



Rizzetta & Company

Alta Lakes Community Development District

**Board of Supervisors' Meeting
January 26, 2022**

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

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

Board of Supervisors	Courtney Brackin W. Parker Pearman Cassidy Hardison Kisha Mayo-Lewis Sylvester Wilkins	Chariman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Lesley Gallagher	Rizzetta & Company, Inc.
Associate District Manager	Carol Brown	Rizzetta & Company, Inc.
District Counsel	Katie Buchanan	Kutak Rock LLP
District Engineer	Vincent Dunn	Dunn & Associates, Inc.

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

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

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 (904) 436-6270. 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.

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January 19, 2022

Board of Supervisors
Alta Lakes Community
Development District

AGENDA

Dear Board Members:

The first **audit committee** and **regular meeting** of the Board of Supervisors of the Alta Lakes Community Development District will be held on Wednesday, January 26, 2022 at 6:00 P.M. at the Alta Lakes Amenity Center located at 3108 Alta Lakes Blvd., Jacksonville, FL 32226.

AUDIT COMMITTEE MEETING:

1. **CALL TO ORDER/ROLL CALL**
2. **BUSINESS ADMINISTRATION**
 - A. Review Instructions and Criteria for Proposals for District Auditing Services.....**Tab 1**
 - B. Establishing a Date for Second Audit Committee Meeting
3. **ADJOURNMENT**

BOARD OF SUPERVISORS' MEETING:

1. **CALL TO ORDER/ROLL CALL**
2. **AUDIENCE COMMENTS ON AGENDA ITEMS**
3. **BUSINESS ADMINISTRATION**
 - A. Oath of Office for Ms. Kisha Mayo-Lewis.....**Tab 1**
 - B. Consideration of Minutes of Meeting of the Board of Supervisors' Regular Meeting held November 17, 2021.....**Tab 2**
 - C. Ratification of Operations & Maintenance Expenditures for October 2021, November 2021 and December 2021.....**Tab 3**
4. **STAFF REPORTS**
 - A. District Counsel
 - 1.) Legislative update on Wastewater and Stormwater Needs Analysis.....**Tab 4**
 - B. District Engineer
 - 1.) Consideration of Proposal for Annual Engineer Report.....**Tab 5**
 - 2.) Consideration of Proposal Stormwater Needs Analysis.....**Tab 6**
 - D. Landscape and Maintenance
 - 1.) BrightView Landscape Report, January 2022.....**Tab 7**
 - E. Amenity Manager
 - 1.) First Coast CMS Management Report, January 2022.....**Tab 8**
 - 2.) Solitude Lake Management Report, January 2022.....**Tab 9**
 - F. District Manager
 - 1.) Rizzetta & Company Management Report, January 2022
(Under Separate Cover)

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5. BUSINESS ITEMS

- A. Consideration of Audit Committee’s Recommendations
- B. Consideration of Resolution 2022-02, Adopting Prompt Payment Policies.....**Tab 10**
- C. Consideration of District Fishing Policy Amendment
(Under Separate Cover)
- D. Consideration of Proposal (s) for “No Fishing” signs.....**Tab 11**
- E. Consideration of Proposal (s) for Volleyball Court Repair.....**Tab 12**
- F. Consideration of Proposal(s) for Row Machine, Stairmaster and Stepper.....**Tab 13**
- G. Presentation & Consideration of Soccer Shots Program
(Under Separate Cover)

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 call us at 904-436-6270.

Yours kindly,

Carol Brown

Carol Brown, LCAM
Associate District Manager

AUDIT COMMITTEE MEETING

CALL TO ORDER / ROLL CALL

BUSINESS ADMINISTRATION

Tab 1

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

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REQUEST FOR PROPOSALS

District Auditing Services for Fiscal Year 2022-26

Duval County, Florida

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than **March 9, 2022 at 12:00 p.m.**, at the offices of District Manager, located at 2806 North Fifth Street, Unit 403, Saint Augustine, Florida, 32084. Proposals will be publicly opened at that time.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL. Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Submit one (1) digital copy and seven (7) hard copies of the Proposal Documents, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title “Auditing Services – The Groves Community Development District” on the face of it.

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the “Proposal Documents”).

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in section 768.28, Florida Statutes, or any other statute or law.

SECTION 12. MISCELLANEOUS. All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include resumes for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The proposal must provide for the auditing of the District's financial records for the Fiscal Years ending September 30, 2022, 2023, 2024, 2025, and 2026 with an option for additional annual renewals.
- E. The lump sum cost of the provision of the services under the proposal.

SECTION 13. PROTESTS. Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after the receipt of the proposed project plans and specifications or other contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid plans, specifications or contract documents.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

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AUDITOR SELECTION EVALUATION CRITERIA

1. *Ability of Personnel.* (20 Points)

(E.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.)

2. *Proposer's Experience.* (20 Points)

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation, of respondent, etc.)

3. *Understanding of Scope of Work.* (20 Points)

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. *Ability to Furnish the Required Services.* (20 Points)

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required (E.g. the existence of any natural disaster plan for business operations).

5. *Price* (20 Points)

Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services

***Total* (100 Points)**

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SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

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- D. The proposal must provide for the auditing of the District's financial records for the Fiscal Years ending September 30, 2022, 2023, 2024, 2025, and 2026 with an option for additional annual renewals.

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(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation, of respondent, etc.)

3. *Understanding of Scope of Work.* (25 Points)

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. *Ability to Furnish the Required Services.* (25 Points)

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required (E.g. the existence of any natural disaster plan for business operations).

***Total* (100 Points)**

Establishing a Date for Second Audit Committee Meeting

ADJOURNMENT

**BOARD OF
SUPERVISORS' MEETING**

CALL TO ORDER / ROLL CALL

**AUDIENCE COMMENTS
ON AGENDA ITEMS**

BUSINESS ADMINISTRATION

Consideration of Audit Committee's Recommendations

Tab 1

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

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

Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA
COUNTY OF DUVAL

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

(NOTARY SEAL)

Notary Public, State of Florida

Print Name: _____

Commission No.: _____ Expires: _____

Tab 2

MINUTES OF MEETING

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

**ALTA LAKES
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors' of the Alta Lakes Community Development District was held on **Wednesday, November 17, 2021 at 10:00 a.m.** at the Alta Lakes Amenity Center located at 3108 Alta Lakes Blvd., Jacksonville, FL 32226. Following is the agenda for the meeting.

Courtney Brackin	Board Supervisor, Chairman
W. Parker Pearman	Board Supervisor, Vice Chairman
Cassidy Hardison	Board Supervisor, Assistant Secretary
Sylvester Wilkins	Board Supervisor, Assistant Secretary

Also present were:

Carol Brown	Associate District Manager, Rizzetta & Co., Inc.
Katie Buchanan	District Counsel, Kutak Rock LLP
Vincent Dunn	District Engineer, Dunn & Associates, Inc.
Chris Ernst	Account Manager, BrightView Landscape
Tony Shiver	Amenity Manager & President, First Coast CMS

Audience members present
No members present via speaker phone

FIRST ORDER OF BUSINESS

Call to Order

Ms. Brackin called the meeting to order at 10:00 am.

SECOND ORDER OF BUSINESS

**Audience Comments on Agenda
Items**

Audience members commented on their offer to purchase and maintain Tract 6.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes of
Meeting of the Board of Supervisors'
Regular Meeting held September 22,
2021**

On a motion by Mr. Wilkins, seconded by Mr. Pearman, with all unanimously in favor, the Board approved the Minutes of Meeting of the Board of Supervisors' Regular Meeting held September 22, 2021, for Alta Lakes Community Development District.

FOURTH ORDER OF BUSINESS

**Ratification of Operations &
Maintenance Expenditures for
September 2021**

On a motion by Ms. Brackin, seconded by Mr. Wilkins, with all unanimously in favor, the Board ratified the Operations & Maintenance Expenditures for September 2021, in the amount of \$69,000, for Alta Lakes Community Development District.

FIFTH ORDER OF BUSINESS

**Establishing Audit Committee and
Setting First Meeting Date**

Audience member asked questions as to the audit process. Counsel explained the statute requirements. Discussion ensued.

On a motion by Ms. Brackin, seconded by Mr. Pearman, with all unanimously in favor, the Board established themselves as the audit committee and set the first audit committee meeting date for January 26, 2022, at 6 pm for Alta Lakes Community Development District.

SIXTH ORDER OF BUSINESS

Staff Report

- A. District Counsel
Ms. Buchanan advised the Board that Hopping, Green & Sams is dissolving, and that she and her fellow attorneys are transitioning to Kutak Rock LLP. She noted that the terms of their agreement with Alta Lakes CDD would remain the same and requested the Board ratify Ms. Brackin's authorization for the transition from Hopping, Green & Sams to Kutak Rock LLP.

On a motion by Ms. Brackin, seconded by Mr. Wilkins, with all unanimously in favor, the Board ratified the acceptance of transition from Hopping, Green & Sams to Kutak Rock LLP for Alta Lakes Community Development District.

B. District Engineer

- 1.) Mr. Dunn advised Board of the improvements being made on Alta Lakes Road. The sub-contractor needs to install two drainage pipes that need to tie into the District's retention pond. The sub-contractor will need to drop the pond below 9 feet during construction and this will expose the bank area. Contractor is asking for approval of dewatering plan for these improvements. District Engineer said it is not uncommon, but not ideal. After completion the pond will be two feet lower. District Engineer would work with Counsel and require safety fencing to keep owners out of work area and sub-contractor be required to maintain area. Counsel referred to existing agreement that was made between the developer and JTA. Discussion ensued.

On a motion by Ms. Brackin, seconded by Mr. Wilkins, with all unanimously in favor, the Board approved the Watson Civil Construction proposal, with direction for counsel to draft the agreement, to include a safety fence and clause for any damage to pond to be repaired for Alta Lakes Community Development District.

Board gave staff direction to notify owners living near pond of the upcoming construction. They also asked BrightView manager if there would be an increase in maintenance fees with pond being lowered. Mr. Ernst said he would need time to review area.

C. Landscape and Maintenance

- 1.) BrightView Landscape Report – November 2021
Mr. Ernst reviewed the Landscape Report found under Tab 3. He noted irrigation clocks will be changed to one time per week.

Mr. Ernst also informed the Board that the District will be seeing an increase in irrigation / drainage parts and materials because of the supply chain shortage. He provided the Board a letter from BrightView. (Exhibit A)

D. Amenity Manager

- 1.) First Coast CMS Report – November 2021
Mr. Shriver reviewed the First Coast CMS Report found under Tab 4.

