



Rizzetta & Company

Alta Lakes Community Development District

**Board of Supervisors' Meeting
January 24, 2024**

**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	Sylvester Wilkins Nelson Ortega Kisha Mayo-Lewis Timothy Dixon Vacant	Chairperson Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Lesley Gallagher	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

January 17, 2024

FINAL AGENDA

Dear Board Supervisors:

The meeting of the Board of Supervisors of the Alta Lakes Community Development District will be held on **January 24, 2024, at 6:00 p.m.** at the Alta Lakes Amenity Center located at 3108 Alta Lakes Blvd., Jacksonville, FL 32226.

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 November 29, 2023.....Tab 1
 - B. Ratification of Operations & Maintenance Expenditures for October, November & December 2023.....Tab 2
- 4. BUSINESS ITEMS – PART A**
 - A. Consideration of Pond Maintenance Proposals.....Tab 3
 - 1.) Solitude Renewal Proposal
 - 2.) Revised J&J Aquatics Proposal
 - B. Consideration of Pressure Washing Proposal(s).....Tab 4
 - C. Consideration of Proposals for Replacement Motor at Entry Fountain....Tab 5
- 5. STAFF REPORTS – PART A**
 - A. District Engineer
 - 1.) Update on Alta Drive Construction Damage
 - 2.) Discussion Regarding Red Koi Pond Bank & Fencing Proposals
 - B. Landscape Manager
 - 1.) BrightView Landscape Report, Dated January 15, 2024.....Tab 6
 - 2.) Consideration of Proposal for Plant-Sod Fill Enhancements.....Tab 7
 - 3.) Consideration of Proposals for Tree Removal at Amenity Center.....Tab 8
 - i) Transplant Crepe Myrtle
 - ii) Flush Cut Italian Cypress
 - 4.) Review of Options for Entrance Restoration and Irrigation Repairs.....Tab 9
 - i) Option #1 Proposal for Damaged Plant Replacement
 - ii) Option #2 Updated Proposal for Plant Bed
 - iii) Consideration of BrightView Irrigation Repair Proposal
 - C. Aquatic Maintenance Manager.....Tab 10
 - 1.) Solitude Lake Management Report, Dated January 12, 2024

6. BUSINESS ITEMS – PART B

- A. Consideration of Appointment to Vacant Board Seat #4.....Tab 11
- B. Administration of Oath of Office.....Tab 12
- C. Consideration of Resolution 2024-02; Redesignating Assistant Secretary.....Tab 13

7. STAFF REPORTS – PART B

- A. District Counsel
- B. Amenity Manager.....Tab 14
 - 1.) First Coast CMS Field Report, Dated January 2024
- C. District Manager

8. Supervisor Requests and Audience Comments

9. Adjournment

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact us at 904-436-6270.

Yours kindly,

Lesley Gallagher

District Manager

Tab 1

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 meeting of the Board of Supervisors of the Alta Lakes Community Development District was held on **November 29, 2023, at 10:00 A.M.** at the Alta Lakes Amenity Center located at 3108 Alta Lakes Blvd., Jacksonville, FL 32226.

Sylvester Wilkins	Board Supervisor, Chairman
Nelson Ortega	Board Supervisor, Vice Chairman
Timothy Dixon	Board Supervisor

Also present were:

Katie Buchanan	District Counsel, Kutak Rock LLP
Lesley Gallagher	District Manager, Rizzetta & Co., Inc.
Kyle Magee	District Counsel, Kutak Rock LLP (speakerphone)
Vincent Dunn	District Engineer, Dunn & Associates (speakerphone)
Tony Shiver	President/Owner, FC CMS
Logan Wooley	Operations Manager, Solitude Lake Management
Joey Louks	Representative, J&J Aquatics

Public audience members present.

FIRST ORDER OF BUSINESS

Call to Order

Mr. Wilkins called the meeting to order at 10:02 a.m. and then Ms. Gallagher moved to the next agenda item.

SECOND ORDER OF BUSINESS

**Audience Comments on
Agenda Items**

Comments were heard on the pond bank adjacent to 11546 Red Koi and erosion concerns.

THIRD ORDER OF BUSINESS

**Consideration of Minutes of the
Board of Supervisors' Special
Meeting held
September 27, 2023**

On a motion by Mr. Wilkins, seconded by Mr. Dixon, with all in favor, the Board approved the minutes of the Board of Supervisors' special meeting held September 27, 2023, for Alta Lakes Community Development District.

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47 **FOURTH ORDER OF BUSINESS**

**Ratification of Operations &
Maintenance Expenditures for
September 2023**

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On a Motion by Mr. Wilkins, seconded by Mr. Ortega, with all in favor, the Board ratified Operations & Maintenance Expenditures for September 2023, in the amount of \$70,951.11, for Alta Lakes Community Development District.

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52 **FIFTH ORDER OF BUSINESS**

**Consideration of Resolution
2024-01; Regarding General
Elections**

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56 Ms. Gallagher reviewed that Resolution 2024-01 provides direction for the Duval County
57 Supervisor of Elections to handle the general election process for Alta Lakes
58 Community Development District in November 2024 for seats 4 and 5. The resolution
59 also notes that each seat is for a 4-year term and interested candidates who meet the
60 qualification criteria listed may qualify through the Duval County Supervisor of Elections
61 Office. It was also noted that the qualification period is noon June 10, 2024, through
62 noon June 14, 2024.

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64 **SIXTH ORDER OF BUSINESS**

**Discussion Regarding
Proposals for Pond
Maintenance**

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68 Ms. Gallagher updated the Board that following their request at the last meeting, she
69 contacted each of the aquatics maintenance vendors that had previously submitted
70 proposals to inquire if their pricing remained the same. The responses received back
71 were the following: Aquagenix confirmed that their price had increased to \$27,073.01
72 annually and submitted a new proposal, Charles Aquatics confirmed that their pricing
73 had increased to \$42,000.00 annually and submitted a new proposal, Future Horizon's
74 confirmed their pricing remained the same at \$28,020.00 annually, J&J Aquatics
75 confirmed that their pricing remained the same at \$26,362.56 annually, (Exhibit A). Ms.
76 Gallagher reviewed that the current agreement with Solitude was through March 31,
77 2024, for an annual amount of \$20,832.00.

78
79 Ms. Gallagher also noted that she shared with each vendor that the Board requested
80 they attend the meeting today. Aquagenix declined to attend, Charles Aquatics had
81 planned on attending but canceled earlier this morning, Future Horizons was not able to
82 attend and both, J&J Aquatics and Solitude had representatives present.
83

84 The Board members shared that the feeling was that Solitude was not meeting the
85 expectations of the district. There was no feedback provided from other property owners.

86

87 *Mr. Ernst joined the meeting by phone.*

88 The Board heard from representatives from Solitude and J&J Aquatics. Mr. Louks from
89 J&J Aquatics noted that their proposal would include sonar in some ponds.

90

91 Both, Solitude and J&J Aquatics noted that they will provide reports on every pond, not
92 only the ones that required treatment. Mr. Ortega asked J&J Aquatics if their pricing
93 was negotiable. J&J Aquatics noted that they would hold their pricing until March and
94 would review holding pricing for two years but would need the opportunity to inspect the
95 ponds again and could have a revised proposal sent to the District Manager later that
96 day. Solitude noted that they would hold their pricing for another year renewal if the
97 Board is willing to provide them with that opportunity. Solitude also noted that they
98 would use sonar treatments in January and February.

99

100 The Board took no further action at this time and requested this item be tabled to the
101 January meeting to review the revised proposal from J&J Aquatics and Solitude's
102 performance over the next two months prior to discussing a renewal.

103

104 The Board then moved to agenda item 5B - Staff Reports - Part A.

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106 SEVENTH ORDER OF BUSINESS

Staff Reports

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108 B. District Engineer

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110 District Engineer provided a report.

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112 1.) Update on Alta Drive Construction and Pond 18

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114 The Board discussed the concerns that had been previously raised regarding erosion
115 on ponds #1 and #18 following dewatering for the Alta Drive JTA Construction project.
116 Mr. Dunn noted that the contractor had been put on notice to regrade and final dress the
117 pond bank where the damage occurred. Mr. Dunn also noted that the area is currently
118 maintained and maintainable. He noted that the ponds are there for drainage and flood
119 control and that the section that Mr. Fucci has reported will require some extra effort for
120 maintenance. The Board then reviewed the proposals found under agenda item 6C3
121 from BrightView to restore the irrigation (\$4,878.20) and landscaping (\$32,488.31) to
122 the condition prior to construction and he reviewed photos of the area documenting the
123 conditions prior to construction.

124

125 It was noted that these proposals were being provided for discussion purposes as
126 requested by the board at the last meeting. It was also noted that as previously
127 discussed, repairs were not being considered as construction was not completed and
128 the expectation was for the contractor to make these repairs.

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The area behind Mr. Fucci's home was discussed again, along with his request to remove sediment or dredge this area. Mr. Dunn noted that lake laborers with waders and shovels could clear vegetation and lower one or two small areas where it is very shallow, and proposals could be obtained for this once construction was completed also. This area would be reviewed with the annual engineer's inspection as well.

The Board authorized Mr. Dunn to work with Ms. Buchanan to present a formal notice to the contractor regarding the estimated expense to restore the areas damaged during the JTA project and request reimbursement from them.

2.) Consideration of Proposal for Annual Engineer's Report

On a Motion by Mr. Ortega, seconded by Mr. Wilkins, with all in favor, the Board approved the proposal for the Annual Engineer's Report, for Alta Lakes Community Development District.

3.) Consideration of Red Koi Pond Bank Slope Design Options

Mr. Dunn updated the Board that a member from his firm met Mr. Ernst from BrightView onsite to review options for this pond bank area and that a survey had been performed in order to be able to discuss options with the Board today for further direction. In order to leave this area open for landscape maintenance a retention wall was discussed. Mr. Ortega inquired if adding rock would be more economical. Mr. Dunn felt a keystone wall may be a solution. As erosion concerns had been raised by the property owner adjacent to this area, Mr. Dunn noted that in July there was no apparent erosion in the area. It was then requested that alternate landscape maintenance access points would be reviewed. Mr. Dunn will review any erosion during the annual inspection and asked BrightView to please alert the District Manager if they notice any erosion concerns in the interim.

