

**POINCIANA WEST and  
POINCIANA  
COMMUNITY DEVELOPMENT DISTRICT**

**AGENDA PACKAGE**

**November 15, 2017**

**Poinciana Community Development District**  
Sewern Trent Management Services  
210 N. University Drive, #702, Coral Springs, FL 33071  
Tel: 954-603-0033; Fax 954-345-1292

**Poinciana West Community Development District**  
Sewern Trent Management Services  
210 N. University Drive, #702, Coral Springs, FL 33071  
Tel: 954-603-0033; Fax 954-345-1292

November 8, 2017

Boards of Supervisors  
Poinciana Community Development District  
Poinciana West Community Development District

Dear Board Members:

A joint meeting of the Board of Supervisors of Poinciana CDD and Poinciana West CDD will be held at 1:00 p.m. on November 15, 2017 in the Starlite Ballroom, 384 Village Drive, Poinciana, Florida. Following is the advance agenda for this meeting:

1. Call to Order and Roll Call
  - A. Poinciana CDD
  - B. Poinciana West CDD
2. Pledge of Allegiance
3. Audience Comments
4. Approval of Minutes of October 18, 2017 Joint Board Meetings
  - A. Poinciana CDD
  - B. Poinciana West CDD
5. Termination of FY 2017-2018 Amenity O&M Assessment Proceedings
  - A. Poinciana CDD
  - B. Poinciana West CDD
6. Consideration of Proposals for District Management Services
  - A. Poinciana CDD
  - B. Poinciana West CDD
7. Consideration of Termination of Existing District Management Contract
  - A. Poinciana CDD
  - B. Poinciana West CDD
8. Review and Approve Evaluation Criteria for Engineering RFQ
  - A. Poinciana CDD
  - B. Poinciana West CDD
9. Discussion Regarding Revised Floralawn Scope of Services
  - A. Poinciana CDD
  - B. Poinciana West CDD
10. Attorney Report
  - A. Status of Bond Validation
  - B. Updated Q&A

11. District Manager Report
  - A. Discussion Regarding Midges
12. Supervisor Comments
13. Audience Comments
14. Adjournment
  - A. Poinciana CDD
  - B. Poinciana West CDD

I look forward to seeing you at the meeting. If you need anything in the meantime, please do not hesitate to contact me.

Sincerely,

*Robert Koncar*

Severn Trent Management Services

## **Fourth Order of Business**

**MINUTES OF THE JOINT MEETING  
OF THE POINCIANA & POINCIANA WEST  
COMMUNITY DEVELOPMENT DISTRICTS**

The regular meeting of the Board of Supervisors of the Poinciana Community Development District and Poinciana West Community Development District was held Wednesday, October 18, 2017 at 1:00 p.m. at the Starlite Ballroom, located at 384 Village Drive, Poinciana, Florida.

Present and constituting a quorum of the Poinciana CDD Board were:

|                       |                     |
|-----------------------|---------------------|
| Robert Zimbardi       | Chairman            |
| LeRue “Skip” Stellfox | Vice Chairman       |
| Lita Epstein          | Assistant Secretary |
| Richard Kellogg       | Assistant Secretary |
| David Lane            | Assistant Secretary |

Present and constituting a quorum of the Poinciana West CDD Board were:

|                   |                     |
|-------------------|---------------------|
| Charles Case, III | Chairman            |
| Leonard Vento     | Vice Chairman       |
| Bill Brown        | Assistant Secretary |
| Sidney Rosenberg  | Assistant Secretary |
| Shirley Bzdewka   | Assistant Secretary |

Also present were:

|                    |                             |
|--------------------|-----------------------------|
| Chuck Walter       | District Manager            |
| Michael Eckert     | District Counsel            |
| Lindsay Whelan     | District Counsel            |
| Michael Dell’Isola | District Engineer           |
| Russell Simmons    | Field Manager               |
| Gary Shullaw       | General Counsel – AV Homes  |
| Kevin Plenzler     | Fishkind & Associates, Inc. |
| Numerous Residents |                             |

*The following is a summary of the discussions and actions taken at the October 18, 2017 Joint Meeting of the Poinciana CDD and the Poinciana West CDD Board of Supervisors.*

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

**A. Poinciana CDD**

Mr. Zimbardi called the meeting to order. Supervisors introduced themselves, and a quorum was established.

**B. Poinciana West CDD**

Mr. Case called the meeting to order and called the roll. All Supervisors were present and a quorum was established.

**SECOND ORDER OF BUSINESS**

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

- Mr. Norm Gundel discussed the assessment methodology. He believes the fees are illegal and do not benefit residents. He feels it would be capricious for the Board to authorize filing for Bond Validation today without having a well-founded belief that the fee to be paid is legal and that the property is not subject to turnover. The attorney should provide a written opinion for which he will stand behind in this regard. The bonds should not be levied to fund the new construction.
- Mr. Gary Shullaw of AV Homes indicated the overall value received in this transaction is expected to be less than \$60 Million. He believes residents want lower payments and new amenities. AV Homes will continue to fight the lawsuit to its conclusion and file counter claims. He discussed what was agreed to. The firm believes the 5% project management fee which is being contemplated in the Construction Management Agreement is fair and contains a market rate however they have agreed to replace the project management structure with an employee leasing agreement, which will promote an additional \$500,000 in profits for the amenities.
- Mr. Joel Sedit commented all rights should be addressed in this matter. The lawsuit from all residents could carry on for a long time. Many residents believe the CDD is not acting in its best interests, which he does not believe is the case.

October 18, 2017

Joint Meeting of Both Poinciana & Poinciana West CDDs

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of August 16, 2017 and September 20, 2017 Joint Board Meetings**

**A. Poinciana CDD**

Mr. Zimbardi stated each Board member received a copy of the Minutes of the August 16, 2017 and September 20, 2017 Joint Board Meetings, and requested any additions, corrections or deletions.

- A representative from the HOA indicated their staff has a representative working through cable TV negotiations with Spectrum.

There being no further discussion,

On MOTION by Mr. Kellogg seconded by Ms. Epstein with all in favor, the Minutes of the August 16, 2017 and September 20, 2017 Board Meetings were approved.

**B. Poinciana West CDD**

Mr. Case stated each Board member received a copy of the Minutes of the August 16, 2017 and September 20, 2017 Meetings and requested any additions, corrections or deletions.

The Board made one correction to the September 20, 2017 Minutes, which will be reflected in the final minutes posted on the District website.

There being no further discussion,

On MOTION by Ms. Bzdewka seconded by Mr. Rosenberg with all in favor, the Minutes of the August 16, 2017 Meeting were approved as presented, and the Minutes of the September 20, 2017 Meeting were approved as amended.

**A. Poinciana CDD (Continued)**

On MOTION by Mr. Lane seconded by Ms. Epstein with all in favor, the Minutes of the September 20, 2017 Meeting were approved as amended.

**FIFTH ORDER OF BUSINESS**

**Discussion Regarding Non-Amenity District Business**

**A. Discussion Regarding District Staff Contracts**  
**i. Poinciana CDD**

- The Board discussed soliciting proposals for a District Engineer and District Manager, as well as including the District Counsel position. No solicitation of proposals has been done for at least eight years and there have been major changes in personnel.
- The District Manager does not have to be competitively negotiated, and the attorney may reach out to different companies, as well as advertise in the newspaper.
- Mr. Eckert was directed to request proposals for District management. Mr. Eckert does not recommend doing anything until he obtains formal proposals.
- The Board is in favor of seeking a new District Engineer. Mr. Eckert indicated the District would have to follow the rules of the CCNA to obtain proposals, which require advertising in the newspaper, ranking and consideration of the proposal. It needs to be based on qualifications, after which a price may be negotiated. A motion to proceed is in order if that is the Boards' intent.

There being no further discussion,

On MOTION by Mr. Stellfox seconded by Mr. Kellogg with all in favor, the District Attorney was authorized to solicit proposals for a new District Engineer via the Consultants Competitive Negotiations Act.

**ii. Poinciana West CDD**

There being no comments or questions,

On MOTION by Mr. Rosenberg seconded by Mr. Brown with all in favor, the District Attorney was authorized to solicit proposals for a new District Engineer via the Consultants Competitive Negotiations Act.

- The management company or District Engineer may solicit proposals for District Counsel.
- The Board is in favor of keeping the current District Counsel at this time.

**B. Consideration of Proposal for Interim Engineering Services**

**i. Poinciana CDD**

- Ms. Kathy Leo is now with GAI Consultants.
- The Board discussed the possibility of retaining Ms. Leo on an interim basis to assist with the transition at Atkins.

On MOTION by Mr. Kellogg seconded by Mr. Lane with all in favor, the Poinciana CDD determined to retain the services of GAI Consultants to provide Interim Engineering Services for a period not to exceed 6 months and at a cost not to exceed \$25,000.

**ii. Poinciana West CDD**

There being no comments or questions,

On MOTION by Mr. Brown seconded by Ms. Bzdewka with all in favor, the Poinciana West CDD determined to retain the services of GAI Consultants to provide Interim Engineering Services for a period not to exceed 6 months and at a cost not to exceed \$25,000.

- Mr. Eckert commented that amenity-related fees and costs incurred by district staff are paid by Poinciana and not Poinciana West, and are ultimately funded through a Funding Agreement with Avatar. Therefore, a bulk of the charges over the next two months will be through Poinciana.

**SIXTH ORDER OF BUSINESS**

**Discussion of Bond Validation, Special Assessment and Bond Sale Process Moving Forward**

- The District prevailed on four of the five items in the original validation case. The one item in which the District did not prevail had to do with the assessment equalization payment. The District may determine to eliminate that concept and re-do the assessments on an equal per unit basis.
- AV Homes plans to record a covenant against certain homes in the community to prepay a portion of their assessments after closing on the bonds and plans to send a letter to the affected residents. The District is required to process any prepayments received in accordance with its trust indenture.

- There is a second amended complaint in which Avatar has filed a Motion for Summary Judgment on the Class Action Case. Avatar is in the process of trying to expedite a resolution to that case as quickly as possible.
- If the court were to find that the club plan was illegal, that may mean any assurances in the Club Plan that fees would not increase would be found not to be in effect and enforceable.
- There will not be much negotiation on issues relative to the amenity transaction when there is pending litigation.
- There will be significant actions to delay what the Boards are trying to do, which includes reducing club fees, as well as getting new amenities at the same cost.
- Mr. Eckert explained the equalization process for the benefit of the audience.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Amendments to Existing Amenity Documents**

**A. Consideration of Amendment to Asset Sale and Purchase Agreement**

- Mr. Eckert outlined the changes.
- Mr. Eckert explained the employee leasing cost. It appears to the Board to be open-ended. A not to exceed amount of \$50,000 for these costs was requested to be included to the amendment.

Mr. Kellogg MOVED to approve the Eighth Amendment to the Asset Sale and Purchase Agreement, as amended, and Mr. Stellfox seconded the motion.

- Ms. Epstein indicated the Amendment does not include a Property Appraisal. A Property Appraisal is necessary to ensure the Districts are not paying too much for these amenities.

There being no further discussion,

On VOICE vote with Mr. Zimbardi, Mr. Stellfox, Mr. Kellogg and Mr. Lane voting aye, and Ms. Epstein voting nay, the prior motion was approved.

- A motion from the Poinciana West Board is necessary because it is contemplated by the Interlocal Agreement.

There being no further discussion,

On MOTION by Mr. Vento seconded by Ms. Bzdewka with all in favor, the Eighth Amendment to the Asset Sale and Purchase Agreement, as amended, was approved.

**B. Consideration of Amended and Restated Interlocal Agreement**

- Ms. Whelan explained this agreement. Red-lined changes were included in the Agenda Package.

On MOTION by Mr. Kellogg seconded by Mr. Lane with all in favor, the Amended and Restated Interlocal Agreement Between the Poinciana CDD and Poinciana West CDD Regarding Mutual Cooperation for the Financing, Operation and Maintenance of Certain Amenities to be Acquired, Reconstructed and Constructed, was approved.

On MOTION by Ms. Bzdewka seconded by Mr. Brown with all in favor, the Amended and Restated Interlocal Agreement Between the Poinciana CDD and Poinciana West CDD Regarding Mutual Cooperation for the Financing, Operation and Maintenance of Certain Amenities to be Acquired, Reconstructed and Constructed, was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Matters Relating to Debt Services Assessments**

**A. Consideration of Resolutions Relating to Debt Service Assessments**

**i. Poinciana CDD – Resolution 2018-01**

- The judge ruled against the manner in which the Districts had initially allocated assessments. A revised methodology was prepared which allocates benefit and imposes special assessments on an equal per/unit basis. It is appropriate to formally rescind the Resolutions imposing assessments as previously adopted, and a notice of rescission is required to be in the public record.

On MOTION by Mr. Kellogg seconded by Mr. Stellfox with all in favor, Resolution 2018-01, Rescinding Resolutions 2017-04, 2017-05, 2017-08, and 2017-13; Nullifying and Cancelling Prior Amenity Debt Special Assessments; Authorizing an Update to the Improvement Lien Book; and Providing an Effective Date, was adopted.

**ii. Poinciana West CDD – Resolution 2018-01**

On MOTION by Mr. Brown seconded by Mr. Vento with all in favor, Resolution 2018-01, Rescinding Resolutions 2017-06, 2017-07, 2017-10, and 2017-13; Nullifying and Cancelling Prior Amenity Debt Special Assessments; Authorizing an Update to the Improvement Lien Book; and Providing an Effective Date, was adopted.

**B. Presentation of New Engineer’s Report**

- Changes to the report were addressed.
- The Chart in Exhibit B was also noted to be incorrect and will be revised prior to the assessment hearing.
- Mr. Dell’Isola confirmed for the record that the costs of the project as indicated in the report are reasonable.

**C. Presentation of New Assessment Methodology**

- Mr. Kevin Plenzler of Fishkind & Associates presented and discussed the new Assessment Methodology Report.
- Mr. Plenzler discussed that this methodology allocates the benefit and the assessments on an equal per unit basis with all units paying the same amount of assessments.
- Mr. Plenzler confirmed that the lands to be assessed receive a special benefit and that the assessments are found to be equitably allocated.

**D. Consideration of Resolutions Declaring Assessments and Setting a Public Hearing**

**i. 170.03 Resolution – PCDD – Resolution 2018-02**

- This Resolution declares the District’s intent to levy and impose special assessments to fund the amenities. This will commence the assessment process and a hearing will be held in December to finally levy and impose the assessments.

Mr. Kellogg MOVED to adopt Resolution 2018-02, Declaring Special Assessments to be Levied for the Financing of Certain Amenities and Related Infrastructure Improvements to be Acquired, Reconstructed and Constructed; Indicating the Location, Nature and Cost of Those Improvements Whose Cost is to be Defrayed by the Special Assessments; Providing the Portion of the Cost of the Improvements to be Defrayed by the Special Assessments; Providing the Manner in Which Such Special Assessments Shall be Made; Providing When Such Special Assessments Shall be Paid; Designating Lands Upon Which the Special Assessments Shall be Levied; Providing for an Assessment plat; Adopting a Preliminary Assessment Roll; and Providing for Publication of this Resolution; and Mr. Lane seconded the motion.

- Mr. Zimbardi requested tabling this Resolution to the next meeting, as he would like to hear from Avatar Homes that something has been put into place regarding their plan to prepay certain assessments.
- Ms. Whelan commented that Avatar Homes has committed earlier in the meeting that they will have a recorded document and plan in place, and if they do not, the Public Hearing may be continued. She suggested she may get direction from the Board not to mail the assessment letters until there is a recorded document in place.
- Mr. Shullaw confirmed that AV intends to mail the notice to the affected residents at or around the time of recording so that they will have it at the same time they receive the assessment hearing notice.

There being no further discussion,

On VOICE vote with Mr. Stellfox, Mr. Kellogg and Mr. Lane voting aye, and Mr. Zimbardi and Ms. Epstein voting nay, the prior motion was approved.

**iii. 170.07 Resolution – PCDD – Resolution 2018-03**

- This Resolution authorizes the date of the Public Hearing on the levy and imposition of special assessments.

Mr. Lane MOVED to adopt Resolution 2018-03, Setting a Public Hearing to be Held on December 13, 2017 at 1:00 p.m. at the Starlite Ballroom, 384 Village Drive, Poinciana, Florida 34759, for the Purpose of Hearing Public Comment on Imposing a Special Assessment on Certain Property Within the District Generally Described as the Poinciana Community Development District in Accordance with Chapters 170, 190 and 197, Florida Statutes; and Mr. Stellfox seconded the motion.

There being no further discussion,

On VOICE vote with Mr. Zimbardi, Mr. Stellfox, Mr. Kellogg and Mr. Lane voting aye, and Ms. Epstein voting nay, the prior motion was approved.

**E. Consideration of Resolutions Declaring Assessments and Setting a Public Hearing**

**i. 170.03 Resolution – PWCDD – Resolution 2018-02**

There being no comments or questions,

On MOTION by Ms. Bzdewka seconded by Mr. Rosenberg with all in favor, Resolution 2018-02 Declaring Special Assessments to be Levied for the Financing of Certain Amenities and Related Infrastructure Improvements to be Acquired, Reconstructed and Constructed by the Poinciana Community Development District but Which Benefit the Poinciana West Community Development District; Indicating the Location, Nature and Cost of Those Improvements Whose Cost is to be Defrayed by the Special Assessments; Providing the Portion of the Cost of the Improvements to be Defrayed by the Special Assessments; Providing the Manner in Which Such Special Assessments Shall be Made; Providing When Such Special Assessments Shall be Paid; Designating Lands Upon Which the Special Assessments Shall be Levied; Providing for an Assessment Plat; Adopting a Preliminary Assessment Roll; and Providing for Publication of This Resolution, was adopted.

**ii. 170.07 Resolution – PWCDD – Resolution 2018-03**

There being no comments or questions,

On MOTION by Mr. Brown seconded by Mr. Rosenberg with all in favor, Resolution 2018-03, Setting a Public Hearing to be Held on December 13, 2017 at 1:00 p.m. at the Starlite Ballroom, 384 Village Drive, Poinciana, Florida 34759, for the Purpose of Hearing Public Comment on Imposing Special Assessments on Certain Property Within the District Generally Described as the Poinciana West Community Development District, in Accordance with Chapters 170, 190 and 197, Florida Statutes, was adopted.

**F. Approval of Forms of Mailed and Published Assessment Notices**

- These are necessary to inform residents of the Public Hearing.
- Mr. Brown suggested less legalese in the notice. Ms. Whelan asked for some clarification.
- Mr. Eckert commented a revision will be made to have the maximum numbers residents see on their tax bill if they do not take advantage of the discounts.

There being no further discussion,

On MOTION by Mr. Kellogg seconded by Mr. Zimbardi on behalf of the Poinciana CDD, with all in favor, the form of mailed and published assessment notices was approved as amended.

There being no comments or questions,

On MOTION by Mr. Vento seconded by Mr. Rosenberg on behalf of the Poinciana West CDD, with all in favor, the form of mailed and published assessment notices was approved as amended.

**NINTH ORDER OF BUSINESS**

**Consideration of Matters Related to Bond Validation**

**A. Consideration of Resolution 2018-04 Rescinding Prior Bond Resolution**

- Ms. Whelan explained that this resolution was adopted to authorize the District to file a complaint for bond validation.
- The \$73 Million referenced in an exhibit to this resolution was decreased to \$72.9 Million by the 8<sup>th</sup> Amendment to the Asset Purchase and Sale Agreement.
- Accordingly, it is proper to rescind the prior bond resolution and to adopt a new resolution authorizing the filing of a validation complaint based on the revised contract amount.

October 18, 2017

Joint Meeting of Both Poinciana &amp; Poinciana West CDDs

There being no further discussion,

On MOTION by Mr. Kellogg seconded by Mr. Stellfox with all in favor, Resolution 2018-04, Rescinding Resolution 2017-02 and Providing an Effective date was adopted.

**B. Consideration of Resolution 2018-05 Authorizing Bond Validation**

- The exhibit now references the correct acquisition amount as found in the 8<sup>th</sup> Amendment to the Purchase and Sale Agreement. This is the only change from the original bond resolution to this resolution.

Mr. Lane MOVED to adopt Resolution 2018-05, Authorizing the Issuance of Not to Exceed \$102,000,000 Aggregate Principal Amount of District Special Assessment Bonds, in One or More Series to Pay all or a Portion of the Costs of the Planning, Financing, Acquisition, Construction, Reconstruction, Equipping and Installation of Public Infrastructure Improvements Including, but not Limited to Recreation and Amenity Facilities and Improvements and incidental Costs Related Thereto Pursuant to Chapter 190, Florida Statutes, as Amended; Appointing a Trustee; Approving the Form of and Authorizing the Execution and Delivery of a Master Trust Indenture; Providing that Such Bonds Shall not Constitute a Debt, Liability or Obligation of Poinciana Community Development District, Poinciana West Community Development District, Polk County, Florida, or the State of Florida or of any Political Subdivision Thereof, but Shall be Payable from Special Assessments Assessed and Levied on the Properties Within the Districts Benefited by the Improvements and Subject to Assessment and Payments Made Under the Interlocal Agreement; Providing for the Judicial Validation of Such Bonds; and Providing for Other Related Matters; and Mr. Kellogg seconded the motion.

There being no further discussion,

On VOICE vote with Mr. Zimbardi, Mr. Stellfox, Mr. Kellogg and Mr. Lane voting aye, and Ms. Epstein voting nay, the prior motion was approved.

**TENTH ORDER OF BUSINESS****Consideration of Proposals for Survey Services**

- Mr. Walter prepared a scope of service which describes the community and further explained the process. Mr. Walter contacted two survey firms. One of the firms is charging \$250,000.
- Mr. Zimbardi indicated he does not believe a survey is going to give the Boards appropriate direction, and the remaining Board members concurred.
- The Boards directed that this item be tabled indefinitely.

**ELEVENTH ORDER OF BUSINESS****Supervisor Comments**

- Board members commented on items regarding the case.

**TWELFTH ORDER OF BUSINESS****Audience Comments**

- Mr. Paul Burnham commented on equalization of assessments.
- Mr. Hank Baron commented to Mr. Eckert his concern that the buy-down would not be available to be voted on. This should be available for voting.
- Mr. Robin Simerales commented on issues with midges and mosquitoes. He may request a midge report. An expert, Dr. Ali, with the University of Florida should be contacted to determine a remedy to this issue. The current protocols should be investigated. Mr. Walter was asked to keep the Boards updated regarding this issue. This doctor, as well as a representative from Clarke Mosquito Control should attend the next joint meeting to discuss this issue. Mr. Walter will be adjusting the existing landscape contract. There may be resolutions to the midge problem.
- Mr. Walter received direction from the Board to try a new aerator system. A proposal was discussed and will be presented at the next meeting regarding installation of a new aerator system by Clarke Mosquito Control. It will cost approximately \$20,000. This will be in the Poinciana CDD and Mr. Eckert recommended the Board approve now so that the work may commence. There will not be instantaneous results. Fish & Wildlife would have to do any fish-stocking.

On MOTION by Mr. Kellogg seconded by Mr. Lane with all in favor, the Agenda for this meeting will be amended to include approval of a proposal for a new aeration system, following Audience Comments.

- Mr. Bill Young commented on landscaping problems which may bring on the midges. The lake is not aesthetically pleasing possibly from fertilizing by the golf course.
- A resident does not believe the concept of residents who already pay less in club fees than others is fair.
- Mr. Barry Taylor commented on Mr. Stellfox’s earlier comment.
- Mr. Rick Seagal commented on healthy versus unhealthy comments regarding the Developer. He believes it is time to move on.

**THIRTEENTH ORDER OF BUSINESS                      Supervisor Comments (Continued)**

- The Board addressed the aeration proposal.

On MOTION by Mr. Kellogg seconded by Mr. Lane with all in favor, a proposal for a new aeration system in an amount not to exceed \$22,000 was approved.

**FOURTEENTH ORDER OF BUSINESS                      Adjournment**

**A.      Poinciana CDD**

There being no further business,

On MOTION by Mr. Lane seconded by Ms. Epstein with all in favor, the meeting was adjourned at approximately 3:03 p.m.

**B.      Poinciana West CDD**

There being no further business

On MOTION by Mr. Vento seconded by Mr. Brown with all in favor, the meeting was adjourned at approximately 3:03 p.m.

October 18, 2017

Joint Meeting of Both Poinciana & Poinciana West CDDs

**Poinciana**

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Secretary

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Robert Zimbardi  
Chairman

**Poinciana West**

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Secretary

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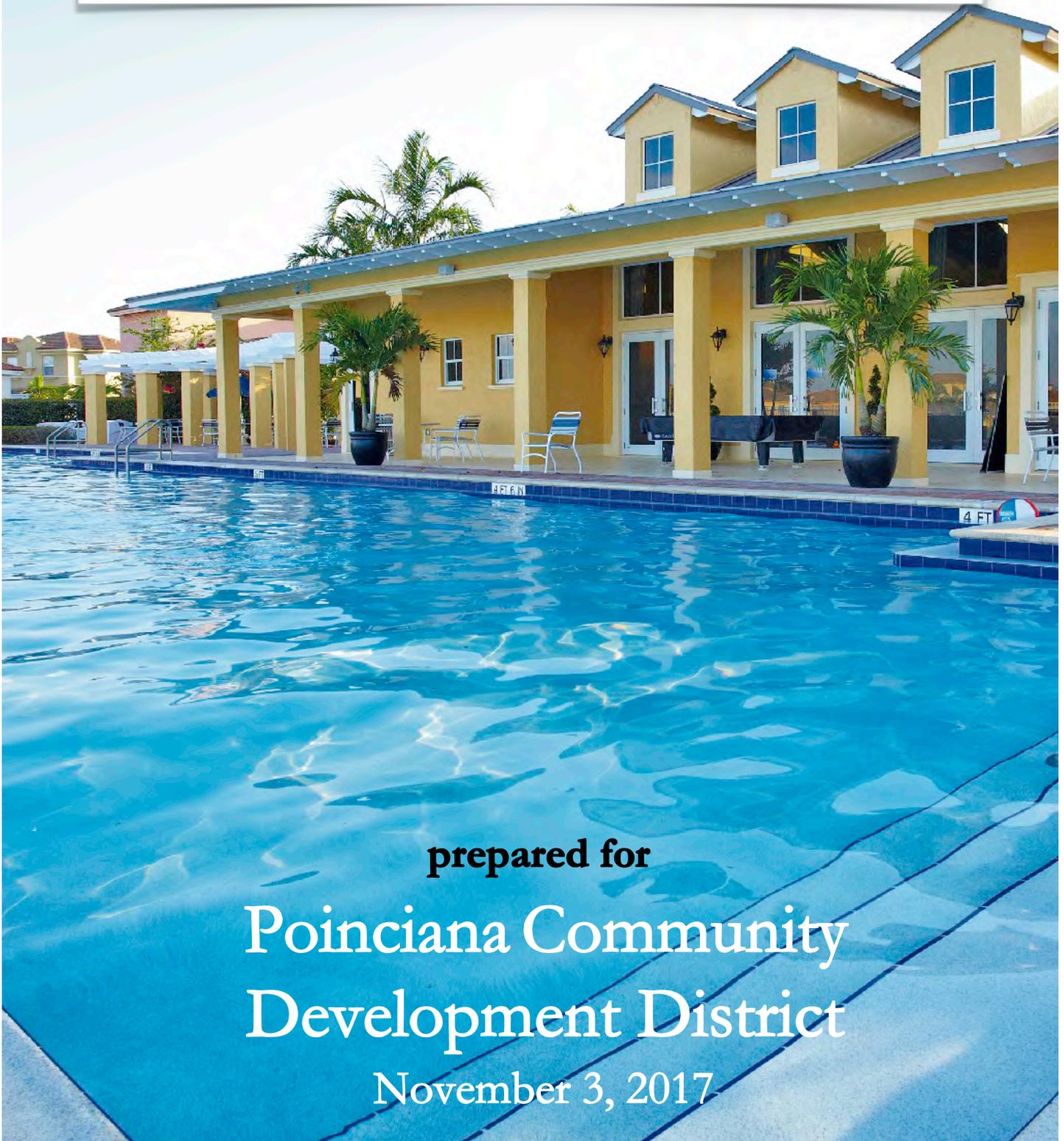
Charles Case, III  
Chairman

## **Sixth Order of Business**

**6A.**

# Governmental Management Services Central Florida LLC

## PROPOSAL FOR DISTRICT MANAGEMENT SERVICES



**prepared for**

# Poinciana Community Development District

November 3, 2017



**Governmental Management Services**

*Serving Florida's New Communities*

SENT VIA EMAIL AND FED EX

November 3, 2017

Bob Zimbardi, Chairman  
 Poinciana CDD  
 c/o Michael Eckert, District Counsel  
 119 South Monroe Street, Suite 300  
 Tallahassee, FL 32301

RE: Poinciana Community Development District– District Management Services

Dear Chairman Zimbardi:

Governmental Management Services is pleased to provide for consideration our Proposal for District Management Services for the Poinciana Community Development District (the “District”). GMS is a leader in the Community Development District (CDD) industry. Our approach, methodology, and philosophy towards providing these services reflect our commitment and ability to deliver comprehensive services that exceed the expectations of our clients. Our greatest strength is our ability to respond to individual client needs efficiently, effectively and professionally.

We believe that the assembled team of management, financial, administrative, and field services professionals are extremely qualified to provide these services and well suited to meet the District’s needs. As the Team organizational chart on page 5 reflects, I will serve as the District Manager. The Team will bring experience and will be consistent and stable over time.

The attached Proposal provides a summary of our qualifications, experience and references. Our proposed scope of services can be found on pages 7-13. Included as Exhibit A, is supplemental information on our amenity management experience. We think you will find that the proposed scope meets or exceeds the services that are required. The proposed fees for the service are found on page 18.

We thank you and the members of the Board of Supervisors for this opportunity to submit our qualifications and experience. Your consideration is greatly appreciated.

Sincerely,

GMS

George S. Flint  
 Vice-President

Attachment

| Orlando  | Jacksonville   | St. Augustine   | Ft. Lauderdale                            | Knoxville                               |
|--|--|---|---|---|
| 135 West Central Blvd.<br>Suite 320<br>Orlando, FL 32801 | 9655 Florida Mining Blvd. W<br>Suite 305<br>Jacksonville, FL 32257 | 475 West Town Place<br>Suite 114<br>St. Augustine, FL 32092 | 5385 N. Nob Hill Rd.<br>Sunrise, FL 33351 | 1001 Bradford Way<br>Kingston, TN 37763 |

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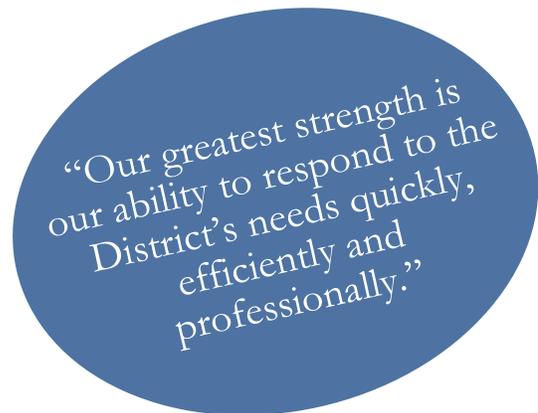
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Governmental Management Services (GMS) is a family of limited liability companies that was established on November 26, 2004 for the purpose of providing special district management services to Community Development Districts (CDD). With encouragement from CDD industry professionals and the development community, GMS was created to provide an alternative to the existing district management companies.



GMS currently has offices in Orlando, St. Cloud, Ft. Lauderdale, Tallahassee, Port St. Lucie, St. Augustine and Jacksonville, Florida, and Knoxville, Tennessee. The staff providing services is generally determined by geography of the District and required services. However, everyone at GMS works together to provide the most efficient, effective and comprehensive management services possible. GMS currently manages over 130 Community Development Districts across the State of Florida and fully understands the requirements of Chapter 190. The majority of the staff has worked with Investment Bankers, Bond Counsels, District Counsels, Engineers, Developers and Boards of Supervisors across the State of Florida. GMS was established to provide the most efficient, effective and comprehensive management services for Community Development Districts in the State of Florida. Our greatest strength is our ability to respond to individual client needs quickly, efficiently and professionally.



## Contact and Organization Information

### **Corporate Office:**

Governmental Management Services (GMS)  
1001 Bradford Way  
Kingston, Tennessee 37763  
[www.govmgtsvc.com](http://www.govmgtsvc.com)

### **GMS – Central Florida, LLC**

**Contact: George S. Flint, Vice President**

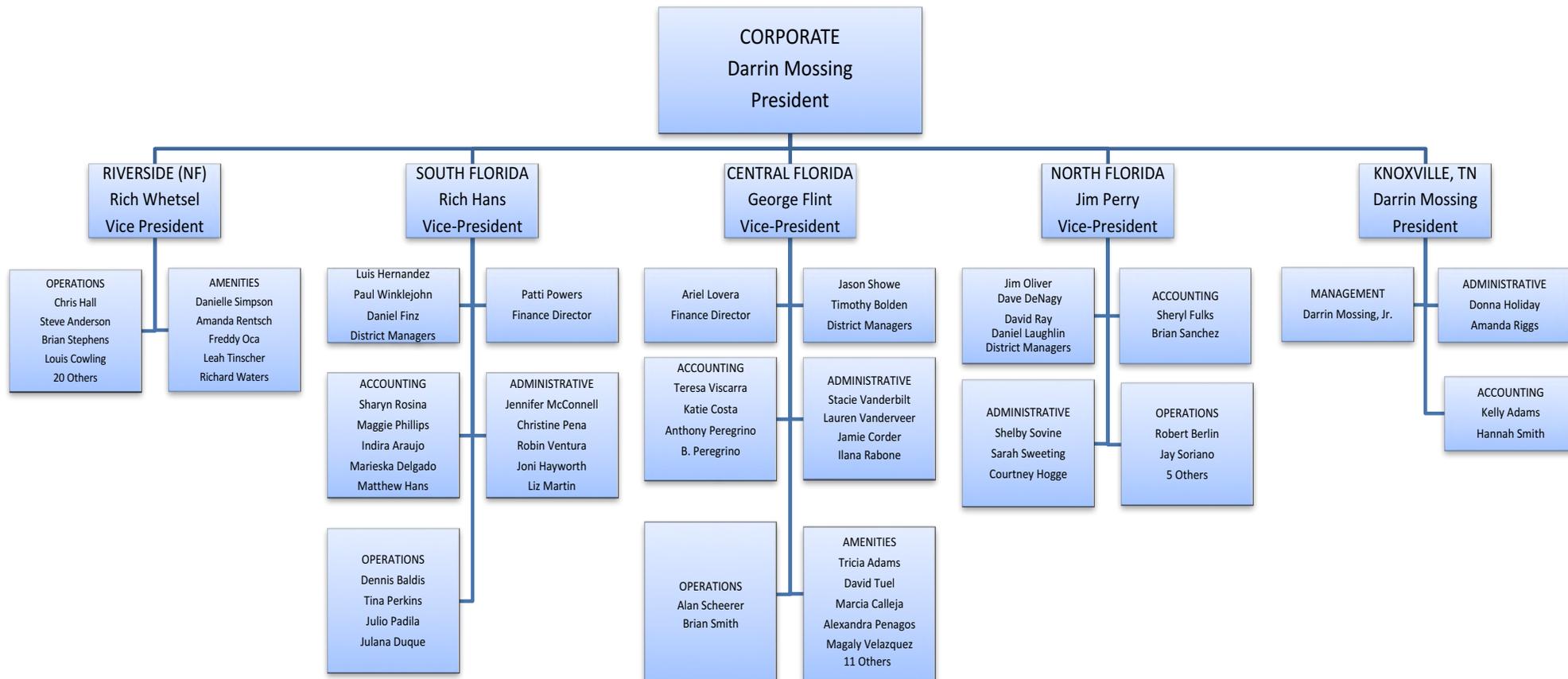
135 W. Central Blvd, Suite 320  
Orlando, Florida 32801  
(407) 841-5524

1412 S. Narcoossee Rd  
St. Cloud, FL 34771

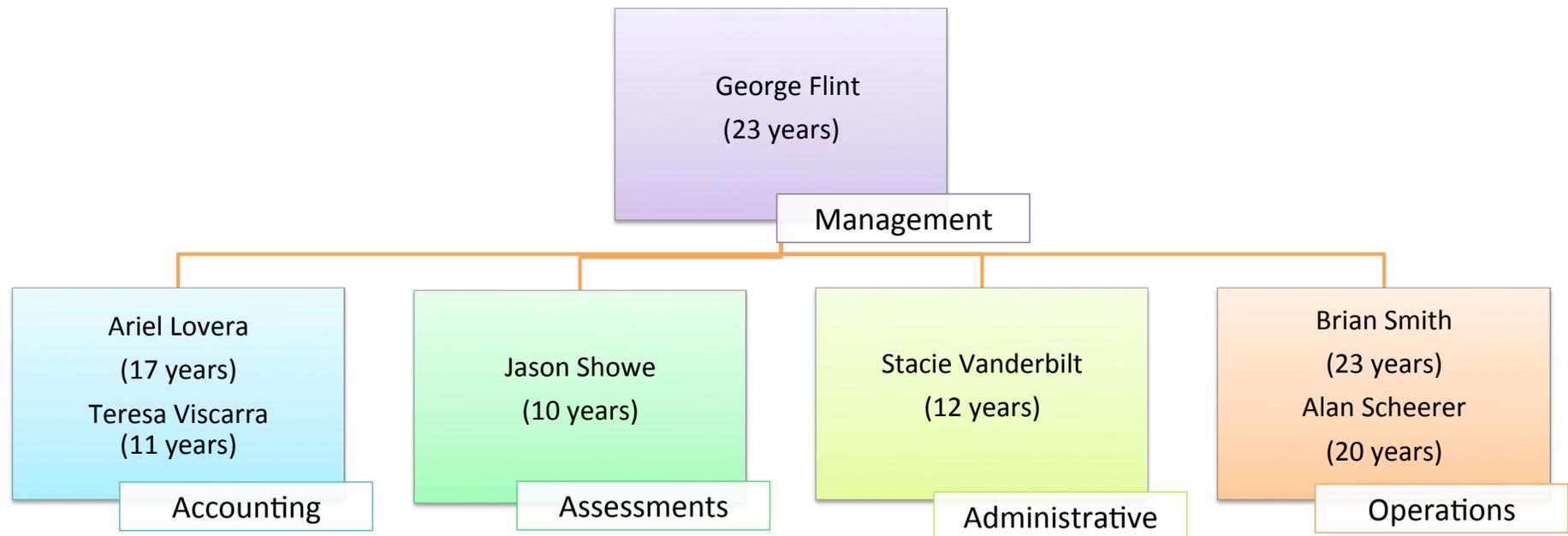
**Subcontractors:** GMS is prepared to provide all services directly and does not contemplate the need to subcontract services.

