



Rizzetta & Company

Alta Lakes Community Development District

**Board of Supervisors' Meeting
July 26, 2023**

**District Office:
2806 N. Fifth Street
Unit 403
St. Augustine, FL 32084**

**ALTA LAKES
COMMUNITY DEVELOPMENT DISTRICT**

Alta Lakes Amenity Center

3108 Alta Lakes Blvd., Jacksonville, FL 32226

www.altalakescdd.org

District Board of Supervisors	Vacant Sylvester Wilkins Cassidy Hardison Kisha Mayo-Lewis Nelson Ortega	Chairperson Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Carol Brown	Rizzetta & Company, Inc.
District Counsel	Katie Buchanan	Kutak Rock LLP
District Engineer	Vincent Dunn	Dunn & Associates, Inc.

All cellular phones must be placed on mute while in the meeting room.

The Audience Comments portion, **on Agenda Items Only**, will be held at the beginning of the meeting. The Audience Comments portion of the agenda, **on General Items**, will be held at the end of the meeting. During these portions of the agenda, audience members may make comments on matters that concern the District (CDD) and will be limited to a total of three (3) minutes to make their comments.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (239) 936-0913. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

District Office · St. Augustine, Florida · (904) 436-6270

Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

www.altalakescdd.org

Board of Supervisors
Alta Lakes Community
Development District

July 19, 2023

AGENDA

Dear Board Supervisors:

The **regular meeting** of the Board of Supervisors of the Alta Lakes Community Development District will be held on **July 26, 2023, at 6:00 p.m.** at the Alta Lakes Amenity Center located at 3108 Alta Lakes Blvd., Jacksonville, FL 32226. Call-in information is as follows: Dial-in number is 813-658-6025. The Guest Code is 276089. **Please advise if you intend to call in ahead of time. Quorum must still be established.**

BOARD OF SUPERVISORS MEETING:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Meeting held April 26, 2023.....Tab 1
 - B. Ratification of Operations & Maintenance Expenditures for April 2023, May 2023 & June 2023.....Tab 2
 - C. Acceptance of Financial Statement (unaudited) for June 30, 2023.....Tab 3
 - D. Consideration of Adopting Resolution 2023-06; Redesignating Secretary.....Tab 4
- 4. STAFF REPORTS – Part A**
 - A. District Counsel
 - B. District Engineer
 - 1.) Update on Alta Drive Construction and Pond 18
 - C. Aquatic Maintenance Manager.....Tab 5
 - 1.) Solitude Waterway Inspection Report, dated July 17, 2023
 - D. Landscape Manager.....Tab 6
 - 1.) BrightView Landscape Quality Site Assessment, dated July 17, 2023

5. BUSINESS ITEMS

- A. Ratification of BrightView Landscape Hurricane Clean Up Services Proposal.....Tab 7
- B. Consideration of BrightView Proposal(s).....Tab 8
 - 1.) Mulch Installation Proposal
 - 2.) Palm Tree Trimming Proposal
 - 3.) Volleyball Court Top Dress Proposal
 - 4.) Landscaping Bed Enhancement Proposal(s)
- C. Acceptance of Board of Supervisor Resignation.....Tab 9
- D. Consideration of Resolution 2023-07, Re-designating Certain Officers.....Tab 10
- E. Public Hearing on Fiscal Year 2023-2024 Proposed Budget.....Tab 11
 - 1.) Consideration of Resolution 2023-08, Approving Fiscal Year 2023-2024 Proposed Budget
- F. Public Hearing on Fiscal Year 2023-2024 Special Assessments.Tab 12
 - 1.) Consideration of Resolution 2023-09, Imposing Special Assessments
- G. Ratification of Financial Audit for September 30, 2023.....Tab 13
- H. Consideration of Doody Daddy Proposal(s).....Tab 14

6. Staff Reports – Part B

- A. Amenity Manager.....Tab 15
 - 1.) Update on Night Swimming
 - 2.) First Coast CMS Field Report, dated July 2023
 - 3.) Massey Pest Prevention Service Report, dated July 15, 2023
- B. District Manager.....Tab 16
 - 1.) Presentation of Registered Voter Count

7. Supervisor Requests and Audience Comments

8. Adjournment

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call Kristi Roxas, Administrative Assistant, at 904-436-6270 Ext. 4636.

Yours kindly,
Carol L. Brown
District Manager

Tab 1

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MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

**ALTA LAKES
COMMUNITY DEVELOPMENT DISTRICT**

The **regular** meeting of the Board of Supervisors of the Alta Lakes Community Development District was held on **April 26, 2023, at 6:00 P.M.** at the Alta Lakes Amenity Center located at 3108 Alta Lakes Blvd., Jacksonville, FL 32226.

Courtney Brackin	Board Supervisor, Chairman
Cassidy Hardison	Board Supervisor, Assistant Secretary
Kisha Mayo-Lewis	Board Supervisor, Assistant Secretary
Nelson Ortega	Board Supervisor, Assistant Secretary

Also present were:

Carol Brown	District Manager, Rizzetta & Co., Inc.
Katie Buchanan	District Counsel, Kutak Rock LLP <i>(via speaker phone)</i>
Vincent Dunn	District Engineer, Dunn & Assoc. <i>(via speakerphone)</i>
Tony Shiver	President/Owner, FC CMS
Chris Ernst	Account Manager, BrightView Landscape
John Toborg	Landscape Inspection Specialist, Rizzetta & Co., Inc. <i>(via speakerphone)</i>

Public audience members present.

Public audience members present via speaker phone.

FIRST ORDER OF BUSINESS

Call to Order

Ms. Brackin called the meeting to order at 6:02 P.M.

SECOND ORDER OF BUSINESS

**Audience Comments on
Agenda Items**

Audience members commented on mosquito control, pond maintenance, slope of pond bank, pressure washing, pond fountains, fish stocking, vending machines, night swimming, soccer fields and program, pool deck, items on budget, impact of construction on Alta Lakes Drive, trash cans, liter, pond health, maintenance, entry fountain, landscaping expenses and weeds.

47 **THIRD ORDER OF BUSINESS**

**Administration of Oath of
Office**

48
49

50 Ms. Brown reminded the Board that at the landowner election held in November, Kisha
51 Mayo-Lewis was re-elected to the Board and that Ms. Mayo-Lewis took her Oath of Office
52 prior to the start of the meeting.

53

54 **FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of the
Board of Supervisors' Meeting
held March 22, 2023**

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On a motion by Ms. Brackin, seconded by Ms. Hardison, with all in favor, the Board approved the minutes of the Board of Supervisors' meeting held March 22, 2023, for Alta Lakes Community Development District.

58

59 **FIFTH ORDER OF BUSINESS**

**Ratification of Operations &
Maintenance Expenditures for
February 2023 & March 2023**

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On a Motion by Ms. Brackin, seconded by Ms. Hardison, with all in favor, the Board ratified Operations & Maintenance Expenditures for February 2023, in the amount of \$31,242.05, and March 2023, in the amount of \$37,576.94, for Alta Lakes Community Development District.

63

64 **SIXTH ORDER OF BUSINESS**

Staff Reports

65

66 **A. District Counsel**

67

68 Ms. Buchanan had no report and was happy to take questions from the Board.

69

70 Mr. Ortega inquired about the approval process of District invoices and Ms. Brown
71 provided an explanation of the process.

72

73 **B. District Engineer**

74

75 **1.) Update on Alta Drive Construction Project**

76

77 Mr. Dunn informed the Board that he received an update from Watson Civil that the
78 construction is expected to be complete by the end of the year and should be substantially
79 complete by mid-October. He was also told that Alta Lakes Drive is expected to re-open in
80 mid-June.

81

82 Ms. Mayo-Lewis asked what can be done about the traffic issues when leaving the District.
83 Mr. Dunn stated that the contractor's roadway construction plan includes traffic control.

84 Ms. Buchanan recommended residents to report traffic concerns to the City of
85 Jacksonville.

86
87 Ms. Brackin asked if the Staff were keeping track of expenses caused by the construction.
88 Ms. Brown confirmed. Discussion ensued.

89
90 Mr. Dunn also informed the Board that from an engineering aspect, the 2019 project is fine
91 with presentation, however, Ms. Buchanan will be requested to defer Resolution to a later
92 date.

93
94 Mr. Dunn was excused by the Board at 6:35 P.M.

95 96 **C. Aquatic Maintenance Manager**

97
98 A representative from Solitude Lake Management was unable to attend and Ms. Brown
99 presented their April 2023 report under separate cover, (Exhibit A).

100
101 Ms. Brackin read findings on ponds 8, 18 & 15. She reminded the audience to contact Ms.
102 Brown with pond maintenance issues. Discussion ensued.

103 104 **D. Landscape Manager**

105
106 Mr. Ernst presented the BrightView Landscape report. He commented that the freeze
107 damaged plants are starting to come back, the Bahia grass is holding water and an option
108 to improve this would be to overseed turf.

109
110 Mr. Ernst also addressed an audience member's comment regarding pond bank slope and
111 safety and said he would be following up with the crew.

112
113 Mr. Ortega asked how frequently does BrightView fertilize. Mr. Ernst stated that the plants
114 are fertilized in the spring and fall and the District has two types of turf and fertilizing
115 application that are different, depending on the turf. Mr. Ortega questioned the billing for
116 fertilizing and Ms. Brown reviewed the exhibits for monthly billing. No further direction was
117 given by the Board in the agreement.

118
119 Mr. Ernst also shared with the Board that he was on-site last Sunday and is here
120 inspecting on a weekly basis. He will also be reminding crews to not run over the trash.

121 122 **E. Amenity Manager**

123
124 Mr. Shiver began his report by reminding the Board and audience to email him or Ms.
125 Brown any issue or concern within the District. He stated he is continuing to monitor the
126 crack in the pool, submitted a credit request to JEA for the refilling of the pool, Mulch
127 Master has installed the playground mulch, and asked if the Board wanted to explore
128 adding additional trash cans at the mailbox and pickleball court. Discussion ensued.

129

130 The Board directed the Staff to obtain proposals for additional trash cans within the
131 District.

132
133 Ms. Mayo-Lewis stated the gates are not working properly. Mr. Shiver said they continue
134 to be repaired and he will look for adding close-assist hinges or soft-close for both gates.

135
136 Ms. Mayo-Lewis thanked Mr. Shiver for the work he and his Staff did for the egg hunt.

137
138 Ms. Hardison inquired about pressure washing. Mr. Shiver reviewed budget line and said
139 he would obtain proposals for the vinyl fence along Alta Lakes Boulevard, awnings and
140 mailboxes.

141

On a motion by Ms. Brackin, seconded by Ms. Mayo-Lewis, the Board approved pressure washing of vinyl fence, mailboxes and awnings with a not to exceed amount of \$2,900, for Alta Lakes Community Development District.

142
143 Ms. Mayo-Lewis asked about pool safety and cleaning. Mr. Shiver reviewed their
144 schedule that includes vacuuming on Monday, Wednesday and Friday, and the pool is
145 checked daily and closed for maintenance on Monday. He also stated that this District
146 pool has a high volume of traffic.

147

148 F. District Manager

149

150 Ms. Brown presented the District Management report found under separate cover, (Exhibit
151 B), is drafting Notices to owners who have installed items to their property that are
152 negatively affecting the pond banks and causing erosion. She has also informed the HOA
153 of owners who are not properly maintaining their property up to the water's edge and
154 requested property manager to review and address with owners.

155

156 SEVENTH ORDER OF BUSINESS

157 **Consideration of Resolution**
158 **2023-04, Accepting the**
159 **Certification of the District**
160 **Engineer and Declaring 2019**
161 **Project Complete**

162 Ms. Buchanan requests the Board to defer this Resolution until next meeting.

163

164 Deferred by the Board.

165

166 EIGHTH ORDER OF BUSINESS

167 **Consideration of BrightView**
168 **Proposal(s)**

169 No additional proposals presented.

170

171

NINTH ORDER OF BUSINESS

**Consideration of Landscaping
Bed Enhancement Proposal(s)**

Tabled by the Board.

The Board requested additional proposals with additional options to make beds smaller or to remove along Alta Lakes Boulevard.

TENTH ORDER OF BUSINESS

**Consideration of Mulch
Proposal(s)**

Tabled by the Board.

The Board requested the Staff to provide a separate proposal for mulching the beds around the amenity center with a map.

Mr. Ernst was excused by the Board at 7:55 P.M.

ELEVENTH ORDER OF BUSINESS

**Consideration of Field Service
Proposal(s)**

Mr. Toborg reviewed the Rizzetta & Company Landscape Inspection Service proposal. He noted landscape maintenance services is typically a District largest expense. With this service, deficiencies in landscaping would be communicated to vendor and oversight of landscaping agreement provided. Discussion ensued and tabled by the Board.

TWELFTH ORDER OF BUSINESS

**Consideration of Pond Fountain
Maintenance Service
Proposal(s)**

On a motion by Ms. Brackin, seconded by Mr. Ortega, the Board approved the pond fountain maintenance proposal provided by Future Horizon, in the amount of \$1,260 per year, for Alta Lakes Community Development District.

THIRTEENTH ORDER OF BUSINESS

**Consideration of Mosquito
Prevention Proposal(s)**

Ms. Brown informed the Board that the City of Jacksonville's website has a link for requesting mosquito control.

No action taken by the Board.

214 **FOURTEENTH ORDER OF BUSINESS**

**Consideration of Fish Stocking
Proposal(s)**

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Mr. Shiver commented to the Board that the fish stocked in ponds are not for fishing purposes, but to maintain water quality. Discussion ensued. No action taken by the Board.

220

221 **FIFTEENTH ORDER OF BUSINESS**

**Consideration of Resolution
2023-05, Approving Proposed
Fiscal Year 2023/2024 Budget &
Setting Public Hearing**

222
223
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225

Ms. Buchanan informed the Board that this Resolution sets a Public Hearing Date, and the approved proposed budget sets the maximum budget that the Board can adopt at that meeting, however, the Board can change amounts in the budget lines. If there is an increase, District will mail notices to owners.

230

Ms. Brown reviewed the presented proposed budget. Discussion ensued.

231

232

On a motion by Ms. Brackin, seconded by Ms. Hardison, the Board amended proposed budget and reduced line #54 to \$0.00 and reduced line #75 to \$25,000, for Alta Lakes Community Development District.

233

On a motion by Ms. Brackin, seconded by Ms. Hardison, the Board adopted Resolution 2023-05 and approved, as amended, Fiscal Year 2023-2024 Proposed Budget and Setting the Public Hearing for July 26, 2023, at 6:00 P.M. at the Alta Lakes Amenity Center, located at 3108 Alta Lakes Boulevard, Jacksonville, Florida 32226, for Alta Lakes Community Development District.

234

235 **SIXTEENTH ORDER OF BUSINESS**

**Discussion of Vending
Machines**

236

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No action taken by the Board.

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239 **SEVENTEENTH ORDER OF BUSINESS**

Discussion of Night Swimming

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Mr. Shiver informed the Board that the District will need a light inspection performed to see if a permit can be changed. He said he is in the process of contacting the company that designed the pool, Wet Engineering, to perform the inspection.

246

247

248

Ms. Hardison stated that the Board is exploring this option, in the event the District wanted to host night swim special events.

249 Ms. Brown informed the Board that she contacted EGIS Insurance and read their email
250 response to the Board, that noted an increase of risk exposure and recommendations to
251 the District.

252

253 **EIGHTEENTH ORDER OF BUSINESS**

**Supervisor Requests and
Audience Comments**

254

255

256 **Audience Comments**

257

258 Audience members commented on splash pad infrastructure, power washing, street lights,
259 and soliciting.

260

261 Ms. Mayo-Lewis requested the Staff to obtain proposals to install a pad on splash pad
262 surface.

263

264 **Supervisor Requests**

265

266 No supervisors request.

267

268 **NINETEENTH ORDER OF BUSINESS**

Adjournment

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<p>On a motion by Ms. Brackin, seconded by Ms. Hardison, with all unanimously in favor, the Board adjourned the meeting at 9:16 P.M., for Alta Lakes Community Development District.</p>
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Secretary / Assistant Secretary

Chairman / Vice Chairman

DRAFT

Exhibit A

Service Report



Work Order

Work Order Number 00145151
 Created Date 3/30/2023

Account Alta Lakes CDD
 Contact Carol Brown
 Address Yellow Perch Road
 Jacksonville, FL 32226

Work Details

Specialist Comments to Customer Ponds are looking good at this time.
 Prepared By Patrick Williams

Work Order Assets

Asset	Status	Product Work Type
Alta Lakes Cdd-Lake-ALL	Treated	

Service Parameters

Asset	Product Work Type	Specialist Comments to Customer
Alta Lakes Cdd-Lake-ALL	TRASH / DEBRIS COLLECTION (IN HOUSE)	
Alta Lakes Cdd-Lake-ALL	SHORELINE WEED CONTROL	
Alta Lakes Cdd-Lake-ALL	MONITORING	
Alta Lakes Cdd-Lake-ALL	LAKE WEED CONTROL	
Alta Lakes Cdd-Lake-ALL	ALGAE CONTROL	
Alta Lakes Cdd-Lake-ALL		Treated ponds 6 and 7 and 15 and 16 for heavy for planktonic algae blooms. Also treated cattails on pond 15.

Service Report



Work Order

Work Order Number: 00145150
 Created Date: 3/30/2023

Account: Alta Lakes CDD
 Contact: Carol Brown
 Address: Yellow Perch Road
 Jacksonville, FL 32226

Work Details

Specialist: Treated ponds using gator and backpack. Prepared By: Patrick Williams
 Comments to Customer:

Work Order Assets

Asset	Status	Product Work Type
Alta Lakes Cdd-Lake-ALL	Treated	

Service Parameters

Asset	Product Work Type	Specialist Comments to Customer
Alta Lakes Cdd-Lake-ALL	TRASH / DEBRIS COLLECTION (IN HOUSE)	
Alta Lakes Cdd-Lake-ALL	SHORELINE WEED CONTROL	
Alta Lakes Cdd-Lake-ALL	MONITORING	
Alta Lakes Cdd-Lake-ALL	LAKE WEED CONTROL	
Alta Lakes Cdd-Lake-ALL	ALGAE CONTROL	
Alta Lakes Cdd-Lake-ALL		Treated ponds 16/17 for submersed weeds and shoreline grasses. Treated ponds 3 and 4 for algae and submersed weeds. Removed debris from pond 3. Treated ponds 14 and 15 for algae and cattails.