The Board moved back to agenda item 4B.

EIGHTH ORDER OF BUSINESS

Consideration of Renewal Proposal from Innovative Fountains (Entry Fountains)

Mr. Ortega requested that Mr. Shiver look into other vendors for these services. It was discussed that the vendors for these particular services are limited in the area, but he could reach out to pool maintenance companies and report back at the January meeting. Ms. Gallagher reviewed that the current agreement was through November 30, 2023.

On a Motion by Mr. Ortega, seconded by Mr. Wilkins, with all in favor, the Board approved the renewal proposal from Innovative Fountain in the amount of \$608.00 per month plus chemicals, for Alta Lakes Community Development District.

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NINTH ORDER OF BUSINESS

**Consideration of BrightView
Mulch Proposal**

Ms. Gallagher reviewed that Mr. Ernst had updated the mulch proposal from the last meeting as he had noted that the areas included would need to be adjusted following the enhancements approved at the last meeting. The Board tabled the mulch proposal at this time and no further action was requested.

TENTH ORDER OF BUSINESS

**Consideration of Volleyball
Court Refurbishment Proposal**

Mr. Shiver reviewed a proposal from Court Surfaces in the amount of \$28,762.00 to refurbish the court and requested direction as to whether this was something that the Board would like to review further, and he would then obtain additional proposals.

Discussion ensued regarding the ongoing drainage issues in this area. The Board requested that Mr. Shiver obtain proposals for sand replacement only for consideration rather than full refurbishment.

ELEVENTH ORDER OF BUSINESS

**Consideration of Proposal to
Replace Glass Window in the
Gym**

The Board reviewed the proposal from Lee and Cates to replace the glass in one of the windows fogging in the fitness room. Discussion ensued regarding this being an aesthetic concern or a structural concern. It was noted that if this is not addressed it could potentially cause additional issues down the road.

On a Motion by Mr. Ortega, seconded by Mr. Wilkins, with all in favor, the Board approved the proposal from Lee and Cates for glass replacement in a total amount of \$1,902.98, for Alta Lakes Community Development District.

TWELFTH ORDER OF BUSINESS

**Consideration of Appointment
to Vacant Board Seat**

Tabled to the January meeting.

210 **THIRTEENTH ORDER OF BUSINESS** **Administration of Oath of**
211 **Office**

212
213 Tabled to the January meeting.

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215 **FOURTEENTH ORDER OF BUSINESS** **Consideration of Resolution**
216 **2024-02; Redesignating**
217 **Assistant Secretary**
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220 Tabled to the January meeting.

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222 **FIFTEENTH ORDER OF BUSINESS** **Staff Reports**

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224 **A. District Counsel**

225 No report.

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227 **C. Landscape Manager**

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229 **1.) BrightView Landscape Quality Site Assessment Report,**
230 **Dated November 16, 2023**

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232 **2.) BrightView Irrigation Report, dated September 27, 2023**

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234 Mr. Ernst was on the phone line and available to answer any questions regarding the
235 reports found under tab 13 of the agenda.

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237 **3.) Review of BrightView Audit of Entry Landscape Damage**
238 **from Alta Drive Construction**

239
240 Reviewed earlier under the District Engineer's Report.

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242 **D. Aquatic Maintenance Manager**

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244 **1.) Solitude Lake Management Report, dated October 6, 2023**
245 **& October 20, 2023**

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247 Aquatics items discussed previously in meeting when reviewing proposals.

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255 **E. Amenity Manager**

256 **1.) First Coast CMS Field Report, Dated November 16, 2023**

258 Mr. Shiver reviewed that a resident driving an ATV on district property had struck CDD
259 fencing at the amenity center causing damage. The resident contacted Mr. Shiver to
260 notify him of the incident. Mr. Shiver had obtained a proposal from Duval Fence in the
261 amount of \$1,681.17 for the repair. The Board discussed allowing the resident to seek
262 other proposals and requested that the fence be repaired prior to the next meeting with
263 the responsible resident paying for the repair expense. Mr. Shiver also reviewed that
264 the resident was suspended from the facility due to the outstanding damage. The
265 Board authorized the suspension be lifted but required the repair to be completed prior
266 to the next meeting.

267 **F. District Manager**

268 **1.) Update on Turner Pest Control Rate Increase January 2024**

271 Ms. Gallagher updated the Board that as previously discussed, Turner Pest Control fees
272 will be increasing January 1, 2024, to \$416.38 for the termite bond renewal. Ms.
273 Gallagher also updated the Board that the annual Department of Commerce invoice
274 was processed prior to the December 1st deadline and the Records Management
275 Compliance statement is being submitted prior to the December 31st deadline.

276 **SIXTEENTH ORDER OF BUSINESS**

277 **Supervisor Requests and**
278 **Audience Comments**

279 **Audience Comments**

280 No comments.

281 **Supervisor Requests**

282 No supervisor requests.

283 **SEVENTEENTH ORDER OF BUSINESS**

284 **Adjournment**

285 On a motion by Mr. Wilkins, seconded by Mr. Ortega, with all unanimously in favor, the Board
286 adjourned the meeting at 12:46 p.m., for Alta Lakes Community Development District.

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Secretary / Assistant Secretary

Chairman / Vice Chairman

DRAFT

Exhibit A

MAP SHOWING SPECIFIC PURPOSE SURVEY SURVEY OF

LOT 86 BLOCK - AS SHOWN ON MAP OF
ALTA LAKES PHASE FOUR

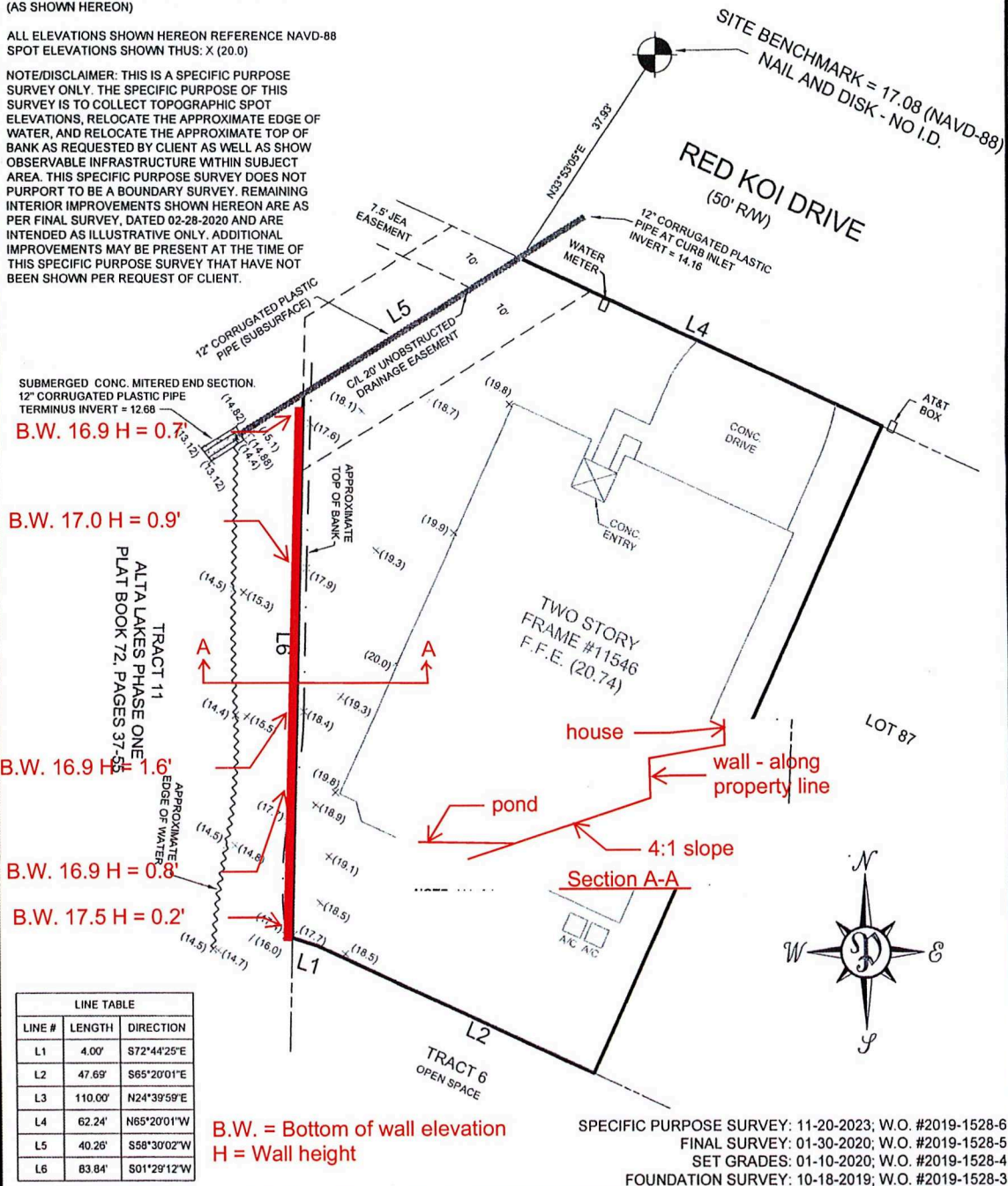
AS RECORDED IN PLAT BOOK 73 PAGES 91-98 OF THE CURRENT PUBLIC RECORDS OF DUVAL COUNTY, FLORIDA

CERTIFIED TO: ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

NOTE: SITE BENCHMARK LOCATION/DESCRIPTION:
(AS SHOWN HEREON)

ALL ELEVATIONS SHOWN HEREON REFERENCE NAVD-88
SPOT ELEVATIONS SHOWN THUS: X (20.0)

NOTE/DISCLAIMER: THIS IS A SPECIFIC PURPOSE SURVEY ONLY. THE SPECIFIC PURPOSE OF THIS SURVEY IS TO COLLECT TOPOGRAPHIC SPOT ELEVATIONS, RELOCATE THE APPROXIMATE EDGE OF WATER, AND RELOCATE THE APPROXIMATE TOP OF BANK AS REQUESTED BY CLIENT AS WELL AS SHOW OBSERVABLE INFRASTRUCTURE WITHIN SUBJECT AREA. THIS SPECIFIC PURPOSE SURVEY DOES NOT PURPORT TO BE A BOUNDARY SURVEY. REMAINING INTERIOR IMPROVEMENTS SHOWN HEREON ARE AS PER FINAL SURVEY, DATED 02-28-2020 AND ARE INTENDED AS ILLUSTRATIVE ONLY. ADDITIONAL IMPROVEMENTS MAY BE PRESENT AT THE TIME OF THIS SPECIFIC PURPOSE SURVEY THAT HAVE NOT BEEN SHOWN PER REQUEST OF CLIENT.