**Availability:** If awarded this contract, GMS is prepared to commence work immediately.

# Family of Companies



# *Your Initial District Team*



*Combined 116 years Special District experience*

# Qualifications



Established on November 26, 2004, Governmental Management Services and its affiliated companies have quickly grown to over 90 employees and opened five offices across the State of Florida. Services are provided by seasoned professionals with well over 200 years of combined Community Development District management experience. Our commitment to serving our clients and providing the most efficient, effective and comprehensive management services for Community Development Districts continues to fuel our growth.

**Services are provided by seasoned professionals with well over 200 years of combined Community Development District Management experience.**

## Statement of Qualifications

GMS is the best-qualified provider of district management services because of the experience of the personnel who will be providing the management services for the District. GMS brings a wealth of experience in the administrative, accounting and financial reporting and assessment certifications.

GMS focuses exclusively on the services necessary for the proper management of Community Development Districts. Our staff includes managers, accountants, financial analysts, recording secretaries and operations managers all with experience with Community Development Districts and other special districts. We offer integrated CDD management services including:

- General Management
- Recording Secretary Services
- Accounting and Financial Reporting
- Assessment Roll Administration
- Investment Management
- Operations Management
- Utility billing
- Other Services

These management services are provided by the principals of GMS to over 130 community development districts across the State of Florida.

# Approach

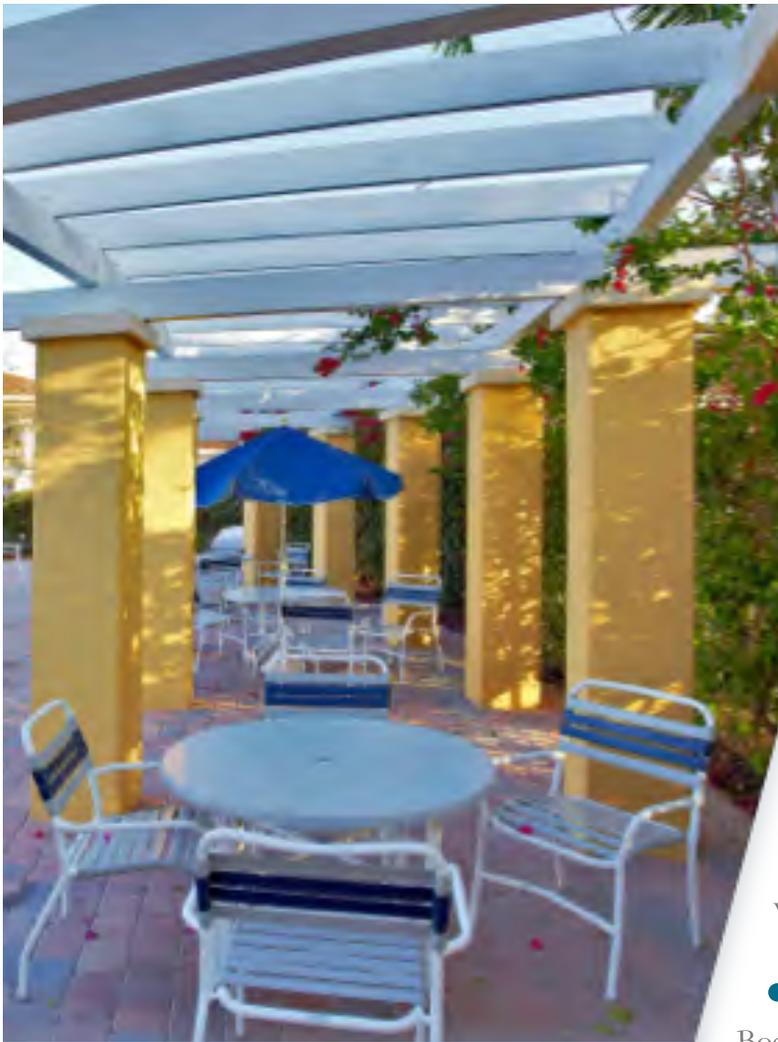
This section describes the categories of services that GMS proposes to provide along with the team members that will be providing the services. We have also enumerated the activities that GMS often performs within each category to ensure compliance with all applicable statutes, laws, rules and regulations. GMS is structured to take a regional approach to serving its clients but this structure does not preclude us from assigning the most talented and qualified individuals, regardless of their location, to appropriate roles.



## Management Services

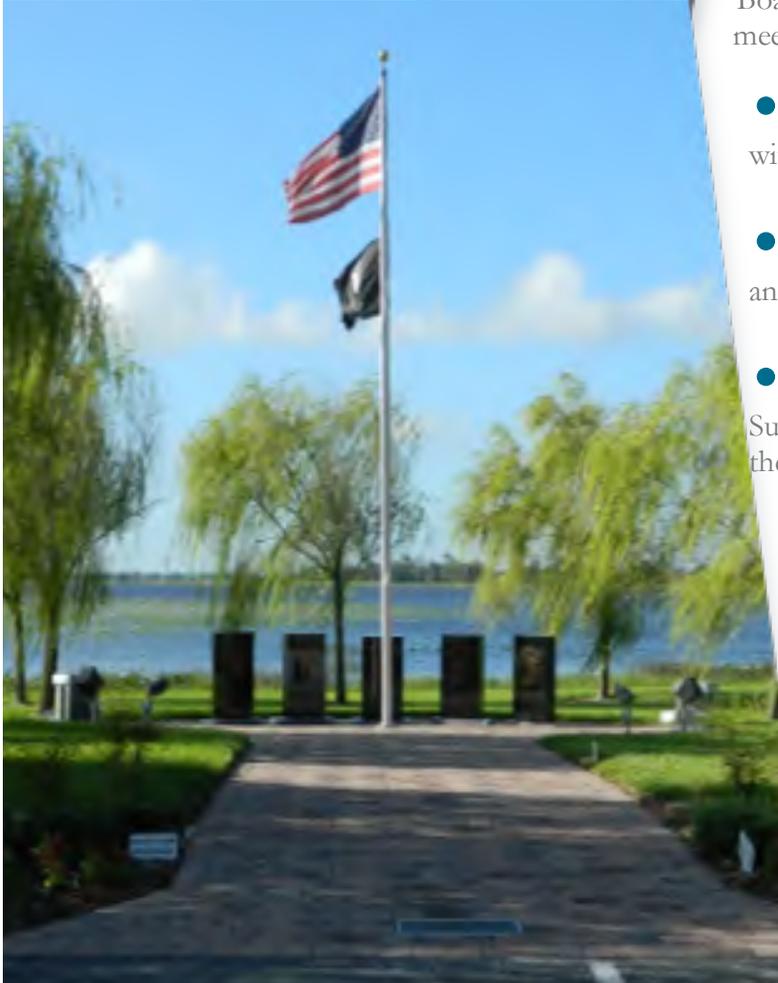
George Flint will serve as the district manager. Mr. Flint is a shareholder in GMS and oversees the district management, administrative and field services operations for the Central Florida office. Mr. Flint manages numerous special districts in the Central Florida region. George graduated from Princeton University with a Bachelor's Degree in Politics/Economics and holds a Master's in Public Administration from Florida State University with a focus of public budgeting and financial management. He has an extensive background in the public and private sectors. Prior to opening GMS's Central Florida office in 2005, George served as an Assistant County Administrator, Budget Officer, Water and Sewer Authority Executive Director, and Management Consultant/Regional Manager for an environmental engineering firm.





Jason Showe will be assisting Mr. Flint in providing management services. He has a Bachelor's Degree in Public Administration from Florida International University and a Master's Degree in Public Administration from the University of Central Florida. He has over ten years of experience in customer service, budgeting, revenue coordination, training, and program analysis in government agencies throughout the state of Florida. Additionally, he obtained the Certified Public Manager Certification through Florida State University, and is designated as a Competent Speaker and a Competent Leader through Toastmasters International. He is involved in all facets of District Management including Field Management, Budgeting, and the Assessment Administration. He is dedicated to providing the highest level of service to the clients of GMS.

The following Management Services are typically provided to ensure the District operates in accordance with all applicable statutes, laws, rules and regulations:



- Attend, record and conduct all regularly scheduled Board of Supervisors' Meetings including landowners meetings, continued meetings and workshops.
- Present the District's annual budget in accordance with Chapter 190, Florida Statutes.
- Ensure District is in compliance with administrative and financial reporting for CDDs.
- Correspond and communicate with Board of Supervisors and Staff to respond to the various needs of the District and Community.
- Review and approve agendas for circulation to the Board of Supervisors.
- Review and approve annual budget, annual audit, and monthly disbursements.
- Review annual insurance policy to ensure District maintains proper insurance coverage.

## Accounting Services

Ariel Lovera manages the accounting and financial reporting for our clients. He has a four-year degree in accounting and a Master's in Business Administration along with 17+ years of accounting experience for Community Development Districts and homeowner associations. His experience includes accounts payable, payroll, utility billing, budget preparation, preparation of annual audit reports, statutory and bond compliance. Mr. Lovera will be supported by Teresa Viscarra and Katie Costa.

The following Financial Services are typically provided to ensure the District operates in accordance with all applicable statutes, laws, and rules and regulations:

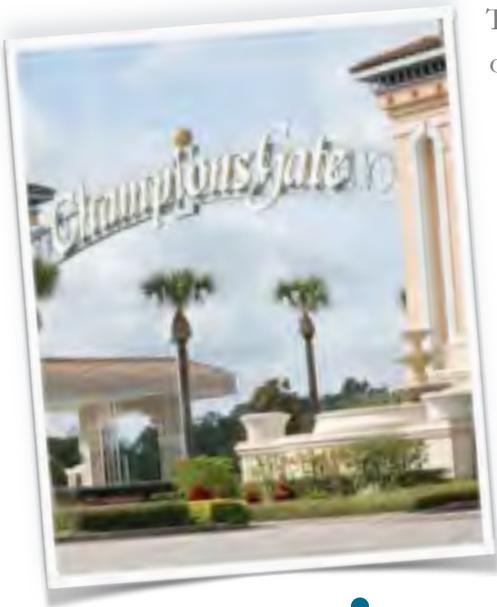
- Establish Governmental Fund Accounting System in accordance with the Uniform Accounting System prescribed by the Florida Department of Financial Services for Government Accounting. This system includes preparing monthly balance sheet and income statement(s) with budget to actual variances.
- Prepare accounts payable and present to Board of Supervisors for approval or ratification.
- Prepare annual budget for review and approval by the Board of Supervisors.
- Transmit proposed budget to local governing authorities 60 days prior to adoption.
- Prepare year-end adjusting journal entries in preparation for annual audit by Independent Certified Public Accounting Firm.
- Maintain checking accounts with qualified public depository selected by the Board of Supervisors.

- Ensure compliance with financial and accounting statutes affecting the District which include but are not limited to:
  - Complete annual financial audit report within 9 months after the fiscal year end.
  - Circulate annual financial audit report and annual financial report to appropriate governmental agencies.
  - Prepare annual public depositor report.
  - Oversee and implement bond issue related compliance, i.e., coordination of annual arbitrage report, transmittal of annual audit and budget to the trustee, transmittal of annual audit to bond holders and underwriters, annual/quarterly disclosure reporting, etc.
  - Transmit Public Facilities Report to the appropriate agencies
  - Bind necessary insurance for the District, which includes liability, property, workers' compensation, etc.

## Administrative Services

Stacie Vanderbilt will prepare agenda packages, meeting notices, public records administration, statutory compliance and various other required administrative services. Ms. Vanderbilt has a Bachelor's of Science in Business Administration. She has over 12 years of experience providing administrative services to Community Development Districts, and an excellent reputation in the industry for providing timely, accurate and professional administrative services.

The following Administrative Services are typically provided to ensure the District operates in accordance with all applicable statutes, laws, and rules and regulations



- Prepare agenda packages for transmittal to Board of Supervisors and staff seven days prior to Board of Supervisors' Meeting.
- Provide minutes for all Board of Supervisors' Meetings, including landowners meetings
- Ensure compliance with all administrative statutes affecting the District which include but are not limited to:
  - Publish and circulate annual meeting notice.
  - Report annually the number of registered voters in the District by June 1 of each year.
  - Maintain "Record of Proceedings" for the District within the County that the District is located which includes meeting minutes, agreements, resolutions and other required records.
  - Transmit Registered Agent information to DCA and local governing authorities.
  - File Ordinance or Rule establishing the District to DCA within 30 Days after creation.
  - Properly notice all public meetings, in accordance with the appropriate Florida Statutes, in the newspaper of general circulation published in the area in which the District is located, including but not limited to:



- Organizational Meeting
- Annual Meeting
- Landowners Meeting within 90 days of creation and as required for future elections
- Public Hearing on Assessments
- Request for Proposal for engineering services
- Public Hearing to adopt general and procedural rules
- Public Hearing on Chapter 197, Uniform Method of Collection
- All other statutorily required meetings and hearings

# Amenity Management and Lifestyle Programming

Tricia Adams coordinates amenity management and lifestyle programming. Mrs. Adams has significant business experience including directing visitor services for Central Florida attractions including entrance gate operations, welcome center operations, interpretive materials and schedules, exhibits, introduction films, wayfinding maps, shuttle service, signage, special events and education.

She has over ten years of amenity management experience at premier central Florida communities including contract compliance, managing facilities, programs, amenities and lifestyle experiences. She is adept at research, gathering feedback and preparing reports. Mrs. Adams is well-versed in all phases of communication including Internet, direct mail, community information meetings and public speaking, local access cable channels and print publications such as newsletters. Her education includes a Bachelor's Degree in Management and Marketing as well as a graduate degree in Public Administration. During graduate coursework, she researched emerging issues related to Community Development Districts in Florida.

GMS has significant experience with highly amenitized CDD communities and is flexible regarding the approach taken to staffing, managing, and operating amenities. We typically see one of three approaches taken to amenity management:

- 1) District contracts with GMS for operations
- 2) District contracts with a third party company for operations
- 3) District directly employs staff for operations

Under the first approach, the following services are typically provided by GMS to ensure a first class, amenity centered community:

- Recruit, hire, train, and monitor Clubhouse and Facilities staff.
- Assume responsibility to manage a vibrant schedule of activities, events and lifestyle programming. GMS is structured to take a regional approach to serving its clients but this structure does not preclude us from assigning the most talented and qualified individuals, regardless of their location, to appropriate roles.
- Communicate lifestyle opportunities and residential services information to owners and potential residents.
- Promote voluntary compliance with District rules, regulations and policies by communicating with residents.
- Maintain excellent level of customer service.
- Monitor the use of the amenities including resident barcode passes, security cameras, and other means of safeguarding the District.
- Maintain excellent level of customer service.
- Coordinate with vendors, contractors, internal and external stakeholders to ensure smooth operations of day to day and special activities.
- Maintain all relevant records of incidents, inspections, revenue, and other information as required by the District.
- Assist with budget preparation and reports, policy recommendations and enforcement, safety and/or security recommendations, collection of rental fees, maintaining records as needed.

Under the second and third approach, although the above services would not be provided directly by GMS, we would work to ensure that the contractor or direct employees were performing these and other necessary services.



# Field Management Services

As a company, GMS provides field management services to 30 Districts throughout Florida.

Brian Smith and Alan Scheerer will be available, if contracted, to provide field management services for the CDD. Mr. Smith has over 30 years of facility and field services management experience. This includes 23 years as field operations manager for Celebration and Enterprise Community Development Districts, Disney's premier #1 nationally rated Community where he was the owners representative for the construction of the CDD infrastructure improvements. Then, as Operations Manager, he became responsible for the maintenance of the CDD improvements which included the operation of the Water, Wastewater and Reuse Utility Systems, landscape maintenance, aquatic weed control, storm water systems, street lighting, alleys, sidewalks, boardwalks and all of the common area amenities.

For the last 17 years Brian has also provided field operation management for 15 other Community Development Districts in Central Florida and Tampa where he has developed strong relationships with Board Members, Engineers, Attorneys, Contractors and Developers.

Mr. Scheerer currently provides field services management for 11 Community Development Districts. He has over 25 years of business experience including 15 years as a chief engineer for several resorts and hotels in the Central Florida area. Prior to coming to GMS in 2006, Mr. Scheerer managed a number of Homeowners Associations (HOA). As a licensed Community Association Manager, his responsibilities were to ensure that the Homeowners Associations were in compliance with the Florida Statutes and the governing documents for each community.

Field Services provided to ensure the proper operation of the District include:

- Administer and manage maintenance contracts for landscaping, water, wastewater and reuse systems management
- Respond to resident and Board of Supervisors inquiries regarding Maintenance Operations
- Coordinate and implement maintenance projects throughout the community with vendors
- Conduct site visits (day and night time) to ensure satisfactory operation of the district and prepare a monthly report to the Board.
- If structured as recommended in Exhibit B, review and approve construction contracts, change orders, payment request, etc. during construction phase



## Assessment Roll Certifications & Administration

Jason Showe provides assessment administration services which includes certifying annual assessment rolls with the County Property Appraiser and Tax Collector, calculation of true-up payments, collection of prepaid assessments and preparation of necessary releases of lien. He is presently responsible for the preparation and execution of all CDD assessment rolls for the Central Florida division.

## Miscellaneous Services

Mr. Flint will coordinate any miscellaneous services and ensure that the proper personnel are assigned.

## Experience

GMS's current clients are listed in Table 2-1 on the following pages. Table 2-1 reflects a portion of the myriad of services provided to our clients. We are currently serving over 130 districts statewide.

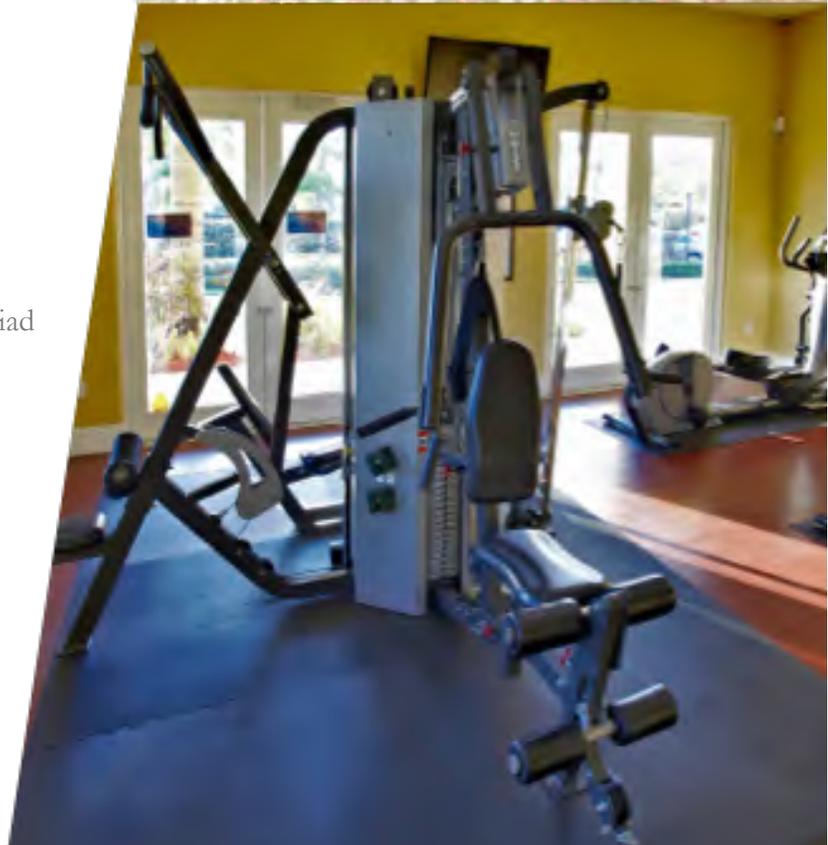


Table 2-1. District Management Experience Summary

| District                     | County     | General Management | Accounting & Financial Reporting | Recording Secretary | Water/Wastewater Utility | Operations Management |
|------------------------------|------------|--------------------|----------------------------------|---------------------|--------------------------|-----------------------|
| Aberdeen                     | St. Johns  | •                  | •                                | •                   |                          | •                     |
| Amelia Concourse             | Nassau     | •                  | •                                | •                   |                          |                       |
| Amelia Walk                  | Nassau     | •                  | •                                | •                   |                          | •                     |
| Antigua Of St. Augustine     | St. Johns  | •                  | •                                | •                   |                          |                       |
| Arlington Ridge              | Lake       | •                  | •                                | •                   |                          |                       |
| Armstrong                    | Miami-Dade | •                  | •                                | •                   |                          |                       |
| Bannon Lakes                 | St. Johns  | •                  | •                                | •                   |                          |                       |
| Bartram Park                 | Duval      | •                  | •                                | •                   |                          |                       |
| Bartram Springs              | Duval      | •                  | •                                | •                   |                          | •                     |
| Bay Laurel Center            | Marion     | •                  | •                                | •                   | •                        |                       |
| Baytree                      | Brevard    | •                  | •                                | •                   |                          | •                     |
| Baywinds                     | Dade       | •                  | •                                | •                   |                          | •                     |
| Beacon Tradeport             | Dade       | •                  | •                                | •                   |                          |                       |
| Bellagio                     | Miami-Dade |                    |                                  |                     |                          |                       |
| Bonita Village               | Lee        | •                  | •                                | •                   |                          |                       |
| Bonnet Creek Resort          | Orange     | •                  | •                                | •                   |                          |                       |
| Bonterra                     | Miami-Dade | •                  | •                                | •                   |                          |                       |
| Brandy Creek                 | St. Johns  | •                  | •                                | •                   |                          |                       |
| Candler Hills                | Marion     | •                  | •                                | •                   |                          |                       |
| Capital Region               | Leon       | •                  | •                                | •                   |                          | •                     |
| Celebration Pointe           | St. Lucie  | •                  | •                                | •                   |                          |                       |
| Central Lake                 | Lake       | •                  | •                                | •                   | •                        |                       |
| ChampionsGate CDD            | Osceola    | •                  | •                                | •                   |                          |                       |
| ChampionsGate POA            | Osceola    |                    | •                                |                     |                          |                       |
| Coconut Cay                  | Miami-Dade | •                  | •                                | •                   |                          |                       |
| Copper Creek                 | St. Lucie  | •                  | •                                | •                   |                          |                       |
| Copper Oaks                  | Lee        | •                  | •                                | •                   |                          |                       |
| Coral Bay                    | Broward    | •                  | •                                | •                   |                          | •                     |
| Coral Keys Homes             | Dade       | •                  | •                                | •                   |                          |                       |
| Creekside                    | St. Lucie  | •                  | •                                | •                   |                          |                       |
| Deer Run                     | Flagler    | •                  | •                                | •                   |                          |                       |
| Double Branch                | Clay       | •                  | •                                | •                   |                          | •                     |
| Dove Pond                    | Leon       | •                  | •                                | •                   |                          |                       |
| Dowden West                  | Orange     | •                  | •                                | •                   |                          |                       |
| Dunes                        | Flagler    | •                  | •                                | •                   | •                        |                       |
| Dupree Lakes                 | Pasco      | •                  | •                                | •                   |                          |                       |
| Durbin Crossing              | St. Johns  | •                  | •                                | •                   |                          | •                     |
| East Homestead               | Miami-Dade | •                  | •                                | •                   |                          | •                     |
| Enclave @ Black Point Marina | Miami-Dade | •                  | •                                | •                   |                          |                       |
| Falcon Trace                 | Orange     | •                  | •                                | •                   |                          | •                     |
| Founders Ridge               | Lake       | •                  | •                                | •                   |                          |                       |
| Gardens at Hammock Beach     | Flagler    | •                  | •                                | •                   |                          |                       |
| Hemingway Point              | Broward    | •                  | •                                | •                   |                          |                       |
| Heritage Park                | St. Johns  | •                  | •                                | •                   |                          | •                     |
| Heron Isles                  | Nassau     | •                  | •                                | •                   |                          |                       |
| Hollywood Beach              | Broward    | •                  | •                                | •                   |                          |                       |
| Homestead 50                 | Miami-Dade | •                  | •                                | •                   |                          |                       |
| Indigo                       | Volusia    | •                  | •                                | •                   |                          |                       |
| Indigo East                  | Marion     | •                  | •                                | •                   |                          |                       |
| Interlaken                   | Broward    | •                  | •                                | •                   |                          |                       |

Table 2-1. District Management Experience Summary

| District                       | County     | General Management | Accounting & Financial Reporting | Recording Secretary | Water/Wastewater Utility | Operations Management |
|--------------------------------|------------|--------------------|----------------------------------|---------------------|--------------------------|-----------------------|
| Islands at Doral III           | Dade       | •                  | •                                | •                   |                          |                       |
| Islands at Doral TH            | Dade       | •                  | •                                | •                   |                          |                       |
| Isles of Bartram Park          | St. Johns  | •                  | •                                | •                   |                          |                       |
| Lake Ashton I                  | Polk       | •                  | •                                | •                   |                          | •                     |
| Lake Ashton II                 | Polk       | •                  | •                                | •                   |                          |                       |
| Lakeside Plantation            | Sarasota   | •                  | •                                | •                   |                          |                       |
| Lakes by Bay South             | Dade       | •                  | •                                | •                   |                          | •                     |
| Majorca Isles                  | Miami-Dade | •                  | •                                | •                   |                          |                       |
| Meadow View at Twin Creeks     | St. Johns  | •                  | •                                | •                   |                          |                       |
| Mediterranea                   | Palm Beach | •                  | •                                | •                   |                          |                       |
| Middle Village                 | Clay       | •                  | •                                | •                   |                          | •                     |
| Mirada                         | Lee        | •                  | •                                | •                   |                          |                       |
| Montecito                      | Brevard    | •                  | •                                | •                   |                          |                       |
| Narcoossee                     | Orange     | •                  | •                                | •                   |                          | •                     |
| North Dade                     | Miami-Dade | •                  | •                                | •                   |                          |                       |
| Northern Riverwalk             | Palm Beach | •                  | •                                | •                   |                          |                       |
| North Springs Improvement Dist | Broward    |                    | •                                | •                   | •                        |                       |
| Oakridge                       | Broward    | •                  | •                                | •                   |                          |                       |
| Old Palm                       | Palm Beach | •                  | •                                | •                   |                          |                       |
| Orchid Grove                   | Broward    | •                  | •                                | •                   |                          |                       |
| Palm Glades                    | Dade       | •                  | •                                | •                   |                          | •                     |
| Pine Air Lakes                 | Collier    | •                  | •                                | •                   |                          |                       |
| Pine Island                    | Lake       | •                  | •                                | •                   | •                        | •                     |
| Pine Ridge Plantation          | Clay       | •                  | •                                | •                   |                          |                       |
| Portofino Cove                 | St. Lucie  | •                  | •                                | •                   |                          |                       |
| Portofino Isles                | St. Lucie  | •                  | •                                | •                   |                          |                       |
| Portofino Landings             | St. Lucie  | •                  | •                                | •                   |                          |                       |
| Portofino Shores               | St. Lucie  | •                  | •                                | •                   |                          |                       |
| Portofino Springs              | Lee        | •                  | •                                | •                   |                          |                       |
| Portofino Vineyards            | Lee        | •                  | •                                | •                   |                          |                       |
| Portofino Vista                | Osceola    | •                  | •                                | •                   |                          |                       |
| Randal Park                    | Orange     | •                  | •                                | •                   |                          |                       |
| Randal Park POA                | Orange     | •                  | •                                |                     |                          |                       |
| Ravadauge                      | Orange     | •                  | •                                | •                   |                          |                       |
| Remington                      | Osceola    | •                  | •                                | •                   |                          | •                     |
| Reserve                        | St. Lucie  | •                  | •                                | •                   | •                        | •                     |
| Reserve #2                     | St. Lucie  | •                  | •                                | •                   |                          |                       |
| Reunion East                   | Osceola    | •                  | •                                | •                   |                          | •                     |
| Reunion West                   | Osceola    | •                  | •                                | •                   |                          | •                     |
| Ridgewood Trails               | Clay       | •                  | •                                | •                   |                          |                       |
| River Place                    | St. Lucie  | •                  | •                                | •                   |                          |                       |
| Rivers Edge                    | St. Johns  | •                  | •                                | •                   |                          |                       |
| Rolling Hills                  | Clay       | •                  | •                                | •                   |                          |                       |
| Rolling Oaks                   | Osceola    | •                  | •                                | •                   |                          |                       |
| Sabal Palm                     | Broward    | •                  | •                                | •                   |                          |                       |
| Sampson Creek                  | St. Johns  | •                  | •                                | •                   |                          | •                     |
| Shingle Creek                  | Osceola    |                    | •                                | •                   |                          |                       |
| South Dade Venture             | Dade       | •                  | •                                | •                   |                          | •                     |
| South Kendall                  | Dade       | •                  | •                                | •                   |                          |                       |

Table 2-1. District Management Experience Summary

| District                          | County       | General Management | Accounting & Financial Reporting | Recording Secretary | Water/Wastewater Utility | Operations Management |
|-----------------------------------|--------------|--------------------|----------------------------------|---------------------|--------------------------|-----------------------|
| South Village                     | Clay         | •                  | •                                | •                   |                          |                       |
| Stoneybrook South                 | Osceola      | •                  | •                                | •                   | •                        |                       |
| Stoneybrook South @ ChampionsGate | Osceola      | •                  | •                                | •                   | •                        |                       |
| Storey Park                       | Orange       | •                  | •                                | •                   |                          |                       |
| Tapestry                          | Osceola      | •                  | •                                | •                   |                          |                       |
| Tesoro                            | St. Lucie    | •                  | •                                | •                   |                          | •                     |
| TIFA, LLC                         | Brevard      | •                  | •                                |                     |                          |                       |
| The Crossings at Fleming Island   | Clay         | •                  | •                                | •                   | •                        |                       |
| Tison's Landing                   | Duval        | •                  | •                                | •                   |                          | •                     |
| Tolomato                          | St. Johns    | •                  | •                                | •                   |                          |                       |
| Treeline Preserve                 | Lee          | •                  | •                                | •                   |                          |                       |
| Treaty Oaks                       | St. Johns    | •                  | •                                | •                   |                          |                       |
| Turnbull Creek                    | St. Johns    | •                  | •                                | •                   |                          |                       |
| Turtle Run                        | Broward      | •                  | •                                | •                   |                          | •                     |
| Talis Park                        | Collier      | •                  | •                                | •                   |                          |                       |
| Tohogua                           | Osceola      | •                  | •                                | •                   |                          |                       |
| TSR                               | Pasco        | •                  | •                                | •                   |                          |                       |
| Valencia Water Control District   | Orange       | •                  | •                                | •                   |                          |                       |
| Verano Center                     | St. Lucie    | •                  | •                                | •                   |                          |                       |
| Verano #1                         | St. Lucie    | •                  | •                                | •                   |                          |                       |
| Verano #2                         | St. Lucie    | •                  | •                                | •                   |                          |                       |
| Verano #3                         | St. Lucie    | •                  | •                                | •                   |                          |                       |
| Verano #4                         | St. Lucie    | •                  | •                                | •                   |                          |                       |
| Verano #5                         | St. Lucie    | •                  | •                                | •                   |                          |                       |
| Viera East                        | Brevard      | •                  | •                                | •                   |                          |                       |
| Villages of Bloomingdale          | Hillsborough | •                  | •                                | •                   |                          |                       |
| Villa Portofino East              | Dade         | •                  | •                                | •                   |                          | •                     |
| Villa Portofino West              | Dade         | •                  | •                                | •                   |                          |                       |
| Villa Vizcaya                     | St. Lucie    | •                  | •                                | •                   |                          |                       |
| Vizcaya in Kendall                | Miami-Dade   | •                  | •                                | •                   |                          |                       |
| Waterford Estates                 | Charlotte    | •                  | •                                | •                   |                          |                       |
| Waterstone                        | St. Lucie    | •                  | •                                | •                   |                          |                       |
| Westside                          | Osceola      | •                  | •                                | •                   |                          | •                     |
| Windsor at Westside               | Osceola      | •                  | •                                | •                   |                          |                       |
| Windward                          | Osceola      | •                  | •                                | •                   |                          |                       |
| Wynnfield Lakes                   | Duval        | •                  | •                                | •                   |                          | •                     |



# References

GMS prides itself on the timely delivery of quality services to its clients. As a result, our clients as well as the other CDD industry professionals have come to recognize and appreciate the quality of the services we provide. GMS encourages its prospective clients to call our references and learn what other district supervisors, developers, attorneys, engineers and financial professionals are saying about us. Just a few of the clients and professionals that are pleased to serve as our references are listed within.

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 TSR CDD (Starkey Ranch)  
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 St. Cloud, FL 34769  
 (321) 805-4830  
[mike@gentryland.com](mailto:mike@gentryland.com)



# Cost of Services

## Management, Administrative, and Accounting Services

Management, administrative, and accounting services, as described on pages 7-10, will be provided for a fixed annual fee of \$45,000, paid in equal monthly payments. Reimbursable expenses such as copies, postage, courier services, printing and binding will be billed on a monthly basis. Management fees are invoiced at the beginning of each month and due within 30 days of invoice date. Subsequent management fees will be established based upon the adoption of annual operating budget, which will be adjusted to reflect ongoing level of services.

## Assessment Administration Services

Assessment roll certification and administration, as described on page 13, will be provided for a fixed annual fee of \$5,000 billed upon certification of the assessment roll.

## Field Management Services

Field management services, as described on page 12, will be provided for a fixed fee of \$10,000 annually to be billed monthly.

## Other Services

Other services such as those listed below are available from GMS upon request. These services may or may not be applicable to the District, and a service package can be tailored to the District's specific needs.



|   |            |
|---|------------|
| Amenity Management .....                              | Negotiable |
| Website Administration (annually) .....               | \$1,500    |
| Dissemination Agent Fee (per bond issue) .....        | \$5,000    |
| Bond Issuance .....                                   | \$12,500   |
| Assessment Methodology .....                          | \$15,000   |
| SERC Preparation .....                                | \$2,500    |
| Annual Construction Accounting (per bond issue) ..... | \$3,500    |

## EXHIBIT A

### Amenity Experience Summary

| District                 | GMS<br>Operated | 3rd Party<br>Operated | Employee<br>Operated |
|--------------------------|-----------------|-----------------------|----------------------|
| Aberdeen                 |                 | X                     |                      |
| Arlington Ridge          |                 |                       | X                    |
| Bannon Lakes             | X               |                       |                      |
| Bartram Springs          |                 | X                     |                      |
| Brandy Creek             |                 | X                     |                      |
| Double Branch            | X               | X                     |                      |
| Dupree Lakes             |                 | X                     |                      |
| Durbin Crossing          |                 | X                     |                      |
| Falcon Trace             | X               |                       |                      |
| Isles of Bartram Park    |                 | X                     |                      |
| Lake Ashton              | X               |                       |                      |
| Lake Ashton II           |                 |                       | X                    |
| Lakeside Plantation      |                 | X                     |                      |
| Middle Village           | X               | X                     |                      |
| Montecito                |                 |                       | X                    |
| Pine Ridge Plantation    | X               |                       |                      |
| Randal Park              | X               |                       |                      |
| Reunion East             |                 | X                     |                      |
| Reunion West             |                 | X                     |                      |
| Rivers Edge              |                 | X                     |                      |
| Rolling Hills            | X               |                       |                      |
| Sampson Creek            | X               |                       |                      |
| South Village            |                 | X                     |                      |
| Tapestry                 | X               |                       |                      |
| The Crossings            |                 | X                     |                      |
| Tison's Landing          | X               |                       |                      |
| Tolomato                 |                 |                       | X                    |
| Turnbull Creek           |                 | X                     |                      |
| TSR                      |                 | X                     |                      |
| Villages of Bloomingdale |                 | X                     |                      |
| Wyfield Lakes            | X               |                       |                      |



Rizzetta & Company

# Poinciana Community Development District

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## Proposal for District Services

Presented by: Rizzetta & Company, Inc.

8529 South Park Circle, Suite 330  
Orlando, Florida 32819  
407.472.2471

[rizzetta.com](http://rizzetta.com)

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Rizzetta & Company



Rizzetta & Company

Professionals in Community Management

3434 Colwell Avenue  
Suite 200  
Tampa, FL 33614  
p: 813.514.0400

[rizzetta.com](http://rizzetta.com)

November 2, 2017

Michael Eckert, District Counsel  
**HOPPING GREEN & SAMS**  
119 South Monroe Street – Suite 300  
Tallahassee, Florida 32301

Dear Michael:

In response to your request, I am pleased to submit Rizzetta & Company's qualifications to serve as District Manager for the Poinciana Community Development District in Polk County. We have included a substantial amount of information to illustrate our ability and understanding of the level of service required.

As a leading provider of management to community development districts throughout Florida, I believe our firm is uniquely qualified. The combination of over 30 years of experience, 8 offices throughout the state and over 120 full time employees is unmatched.

Our firm looks forward to meeting with you and the Board of Supervisors to review and discuss our proposal in detail. I am confident that Rizzetta & Company can provide the professional District Management expertise necessary for a successful partnership with the community. Please call me directly if you have any questions or require additional information.

Very truly yours,

William J. Rizzetta  
President

## About Rizzetta & Company

### COMPANY INTRODUCTION:

Rizzetta & Company, Inc., is a Florida-based professional community management and consulting firm that provides services to residential and commercial communities throughout the state of Florida. With over 30 years in the industry, Rizzetta & Company, Inc., is staffed with highly experienced managers and support staff. Each of our eight offices throughout Florida has a team of employees with diverse backgrounds, both personally and professionally, who are dedicated to providing the highest quality services to our clients.

We provide professional expertise in five primary areas – District Services, Association Services, Community Services, Information Technology Services, and Real Estate Services to both Community Development Districts and Community Associations.

- **District Services:** As one of the largest Community Development District Management firms in the state of Florida, we provide professional management for over 100 Districts throughout the state of Florida.
- **Association Services:** We provide professional licensed portfolio and onsite management for over 180 Homeowners, Condominium and Commercial Property Owners Associations in Florida. That currently accounts for over 30,000 units in associations that will ultimately have near 40,000 total units at build out.
- **Community Services:** Community Services has two practice areas of expertise; Amenity Services and Field Services. These services are offered to Community Associations and Community Development Districts, and can be customized to fit the needs of a community.
- **Information Technology Services:** Through our affiliate company, Rizzetta Technology Services, Inc., we provide professional information technology services for both Community Development Districts and Community Associations.
- **Real Estate Services:** Through our affiliate company, Rizzetta Management Services, Inc., we provide a full range of professional real estate services.