Service Report



Work Order		Account	Alta Lakes CDD
Work Order Number	00145149	Contact	Carol Brown
Created Date	3/30/2023	Address	Yellow Perch Road Jacksonville, FL 32226

Work Details

Specialist Comments to Customer	Ponds are looking good at this time. As it continues to heat up, algae will become more of an issue.	Prepared By	Patrick Williams
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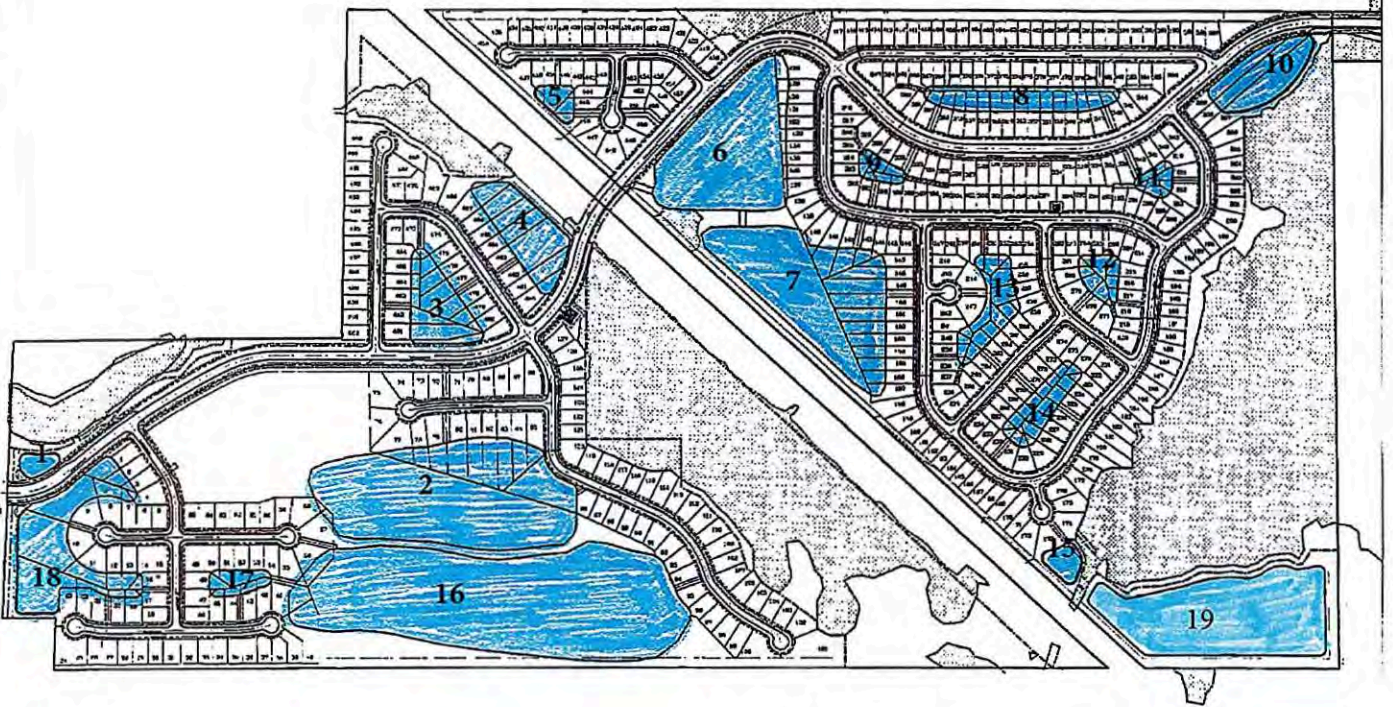
Work Order Assets

Asset	Status	Product Work Type
Alta Lakes Cdd-Lake-ALL	Treated	

Service Parameters

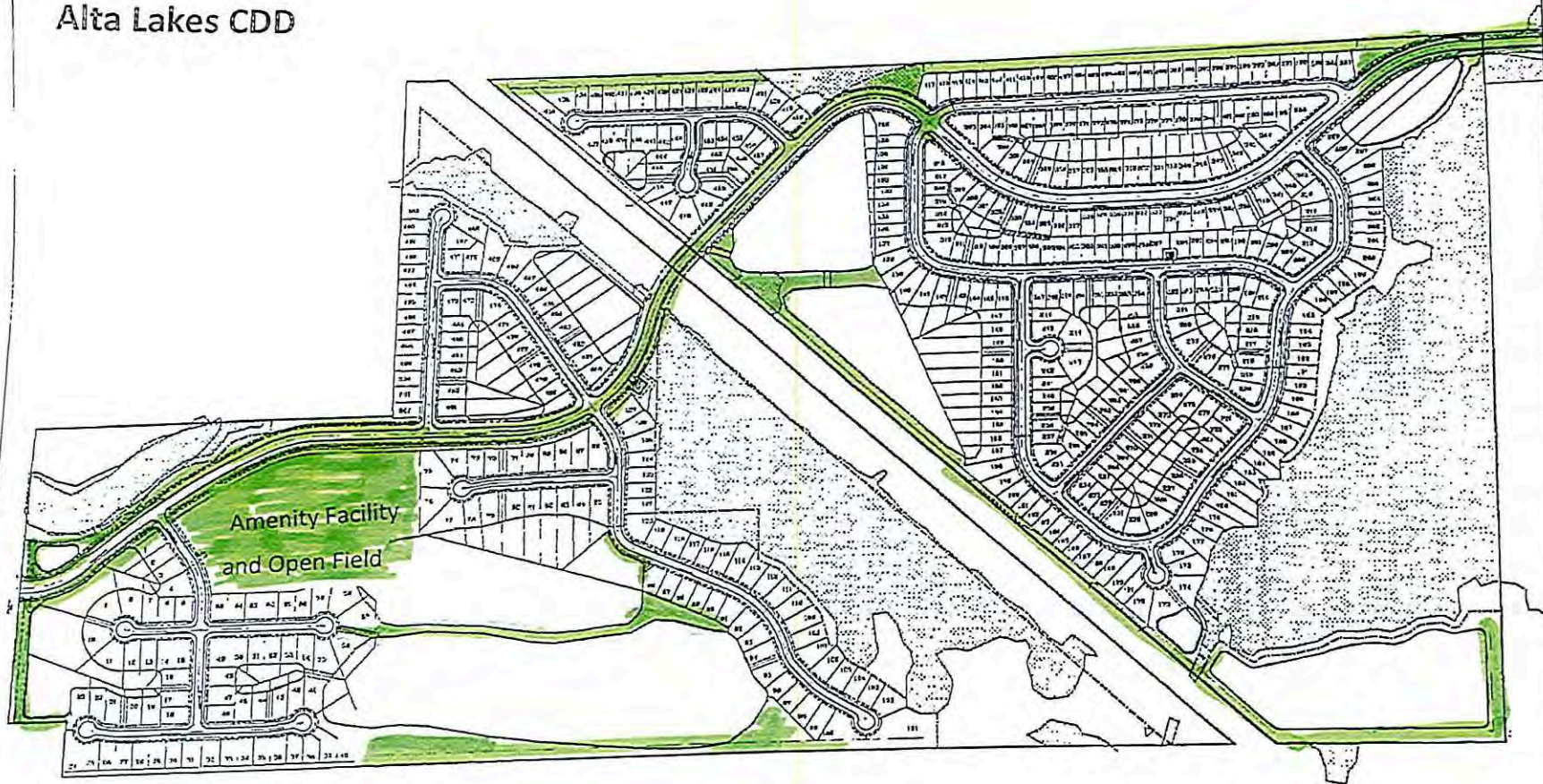
Asset	Product Work Type	Specialist Comments to Customer
Alta Lakes Cdd-Lake-ALL	TRASH / DEBRIS COLLECTION (IN HOUSE)	
Alta Lakes Cdd-Lake-ALL	SHORELINE WEED CONTROL	
Alta Lakes Cdd-Lake-ALL	MONITORING	
Alta Lakes Cdd-Lake-ALL	LAKE WEED CONTROL	
Alta Lakes Cdd-Lake-ALL	ALGAE CONTROL	
Alta Lakes Cdd-Lake-ALL		Inspected ponds. Treated ponds 19, and 17 for hydrilla and algae. Treated ponds 6 and 7 for planktonic algae. Treated pond 18 for cattails. Treated pond 8 and 11 for algae. Overall ponds are in good condition. Will continue to work on all ponds.

Alta Lakes



Ponds 14-19 to be added March 2021

Alta Lakes CDD



Amenity Center location is 3108 Alta Lakes Blvd., Jacksonville, FL 32226

Exhibit A:
Map of District Lakes

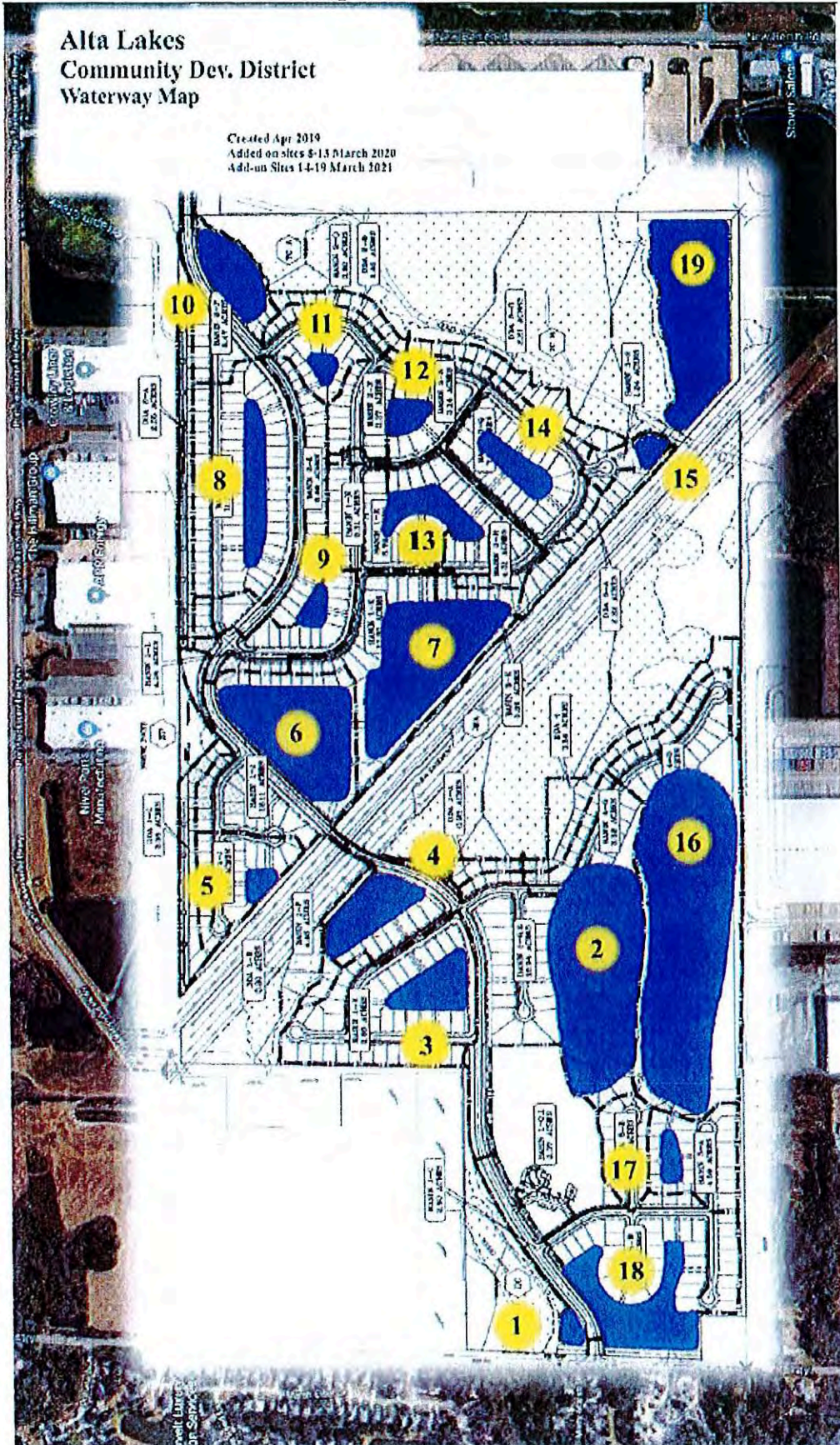


Exhibit B



UPCOMING DATES TO REMEMBER

- **Next Meeting:** July 26, 2023 at 6:00 PM – FY 23/24 Budget Adoption
- **FY 2021-2022 Audit Completion Deadline:** June 30, 2023
- **Series 2019 Bond Maturity Date:** May 1, 2049

District
Manager's
Report

April 26

2023

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FINANCIAL SUMMARY

03/31/2023

General Fund Cash & Investment Balance:	\$596,057*
Reserve Fund Cash & Investment Balance:	\$25,000
Total Fund Balance YTD Actual:	\$621,057
Total Expenditure YTD Variance:	\$57,507 Under Budget

***General Fund Includes FY 22/23 AR of \$4,898**

Tab 2

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 2806 N FIFTH STREET · UNIT 403 · ST. AUGUSTINE, FLORIDA 32084

**Operations and Maintenance Expenditures
April 2023
For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2023 through April 30, 2023. This does not include expenditures previously approved by the Board.

The total items being presented:

Approval of Expenditures: **\$25,172.41**

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Company name: Alta Lakes Community Development District

Report name: Check register

Created on: 7/12/2023

Location: 319--Alta Lakes

Bank	Date	Vendor	Document no.	Amount
319TRUISTOP - Truist Bank	Account no: 1000166985878			
	4/3/2023	V0369--BrightView Landscape Services, Inc.	100123	7,800.00
	4/7/2023	V0550--COMCAST	EFT	299.73
	4/14/2023	V0738--Doody Daddy, LLC	100127	361.00
	4/26/2023	V0757--Dunn & Associates, Inc.	100131	2,299.37
	4/14/2023	V0876--First Coast Contract Maintenance Service, LLC	100128	2,056.13
	4/10/2023	V02930--Hi-Tech System Associates	100124	555.00
	4/10/2023	V1168--Innersync Studio, Ltd	100125	384.38
	4/11/2023	V1192--Jacksonville Daily Record	100126	93.13
	4/21/2023	V1242--JEA	EFT	4,967.39
	4/20/2023	V1611--Massey Services, Inc.	100129	65.00
	4/6/2023	V1996--Republic Services	EFT	248.69
	4/3/2023	V1954--Rizzetta & Company, Inc.	100122	4,306.59
	4/20/2023	V2185--Solitude Lake Management, LLC	100130	1,736.00
Total for 319TRUISTOP				25,172.41

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 2806 N FIFTH STREET · UNIT 403 · ST. AUGUSTINE, FLORIDA 32084

Operations and Maintenance Expenditures May 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from May 1, 2023 through May 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented:

Approval of Expenditures: **\$33,293.52**

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Company name: Alta Lakes Community Development District
Report name: Check register
Created on: 6/5/2023
Location: 319--Alta Lakes

Bank	Date	Vendor	Document no.	Amount
319TRUISTOP - Truist Bank	Account no: 1000166985878			
	5/1/2023	V0369--BrightView Landscape Services, Inc.	100133	\$ 7,800.00
	5/1/2023	V0422--Cassidy Hardison	100134	\$ 200.00
	5/8/2023	V0550--COMCAST	05082023-1	\$ 299.70
	5/9/2023	V0738--Doody Daddy, LLC	100142	\$ 361.00
	5/19/2023	V0876--First Coast Contract Maintenance Service, LLC	100144	\$ 4,644.67
	5/3/2023	V0876--First Coast Contract Maintenance Service, LLC	100138	\$ 2,445.13
	5/1/2023	V0876--First Coast Contract Maintenance Service, LLC	100135	\$ 2,409.00
	5/3/2023	V02930--Hi-Tech System Associates	100139	\$ 555.00
	5/26/2023	V1169--Innovative Fountain Services	100145	\$ 719.61
	5/3/2023	V1169--Innovative Fountain Services	100140	\$ 892.87
	5/23/2023	V1242--JEA	05232023-1	\$ 3,730.29
	5/1/2023	V02810--Kisha Mayo-Lewis	100136	\$ 200.00
	5/3/2023	V1428--Kutak Rock, LLP	100141	\$ 2,547.50
	5/1/2023	V03206--Nelson Ortega	100137	\$ 200.00
	5/9/2023	V1996--Republic Services	05092023-1	\$ 246.16
	5/1/2023	V1954--Rizzetta & Company, Inc.	100132	\$ 4,306.59
	5/9/2023	V2185--Solitude Lake Management, LLC	100143	\$ 1,736.00
Total for 319TRUISTOP				\$ 33,293.52

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 2806 N FIFTH STREET · UNIT 403 · ST. AUGUSTINE, FLORIDA 32084

Operations and Maintenance Expenditures June 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from June 1, 2023 through June 30, 2023. This does not include expenditures previously approved by the Board.

The total items being presented:

Approval of Expenditures: **\$37,214.16**

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Company name: Alta Lakes Community Development District

Report name: Check register

Created on: 7/5/2023

Location: 319--Alta Lakes

Bank	Date	Vendor	Document no.	Amount
319TRUISTOP - Truist Bank	Account no: 1000166985878			
	6/1/2023	V0119--Always Improving, LLC	100147	381.00
	6/15/2023	V0135--American Electrical Contracting, Inc.	100158	497.00
	6/1/2023	V0288--Berger, Toombs, Elam, Gaines & Frank CPA	100148	3,675.00
	6/7/2023	V0369--BrightView Landscape Services, Inc.	100153	7,800.00
	6/1/2023	V0369--BrightView Landscape Services, Inc.	100149	175.75
	6/7/2023	V0550--COMCAST	EFT	299.70
	6/12/2023	V0738--Doody Daddy, LLC	100156	361.00
	6/1/2023	V0757--Dunn & Associates, Inc.	100150	826.25
	6/27/2023	V0760--Duval County Health Department	100165	525.00
	6/15/2023	V0876--First Coast Contract Maintenance Service, LLC	100160	2,602.22
	6/1/2023	V0876--First Coast Contract Maintenance Service, LLC	100151	2,409.00
	6/15/2023	V02930--HI-Tech System Associates	100161	555.00
	6/23/2023	V1192--Jacksonville Daily Record	100164	844.91
	6/23/2023	V1242--JEA	EFT	4,420.03
	6/30/2023	V1428--Kutak Rock, LLP	100168	784.00
	6/2/2023	V1428--Kutak Rock, LLP	100152	1,715.50
	6/12/2023	V1611--Massey Services, Inc.	100157	65.00
	6/7/2023	V1611--Massey Services, Inc.	100154	65.00
	6/16/2023	V1722--Mulch Masters, LLC.	100162	2,380.00
	6/6/2023	V1996--Republic Services	EFT	245.21
	6/23/2023	V1954--Rizzetta & Company, Inc.	100163	545.00
	6/1/2023	V1954--Rizzetta & Company, Inc.	100146	4,306.59
	6/7/2023	V2185--Solitude Lake Management, LLC	100155	1,736.00
Total for 319TRUISTOP				37,214.16

Tab 3



Rizzetta & Company

Alta Lakes Community Development District

**Financial Statements
(Unaudited)**

June 30, 2023

Prepared by: Rizzetta & Company, Inc.

altalakescdd.org
rizzetta.com

Alta Lakes Community Development District

Balance Sheet

As of 06/30/2023

(In Whole Numbers)

	General Fund	Reserve Fund	Debt Service Fund	Capital Project Fund	Total Gvmnt Fund	Fixed Assets Group	Long-Term Debt
Assets							
Cash In Bank	503,667	25,000	1,961	0	530,628	0	0
Investments	0	0	565,142	1	565,143	0	0
Fixed Assets	0	0	0	0	0	9,040,118	0
Amount Available in Debt Service	0	0	0	0	0	0	567,103
Amount To Be Provided Debt Service	0	0	0	0	0	0	8,587,897
Total Assets	503,667	25,000	567,103	1	1,095,771	9,040,118	9,155,000
Liabilities							
Accounts Payable	844	0	0	0	844	0	0
Accrued Expenses	7,150	0	0	0	7,150	0	0
Revenue Bonds Payable-Long Term	0	0	0	0	0	0	9,155,000
Total Liabilities	7,994	0	0	0	7,994	0	9,155,000
Fund Equity & Other Credits							
Beginning Fund Balance	291,361	0	547,625	1	838,986	0	0
Investment In General Fixed Assets	0	0	0	0	0	9,040,118	0
Net Change in Fund Balance	204,312	25,000	19,478	0	248,791	0	0
Total Fund Equity & Other Credits	495,673	25,000	567,103	1	1,087,777	9,040,118	0
Total Liabilities & Fund Equity	503,667	25,000	567,103	1	1,095,771	9,040,118	9,155,000