PERRET AND ASSOCIATES, INC.

1484 MONTICELLO ROAD, JACKSONVILLE, FLORIDA 32207 ~ (904) 805-0030

GENERAL NOTES:

- BEARINGS SHOWN HEREON ARE BASED ON THE S'LY RW LINE OF RED KOI DRIVE AS N65°20'01"W, PER PLAT.
- THIS PROPERTY HAS NOT BEEN ABSTRACTED FOR EASEMENTS, COVENANTS, RESTRICTIONS.
- UNDERGROUND UTILITIES SERVING THIS PROPERTY HAVE NOT BEEN LOCATED OR SHOWN.
- THIS PROPERTY APPEARS TO LIE WITHIN FLOOD ZONE "X" AS SCALED FROM F.E.M.A. FLOOD INSURANCE RATE MAP, PANEL 120077-0204J, DATED 11-02-2018.

- LEGEND**
- P.C. POINT OF CURVATURE
 - P.T. POINT OF TANGENCY
 - P.R.C. POINT OF REVERSE CURVE
 - P.C.C. POINT OF COMPOUND CURVE
 - P.O.C. POINT ON CURVE
 - P.R.M. PERMANENT REFERENCE MONUMENT
 - P.C.P. PERMANENT CONTROL POINT
 - B.R.L. BUILDING RESTRICTION LINE
 - CLF CHAIN LINK FENCE
 - R/W RIGHT-OF-WAY
 - O.R.B. OFFICIAL RECORDS BOOK
 - OL ONLINE
 - BL BREAK LINE

SCALE 1"=20'

10-14-2019

DATE OF FIELD SURVEY

NATHAN P. PERRET, FLA. CERT. NO. 6900

- R RADIUS
- Δ or D DELTA (CENTRAL ANGLE)
- A or L ARC LENGTH
- C or CH CHORD
- CB CHORD BEARING
- (R) LINE RADIAL TO CURVE
- AC AIR CONDITIONER
- CONC. CONCRETE
- FD FOUND
- IP IRON PIPE
- (M) MEASURED
- (P) PLAT
- X- FENCE



Tab 2

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

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

Operations and Maintenance Expenditures October 2023 For Board Approval

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

The total items being presented:

Approval of Expenditures: **\$34,687.82**

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures

October 1, 2023 Through October 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
BrightView Landscape Services, Inc.	100225	8603280	Landscape Maintenance 10/23	\$ 7,800.00
BrightView Landscape Services, Inc.	100230	8611399	Tree Trimming 09/23	\$ 290.00
BrightView Landscape Services, Inc.	100230	8622321	Tree trimming 09/23	\$ 580.00
COMCAST	Comcast10102023	8495 74 120 3378488 09/23 Autopay	Monthly Cable & Internet 09/23	\$ 298.31
Doody Daddy, LLC	100231	2310-AL	Pet Waste Station Maintenance 10/23	\$ 361.00
Dunn & Associates, Inc.	100219	23-507	Engineering Services 09/23	\$ 713.75
First Coast Contract Maintenance Service, LLC	100220	7961	Management Services 10/23	\$ 2,409.00
First Coast Contract Maintenance Service, LLC	100232	8047	Management Services- Rate increase 10/23	\$ 179.00
First Coast Contract Maintenance Service, LLC	100232	8049	Reimbursable Expenses 10/23	\$ 2,769.35
Hi-Tech System Associates	100226	392547	Security & Video Monitoring 10/23	\$ 555.00
Innersync Studio, Ltd	100227	21651	Website Services 10/23	\$ 384.38
Innovative Fountain Services	100228	20245123	Fountain Maintenance 09/23	\$ 755.55

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures

October 1, 2023 Through October 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
JEA	JEA10242023	9415158183 09/23 Autopay	Account #9415158183 Utility Services 09/23	\$ 4,162.60
Kisha Mayo-Lewis	100221	KM092723	Board of Supervisors Meeting 09/27/23	\$ 200.00
Kutak Rock, LLP	100222	3283109	Legal Services 08/23	\$ 120.85
Massey Services, Inc.	100233	54950866	Pest Control Services 09/23	\$ 65.00
Nelson Ortega	100223	NO092723	Board of Supervisors Meeting 09/27/23	\$ 200.00
Republic Services	RS10102023	0687-001358218 Autopay 319 10/23	Waste Disposal Services 10/23	\$ 250.86
Rizzetta & Company, Inc.	100216	INV0000084134	District Management Fees 10/23	\$ 4,516.92
Rizzetta & Company, Inc.	100217	INV0000084036	Annual Assessment Roll 10/23	\$ 5,736.00
Solitude Lake Management, LLC	100229	PSI015883	Lake & Pond Maintenance 10/23	\$ 1,736.00
Sylvester Wilkins	100224	SW092723	Board of Supervisors Meeting 09/27/23	\$ 200.00
Turner Pest Control, LLC	100218	Service Agreement Renewal 10/23	Service Agreement Renewal 10/23	\$ <u>404.25</u>
Report Total				\$ <u>34,687.82</u>

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

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

Operations and Maintenance Expenditures November 2023 For Board Approval

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

The total items being presented:

Approval of Expenditures: **\$27,305.40**

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures
November 1, 2023 Through November 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
BrightView Landscape Services, Inc.	100247	8681044	Flower Beds 11/23	\$ 4,601.15
COMCAST	Comcast11072023	8495 74 120 3378488 10/23 Autopay	Monthly Cable & Internet 10/23	\$ 298.51
Doody Daddy, LLC	100237	2311-AL	Pet Waste Station Maintenance 11/23	\$ 447.00
Dunn & Associates, Inc.	100244	23-571	Engineering Services 09/23 Project work since 09/29/23	\$ 1,222.63
First Coast Contract Maintenance Service, LLC	100234	8026	Management Services 11/23	\$ 2,409.00
First Coast Contract Maintenance Service, LLC	100238	8081	Reimbursable Expenses 10/23	\$ 2,286.01
First Coast Contract Maintenance Service, LLC	100238	8104	Reimbursable Expenses 11/23	\$ 925.15
First Coast Contract Maintenance Service, LLC	100245	7873	Reimbursable Expenses 08/23	\$ 1,040.28
First Coast Contract Maintenance Service, LLC	100249	8182	Pickleball Screen 11/23	\$ 250.00
Florida Department of Commerce	100246	89320	Special District Fee FY 23/24	\$ 175.00
Hi-Tech System Associates	100239	71016	Service Call 11/23	\$ 259.99
Hi-Tech System Associates	100240	394262	Security & Video Monitoring 11/23	\$ 555.00

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures
November 1, 2023 Through November 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Innovative Fountain Services	100241	20245240	Fountain Maintenance 10/23	\$ 947.26
JEA	JEA11212023	9415158183 10/23 Autopay	Account #9415158183 Utility Services 10/23	\$ 3,935.95
Kutak Rock, LLP	100242	3297599	Legal Services 09/23	\$ 1,382.50
Massey Services, Inc.	100236	55303108	Pest Control Services 10/23	\$ 65.00
Republic Services	RS11072023	0687-001365660 - 5671 11/23	Waste Disposal Services 11/23	\$ 252.05
Rizzetta & Company, Inc.	100235	INV0000084927	District Management Fees 11/23	\$ 4,516.92
Solitude Lake Management, LLC	100243	PSI024836	Lake & Pond Maintenance 11/23	\$ <u>1,736.00</u>
Report Total				\$ <u>27,305.40</u>

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

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

Operations and Maintenance Expenditures December 2023 For Board Approval

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

The total items being presented:

Approval of Expenditures: **\$29,880.90**

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures
December 1, 2023 Through December 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
American Electrical Contracting, Inc.	100267	W63638	Electrical service Call 12/23	\$ 387.00
BrightView Landscape Services, Inc.	100262	8721104	Landscape Maintenance 11/23	\$ 7,956.00
COMCAST	Comcast12072023	8495 74 120 3378488 12/23 Autopay	Monthly Cable & Internet 12/23	\$ 298.51
Doody Daddy, LLC	100254	2312-AL	Pet Waste Station Maintenance 12/23	\$ 447.00
Dunn & Associates, Inc.	100263	23-632	Engineering Svs 12/23	\$ 1,487.50
First Coast Contract Maintenance Service, LLC	100248	8136	Reimbursable Expenses 12/23	\$ 2,588.00
First Coast Contract Maintenance Service, LLC	100251	8162	Reimbursable Expenses 11/23	\$ 179.00
First Coast Contract Maintenance Service, LLC	100264	8187	Reimbursable Expenses 12/23	\$ 350.31
Future Horizons, Inc.	100255	80767	Aerator Maintenance 09/23	\$ 315.00
Future Horizons, Inc.	100265	81668	Aerator Maintenance 12/23	\$ 315.00
Hi-Tech System Associates	100256	395906	Security & Video Monitoring 12/23	\$ 555.00
Innovative Fountain Services	100257	20245329	Fountain Maintenance 11/23	\$ 916.60

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures
December 1, 2023 Through December 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Innovative Fountain Services	100257	20245424	Fountain Maintenance 11/23	\$ 934.45
JEA	JEA12212023	9415158183 11/23 Autopay	Account #9415158183 Utility Services 11/23	\$ 4,907.18
Kutak Rock, LLP	100252	3311802	Legal Services 10/23	\$ 534.00
Massey Services, Inc.	100253	55697952	Pest Control Services 11/23	\$ 65.00
Nelson Ortega	100258	NO112923	Board of Supervisors Meeting 11/29/23	\$ 200.00
Republic Services	RS12072023	0687-001374941 12/23	Waste Disposal Services 12/23	\$ 309.31
Rizzetta & Company, Inc.	100250	INV0000085730	District Management Fees 12/23	\$ 4,516.92
Solitude Lake Management, LLC	100259	PSI030332	Lake & Pond Maintenance 12/23	\$ 1,736.00
Sylvester Wilkins	100260	SW112923	Board of Supervisors Meeting 11/29/23	\$ 200.00
The Ledger / News Chief/ CA Florida Holdings, LLC	100266	0006062810	Legal Advertisig 11/23- 11/24 Meetings	\$ 483.12
Timothy Dixon	100261	TD112923	Board of Supervisors Meeting 11/29/23	<u>\$ 200.00</u>
Report Total				<u>\$ 29,880.90</u>

Tab 3

SERVICES CONTRACT

CUSTOMER NAME: Alta Lakes CDD

SUBMITTED TO: Alta Lakes CDD - Attn: Carol Brown

CONTRACT EFFECTIVE DATE: April 1, 2023 through March 31, 2024

SUBMITTED BY: Daniel Benitez, Inside Sales Manager

SPECIFICATIONS: Annual Maintenance Services Renewal Agreement for Alta Lakes CDD.

