



Rizzetta & Company

Alta Lakes Community Development District

**Board of Supervisors' Meeting
April 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	Ben Pfuhl	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

April 16, 2024

FINAL AGENDA

Dear Board Supervisors:

The meeting of the Board of Supervisors of the Alta Lakes Community Development District will be held on **April 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' Special Meeting held January 24, 2024.....Tab 1
 - B. Ratification of Operations & Maintenance Expenditures for January, February & March 2024.....Tab 2
- 4. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer - *(Under Separate Cover)*
 - 1.) Annual Engineer's Report
 - C. Aquatic Maintenance Manager.....Tab 3
 - 1.) Solitude Lake Management Report
 - D. Landscape Manager.....Tab 4
 - 1.) BrightView Landscape Report
 - 2.) Consideration of Entry Landscape Replacement & Irrigation Repair Proposals – *(Under Separate Cover)*
 - E. Amenity Manager.....Tab 5
 - 1.) First Coast CMS Report
 - F. District Manager.....Tab 6
 - 1.) Presentation of Registered Voter Count
- 5. BUSINESS ITEMS**
 - A. Consideration of Resignation of Andre Lamar Mills.....Tab 7
 - B. Consideration of Resolution 2024-03; Re-designating Officers.....Tab 8
 - C. Consideration of Appointment to Vacant Board Seat #4.....Tab 9
 - D. Consideration of Fence Proposal(s) for Red Koi Drive Area – *(Under Separate Cover)*
 - E. Consideration of Resolution 2024-04; Landowner Election.....Tab 10
 - F. Presentation of Proposed Budget for Fiscal Year 2024-2025.....Tab 11
 - 1.) Consideration of Resolution 2024-05; Approving the Fiscal Year 2024-2025 Proposed Budget and Setting the Public Hearing
 - G. Consideration of Future Horizons Renewal Proposal.....Tab 12

6. Supervisor Requests and Audience Comments

7. 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,

Ben Pfuhl

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 **January 24, 2024, at 6:00 P.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
Andre Lamar Mills	Board Supervisor

Also present were:

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, First Coast CMS
Chris Ernst	BrightView Landscape
Jordan Creel	BrightView Landscape
Adam Grayson	Solitude Lake Management (speakerphone)

Public audience members present.

FIRST ORDER OF BUSINESS

Call to Order

Mr. Wilkins called the meeting to order at 6:00 p.m. and Ms. Gallagher proceeded with the meeting.

SECOND ORDER OF BUSINESS

**Audience Comments on
Agenda Items**

Audience comments were heard on Pond 18, the entry fountains and the trash can at the mailbox.

The Board moved to agenda item 5A.

THIRD ORDER OF BUSINESS**Staff Reports – Part A****A. District Engineer****1.) Update on Alta Drive Construction Damage****2.) Discussion Regarding Red Koi Pond Bank & Fencing Proposals**

Mr. Dunn updated the Board that a letter had been sent by District Counsel to the General Counsel of JTA regarding the Alta Drive Improvement Damage and as of the meeting a response had not yet been received.

Ms. Gallagher then updated the Board that as requested at the last meeting alternate access points for maintenance has been reviewed and the best option was identified to be the 10-foot easement behind lots 55 and 56 in phase 5. She also updated the Board that a trench has been dug into the easement that would require repairs and no trespassing signs posted in the easement at lot 56 that would need to be removed (Exhibit A). It was noted that only the trench in the easement portion would be repaired. Ms. Gallagher then reviewed for the Board that updated fencing proposals had been received to address the pond slope safety concern adjacent to 11546 Red Koi.

Mr. Dunn updated the Board that he understands the owner of 11546 Red Koi has erosion concerns and that the inspector would pay particular attention to this area during the annual inspection.

The Board then heard further audience comments regarding erosion concerns along this pond and private property concerns.

Mr. Ortega inquired about the cost associated with a retaining wall. It was noted that the design was presented at the last meeting, but no direction has been given to obtain pricing. The direction provided was to research alternate access points and for the area to be reviewed during the annual inspection.

The Board heard objections to fencing from the owner of property at 11546 Red Koi and his concern that this would not resolve erosion issues.

The Board requested that any erosion be confirmed prior to taking any further action and requested that a representative from the District Engineer's office meet with the Chairman and property owner on site. Ms. Gallagher requested that the Board consider installing some form of temporary fencing for this area since the Board will not meet again until the end of March and the District Engineer has recommended this slope be addressed. Discussion ensued regarding fencing or cautioning off the area in question, and the Board approved the District Manager and Counsels recommendation to act and approved Mr. Ortega to volunteer to install stakes and caution tape.

The Board moved back to agenda item 3A.

91 **FOURTH ORDER OF BUSINESS****Consideration of Minutes of the
Board of Supervisors' Meeting
held November 29, 2023**92
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On a motion by Mr. Wilkins, seconded by Mr. Dixon, with all in favor, the Board approved the minutes of the Board of Supervisors' meeting held November 29, 2023, for Alta Lakes Community Development District.

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96 **FIFTH ORDER OF BUSINESS****Ratification of Operations &
Maintenance Expenditures for
October, November &
December 2023**97
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On a Motion by Mr. Wilkins, seconded by Mr. Dixon, with all in favor, the Board ratified Operations & Maintenance Expenditures for October 2023, in the amount of \$34,687.82, November 2023, in the amount of \$27,305.40, and December 2023, in the amount of \$29,880.90, for Alta Lakes Community Development District.

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102 **SIXTH ORDER OF BUSINESS****Consideration of Pond
Maintenance Proposals**103
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- 1.) Solitude Renewal Proposal
- 2.) Revised J&J Aquatics Proposal

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Ms. Gallagher reviewed that Solitude Lake Management has provided a renewal proposal holding pricing for an additional year rather than the 4% annual escalation in the current agreement and that following the last meeting and at the request of the Board, J&J Aquatics had reviewed the ponds again and provided an updated proposal. The annual fee for Solitude with inspections three times per month was \$20,832 and the annual fee for J&J was \$24,931.56 per year with inspections once per month during the months of November, December, January, and February, and twice per month all remaining months. J&J's proposal noted that the pricing was locked for two years. Solitude then also noted that they would hold their pricing for two years. Mr. Ortega asked J&J if they could reduce their pricing further to the budget amount of \$21,500 per year. Discussion ensued regarding the use of sonar and the cost associated with this method of treatment. Mr. Louks from J&J said that reducing the price further would limit the ponds that he could use sonar in and that the focus to try to eradicate hydrilla would then need to be in the smaller ponds. The larger ponds would continue to still be treated but he noted that there would not be the eradication that he had discussed at the last meeting and agreed to reduce pricing to \$21,500 per year for two years if that expectation was acceptable to the Board.

On a Motion by Mr. Ortega, seconded by Mr. Wilkins, with all in favor, the Board approved not renewing the Solitude agreement at the end of the term and entering

into an agreement with J&J Aquatics April 1st at a contract amount of \$21,500 per year for a two-year term, for Alta Lakes Community Development District.

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The Board moved to agenda item 5B.

SEVENTH ORDER OF BUSINESS **Staff Reports – Part A**

B. Landscape Manager

1.) BrightView Landscape Report, Dated January 15, 2024

Mr. Ernst reviewed his report found under Tab 6 of the agenda and updated the board that Mr. Creel would be taking over as the account manager due to a shift in their portfolios.

2.) Consideration of Updated Proposal for Plant Bed Enhancements

Tabled.

3.) Consideration of Proposals for Tree Removal at Amenity Center

- i.) Transplant Crepe Myrtle**
- ii.) Flush Cut Italian Cypress**

It was noted that these proposals were requested as these trees were damaging gutters and facia due to their height and how close they were planted to the building. The Board reviewed these two BrightView proposals and approved the proposal to flush cut and remove 7 Italian Cypress Trees for \$2,238.55

On a Motion by Mr. Wilkins, seconded by Mr. Dixon, with all in favor, the Board approved the proposal to flush cut and remove 7 Italian Cypress Trees, in the amount of \$2,238.55, for Alta Lakes Community Development District.

4.) Review of Options for Entrance Restoration and Irrigation Repairs

- i.) Option #1 Proposal for Damaged Plant Replacement**
- ii.) Option #2 Proposal for Plant-Sod Fill**
- iii.) Consideration of BrightView Irrigation Repair Proposal**

Tabled while waiting for a JTA response.

The Board moved back to 4B.

166 **EIGHTH ORDER OF BUSINESS**

Consideration of Pressure Washing Proposal(s)

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Mr. Shiver reviewed the proposals found under Tab 4 of the agenda to pressure wash the amenity building and back entry monument and also updated the Board that he received a 4th proposal from Hydoclean that had just come in with a proposed amount of \$1,000.00. The Board approved the Krystal Klean proposal in the amount of \$675.00 for pressure washing the amenity building and back entry monument.