Rizzetta & Company

## COMPANY HISTORY:

Rizzetta & Company, Inc., was founded and incorporated in 1986 in Tampa, Florida by William Rizzetta. The original focus of the company was to provide professional financial consulting services for Community Development Districts in association with issuance of municipal bonds.

As the company's reputation for excellent work and customer service grew, the practice expanded over the next thirty years by adding related services which resulted in today's "Full Service" organization. Below is a timeline of our growth through our first thirty years:

- **1986** – Rizzetta & Company, Inc. was founded.
- **1992** – Collection agent services were added for Community Development Districts to support the process of bond repayments.
- **1996** – Community Development District Management services were added.
- **1998** – As a natural counterpart to District Management, Association Management was introduced.
- **2008** – Seeing a growing need for Amenity Services at the request of various clients, Rizzetta Amenity Services, Inc. was created as an affiliate to the core company.
- **2009** – In addition to the growing Amenity Management services, the need for more landscape oversight lead to adding our Field Services.
- **2011** – With the departure of various companies from the market place, Continuing Disclosure services were added to provide various compliance reporting for Districts and Bondholders.
- **2013** – Due to the recession, some Districts were in financial crisis and required the formation of Special Purpose Entities to manage them through these times. Our firm was asked to take on many of these projects as an additional service.
- **2015** – With the continued growth in technology and changes to Florida Laws, we formed a second affiliate company, Rizzetta Technology Services, Inc., to provide website development and hosting, along with email and support services to our clients.
- **2016** – Rizzetta & Company, Inc. celebrated its 30<sup>th</sup> anniversary and continued growth with the opening of two new office locations in Citrus Park and Riverview.

For more information please visit our company please website at [www.rizzetta.com](http://www.rizzetta.com)



Rizzetta & Company

## ORGANIZATIONS AND MEMBERSHIPS:

Our firm supports and encourages the continuing education of all our staff members by providing the resources needed for staff to attend classes and conferences. Rizzetta & Company holds memberships in the following professional organizations:

- **Association of Florida Community Developers (AFCD):** AFCD's mission is to provide a leadership role in the creation of quality community development and the formulation of a responsible approach to the planning and development of Florida's future.
- **CFO Exchange Group (CFOx):** CFO Exchange Group (CFOx) is a protected, thought leadership, member-driven intelligence organization for top finance executives of Florida's small to mid-sized companies. CFOx empowers Florida's leading finance executives by providing a secure environment to cultivate relationships and interact with peers in the exchange of ideas, best practices and experiences, and serve as a sounding board for technical and business matters.
- **Community Associations Institute (CAI):** CAI provides education, tools and resources to people who govern and manage homeowners associations, condominiums and other planned communities. All of Rizzetta & Company's Community Association Managers are members of CAI. In addition, Rizzetta & Company is a Chapter Sponsor of the Community Associations Institute.
- **Florida Association of Special District (FASD):** The mission of the Florida Association of Special Districts is to unify and strengthen special purpose government through education, the exchange of ideas and active involvement in the legislative process.
- **Florida Government Finance Officers Association (FGFOA):** The FGFOA was founded in 1937 and serves more than 2,700 professionals from state, county, and city governments, special districts and private firms. The FGFOA is a professional resource that provides opportunities through education, networking, leadership and information.
- **Florida Nursery, Growers and Landscape Association (FNGLA):** The association represents all walks of the industry--foliage, woody ornamental, citrus nurseries, floriculture producers, interiorscapers, retailers, allied suppliers and landscape professionals. Landscape contractors, landscape designers, landscape architects and the like now have an association targeting their needs. Government representation & monitoring, professional education and marketing projects encompass just some of the services provided by FNGLA to members and the industry.



- **International Society of Arboriculture (ISA):** Through research, technology, and education, the International Society of Arboriculture promotes the professional practice of arboriculture and fosters a greater worldwide awareness of the benefits of trees.
- **Leadership Tampa Bay:** Leadership Tampa Bay is a non-profit organization that is governed by an independent board of directors who live and work in various parts of the Tampa Bay region. As a non-partisan, non-special interest forum for regional progress, Leadership Tampa Bay enhances awareness, education and knowledge of major regional issues through learning experiences and discussion.
- **Pasco Alliance of Community Associations (PACA):** PACA was created in April 2007 to help Community Development Districts (CDDs), Homeowner Associations (HOAs), and Condominium Associations (CAs) with internal and external problems by having a synergistic effect.
- **Tampa Bay Builders Association (TBBA):** The TBBA is a trade organization, which works diligently to fulfill its mission by providing important services to enhance the building industry in Pasco, Pinellas and Hillsborough Counties. It is affiliated with the Florida Home Builders Association and the National Association of Home Builders and dates back to 1946.
- **The Northeast Florida Builders Association (NEFBA):** At NEFBA, we are proud to hold the status of the state's largest builders association. Backed by our 70-year-history of networking, community outreach and industry development, NEFBA's primary goal is to improve the quality of life for the citizens of Northeast Florida.
- **The Greater Tampa Chamber of Commerce:** The mission of the Greater Tampa Chamber of Commerce is to serve members and enhance the community by building business success. The chamber offers educational and networking opportunities, leadership development programs and government advocacy to protect and advance the interest of Tampa's business community.
- **Urban Land Institute, Tampa Bay (ULI):** The mission of the Urban Land Institute is to provide leadership in the responsible use of land and in creating and sustaining thriving communities worldwide.
- **Visit Tampa Bay:** The mission of Visit Tampa Bay is to create vibrant economic development for our community by collaboratively increasing visitation to Tampa Bay.

For more information about these organizations please visit our website at  
[www.rizzetta.com/organizations/](http://www.rizzetta.com/organizations/)



Rizzetta & Company

**OFFICE LOCATIONS:**

**CORPORATE OFFICE**

3434 Colwell Avenue  
Suite 200  
Tampa, Florida 33614  
Phone: (813) 514-0400  
Fax: (813) 514-0401

**PANAMA CITY BEACH**

120 Richard Jackson Boulevard  
Suite 220  
Panama City Beach, Florida 32407  
Phone: (850) 334-9055  
Fax: (850) 334-9062

**CITRUS PARK**

12750 Citrus Park Lane  
Suite 115  
Tampa, Florida 33625  
Phone: (813) 933-5571  
Fax: (813) 935-6212

**RIVERVIEW**

9428 Camden Field Parkway  
Riverview, Florida 33578  
Phone: (813) 533-2950  
Fax: (813) 935-2922

**FORT MYERS**

9530 Marketplace Road  
Suite 206  
Fort Myers, Florida 33912  
Phone: (239) 936-0913  
Fax: (239) 936-1815

**ST. AUGUSTINE**

2806 North Fifth Street  
Unit 403  
St. Augustine, Florida 32084  
Phone: (904) 436-6270  
Fax: (904) 436-6277

**ORLANDO**

8529 South Park Circle  
Suite 330  
Orlando, Florida 32819  
Phone: (407) 427-2471  
Fax: (407) 472-2478

**WESLEY CHAPEL**

5844 Old Pasco Road  
Suite 100  
Wesley Chapel, Florida 33544  
Phone: (813) 994-1001  
Fax: (813) 994-2100



## Rizzetta & Company Management Team

### THE POINCIANA CDD TEAM:

Rizzetta & Company prides itself on the experience and dedication of its staff. Our District Management team, as shown below will be assigned to the District. However, Rizzetta & Company may, from time to time, make changes in order to provide you the required level of service. The Board of Supervisors will be notified well in advance of any such changes and their comments will be taken into consideration where applicable.

All services provide by Rizzetta & Company are preformed directly by our employees and not sub-contracted to third party vendors. It is the goal of Rizzetta & Company to provide excellent service to our clients and if any issues or concerns should arise please contact us immediately.

| <u>Name</u>        | <u>Title</u>                         | <u>Location</u> | <u>Years with Company</u> |
|--------------------|--------------------------------------|-----------------|---------------------------|
| Bill Rizzetta      | President                            | Tampa           | 31                        |
| Eric Dailey        | Director, District Services          | Tampa           | 13                        |
| Melissa Dobbins    | Regional District Manager            | St. Augustine   | 11                        |
| Scott Brizendine   | Manager, District Financial Services | Citrus Park     | 12                        |
| Anthony Jeancola   | District Manager                     | Orlando         | 11                        |
| Jaclyn Moreno      | Administrative Assistant             | Orlando         | 2                         |
| Bre Parker         | Financial Analyst                    | Citrus Park     | 3                         |
| Valerie Barreto    | Senior Financial Associate           | Orlando         | 12                        |
| Bill James         | Senior Accountant                    | St. Augustine   | 5                         |
| Gnamam Namasivayam | Staff Accountant                     | Orlando         | 1                         |



Rizzetta & Company

**District Manager, Anthony V. Jeancola:**

Anthony Jeancola has been an employee of Rizzetta & Company, Inc. since 2006 in our Orlando office. During his tenure with the firm, he has served as a Community Association Manager and currently serves as a District Manager overseeing Community Development Districts.

Mr. Jeancola is responsible for the management oversight of CDD's throughout the Central Florida region. Mr. Jeancola serves and works closely with his Districts' Board of Supervisors to ensure quality administrative, operational, and financial services are provided and meet the specific needs of the Districts.

Prior to joining Rizzetta & Company, Inc., Mr. Jeancola worked as a Community Association Manager in Orlando, FL. In addition, he worked as a real estate agent in Boston, Massachusetts in which he provided real estate leasing, sales, marketing, and investment property services.

Mr. Jeancola possesses a Bachelor of Science degree from Florida State University and a Master's degree from the University of Central Florida. He is a Licensed Community Association Manager and Notary Public in the State of Florida.

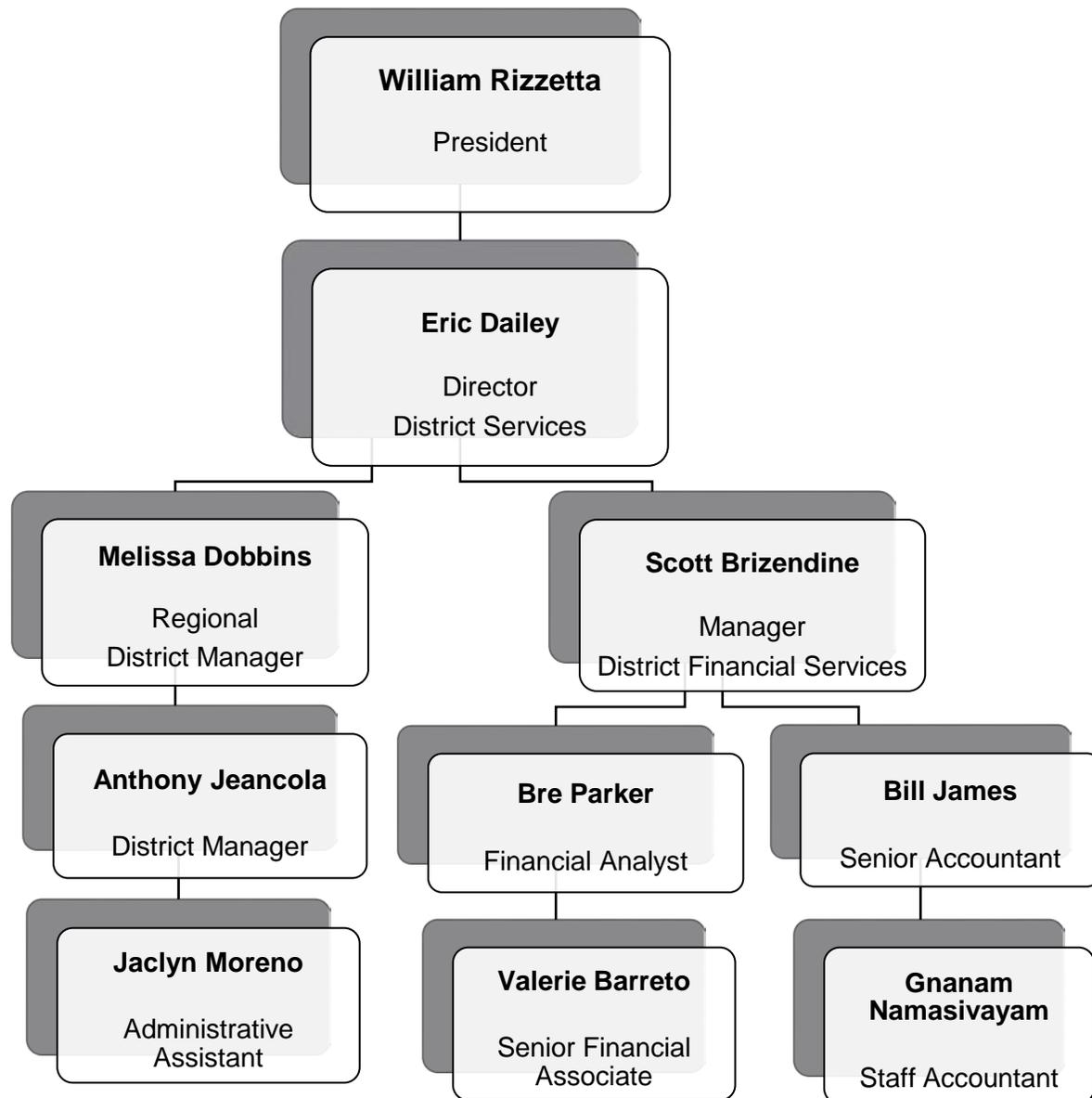
Mr. Jeancola has previously served on Rizzetta & Company's charity committee and his church's grounds committee. Mr. Jeancola currently volunteers for his children's local softball and baseball league in Winter Park, FL.

**Districts Mr. Jeancola Currently Manages:**

- Cascades at Groveland – Lake County
- Concorde Estates – Osceola County
- Estates at Cherry Lake – Lake County
- Gramercy Farms – Osceola County
- Greater Lakes Sawgrass Bay – Lake County
- Heritage Isles at Viera – Brevard County
- Highland Meadows – Polk County
- Town of Kindred – Osceola County
- Westridge – Polk County



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**SENIOR MANAGEMENT TEAM:****William J. Rizzetta, President**

Bill Rizzetta is the founder and President of Rizzetta & Company and is responsible for the overall operation of the firm. He has over 30 years of management and financial administration experience in both the public and private sectors. Since establishment, the firm has provided the services necessary to: establish and manage over 150 Community Developments Districts throughout the State of Florida; issued over \$3 Billion in bonds in over 250 separate transactions and manage over 170 Homeowners Associations.

He was employed by Tampa Electric Company as the manager of planning and financial administration for the Information Technology departments from 1979 to 1986 and by the Hillsborough County Planning Commission as a Systems Coordinator from 1975 to 1979.

He attended the University of South Florida and was awarded a bachelor's degree from the College of Engineering in 1975 and a master's degree in Business Administration in 1978. He has been a realtor licensed by the State of Florida since 1998.

He has been qualified as an expert witness and provided testimony in: bond validation hearings in circuit court; administrative hearings conducted by the State of Florida, local public hearings required for establishment of CDD's and the levy of special assessments and litigation regarding impact fee assessments.

He has placed substantial emphasis on participation in industry relevant organizations including Urban Land Institute (ULI), Florida Government Finance Officers Association (FGFOA), Community Associations Institute (CAI), Association of Florida Community Developers (AFCD) and Florida Association of Special Districts (FASD). The firm is also an active member of the Greater Tampa Chamber of Commerce and the Florida Sheriffs Association.

He has emphasized the importance of community involvement by financially supporting a variety of organizations including The Spring, Joshua House, Meals on Wheels, Athletes & Causes, Tampa Bay Heroes and the Shriners. In addition, he has encouraged and supported employee involvement in projects such as Paint your Heart out Tampa, Special Olympics, Habitat for Humanity, Angel Tree and Metropolitan Ministries. He previously served on the Board of Directors of the Tampa Lighthouse for the Blind and currently serves on the Board of Directors of the Jason Ackerman Foundation.



Rizzetta & Company



### **Shawn E. Wildermuth, Chief Financial Officer**

As Chief Financial Officer, Mr. Wildermuth is responsible for all financial aspects of the Rizzetta companies. In addition, Mr. Wildermuth oversees the financial reporting for our clients, including special taxing districts and community associations.

Mr. Wildermuth has over 28 years of finance and accounting experience with both public and private companies. He started his career in public accounting with Arthur Andersen in Chicago. During his career, he has gained experience in various industries, including real estate development, Professional Employer

Organizations, direct marketing and manufacturing. Prior to joining Rizzetta & Company, he held positions as Chief Financial Officer, Controller, Director of Treasury & Budget and Director of Finance. His responsibilities included financial reporting, accounting, finance, treasury, payroll, human resources and computer consulting.

Mr. Wildermuth received his bachelor's degree in Accountancy from the University of Illinois at Champaign-Urbana. He is a Registered Certified Public Accountant in the State of Illinois and a member of the American Institute of Certified Public Accountants.



### **Eric Dailey, Director, District Services**

Eric Dailey is the Director, District Services for Rizzetta & Company, Inc. He is responsible for management oversight in the areas of District Services and Community Services.

Mr. Dailey most recently served as Director of Business Development, where he was responsible for corporate strategy, market share growth, client relations, branding and marketing. Prior to that he served as Associate Director for both District Management Services and District Financial Services. Mr. Dailey started with Rizzetta & Company, Inc., in 2004 as a District

Manager in our Daytona Beach office.

Prior to joining Rizzetta & Company, Inc., Mr. Dailey worked as an Account Executive in the construction sales industry for 4 years. In addition, he worked for 2 years in the financial services industry providing both personal and business services ranging from investments to financing for both personal and business clients.

Mr. Dailey received his Bachelor of Science from Florida State University in 1997. He is a Licensed Community Association Manager and Notary Public in the State of Florida. Mr. Dailey is also a graduate of the Leadership Tampa Bay Class of 2017. He also a Board Member for the Children's Home Society of Florida Gulf Coast Division.



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### **Scott Brizendine, Manager, District Financial Services**

Mr. Brizendine is the Manager of District Financial Services for Rizzetta & Company, Inc. His responsibilities include oversight of the Accounting and Finance Departments for District Services. He and his finance team are responsible for the writing of assessment methodology reports for CDD bond issuances, refundings and restructures; authoring Statement of Estimated Regulatory Costs reports for establishment and amendment petitions; oversight of assessment roll processing and compliance responsibilities as Dissemination Agent and Disclosure

Representative. In addition, his accounting team is responsible for all facets of accounting for the Community Development Districts that Rizzetta & Company, Inc. manages. These activities include preparation of financial statements prepared in accordance with Governmental Accounting Standards and the Auditor General; processing of accounts payable; reconciliation of bank and trust statements; recording and collections of accounts receivable; capital asset program and requisition processing; as well as filing of annual reports, to include the transmission of the District Audits to the respective Counties and Auditor General, as required by the State of Florida.

Prior to his current position, Mr. Brizendine most recently served as the Associate Director of District Management services for two years. He began his employment with Rizzetta & Company, Inc. in 2005 as a District Manager in our Tampa office. Previous to his employment with Rizzetta & Company, Inc., Mr. Brizendine worked as an Accountant for three residential property management firms in Florida and Indiana over a span of nine years. In addition, Mr. Brizendine worked in the Finance Department of the Walt Disney Corporation for three years providing services in cash management, account reconciliation and financial reporting.

Mr. Brizendine has a Bachelor's Degree in Finance from Florida State University. He is licensed as a Community Association Manager and a Notary Public in the State of Florida. Mr. Brizendine enjoys serving the community by volunteering his time for various charitable organizations. He was recently selected for the Leadership Tampa Bay Class of 2018.



### **Melissa Dobbins, Regional District Manager**

Melissa Dobbins is a Regional District Manager for Rizzetta & Company, Inc. and is responsible for oversight of our Fort. Myers, Orlando, Panama City Beach, and St. Augustine offices for the District Services Department. Ms. Dobbins started with Rizzetta & Company, Inc. in 2006 as a District Manager in our Daytona Beach office.

Prior to joining Rizzetta and Company, Inc., Ms. Dobbins worked as an Education Administrator/Assistant Director in the public and private sector for over six years. Ms. Dobbins' responsibilities included development, training, evaluation, fiscal management, remediation and retention. She created safe, professional and fair environments by restoring quality control management and leadership tactics. In addition, she has diverse experience in sales and marketing while ensuring the highest standards and quality service at all times.

Ms. Dobbins graduated from the University of Florida with a degree in Business Administration and a Master's in Education Administration. She is also a Licensed Community Association Manager and a Notary Public in the State of Florida.



### **Matthew Huber, Regional District Manager**

Matthew Huber is a Regional District Manager for Rizzetta & Company, Inc., and is responsible for oversight of our Citrus Park, Riverview and Wesley Chapel offices for the District Services Department. He was named to the position in October 2015. Mr. Huber most recently served as a District Manager in the Tampa office, overseeing a portfolio of Community Development Districts in Pasco, Hillsborough and Manatee Counties. Prior to that he served as a District Manager in the Wesley Chapel office. Mr. Huber started with Rizzetta & Company, Inc., in 2006 as a District Manager for our Fort Myers area clients.

Prior to joining Rizzetta & Company, Inc., Mr. Huber worked as a Land Development Manager with D R Horton in the Fort Myers area. While working as a Land Development Manager, Mr. Huber gained valuable development knowledge that assists him in his management of his Districts. Prior to working for D R Horton, Mr. Huber interned with the Board of County Commissioners Long Range Planning Department in Polk County. With his experiences working in this department he has gain valuable insight into government practices.



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Mr. Huber received his Degree in Business Administration from the University of South Florida in 2005. He is a Licensed Community Association Manager and Notary Public in the State of Florida. After serving 4 years as a Combat Engineer, Mr. Huber was honorably discharged from the United States Marine Corps in 1997. Mr. Huber has served on numerous community boards and volunteers for various activities throughout the community. His personal and employment experiences have provided him with the skills and knowledge necessary to assist his Districts through their management challenges.



### **Joe Roethke, Regional District Manager**

Joe Roethke is a Regional District Manager for Rizzetta & Company, Inc., and is responsible for all aspects of the day-to-day operations, management, and oversight of our Riverview office for the CDD Management Department. He has been in this position since October 2017. Prior to his current role, Mr. Roethke worked as a District Manager and was hired for this position by Rizzetta in June 2013.

Prior to joining Rizzetta & Company, Inc. in 2013, Mr. Roethke was employed by Morgan Stanley for 8 years, working in the Operations department of both their New York City and Baltimore offices. Most recently, he was the Department Director for a team of five associates that was responsible for providing daily, weekly, and monthly portfolio pricing on various financial instruments to some of the firm's largest institutional clients, including Goldman Sachs, JP Morgan, and Barclays Bank, among others.

Mr. Roethke received his Bachelor of Arts from Pennsylvania State University in 2003. He is a Licensed Community Association Manager and Notary Public in the State of Florida.



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## Management Model

### DISTRICT SERVICES:

As one of the largest Community Development District Management firms in the state, Rizzetta & Company currently manages over 100 Districts in Florida and Alabama. Our District Management practice includes the following areas of service:

- Management
- Administrative
- Accounting
- Financial and Revenue Collection
- Bond Issuance

**Management:** Management services include the conducting of board meetings, budget workshop, overall administration of District functions, and all required state and local filings, preparation of annual budget, purchasing and risk management.

**Administrative:** Administrative 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, preparation and delivery of agenda packages.

**Accounting:** Accounting 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.

**Financial and Revenue Collection:** Financial & revenue collection 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 assessment roll preparation and certification, direct billings and funding request processing as well as responding to property owner questions regarding District assessments.

**Bond Issuance:** Bond issuance services include all services necessary for the issuance of bonds by the District. Such services will include preparation of the special assessment allocation report, testimony at the required bond validation court hearing, certifications and closing documents. To date, Rizzetta & Company, Inc., has been involved in over 250 bond closings for Districts throughout the State of Florida totaling over \$3 Billion in par amount of bonds.



Rizzetta & Company

## MANAGEMENT PHILOSOPHY:

In our opinion, the single most important factor in being successful is customer service. We understand that each client has certain unique characteristics. While all have similarities, our success comes from our ability to understand the nuances of each client, and adapt our services as necessary. This approach generates the basis for long-term relationships with clients we have represented for nearly twenty years.

Rizzetta and Company's approach to management services can be best described as a Board-Manager form of government whereby the Board of Supervisors formulates policy and the District Manager implements. The Board of Supervisors serves as the governing body of the District and therefore set the policies, levels and quality of service, etc. The District Manager and staff then implement those policies and actions of the Board of Supervisors.

We are committed to providing service that is community specific and meets the needs of our clients. Rizzetta & Company services the needs of both developer-controlled and homeowner-controlled communities both in the early stages of development and long after turnover.

- **Compliance:**

This management model is an effective method to carry out the statutory considerations of Florida Statutes, Board of Supervisors; general duties, which states: "The District Manager shall have charge and supervision of the works of the district and shall be responsible for preserving and maintaining any improvement or facility constructed or erected pursuant to the provisions of this act, for maintaining and operating the equipment owned by the District, and for performing such other duties as may be prescribed by the Board."

- **Minimizing Violation Risks:**

By utilizing this model, the Board also minimizes potential violations of the "Sunshine Laws" of the State of Florida, and limits a Supervisor's risk of ethics violation complaints, which stem in some cases from Supervisors who without specific Board of Supervisors authorization, unilaterally involve themselves in the day to day operation of the District.

Just as a County Commissioner would not become involved in the daily duties of County Parks and Recreation Employees, a District Supervisor would not be advised to involve him or herself with the daily operations of field personnel and/or service vendors. This District Manager in this case serves in the same capacity as a city or county manager, who coordinates the efforts of all staff and service vendors. The District Manager carries these duties out within the scope of their contract with the District and based again on the Board of Supervisors prescribed policies, levels and quality of service specifications.



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Of course there are occasions where such activity has been assigned to a specific Supervisor by way of action of the Board of Supervisors. In such cases, those duties are carried out exactly as authorized by the action taken by the Board of Supervisors.

- **Reporting:**

Our approach to management also includes complete and effective communication to Supervisors and District staff in order to ensure that all parties receive timely and accurate information needed to make informed decisions.

**Digital Agenda Packages:**

We will email Supervisors and District staff a tentative agenda at least 14 days prior to scheduled board meetings and a final agenda no later than 7 days prior to the scheduled Board meeting. The agendas will be posted to the District website as required by Florida Statute. We will provide computer tablets at each Board meeting for use by the Supervisors which will contain the final agenda.

**Financial Statements:**

Financial statements are transmitted electronically to the Board of Supervisors and District staff by the 20<sup>th</sup> of each month for the preceding month (i.e., on April 20<sup>th</sup>, the March statements will be transmitted). A recap of expenditures is also included in a monthly agenda for review at a Board meeting.

- **Proven Success:**

We started taking this approach in 1986 and have continued ever since with each of our districts. By doing so, Rizzetta & Company has proven this to be the most effective and efficient method of conducting District Management operations and communicating all District-related matters to the Board of Supervisors and District staff.



**WHY RIZZETTA & COMPANY IS THE BEST QUALIFIED:**

To effectively and efficiently manage a community development district we believe the most important factors are competence, experience and resources.

**Competence:**

Our firm has an excellent reputation as the Gold Standard leader in our industry. We have a specialized in-depth understanding of community development districts in the state of Florida with over 30 years of experience. Auditors of the District's we manage have consistently acknowledged our books and records as some of the best in the industry. We have a commitment of issuing monthly financials statements by the 20<sup>th</sup> of every month for all of our Districts.

**Experience:**

Longevity with clients is very important to us. We have a long history of representing major national developers and homebuilders such as Newland Communities, D.R. Horton, Greenpointe, Lennar, & MI Homes. We have worked with Newland on the FishHawk development for over 20 years. Our firm has also successfully established over 175 Community Development Districts, which have issued over \$3 billion in bonds and currently manages over 100 districts across the state.

**Resources:**

Rizzetta & Company is a privately owned corporation with over 120 employee's operating in a true corporate structure. We have 8 office locations throughout the state of Florida to allow us to efficiently serve our client base. We do not have independent contractors or affiliations with other firms for the services that we provide. Having our highly qualified staff operate under this corporate structure allows us to control the quality of the product and services that we offer.



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**DISTRICT SERVICES – FACT SHEET:**

|  |                          |
|--|--------------------------|
| <b>Year Company Established</b>                              | <b>1986</b>              |
| <b>Total Full Time Employees</b>                             | <b>121</b>               |
| <b>Total District Services Employees</b>                     | <b>49</b>                |
| <b>Current Community Development District Clients</b>        | <b>112</b>               |
| <b>Number of Counties Served</b>                             | <b>19</b>                |
| <b>Number of District Establishments in Process</b>          | <b>6</b>                 |
| <b>Combined Total Annual Operating Budgets FY 2017-2018</b>  | <b>\$85 Million plus</b> |
| <b>Number of Bond Issuances to Date</b>                      | <b>250 plus</b>          |
| <b>Total Par Amount of Bonds Issuances to Date</b>           | <b>\$3 Billion plus</b>  |
| <b>Number of Assessment Rolls Certified FY 2017-2018</b>     | <b>85</b>                |
| <b>Number of Community Development Districts Established</b> | <b>176</b>               |



**CURRENT COMMUNITY DEVELOPMENT DISTRICTS UNDER MANAGEMENT:**

| <b>District Name</b>  | <b>County</b> | <b>Date Hired</b> |
|---|---------------|-------------------|
| Asturia Community Development District                      | Pasco         | 8/25/2014         |
| Bahia Lakes Community Development District                  | Hillsborough  | 2/24/2006         |
| Bainebridge Community Development District                  | Duval         | 1/10/2006         |
| Bella Vida Community Development District                   | Lee           | 4/24/2006         |
| Belmont Community Development District                      | Hillsborough  | 2/7/2006          |
| Bexley Community Development District                       | Pasco         | 5/19/2015         |
| Bridgewater Community Development District                  | Polk          | 6/3/2004          |
| Bridgewater of Wesley Chapel Community Development District | Pasco         | 9/1/2004          |
| Cascades At Groveland Community Development District        | Lake          | 10/13/2005        |
| Catalina At Winkler Preserve Community Development District | Lee           | 9/19/2005         |
| Celebrate Alabama Cooperative District                      | Lee, AL       | 8/1/2008          |
| Celebrate Alabama Improvement District                      | Lee, AL       | 8/1/2008          |
| CFM Community Development District                          | Lee           | 4/1/2007          |
| Channing Park Community Development District                | Hillsborough  | 11/1/2006         |
| Chapel Creek Community Development District                 | Pasco         | 9/1/2012          |
| Concord Station Community Development District              | Pasco         | 9/15/2004         |
| Concorde Estates Community Development District             | Osceola       | 11/3/2003         |
| Connerton West Community Development District               | Pasco         | 6/14/2004         |
| Contrada Hills Community Development District               | Santa Rosa    | 2/28/2008         |
| Copperstone Community Development District                  | Manatee       | 11/2/2006         |
| Country Walk Community Development District                 | Pasco         | 12/14/1999        |
| Covington Park Community Development District               | Hillsborough  | 7/19/1999         |
| Cross Creek North Community Development District            | Clay          | 3/21/2017         |
| Del Webb Bexley Community Development District              | Pasco         | 11/8/2017         |
| Diamond Hill Community Development District                 | Hillsborough  | 5/11/2004         |
| Eagle Pointe Community Development District                 | Manatee       | 12/1/2006         |
| Eagle's Crest Community Development District                | Hillsborough  | 12/12/2005        |
| Easton Park Community Development District                  | Hillsborough  | 6/6/2006          |
| Encore Community Development District                       | Hillsborough  | 9/6/2010          |
| Estates at Cherry Lake Community Development District       | Lake          | 1/1/2007          |
| Fishhawk Community Development District                     | Hillsborough  | 9/12/1996         |
| Fishhawk Community Development District II                  | Hillsborough  | 12/16/2002        |
| Fishhawk Community Development District III                 | Hillsborough  | 9/16/2008         |
| Fishhawk Community Development District IV                  | Hillsborough  | 12/9/2008         |



| <b>District Name</b>  | <b>County</b> | <b>Date Hired</b> |
|---|---------------|-------------------|
| Forest Brooke Community Development District                | Hillsborough  | 3/3/2014          |
| Freedom Walk Community Development District                 | Okaloosa      | 12/10/2007        |
| Glen St. Johns Community Development District               | St. Johns     | 7/11/2006         |
| Gramercy Farms Community Development District               | Osceola       | 7/12/2005         |
| Grand Hampton Community Development District                | Hillsborough  | 7/17/2003         |
| Greater Lakes / Sawgrass Bay Community Development District | Lake          | 7/19/2005         |
| Greyhawk Landing Community Development District             | Manatee       | 7/24/2001         |
| Harbor Bay Community Development District                   | Hillsborough  | 8/5/1999          |
| Harbour Isles Community Development District                | Hillsborough  | 3/17/2003         |
| Harbourage at Braden River Community Development District   | Manatee       | 11/1/2015         |
| Harmony Village Community Development District              | Okaloosa      | 6/14/2007         |
| Harrison Ranch Community Development District               | Manatee       | 2/5/2007          |
| Heritage Harbour South Community Development District       | Manatee       | 3/28/2013         |
| Heritage Isle at Viera Community Development District       | Brevard       | 3/24/2004         |
| Heritage Landing Community Development District             | St. Johns     | 6/22/2004         |
| Heritage Plantation Community Development District          | Okaloosa      | 5/17/2005         |
| Highland Meadows Community Development District             | Polk          | 6/1/2012          |
| Highlands Community Development District                    | Hillsborough  | 11/1/2017         |
| K-Bar Ranch Community Development District                  | Hillsborough  | 11/1/2013         |
| K-Bar Ranch II Community Development District               | Hillsborough  | 6/27/2017         |
| Lake Padgett Estates Independent Special District           | Pasco         | 6/1/2010          |
| Lakeside Community Development District                     | Pasco         | 8/27/2007         |
| Legacy Springs Improvement District                         | St. Clair, AL | 10/25/2017        |
| Long Lake Ranch Community Development District              | Pasco         | 1/8/2013          |
| Long Lake Reserve Community Development District            | Pasco         | 9/6/2017          |
| Lucaya Community Development District                       | Lee           | 12/21/2004        |
| Madeira Community Development District                      | St. Johns     | 6/6/2006          |
| Magnolia Creek Community Development District               | Walton        | 9/12/2006         |
| Magnolia West Community Development District                | Clay          | 8/1/2011          |
| Meadow Pointe III Community Development District            | Pasco         | 9/12/2000         |
| Meadow Pointe IV Community Development District             | Pasco         | 9/4/2002          |
| Meadow Pointe V Community Development District              | Pasco         | 1/6/2009          |
| Mira Lago West Community Development District               | Hillsborough  | 12/20/2004        |
| Morningside Community Development District                  | Bay           | 9/1/2008          |
| Nature Walk Community Development District                  | Walton        | 6/28/2005         |
| North Park Isles Community Development District             | Hillsborough  | 8/1/2007          |
| Palma Sola Trace Community Development District             | Manatee       | 9/22/2004         |
| Panther Trails Community Development District               | Hillsborough  | 9/4/2004          |



| <b>District Name</b>  | <b>County</b> | <b>Date Hired</b> |
|---|---------------|-------------------|
| Paseo Community Development District                        | Lee           | 4/1/2010          |
| Pier Park Community Development District                    | Bay           | 7/26/2004         |
| Portico Community Development District                      | Lee           | 12/6/2005         |
| Preserve at Wilderness Lake Community Development District  | Pasco         | 3/13/2013         |
| Reserve at Pradera Community Development District           | Hillsborough  | 11/13/2014        |
| River Glen Community Development District                   | Nassau        | 12/20/2005        |
| River Park Community Development District                   | Okaloosa      | 6/1/2009          |
| Riverwood Estates Community Development District            | Pasco         | 2/24/2006         |
| Sandy Creek Community Development District                  | St. Johns     | 4/6/2004          |
| Seven Oaks Community Development District                   | Pasco         | 1/23/2001         |
| Shores of Santa Rosa Community Development District         | Santa Rosa    | 2/9/2006          |
| Somerset Community Development District                     | Walton        | 4/1/2005          |
| South Shore Corporate Park Community Development District   | Hillsborough  | 3/11/2008         |
| Southaven Community Development District                    | St. Johns     | 5/27/2014         |
| State Road Community Development District                   | Hillsborough  | 3/19/2008         |
| Sterling Hill Community Development District                | Hernando      | 3/12/2003         |
| Summer Woods Community Development District                 | Manatee       | 8/3/2017          |
| Summit View Community Development District                  | Pasco         | 7/29/2005         |
| Talavera Community Development District                     | Pasco         | 10/30/2006        |
| Tara Community Development District                         | Manatee       | 12/14/1999        |
| The Groves Community Development District                   | Pasco         | 8/22/2000         |
| The Verandahs Community Development District                | Pasco         | 9/1/2014          |
| The Preserve at South Branch Community Development District | Pasco         | 10/25/2017        |
| Town of Kindred Community Development District              | Osceola       | 1/26/2016         |
| Towne of Seahaven Community Development District            | Bay           | 9/13/2007         |
| Trails Community Development District                       | Duval         | 9/15/2006         |
| Trevesta Community Development District                     | Manatee       | 5/5/2015          |
| Triple Creek Community Development District                 | Hillsborough  | 5/11/2007         |
| Trout Creek Community Development District                  | St. Johns     | 11/10/2014        |
| Two Creeks Community Development District                   | Clay          | 6/13/2006         |
| Venetian Community Development District                     | Sarasota      | 8/26/2013         |
| Waterlefe Community Development District (Manatee Co.)      | Manatee       | 10/24/2000        |
| Water's Edge Community Development District (Pasco Co.)     | Pasco         | 2/8/2005          |
| Waterset Central Community Development District             | Hillsborough  | 10/10/2017        |
| Waterset North Community Development District               | Hillsborough  | 2/13/2007         |
| Westridge Community Development District                    | Polk          | 9/3/2003          |
| Willow Walk Community Development District                  | Manatee       | 7/1/2017          |
| Wiregrass Community Development District                    | Pasco         | 6/24/2009         |
| World Commerce Community Development District               | St. Johns     | 11/25/2003        |
| Zephyr Ridge Community Development District                 | Pasco         | 11/4/2005         |



## References & Testimonials

### REFERENCES:

**Patricia Buck, Chairperson**

Estates at Cherry Lake Community Development District  
Groveland, Florida  
Phone Number: (727) 375-1414 Ext. 103  
Email: [patricia.cherrylakecdd@gmail.com](mailto:patricia.cherrylakecdd@gmail.com)

**David Jae, Chairman**

Westridge Community Development District  
Davenport, Florida  
Phone Number: (813) 915-3449 Ext. 103  
Email: [djae@lerneradvisors.com](mailto:djae@lerneradvisors.com)

**Jim Walker, Chairman**

Greater Lakes Sawgrass Bay Community Development District  
Clermont, Florida  
Phone Number: (352) 432-3122  
Email: [Seat3@glbcbdd.org](mailto:Seat3@glbcbdd.org)

**Patrick Wellington, Chairman**

Cascades at Groveland Community Development District  
Groveland, FL  
Phone Number: (352) 404-6766  
Email: [Seat1@CascadesAtGrovelandCDD.org](mailto:Seat1@CascadesAtGrovelandCDD.org)

**Jay Williams, Chairman**

Heritage Isles at Viera Community Development District  
Viera, Florida  
Phone Number: (321) 610-8541  
Email: [jay4heritageisle@gmail.com](mailto:jay4heritageisle@gmail.com)



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**TESTIMONIALS:**



*“Rizzetta & Company is currently managing three Districts that they helped us create in the Jacksonville area. I don’t know of another management firm that has the continuity and stability of Rizzetta. I have dealt with Bill Rizzetta and Melissa Dobbins and I still do today. Professionalism and customer service have always been a hallmark of their organization.”*



**Bob Porter, Senior VP Land, D. R. Horton, Inc., Jacksonville**



*“Rizzetta & Company has recently become the management for our Community Development District. Their positive impact within the community has been immediate. The responsiveness to issues and the professional manner in which they have been addressed has proven to be incomparable to previous management. We look forward to a relationship of many years with Rizzetta & Company.”*

**Susie White, Chairperson, The Harbourage at Braden River Community Development District**



*“Rizzetta's staff have been amazing to work with, their depth of knowledge in the CDD world made a very difficult process almost painless. The Rizzetta team's depth of experience in managing CDDs proved invaluable throughout the process. Every question or situation we presented was met with prior examples and knowledgeable guidance.”*

**Andy Smith, Regional Development Manager at Freehold Communities**



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*“Rizzetta & Company has been our Community Development District manager since late 2013. They were brought in as our District responsibilities had increased as a result of the taking over of recreational amenities from the developer as well as privacy services and common area maintenance from our HOA. Rizzetta has served us well at all levels of their organization, be it the accounting staff, field staff, landscape operations, District Manager responsibilities or senior management. I would not hesitate to recommend them to anyone looking for a District management company that is not only thorough and responsive but excellent at anticipating your needs”.*

**Jerry Jasper, Chairman, Venetian Community Development District**



*“Rizzetta & Company has provided District Management services to Country Walk for the past 10 years. The District Managers, well versed in the functioning of a CDD community, coupled with their legal and engineering staff, have been invaluable to the Board in decision making. It is evident that Rizzetta & Company have made District Management and its related services into an art form!”*

**Nina Siegel, Chairperson, Country Walk Community Development District**



*“I have worked with Rizzetta & Company for over 12 years in various communities throughout Florida. They currently provide District and Amenity Management Services for our Belmont and Triple Creek Community Development Districts. I have been very pleased with the professionalism and dedication of their staff in our communities.”*

**Grady Miars, President, GreenPointe Communities**



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## Scope of Services

### STANDARD ON-GOING SERVICES:

These services will be provided on a recurring basis and are commonly referred to as the basic services necessary for the normal and routine functioning of the District.