See Notes to Unaudited Financial Statements

Alta Lakes Community Development District

Statement of Revenues and Expenditures

As of 06/30/2023

(In Whole Numbers)

	Year Ending 09/30/2023	Through 06/30/2023	Year To Date 06/30/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
Revenues				
Special Assessments				
Tax Roll	534,902	534,902	535,844	(942)
Other Misc. Revenues				
Miscellaneous Revenue	0	0	1,664	(1,664)
Total Revenues	<u>534,902</u>	<u>534,902</u>	<u>537,508</u>	<u>(2,606)</u>
Expenditures				
Legislative				
Supervisor Fees	6,000	4,500	2,200	2,300
Total Legislative	<u>6,000</u>	<u>4,500</u>	<u>2,200</u>	<u>2,300</u>
Financial & Administrative				
Administrative Services	4,917	3,688	3,688	0
District Management	21,962	16,471	16,471	0
District Engineer	11,000	8,250	7,064	1,186
Disclosure Report	5,000	5,000	5,000	0
Trustees Fees	5,000	5,000	2,813	2,188
Assessment Roll	5,463	5,463	5,463	0
Financial & Revenue Collections	3,933	2,950	2,949	0
Accounting Services	19,667	14,750	14,751	0
Auditing Services	4,200	4,200	3,675	525
Arbitrage Rebate Calculation	450	450	0	450
Public Officials Liability Insurance	2,977	2,977	2,667	310
Legal Advertising	4,000	3,000	2,466	534
Dues, Licenses & Fees	175	175	175	0
Miscellaneous Fees	1,500	1,125	545	580
Website Hosting, Maintenance, Backup & Email	3,737	3,137	2,053	1,084
Total Financial & Administrative	<u>93,981</u>	<u>76,637</u>	<u>69,780</u>	<u>6,856</u>
Legal Counsel				
District Counsel	20,000	15,000	12,441	2,560
Total Legal Counsel	<u>20,000</u>	<u>15,000</u>	<u>12,441</u>	<u>2,560</u>
Electric Utility Services				
Utility - Electricity	40,320	30,240	23,502	6,737
Total Electric Utility Services	<u>40,320</u>	<u>30,240</u>	<u>23,502</u>	<u>6,737</u>
Garbage/Solid Waste Control Services				
Garbage - Recreation Facility	4,200	3,150	2,123	1,028
Total Garbage/Solid Waste Control Services	<u>4,200</u>	<u>3,150</u>	<u>2,123</u>	<u>1,028</u>

See Notes to Unaudited Financial Statements

Alta Lakes Community Development District

Statement of Revenues and Expenditures

As of 06/30/2023

(In Whole Numbers)

	Year Ending	Through	Year To Date	
	09/30/2023	06/30/2023	06/30/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
Water-Sewer Combination Services				
Utility Services	35,000	26,250	19,201	7,048
Total Water-Sewer Combination Services	35,000	26,250	19,201	7,048
Stormwater Control				
Aquatic Maintenance	21,500	16,125	15,402	723
Fountain Service Repair & Maintenance	2,500	1,875	2,362	(487)
Miscellaneous Expense	5,000	3,750	1,094	2,656
Total Stormwater Control	29,000	21,750	18,859	2,892
Other Physical Environment				
General Liability & Property Insurance	26,723	26,723	24,919	1,804
Entry & Walls Maintenance & Repair	10,000	7,500	6,441	1,059
Landscape Replacement Plants, Shrubs, Trees	8,500	6,375	2,532	3,843
Landscape & Irrigation Maintenance Con- tract	105,105	78,829	77,547	1,282
Miscellaneous Expense	4,332	3,249	4,322	(1,073)
Irrigation Repair	5,000	3,750	0	3,750
Total Other Physical Environment	159,660	126,426	115,761	10,665
Parks & Recreation				
Amenity Management Service Contracts	30,000	22,500	5,455	17,045
Telephone, Internet, Cable	4,000	3,000	2,658	342
Pool Permits	525	525	525	0
Pool Maintenance	10,000	7,500	6,562	938
Playground Equipment & Maintenance	3,000	2,250	2,380	(130)
Pressure Washing	2,900	2,175	0	2,175
Amenity Facility - Maintenance & Repair	15,000	11,250	7,632	3,618
Amenity Maintenance Contract & Repairs	3,024	2,268	1,845	423
Amenity Facility Janitorial Service Contract & Supplies	8,652	6,489	6,987	(498)
Pool Chemicals & Permits	14,040	10,530	5,965	4,565
Pest Control & Termite Bond	1,500	1,125	1,046	79
Access Control / Security Camera Mainte- nance & Repair	9,100	6,825	6,926	(101)
Athletic Court/Field/Playground Maint.	2,500	1,875	840	1,035
Miscellaneous Amenity Expense	500	375	600	(225)
Fitness Equipment Maintenance & Repair	2,000	1,500	1,879	(379)
Total Parks & Recreation	106,741	80,187	51,301	28,886
Special Events				
Special Events	5,000	3,750	1,676	2,074

See Notes to Unaudited Financial Statements

Alta Lakes Community Development District

Statement of Revenues and Expenditures

As of 06/30/2023

(In Whole Numbers)

	Year Ending 09/30/2023	Through 06/30/2023	Year To Date 06/30/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
Total Special Events	5,000	3,750	1,676	2,074
Contingency				
Capital Outlay	10,000	7,500	0	7,500
Miscellaneous Contingency	25,000	18,750	16,352	2,399
Total Contingency	35,000	26,250	16,352	9,899
Total Expenditures	<u>534,902</u>	<u>414,140</u>	<u>333,195</u>	<u>80,944</u>
Total Excess of Revenues Over(Under) Expenditures	<u>0</u>	<u>120,762</u>	<u>204,313</u>	<u>(83,551)</u>
Fund Balance, Beginning of Period	<u>0</u>	<u>0</u>	<u>291,360</u>	<u>(291,360)</u>
Total Fund Balance, End of Period	<u>0</u>	<u>120,762</u>	<u>495,673</u>	<u>(374,911)</u>

Alta Lakes Community Development District

Statement of Revenues and Expenditures

As of 06/30/2023

(In Whole Numbers)

	Year Ending 09/30/2023	Through 06/30/2023	Year To Date 06/30/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
Revenues				
Special Assessments				
Tax Roll	25,000	25,000	25,000	0
Total Revenues	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>0</u>
Expenditures				
Contingency				
Capital Reserve	25,000	18,750	0	18,750
Total Contingency	<u>25,000</u>	<u>18,750</u>	<u>0</u>	<u>18,750</u>
Total Expenditures	<u>25,000</u>	<u>18,750</u>	<u>0</u>	<u>18,750</u>
Total Excess of Revenues Over(Under) Expenditures	<u>0</u>	<u>6,250</u>	<u>25,000</u>	<u>(18,750)</u>
Total Fund Balance, End of Period	<u>0</u>	<u>6,250</u>	<u>25,000</u>	<u>(18,750)</u>

Alta Lakes Community Development District

Statement of Revenues and Expenditures

As of 06/30/2023

(In Whole Numbers)

	Year Ending 09/30/2023	Through 06/30/2023	Year To Date 06/30/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
Revenues				
Interest Earnings				
Interest Earnings	0	0	17,921	(17,921)
Special Assessments				
Tax Roll	601,877	601,877	602,890	(1,013)
Total Revenues	<u>601,877</u>	<u>601,877</u>	<u>620,811</u>	<u>(18,934)</u>
Expenditures				
Debt Service				
Interest	411,877	411,877	411,332	545
Principal	190,000	190,000	190,000	0
Total Debt Service	<u>601,877</u>	<u>601,877</u>	<u>601,332</u>	<u>545</u>
Total Expenditures	<u>601,877</u>	<u>601,877</u>	<u>601,332</u>	<u>545</u>
Total Excess of Revenues Over(Under) Expenditures	<u>0</u>	<u>0</u>	<u>19,479</u>	<u>(19,479)</u>
Fund Balance, Beginning of Period	<u>0</u>	<u>0</u>	<u>547,624</u>	<u>(547,624)</u>
Total Fund Balance, End of Period	<u>0</u>	<u>0</u>	<u>567,103</u>	<u>(567,103)</u>

Alta Lakes Community Development District

Statement of Revenues and Expenditures

As of 06/30/2023

(In Whole Numbers)

	Year Ending 09/30/2023	Through 06/30/2023	Year To Date 06/30/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
Fund Balance, Beginning of Period	<u>0</u>	<u>0</u>	<u>1</u>	<u>(1)</u>
Total Fund Balance, End of Period	<u>0</u>	<u>0</u>	<u>1</u>	<u>(1)</u>

Alta Lakes CDD
Investment Summary
June 30, 2023

<u>Account</u>	<u>Investment</u>	<u>Balance as of</u> <u>June 30, 2023</u>
US Bank Series 2019 Revenue	First American Treasury Obligation Fund Class Y	\$ 260,010
US Bank Series 2019 Prepayment	First American Treasury Obligation Fund Class Y	1,176
US Bank Series 2019 Reserve	First American Treasury Obligation Fund Class Y	303,956
	Total Debt Service Fund Investments	\$ 565,142
US Bank Series 2019 Construction	First American Treasury Obligation Fund Class Y	\$ 1
	Total Capital Projects Fund Investments	\$ 1

Alta Lakes Community Development District Summary A/P Ledger

	Fund Name	GL posting date	Vendor name	Document number	Description	Balance Due
319, 2378	319 General Fund	06/30/2023	Innovative Fountain Services	20244697	Fountain Maintenance 06/23	844.05
	Sum for 319, 2378					844.05
	Sum for 319					844.05
	Sum Total					844.05

**Alta Lakes Community Development District
Notes to Unaudited Financial Statements
June 30, 2023**

Balance Sheet

1. Trust statement activity has been recorded through 06/30/23.
2. See EMMA (Electronic Municipal Market Access) at <https://emma.msrb.org> for Municipal Disclosures and Market Data.
3. For presentation purposes, the Reserves are shown in a separate fund titled Reserve Fund.

Tab 4

RESOLUTION 2023-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT REDESIGNATING THE SECRETARY OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Alta Lakes Community Development District (the "District") is a local unit of special-purpose government organized and existing in accordance with Chapter 190, Florida Statutes, and situated entirely within Duval County, Florida; and

WHEREAS, the Board of Supervisors (hereinafter the "Board") previously designated Bob Schleifer as Secretary pursuant to Resolution 2020-12; and

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

Section 1. Scott Brizendine is appointed Secretary.

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

PASSED AND ADOPTED THIS 26th DAY OF JULY, 2023.

ATTEST:

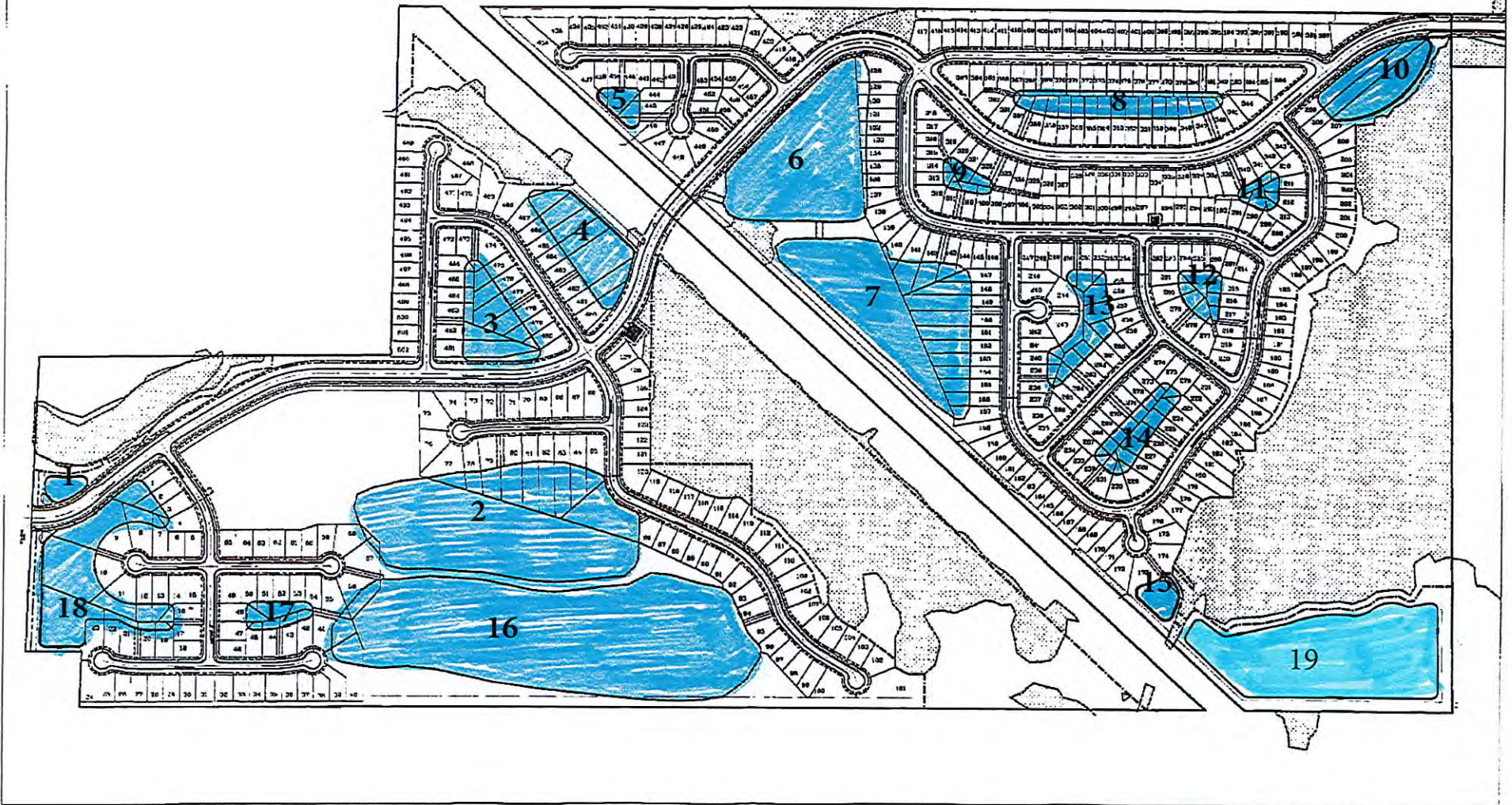
**ALTA LAKES
COMMUNITY DEVELOPMENT DISTRICT**

ASSISTANT SECRETARY

CHAIRMAN/VICE CHAIRMAN

Tab 5

Alta Lakes



Ponds 14-19 to be added March 2021

SOLITUDE

LAKE MANAGEMENT



Waterway Inspection Report

Reason for Inspection: Quality Control

Inspection Date: 2023-07-17

Prepared for:

Carol Brown

District Manager

904.436.6270 Ext.: 4631

clbrown@rizzetta.com

Prepared by:

Jacksonville Field Office

SOLITUDELAKEMANAGEMENT.COM

888.480.LAKE (5253)

Site: 1



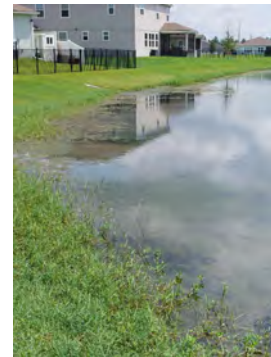
Comments: Normal growth observed
Heavy amount of chara and hydrilla. Light amount of trash as seen in top right photo. No shoreline grass present at this time.

Site: 18



Comments: Normal growth observed
Heavy amount of hydrilla. Trace amount of shoreline grasses around the pond. Water levels are good at this time.

Site: 16



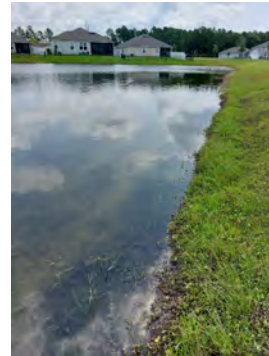
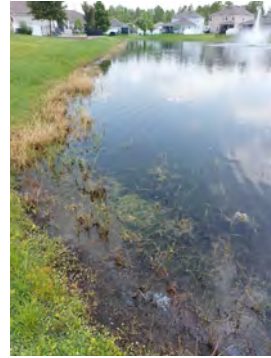
Comments: Treatment in progress
Heavy amount of Hydrilla. Traces of alligator weeds around the perimeter of pond. Water levels are good.

Site: 7



Comments: Treatment in progress
Shoreline grasses present along the perimeter of pond. Water levels are good.

Site: 3



Comments: Normal growth observed
Traces of shoreline grasses around pond. Light's amount of trash as seen in top right photo.
Water levels are looking good.

Site: 2



Comments: Treatment in progress
Heavy amount of hydrilla, but last treatment seems to be working. Shoreline grasses are looking good.

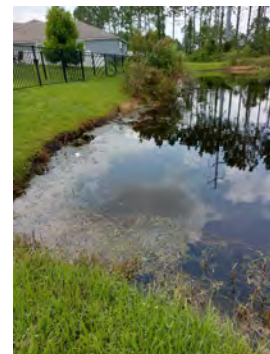
Site: 4



Comments: Requires attention

Algae seen throughout the water body. Water levels are looking, with moderate visibility.

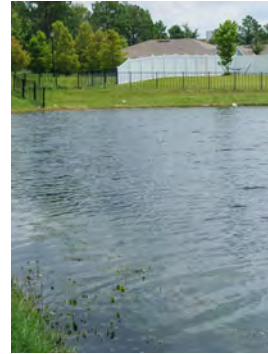
Site: 5



Comments: Treatment in progress

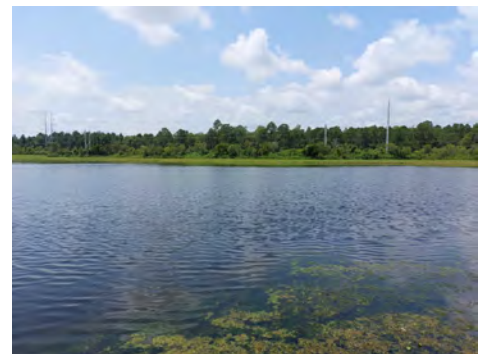
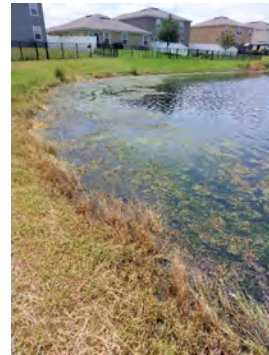
Benthic algae in perimeter of pond from shoreline grasses decaying from application.

Site: 6



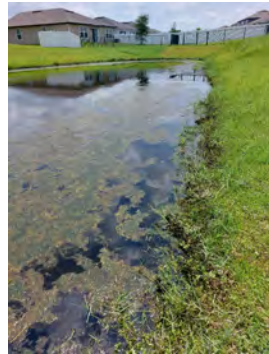
Comments: Site looks good
Small amount of chara along the perimeter of pond, but beneficial to the ponds ecosystem.
Water levels are looking good.

Site: 7



Comments: Requires attention
Algae growth seen along the top of water body. Shoreline grasses decaying from previous treatment.

