.00 / event

Bed detailing, including weeding, soft edging, shrub pruning, delineation and dead-wooding, dead-heading of annuals, trash and landscape litter removal:

\$ 1500.00 / event

Tree Lifting:

\$ _____ / event

Palm Pruning, including seed pods, old flower stalks, and inflorescence, vines & volunteers:

\$ 65/tree over 12ft / event

EXHIBIT G
LANDSCAPE AND IRRIGATION MAINTENANCE
RATES FOR ADDITIONAL SERVICES
(Must be included in the Total Annual Price.)

Please provide rates for the following items (including overhead and profit) which will be used for any additional work and/or services:

A.	Mowers w/operator	\$ <u>65</u>	Hour
B.	Bush-Hog w/operator	\$ <u>175</u>	Hour
C.	Tractor w/operator	\$ <u>175</u>	Hour
D.	Supervisor with Transportation	\$ <u>65</u>	Hour
E.	Laborer with hand equipment	\$ <u>65</u>	Hour
F.	Truck w/driver	\$ <u>65</u>	Hour
G.	Irrigation Tech	\$ <u>75</u>	Hour
H.	Granular Pesticide Applicator Person with Drop Spreader	\$ <u>140</u>	Hour
I.	Liquid Pesticide Applicator Person with Spray Truck	\$ <u>140</u>	Hour
J.	Granular Fertilizer Applicator Person with Drop Applicator	\$ <u>140</u>	Hour
K.	Liquid Fertilizer Applicator Person with Spray Truck	\$ <u>140</u>	Hour
L.	Granular Weed Control Applicator Person with Drop Applicator	\$ <u>140</u>	Hour
M.	Liquid Weed Control Applicator Person with Spray Truck	\$ <u>140</u>	Hour
N.	Laborer for Additional Trash Pick-Up	\$ <u>75</u>	Hour
O.	Lump Sum Mowing (¹), entire community	\$ <u>4018.29</u>	Per Mow

¹ Mowing shall include mowing, edging, weed eating, weeding of beds, weeding of lawns and blowing and/or vacuuming.

EXHIBIT H
HURRICANE/EMERGENCY CLEAN-UP SERVICES
 (DO NOT include in the Total Annual Price.)

In the event of a declared emergency or disaster, the following services shall be provided on a time and materials basis, at the rates (which include all costs including but not limited to overhead and profit) set forth below:

A. Debris removal personnel unit costs:

<u>man hours</u>	\$ <u>125</u>	per Hour
_____	\$ _____	per Hour
_____	\$ _____	per Hour

B. Debris removal equipment unit costs:

<u>Kubota</u>	\$ <u>150</u>	per Hour
<u>Bobcat</u>	\$ <u>150</u>	per Hour
_____	\$ _____	per Hour

C. Other emergency/disaster related unit costs:

<u>front end loaders</u>	\$ <u>150</u>	per Hour
<u>dump trailer</u>	\$ <u>150</u>	per Hour
<u>grappler</u>	\$ <u>150</u>	per Hour

Costs for equipment and personnel are only payable for when the equipment and personnel are operating. No stand-by time is eligible for payment. Disaster recovery assistance services shall not exceed 70 hours for each declared emergency or disaster. Contractor shall maintain and supply District all necessary and adequate documentation on all emergency/disaster-related services to support reimbursement by other local, state, or federal agencies. The District reserves the right to contract with an outside vendor for any or all emergency clean-up services.



CERTIFICATE OF LIABILITY INSURANCE

Page 413

DATE (MM/DD/YYYY)

7/7/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER McGriff, A Marsh & McLennan Agency LLC Company 999 S. Shady Grove Rd Memphis, TN 38120 www.mcgriff.com		CONTACT NAME: Memphis Certificates PHONE (A/C, No, Ext): (901) 684-3333 FAX (A/C, No): (901) 530-1963 E-MAIL: ADDRESS:	
INSURED Fairway Lawns LLC dba Your Green Team 902 W. Dr. Martin Luther King Jr. Blvd Ste 2 Plant City FL 33563		INSURER(S) AFFORDING COVERAGE INSURER A: Republic-Vanguard Insurance Company NAIC # 40479 INSURER B: Amerisure Insurance Company 19488 INSURER C: Amerisure Partners Insurance Company 11050 INSURER D: Amerisure Mutual Insurance Company 23396 INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 86142351