Mr. Shriver has been approached by the vendor, Soccer Shots, to offer seasonal soccer clinics to children on the Alta Lakes CDD amenity fields. Staff is exploring cost sharing options and insurance requirements. A supervisor asked if these clinics would be just for Alta Lakes residents. Mr. Shriver asked the Board if the vendor could attend the January meeting and present program. Board is open to the program and interested in learning more.

A resident requested the Board to add a row machine and step climber. Mr. Shriver informed the Board that the Fitness Center needs to be ADA compliant. Board directed staff to obtain these equipment proposals for

potentially the FY 22-23 Budget, with the possibility of removing one treadmill.

Mr. Shriver informed the Board that North Florida Irrigation and Equipment has attempted to repair the fountain on pond #6 but was unsuccessful. Vendor has confirmed the motor is still under warranty and the District would be responsible for the shipping and labor costs. Board directed staff to find out the potential fees and inform Chair.

E. District Manager

1.) Rizzetta & Company Report – November 2021

Ms. Brown distributed and reviewed the District Manger Report. (Exhibit B)

2.) Acceptance of Technology Services Contractual Assignment

Ms. Brown informed the board that Rizzetta Technology, LLC is consolidating under Rizzetta & Company with all current terms remaining the same.

On a motion by Ms. Brackin, seconded by Mr. Wilkins, with all unanimously in favor, the Board accepted the Assignment and Amendment of Technology Services from Rizzetta Technology Services, LLC to Rizzetta & Company for Alta Lakes Community Development District.

Moved to agenda item 5E

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2022-01,
Redesignating Certain Officers**

On a motion by Ms. Brackin, seconded by Mr. Pearman, with all unanimously in favor, the Board adopted Resolution 2022-01, Redesignating Certain Officers, whereas the Board removes Melissa Dobbins and re-designates Carol Brown Assistant Secretary for Alta Lakes Community Development District.

Moved to agenda item 5A

EIGHTH ORDER OF BUSINESS

**Consideration of Updated
Proposal(s) for Pool Repairs**

Mr. Shriver advised the Board that Frank's Pool Service, Inc. would not provide a one-year warranty for the previously approved proposal dated June 16, 2021, because they did not install the pool. Frank's Pool Services, Inc. would provide a 90-day warranty on the repairs and the proposed amount would remain the same.

On a motion by Ms. Brackin, seconded by Mr. Wilkins, with all unanimously in favor, the Board accepted Frank's Pool Services, Inc. pool repair proposal, option #2 for all relief joints, in the amount of \$9,500, with a 90-day warranty, for Alta Lakes Community Development District.

NINTH ORDER OF BUSINESS

Consideration of Proposal for Comcast Services

Ms. Brown informed the Board that the District's Comcast Agreement will be expiring in early 2022. She asked the Board if they would authorize the Chair to work with staff in reviewing and approving a new contract.

On a motion by Mr. Wilkins, seconded by Mr. Pearman, with all unanimously in favor, the Board authorized the Chair to work with staff in reviewing and approving a new Comcast agreement for Alta Lakes Community Development District.

TENTH ORDER OF BUSINESS

Discussion of CDD Property Lines

An owner had contacted the District with questions regarding property lines. People fishing behind his home has become a nuisance. Counsel suggested Board adopting a fishing policy and the installation of signage. She advised Board that boundary lines vary depending on lot. Board directed staff to install signage on District property. Discussion ensued.

On a motion by Ms. Hardison, seconded by Mr. Pearman, with all unanimously in favor, the Board approved Chair to work with Counsel in defining the District Fishing Policy for Alta Lakes Community Development District.

ELEVENTH ORDER OF BUSINESS

Discussion and Consideration of Offer to Purchase Tract 6

Chair informed audience that District Counsel and District Engineer have been requested to be present for this discussion.

Ms. Buchanan stated that it is not prohibited by the District's covenants to sell District property, so long as the District maintains a protective easement and restrictions over the property. She also advised the Board that they do not have to negotiate with the potential buyers.

Mr. Dunn addressed the drainage plan and of the possible the impact with the drainage pipe, inlet and swale within a larger Tract system if Tract 6 is sold.

Ms. Brackin acknowledged the buyers want to purchase the Tract, stated it would set a District precedent and the large expenses associated in the sale of the transaction. Potential buyers stated they would be responsible for all of the associated costs. Ms. Brackin stated she does not think it is in the best interests of the District to sell District property. Board is willing to address concerns of owners by installing signs and creating policy that would allow recourse for enforcement by JSO and explore fencing options. Discussion ensued and no further action was taken.

TWELFTH ORDER OF BUSINESS

**SUPERVISOR REQUESTS AND
AUDIENCE COMMENTS**

Audience member informed the Board that he has a finance background and is interested in reviewing budget. Staff informed him that the proposed budget would be completed before June 15, 2022, and the Board would have 60 days to adopt.

An audience member re-visited how and when they could purchase Tract 6.

No supervisor requests.

THIRTEENTH ORDER OF BUSINESS

Adjournment

<p>On a motion by Ms. Brackin, seconded by Mr. Pearman, with all unanimously in favor, the Board adjourned the meeting at 12:28 PM for Alta Lakes Community Development District.</p>

Secretary / Assistant Secretary

Chairman / Vice Chairman

Exhibit A



BrightView Landscape Services
South Jacksonville Branch
11530 Davis Creek Ct
Jacksonville, FL 32256
Phone: 904-292-0716 Ext. 20

November 11, 2021

Dear Valued BrightView Customers,

This letter is to advise our clients that there will be an increase of Pricing on Irrigation/ Drainage Parts and Materials. This is due to circumstances that are out of our control. These circumstances have also affected our supply chain and has made it difficult to obtain certain products.

We are working closely with our vendors to minimize the effects of unavailable products and to obtain the lowest prices feasible. BrightView's National and Local Market Price Analysis Teams are continuously negotiating the best price possible.

BrightView is committed to offering you the quality you expect and deserve. In an effort to not compromise on the excellence and service of our products, we are taking this initiative.

We greatly appreciate your continued business and support through this time of growth and change. If you have any further questions or concerns regarding this price increase, please do not hesitate to reach out to us. Our team is more than happy to discuss this situation with you.

Sincerely,

David Lara
Irrigation Manager

Exhibit B



UPCOMING DATES TO REMEMBER

- **Next Meeting:** January 26, 2022 at 6 PM
- **FY 2020-2021 Audit Completion Deadline:** June 30, 2022
- **Next Election (Seats 1, 2 & 3):** November 8, 2022

District Manager's Report

November 17

2021

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<u>FINANCIAL SUMMARY</u>	<u>09/30/2021</u>
General Fund Cash & Investment Balance:	\$189,617
Reserve Fund Cash & Investment Balance:	---
Total Fund Balance YTD Actual:	\$189,617
Total Expenditure YTD Variance:	\$82,433 Under Budget

Updates: We are working with counsel in composing the Solitude addendum for cattail removal. Solitude has reported that they have recently applied algae preventatives and the ponds have responded well to the treatments.

District is waiting to receive the signed formal agreement from Alpha Dog. Once received, it will be provided to the Chairwoman for execution. Alpha Dog has confirmed that the camera equipment has been ordered but there is currently a supply shortage, and the delivery is unknown.



Rizzetta & Company

District is in communication with North Florida Irrigation regarding the back right fountain not working properly. Vendor is monitoring and researching fountain warranty.

BrightView Landscape is working with D. Armstrong Contractor in providing the Developer and District with a proposal to repair the volleyball court.

The District has been notified that BrightView Landscape will be increasing their pricing on irrigation / drainage parts and materials because of the supply chain shortage.

Tab 3

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

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

Operations and Maintenance Expenditures October 2021 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from October 1, 2021 through October 31, 2021. This does not include expenditures previously approved by the Board.

The total items being presented:

Approval of Expenditures: **\$23,705.07**

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures
October 1, 2021 Through October 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
AlphaDog Audio, Video, Security, LLC	1483	18377	ADC Access Door Addon 10/21	\$ 80.00
BrightView Landscape Services, Inc	1486	7556072	Landscape Maintenance 10/21	\$ 7,982.71
Duval Fence, Inc	1487	22674	Furnish and install final payment 10/21	\$ 3,179.16
Egis Insurance Advisors LLC	1488	14908	Policy 100119398 10/01/21-10/01/2022- Added Fence	\$ 57.00
Innersync Studio, Ltd dba. Campus Suite	1484	19802	Website Service ADA Compliance 10/21	\$ 384.38
Innovative Fountain Services	1481	2021950	Monthly Fountain Maintenance 09/21	\$ 692.21
JEA	2021102121-1	9415158183	Account #9415158183 09/21	\$ 4,277.61
Rizzetta & Company, Inc.	1485	INV0000062000	Assessment Roll 21/22	\$ 5,253.00
Rizzetta Technology Services	1482	INV0000007971	Email/Website Hosting Service 10/21	\$ 100.00
Solitude Lake Management LLC	1489	PI-A00686393	Lake & Pond Management Services 10/21	<u>\$ 1,699.00</u>
Report Total				<u>\$ 23,705.07</u>

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FL 33614

Operations and Maintenance Expenditures November 2021 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2021 through November 30, 2021. This does not include expenditures previously approved by the Board.

The total items being presented:

Approval of Expenditures: **\$21,441.28**

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures
November 1, 2021 Through November 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
AlphaDog Audio, Video, Security, LLC	001492	19164	ADC Access Door Addon 11/21	\$ 80.00
BrightView Landscape Services, Inc	001495	7598438	Landscape Maintenance 11/21	\$ 7,573.50
Cassidy Hardison	001500	CH111721	BOS Meeting 11/17/21	\$ 200.00
Comcast	2021110821-2	2021110821-2	Auto Pay 2021	\$ 299.28
Department of Economic Opportunity	001499	85464	Special District Fee FY 21/22	\$ 175.00
Doody Daddy	001496	2111	Pet Station Maintenance 11/21	\$ 361.00
Hopping Green & Sams	001497	125801	General Legal Fees 06/21	\$ 1,927.01
Innovative Fountain Services	001490	2022035	Monthly Stationary Maintenance 10/21	\$ 619.27
Jacksonville Daily Record	001491	21-07279D	Legal Advertising 10/21	\$ 103.25
JEA	2021111921-1	9415158183 10/21	Account #9415158183 10/21	\$ 3,697.64
Republic Services #687	2021110821-1	2021110821-1	Auto Pay 2021	\$ 161.49
Rizzetta & Company, Inc.	001493	INV0000062525	District Management Fees 11/21	\$ 4,044.84

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures
November 1, 2021 Through November 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta Technology Services	001494	INV0000008154	Email/Website Hosting Service 11/21	\$ 100.00
Solitude Lake Management LLC	001498	PI-A00704538	Lake & Pond Management Services 11/21	\$ 1,699.00
Sylvester Wilkins	001502	SW111721	BOS Meeting 11/17/21	\$ 200.00
William Parker Pearman	001501	PP111721	BOS Meeting 11/17/21	<u>\$ 200.00</u>
Report Total				<u>\$ 21,441.28</u>

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FL 33614

**Operations and Maintenance Expenditures
December 2021
For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2021 through December 31, 2021. This does not include expenditures previously approved by the Board.