### MANAGEMENT:

- A. Attend and conduct all regularly scheduled and special Board of Supervisors meetings, Landowners' meetings, continued meetings, hearings and workshops. Arrange for time and location and all other necessary logistics for such meetings, hearings, etc.
- B. Ensure compliance with all statutes affecting the district which include but not limited to:
  1. Certify Special District Update Form, submitted to the Special District Information Program, Department of Economic Opportunity each year.
  2. Assign and provide Records Management Liaison Officer for reporting to the Department of Library and Archives
  3. Provide contact person for the State Commission of Ethics for Financial Disclosure coordination
  4. Provide Form 1 Financial Disclosure documents for Board Members
  5. Provide Form 1F Financial Disclosure documents for Resigning Board Members.
  6. Monitor and supply Form 3A, Interest in Competitive Bid for Public Business as needed
  7. Monitor and provide Form 8B, Memorandum of Voting Conflict for the Board.
  8. Monitor and provide update on Creation Documents, including Notice of Establishment, to Department of Economic Opportunity and the County.
  9. Maintain and file Disclosure of Public Financing and file with Department of Economic Opportunity and each residential developer.
  10. Provide for a proposed budget for Board approval on or by June 15 of each fiscal year.
  11. Provide copy of approved proposed budget to the County a minimum of 60 days prior to the public hearing on the budget.
    - a. Provide written notice to owners of public hearing on the budget and its related assessments.
  12. Provide copy of the initial Public Facilities report to the County to be submitted within one (1) year after the district's creation.
  13. Provide copy of an annual notice of any changes to the Public Facilities report to the County if changes are made.



14. Provide copy of the seven (7) year Public Facilities report update, based on reporting period assigned to the County it is located in.
  15. File name and location of the Registered Agent and Office location annually with Department of Economic Opportunity and the County.
  16. Provide for submitting the regular meeting schedule of the Board to County.
  17. Provide District Map and update as provided by the District's Engineer as needed to the Department of Economic Opportunity and the County
  18. Provide legal description and boundary map as provided by District Engineer to the Supervisor of Elections
  19. File request letter to the Supervisor of Election of the County for number of registered voters as of April 15, each year.
  20. Provide for public records announcement and file document of registered voter data each June.
  21. Update Board Member names, positions and contact information to the State Commission on Ethics annually.
  22. Certify and file the Form DR 421, Truth in Millage Document with the Department of Revenue each tax year.
  23. Properly notice all public meetings, in accordance with the appropriate Florida Statutes, including but not limited to, public hearings on assessments, the budget, establishment of rates, fees, or charges, rulemaking, uniform method of collection, and all other required notices of meetings, hearings and workshops.
    - a. Provide for the appropriate ad templates and language for each of the above.
  24. Provide for instruction to Landowners on the Election Process and forms, etc.
  25. Respond to Bond Holders Requests for Information.
- C. Assist in the negotiation of contracts, as directed by the Board of Supervisors.
- D. Advise the Board on the status of negotiations as well as contract provisions and their impacts on the District.
- E. Make recommendations on contract approval, rejection, amendment, renewal, and cancellation. In advance of expiration of contracts, advise the Board as to need for renewal or additional procurement activities and implement same.
- F. Monitor certificates of insurance as needed per contracts.
- G. Answer Project Status Inquiries from Contractors Bonding Companies.
- H. Provide an office location to handle and respond to written, phone or e-mail inquiries from the public.



**ADMINISTRATIVE:**

- A. Prepare agendas for transmittal to Board of Supervisors and staff seven (7) days prior to Board of Supervisors' Meeting. Prepare meeting materials for other meetings, hearings, etc., as needed.
- B. Provide accurate minutes for all meetings and hearings, including landowners' meetings.
- C. Implement and maintain a document management system to create and save documents, and provide for the archiving of District documents.
  - 1. Certify and file annual report to the Department of State, Library and Archive Division, for storage and disposal of public records.
- D. Protect integrity of all public records in accordance with the requirements of State law. Respond to public records requests as required by law.
- E. Maintain "Record of Proceedings" for the district within the County which includes meeting minutes, agreements, resolutions and other records required by law.

**ACCOUNTING:**

- A. Financial Statements
  - 1. Establish Fund Accounting System in accordance with federal and state law, as well as GASB and the Rules of the Auditor General. This includes the following:
    - a) Chart of Accounts
    - b) Vendor and Customer Master File
    - c) Report creation and set-up.
  - 2. Prepare monthly balance sheet, income statement(s) with budget to actual variances, including the following:
    - a) Cash Investment Account Reconciliations per fund
    - b) Balance Sheet Reconciliations per fund
    - c) Expense Variance Analysis
  - 3. Prepare and file Annual Public Depositor's Report and distribute to State Department of Insurance and Treasury.
  - 4. Prepare and file Public Depositor's and Indemnification Form on new accounts as needed.
  - 5. Facilitate Banking relations with the District's Depository and Trustee.
  - 6. Prepare all other financial reports as required by applicable law and accounting standards, and bond trust indenture requirements.
  - 7. Account for assets constructed by or donated to the District for maintenance.
  - 8. On or before October 1<sup>st</sup> of every year prepare an annual inventory of all District owned tangible personal property and equipment in accordance with all applicable rules and standards.



9. Provide Audit support to auditors for the required Annual Audit, as follows:
  - a) Review statutory and bond indenture requirements
  - b) Prepare Audit Confirmation Letters for independent verification of activities.
  - c) Prepare all supporting accounting reports and documents as requested by the auditors
  - d) Respond to auditor questions
  - e) Review and edit draft report
  - f) Prepare year-end adjusting journal entries as required
10. Provide for transmission of the Audit to the County and the Auditor General's Office of the State.
11. Provide and file Annual Financial Statements (FS. 218 report) by June 30<sup>th</sup> of each year.

#### B. Budgeting

1. Prepare budget and backup material for and present the budget at all budget meetings, hearings and workshops. The budget is to be done in accordance with state law standards, and consistent with applicable GFOA and GASB standards. Budget preparation shall include calculation of operation and maintenance assessments, which may include development of benefit methodology for those assessments.
2. File all required documentation to the Department of Revenue, Auditor General, the County, and other governmental agencies with jurisdiction.
3. Prepare and cause to be published notices of all budget hearings and workshops.
4. Prepare all budget amendments on an ongoing basis. Assist in process to retain an auditor and cooperate and assist in the performance of the audit by the independent auditor.

#### C. Accounts Payable/Receivable

1. Administer the processing, review and approval, and payment of all invoices and purchase orders. Ensure timely payment of vendor invoices and purchase orders.
  - a) Manage Vendor Information per W-9 reports
2. Prepare monthly Vendor Payment Report and Invoicing Support for presentation to the Board of Supervisors for approval or ratification.
3. Maintain checking accounts with qualified public depository including:
  - a) Reconciliation to reported bank statements for all accounts and funds.
4. Prepare year-end 1099 Forms for Vendor payments as applicable.
  - a) File reports with IRS.



#### D. Capital Program Administration

1. Maintain proper capital fund and project fund accounting procedures and records.
2. Process Construction requisitions including:
  - a) Vendor Contract completion status
  - b) Verify Change Orders for materials
  - c) Check for duplicate submittals
  - d) Verify allowable expenses per Bond Indenture Agreements such as:
    - (1) Contract Assignment
    - (2) Acquisition Agreement
    - (3) Project Construction and Completion Agreement
3. Oversee and implement bond issue related compliance, i.e., coordination of annual arbitrage report, transmittal of annual audit and budget to the trustee, transmittal of annual audit and other information to dissemination agent (if other than manager) or directly to bond holders as required by Continuing Disclosure Agreements, annual/quarterly disclosure reporting, update etc.
4. Provide Asset Tracking for improvements to be transferred and their value for removal from District's Schedule of Property Ownership that are going to another local government.
5. Provide for appropriate bid and or proposal/qualification processes for Capital Project Construction.

#### E. Purchasing

1. Assist in selection of vendors as needed for services, goods, supplies, materials. Obtain pricing proposals as needed and in accordance with District rules and state law.
2. Prepare RFPs for Administrative Services as needed, such as audit services, legal services, and engineering services.
3. Prepare and process requisitions for capital expenses, in coordination with District Engineer.

#### F. Risk Management

1. Prepare and follow risk management policies and procedures.
2. Recommend and advise the Board, in consultation with the District Engineer of the appropriate amount and type of insurance and be responsible for procuring all necessary insurance.
3. Process and assist in the investigation of insurance claims, in coordination with Counsel of the District.
4. Review insurance policies and coverage amounts of District vendors.
5. Provide for an update to the Schedule of Values of Assets owned by the District for purposes of procuring adequate coverage.



6. Maintain and monitor Certificates of Insurance for all service and contract vendors.

### **FINANCIAL AND REVENUE COLLECTION:**

#### **A. Administer Prepayment Collection:**

1. Provide payoff information and pre-payment amounts as requested by property owners.
2. Monitor, collect and maintain records of prepayment of assessments.
3. Issue lien releases for properties which prepay.
4. Coordinate with Trustee to confirm semi-annual interest payments and bond call amounts.
5. Prepare periodic continuing disclosure reports to investment bankers, bond holder and reporting agencies.

#### **B. Administer Assessment Roll Process:**

1. Prepare annual assessment roll for collection of debt service and operations and maintenance assessments.
2. Update roll to reflect per unit and per parcel assessments based on adopted fiscal year budgets.
3. Verify assessments on platted lots, commercial properties or other assessable lands.
4. Convert final assessment roll to County Property Appraiser or Tax Collector format and remit to county.
5. Execute and issue Certificate of Non-Ad Valorem Assessments to County.

#### **C. Administer Assessments for Off Tax Roll parcels/lots:**

1. Maintain and update current list of owners of property not assessed via the tax roll.
2. Prepare and issue direct invoices for the annual debt service and operations and maintenance assessments.
3. Monitor collection of direct invoices and prepare and send delinquent/collection notices as necessary.

#### **D. Issue estoppel letters as needed for property transfers.**

### **ADDITIONAL SERVICES:**

#### **A. Meetings**

1. Extended meetings (beyond three (3) hours in length); continued meetings, special/additional meetings (not including annual budget workshop);



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## B. Financial Reports

1. Modifications and Certification of Special Assessment Allocation Report;
2. True-Up Analysis;
  - a) Annually compare current platted and un-platted lots to original development plan to ensure adequate collection of assessment revenue.
  - b) Prepare true-up calculations and invoice property owners for true-up payments as necessary.
3. Re-Financing analysis;

## C. Bond Issuance Services

1. Special Assessment Allocation Report;
  - a) Prepare benefit analysis based on infrastructure to be funded with bond proceeds.
  - b) Prepare Preliminary Special Assessment Allocation Report and present to District board and staff.
  - c) Present Final Special Assessment Allocation Report to board and staff at noticed public hearing levying special assessments
2. Bond Validation;
  - a) Prepare Bond Validation Report determining the “Not-to-exceed” par amount of bonds to be issued by the District. Present to board as part of the Bond Resolution.
  - b) Provide expert testimony at bond validation hearing in circuit court.
3. Certifications and Closing Documents;
  - a) Prepare or provide signatures on all closing documents, certificates or schedules related to the bond issue that are required by District Manager or Assessment Methodology Consultant.

## D. Public Records Requests

1. Respond to all public records requests and provide official District records to requesting party on a timely basis;

## E. Electronic communications/e-blasts;

## F. Special information requests;

## G. Amendment to District boundary;

## H. Grant Applications;

## I. Escrow Agent;

## J. Continuing Disclosure/Representative/Agent;

## K. Community Mailings.



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**LITIGATION SUPPORT SERVICES:**

Prepare documentation in response to litigation requests and provide necessary expert testimony in connection with litigation involving District issues.

**ADDITIONAL SERVICES PROVIDED TO THIRD PARTIES:**

- A. Issue estoppel letters as needed for property transfers
  - 1. Prepare estoppel letter reflecting current district assessment information as required for sale or transfer of residential or commercial property within the District.
- B. Bond prepayment processing
  - 1. Collect bond pre-payments, both short term and long term bonds, verify amounts and remit to Trustee with deposit instructions.
  - 2. Maintain collection log showing all parcels that have pre-paid assessments.
  - 3. Prepare, execute and issue release of lien to be recorded in public records.
- C. Public records requests
  - 1. Respond to all public records requests and provide official District records to requesting party on a timely basis.

**ADDITIONAL SERVICES REQUESTED:****Field Services:**

- A. Perform one (1) monthly landscape and pond maintenance inspection to ensure oversight of onsite landscape and pond maintenance contractors and compliance with the District's landscape, irrigation and pond maintenance contracts – should the District desire additional inspections, the Parties agree to negotiate a fee for such additional services in good faith and such additional fee(s) shall be reduced to writing and executed by both Parties.
- B. Provide the District with one (1) monthly landscape and pond maintenance inspection report, which shall be provided in the District's agenda package and include, among other things, recommended action items.
- C. Attend monthly District meeting in person or via phone to review landscape and pond maintenance inspection report.
- D. Notify landscape and pond maintenance contractors about deficiencies in service or need for additional care.
- E. Provide input for preparation of the District's annual budget.



- F. Upon request, prepare and develop a scope of services for landscape and pond maintenance proposals and oversee bidding process. This service is only to be provided once per fiscal year at no additional charge to the District. Additional requests for this service will require a proposal be presented to the Board and approval by the District prior to conducting such additional services.
- G. Obtain landscape and pond maintenance proposals as requested by the District and provide them to the District Manager.

**Dissemination Services:**

- A. The Dissemination Agent shall have only such duties as are specifically set forth in the Continuing Disclosure Agreement. Both the District and Rizzetta understand that the scope of services under this Agreement and the Continuing Disclosure Agreement(s) will change as and when the District is the only remaining Obligated Person (as defined in the Continuing Disclosure Agreement) and Rizzetta will promptly notify the District upon such occurrence.

**Website Hosting and Content Updating:**

- A. Provide hosting and backup of District web site and update content, including minutes, financial statements and events on a monthly basis, or earlier if required by law. Consultant shall be responsible for ensuring District's compliance with Florida law, including, but not limited to, Chapter 189.069, Florida Statutes, requiring that special districts operate and maintain an official internet web site throughout the term of the contract.



## Schedule of Fees

**STANDARD ON-GOING SERVICES:**

Services below include the conducting of one (1) board meeting per month and one (1) budget workshop per year. All meetings are a maximum of three (3) hours each.

Standard On-Going Services will be billed monthly pursuant to the following schedule:

|  | <b>MONTHLY</b>     | <b>ANNUAL</b>              |
|--|--------------------|----------------------------|
| Management:  | \$ 2,450.00        | \$29,400.00                |
| Administrative:  | \$ 475.00          | \$ 5,700.00                |
| Accounting:  | \$ 1,750.00        | \$21,000.00                |
| Financial & Revenue Collections:<br>Assessment Roll (1): | \$ 450.00          | \$ 5,400.00<br>\$ 5,000.00 |
| <b>Total Standard On-Going Services:</b>                 | <b>\$ 5,125.00</b> | <b>\$66,500.00</b>         |

**ADDITIONAL SERVICES REQUESTED:**

|                                      |             |             |
|--------------------------------------|-------------|-------------|
| Field Services:                      | \$ 1,150.00 | \$13,800.00 |
| Dissemination Services Series 2012A: |             | \$ 5,000.00 |
| Website Hosting & Content Updating:  | \$ 100.00   | \$ 1,200.00 |

**(1) Assessment Roll is paid in one lump-sum payment at the time the roll is completed.**

**The fees outlined herein may be amended annually as reflected in the adopted General Fund Budget of the District. Such new fees, will become effective when the District adopts the General Fund Budget.**



**ADDITIONAL SERVICES:**

|   |                |              |
|---|----------------|--------------|
| Extended and Continued Meetings   | Hourly         | \$ 175       |
| Special/Additional Meetings   | Per Occurrence | Upon Request |
| Modifications and Certifications to<br>Special Assessment Allocation Report | Per Occurrence | Upon Request |
| True-Up Analysis/Report   | Per Occurrence | Upon Request |
| Re-Financing Analysis   | Per Occurrence | Upon Request |
| Bond Validation Testimony   | Per Occurrence | Upon Request |
| Special Assessment Allocation Report  | Per Occurrence | Upon Request |
| Bond Issue Certifications/Closing Documents (2)                             | Per Occurrence | Upon Request |
| Public Records Requests   | Per Occurrence | Upon Request |
| Electronic communications/E-blasts  | Per Occurrence | Upon Request |
| Special Requests  | Hourly         | Upon Request |
| Amendment to District Boundary  | Hourly         | Upon Request |
| Grant Applications  | Hourly         | Upon Request |
| Escrow Agent  | Hourly         | Upon Request |
| Continuing Disclosure/Representative/Agent                                  | Annually       | Upon Request |
| Community Mailings  | Per Occurrence | Upon Request |

**(2) Bond issuance fees are typically paid out of bond proceeds and not from the District's General Fund.**

|                                     |        |              |
|-------------------------------------|--------|--------------|
| <b>LITIGATION SUPPORT SERVICES:</b> | Hourly | Upon Request |
|-------------------------------------|--------|--------------|

**ADDITIONAL THIRD PARTY SERVICES:**

|                                   |                |              |
|-----------------------------------|----------------|--------------|
| Public Records requests           | Per Occurrence | Upon Request |
| Pre-Payment Collections/Estoppel: |                |              |
| Lot/ Home owner                   | Per Occurrence | Upon Request |
| Bulk Parcel(s)                    | Per Occurrence | Upon Request |

**AMENITY MANAGEMENT SERVICES:**

|  |  |              |
|--|--|--------------|
| Clubhouse Management/Lifestyle Programming |  | Upon Request |
|--|--|--------------|

**FIELD SERVICES:**

|                                 |  |              |
|---------------------------------|--|--------------|
| Field Services/Project Services |  | Upon Request |
|---------------------------------|--|--------------|

**TECHNOLOGY SERVICES:**

|  |                |              |
|--|----------------|--------------|
| Websites                               |                |              |
| New Website                            | Per Occurrence | \$1,500      |
| Re-Design Existing Site                | Per Occurrence | \$750        |
| Hosting, Backup and Content Updating   | Monthly        | \$100        |
| Customization                          | Per Occurrence | Upon Request |
| E-Mail Services                        |                |              |
| Set-up                                 | Per Occurrence | \$500        |
| Ongoing E-Mail Service (25GB Per User) | Monthly/User   | \$15         |
| Network Design/Support                 | Per Occurrence | Upon Request |



Rizzetta & Company

**ADDITIONAL AND LITIGATION SUPPORT SERVICES:**

Additional and Litigation Support services are billed hourly pursuant to the current hourly rates shown below:

| <b>Job Title:</b>                               | <b>Hourly Rate:</b> |
|---|---------------------|
| Principal                                       | \$300.00            |
| Vice President                                  | \$250.00            |
| Chief Financial Officer                         | \$250.00            |
| Director  | \$225.00            |
| Information Technology Manager                  | \$225.00            |
| Regional District Manager                       | \$200.00            |
| Financial Services Manager                      | \$200.00            |
| Accounting Manager                              | \$200.00            |
| Regional Licensed Community Association Manager | \$200.00            |
| District Manager                                | \$175.00            |
| Licensed Community Association Manager          | \$175.00            |
| Amenity Services Manager                        | \$175.00            |
| Clubhouse Manager                               | \$175.00            |
| Senior Helpdesk Support Engineer                | \$175.00            |
| Financial Analyst                               | \$150.00            |
| Senior Field Services Manager                   | \$150.00            |
| Senior Accountant                               | \$150.00            |
| Field Services Manager                          | \$125.00            |
| Community Association Coordinator               | \$100.00            |
| Financial Associate                             | \$100.00            |
| Staff Accountant                                | \$100.00            |
| Accounting Clerk                                | \$ 85.00            |
| Administrative Assistant                        | \$ 85.00            |



## Municipal Advisor Disclaimer

Rizzetta & Company, Inc., does not represent the Community Development District as a Municipal Advisor or Securities Broker nor is Rizzetta & Company, Inc., registered to provide such services as described in Section 15B of the Securities and Exchange Act of 1934, as amended. Similarly, Rizzetta & Company, Inc., does not provide the Community Development District with financial advisory services or offer investment advice in any form.



Rizzetta & Company

## Rizzetta Amenity Services

### **AMENITY MANAGEMENT SERVICES:**

Rizzetta Amenity Services, Inc., (“Consultant”) is an affiliate of Rizzetta & Company, Inc., which offers an extensive menu of amenity management services for both Community Development Districts and Community Associations.

We provide professional onsite management services for amenity facilities in both Community Development Districts and Community Associations. Our amenity management services are customized and cost effective to meet our client’s needs. We offer creative and diverse programs which include numerous activities for both children and adults. We currently manage over thirty amenity facilities throughout Florida with combined annual operating budgets in excess of four million dollars.

Please see our complete listing of amenity management services below:

- **Pre-Opening Services**
- **Onsite Management Services**
- **Recreation Management Services**
- **Lifestyle Programming and Activities**



Rizzetta & Company

## Rizzetta Amenity Services Management Team



### **Scott V. Smith, Regional Manager, Community Services**

Scott Smith is the Regional Manager, Community Services for Rizzetta & Company Inc. He is responsible for the management and oversight of the Community Services Department, this includes all Field Services and Amenity Services for the company.

Mr. Smith most recently served as Manager, Business Development where he was responsible for market share growth, client relations, branding and marketing.

Prior to that he served as Amenity Services Manager overseeing and supporting the amenity management staff. He also served as onsite Director of Operations for the MiraBay Home Owners Association. Mr. Smith started with the company in 2006 as an Associate District Manager in the Wesley Chapel office.

Prior to joining Rizzetta & Company, Inc., Mr. Smith worked for Universal Studios Florida as a General Operations and Procedures trainer for 4 years. Following this, Mr. Smith worked as a Sales Manager for both The Florida Aquarium and Yacht Starship in Tampa, Florida where he was responsible for securing private event contracts for the corporate and convention markets. During this time he worked closely with Visit Tampa Bay and partners to help promote Tampa as a destination for potential convention groups.

Mr. Smith attended Full Sail, Center for the Recording Arts in Winter Park, FL. with a major in Film and Video Production. He is also a Licensed Real Estate Agent in the State of Florida.

Mr. Smith can be reach at the following office location:

**Corporate Office**  
**3434 Colwell Avenue**  
**Suite 200**  
**Tampa, Florida 33614**  
**Phone: 813.514.0400**  
**Email: [ssmith@rizzetta.com](mailto:ssmith@rizzetta.com)**



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### **Gregg Gruhl, Manager, Amenity Services**

Gregg Gruhl is the Manager, Amenity Services for Rizzetta & Company, Inc., and oversees and supports the onsite facility management staff for Rizzetta Amenity Services, Inc. (RASI). He was named to the position in April 2016. Mr. Gruhl most recently served as Clubhouse and Amenity Manager for the Country Walk community in Wesley Chapel, Florida. Mr. Gruhl started with Rizzetta Amenity Services in May of 2011 as a Clubhouse and Amenity Manager for the Carriage Point community in Gibsonton, Florida.

Prior to joining Rizzetta Amenity Services Mr. Gruhl served as the Region 3 Tennis Program Coordinator for USTA Florida where he developed the strategic marketing for Adult & Junior League tennis in the USTA Florida Section Region 3 including more than 30 tennis leagues and involving more than 7,000 players.

Prior to that Mr. Gruhl was also the Chief Operating Officer and founding partner of GL Sports Entertainment planning and directing event operations as well as sponsorship sales. He has a wide variety of event experience that ranges from the USTA Pro Circuit, ABA, AVP and Indy Car to MMA, Boxing and Soccer.

In 2005 Mr. Gruhl opened the \$12 million dollar Sports & Field Athletic Club in Wesley Chapel assuming a double duty role by not only being the General Manager of the facility, but also the General Manager of the Tampa Bay Strong Dogs a member of the American Basketball Association. A team owned by Sports & Field.

Mr. Gruhl is also a former Athletic Director of Tampa's prestigious Harbour Island Athletic Club, after serving 22 years as the Director of Tennis at Northdale Golf and Tennis Club. Mr. Gruhl received his Bachelor of Arts from the University of South Florida in 1981. He is one of 3 Founders of the CHAMPS Middle School Foundation.

Mr. Gruhl can be reach at the following office location:

**Citrus Park Office**  
**12750 Citrus Park Lane**  
**Suite 115**  
**Tampa, Florida 33625**  
**Phone: 813.933.5571**  
**Email: [ggruhl@rizzetta.com](mailto:ggruhl@rizzetta.com)**



Rizzetta & Company

## Rizzetta Field Services & Sample Report

### FIELD SERVICES:

Rizzetta & Company, Inc., (“Consultant”) offers an extensive menu of field services for both Community Development Districts and Community Associations. Our field services management team comprises of a Landscape Architect, an Arborist and all of our operations managers are Green Industries Best Management Practices (GIBMP) certified in the state of Florida. Please see our complete listing of services below:

**Arboriculturist Services:** Certified Arborist on staff available for consultation services regarding; pruning, diagnosis treatment, tree value appraisal, fertilization, tree risk assessment and removal.

**Community Asset Management Plan:** Perform a complete inventory of the Client’s assets and provide an inventory report.

**Landscape Design:** Landscape designer on staff available for landscape design, landscape enhancements and landscape design consultation in the communities and amenity facilities.

**Landscape and Irrigation Specification Development:** Develop a request for proposal (RFP) document. Develop a customized set of standards and specifications based on the Client’s needs and budget. Conduct the bidding process, review and prepare a bid tabulation document for the Client. Assist the Client with reviewing the bid tabulation and other pertinent information.

**Landscape Maintenance Inspections:** Perform grounds inspections, provide the Client with inspection report, notify maintenance contractor about deficiencies in service and obtain proposals for various landscape projects.

**Landscape Turnover Inspections:** Attend landscape turnover meeting and participate in the inspection on behalf of the Client. Follow up report provided.

**Master Task Project Plan for Mature Communities:** Develop a project plan specific to landscape replacement and enhancement for the common grounds and the amenity facility. Emphasis is on maturing landscape in the community and budgeting accordingly.

**Stormwater Pond Specification Development:** Develop a request for proposal (RFP) document. Conduct the bidding process. Assist the Client with reviewing the bids and other pertinent information.



Rizzetta & Company

# Gramercy Farms

## FIELD INSPECTION REPORT



October 5th, 2017  
Rizzetta & Company  
L. Scott Green – Field Services Manager



The following are action items for Baker Landscaping complete. Please refer to the item # in your response listing action already taken or anticipated time of completion. **Red text** indicates deficient from previous report. **Bold Red text** indicates deficient for more than a month. **Green text** indicates a proposal has been requested. **Blue** indicates irrigation.

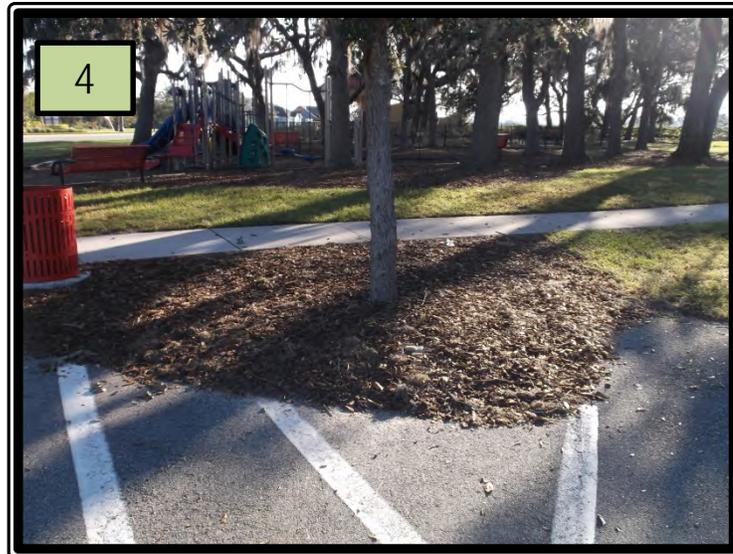


**1. Reference Pic (1)** Located at front of Gramercy Farms Crepe Myrtles have been re-set and staked and strapped after storm. Ask contractor to monitor trees and insure they do not fall back over and monitor the health trees and make any changes to Fert/Chem applications and irrigation to promote healthier trees so we do not loose any of them due to the storm. New mulch has also been installed in these beds.

**2. Reference Pic (2)** Located at front of Gramercy Farms landscape bed at right hand side of inbound land now has new mulch that was installed. Ask contractor to treat bed with Herbicide for weed control and insure landscape bed remains weed free.



**3. Reference Pic (3)** Located at the playground park area landscape beds have also been re-mulched. Ask contractor to also treat these beds with Herbicide for weed control and insure landscape beds remain weed free now that new mulch has been installed.



**4. Reference Pic (4)** Located at playground area landscape bed that has drip line exposed has now been re-mulch and drip line is not exposed.

**5. Ask contractor to also insure that landscape beds behind monument at edged and treated with Herbicide for weed control.**

**6. Reference Pic (5)** Located at the round-a-bout of Gramercy Farms Blvd. large Magnolia trees that were blown over in the storm have now been re-set and braced. Ask contractor to monitor trees closely and made any necessary applications of Fert/Chem to insure and promote healthy trees.





**7. Reference Pic (6)** Located along Gramercy Farms Blvd. right hand side inbound lane. Oak tree appears to have been struck by lighting and is dead and needs to be remove. Ask contractor to remove tree.

**8. Reference Pic (7)** Located at parking lot to playground/basketball court a magnolia tree has fallen and has to be removed. Tree was possible backed into by a vehicle and or vandalized. Ask contractor to submit proposal to replace Magnolia tree in this area.



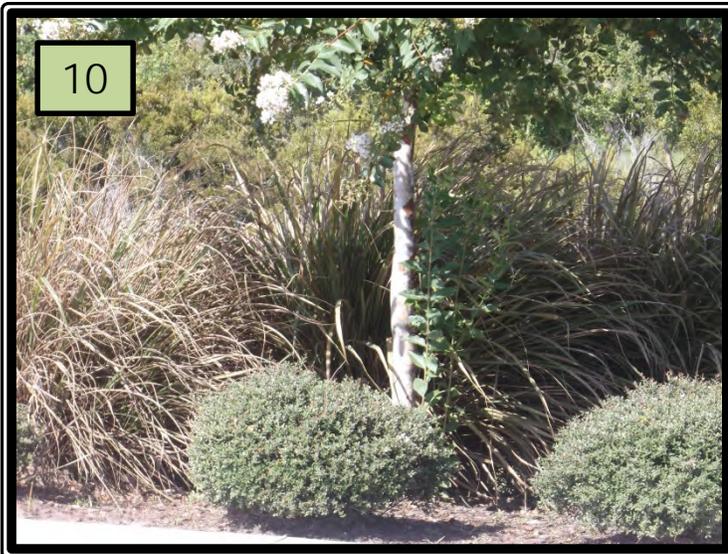
9. Ask contractor to also advise if any irrigation was damaged when tree was backed over in parking lot and submit any repairs that were necessary.



**10.** Also along Gramercy Farms Blvd. Crepe Myrtles in medians have large suckers on lower part of tree that need to be removed.

**11. Reference Pic (8)** Located along sidewalks at front entrance sidewalks need to be hard edged weekly for clean sharp appearance. Ask contractor to insure service workers edged these sidewalks weekly.

**12. Reference Pic (09)** Located in the island of Baller Trial Phase III a irrigation cover has been damaged by a mower and needs to be replaced at contractors expense due to damage being caused by service worker on mower.



**13. Reference Pic (10)** Crepe Myrtles located along Gramercy Farms Blvd. have low tree suckers that need to be removed. Ornamental Grasses in this area also need to be trimmed and shaped.

**14. Reference Pic (11)** Mulch (Playground) mulch in the park is due to be replaced. Ask contractor to submit proposal to install (Playground approved) mulch in this area.



**15. Reference Pic (12)** Located at the rear of Gramercy Farms and throughout Gramercy Farms bush hogging around pond banks needs to be increased to (4) times yearly. Ask contractor to submit schedule of months as to when bush hogging will be conducted. Also ask contractor to edge tree rings of trees that are planted around ponds and to treat tree rings with Herbicide for weed control.



**16. Reference Pic (13)** Located behind homes on Baller Trail swatch of land that is bush hogged also needs to be increased to (4) times per year. Ask contractor to submit schedule as to when bush hogging will be conducted.

**17. Reference Pic (14)** Area that is bush hogged referenced in item (16).





**Poinciana  
Community Development District  
MANAGEMENT PROPOSAL**

November 2017



November 3, 2017

Michael Eckert  
119 S. Monroe Street, Suite 300  
Tallahassee, Florida 32301

Re: Poinciana CDD Management

Mr. Eckert:

Thank you for the opportunity to present our proposal for management services for the Poinciana Community Development District (Poinciana). Special District Services, Inc. (SDS) offers an experienced team with immediate capacity to provide comprehensive professional management services to Poinciana.

The Team we have formed to service you will:

- be a **RESPONSIVE** and **PROFESSIONAL** manager
- be **ENGAGED** and understand the community
- be a **RESOURCE** in the federal and state permitting process
- **UNDERSTAND** other regional and state issues

The Team will be led by Len Lindahl, P.E., the Vice President of Special District Services, Inc., who joined the firm earlier this year after four years as Assistant Executive Director and second-in-command at the South Florida Water Management District (SFWMD). Len is in a unique position, having recently started with SDS, in that he does not manage any other Districts and will make Poinciana his priority. Len has an intimate knowledge of land development, permitting, traditional and alternative contract delivery, and water resources from both the perspective of the private landowner through his work with AECOM, a Fortune 500 Architecture and Engineering firm, and as a regulator and policy maker through his experience at SFWMD. He also has the unique experience of being the lead for the SFWMD on the Central Florida Water Initiative (CFWI) and in working with other state and federal agencies such as the US Army Corps of Engineers and US Fish and Wildlife Service on state and federal issues.

Len will be assisted by Todd Wodraska, the President of our company. Todd has vast experience in District management and currently serves as the District Manager for the Ave Maria Stewardship Community District and the West Villages Improvement District. Todd is also the Mayor of the Town of Jupiter and has a finance background as a bond trader for several Wall Street firms.

Along with our proven management approach, SDS has experience in Amenity Improvement transactions and oversight. Some examples include:

- Venetian Community Development District: SDS was the manager during the purchase of the Venetian Golf and River Club Amenity Center by the Venetian Community Development District.
- West Villages Improvement District: SDS was the manager while the West Villages Improvement District built, owned and sold the Gran Paradiso clubhouse to the Property Owners Association.
- West Villages Improvement District: SDS is the manager while the West Villages Improvement District is currently building the new Spring Training Facility for the Atlanta Braves.

In our proposal, you will see the depth and experience of our Team and understand that our Team approach clearly stands out. Our proposal has the same professional look and feel as the agenda packages that will be provided at the Poinciana Board meetings. Again, thank you for the opportunity and we look forward to presenting our credentials in person.

Sincerely,

A handwritten signature in black ink, appearing to read "T. Wodraska", with a long horizontal flourish extending to the right.

Todd Wodraska  
President  
Special District Services, Inc.



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## About Special District Services

Special District Services, Inc., was founded in 1993 by Peter L. Pimentel and Robert D. Norris to provide contract management services to special districts. They recognized that public/private partnerships in the form of special taxing districts are an essential ingredient for the successful delivery of public infrastructure in the State of Florida. SDS offers its clients access to its team of professionals dedicated to management at a substantial savings over full-time employees.

