

**CARLTON LAKES
COMMUNITY DEVELOPMENT
DISTRICT**

JANUARY 2, 2025

AGENDA PACKAGE



313 CAMPUS ST
CELEBRATION, FL 34747

Carlton Lakes Community Development District

Board of Supervisors
Freddy Barton, Chairman
Rena Vance, Vice-Chairman
Elizabeth Morales Diaz, Assistant Secretary
Nicholle Palmer, Assistant Secretary
Nicole Snelling, Assistant Secretary

District Staff
Kristee Cole District Manager
Kathryn (“KC”) Hopkinson, District Counsel
David Hamstra, District Engineer
Fredrick Levatte, Onsite Manager
Gabe Montagna, District Inspections
Matt Jones, Crosscreek Environmental
Epifanio Carvajal, Pine Lake Landscape

Meeting Agenda Thursday, January 2, 2025 – 6:00 p.m.

All cellular phones and pagers must be turned off during the meeting. Please let us know at least 24 hours in advance if you plan to call into the meeting.

1. **Pledge of Allegiance**
2. **Call to Order and Roll Call**
3. **Audience Comments on Agenda – Three - (3) Minute Time Limit**
4. **Special Business Items**
 - A. Acceptance of Nicole Snelling’s Resignation
 - B. Consideration of Resolution 2025-01, Designating Officers.....Page 3
5. **Staff Reports**
 - A. Aquatics ReportPage 4
 - B. District Counsel
 - C. District Engineer
 1. Update on Depression on Leland
 - D. Field Inspection Report..... Page 15
 - E. Landscape Inspection Report
 1. Ratification of Replacement for Clock A Proposal Page 31
 - F. District Manager
 - G. Onsite Manager
 1. Onsite Manager Report
(Under Separate Cover)
6. **Business Administration**
 - A. Consideration of the Emergency Meeting Minutes from October 17, 2024..... Page 38
 - B. Consideration of the Regular Meeting Minutes from November 7, 2024 Page 40
 - C. Consideration of the Audit Meeting Minutes from November 7, 2024..... Page 44
 - D. Consideration of October 2024 Financials and Check Register Page 46
 - E. Consideration of November 2024 Financials and Check Register
(Under Separate Cover)
7. **Business Items**
 - A. Discussion Regarding FitRev Contract..... Page 81
 - B. Discussion and Review of Pool Resurfacing..... Page 85
 - C. Consideration of Fence Proposals
(Under Separate Cover)
8. **Supervisor Requests**
9. **Audience Comments – Three - (3) Minute Time Limit**
10. **Adjournment**

The next meeting is scheduled for Thursday, February 6, 2025, at 6:00 p.m.

District Office
Inframark
313 Campus St.
Celebration, Florida 34747

Meeting Location:
Carlton Lakes Clubhouse
11404 Carlton Fields Drive
Riverview, FL 33579

RESOLUTION 2025-01

**A RESOLUTION OF THE BOARD OF SUPERVISORS
DESIGNATING THE OFFICERS OF CARLTON LAKES
COMMUNITY DEVELOPMENT DISTRICT, AND
PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, Carlton Lakes Community Development District (the “District”), is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

WHEREAS, the Board of Supervisors (hereinafter the “Board”) now desires to designate the Officers of the District per Chapter 190, Florida Statutes.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD
OF SUPERVISORS OF CARLTON LAKES COMMUNITY
DEVELOPMENT DISTRICT:**

1. The following persons are elected to the offices shown, to wit:

_____	Chair
_____	Vice-Chair
<u>Jennifer Goldyn</u>	Secretary
<u>Stephen Bloom</u>	Treasurer
<u>Angel Montagna</u>	Assistant Treasurer
<u>Leah Popelka</u>	Assistant Treasurer
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary
<u>Kristee Cole</u>	Assistant Secretary

2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 2nd day of January, 2025.

ATTEST:

**CARLTON LAKES
COMMUNITY DEVELOPMENT
DISTRICT**

Name: _____
Secretary / Assistant Secretary

Name: _____
Chair / Vice Chair of the Board of Supervisors

Carlton Lakes CDD Survey Report



Completed by: Matt Jones 11/27/24

Last Herbicide Treatment:11/20/24

Next Herbicide Treatment:12/20/24

Carlton Lakes CDD

Carlton Fields Drive
Riverview, FL 33579

Monthly - 7 ponds



Pond #1



Water levels are a little low. Small amount of planktonic algae blown to one side ,no shoreline grasses present. I would recommend considering planting beneficial aquatic plants to help absorb the excess nutrients.

Pond #2



Small amount of slender spike rush present that has been treated along the perimeter. Water levels are down 3 ft.

Pond #3



Water levels are roughly 18 inches low. There was no trash present to be picked up. No submersed vegetation, algae or shoreline grasses present.

Pond #4



No algae or shoreline grasses present. Overall in great shape.

Pond #5



The water levels have dropped significantly due to the breach at the weir. This needs to be repaired asap to prevent any further erosion from happening around the pond.

Pond #6



Water levels are significantly lower than normal. Roughly 5 ft of shoreline exposed. Lots of storm debris present now in the pond.

Pond #7



No algae, shoreline grasses or submersed vegetation present. Water level is roughly 12 6 inches below control. Overall, in great shape.



Date:	11/20/2024
Time:	02:09:56 PM

CUSTOMER TREATMENT REPORT
941-479-7811 • Fax 941-479-7812
www.crosscreekenv.com

Customer	Technician:
Carlton Lakes CDD	Earl Yhan
Weather Conditions	Wind Speed
Partly Cloudy	5-10 mph

SITE IDENTIFICATION NUMBERS

Waterway Treatment	1	2	3	4	5	6	7												
Algae	x	x	x	x	x	x	x												
Submersed Weeds	x	x	x	x	x	x	x												
Grasses & Brush	x	x	x	x	x	x	x												
Floating Weeds	x	x	x	x	x	x	x												
Bacteria																			
Blue Dye																			
Trash Pickup																			
Inspection	x	x	x	x	x	x	x												
Water Level	H	H	H	H	H	H	H												

Additional Comments

Today treatment consists of taking of all floating weeds, submersed weeds, planktonic algae and all exotic vegetation throughout lakes. Also trash around lakes shore was picked up.

Photos (1)

Photo



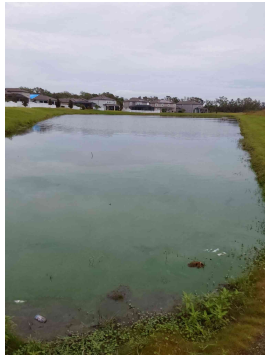
Photos (2)

Photo



Photos (3)

Photo



Photos (4)

Photo



Photos (5)

Photo



Photos (6)

Photo**Additional Services:**

Shoreline Restoration
Erosion Control
Lake Maintenance
Invasive Removal
Florida Native Plantings
Wetland Management

Email

kristee.cole@inframark.com

Matt@crosscreekenv.com

Office Email

admin@crosscreekenv.com; matt@crosscreekenv.com; fernando@crosscreekenv.com;
gail@crosscreekenv.com; carleigh@crosscreekenv.com; dan@crosscreekenv.com;
tyler@crosscreekenv.com

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CARLTON LAKES CDD INSPECTION

Monday, November 18, 2024

Prepared For Board Of Supervisors

15 Issues Identified



Issue 1- Community Signs

Assigned To Onsite Manager
Recommend reaching out to county to have community signs reset and reinstalled.



Issue 2- Clubhouse

Assigned To District Manager/
Yellowstone

Would recommend getting a proposal for all palm trees to be cut around the clubhouse.



Issue 3- Clubhouse

Assigned To Yellowstone

Please have the crew clean up this tree.



Issue 4- Playground Grill

Assigned To District Manager /
Onsite Manager

Recommend replacing the
rusted out pieces or replacing
the grill entirely.



Issue 5- Community Trees

Assigned To District Manager
Pine lake will be staking up the remaining leaning trees.



Issue 6- Pool Deck

Assigned To District Manager
More of the pool is coming up.



Issue 7- Pool Deck

Assigned To Pine Lake Nursery
Please treat all ants around the
pool deck.



Issue 8- Pool Deck

Assigned To Onsite Manager
New lights have been installed.



Issue 9- Clubhouse

Assigned To Onsite Manager
New fans have been installed.



Issue 10- Gym

Assigned To District Manager
Recommend repainting the
interior of the gym.



Issue 11- Bathrooms

Assigned To Onsite Manager

Please have the staff clean all stalls.



Issue 12- 11445 Acacia Grove

Assigned To Onsite Manager

Please reach out to county to see when this project will be done.



Issue 13- 11445 Acacia Grove

Assigned To Yellowstone

Please provide proposal to remove tree debri.



Issue 14- Broken Sprinkler Clock

Assigned To District Manager

Proposal will be provided to have the clock fixed.



Issue 15- Drain Project

Assigned To District Manager
Will continue to monitor.

CARLTON LAKES CDD INSPECTION

Monday, December 16, 2024

Prepared For Board Of Directors

12 Issues Identified



Issue 1- Pool Deck

Assigned To District Manager
Pool project is underway.



Issue 2- Pool Deck

Assigned To District Manager
Will continue to monitor
structure for damages.



Issue 3- Clubhouse

Assigned To District Manager
Recommend getting proposals
for palm trimming around the
clubhouse.



Issue 4- Club House

Assigned To District Manager
Drain has been reset.



Issue 5- Mail Kiosk

Assigned To District Manager
Would recommend pulling pest control contract to see exactly what they should be maintaining.



Issue 6- Pond 2

Assigned To District Manager
District engineer has noted this pond structure. The structure has some damaged.



Issue 7- Community Fences

Assigned To District Manager
Proposals from vendor will be provided.



Issue 8- 11138 Leland Groves Drive

Assigned To District Manager
Will continue to monitor for further damages until project starts.



Issue 9- Pond 6

Assigned To Pine lake Nursery
Pine lake nursery will provide a
proposal for erosion.



Issue 10- Pond 6

Assigned To District Manager
Will continue monitoring for
erosion.



Issue 11- Pond 6

Assigned To District Manager
Will continue to monitor for erosion.



Issue 12- Well 8

Assigned To District Manager
Well project will start
December 17th.



Proposal #4834

Replace Clock A under warranty at Carlton Lakes

Date 11/25/2024
Customer Kristee Cole | Inframark | 313 Campus Street | Celebration, FL 34747
Property Carlton Lakes CDD | 11404 Carlton Fields Drive | Riverview, FL 33579

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

Irrigation Repair/Installation

Items	Quantity	Unit	Price
Labor Irrigation	6.00	Hr	\$478.23
			\$478.23
PROJECT TOTAL:			\$478.23

Terms & Conditions

Terms & Conditions

Payment Terms

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

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

If payment requires Pine Lake to create and/or setup an account in an additional software, Pine Lake reserves the right to charge an administrative fee along with passing along any software fees charge.

Exclusions

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

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

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

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

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

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

Soil, Sod and/or Mulch quantities are estimates only. They do not account for disturbed

construction areas or other fluctuations. Invoices will reflect actual quantities used at proposed price per unit.