The total items being presented:

Approval of Expenditures: **\$50,652.13**

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures
December 1, 2021 Through December 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Transaction Description</u>	<u>Check Amount</u>
AlphaDog Audio, Video, Security, LLC	001506	19937	ADC Access Door Addon 12/21	\$ 80.00
AlphaDog Audio, Video, Security, LLC	001516	13520	Video Security Service Call 3/29	\$ 197.09
AlphaDog Audio, Video, Security, LLC	001516	16634	Service Call Labor	\$ 150.00
Always Improving, LLC dba Fitness Pro	001518	26339	11-21	\$ 165.00
American Electrical Contracting, Inc	001517	W47137	Installation of Landscape Lighting 10/21	\$ 1,217.00
American Electrical Contracting, Inc	001517	W47513	Replace Breakers for Fountains	\$ 720.00
Bob's Backflow & Plumbing Service, Inc	001511	78751	Backflow Testing 11/21	\$ 320.00
BrightView Landscape Services, Inc	001503	4900177	Pond Maintenance 08/21	\$ 3,408.25
BrightView Landscape Services, Inc	001512	7647565	Landscape Maintenance 12/21	\$ 7,573.50
Comcast	2021122221-1	8495-74-120- 3378488 11/21	Monthly Cable & Internet 11/21	\$ 299.28
Doody Daddy	001504	2110	Pet Station Maintenance 10/21	\$ 361.00
Dunn & Associates, Inc.	001513	21-558	Engineering General Services	\$ 670.62

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures
December 1, 2021 Through December 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Transaction Description</u>	<u>Check Amount</u>
Dunn & Associates, Inc.	001513	21-631	Engineering General Services 10/21	\$ 2,066.96
First Coast Contract Maintenance Service, LLC	001507	5830-1 Fee	Purchase Reimbursements 06/21	\$ 37.58
First Coast Contract Maintenance Service, LLC	001507	5974	Purchase Reimbursements 07/21	\$ 2,519.61
First Coast Contract Maintenance Service, LLC	001507	6028	Common Area Maintenance 09/21	\$ 2,294.91
First Coast Contract Maintenance Service, LLC	001507	6054	Purchase Reimbursements 09/21	\$ 1,495.42
First Coast Contract Maintenance Service, LLC	001507	6093	Common Area Maintenance 10/21	\$ 2,261.00
First Coast Contract Maintenance Service, LLC	001507	6120	Purchase Reimbursements 09/21	\$ 486.03
First Coast Contract Maintenance Service, LLC	001507	6157	Purchase Reimbursements 10/21	\$ 2,072.62
First Coast Contract Maintenance Service, LLC	001507	6188	Common Area Maintenance 11/21	\$ 2,261.00
First Coast Contract Maintenance Service, LLC	001507	6273	Purchase Reimbursements 11/21	\$ 1,383.42
First Coast Contract Maintenance Service, LLC	001514	6242	Common Area Maintenance 12/21	\$ 2,261.00
Hopping Green & Sams	001505	125908	General Legal Fees 09/21	\$ 793.00

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Paid Operation and Maintenance Expenditures
December 1, 2021 Through December 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Transaction Description</u>	<u>Check Amount</u>
Innovative Fountain Services	001508	2022180	Monthly Maintenance 11/21	\$ 619.44
JEA	2021122221-2	9415158183 11/21	Account #9415158183 11/21	\$ 4,886.96
Republic Services #687	2021122221-3	0687-001183495	Monthly Trash Removal 12/21	\$ 162.76
Rizzetta & Company, Inc.	001509	INV0000061834	District Management Fees 10/21	\$ 4,044.84
Rizzetta & Company, Inc.	001509	INV0000063107	District Management Fees 12/21	\$ 4,044.84
Rizzetta Technology Services	001510	INV0000008246	Email/Website Hosting Service 12/21	\$ 100.00
Solitude Lake Management LLC	001515	PI-A00722918	Lake & Pond Management Services 12/21	\$ <u>1,699.00</u>
Report Total				\$ <u>50,652.13</u>

STAFF REPORTS

District Counsel

Tab 4

MEMORANDUM

TO: DISTRICT MANAGER

FROM: KUTAK ROCK LLP

RE: WASTEWATER AND STORMWATER NEEDS ANALYSIS

During the 2021 legislative session sections 403.9301 and 403.9302, Florida Statutes, were enacted requiring local governments to perform a 20-year needs analysis of certain wastewater and stormwater services or systems. Subject special districts are required to complete this analysis by June 30, 2022, and every five years thereafter. This memorandum answers basic questions regarding these new statutory provisions and requests that District Managers seek authorization for staff to solicit proposals to complete the required study as appropriate. We expect the services necessary to complete the required analysis to be exempt from competitive solicitation requirements as a planning or study activity below the statutory threshold of \$35,000. §§ 287.055, 287.017, Fla. Stat. Thus, as deemed appropriate and in the best interests of the subject district, districts may elect to utilize the services of existing engineering or other professionals currently under contract or may seek additional proposals for completion of the required needs analysis.

Which special districts are required to complete a needs analysis under sections 403.9301 and 403.9302, Florida Statutes?

Special districts providing “wastewater services” or a “stormwater management program or stormwater management system” must complete a needs analysis.¹

What constitutes “wastewater services”?

Wastewater services means providing service to pipelines or conduits, pumping stations, and force mains and associated facilities used for collecting or conducting wastes to an ultimate point for treatment or disposal or to a plant or other works used for the purpose of

¹ Counties, municipalities, and special districts located in a “rural area of opportunity” may be exempt from the requirements of sections 403.9301 and 403.9302, Florida Statutes, if compliance would create an undue economic hardship. This includes:

- *Northwest Rural Area of Opportunity:* Calhoun, Franklin, Gadsden, Gulf, Holmes, Jackson, Liberty, Wakulla, and Washington counties, and the area within the city limits of Freeport and Walton County north of the Choctawhatchee Bay and intercoastal waterway.
- *South Central Rural Area of Opportunity:* DeSoto, Glades, Hardee, Hendry, Highlands, and Okeechobee counties, and the cities of Pahokee, Belle Glade, and South Bay (Palm Beach County), and Immokalee (Collier County).
- *North Central Rural Area of Opportunity:* Baker, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Jefferson, Lafayette, Levy, Madison, Putnam, Suwannee, Taylor, and Union counties.

treating, stabilizing, or holding wastewater principally from dwellings, business buildings, institutions, and sanitary wastewater or sewage treatment plants.

What constitutes “stormwater management program or stormwater management system”?

“Stormwater management program” means an institutional strategy for stormwater management, including urban, agricultural and other stormwater. “Stormwater Management System” means a system which is designed and constructed or implemented to control discharges which are necessitated by rainfall events, incorporating methods to collect, convey, store, absorb, inhibit, treat, use, or reuse water to prevent or reduce flooding, over-drainage, environmental degradation and water pollution or otherwise affect the quantity and quality of discharges from the system.

What must the needs analysis for these services or systems include?

- A detailed description of associated facilities;
- The number of current and projected residents served calculated in 5-year increments;
- The current and projected service area;
- The current and projected cost of providing services calculated in 5-year increments;
- The estimated remaining useful life of each facility or its major components;
- The most recent 5-year history of annual contributions to, expenditures from, and balances of any capital account for maintenance or expansion of any facility or its major components; and
- The district’s plan to fund the maintenance or expansion of any facility or its major components. The plan must include historical and estimated future revenues and expenditures with an evaluation of how the district expects to close any projected funding gap.

When must the needs analysis required be complete?

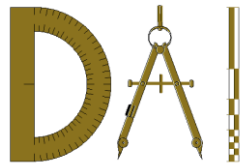
The 20-year needs analysis must be completed by June 30, 2022.

What happens to the needs analysis once it is complete?

The complete needs analysis and associated methodology and supporting data must be submitted to the county within which the largest portion of the subject district facilities are located. Each county must then compile all analyses submitted to it (from special districts, municipalities, and the county itself) into a single document that must be filed with the Department of Environmental Protection and Office of Economic and Demographic Research by July 31, 2022 and every five years thereafter. The Office of Economic and Demographic research is required to evaluate the compiled documents for purposes of developing a statewide analysis that will include an analysis of the expenditures necessary to repair, replace, and expand water-related infrastructure.

District Engineer

Tab 5



Dunn & Associates, Inc.

CIVIL ENGINEERS / LAND PLANNERS

8647 Baypine Road, Suite 200 Jacksonville, Florida 32256

Phone: (904) 363-8916 Fax: (904) 363-8917

November 12, 2021

Lesley Gallagher, District Manager
Alta Lakes Community Development District
c/o Rizzetta & Company, Inc.
2806 N. 5th St., Unit 403
St. Augustine, FL 32084

Re: Engineering Proposal for
Alta Lakes CDD
Annual Report
Job Number 1507-425-20

Dear Ms. Gallagher:

Dunn & Associates, Inc. is pleased to offer this proposal for engineering services related to preparation of the Annual Report for the Alta Lakes Community Development District. Being familiar with the project, we offer the following scope of work and related fees.

1. We will visit the project to inspect the District improvements and the stormwater system. We will prepare a report noting items that may need repair or maintenance.
2. We will respond to any questions regarding the report.