On a Motion by Mr. Ortega, seconded by Mr. Wilkins, with all in favor, the Board approved the Krystal Klean proposal in the amount of \$675.00 for pressure washing the amenity building and back entry monument, for Alta Lakes Community Development District.

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176 **NINTH ORDER OF BUSINESS**

Staff Reports – Part A

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B. Aquatic Maintenance Manager

1.) Solitude Lake Management Report, Dated January 12, 2024

180 The Solitude Lake Management report contained photos and additional detail about
181 treatment as requested.

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183 **TENTH ORDER OF BUSINESS**

Consideration of Appointment to Vacant Board Seat #4

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On a Motion by Mr. Wilkins, seconded by Mr. Dixon, with all in favor, the Board appointed Andre Mills to the vacant seat #4, for Alta Lakes Community Development District.

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187 **ELEVENTH ORDER OF BUSINESS**

Administration of Oath of Office

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Mr. Mills took his oath of office.

192 **TWELFTH ORDER OF BUSINESS**

Consideration of Resolution 2024-02; Redesignating Assistant Secretary

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On a Motion by Mr. Wilkins, seconded by Mr. Ortega, with all in favor, the Board adopted resolution 2024-02 and appointed Timothy Dixon, Melissa Dobbins and Andre Mills as Assist. Secretaries, for Alta Lakes Community Development District.

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200 **THIRTEENTH ORDER OF BUSINESS****STAFF REPORTS – PART B**

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A. District Counsel

203 Mr. Magee reviewed a memorandum that had been circulated from his office regarding the
204 ethics training requirements for Board Supervisors effective January 1, 2024, and updated
205 Mr. Mills that the District Manager would forward a copy of this to him also.

206

207 Mr. Magee noted that the Form 6 was not required to be filed out by Board Supervisors
208 like the Form 1 is and that the Form 1 will be submitted electronically beginning this year
209 and not through the Supervisor of Elections Office.

210

211 He also provided a brief overview of the Sunshine Law for Mr. Mills and noted that his firm
212 would forward out additional information on this to him directly.

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B. Amenity Manager215 **1.) First Coast CMS Field Report, Dated January 2024**

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217 Mr. Shiver reviewed his report found under Tab 14 of the agenda. He requested that the
218 splash pad be shut down until March 1st due to the water temperature being cold in an
219 effort to reduce electric costs, the Board approved. Mr. Shiver also updated the Board that
220 while Field Services were not part of the current agreement with First Coast CMS, his
221 team did perform a ride through of the community to review streetlights and signage and
222 had reported any outages to JEA. The LED lighting under the signage was discussed and
223 noted that this was originally installed by the developer and with the interchangeable
224 colored lighting the CDD installed repairs would not be a warranty item. Mr. Shiver
225 reviewed that he had received a proposal from American Electrical Contracting to make
226 the repair in the amount of \$1,185.00. The Board requested he obtain two other proposals
227 and bring those back to the March meeting for consideration.

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C. District Manager

230 Ms. Gallagher noted again that the qualification period for the general election is noon
231 June 10th through noon June 14th and qualification would be through the Duval County
232 Supervisor of Elections. She also noted that the September 27, 2023 minutes reflect a
233 property address as 339 Blue Catfish under the audience comments at the start of the
234 meeting regarding a fallen tree that was not reported as a hazard and that this address
235 should be 3391 Blue Catfish and requested authorization to make the correction to the
236 adopted minutes. The Board authorized. She shared with the Board that the owner of this
237 property had recently contacted her office to report the remaining trees behind her home
238 as hazards and that BrightView reviewed this area and had reported back that there were
239 no hazards at this time.

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243 **FOURTEENTH ORDER OF BUSINESS**

**Supervisor Requests and
Audience Comments**

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246 **Supervisor Requests**

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248 The Board asked Mr. Shiver if the resident responsible for the fence damage to the
249 playground had paid for the repair. Mr. Shiver confirmed that yes, the work was
250 completed after the responsible resident obtained a proposal for the repair. Mr. Shiver
251 verified the scope and insurance prior to the work being completed.

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253 **Audience Comments**

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255 There were no remaining audience members present.

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257 **FIFTEENTH ORDER OF BUSINESS**

Adjournment

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On a motion by Mr. Dixon, seconded by Mr. Ortega, with all unanimously in favor, the Board adjourned the meeting at 8:07 p.m., for Alta Lakes Community Development District.

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Secretary / Assistant Secretary

Chairman / Vice Chairman

DRAFT

Exhibit A



Exhibit B



ESTIMATE

EST-000163

Estimate Date: Jan 12, 2024

Expiry Date: Feb 09, 2024

FROM:

Local Fountain Expert
105 Bluffton Court
St. Augustine, FL, 32092
Email: office@yourfountainexpert.com
Phone: (904) 206-8355

TO:



Alta Lakes Drive
Attn: Tony Shiver
3108 Alta Lakes Boulevard
Jacksonville, FL, 32226
Phone: (904) 506-8410

JOB LOCATION:

Alta Lakes Drive
3108 Alta Lakes Boulevard
Jacksonville, FL, 32226
Phone: (904) 506-8410

JOB:

Alta Lakes - Maintenance

#	Services	Discount	Total
1	 Good - Monthly Maintenance	\$0.00	\$550.00
<p>This service occurs 12x a year. Your Local Fountain Expert will clean debris from the basins, service the filter, strainers & refill the chemicals to keep algae and other growth at bay. This plan includes time to be spent working on the decreasing the calcium. We will also perform a full 12 point inspection verifying full and proper operation.</p> <p>**Priced per visit</p>			
2	 Better - Bi-Weekly Maintenance	\$0.00	\$605.95

Services

Discount

Total

This service occurs 26x a year or every other week. Your Local Fountain Expert will clean debris from the basins, service the filter, strainers & refill the chemicals to keep algae and other growth at bay. This plan includes time to be spent working on decreasing the calcium. We will also perform a full 12 point inspection verifying full and proper operation.

*Price reflects monthly total

**Calcium is a normal part of North Florida Fountains, we will work to keep calcium from getting worse while attempting to decrease current scales.

3



Best - Weekly Maintenance

\$0.00

\$650.00

If you want your fountain to always look its best, this is the service for you. This service occurs weekly or 52 times a year. Your Local Fountain Expert will clean debris from the basins, service the filter, strainers & refill the chemicals to keep algae and other growth at bay. This plan includes time to be spent working on decreasing the calcium. We will also perform a full 12 point inspection verifying full and proper operation.

*Price reflects monthly total

**Calcium is a normal part of North Florida Fountains, we will work to keep calcium from getting worse while attempting to decrease current scales.

Accepted payment methods

Credit Card, Check, Cash, Direct Deposit

Message

I would be happy to have an opportunity to work with you and take care of the Alta Lakes Neighborhood fountains.

Terms

By signing a contract you are signing a legally binding contract for work to be performed.

This estimate is an approximation and is not guaranteed. Actual cost may change once all project elements are finalized or negotiated. Prior to any changes of cost, the client will be notified.

Services. Upon acceptance, we will perform the services described in this estimate. Any additional services requested by you and not included in this estimate will incur additional charges.

Schedule. The services will be completed and will be made in accordance with the schedule agreed upon.

Changes. Changes in the specifications, quantities, schedule or other aspects of the services that are requested or approved by you do not become binding unless accepted in writing. Any such changes may result in additional or increased charges, and you agree to pay such increased charges.

Taxes. You will be responsible for payment of all applicable federal, state and local taxes.

Payment Terms. All invoices for services covered by the estimate are payable upon completion of work or date stated on the invoice.

Late Charges; Interest. Any invoices not paid by you on the date of completion may bear interest after the due date until the invoice is paid.

We abide to all of the statements stated on this estimate - Service Terms and Conditions.

If applicable, client agrees to authorize us on their property for the purposes of performing the services stated on this estimate. Client understands that although we try our best to provide you with an accurate timeframe, there is

no set timeframe for the completion of services and several visits to the property may be required. The time stated on your appointment is just an arrival window, we will be sure to contact you when we are on our way. We also have permission to visit the property with little or no notice to assess service needs prior to the date of service, as well as to check completion after services have been rendered.

Client agrees to allow us to utilize any photos, descriptions, reviews, quotes, texts or videos of the property for marketing purposes.

By inquiring about our services or doing business with us, you are giving your consent to receive notifications and messages (e-mail or text) regarding our promotions or services.

Again, we appreciate you agreeing to these terms and conditions as we only set them in place to ensure everyone's safety and satisfaction. If you have any questions regarding these Terms and Conditions, please reach out to us.