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

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

MOT for temporary traffic control

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

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

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

Backflow Connection

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

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

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

Has been started by Pine Lake Nursery and Landscape and/or its subcontractors and is interrupted, delayed, impeded, or prohibited, by others from being worked on continuously until the landscape and irrigation project is completed. Pine Lake Nursery and Landscaper and its subcontractors are excluded. Upon completion of the landscape and irrigation installation project as specified in the landscape and irrigation plan sets is considered complete but will not be accepted as completed until the project as a whole is accepted as complete.

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

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

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

Warranty on transplanted plant material from the project site

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

Procedure for Extra Work, Changes and Escalation

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

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

current market prices

Escalation Clause

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

Warranty and Tolerances

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

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

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

Site Unknowns: It is the responsibility of the Client or the Client's Representative to fully inform the Contractor of all the information regarding site unknowns that may include difficult buried materials, cables, and pipes, tree stumps, drainage or water table issues, rock, and shale sub

surfaces and/or other impediments, issues or factors that could otherwise impact the quality, cost and timeliness of project completion. Failure to notify the Contractor may lead to additional costs to the Client (at the Contractor's discretion) and schedule time not included in the proposal and may require changes in design and construction to overcome such problems – all for which the

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

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

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

Damage to installed material (plants, trees, sod, etc.) by foot traffic, machinery, equipment, other trades, owner

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

Material Tolerances

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

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

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

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

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

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


Use of Client Selected and Approved Substandard Materials: Client recognized and agrees that if the Client has chosen and approved the use of substandard materials for any application that the one-year warranty will be void or otherwise limited in writing on those items so impacted but will remain in effect for all other elements of the

project not impacted directly or indirectly by use of substandard materials. the Contractor will notify in writing to the Client any material that the Client has selected that would negatively impact the one-year warranty of the Contractor – prior to purchasing and/or installing such materials

Material Grades: The Client recognizes that all materials come in a range of grades of quality and finishes, and that natural materials are not perfect. Natural wood has knots, and other natural materials have variability in color due to a wide range of factors, and that sample while useful in material selection decision-making, cannot be expected to accurately represent the total completed installation. The Contractor shall endeavor to enable the Client to see or understand the representative range of color, texture, and related of all materials installed on a project, however, acceptable Florida Grades and Standards will be used for the final selection of those materials. Once the selection has been approved by the Client, the Client will be responsible for all costs associated with changing any given material should the Client change their mind during or after material is purchased or installed.

Plant specified height and width are used as primary sizes for sourcing plant material. This may result in minor deviation from container and caliper size specifications.

By 
Epifanio Carvajal Ulloa
Date 11/25/2024
Pine Lake Services, LLC

By 
Kristee Cole
Date 11.25.24
Inframark

MINUTES OF MEETING
CARLTON LAKES
COMMUNITY DEVELOPMENT DISTRICT

The emergency meeting of the Board of Supervisors of the Carlton Lakes Community Development District was held on Thursday, October 17, 2024, and called to order at 6:00 p.m., at the Carlton Lakes Clubhouse, located at 11404 Carlton Fields Drive, Riverview, FL 33579.

Present and constituting a quorum were:

Freddy Barton	Chairperson
Rena Vance	Vice Chairperson
Nichole Palmer	Assistant Secretary
Nicole Snelling	Assistant Secretary
Elizabeth Morales Diaz	Assistant Secretary

Also present were:

Kristee Cole	District Manager, Inframark
John Amarosa	Representative, PineLake Landscape

Audience Members

FIRST ORDER OF BUSINESS Pledge of Allegiance

Everyone participated in reciting the Pledge of Allegiance.

SECOND ORDER OF BUSINESS Call to Order and Roll Call

The meeting was called to order at 6:00 p.m. A roll call was conducted, and a quorum was established.

THIRD ORDER OF BUSINESS Audience Comments on Agenda

There were no audience comments.

Ms. Palmer joined the meeting at 6:03p.m.

Ms. Snelling joined the meeting at 6:05p.m.

FOURTH ORDER OF BUSINESS Staff Reports

A. Consideration of Pine Lake Storm Clean Up Proposal

The Board reviewed the PineLake proposal for storm cleanup services, totaling \$28,140.00. A discussion followed regarding the details of the proposal.

On MOTION by Ms. Morales Diaz, seconded by Ms. Vance, with all in favor, Board approved the proposal but for the cost to be spread out from October 2024- June 2025 in a monthly cost part of the regular billing.

FIFTH ORDER OF BUSINESS Supervisor Requests

Mr. Barton expressed his intention to explain the pool-related issues to the homeowner. Additionally, the Board discussed the depression near LeLand, addressing potential concerns and next steps.

On MOTION by Ms. Palmer, seconded by Ms. Vance, with all in favor, the Board allow Mr. Barton to execute a proposal with a NTE (not-to-exceed) amount of \$10k to fix the depression.

The next agenda will include proposals for gutter repairs and the installation of caution tape around the depression. Additionally, Ms. Cole will contact the HOA to discuss the upcoming holiday event.

SIXTH ORDER OF BUSINESS Audience Comments

There being none, the next order of business followed.

SEVENTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Barton, seconded by Ms. Vance, with all in favor, the meeting was adjourned at 7:33 p.m.

Secretary / Assistant Secretary

Chair / Vice Chair

MINUTES OF MEETING
CARLTON LAKES
COMMUNITY DEVELOPMENT DISTRICT

The meeting of the Board of Supervisors of the Carlton Lakes Community Development District was held on Thursday, November 7, 2024, and called to order at 6:13 p.m., at the Carlton Lakes Clubhouse, located at 11404 Carlton Fields Drive, Riverview, FL 33579.

Present and constituting a quorum were:

Freddy Barton	Chairperson
Rena Vance	Vice Chairperson
Nichole Palmer	Assistant Secretary
Elizabeth Morales Diaz	Assistant Secretary

Also present were:

Kristee Cole	District Manager, Inframark
David Hamstra	District Engineer, Pegasus Engineering
Gabe Montagna	District Inspections, Inframark
CJ Greene	Representative, CrossCreek Environmental
Epi Carvajal	Representative, PineLake Landscape
John Amarosa	Representative, PineLake Landscape
Fredrick Lavette	Onsite Manager, Inframark

Audience Members

FIRST ORDER OF BUSINESS Pledge of Allegiance

Everyone participated in reciting the Pledge of Allegiance.

SECOND ORDER OF BUSINESS Call to Order and Roll Call

The meeting was called to order at 6:13 p.m. A roll call was conducted, and a quorum was established.

THIRD ORDER OF BUSINESS Audience Comments on Agenda

There were many audience comments regarding the pool, budget, lights, and ponds.

FOURTH ORDER OF BUSINESS Staff Reports

A. Aquatics Report

Mr. Greene informed the Board that the ponds are in good condition and suggested considering vegetation planting as part of the next fiscal year's budget planning. The Board also emphasized the importance of avoiding over-spraying during maintenance activities.

1. Consideration of Skimmer Repair Proposal

Mr. Hamstra noted that a new skimmer was not necessary, only new brackets. CrossCreek indicated they could replace the brackets for \$500.00. Ms. Cole will coordinate with CrossCreek to finalize the proposal.

B. District Counsel

Not present, no report was given.

C. District Engineer

Mr. Hamstra informed the Board that vendors had been observed on-site at the weir. The Board emphasized that any vendor selected to repair the weir must provide an ironclad warranty, as the community cannot afford to address the issue for a fourth time.

1. Consideration of Depression Inspection Proposal

On MOTION by Mr. Barton, seconded by Ms. Vance, with all in favor, the Board approved the Atlantic Pipe Services Proposal in the amount of \$4,410 to diagnose the depression on Leland Groves Dr.

D. Field Inspection Report

Mr. Montagna presented his report to the Board, noting that the fences are currently being stored in the storage container.

The Board brought up pest control concerns, and Mr. Lavette stated that he would follow up to address the pest control needs of the clubhouse.

Additionally, Mr. Hamstra indicated that he would review issue #6 during his next visit to the site.

E. Landscape Inspection Report

1. Ratification of Tree Staking Proposal

Mr. Carvajal updated the Board on the clean-up from the storm.

On MOTION by Ms. Vance, seconded by Ms. Diaz, with all in favor, the Board ratified the Tree Staking Proposal in the amount of \$799.

2. Consideration of Pump and Motor Replacement for Balm and Clement Pride Well Proposal

On MOTION by Mr. Barton, seconded by Ms. Vance, with all in favor, the Board approved the Pump and Motor Replacement for Balm and Clement Pride Well Proposal.

F. District Manager

Ms. Cole informed the community of the status of the pool. She also informed the Board that their next meeting is on December 5, 2024.

G. Onsite Manager

1. Onsite Manger Report

Mr. Lavette provided the Board with an update on his report, including the status of the pool pump. He stated that he would continue to follow up with FLA Pools to ensure the issue is addressed.

91 **2. Discussion of Resident Card Deactivation Policy**
92 Tabled.

93
On MOTION by Ms. Vance, seconded by Ms. Diaz, with all in favor, the Board agreed to move forward with FLA Pools to do the leak detection, acid wash, and fix the pop up.

94
95 **FIFTH ORDER OF BUSINESS Business Administration**
96 **A. Consideration of the Regular Meeting Minutes from October 3, 2024**
97

On MOTION by Mr. Barton, seconded by Ms. Diaz, with all in favor, the Regular Meeting Minutes from October 3, 2024, were approved as presented.

98
99 **B. Consideration of the September 2024 Financials & Check Register**
100

On MOTION by Ms. Diaz, seconded by Mr. Barton, with all in favor, the September 2024 Financials and Check Register were approved.

101
102 Ms. Diaz reported that there have been no billing issues since Ms. Cole assumed
103 management of the District. Additionally, she noted that Inframark has provided
104 viewing access to the account.

105
106 **SIXTH ORDER OF BUSINESS Business Items**
107 **A. Ratification of Board's Action Taken at the Emergency Meeting on October 17,**
108 **2024**
109

On MOTION by Mr. Barton, seconded by Ms. Vance, with all in favor, the Board ratified the actions taken at the emergency meeting on October 17, 2024.

110
111 **B. Consideration of Assigning Fund Balance**
112

On MOTION by Mr. Barton, seconded by Ms. Vance, with all in favor, the Board approved Assigning the Fund Balance for Fiscal Year 2024 Reserves.

113
114 **C. Consideration of Gutter Repair and Full Inspection Proposal**
115 Mr. Lavette will handle the repair and full inspection of the gutter.

116
117 **D. Consideration of Fence Repair Proposals**
118 The matter was tabled to determine the cost of securing the fences using either
119 Tapcon or rebar.

120
121 **SEVENTH ORDER OF BUSINESS Supervisor Requests**

122 There being none, the next order of business followed.

123
124 **EIGHTH ORDER OF BUSINESS Audience Comments**

125 Residents provided comments regarding the easement agreement, rental policies,

and pool related matters.

NINTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Barton, seconded by Ms. Vance, with all in favor, the meeting was adjourned at 8:18 p.m.

Secretary / Assistant Secretary

Chair / Vice Chair

MINUTES OF MEETING
CARLTON LAKES
COMMUNITY DEVELOPMENT DISTRICT

The audit meeting of the Board of Supervisors of the Carlton Lakes Community Development District was held on Thursday, November 7, 2024, and called to order at 6:03 p.m., at the Carlton Lakes Clubhouse, located at 11404 Carlton Fields Drive, Riverview, FL 33579.

Present and constituting a quorum were:

Freddy Barton	Chairperson
Rena Vance	Vice Chairperson
Nichole Palmer	Assistant Secretary
Elizabeth Morales Diaz	Assistant Secretary

Also present were:

Kristee Cole	District Manager, Inframark
David Hamstra	District Engineer, Pegasus Engineering
Gabe Montagna	District Inspections, Inframark
CJ Greene	Representative, CrossCreek Environmental
Epi Carvajal	Representative, PineLake Landscape
John Amarosa	Representative, PineLake Landscape
Fredrick Lavette	Onsite Manager, Inframark

FIRST ORDER OF BUSINESS

Call to Order

The meeting was called to order at 6:03 p.m.

SECOND ORDER OF BUSINESS

**Presentation of Auditor Selection
Evaluation Criteria**

On a motion from Mr. Barton, seconded by Ms. Vance, the Board unanimously approved the Auditor Selection Evaluation Criteria with Price.

THIRD ORDER OF BUSINESS

**Presentation of Audit Proposal
Instructions and Presentation of Notice
of RFP for Audit Services**

On a motion from Mr. Barton, seconded by Ms. Vance, the Board unanimously approved the audit proposal instructions but allowing any proposals that are postmarked by December 17, 2024, and authorized staff to advertise the RFP for Audit Services.

FOURTH ORDER OF BUSINESS

Adjournment

On a motion from Mr. Barton, seconded by Ms. Vance, the Board unanimously approved to adjourn the meeting at 6:09 p.m.

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Assistant Secretary

Chair / Vice Chair

Carlton Lakes Community Development District

Financial Statements
(Unaudited)

Period Ending
October 31, 2024

Prepared by:



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Phone (813) 873-7300 ~ Fax (813) 873-7070

CARLTON LAKES COMMUNITY DEVELOPMENT DISTRICT

Balance Sheet

As of October 31, 2024

(In Whole Numbers)

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2015 DEBT SERVICE FUND	SERIES 2018 DEBT SERVICE FUND	SERIES 2017 DEBT SERVICE FUND	GENERAL FIXED ASSETS FUND	GENERAL LONG-TERM ASSETS FUND	TOTAL
<u>ASSETS</u>							
Cash - Operating Account	\$ 235,837	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 235,837
Cash In Bank	10,861	-	-	-	-	-	10,861
Cash in Transit	1,708	-	-	-	-	-	1,708
Accounts Receivable	9,250	-	-	-	-	-	9,250
Assessments Receivable	11,761	-	-	-	-	-	11,761
Due From Other Funds	9,003	60,944	-	1,200	-	-	71,147
Investments:							
Prepayment Account	-	119	147	-	-	-	266
Reserve Fund	-	251,444	140,500	103,845	-	-	495,789
Revenue Fund	-	502,653	156,480	218,356	-	-	877,489
Prepaid Items	201	-	-	-	-	-	201
Prepaid Trustee Fees	5,845	-	-	-	-	-	5,845
Deposits	21	-	-	-	-	-	21
Fixed Assets							
Construction Work In Process	-	-	-	-	13,793,221	-	13,793,221
Amount Avail In Debt Services	-	-	-	-	-	1,185,149	1,185,149
Amount To Be Provided	-	-	-	-	-	13,244,851	13,244,851
TOTAL ASSETS	\$ 284,487	\$ 815,160	\$ 297,127	\$ 323,401	\$ 13,793,221	\$ 14,430,000	\$ 29,943,396

LIABILITIES

Accounts Payable	\$ 40,613	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,613
Accrued Expenses	12,762	-	-	-	-	-	12,762
Notes/Loans Payable - Current	200,000	-	-	-	-	-	200,000
Bonds Payable	-	-	-	-	-	14,430,000	14,430,000
Due To Other Funds	-	-	71,147	-	-	-	71,147
TOTAL LIABILITIES	253,375	-	71,147	-	-	14,430,000	14,754,522

CARLTON LAKES COMMUNITY DEVELOPMENT DISTRICT

Balance Sheet

As of October 31, 2024

(In Whole Numbers)

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2015 DEBT SERVICE FUND	SERIES 2018 DEBT SERVICE FUND	SERIES 2017 DEBT SERVICE FUND	GENERAL FIXED ASSETS FUND	GENERAL LONG-TERM ASSETS FUND	TOTAL
FUND BALANCES							
Nonspendable:							
Prepaid Items	201	-	-	-	-	-	201
Prepaid Trustee Fees	5,845	-	-	-	-	-	5,845
Restricted for:							
Debt Service	-	815,160	225,980	323,401	-	-	1,364,541
Unassigned:	25,066	-	-	-	13,793,221	-	13,818,287
TOTAL FUND BALANCES	31,112	815,160	225,980	323,401	13,793,221	-	15,188,874
TOTAL LIABILITIES & FUND BALANCES	\$ 284,487	\$ 815,160	\$ 297,127	\$ 323,401	\$ 13,793,221	\$ 14,430,000	\$ 29,943,396

CARLTON LAKES COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2024
General Fund (001)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ 815	\$ 815	0.00%
Rental Income	7,500	-	(7,500)	0.00%
Special Assmnts- Tax Collector	1,283,481	7,642	(1,275,839)	0.60%
Other Miscellaneous Revenues	-	400	400	0.00%
TOTAL REVENUES	1,290,981	8,857	(1,282,124)	0.69%
<u>EXPENDITURES</u>				
<u>Administration</u>				
Supervisor Fees	18,000	1,400	16,600	7.78%
ProfServ-Trustee Fees	12,000	-	12,000	0.00%
Disclosure Report	12,600	-	12,600	0.00%
District Counsel	12,000	397	11,603	3.31%
District Engineer	6,000	-	6,000	0.00%
District Manager	41,800	-	41,800	0.00%
Auditing Services	10,200	-	10,200	0.00%
Website Compliance	1,542	352	1,190	22.83%
Annual Mailing	1,000	-	1,000	0.00%
Postage, Phone, Faxes, Copies	2,466	-	2,466	0.00%
Public Officials Insurance	2,727	2,350	377	86.18%
Legal Advertising	3,000	85	2,915	2.83%
Bank Fees	100	-	100	0.00%
Office Supplies	1,000	-	1,000	0.00%
Dues, Licenses, Subscriptions	175	175	-	100.00%
Loan Expense	120,000	-	120,000	0.00%
Total Administration	244,610	4,759	239,851	1.95%
<u>Electric Utility Services</u>				
Utility - Electric	234,000	17,995	216,005	7.69%
StreetLight - Decorative Light Maint.	1,000	-	1,000	0.00%
Total Electric Utility Services	235,000	17,995	217,005	7.66%
<u>Garbage/Solid Waste Services</u>				
Garbage Collection	6,300	847	5,453	13.44%
Total Garbage/Solid Waste Services	6,300	847	5,453	13.44%
<u>Water-Sewer Comb Services</u>				
Utility - Water	36,000	1,139	34,861	3.16%
Total Water-Sewer Comb Services	36,000	1,139	34,861	3.16%

CARLTON LAKES COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2024
General Fund (001)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>Other Physical Environment</u>				
Waterway Management	7,200	590	6,610	8.19%
Pest Control	900	198	702	22.00%
Contracts-Waterway Maint.	12,980	-	12,980	0.00%
Contracts-Pools	22,000	3,400	18,600	15.45%
Security	20,000	-	20,000	0.00%
Onsite Staff	145,000	-	145,000	0.00%
Postage, Phone, Faxes, Copies	3,600	-	3,600	0.00%
Insurance - General Liability	3,409	-	3,409	0.00%
Insurance -Property & Casualty	35,882	35,679	203	99.43%
R&M-Other Landscape	20,000	-	20,000	0.00%
R&M-Pools	15,000	-	15,000	0.00%
R&M-Fitness Center	5,000	-	5,000	0.00%
Waterway Improvements & Repairs	7,500	-	7,500	0.00%
Landscape Maintenance	150,415	12,535	137,880	8.33%
Clubhouse Facility - Other	20,000	2,353	17,647	11.77%
Plant Replacement Program	5,000	-	5,000	0.00%
Landscape- Storm Clean Up & Tree Removal	15,000	-	15,000	0.00%
Irrigation Maintenance	15,000	-	15,000	0.00%
Misc-Holiday Lighting	1,000	-	1,000	0.00%
Special Events	5,000	-	5,000	0.00%
Total Other Physical Environment	509,886	54,755	455,131	10.74%
<u>Reserves</u>				
Capital Improvements	105,110	-	105,110	0.00%
Reserve	154,075	-	154,075	0.00%
Total Reserves	259,185	-	259,185	0.00%
TOTAL EXPENDITURES & RESERVES	1,290,981	79,495	1,211,486	6.16%
Excess (deficiency) of revenues				
Over (under) expenditures	-	(70,638)	(70,638)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2024)		101,750		
FUND BALANCE, ENDING		\$ 31,112		

CARLTON LAKES COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2024
Series 2015 Debt Service Fund (200)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ 3,105	\$ 3,105	0.00%
Special Assmnts- Tax Collector	524,588	4,315	(520,273)	0.82%
Special Assmnts- CDD Collected	-	54,141	54,141	0.00%
TOTAL REVENUES	524,588	61,561	(463,027)	11.74%
<u>EXPENDITURES</u>				
<u>Debt Service</u>				
Principal Debt Retirement	145,000	-	145,000	0.00%
Interest Expense	356,525	-	356,525	0.00%
Total Debt Service	501,525	-	501,525	0.00%
TOTAL EXPENDITURES	501,525	-	501,525	0.00%
Excess (deficiency) of revenues				
Over (under) expenditures	23,063	61,561	38,498	266.93%
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	23,063	-	(23,063)	0.00%
TOTAL FINANCING SOURCES (USES)	23,063	-	(23,063)	0.00%
Net change in fund balance	\$ 23,063	\$ 61,561	\$ (7,628)	266.93%
FUND BALANCE, BEGINNING (OCT 1, 2024)		753,599		
FUND BALANCE, ENDING		\$ 815,160		