This agreement (the "Agreement") is made as of the date indicated above and is by and between SOLitude Lake Management, LLC ("SOLitude" or the "Company") and the customer identified above (the "Customer") on the terms and conditions set forth in this Agreement.

1. **The Services.** SOLitude will provide services at the Customer's property as described in Schedule A attached hereto:
2. **PAYMENT TERMS.** The Annual Contract Price is **\$20,832.00**. SOLitude shall invoice Customer **\$1,736.00 per month** for the Services to be provided under this Agreement. The term of this agreement is for a period of twelve (12) months, with payment invoiced on the first day of each month, reminding them that a contract payment is due by the end of that same month. The customer is obligated to pay each monthly contract payment per the terms of this contract, without any obligation on the part of SOLitude to invoice or send any other sort of reminder or notice. Due to the seasonality of these services, and the disproportionate amount of time and materials dedicated to providing these services during some times of the year as compared to others, based on the season, weather patterns, and other natural factors, the amount billed and paid to date is not necessarily equivalent to the amount of work performed to date. The Customer will be liable for any returned check fees and any collection costs, including reasonable attorney fees and court costs, for any invoices not otherwise timely paid, and interest at the rate of 1% per month may be added to all unpaid invoices. Should the work performed be subject to any local, state, or federal jurisdiction, agency, or other organization of authority for sales or other taxes or fees in addition to those expressly covered by this contract, the customer will be invoiced and responsible for paying said additional taxes in addition to the contract price and other fees above. SOLitude shall be reimbursed by the customer for any non-routine expenses, administrative fees, compliance fees, or any other similar expense that are incurred as a result of requirements placed on SOLitude by the customer that are not covered specifically by the written specifications of this contract.
3. **TERM AND EXPIRATION.** This Agreement is for an annual management program as described in the Schedule A attached. Any additional services will be provided only upon additional terms as agreed to by the parties in writing. Contract will automatically renew annually at the end of the contract effective date for subsequent one (1) year terms, with a four percent (4%) escalation in the Annual Contract Price each year, under the same terms, specifications, and conditions as set forth by this contract, unless either party gives

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written notice of cancellation thirty (30) days prior to the termination date of this contract, or subsequent renewal contracts.

4. **PRICING.** The Company reserves the right to annually increase the amount charged for the services beyond the escalation percentage stated in the TERM AND EXPIRATION above, which shall be communicated by written notice to the Customer, which notice may be by invoice.
5. **TERMINATION.** If SOLitude terminates your service for nonpayment or other default before the end of the Services Contract, if the Customer terminates this Services Contract for any reason other than in accordance with the cancellation policy outlined above, or in the event this Contract does not automatically renew and the customer terminates it before the termination date, Customer agrees to pay SOLitude, in addition to all other amounts owed, an Early Termination Fee in the amount specified below ("Early Termination Fee"). The Customer's Early Termination Fee will be 50% of the remaining value of the Contracted Price. The Early Termination Fee is not a penalty, but rather a charge to compensate SOLitude for the Customer's failure to satisfy the Services Contract on which the Customer's rate plan is based.
6. **INSURANCE AND LIMITATION OF LIABILITY.** SOLitude will maintain general liability and property damage insurance as necessary given the scope and nature of the Services. The Company will be responsible for those damages, claims, causes of action, injuries or legal costs to the extent of its own direct negligence or misconduct, and then only to an amount not to exceed the annual value of this Agreement. In no event will any party to this Agreement be liable to the other for incidental, consequential or purely economic damages.
7. **FORCE MAJEURE.** The Company shall not be liable for any delay in performing the Services, nor liable for any failure to provide the Services, due to any cause beyond its reasonable control.
8. **ANTI-CORRUPTION AND BRIBERY.** Each party represents that neither it nor anyone acting on its behalf has offered, given, requested or accepted any undue financial or other advantage of any kind in entering into this Agreement, and that it will comply with all applicable laws and regulations pertaining to corruption, competition and bribery in carrying out the terms and conditions of this Agreement.
9. **GOVERNING LAW.** This Agreement shall be governed and construed in accordance with the laws of the state in which the Services are performed.
10. **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement between the parties with respect to the subject matter and replaces any prior agreements or understandings, whether in writing or otherwise. This Agreement may not be modified or amended except by written agreement executed by both parties. In the event that any provision of this Agreement is determined to be void, invalid, or unenforceable, the validity and enforceability of the remaining provisions of this Agreement shall not be affected.
11. **NOTICE.** Any written notice provided under this Agreement may be sent via overnight mail, certified mail, hand delivery or electronic mail with delivery confirmation, to the individuals and addresses listed below.

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12. **BINDING.** This Agreement shall inure to the benefit of and be binding upon the legal representatives and successors of the parties.

13. **FUEL/TRANSPORTATION SURCHARGE.** Like many other companies that are impacted by the price of gasoline, a rise in gasoline prices may necessitate a fuel surcharge. As such, the Company reserves the right to add a fuel surcharge to Customer's invoice for any increase in the cost of fuel as measured above the same time period in the prior year (by the National U.S. Average Motor Gasoline-Regular Fuel Price per Gallon Index reported by the U.S. Department of Energy). The surcharge may be adjusted monthly (up or down) with the price of gasoline.

14. **DISCLAIMER.** SOLitude is not responsible for the failure of any treatment, equipment installation, or other work that result from dam or other structural failures, severe weather and storms, flooding, or other acts of God that are outside of the control of SOLitude.

Customers understands and acknowledges that there are irrigation restrictions associated with many of the products used to treat lakes and ponds. The customer is responsible for notifying SOLitude in advance of the contract signing and the start of the contract if they utilize any of the water in their lakes or ponds for irrigation purposes. The customer accepts full responsibility for any issues that may arise from the irrigation of turf, ornamentals, trees, crops, or any other plants as a result of treated water being used by the customer for irrigation without the consent or knowledge of SOLitude.

Although there is rarely direct fish toxicity with the products used for treatment when applied at the labeled rate, or the installation and normal operation of the equipment we install, there is a risk under certain circumstances of significant dissolved oxygen drops. This risk is most severe in times of extremely hot weather and warm water temperatures, as these are the conditions during which dissolved oxygen levels are naturally at their lowest levels. Oftentimes lakes and ponds will experience natural fish kills under these conditions even if no work is performed. Every effort, to include the method and timing of application, the choice of products and equipment used, and the skill and training of the staff, is made to avoid such problems. However, the customer understands and accepts that there is always a slight risk of the occurrence of adverse conditions outside the control of SOLitude that will result in the death of some fish and other aquatic life. The customer also understands and accepts that similar risks would remain even if no work was performed. The customer agrees to hold SOLitude harmless for any issues with fish or other aquatic life which occur as described above, or are otherwise outside the direct control of SOLitude, unless there is willful negligence on the part of SOLitude.

15. **NONPERFORMANCE.** In the case of any default on the part of the Company with respect to any of the terms of this Agreement, the Customer shall give written notice thereof, and if said default is not made good within (30) Thirty Days, the Customer shall notify the Company in writing that there has been a breach of the Agreement. The Company in case of such breach shall be entitled to receive payment only for work completed prior to said breach, so long as the total paid hereunder does not exceed the Contract sum.

16. **E-Verify.** Solitude Lake Management LLC utilizes the federal E-Verify program in contracts with public employers as required by Florida State law, and acknowledges all the provisions of Florida Statute 448.095 are incorporated herein by reference and hereby certifies it will comply with the same.

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ACCEPTED AND APPROVED:

SOLITUDE LAKE MANAGEMENT, LLC.

Alta Lakes CDD

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Please Remit All Payments to:

Customer's Address for Notice Purposes:

**1320 Brookwood Drive Suite H
Little Rock AR 72202**

Please Mail All Contracts to:

**2844 Crusader Circle, Suite 450
Virginia Beach, VA 23453**

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SCHEDULE A - ANNUAL MANAGEMENT SERVICES

Monitoring:

1. A SOLitude Biologist will visit the site and inspect the pond(s) on a **three (3) times per month** basis.
2. Observations and data collected during the inspections will be used to inform and guide all activities required to fulfill the requirements of this contract as specified in the description of services below.

Aquatic Weed Control:

1. Pond(s) will be inspected on a **three (3) times per month** basis.
2. Any growth of undesirable aquatic weeds and vegetation found in the pond(s) with each inspection shall be treated and controlled through the application of aquatic herbicides and aquatic surfactants as required to control the specific varieties of aquatic weeds and vegetation found in the pond(s) at the time of application.
3. Invasive and unwanted submersed and floating vegetation will be treated and controlled preventatively and curatively each spring and early summer through the use of systemic herbicides at the rate appropriate for control of the target species. Application rates will be designed to allow for selective control of unwanted species while allowing for desirable species of submersed and emergent wetland plants to prosper.

Shoreline Weed Control:

1. Shoreline areas will be inspected on a **three (3) times per month** basis.
2. Any growth of cattails, phragmites, or other unwanted shoreline vegetation found within the pond areas shall be treated and controlled through the application of aquatic herbicides and aquatic surfactants as required for control of the plants present at time of application.
3. Any growth of unwanted plants or weeds growing in areas where stone has been installed for bank stabilization and erosion control shall be treated and controlled through the application of aquatic herbicides and aquatic surfactants as required to control the unwanted growth present at the time of application.