SDS has grown its business with more than 80 special districts under management, more than \$35 million in operating budgets, and over \$1.24 billion in debt service to administer. Our staff complement of 20 full-time employees offers seven District Managers, and full-service finance and administrative departments that can handle the needs of any special district. We have offices in Palm Beach Gardens, Miami Lakes, Kendall and Bonita Springs.

SDS has established a reputation in the State as one of the premier management firms that can offer unique solutions for infrastructure improvements.



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## SDS Organization

The SDS organizational structure is designed to provide the most effective and efficient service for the Districts we manage.

At the top of any organizational structure is the District's Governing Board, typically a Board of Supervisors. The Board's role is to set policies, adopt rules, procedures, fees, assessments, designed to address the needs of the District. Our commitment to the Board is not only to ensure all necessary and required duties are met, but also to ensure that Board members are fully supported and informed of their responsibilities.

Each district is assigned a District Manager who is the point person and is tasked with the responsibility of implementing Board directives as efficiently as possible. The District Manager is responsible for the administration of the District and participates at District Board meetings, coordination meetings with various staff, in-house and contracted attorneys and financial consultants, regulatory agencies, vendors, tenants and other persons or entities. The District Manager directs the day-to-day administrative functions of the District.

The day-to-day accounting and ministerial tasks of the District are performed in the SDS office. The office is staffed with a highly qualified complement of employees that are knowledgeable in District affairs and experienced in all aspects of District administration and accounting, including record keeping and records retention.



# Management Approach

**The management of any special district requires the work of a team.**

## Administration

The administration of any District requires compliance with the legislation that created the District. SDS is well versed in all Florida Statutes that touch special districts, especially Chapters 163, 170, 189, 197, 190, 298, and 418. We also stay abreast of any legislative changes that have been made or, more importantly, are on the horizon.

Administration is handled primarily from our headquarters in Palm Beach Gardens, but one of our District Managers is assigned to be the point person for each district. Our team of administration handles all of the pre- and post-meeting work to ensure compliance and a well-run meeting. Additionally, anyone who calls our office during office hours will be greeted by a receptionist who will direct the call to the appropriate person to provide a personal touch.

## Financial Accounting and Budgeting

SDS prepares annual budgets and is responsible for keeping the financial and other records necessary for the administration and operation of the District and otherwise required by law. SDS also performs all accounting functions of the District and administers the assessment programs, both capital and operational.

We also coordinate the annual independent audit to ensure compliance. All of the checks that come from our office require two signatures and appropriate backup material to withstand the scrutiny of an audit.



## Financing (Bonding or Loans)

SDS personnel have extensive experience in the financing of Special Districts. Accordingly, SDS assists the District's financing team as necessary with the analysis of the financing options, preparation of the methodology reports necessary for the proper allocation of assessments to the benefited properties, validation of the bonds and testifying as an expert witness during the validation hearing(s), and working with the Trustee(s) on the distribution of funds for the various projects.

## Operations

When required, SDS manages the day-to-day operational activities of the District. This activity includes, but is not limited to, preparation of bid documents and specifications for services, management of the competitive bidding process, overseeing contractor performance and management of District personnel (if any).

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## Executive Management

### **Todd Wodraska, President**

Mr. Wodraska joined SDS in 2005 as a District Manager and now serves as the President of the firm. His prior experience includes six years on Wall Street selling and trading taxable bonds at Smith Barney and William R. Hough & Co. In addition, he was the Chief Financial Officer for Emerge Consulting in West Palm Beach, where he served as a consultant on the Comprehensive Everglades Restoration Plan program management team at the South Florida Water Management District.



Todd is a Florida State University graduate and received his Masters in Business Administration from the Jesse H. Jones Graduate School of Management at Rice University. Todd has served on the Jupiter Town Council since 2004, and was elected mayor in 2016. He also serves as a Commissioner for the Town of Jupiter's Community Redevelopment Agency. He is a Board Member for the Florida League of Cities and the Florida Association of Special Districts. He is a Past President of the Palm Beach County League of Cities and a graduate of Leadership Florida Class 31.

### **Peter L. Pimentel, Founder**

Mr. Pimentel has many years of experience with government and, more importantly, special districts. From 1979 to 2003, he was the Executive Director of Northern Palm Beach County Improvement District and has been responsible for



more than \$300,000,000 in public financing for development in Northern Palm Beach County. Pete has been instrumental in the passage of special district laws and continues to work with the Florida Association of Special Districts in this regard. His public financing experience was instrumental in securing financing for Loxahatchee River Environmental Control District (ENCON) for a regional wastewater collection, treatment and disposal system during his tenure with that agency. Pete is considered one of the pioneers of special districts in Florida.

## Len Lindahl, Vice President

Mr. Lindahl has more than 22 years of experience in water resource engineering and complex project management. His diverse expertise ranges from developing and implementing comprehensive strategic plans and operational budgets to a wide spectrum of civil and environmental engineering services.

Prior to joining Special District Services, Inc., he served as the Assistant Executive Director for the South Florida Water Management District (SFWMD) from 2013 – 2017. The SFWMD is the oldest and largest of the State's five water management districts, managing water resources in a 16-county region that stretches from Orlando to the Florida Keys and has a population of over eight million residents. The agency's responsibilities include managing the regional water supply, improving water quality and protecting and restoring unique ecosystems, including America's Everglades. His responsibilities at the SFWMD included the supervision of the agency's core mission functions, including: water management operations, engineering and construction; regulation; water resources; field operations and land management; and Everglades policy and coordination. In addition, he supervised information technology, real estate and the Big Cypress Basin Service Center.



Prior to joining the SFWMD in 2013, he served as vice president of Florida operations for a multinational Fortune 500 company providing technical and management support in a variety of markets including energy, water, transportation and the environment. Len also has served as District Engineer for a number of South Florida Special Districts. A life-long Jupiter resident, he is a professional engineer registered in the State of Florida.

## District Managers

### Neil Kalin

Educated in Canada and receiving a BSc Degree in Agronomy (Honors Microbiology) from the University of Guelph. Shortly after his graduation in 1974, Neil moved to the Sunshine State. His career path led him into Land Development and Golf Course Construction/Management, a field that he worked in for nineteen years. From 1993 until 2006 he held the position of District Director at South Broward Drainage District (SBDD) in southwest Broward County. Here he was in charge of managing the water resources in an area of 73 square miles that experienced extreme urban growth and development.

Through his tenure at SBDD, he was responsible for several storm water special assessment projects initiated to provide enhanced flood protection and water management to the residents of the district. At the time of his departure from SBDD, the population in the District had reached approximately 250,000. Neil,

who prides himself on being adaptable, motivated and an effective problem solver, brings to the firm as a professional a strong administrative, project and government management background.



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## District Managers



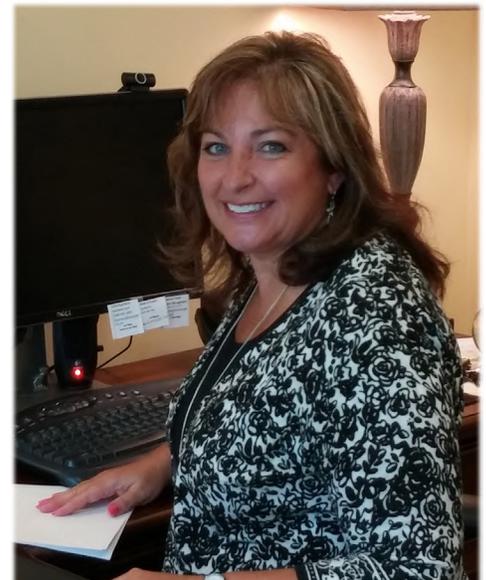
### **Gloria Perez**

Mrs. Perez joined the team at Special District Services, Inc. in 2014, opening an office located in West Kendall. Mrs. Perez has extensive experience in Property Management, Construction Development and Business Development in South Florida. Her career started in Property Management where she acquired her Florida State Community Association Managers' License in 1995 (currently active) and worked with several local Homeowner and Condominium Associations. She then merged into the construction industry by way of Miller and Solomon where she was a Project Coordinator; ultimately owning her own construction company, Champ Construction Group, Inc., successfully for over 16 years as President. Later in her career, she specialized in Business Development and also served as Regional Manager for a Fortune 500 Company, Kelly Services.

Mrs. Perez attended Florida National College for Intro to Law, Florida Atlantic University for Construction Management and Miami-Dade College for Certifications. She is fluent in both English and Spanish. Mrs. Perez is a proud and active member of the Miami community where she was raised. She continues to expand her networking relationships within South Florida through Special District Services, Inc. Mrs. Perez is honored and enthusiastic about being a part of the SDS team and is working toward establishing and expanding business in Miami-Dade.

### **Kathleen M. Dailey**

With over 27 years experience in municipal operations, Ms. Dailey has held City Manager and Deputy City Manager positions with full-service communities throughout the State of Florida varying in demographics, size and budgets. Her background includes working with the southwest Florida cities of Venice and Punta Gorda, the southeast cities of Boca Raton, Ocean Ridge, Highland Beach and Oakland Park, and Kissimmee. Of note, her tenure with the City of Punta Gorda was following the devastation of Hurricane Charley, where she was an integral part of a community having to rebuild - including planning, community outreach and building consensus with diverse groups and competing interests in recovery strategies. Specializing in Human Resources, Labor Negotiations, Citizen Collaboration, Public Relations and Communications, Ms. Dailey brings an approachable and trusted leadership style that is responsive to our growing districts and the Boards governing those districts.



A native of Ohio, Ms. Dailey received her B. A. in Communications and M. A. in Public Administration from Bowling Green State University in Bowling Green, Ohio. She is also trained in the Dale Carnegie Leadership methods and in National Incident Emergency Management (NIMS). She is an active member of the International City/County Management Association (ICMA), the Florida City/County Management Association (FCCMA), a graduate of Leadership programs in Sarasota, Boca Raton and Charlotte County and former president of South Sarasota County United Way.

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## District Managers

### Jason Pierman

Mr. Pierman joined SDS in 2006, having returned to South Florida from Columbus, Ohio, where he worked for BISYS Fund Services, Inc. During Mr. Pierman's time in the mutual fund servicing industry, he worked as an Instructional Designer and then Manager of a multi-client call center. He brings a well-rounded skill set to the company with his background in media and finance, having experience in project management, customer service, client relations, crisis management, policy writing and technical instruction.

Jason is a graduate of Denison University with a BA in Media Technology and Arts. He utilizes this skill set in overseeing SDS' technical services and marketing initiatives. Jason also serves on The Benjamin School Alumni Council and is a member of the Board of Directors of The Friends of the Gale Academy of Environmental Science and Technology at Forest Hill Community High School.



## Testimonials

“I have worked with SDS for the past two years. They bring a lot of experience and knowledge to our district, especially in helping us solve some problems with our community lakes. Our manager was involved in building communities like ours so he knows the problems we face and how to solve them. He also has great communication skills, letting us know the status of projects and possible solutions. In fact, we just refinanced our bond issue. He brought it to our attention that it would be beneficial for our district to refinance and helped to set it up. It is saving our community money, which all of our home owners appreciate.”

- **Harry Barford, Chairman, Verona Walk CDD**

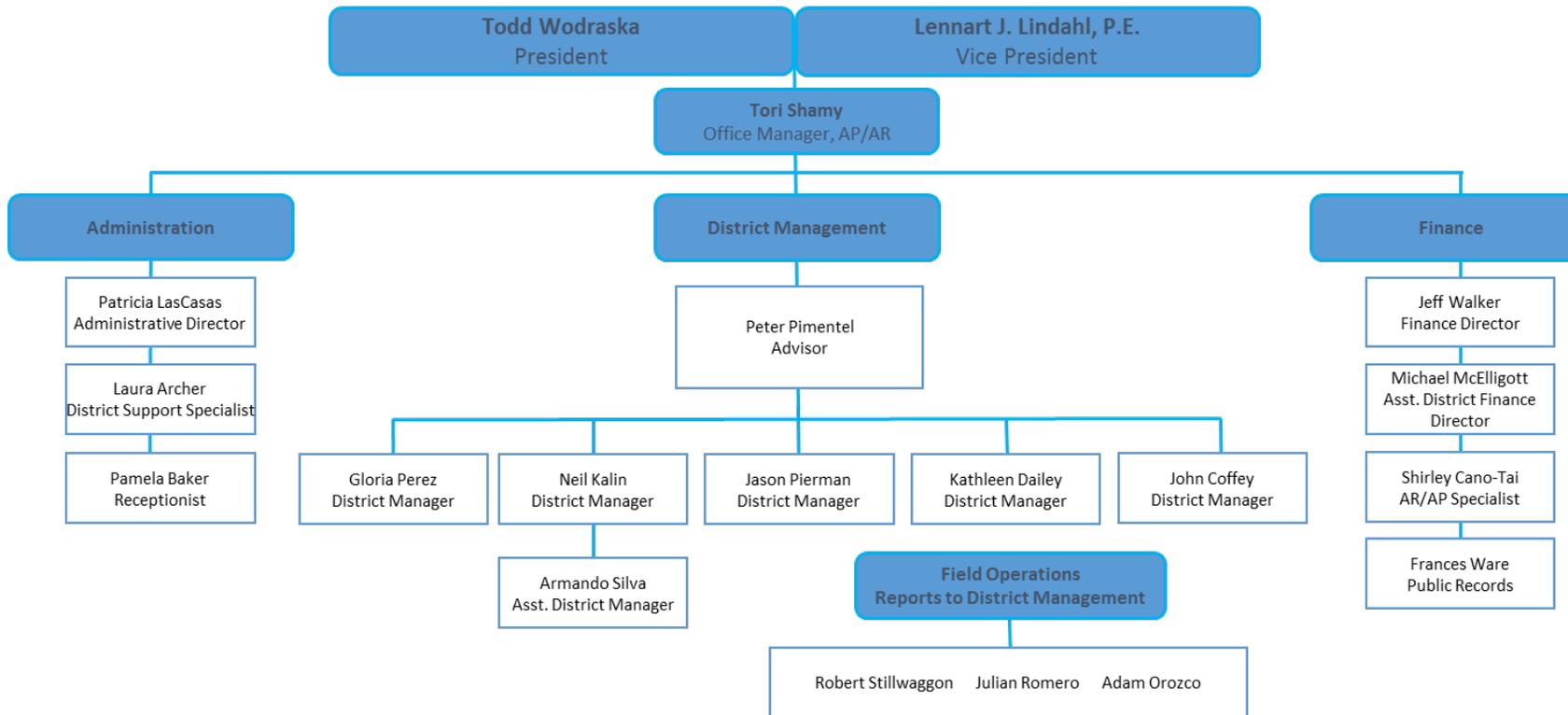
“When I became the Utilities Director for St. Lucie West I wanted to find another company to handle our accounts payable, payroll, book keeping, and other accounting needs. We also wanted a better financial reporting system so we could see our financial situation on a month to month basis and make adjustments to our budget quickly if necessary. SDS was very accommodating to our needs and created a specialized expense report so we could track things more easily. During the process of choosing a new firm, SDS shined against the competition because of their long history and experience with managing special districts. We really enjoy working with them and highly recommend their services.”

- **Dennis Pickle, District Manager, St. Lucie West Services District**

“We have had several community managers for Barefoot Bay in recent years. Since we hired SDS to manage our district, the managers have done very well. I appreciate SDS for the amount of work they have done in hiring new managers for us and the immense amount of work they have saved us. When hiring a new manager, they solicit; they screen, and manage the person. They really know what we need. They understand our District and they find the right person for the job.”

- **Louise Crouse, Former Treasurer, Barefoot Bay Recreation District**

# Special District Services, Inc.



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# SDS Services

## Landowner Consultation

SDS personnel have experience in assisting landowners and developers with finance planning, construction phasing and development of projects.

## Intergovernmental Coordination

SDS personnel have experience coordinating with local, State and federal agencies for permits and other forms of approvals.

## Lobby Service

SDS personnel are registered lobbyists in several counties and cities in Florida.

## Risk Assessment

SDS personnel have experience in providing risk assessment analysis during the creation of new districts and on an ongoing basis for existing districts.

## Special District Formation

SDS personnel have experience in the formation of special tax districts, including community development districts, special act districts and dependent districts.

## Special District Legislation

SDS personnel have experience in drafting petitions and legislation for special districts.

## Construction Administration

SDS personnel have experience administering construction contracts and processing payment applications.

## Utility Administration

SDS personnel have experience in administering the operation of utility systems, including rates and permitting.

## Permitting

SDS personnel have experience in processing permit applications and the coordination necessary for their issuance.

## Environmental Mitigation

SDS personnel have experience in environmental mitigation and preservation of natural areas, including restoration and maintenance.

## Platting

SDS personnel have experience in the platting of land, specifically with regard to the requirements of special districts.

## Public Bidding

SDS personnel have experience in the public bidding requirements for governmental entities, including special districts.

## Specifications and Contract Documents

SDS personnel have experience in preparing and reviewing specifications and contract documents for service contractors such as aquatic weed control, mowing, lake maintenance and preserve maintenance.

## Comprehensive Plan & Land Development Regulations

SDS personnel have played leadership roles in developing State required Comprehensive Plans for existing and newly formed municipalities and have drafted Land Development Regulations consistent with Comprehensive Plan objectives and community initiatives.

## Website Management

SDS personnel have the experience and expertise to create and keep district websites up-to-date and in compliance.

## Conventional Financing

SDS personnel have extensive private sector conventional financing experience to serve client financing needs and/or effectuate cost savings associated with refinancing/refunding previously issued debt.

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## Bonds and Assessments

SDS currently manages over 80 Special Districts, which have issued bonds in excess of \$1.24 billion. Our expertise includes:

- Issuing of the Statement of Regulatory Costs
- The preparation of Special Assessment Methodology Report
- Assisting in the preparation of Limited Offering Documents
- Providing expert witness testimony in validation proceedings

We also work with more than a dozen County Tax Collectors to collect the assessments that each district levies on the property owners who have benefited from the improvements to their land. Our services include the preparation and submittal of the annual assessment roll. Once the respective counties receives the money via the annual tax bill, they forward our client's portion to us for the payment of operation and maintenance of the infrastructure and the annual debt service payments.

SDS is constantly in contact with the various lending institutions looking for opportunities in land financing or refinancing to save property owners money.





# SDS Experience

**SDS has extensive experience in establishing, managing and operating Special Districts.**

Listed below are the Special Districts SDS currently manages, most of which were formed by our team of professionals.

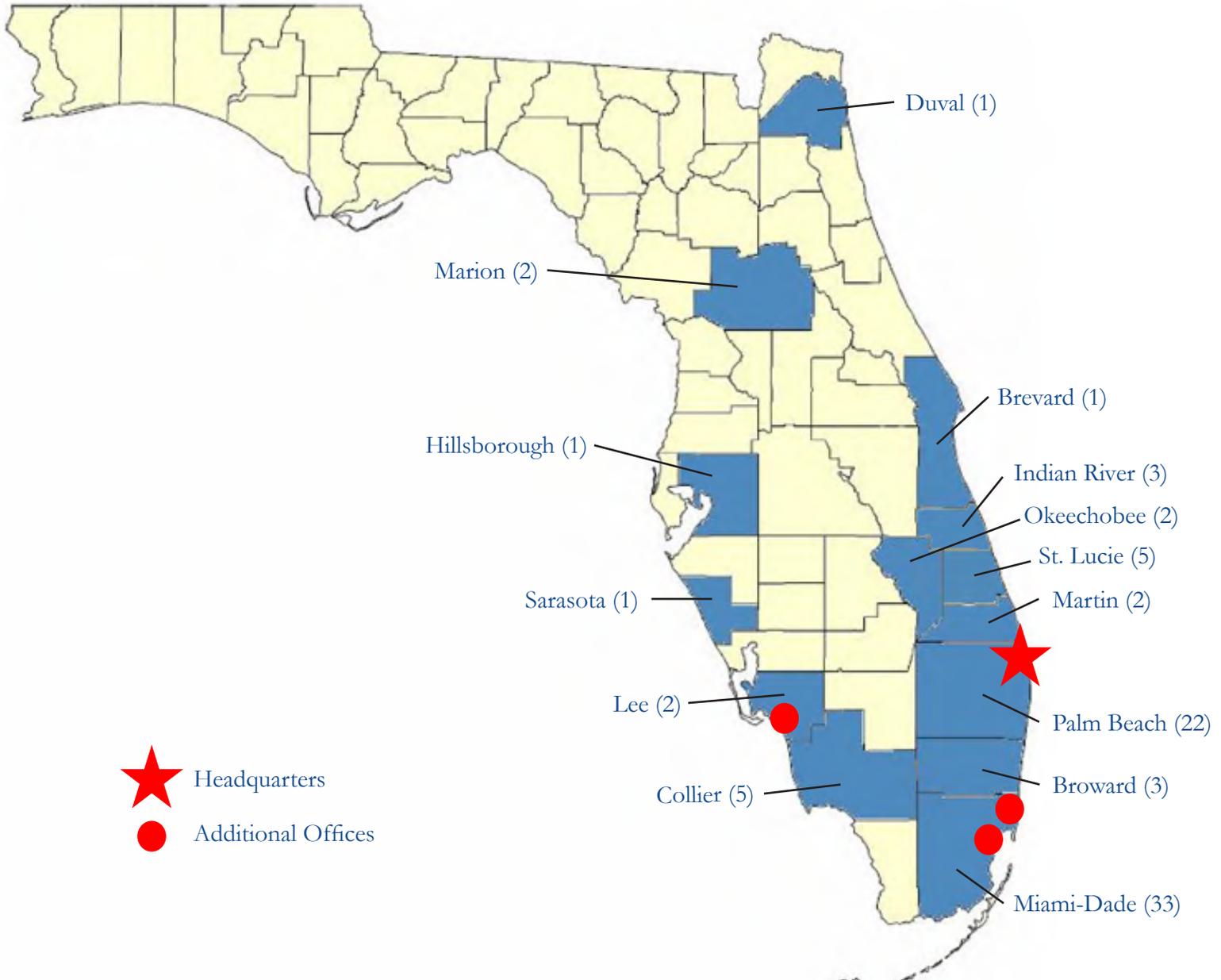
- A.H. at Turnpike South CDD
- Arborwood CDD
- Ave Maria Stewardship Community District
- Avenir CDD
- Barefoot Bay Recreation District
- Bayi CDD
- Beeline CDD
- Bluewaters CDD
- Capron Trail CDD
- Captain's Key Dependent District
- Caribe Palm CDD
- Century Gardens CDD
- Century Gardens at Tamiami CDD
- Century Gardens Village CDD
- Century Parc CDD
- Century Park Place CDD
- City Place CDD
- Coco Palms CDD
- Cold Springs Improvement District
- Copperhead CDD
- Crestview II CDD
- Crestview West CDD
- Cutler Cay CDD
- Cypress Lakes CDD
- Florida Green Finance Authority
- Fountainbleu CDD
- Grand Bay at Doral CDD
- Grove Community District
- Gulfstream Polo CDD
- High Ridge/Quantum CDD
- Hillcrest CDD
- Hobe St. Lucie Conservancy District
- Hypoluxo/Haverhill CDD
- Indian River Hospital District
- IRL Council
- Islands at Doral (NE) CDD
- Islands at Doral (SW) CDD
- Journey's End CDD
- Kendall Breeze CDD
- Kendall Breeze West CDD
- Keys Cove CDD
- Keys Cove II CDD
- Keys Edge CDD
- Lake Frances CDD

## SDS Facts

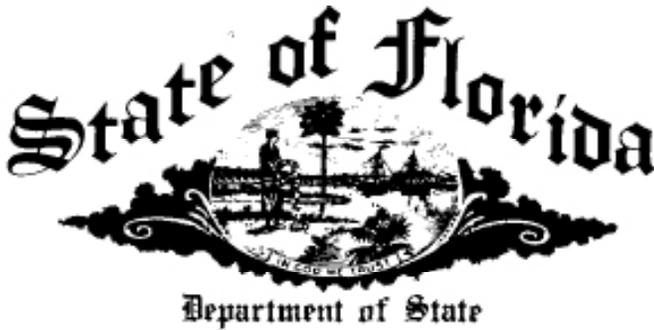
|                              |                        |
|------------------------------|------------------------|
| Founded:                     | 1993                   |
| Headquarters:                | Palm Beach Gardens, FL |
| Staff Size:                  | 20                     |
| Offices:                     | 4                      |
| Districts Formed:            | 66                     |
| Districts Currently Managed: | 83                     |
| Counties Operating In:       | 14                     |
| Total Operating Budgets      | \$35.6+ million        |
| Total Bonds Administered     | \$1.24+ billion        |

- Marsh Harbour CDD
- Meadow Pines CDD
- Monterey/Congress CDD
- North Shore Village CDD
- Pal Mar Water Control District
- Palm Beach Plantation CDD
- Pentathlon CDD
- Principal One CDD
- Quantum Park Overlay Dependent District
- Quarry CDD
- Renaissance Commons CDD
- Riverside Park CDD
- Sail Harbour CDD
- Sausalito Bay CDD
- Sebastian River Improvement District
- Silver Palms CDD
- Sonoma Bay CDD
- South Bay CDD
- St. Lucie West Services District
- Summerville CDD
- Sunnyland Farms CDD
- Terracina CDD
- Thousand Oaks CDD
- Trails at Monterey CDD
- Tree Island Estates CDD
- Two Lakes CDD
- Utopia CDD
- Valencia Acres CDD
- Venetian Isles CDD
- Venetian Parc CDD
- Veranda CDD
- Verona Walk CDD
- Village Walk of Bonita Springs CDD
- Vista CDD
- Walnut Creek CDD
- West Villages Improvement District
- Winding Cypress CDD
- Winston Trails East CDD
- Wyndam Park CDD

# District Locations



## Florida Business License



I certify from the records of this office that SPECIAL DISTRICT SERVICES, INC. is a corporation organized under the laws of the State of Florida, filed on January 11, 1993 .

The document number of this corporation is P93000003074.

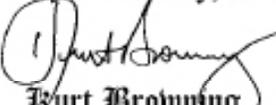
I further certify that said corporation has paid all fees due this office through December 31, 2008, that its most recent annual report/uniform business report was filed on February 4, 2008, and its status is active.

I further certify that said corporation has not filed Articles of Dissolution.



CR2EQ22 (01-07)

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capitol, this the Eighth day of February, 2008



**Kurt Browning**  
Secretary of State



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## References

### **David Genson**

Barron Collier Companies  
Landowner Representative  
Ave Maria Stewardship District  
2600 Golden Gate Parkway  
Naples FL 34105  
(239) 262-2600  
dgenson@barroncollier.com

### **Dennis Pickle**

Manager  
St. Lucie West Services District  
450 SW Utility Drive  
Port St. Lucie, Florida 34986  
(772) 340-0220  
dpickle@slwsd.org

### **Rick Melchiori**

Chair  
Hobe St. Lucie Conservancy District  
1701 Hwy. A1A, Suite 204  
Vero Beach, FL 32963  
(772) 234-5234  
rmelchiori@beckerholding.com



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# Poinciana CDD Fee Proposal

**Management Fee\* .....\$42,000 per year**

SDS will provide those services necessary for the management and operation of the District including, but not limited to, preparation of agendas, legal advertisements, minutes of meetings, communications and coordination with other governmental agencies and District professionals, general supervision, and day-to-day management of the operations of the District in accordance with the provisions of Chapter 190 and Chapter 189, Florida Statutes. This fee contemplates twelve meetings per year.

SDS will maintain the District books, accounts, records, purchasing procedures and financial reporting procedures, write all checks and prepare financial reports, including bond issue requirements.

**Assessment Roll\* ..... \$6,000 per year**

SDS will prepare and submit the annual assessment roll to County Tax Collector following adoption by the District on an annual basis.

**Field Operations ..... \$14,000 per year**

SDS will provide field operations personnel to oversee District-operated facilities and services.

\* Note: If the two CDDs merge into one, there would be cost savings for everyone, as the new CDD would cost less to administer, both for the management fees and the assessment roll fees, than the total of the two separate districts. That amount would be negotiated when/if the merger is complete.



**Wrathell, Hunt and Associates, LLC**

November 2, 2017

Michael Eckert  
Hopping Green & Sams, P.A.  
119 S. Monroe Street, Suite 300  
Tallahassee, FL 32301

**Re: Poinciana Community Development District Proposal for District Management Services**

Dear Mr. Eckert:

It is my pleasure to submit the following Proposal for District Management Services for the Poinciana Community Development District. Our submittal outlines the qualifications of Wrathell, Hunt and Associates, LLC, in hopeful anticipation of providing services to the Poinciana CDD.

Wrathell, Hunt and Associates, LLC, specializes in managing and servicing special taxing districts in Florida, Alabama, Mississippi, Louisiana, Georgia, Indiana and Texas. Our clients include many types of governments in several states. We believe that our submittal demonstrates our firm's and our staff's qualifications to manage the Poinciana Community Development District.

Thank you for your consideration of our proposal. We welcome the opportunity to work with the District Board and its team of professionals. We acknowledge that Severn Trent currently serves in the capacity of District Manager and Field Operations Manager. It is also our understanding that Evergreen Lifestyles Management has successfully served the community as HOA manager for a number of years. Wrathell, Hunt and Associates is proposing to serve as District Manager and is recommending the CDD Board consider engaging Evergreen in the capacity of CDD Field Operations Manager. This structure would designate a singular point of contact for the residents, and ensure maintenance continuity between the CDD and HOA. Moreover, Wrathell, Hunt and Associates has worked with Evergreen on a number of communities throughout the state of Florida. Our firm has an excellent relationship with Kraig Carmickle and his team at Evergreen.

Should you have any questions or require additional information, please feel free to contact me directly.

Very truly yours,

Cindy Cerbone  
Client Services Manager

**POINCIANA  
COMMUNITY  
DEVELOPMENT  
DISTRICT**

**RESPONSE TO REQUEST  
FOR PROPOSALS**

# LETTER OF INTRODUCTION

**Wrathell, Hunt and Associates, LLC** appreciates the opportunity to offer our services to the Poinciana Community Development District. We believe that our unique experience may be of great value to your Community and we look forward to an opportunity to serve you.

**Wrathell, Hunt and Associates, LLC** specializes in managing Community Development Districts and Special Taxing Districts in the States of Florida, Alabama, Mississippi, and Louisiana. We work by combining the knowledge, skills and experience of a team of professionals with the resources required to offer our clients uniquely comprehensive services for established as well as emerging communities throughout the Southeastern United States.

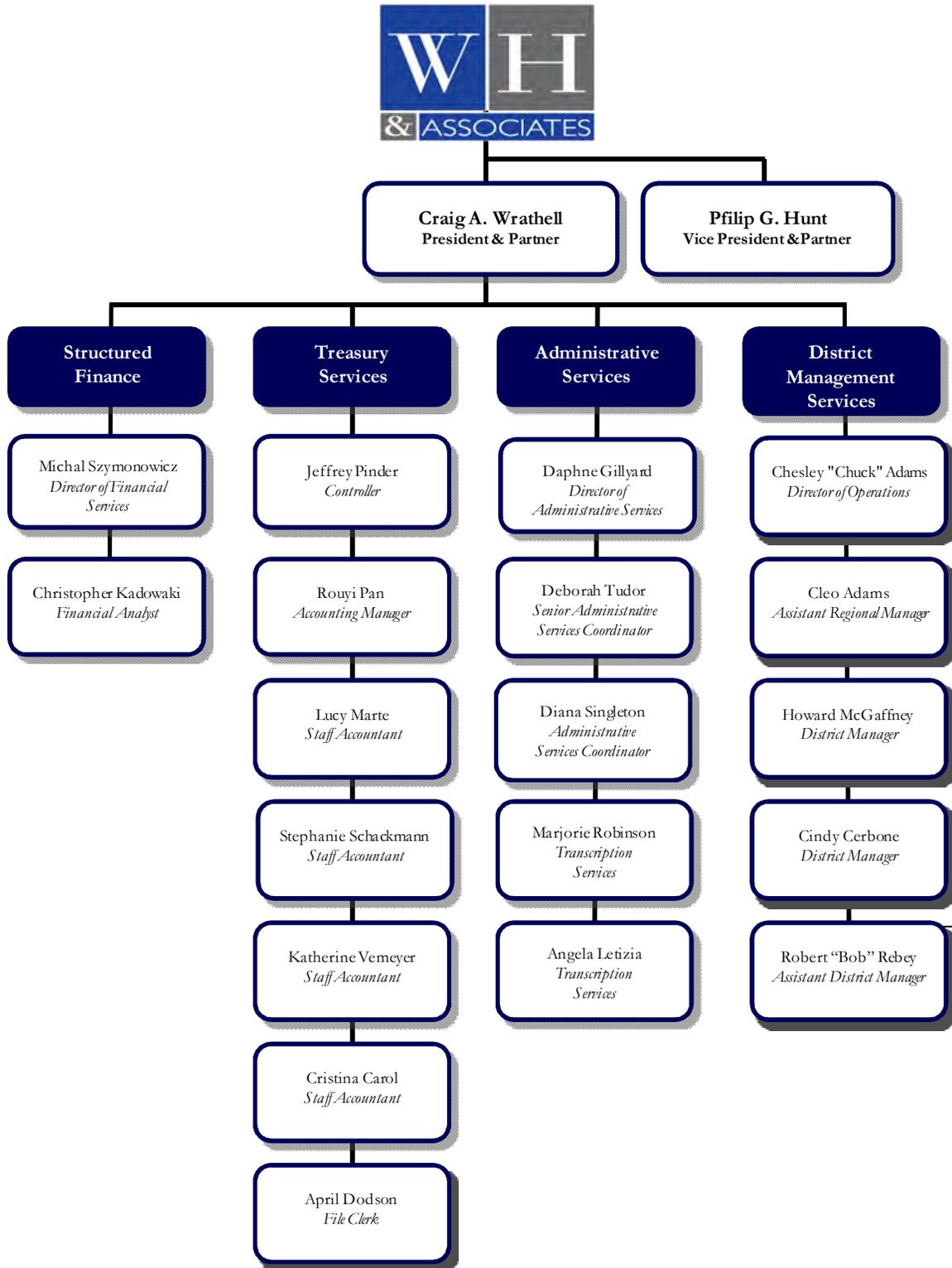
Through the expertise of **Wrathell, Hunt and Associates, LLC**, special taxing districts can be effectively utilized by residents and landowners to provide access to the tax-exempt bond market, providing an alternative financing vehicle to conventional lending institutions. These special-purpose forms of local government are also further empowered to operate and maintain the publicly-financed community infrastructure, facilities, and amenities becoming stewards and guardians of facilities and services. The effective utilization of these special taxing districts provides residents and landowners with a successful financing and operational tool which can provide immediate, as well as long-term financial, aesthetic, and functional benefits.

Selecting a highly-qualified group of management professionals to effectuate the operation of the District, ensure compliance with all governmental requirements of the District, develop the financing program, administer the issuance of tax-exempt bond financing, and, finally, operate and maintain the assets of the Community requires a firm with an extensive combination of business and governmental expertise. To attain the objectives of the development community, as well as possess a firm understanding of the myriad of governmental requirements of special taxing districts and local government, requires a unique and experienced group of professionals. We are confident that we have assembled such a team of professionals and are looking forward to serving your needs.

**Wrathell, Hunt and Associates, LLC** is services-oriented because we know that no matter how experienced and credentialed an organization or an individual is, the sole measure of service success to the client is performance. Consequently, we would like to propose Ms. Cindy Cerbone, a Client Services Manager of **Wrathell, Hunt and Associates, LLC** for the position of District Manager for the Poinciana CDD.



## Organizational Chart



## Office Locations

**Wrathell, Hunt and Associates, LLC** is headquartered in Boca Raton, Florida and maintains an additional two (2) regional offices. A listing of our offices is presented below.

**Corporate Headquarters**

2300 Glades Road, Suite 410W  
 Boca Raton, Florida 33431  
 Phone: (561) 571-0010  
 Fax: (561) 571-0013

**St. John’s County Office**

162 S. Prairie Lakes Dr.  
 St. Augustine, Florida 32084  
 Phone: (904) 386-0186

**Lee County Office**

9220 Bonita Beach Road, Suite 214  
 Bonita Springs, Florida 34135  
 Phone: (239) 498-9020



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## Qualifications of Firm

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Our firm was founded on January 13, 2005, in the State of Florida to provide a broad range of services to new and existing communities. Our Partners and Associates have extensive experience in all aspects of managing, financing and administering Community Development Districts and other general-purpose and special-purpose governments throughout the States of Florida, Alabama, Mississippi and Louisiana.

Each member of our staff can answer questions about all aspects of the District, which increases the productivity and efficiency of the District, while reducing your operation costs. Our Partners and Associates are experts in their respective fields, each bringing a unique ability to immediately and professionally provide assistance to a diverse group, including Board Members, Residents and Investment Bankers.

Our Principals and Associates represent an impressive depth of experience addressing community services. This depth is complemented by the firm's founding principle of substantive service provision, not just form. Our services are uniquely tailored for each of our clients with precision and accuracy in meeting their requirements. Wherever our expertise is needed, you can be assured that we will be there – whether it's Central Florida, the Treasure Coast, the West Coast, the Panhandle or anywhere in the Southeastern United States.

### ***Craig A. Wrathell, President & Partner***

Mr. Wrathell has worked in the private sector since 1998, serving public as well as private sector clients. During this time, his experience included managing over 120 Community Development Districts and Special Act Districts throughout the states of Florida, Alabama, Louisiana, Mississippi and Georgia, developing and administering District Budgets totaling over \$150 million in annual revenues to fund administrative, operational and maintenance needs, water and wastewater utility operations, and debt service obligations, as well as administering the issuance of over \$850 million in tax exempt municipal bonds for community improvements. In addition to Mr. Wrathell's Special District administrative expertise, he has extensive experience in the establishment of Community Development Districts as well as developing and designing tax exempt bonds for eligible public infrastructure capital financing programs all designed to meet client needs and expectations.

Mr. Wrathell served as the first City Manager for the City of Marathon, in the Florida Keys State Area of Critical Concern, for over two and one-half (2½) years; he established all municipal departments, developing and implementing community redevelopment



initiatives, and administering municipal government in a sound fiscal manner; resulting in \$4.3 million in reserves earmarked to be utilized for infrastructure related capital improvements.

Mr. Wrathell has served as the Court-appointed Receiver for the Falling Waters Conservancy District in Porter County, Indiana. As a Receiver, Mr. Wrathell is tasked by the Court to guide the District through the 363 Bankruptcy Sale process and reposition the District from a failed development to a once again successful project.