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Deductible ☒ \$1,000 GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:		RGL1069722-00	2/21/2025	2/21/2026	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COM/OP AGG \$2,000,000 \$
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY		CA21199670302	2/21/2025	2/21/2026	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$		RGL1069722-00	2/21/2025	2/21/2026	EACH OCCURRENCE \$3,000,000 AGGREGATE \$3,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N N/A		WC21199690305	2/21/2025	2/21/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
B	Ohio Stop Gap (Employer's Liability)		GL21218570301	2/21/2025	2/21/2026	1,000,000/1,000,000/1,000,000
B	Leased/Rented Equipment		CPP21199680301	2/21/2025	2/21/2026	\$100,000 Limit/\$1,000 Deductible

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE:
South Bay Community Development District
Townhomes at Little Harbor
Point Townhomes at Little Harbor Home Owners Association
Little Harbor Property Owners Association

CERTIFICATE HOLDER**CANCELLATION**

Communities First Association Management
PO Box 6183
Sun City Center FL 33571

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Jerry B. Martin

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ACORD 25 (2016/03)

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State of Florida
Florida Department of Agriculture and Consumer Services
Bureau of Licensing and Enforcement

PEST CONTROL BUSINESS LICENSE

License Number: JB336064

FAIRWAY LAWNS DBA YOUR GREEN TEAM
4310 NATIONAL GUARD DR, PLANT CITY, FL 33563

GHP, LAWN, WDO

This is to certify that the Pest Control firm named above is licensed under the provisions of the Florida Pest Control Law,
Chapter 482, Florida Statutes.

A handwritten signature in black ink, appearing to read "Wilton Simpson", is written over a horizontal line.

WILTON SIMPSON
Commissioner of Agriculture

Issue Date: June 16, 2025
Expiration Date: February 28, 2026



**Department of
Environmental Protection**
2600 Blair Stone Road, M.S. 3570
Tallahassee, Florida 32399-2400

UF IFAS
UNIVERSITY of FLORIDA
GI-BMP Trainee ID: GV31124
Certification date: 5/24/2014

Congratulations on successfully completing the Florida Green Industries Best Management Practices Training Program. Your certificate of completion and wallet card are attached. If there are errors in the certificate, or if we can be of further assistance, please contact the GI-BMP Office of the Florida-Friendly Landscaping™ Program at gi.bmp@ifas.ufl.edu or (352) 273-4517.

Please note that this training certificate alone does not authorize you to apply fertilizer commercially after January 1, 2014. You must take additional steps to become licensed for commercial fertilizer application in the state of Florida. The Limited Urban Commercial Fertilizer Applicator Certification (state "fertilizer license") is issued by the Florida Department of Agriculture and Consumer Services (FDACS).

Apply online: <https://acescomm.freshfromflorida.com>. The certificate number from this document is required to apply for Fertilizer Applicator Certification. For assistance contact The Bureau of Entomology and Pest Control, (850) 617-7997

If your test score is 90% or greater, you may be eligible to become a GI-BMP Instructor:
http://fyn.ifas.ufl.edu/professionals/instructor_program.html

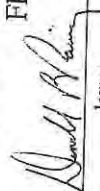
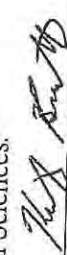
Test Score: 75%

Dustin Vela
11109 Robins Lance Ln
Seffner, FL 33584

State of Florida
DEPARTMENT OF
ENVIRONMENTAL PROTECTION

Dustin Vela

GV31124-1	GV31124
Certificate #	Trainee ID #
GREEN INDUSTRIES BEST MANAGEMENT PRACTICES TRAINING PROGRAM	

		UF IFAS UNIVERSITY of FLORIDA	
Certificate of Training Best Management Practices Florida Green Industries			
The undersigned hereby acknowledges that Dustin Vela			
has successfully met all requirements necessary to be fully trained through the Green Industries Best Management Practices Program developed by the Florida Department of Environmental Protection with the University of Florida Institute of Food and Agricultural Sciences.			
 Issuer Not valid without seal	D. Rainey Instructor	5/24/2014 Date of Class	 DEP Program Administrator



State of Florida
Florida Department of Agriculture and Consumer Services
Bureau of Licensing and Enforcement

CERTIFIED PEST CONTROL OPERATOR

Certificate Number: JF154860

DAVID JOWERS

This is to certify that the individual named above is a Certified Pest Control Operator and is privileged to practice

General Household Pest and Rodent Control,Lawn and Ornamental,Termite and Other
WDO Control

in conformity with an Act of the Legislature of the State of Florida regulating the practice of Pest Control and imposing penalties for violations.