Hourly, Upset Limit:

\$3,000.00 *

Hourly Rates

Principal	\$200.00
Senior Engineer (P.E.)	\$170.00
Engineer (P.E.)	\$130.00
Engineer (E.I.) and Senior Designer	\$110.00
Senior CADD Technician	\$95.00
CADD Technician	\$80.00
Senior Construction Inspector	\$110.00
Construction Inspector	\$90.00
Administrative Support	\$55.00

NOTE: * Our fee for the above tasks will be billed at our standard hourly rates. In the event that unknown/unforeseen issues come up or are requested during our work, these amounts may be exceeded, however we will not exceed these amounts without your prior written approval.

Payment is due within 30 days of invoice. Late payments will be subject to a monthly 1.5% surcharge. Payment is for completed work and is not contingent on approvals. We can begin on this project immediately and have the necessary manpower to complete work very quickly. If this proposal meets your approval, please return a signed copy for our files. Should you have any questions please call us.

Sincerely,

DUNN & ASSOCIATES, INC.



Vincent J. Dunn, P.E.
President

Accepted By

Company

Date

VJD/rto

Tab 6



Dunn & Associates, Inc.

CIVIL ENGINEERS / LAND PLANNERS

8647 Baypine Road, Suite 200 Jacksonville, Florida 32256

Phone: (904) 363-8916 Fax: (904) 363-8917

December 7, 2021

Carol Brown, Associate District Manager
Alta Lakes Community Development District
c/o Rizzetta & Company, Inc.
2806 N. 5th St., Unit 403
St. Augustine, FL 32084

Re: Engineering Proposal for
Alta Lakes CDD
Stormwater Needs Analysis
Job Number 1507-425-20SW

Dear Ms. Brown:

Dunn & Associates, Inc. is pleased to offer this proposal for engineering services related to preparation of the new State required 20-year Stormwater Needs Analysis for the Alta Lakes Community Development District. Being familiar with the project and based on the information provided by District Counsel, we offer the following scope of work and related fees.

1. We will coordinate with the District Manager to gather prior drainage spending on the District stormwater system. We will prepare the analysis which will include:
 - A detailed description of associated facilities.
 - The number of current and projected residents served calculated in 5-year increments.
 - The current and projected service area.
 - The current and projected cost of providing services calculated in 5-year increments.
 - The estimated remaining useful life of each facility or its major components.
 - The most recent 5-year history of annual contributions to, expenditures from, and balances of any capital account for maintenance or expansion of any facility or its major components.
 - The district's plan to fund the maintenance or expansion of any facility or its major components. The plan will include historical and estimated future revenues and expenditures with an evaluation of how the district expects to close any projected funding gap.
 - The analysis will be in the format provided by The Office of Economic and Demographic Research: [templates and other resources and guidance](#)

Hourly, Upset Limit:

\$10,000.00 *

Hourly Rates

Principal	\$200.00
Senior Engineer (P.E.)	\$170.00
Engineer (P.E.)	\$130.00
Engineer (E.I.) and Senior Designer	\$110.00
Senior CADD Technician	\$95.00
CADD Technician	\$80.00
Senior Construction Inspector	\$110.00
Construction Inspector	\$90.00
Administrative Support	\$55.00

NOTE: * Our fee for the above tasks will be billed at our standard hourly rates. In the event that unknown/unforeseen issues come up or are requested during our work, these amounts may be exceeded, however we will not exceed these amounts without your prior written approval.

Payment is due within 30 days of invoice. Late payments will be subject to a monthly 1.5% surcharge. Payment is for completed work and is not contingent on approvals. We can begin on this project immediately and have the necessary manpower to complete work very quickly. If this proposal meets your approval, please return a signed copy for our files. Should you have any questions please call us.

Sincerely,

DUNN & ASSOCIATES, INC.



Vincent J. Dunn, P.E.
President

Accepted By

Company

Date

Landscape and Maintenance

Tab 7



11530 Davis Creek Court - Jacksonville, Florida 32256
(904) 292-0716 / Fax: (904) 292-1014

MEMORANDUM

DATE: January 17, 2022
TO: Alta Lakes
ATTN: Board of Directors
FROM: Chris Ernst
RE: Landscape Report

Grounds Maintenance

Weekly grounds maintenance

Bi-weekly mowing

Apply herbicide to pavers and sidewalk cracks.

Apply herbicide to landscape beds

Trimming entrances and amenity center

Finished cutting back native grasses.

Preparing to cut back herbaceous plant material like lirioppe, flax lilly, and agapanthus

Hand weeding landscape beds

Irrigation

Inspections are up to date

Agronomics

The turf was will be treated in February. The scope of work will be an applying insecticide, fungicide, and broadleaf/grassy weed treatments.

We will be fertilizing the plant material at the end of February

Enhancements

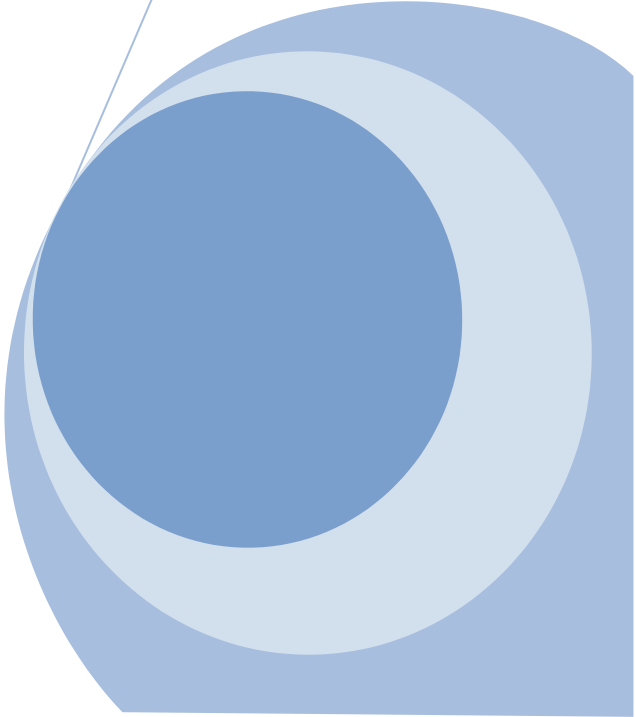
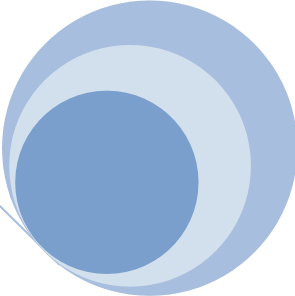
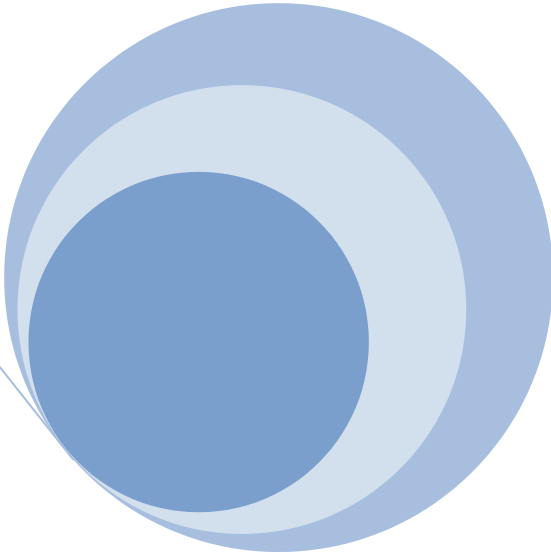
No new news to report

Arbor Care

No new news to report

Amenity Manager

Tab 8



Alta Lakes CDD

Field Report January 2022

First Coast CMS LLC

Swimming Pools

At this time, we are waiting for the agreement to be completed between the District and Franks Pool Service.

Maintenance and Facility

- Soccer Shots will attend the Meeting to propose bring Developmental Soccer camps to the residents of Alta Lakes
- Pickleball windscreens have arrived and been installed
- Several Street Lights in the District were reported to JEA for Repair
- We are still waiting on the pump for the entrance fountain to arrive
- A bike lane sign within the District was reported to the County for repair
- The Drivers for the LED lights on the pickleball court has arrived and we are waiting scheduling by the Electrical Contractor
- The Agreement between Alpha Dog Security has been completed and we are waiting on scheduling for the installation
- Quotes for the additional fitness equipment have been requested and will forward once received. We recommend **NOT** adding additional equipment to the room due to lack of space and interference with ADA regulations
- Signs for the “fishing” issue along Brown Trout have been designed but we are waiting on approval from Counsel.
- Fire extinguishers were inspected and recertified
- We received a weekend report of the pool deck shower running constantly. We sent someone out to get the water off until the shower could be repaired.
- T & M Electric was called to investigate the lighting on the signs at the entrance. They are scheduling someone to come out to take a look at the LED strip below the word Alta Lakes and replace as needed.
- We are still waiting on North Florida Irrigation to receive the large lake fountain motor back from the manufacturer.
- Fitness Pro performed their quarterly PM on equipment and discovered several items that need to be repair (repair proposal was approved and attached)

Tab 9



Service History Report

January 13, 2022
50097

Alta Lakes CDD

Date Range: 12/01/21..12/31/21

Toll Free: (888) 480-5253
Fax: (888) 358-0088
www.solitudelakemanagement.com

Table with 4 columns: Service Date, No., Order No., Contract No., Technician Name and State License #s, Service Item #, Description, Lake No., Lake Name. Includes technician comments and general comments for service on 12/1/2021.

Table with 4 columns: Service Date, No., Order No., Contract No., Technician Name and State License #s, Service Item #, Description, Lake No., Lake Name. Includes technician comments and general comments for service on 12/10/2021.

Table with 4 columns: Service Date, No., Order No., Contract No., Technician Name and State License #s, Service Item #, Description, Lake No., Lake Name. Includes technician comments and general comments for service on 12/17/2021.

Inspected for Aquatic Weeds

=====

Service Date	12/30/2021	7107
No.	PI-A00733350	
Order No.	SMOR-546183	
Contract No.	SVR51511	

Technician Name and State License #s
Eduardo J. Morales

Service Item #	Description	Lake No.	Lake Name
7107-LAKE-ALL	Alta Lakes Cdd-Lake-ALL	13	
Technician's Comments:	Shoreline weeds treated in ponds 6, 7 and 8. Algae and submerged weeds treated in pond 8. Debris removed from ponds 6, 7, 8, 9, 10 and 13. Algae preventivetreatment performed in pond 8.		
General Comments:	Inspected Lake		
Inspected for algae			Treated
Inspected for Aquatic Weeds			Treated

District Manager

Rizzetta & Company Report
January 2022
(Under Separate Cover)

BUSINESS ITEMS

Tab 10

RESOLUTION 2022-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT ADOPTING PROMPT PAYMENT POLICIES AND PROCEDURES PURSUANT TO CHAPTER 218, *FLORIDA STATUTES*; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, Chapter 218, *Florida Statutes*, requires timely payment to vendors and contractors providing certain goods and/or services to the District; and

WHEREAS, the Board of Supervisors of the District (“Board”) accordingly finds that it is in the best interest of the District to establish by resolution Prompt Payment Policies and Procedures as may be amended or updated from time to time for immediate use and application.