You can be confident, that our goal is to provide you with the highest quality of service! We look forward to working with you!

Business powered by [Markate.com](https://www.markate.com)

Tab 2

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

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

**Operations and Maintenance Expenditures
January 2024
For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2024 through January 31, 2024. This does not include expenditures previously approved by the Board.

The total items being presented:

Approval of Expenditures: **\$44,921.38**

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures

January 1, 2024 Through January 31, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
BrightView Landscape Services, Inc.	100272	8721106	Landscape Maintenance 12/23	\$ 7,956.00
BrightView Landscape Services, Inc.	100276	8727896	Landscape Maintenance 01/24	\$ 7,956.00
COMCAST	Comcast010824	8495 74 120 3378488 01/24 Autopay	Monthly Cable & Internet 01/24	\$ 298.51
Doody Daddy, LLC	100281	2310-2	Pet Waste Station Maintenance 10/23	\$ 86.00
Doody Daddy, LLC	100282	2401-AL	Pet Waste Station Maintenance 01/24	\$ 447.00
Dunn & Associates, Inc.	100283	24-108	Engineering Svs 01/24	\$ 313.75
First Coast Contract Maintenance Service, LLC	100270	8229	Reimbursable Expenses 01/24	\$ 2,588.00
First Coast Contract Maintenance Service, LLC	100280	8244	Reimbursable Expenses 12/23	\$ 3,749.26
First Coast Contract Maintenance Service, LLC	100284	8304	Reimbursable Expenses 01/24	\$ 1,143.18
Hi-Tech System Associates	100277	397511	Security & Video Monitoring 01/24	\$ 555.00
Innersync Studio, Ltd	100278	21905	Website Services 01/24	\$ 384.38

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures

January 1, 2024 Through January 31, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Innovative Fountain Services	100273	20245518	Fountain Maintenance 12/23	\$ 968.96
JEA	JEA01242024	9415158183 12/23 Autopay	Account #9415158183 Utility Services 12/23	\$ 4,870.75
Kutak Rock, LLP	100274	3329089	Legal Services 11/23	\$ 868.00
Massey Services, Inc.	100271	56103490	Pest Control Services 12/23	\$ 65.00
Massey Services, Inc.	100285	56711538	Pest Control Services 01/24	\$ 65.00
Nelson Ortega	100287	NO012424	Board of Supervisors Meeting 01/24/24	\$ 200.00
Perret and Associates, Inc.	100275	2019-1528-6	Topographic Survey 11/23	\$ 450.00
Republic Services	RS010824	0687-001383297 01/24	Waste Disposal Services 01/24	\$ 303.67
Rizzetta & Company, Inc.	100268	INV0000086451	District Management Fees 01/24	\$ 4,516.92
Rizzetta & Company, Inc.	100269	INV0000086371	Dissemination Services FY 23-24	\$ 5,000.00
Solitude Lake Management, LLC	100279	PSI038593	Lake & Pond Maintenance 01/24	\$ 1,736.00
Sylvester Wilkins	100288	SW012424	Board of Supervisors Meeting 01/24/24	\$ 200.00

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures
January 1, 2024 Through January 31, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Timothy Dixon	100289	TD012424	Board of Supervisors Meeting 01/24/24	\$ <u>200.00</u>
Report Total				\$ <u>44,921.38</u>

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

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

**Operations and Maintenance Expenditures
February 2024
For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2024 through February 29, 2024. This does not include expenditures previously approved by the Board.

The total items being presented:

Approval of Expenditures: **\$23,568.41**

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures

February 1, 2024 Through February 29, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
BrightView Landscape Services, Inc.	100290	8761551	Landscape Maintenance 02/24	\$ 7,956.00
COMCAST	Comcast02072024	8495 74 120 3378488 02/24 Autopay	Monthly Cable & Internet 02/24	\$ 303.97
First Coast Contract Maintenance Service, LLC	100291	8280	Reimbursable Expenses 02/24	\$ 2,588.00
First Coast Contract Maintenance Service, LLC	100292	8356	Reimbursable Expenses 02/24	\$ 1,145.31
Hi-Tech System Associates	100293	399199	Security & Video Monitoring 02/24	\$ 555.00
Jacksonville Daily Record	100295	24-00021D	Legal Advertising 01/04/24	\$ 93.13
JEA	JEA02222024	9415158183 01/24 Autopay	Account #9415158183 Utility Services 01/24	\$ 4,934.85
Kutak Rock, LLP	100294	3342511	Legal Services 12/23	\$ 1,111.50
Massey Services, Inc.	100296	57107717	Pest Control Services 02/24	\$ 65.00
Republic Services	RS02062024	0687-001392155	Waste Disposal Services 02/24	\$ 298.73
Rizzetta & Company, Inc.	100286	INV0000087068	District Management Fees 02/24	\$ 4,516.92
Report Total				<u>\$ 23,568.41</u>

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

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

**Operations and Maintenance Expenditures
March 2024
For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from March 1, 2024 through March 31, 2024. This does not include expenditures previously approved by the Board.

The total items being presented:

Approval of Expenditures: **\$40,406.00**

____ Chairperson

____ Vice Chairperson

____ Assistant Secretary

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures

March 1, 2024 Through March 31, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
BrightView Landscape Services, Inc.	100297	8795637	Irrigation Repairs 02/24	\$ 772.84
BrightView Landscape Services, Inc.	100297	8804506	Landscape Maintenance 03/24	\$ 7,956.00
BrightView Landscape Services, Inc.	100306	8798062	Removed 7 Italian Trees 02/24	\$ 2,238.55
COMCAST	Comcast20240703	8495 74 120 3378488	Monthly Cable & Internet 03/24	\$ 344.37
Doody Daddy, LLC	100307	03/24 Autopay 2403-AL	Pet Waste Station Maintenance 03/24	\$ 447.00
Dunn & Associates, Inc.	100301	24-168	Engineering Svs 02/24	\$ 3,372.45
First Coast Contract Maintenance Service, LLC	100298	8351	Reimbursable Expenses 03/24	\$ 2,588.00
First Coast Contract Maintenance Service, LLC	100298	8389	Reimbursable Expenses 02/24	\$ 665.04
First Coast Contract Maintenance Service, LLC	100302	8416	Reimbursable Expenses 02/24	\$ 439.81
First Coast Contract Maintenance Service, LLC	100311	8476	Reimbursable Expenses 03/24	\$ 1,254.17
Florida Pump Service, Inc.	100308	90783	Motor Repairs 02/24	\$ 3,597.00
Hi-Tech System Associates	100303	400844	Security & Video Monitoring 03/24	\$ 555.00
Innovative Fountain Services	100309	2025239	Monthly Maintenance 02/24	\$ 795.64
Jacksonville Daily Record	100310	24-01474D	Legal Ad 03/24	\$ 96.50

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures

March 1, 2024 Through March 31, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
JEA	JEA20242103	9415158183 02/24	Account #9415158183 Utility Services	\$ 4,135.54
Kutak Rock, LLP	100304	Autopay 3355868	02/24 Legal Services 01/24	\$ 3,308.00
Massey Services, Inc.	100312	57415838	Pest Control Services 03/24	\$ 65.00
Nelson Ortega	100299	020924 Ortega	Material Reimbursement 02/24	\$ 24.14
Republic Services	RS20240803	0687-001392155	Waste Disposal Services 03/24	\$ 302.03
Rizzetta & Company, Inc.	100300	03/24 INV0000087892	District Management Fees 03/24	\$ 4,516.92
Solitude Lake Management, LLC	100305	PSI051569	Lake & Pond Maintenance 03/24	\$ 1,736.00
Solitude Lake Management, LLC	100313	PSI045091	Lake & Pond Maintenance 02/24	\$ <u>1,196.00</u>
Report Total				\$ <u>40,406.00</u>

Tab 3



Work Order 00527037
 Work Order 00527037
 Number
 Created Date 3/25/2024

Account Alta Lakes CDD
 Contact Lesley Gallagher
 Address Yellow Perch Road
 Jacksonville, FL 32226

Work Details

Specialist Treated pond 9, 10, and 14 for algae. Ponds are Prepared By Patrick Williams
 Comments to looking good at this time.
 Customer

Work Order Assets

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

Service Parameters

Asset	Product Work Type	Specialist Comments to Customer
Alta Lakes Cdd-Lake-ALL	TRASH / DEBRIS COLLECTION (IN HOUSE)	
Alta Lakes Cdd-Lake-ALL	SHORELINE WEED CONTROL	
Alta Lakes Cdd-Lake-ALL	LAKE WEED CONTROL	
Alta Lakes Cdd-Lake-ALL	ALGAE CONTROL	
Alta Lakes Cdd-Lake-ALL	MONITORING	
Alta Lakes Cdd-Lake-ALL		Treated pond 9, 10, and 14 for algae. Ponds are looking good at this time.