Site: 9



Comments: Requires attention

Heavy amount of algae seen in water body. No shoreline grasses present at this time. Water levels are looking good.

Site: 14



Comments:

Shoreline grasses are decaying from previous treatment. Landscapers would need to mow/weed-eat close to shoreline.

Site: 13



Comments: Requires attention

Algae is presented in water body of pond. No shoreline grasses or aquatic weeds. Small amount of trash in corner of pond. Water levels are looking good.

Site: 12



Comments: Treatment in progress

Due to the dying shoreline grasses has created a nutrients dump causing an algae bloom. Small amounts of trash

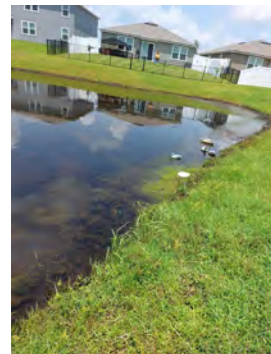
Site: 15



Comments:

Shoreline grasses present around the perimeter of water body. Will need to mow/weedeat around pond for technician to safely/properly treat.

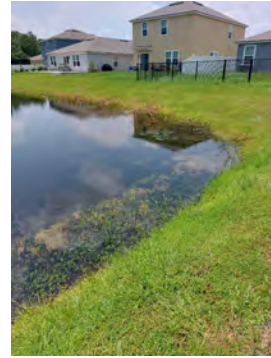
Site: 11



Comments:

Small traces of algae and aquatic weeds present around the perimeter of water body. Small amount of trash in corner of pond.

Site: 10



Comments:

Shoreline grasses are looking good. Light amount of bacopa and chara, all beneficial for the pond.

Site: 8



Comments:

Last treatment of Shoreline grasses is taking. Large amounts of algae, due to of nutrient dump from decomposing grasses as well as extreme heat.

Site:

Comments:

Site:

Comments:

Management Summary

Overall, the ponds have shown some traces of algae and invasive aquatic weeds, Hydrilla, which can only be controlled, but cannot be eradicated once present. Shoreline grasses are decaying from the recent treatments on most ponds, the one's that still have grasses will be treated on the next few visits. During the summer, algae blooms become a commonplace this time of the year. While unsightly, algae is not a cause of concerns as it simply a by product of excess nutrients in the water.

Recommendations/Action Items

Tab 6



Quality Site Assessment

Prepared for: Alta Lakes CDD

General Information

DATE: Monday, Jul 17, 2023
NEXT QSA DATE: Monday, Jul 08, 2024
CLIENT ATTENDEES:
BRIGHTVIEW ATTENDEES: Christopher Ernst

Customer Focus Areas

Quality you can count on.

7 Seven Standards of Excellence	1  Site Cleanliness	2  Weed Free	3  Green Turf
	4  Crisp Edges	5  Spectacular Flowers	6  Uniformly Mulched Beds

QUALITY SITE ASSESSMENT

Alta Lakes CDD

Notes to Owner / Client



- 1** The volleyball court sand needs to be refreshed. I will get a proposal to get new sand installed
- 2** Attached is a photo the trash that we picked up during our site visit one week.
- 3** Here is another photo of the trash we picked up during our site visit one week.
- 4** The trimming at the back entrance looks good. However, there is some weeds that are popping up.

QUALITY SITE ASSESSMENT

Alta Lakes CDD

Notes to Owner / Client

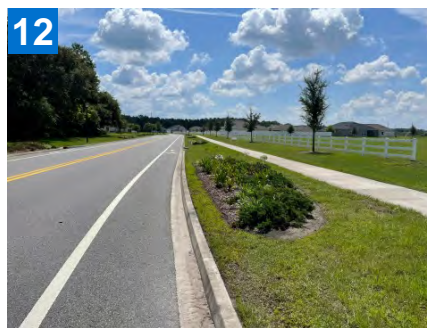
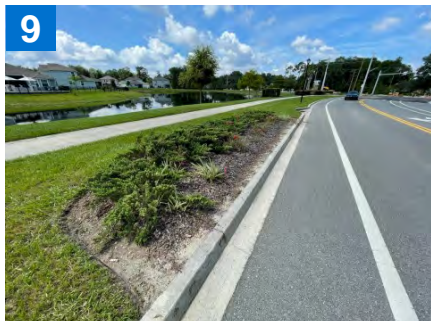


- 5** The seeds are starting to pop out on the sable palms and need to be trimmed off. I will send over a proposal for this.
- 6** This crape myrtle is touching the building. The crew needs to get this trimmed off of the building
- 7** The oleander that were damaged in the freeze are coming back strong. The crew needs to cut the dead wood out of them.
- 8** Some of the islands have plant material that is declining. These should be removed and sod be put in its place.

QUALITY SITE ASSESSMENT

Alta Lakes CDD

Notes to Owner / Client



9 Some islands are in really good shape and just needs a little bit of touch up work.

10 The turf will be treated in July. With all the rain that we have been receiving the grass throughout the property is looking really good.

11 The tips of the agapanthus are burning due to sitting in full sun as well as getting the heat that is reflected from an asphalt road.

12 The agapanthus blooms are expiring. Once the bloom expires the crew will get the stalks cut out of the plant.

Tab 7

Let Us Help You Weather the Storm.

2023 Hurricane season is upon us again. No matter what Mother Nature may bring, your BrightView team is looking out for you. To ensure we're able to provide you with a swift, seamless response following severe weather, we recommend the following:



- ▶ **Pre-Authorize Post-Storm Clean-up**
Pre-authorization of hurricane clean-up services allows us to immediately begin work post-storm, getting you back to business-as-usual as soon as possible. Learn more below about the action plan we mobilize on your behalf and indicate your authorization with a signature on the next page.
- ▶ **Keep Us Apprised of Your Insurance Requirements**
Let us know of any special needs or requirements your insurance carrier may have for documenting damages or corrective actions resulting from a storm. Our team will help make your job easier by taking photo documentation of representative damage and journaling manpower, equipment and the work provided in our repairs.
- ▶ **Let us Know How to Reach You**
Previous years' storms have shown us how vulnerable communications can be during and after severe weather. Please update your contact information below so we can keep you apprised during emergency response situations.
- ▶ **Prepare Your Trees**
Most maintenance contracts cover tree pruning to provide traffic clearance, but this doesn't prepare trees for hurricanes or excessive wind. Dramatically reduce the risk of damage and injury by structurally pruning weak or dead branches and opening canopies to reduce resistance. Schedule an assessment with our certified arborists to ensure your trees are ready.

Have Peace Of Mind With Pre-Authorized Storm Clean-Up.

Your BrightView team's action plan proactively addresses your needs in an emergency situation. With pre-authorized clean-up, we're on the ground canvassing your property to assess damage as soon as the storm passes and quickly dispatching the appropriate landscape and tree care services teams to address any issues, prioritizing safety first:

- ▶ Vehicle access is cleared, allowing emergency personnel access.
- ▶ Debris from structural dwellings that may pose immediate risk is cleared.
- ▶ Plant material that may have a chance of surviving is replanted.
- ▶ Hazardous damaged limbs remaining in trees are trimmed and removed.
- ▶ Tree limbs, rootballs, or large wood debris remaining on the ground is chipped and removed.
- ▶ Final restoration of any remaining damages or losses resulting from the storm is performed.

To expedite clean-up efforts, we leverage our national resources to bring in additional teams from outside the area. Normal maintenance operations can typically resume the following week for all but the most severely debris-impacted properties. If you would like to pre-approve BrightView to perform clean-up operations as detailed above, sign where indicated. Our emergency rates are also listed for your review. Dump expenses based on the material, size and weight.

Contact Us Today:

Christopher Ernst

(904)-838-5119

www.brightview.com

Approval for Clean-up Services:

Signature Property Name

Print Name / Title Date

Emergency Contact Number:

Name Phone

Driver/ Foreman.....	\$125/Hour
General Labor.....	\$80/Hour
Chipper & Truck:.....	\$290/ Hour
Loader & Truck:	\$275/Hour
Climber & Groundman 2-man crew	\$250/Hour
***Dump Fees, Stumps, & Other Services.....	To Be Quoted

Tab 8

Proposal for Extra Work at Alta Lakes CDD

Property Name	Alta Lakes CDD	Contact	Carol Brown
Property Address	3108 Alta Lakes Blvd. Jacksonville, FL 32226	To	Alta Lakes CDD
		Billing Address	c/o Rizzetta & Company 3434 Colwell Ave Ste 200 Tampa, FL 33614
Project Name	Alta Lakes: Mulch 2023		
Project Description	Mulch		

Scope of Work

QTY	UoM/Size	Material/Description
110.00	CUBIC YARD	Pine bark mulch installed (I have sent a map of what we will be mulching)

For internal use only

SO# 8063010
JOB# 346100484
Service Line 160

Total Price \$6,380.00

THIS IS NOT AN INVOICE

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11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

TERMS & CONDITIONS

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2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
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6. **Liability:** Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
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Customer

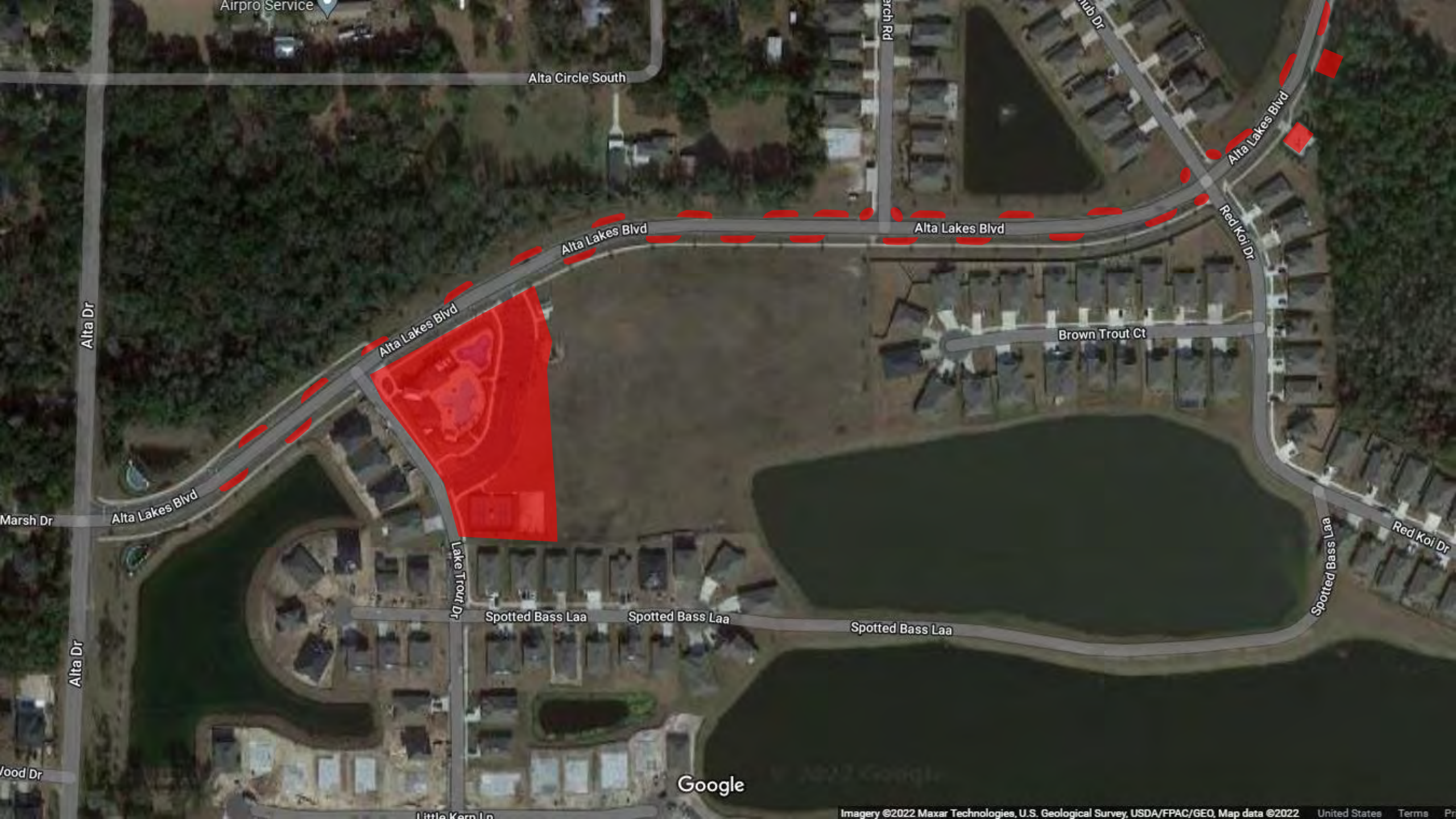
	Property Manager
Signature	Title
 Carol Brown	 July 17, 2023
Printed Name	Date

BrightView Landscape Services, Inc. "Contractor"

	Account Manager
Signature	Title
 Christopher R. Ernst	 July 17, 2023
Printed Name	Date

Job #: 346100484

SO #: 8063010 **Proposed Price:** \$6,380.00



Airpro Service

Alta Circle South

Church Rd

Club Dr

Alta Lakes Blvd

Alta Lakes Blvd

Alta Lakes Blvd

Red Koi Dr

Alta Dr

Alta Lakes Blvd

Brown Trout Ct

Marsh Dr

Alta Lakes Blvd

Lake Trout Dr

Spotted Bass Laa

Spotted Bass Laa

Spotted Bass Laa

Spotted Bass Laa

Red Koi Dr

Alta Dr

Food Dr

Google

Little Kern Ln

Southeastern
Paper Group



New Berlin Rd New Berlin Rd

Alta Lakes Blvd

Alta Lakes Blvd

Alta Lakes Blvd

New Berlin Rd

Total Distribution,
Inc. (formerly The...)



Proposal for Extra Work at Alta Lakes CDD

Property Name	Alta Lakes CDD	Contact	Carol Brown
Property Address	3108 Alta Lakes Blvd. Jacksonville, FL 32226	To	Alta Lakes CDD
		Billing Address	c/o Rizzetta & Company 3434 Colwell Ave Ste 200 Tampa, FL 33614

Project Name Palm Tree trimming 2023
Project Description Trim palms at entrance and at amenity center

Scope of Work

QTY	UoM/Size	Material/Description
1.00	LUMP SUM	Pruning of 10 Washingtonian Palm Trees at the entrance (climbing is required due to no access for bucket truck). Pruning of 25 Sabal Palm Trees around Pool Amenity.

For internal use only

SO# 8170306
JOB# 346100484
Service Line 300

Total Price \$2,356.25

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11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

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Customer

	District Manager
Signature	Title
Carol Brown	July 12, 2023
Printed Name	Date

BrightView Landscape Services, Inc. "Contractor"

	Account Manager
Signature	Title
Christopher R. Ernst	July 12, 2023
Printed Name	Date

Job #:	346100484		
SO #:	8170306	Proposed Price:	\$2,356.25

Proposal for Extra Work at Alta Lakes CDD

Property Name	Alta Lakes CDD	Contact	Carol Brown
Property Address	3108 Alta Lakes Blvd. Jacksonville, FL 32226	To	Alta Lakes CDD
		Billing Address	c/o Rizzetta & Company 3434 Colwell Ave Ste 200 Tampa, FL 33614
Project Name	Volleyball court		
Project Description	Top dress volleyball court		

Scope of Work

QTY	UoM/Size	Material/Description
16.00	YARD	Sand installed to top dress Volleyball court
1.00	EACH	Delivery of sand

For internal use only

SO# 8168864
JOB# 346100484
Service Line 130

Total Price \$5,311.63

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11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

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Customer

	District Manager
Signature	Title
Carol Brown	July 13, 2023
Printed Name	Date

BrightView Landscape Services, Inc. "Contractor"

	Account Manager
Signature	Title
Christopher R. Ernst	July 13, 2023
Printed Name	Date

Job #:	346100484		
SO #:	8168864	Proposed Price:	\$5,311.63



Phase 1

Phase 2

Phase 3

Phase 4

#1

#2

#4

#6

#8

#9

#11

#13

#15

#17

#19

#21

#23

#26

#27

#25

#5

#7

#10

#12

#14

#16

#18

#20

#22

#24

Yellow Perch

Red Koi/Lake Chub

Alta Dr

Alta Dr

Alta Lakes Blvd

Alta Lakes Blvd

Alta Lakes Blvd

Alta Lakes Blvd

Alta Lakes Blvd

Alta Lakes Blvd

Lake Trout Dr

Spotted Bass Laa

Spotted Bass Laa

Spotted Bass Laa

Spotted Bass Laa

Red Koi Dr

Alta Circle South

Brown Trout Ct

Google

Proposal for Extra Work at Alta Lakes CDD

Property Name	Alta Lakes CDD	Contact	Carol Brown
Property Address	3108 Alta Lakes Blvd. Jacksonville, FL 32226	To	Alta Lakes CDD
		Billing Address	c/o Rizzetta & Company 3434 Colwell Ave Ste 200 Tampa, FL 33614

Project Name Roadway bed upgrades (revised)

Project Description Upgrade the beds along Alta Lakes Dr. with new plant material

Scope of Work

QTY	UoM/Size	Material/Description	Total
Phase 1 (Beds 1-8)			\$5,718.74
1.00	LUMP SUM	Prep area by removing existing plant material, shovel grading, designing bed with sod cutter, and deep edge bed lines and hardscapes. Dispatch of Crew	
150.00	EACH	Liriope 1 gal. installed	
36.00	EACH	Muhly grass 3 gal. installed	
1,400.00	SQUARE FEET	Bahai sod installed	
1.00	LUMP SUM	Make irrigation adjustments and modifications to ensure proper coverage.	
Phase 2 (Beds 9-17)			\$6,818.09
1.00	LUMP SUM	Prep area by removing existing plant material, shovel grading, designing bed with sod cutter, and deep edge bed lines and hardscapes. Dispatch of Crew	
166.00	EACH	Liriope 1 gal. installed	
48.00	EACH	Muhly grass 3 gal. installed	
1,600.00	SQUARE FEET	Bahai sod installed	
1.00	LUMP SUM	Make irrigation adjustments and modifications to ensure proper coverage.	
Phase 3 (Yellow Perch and beds 18-24)			\$7,445.70
1.00	LUMP SUM	Prep area by removing existing plant material, shovel grading, designing bed with sod cutter, and deep edge bed lines and hardscapes. Dispatch of Crew	
160.00	EACH	Liriope 1 gal. installed	
56.00	EACH	Muhly grass 3 gal. installed	
1,900.00	SQUARE FEET	Bahai sod installed	
1.00	LUMP SUM	Make irrigation adjustments and modifications to ensure proper coverage.	
Phase 4 (Lake Chub/Red Koi and beds 25-27)			\$4,888.75
1.00	LUMP SUM	Prep area by removing existing plant material, shovel grading, designing bed with sod cutter, and deep edge bed lines and hardscapes. Dispatch of Crew	

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Proposal for Extra Work at Alta Lakes CDD

105.00	EACH	Liriope 1 gal. installed
37.00	EACH	Muhly grass 3 gal. installed
1,300.00	SQUARE FEET	Bahai sod installed
1.00	LUMP SUM	Make irrigation adjustments and modifications to ensure proper coverage.