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

SECTION 1. The Prompt Payment Policies and Procedures attached hereto as **Exhibit A** are hereby adopted pursuant to this Resolution as necessary for the conduct of District business. The Prompt Payment Policies and Procedures shall remain in full force and effect until such time as the Board may amend or replace them; provided, however, that as the provisions of Chapter 218, *Florida Statutes*, are amended from time to time, the attached Prompt Payment Policies and Procedures shall automatically be amended to incorporate the new requirements of law without any further action by the Board. The Prompt Payment Policies and Procedures hereby adopted supplant and replace any previously adopted Prompt Payment Policies and Procedures.

SECTION 2. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 3. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 26th day of January 2022.

ATTEST:

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Prompt Payment Policies and Procedures

EXHIBIT A

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

Prompt Payment Policies and Procedures

**In Accordance with the Local Government Prompt Payment Act
Chapter 218, Part VII, *Florida Statutes***

January 26, 2022

Alta Lakes Community Development District
Prompt Payment Policies and Procedures

Table of Contents

I.	Purpose	1
II.	Scope	1
III.	Definitions	1
	A. Agent	1
	B. Construction Services	1
	C. Contractor or Provider of Construction Services	1
	D. Date Stamped	1
	E. Improper Invoice	2
	F. Improper Payment Request	2
	G. Non-Construction Goods and Services.....	2
	H. Proper Invoice	2
	I. Proper Payment Request	2
	J. Provider	2
	K. Purchase	2
	L. Vendor	2
IV.	Proper Invoice/Payment Request Requirements	3
	A. General	3
	B. Sales Tax	3
	C. Federal Identification and Social Security Numbers	3
	D. Proper Invoice for Non-Construction Goods and Services	3
	E. Proper Payment Request Requirements for Construction Services	4
V.	Submission of Invoices and Payment Requests	4
VI.	Calculation of Payment Due Date	5
	A. Non-Construction Goods and Services Invoices	5
	B. Payment Requests for Construction Services	6
VII.	Resolution of Disputes	7
	A. Dispute Between the District and a Provider	7
	B. Dispute Resolution Procedures	7
VIII.	Purchases Involving Federal Funds or Bond Funds.....	8
IX.	Requirements for Construction Services Contracts – Project Completion; Retainage	8
X.	Late Payment Interest Charges	9
	A. Related to Non-Construction Goods and Services	9
	B. Related to Construction Services	9
	C. Report of Interest	9

I. Purpose

In accordance with the Local Government Prompt Payment Act (Chapter 218, Part VII, *Florida Statutes*) (“PPA”), the purpose of the Alta Lakes Community Development District (“District”) Prompt Payment Policies and Procedures (“Policies & Procedures”) is to provide a specific policy to ensure timely payment to Vendors and Contractors (both hereinafter defined) providing goods and/or services to the District and ensure the timely receipt by the District of goods and/or services contemplated at the time of contracting. Please note that the PPA, like any statute or law, may be amended from time to time by legislative action. These Policies & Procedures are based on the statutory requirements as of the date identified on the cover page of this document. By this reference, as applicable statutory provisions subsequently change, these Policies & Procedures shall automatically be amended to incorporate the new requirements of law. These Policies & Procedures are adopted by the District to provide guidance in contracting matters. Failure by the District to comply with these Policies & Procedures shall not expand the rights or remedies of any Provider (hereinafter defined) against the District under the PPA. Nothing contained herein shall be interpreted as more restrictive on the District than what is provided for in the PPA.

II. Scope

These Policies & Procedures apply to all operations of the District, including Construction Services and Non-Construction Goods and Services, as applicable.

III. Definitions

A. Agent

The District-contracted architect, District-contracted engineer, District Manager, or other person, acting on behalf of the District, which is required by law or contract to review invoices or payment requests from Providers (hereinafter defined). Such individuals/entities must be identified in accordance with [§218.735](#) (1), Fla. Stat., and further identified in the relevant agreement between the District and the Provider.

B. Construction Services

All labor, services, and materials provided in connection with the construction, alteration, repair, demolition, reconstruction, or other improvement to real property that require a license under parts I and II of Chapter 489, Fla. Stat.

C. Contractor or Provider of Construction Services

The entity or individual that provides Construction Services through direct contract with the District.

D. Date Stamped

Each original and revised invoice or payment request received by the District shall be marked electronically or manually, by use of a date stamp or other method,

which date marking clearly indicates the date such invoice or payment request is first delivered to the District through its Agent. In the event that the Agent receives an invoice or payment request, but fails to timely or physically mark on the document the date received, "Date Stamped" shall mean the date of actual receipt by the Agent.

E. Improper Invoice

An invoice that does not conform to the requirements of a Proper Invoice.

F. Improper Payment Request

A request for payment for Construction Services that does not conform to the requirements of a Proper Payment Request.

G. Non-Construction Goods and Services

All labor, services, goods and materials provided in connection with anything other than construction, alteration, repair, demolition, reconstruction, or other improvements to real property.

H. Proper Invoice

An invoice that conforms to all statutory requirements, all requirements of these Policies and Procedures not expressly waived by the District and any additional requirements included in the agreement for goods and/or services for which the invoice is submitted not expressly waived by the District.

I. Proper Payment Request

A request for payment for Construction Services which conforms to all statutory requirements, all requirements of these Policies & Procedures not expressly waived by the District and any additional requirements included in the Construction Services agreement for which the Payment Request is submitted not expressly waived by the District.

J. Provider

Includes any Vendor, Contractor or Provider of Construction Services, as defined herein.

K. Purchase

The purchase of goods, materials, services, or Construction Services; the purchase or lease of personal property; or the lease of real property by the District.

L. Vendor

Any person or entity that sells goods or services, sells or leases personal property, or leases real property directly to the District, not including Construction Services.

IV. Proper Invoice/Payment Request Requirements

A. General

Prior to Provider receiving payment from the District, Non-Construction Goods and Services and Construction Services, as applicable, shall be received and performed in accordance with contractual or other specifications or requirements to the satisfaction of the District. Provision or delivery of Non-Construction Goods and Services to the District does not constitute acceptance for the purpose of payment. Final acceptance and authorization of payment shall be made only after delivery and inspection by the Agent and the Agent's confirmation that the Non-Construction Goods and Services or Construction Services meet contract specifications and conditions. Should the Non-Construction Goods and Services or Construction Services differ in any respect from the specifications, payment may be withheld until such time as the Provider takes necessary corrective action. Certain limited exceptions which require payment in advance are permitted when authorized by the District Board of Supervisors ("Board") or when provided for in the applicable agreement.

B. Sales Tax

Providers should not include sales tax on any invoice or payment request. The District's current tax-exempt number is [REDACTED]. A copy of the tax-exempt form will be supplied to Providers upon request.

C. Federal Identification and Social Security Numbers

Providers are paid using either a Federal Identification Number or Social Security Number. To receive payment, Providers should supply the District with the correct number as well as a proper Internal Revenue Service W-9 Form. The District Manager shall treat information provided in accordance with Florida law.

Providers should notify the District when changes in data occur: info@rizzetta.com.

D. Proper Invoice for Non-Construction Goods and Services

All Non-Construction Goods and Services invoiced must be supplied or performed in accordance with the applicable purchase order (including any bid/proposal provided, if applicable) or agreement and such Non-Construction Goods and Services quantity and quality must be equal to or better than what is required by such terms. Unless otherwise specified in the applicable agreement, invoices should contain all of the following minimum information in order to be considered a Proper Invoice:

1. Name of Vendor
2. Remittance address
3. Invoice Date

4. Invoice number
5. The “Bill To” party must be the District or the Board, or other entity approved in writing by the Board of the District Manager
6. Project name (if applicable)
7. In addition to the information required in Section IV.D.1-6 above, invoices involving the *purchase of goods* should also contain:
 - a. A complete item description
 - b. Quantity purchased
 - c. Unit price(s)
 - d. Total price (for each item)
 - e. Total amount of invoice (all items)
 - f. The location and date(s) of delivery of the goods to the District
8. In addition to the information required in Section IV.D.1-6 above, invoices involving the *purchase of services* should also contain:
 - a. Itemized description of services performed
 - b. The location and date of delivery of the services to the District
 - c. Billing method for services performed (i.e., approved hourly rates, percentage of completion, cost plus fixed fee, direct/actual costs, etc.)
 - d. Itemization of other direct, reimbursable costs (including description and amount)
 - e. Copies of invoices for other direct, reimbursable costs (other than incidental costs such as copying) and one (1) of the following:
 - i. Copy of both sides of a cancelled check evidencing payment for costs submitted for reimbursement
 - ii. Paid receipt
 - iii. Waiver/lien release from subcontractor (if applicable)
9. Any applicable discounts
10. Any other information or documentation, which may be required or specified under the terms of the purchase order or agreement

E. Proper Payment Request Requirements for Construction Services

Payment Requests must conform to all requirements of Section IV, A-D above, unless otherwise specified in the terms of the applicable agreement or purchase order between the District and the Provider.

V. Submission of Invoices and Payment Requests

The Provider shall submit all Invoices and Payment Requests for both Construction Services and Non-Construction Goods and Services to the District’s Agent as provided in the purchase order or agreement, as applicable, and to the District Manager as follows:

Submit the invoice and/or payment request, with required additional material and in conformance with these Policies and Procedures, by mail, by hand delivery, or via email (Note: email is the preferred method for receipt of Non-Construction Goods and Services invoices).