Mr. Wrathell graduated from University of Miami in 1997 with a Master of Arts in International Studies (majoring in International Business) and in 1995 with a Bachelor of Arts in Political Science from Florida Atlantic University.

***Pfilip G. Hunt, Jr., Vice President & Partner***

Mr. Hunt started in public finance in 1986 and has been a licensed investment banker for 30 years. He has extensive experience in the financial analysis, structuring and all aspects of municipal bond originations. He has been involved in over \$20 billion in public financing during his career for projects such as schools, colleges, water and sewer, stormwater, airports, transportation, athletic facilities, single and multi-family housing, and development districts to name a few. In 2005 he formed Wrathell, Hunt and Associates with Craig Wrathell and since that time has been involved in the creation, funding and management of many of the firm's out of state districts.

Prior to entering the public finance industry, Mr. Hunt worked in finance and marketing in Jeddah and Dhahran, Saudi Arabia and Jakarta, Indonesia from 1982 through 1984.

Mr. Hunt graduated from Florida State University, Tallahassee, Florida in 1984 with a BS degree in Finance and Economics and in 1985 with an MBA degree in Finance. He is currently licensed with Finra and the SEC holding the series 7, 24, 27, 53, 63 securities licenses.

***Michal Szymonowicz, Director of Financial Services***

Mr. Szymonowicz has worked in the business of financial services for special district and private clients since 1998. His primary responsibilities included assisting in the establishment of special districts, development of capital infrastructure funding totaling nearly \$750 million, development and preparation of annual budgets in excess of \$50 million and strategic financial planning and financial analysis for private and public-sector clients. Serving special district clients, Mr. Szymonowicz has also prepared special assessment methodologies for 50 special district bond issuances totaling over \$500 million, developed a utility rate study for a water and wastewater utility company with



over 3,000 individual and business customers and annually concurrently administered multiple special assessment rolls with over 25,000 parcels.

In addition, Mr. Szymonowicz has over five (5) years of varied municipal experience, which included annual budget preparation for the cities of Weston and Marathon, Village of Key Biscayne and Town of Southwest Ranches totaling over \$120 million, development of a ten-year strategic capital and operating plan for the City of Weston, preparation of fire protection services special assessment methodology, administration of investment portfolios valued at over \$100 million, and assistance in GASB 34 implementation. Mr. Szymonowicz's work has been recognized by the Government Finance Officers Association of the United States and Canada with multiple Distinguished Budget Presentation and Excellence in Financial Reporting Awards.

Mr. Szymonowicz graduated from Florida Atlantic University in 1998 with a Master of Science in Economics (with concentration in Finance) and in 1996 with a Bachelor of Arts in Economics (with concentration in International Economics).

#### ***Chris Kadowaki, Financial Analyst***

Mr. Kadowaki joined the firm in January of 2017 with experience in budget analysis and investments. His experience with financial analysis and investments includes working within a corporate financial planning and analysis team, as well as providing individual and institutional investment advisory services. His responsibilities include assisting in the establishment of special districts, preparation of annual budgets, assisting in the development of capital infrastructure funding and serving as Dissemination Agent.

He graduated from Central Michigan University in May 2013 earning a BSBA majoring in Finance and Economics.

#### ***Chesley "Chuck" E. Adams, Jr., Director of Operations***

For the past 24 years, Mr. Adams has specialized in the creation and oversight of operational and capital improvement budgets and programs including, but not limited to, roads and right-of-ways, landscaping, amenities, district facilities, stormwater management, parks and recreation, security, and wastewater and reuse utility systems; serving in the capacity of Director of Operations or as District Manager for over 25 Chapter 190 F.S. Community Development Districts, with annual operating budgets exceeding \$25 million.

Mr. Adams has most recently overseen several capital improvement and infrastructure expansion projects; including the planning, permitting, and construction of three (3) in-house maintenance facilities valued at approximately \$750,000 each, as well as the expansion to an irrigation supply, distribution, and pumping program valued at



approximately \$2 million. Additionally, Mr. Adams initiated, developed and implemented a \$3 million capital improvement program for a maturing premier master-planned community in an effort to meet expanding community service needs and remain competitive with neighboring communities. As part of the planning process, Mr. Adams was able to identify sufficient project diversity to qualify for three (3) Florida Recreational Development Assistance Program (FRDAP) Grants. This client became the first Community Development District in the state to receive FRDAP grant funding when it was awarded all three (3) of the FRDAP grants totaling \$550,000.

In addition to Mr. Adams's Special Taxing District experience, he also served as the first Director of Community Services for the City of Marathon, in the Florida Keys State Area of Critical Concern, for over one and one-half (1½) years.

During that assignment, Mr. Adams was tasked with identifying and upgrading basic public works and recreational services as well as developing and implementing a complimentary capital improvement program to enhance the quality of life for the residents, business owners, and visitors to the community. Some notable capital projects included a \$2.2 million beach redevelopment project for which he secured \$400,000 in FRDAP grants, and a \$500,000 community park expansion for which he received a \$200,000 FRDAP grant, as well as initiated planning and grant writing to acquire and construct a community Aquatic Center/Events Field.

### ***Cleo Adams, Assistant Client Services Manager***

Ms. Adams experience includes the management of housing developments ranging in size from 580 units to 2,700 units. Her responsibilities included the monitoring and maintenance and office personnel and the hiring and monitoring of contractors for community projects. She was responsible for budgets in excess of \$2 million in addition to accounts receivables, payables and payroll.

She served as liaison between board members and attorneys, accountants, engineers and city building departments as well as representative for court litigations. Ms. Adams was a member of the Design Review Committee.

Ms. Adams is expert in managing District infrastructure, facilities, landscape programs and amenities at a high level and in a cost efficient manner.



**Howard "Mac" McGaffney, Client Services Manager**

Mr. McGaffney is the Client Services Manager in the Jacksonville region and manages several Community Development Districts throughout Florida.

Howard served our country honorably for 14 years in the United States Navy and is a veteran of the Persian Gulf War. His selfless dedication to our country and humble service is a key indicator of his desire to serve others.

Prior to coming on board with **Wrathell, Hunt and Associates LLC**, Howard held the positions of Director of Facilities and Aquatics/Senior Level Accounts Manager for Florida's largest amenity management and aquatics facilities management company. Since moving to Florida in 2007 he has managed in some of Florida's highest profile communities. Howard is recognized statewide as an extremely knowledgeable and efficient Property and Facilities Manager and brings a diverse level of retail, commercial and residential management experience to WHA. His dedicated and resourceful management style has garnered respect in many of Florida's communities and his competencies have assisted Community Development Districts operate more effectively and efficiently.

Since 2013, Howard has built successful inter-governmental relations and holds a valued respect with some of Florida's key governmental agencies including: United States Army Corps of Engineers (USACE), Florida Department of Environmental Protection (FDEP) and the Florida Forest Service (FFS).

Specific strengths and experience that Districts can depend and rely on from Howard are: budgeting, administration, financial analysis, capital improvement planning and strategic planning, operational management, strategic communications, planning and building strategic partnerships, inter-governmental relations with FDEP, U.S. Army Corps of Engineers-(USACE), NFWMD, SJRWMD, Florida Forestry Service, permitting and compliance, mitigation and management planning, storm water systems, conservation easements (CE's & RCE's), vegetative natural buffers (VNB's) and oversight of ecology specialists.

**Cindy Carbone, Client Services Manager**

Ms. Carbone has worked in the financial and operational areas of both public and private companies spanning the construction, service and manufacturing industries. Her background and expertise includes all areas of accounting and finance, as well as information technology and process improvements. Some of her more detailed core competencies are related to business strategy and management, financial reporting, merger & acquisition integrations, compliance, and audits.



Ms. Cerbone was most recently the Corporate Controller for Dycom Industries, Inc., a publicly held company focused on specialty contracting services to the telecommunications and infrastructure industry. Previous to Dycom, Ms. Cerbone was the Vice President of Accounting & Financial Services for CEMEX, Inc. , an international provider of construction and building materials. Prior to CEMEX, Ms. Cerbone worked for several subsidiaries of Waste Management as well as the corporate office of Waste Management.

Ms. Cerbone is a native Floridian and earned an MBA from Palm Beach Atlantic University and a Bachelor of Science in Accounting from the University of Kentucky.

***Robert "Bob" Rebey, Assistant District Manager***

Bob has a very distinguished set of skills and career experiences. Prior to joining Wrathell, Hunt and Associates, LLC, Bob worked for 7 years as a licensed Condominium Association Manager for a very prestigious high-rise property in Sarasota, FL overseeing building systems and grounds maintenance through outside contractors. Under his direct Supervision the property reduced its utility and maintenance costs by 15% and as a result the property was presented the 2013 Florida Properties of Excellence Award for energy conservation initiatives. Previous to this position, Bob spent 10 years working for the Ritz-Carlton of Sarasota as the Assistant Director of Engineering with total building, systems and grounds management responsibility. While under his direct Supervision, the property received the Governor's Sterling Award. He also served as the Corporate Trainer for new facilities start-ups both domestically and internationally.

***Daphne Gillyard, Director of Administrative Services***

Ms. Gillyard has 15 years of business development experience. Her experience includes public and private sector proposal development, database management, and graphic design. Ms. Gillyard was responsible for the implementation and management of a corporate-wide collateral materials quality assurance/quality control program for one of the largest consulting firms in South Florida.

Ms. Gillyard is responsible for records management procedures and implementation guidelines through the Florida Department of State, Division of Library and Information Services and Bureau of Archives and Records Management.

Ms. Gillyard's department is responsible for preparing agendas for Board meetings and workshops, gathering information for meeting agenda packets, and notifying Board Members, appropriate District staff, news media, and other interested parties of dates and times of Board meetings; indexes and prepares minutes as historical account for public inspection; prepares follow-up correspondence to notify departments and/or



individuals of actions required by Board; informs news media and/or general public of Board actions in response to inquiries or as otherwise deemed appropriate.

Ms. Gillyard is officially responsible for the Districts' seals and the retention of official records including minutes, records of District appointed/elected boards and committees, resolutions, contracts, agreements, and leases, etc., in accordance with the Florida Statutes; prepares official copies of documents including resolutions and meeting minutes as adopted by the Board; certifies legal documents on behalf of the Districts. Daphne is also responsible for legal advertisements as well as scheduling and coordinating meetings for over 60 Districts.

The Administrative Services Department handles scheduling and travel arrangements including hotel, airline and car rental reservations.

***Deborah Tudor, Senior Administrative Services Coordinator***

Ms. Tudor has over 20 years of Records Management experience. Her considerable knowledge includes customer service, accounts receivable, collections and database management. She specialized in maintaining large databases for municipal water and sewer clients including coordinating all correspondence with residents, attorneys and title companies.

Ms. Tudor assists in the preparation of agendas for Board meetings and workshops. She transcribes the minutes of the meetings and workshops and assists in the management of the districts' records.

***Diana Singleton, Administrative Services Coordinator***

Ms. Singleton has over 15 years of experience in administrative, paralegal and management positions in environmental and legal fields. Diana graduated from New Mexico State University with a Master of Arts in Elementary Education. Her undergraduate degree, Bachelor of Science in Elementary Education was obtained from the University of Nebraska – Lincoln.

Ms. Singleton assists in the preparation of agendas for Board meetings and workshops. She transcribes the minutes of the meetings and workshops and assists in the management of the districts' records.



***Jeffrey Pinder, Controller***

Mr. Pinder has a comprehensive understanding of independent special districts, Generally Accepted Accounting Principles (GAAP) and Florida law as it relates to governmental financial reporting. His experience includes 13 years of governmental accounting, nine (9) of which were in public accounting. He concentrated exclusively on audits of governmental entities, which included cities, towns, utility authorities and well over 100 special districts during six (6) of the nine (9) years of public accounting. These entities have provided Mr. Pinder with an in depth understanding of internal controls. Some of these entities have annual revenues that exceed \$100 million and most have bond issuances of \$5 to 75 million.

In addition, Mr. Pinder provided budgeting services for Marriott International's west coast construction projects, which were in excess of \$750 million, and attestation services for the Italian embassy in regards to billings related to the construction of their facilities.

Mr. Pinder's continued focus on governmental accounting ensures that the Districts managed by ***Wrathell, Hunt and Associates LLC*** are in compliance with the Government Accounting Standards Board, Florida Auditor General and GAAP.

Mr. Pinder earned a Bachelor of Business Administration in Accounting from Florida Atlantic University. Jeff is a member of the Florida Government Finance Officers Association.

***Rouyi Pan, Accounting Manager***

Ms. Pan has 13 years of varied private and public-sector accounting, financial reporting and auditing experience. During her career, she worked in the areas of general accounting, taxation, payroll, internal control, investment compliance, financial reporting, Financial and Governmental Accounting Standard Boards (FASB and GASB) rule implementation and compliance, as well as trained and supervised staff.

Ms. Pan is a Certified Public Accountant (CPA) and is a member of American Institute of Certified Public Accountants (AICPA) and Florida Institute of Certified Public Accountants (FICPA).

Ms. Pan graduated from Florida Atlantic University with a Bachelor of Business Administration in Accounting and a Masters of Accounting.



***Lucy Marte, Staff Accountant***

Ms. Marte has 25 years of experience as an accountant, which includes but is not limited to the management of the daily business operations including: day-to-day cash flow management, bank reconciliations and financial statements, payroll operations and reports, Qualified Public Depositor filings, accounts payable, and account analyses.

***Stephanie Schackmann, Staff Accountant***

Ms. Schackmann joined our firm with experience in accounts payable, accounts receivable, customer relations and a strong understanding of modified accrual accounting. Stephanie graduated from Florida Atlantic University in August 2011 having earned her undergraduate degree in accounting. Stephanie also graduated with her Master's Degree in Accounting from Florida Atlantic University in December 2013. Her focus is primarily on accounts payable, day-to-day cash flow management and a variety of special projects which include account reconciliations and variance analysis.

***Katherine Vemeyer, Staff Accountant***

Ms. Vemeyer joined our firm in October of 2015 with experience in accounts receivables, accounts payables, customer billing, and inventory management. She graduated from Florida Atlantic University in August 2015 and is currently studying for the Certified Public Accounting exam. Her position involves accounts payable, cash and trust statement reconciliations and district funding.

***Cristina Carol, Staff Accountant***

Ms. Carol joined our firm in June of 2017 with experience in accounts receivable and customer billing. Nina graduated from Florida Atlantic University in August of 2014, having earned her undergraduate degree in accounting. Nina has since completed the additional 30 graduate credit hours in Accounting and is now studying for the Certified Public Accounting Exam. Her position involves accounts payable, cash and trust statement reconciliations, and district funding.



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## Our Mission

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At ***Wrathell, Hunt and Associates, LLC***, our mission is to engage collaboratively with our clients and tackle their most complex business problems. We will apply our business insights to develop fresh, innovative solutions that provide real and measurable business outcomes - whether designing and implementing new service models or revolutionizing the business model to meet our clients' expectations. We will work with our clients to identify the level of change that suits their needs and results in actionable change and sustainable outcomes.

We will bring together the best of Wrathell, Hunt and Associates, LLC - and our business partners - to effect change and optimize business performance for our clients.

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## Customer Service Principles

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***Wrathell, Hunt and Associates, LLC***, is dedicated to delivering the highest level of customer service to our clients and the depth of experience with our professional staff uniquely qualifies our firm to deliver the services that are needed ... now and in the future. We are a business consulting firm like no other. We help clients solve their toughest problems and their biggest challenges, the sort of hurdles that require the unique capabilities of our team of top-caliber professionals.

Our expertise ranges across key business issues and deep into our industry. Our business experience is real and so are the results we bring to our clients. We help our clients unlock value in the use of districts to market, finance, and develop a business strategy, to effectively supply and deliver essential services to the communities you represent.

We accomplish our mission and deliver superior customer service by:

- Establishing strong personal relationships with our clients and consistently delivering service that exceeds our clients' expectations
- Staffing each and every project with the most qualified members of our team including Partners and Associates and ensuring our professional expertise is provided at the most reasonable cost
- Soliciting our clients' comments and suggestions as to our performance
- Serving our communities as good citizens with the highest ethical and moral standards



- Employing a team of cross-trained professionals in the following disciplines:
  - Accounting
  - Budget and Finance
  - District Management
  - Operations Management
  - Assessment Methodology Development
  - Assessment Roll Development and Maintenance
  - Utility Billing
  - Records Management
  - Customer Service
  - Administration
  - Dissemination Agent

### **Service Delivery Standards**

**Wrathell, Hunt and Associates LLC**, is complemented with a team of professionals in the following disciplines: Accounting, Budget & Finance, District Management, Operations Management, Assessment Methodology Development, Assessment Roll Development and Maintenance, Utility Billing, Records Management, Customer Service and Administration. Our clients consistently rank our service standards as superior and we encourage you to contact our client references to more fully discuss our Firm.

### **Listing of Districts Managed by Wrathell, Hunt & Associates**

| <b>FLORIDA DISTRICTS</b>    | <b>COUNTY</b>     |
|-----------------------------|-------------------|
| Aventura Isles CDD          | Miami-Dade        |
| Babcock Ranch CISD          | Charlotte and Lee |
| Bay Creek CDD               | Lee               |
| Bayside Improvement CDD     | Lee               |
| Beach Road Golf Estates CDD | Lee               |
| Bonita Landing CDD          | Lee               |
| Boynton Village CDD         | Palm Beach        |



| <b>FLORIDA DISTRICTS</b>         | <b>COUNTY</b> |
|----------------------------------|---------------|
| Brooks of Bonita Springs CDD     | Lee           |
| Brooks of Bonita Springs II CDD  | Lee           |
| Cory Lakes CDD                   | Hillsborough  |
| Creekside at Twin Creeks CDD     | St. Johns     |
| Deering Park Center CDD          | Volusia       |
| DP1 CDD                          | St. Johns     |
| East Bonita Beach Road CDD       | Lee           |
| East Nassau Stewardship District | Nassau        |
| Fallschase CDD                   | Leon          |
| Farmton Brevard CDD              | Brevard       |
| Fiddler's Creek CDD #1           | Collier       |
| Fiddler's Creek CDD #2           | Collier       |
| Grand Haven CDD                  | Flagler       |
| Hamal CDD                        | Palm Beach    |
| Heritage Pines CDD               | Pasco         |
| Hunter's Ridge CDD No. 1         | Flagler       |
| Hunter's Ridge Oaks CDD No. 1    | Flagler       |
| Indiantown CDD                   | Martin        |
| Julington Creek Plantation CDD   | St. Johns     |
| Lake Powell Residential Golf CDD | Bay           |
| Landmark at Doral CDD            | Miami-Dade    |
| Mediterra North CDD              | Lee           |
| Mediterra South CDD              | Collier       |
| Miami World Center CDD           | Miami-Dade    |
| Midtown Miami CDD                | Miami-Dade    |
| Miromar Lakes South CDD          | Lee           |
| Moody River Estates CDD          | Lee           |
| Naples Reserve CDD               | Collier       |



| <b>FLORIDA DISTRICTS</b>          | <b>COUNTY</b> |
|-----------------------------------|---------------|
| Orange Blossom Groves CDD         | Collier       |
| Orange Blossom Ranch CDD          | Collier       |
| Osprey Oaks CDD                   | Palm Beach    |
| Palm Bay CDD                      | Hillsborough  |
| Parklands Lee CDD                 | Lee           |
| Parklands West CDD                | Lee           |
| River Hall CDD                    | Lee           |
| River Ridge CDD                   | Lee           |
| Sarasota National CDD             | Sarasota      |
| Southern Hills Plantation I CDD   | Hernando      |
| Southern Hills Plantation III CDD | Hernando      |
| Stonegate CDD                     | Miami-Dade    |
| Stoneybrook CDD                   | Lee           |
| Sunshine Water Control District   | Broward       |
| Tomoka Town Center CDD            | Volusia       |
| Toscana Isles CDD                 | Sarasota      |
| Twin Creeks North CDD             | St. Johns     |
| University Square CDD             | Lee           |
| Verandah East CDD                 | Lee           |
| Verandah West CDD                 | Lee           |
| Waterford Landing CDD             | Lee           |
| Willow Hammock CDD                | Manatee       |

| <b>OUT OF STATE DISTRICTS</b>                                  | <b>STATE</b> |
|--|--------------|
| Canton Marketplace Community Improvement District              | Georgia      |
| Falling Waters Conservancy District (Court-appointed Receiver) | Indiana      |
| McGowin Park Improvement District                              | Alabama      |
| Renaissance Cooperative District                               | Alabama      |



| OUT OF STATE DISTRICTS  | STATE   |
|---|---------|
| Renaissance Improvement District  | Alabama |
| The Cooperative District of Houston County – Country Crossing Project   | Alabama |
| The Improvement District of the City of Valley, Alabama – Venue Project | Alabama |
| The Improvement District of Houston County – Country Crossing Project   | Alabama |
| The West Pace Village Cooperative District                              | Alabama |
| The West Pace Village Improvement District                              | Alabama |



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## Select District Profiles

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### Complex Financial Structuring

**Wrathell, Hunt, and Associates, LLC** was hired in August 2014 to manage the Midtown Miami Community Development District, which initially issued \$110 million in bonds to finance public infrastructure, as well as two public parking garages with nearly 3,000 parking spaces. The Midtown Miami CDD receives approximately \$5 million annually in Tax Increment Financing (TIF) revenues to pay debt service on the CDD parking garage bonds. At build-out, Midtown is planned to have over 3,000 condos and apartments, as well as over 1,000,000 square feet of retail, commercial, and office uses. The District's Budget has a General Fund with \$2.6 million in operating expenses, \$1.8 million annual debt service on the infrastructure bonds, Enterprise Fund generating \$4 million in parking fees to fund parking garage operations and, within the Enterprise Fund, \$5 million in TIF revenues to pay \$4.7 million in annual debt service on the parking garage bonds.



# Premier Community

The Twin Creeks North CDD is located in St. Johns County and will contain a 14-acre man-made lagoon that will be the largest in Florida at the time of construction. The CDD itself is approximately 892.39 acres and is projected to contain 761 residential units, as well as 1,050,000 square feet of retail and office uses. The man-made lagoon will serve as the centerpiece to this new and exciting community. The CDD issued \$31.5 million in master infrastructure and subdivision bonds in December 2016 and plans to issue additional subdivision bonds in 2017.



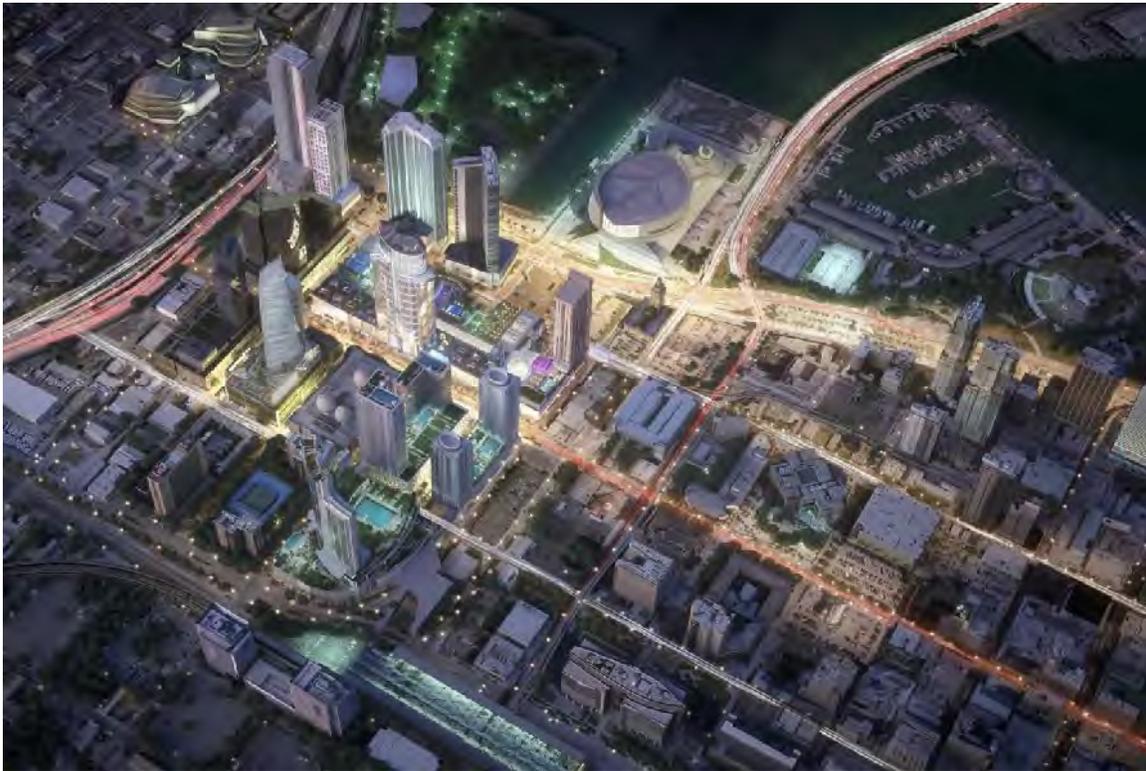
# Highly Amenitized

**Wrathell, Hunt, and Associates, LLC** was hired in August 2015 to manage the Julington Creek Plantation CDD in St. Johns County which is a 4,200 acre development consisting of 5,900 residential units. The Julington Creek Plantation CDD is yet another example of a large and highly amenitized community that our firm now manages. The CDD has a staff of 150 contract employees to operate the extensive amenity/recreational facilities offered to the residents.



## High Profile

The Miami World Center Community Development District was created on July 24, 2015. This District is located in downtown Miami near the American Airlines Arena (home of the Miami Heat). This project is currently planned for 3,200 condos/apartments, 400 hotel rooms, and 957,900 square feet of retail and restaurant use. The District issued \$74,065,000 in bonds in February 2017 and the Developer has a funding agreement in place to ultimately provide in excess of \$6 million in Tax Increment Financing revenues annually to cover bond debt service and CDD operations.

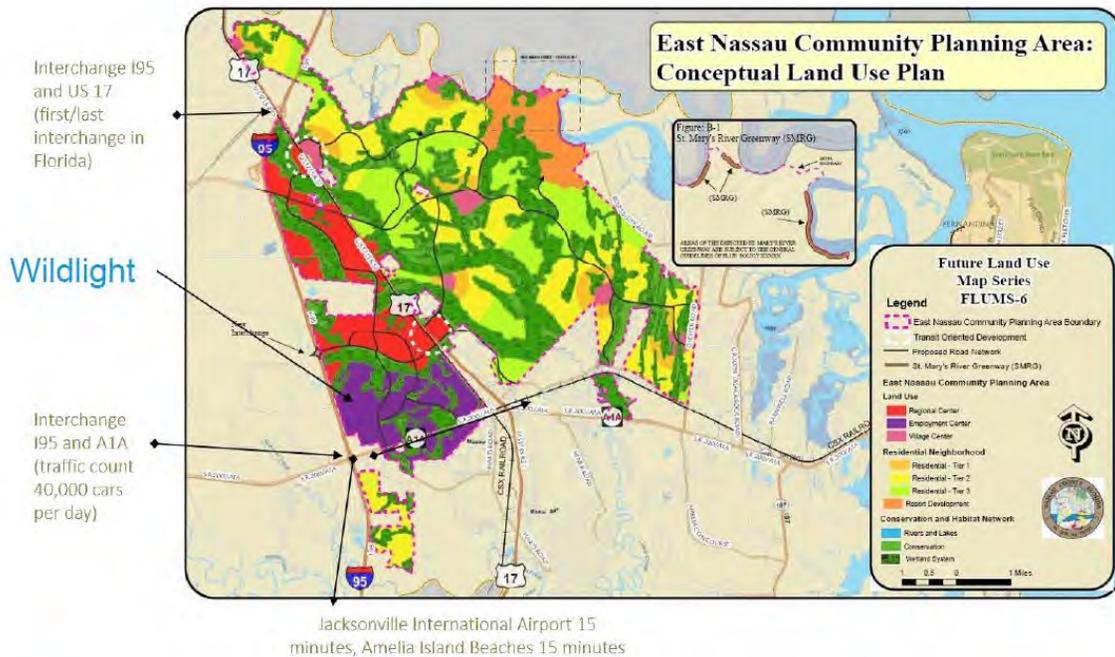


# 24,000 acre Stewardship District

**Wrathell, Hunt, and Associates, LLC** has been engaged by Rayonier to serve as District Manager and Assessment Methodology Consultant for the East Nassau Stewardship District. Rayonier is the third largest timber REIT with 2.7 million acres of high quality timberland located in the United States and New Zealand. Rayonier has a market capitalization of approximately \$3.0 billion and has land use entitlements on over 39,000 acres with near-term development projects underway. The East Nassau Stewardship District is located in Nassau County Florida, will be approximately 24,000 acres in size, estimated 24,000 residential units, and approximately 11,000,000 square feet of non-residential uses. Within the East Nassau Stewardship District, there will be a 12,000 acre Conservation & Habitat Network which will require integrated oversight by the Stewardship District.

## East Nassau Sector Plan

24,000-Acre Sector Plan allows for buildout of 24,000 DU & 11 MSF of commercial uses



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## Services Fees

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**Wrathell, Hunt and Associates, LLC**, would like to propose the following fees for its services for the Poinciana Community Development District (the "District"):

1. District Management, Recording, Financial Accounting, Assessment Roll Services fees proposed:

|                             |                          |
|-----------------------------|--------------------------|
| DISTRICT MANAGEMENT         | <b>\$57,500 annually</b> |
| SPECIAL ASSESSMENT SERVICES | <b>\$11,365 annually</b> |
| DISSEMINATION AGENT         | <b>\$2,500 annually</b>  |
| <b>TOTAL</b>                | <b>\$71,365 annually</b> |

2. Postage and freight, printing and binding, legal advertising, web hosting, office supplies are not included within the proposed fee.

3. Additional Services: Should **Wrathell, Hunt & Associates, LLC**, be requested to provide additional functions on behalf of District, compensation for such services shall be in accordance with the terms mutually agreed to by the parties.





**Severn Trent**  
 313 Campus Street  
 Celebration, Florida 34747  
[www.severntrentms.com](http://www.severntrentms.com)

November 2, 2017

Michael Eckert – District Attorney  
 Poinciana Community Development District  
 119 South Monroe Street - Suite 300  
 Tallahassee, Florida 32301

Dear Mr. Eckert;

Re: Proposal for The Poinciana Community Development District

Severn Trent Management Services (Severn Trent) is excited and pleased to provide a proposal for District Management services with pricing and scope of services for the Poinciana Community Development District. Severn Trent has been your District was established in 1999. We are extremely committed to your community and wish to continue providing these services going forward. To this end, Severn Trent is excited to announce a new and improved service offering:

- **Service Enhancement Plan:** We have attached (as Exhibit 1) a new service delivery plan. This plan is designed to enhance all our current services and ensure that all aspects of our services are improved and expanded to provide the highest level of service possible to the Poinciana community.
- **New Technology Features:** Severn Trent is implementing new technological features that include the following new service enhancements:
  - **Avid Xchange:** This is an advanced accounts payable system that allows Board members to review all invoices for the District through a web-based application. Board members can go to the web portal, review invoices, ask questions about invoices, conduct research on individual vendors and approve and/or reject payment of any invoice. This is an exciting new system and we are implementing for Poinciana at no additional cost to the District.
  - **TownSquare:** The TownSquare application is an advanced communication tool that allows direct and recurring communications with residents and Board members. The system is hosted by a third-party vendor, Nabr Network, and, in conjunction with your District Manager, will ensure that the website will be kept up to date. The site is continuously monitored to ensure strict compliance with the standards for communication as established by the Board and agreed to when residents sign up to access the site. There is a web posting feature that allows for direct communications on important issues to all residents who have an email address in the system. This communication aspect allows residents to sign up for recurring notices (on any electronic device) such as meeting and other community events. It also allows Severn Trent to communicate with residents quickly and effectively on emergency issues such as road closures and other emergencies. It has a security feature with a 1200-word filter to keep communications positive and avoid profanity.
- **New District Management Team:** Severn Trent is immediately implementing a new structure and has appointed Bob Koncar, General Manager for Severn Trent as the interim District Manager. He will serve as the primary District Manager and Gary Moyer will serve as the secondary District Manager. Bob is the most experienced District Manager on the Severn Trent team and Gary Moyer is the most experienced District Manager in the business. Bob will make certain that the new service delivery plan is fully implemented and the new technology services are implemented based upon the Board's decisions. The goal in making this change is to provide an enhanced level of service to the District and residents.

- **Lifestyle Services:** Severn Trent has a long, successful history of providing a wide range of lifestyle services to our master planned communities throughout Florida and Texas. We are flexible and strategic in the creation of programs that align with the desires of the Board and the various market segments of the users. We work to enhance the experiences of the Members while effectively and efficiently utilizing the showcase of amenities. Our current services include a full range of activities that include the following:
  - Onsite lifestyle enhancement coordinators;
  - Program budgeting and planning,
  - Resident engagement – assisting residents to connect socially and engage in the community;
  - Resident surveys to strategically plan annual, quarterly and monthly events calendar;
  - Memorable, exciting and fun holiday events that engage all members of the community;
  - Creation of community newsletter;
  - Ongoing maintenance of social calendar on website or TownSquare;

A more detailed description of our lifestyle services is included in the body of our proposal.

Severn Trent has been your long-term District Management team but we are not satisfied with the status quo. We are committed to looking for continuous improvements and service enhancements, offering new technology and processes to help keep Poinciana on the front edge of the industry. We are excited to implement the new service enhancements, technology and a District Management team. All the proposed changes are designed to demonstrate our desire to be a long-term partner for your community and make certain that the Board and residents are receiving the most effective and advanced services possible, all with a value-added service fee schedule.

We look forward to hearing from you concerning our proposal and further discussing these plans, along with your vision, for the community

Respectfully,



Chris Tarase

Vice President – Management Services

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The information contained in this proposal is proprietary and contains confidential information which is of significant economic value to Severn Trent Management Services. It is intended to be used only for valuation of our qualifications to provide services. It should not be duplicated, used or disclosed in whole or in part for any purpose other than to evaluate this proposal.

Poinciana Community Development District

# 1 Executive Summary

Severn Trent Services is pleased to provide this proposal for district management services to Poinciana Community Development District. Severn Trent has been providing community management services in Florida for nearly 40 years.

To meet the needs of your District, we provide a fully empowered local District Manager from our Celebration office. We provide additional support to all our clients through a local office with a regional management and support team and our structured business systems. This approach brings the strength, experience and expertise of Severn Trent to work proactively to address the needs of the District in the most cost-effective manner possible. Your records will always be available through our Celebration office.

Severn Trent specializes in value added services to our clients which includes the following:

- A highly advanced, customized financial software system to provide our clients with options for the presentation of their monthly financial statements and budget documents;
- An electronic system for all District accounts payable that allows Board members to review invoices electronically and approve, reject or send back each invoice. This system is highly efficient and effective at making sure that District invoices are paid timely and paid only after review and approval by Severn Trent staff and Board members assigned to approve invoices for payment. This system provides historical information on invoice payments and allows for specialized reports to be created and produced. **This system is provided at no additional costs to our clients.**
- A fully searchable database for our clients District records. This allows us to provide effective and efficient responses to public records requests. Our system also allows us to be responsive to Board member requests for information on District records.

The successful management of any community depends on the relationship between the board and the management company. Severn Trent does not follow a one-size fits all style of management – rather, we tailor our approach to the desires of the Board, while always keeping in mind statutory requirements. We have put into place procedures and systems that are time tested, but fit the needs and desires of the Board.

*"I am currently the Oakstead Community Development Board Chairman. I have held this position from 2010 and have worked closely with Severn Trent as the Oakstead Property Management Company since then.*

*Mr. Andy Mendenhall, Oakstead's District Manager, has continuously managed all aspects of his job in a superior manner. He has advised our CDD Board on procedural board functions, Florida Statutes, development and control of CDD Budgets, legal advice by Lawyer referrals when necessary, and a myriad of other tasks presented by the Board. His actions in these areas have saved countless dollars.*

*Severn Trent has an outstanding Accounting Department which has qualified its expertise by passing all annual audits without any negative findings. The final audit reports have included positive accolades about handling of Oakstead financial matters by Severn Trent Accountants.*

*I have visited Severn Trent on numerous occasions and have been welcomed warmly each time, announced or unannounced. I have never been treated like just some other person who stopped in.*

*In closing I will say that Andy is truly knowledgeable, respectful, and most importantly professional. I highly recommend Severn Trent to any Community who desires a Class A Professional Property Management Company."*

Norm Keith  
Oakstead CDD Chair

## Poinciana Community Development District

# 2 Qualifications and Experience

Providing exceptional service and expertise to Community Development Districts, Special Districts and Community Associations in Florida has been our passion for nearly 40 years! Our expertise is second to none and we provide our clients with the specialized skills that are necessary to effectively navigate the District Management requirements as set forth in the Florida Statutes. As the regulatory and economic environment changes, Severn Trent continues to evolve to provide our clients with an adaptable scope of services.

Our size, experience and networked operations ensure the long-term reliability of our services and, while we bring the best talent in the industry to our clients, our clients are never captive to a single individual to meet their needs. Our size and established presence and experience in Florida allow us to provide the stability and the expertise of a large organization at a significant savings. The collective expertise and financial strength of Severn Trent – coupled with our commitment and attention to detail typical of a small, local company – ensures our clients receive the highest quality of management and service.



To meet these service demands, we maintain regional offices in Wesley Chapel, St. Augustine, Celebration, Fort Myers, and Coral Springs. In addition to the 98 Florida Management Services employees, our Operating Service Division has nearly 200 employees in Florida with another 75 Management Services personnel in Texas and 30 in Georgia. **Severn Trent has the depth of resources to meet any client need!**

We provide a full range of District Management services including basic management services, all financial services, records management services, field services and lifestyle and amenity center management. We also have a full range of specialized services to meet the needs of our clients.

### Community District Management Services

We offer the following broad range of services to our District clients:

- **District Management Services** – Planning, budgeting, overseeing District operations and maintenance, utility billing, collections, staffing, establishing and implementing policies
- **Fiscal Advisory Services** – Capital financial planning and cash management through coordination with the various independent financial team members
- **Financial Accounting Services** – Budget management, general ledger, cash management and revenue reporting, payroll, accounts payable, accounts receivable, financial reporting and banking.
- **Special Assessment/Treasury Services** – Assisting with development and implementation of financial strategies and long-term debt issuance.