For internal use only

SO# 8092101
JOB# 346100484
Service Line 130

Total Price \$24,871.28

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13. **Assignment:** The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
14. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

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

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

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

Acceptance of this Contract

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

Customer

	Property Manager
Signature	Title
 Carol Brown	 July 17, 2023
Printed Name	Date

BrightView Landscape Services, Inc. "Contractor"

	Account Manager
Signature	Title
 Christopher R. Ernst	 July 17, 2023
Printed Name	Date

Job #: 346100484

SO #: 8092101 **Proposed Price:** \$24,871.28

Proposal for Extra Work at Alta Lakes CDD

Property Name	Alta Lakes CDD	Contact	Carol Brown
Property Address	3108 Alta Lakes Blvd. Jacksonville, FL 32226	To	Alta Lakes CDD
		Billing Address	c/o Rizzetta & Company 3434 Colwell Ave Ste 200 Tampa, FL 33614

Project Name Roadway bed upgrades (Sod)
Project Description Upgrade the beds along Alta Lakes Dr. with sod

Scope of Work

QTY	UoM/Size	Material/Description	Total
Phase 1 (Beds 1-8)			\$5,500.33
1.00	LUMP SUM	Prep area for sod by removing existing plant material, shovel grading, and deep edging. Dispatch of crew	
2,400.00	SQUARE FEET	Bahia Sod installed	
1.00	LUMP SUM	Make irrigation adjustments and modifications to ensure proper coverage	
Phase 2 (Beds 9-17)			\$6,078.26
1.00	LUMP SUM	Prep area for sod by removing existing plant material, shovel grading, and deep edging. Dispatch of crew	
2,700.00	SQUARE FEET	Bahia Sod installed	
1.00	LUMP SUM	Make irrigation adjustments and modifications to ensure proper coverage	
Phase 3 (Yellow perch and beds 18-24)			\$7,324.31
1.00	LUMP SUM	Prep area for sod by removing existing plant material, shovel grading, and deep edging. Dispatch of crew	
3,550.00	SQUARE FEET	Bahia Sod installed	
1.00	LUMP SUM	Make irrigation adjustments and modifications to ensure proper coverage	
Phase 4 (Lake Chub/RedKoi and beds 25-27)			\$6,157.88
1.00	LUMP SUM	Prep area for sod by removing existing plant material, shovel grading, and deep edging. Dispatch of crew	
2,550.00	SQUARE FEET	Bahia Sod installed	
1.00	LUMP SUM	Make irrigation adjustments and modifications to ensure proper coverage	

For internal use only

SO# 8170319
JOB# 346100484
Service Line 130

Total Price \$25,060.78

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

TERMS & CONDITIONS

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

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

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

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

Acceptance of this Contract

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

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Customer

	District Manager
Signature	Title
Carol Brown	July 17, 2023
Printed Name	Date

BrightView Landscape Services, Inc. "Contractor"

	Account Manager
Signature	Title
Christopher R. Ernst	July 17, 2023
Printed Name	Date

Job #:	346100484		
SO #:	8170319	Proposed Price:	\$25,060.78

Proposal for Extra Work at Alta Lakes CDD

Property Name	Alta Lakes CDD	Contact	Carol Brown
Property Address	3108 Alta Lakes Blvd. Jacksonville, FL 32226	To	Alta Lakes CDD
		Billing Address	c/o Rizzetta & Company 3434 Colwell Ave Ste 200 Tampa, FL 33614
Project Name	Plant/sod fill		
Project Description	Fill in beds with either plants or sod		

Scope of Work

QTY	UoM/Size	Material/Description	Total
Phase 1 (Beds 1-8)			\$4,486.27
1.00	LUMP SUM	Prep area by removing declining plant material and sod. Shovel grade area. Haul away debris.	
144.00	EACH	Emerald Goddess liriopse 1 gal. installed	
5.00	EACH	Parsoni juniper 3 gal. installed	
1,600.00	SQUARE FEET	Bahai sod installed in beds 4-8	
1.00	LUMP SUM	Make irrigation adjustments and modifications to ensure proper coverage.	
Phase 2 (Beds 9-17)			\$5,315.31
1.00	LUMP SUM	Prep area by removing declining plant material and sod. Shovel grade area. Haul away debris.	
230.00	EACH	Emerald Goddess liriopse 1 gal. installed	
7.00	EACH	Parsoni juniper 3 gal. installed	
1,600.00	SQUARE FEET	Bahai sod installed in beds 11, 12, and 15-17	
1.00	LUMP SUM	Make irrigation adjustments and modifications to ensure proper coverage.	
Phase 3 (Yellow Perch and beds 18-24)			\$6,877.04
1.00	LUMP SUM	Prep area by removing declining plant material and sod. Shovel grade area. Haul away debris.	
384.00	EACH	Emerald Goddess liriopse 1 gal. installed	
21.00	EACH	Parsoni juniper 3 gal. installed	
1,200.00	SQUARE FEET	Bahai sod installed in beds 18, 19, and 24	
1.00	LUMP SUM	Make irrigation adjustments and modifications to ensure proper coverage.	
Phase 4 (Beds at Lake Chub/Red Koi and beds 25-27)			\$6,054.55
1.00	LUMP SUM	Prep area by removing declining plant material and sod. Shovel grade area. Haul away debris.	
366.00	EACH	Emerald Goddess liriopse 1 gal. installed	
34.00	EACH	Parsoni juniper 3 gal. installed	

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11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

Proposal for Extra Work at Alta Lakes CDD

800.00	SQUARE FEET	Bahai sod installed in beds 25-27
1.00	LUMP SUM	Make irrigation adjustments and modifications to ensure proper coverage.

For internal use only

SO# 8169147
JOB# 346100484
Service Line 130

Total Price \$22,733.17

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This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
 11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
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6. **Liability:** Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
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Customer

	District Manager
Signature	Title
Carol Brown	July 17, 2023
Printed Name	Date

BrightView Landscape Services, Inc. "Contractor"

	Account Manager
Signature	Title
Christopher R. Ernst	July 17, 2023
Printed Name	Date

Job #:	346100484		
SO #:	8169147	Proposed Price:	\$22,733.17

Tab 9

While I have enjoyed my time on the board since being appointed in 2021 and elected in 2022, I have not made the impact I initially thought was worth my time and efforts.

The community is a great place for many. I look forward to being part of this community as a resident alone.

My resignation is effective immediately.

Regards,

Courtney Brackin

This electronic message transmission and any attachments contain information from Rizzetta & Company, Inc. which may be confidential or privileged. The information is solely intended for the use of the individual or entity named above. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the contents of this information is prohibited. If you have received this electronic transmission in error, please immediately notify us by return email or telephone at (888) 208-5008 and delete the original message. Under Florida law, certain written communications with the sender of this message may be subject to public records disclosure requirements. Please be aware of this possibility when including personal information in your communications. Unless specifically indicated, the contents of this electronic message and its related attachments (including forwarded messages) do not constitute a legal opinion on behalf of the sender and/or Rizzetta & Company, Inc. Recipients of this message, whether directly addressed or not, should not rely upon or otherwise construe this message as legal advice. The sender is not a licensed financial advisor or securities broker; any financial topics addressed herein are for informational purposes and do not constitute investing advice. Thank you.

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

District Office · St. Augustine, Florida · (904) 436-6270

Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
altalakescdd.org

VACANT CDD BOARD OF SUPERVISOR SEAT

Alta Lakes CDD Board is seeking qualified electors to fill a vacant CDD Board Seat. The requirements to serve in this position follow:

The Board

The District is a special-purpose unit of local government that is established pursuant to and governed by Chapter 190, Florida Statutes. The District is governed by a five-member Board of Supervisors (“Board”). The District’s Board typically meets six (6) times per year but may meet more often if necessary. Board meetings typically last up to two hours, depending upon the business to be conducted by the Board. Prior to the meeting, each Supervisor is supplied with a link to the agenda package that will contain the documents pertaining to the business to be considered by the Board at a particular meeting. A Supervisor should be willing to spend time reviewing these agenda packages prior to each meeting and may consult with District Staff (legal, management, and engineering) concerning the business to be addressed.

Qualifications of Supervisors

To be considered a qualified elector, the Supervisor must be at least 18 years of age, a citizen of the United States, a legal resident of Florida and of the District and must be registered to vote with Lake County Supervisor of Elections.

Compensation

By statute, Board Members are entitled to be paid a maximum of \$200 per meeting for their service, up to an annual cap of \$4,800 per year.

Responsibilities of Supervisors

The position of Supervisor is that of an elected local public official. As such, each Supervisor, upon taking office, subscribes to an oath of office. Each Supervisor is subject to the same financial disclosure requirements and code of ethics as any other local elected official. Specific responsibilities differ but the basic requirements to act in the District’s best interest when making policy decisions affecting the landowners within the District.

How to Apply

To apply to serve on the District’s Board, please submit your statement of interest and resume to the attention of the District Manager, Carol Brown, Alta Lakes CDD, 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614 or email CLBrown@rizzetta.com by Friday, September 15, 2023. Please note that any document submitted to the District is subject to Florida’s public records laws. Please confirm receipt of your statement of interest submitted.

The current Board will review resumes at its September 27, 2023 Board meeting at 11:00 a.m. and requests that all applicants attend this meeting at Clermont Arts & Recreation Center 3700 South Highway 27, Clermont, FL 34711.

If you have any questions about what is contained in this notice, please contact the District Manager’s Office at 904-436-6270 ext. 4631.

Tab 10

RESOLUTION 2023-07

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT REDESIGNATING CERTAIN OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Alta Lakes Community Development District (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within the City of Jacksonville, Florida; and

WHEREAS, the Board of Supervisors of the District desires to re-designate certain Officers of the District.

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

SECTION 1. _____ is appointed Chairman.

SECTION 2. _____ is appointed Vice Chairman.

SECTION 3. _____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

SECTION 4. This Resolution supersedes any prior appointments made by the Board for Chairman and Vice-Chairman and Assistant Secretaries; however, prior appointments by the Board for Treasurer, Secretary and Assistant Treasurer(s) remain unaffected by this Resolution.

SECTION 5. This Resolution shall become effective immediately upon its adoption.

APPROVED AND ADOPTED this 26th day of July 2023.

ATTEST:

**ALTA LAKES COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman, Board of Supervisors

Tab 11

RESOLUTION 2023-08

THE ANNUAL APPROPRIATION RESOLUTION OF THE ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June, 2023, submitted to the Board of Supervisors (“**Board**”) of the Alta Lakes Community Development District (“**District**”) proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (“**Fiscal Year 2023/2024**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

WHEREAS, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

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

SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

- b. The Proposed Budget, attached hereto as **Exhibit A**, as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (“**Adopted Budget**”), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the Alta Lakes Community Development District for the Fiscal Year Ending September 30, 2024.”
- d. The Adopted Budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption and shall remain on the website for at least 2 years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2023/2024, the sum of \$_____ to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$_____
RESERVE FUND	\$_____
DEBT SERVICE FUND SERIES 2019	\$_____
TOTAL ALL FUNDS	\$_____

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2023/2024, or within 60 days following the end of the Fiscal Year 2023/2024, may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if

the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.

- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must ensure that any amendments to the budget under paragraph c. above are posted on the District’s website within 5 days after adoption and remain on the website for at least 2 years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 26TH DAY OF JULY 2023.

ATTEST:

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Secretary / Assistant Secretary

By: _____
Its: _____

Exhibit A: Fiscal Year 2023/2024 Budget

Exhibit A

Fiscal Year 2023/2024 Budget



Rizzetta & Company

Alta Lakes Community Development District

www.altalakescdd.org

**Approved Proposed
Budget for Fiscal
Year 2023-2024**

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Approved Proposed Budget
Alta Lakes Community Development District
General Fund
Fiscal Year 2023/2024

	Chart of Accounts Classification	Actual YTD through 06/30/23	Projected Annual Totals 2022/2023	Annual Budget for 2022/2023	Projected Budget variance for 2022/2023	Budget for 2023/2024	Budget Increase (Decrease) vs 2022/2023	Comments
1								
2	REVENUES							
3								
4	Special Assessments							
5	Tax Roll*	\$ 535,844	\$ 535,844	\$ 534,902	\$ 942	\$ 529,874	\$ (5,028)	
6								
7	TOTAL REVENUES	\$ 535,844	\$ 535,844	\$ 534,902	\$ 942	\$ 529,874	\$ (5,028)	
8								
9	*Allocation of assessments between the Tax Roll and Off Roll are estimates only and subject to change prior to certification.							
10								
11	EXPENDITURES - ADMINISTRATIVE							
12								
13	Legislative							
14	Supervisor Fees	\$ 2,200	\$ 4,000	\$ 6,000	\$ 2,000	\$ 6,000	\$ -	Based on 6 meetings.
15	Financial & Administrative							
16	Administrative Services	\$ 3,688	\$ 4,917	\$ 4,917	\$ -	\$ 5,163	\$ 246	
17	District Management	\$ 16,471	\$ 21,962	\$ 21,962	\$ -	\$ 23,060	\$ 1,098	
18	District Engineer	\$ 7,064	\$ 11,000	\$ 11,000	\$ -	\$ 11,000	\$ -	
19	Disclosure Report	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	
20	Trustees Fees	\$ 2,813	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	
21	Assessment Roll	\$ 5,463	\$ 5,463	\$ 5,463	\$ -	\$ 5,736	\$ 273	
22	Financial & Revenue Collections	\$ 2,949	\$ 3,933	\$ 3,933	\$ -	\$ 4,130	\$ 197	
23	Accounting Services	\$ 14,751	\$ 19,667	\$ 19,667	\$ -	\$ 20,650	\$ 983	
24	Auditing Services	\$ 3,675	\$ 3,675	\$ 4,200	\$ 525	\$ 3,800	\$ (400)	Reflects agreement.
25	Arbitrage Rebate Calculation	\$ -	\$ 450	\$ 450	\$ -	\$ 450	\$ -	
26	Public Officials Liability Insurance	\$ 2,667	\$ 2,667	\$ 2,977	\$ 310	\$ 2,934	\$ (43)	Reflects EGIS estimate.
27	Legal Advertising	\$ 2,466	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	\$ -	
28	Dues, Licenses & Fees	\$ 175	\$ 175	\$ 175	\$ -	\$ 175	\$ -	
29	Miscellaneous Fees	\$ 545	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ -	Reflects amortization schedule & Mailed Notices.
30	Website Hosting, Maintenance, Backup	\$ 2,053	\$ 3,737	\$ 3,737	\$ -	\$ 3,737	\$ -	
31	Legal Counsel							
32	District Counsel	\$ 12,441	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ -	
33	Administrative Subtotal	\$ 84,421	\$ 117,146	\$ 119,981	\$ 2,835	\$ 122,335	\$ 2,354	
34								
35	EXPENDITURES - FIELD OPERATIONS							
36								
37	Electric Utility Services							
38	Utility Services	\$ 23,502	\$ 35,000	\$ 40,320	\$ 5,320	\$ 40,320	\$ -	FY 22/23 reflects impacted street light service from Alta Drive Construction.
39	Garbage/Solid Waste Control Services							
40	Garbage - Recreation Facility	\$ 2,123	\$ 3,700	\$ 4,200	\$ 500	\$ 4,200	\$ -	
41	Water-Sewer Combination Services							
42	Utility Services	\$ 19,201	\$ 25,601	\$ 35,000	\$ 9,399	\$ 35,000	\$ -	
43	Stormwater Control							
44	Aquatic Maintenance	\$ 15,402	\$ 20,610	\$ 21,500	\$ 890	\$ 21,500	\$ -	Reflects Solitude estimate.
45	Fountain Service Repairs & Maintenance	\$ 750	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ -	
46	Miscellaneous Expense	\$ 1,095	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	
47	Other Physical Environment							
48	General Liability/Property Insurance	\$ 24,919	\$ 24,919	\$ 26,723	\$ 1,804	\$ 36,075	\$ 9,352	Relects EGIS estimate.
49	Entry & Walls Maintenance	\$ 8,053	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	
50	Landscape Replacement Plants, Shrubs, Trees	\$ 2,532	\$ 8,500	\$ 8,500	\$ -	\$ 8,500	\$ -	
51	Landscape and Irrigation Maintenance Contract	\$ 77,547	\$ 105,105	\$ 105,105	\$ -	\$ 107,500	\$ 2,395	Reflects BrightView estimate, plus annual mulch installation and palm tree trimming.
52	Miscellaneous Expense	\$ 4,322	\$ 4,332	\$ 4,332	\$ -	\$ 4,332	\$ -	Reflects Pet Waste Stations
53	Irrigation Repairs	\$ -	\$ 2,500	\$ 5,000	\$ 2,500	\$ 5,000	\$ -	
54	Landscape Inspection Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
55	Parks & Recreation							
56	Amenity Management Service Contract and Staffing	\$ 5,455	\$ 17,500	\$ 30,000	\$ 12,500	\$ 20,000	\$ (10,000)	Reflects FC CMS Site Management and Staffing from May through September.
57	Cable Television, Internet, Phone	\$ 2,658	\$ 3,560	\$ 4,000	\$ 440	\$ 4,000	\$ -	
58	Pool Permits	\$ 525	\$ 525	\$ 525	\$ -	\$ 525	\$ -	
59	Pool Maintenance Contract	\$ 6,562	\$ 9,912	\$ 10,000	\$ 88	\$ 10,200	\$ 200	
60	Playground Equipment and Maintenance	\$ 2,380	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ -	
61	Pressure Washing	\$ -	\$ 2,900	\$ 2,900	\$ -	\$ 2,900	\$ -	
62	Amenity Facility - Maintenance & Repair	\$ 7,632	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ -	FY 22/23 reflects potential sidewalk and volleyball court border and cap repair.
63	Amenity Common Area Maintenance Contract	\$ 1,845	\$ 3,024	\$ 3,024	\$ -	\$ 3,240	\$ 216	
64	Amenity Facility Janitorial Service Contract	\$ 6,987	\$ 8,652	\$ 8,652	\$ -	\$ 8,916	\$ 264	
65	Pool Maintenance Chemicals	\$ 5,965	\$ 14,040	\$ 14,040	\$ -	\$ 14,040	\$ -	
66	Pest Control & Termite Bond	\$ 1,046	\$ 1,305	\$ 1,500	\$ 195	\$ 1,500	\$ -	

Approved Proposed Budget
Alta Lakes Community Development District
General Fund
Fiscal Year 2023/2024

	Chart of Accounts Classification	Actual YTD through 06/30/23	Projected Annual Totals 2022/2023	Annual Budget for 2022/2023	Projected Budget variance for 2022/2023	Budget for 2023/2024	Budget Increase (Decrease) vs 2022/2023	Comments
67	Security Camera System, Access Monitoring and Maintenance & Repairs	\$ 6,926	\$ 9,100	\$ 9,100	\$ -	\$ 9,100	\$ -	
68	Athletic/Park/Court/Field Maintenance & Repairs	\$ 840	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ -	
69	Miscellaneous Amenity Expense	\$ 600	\$ 600	\$ 500	\$ (100)	\$ 500	\$ -	
70	Fitness Equipment Maintenance & Repairs	\$ 1,879	\$ 2,500	\$ 2,000	\$ (500)	\$ 2,000	\$ -	
71	Special Events							
72	Special Events	\$ 1,676	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	
73	Contingency							
74	Capital Outlay	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ (10,000)	
75	Miscellaneous Contingency	\$ 16,352	\$ 25,000	\$ 25,000	\$ -	\$ 25,191	\$ 191	Potentially to include landscaping enhancements, pool repair, rubber mulch or fitness equipment replacement.
76								
77	Field Operations Subtotal	\$ 248,774	\$ 371,885	\$ 414,921	\$ 43,036	\$ 407,539	\$ (7,382)	
78								
79	TOTAL EXPENDITURES	\$ 333,195	\$ 489,031	\$ 534,902	\$ 45,871	\$ 529,874	\$ (5,028)	
80								
81	EXCESS OF REVENUES OVER EXPENDITURES	\$ 202,649	\$ 46,813	\$ -	\$ 46,813	\$ -	\$ -	