1. **Mailing and Drop Off Address**
Alta Lakes Community Development District
c/o [Rizzetta & Company, Inc.](#)
3434 Colwell Avenue, Suite 200
Tampa, Florida 33614
Attn: District Manager
2. **Email Address**
cddinvoice@rizzetta.com

VI. Calculation of Payment Due Date

A. Non-Construction Goods and Services Invoices

1. **Receipt of Proper Invoice**
Payment is due from the District forty-five (45) days from the date on which a Proper Invoice is Date Stamped.
2. **Receipt of Improper Invoice**
If an Improper Invoice is received, a required invoice is not received, or invoicing of a request for payment is not required, the time when payment is due from the District is forty-five (45) days from the latest date of the following:
 - a. On which delivery of personal property is fully accepted by the District;
 - b. On which services are completed and accepted by the District;
 - c. On which the contracted rental period begins (if applicable); or
 - d. On which the District and the Vendor agree in a written agreement that provides payment due dates.
3. **Rejection of an Improper Invoice**
The District may reject an Improper Invoice. Within ten (10) days of receipt of the Improper Invoice by the District, the Vendor must be notified that the invoice is improper and be given an opportunity to correct the deficient or missing information, remedy the faulty work, replace the defective goods, or take other necessary, remedial action.

The District's rejection of an Improper Invoice must:

- a. Be provided in writing;
- b. Specify any and all known deficiencies; and
- c. State actions necessary to correct the Improper Invoice.

If the Vendor submits a corrected invoice, which corrects the deficiencies specified in the District's written rejection, the District must pay the

corrected invoice within the later of: (a) ten (10) business days after date the corrected invoice is Date Stamped; or (b) forty-five (45) days after the date the Improper Invoice was Date Stamped.

If the Vendor submits an invoice in response to the District's written rejection which fails to correct the deficiencies specified or continues to be an Improper Invoice, the District must reject that invoice as stated herein.

4. Payment of Undisputed Portion of Invoice

If the District disputes a portion of an invoice, the undisputed portion shall be paid in a timely manner and in accordance with the due dates for payment as specified in these Policies & Procedures.

B. Payment Requests for Construction Services

1. Receipt of Proper Payment Request

The time at which payment is due for Construction Services from the District is as follows:

- a. If an Agent must approve the payment request before it is submitted to the District Manager, payment (whether full or partial) is due twenty-five (25) business days after the payment request is Date Stamped. The Provider may send the District an overdue notice. If the payment request is not rejected within four (4) business days after Date Stamp of the overdue notice, the payment request shall be deemed accepted, except for any portion of the payment request that is fraudulent, misleading or is the subject of dispute.

The agreement between the District and the Provider shall identify the Agent to which the Provider shall submit its payment request, or shall be provided by the District through a separate written notice no later than ten (10) days after contract award or notice to proceed, whichever is later. Provider's submission of a payment request to the Agent shall be Date Stamped, which shall commence the time periods for payment or rejection of a payment request or invoice as provided in this section.

- b. If, pursuant to contract, an Agent is not required to approve the payment request submitted to the District, payment is due twenty (20) business days after the payment request is Date Stamped unless such payment request includes fraudulent or misleading information or is the subject of dispute.

2. Receipt and Rejection of Improper Payment Request

- a. If an Improper Payment Request is received, the District must reject the Improper Payment Request within twenty (20) business days after the date on which the payment request is Date Stamped.
- b. The District's rejection of the Improper Payment Request must:
 - i. Be provided in writing;
 - ii. Specify any and all known deficiencies; and
 - iii. State actions necessary to correct the Improper Invoice.
- c. If a Provider submits a payment request which corrects the deficiency specified in the District's written rejection, the District must pay or reject the corrected submission no later than ten (10) business days after the date the corrected payment request is Date Stamped.

3. Payment of Undisputed Portion of Payment Request

If the District disputes a portion of a payment request, the undisputed portion shall be paid in a timely manner and in accordance with the due dates for payment as specified in this section.

VII. Resolution of Disputes

If a dispute arises between a Provider and the District concerning payment of an invoice or payment request, the dispute shall be resolved as set forth in [§218.735](#), Fla. Stat., for Construction Services, and [§218.76](#), Fla. Stat. for Non-Construction Goods and Services.

A. Dispute between the District and a Provider

If a dispute between the District and a Provider cannot be resolved following resubmission of a payment request by the Provider, the dispute must be resolved in accordance with the dispute resolution procedure prescribed in the construction contract, if any. In the absence of a prescribed procedure in the contract, the dispute must be resolved by the procedures specified below.

B. Dispute Resolution Procedures

1. If an Improper Payment Request or Improper Invoice is submitted, and the Provider refuses or fails to submit a revised payment request or invoice as contemplated by the PPA and these Policies and Procedures, the Provider shall, not later than thirty (30) days after the date on which the last payment request or invoice was Date Stamped, submit a written statement via certified mail to the Agent, copying the District Manager, specifying the basis upon which the Provider contends the last submitted payment request or invoice was proper.

2. Within forty-five (45) days of receipt by the Agent and District Manager of the disputed, last-submitted payment request or invoice, the Agent and/or District Manager shall commence investigation of the dispute and render a final decision on the matter no later than sixty (60) days after the date on which the last-submitted payment request or invoice is Date Stamped.
3. With regard to contracts executed on or after July 1, 2021, if the District does not commence the dispute resolution procedure within the time provided herein, a Provider may give written notice via certified mail to the Agent, copying the District Manager, of the District's failure to timely commence its dispute resolution procedure. If the District fails to commence the dispute resolution procedure within 4 business days after receipt of such notice, any amounts resolved in the Provider's favor shall bear mandatory interest, as set forth in section [218.735\(9\)](#), Florida Statutes, from the date on which the payment request or invoice containing the disputed amounts was Date Stamped. If the dispute resolution procedure is not commenced within 4 business days after receipt of the notice, the objection to the payment request or invoice shall be deemed waived. The waiver of an objection pursuant to this paragraph does not relieve a Provider of its contractual obligations.
4. Absent a written agreement to the contrary, if the Provider refuses or fails to provide the written statement required above, the Agent and/or District Manager is not required to contact the Provider in the investigation. In addition, and absent a written agreement to the contrary, if such written statement is not provided, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider.
5. The Board shall approve any decision of the District Manager to contract with a third party which would result in: 1) an expenditure above what is budgeted for the Construction Services or Non-Construction Services; or 2) an expenditure which exceeds the original contract amount for the Construction Services or Non-Construction Services by more than ten percent (10%) or Ten Thousand Dollars (\$10,000).
6. A written explanation of the final decision shall be sent to the Provider, via certified mail, within five (5) business days from the date on which such final decision is made. A copy of the written explanation of the final decision shall be provided to the Chairperson of the Board simultaneously with the certified mailing to the Provider.

7. If a Provider does not accept in writing the final decision within five (5) days after receipt by the Provider, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider. If the costs of the third party purchases exceed the amount the District owes to the Provider, the District may seek to recover such excess from the Provider in a court of law or as otherwise provided in an agreement between the District and the Provider. Nothing contained herein shall limit or affect the District's ability to enforce all of its legal and contractual rights and remedies against the Provider.

VIII. Purchases Involving Federal Funds or Bond Funds

When the District intends to pay for a purchase with federal funds or bond funds, the District shall make such purchases only upon reasonable assurances that federal funds or bond funds sufficient to cover the cost will be received. When payment is contingent upon the receipt of bond funds, federal funds or federal approval, the public procurement documents and any agreement with a Provider shall clearly state such contingency. (§218.77, Fla. Stat.).

IX. Requirements for Construction Services Contracts – Project Completion; Retainage

The District intends to follow the PPA requirements for construction project completion and retainage, including, but not limited to, [§218.735](#) (7) and (8), Fla. Stat.

X. Late Payment Interest Charges

Failure on the part of the District to make timely payments may result in District responsibility for late payment interest charges. No agreement between the District and a Provider may prohibit the collection of late payment interest charges allowable under the PPA as mandatory interest. (§218.75, Fla. Stat.).

A. Related to Non-Construction Goods and Services

All payments due from the District, and not made within the time specified within this policy, will bear interest, from thirty (30) days after the due date, at the rate of one percent (1%) per month on the unpaid balance. The Vendor must submit a Proper Invoice to the District for any interest accrued in order to receive the interest payment. ([§218.735](#) (9), Fla. Stat.).

An overdue period of less than one (1) month is considered as one (1) month in computing interest. Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.

B. Related to Construction Services

All payments for Construction Services that are not made within the time periods specified within the applicable statute, shall bear interest from thirty (30) days after the due date, at the rate of one percent (1%) per month for contracts executed on or before June 30, 2021, and at the rate of two percent (2%) per month for contracts executed on or after July 1, 2021, or the rate specified by agreement, whichever is greater. [§218.735\(9\)](#), Fla. Stat. The Provider must submit a Proper Payment Request to the District for any interest accrued in order to receive the interest payment. An overdue period of less than one (1) month is considered as one (1) month in computing interest. (§218.74 (4), Fla. Stat.).

Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.

C. Report of Interest

If the total amount of interest paid during the preceding fiscal year exceeds \$250, the District Manager is required to submit a report to the Board during December of each year, stating the number of interest payments made and the total amount of such payments. (§218.78, Fla. Stat.).

**Consideration of
District Fishing Policy
Amendment
*(Under Separate Cover)***

Tab 11

FIRST COAST CONTRACT
MAINTENANCE SERVICES, LLC
352 PERDIDO ST
Saint Johns, FL 32259 US
(904) 537 9034
service@firstcoastcms.com
www.firstcoastcms.com

Estimate 1036



ADDRESS Alta Lakes CDD C/O Rizzetta & Co. Attn: Carol Brown 3434 Colwell Ave, Suite 200 Tampa, FL 33614	DATE 01/19/2022	TOTAL \$325.00	
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P.O. NUMBER
Sign Installation

SALES REP
Tony Shiver

DATE	ACTIVITY	QTY	RATE	AMOUNT
01/19/2022	Misc. Labor Installation of 3 Fishing Regulation Signs for Red Koi Dr	1	325.00	325.00

TOTAL	\$325.00
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THANK YOU.