Pond Algae Control:

1. Pond(s) will be inspected on a **three (3) times per month** basis.
2. Any algae found in the pond(s) with each inspection shall be treated and controlled through the application of algaecides, aquatic herbicides, and aquatic surfactants as needed for control of the algae present at the time of service.

Trash Removal:

1. Trash and light debris will be removed from the pond(s) with each service and disposed off site. Any large item or debris that is not easily and reasonably removable by one person during the routine visit will be removed with the Customer's approval for an additional fee.

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Routine trash and debris removal services are for the pond areas only, and do not include any trash or debris removal from the surrounding terrestrial (dry land) areas.

Service Reporting:

1. Customer will be provided with a monthly service report detailing all of the work performed as part of this contract.

Permitting:

1. SOLitude staff will be responsible for the following:
 - a. Obtaining any Federal, state, or local permits required to perform any work specified in this contract where applicable.
 - b. Attending any public hearings or meetings with regulators as required in support of the permitting process.
 - c. Filing of any notices or year-end reports with the appropriate agency as required by any related permit.
 - d. Notifying the Customer of any restrictions or special conditions put on the site with respect to any permit received, where applicable.

Customer Responsibilities:

1. Customer will be responsible for the following:
 - a. Providing information required for the permit application process upon request.
 - b. Providing Certified Abutters List for abutter notification where required.
 - c. Perform any public filings or recordings with any agency or commission associated with the permitting process, if required.
 - d. Compliance with any Order of Conditions or other special requirements or conditions required by the local municipality.
 - e. Compliance and enforcement of temporary water-use restrictions where applicable.

General Qualifications:

1. Company is a licensed pesticide applicator in the state in which service is to be provided.
2. Individual Applicators are Certified Pesticide Applicators in Aquatics, Public Health, Forestry, Right of Way, and Turf/Ornamental as required in the state in which service is to be provided.
3. Company is a SePRO Preferred Applicator and dedicated Steward of Water. Each individual applicator has been trained and educated in the water quality testing and analysis required for site specific water quality management prescriptions and utilizes an integrated approach that encompasses all aspects of ecologically balanced management. Each applicator has received extensive training in the proper selection, use, and application of all aquatic herbicides, algaecides, adjuvants, and water quality enhancement products necessary to properly treat our Customers' lakes and ponds as part of an overall integrated pest management program.

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4. Company guarantees that all products used for treatment are EPA registered and labeled as appropriate and safe for use in lakes, ponds, and other aquatic sites, and are being applied in a manner consistent with their labeling.
5. All pesticide applications made directly to the water or along the shoreline for the control of algae, aquatic weeds, or other aquatic pests as specified in this contract will meet or exceed all of the Company's legal regulatory requirements as set forth by the EPA and related state agencies for NPDES and FIFRA. Company will perform treatments that are consistent with NPDES compliance standards as applicable in and determined by the specific state in which treatments are made. All staff will be fully trained to perform all applications in compliance with all federal, state, and local law.
6. Company will continue to maintain all appropriate training and licensing necessary to perform all specified work in a safe and legal manner throughout the entire contract period.
7. Company will furnish personnel, equipment, boats, materials, and other items required to provide the foregoing at his expense.

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PO Box 3417

Lake City, FL 32056

jandjaquaticsllc.com

"THE TWO JOEYS"

Joey Tice-Owner/Operations 386-697-1710

Joey Louks-Owner/Sales 386-466-8558

3/6/2023

Carol Brown
Alta Lakes CDD
3108 Alta Lakes Blvd.
Jacksonville, Florida
904-436-6270 Ext. 4631

clbrown@rizzetta.com

From: Joey Louks

J & J Aquatics Specialist, LLC is a Pond, Lake and Land Management company based out of Lake City, Florida. We provide services in North Florida and South Georgia. **J & J Aquatics Specialist, LLC** is licensed in both Florida and Georgia for Aquatics and Pesticides. We are approved vendors with the top chemical companies in the South. **J & J Aquatics Specialist, LLC** is insured for **One Million Dollars** and can provide a coverage of benefits letter upon request. **What else could your pond management need when you have TWO Joeys!**

One of our Joey's surveyed the pond(s) at **Alta Lakes CDD** on 3/4/23, and these were the findings. There is a total of **19 Pond(s)** which equal approximately **47.90 Acres**.

Our pond management contract includes the following maintenance.

- Weed and algae control.
- Trash and debris removal on each visit.
- Monitoring storm drain grates and keeping them clear of debris.
- Upon your request, we can make suggestions for fishery improvements, sediment dredge solutions, and aeration needs.

Our service schedule will be **20 scheduled visits per year** (1 each in November, December, January, and February and 2 each of the remaining months). Additional visits are free of charge if deemed needed. A field activity report will be provided to let you know what was accomplished each visit.

Our goal for the pond(s) at **Alta Lakes CDD** is to improve the overall appearance and quality of your pond system. The investment of your pond management services will be **12** monthly installments of **\$ 2077.63** which equals out to **\$ 24,931.56** yearly.

This price is to be locked in for 2 years.

Upon approval of proposal, a formal contract will follow for signature.

Initial: _____

Tab 4

Quote

1/10/24

D & R Contractors Inc.
9430 Orme Rd. Jax. FL 32220
904-783-2410 Cell# 838-1664
St.Lic.# CBC1251740(Builder)
CCC1330335(Roofer)

C/O FirstCoast CMS,LLC

Alta Lakes CDD

We propose to pressure wash entire exterior of amenity center to include but not limited to walls , windows , doors , gutter , soffit and facial , ladders/scaffold will be required to reach higher areas. keeping work areas cleaned up with attention to safety of others daily.

Equipment , Fuel , Cleaning products & Labor \$ 3,880.00

Quote

Thanks; Ray Johnson / D & R Contractors

Dion DoesIt Landscaping and Power Washing LLC

RECIPIENT:

Mr. Tony Shiver
11557 Lake Trout Drive
Jacksonville, Florida 32226

Quote #5

Sent on Jan 15, 2024

Total \$1,839.04

Product/Service	Description	Qty.	Unit Price	Total
Pressure Wash Amenity Center	9,212 Square feet	9212	\$0.12	\$1,105.44
Pressure Wash Entrance Signs	2,797 Square feet Supply Water for the back entrance sign	2797	\$0.10	\$279.70
Gas	20 Gallons of gas	20	\$3.10	\$62.00
Pool Essentials	22 Gallons of pool essentials chlorinating liquid	22	\$6.45	\$141.90
Purple Power Degreaser +delivery fee	3- 5 Gallons of power washing degreaser. Will have to order	3	\$30.00	\$90.00
Water supply / Delivery	200 gallons of water + delivery fee @ 0.40 cents.	200	\$0.40	\$80.00
Man Power	1 worker to help	4	\$20.00	\$80.00

A deposit of \$919.52 will be required to begin.

This quote is valid for the next 30 days, after which values may be subject to change.

Total **\$1,839.04**



PO Box 51289
 Jacksonville Beach FL 32240
 (877) 875-5326, (904) 220-3331
 Info@krystalklean.com

Estimate 1033481309

DATE	12/08/2023
PO #	
Provided By	Marc Ferretti marc.f@krystalklean.com

CUSTOMER
First Coast CMS David Comber 352 Perdido Street Saint Johns, FL, 32259 (904) 437-0991 davidc@firstcoastcms.com

SERVICE LOCATION
First Coast CMS Alta Lakes Amenity Center 3108 Alta Lakes Boulevard Jacksonville, FL, 32226 (904) 437-0991 davidc@firstcoastcms.com

DESCRIPTION	Alta Lakes - Amenity Center and Rear Entry Sign Cleaning
--------------------	--

Estimate

Estimate

Description	Qty	Rate	Total
Amenity Center Building Exterior Cleaning ----- -Exterior of building to be cleaned using professional 'Soft Wash' process in order to avoid damage to façade and window seals. Solution to include algaecides, fungicides and phosphate-free detergents to extend life of cleaning and provide optimal results. Locks and electrical elements to be protected during cleaning process. -Extra care/precaution to be taken with landscaping. -We provide vehicular/pedestrian traffic control and maintain highest safety standards, in compliance with OSHA guidelines at all times. -Water to be provided on-site. -Our company is fully insured and carries workers compensation on every employee!	1.00	\$595.00	\$595.00
Pressure Washing - Rear Entry Sign + Brick ----- -Pressure wash surfaces with moderate heat, regulated pressure, and a balanced anti-microbial solution to remove organic build-up. Some stains may not be fully removable from surfaces being cleaned. -Please review any specific concerns with your estimator so we arrive prepared to meet your needs. -Technicians work safely to protect customer property and the surrounding environment. -Technicians will inspect surfaces to identify potential water intrusion points and give recommendations for waterproofing, painting, or sealing. Cleaning methods may be adjusted depending on surface conditions.	1.00	\$80.00	\$80.00

Duval

7.50%

\$0.00

Estimate Total:

\$675.00

CUSTOMER MESSAGE

Thank you for the opportunity to serve you!

We uphold the highest industry standards for glass cleaning tools and methods but must inform and educate its customers about the inherent risk of scratches when cleaning glass. Given the facts below, we cannot be held liable for glass scratches. Minuscule glass particles (or "glass fines") may exist on the pane surface. This flaw is common for tempered or hurricane-proof glass often installed in Florida. During a normal cleaning process, these glass fines can break off and cause hairline scratches. Removal of paint, adhesives, calcium deposits, or construction debris may require the use of scrubbing pads or scrapers, which increases the risk of scratched glass, and is a separate service from standard window cleaning. When cleaning glass to remove calcium deposits, some brands of tinted or soft glass may be micro-scratched with vinyl buffing pads. Preexisting scratches may be visible or apparent after the glass is cleaned.

Terms of payment: The total amount stated is due upon completion. Where applicable, credit cards will be charged for the total amount upon completion based on the credit card information provided in advance. All late payments (over 30 days) may bear interest at the highest rate permissible under Florida law calculated daily and compounded monthly. Customer shall also be responsible for paying all reasonable costs incurred in collecting any late payments, including, without limitation, attorneys' fees.