Work Order 00542129
 Work Order 00542129
 Number
 Created Date 3/25/2024

Account Alta Lakes CDD
 Contact Lesley Gallagher
 Address Yellow Perch Road
 Jacksonville, FL 32226

Work Details

Specialist Treated ponds 16, 2, 3, 4, 5, 6, 7, 15, 19 for Prepared By Patrick Williams
 Comments to grasses and algae with the UTV.
 Customer

Work Order Assets

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

Service Parameters

Asset	Product Work Type	Specialist Comments to Customer
Alta Lakes Cdd-Lake-ALL	TRASH / DEBRIS COLLECTION (IN HOUSE)	
Alta Lakes Cdd-Lake-ALL	SHORELINE WEED CONTROL	
Alta Lakes Cdd-Lake-ALL	LAKE WEED CONTROL	
Alta Lakes Cdd-Lake-ALL	ALGAE CONTROL	
Alta Lakes Cdd-Lake-ALL	MONITORING	
Alta Lakes Cdd-Lake-ALL		Treated ponds 16, 2, 3, 4, 5, 6, 7, 15, 19 for grasses and algae with the UTV.



Work Order 00552030
 Work Order 00552030
 Number
 Created Date 3/25/2024

Account Alta Lakes CDD
 Contact Lesley Gallagher
 Address Yellow Perch Road
 Jacksonville, FL 32226

Work Details

Specialist 3/22- raining during visit. Inspected ponds during Prepared By Patrick Williams
 Comments to the rain. Previous treatments effective.
 Customer

Work Order Assets

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

Service Parameters

Asset	Product Work Type	Specialist Comments to Customer
Alta Lakes Cdd-Lake-ALL	TRASH / DEBRIS COLLECTION (IN HOUSE)	
Alta Lakes Cdd-Lake-ALL	SHORELINE WEED CONTROL	
Alta Lakes Cdd-Lake-ALL	LAKE WEED CONTROL	
Alta Lakes Cdd-Lake-ALL	ALGAE CONTROL	
Alta Lakes Cdd-Lake-ALL	MONITORING	
Alta Lakes Cdd-Lake-ALL		3/22- raining during visit. Inspected ponds during the rain. Previous treatments effective.

Tab 4



Quality Site Assessment

Prepared for: Alta Lakes CDD

General Information

- DATE: Monday, Apr 15, 2024
- NEXT QSA DATE: Wednesday, Apr 16, 2025
- CLIENT ATTENDEES:
- BRIGHTVIEW ATTENDEES: Royce Peaden

Customer Focus Areas

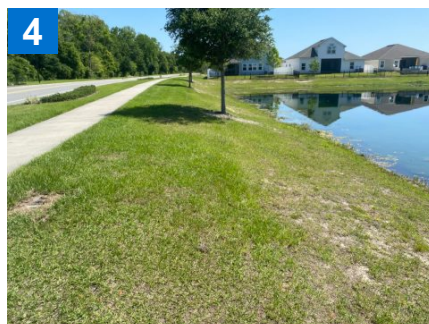
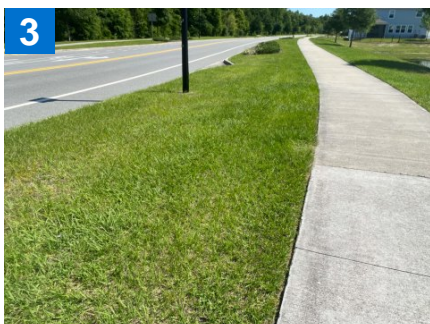
Quality you can count on.

<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

Maintenance Items



- 1** Beds and plants throughout are being detailed on schedule.
- 2** There is a dead Oak Tree along Alta Dr that should be removed/replaced.
- 3** Bahia areas throughout site are showing good color and vigor coming out of Winter.
- 4** Crew is back on summer schedule and mowing cycles are being completed weekly. Crew has done a good job of ensuring turf areas aren't too saturated to mow following recent rains.

Maintenance Items

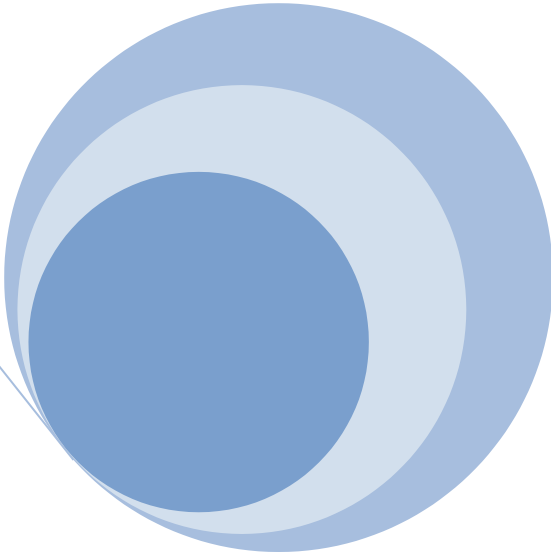


5 Bed areas throughout site are being detailed on a regular schedule.

6 St Augustine grass areas at clubhouse area is still waking up following winter. Invasive Bermuda grass is still slightly dormant, adding to dull appearance. Soil conditions were a bit dry on Monday, 4/15. Irrigation controller was adjusted and recent turf app will help with overall appearance.

7 Plant material throughout site is on regular pruning cycle.

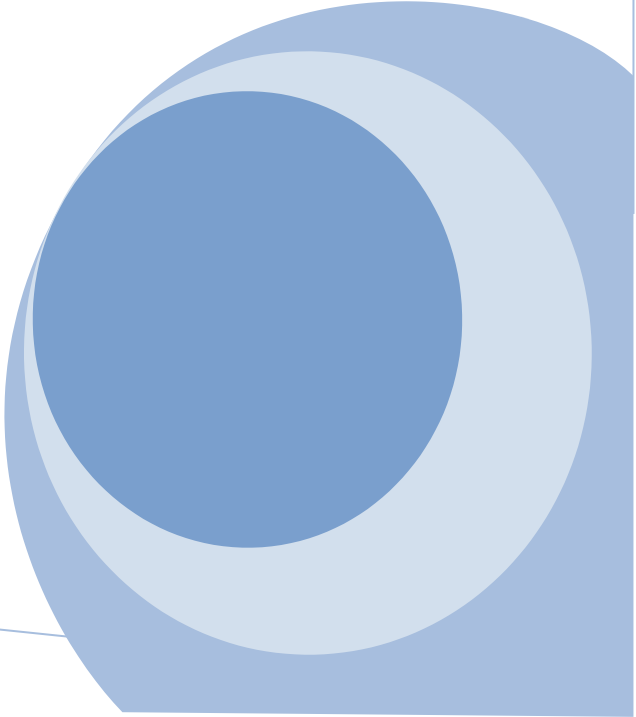
Tab 5



Alta Lakes CDD

Field Report Mar 2024

First Coast CMS LLC



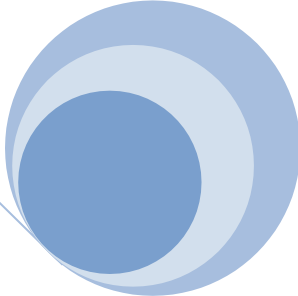
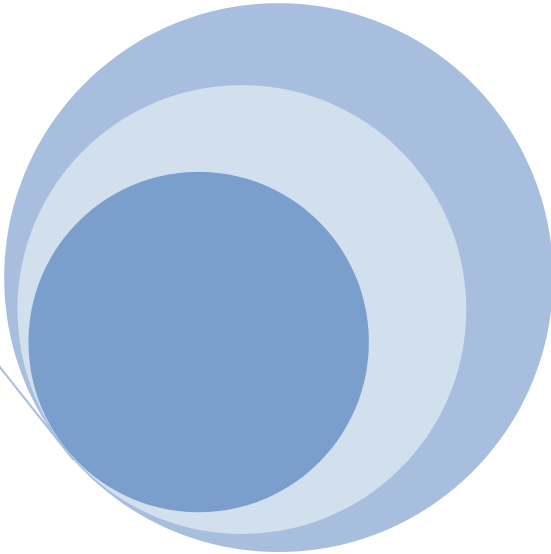


Pools

At this time, there are no mechanical issues regarding the pools. The activity pool was started back on this timed operation schedule to 9am to 7pm.