CARLTON LAKES COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2024
Series 2018 Debt Service Fund (201)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ 1,001	\$ 1,001	0.00%
Special Assmnts- Tax Collector	261,378	2,147	(259,231)	0.82%
Special Assmnts- CDD Collected	13,817	-	(13,817)	0.00%
TOTAL REVENUES	275,195	3,148	(272,047)	1.14%
<u>EXPENDITURES</u>				
<u>Debt Service</u>				
Principal Debt Retirement	80,000	-	80,000	0.00%
Interest Expense	198,988	-	198,988	0.00%
Total Debt Service	278,988	-	278,988	0.00%
TOTAL EXPENDITURES	278,988	-	278,988	0.00%
Excess (deficiency) of revenues				
Over (under) expenditures	(3,793)	3,148	6,941	-82.99%
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	(3,793)	-	3,793	0.00%
TOTAL FINANCING SOURCES (USES)	(3,793)	-	3,793	0.00%
Net change in fund balance	\$ (3,793)	\$ 3,148	\$ 14,527	-82.99%
FUND BALANCE, BEGINNING (OCT 1, 2024)		222,832		
FUND BALANCE, ENDING		\$ 225,980		

CARLTON LAKES COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2024
Series 2017 Debt Service Fund (203)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ 1,327	\$ 1,327	0.00%
Special Assmnts- Tax Collector	259,480	2,125	(257,355)	0.82%
TOTAL REVENUES	259,480	3,452	(256,028)	1.33%
<u>EXPENDITURES</u>				
<u>Debt Service</u>				
Principal Debt Retirement	85,000	-	85,000	0.00%
Interest Expense	172,156	-	172,156	0.00%
Total Debt Service	257,156	-	257,156	0.00%
TOTAL EXPENDITURES	257,156	-	257,156	0.00%
Excess (deficiency) of revenues				
Over (under) expenditures	2,324	3,452	1,128	148.54%
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	2,324	-	(2,324)	0.00%
TOTAL FINANCING SOURCES (USES)	2,324	-	(2,324)	0.00%
Net change in fund balance	\$ 2,324	\$ 3,452	\$ (3,520)	148.54%
FUND BALANCE, BEGINNING (OCT 1, 2024)		319,949		
FUND BALANCE, ENDING		\$ 323,401		

CARLTON LAKES COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2024
General Fixed Assets Fund (900)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
TOTAL REVENUES	-	-	-	0.00%
<u>EXPENDITURES</u>				
TOTAL EXPENDITURES	-	-	-	0.00%
Excess (deficiency) of revenues				
Over (under) expenditures	-	-	-	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2024)		13,793,221		
FUND BALANCE, ENDING		<u>\$ 13,793,221</u>		

Bank Account Statement

Carlton Lakes CDD

Bank Account No. 3600
Statement No. 24_10

Statement Date 10/31/2024

G/L Account No. 101002 Balance	10,860.73	Statement Balance	174,180.22
		Outstanding Deposits	41,972.31
Positive Adjustments	0.00		
Subtotal	10,860.73	Subtotal	216,152.53
Negative Adjustments	0.00	Outstanding Checks	-9,937.94
Ending G/L Balance	10,860.73	Ending Balance	206,214.59

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Deposits						
10/03/2024		JE000928	Transfer from 3630 to 3600	210,000.00	210,000.00	0.00
10/31/2024		JE000951	Special Assmnts- Tax Excess	16,228.87	16,228.87	0.00
10/31/2024		JE000953	Interest Earned	814.39	814.39	0.00
Total Deposits				227,043.26	227,043.26	0.00
Checks						
09/24/2024	Payment	1148	Check for Vendor V00072	-200.00	-200.00	0.00
09/24/2024	Payment	1149	Check for Vendor V00074	-200.00	-200.00	0.00
09/24/2024	Payment	1150	Check for Vendor V00053	-200.00	-200.00	0.00
09/24/2024	Payment	1151	Check for Vendor V000127	-200.00	-200.00	0.00
09/24/2024	Payment	1152	Check for Vendor V000132	-590.00	-590.00	0.00
09/24/2024	Payment	1155	Check for Vendor V00054	-14,122.87	-14,122.87	0.00
09/24/2024	Payment	1156	Check for Vendor V000134	-2,589.00	-2,589.00	0.00
09/24/2024	Payment	1157	Check for Vendor V00040	-976.00	-976.00	0.00
10/03/2024	Payment	1158	Check for Vendor V000136	-745.00	-745.00	0.00
10/03/2024	Payment	1159	Check for Vendor V000134	-1,700.00	-1,700.00	0.00
10/07/2024	Payment	1165	Check for Vendor V000135	-96.25	-96.25	0.00
10/07/2024	Payment	1166	Check for Vendor V00054	-12,534.58	-12,534.58	0.00
10/16/2024	Payment	1167	Check for Vendor V00024	-38,029.00	-38,029.00	0.00
10/16/2024	Payment	1168	Check for Vendor V00072	-200.00	-200.00	0.00
10/16/2024	Payment	1169	Check for Vendor V00074	-200.00	-200.00	0.00
10/16/2024	Payment	1170	Check for Vendor V00051	-2,088.00	-2,088.00	0.00
10/16/2024	Payment	1171	Check for Vendor V00053	-200.00	-200.00	0.00
10/16/2024	Payment	1172	Check for Vendor V000140	-370.00	-370.00	0.00
10/17/2024	Payment	DD543	Payment of Invoice 001585	-200.00	-200.00	0.00
10/21/2024	Payment	1173	Check for Vendor V000132	-590.00	-590.00	0.00
10/31/2024	Payment	DD544	Payment of Invoice 001589	-423.64	-423.64	0.00
10/18/2024	Payment	DD548	Payment of Invoice 001610	-17,995.29	-17,995.29	0.00
10/28/2024	Payment	DD554	Payment of Invoice 001599	-1,139.26	-1,139.26	0.00
10/31/2024		JE000972	Spectrum Adjustment	-238.48	-238.48	0.00
Total Checks				-95,827.37	-95,827.37	0.00

Bank Account Statement

Carlton Lakes CDD

Bank Account No. 3600
Statement No. 24_10

Statement Date 10/31/2024

Adjustments

Total Adjustments

Outstanding Checks

05/10/2024	Payment	1080	Inv: #122089	-4,575.00
08/14/2024	Payment	DD529	Payment of Invoice 001539	-1.00
07/01/2024	Payment	DD530	Payment of Invoice 001540	-1,410.14
10/21/2024	Payment	1174	Check for Vendor V00009	-175.00
10/21/2024	Payment	1175	Check for Vendor V000134	-1,700.00
10/25/2024	Payment	1176	Check for Vendor V000134	-1,811.83
10/09/2024	Payment	DD549	Payment of Invoice 001611	-264.97
Total Outstanding Checks				-9,937.94

Outstanding Deposits

08/16/2024	Payment	BD00003	Deposit No. BD00003	41,972.31
Total Outstanding Deposits				41,972.31

Bank Account Statement

Carlton Lakes CDD

Bank Account No. 3638
Statement No. 24_10

Statement Date 10/31/2024

G/L Account No. 101002 Balance	11,099.21	Statement Balance	56,980.48
		Outstanding Deposits	25.00
Positive Adjustments	0.00		
Subtotal	11,099.21	Subtotal	57,005.48
Negative Adjustments	0.00	Outstanding Checks	-16,521.99
Ending G/L Balance	11,099.21	Ending Balance	40,483.49

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Deposits						
10/31/2024		JE000969	Adjustment Case 2972 Adjustment	400.00	400.00	0.00
Total Deposits				400.00	400.00	0.00
Checks						
10/03/2024		JE000928	Transfer from 3630 to 3600	-210,000.00	-210,000.00	0.00
10/31/2024		JE000970	Internet Adjustment	-113.52	-113.52	0.00
Total Checks				-210,113.52	-210,113.52	0.00
Adjustments						
Total Adjustments						
Outstanding Checks						
08/11/2023	Payment	DD133	Payment of Invoice 000876			-2,229.11
02/01/2024	Payment	3054	Check for Vendor V000128			-5,500.00
03/22/2024	Payment	DD160	Payment of Invoice 001322			-4,532.61
03/22/2024	Payment	DD161	Payment of Invoice 001336			-4,260.27
Total Outstanding Checks						-16,521.99
Outstanding Deposits						
04/28/2023		JE000230	CK#1484### - Clubhouse Rental			25.00
Total Outstanding Deposits						25.00

CARLTON LAKES COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund

For the Period from 10/01/2024 to 10/31/2024

(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
GENERAL FUND - 001								
001	1158	10/03/24	BALLFER SERVICE CORP	BAL-011669	FENCE WORK	Recreation / Park Facility Maintenance	546414-53908	\$745.00
001	1159	10/03/24	SAVMO INC	1375	POOL - AUG 2024	Contracts-Pools	534078-53908	\$1,700.00
001	1165	10/07/24	BUSINESS OBSERVER	24-02463H	LEGAL ADV AUG 24	LEGAL ADV	548002-51301	\$96.25
001	1166	10/07/24	PINE LAKE SERVICES	5058	SERVICES OCT24	SERVICE OCT24	546300-53908	\$12,534.58
001	1167	10/16/24	EGIS INSURANCE	25042	POLICY #100124711 10/1/24-10/1/25	Insurance -Property & Casualty	545009-53908	\$32,507.19
001	1167	10/16/24	EGIS INSURANCE	25042	POLICY #100124711 10/1/24-10/1/25	Insurance -Property & Casualty	545009-53908	\$3,171.62
001	1167	10/16/24	EGIS INSURANCE	25042	POLICY #100124711 10/1/24-10/1/25	Public Officials Insurance	545008-51301	\$2,350.19
001	1168	10/16/24	ELIZABETH DIAZ	ED 100124	BOARD MEETING 10/3/24	Supervisor Fees	511100-51101	\$200.00
001	1169	10/16/24	FREDDY BARTON	FB 100324	BOARD MEETING 10/3/24	Supervisor Fees	511100-51101	\$200.00
001	1170	10/16/24	MHD COMMUNICATIONS	35665	REPLACE FIREWALL	IT SERVICES	546385-53908	\$2,088.00
001	1171	10/16/24	NICHOLLE D. PALMER	NP 100324	BOARD MEETING 10/3/24	Supervisor Fees	511100-51101	\$200.00
001	1172	10/16/24	PEST CEMETERY LLC	583852	PEST CONTROL SVCS	Pest Control	531170-53908	\$99.00
001	1172	10/16/24	PEST CEMETERY LLC	55777	SERVICE SEPT 2024	SERVICE SEPT 24	531170-53908	\$271.00
001	1173	10/21/24	CROSSCREEK ENVIRONMENTAL INC	18672	MTHLY STORMWATER/POND MANT	WATERWAY MAINT	531085-53908	\$590.00
001	1174	10/21/24	DEPARTMENT OF ECONOMIC OPPORTUNITY	91203	DISTRICT FILING FEES	Dues, Licenses, Subscriptions	554020-51301	\$175.00
001	1175	10/21/24	SAVMO INC	1747	MONTHLY SERVICE OCT 24	POOL SRV OCT 24	534078-53908	\$1,700.00
001	1176	10/25/24	SAVMO INC	1320	POOL SERVICES	TRAETMENT	546074-53908	\$1,221.83
001	1176	10/25/24	SAVMO INC	1681	GRANULAR 90	R&M-Pools	546074-53908	\$590.00
001	DD543	10/17/24	RENA DIANE VANCE - EFT	RV 100324	BOARD MEETING 10/3/24	Supervisor Fees	511100-51101	\$200.00
001	DD544	10/31/24	WASTE MANAGEMENT	0085499-2206-3 ACH	SERVICE OCT 2024	GARBAGE SERVICES	546913-53400	\$423.64
001	DD548	10/18/24	TECO	6203 100424 ACH	ELECTRIC	Utility - Electric	543041-53100	\$17,995.29
001	DD549	10/09/24	CHARTER COMMUNICATIONS	0924 100924 ACH	INTERNET	Clubhouse Facility - Other	546385-53908	\$264.97
001	DD554	10/28/24	BOCC	9495 101524 ACH	WATER	Utility - Water	543018-53600	\$1,139.26
Fund Total								\$80,462.82