**Alta Lakes Community Development District
Debt Service
Fiscal Year 2023/2024**

Chart of Accounts Classification	Series 2019	Budget for 2023/2024
REVENUES		
Special Assessments		
Net Special Assessments	\$601,877.45	\$601,877.45
TOTAL REVENUES	\$601,877.45	\$601,877.45
EXPENDITURES		
Administrative		
Financial & Administrative		
Debt Service Obligation	\$601,877.45	\$601,877.45
Administrative Subtotal	\$601,877.45	\$601,877.45
TOTAL EXPENDITURES	\$601,877.45	\$601,877.45
EXCESS OF REVENUES OVER EXPENDITURES	\$0.00	\$0.00

Duval County Collection Costs (3.5%) and Early Payment Discounts (4%): 7.5%

Gross assessments **\$649,695.00**

Notes:

1. Tax Roll Collection Costs for Duval County are 7.5% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICTFISCAL YEAR 2023/2024 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE

2023/2024 O&M Net Assessment		\$618,047.00
Duval County Collection Cost @	3.5%	\$23,385.56
Early Payment Discount @	4.0%	\$26,726.36
2023/2024 Total		<u>\$668,158.92</u>

2022/2023 O&M Budget	\$559,902.00
2023/2024 O&M Budget	\$618,047.00

Total Difference	<u>\$58,145.00</u>
------------------	--------------------

	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	2022/2023	2023/2024	\$	%
Debt Service - Single Family 50	\$1,299.39	\$1,299.39	\$0.00	0.00%
Operations/Maintenance - Single Family 50	\$1,210.60	\$1,336.32	\$125.72	10.38%
Total	\$2,509.99	\$2,635.71	\$125.72	5.01%
<hr/>				
Debt Service - Single Family 60	\$1,299.39	\$1,299.39	\$0.00	0.00%
Operations/Maintenance - Single Family 60	\$1,210.60	\$1,336.32	\$125.72	10.38%
Total	\$2,509.99	\$2,635.71	\$125.72	5.01%
<hr/>				
Debt Service - Single Family 70	\$1,299.39	\$1,299.39	\$0.00	0.00%
Operations/Maintenance - Single Family 70	\$1,210.60	\$1,336.32	\$125.72	10.38%
Total	\$2,509.99	\$2,635.71	\$125.72	5.01%

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2023/2024 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE

NET O&M ASSESSMENT		\$618,047.00
COLLECTION COSTS @	3.5%	\$23,385.56
EARLY PAYMENT DISCOUNT @	4.0%	\$26,726.36
TOTAL O&M ASSESSMENT		<u>\$668,158.92</u>

<u>LOT SIZE</u>	<u>UNITS ASSESSED</u>		<u>ALLOCATION OF O&M ASSESSMENT</u>				<u>PER LOT ANNUAL ASSESSMENT</u>		
	<u>O&M</u>	<u>SERIES 2019 DEBT SERVICE ⁽¹⁾</u>	<u>EAU FACTOR</u>	<u>TOTAL EAU's</u>	<u>% TOTAL EAU's</u>	<u>TOTAL O&M BUDGET</u>	<u>O&M</u>	<u>SERIES 2019 DEBT SERVICE ⁽²⁾</u>	<u>TOTAL ⁽³⁾</u>
Single Family 50	335	335	1.00	335.00	67.00%	\$447,666.48	\$1,336.32	\$1,299.39	\$2,635.71
Single Family 60	148	148	1.00	148.00	29.60%	\$197,775.04	\$1,336.32	\$1,299.39	\$2,635.71
Single Family 70	17	17	1.00	17.00	3.40%	\$22,717.40	\$1,336.32	\$1,299.39	\$2,635.71
Total Community	500	500		500.00	100.00%	\$668,158.92			

LESS Duval County Collection Costs (3.5%) and Early Payment Discounts (4%):

(\$50,111.92)

\$618,047.00

⁽¹⁾ Reflects the number of total lots with Series 2019 debt outstanding.

⁽²⁾ Annual debt service assessment per lot adopted in connection with the Series 2019 bond issue. Annual assessment includes principal, interest, Duval County collection costs and early payment discounts.

⁽³⁾ Annual assessment that will appear on November 2023 Duval County property tax bill. Amount shown includes all applicable county collection costs and early payment discounts (up to 4% if paid early).

GENERAL FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The General Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all General Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Interest Earnings: The District may earn interest on its monies in the various operating accounts.

Tax Roll: The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

Off Roll: For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

Developer Contributions: The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

Event Rental: The District may receive monies for event rentals for such things as weddings, birthday parties, etc.

Miscellaneous Revenues: The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

Facilities Rentals: The District may receive monies for the rental of certain facilities by outside sources, for such items as office space, snack bar/restaurants etc.



EXPENDITURES – ADMINISTRATIVE:

Supervisor Fees: The District may compensate its supervisors within the appropriate statutory limits of \$200.00 maximum per meeting within an annual cap of \$4,800.00 per supervisor.

Administrative Services: The District will incur expenditures for the day to today operation of District matters. These services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation and delivery of agenda, overnight deliveries, facsimiles and phone calls.

District Management: The District as required by statute, will contract with a firm to provide for management and administration of the District's day to day needs. These service include the conducting of board meetings, workshops, overall administration of District functions, all required state and local filings, preparation of annual budget, purchasing, risk management, preparing various resolutions and all other secretarial duties requested by the District throughout the year is also reflected in this amount.

District Engineer: The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of construction invoices and all other engineering services requested by the district throughout the year.

Disclosure Report: The District is required to file quarterly and annual disclosure reports, as required in the District's Trust Indenture, with the specified repositories. This is contracted out to a third party in compliance with the Trust Indenture.

Trustee's Fees: The District will incur annual trustee's fees upon the issuance of bonds for the oversight of the various accounts relating to the bond issues.

Assessment Roll: The District will contract with a firm to prepare, maintain and certify the assessment roll(s) and annually levy a non-ad valorem assessment for operating and debt service expenses.

Financial & Revenue Collections: Services of the Collection Agent include all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. The Collection Agent also maintains and updates the District's lien book(s) annually and provides for the release of liens on property after the full collection of bond debt levied on particular properties.

Accounting Services: Services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

Auditing Services: The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting firm, once it reaches certain revenue and expenditure levels, or has issued bonds and incurred debt.



Arbitrage Rebate Calculation: The District is required to calculate the interest earned from bond proceeds each year pursuant to the Internal Revenue Code of 1986. The Rebate Analyst is required to verify that the District has not received earnings higher than the yield of the bonds.

Travel: Each Board Supervisor and the District Staff are entitled to reimbursement for travel expenses per Florida Statutes 190.006(8).

Public Officials Liability Insurance: The District will incur expenditures for public officials' liability insurance for the Board and Staff.

Legal Advertising: The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices, and public hearings, bidding etc. for the District based on statutory guidelines

Bank Fees: The District will incur bank service charges during the year.

Dues, Licenses & Fees: The District is required to pay an annual fee to the Department of Economic Opportunity, along with other items which may require licenses or permits, etc.

Miscellaneous Fees: The District could incur miscellaneous throughout the year, which may not fit into any standard categories.

Website Hosting, Maintenance and Email: The District may incur fees as they relate to the development and ongoing maintenance of its own website along with possible email services if requested.

District Counsel: The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts and all other legal services requested by the district throughout the year.

EXPENDITURES - FIELD OPERATIONS:

Deputy Services: The District may wish to contract with the local police agency to provide security for the District.

Security Services and Patrols: The District may wish to contract with a private company to provide security for the District.

Electric Utility Services: The District will incur electric utility expenditures for general purposes such as irrigation timers, lift station pumps, fountains, etc.

Street Lights: The District may have expenditures relating to street lights throughout the community. These may be restricted to main arterial roads or in some cases to all street lights within the District's boundaries.



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Utility - Recreation Facility: The District may budget separately for its recreation and or amenity electric separately.

Gas Utility Services: The District may incur gas utility expenditures related to district operations at its facilities such as pool heat etc.

Garbage - Recreation Facility: The District will incur expenditures related to the removal of garbage and solid waste.

Solid Waste Assessment Fee: The District may have an assessment levied by another local government for solid waste, etc.

Water-Sewer Utility Services: The District will incur water/sewer utility expenditures related to district operations.

Utility - Reclaimed: The District may incur expenses related to the use of reclaimed water for irrigation.

Aquatic Maintenance: Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

Fountain Service Repairs & Maintenance: The District may incur expenses related to maintaining the fountains within throughout the Parks & Recreational areas

Lake/Pond Bank Maintenance: The District may incur expenditures to maintain lake banks, etc. for the ponds and lakes within the District's boundaries, along with planting of beneficial aquatic plants, stocking of fish, mowing and landscaping of the banks as the District determines necessary.

Wetland Monitoring & Maintenance: The District may be required to provide for certain types of monitoring and maintenance activities for various wetlands and waterways by other governmental entities.

Mitigation Area Monitoring & Maintenance: The District may be required to provide for certain types of monitoring and maintenance activities for various mitigation areas by other governmental entities.

Aquatic Plant Replacement: The expenses related to replacing beneficial aquatic plants, which may or may not have been required by other governmental entities.

General Liability Insurance: The District will incur fees to insure items owned by the District for its general liability needs

Property Insurance: The District will incur fees to insure items owned by the District for its property needs

Entry and Walls Maintenance: The District will incur expenditures to maintain the entry monuments and the fencing.



Landscape Maintenance: The District will incur expenditures to maintain the rights-of-way, median strips, recreational facilities including pond banks, entryways, and similar planting areas within the District. These services include but are not limited to monthly landscape maintenance, fertilizer, pesticides, annuals, mulch, and irrigation repairs.

Irrigation Maintenance: The District will incur expenditures related to the maintenance of the irrigation systems.

Irrigation Repairs: The District will incur expenditures related to repairs of the irrigation systems.

Landscape Replacement: Expenditures related to replacement of turf, trees, shrubs etc.

Field Services: The District may contract for field management services to provide landscape maintenance oversight.

Miscellaneous Fees: The District may incur miscellaneous expenses that do not readily fit into defined categories in field operations.

Gate Phone: The District will incur telephone expenses if the District has gates that are to be opened and closed.

Street/Parking Lot Sweeping: The District may incur expenses related to street sweeping for roadways it owns or are owned by another governmental entity, for which it elects to maintain.

Gate Facility Maintenance: Expenses related to the ongoing repairs and maintenance of gates owned by the District if any.

Sidewalk Repair & Maintenance: Expenses related to sidewalks located in the right of way of streets the District may own if any.

Roadway Repair & Maintenance: Expenses related to the repair and maintenance of roadways owned by the District if any.

Employees - Salaries: The District may incur expenses for employees/staff members needed for the recreational facilities such as Clubhouse Staff.

Employees - P/R Taxes: This is the employer's portion of employment taxes such as FICA etc.

Employee - Workers' Comp: Fees related to obtaining workers compensation insurance.

Management Contract: The District may contract with a firm to provide for the oversight of its recreation facilities.

Maintenance & Repair: The District may incur expenses to maintain its recreation facilities.

Facility Supplies: The District may have facilities that required various supplies to operate.



Gate Maintenance & Repairs: Any ongoing gate repairs and maintenance would be included in this line item.

Telephone, Fax, Internet: The District may incur telephone, fax and internet expenses related to the recreational facilities.

Office Supplies: The District may have an office in its facilities which require various office related supplies.

Clubhouse - Facility Janitorial Service: Expenses related to the cleaning of the facility and related supplies.

Pool Service Contract: Expenses related to the maintenance of swimming pools and other water features.

Pool Repairs: Expenses related to the repair of swimming pools and other water features.

Security System Monitoring & Maintenance: The District may wish to install a security system for the clubhouse

Clubhouse Miscellaneous Expense: Expenses which may not fit into a defined category in this section of the budget

Athletic/Park Court/Field Repairs: Expense related to any facilities such as tennis, basketball etc.

Trail/Bike Path Maintenance: Expenses related to various types of trail or pathway systems the District may own, from hard surface to natural surfaces.

Special Events: Expenses related to functions such as holiday events for the public enjoyment

Miscellaneous Fees: Monies collected and allocated for fees that the District could incur throughout the year, which may not fit into any standard categories.

Miscellaneous Contingency: Monies collected and allocated for expenses that the District could incur throughout the year, which may not fit into any standard categories.

Capital Outlay: Monies collected and allocated for various projects as they relate to public improvements.



RESERVE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Reserve Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Reserve Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Tax Roll: The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

Off Roll: For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

Developer Contributions: The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

Miscellaneous Revenues: The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

EXPENDITURES:

Capital Reserve: Monies collected and allocated for the future repair and replacement of various capital improvements such as club facilities, swimming pools, athletic courts, roads, etc.

Capital Outlay: Monies collected and allocated for various projects as they relate to public improvements.



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DEBT SERVICE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Debt Service Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Debt Service Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Special Assessments: The District may levy special assessments to repay the debt incurred by the sale of bonds to raise working capital for certain public improvements. The assessments may be collected in the same fashion as described in the Operations and Maintenance Assessments.

EXPENDITURES – ADMINISTRATIVE:

Bank Fees: The District may incur bank service charges during the year.

Debt Service Obligation: This would a combination of the principal and interest payment to satisfy the annual repayment of the bond issue debt.



Tab 12

RESOLUTION 2023-09

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2023/2024; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Alta Lakes Community Development District ("**District**") is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

WHEREAS, the District is located in Duval County, Florida ("**County**"); and

WHEREAS, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District's adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

WHEREAS, the Board of Supervisors ("**Board**") of the District hereby determines to undertake various operations and maintenance and other activities described in the District's budget ("**Adopted Budget**") for the fiscal year beginning October 1, 2023 and ending September 30, 2024 ("**Fiscal Year 2023/2024**"), attached hereto as **Exhibit "A"** and incorporated by reference herein; and

WHEREAS, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the Adopted Budget; and

WHEREAS, the provision of such services, facilities, and operations is a benefit to lands within the District; and

WHEREAS, Chapter 190, *Florida Statutes*, provides that the District may impose special assessments on benefitted lands within the District; and

WHEREAS, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Adopted Budget; and

WHEREAS, Chapter 197, *Florida Statutes*, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector (“**Uniform Method**”), and the District has previously authorized the use of the Uniform Method by, among other things, entering into agreements with the Property Appraiser and Tax Collector of the County for that purpose; and

WHEREAS, it is in the best interests of the District to adopt the Assessment Roll of the Alta Lakes Community Development District (“**Assessment Roll**”) attached to this Resolution as **Exhibit “B”** and incorporated as a material part of this Resolution by this reference, and to certify the Assessment Roll to the County Tax Collector pursuant to the Uniform Method; and

WHEREAS, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

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

SECTION 1. BENEFIT & ALLOCATION FINDINGS. The Board hereby finds and determines that the provision of the services, facilities, and operations as described in **Exhibit “A”** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands, as shown in **Exhibits “A” and “B,”** is hereby found to be fair and reasonable.

SECTION 2. ASSESSMENT IMPOSITION. Pursuant to Chapters 190 and 197, *Florida Statutes*, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District, and in accordance with **Exhibits “A” and “B.”** The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the “maximum rate” authorized by law for operation and maintenance assessments.

SECTION 3. COLLECTION. The collection of the operation and maintenance special assessments and previously levied debt service assessments shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as indicated on **Exhibits “A” and “B.”** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

SECTION 4. ASSESSMENT ROLL. The Assessment Roll, attached to this Resolution as **Exhibit “B,”** is hereby certified to the County Tax Collector and shall be collected by the County

Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to the District.

SECTION 5. ASSESSMENT ROLL AMENDMENT. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.

SECTION 6. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

SECTION 7. EFFECTIVE DATE. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

PASSED AND ADOPTED this 26th day of July 2023.

Exhibit A: Budget
Exhibit B: Assessment Roll

**The Fiscal Year 2023-2024
Adopted Budget will be attached as
Exhibit A**

EXHIBIT B
Assessment Roll

Assessment roll is maintained in the District's official records and is available upon request. Certain exempt information may be redacted prior to release in compliance with Chapter 119, Florida Statutes.

TAB 13

**Alta Lakes Community
Development District**

ANNUAL FINANCIAL REPORT

September 30, 2022

Alta Lakes Community Development District

ANNUAL FINANCIAL REPORT

September 30, 2022

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REPORT OF INDEPENDENT AUDITORS

To the Board of Supervisors
Alta Lakes Community Development District
Jacksonville, Florida

Report on Audit of the Financial Statements

Opinion

We have audited the financial statements of the governmental activities and each major fund of Alta Lakes Community Development District (the "District"), as of and for the year ended September 30, 2022, and the related notes to financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Alta Lakes Community Development District as of September 30, 2022, and the respective changes in financial position and the budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS), and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

To the Board of Supervisors
Alta Lakes Community Development District

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for one year beyond the financial statement date, including currently known information that may raise substantial doubt thereafter.

Auditor's Responsibility for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users made on the basis of these financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

To the Board of Supervisors
Alta Lakes Community Development District

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the *Governmental Accounting Standards Board* who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated May 16, 2023 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations and contracts.

The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Alta Lakes Community Development District's internal control over financial reporting and compliance.

*Berger Toombs Elam
Gaines + Frank*

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

May 16, 2023

**Alta Lakes Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2022**

Management's discussion and analysis of Alta Lakes Community Development District's (the "District") financial performance provides an objective and easily readable analysis of the District's financial activities. The analysis provides summary financial information for the District and should be read in conjunction with the District's financial statements.

OVERVIEW OF THE FINANCIAL STATEMENTS

The District's basic financial statements comprise three components; 1) *Government-wide financial statements*, 2) *Fund financial statements*, and 3) *Notes to financial statements*. The *Government-wide financial statements* present an overall picture of the District's financial position and results of operations. The *Fund financial statements* present financial information for the District's major funds. The *Notes to financial statements* provide additional information concerning the District's finances.

The *Government-wide financial statements* are the **statement of net position** and the **statement of activities**. These statements use accounting methods similar to those used by private-sector companies. Emphasis is placed on the net position of governmental activities and the change in net position. Governmental activities are primarily supported by special assessments.

The **statement of net position** presents information on all assets and liabilities of the District, with the difference between assets and liabilities reported as net position. Net position is reported in three categories; 1) net investment in capital assets, 2) restricted, and 3) unrestricted. Assets, liabilities, and net position are reported for all Governmental activities.

The **statement of activities** presents information on all revenues and expenses of the District and the change in net position. Expenses are reported by major function and program revenues relating to those functions are reported, providing the net cost of all functions provided by the District. To assist in understanding the District's operations, expenses have been reported as governmental activities. Governmental activities financed by the District include general government, physical environment, culture/recreation and debt service.

Fund financial statements present financial information for governmental funds. These statements provide financial information for the major funds of the District. Governmental fund financial statements provide information on the current assets and liabilities of the funds, changes in current financial resources (revenues and expenditures), and current available resources.

**Alta Lakes Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2022**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Fund financial statements include a **balance sheet** and a **statement of revenues, expenditures and changes in fund balances** for all governmental funds. A **statement of revenues, expenditures, and changes in fund balances – budget and actual** is provided for the District's General Fund. *Fund financial statements* provide more detailed information about the District's activities. Individual funds are established by the District to track revenues that are restricted to certain uses or to comply with legal requirements.