Maintenance and Facility

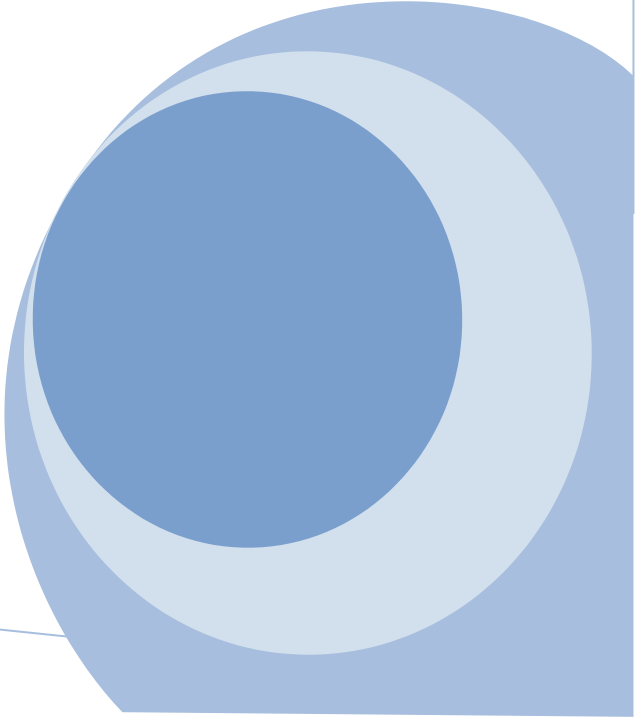
- Rental Room required A/C service on 1/25. It was determined to be a bad thermostat
- Facility was Power Washed by Krystal Klean on 1/31
- Italian Cypress was removed by Brightview as approved by Board
- First Place Fitness replaced damaged cable to multi-functional trainer in gym.
- Soccer Shots Spring Session is scheduled to start mid-March
- The door vent to the men's bathroom was knocked out and repaired by staff.



Alta Lakes CDD

Field Report April 2024

First Coast CMS LLC





Pools

At this time, there are no mechanical issues regarding the pools. The activity pool was started back on this timed operation schedule to 9am to 7pm.

Maintenance and Facility

- Rental Room required A/C service on 1/25. It was determined to be a bad thermostat
- Facility was Power Washed by Krystal Klean on 1/31
- Italian Cypress was removed by Brightview as approved by Board
- First Place Fitness replaced damaged cable to multi-functional trainer in gym.
- Soccer Shots Spring Session is scheduled to start mid-March
- The door vent to the men's bathroom was knocked out and repaired by staff.
- Staff sent additional Eblast regarding board vacancy
- Work order was generated by First Place Fitness to repair pulley to the Lat Row machine in fitness room

Tab 6

From: Fackler, Cierra <CFackler@coj.net>
Sent: Tuesday, April 16, 2024 9:19 AM
To: Benjamin Pfuhl <BPfuhl@rizzetta.com>
Cc: Byles, Brenda <BByles@duvalelections.gov>
Subject: [EXTERNAL]Alta Lakes Registered Voters

NOTICE: This email originated from outside of the organization.
Do not click links or open attachments unless you recognize the sender and know the content is safe. Please use the Phish Alert! button to report suspicious messages.

Dear Ben Pfuhl,

The information you requested on April 3rd, 2024 appears below:

Alta Lakes Community Development District- 828 Registered Voters as of 4/15/2024

If you have any questions or need additional assistance, please contact Aries Torres at 904-219-9302 or atorres@coj.net.

Thank you,



Cierra Fackler, MBA
Candidate and Records Director
Duval County Supervisor of Elections Office
105 E. Monroe Street
Jacksonville, FL 32202
Ph: 904.255.3429 F:904.255.3433
CFackler@coj.net

UPCOMING ELECTION DATES

Presidential Preference Primary
March 19, 2024

Primary Election
August 20, 2024

General Election
November 5, 2024

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

Tab 7

01 March 2024

Andre Mills
11458 Sheepshead Lane
Jacksonville Florida 32226
619.241.3963

Kristi E. Roxas
Administrative Assistant
Rizzetta & Company, Inc.
2806 N. Fifth Street
Suite 403
St. Augustine, FL 32084
904-436-6270

Dear Kristi E. Roxas,

I am writing to formally resign from my position at Alta Lakes Community Development District (CDD), effective as of 3/1/2024. This decision has not been easy, as I enjoyed my brief time at Alta Lakes and value the experiences and relationships I have gained here.

I have appreciated the opportunities for growth and development that Alta Lakes CDD has provided me with during my short tenure. I have learned a great deal and have been fortunate to work with a team of dedicated professionals who are committed to excellence in their work.

However, after careful consideration, I have decided to continue to build my nonprofit that helps the children of disabled military veterans pursue another opportunity that aligns more closely with my long-term career goals and personal aspirations. This decision is in the best interest of my professional development and future endeavors.

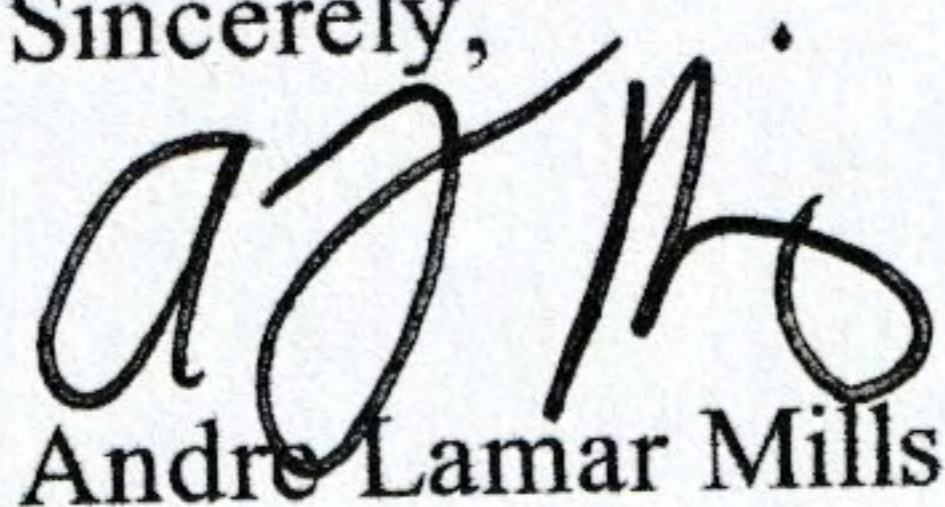
I want to express my gratitude for the support and guidance I have received from you and the rest of the team. I have enjoyed working with each one of my colleagues and have cherished the friendships formed during my time here.

I assure you that I am committed to ensuring a smooth transition during my remaining time at Alta Lakes CDD. I am willing to assist in any way possible to help with the transition process, including training my replacement and completing any pending projects.

Thank you once again for the opportunities and experiences I have had at Alta Lakes CDD. I will always look back fondly on my time here and will carry the lessons learned with me throughout my career.

Please let me know if there is anything specific you need from me during this transition period. I can be reached at 619.241.3963 or dre92126@yahoo.com.

Sincerely,


Andre Lamar Mills

Tab 8

RESOLUTION 2024-03

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 Andre Mills as Assistant Secretary pursuant to Resolution 2023-02.

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.

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

PASSED AND ADOPTED THIS 24th DAY OF APRIL 2024.

ATTEST:

**ALTA LAKES
COMMUNITY DEVELOPMENT
DISTRICT**

ASSISTANT SECRETARY

CHAIRMAN/VICE CHAIRMAN

Tab 9

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

District Office · St. Augustine, Florida · (904) 436-6270
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
altalakescdd.org

VACANT CDD BOARD OF SUPERVISOR SEAT

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

The Board

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

Qualifications of Supervisors

To be considered a qualified elector, the Supervisor must be at least 18 years of age, a citizen of the United States, a legal resident of Florida and of the District and must be registered to vote with 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 resume to the attention of the District Manager, Lesley Gallagher, Alta Lakes CDD, 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614 or email L.Gallagher@rizzetta.com by Friday, April 12, 2024. Please note that any document submitted to the District is subject to Florida’s public records laws. Please confirm receipt of your statement of interest submitted.

The current Board will review resumes at its April 24, 2024, Board meeting at 6:00 p.m. and requests that all applicants attend this meeting at the Alta Lakes Amenity Center, 3108 Alta Lakes Boulevard, Jacksonville, FL 32226.

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

Tab 10

RESOLUTION 2024-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A DATE, TIME AND LOCATION FOR A LANDOWNERS’ MEETING AND ELECTION; PROVIDING FOR PUBLICATION; ESTABLISHING FORMS FOR THE LANDOWNER ELECTION; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

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

WHEREAS, pursuant to Section 190.006(1), *Florida Statutes*, the District’s Board of Supervisors (“**Board**”) “shall exercise the powers granted to the district pursuant to [Chapter 190, *Florida Statutes*],” and the Board shall consist of five members; and

WHEREAS, the District is statutorily required to hold a meeting of the landowners of the District for the purpose of electing Board Supervisors for the District on a date in November established by the Board, which shall be noticed pursuant to Section 190.006(2), *Florida Statutes*.