Total Checks Paid	\$80,462.82
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CARLTON LAKES CDD
Summary of Operations and Maintenance Invoices

Vendor	Invoice Date	Invoice/Account Number	Amount	Invoice Total	Comments/Description
Monthly Contract					
CROSSCREEK ENVIRONMENTAL INC	10/15/2024	18672	\$590.00	\$590.00	WATERWAY MAINT
PINE LAKE SERVICES	9/30/2024	5058	\$12,534.58	\$12,534.58	SERVICE OCT24
SAVMO INC	8/1/2024	1375	\$1,700.00	\$1,700.00	POOL - AUG 2024
SAVMO INC	10/1/2024	1747	\$1,700.00	\$1,700.00	POOL SRV OCT 24
SAVMO INC	9/17/2024	1681	\$590.00	\$590.00	GRANULAR 90
WASTE MANAGEMENT	10/1/2024	0085499-2206-3 ACH	\$423.64	\$423.64	GARBAGE SERVICES
Monthly Contract Subtotal			\$17,538.22	\$17,538.22	
Variable Contract					
ELIZABETH DIAZ	10/3/2024	ED 100124	\$200.00	\$200.00	BOARD MEETING 10/3/24
FREDDY BARTON	10/3/2024	FB 100324	\$200.00	\$200.00	BOARD MEETING 10/3/24
NICHOLLE D. PALMER	10/3/2024	NP 100324	\$200.00	\$200.00	BOARD MEETING 10/3/24
RENA DIANE VANCE - EFT	10/3/2024	RV 100324	\$200.00	\$200.00	BOARD MEETING 10/3/24
Variable Contract Subtotal			\$800.00	\$800.00	
Regular Services					
BUSINESS OBSERVER	8/16/2024	24-02463H	\$96.25	\$96.25	LEGAL ADV
DEPARTMENT OF ECONOMIC OPPORTUNITY	10/1/2024	91203	\$175.00	\$175.00	DISTRICT FILING FEES
EGIS INSURANCE	8/30/2024	25042	\$32,507.19		POLICY #100124711 10/1/24-10/1/25
EGIS INSURANCE	8/30/2024	25042	\$3,171.62		POLICY #100124711 10/1/24-10/1/25
EGIS INSURANCE	8/30/2024	25042	\$2,350.19	\$38,029.00	POLICY #100124711 10/1/24-10/1/25
MHD COMMUNICATIONS	10/4/2024	35665	\$2,088.00	\$2,088.00	IT SERVICES
PEST CEMETERY LLC	10/1/2024	583852	\$99.00	\$99.00	PEST CONTROL SVCS
PEST CEMETERY LLC	9/3/2024	55777	\$271.00	\$271.00	SERVICE SEPT 24
SAVMO INC	7/24/2024	1320	\$1,221.83	\$1,221.83	TRAETMENT
Regular Services Subtotal			\$41,980.08	\$41,980.08	
Additional Services					
BALLFER SERVICE CORP	9/24/2024	BAL-011669	\$745.00	\$745.00	FENCE WORK
Additional Services Subtotal			\$745.00	\$745.00	

<p>CARLTON LAKES CDD</p> <p>Summary of Operations and Maintenance Invoices</p>
--

Vendor	Invoice Date	Invoice/Account Number	Amount	Invoice Total	Comments/Description
TOTAL			\$61,063.30	\$61,063.30	



Crosscreek Environmental Inc.

111 61st Street East
Palmetto, FL 34221

Invoice

Date 10/15/2024

Invoice # 18672

Bill To

Carlton Lakes CDD
313 Campus St.
Celebration, FL 34747
Kristee Cole

Project Info

Current Month's Maintenance

P.O. #

Terms

Net 30

Due Date

11/14/2024

Description	Amount
Monthly stormwater pond maintenance of nuisance and exotic vegetation located within perimeter of the seven (7) ponds onsite. Treatments to occur once a month for a total of twelve (12) visits per year.	590.00
Maintenance services to include the following: * Algae control * Floating vegetation control * Shoreline vegetation control * Submersed vegetation control * Aquatics consulting * Management reporting * Littoral shelf maintenance * Lifetime warranty on all erosion control work as long as Crosscreek Environmental is the onsite vendor.	
Total maintenance cost = \$590/Month (\$7,080 annually)	
If the customer is not satisfied with the aquatic service provided, and the state of the aquatic management area declines due to Crosscreek Environmental Inc. negligence, the customer has full right to cancel the service with no less than 45 days written notice to Crosscreek Environmental Inc.	

Thank you for your business

Crosscreek Environmental Inc.

Subtotal	\$590.00
Sales Tax (0.0%)	\$0.00
Total	\$590.00
Payments/Credits	\$0.00
Balance Due	\$590.00

Phone # (941) 479-7811

Fax # (941) 479-7812

admin@crosscreekenv.com

www.crosscreekenvironmental.com



12980 Tarpon Springs Road
Odessa, FL 33556

pinelakellc.com

INVOICE

Date	Invoice No.
09/30/24	5058
Terms	Due Date
Net 30	10/30/24

BILL TO

Teresa Farlow
Carlton Lakes CDD
11404 Carlton Fields Drive

PROPERTY

Carlton Lakes CDD
11404 Carlton Fields Drive

Amount Due	Enclosed
\$12,534.58	

Please detach top portion and return with your payment.

QTY	ITEM	UNIT PRICE	EXT PRICE	SALES TAX	LINE TOTAL
	#3481 - Carlton Lakes CDD Maintenance 24-25 October 2024		\$12,534.58	\$0.00	\$12,534.58
	#3481 - Carlton Lakes CDD Main		\$12,534.58	\$0.00	\$12,534.58
Total			\$12,534.58	\$0.00	\$12,534.58

TOTALLY BLU H2O

33572 US
totallyblubiz@gmail.com

INVOICE

BILL TO
Kristee Cole
Carlton Lakes CDD

INVOICE 1375
DATE 08/01/2024
TERMS Due on receipt
DUE DATE 08/01/2024

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Service	Monthly Pool Service	1	1,700.00	1,700.00
SUBTOTAL				1,700.00
TAX				0.00
TOTAL				1,700.00
BALANCE DUE				\$1,700.00

TOTALLY BLU H2O

33572 US
totallyblubiz@gmail.com

INVOICE

BILL TO
Carlton Lakes CDD

INVOICE 1747
DATE 10/01/2024
TERMS Due on receipt
DUE DATE 10/01/2024

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Service	Monthly Pool Service	1	1,700.00	1,700.00
SUBTOTAL				1,700.00
TAX				0.00
TOTAL				1,700.00
BALANCE DUE				\$1,700.00

TOTALLY BLU H20

33572 US
totallyblubiz@gmail.com

INVOICE

BILL TO

Carlton Lakes CDD

SHIP TO

Kristee Cole

Carlton Lakes CDD

INVOICE

DATE

TERMS

DUE DATE

1681

09/17/2024

Net 30

10/17/2024

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Sales	granular 90	2	295.00	590.00
SUBTOTAL				590.00
TAX				0.00
TOTAL				590.00
BALANCE DUE				\$590.00



INVOICE

Customer ID:

22-06270-03004

Customer Name:

CARLTON LAKES

Service Period:

10/01/24-10/31/24

Invoice Date:

10/01/2024

Invoice Number:

0085499-2206-3

How to Contact Us

Visit wm.com/MyWM

Create a My WM profile for easy access to your pickup schedule, service alerts and online tools for billing and more. Have a question? Check our support center or start a chat.



Customer Service: (813) 621-3055

Your Payment is Due

Oct 31, 2024

If full payment of the invoiced amount is not received within your contractual terms, you may be charged a monthly late charge of 2.5% of the unpaid amount, with a minimum monthly charge of \$5, or such late charge allowed under applicable law, regulation or contract.

Your Total Due

\$423.64

If payment is received after
10/31/2024: **\$ 434.23**

Previous Balance

403.98

+

Payments

(403.98)

+

Adjustments

0.00

+

Current Invoice Charges

423.64

=

Total Account Balance Due

423.64

IMPORTANT MESSAGES

Invoice includes price increase. Due to an increase in disposal, processing and/or transportation costs, your enclosed invoice contains an increase to your service rate (next invoice for some customers billed in arrears). This increase is in accordance with our standard service terms. Check your service agreement for your applicable service terms or contact us if you have any questions.



----- Please detach and send the lower portion with payment ----- (no cash or staples) -----



WASTE MANAGEMENT INC. OF FLORIDA
WM - TAMPA
PO BOX 3020
MONROE, WI 53566-8320
(813) 621-3055
(800) 255-7172

Invoice Date

10/01/2024

Invoice Number

0085499-2206-3

Customer ID

(Include with your payment)

22-06270-03004

Payment Terms

Total Due by 10/31/2024
If Received after 10/31/2024

Total Due

\$423.64
\$434.23

Amount

*** DO NOT PAY-AUTOMATIC PAYMENT WILL BE PROCESSED ***

Your bank account will be drafted \$423.64.

2206000220627003004000854990000004236400000042364 5

0040351 01 AB 0.593 **AUTO T9 0 7275 33607-600875 -C04-P40391-11

I0290C56



CARLTON LAKES
2005 PAN AM CIR STE 300
TAMPA FL 33607-6008



Remit To:

WM CORPORATE SERVICES, INC.
AS PAYMENT AGENT
PO BOX 4648
CAROL STREAM, IL 60197-4648



Printed on
recycled paper.

405-0233578-2206-5

DETAILS OF SERVICE

Details for Service Location:
Carlton Lakes, 11404 Carlton Fields Dr, Riverview FL 33579-4094

Customer ID: 22-06270-03004

Description	Date	Ticket	Quantity	Amount
Disposal 6 Yard Dumpster 1X Week	10/01/24		1.00	162.44
6 Yard Dumpster 1X Week	10/01/24		1.00	261.20
Total Current Charges				423.64

GREENER WAYS TO PAY

Please choose one of these sustainable payment options:



AutoPay

Set up recurring payments with us at wm.com/myaccount



Online

Use wm.com for quick and easy payments



By Phone

Pay 24/7 by calling
 866-964-2729

HOW TO READ YOUR INVOICE

How to Contact Us	Your Payment is Due	Your Total Due
Visit wm.com/MyWM	10/25/2022	\$123.45
We have a new way to pay your bill. You can now pay your bill online using your credit or debit card. To learn more, visit wm.com/MyWM .		If payment is received after 10/25/2022: \$125.45
<div><div><div><div></div><div></div><div></div></div><div><div></div><div></div><div></div></div></div></div>		
<div>Previous Balance: \$123.45</div> <div>Payments: (\$123.45)</div> <div>Adjustments: 0.00</div> <div>Current Invoice Charges: \$123.45</div> <div>Total Account Balance Due: \$123.45</div>		
DETAILS OF YOUR BILL		
Bill To: City of Seattle, 1000 1st Avenue, Seattle, WA 98101		Customer ID: 21-10000-00000
Description: MIN STATE SOLID WASTE TAX 0.75% COUNTY ENVIRONMENTAL CHARGE		

1

Your Total Due is the total amount of current charges and any previous unpaid Balances combined. This also states the date payment is due to WM, anything beyond that date may incur additional charges.