Photos and/or videography may be taken and used for warranty, educational, and advertising purposes. By signing this estimate, you agree to allow us to use the content taken for the above intent. Krystal Klean will not take photos or videos if you request us not to, in writing, when you execute this estimate.

Estimate Accepted By:

Accepted Date:

Tab 5

Florida Pump Service, Inc.

192 Industrial Loop

Orange Park, FL 32073

Tel: 904.269.0202

www.floridapumpservice.com

Fax: 904.269.5842

"SERVING NORTH FLORIDA & SOUTH GEORGIA SINCE 1948"

Quote Number: 16851

Sales Rep: Kim Easterling

Date: 1/15/2024

Subject: Replace Waterfall motor assembly

To: Alta Lakes CDD
c/o Rizzetta & Company
3434 Colwell Blvd Suite 200
Tampa, Fla. 33614

Tel: 537-9034
Fax:
Email: davidc@firstcoastCMS.com
Cell:

Attn: David

Job Location: 3108 Alta Lakes Blvd

Background and Scope of Work:

As you are aware, your 7 1/2 hp waterfall pump motor needs to be replaced. Price below includes removing existing pump assembly, then installing a new 7 1/2 hp motor, mechanical seal, case gasket, and suction/discharge gaskets with installation materials and job labor to complete this work.

Continued on page 2

Contract Terms and Agreements:

- 1. Delivery: **7 to 10 days Upon Receipt of Signed Quote or P.O. Number**
- 2. Warranties: One (1) year parts, ninety (90) days job labor
- 3. Prices subject to applicable state and local sales tax.
- 4. Additional undiscovered work performed will be billed at time and materials.
- 5. Terms: **Deposit:** None **Balance:** Net 30 Days
- 6. Quote good for: **10 days**
- 7. Cancelled quotes are subject to a restocking fee of up to 25%
- 8. This quote/contract is invalid without the following attachments:

Subtotal: \$3,597.00
 Tax: \$0.00
 Total: \$3,597.00

- None
- Well Waiver Shallow Well Rock Well
- Fountain Waiver Artesian Wel Other _____

Attachments must be signed where applicable and returned with this signed contract.

Submitted by: _____

Customer acceptance _____ Date _____

PO#: _____

"WE MAKE WATER HAPPEN"



INNOVATIVE FOUNTAIN SERVICES

11637 COLUMBIA PARK DRIVE EAST
SUITE 4
JACKSONVILLE, FL 32258

Phone #(904) 551-1017
customerservice@innovativefountainservices.com

Quote

Date	Estimate #
1/16/2024	3592

Name / Address
Alta Lakes CDD C/O Rizzetta & Company 3434 Colwell Ave, Suite 200 Tampa, FL 33614

Description	Total
Innovative Fountain Services propose to furnish all materials, labor, and tools to install new 7.5HP motor with all associated seals and gaskets on the Bainbridge Alta Lakes CDD fountain.	6,249.74
Signature _____	
Thank you for the opportunity to serve you!	Total \$6,249.74

Tab 6



Quality Site Assessment

Prepared for: Alta Lakes CDD

General Information

- DATE: Monday, Jan 15, 2024
- NEXT QSA DATE: Wednesday, Jan 15, 2025
- CLIENT ATTENDEES:
- BRIGHTVIEW ATTENDEES: Christopher Ernst

Customer Focus Areas

Quality you can count on.

<h1>7</h1> <p>Seven Standards of Excellence</p>	 <p>1 Site Cleanliness</p>	 <p>2 Weed Free</p>	 <p>3 Green Turf</p>
	 <p>4 Crisp Edges</p>	 <p>5 Spectacular Flowers</p>	 <p>6 Uniformly Mulched Beds</p>

QUALITY SITE ASSESSMENT

Alta Lakes CDD

Notes to Owner / Client



- 1** The crew has started cutting back the wood line that is just north of the amenity center. There is still some more to do
- 2** The Walter's Viburnum has lost its leaves, but you can see all of the new buds on the plant that will turn into leaves in the spring.
- 3** There are some weeds that the crew needs to get taken care of.
- 4** We will be cutting the Hawaiian Ti plants and lirioppe back towards the end of February beginning of March.

QUALITY SITE ASSESSMENT

Alta Lakes CDD

Notes to Owner / Client



- 5** There are winter weeds that are popping up in the turf that need to be treated.
- 6** We will be cutting back the flax lily in February.
- 7** There is some light trimming that needs to be done around the amenity center.
- 8** The grass has turned brown as it has gone dormant for the winter.

QUALITY SITE ASSESSMENT

Alta Lakes CDD

Notes to Owner / Client



9 The use of this soccer net is causing the black spots in the grass that is around it.

10 There are some ant mounds that need to be treated in big field.



Tab 7

Proposal for Extra Work at Alta Lakes CDD

Property Name	Alta Lakes CDD	Contact	Lesley Gallagher
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 (Revised without Phase 2)
Project Description Fill in beds with either plants or sod

Scope of Work

QTY	UoM/Size	Material/Description
Phase 1 (Beds 1-8)		
1.00	LUMP SUM	Prep area by removing declining plant material and sod. Shovel grade area. Haul away debris.
144.00	EACH	Emerald Goddess liriopce 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 3 (Yellow Perch and beds 18-24)		
1.00	LUMP SUM	Prep area by removing declining plant material and sod. Shovel grade area. Haul away debris.
84.00	EACH	Emerald Goddess liriopce 1 gal. installed
3.00	EACH	Parsoni juniper 3 gal. installed
2,400.00	SQUARE FEET	Bahai sod installed in beds 18-24
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)		
1.00	LUMP SUM	Prep area by removing declining plant material and sod. Shovel grade area. Haul away debris.
366.00	EACH	Emerald Goddess liriopce 1 gal. installed
34.00	EACH	Parsoni juniper 3 gal. installed
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# 8317774
JOB# 346100484
Service Line 130

Total Price \$15,592.35

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.
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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.

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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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Customer

Property Manager	
Signature	Title
Lesley Gallagher	January 15, 2024
Printed Name	Date

BrightView Landscape Services, Inc. "Contractor"

Account Manager	
Signature	Title
Christopher R. Ernst	January 15, 2024
Printed Name	Date

Job #:	346100484		
SO #:	8317774	Proposed Price:	\$15,592.35

Tab 8

Proposal for Extra Work at Alta Lakes CDD

Property Name	Alta Lakes CDD	Contact	Tony Shiver
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 Transplant Crape Myrtle
Project Description Transplant crape myrtle tree away from amenity center

Scope of Work

QTY	UoM/Size	Material/Description
1.00	EACH	Labor to move crape myrtle tree away from building by digging it out with hand shovels and then using a skid steer to move it to another location.
1.00	LUMP SUM	Make irrigation modifications to ensure proper coverage.

For internal use only

SO# 8315362
JOB# 346100484
Service Line 130

Total Price \$656.84

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

Manager	
Signature	Title
Tony Shiver	January 10, 2024
Printed Name	Date

BrightView Landscape Services, Inc. "Contractor"

Account Manager	
Signature	Title
Christopher R. Ernst	January 10, 2024
Printed Name	Date

Job #:	346100484		
SO #:	8315362	Proposed Price:	\$656.84

Proposal for Extra Work at Alta Lakes CDD

Property Name	Alta Lakes CDD	Contact	Tony Shiver
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 Italian Cypress removal
Project Description Remove Italian Cypress trees around the amenity center

Scope of Work

QTY	UoM/Size	Material/Description
1.00	EACH	Remove 7 Italian cypress trees that are around the amenity center by flush cutting them to the ground.

For internal use only

SO# 8315327
JOB# 346100484
Service Line 130

Total Price \$2,238.55

THIS IS NOT AN INVOICE

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

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Customer

Manager	
Signature	Title
Tony Shiver	January 10, 2024
Printed Name	Date

BrightView Landscape Services, Inc. "Contractor"

Account Manager	
Signature	Title
Christopher R. Ernst	January 10, 2024
Printed Name	Date

Job #:	346100484		
SO #:	8315327	Proposed Price:	\$2,238.55

Tab 9

Proposal for Extra Work at Alta Lakes CDD

Property Name	Alta Lakes CDD	Contact	Lesley Gallagher
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 Entrance restoration

Project Description Replace the damaged plants at the entrance

Scope of Work

QTY	UoM/Size	Material/Description
1.00	EACH	Prep area by removing damaged plant material. Shovel grade area. Haul away debris
3.00	EACH	European Fan palm 30 gal. installed
5.00	EACH	Podocarpus 15 gal. installed
13.00	EACH	Loropetalum 7 gal. installed
55.00	EACH	Drift roses 3 gal. installed
93.00	EACH	Parsonii juniper 3 gal. installed
25.00	EACH	Muhly grass 3 gal. installed
38.00	EACH	African Iris 3 gal. installed
134.00	EACH	Society Garlic 1 gal. installed
308.00	EACH	Flax lily 1 gal. installed
327.00	EACH	Liriope 1 gal. installed
1,600.00	SQUARE FEET	Bahai installed
4.00	YARD	Soil mix installed
300.00	EACH	Seasonal flowers installed

For internal use only

SO# 8273402

JOB# 346100484

Service Line 130

Total Price \$32,488.31

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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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

	District Manager
Signature	Title
Lesley Gallagher	November 16, 2023
Printed Name	Date

BrightView Landscape Services, Inc. "Contractor"

	Account Manager
Signature	Title
Christopher R. Ernst	November 16, 2023
Printed Name	Date

Job #:	346100484		
SO #:	8273402	Proposed Price:	\$32,488.31







Proposal for Extra Work at Alta Lakes CDD

Property Name	Alta Lakes CDD	Contact	Lesley Gallagher
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 Entrance upgrades
Project Description Upgrade entrance after road widening project

Scope of Work

QTY	UoM/Size	Material/Description
1.00	EACH	Prep area by removing existing plant material using hand shovels. Shovel grade area. Haul away debris.
5.00	EACH	Podocarpus 15 gal. installed
80.00	EACH	Loropetalum 3 gal. installed
64.00	EACH	Jack Frost Ligustrum 3 gal. installed
216.00	EACH	Liriope 1 gal. installed
75.00	EACH	Pine bark mulch installed
2.00	CUBIC YARD	Soil mix installed
250.00	EACH	Seasonal flowers installed
5,400.00	SQUARE FEET	Bahai sod installed

For internal use only

SO# 8288183
JOB# 346100484
Service Line 130

Total Price \$21,292.38

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.