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

1. **EXISTING BOARD SUPERVISORS; SEATS SUBJECT TO ELECTIONS.** The Board is currently made up of the following individuals:

<u>Seat Number</u>	<u>Supervisor</u>	<u>Term Expiration Date</u>
1	Kisha Mayo-Lewis	2026
2	Nelson Ortega	2026
3	Timothy Dixon	2024
4	Vacant	2024
5	Sylvester Wilkins	2024

This year, Seat 3, currently held by Timothy Dixon, is subject to a landowner election. The term of office for the successful landowner candidate shall commence upon election and shall be for a four year period. Seat 4, currently vacant, and Seat 5, currently held by Sylvester Wilkins, are subject to a General Election process to be conducted by the Duval County Supervisor of Elections, which General Election process shall be addressed by a separate resolution.

2. **LANDOWNER’S ELECTION.** In accordance with Section 190.006(2), *Florida Statutes*, the meeting of the landowners to elect Board Supervisor(s) of the District shall be held on the ____ day of November, 2024, at ____ : ____ a/p.m., and located at _____.

3. **PUBLICATION.** The District’s Secretary is hereby directed to publish notice of the landowners’ meeting and election in accordance with the requirements of Section 190.006(2), *Florida Statutes*.

4. **FORMS.** Pursuant to Section 190.006(2)(b), *Florida Statutes*, the landowners’ meeting and

election have been announced by the Board at its April 24th, 2024 meeting. A sample notice of landowners' meeting and election, proxy, ballot form and instructions were presented at such meeting and are attached hereto as **Exhibit A**. Such documents are available for review and copying during normal business hours at the office of the District Manager, Rizzetta & Company, Inc., 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614, Ph: (904) 436-6270.

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

6. **EFFECTIVE DATE.** This Resolution shall become effective upon its passage.

PASSED AND ADOPTED THIS 24TH DAY OF APRIL, 2024.

**ALTA LAKES COMMUNITY DEVELOPMENT
DISTRICT**

ATTEST:

CHAIRPERSON / VICE CHAIRPERSON

SECRETARY / ASSISTANT SECRETARY

EXHIBIT A

NOTICE OF LANDOWNERS' MEETING AND ELECTION AND MEETING OF THE BOARD OF SUPERVISORS OF THE ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given to the public and all landowners within the Alta Lakes Community Development District ("**District**") the location of which is generally described as comprising a parcel or parcels of land containing approximately 278.95 acres, located east of Alta Drive, south of Cedar Point Road, west of New Berlin Road and north of Interstate 295, in Duval County, Florida, advising that a meeting of landowners will be held for the purpose of electing one (1) person to the District's Board of Supervisors ("**Board**", and individually, "**Supervisor**"). Immediately following the landowners' meeting there will be convened a meeting of the Board for the purpose of considering certain matters of the Board to include election of certain District officers, and other such business which may properly come before the Board.

DATE: _____, 2024
TIME: _____:_____.m.
PLACE: _____

Each landowner may vote in person or by written proxy. Proxy forms may be obtained upon request at the office of the District Manager, Rizzetta & Company, Inc., 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614, Ph: (904) 436-6270 ("**District Manager's Office**"). At said meeting each landowner or his or her proxy shall be entitled to nominate persons for the position of Supervisor and cast one vote per acre of land, or fractional portion thereof, owned by him or her and located within the District for each person to be elected to the position of Supervisor. A fraction of an acre shall be treated as one acre, entitling the landowner to one vote with respect thereto. Platted lots shall be counted individually and rounded up to the nearest whole acre. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner's proxy. At the landowners' meeting the landowners shall select a person to serve as the meeting chair and who shall conduct the meeting.

The landowners' meeting and the Board meeting are open to the public and will be conducted in accordance with the provisions of Florida law. One or both of the meetings may be continued to a date, time, and place to be specified on the record at such meeting. A copy of the agenda for these meetings may be obtained from the District Manager's Office. There may be an occasion where one or more supervisors will participate by telephone.

Any person requiring special accommodations to participate in these meetings is asked to contact the District Manager's Office, at least 48 hours before the hearing. 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), for aid in contacting the District Manager's Office.

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that such 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.

Lesley Gallagher
District Manager
Run Date(s): _____ & _____

PUBLISH: ONCE A WEEK FOR 2 CONSECUTIVE WEEKS, THE LAST DAY OF PUBLICATION TO BE NOT FEWER THAN 14 DAYS OR MORE THAN 28 DAYS BEFORE THE DATE OF ELECTION, IN A NEWSPAPER WHICH IS IN GENERAL CIRCULATION IN THE AREA OF THE DISTRICT

**INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF
ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT
FOR THE ELECTION OF SUPERVISORS**

DATE OF LANDOWNERS' MEETING: _____, **November** _____, **2024**

TIME: ____:____ __.M.

LOCATION: _____

Pursuant to Chapter 190, *Florida Statutes*, and after a Community Development District ("**District**") has been established and the landowners have held their initial election, there shall be a subsequent landowners' meeting for the purpose of electing members of the Board of Supervisors ("**Board**") every two years until the District qualifies to have its board members elected by the qualified electors of the District. The following instructions on how all landowners may participate in the election are intended to comply with Section 190.006(2)(b), *Florida Statutes*.

A landowner may vote in person at the landowners' meeting, or the landowner may nominate a proxy holder to vote at the meeting in place of the landowner. Whether in person or by proxy, each landowner shall be entitled to cast one vote per acre of land owned by him or her and located within the District, for each position on the Board that is open for election for the upcoming term. A fraction of an acre shall be treated as one (1) acre, entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, please note that a particular parcel of real property is entitled to only one vote for each eligible acre of land or fraction thereof; therefore, two or more people who own real property in common, that is one acre or less, are together entitled to only one vote for that real property.

At the landowners' meeting, the first step is to elect a chair for the meeting, who may be any person present at the meeting. The landowners shall also elect a secretary for the meeting who may be any person present at the meeting. The secretary shall be responsible for the minutes of the meeting. The chair shall conduct the nominations and the voting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions. Candidates must be nominated and then shall be elected by a vote of the landowners. Nominees may be elected only to a position on the Board that is open for election for the upcoming term.

This year, one (1) seat on the Board will be up for election in a landowner seat for a four year period. The term of office for the successful landowner candidate shall commence upon election.

A proxy is available upon request. To be valid, each proxy must be signed by one of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than one vote, each property must be listed and the number of acres of each property must be included. The signature on a proxy does not need to be notarized.

LANDOWNER PROXY

**ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT
DUVAL COUNTY, FLORIDA
LANDOWNERS' MEETING – NOVEMBER _____, 2024**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints _____ (“Proxy Holder”) for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the Alta Lakes Community Development District to be held at _____, on November _____, 2024, at _____:_____ a/p.m., and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the landowners’ meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the landowners’ meeting prior to the Proxy Holder’s exercising the voting rights conferred herein.

Printed Name of Legal Owner

Signature of Legal Owner

Date

<u>Parcel Description</u>	<u>Acreage</u>	<u>Authorized Votes</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

Total Number of Authorized Votes: _____

NOTES: Pursuant to Section 190.006(2)(b), *Florida Statutes (2019)*, a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, two (2) or more persons who own real property in common that is one acre or less are together entitled to only one vote for that real property.

If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto (e.g., bylaws, corporate resolution, etc.).

OFFICIAL BALLOT
ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT
DUVAL COUNTY, FLORIDA
LANDOWNERS' MEETING - NOVEMBER _____, 2024

For Election (1 Supervisor): The candidate receiving the highest number of votes will receive a four (4) year term, with the term of office for the successful candidates commencing upon election.

The undersigned certifies that he/she/it is the fee simple owner of land, or the proxy holder for the fee simple owner of land, located within the Alta Lakes Community Development District and described as follows:

<u>Description</u>	<u>Acreage</u>
_____	_____
_____	_____
_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel.] [If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

or

Attach Proxy.