2

Previous balance is the total due from your previous invoice. We subtract any Payments Received/Adjustments and add your Current Charges from this billing cycle to get a Total Due on this invoice. If you have not paid all or a portion of your previous balance, please pay the entire Total Due to avoid a late charge or service interruption.

3

Service location details the total current charges of this invoice.

New Payment Platform

Here are more details about our enhanced online bill-pay system. Powered by Paymentus, the platform will provide more options and flexibility when managing and paying your bills.



Expanded payment options.

Pay with PayPal, Apple Pay, or Google Pay; via secure direct debit from a bank account; or by credit or debit card.

Anytime, anywhere payments.

Same great 24/7 availability so you can make payments when convenient or set it and forget it with AutoPay.

Complete Hub for account activity.

Continue to view and manage your bills directly from **My WM** (wm.com/mywm).

If your service is suspended for non-payment, you may be charged a Resume charge to restart your service. For each returned check, a charge will be assessed on your next invoice equal to the maximum amount permitted by applicable state law.

☐ Check Here to Change Contact Info

List your new billing information below. For a change of service address, please contact **WM**.

Address 1	
Address 2	
City	
State	
Zip	
Email	
Date Valid	

☐ Check Here to Sign Up for Automatic Payment Enrollment

If I enroll in Automatic Payment services, I authorize **WM** to pay my invoice by electronically deducting money from my bank account. I can cancel authorization by notifying **WM** at wm.com or by calling the customer service number listed on my invoice. Your enrollment could take 1-2 billing cycles for Automatic Payments to take effect. Continue to submit payment until page one of your invoice reflects that your payment will be deducted.

Email	
Date	
Bank Account Holder Signature	

NOTICE: By sending your check, you are authorizing the Company to use information on your check to make a one-time electronic debit to your account at the financial institution indicated on your check. The electronic debit will be for the amount of your check and may occur as soon as the same day we receive your check.

In order for us to service your account or to collect any amounts you may owe (for non-marketing or solicitation purposes), we may contact you by telephone at any telephone number that you provided in connection with your account, including wireless telephone numbers, which could result in charges to you. Methods of contact may include text messages and using pre-recorded/artificial voice messages and/or use of an automatic dialing device, as applicable. We may also contact you by email or other methods as provided in our contract.

Please send all bankruptcy correspondence to RMCbankruptcy@wm.com or PO Box 43290 Phoenix, AZ 85080. Using the email option will expedite your request. (this language is in compliance with 11 USC 342(c)(2) of the Bankruptcy Code)

Attendance Confirmation

for
Board of Supervisors

District Name: Carlton Lakes CDD

Board Meeting Date: October 3, 2024

	Name	In Attendance Please X	Paid
1	Elizabeth Morales Diaz	X	\$200.00

Kristee Cole
District Manager Signature

10/4/2024
Date

Attendance Confirmation

for
Board of Supervisors

District Name: Carlton Lakes CDD

Board Meeting Date: October 3, 2024

	Name	In Attendance Please X	Paid
1	Freddy Barton	X	\$200.00

Kristee Cole
District Manager Signature

10/4/2024
Date

Attendance Confirmation

for
Board of Supervisors

District Name: Carlton Lakes CDD

Board Meeting Date: October 3, 2024

	Name	In Attendance Please X	Paid
1	Nichole Palmer	X	\$200.00

Kristee Cole
District Manager Signature

10/4/2024
Date

Attendance Confirmation

for
Board of Supervisors

District Name: Carlton Lakes CDD

Board Meeting Date: October 3, 2024

	Name	In Attendance Please X	Paid
1	Rena Vance	X	\$200.00

Kristee Cole
District Manager Signature

10/4/2024
Date

Business Observer

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

INVOICE

Legal Advertising

Invoice # 24-02463H

Date 08/16/2024

Attn:
Inframark DNR 9.3.24
2005 PAN AM CIRCLE, SUITE 300
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 # 24-02463H

\$96.25

Notice of Meeting

RE: Notice of Meeting and Public Hearing on Proposed Revisions to Polices,
Fees and Rates

Published: 8/16/2024

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

\$96.25

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.

Business Observer

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

INVOICE

Legal Advertising

Carlton Lakes Community Development District Notice of Meeting and Public Hearing on Proposed Revisions to Policies, Fees, and Rates for Recreational Facilities

The Carlton Lake Community Development District (the "**District**") hereby gives public notice of a meeting of its Board of Supervisors (the "**Board**") and a public hearing, to review and adopt proposed revisions to its policies, fees, and rates related to its recreational facilities. The public hearing will take place during the District's Board of Supervisors (the "**Board**") meeting on **Thursday, September 5, 2024**, at **6:00 p.m.** at the Carlton Lakes Clubhouse, 11404 Carlton Fields Drive, Riverview, FL 33579.

The hearing will be for the purpose of receiving input on such items, providing for efficient and effective District operations and permitting rentals and use of District's properties are borne in a fair manner for all user types. The proposed rates and fees are:

	Resident Rate	Non-Resident Rate	Rental Length
Refundable Rental Deposit	\$250	\$500	
Small Clubhouse Room	\$50 per hour	\$100 per hour	2-hour maximum
Large Clubhouse Room	\$50 per hour	\$100 per hour	2-hour maximum

The proposed rates and fees may be adjusted at the public hearing pursuant to discussion by the Board and public comments. At the conclusion of the hearing, the Board shall adopt the policies and rate and fee schedules as finally approved by the Board. The Florida Statutes being implemented include Chapter 190, Florida Statutes, generally, and Section 190.035, Florida Statutes, specifically; and provide legal authority for establishment of such policies and rate and fee schedules. The use of the District's recreational facilities are subject to the District's adopted policies.

A copy of the agenda will be available 7 days in advance of the meeting on the District's website at: <https://www.carltonlakescdd.org/> or by contacting Kristee Cole, the District Manager, via email at kristee.cole@inframark.com or via phone at 813.382.7355.

All interested parties may appear at the meeting and be heard. This meeting and public hearing may be continued to a date, time, and place to be specified on the record at the meeting or public hearing. If anyone chooses to appeal any decision of the Board with respect to any matter considered, such person will need a record of the proceedings and should accordingly ensure that a verbatim record of the proceedings is made that includes the testimony and evidence upon which such appeal is to be based.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special assistance to participate in this meeting should contact the District Manager for assistance at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 711, or 1-800-955-8771 (TTY), or 1-800-955-8770 (Voice) for aid in contacting the District Manager.

August 16, 2024

24-02463H

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.

FloridaCommerce, Special District Accountability Program**Fiscal Year 2024 - 2025 Special District State Fee Invoice and Profile Update**

Required by sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Date Invoiced: 10/01/2024				Invoice No: 91203
Annual Fee: \$175.00	1st Late Fee: \$0.00	2nd Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/02/2024: \$175.00

STEP 1: Review the following profile and make any needed changes.**1. Special District's Name, Registered Agent's Name and Registered Office Address:**

000218

Carlton Lakes Community Development District

Mr. Brian K. Lamb

Meritus

2005 Pan Am Circle, Suite 300

Tampa, Florida 33607



2. Telephone: 813-873-7300 Ext:
3. Fax: 813-873-7070
4. Email: brian.lamb@inframark.com
5. Status: Independent
6. Governing Body: Elected
7. Website Address: carltonlakescdd.org
8. County(ies): Hillsborough
9. Special Purpose(s): Community Development
10. Boundary Map on File: 07/09/2015
11. Creation Document on File: 07/09/2015
12. Date Established: 03/25/2015
13. Creation Method: Local Ordinance
14. Local Governing Authority: Hillsborough County
15. Creation Document(s): County Ordinance 15-6
16. Statutory Authority: Chapter 190, Florida Statutes
17. Authority to Issue Bonds: Yes
18. Revenue Source(s): Assessments

STEP 2: Sign and date to certify accuracy and completeness.

By signing and dating below, I do hereby certify that the profile above (changes noted if necessary) is accurate and complete:

Registered Agent's Signature:  Date 10/14/24**STEP 3:** Pay the annual state fee or certify eligibility for zero annual fee.**a. Pay the Annual Fee:** Pay the annual fee by following the instructions at www.FloridaJobs.org/SpecialDistrictFee.**b. Or, Certify Eligibility for the Zero Fee:** By initialing both of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **BOTH** of the following statements and those on any submissions to the Department are true, correct, complete, and made in good faith. I understand that any information I give may be verified.

1. ___ This special district is not a component unit of a general purpose local government as determined by the special district and its Certified Public Accountant; and,

2. ___ This special district is in compliance with its Fiscal Year 2022 - 2023 Annual Financial Report (AFR) filing requirement with the Florida Department of Financial Services (DFS) and that AFR reflects \$3,000 or less in annual revenues or, is a special district not required to file a Fiscal Year 2022 - 2023 AFR with DFS and has included an income statement with this document verifying \$3,000 or less in revenues for the current fiscal year.

Department Use Only: Approved: ___ Denied: ___ Reason: _____

STEP 4: Make a copy of this document for your records.**STEP 5:** Email this document to SpecialDistricts@Commerce.fl.gov or mail it to FloridaCommerce, Bureau of Budget Management, 107 East Madison Street, MSC #120, Tallahassee, FL 32399-4124. Direct questions to 850.717.8430.