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Customer

Property Manager	
Signature	Title
Lesley Gallagher	January 15, 2024
Printed Name	Date

BrightView Landscape Services, Inc. "Contractor"

Account Manager	
Signature	Title
Christopher R. Ernst	January 15, 2024
Printed Name	Date

Job #:	346100484		
SO #:	8288183	Proposed Price:	\$21,292.38

Proposal for Extra Work at Alta Lakes CDD

Property Name	Alta Lakes CDD	Contact	Lesley Gallagher
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 - Proposal to repair irrigation at front entrance/exit monument sign
 Project Description Alta Lakes - Proposal to repair irrigation at front entrance/exit monument sign

Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
40.00	HOUR	Tech labor to complete repair (2-techs, 20 hrs ea)	\$85.00	\$3,400.00
20.00	EACH	6" Spray head	\$41.66	\$833.20
20.00	EACH	Rotary nozzle	\$20.00	\$400.00
1.00	LUMP SUM	Misc drip fittings	\$20.00	\$20.00
1.00	EACH	1-1/4" Lateral line repair	\$225.00	\$225.00

For internal use only

SO# 8282804
JOB# 346100484
Service Line 150

Total Price \$4,878.20

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

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Customer

Property Manager	
Signature	Title
Lesley Gallagher	January 15, 2024
Printed Name	Date

BrightView Landscape Services, Inc. "Contractor"

Irrigation Manager	
Signature	Title
Alan John Wojciechowski	January 15, 2024
Printed Name	Date

Job #:	346100484		
SO #:	8282804	Proposed Price:	\$4,878.20

Tab 10

SOLITUDE

LAKE MANAGEMENT



Alta lakes

Waterway Inspection Report

Reason for Inspection: Quality Control

Inspection Date: 2024-01-12

Prepared for:

Lesley Gallagher
Rizzetta & Company
904.436.6270 Ext. 4637
Lgallagher@rizzetta.com

Prepared by:

Jacksonville Field Office
SOLITUDELAKEMANAGEMENT.COM
888.480.LAKE (5253)

Site: 1



Comments: Normal growth observed
Light algae in waterbody. Very shallow. Shorelines are looking healthy

Site: 2



Comments: Site looks good
Minor planktonic algae building up in waterbody. Shorelines are looking good.

Site: 3



Comments: Normal growth observed
Minor planktonic algae building up in the waterbody.

Site: 4



Comments: Normal growth observed
Some submerged weeds, but nothing alarming. Shorelines are looking good at this time.

Site: 5



Comments: Normal growth observed
Shoreline grasses are decomposing from previous treatments. Some new growth is coming through as well.

Site: 6



Comments: Normal growth observed
Medium amount of planktonic algae, but nothing alarming. Shoreline's are looking good at this time.

Site: 7



Comments: Normal growth observed
Large amount of planktonic algae building up in the corner of pond.

Site: 8



Comments: Site looks good

Site: 9



Comments: Normal growth observed
Light amount of Filamentous algae building up in the corners. Normal treatment will get that back up to par

Site: 10



Comments: Site looks good

Site: 11



Comments: Site looks good

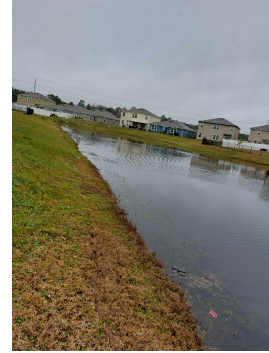
Very small amount of trash and Filamentous algae building up in the corner of pond. Normal treatment will bring this back up to par.

Site: 12



Comments: Site looks good

Site: 13



Comments: Normal growth observed
Medium amount of hydrilla in the pond. Shorelines are decomposing from previous treatments.

Site: 14



Comments: Requires attention
Shorelines need attention, but a couple of treatments will get this back on track.

Site: 15



Comments: Site looks good

Site: 16

Comments:

Site: 17



Comments: Site looks good

Site: 18



Comments: Normal growth observed
Light algae along the edge. Shorelines are good.

Site: 19



Comments: Normal growth observed
Small amount of planktonic algae building up by the boat launch.

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. Our main attention is given to invasive grasses such as Torpedograss and Alligatorweed, which grow quickly and are therefore more difficult to control. Other controlled grasses/brush include Primrose willow, Pennywort (a.k.a Dollarweed), and other nuisance vegetation. Grasses are sprayed if they enter the water, however, the banks are not sprayed, in order to mitigate erosion, and are trimmed/cut at the Association's/ Homeowners' discretion.

We will continue to monitor and treat the ponds at Alta Lakes as a part of our monthly scheduled maintenance and as needed. In addition to our regular services, our team is capable of performing nutrient abatement treatments, water clarification, a wide range of water quality testing, shoreline erosion restoration, dredging, and bathymetric mapping.

Best Regards,

Adam Clark
Account Manager

Recommendations/Action Items

Tab 11

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

Alta Lakes CDD Vacant Board Seat

The Alta Lakes CDD Board is seeking qualified electors to fill a vacant CDD Board Seat. The requirements to service 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 three hours, depending on 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 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 the Duval 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/or resume to the attention of the District Manager, Lesley Gallagher, at 3434 Colwell Ave., Suite 200, Tampa, Florida 33614 or email to Lgallagher@rizzetta.com by noon on November 16, 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 the resumes at its November 29th, 2023 Board meeting at 10am and **requests that all applicants attend this meeting** at the Alta Lakes CDD Amenity Center located at 3108 Alta Lakes Blvd, Jacksonville, Florida 32226.

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

Andre Lamar Mills
Dre92126@yahoo.com
619.241.3963

August 4, 2023

Recipient Alta Lakes CDD

RE: Enthusiastic and Hard-Working Community Development District Board Member

Dear Search Committee,

As an ambitious professional with critical thinking proficiency and extensive Chief Executive Officer experience, I was thrilled to learn about the Community Development District Board Member opening. I was compelled to contact you with my interest as it would a great opportunity to give back to my community and a privilege to be considered for such an opportunity with Alta Lakes. I believe that my professional background and industrialist drive make me an ideal candidate to fill this position.

I use to thrive in high-pressure and fast-paced situation as a member of the US Navy but now I am retired for the 2nd time, striving for positive results by applying my decision making and teamwork abilities. Further, I possess expertise in critical thinking and insight for maximizing performance and inspiring colleagues. I am able to visualize success and identify unconventional yet highly effective strategies for achieving it.

I have skillfully balanced organizational objectives and productive relationships, strategizing and recommending ways in which to achieve and maintain a competitive business edge. My communication and management talents have supported my professional growth.

My previous experience working as Owner and Chief Executive Officer for You and I service, gave me governmental, community and private experience. I have an excellent track record of Building and following up. My expertise in organization and forward thinker makes me a great addition to your team.

Enclosed, please find my resume for your review. I will look forward to contacting you within the week so we can discuss the next step in your selection process. In closing, thank you for your time and consideration of my candidacy.

Thank You

Andre Mills

Andre Lamar Mills
11458 Sheepshead LN, Jacksonville, FL 32226
Cell 619-241-3963
E-mail - dre92126@yahoo .com

Professional with over 30 years of experience in cost estimating, cost control, and project management, including more than 25 years with Quality Control. Proven record of success analyzing all aspects of a project or area of responsibility, investigating and determining if monies are distributed appropriately, improving the estimating process for actual, reducing expenses, and improving the efficiency of operations.

You and I Services LLC Chief Executive Officer 2017 -2021

Responsible for 15 employees the daily operation of all programs
Independent Living, Supportive Living, **Community Based Day Program**, Tailored Day Services and Mobility training.

Company Technical Writer researched, wrote, edited and proofread technical data for use in documents or sections of documents such as manuals, procedures and specifications. Ensure technical documentation were accurate, completed, meet editorial, company, city and state specifications and adheres to standards for quality, graphics, coverage, format and style.

Specific curricular areas include but are not limited to:

- Vocational development-job readiness
- Job readiness / Employment / Microenterprise- starting businesses
- Independent living skills
- Mobility training- learn public transportation routes
- Self-care / Parenting Skills
- Self-advocacy / Self-Motivation
- Sexuality education
- Access to community resources
- Recreation skill development
- Socialization/Relationship building-focusing on developing an array of relationships and friendships

A Better Life Together Chief Operating Officer 2009- 2017

Responsible for 115 employees the daily operation of all programs
Independent Living, Supportive Living, **Community Based Day Program**, Tailored Day Services and Mobility training.

Company Technical Writer researched, wrote, edited and proofread technical data for use in documents or sections of documents such as manuals, procedures and specifications. Ensure

technical documentation were accurate, completed, meet editorial, company, city and state specifications and adheres to standards for quality, graphics, coverage, format and style. Prepared draft material for internal review by company Chief Executive Officers and subject matter experts and final review by company Chief Executive Officers and subject matter experts, city of San Diego and state of California.

Specific curricular areas include but are not limited to:

- Vocational development-job readiness
- Job readiness / Employment / Microenterprise- starting businesses
- Independent living skills
- Mobility training- learn public transportation routes
- Self-care / Parenting Skills
- Self-advocacy / Self-Motivation
- Sexuality education
- Access to community resources
- Recreation skill development
- Socialization/Relationship building-focusing on developing an array of relationships and friendships

A Better Life Together Safety Officer

US NAVY 1985 - 2005

Problem Solving, Adaptability, Collaboration, Strong Work Ethic, Time Management, Critical Thinking, Self-Confidence, Handling Pressure, Leadership and Creativity

Work center Supervisor oversaw the daily operation within Air Department / Bow Catapult Branch, Supervision of 2 crews consisting of 150 personnel, implement trainings / qualifications for personnel; maintain business coalitions between the Air Department / Catapult Branch and other military contractors. Managed and review maintenance schedules and assigns accordingly, Supervises the use of blueprints, maintenance publications, maintains custody records prepares data for equipment logbooks, disassemble, and replace defective parts.