The *government-wide financial statements* and the *fund financial statements* provide different pictures of the District. The *government-wide financial statements* provide an overall picture of the District's financial standing. These statements are comparable to private-sector companies and give a good understanding of the District's overall financial health and how the District paid for the various activities, or functions, provided by the District. All assets of the District, including capital assets are reported in the **statement of net position**. All liabilities, including principal outstanding on bonds are included. The **statement of activities** includes depreciation on all long-lived assets of the District, but transactions between the different functions of the District have been eliminated in order to avoid "doubling up" the revenues and expenses. The *fund financial statements* provide a picture of the major funds of the District. In the case of governmental activities, outlays for long lived assets are reported as expenditures and long-term liabilities, such as general obligation bonds, are not included in the fund financial statements. To provide a link from the *fund financial statements* to the *government-wide financial statements*, reconciliations are provided from the *fund financial statements* to the *government-wide financial statements*.

Notes to financial statements provide additional detail concerning the financial activities and financial balances of the District. Additional information about the accounting practices of the District, investments of the District, capital assets and long-term debt are some of the items included in the *notes to financial statements*.

Financial Highlights

The following are the highlights of financial activity for the year ended September 30, 2022.

- ◆ The District's total assets were exceeded by total liabilities by \$(398,295) (net position). Net investment in capital assets was \$3,236,752. Restricted net position was \$75,691. Unrestricted net position was \$(3,710,738).
- ◆ Governmental activities revenues totaled \$1,130,988 while governmental activities expenses totaled \$1,232,299.

**Alta Lakes Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2022**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Financial Analysis of the District

The following schedule provides a summary of the assets, liabilities and net position of the District and is presented by category for comparison purposes.

Net Position

	Governmental Activities	
	2022	2021
Current assets	\$ 315,755	\$ 203,733
Restricted assets	547,626	545,992
Capital assets	8,256,742	8,648,430
Total Assets	9,120,123	9,398,155
Current liabilities	385,793	373,345
Non-current liabilities	9,132,635	9,321,794
Total Liabilities	9,518,428	9,695,139
Net Position		
Net investment in capital assets	3,236,752	3,525,972
Restricted	75,691	71,360
Unrestricted	(3,710,738)	(3,894,316)
Total Net Position	\$ (398,295)	\$ (296,984)

The increase in current assets is related to revenues exceeding expenditures at the fund level in the current year.

The decrease in capital assets is related to depreciation in the current year.

The decrease in non-current liabilities is the result of the principal payments made in the current year.

**Alta Lakes Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2022**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Financial Analysis of the District (Continued)

The following schedule provides a summary of the changes in net position of the District and is presented by category for comparison purposes.

Change In Net Position

	Governmental Activities	
	2022	2021
Program Revenues		
Special assessments	\$ 1,118,487	\$ 1,121,177
Operating contributions	9,200	-
General Revenues		
Miscellaneous revenues	1,450	857
Investment earnings	1,851	35
Total Revenues	<u>1,130,988</u>	<u>1,122,069</u>
Expenses		
General government	104,237	102,478
Physical environment	525,818	480,547
Culture/recreation	186,292	205,597
Interest and other charges	415,952	421,748
Total Expenses	<u>1,232,299</u>	<u>1,210,370</u>
Conveyances to other governments	-	(863,889)
Change in Net Position	(101,311)	(952,190)
Net Position - Beginning of Year	<u>(296,984)</u>	<u>655,206</u>
Net Position - End of Year	<u>\$ (398,295)</u>	<u>\$ (296,984)</u>

The increase in physical environment is related to the increase in landscape replacements and contingency expenditures in the current year.

The decrease in culture/recreation is related to the decrease in the pool maintenance and amenity management expenditures in the current year.

There was not a conveyance of assets in the current year.

**Alta Lakes Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2022**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Capital Assets Activity

The following schedule provides a summary of the District's capital assets as of September 30, 2022 and 2021:

Description	Governmental Activities	
	2022	2021
Construction in progress	\$ 82,265	\$ 82,265
Buildings and improvements	2,722,020	2,722,020
Infrastructure	6,235,833	6,235,833
Accumulated depreciation	(783,376)	(391,688)
Total Capital Assets	\$ 8,256,742	\$ 8,648,430

The activity for the year consisted of depreciation, \$391,688.

General Fund Budgetary Highlights

The final budget exceeded actual expenditures in the current year because insurance and water-sewer expenditures were less than anticipated.

There were no amendments to the General Fund budget in the current year.

Debt Management

Governmental Activities debt includes the following:

- ◆ In June 2019, the District issued \$9,925,000 Series 2019 Special Assessment Bonds. These bonds were issued to finance a portion of the cost of acquisition, construction, installation, and equipping of the Series 2019 Project. The balance outstanding on the Series 2019 Bonds at September 30, 2022 was \$9,345,000.

**Alta Lakes Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2022**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Economic Factors and Next Year's Budget

Alta Lakes Community Development District does not anticipate any economic factors to have a significant affect on operations for the year ended September 30, 2023.

Request for Information

The financial report is designed to provide a general overview of Alta Lakes Community Development District's finances for all those with an interest. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Alta Lakes Community Development District's Accounting Department at 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614.

Alta Lakes Community Development District
STATEMENT OF NET POSITION
September 30, 2022

	Governmental Activities
ASSETS	
Current Assets	
Cash	\$ 285,356
Prepaid expenses	30,399
Total Current Assets	315,755
Non-Current Assets	
Restricted Assets	
Investments	547,626
Capital Assets, Not Being Depreciated	
Construction in progress	82,265
Capital Assets, Being Depreciated	
Buildings and improvements	2,722,020
Infrastructure	6,235,833
Accumulated depreciation	(783,376)
Total Non-Current Assets	8,804,368
Total Assets	9,120,123
LIABILITIES	
Current Liabilities	
Accounts payable and accrued expenses	24,394
Bonds payable	190,000
Accrued interest	171,389
Total Current Liabilities	385,783
Non-Current Liabilities	
Bonds payable, net	9,132,635
Total Liabilities	9,518,418
NET POSITION	
Net investment in capital assets	3,236,752
Restricted for debt service	75,691
Unrestricted	(3,710,738)
Total Net Position	\$ (398,295)

See accompanying notes to financial statements.

Alta Lakes Community Development District
STATEMENT OF ACTIVITIES
For the Year Ended September 30, 2022

Functions/Programs	Expenses	Program Revenues		Net (Expenses) Revenues and Change in Net Position
		Charges for Services	Operating Grants and Contributions	Governmental Activities
Governmental Activities				
General government	\$ (104,237)	\$ 126,632	\$ 2,258	\$ 24,653
Physical environment	(525,818)	273,176	4,872	(247,770)
Culture/recreation	(186,292)	116,088	2,070	(68,134)
Interest and other charges	(415,952)	602,591	-	186,639
Total Governmental Activities	\$ (1,232,299)	\$ 1,118,487	\$ 9,200	(104,612)
General Revenues				
				1,450
				1,851
				3,301
				Change in Net Position (101,311)
				Net Position - Beginning of Year (296,984)
				Net Position - End of Year \$ (398,295)

See accompanying notes to financial statements.

Alta Lakes Community Development District
BALANCE SHEET –
GOVERNMENTAL FUNDS
September 30, 2022

	General	Debt Service	Capital Projects	Total Governmental Funds
ASSETS				
Cash	\$ 285,356	\$ -	\$ -	\$ 285,356
Prepaid expenses	30,399	-	-	30,399
Restricted assets				
Investments, at fair value	-	547,625	1	547,626
Total Assets	\$ 315,755	\$ 547,625	\$ 1	\$ 863,381
LIABILITIES AND FUND BALANCES				
LIABILITIES				
Accounts payable and accrued expenses	\$ 24,394	\$ -	\$ -	\$ 24,394
FUND BALANCES				
Nonspendable:				
Prepaid expenses	30,399	-	-	30,399
Restricted:				
Debt service	-	547,625	-	547,625
Capital projects	-	-	1	1
Unassigned	260,962	-	-	260,962
Total Fund Balances	291,361	547,625	1	838,987
Total Liabilities and Fund Balances	\$ 315,755	\$ 547,625	\$ 1	\$ 863,381

See accompanying notes to financial statements.

Alta Lakes Community Development District
RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES
TO NET POSITION OF GOVERNMENTAL ACTIVITIES
September 30, 2022

Total Governmental Fund Balances		\$ 838,987
Amounts reported for governmental activities in the Statement of Net Position are different because:		
Capital assets, construction in progress, \$82,265, infrastructure, \$6,235,833, and buildings and improvements, \$2,722,020, net of accumulated depreciation, \$(783,376), used in governmental activities are not current financial resources, and therefore, are not reported at the fund level.		8,256,742
Long-term liabilities, bonds payable, are not due and payable in the current period, and therefore, are not reported at the fund level.		(9,345,000)
Bond discount being amortized, net of accumulated amortization, used in governmental activities are not current financial resources and, therefore, are not reported at the fund level.		22,365
Accrued interest expense for long-term debt is not a current financial use, and therefore, is not reported at the fund level.		<u>(171,389)</u>
Net Position of Governmental Activities		<u><u>\$ (398,295)</u></u>

See accompanying notes to financial statements.

Alta Lakes Community Development District
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES – GOVERNMENTAL FUNDS
For the Year Ended September 30, 2022

	General	Debt Service	Capital Projects	Total Governmental Funds
REVENUES				
Special assessments	\$ 515,896	\$ 602,591	\$ -	\$ 1,118,487
Developer contributions	9,200	-	-	9,200
Miscellaneous revenues	1,450	-	-	1,450
Investment income	-	1,851	-	1,851
Total Revenues	<u>526,546</u>	<u>604,442</u>	<u>-</u>	<u>1,130,988</u>
EXPENDITURES				
Current				
General government	104,237	-	-	104,237
Physical environment	224,864	-	-	224,864
Culture/recreation	95,558	-	-	95,558
Debt service				
Principal	-	185,000	-	185,000
Interest	-	417,808	-	417,808
Total Expenditures	<u>424,659</u>	<u>602,808</u>	<u>-</u>	<u>1,027,467</u>
Net Change in Fund Balance	101,887	1,634	-	103,521
Fund Balances - Beginning of Year	<u>189,474</u>	<u>545,991</u>	<u>1</u>	<u>735,466</u>
Fund Balances - End of Year	<u>\$ 291,361</u>	<u>\$ 547,625</u>	<u>\$ 1</u>	<u>\$ 838,987</u>

See accompanying notes to financial statements.

Alta Lakes Community Development District
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
For the Year Ended September 30, 2022

Net Change in Fund Balances - Total Governmental Funds	\$	103,521
Amounts reported for governmental activities in the Statement of Activities are different because:		
Governmental funds report capital outlay as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount of depreciation \$(391,688) in the current period.		(391,688)
Repayment of bond principal is an expenditure at the fund level, but the repayment reduces long-term liabilities at the government-wide level.		185,000
Governmental funds report bond discounts as expenditures. However, in the Statement of Activities, the cost is allocated as amortization expense.		2,697
In the Statement of Activities, interest is accrued on outstanding bonds; whereas in the governmental funds, interest expenditures are reported when due. This is the change in accrued interest in the current period.		(841)
Change in Net Position of Governmental Activities	\$	<u><u>(101,311)</u></u>

See accompanying notes to financial statements.

Alta Lakes Community Development District
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCES – BUDGET AND ACTUAL – GENERAL FUND
For the Year Ended September 30, 2022

	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
Revenues				
Special assessments	\$ 515,285	\$ 515,285	\$ 515,896	\$ 611
Developer contributions	-	-	9,200	9,200
Miscellaneous revenues	-	-	1,450	1,450
Total Revenues	<u>515,285</u>	<u>515,285</u>	<u>526,546</u>	<u>11,261</u>
Expenditures				
Current				
General government	114,217	114,217	104,237	9,980
Physical environment	249,618	249,618	224,864	24,754
Culture/recreation	151,450	151,450	95,558	55,892
Total Expenditures	<u>515,285</u>	<u>515,285</u>	<u>424,659</u>	<u>90,626</u>
Net Change in Fund Balances	-	-	101,887	101,887
Fund Balances - Beginning of Year	<u>-</u>	<u>-</u>	<u>189,474</u>	<u>189,474</u>
Fund Balances - End of Year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 291,361</u>	<u>\$ 291,361</u>

See accompanying notes to financial statements.

Alta Lakes Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2022

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the District have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The District's more significant accounting policies are described below.

1. Reporting Entity

The District was established on November 13, 2018, pursuant to the Uniform Community Development District Act of 1980, Chapter 190, Florida Statutes, as amended (the "Act"), by the City of Jacksonville Ordinance #2018-660-E as a Community Development District. The District was established for the purposes of financing and managing the acquisition, construction, maintenance and operation of the infrastructure necessary for community development within its jurisdiction. The District is authorized to issue bonds for the purpose, among others, of financing, funding, planning, establishing, acquiring, constructing district roads, landscaping, and other basic infrastructure projects within or outside the boundaries of the Alta Lakes Community Development District. The District is governed by a five member Board of Supervisors who are elected on an at large basis by landowners of the District. The District operates within the criteria established by Chapter 190, Florida Statutes.

As required by GAAP, these financial statements present the Alta Lakes Community Development District (the primary government) as a stand-alone government. The reporting entity for the District includes all functions of government in which the District's Board exercises oversight responsibility including, but not limited to, financial interdependency, selection of governing authority, designation of management, significant ability to influence operations and accountability for fiscal matters.

Based upon the application of the above-mentioned criteria as set forth by the Governmental Accounting Standards Board, the District has identified no component units.

2. Measurement Focus and Basis of Accounting

The basic financial statements of the District are composed of the following:

- Government-wide financial statements
- Fund financial statements
- Notes to financial statements

Alta Lakes Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2022

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2. Measurement Focus and Basis of Accounting (Continued)

a. Government-wide Financial Statements

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Government-wide financial statements report all non-fiduciary information about the reporting government as a whole. These statements include all the governmental activities of the primary government. The effect of interfund activity has been removed from these statements.

Governmental activities are supported by special assessments, developer contributions and interest. Program revenues are netted with program expenses in the statement of activities to present the net cost of each program.

Amounts paid to acquire capital assets are capitalized as assets, rather than reported as an expenditure. Proceeds of long-term debt are recorded as liabilities in the government-wide financial statements, rather than as an other financing source.

Amounts paid to reduce long-term indebtedness of the reporting government are reported as a reduction of the related liability, rather than as an expenditure.

b. Fund Financial Statements

The underlying accounting system of the District is organized and operated on the basis of separate funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures or expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Fund financial statements for the primary government's governmental funds are presented after the government-wide financial statements. These statements display information about major funds individually.

Alta Lakes Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2022

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2. Measurement Focus and Basis of Accounting (Continued)

b. Fund Financial Statements (Continued)

Governmental Funds

The District classifies fund balance according to Governmental Accounting Standards Board Statement 54 – Fund Balance Reporting and Governmental Fund Type Definitions. The Statement requires the fund balance for governmental funds to be reported in classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

The District has various policies governing the fund balance classifications.

Nonspendable Fund Balance – This classification consists of amounts that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact.

Restricted Fund Balance – This classification includes amounts that can be spent only for specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

Assigned Fund Balance – This classification consists of the Board of Supervisors' intent to be used for specific purposes, but are neither restricted nor committed. The assigned fund balances can also be assigned by the District's management company.

Unassigned Fund Balance – This classification is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. Unassigned fund balance is considered to be utilized first when an expenditure is incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

Fund Balance Spending Hierarchy – For all governmental funds except special revenue funds, when restricted, committed, assigned, and unassigned fund balances are combined in a fund, qualified expenditures are paid first from restricted or committed fund balance, as appropriate, then assigned and finally unassigned fund balances.

Alta Lakes Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2022

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2. Measurement Focus and Basis of Accounting (Continued)

b. Fund Financial Statements (Continued)

Governmental Funds (Continued)

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are considered to be available when they are collected within the current period or soon thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. Interest associated with the current fiscal period is considered to be an accrual item and so has been recognized as revenue of the current fiscal period.

Under the current financial resources measurement focus, only current assets and current liabilities are generally included on the balance sheet. The reported fund balance is considered to be a measure of “available spendable resources”.

Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of “available spendable resources” during a period.

Because of their spending measurement focus, expenditure recognition for governmental fund types excludes amounts represented by non-current liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as governmental fund type expenditures or fund liabilities.

Amounts expended to acquire capital assets are recorded as expenditures in the year that resources are expended, rather than as fund assets. The proceeds of long-term debt are recorded as an other financing source rather than as a fund liability.

Debt service expenditures are recorded only when payment is due.

3. Basis of Presentation

a. Governmental Major Funds

General Fund – The General Fund is the District’s primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

Alta Lakes Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2022

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

3. Basis of Presentation (Continued)

a. Governmental Major Funds (Continued)

Debt Service Fund – Accounts for the accumulation of resources for the annual payment of principal and interest on long-term general obligation debt.

Capital Projects Fund – The Capital Projects Funds account for the construction of infrastructure improvements within the boundaries of the District.

b. Non-current Governmental Assets/Liabilities

GASB Statement 34 requires that non-current governmental assets, such as construction in progress, and non-current governmental liabilities, such as general obligation bonds be reported in the governmental activities column in the government-wide Statement of Net Position.

4. Assets, Liabilities, and Net Position or Equity

a. Cash and Investments

Florida Statutes require state and local governmental units to deposit monies with financial institutions classified as "Qualified Public Depositories," a multiple financial institution pool whereby groups of securities pledged by the various financial institutions provide common collateral from their deposits of public funds. This pool is provided as additional insurance to the federal depository insurance and allows for additional assessments against the member institutions, providing full insurance for public deposits.

The District is authorized to invest in those financial instruments as established by Section 218.415, Florida Statutes. The authorized investments consist of:

1. Direct obligations of the United States Treasury;
2. The Local Government Surplus Funds Trust or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperative Act of 1969;
3. Interest-bearing time deposits or savings accounts in authorized qualified public depositories;
4. Securities and Exchange Commission, registered money market funds with the highest credit quality rating from a nationally recognized rating agency.

Alta Lakes Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2022

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

4. Assets, Liabilities, and Net Position or Equity (Continued)

b. Restricted Net Position

Certain net position of the District is classified as restricted on the Statement of Net Position because their use is limited either by law through constitutional provisions or enabling legislation; or by restrictions imposed externally by creditors. In a fund with both restricted and unrestricted net position, qualified expenses are considered to be paid first from restricted net position and then from unrestricted net position.

c. Capital Assets

Capital assets, which include construction in progress, buildings and improvements and infrastructure are reported in the governmental activities column.

The District defines capital assets as assets with an initial, individual cost of \$5,000 or more and an estimated useful life in excess of two years. The valuation basis for all assets is historical cost.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend its useful life are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

Depreciation of capital assets is computed and recorded by utilizing the straight-line method. Estimated useful lives of the various classes of depreciable capital assets are as follows:

Infrastructure	15 – 25 years
Buildings and improvements	30 years

d. Budgets

Budgets are prepared and adopted after public hearings for the governmental funds, pursuant to Chapter 190, Florida Statutes. The District utilizes the same basis of accounting for budgets as it does for revenues and expenditures in its various funds. The legal level of budgetary control is at the fund level. All budgeted appropriations lapse at year end. Formal budgets are adopted for the general and debt service funds. As a result, deficits in the budget columns of the accompanying financial statements may occur.

e. Unamortized Bond Discount

Bond discounts are presented on the government-wide financial statements. The costs are amortized over the life of the bonds using the method of accounting. For financial reporting, the unamortized bond discount is netted against the applicable long-term debt.