INVOICE

Customer	Carlton Lakes Community Development District
Acct #	771
Date	08/30/2024
Customer Service	Christina Wood
Page	1 of 1

Carlton Lakes Community Development District
c/o Meritus
2005 Pan Am Circle, Suite 300
Tampa, FL 33607

Payment Information	
Invoice Summary	\$ 38,029.00
Payment Amount	
Payment for:	Invoice#25042
100124711	

Thank You

Please detach and return with payment



Customer: Carlton Lakes Community Development District

Invoice	Effective	Transaction	Description	Amount
25042	10/01/2024	Renew policy	Policy #100124711 10/01/2024-10/01/2025 Florida Insurance Alliance Package - Renew policy Due Date: 8/30/2024	38,029.00

Total

\$ 38,029.00

Thank You

FOR PAYMENTS SENT OVERNIGHT:
Bank of America Lockbox Services, Lockbox 748555, 6000 Feldwood Rd. College Park, GA 30349

Remit Payment To: Egis Insurance Advisors

(321)233-9939

Date

P.O. Box 748555
Atlanta, GA 30374-8555

sclimer@egisadvisors.com

08/30/2024



MHD Communications
5808 Breckenridge Pkwy Ste G
Tampa, FL 33610
(813) 948-0202

Bill To:
Carlton Lakes CDD Attn: Accounts Payable 11404 CARLTON FIELD DR Riverview , FL 33579 United States

Date	Invoice
10/04/2024	35665
Account	
Carlton Lakes CDD	

Terms	Due Date	PO Number	Reference	
NET15	10/19/2024			

Project Name	#1207 - Replacement 40F Firewall
Billing Type	Standard
Billing Method	Fixed Fee
Original Deposit	\$0.00
Company Name	Carlton Lakes CDD
Contact Name	Frederick Levatte

--

	Total Other Charges:	\$2,088.00
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Make checks payable to MHD Communications. Or pay your invoice online through the payment link in the email of which this invoice was attached. For ACH, please email finance@mhdit.com for the payment information.	Invoice Subtotal:	\$2,088.00
	Sales Tax:	\$0.00
	Invoice Total:	\$2,088.00
	Payments:	\$0.00
	Credits:	\$0.00
	Balance Due:	\$2,088.00



6046 Angus Valley Drive
Wesley Chapel, FL 33544
(813) 803-3390

Carlton Lake CDD
210 N University Dr
Suite 702
Coral Springs, FL 33071-7394

Carlton Lake CDD
11404 Carlton Fields Dr
Riverview, FL 33579-4094

Invoice # 58382

Invoice Date: 10/01/2024
Tuesday

Time: 12:00 AM

Bill-To: 3667

Location: 3667

Technician: Bryan Kennedy

Service Description	Quantity	Price
PEST CONTROL	1.00	\$99.00
		SUBTOTAL \$99.00
		TAX \$0.00
		AMT PAID \$0.00
		TOTAL \$99.00
		AMOUNT DUE \$99.00

CLUBHOUSE, DEWEB GAZEBO, GRANULATE 3-5' PERMITER
AROUND POOL/BUILDING, TREAT 2 MAILBOXES (1 OFFSITE @
14218 Arbor Pines Dr), REMOVE WASP NEST ON PLAYGROUND
PER REQUEST ONLY.

Payment Receipt. Please Return with Payment Remittance

Bill-To: Carlton Lake CDD
210 N University Dr
Suite 702
Coral Springs, FL 33071-7394

Account #: 3667

Date: 10/01/2024

PO Number:

Invoice #: 58382

Terms: COD

Technician: Bryan Kennedy

Amount Paid: _____

Check No.: _____

Remit-To: Pest Cemetery
6046 Angus Valley Drive
Wesley Chapel, FL 33544
813-803-3390



6046 Angus Valley Drive
Wesley Chapel, FL 33544
(813) 803-3390

Carlton Lake CDD
210 N University Dr
Suite 702
Coral Springs, FL 33071-7394

Carlton Lake CDD
11404 Carlton Fields Dr
Riverview, FL 33579-4094

Invoice # 55777

Invoice Date: 09/03/2024
Tuesday

Time: 09:42 AM

Bill-To: 3667

Location: 3667

Technician: Cassandra Anderson
Lic:JE337139

Service Description	Quantity	Price
Initial Pest Control	1.00	\$271.00
SUBTOTAL		\$271.00
TAX		\$0.00
AMT PAID		\$0.00
TOTAL		\$271.00
AMOUNT DUE		\$271.00

INITIAL PEST CONTROL SCHEDULED FOR 9/3 BETWEEN 8-10AM.
CLUBHOUSE, DEWEB GAZEBO, GRANULATE 3-5' PERMITER
AROUND POOL/BUILDING, TREAT 2 MAILBOXES (1 OFFSITE),
REMOVE WASP NEST ON PLAYGROUND PER REQUEST ONLY.

Payment Receipt. Please Return with Payment Remittance

Bill-To: Carlton Lake CDD
210 N University Dr
Suite 702
Coral Springs, FL 33071-7394

Account #: 3667

Date: 09/03/2024

PO Number:

Invoice #: 55777

Terms: COD

Technician: Cassandra Anderson

Amount Paid: _____

Check No.: _____

Remit-To: Pest Cemetery
6046 Angus Valley Drive
Wesley Chapel, FL 33544
813-803-3390

TOTALLY BLU H2O

33572 US
totallyblubiz@gmail.com

INVOICE

BILL TO
Kristee Cole
Carlton Lakes CDD

INVOICE 1320
DATE 07/24/2024
TERMS Due on receipt
DUE DATE 07/24/2024

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Sales	Granular 90 (black algae) treat ment	2	299.00	598.00
Sales	Flow meter	1	250.47	250.47
Sales	Scum gutters	8	9.17	73.36
Labor	to dive and use tabs to kill black algae	1	300.00	300.00

SUBTOTAL	1,221.83
TAX	0.00
TOTAL	1,221.83
BALANCE DUE	\$1,221.83

BALLFER SERVICE CORP

1517 S US Hwy-41, Suite 102
Ruskin, FL 33570 US
+18133313323
ballferservice@gmail.com
www.ballferfence.com



INVOICE

BILL TO
Carlton Lakes CDD
11404 Carlton Field Drive
Riverview, Florida 33579

INVOICE BAL-011669
DATE 09/24/2024
DUE DATE 09/24/2024

DESCRIPTION	QTY	RATE	AMOUNT
Charges			
Replace Existing Damaged Material	1	745.00	745.00
5-5ft tall by 8 ft wide panels			
2 post 2 1/2			
Tear Down and dispose of Fence			
Remaining Balance			

We appreciate your business.

SUBTOTAL	745.00
TAX	0.00
TOTAL	745.00
BALANCE DUE	\$745.00



PREVENTATIVE MAINTENANCE AGREEMENT

4424 N. Lois Avenue, Tampa, FL 33614

P. 813.870.2966 F. 813.870.2896

service@fitrev.com

Prepared For: Carlton Lakes CDD Clubhouse

Purpose of Agreement:

This agreement* specifies the services; timeframe and pricing pertaining to preventative maintenance (PM) and repair services FITREV will provide **Carlton Lakes CDD Clubhouse** relative to the care of all fitness equipment. During the first PM visit, FITREV will identify and record the specific models and corresponding serial numbers of equipment to be maintained under this agreement.

Preventative Maintenance Services:

FITREV will provide 2 PM services PER YEAR. The full range of PM service includes: mechanical inspections, lubrication, adjustments and repair recommendations to reduce unexpected breakdowns. An internal cleaning of the mechanical compartment is included in this service along with an exterior wipe down. **Carlton Lakes CDD Clubhouse** will receive 2 PM services from **2/20/2023** and continue for a term of one (1) year; expiring on the anniversary date of the initial purchase of the PM Agreement. Agreement may be canceled with a 30-day written notice at any time**.

Preventative Maintenance Charge:


The services fee is **\$270** per service plus the fuel surcharge. The PM services fee shall cover all services described previously but shall not cover costs of any parts, materials or supplies as may be necessary or requested by the customer. These will be billed separately as such costs occur. All PM invoices will be submitted to customer upon receipt of the service order provided by the service tech who performed the service call. **Service will be suspended if an invoice is unpaid for more than 45 days.**

Payments:

Invoices are due upon receipt and payments must be received within fifteen (15) days of receipt in order to avoid service interruptions. FitRev will waive the fuel surcharge on invoices paid on the **day of service**. If any PM/Service invoice goes unpaid for more than ninety (90) days, the PM agreement will be terminated, and no further service will be provided until account is brought to current. If non-payment exceeds the ninety (90) day period and account is paid in full, preventative maintenance and service will be reinstated upon signing a new preventative maintenance agreement.

Repair Fees:

FITREV will provide full repair services based upon scope of work agreed to by the customer. All repairs will be quoted in advance including all parts and labor costs. Labor rate is \$88/hour (our regular rate is \$88/hour) plus any parts and shipping. The customary service charge of \$88.00 is reduced to \$65 when a preventative maintenance agreement is in place.


Signature and Title of authorized personnel

2/20/2023
Date

*PM agreements left unsigned are good for 90 days and include only the equipment listed on page 3

**Additional equipment can be added after the agreement is in place with an analysis and new agreement



PREVENTATIVE MAINTENANCE AGREEMENT

Treadmills	Cross-Trainers	Stairclimbers	Bikes	Strength	Spin Bikes
✓Inspect drive belt	✓Check tracks	✓Clean friction belt	✓Check Kevlar belt	✓Lubricate rods	✓Clean flywheel
✓Inspect belts	✓Lubricate lift	✓Grease pivots	✓Check seat	✓Grease fittings	✓Adjust flywheel
✓Inspect flip deck	✓Inspect wheels	✓Check springs	✓Lubricate chains	✓Tighten nuts	✓Clean chains
✓Inspect rollers	✓Inspect rollers	✓Check cables	✓Check cranks	✓Check upholstery	✓Clean frames
✓Lubricate lift	✓Inspect pad	✓Lubricate chains	✓Check alternator	✓Adjust plates	✓Adjust tension
✓Inspect wheels	✓Check flywheels	✓Check shocks	✓Check electronics	✓Check cables for proper tension and damage	✓Lubricate tension
✓Inspect pads	✓Diagnose errors	✓Check handrails	✓Check Kevlar belt		✓Lubricate pedals
✓Inspect feet	✓Check stride	✓Clean friction belt	✓Check seat		✓Lubricate bearing
✓Diagnose errors	✓Check tracks	✓Grease pivots	✓Lubricate chains		✓Lubricate chains
✓Check mileage	✓Lubricate lift	✓Clean interior mechanical compartment	✓Check cranks		✓Lubricate seat
✓Check amp draw	✓Clean interior mechanical compartment		✓Check alternator		✓Lubricate knobs
✓Clean interior mechanical compartment			✓Clean interior mechanical compartment		

[illegible]



PREVENTATIVE MAINTENANCE AGREEMENT

Best practices between PM services

- Your equipment, especially your cardio equipment, attracts dust. To prolong the life and health of your fitness equipment, it is important to vacuum your fitness room making sure to get under and around all fitness equipment as well as the corners of the room at least once a week. The more often this is done, the better it is for your equipment - dust build up impacts the wear and mechanics of your equipment.
- Your equipment needs to be wiped down with an approved cleaner such as Simple Green (30pp water to 1pp solution) from top to bottom - focusing on areas where sweat drips to prevent corrosion and rust, not to mention the spread of illnesses.

We are here to help you provide your members/customers/residents and patients with the best possible fitness experience. Please feel free to reach out with any questions, concerns or if your equipment needs repair in between PM calls.