A handwritten signature in black ink, appearing to read "Wilton Simpson", is written over a horizontal line.

WILTON SIMPSON
Commissioner of Agriculture

Issue Date: 06/05/2025
Expiration Date: 06/01/2026

RESOLUTION 2026-01

A BUDGET AMENDMENT AMENDING THE SHELL POINT COMMUNITY DEVELOPMENT DISTRICT GENERAL FUND BUDGET FOR FISCAL YEAR 2025

WHEREAS, the Board of Supervisors, hereinafter referred to as the “Board”, of Shell Point Community Development District, hereinafter referred to as “District”, adopted a General Fund Budget for Fiscal Year 2025, and

WHEREAS, the Board desires to *reallocate* funds budgeted to reappropriate General Funds approved during the Fiscal Year.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF SHELL POINT COMMUNITY DEVELOPMENT DISTRICT THE FOLLOWING:

1. The General Fund Budget is hereby amended in accordance with Exhibit “A” attached.
2. This resolution shall become effective on this 28th day of OCTOBER 2025 and be reflected in the monthly and Fiscal Year End 9/30/2025 Financial Statements and Audit Report of the District.

**Shell Point
Community Development District**

By: _____
Chairman

Attest:

By: _____
Alize Aninipot, Assistant Secretary

Exhibit A: FY 2025 Budget Amendment

Proposed Budget Amendment
For the Period Ending September 30, 2025

ACCOUNT DESCRIPTION	CURRENT BUDGET	PROPOSED AMENDMENT	FINAL BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>					
Interest - Investments	\$ -	\$ -	\$ -	\$ 9,499	\$ 9,499
Interest - Tax Collector	-	-	-	1,945	1,945
Rental Income	-	-	-	2,800	2,800
Special Assmnts- Tax Collector	537,887	-	537,887	538,399	512
Special Assmnts- CDD Collected	-	-	-	87	87
Other Miscellaneous Revenues	-	-	-	1,100	1,100
TOTAL REVENUES	537,887	-	537,887	553,830	15,943
<u>EXPENDITURES</u>					
<u>Administration</u>					
Supervisor Fees	12,000	11,200	23,200	23,200	-
Trustees Fees	4,100	200	4,300	4,256	44
Disclosure Report	4,200	-	4,200	4,200	-
District Counsel	5,000	12,000	17,000	16,523	477
District Engineer	3,000	1,500	4,500	3,965	535
District Management	36,000	-	36,000	36,000	-
Auditing Services	5,100	100	5,200	5,200	-
Website Compliance	1,500	(1,500)	-	-	-
Email Hosting Vendor	600	(600)	-	-	-
Postage, Phone, Faxes, Copies	500	-	500	107	393
Public Officials Insurance	3,000	-	3,000	3,000	-
Legal Advertising	2,500	3,520	6,020	6,014	6
Bank Fees	250	300	550	531	19
Website Admin Services	1,500	4,000	5,500	5,421	79
Dues, Licenses & Fees	300	(7,160)	(6,860)	(6,860)	-
Total Administration	79,550	23,560	103,110	101,557	1,553
<u>Utility Services</u>					
Electric Utility Services	90,000	2,150	92,150	92,106	44
Total Utility Services	90,000	2,150	92,150	92,106	44
<u>Garbage/Solid Waste Services</u>					
Garbage Dumpster - Rental/Collection	3,000	-	3,000	918	2,082
Total Garbage/Solid Waste Services	3,000	-	3,000	918	2,082
<u>Water-Sewer Comb Services</u>					
Water/Waste	30,000	-	30,000	3,488	26,512
Total Water-Sewer Comb Services	30,000	-	30,000	3,488	26,512
<u>Other Physical Environment</u>					