Accepted By

Accepted Date

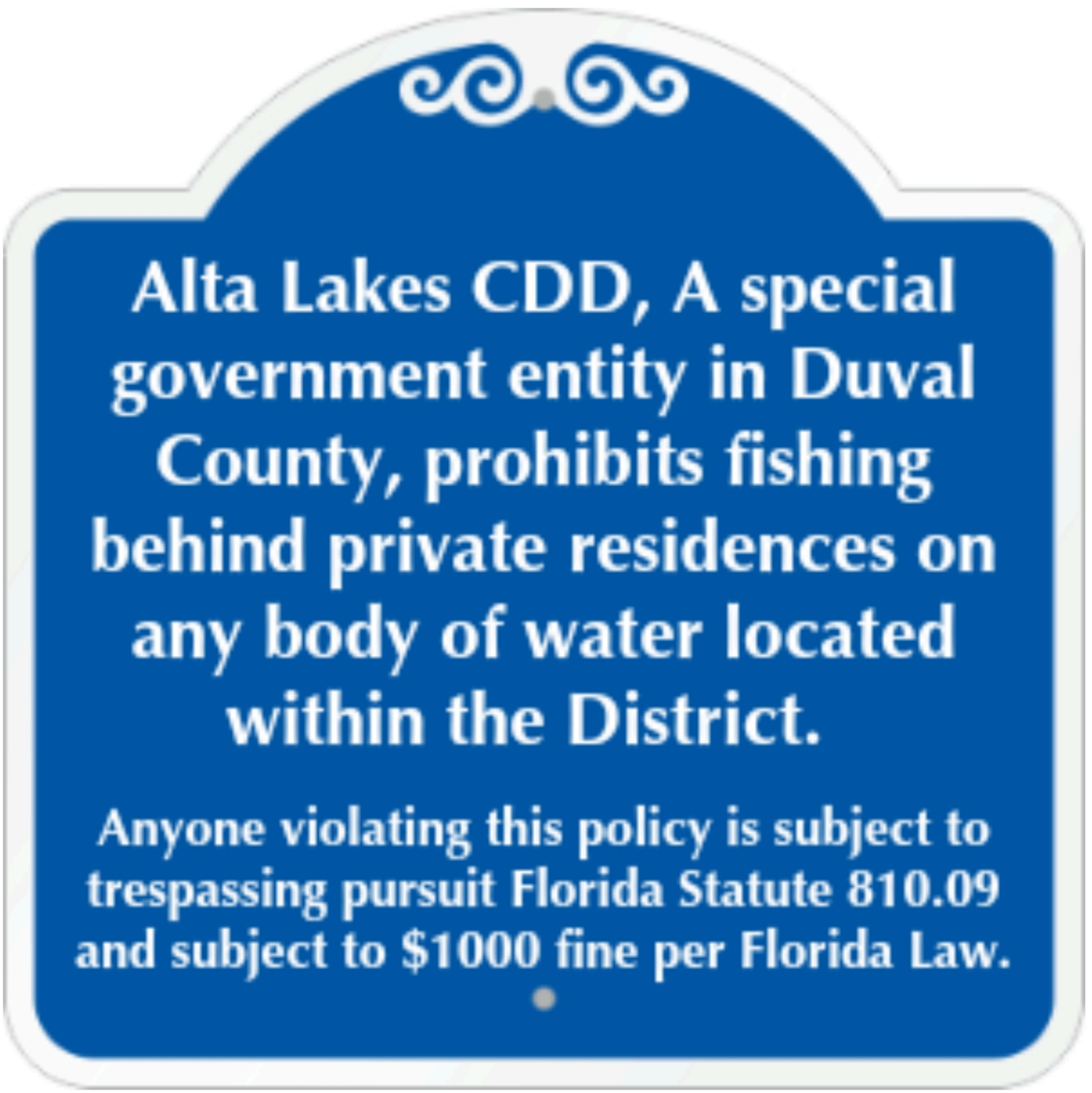


MyParkingSign



★★★★★ based on 372 customer reviews

Your Design



Custom Designer Sign, Dome (18")

Select Sign Color ?

Click on the print color that you want for your design.

- Reverse
- Normal
- Reverse
- Normal
- Reverse





Search here



Work



Restaurants



Gas



Hotels



Red Koi Dr

Spotted Bass Ln

Red



Spotted Bass Ln
Google

Latest in the area



Explore



Go



Saved



Contribute



Updates

Tab 12

Greenway Lawn and Landscape
 4930 Spring Park Rd
 Jacksonville, FL 32207 US
 contact@greenway-lawncare.com



Estimate

ADDRESS

Alta Lakes
 3108 Alta Lakes Blvd,
 Jacksonville FL 32226

ESTIMATE # 5209

DATE 01/18/2022

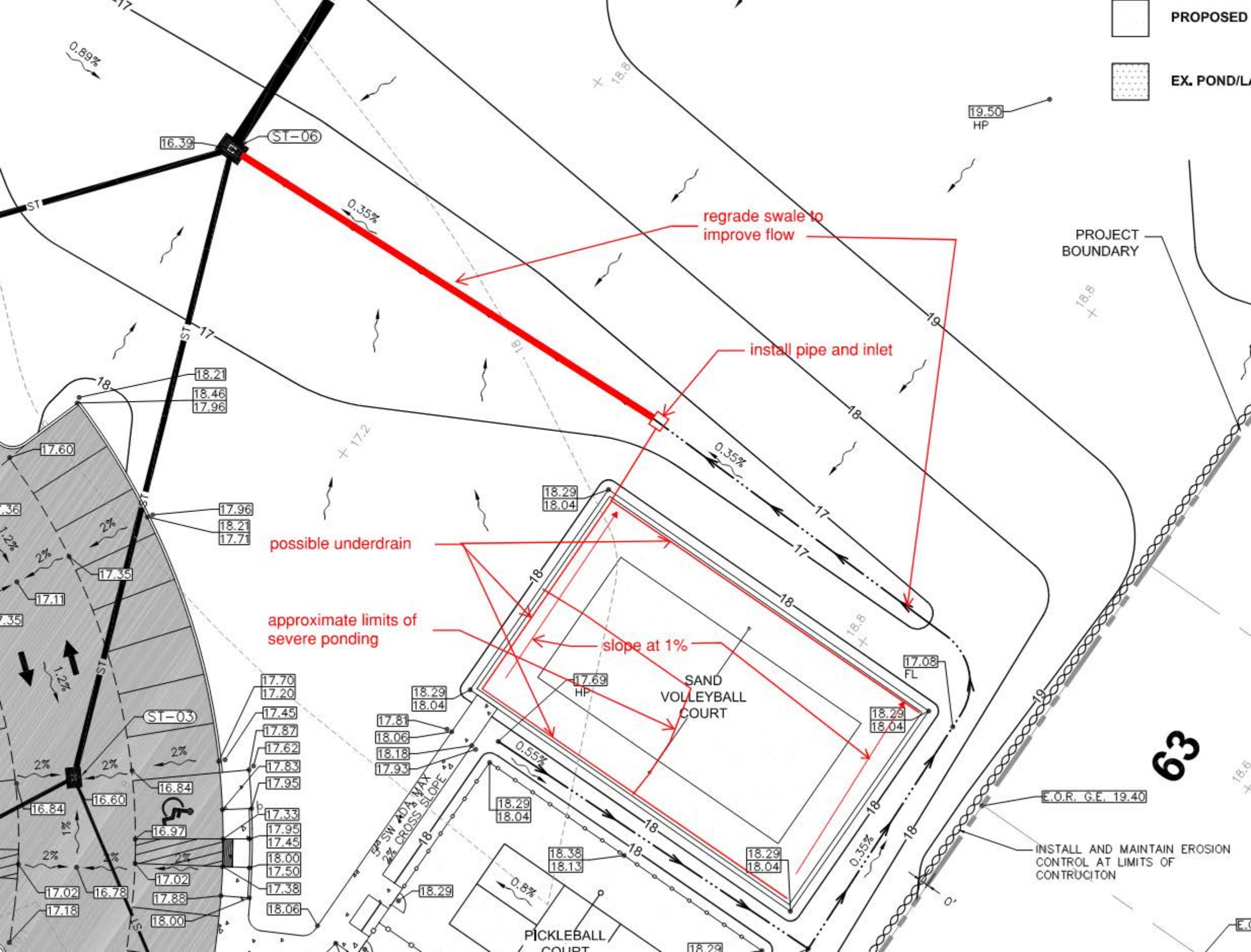
ACTIVITY	QTY	RATE	AMOUNT
<p>Landscape 2 Volleyball drainage project Underdrain in volleyball area option</p> <p>Topsoil shall meet FDOT section 162 Course fill compacted in 12" layers</p> <p>Filter fabric shall be Marafi 700x or approved equal and shall be wrapped over top of filter Media to the centerline of underdrain</p> <p>Coarse aggregate shall be gravel or stone meeting the requirements</p> <p>6" perforated corrugated polyethylene smooth interior pipe</p> <p>See attached engineer drawings Installation will be in accordance with engineers' drawings</p>	1	9,890.00	9,890.00
<p>Landscape 2 Volleyball drainage project Filling the SW edge to achieve a 1% slope to NE. Fill to be white quartz sand</p> <p>Regrade the perimeter swale to improve flow</p> <p>Install 10" hard pipe and 24x24 inlet to the NE corner of court to lower grade and improve flow</p> <p>See attached engineer drawings Installation will be in accordance with engineers' drawings</p>	1	9,200.00	9,200.00