## Poinciana Community Development District

- **Records Administration Services** – Maintaining and managing District records, minutes, resolutions, contracts and agreements. We have a searchable database that provides effective and timely responses to public record requests.
- **Lifestyle Services** – Managing amenities and recreational programming, development of special community and family events, creation of newsletters, management and oversight of community swimming pools, splash parks, tennis courts and other recreational and community events.
- **Field Services** – Sidewalk repair and replacement, street sign and lighting maintenance, drainage repairs and clean outs, exotic plant removal, field reports on district physical assets, backflow preventer replacement and certification.

Our success is founded upon a corporate philosophy that emphasizes personalized service. **We provide support services throughout the year so our clients can sleep better at night.**

### District Management Services

Severn Trent attends and conducts all regularly scheduled and special Board meetings, continued meetings, hearings and workshops. As the District Manager, Severn Trent will arrange for time and location and all other necessary logistics for such meetings. For each meeting, we will prepare agenda packages for transmittal to the Board and staff at least seven days prior to the Board's meeting. Accurate summary minutes will be provided for all meetings and hearings. The District Manager will provide oversight of all assets including the preserves, roadways, and storm water system.

Through our local management team and organizational depth of our regional support capabilities, Severn Trent offers an innovative approach – such as multi-year budgeting, cash flow analysis, development of goals and objectives and other valuable tools to help the Board and residents better understand their District and how it operates. **We bring strength in staff and financial resources that directly benefit clients.**

### Financial Accounting Services

Severn Trent performs all required financial accounting functions through solid work flow processes that are designed to integrate the traditional tasks associated with accounting transactions. Those traditional accounting tasks of disbursements, accounts payable, general ledger journal entries, trial balance reconciliation and budget monitoring are knitted together in such a way to achieve:

- Fast turnaround for vendor payments
- Smooth approvals for setting up capital requisitions
- Open communications to field operations
- Advanced preparation for independent audit field work

Our understanding of accounting processes allows us to quickly identify areas needing further work and differentiating from those items that are routine in nature. While there is a great deal of accounting activity that goes into ensuring the individual transactions are properly recorded in the financial records of the District, we use our expertise, our knowledge and our experience to ensure accounting theory is applied in the best interest of the District. The importance of complying with statutory requirements as well as annual disclosure to lenders and bondholders is given an interconnected focus of everyone on our staff which is appreciated and respected by our industry partners. Our accounting staff is committed to a quality standard that allows the accounting activities of the District to properly reflect its financial condition. **Severn Trent has over 300 years of combined experience on our Finance Team!**

## Poinciana Community Development District

### Special Assessment/Treasury Services

Our Treasury Services Group actively manages the revenue and investments for Districts across the State of Florida. This team ensures that the revenue generated by the District provides the financial platform to meet all its operational expenses and debt obligations. By working closely with the banking industry, we can provide economies of scale in the management of our banking relationships – which is passed along to the Districts we service in the form of favorably negotiated fees and service costs.

The depth and breadth of our special assessment knowledge lends opportunities to capture efficiencies and effectiveness in the collection of District revenues. We pride ourselves in our ability to interpret developer agreements to maximize cash flow for the District and satisfy cash requirements for running the operations of the District.

Severn Trent’s consolidated customer service staff responds to property owner inquiries about assessment billings with ease and provides simple explanations to describe the inter-workings of otherwise complicated financial matters. We respond quickly to persons and businesses needing the payment information for outstanding monies owed to the District. In addition, we enjoy positive relationships with title companies, mortgage holders, real estate law firms and other parties that request the release of the District’s assessment liens to facilitate a smooth transfer of property ownership.

The hallmark of any district is to maximize the usage of its revenues in ways that benefit the community. Our Treasury Services Group, complemented by our fiscal advisor and accounting services, brings to the table a well-rounded approach to achieve the best value in managing the District’s cash while respecting the fiduciary responsibilities of the District Board of Supervisors.

### Records Management Systems

Severn Trent utilizes three parallel processes to manage the documents of our clients.

- First, our **electronic document management system** allows access security settings to be placed on each file to prevent unauthorized editing or manipulation, thus ensuring the integrity of the document. The documents are maintained in a PDF format that is exportable to the client’s Website for timely updates. We update records of proceedings (minutes, agendas and supporting documentation) to the District’s Website in compliance with Florida Statutes. The document management system allows for ease of e-retrieval of documents using multiple search methods (document name, document number, document content, file type, author or the assigned retention category) to ensure all record requests are fulfilled in a timely fashion.
- Secondly, the process utilizes offsite storage of documents. Our vendor guarantees the secure storage and/or destruction of documents. Annually, upon completion of the audit, the accounting and accounts payable files are inventoried, boxed and sent to the secured offsite storage facility. All records are maintained within applicable statutory requirements.

“I have been on the Board of Supervisors of the Meadow Pointe CDD in excess of ten years with over 5 years as Chairman and three years as Treasurer.”

“I am totally satisfied with the service we have been and are receiving from Severn Trent. John Ricciardi has been our District Manager for the majority of the last ten years. He is dedicated, knowledgeable, and responsive to our needs. He is backed up by a professional staff, both locally and in Coral Springs.”

“I highly recommend Severn Trent.”

Dennis Smith  
Chairman, Meadow Pointe  
CDD

## Poinciana Community Development District

- Finally, we maintain an onsite Master File for each client. The Master File contains previous years' audits, arbitrage reports, budgets, insurance policies and other important historical information. These files are kept onsite so they can be accessed at a moment's notice and serve as a redundant backup to the files retained in the electronic document management library.

## Disaster Contingency & Recovery

Disaster recovery is particularly important since the Districts we manage are in areas prone to hurricanes. Our hurricane preparedness procedure includes the following:

- Provisions for the compilation and storage of files and data required to perform critical client services
- Securing the physical office space with the protection of client files as a top priority
- Satellite phone for contingency communication with local team
- Internet and phone-based communication chains to update personnel
- The ability to shift client critical tasks and District Management services to alternate office locations
- Securing priority commitments from key contractors due to strong and lasting relationships

Because of the critical nature of the electronic information we manage on behalf of our clients, Severn Trent emphasizes system security and has disaster recovery procedures in place to minimize the impact of storms, power outages and other similar events for the districts we serve. Our disaster recovery plans continue to be updated in response to the changing needs of our business and the clients we serve.

We ensure all electronic information is secure in order to limit any potential data loss resulting from network or hardware failures, power outages and other uncontrollable events, and certified sites to survive the equivalent of a Category 5 hurricane. District data is stored on servers that reside in Horsham, Pennsylvania. A full backup of all data is performed nightly and stored offsite at a remote location.

Our Horsham facility is equipped with backup generator power. In addition to redundant equipment at our Houston IT center, we also have equipment co-located at other sites.

## Hybrid Web Communications Tool/Portal/Website

STMS intentionally promotes communication and transparency through our hybrid communication tools. Accessible from smart phones, iPads, and computers streaming association info and news feeds, providing tangible communication and alternatives to unofficial chatter among social media.



STMS's hybrid webpage, sponsored by Nabr Network, is password protected and functions like both a webpage documents center and a social media network with safety control filters. It is a manager controlled communication hub to proactively provide information, build approved community groups, update important association activities, and optionally request feedback from residents – all postings have a 1200-word filter to screen out profanity and other inappropriate language.

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Managers are able to proactively plan and schedule communications with strategic postings so residents are more informed. STMS's Phone App creates proactive postings where residents are focused! This site can be stand alone or become the Association's Communication Hub.

Residents are able to access their Association accounts from TownSquare, viewing their account balance, recent restriction violations, submit payments and so forth, creating a single point of access without a separate log in to our VMS management system.

Furthermore, approved Board Committees and approved Community Groups have their own open or private newsfeed, event calendar, and communication feed.



## Lifestyle Management/Amenity Services

Our best practices, understanding, knowledge and experience of operating CDDs provides a strong foundation on which to further build a sustainable and comprehensive Lifestyle program. We possess the proven expertise to build, support and sustain the Solivita resort-style living that centers around the stellar amenities that is the heart of Solivita of Poinciana. This is the place where living happens. We know that the enjoyment of enhanced lifestyle living is at the pinnacle of what it means to care for and manage the physical assets. It is equally as important to develop and nurture positive life-time experiences, providing meaningful events for social engagements and enduring memories.

The lifeblood of successful Lifestyle living is communication and engagement. We know how to effectively utilize technology and printed materials to reach out to the Citizenship. Our Townsquare App and website empowers our staff, the Board, and the Solivita Members to be connected. Townsquare is an exceptionally positive and easy communication tool to proactively post and push out events, group meetings, social engagements, and calendars to different member segments, committees, groups, clubs and official District news, via email, text, phone applications, and websites, in addition to printed materials and letters. Users can easily receive alerts or access information, engage in their interests, obtain schedules, receive invitations, participate in surveys, ask questions and report any concerns, all from their personal cell phone, computer, tablet or other device.

At the forefront of our priorities is the customer's experience. We care for every individual through personal connection. Every encounter with a citizen is an opportunity to enhance their experience with genuine customer service and kindness. It is all about our residents!

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The image above identifies five pillars of Lifestyle Management that we support effectively in a team approach. We will include a potential staffing plan and budget in Appendix B.

Fleming Island Plantation / CDD



Fleming Island Plantation is a 1,580 acre, master-planned community near Orange Park, Florida which has been managed by Severn Trent since its inception in 2000. The community currently has approximately 2,800 residential units, 18 communities, and two primary recreational amenity facilities. The District is home to an eighteen-hole championship golf course and country club, and a Village Square with over 50 shops, restaurants and providers of medical services.

Severn Trent provides District Management Services, lifestyle management, as well as onsite personnel to manage the operations & maintenance of the District’s property and amenities. Severn Trent also provides Association Management services for the Fleming Island Plantation Master Owners Association, sub-Associations and their Board of Architectural Review.

Recreational facilities here include:

- Splash Park Complex with a tower slide, a family pool, a wading pool, several interactive water features, a multi-purpose activity field, six picnic shelters, a snack bar, and a

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- playground. The Splash Park Gathering Room is available to residents to rent for parties with a full service kitchen and seating available for up to 100 people.
- Amenity Center Sports Complex includes a 4,500 square foot community building with a large center room with a fireplace, a kitchen, three offices, a meeting room available to rent for parties and meetings of up to 30 people, and a large covered porch. The attendant exterior components include six lighted clay tennis courts with one stadium court, two sand volleyball lots, two lighted basketball courts, a family pool, a lap pool, an interactive splash pad, three picnic pavilions, and a playground.
- Margaret’s Walk Park includes paved walkways, fountains, seating, and a wooden pier that extends out into the beautiful St. Johns River.
- Gazebo Park with amphitheater seating and rest rooms.

In recognition of the level of service Severn Trent provides, in 2013 Fleming Island Plantation was recognized as a “Community of Excellence” for Family Friendly Programs and Initiatives. We provide a broad array of recreational and entertainment activities where residents need not travel further than walking distance to enjoy a lifestyle rich in culture and community engagement.

Several long-standing activity groups include Book Club, Mahjong, Euchre, Game Club, ROMEO (Retired Older Men Eating Out), Juliet (Just Us Ladies Into Eating Together), and the tennis leagues. Based upon feedback from the residents, lifestyle programming and events are targeted at a variety of interests and age groups.

Below is a sampling of events and activities planned and executed by our onsite staff:

|                      |                            |                    |
|----------------------|----------------------------|--------------------|
| Oktoberfest          | Halloween Bash             | Annual Block Party |
| Holiday Open House   | Holiday Lights Competition | Mardi Gras         |
| Daddy/Daughter Dance | Spring Break events        | Luau               |
| Mother/Son event     | Easter Eggstravaganza      | Cinco De Mayo      |
| Memorial Day Parade  | Movies in the Park         | Food Truck Fridays |

Over the years, we have developed strong relationships with the schools in the District as well as the businesses that enable us to provide year-round programming, while connecting the residents to each other and the local businesses. One example of such a partnership is that developed with the Fleming Island High School. Their students are able to earn community service credit hours for helping in the production of events like the Halloween Haunted House, where their Drama Department students assist with set building and design, fulfilling character roles, and crowd management. Their Music Department assists with events such as the Holiday Open House, providing live musical entertainment from their Chorus and Jazz Band.

Another key component of our lifestyle management services is communication. We maintain the District’s website, Facebook page, Twitter account and we produce the monthly newsletter. The newsletter, *FIP Living*, is generally a 30-page publication that informs the residents of upcoming community events, reminders about meetings, and pictures recounting some of the fun events in which residents have participated. While our staff develops the content, the newsletter is printed and distributed to residents’ homes through a partnership with the local newspaper, the *Florida Times-Union*, free of charge to the District. The newspaper covers the cost through their sales of family-appropriate ads included in the newsletter. Additional copies are made available at the Amenity Center and also at the

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condominium communities in newspaper boxes.

<http://www.fipcommunity.com/Newsletter/FIP%20Newsletter%20October%202017.pdf>

In addition to lifestyle management, we provide three full-time onsite maintenance staff who provide pool maintenance, and routine grounds and facility maintenance.

### BellaVita at Green Tee (55 and older community)



BellaVita at Green Tee Homeowners Association, located in Pearland, Texas, is a gated, Master Planned Community, designed for active-lifestyle adults. BellaVita is a 55+ resort-style community, consisting of 617 single family homes, with a \$1.6 million budget. The community is proud to have over 100 community volunteers serving on 10 highly successful committees and 4 active clubs. The social schedule is likened to that of a cruise ship on land! The Management Staffing Plan entails 1 portfolio manager, with 3 full-time and 3 part-time staff that have become Severn Trent Employees to effectively care for the high-level amenities, consisting of:

- State of the art fitness center
- Ballroom with stage
- Billiards, Ping Pong and Shuffle Board
- Computer Room and Library
- Swimming Pool and Spa
- 11-acre Lake with 75 Acres of Winding Greenbelt Trails



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### Cane Island

STMS provides association management services and consulting to Cane Island master planned community. Cane Island is a 1,100-acre community that combines forward-thinking land planning, inspired architectural design and seasonal landscaping with exceptionally creative amenities.



Upon entry into the community, you are welcomed by a grand entrance and greeted by Cane Island's 150-year old oak tree that has been carefully preserved.

Then you will drive through the living archway that is also lit up at night. Cane Island has, an impressive Amenity Village with lakes, clubhouses, fitness center, Welcome Center, aquatic recreation facilities, Amenity Village lawn style amphitheater, outdoor cable, conservatory, and multipurpose building. Cane Island families enjoy a regular schedule of events where residents can mingle with neighbors, explore new interests or simply relax and unwind.

Resident-only events include fireside "Desserts at Dusk" and "Movies on the Lawn," wine tastings in the Cane Island conservatory and artist-led painting classes, just to name a few.

### Tamarron

STMS's service to the master planned community of Tamarron during the development phases in 2013. STMS helps to support the new Association and homeowners with caring personnel onsite, to assist owners, help with community engagement and planned activities, utilizing the community's assets effectively. The Association's commitment to enhancing lifestyle is an important aspect to building community. STMS is focused on customer service providing relevant and helpful information. The development of new homes Katy, TX will include over 4,000 homes and an amenity center with resort style pool, competition lap pool, splash pad, fitness center, soccer fields, lakes and eight miles of walking trails.



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Bridgeland / Lakeland Village



STMS has served the Bridgeland community since 2006, beginning with initial development and growing as residents and programs are added.

Planned for more than 21,000 homes and 65,000 residents, the 11,400-acre Bridgeland is a true master planned community with carefully conceived distinctions. A true master-planned community has exactly that ... a master plan that serves as a blueprint for the community's construction, creating stability and predictability while allowing the developer flexibility to adapt to changing market conditions and consumer preferences over time.

Over 3,000 acres are dedicated to lakes, trails, parks and open space and amenities are a focal point of everyday life in Bridgeland. The Lakeland Activity Center covers more than six acres and offers a resort-style swimming complex, a 6,000-square-foot Community Center with fitness room, two lighted tennis courts and two shaded playgrounds. STMS's onsite activities director oversees a diverse events calendar, from fitness classes to cooking demonstrations and more.



Residents also enjoy miles of trails, including the first phase of a six-mile path in the historic Cypress Creek Corridor. Along the trail's wildlife observation areas, hikers can glimpse some of the 140 species of birds already identified in the area. The Cypress Creek trailhead, Oak Meadow Park, is a 30-acre wooded park that offers picnic areas, an 18-hole disc golf course, a fishing pier on a stocked lake and a covered pavilion with restrooms.

Another highlight of the community's master plan is a proposed Town Center, offering residents a convenient place to shop, work and have fun. The town center may include hospitals, schools, retail, entertainment and more. Giving further thought to other residential needs, Bridgeland has developed a comprehensive education plan including sites for preschools, private schools, schools for special needs

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students and multiple public school locations, as well as satellite college campuses and continuing adult education classes, all within community borders.

We provide onsite staffing for lifestyle management, amenity maintenance, landscape management and customer care. Bridgeland has received Community of the Year in 2016 with our support.

By contracting with Severn Trent, the Association will enjoy the benefit of working with a partner that brings management experience, financial and technological expertise and the proven systems and resources to provide the level of service your customers should expect. We manage costs efficiently while providing a high level of service for your community and its residents. We manage for tomorrow – as well as today – with stringent performance standards, technology upgrades and established protocols to plan for future needs. **We have the experience and expertise you need and your residents deserve!**

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### 3 Management Philosophy

By contracting with Severn Trent, the District will enjoy the benefit of working with a partner that brings management experience, financial and technological expertise and the proven systems and resources to provide the level of service your customers should expect. We manage costs efficiently while providing a high level of service for your community and its residents. We manage for tomorrow – as well as today – with stringent performance standards, technology upgrades and established protocols to plan for future needs.

At a minimum, Severn Trent's internal processes and procedures ensure compliance with all State statutes; however, Severn Trent goes beyond the minimum standards for our clients. In the past five years, we invested more than a million dollars to upgrade our fiscal management systems and procedures providing our clients with customized financial reporting that respond to each community's needs. This system also provides security and redundancy that has been tested – and proven reliable – during and after major storm events from timely bill payments to production of agenda packages, our systems and service did not falter.

We also offer a joint goals and objectives process that will allow the Board of Supervisors to establish a set of three to five major goals that they wish to accomplish on behalf of the District and its residents. From the goals established by the Board, the Severn Trent team will establish an annual work plan that will accomplish the Board approved goals within the specified time frames.

We will also conduct periodic internal audits of key operational components as part of our support services program to further analyze our performance. These reviews – performed by regional management and corporate support staff – help our local managers analyze their current performance, identify areas for improvement and provide opportunities to recognize and reward successes.

- Highly qualified professionals – recognizes and ensures regulatory compliance through application of appropriate technology and business practices. We stay ahead of the continually changing requirements in fiscal management, reporting and records administration to keep our clients in compliance with their fiduciary responsibilities.
- We confidently provide our clients with \$2,000,000 of professional liability insurance and \$1,000,000 in theft insurance to our clients.

#### Professional Staffing

One of the unique advantages Severn Trent brings to our clients is the depth and breadth of our experience and expertise. Our matrix management approach ensures that our clients benefit from the collective knowledge of our entire organization and are never dependent on a single individual for your continued success.

Severn Trent's management services are performed by people trained in a specialty. We have approximately 98 full-time employees focusing on management services in Florida. Our professionals come from a variety of backgrounds that include:

- Certified Public Accountants
- Certified Project Management Professionals
- Engineers

## Poinciana Community Development District

- Attorneys
- Software Developers
- Financial and Investment Advisors
- Public Administrators
- Real Estate Developers
- Construction Managers
- Government Managers and Leaders

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## 4 Pricing & Business Considerations

### Base Pricing

Severn Trent proposes the following pricing to provide the District Management services detailed in this proposal:

|                              |             |
|------------------------------|-------------|
| Annual Management Fee        | \$74,497.20 |
| Field Services - Annual      | \$14,000.00 |
| Assessment Services - Annual | \$11,365.00 |

\* Based on the execution of a mutually agreeable three (3) year contract with a 60-day termination provision without penalty.

Prices are negotiable depending upon the scope of services.

### Assumptions

The pricing quoted in this proposal is valid for 90 days and is based upon the following assumptions:

- The monthly fee is based on providing the defined scope of services (detailed in Appendix A),
- Storage of past and present District papers and records for the current year and up to two previous years is included in the base fee. Storage for prior years' records can be provided for an additional fee.
- Any required court attendance, time to create special correspondence or meetings related to deed restriction violations will be subject to additional charges.

### Schedule of Miscellaneous Charges

The District will be responsible for reimbursing Severn Trent for applicable costs per the following fee schedule. All additional fees will be recorded by Severn Trent and reimbursed by the District monthly.

|  |   |
|--|---|
| Special Meetings – Beyond those defined in the negotiated agreement  | \$150.00 per hour or portion thereof                              |
| Website Administration – Update and maintain community Website (initial design and establishment of which and the Webmaster monthly fee to be District's responsibility) | Quote provided on request   |
| Mail Distribution  |   |
| General Distribution – Includes label, folding, insertion of up to two items and delivery to the post office   | \$0.35 per piece  |
| General Distribution – Additional inserts over two   | \$0.03 per additional page  |
| Labels   | \$0.08 each   |
| Certified Mail   | Current rate charged by postmaster plus handling charge of \$5.00 |
| Postage  | Current rate charged by postmaster (no add on)                    |

**Poinciana Community Development District**

|   |   |
|---|---|
| Copies  |   |
| Black and white, single sided   | \$0.18 per copy, up to 100 copies<br>\$0.12 per copy thereafter |
| Color (single sided)  | \$0.50 per copy   |
| Black and white, duplex (two-sided)   | \$0.21 per duplex copy  |
| Special Services – Includes court appearances, performance of tasks other than contract schedule(s), requested attendance for special committee functions and research for special projects | \$150.00 per hour   |
| File Storage – Records preceding those included in base fee (current year records plus two years previous)  | \$15.00 per box per month                                       |
| Notary service  | included  |

**Insurance**

Severn Trent carries \$2,000,000 of liability coverage requirements as well as \$1,000,000 of theft insurance.

## Poinciana Community Development District

# Appendix A Scope of Services

### A. Management Services

- Attend up to twelve meetings of the Board of Supervisors, up to two hours, and provide meaningful dialogue on the issues before the Board for action.
- Identification of significant policies, including analysis of policy implementation with administrative and financial impact statement and effect on the District.
- Preparation of District's budget as more fully outlined in this proposal.
- Implementation of budget directives.
- Provide oversight for onsite District Staff.
- Preparation of Specifications and coordination for the following services:
  - Insurance, General Liability along with Director's and Officer's Liability.
  - Independent Auditor Services.
- Provide all required annual disclosure information to the local government in the County in which the District resides:
  - Public Facilities Report
  - Designation of Registered Office and Registered Agent
  - Public Meeting Schedule
  - Audited Financial Statement
- Ensure compliance with the following Florida Statutes:
  - Annual Financial Audit
  - Annual Financial Report
  - Public Depositor Report
  - Proposed Budget
  - District Map and Amendments
  - Public Facilities Report
  - Registered Agent and Registered Office
  - Regular Public Meeting Schedule (The reporting requirements of CDD's periodically change and Severn Trent Services will ensure that we update reporting requirements of the District as the legislature updates the reporting requirements)
- Record all meetings of the District.
- Provide Oath of Office and Notary Public for all newly elected members of the Board of Supervisors.
- Coordinate and provide contract administration for any services provided to the District by outside vendors.
- If required, provide day-to-day management of Severn Trent operations by performing the following:
  - Hire and maintain a highly-qualified staff.
  - Coordinate all personnel applications, benefits, and payroll and submit in an accurate and timely manner.
  - Prepare and implement operating schedules.
  - Prepare and implement operating policies.
  - Interface with Residents to ensure anticipated levels of service are being met.
  - Implement internal purchasing policies.
  - Prepare and bid services and commodities as necessary.

## Poinciana Community Development District

- Coordinate with the Residents to determine the services and levels of service to be provided as part of the District's budget preparations.

### **B. Recording Services**

- Prepare of all Board agendas and coordination of receipt of sufficient material for Board of Supervisors to make informed policy decisions.
- Prepare and advertise all notices of meetings in an authorized newspaper of circulation in the County in which the District is located.
- Record and transcribe summary meeting minutes for all meetings of the Board of Supervisors including regular meetings, special meetings, workshops and public hearing(s).
- Maintain Minutes for the District and send to the appropriate governmental agencies in accordance with Florida Law.
- Maintain District Seal.

### **C. Financial Accounting Services**

- Prepare a budget that achieves maximum cost-to-benefit equity for approval.
- Submit a preliminary budget to the Board of Supervisors in accordance with Chapter 190, Florida Statutes.
- Modify preliminary budget for consideration by the Board of Supervisors at the District's advertised Public Hearing.
- Prepare budget and assessment resolutions as required by Chapter 190, Florida Statutes.
- Establish budget public hearing(s) and dates.
- Establish Board of Supervisors workshop dates (if required).
- Coordinate budget preparation with District Board, Engineer and Attorney.
- Prepare budget resolution approving the District Manager's budget and authorization to set public hearing.
- Prepare budget resolution adopting the District Managers budget, as modified by the Board of Supervisors.
- Prepare agendas for budget hearings.
- Attend workshop(s) and public hearing(s) and be available to answer questions by the Board and the public.
- Prepare and coordinate applications for:
  - Federal ID Number.
  - Tax Exemption Certificate
- Establish Government Fund Accounting System in accordance with the Uniform Accounting System prescribed by Department of Banking and Finance for Government Accounting, Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB).
- Prepare required investment policies and procedures pursuant to Chapter 218, Florida Statutes.
- Preparation of annual financial report for units of local government and distribution to the State Comptroller.
- Preparation of Public Depositor's Report and distribution to State Treasurer.

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- Coordination and distribution of Annual Public Facilities Report and distribute to appropriate agencies.
- Administer purchase order system, periodic payment of invoices.
- Coordination of tax collection and miscellaneous receivables.
- Preparation of bid specifications for the purchase of services and commodities pursuant to Florida Statutes.
- Preparation of all required schedules for year-end audit.

### **D. Special Assessment Services**

- Prepare assessment resolution levying the assessments on the property in the District and prepare assessment rolls.
- Prepare and maintain a property database by using information obtained by local Property Appraiser's secured roll.
- Review and compare information received from the Property Appraiser to prior years' rolls, to ensure that the District rolls comply with the law and that Severn Trent Services has obtained all the pertinent information to prepare accurate assessments.
- Periodically updated the database for all activity such as transfer of title, payment of annual assessment, prepayment of principal.
- Act as the primary contact to answer property owner questions regarding special assessments, tax bills, etc. Provide pay off information upon request to property owner.
- Upon adoption of the budget and assessments, coordinate with the office of the Property Appraiser and Tax Collector to ensure correct application of assessments and receipt of District funds.
- Act as primary contact to answer property owners' questions regarding the Capital Assessment.

### **E. Field Services:**

- Coordinate activities for planning, developing, controlling and evaluating field maintenance contracts and programs.
- Oversee annual maintenance program as identified in the adopted budget for the District, develop policies, purchase requests and conduct competitive bidding when necessary.
- Direct District contractors who provide installation, repair and maintenance of District properties including (but not limited to):
  - Water control structures
  - Tunnels
  - Ponds, lakes and structures
  - Fountains
  - Midge Control
  - Aquatic Weed Control
  - Mowing and Irrigation
- Complaint response to concerns with the conditions of ponds and other common areas.
- Inspect roadways for safety hazards, inspect sidewalks for safety hazards.
- Assist in the preparation of bid packages for required work in the District.
- Provide unskilled labor/handyman services upon request by the District.

## Poinciana Community Development District

**Appendix B Solivita Lifestyle Staffing Plan**

**Flexible staffing plan based on additional understanding of client needs and expectations.  
Does not include monthly financial management or District Management fee.**

| <b>Onsite STAFF Projections</b>  | <b>Primary Responsibilities</b>   | <b>Total Loaded</b> |
|----------------------------------|---|---------------------|
| Solivita General Manager         | Inspect Amenities Routinely Oversee Maintenance, Staff, Vendors, contracted services, Liaison with community, officials, Budgeting, Approved Plans, Reporting, Board Meetings, Action Items | <b>\$ 137,155</b>   |
| Administrative Assistant         | Administration, phones, Staff Scheduling, reporting, support, liaison, resident relationships   | <b>\$ 71,843</b>    |
| Lifestyle Coordinator            | Work with budgets and events planning, execution, coordinate vendors, staff, services, member enjoyment, phones, Calendar, website  | <b>\$ 104,499</b>   |
| Lifestyle Assistant              | Oversee Resident experience, club atmosphere, communications, websites, newsletters, events coordination, Liaison, phones, Calendars, website/TownSquare postings                           | <b>\$ 71,843</b>    |
| Fitness & Wellness Staff         | Full-time, professionally trained and certified recreation and fitness staff on-hand to help you reach your goals.  | <b>\$ 293,904</b>   |
| Maintenance Manager              | Perform routine building & amenity inspections, coordinate maintenance schedules and make repairs, provide reporting, documentation, photos   | <b>\$ 16,820</b>    |
| Maintenance Techs                | Perform scheduled maintenance, repairs,   | <b>\$ 130,624</b>   |
| Porters                          | Service, events, janitorial, assistance   | <b>\$ 111,030</b>   |
| Operations Landscape Coordinator | Inspects, coordinates, general repairs, trail systems, open public spaces, Landscape Operations Manager oversees the Landscape Business Plan and vendor work                                | <b>\$ 97,968</b>    |
| Seasonal Attendants (pool)       | Seasonal staff to support pool operations   | <b>\$ 96,084</b>    |
| <b>ESTIMATED TOTAL</b>           |   | <b>\$ 1,131,771</b> |

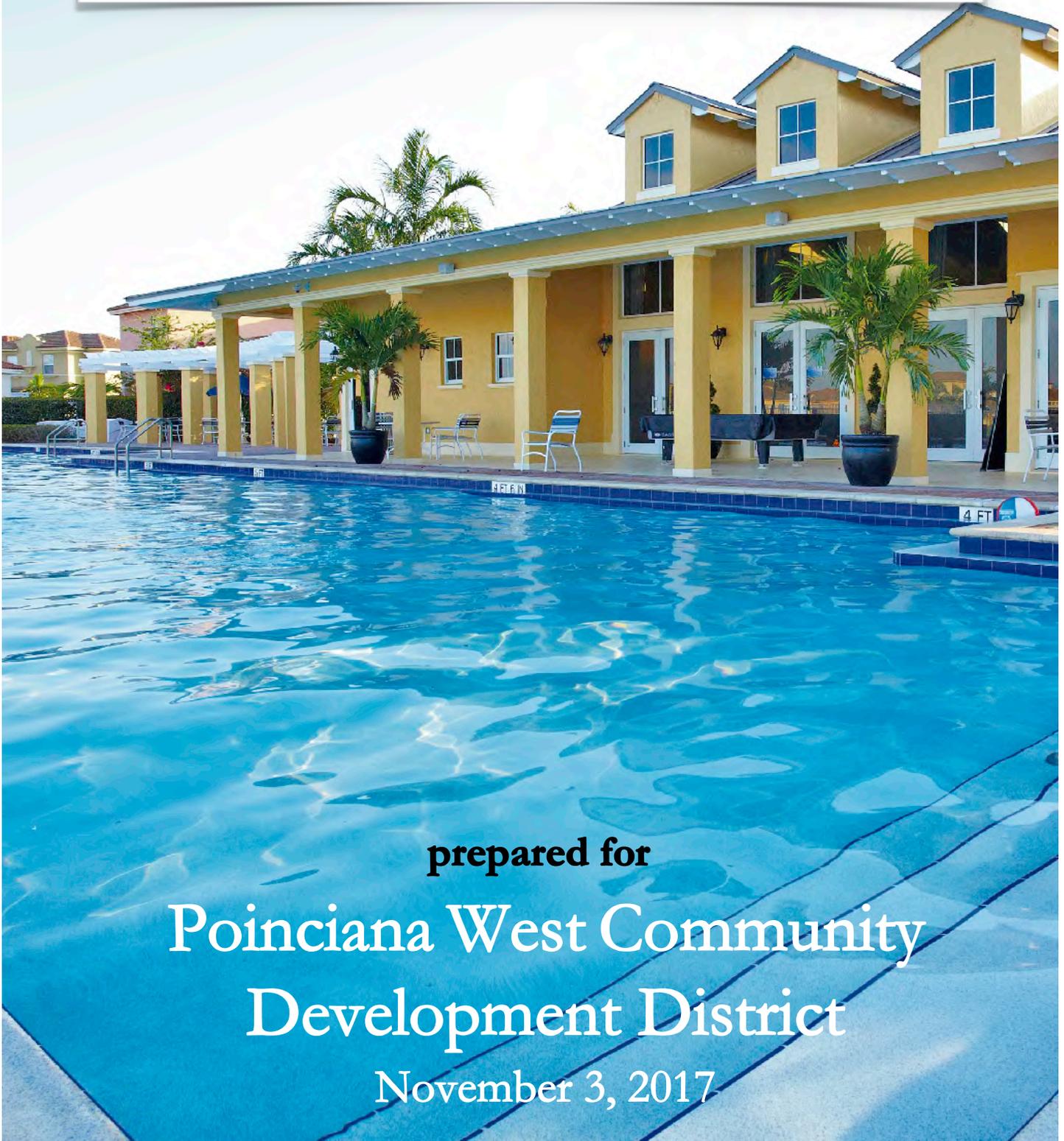
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| Amenities  | Description   |
|--|---|
| <b>Rivera Spa &amp; Fitness Center</b>                             | Indoor and outdoor pools, two spas, indoor track, dance studio and sauna  |
| <b>Waterfront Galleries, Café &amp; Arts and Crafts</b>            | Waterfront Galleries include a two-story art and ceramics studio, fully stocked library, three  |
| <b>Mosaics Restaurant &amp; Starlite Ballroom and Freedom Park</b> | <p>*** A flexible 17,000-square-foot facility where Solivita residents gather for large and small entertainment events, our Starlite Ballroom hosts dances and concerts, theater performances, weekly movies, and various parties and banquets. Space can be sub-divided into smaller rooms for meetings, games and private events.</p> <p>*** A beautiful, lakefront art center with an atmosphere perfect for self-expression, relaxed socializing, online computing and more, our Galleries couple with Freedom Park to offer a variety of fun-filled active adult activities and amenities.</p> <p>16,000-square-foot (interior space)</p> <p>Bright, airy studios for ceramics, sculpture and painting all with lake views</p> <p>Computer lab with high-speed Internet access for open use or classes</p> <p>Billiards gallery, darts and games</p> <p>Financial Gallery with computer stations</p> <p>Well-appointed library</p> <p>5 lighted Har-Tru tennis courts*</p> <p>Lighted Pickleball courts*</p> <p>4 Bocce courts*</p> <p>Championship-caliber softball diamond*</p> <p>5 horseshoe pits*</p> |
| <b>Palms Amenity Complex</b>                                       | <p>19,000-square-foot building on 4.66 acres</p> <p>Wraparound covered terrace; ideal for social events</p> <p>Complete fitness center equipped with state-of-the-art cardiovascular and strength equipment by TechnoGym</p> <p>Heated 4,000-square-foot combination lap and splash pool for year-round enjoyment</p> <p>Full-time professionally trained and certified recreation and fitness staff</p> <p>2 heated whirlpool spas</p> <p>Large brick paver sun deck; illuminated for evening functions</p> <p>Aerobics Studio with 3,200-square-foot hardwood floor</p> <p>Outdoor fireplace piazza and social gathering deck</p> <p>2 lighted Har-Tru tennis courts</p> <p>Members Club Room with large-screen plasma TV, baby grand piano and social gathering areas</p> <p>2 lighted Bocce courts</p> <p>Residents' Business Center with high speed Internet access and faxing service</p> <p>4 lighted Pickleball courts</p>  |
| <b>Eight Community Pools &amp; Cabanas</b>                         |   |
| <b>Lago Vista Community Pool &amp; Cabana</b>                      |   |
| <b>Venezia Facility Community Pool &amp; Cabana, Tennis Courts</b> | <p>Venezia Neighborhood Center</p> <p>3,200-square-foot building with dramatic Old World Tuscan architecture</p> <p>1,500-square-foot pool surrounded by large brick paver sun deck illuminated for evening functions</p> <p>Large heated whirlpool spa</p> <p>2 lighted Deco Turf II tennis courts</p>   |
| <b>Bella Viana Community Pool &amp; Cabana</b>                     | <p>3,200-square-foot building with dramatic Old World Tuscan architecture</p> <p>1,500-square-foot pool surrounded by large brick paver sun deck illuminated for evening functions</p>  |
| <b>Fitness</b>   | <p>At Solivita, we believe that learning is a life-long and life-affirming experience. Every week, dozens of classes are available to strengthen your body, enrich your mind and make your spirit soar. Here's just a sampling of what's offered:</p> <p>Fitness: Aqua Dynamics, Step Aerobics, Tai Chi, Body Conditioning, Low Impact Aerobics, Relaxation, Yoga, Zumba, and Unlimited Track Time</p> <p>Exclusive FIT Program: A groundbreaking approach to reversing the march of time, our FIT Program features specially trained fitness coaches who can help get you started, provide encouragement and help you track your progress. Participation is optional, but the promise of improved aerobic capacity, strength, agility, and balance makes it inviting and rewarding.</p> <p>Arts &amp; Crafts: Ceramics, Watercolors, Oil Painting, Jewelry Making, Pottery, Stained Glass, Calligraphy, Note Card Design, and Photography.</p>   |

**6B.**

# Governmental Management Services Central Florida LLC

## PROPOSAL FOR DISTRICT MANAGEMENT SERVICES



**prepared for**

**Poinciana West Community  
Development District**

**November 3, 2017**



**Governmental Management Services**

*Serving Florida's New Communities*

SENT VIA EMAIL AND FED EX

November 3, 2017

Charles W. Case, III, Chairman  
 Poinciana West CDD  
 c/o Michael Eckert, District Counsel  
 119 South Monroe Street, Suite 300  
 Tallahassee, FL 32301

RE: Poinciana West Community Development District– District Management Services

Dear Chairman Case:

Governmental Management Services is pleased to provide for consideration our Proposal for District Management Services for the Poinciana West Community Development District (the “District”). GMS is a leader in the Community Development District (CDD) industry. Our approach, methodology, and philosophy towards providing these services reflect our commitment and ability to deliver comprehensive services that exceed the expectations of our clients. Our greatest strength is our ability to respond to individual client needs efficiently, effectively and professionally.

We believe that the assembled team of management, financial, administrative, and field services professionals are extremely qualified to provide these services and well suited to meet the District’s needs. As the Team organizational chart on page 5 reflects, I will serve as the District Manager. The Team will bring experience and will be consistent and stable over time.