*** Navy Damage Control Shipboard Training Teams for USS John F Kennedy, USS Eisenhower and USS Ronald Reagan.**

TRAINING TEAM FUNCTIONS Training team provided five general functions. Plan, brief, conduct, pre-briefing and debriefing training using applicable instructions and publications. They are as follows:

1. TRAINING. Training included both individual and team training and encompasses Shipboard Training Teams and debriefing actions as well as providing feedback during actual training scenario.
2. EXERCISED CONTROL. Exercised control includes initiation of the exercise and provides responses to watch stander/team actions.
3. EXERCISE ROLE-PLAY. the training teams performed various positions in a damage control training / firefighting /chemical attacks / medical emergencies scenario.

4. DRILLS. As part of the training team we developed drill packages and then conducts the drill. The team evaluated the drill results and afterward critiques the results with drill participants.

5. MONITOR SAFETY. Safety was ALWAYS a paramount concern. Training would have been immediately stopped if any unsafe condition develops during an exercise or drills

Transient Personnel Unit/Pre-Trial Confinement Facility NAS Jacksonville

Barracks Manager worked expeditiously and efficiently to process Navy personnel who are in route to their next naval assignment or awaiting medical treatment, disciplinary action, or discharge/retirement to the civilian community. Ensured proper customer service and compliance with appropriate mandates of the disciplinary barracks program, received and processed complaints and related investigations concerning barracks residents, processed requests for permanent and temporary quarters, scheduled and coordinated the maintenance and repair of barrack units and conducting follow-up inspections to verify that all discrepancies were corrected.

National University 2006-2008

Performed semi-skilled task independently or part of a regular maintenance crew. Responsible for maintenance and repair of building and related facilities and equipment using tools of the trade. Tasked included repairing appliances, plumbing, small electrical projects, pumps and interior/exterior lighting. Servicing all properties and campus locations from San Diego to Los Angeles

United States Postal Service 2009

Separated all classes of mail, Culls, faces, and cancels mail. Loading, unloading, and moving bulk mail. Emptied mail from mail containers (bags, hampers, etc.) and loaded mail into mail containers. Performed other duties incidental to the moving and processing of mail and related mail handling equipment. In addition, performed other miscellaneous duties, as assigned. Exercised normal protective care for equipment and materials used. Exercised and trained co-workers in regards for safety of self and others. Operates equipment assigned to the jurisdiction of the Mail Handler Craft. Promoted to supervisor 45 days into my 90-day probation period.

Volunteer

Provide excellent service to eligible veterans, family members and military students applying for and receiving Department of Veteran Affairs (VR&E) benefits. Help veterans apply for eligible veterans apply for Department of Veteran Affairs disability benefits with a 96 % success rate. Vice President *Hillsborough* Master *Homeowners Association* a community of 680 homes in *San Diego California*

Education and Training

National University, San Diego, BA English degree minor Sociology July 2010

Naval Leadership School, Jacksonville, Florida Certificate

GPA: 3.5. Leadership- principles of supervision, leadership development

Microsoft Office products (Word, Excel, PowerPoint, & Outlook)

Personal Community Health- fitness and conditioning

Advance Life support - first aid, CPR, CPI and safety.

Honors and Awards

United States Department of the Navy, 1985 to 2005. Secretary of the Navy Citation, Armed Force Expeditionary Medal, Navy and Marine Corps Medal, (3) Navy and Marine Corps Achievement Medals, Meritorious Medal, (5) Good Conduct Awards, (2) National Defense Service Medals, Southwest Asia Service Medal with Bronze Star, NATO Medal and (3) Sea services ribbons, Postal Service Outstanding supervisor of the quarter, and National University Star of the month.

Tab 12

**ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
OATH OF OFFICE**

I, _____, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.

Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing oath was administered before me by means of physical presence or online notarization this ____ day of _____, 20____, by _____, who personally appeared before me, and is personally known to me or has produced _____ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of _____ District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)

Notary Public, State of Florida

Print Name: _____

Commission No.: _____ Expires: _____

TAB 13

RESOLUTION 2024-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT REDESIGNATING THE ASSISTANT 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 Cassidy Hardison as Assistant Secretary pursuant to Resolution 2023-07, Carol Brown as Assistant Secretary pursuant to Resolution 2023-07; and vacant pursuant to Resolution 2023-07.

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

Section 1. _____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

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

PASSED AND ADOPTED THIS 24th DAY OF JANUARY 2024.

ATTEST:

**ALTA LAKES
COMMUNITY DEVELOPMENT
DISTRICT**

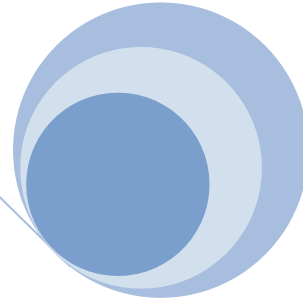
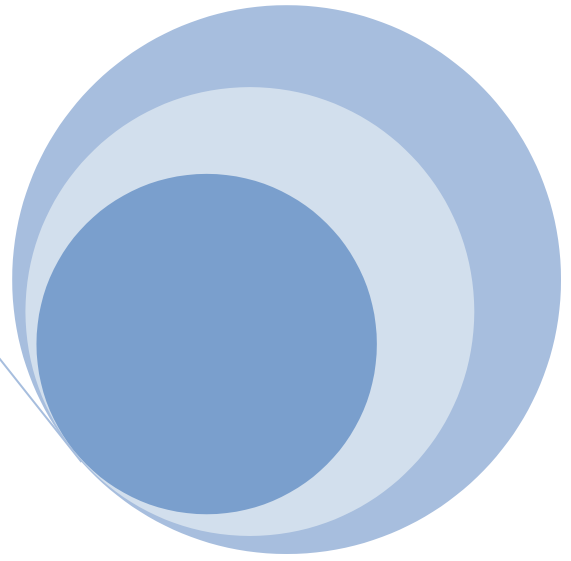
ASSISTANT SECRETARY

CHAIRMAN/VICE CHAIRMAN

TAB 14



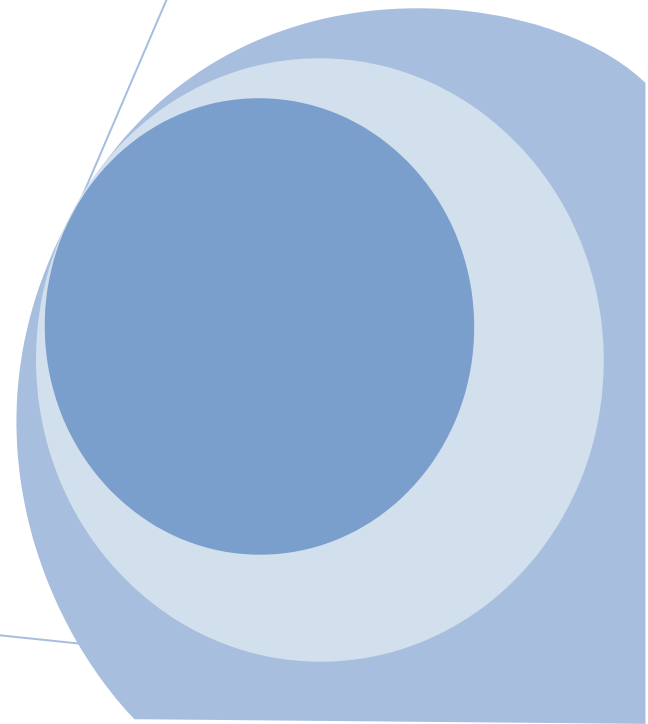
First Coast
CMS



Alta Lakes CDD

Field Report Jan 2024

First Coast CMS LLC





Pools

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

Maintenance and Facility

Staff installed “NO ATV/Motorcycle” signs on the white vinyl fence that surround the soccer field

The playground gate/fence that was damaged by the residents ATV was repaired at the expense of the resident.

Facility rules sign was reattached to the pool gate that is across from the playground

A/C system in gym was serviced by Bowman AC

Window Glass in gym was replaced on 12/19 by Lee & Cates as approved by Board at last meeting

Staff received reports of ant mounds on Soccer Field. Our staff applied several bags on ant killer on dozens of visible mounds.

Inspection of Amenity Center showed that there are several trees that have grown too large and are hitting the building. This will eventually lead to damage of the gutter/roof system. We also received same report from Pest Control company that this could eventually lead to insect/rodent issues of the building. We contacted Brightview and requested proposal to remove trees

There is a portion of vinyl soffit on the pool side that is sagging, mostly likely due to wind damage. Our staff is working on getting this issue resolved ASAP by a contractor.

Staff installed steel dead blanks on the top of the gym and rental room doors to brace them from further damage. The doors had become damaged in the past as an attempt to gain entry without access cards.

American Electrical was contacted to correct to electrical issues. The first issue was that the switch that operates the fans was never installed correctly, causing the fans outside the rental room to run constantly. This wiring was corrected. The electrician also had to replace the photoelectric cell on the back entrance monument that controls the landscape lighting.

It has been six months since our last pressure washing and the facility is once again due. We have received two estimates to have the Amenity Center pressure washed and expect a third prior to the meeting. We also have a proposal to pressure wash the sign monument at the New Berlin Entrance to the community.

A City of Jacksonville, Bike Lane sign was hit by a vehicle and was laying on the ground near the main community entrance. This was reported to the City for Repair.

Soccer Shots began their Winter Season on Jan 13th. To date, we have not received any negative feedback about the program.

Another light pole was hit by a vehicle and reported to JEA for repair.

Staff performed an early morning streetlight check on the week of 1/08/2024 and found 8 streetlights to be inoperable or malfunctioning. These were reported to JEA for repair. A follow up inspection on week of 1/15 found that these had been addressed by JEA.

All fire extinguishers were inspected and recertified on 12/28

Our staff met with D and R Contractors onsite to discuss painting the Gym. The price quoted to paid the walls and all trim came to \$4,685. We are going to get more prices from painters and submit to the Board at the next meeting.

Entrance Fountain – We received report that the feature motor on the southside feature has stopped working. We have requested a proposal from Innovative Fountain and Florida Pump Service for repair.