TOTAL

\$19,090.00

Accepted By

Accepted Date



PROPOSED
EX. POND/L

regrade swale to improve flow

install pipe and inlet

possible underdrain

approximate limits of severe ponding

slope at 1%

SAND VOLLEYBALL COURT

PICKLEBALL COURT

PROJECT BOUNDARY

E.O.R. G.E. 19.40

INSTALL AND MAINTAIN EROSION CONTROL AT LIMITS OF CONSTRUCTION

63

ST-06

ST-03

19.50
HP

17.69
HP

17.08
FL

18.21
18.46
17.96

17.96
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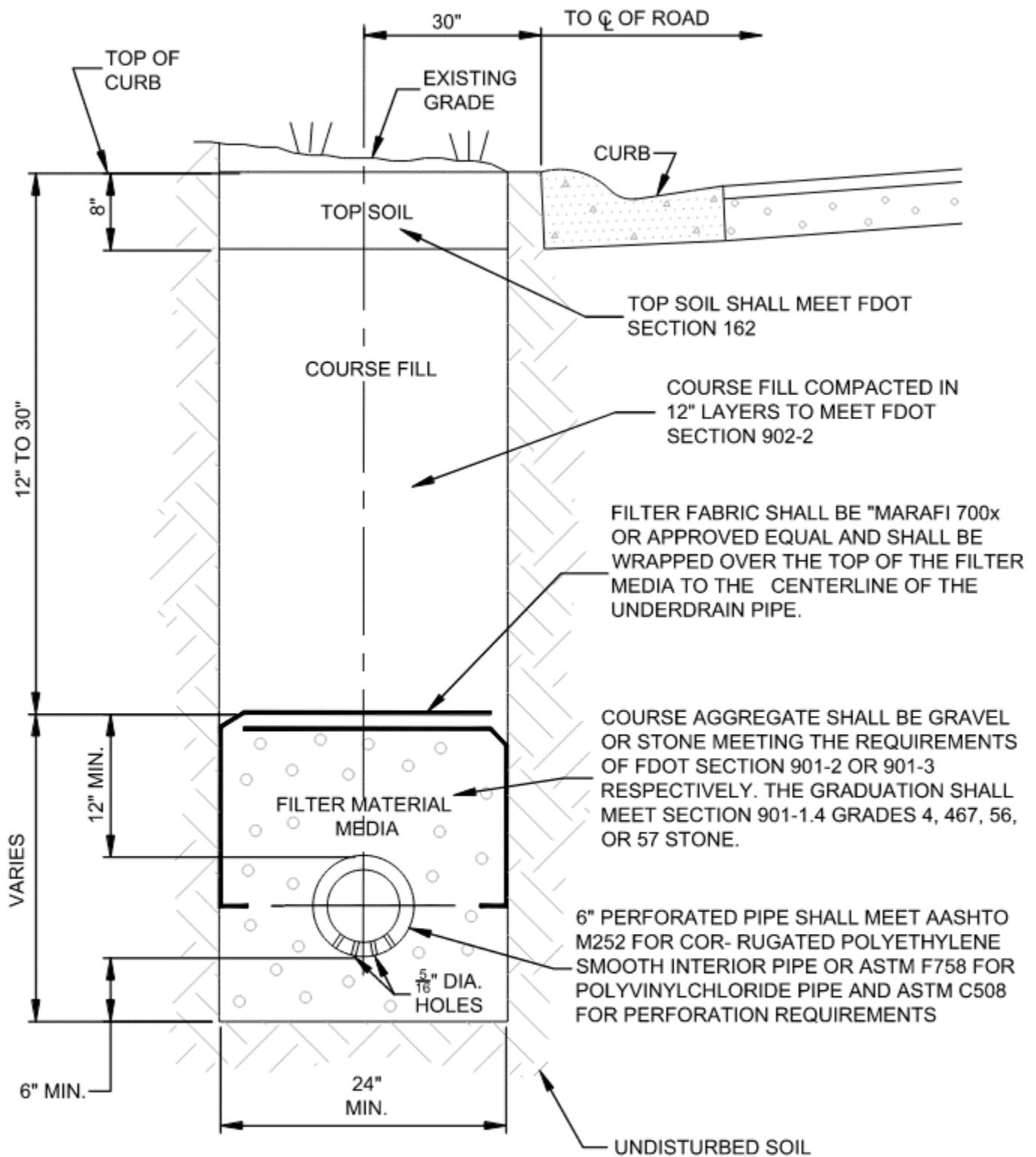
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NOTE: MINIMUM PIPE SLOPE OF 0.30%

TYPE II UNDERDRAIN IS TO BE USED WHERE CHEMICAL CLOGGING OF FILTER FABRIC IS ANTICIPATED

D-702
UNDERDRAIN INSTALLATION TYPE II

TAB 13

FIRST COAST CONTRACT
MAINTENANCE SERVICES, LLC
352 PERDIDO ST
Saint Johns, FL 32259 US
(904) 537 9034
service@firstcoastcms.com
www.firstcoastcms.com

Estimate 1035



ADDRESS

Alta Lakes CDD
C/O Rizzetta & Co.
Attn: Carol Brown
3434 Colwell Ave, Suite 200
Tampa, FL 33614

DATE 01/19/2022	TOTAL \$814.99
---------------------------	--------------------------

P.O. NUMBER

Row Machine

SALES REP

Tony Shiver

DATE	ACTIVITY	QTY	RATE	AMOUNT
01/19/2022	Misc. Labor Xterra ERG650W Water Rowing Machine	1	689.99	689.99
01/19/2022	Misc. Labor Delivery and Installation	1	125.00	125.00

TOTAL	\$814.99
--------------	-----------------

THANK YOU.

Accepted By

Accepted Date

First Place Fitness Equipment, Inc.
 10290 Philips Hwy
 Unit 1
 Jacksonville, FL 32256

Estimate

Date	Estimate #
1/19/2022	E-46375

Name / Address
Alta Lakes CDD 3140 Alta Lakes Blvd Jacksonville, FL 32222

Ship To
Alta Lakes CDD 3140 Alta Lakes Blvd Jacksonville, FL 32222

P.O. No.:	Terms:	Rep	TS1
-----------	--------	-----	-----

Item	Description	Qty	Rate	Total
VR500	Heavy Duty Rowing Machine The VR500 Pro Air and Magnetic Resistance Rower		1,799.00	1,799.00T
Discount			-604.00	-604.00
Install	Install		200.00	200.00T

Subtotal \$1,395.00

Sales Tax (7.5%) \$104.63

Total \$1,499.63

To Approve this Estimate Please Sign & Email To ApprovedEstimates@1pfe.com

Signature: _____

VR500 PRO ROWER

COMFORT AND CONVENIENCE



WIRELESS HANDLEBAR CONTROLS

Our ergonomically correct comfort grip handle comes standard with a wireless 4 button control. All functions of the VR500 can be controlled at your fingertips. This includes changes to the resistance on the fly allowing you to self regulate your intensity.



COMFORT GLIDE SEAT

The industry's #1 most comfortable seat. Designed for comfort, smoothness, and easy entry/exit. We used heavy duty commercial grade bearings for one of the smoothest gliding seats available. This feature will really pay off when rowing a classic 10K.

QUICK ADJUST FOOTREST

Our fixed adjustable commercial grade footrests allow for any size foot to comfortably fit into the proper position. The heel hold also lifts with the natural movement of your feet. The nylon strap makes it easy to quickly get your feet in and out.

WHISPER DRIVE BELT

Zero maintenance commercial quality nylon drive belt is very quiet, smooth, clean and requires no lubrication. Machine tested with 287lbs of stress pulled over a half a million times. Others may use a chain drive which requires constant maintenance, lubrication and is very noisy.

PRECISION T13 ALUMINUM TRACK

Boasting 56" in length and 38.5" inches of seat travel, our precision extruded I-beam track delivers a massive range of travel for every size user. The accuracy of the extrusion ensures an ultra smooth and quiet rowing experience.

QUICK SPECS

SEAT HEIGHT	19"
SEAT TRAVEL	39" for users up to 6'8"
MAX USER WEIGHT	350LBS
FLOOR DIMENSIONS	98.5" L X 20" W X 38.5" H
FOLDED DIMENSIONS	58.5" L X 20" W X 77" H

EASY FOLD AND ROLL STORAGE SYSTEM



EASY FOLD

Foot activated folding system with safety lock allows for storage in just seconds. No other manufacture compares.



VR500 PERFORMANCE MONITOR

UNMATCHED FEATURES FOR ALL



32 LEVELS OF AIR + MAGNETIC (EDDY CURRENT) RESISTANCE

Effortlessly change your resistance mid stroke via the wireless handlebar control or the on screen arrow keys to take your workout to the next level.



REAL TIME INFORMATION

POLAR compatible monitor displays Time/500m, Distance (Meter), Watts, Pulse, Time, SPM, Strokes, Calories, and Resistance level all in real time and changes with every stroke for immediate feedback.



4 USER PROFILES

Users can design their own program profile, which will be saved for your next workout.



STYLISH BLACK MASK LCD w/LED BACK-LIT DISPLAY KEYS

Information is shown in large blue type that allows the user to quickly see all the important info at a glance. The LED back-lit display keys are positioned for easy operation and viewing.



VIEWING ANGLE

Monitor and monitor arm can independently rotate up to 65 degrees for a clear comfortable view in any environment.



RECOVERY

With an optional heart rate chest strap users can test their fitness levels with this feature which analyzes your dropping heart rate and provides you with a score at the end of your workout.



AUTOMATIC OPERATION

Monitor automatically turns on when you start rowing or press any key. Our energy saver function automatically turns off monitor after 4 minutes of no use.



PERSONAL GOALS + TARGET VALUE SETTINGS

Set your target time, distance, calories, and target heart rate within each program before each workout.



HEART RATE CONTROL

The HRC programs eliminate the need to guess the required effort by automatically adjusting the resistance level to keep your heart rate in your optimal and safe training zone. Depending on your goals you can choose from 4 different HRC programs - 55%, 75%, 90%, or Custom



PROGRAMS

12 program profiles, 4 race, 4 Heart Rate Control, 2 interval, 4 custom definable, and manual.





Quote# QN15200

January 17th 2022

Thank you for the opportunity to provide this quote. Please let us know if you have any questions by replying to this email.

Prepared for:

First Coast CMS, LLC
Tony Shiver
tony@firstcoastcms.com
9045379034

Quoted by: Travis Jones

Valid until: February 17th 2022

Created Date: January 13th 2022




Ship To:

352 PERDIDO ST
SAINT JOHNS, Florida 32259

Lead Time: 2-3 Weeks

Notes: Hello Tony, here is the quote per your request. Let me know if you have any questions.

Thank you,
Travis Jones
Fitness Edge Exercise Equipment

	Unit Price	Qty	Extended
 Spirit Fitness CRW800H20 Rower 800998	1,199.00 -100.00 1,099.00	x 1	1,199.00 -100.00 1,099.00
 Stairmaster StepMill SM3 With Backlit LCD Console 9-3400-MINTPO	4,299.00 -500.00 3,799.00	x 1	4,299.00 -500.00 3,799.00
 Spirit Fitness CS800 Stepper 800640	2,099.00 -200.00 1,899.00	x 1	2,099.00 -200.00 1,899.00
	Subtotal	\$	7,597.00
	Discount		-800.00
	Shipping		Free
	Total	\$	6,797.00

Take advantage of your **\$800.00** savings by checking out online by February 17th 2022!

Proceed To Checkout

- If you want to make changes to your quote please reply to this email with the requested changes and we'll get a revised quote sent asap.
- Pricing is subject to change at any time.
- We may add additional taxes in some states.
- Feel free to contact us at sale@fitnessedgeonline.com or call us at [\(800\)-896-7568](tel:(800)896-7568) // [\(805\)-481-4700](tel:(805)481-4700) local.

**Presentation and
Consideration of Soccer
Shots Program**
(Under Separate Cover)

**SUPERVISOR
REQUESTS AND
AUDIENCE COMMENTS**

ADJOURNMENT