Our standard hours of operations are as follows:

Monday thru Friday: 8:30am - 5:00pm
Saturday and Sunday: Closed

*PM agreements left unsigned are good for 90 days and include only the equipment listed on page 3

**Additional equipment can be added after the agreement is in place with an analysis and new agreement

Po Box 6004
Sun City Center, FL 33571
Phone 813-839-7665

DATE	2024-12-18
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<https://flapools.com/>
info@flapools.com

CONTRACT / PROPOSAL

WORK TO BE PERFORMED AT:

CONTACT	Fred	ADDRESS	Same as contract
NAME	Carlton Fields Club House		
ADDRESS	11404 Carlton Fields Dr, Riverview, FL 33579		
EMAIL	carltonlkclubhouse@gmail.com / inframark@avidbill.com	ORDER TAKEN BY	<i>Pat Hanley</i>
TEL			

We hereby propose to furnish the materials and perform the labor to perform the necessary steps to complete work
Hanley Pools will perform the work as follows;

Cost

Will drain and prepare approximately 6420 ft.² commercial pool to NPC standards

Install approximately 867 lineal feet of tile of choice

Install approximately 205 ft step cap tile

Install 33 new floor covers

Install 38 new gutter covers and frame

Install 2 new 18-in main drain covers

Rebuild gutter to proper elevation to include 2 in pitch to gutter frame approximately 331 ft

Install expose aggregate pool surface to approximately 6420 ft²

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of

Total \$153,090.00

With payments to be made as follows:

ADD 3.5% TO TOTAL WHEN PAYING WITH ANY CARD

IF NEEDED ANY PERMITS TO BE OBTAINED BY THE HOMEOWNER

*Pool finish prices include: draining of pool, acid washing, pressure washing and removal of up to 5% of total surface area, undercut all perimeter tile borders and fixtures, final clean-up and maintenance instructions. All work performed has a year warranty against defects in materials and workmanship. Pool finishes are not warranted against discoloration, staining, pitting or etching inasmuch as this is commonly due to the local water, wrong use of chemicals or lack of cleaning.

Stains caused by

***fill water are not warranted. Structural cracks in decks and pools are not warranted. IN THE EVENT OF UNFORESEEN ISSUES IN THE EXISTING PLASTER, INCLUDING BUT NOT LIMITED TO FLAKING, DELAMINATION OR HOLLOW SPOTS, THE HOMEOWNER WILL BE NOTIFIED OF ANY ADDITIONAL COSTS.**

I/We Understand that there may be color variations in both the paver and tile selections I/we have made due to the manufacturing process. /we understand that once these products have been ordered, the order may not be canceled without a cancellation/ restocking fee as this material was specifically manufactured for this job. Also, when using thin and thick pavers, I/we understand that there may be differences in the product colors as the two products are manufactured separately.

1/We understand that changes made after the signing of this contract will be assessed a \$150.00 change order fee plus the cost of materials each time a change is made.

*I/We Understand that there may be color variations in both the paver and tile selections I/we have made due to the manufacturing process. /we understand that once these products have been ordered, the order may not be canceled without a cancellation/ restocking fee as this material was specifically manufactured for this job. Also, when using thin and thick pavers, I/we understand that there may be differences in the product colors as the two products are manufactured separately.

*1/We understand that changes made after the signing of this contract will be assessed a \$150.00 change order fee plus the cost of materials each time a change is made.

*After work is completed and pool is filled with water, due to water pressure leaks may occur. If the leaks are not a result from our work or part of our work, the homeowner will pay for the leak detection and leak repair.

*No powder chemicals (chlorine, stabilizer, etc...) or chlorine tablets shall be placed on any surface. Powder chemicals shall be put into skimmer or diluted.

Surface warranty will be voided if powdered chemicals are used.
*Triclor should never be used on any pool or spa surface.

In the event of default by the Home Owner of any of the provisions of this contract, the Home Owner shall pay all collection costs and interest from the date of default, including any reasonable attorney's fees.

*Failure to pay contract amount as scheduled voids all implied or written warranties.

If more than 5% of existing interior, is hollow or failing, an additional cost will be incurred by the homeowner, to remove or dispose of it.

*If well-pointing is needed to control groundwater, there will be an additional cost.

*Eco Finish Interiors will contour to your existing surface, it will only be as smooth as the surface it goes over. There is an additional cost to add a smooth sub-surface under the Eco Finish surface, It is normal when applying ECO Finish to cover/protect the tile, that there may be a slight overlap at the bottom of the tile which is normal and not to be considered a workmanship issue.

Payment structure

Down payment 10% **\$15,309.00**

Start of work 40% \$61,236.00

Completion 40% \$61,236.00

Final 10% \$15,309.00

Respectfully submitted

Pat Hanley

Note-This proposal may be withdrawn by us if not accepted within 7 days.

Cancellation of this contract may result in a cancellation fee. This fee will be based on expenses incurred or to be incurred due to cancelation, including, but not limited to administration fees, commissions, material restocking, labor charges and municipal government charges.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made as outlined above.

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order and will become an extra charge over and above the estimate.

All agreements contingent upon strikes.

SIGNATURE

DATE

NOTICE OF TERMS: All past due amounts are subject to a monthly late charge of 23% PLUS all cost of collections and reasonable Attorney fees

LIEN LAW ADDENDUM

ACCORDING TO FLORIDA’S CONSTRUCTION LIEN LAW (SECTIONS 713.001- 713.37, FLORIDA STATUTES), THOSE WHO WORK ON YOUR PROPERTY OR PROVIDE MATERIALS AND ARE NOT PAID IN FULL HAVE A RIGHT TO ENFORCE THEIR CLAIM FOR PAYMENT AGAINST YOUR PROPERTY. THIS CLAIM IS KNOWN AS A **CONSTRUCTION LIEN**. IF YOUR CONTRACTOR OR A SUBCONTRACTOR FAILS TO PAY SUBCONTRACTORS, SUB-SUBCONTRACTORS, OR MATERIAL SUPPLIERS OR NEGLECTS TO MAKE OTHER LEGALLY REQUIRED PAYMENTS, THE PEOPLE WHO ARE OWED MONEY MAY LOOK TO YOUR PROPERTY FOR PAYMENT, EVEN IF YOU HAVE PAID YOUR CONTRACTOR IN FULL. IF YOU FAIL TO PAY YOUR CONTRACTOR, YOUR CONTRACTOR MAY ALSO HAVE A LIEN ON YOUR PROPERTY. THIS MEANS IF A LIEN IS FILED, YOUR PROPERTY COULD BE SOLD AGAINST YOUR WILL TO PAY FOR LABOR, MATERIALS, OR OTHER SERVICES THAT YOUR CONTRACTOR OR A SUBCONTRACTOR MAY HAVE FAILED TO PAY. FLORIDA’S CONSTRUCTION LIEN LAW IS COMPLEX AND IT IS RECOMMENDED THAT WHENEVER A SPECIFIC PROBLEM ARISES, YOU CONSULT AN ATTORNEY.

Contractor / Owner signature
DATE

Customer signature
DATE

PREPARED BY

Rob Romano

XECUTIVE POOLS

(813) 344-1763

rromano@xecutivepools.com

13542 N. Florida Avenue #215, Tampa, FL 33613

PREPARED FOR

Kristee Cole

Carlton Fields Club House

+18 13 3 3 82 7355

kristee.cole@inframark.com

11404 Carlton Fields Dr, Riverview, FL 33579, USA

PROPOSAL DETAILS

11404 Carlton Fields Dr, Riverview, FL 33579, USA



Welcome To Xecutive Pools!

We understand that swimming pools are large investments and we guarantee to be there every step of the way to make the experience fun and as exciting as possible! We look forward to working with you and building a lasting relationship.

DESCRIPTION

TOTAL

Surface Preparation

\$53,211.54

Plaster Removal

- Remove top layer of existing pool finish throughout interior surface. Haul away debris.
- Entry Steps & benches included.



Interior Surface

\$119,691.60

Please select 1 option

Quartz Finish



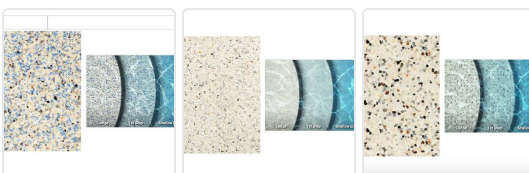
- Premix Marbledite white quartz with colored aggregate installed.
- Drain all water and prep for new surface. Bonding agent applied throughout interior.
- New wall Return and suction grate fittings.
- Start up pool and apply Initial chemical dosage.



Pebble Finish



- Stonescapes white mini-pebble series Installed.
- Drain all water and prep for new pebble surface.
- Start-up circulation equipment and install new PVC wall fittings.
- Apply Initial chemical dosage to begin exposing new interior.



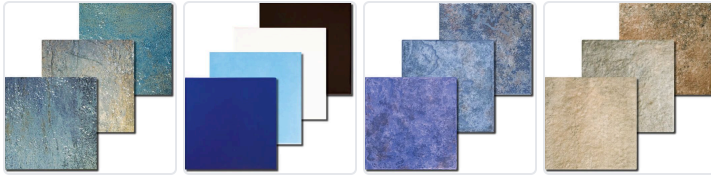
+\$15,872.92

Tiles

\$25,274.37

Water Line

- 6x6 tile throughout water line perimeter. Includes all depth markers.
- Remove all existing tile, rebuild & level out to prep.



Entry Steps

- 2x6 non-skid bullnose tile installed along entry steps.
- Remove all existing tile, rebuild & level out to prep.



Perimeter Scum Gutter

- 2x6 non-skid bullnose tile along perimeter gutter.
- Remove all existing tile, rebuild & level out to prep.



SUBTOTAL \$198,177.51

TAX \$0.00

TOTAL \$198,177.51

PAYMENTS STARTING FROM **\$1,025**/month for a \$100,000 loan on  **Acorn** [Learn More →](#)



Pricing Includes:

- Material & Labor
- Sales Tax (if applicable)
- Colored Wall Fittings & Drain Covers
- Full Warranty Coverage



The Next Steps To Move Forward

Step 1: Approve Your Proposal

- Electronically sign/approve your proposal below! This is not a binding contract and no payment is due at this time. The approval simply shows your commitment to us in order to lock in pricing and begin scheduling.

Step 2: Material Selection

- You're invited to visit our showroom to browse and select material options for your new project. If you're unable to come to us, we can bring samples to you at your convenience.

Step 3: Pool Agreement

- Your Pool Agreement will be issued and will include all selected material, terms and conditions.

Step 4: Start Date

- Once The Pool Agreement is approved a start date will be scheduled.



Pre-Construction Schedule 🚧

Step 1: Deposit Invoice

- The deposit invoice will be sent to you electronically and is due no later than 7 days before the start date. You may submit payment electronically through the invoice provided, ACH transfer, personal check or credit card(credit card payments will incur a 3.5% fee).

Step 2: Material Delivery

- Material for the project will be delivered on site 3-4 days before the start date.

Step 3: Pre-Construction Site Visit

- A site visit will be performed by your Project Manager assigned to the job approximately 1-2 days before the start date. The site visit consists of the inspection of multiple items and areas within the work zone, crew access on the property and material check-in.

Step 4: Start Work

- Crews are on site and work begins! This will begin the production timeline which you will receive. You're able to follow the progress of work completed and view the project schedule.

The above specifications, costs, and terms are hereby accepted.

KRISTEE COLE

DATE