I, _____, as Landowner, or as the proxy holder of _____ (Landowner) pursuant to the Landowner's Proxy attached hereto, do cast my votes as follows:

SEAT #	NAME OF CANDIDATE	NUMBER OF VOTES
3		

Date: _____

Signed: _____

Printed Name: _____

Tab 11



Rizzetta & Company

Alta Lakes Community Development District

www.altalakescdd.org

**Proposed Budget
for Fiscal Year
2024/2025**

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**Proposed Budget
Alta Lakes Community Development District
General Fund
Fiscal Year 2024/2025**

	Chart of Accounts Classification	Actual YTD through 02/29/24	Projected Annual Totals 2023/2024	Annual Budget for 2023/2024	Projected Budget variance for 2023/2024	Budget for 2024/2025	Budget Increase (Decrease) vs 2023/2024	Comments
1								
2	REVENUES							
3								
4	Special Assessments							
5	Tax Roll*	\$ 516,998	\$ 520,979	\$ 520,979	\$ -	\$ 536,795	\$ 15,816	
6								
7	TOTAL REVENUES	\$ 516,998	\$ 520,979	\$ 520,979	\$ -	\$ 536,795	\$ 15,816	
8								
9								
10	EXPENDITURES - ADMINISTRATIVE							
11								
12	Legislative							
13	Supervisor Fees	\$ 1,200	\$ 4,200	\$ 6,000	\$ 1,800	\$ 6,000	\$ -	Reflects 6 Meetings
14	Financial & Administrative							
15	Administrative Services	\$ 2,151	\$ 5,163	\$ 5,163	\$ -	\$ 5,163	\$ -	No rate increase from '24
16	District Management	\$ 9,608	\$ 23,060	\$ 23,060	\$ -	\$ 23,060	\$ -	No rate increase from '24
17	District Engineer	\$ 6,174	\$ 11,000	\$ 11,000	\$ -	\$ 11,000	\$ -	
18	Disclosure Report	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	
19	Trustees Fees	\$ 3,031	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	
20	Assessment Roll	\$ 5,736	\$ 5,736	\$ 5,736	\$ -	\$ 5,736	\$ -	No rate increase from '24
21	Financial & Revenue Collections	\$ 1,721	\$ 4,130	\$ 4,130	\$ -	\$ 4,130	\$ -	No rate increase from '24
22	Accounting Services	\$ 8,604	\$ 20,650	\$ 20,650	\$ -	\$ 20,650	\$ -	No rate increase from '24
23	Auditing Services	\$ -	\$ 3,800	\$ 3,800	\$ -	\$ 3,925	\$ 125	Reflects Agreement
24	Arbitrage Rebate Calculation	\$ -	\$ 450	\$ 450	\$ -	\$ 450	\$ -	
25	Public Officials Liability Insurance	\$ 2,760	\$ 2,760	\$ 2,934	\$ 174	\$ 3,036	\$ 102	Reflects EGIS Estimate
26	Legal Advertising	\$ 576	\$ 3,500	\$ 4,000	\$ 500	\$ 4,000	\$ -	
27	Dues, Licenses & Fees	\$ 175	\$ 175	\$ 175	\$ -	\$ 175	\$ -	
28	Miscellaneous Fees	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ -	Mailed Notices.?
29	Website Hosting, Maintenance, Backup	\$ 1,268	\$ 2,738	\$ 3,737	\$ 999	\$ 2,738	\$ (999)	
30	Legal Counsel							
31	District Counsel	\$ 7,221	\$ 17,000	\$ 20,000	\$ 3,000	\$ 20,000	\$ -	
32	Administrative Subtotal	\$ 55,225	\$ 115,862	\$ 122,335	\$ 6,473	\$ 121,563	\$ (772)	
33								
34	EXPENDITURES - FIELD OPERATIONS							
35								
36	Electric Utility Services							
37	Utility Services	\$ 13,480	\$ 32,352	\$ 40,320	\$ 7,968	\$ 40,320	\$ -	Alta Drive Impacts?
38	Garbage/Solid Waste Control Services							
39	Garbage - Recreation Facility	\$ 1,414	\$ 3,394	\$ 4,200	\$ 806	\$ 4,200	\$ -	
40	Water-Sewer Combination Services							
41	Utility Services	\$ 9,305	\$ 26,000	\$ 35,000	\$ 9,000	\$ 30,000	\$ (5,000)	
42	Stormwater Control							
43	Aquatic Maintenance	\$ 8,680	\$ 20,832	\$ 21,500	\$ 668	\$ 21,500	\$ -	Reflects Contract Amount
44	Fountain Service Repairs & Maintenance	\$ 315	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ -	Reflects Pond Fountains PM
45	Miscellaneous Expense	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	Carp? Pond Bank Repair
46	Other Physical Environment							
47	General Liability/Property Insurance	\$ 35,122	\$ 35,122	\$ 36,075	\$ 953	\$ 39,586	\$ 3,511	Reflects EGIS Estimate
48	Entry & Walls Maintenance	\$ 5,567	\$ 11,134	\$ 10,000	\$ (1,134)	\$ 12,000	\$ 2,000	Reflects Entry Fountains/Lights Maintenance & Repair
49	Landscape Replacement Plants, Shrubs, Trees	\$ 4,601	\$ 9,601	\$ 7,000	\$ (2,601)	\$ 10,000	\$ 3,000	Reflects Bed Enhancement Project (Phase 2 Already Completed)
50	Landscape and Irrigation Maintenance Contract	\$ 39,624	\$ 105,105	\$ 105,105	\$ -	\$ 105,105	\$ -	Reflects BrightView Estimate & Mulch
51	Miscellaneous Expense	\$ 1,788	\$ 4,332	\$ 4,332	\$ -	\$ 5,500	\$ 1,168	Reflects Pet Waste Stations
52	Irrigation Repairs	\$ 773	\$ 2,500	\$ 5,000	\$ 2,500	\$ 5,000	\$ -	
53	Parks & Recreation							
54	Amenity Management Service Contract and Staffing	\$ 3,574	\$ 8,750	\$ 15,000	\$ 6,250	\$ 15,000	\$ -	No rate increase from '24
55	Cable Television, Internet, Phone	\$ 1,498	\$ 3,560	\$ 4,000	\$ 440	\$ 4,000	\$ -	
56	Pool Permits	\$ -	\$ 525	\$ 525	\$ -	\$ 525	\$ -	
57	Pool Maintenance Contract	\$ 4,226	\$ 10,200	\$ 10,200	\$ -	\$ 10,200	\$ -	No rate increase from '24
58	Playground Equipment and Maintenance	\$ -	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ -	
59	Pressure Washing	\$ -	\$ 2,900	\$ 2,900	\$ -	\$ 5,000	\$ 2,100	Amenity Center, Cattle Fencing, Sidewalks
60	Amenity Facility - Maintenance & Repair	\$ 7,825	\$ 12,500	\$ 15,000	\$ 2,500	\$ 15,000	\$ -	Reflects Janitorial Supplies. Possibly includes Fitness Room Painting
61	Amenity Common Area Maintenance Contract	\$ 1,314	\$ 3,240	\$ 3,240	\$ -	\$ 3,240	\$ -	No rate increase from '24
62	Amenity Facility Janitorial Service Contract	\$ 3,671	\$ 8,916	\$ 8,916	\$ -	\$ 8,916	\$ -	No rate increase from '24
63	Pool Maintenance Chemicals	\$ 3,125	\$ 14,040	\$ 14,040	\$ -	\$ 14,040	\$ -	
64	Pest Control & Termite Bond	\$ 729	\$ 1,305	\$ 1,500	\$ 195	\$ 1,500	\$ -	Annual Termite. Monthly Pest
65	Security Camera System, Access Monitoring and Maintenance & Repairs	\$ 3,035	\$ 8,000	\$ 9,100	\$ 1,100	\$ 9,100	\$ -	Includes Cloud Service Monitoring and Repairs

Proposed Budget
Alta Lakes Community Development District
General Fund
Fiscal Year 2024/2025

	Chart of Accounts Classification	Actual YTD through 02/29/24	Projected Annual Totals 2023/2024	Annual Budget for 2023/2024	Projected Budget variance for 2023/2024	Budget for 2024/2025	Budget Increase (Decrease) vs 2023/2024	Comments
66	Athletic/Park/Court/Field Maintenance & Repairs	\$ 319	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ -	Includes Netting for Pickle Ball
67	Miscellaneous Amenity Expense	\$ 141	\$ 500	\$ 500	\$ -	\$ 500	\$ -	
68	Fitness Equipment Maintenance & Repairs	\$ 40	\$ 1,600	\$ 2,000	\$ 400	\$ 2,000	\$ -	
69	Special Events							
70	Special Events	\$ -	\$ 2,500	\$ 5,000	\$ 2,500	\$ 5,000	\$ -	Reduce?
71	Contingency							
72	Miscellaneous Contingency	\$ 2,850	\$ 25,000	\$ 25,191	\$ 191	\$ 35,000	\$ 9,809	Possibly to include chairs, pumps, replacing fitness equipment, entry, repairs from engineer's report
73								
74	Field Operations Subtotal	\$ 153,016	\$ 366,908	\$ 398,644	\$ 31,736	\$ 415,232	\$ 16,588	
75								
76	TOTAL EXPENDITURES	\$ 208,241	\$ 482,770	\$ 520,979	\$ 38,209	\$ 536,795	\$ 15,816	
77								
78	EXCESS OF REVENUES OVER EXPENDITURES	\$ 308,757	\$ 38,209	\$ -	\$ 38,209	\$ -	\$ -	

Alta Lakes Community Development District

Debt Service

Fiscal Year 2024/2025

Chart of Accounts Classification	Series 2019	Budget for 2024/2025
REVENUES		
Special Assessments		
Net Special Assessments ⁽¹⁾	\$601,877.45	\$601,877.45
TOTAL REVENUES	\$601,877.45	\$601,877.45
EXPENDITURES		
Administrative		
Debt Service Obligation	\$601,877.45	\$601,877.45
Administrative Subtotal	\$601,877.45	\$601,877.45
TOTAL EXPENDITURES	\$601,877.45	\$601,877.45
EXCESS OF REVENUES OVER EXPENDITURES	\$0.00	\$0.00

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

7.5%

GROSS ASSESSMENTS

\$649,695.00

Notes:

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

⁽¹⁾ Maximum Annual Debt Service.

**ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE**

2024/2025 O&M Net Assessment		\$614,031.00	2023/2024 O&M Budget	\$588,979.00
Collection Cost	3.5%	\$23,233.61	2024/2025 O&M Budget	\$614,031.00
Early Payment Discount @	4.0%	\$26,552.69		
2024/2025 Total:		<u><u>\$663,817.30</u></u>	Total Difference:	<u><u>\$25,052.00</u></u>

Lot Size	Assessment Breakdown	Per Unit Annual Assessment Comparison		Proposed Increase / Decrease	
		2023/2024	2024/2025	\$	%
<i>Single Family 50</i>	Series 2019 Debt Service	\$1,299.39	\$1,299.39	\$0.00	0.00%
	Operations/Maintenance	\$1,273.47	\$1,327.63	\$54.16	4.25%
	Total	\$2,572.86	\$2,627.02	\$54.16	2.11%
<i>Single Family 60</i>	Series 2019 Debt Service	\$1,299.39	\$1,299.39	\$0.00	0.00%
	Operations/Maintenance	\$1,273.47	\$1,327.63	\$54.16	4.25%
	Total	\$2,572.86	\$2,627.02	\$54.16	2.11%
<i>Single Family 70</i>	Series 2019 Debt Service	\$1,299.39	\$1,299.39	\$0.00	0.00%
	Operations/Maintenance	\$1,273.47	\$1,327.63	\$54.16	4.25%
	Total	\$2,572.86	\$2,627.02	\$54.16	2.11%

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE

NET O&M ASSESSMENT		\$614,031.00
COLLECTION COSTS @	3.5%	\$23,233.61
EARLY PAYMENT DISCOUNT @	4.0%	<u>\$26,552.69</u>
TOTAL O&M ASSESSMENT		<u>\$663,817.30</u>

UNITS ASSESSED		
		SERIES 2019
LOT SIZE	O&M	DEBT SERVICE ⁽¹⁾
Single Family 50	335	335
Single Family 60	148	148
Single Family 70	17	17
Total Community	<u>500</u>	<u>500</u>

ALLOCATION OF O&M ASSESSMENT			
	TOTAL	% TOTAL	TOTAL
EAU FACTOR	EAU's	EAU's	O&M BUDGET
1.00	335.00	67.00%	\$444,757.59
1.00	148.00	29.60%	\$196,489.92
1.00	17.00	3.40%	\$22,569.79
	<u>500.00</u>	<u>100.00%</u>	<u>\$663,817.30</u>

PER LOT ANNUAL ASSESSMENT		
	SERIES 2019	
O&M	DEBT SERVICE ⁽²⁾	TOTAL ⁽³⁾
\$1,327.63	\$1,299.39	\$2,627.02
\$1,327.63	\$1,299.39	\$2,627.02
\$1,327.63	\$1,299.39	\$2,627.02

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

(\$49,786.30)

Net Revenue to be Collected:

\$614,031.00

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

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

⁽³⁾ Annual assessment that will appear on November 2024 Duval County property tax bill. Amount shown includes all applicable county collection costs and early payment discounts (up to 4% if paid early).

GENERAL FUND BUDGET
ACCOUNT CATEGORY DESCRIPTION

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

REVENUES:

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

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

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

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

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

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

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

EXPENDITURES – ADMINISTRATIVE:

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

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

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

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

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

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

Assessment Roll: The District will contract with a firm to maintain the assessment roll and annually levy a Non-Ad Valorem assessment for operating and debt service expenses.

Financial & Revenue Collections: Services include all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. These services include, but are not limited to, assessment roll preparation and certification, direct billings and funding request processing as well as responding to property owner questions regarding District assessments. This line item also includes the fees incurred for a Collection Agent to collect the funds for the principal and interest payment for its short-term bond issues and any other bond related collection needs. These funds are collected as prescribed in the Trust Indenture. The Collection Agent also provides for the release of liens on property after the full collection of bond debt levied on particular properties.

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

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

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

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

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

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

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

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

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

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

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

EXPENDITURES - FIELD OPERATIONS:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

RESERVE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

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

REVENUES:

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

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

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

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

EXPENDITURES:

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

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

DEBT SERVICE FUND BUDGET
ACCOUNT CATEGORY DESCRIPTION

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

REVENUES:

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

EXPENDITURES – ADMINISTRATIVE:

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

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

RESOLUTION 2024-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2024/2025 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Alta Lakes Community Development District (“**District**”) prior to April 24, 2024, proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2024, and ending September 30, 2025 (“**Fiscal Year 2024/2025**”); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2024/2025 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: _____

HOUR: _____

LOCATION: Alta Lakes Amenity Center
3108 Alta Lakes Blvd.,
Jacksonville, FL 32226

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT(S).** The District Manager is hereby directed to submit a copy of the Proposed Budget to the City of Jacksonville and Duval County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the District’s website at least two days before the budget hearing date as set forth in Section 2 and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

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

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 24th DAY OF April, 2024.

ATTEST:

**ALTA LAKES COMMUNITY DEVELOPMENT
DISTRICT**

Secretary / Assistant Secretary

Chairperson/Vice Chairperson, Board of
Supervisors

Exhibit A: Proposed FY 2024/2025 Budget

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Proposal

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FUTURE HORIZONS, INC.
"Tomorrow's Products & Services Today"
P.O. Box 1115
HASTINGS, FL 32145
Phone: 1-800-622-1187

PROPOSAL SUBMITTED TO Alta Lakes CDD	PHONE 904-436-6270	DATE 04/11/24
STREET 3108 Alta Lakes Drive	JOB NAME AERATOR QUARTERLY	
CITY, STATE and ZIP CODE Jacksonville, Florida	JOB LOCATION MAINTENANCE	
ARCHITECT Lesley Gallagher	DATE OF PLANS June 2024	JOB PHONE

We propose hereby to furnish material and labor complete in accordance with specifications below, for the sum of:

One Thousand Two Hundred Sixty and No/100-----dollars (\$ 1,260.00)

Payment to be made as follows:

Four payments of \$315.00 billed quarterly and due within thirty days.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications below involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized
Signature

Note: This proposal may be
withdrawn by us if not accepted within

30

days.

We hereby submit specifications and estimates for:

FUTURE HORIZONS, INC. will continue to provide all service and materials to perform quarterly maintenance on three Kasco Fountains and Lights located within Alta Lakes CDD in Jacksonville, Florida.

SCOPE OF WORK FOR QUARTERLY MAINTENANCE: All units will be cleaned and visually inspected every three months. Power control centers will be tested for correct voltage, amperage and corrosion. Time clocks will be checked and reset, if needed.

FUTURE HORIZONS, INC. will replace any bulbs that need to be replaced in the lights. There will be no additional labor charge for changing the bulb. The cost of the bulb only will be billed separately from this contract.

If any repairs are indicated as a result of a quarterly maintenance inspection, Future Horizons, Inc. will notify Rizzetta & Company of the estimated cost of repairs and repairs will be performed upon approval of estimate. The charge for all repair work, not associated with quarterly maintenance, will be billed separately from this contract.

FUTURE HORIZONS, INC. will furnish proof of one million dollars of general liability insurance, vehicle insurance and workers compensation upon request.

This contract may be canceled by either party with a sixty day written notice. Should legal services become necessary in collection of the outstanding debt of this contract, it would become the financial obligation of the proposed client.

Upon acceptance, **please sign and return this Proposal**, and retain the a copy for your files. 1.5% interest will be added to payments for every thirty days past the due date.

Credit Card Transactions over \$1,000 will incur a 5% Administrative Processing Fee

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

Signature _____

Date of Acceptance: _____

Signature _____