Alta Lakes Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2022

NOTE B – CASH AND INVESTMENTS

All deposits are held in qualified public depositories and are included on the accompanying balance sheet as cash and investments.

Custodial Credit Risk – Deposits

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a formal deposit policy for custodial credit risk; however, they follow the provisions of Chapter 280, Florida Statutes regarding deposits and investments. As of September 30, 2022, the District's bank balance was \$316,236 and the carrying value was \$285,356. Exposure to custodial credit risk was as follows. The District maintains all deposits in a qualified public depository in accordance with the provisions of Chapter 280, Florida Statutes, which means that all deposits are fully insured by Federal Depositors Insurance or collateralized under Chapter 280, Florida Statutes.

As of September 30, 2022, the District had the following investments and maturities:

Investment	Maturities	Fair Value
First American Treasury Obligation Fund	9 Days*	\$ 547,626

*Weighted Average Maturity

The District categorizes its fair value measurements within the fair value hierarchy recently established by generally accepted accounting principles. The fair value is the price that would be received to sell an asset, or paid to transfer a liability, in an orderly transaction between market participants at the measurement date. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. The District uses a market approach in measuring fair value that uses prices and other relevant information generated by market transactions involving identical or similar assets, liabilities, or groups of assets and liabilities.

Assets or liabilities are classified into one of three levels. Level 1 is the most reliable and is based on quoted price for identical assets, or liabilities, in an active market. Level 2 uses significant other observable inputs when obtaining quoted prices for identical or similar assets, or liabilities, in markets that are not active. Level 3 is the least reliable and uses significant unobservable inputs that use the best information available under the circumstances, which includes the District's own data in measuring unobservable inputs.

Based on the criteria in the preceding paragraph, the investments listed above are Level 1 assets.

Interest Rate Risk

The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Alta Lakes Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2022

NOTE B – CASH AND INVESTMENTS (CONTINUED)

Credit Risk

The District's investments are limited by state statutory requirements and bond compliance. The District has no investment policy that would further limit its investment choices. As of September 30, 2022, the District's investment in First American Treasury Obligation Fund were rated AAAM by Standard and Poor's.

Concentration of Credit Risk

The District places no limit on the amount it may invest in any one fund. The District's investment in the First American Treasury Obligation Fund represents 100% of the District's total investments.

The types of deposits and investments and their level of risk exposure as of September 30, 2022 were typical of these items during the period then ended. The District considers any decline in fair value to be temporary.

NOTE C – CAPITAL ASSETS

Capital Asset activity for the period ended September 30, 2022 was as follows:

	Balance October 1, 2021	Additions	Deletions	Balance September 30, 2022
<u>Governmental Activities:</u>				
Capital assets, not being depreciated:				
Construction in progress	\$ 82,265	\$ -	\$ -	\$ 82,265
Capital assets, being depreciated:				
Buildings and improvements	2,722,020	-	-	2,722,020
Infrastructure	6,235,833	-	-	6,235,833
Accumulated depreciation	(391,688)	(391,688)	-	(783,376)
Total Capital Assets, depreciated	<u>8,566,165</u>	<u>(391,688)</u>	<u>-</u>	<u>8,174,477</u>
Total Capital Assets, Net	<u>\$ 8,648,430</u>	<u>\$ (391,688)</u>	<u>\$ -</u>	<u>\$ 8,256,742</u>

Depreciation was charged to physical environment, \$300,954, and culture/recreation, \$90,734.

Alta Lakes Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2022

NOTE D – LONG-TERM DEBT

The following is a summary of activity for long-term debt of the Governmental Activities for the year ended September 30, 2022:

Long-term debt at October 1, 2021	\$ 9,530,000
Principal payments	<u>(185,000)</u>
Long-term debt at September 30, 2022	<u>\$ 9,345,000</u>

Long-term debt is comprised of the following:

Special Assessment Revenue Bonds

\$9,925,000 Series 2019 Bonds are due in annual principal installments beginning May 2020, maturing May 2049. Interest is due semi-annually on May 1 and November 1, beginning November 1, 2019, at variable rates of 3.500% to 4.625%. Current portion is \$190,000.

\$ 9,925,000 Series 2019 Bonds are due in annual principal installments beginning May 2020, maturing May 2049. Interest is due semi-annually on May 1 and November 1, beginning November 1, 2019, at variable rates of 3.500% to 4.625%. Current portion is \$190,000.	\$ 9,345,000
Bond discount, net	<u>(22,365)</u>
Bonds Payable, net	<u>\$ 9,322,635</u>

The annual requirements to amortize the principal and interest of bonded debt outstanding as of September 30, 2022 are as follows:

Year Ending September 30,	Principal	Interest	Total
2023	\$ 190,000	\$ 411,333	\$ 601,333
2024	195,000	404,683	599,683
2025	205,000	397,858	602,858
2026	210,000	390,170	600,170
2027	220,000	382,295	602,295
2028-2032	1,250,000	1,775,285	3,025,285
2033-2037	1,550,000	1,479,820	3,029,820
2038-2042	1,940,000	1,103,837	3,043,837
2043-2047	2,440,000	613,738	3,053,738
2048-2049	<u>1,145,000</u>	<u>80,012</u>	<u>1,225,012</u>
Totals	<u>\$ 9,345,000</u>	<u>\$ 7,039,031</u>	<u>\$ 16,384,031</u>

**Alta Lakes Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2022**

NOTE D – LONG-TERM DEBT (CONTINUED)

Summary of Significant Bond Resolution Terms and Covenants

Significant Bond Provisions

The Series 2019 Bonds, maturing on or after May 1, 2039, are subject to redemption at the option of the District prior to their maturity, in whole or in part, at any time after May 1, 2029 at a redemption price equal to the principal amount of the Series 2019 Bonds to be redeemed, plus accrued interest to the date of redemption. The Series 2019 Bonds are subject to extraordinary mandatory redemption prior to maturity in the manner determined by the Bond Registrar if certain events occurred as outlined in the Trust Indenture.

The Trust Indenture established certain amounts be maintained in a reserve account. In addition, the Trust Indenture has certain restrictions and requirements relating principally to the use of proceeds to pay for the infrastructure improvements and the procedures to be followed by the District on assessments to property owners. The District agrees to levy special assessments in annual amounts adequate to provide payment of debt service and to meet the reserve requirements.

Depository Funds

The bond resolution establishes certain funds and determines the order in which revenues are to be deposited into these funds. A description of the significant funds, including their purposes, is as follows:

1. Reserve Fund – The 2019 Reserve Account is funded from the proceeds of the Series 2019 Bonds in an amount equal to the fifty percent of the maximum annual debt service with respect to the Series 2019 Bonds. Monies held in the reserve accounts will be used only for the purposes established in the Trust Indenture.

	Special Assessment Bonds	
	Reserve Balance	Reserve Requirement
Series 2019 Special Assessment Bonds	\$ 301,555	\$ 300,545

NOTE E – RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the government carries commercial insurance. There were no claims or settled claims from these risks and claims have not exceeded commercial insurance coverage since inception.



Berger, Toombs, Elam, Gaines & Frank

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INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Supervisors
Alta Lakes Community Development District
Jacksonville, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements, as listed in the table of contents, of Alta Lakes Community Development District, as of and for the year ended September 30, 2022, and the related notes to the financial statements, which collectively comprise the basic financial statements and have issued our report thereon dated May 16, 2023.

Report on Internal Control Over Financial Reporting

In planning and performing our audit, we considered Alta Lakes Community Development District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Alta Lakes Community Development District's internal control. Accordingly, we do not express an opinion on the effectiveness of Alta Lakes Community Development District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

Fort Pierce / Stuart

To the Board of Supervisors
Alta Lakes Community Development District

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Alta Lakes Community Development District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

May 16, 2023



Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

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MANAGEMENT LETTER

To the Board of Supervisors
Alta Lakes Community Development District
Jacksonville, Florida

Report on the Financial Statements

We have audited the financial statements of the Alta Lakes Community Development District as of and for the year ended September 30, 2022, and have issued our report thereon dated May 16, 2023.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and Chapter 10.550, Rules of the Florida Auditor General.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* and our Independent Auditor's Report on an examination conducted in accordance with *AICPA Professionals Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated May 16, 2023, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding financial audit report. There were no findings in the previous financial audit report.

Financial Condition and Management

Section 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether or not Alta Lakes Community Development District has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific conditions met. In connection with our audit, we determined that Alta Lakes Community Development District did not meet any of the conditions described in Section 218.503(1) Florida Statutes.

To the Board of Supervisors
Alta Lakes Community Development District

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for Alta Lakes Community Development District. It is management's responsibility to monitor the Alta Lakes Community Development District's financial condition; our financial condition assessment was based in part on the representations made by management and the review of the financial information provided by the same as of September 30, 2022.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Specific Information

The information provided below was provided by management and has not been audited; therefore, we do not express an opinion or provide any assurance on the information.

As required by Section 218.39(3)(c) and Section 218.32(1)(c), Florida Statutes, and Section 10.554(1)(i)6, Rules of the Auditor General, the Alta Lakes Community Development District reported:

- 1) The total number of district employees compensated in the last pay period of the District's fiscal year: 0
- 2) The total number of independent contractors to whom nonemployee compensation, defined as individuals or entities that receive 1099s, was paid in the last month of the District's fiscal year: 7
- 3) All compensation earned by or awarded to employees, whether paid or accrued, regardless of contingency: \$0
- 4) All compensation earned by or awarded to nonemployee independent contractors, defined as entities or individuals that receive 1099s, whether paid or accrued, regardless of contingency: \$4,569
- 5) Each construction project with a total cost of at least \$65,000 approved by the District that is scheduled to begin on or after October 1, 2021, together with the total expenditures for such project: The District had no construction projects during the year.
- 6) A budget variance based on the budget adopted under Section 189.016(4), Florida Statutes, before the beginning of the fiscal year being reported if the District amends a final adopted budget under Section 189.016(6), Florida Statutes: There were no amendments to the FY 2022 budget.

As required by Section 218.39(3)(c) and Section 218.32(1)(c), Florida Statutes, and Section 10.554(1)(i)8, Rules of the Auditor General, the Alta Lakes Community Development District reported:

- 1) The rate or rates of non-ad valorem special assessments imposed by the District: General Fund \$1,114.13 and Debt Service Fund \$1,299.39.
- 2) The amount of special assessments collected by or on behalf of the District: \$1,118,487.
- 3) The total amount of outstanding bonds issued by the District and the terms of such bonds. Series 2019 Bonds, \$9,345,000, matures May 2049.



Berger, Toombs, Elam,
Gaines & Frank

Certified Public Accountants PL

To the Board of Supervisors
Alta Lakes Community Development District

Additional Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Board of Supervisors, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

*Berger Toombs Elam
Gaines + Frank*

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

May 16, 2023



Berger, Toombs, Elam, Gaines & Frank

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INDEPENDENT ACCOUNTANTS' REPORT/COMPLIANCE WITH SECTION 218.415, FLORIDA STATUTES

To the Board of Supervisors
Alta Lakes Community Development District
Jacksonville, Florida

We have examined Alta Lakes Community Development District's compliance with Section 218.415, Florida Statutes during the year ended September 30, 2022. Management is responsible for Alta Lakes Community Development District's compliance with those requirements. Our responsibility is to express an opinion on Alta Lakes Community Development District's compliance based on our examination.

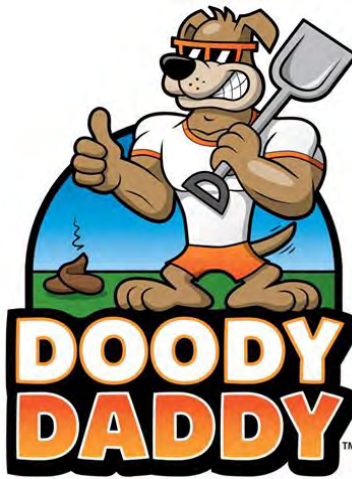
Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about Alta Lakes Community Development District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on Alta Lakes Community Development District's compliance with the specified requirements.

In our opinion, Alta Lakes Community Development District complied, in all material respects, with the aforementioned requirements during the year ended September 30, 2022.

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

May 16, 2023

TAB 14



Prepared Date
June 21, 2023

PROPOSAL

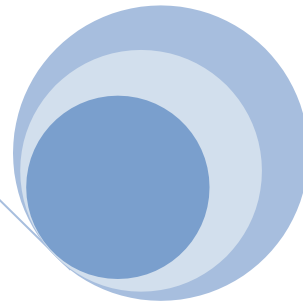
Prepared for Alta Lakes CDD

DESCRIPTION OF WORK	VISITS	RATE PER VISIT	MONTHLY TOTAL
<p>Pet Waste Station Maintenance</p> <ul style="list-style-type: none"> Weekly service includes restocking all pick-up bags, liner bags and removal of waste at each station. <u>Doody Daddy will purchase and provide all bags for each pet waste station.</u> Doody Daddy will purchase any additional pet waste stations for the community with a 2 year Service Agreement. 	1 x/ Week	<p>\$84</p> <p>(Based on 7 station @ \$12 per station per week)</p>	<p>\$361</p> <p>(Based on the weekly rate X 4.3 weeks per month. This keeps the payment the same regardless of 4 or 5 services each month.)</p>
<p>Trash Can Servicing</p> <ul style="list-style-type: none"> Weekly service includes restocking all liner bags and removal of trash at each can. 	1 x/ Week	<p>\$10</p> <p>(Based on 1 station @ \$10 per station per week)</p>	\$86
<p>Additional Clean-up Services (optional)</p> <ul style="list-style-type: none"> We will walk a specific pattern removing dog waste from property grounds, common areas, dog parks, residential homes and anywhere in between. Pricing is based on the size of each service area. 	N/A	N/A	N/A
		TOTAL	\$447

TAB 15



First Coast
CMS

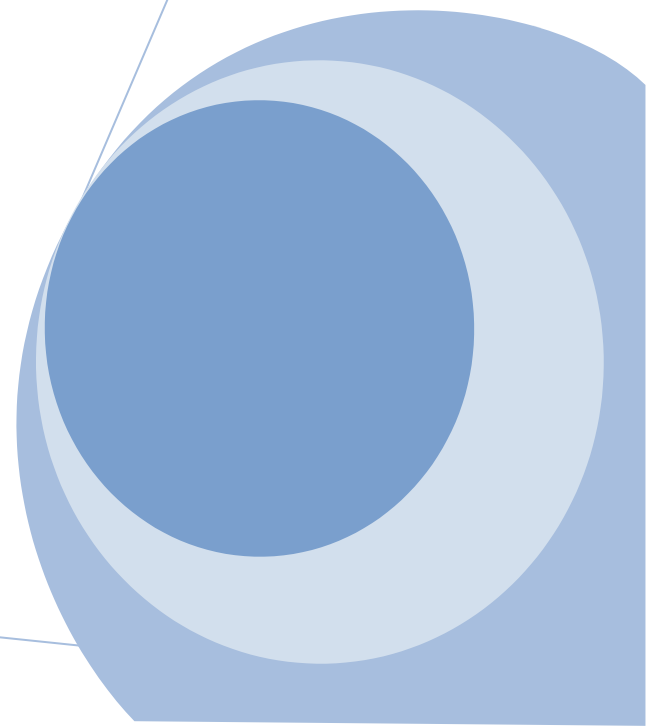


Alta Lakes CDD

Field Report July 2023

First Coast CMS LLC

July 2023 Alta Lakes CDD





Pool

At this time, there are no mechanical issues regarding the pools.

The strainer baskets for all three pumps were replaced
Hand rail was tightened

Maintenance and Facility

The gates to the swimming pool have become damaged due to the constant wear and tear of opening and closing. One gate had to be completely rebuilt and powder coated due to welds breaking caused by slamming.

We have the magnets on the gate replaced with electronic latches to prevent the constant problems with people pulling the gates open and the damage to the post/magnets.

The windscreens on the pickleball court are damaged and should either be replaced or removed. It is the recommendation of the staff to remove these screens or there will be an increase in maintenance to service them.

The white vinyl fence, mailbox area, and awnings were pressure washed.

Staff have taken over the Sign light control at the front and back entrance. They will remain white except for Patriotic holidays unless the Board has further direction.

We have reached out to Doody Daddy regarding pickup of trash cans at the Mailbox area. The rate would be \$86 for twice a week and the cost of the outdoor, thermoplastic can would be \$750 delivered and installed at the mailboxes.



PEST PREVENTION SERVICE REPORT

Serviced By:
Massey Services JB5663-FL 98182-GA
11283 Old St Augustine Rd , Jacksonville FL 32257

Service Date: 07/15/2023
Order Number: 53972499
Time In: 01:33 PM
Time Out: 02:17 PM
Customer Signature:

WeCare@masseyservices.com
Customer Care Phone 1-888-891-3200
Comm Pest Prevention

Account# 8701980
Alta Lakes CDD**
3434 Colwell Ave
Suite 200
Tampa, FL 33614-8390
904-506-8410

Location # 8701980
Alta Lakes CDD
3108 Alta Lakes Blvd
Jacksonville, FL 32226-
0

Not Available
Pest Prevention Technician
Melchor Josafat

License #
JE152985

General Comments / Instructions

today I inspected property applied granular product on exterior perimeter treated noticeable ant mounds with granular product swept eaves of reachable spider webs and wasp notice of tree branches touching roof needs trimming to avoid bridges for pest

<u>Pest Activity</u>	<u>Pest Totals</u>
Wasp	2
Ants	4

Device Inspection Summary:

Device Type	# Inspected	Inspected w/Activity	# Skipped	# Damaged	# Inaccessible	# Replaced
Total:	0 of 0 (0%)	0 of 0 (0%)	0	0	0	0

Areas of Concern (Conditions, Avenues and Sources Identified as Potential Pest Activity):

Location of Observation	Severity	Created Date:
Condition Observed/Recomendation	Responsibility	Last Serviced Date:

Treatments Applied to Control/Prevent Pests:

<u>Materials</u>	<u>EPA #</u>	<u>Active %</u>	<u>Quantity</u>	<u>Target Pests</u>	<u>Location</u>	<u>Application Method</u>
Advion Fire Ant Bait	100-1481	0.045 %	2 oz	Ant - Fire	Perimeter soil	Granular Spot Treat
InTice 10 Perimeter Bait-Lbs	73079-6	10 %	4 oz	Ants	Perimeter soil	Broadcast Granular

Inspection Point Detail:

Tab 16



RECEIVED
JUN - 5 2023
BY:

OFFICE OF THE SUPERVISOR OF ELECTIONS

MIKE HOGAN
SUPERVISOR OF ELECTIONS
OFFICE: (904) 255-3444
CELL: (904) 219-8924

105 EAST MONROE STREET
JACKSONVILLE, FLORIDA 32202
FAX: (904) 255-3434
E-MAIL: MHOGAN@COJ.NET

June 1, 2023

Carol L. Brown
Alta Lakes Community Development District
3434 Colwell Ave., Suite 200
Tampa, FL 33614

Dear Carol,

The information you requested on April 4, 2023, appears below:

Alta Lakes Community Development District 812 Registered Voters as of 4/15/2023

If you have any questions or need additional assistance, please contact Robert Phillips at 904-255-3436 or phillips@coj.net.

Sincerely,

Lana Seif
Director of Candidates and Records