For the Period Ending September 30, 2025

Proposed Budget Amendment

ACCOUNT DESCRIPTION	CURRENT BUDGET	PROPOSED AMENDMENT	FINAL BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Pool Monitor	9,000	(9,000)	-	-	-
Pool Treatments & Other R&M	2,000	3,500	5,500	5,491	9
Waterway Management Program	19,000	-	19,000	18,399	601
Field Manager	12,000	(5,900)	6,100	6,000	100
Amenity Center Cleaning & Supplies	7,500	(1,300)	6,200	6,105	95
Pool Maintenance - Contract	18,000	7,005	25,005	24,998	7
Amenity Pest Control	2,000	-	2,000	1,750	250
Onsite Staff	40,000	26,060	66,060	66,059	1
Janitorial - Supplies/Other	2,500	(2,500)	-	-	-
Telephone, Cable & Internet Service	1,800	1,070	2,870	2,862	8
Property, Casualty, and General Liability Insurance	32,693	(7,000)	25,693	25,461	232
Landscaping - Plant Replacement Program	5,000	(4,000)	1,000	862	138
Amenity R&M	15,000	23,355	38,355	38,254	101
R&M-Monument, Entrance & Wall	4,000	(3,500)	500	438	62
Landscape Maintenance - Contract	145,000	17,660	162,660	162,657	3
Security Monitoring Services	4,000	7,440	11,440	11,431	9
Landscaping - Mulch & Plant Replacement	13,344	(13,000)	344	-	344
Irrigation Maintenance	2,500	-	2,500	1,595	905
Total Other Physical Environment	335,337	39,890	375,227	372,362	2,865
TOTAL EXPENDITURES	537,887	65,600	603,487	570,431	33,056
Excess (deficiency) of revenues					
Over (under) expenditures	-	(65,600)	(65,600)	(16,601)	48,999
Net change in fund balance	-	(65,600)	(65,600)	(16,601)	48,999
FUND BALANCE, BEGINNING (OCT 1, 2024)	181,254	-	181,254	181,254	-
FUND BALANCE, ENDING	\$ 181,254	\$ (65,600)	\$ 115,654	\$ 164,653	\$ 48,999

RESOLUTION 2026-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SHELL POINT COMMUNITY DEVELOPMENT DISTRICT ADOPTING GOALS, OBJECTIVES, AND PERFORMANCE MEASURES AND STANDARDS; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Shell Point Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, effective July 1, 2024, the Florida Legislature adopted House Bill 7013, codified as Chapter 2024-136, Laws of Florida (“HB 7013”) and creating Section 189.0694, Florida Statutes; and

WHEREAS, pursuant to HB 7013 and Section 189.0694, Florida Statutes, beginning October 1, 2025, the District shall establish goals and objectives for the District and create performance measures and standards to evaluate the District’s achievement of those goals and objectives; and

WHEREAS, the District Manager has prepared the attached goals, objectives, and performance measures and standards and presented them to the Board of the District; and

WHEREAS, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution the attached goals, objectives and performance measures and standards.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SHELL POINT COMMUNITY DISTRICT:

SECTION 1. The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Resolution.

SECTION 2. The District Board of Supervisors hereby adopts the goals, objectives and performance measures and standards as provided in **Exhibit A**. The District Manager shall take all actions to comply with Section 189.0694, Florida Statutes, and shall prepare an annual report regarding the District’s success or failure in achieving the adopted goals and objectives for consideration by the Board of the District.

SECTION 3. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 4. This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED THIS 28TH DAY OF OCTOBER 2025.

ATTEST:

**SHELL POINT COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair, Board of Supervisors

Exhibit A: Performance Measures/Standards and Annual Reporting

Exhibit A:
Goals, Objectives, and Annual Reporting Form

**Shell Point 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 twelve 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 twelve 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. *(or other deadline, as appropriate)*

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: Annual audit, current fiscal year budget with any amendments, and most recent financials within the latest agenda package.

Measurement: 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: Most recent 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 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: _____

Shell Point Community Development District

District Manager: _____

Date: _____

Printed Name: _____

Shell Point Community Development District