The attached Proposal provides a summary of our qualifications, experience and references. Our proposed scope of services can be found on pages 7-13. Included as Exhibit A, is supplemental information on our amenity management experience. We think you will find that the proposed scope meets or exceeds the services that are required. The proposed fees for the service are found on page 18.

We thank you and the members of the Board of Supervisors for this opportunity to submit our qualifications and experience. Your consideration is greatly appreciated.

Sincerely,

GMS

George S. Flint  
 Vice-President

Attachment

| Orlando  | Jacksonville   | St. Augustine   | Ft. Lauderdale                            | Knoxville                               |
|--|--|---|---|---|
| 135 West Central Blvd.<br>Suite 320<br>Orlando, FL 32801 | 9655 Florida Mining Blvd. W<br>Suite 305<br>Jacksonville, FL 32257 | 475 West Town Place<br>Suite 114<br>St. Augustine, FL 32092 | 5385 N. Nob Hill Rd.<br>Sunrise, FL 33351 | 1001 Bradford Way<br>Kingston, TN 37763 |

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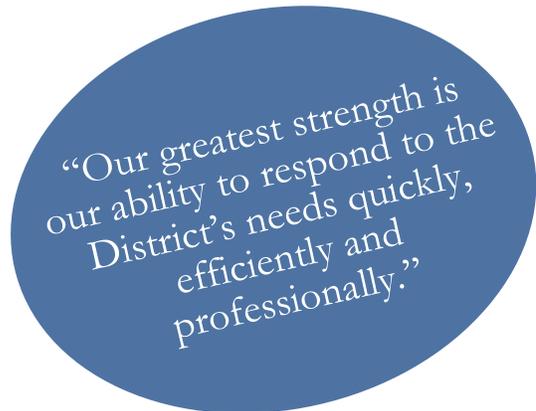
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Governmental Management Services (GMS) is a family of limited liability companies that was established on November 26, 2004 for the purpose of providing special district management services to Community Development Districts (CDD). With encouragement from CDD industry professionals and the development community, GMS was created to provide an alternative to the existing district management companies.



GMS currently has offices in Orlando, St. Cloud, Ft. Lauderdale, Tallahassee, Port St. Lucie, St. Augustine and Jacksonville, Florida, and Knoxville, Tennessee. The staff providing services is generally determined by geography of the District and required services. However, everyone at GMS works together to provide the most efficient, effective and comprehensive management services possible. GMS currently manages over 130 Community Development Districts across the State of Florida and fully understands the requirements of Chapter 190. The majority of the staff has worked with Investment Bankers, Bond Counsels, District Counsels, Engineers, Developers and Boards of Supervisors across the State of Florida. GMS was established to provide the most efficient, effective and comprehensive management services for Community Development Districts in the State of Florida. Our greatest strength is our ability to respond to individual client needs quickly, efficiently and professionally.



## Contact and Organization Information

**Corporate Office:**

Governmental Management Services (GMS)  
1001 Bradford Way  
Kingston, Tennessee 37763  
[www.govmgtsvc.com](http://www.govmgtsvc.com)

**GMS – Central Florida, LLC**

**Contact: George S. Flint, Vice President**

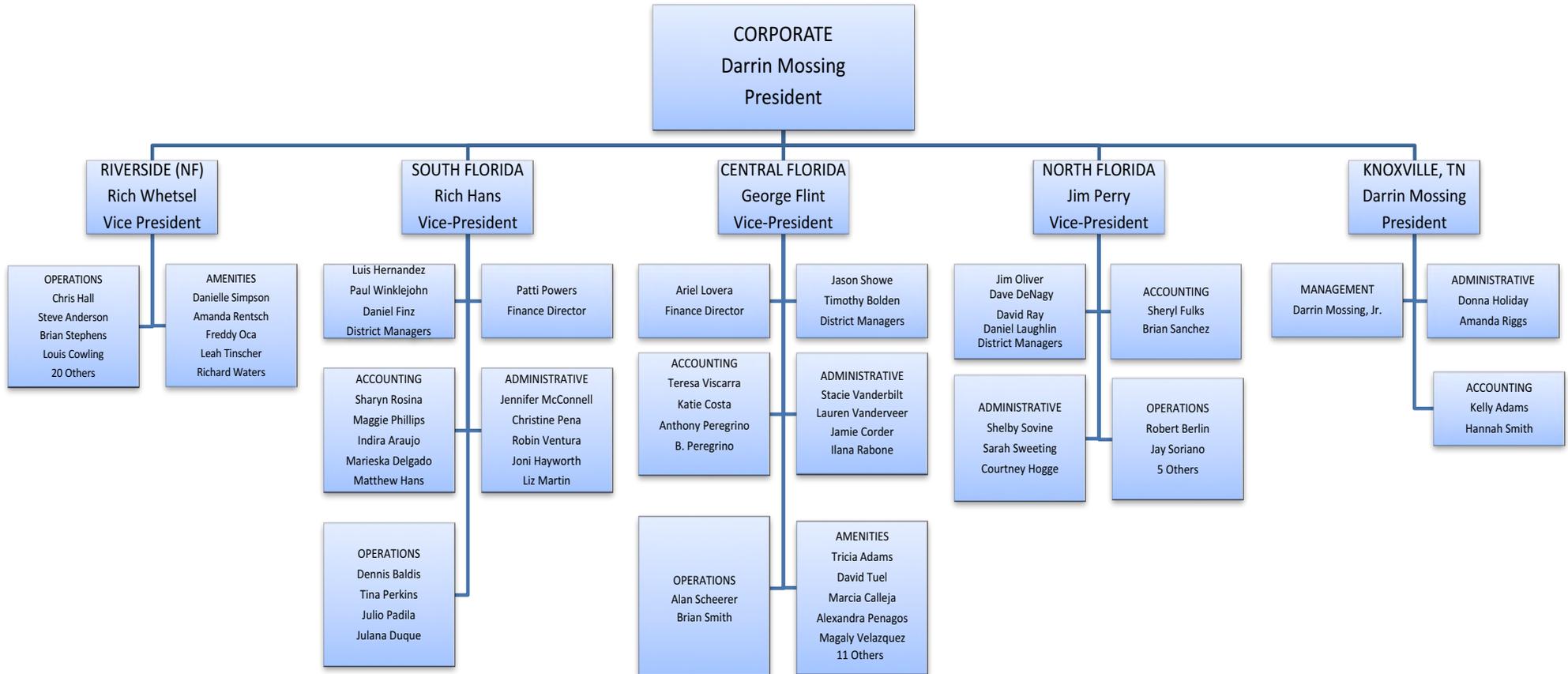
135 W. Central Blvd, Suite 320  
Orlando, Florida 32801  
(407) 841-5524

1412 S. Narcoossee Rd  
St. Cloud, FL 34771

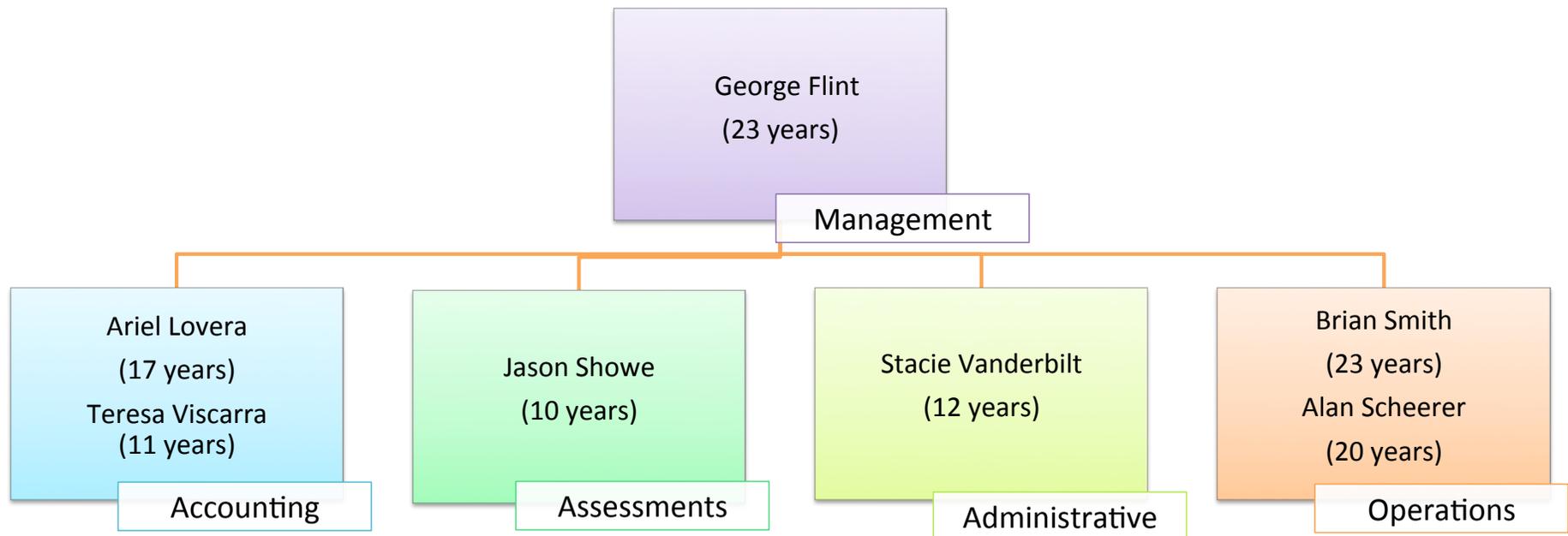
**Subcontractors:** GMS is prepared to provide all services directly and does not contemplate the need to subcontract services.

**Availability:** If awarded this contract, GMS is prepared to commence work immediately.

# Family of Companies



# *Your Initial District Team*



*Combined 116 years Special District experience*

# Qualifications



Established on November 26, 2004, Governmental Management Services and its affiliated companies have quickly grown to over 90 employees and opened five offices across the State of Florida. Services are provided by seasoned professionals with well over 200 years of combined Community Development District management experience. Our commitment to serving our clients and providing the most efficient, effective and comprehensive management services for Community Development Districts continues to fuel our growth.

**Services are provided by seasoned professionals with well over 200 years of combined Community Development District Management experience.**

## Statement of Qualifications

GMS is the best-qualified provider of district management services because of the experience of the personnel who will be providing the management services for the District. GMS brings a wealth of experience in the administrative, accounting and financial reporting and assessment certifications.

GMS focuses exclusively on the services necessary for the proper management of Community Development Districts. Our staff includes managers, accountants, financial analysts, recording secretaries and operations managers all with experience with Community Development Districts and other special districts. We offer integrated CDD management services including:

- General Management
- Recording Secretary Services
- Accounting and Financial Reporting
- Assessment Roll Administration
- Investment Management
- Operations Management
- Utility billing
- Other Services

These management services are provided by the principals of GMS to over 130 community development districts across the State of Florida.

# Approach

This section describes the categories of services that GMS proposes to provide along with the team members that will be providing the services. We have also enumerated the activities that GMS often performs within each category to ensure compliance with all applicable statutes, laws, rules and regulations. GMS is structured to take a regional approach to serving its clients but this structure does not preclude us from assigning the most talented and qualified individuals, regardless of their location, to appropriate roles.



## Management Services

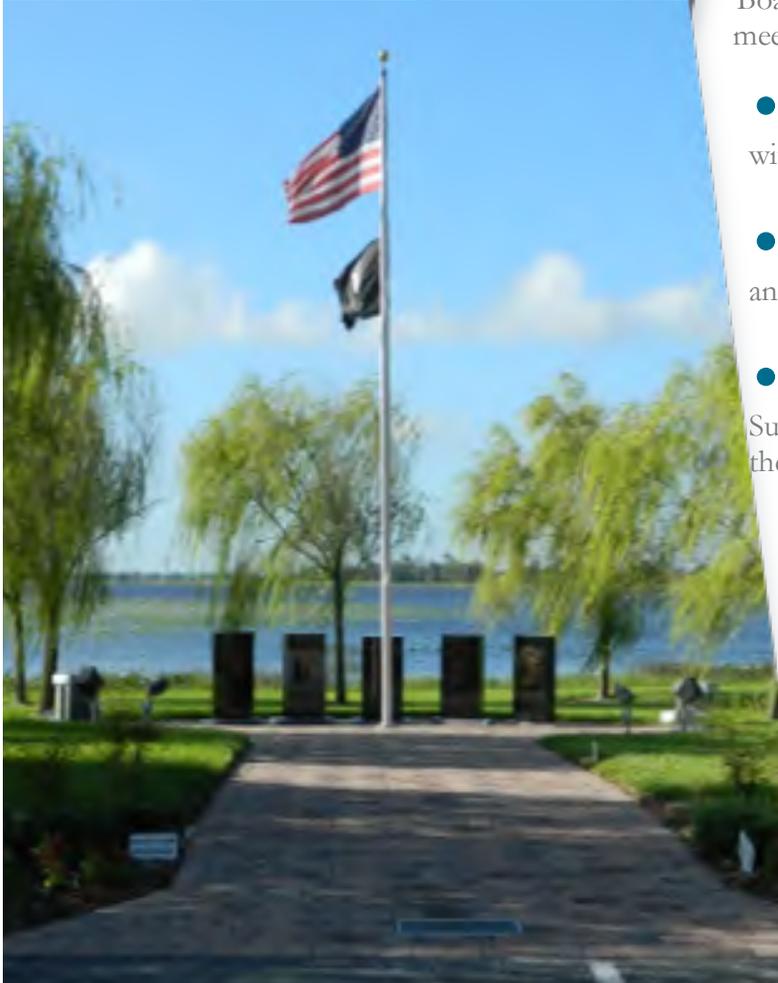
George Flint will serve as the district manager. Mr. Flint is a shareholder in GMS and oversees the district management, administrative and field services operations for the Central Florida office. Mr. Flint manages numerous special districts in the Central Florida region. George graduated from Princeton University with a Bachelor's Degree in Politics/Economics and holds a Master's in Public Administration from Florida State University with a focus of public budgeting and financial management. He has an extensive background in the public and private sectors. Prior to opening GMS's Central Florida office in 2005, George served as an Assistant County Administrator, Budget Officer, Water and Sewer Authority Executive Director, and Management Consultant/Regional Manager for an environmental engineering firm.





Jason Showe will be assisting Mr. Flint in providing management services. He has a Bachelor's Degree in Public Administration from Florida International University and a Master's Degree in Public Administration from the University of Central Florida. He has over ten years of experience in customer service, budgeting, revenue coordination, training, and program analysis in government agencies throughout the state of Florida. Additionally, he obtained the Certified Public Manager Certification through Florida State University, and is designated as a Competent Speaker and a Competent Leader through Toastmasters International. He is involved in all facets of District Management including Field Management, Budgeting, and the Assessment Administration. He is dedicated to providing the highest level of service to the clients of GMS.

The following Management Services are typically provided to ensure the District operates in accordance with all applicable statutes, laws, rules and regulations:



- Attend, record and conduct all regularly scheduled Board of Supervisors' Meetings including landowners meetings, continued meetings and workshops.
- Present the District's annual budget in accordance with Chapter 190, Florida Statutes.
- Ensure District is in compliance with administrative and financial reporting for CDDs.
- Correspond and communicate with Board of Supervisors and Staff to respond to the various needs of the District and Community.
- Review and approve agendas for circulation to the Board of Supervisors.
- Review and approve annual budget, annual audit, and monthly disbursements.
- Review annual insurance policy to ensure District maintains proper insurance coverage.

# Accounting Services

Ariel Lovera manages the accounting and financial reporting for our clients. He has a four-year degree in accounting and a Master's in Business Administration along with 17+ years of accounting experience for Community Development Districts and homeowner associations. His experience includes accounts payable, payroll, utility billing, budget preparation, preparation of annual audit reports, statutory and bond compliance. Mr. Lovera will be supported by Teresa Viscarra and Katie Costa.

The following Financial Services are typically provided to ensure the District operates in accordance with all applicable statutes, laws, and rules and regulations:

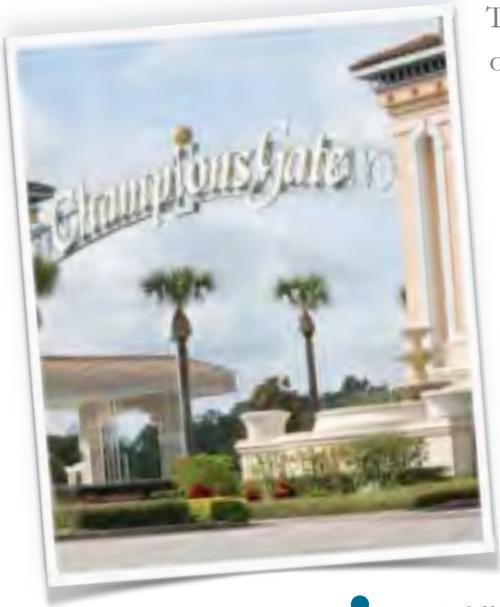
- Establish Governmental Fund Accounting System in accordance with the Uniform Accounting System prescribed by the Florida Department of Financial Services for Government Accounting. This system includes preparing monthly balance sheet and income statement(s) with budget to actual variances.
- Prepare accounts payable and present to Board of Supervisors for approval or ratification.
- Prepare annual budget for review and approval by the Board of Supervisors.
- Transmit proposed budget to local governing authorities 60 days prior to adoption.
- Prepare year-end adjusting journal entries in preparation for annual audit by Independent Certified Public Accounting Firm.
- Maintain checking accounts with qualified public depository selected by the Board of Supervisors.

- Ensure compliance with financial and accounting statutes affecting the District which include but are not limited to:
  - Complete annual financial audit report within 9 months after the fiscal year end.
  - Circulate annual financial audit report and annual financial report to appropriate governmental agencies.
  - Prepare annual public depositor report.
  - Oversee and implement bond issue related compliance, i.e., coordination of annual arbitrage report, transmittal of annual audit and budget to the trustee, transmittal of annual audit to bond holders and underwriters, annual/quarterly disclosure reporting, etc.
  - Transmit Public Facilities Report to the appropriate agencies
  - Bind necessary insurance for the District, which includes liability, property, workers' compensation, etc.

# Administrative Services

Stacie Vanderbilt will prepare agenda packages, meeting notices, public records administration, statutory compliance and various other required administrative services. Ms. Vanderbilt has a Bachelor's of Science in Business Administration. She has over 12 years of experience providing administrative services to Community Development Districts, and an excellent reputation in the industry for providing timely, accurate and professional administrative services.

The following Administrative Services are typically provided to ensure the District operates in accordance with all applicable statutes, laws, and rules and regulations



- Prepare agenda packages for transmittal to Board of Supervisors and staff seven days prior to Board of Supervisors' Meeting.
- Provide minutes for all Board of Supervisors' Meetings, including landowners meetings
- Ensure compliance with all administrative statutes affecting the District which include but are not limited to:
  - Publish and circulate annual meeting notice.
  - Report annually the number of registered voters in the District by June 1 of each year.
  - Maintain "Record of Proceedings" for the District within the County that the District is located which includes meeting minutes, agreements, resolutions and other required records.
  - Transmit Registered Agent information to DCA and local governing authorities.
  - File Ordinance or Rule establishing the District to DCA within 30 Days after creation.
  - Properly notice all public meetings, in accordance with the appropriate Florida Statutes, in the newspaper of general circulation published in the area in which the District is located, including but not limited to:



- Organizational Meeting
- Annual Meeting
- Landowners Meeting within 90 days of creation and as required for future elections
- Public Hearing on Assessments
- Request for Proposal for engineering services
- Public Hearing to adopt general and procedural rules
- Public Hearing on Chapter 197, Uniform Method of Collection
- All other statutorily required meetings and hearings

# Amenity Management and Lifestyle Programming

Tricia Adams coordinates amenity management and lifestyle programming. Mrs. Adams has significant business experience including directing visitor services for Central Florida attractions including entrance gate operations, welcome center operations, interpretive materials and schedules, exhibits, introduction films, wayfinding maps, shuttle service, signage, special events and education.

She has over ten years of amenity management experience at premier central Florida communities including contract compliance, managing facilities, programs, amenities and lifestyle experiences. She is adept at research, gathering feedback and preparing reports. Mrs. Adams is well-versed in all phases of communication including Internet, direct mail, community information meetings and public speaking, local access cable channels and print publications such as newsletters. Her education includes a Bachelor's Degree in Management and Marketing as well as a graduate degree in Public Administration. During graduate coursework, she researched emerging issues related to Community Development Districts in Florida.

GMS has significant experience with highly amenitized CDD communities and is flexible regarding the approach taken to staffing, managing, and operating amenities. We typically see one of three approaches taken to amenity management:

- 1) District contracts with GMS for operations
- 2) District contracts with a third party company for operations
- 3) District directly employs staff for operations

Under the first approach, the following services are typically provided by GMS to ensure a first class, amenity centered community:

- Recruit, hire, train, and monitor Clubhouse and Facilities staff.
- Assume responsibility to manage a vibrant schedule of activities, events and lifestyle programming. GMS is structured to take a regional approach to serving its clients but this structure does not preclude us from assigning the most talented and qualified individuals, regardless of their location, to appropriate roles.
- Communicate lifestyle opportunities and residential services information to owners and potential residents.
- Promote voluntary compliance with District rules, regulations and policies by communicating with residents.
- Maintain excellent level of customer service.
- Monitor the use of the amenities including resident barcode passes, security cameras, and other means of safeguarding the District.
- Maintain excellent level of customer service.
- Coordinate with vendors, contractors, internal and external stakeholders to ensure smooth operations of day to day and special activities.
- Maintain all relevant records of incidents, inspections, revenue, and other information as required by the District.
- Assist with budget preparation and reports, policy recommendations and enforcement, safety and/or security recommendations, collection of rental fees, maintaining records as needed.

Under the second and third approach, although the above services would not be provided directly by GMS, we would work to ensure that the contractor or direct employees were performing these and other necessary services.



# Field Management Services

As a company, GMS provides field management services to 30 Districts throughout Florida.

Brian Smith and Alan Scheerer will be available, if contracted, to provide field management services for the CDD. Mr. Smith has over 30 years of facility and field services management experience. This includes 23 years as field operations manager for Celebration and Enterprise Community Development Districts, Disney's premier #1 nationally rated Community where he was the owners representative for the construction of the CDD infrastructure improvements. Then, as Operations Manager, he became responsible for the maintenance of the CDD improvements which included the operation of the Water, Wastewater and Reuse Utility Systems, landscape maintenance, aquatic weed control, storm water systems, street lighting, alleys, sidewalks, boardwalks and all of the common area amenities.

For the last 17 years Brian has also provided field operation management for 15 other Community Development Districts in Central Florida and Tampa where he has developed strong relationships with Board Members, Engineers, Attorneys, Contractors and Developers.

Mr. Scheerer currently provides field services management for 11 Community Development Districts. He has over 25 years of business experience including 15 years as a chief engineer for several resorts and hotels in the Central Florida area. Prior to coming to GMS in 2006, Mr. Scheerer managed a number of Homeowners Associations (HOA). As a licensed Community Association Manager, his responsibilities were to ensure that the Homeowners Associations were in compliance with the Florida Statutes and the governing documents for each community.

Field Services provided to ensure the proper operation of the District include:

- Administer and manage maintenance contracts for landscaping, water, wastewater and reuse systems management
- Respond to resident and Board of Supervisors inquiries regarding Maintenance Operations
- Coordinate and implement maintenance projects throughout the community with vendors
- Conduct site visits (day and night time) to ensure satisfactory operation of the district and prepare a monthly report to the Board.
- If structured as recommended in Exhibit B, review and approve construction contracts, change orders, payment request, etc. during construction phase



## Assessment Roll Certifications & Administration

Jason Showe provides assessment administration services which includes certifying annual assessment rolls with the County Property Appraiser and Tax Collector, calculation of true-up payments, collection of prepaid assessments and preparation of necessary releases of lien. He is presently responsible for the preparation and execution of all CDD assessment rolls for the Central Florida division.

## Miscellaneous Services

Mr. Flint will coordinate any miscellaneous services and ensure that the proper personnel are assigned.

## Experience

GMS's current clients are listed in Table 2-1 on the following pages. Table 2-1 reflects a portion of the myriad of services provided to our clients. We are currently serving over 130 districts statewide.

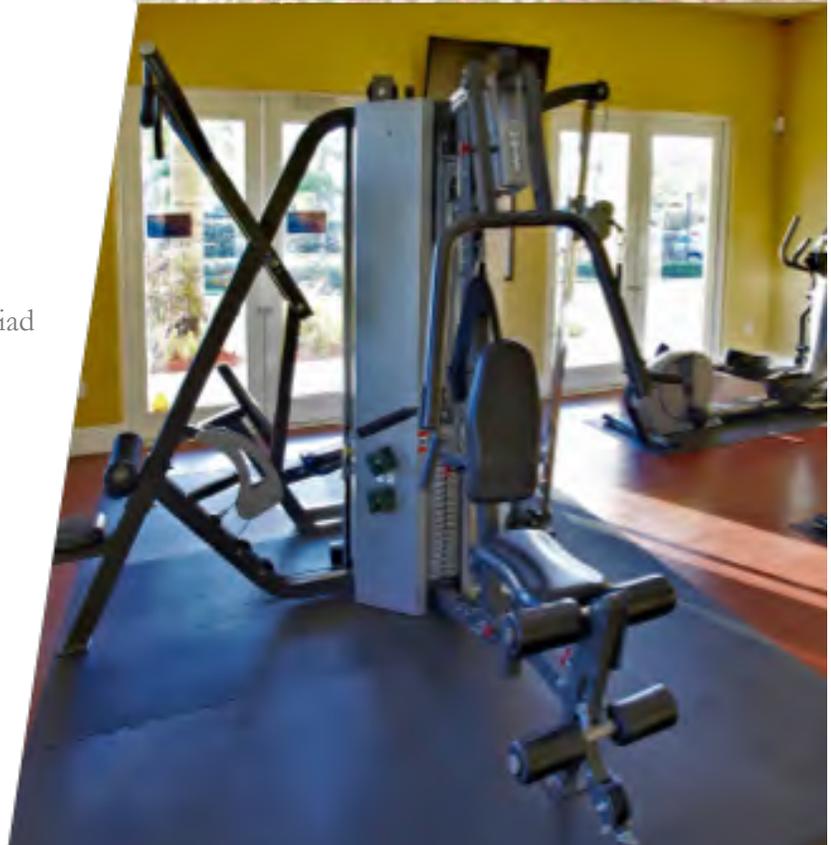
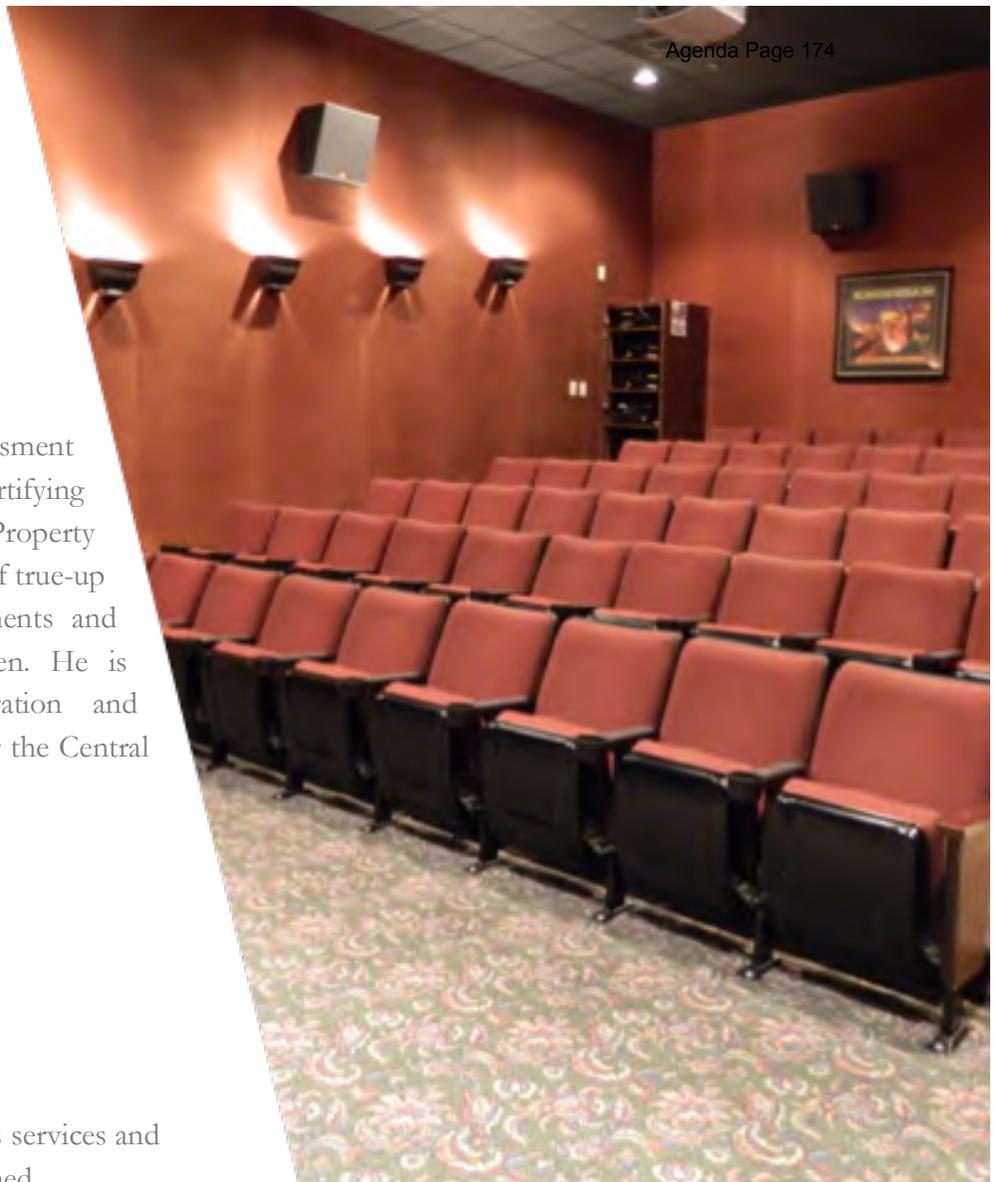


Table 2-1. District Management Experience Summary

| District                     | County     | General Management | Accounting & Financial Reporting | Recording Secretary | Water/Wastewater Utility | Operations Management |
|------------------------------|------------|--------------------|----------------------------------|---------------------|--------------------------|-----------------------|
| Aberdeen                     | St. Johns  | •                  | •                                | •                   |                          | •                     |
| Amelia Concourse             | Nassau     | •                  | •                                | •                   |                          |                       |
| Amelia Walk                  | Nassau     | •                  | •                                | •                   |                          | •                     |
| Antigua Of St. Augustine     | St. Johns  | •                  | •                                | •                   |                          |                       |
| Arlington Ridge              | Lake       | •                  | •                                | •                   |                          |                       |
| Armstrong                    | Miami-Dade | •                  | •                                | •                   |                          |                       |
| Bannon Lakes                 | St. Johns  | •                  | •                                | •                   |                          |                       |
| Bartram Park                 | Duval      | •                  | •                                | •                   |                          |                       |
| Bartram Springs              | Duval      | •                  | •                                | •                   |                          | •                     |
| Bay Laurel Center            | Marion     | •                  | •                                | •                   | •                        |                       |
| Baytree                      | Brevard    | •                  | •                                | •                   |                          | •                     |
| Baywinds                     | Dade       | •                  | •                                | •                   |                          | •                     |
| Beacon Tradeport             | Dade       | •                  | •                                | •                   |                          |                       |
| Bellagio                     | Miami-Dade |                    |                                  |                     |                          |                       |
| Bonita Village               | Lee        | •                  | •                                | •                   |                          |                       |
| Bonnet Creek Resort          | Orange     | •                  | •                                | •                   |                          |                       |
| Bonterra                     | Miami-Dade | •                  | •                                | •                   |                          |                       |
| Brandy Creek                 | St. Johns  | •                  | •                                | •                   |                          |                       |
| Candler Hills                | Marion     | •                  | •                                | •                   |                          |                       |
| Capital Region               | Leon       | •                  | •                                | •                   |                          | •                     |
| Celebration Pointe           | St. Lucie  | •                  | •                                | •                   |                          |                       |
| Central Lake                 | Lake       | •                  | •                                | •                   | •                        |                       |
| ChampionsGate CDD            | Osceola    | •                  | •                                | •                   |                          |                       |
| ChampionsGate POA            | Osceola    |                    | •                                |                     |                          |                       |
| Coconut Cay                  | Miami-Dade | •                  | •                                | •                   |                          |                       |
| Copper Creek                 | St. Lucie  | •                  | •                                | •                   |                          |                       |
| Copper Oaks                  | Lee        | •                  | •                                | •                   |                          |                       |
| Coral Bay                    | Broward    | •                  | •                                | •                   |                          | •                     |
| Coral Keys Homes             | Dade       | •                  | •                                | •                   |                          |                       |
| Creekside                    | St. Lucie  | •                  | •                                | •                   |                          |                       |
| Deer Run                     | Flagler    | •                  | •                                | •                   |                          |                       |
| Double Branch                | Clay       | •                  | •                                | •                   |                          | •                     |
| Dove Pond                    | Leon       | •                  | •                                | •                   |                          |                       |
| Dowden West                  | Orange     | •                  | •                                | •                   |                          |                       |
| Dunes                        | Flagler    | •                  | •                                | •                   | •                        |                       |
| Dupree Lakes                 | Pasco      | •                  | •                                | •                   |                          |                       |
| Durbin Crossing              | St. Johns  | •                  | •                                | •                   |                          | •                     |
| East Homestead               | Miami-Dade | •                  | •                                | •                   |                          | •                     |
| Enclave @ Black Point Marina | Miami-Dade | •                  | •                                | •                   |                          |                       |
| Falcon Trace                 | Orange     | •                  | •                                | •                   |                          | •                     |
| Founders Ridge               | Lake       | •                  | •                                | •                   |                          |                       |
| Gardens at Hammock Beach     | Flagler    | •                  | •                                | •                   |                          |                       |
| Hemingway Point              | Broward    | •                  | •                                | •                   |                          |                       |
| Heritage Park                | St. Johns  | •                  | •                                | •                   |                          | •                     |
| Heron Isles                  | Nassau     | •                  | •                                | •                   |                          |                       |
| Hollywood Beach              | Broward    | •                  | •                                | •                   |                          |                       |
| Homestead 50                 | Miami-Dade | •                  | •                                | •                   |                          |                       |
| Indigo                       | Volusia    | •                  | •                                | •                   |                          |                       |
| Indigo East                  | Marion     | •                  | •                                | •                   |                          |                       |
| Interlaken                   | Broward    | •                  | •                                | •                   |                          |                       |

Table 2-1. District Management Experience Summary

| District                       | County     | General Management | Accounting & Financial Reporting | Recording Secretary | Water/Wastewater Utility | Operations Management |
|--------------------------------|------------|--------------------|----------------------------------|---------------------|--------------------------|-----------------------|
| Islands at Doral III           | Dade       | •                  | •                                | •                   |                          |                       |
| Islands at Doral TH            | Dade       | •                  | •                                | •                   |                          |                       |
| Isles of Bartram Park          | St. Johns  | •                  | •                                | •                   |                          |                       |
| Lake Ashton I                  | Polk       | •                  | •                                | •                   |                          | •                     |
| Lake Ashton II                 | Polk       | •                  | •                                | •                   |                          |                       |
| Lakeside Plantation            | Sarasota   | •                  | •                                | •                   |                          |                       |
| Lakes by Bay South             | Dade       | •                  | •                                | •                   |                          | •                     |
| Majorca Isles                  | Miami-Dade | •                  | •                                | •                   |                          |                       |
| Meadow View at Twin Creeks     | St. Johns  | •                  | •                                | •                   |                          |                       |
| Mediterranea                   | Palm Beach | •                  | •                                | •                   |                          |                       |
| Middle Village                 | Clay       | •                  | •                                | •                   |                          | •                     |
| Mirada                         | Lee        | •                  | •                                | •                   |                          |                       |
| Montecito                      | Brevard    | •                  | •                                | •                   |                          |                       |
| Narcoossee                     | Orange     | •                  | •                                | •                   |                          | •                     |
| North Dade                     | Miami-Dade | •                  | •                                | •                   |                          |                       |
| Northern Riverwalk             | Palm Beach | •                  | •                                | •                   |                          |                       |
| North Springs Improvement Dist | Broward    |                    | •                                | •                   | •                        |                       |
| Oakridge                       | Broward    | •                  | •                                | •                   |                          |                       |
| Old Palm                       | Palm Beach | •                  | •                                | •                   |                          |                       |
| Orchid Grove                   | Broward    | •                  | •                                | •                   |                          |                       |
| Palm Glades                    | Dade       | •                  | •                                | •                   |                          | •                     |
| Pine Air Lakes                 | Collier    | •                  | •                                | •                   |                          |                       |
| Pine Island                    | Lake       | •                  | •                                | •                   | •                        | •                     |
| Pine Ridge Plantation          | Clay       | •                  | •                                | •                   |                          |                       |
| Portofino Cove                 | St. Lucie  | •                  | •                                | •                   |                          |                       |
| Portofino Isles                | St. Lucie  | •                  | •                                | •                   |                          |                       |
| Portofino Landings             | St. Lucie  | •                  | •                                | •                   |                          |                       |
| Portofino Shores               | St. Lucie  | •                  | •                                | •                   |                          |                       |
| Portofino Springs              | Lee        | •                  | •                                | •                   |                          |                       |
| Portofino Vineyards            | Lee        | •                  | •                                | •                   |                          |                       |
| Portofino Vista                | Osceola    | •                  | •                                | •                   |                          |                       |
| Randal Park                    | Orange     | •                  | •                                | •                   |                          |                       |
| Randal Park POA                | Orange     | •                  | •                                |                     |                          |                       |
| Ravadauge                      | Orange     | •                  | •                                | •                   |                          |                       |
| Remington                      | Osceola    | •                  | •                                | •                   |                          | •                     |
| Reserve                        | St. Lucie  | •                  | •                                | •                   | •                        | •                     |
| Reserve #2                     | St. Lucie  | •                  | •                                | •                   |                          |                       |
| Reunion East                   | Osceola    | •                  | •                                | •                   |                          | •                     |
| Reunion West                   | Osceola    | •                  | •                                | •                   |                          | •                     |
| Ridgewood Trails               | Clay       | •                  | •                                | •                   |                          |                       |
| River Place                    | St. Lucie  | •                  | •                                | •                   |                          |                       |
| Rivers Edge                    | St. Johns  | •                  | •                                | •                   |                          |                       |
| Rolling Hills                  | Clay       | •                  | •                                | •                   |                          |                       |
| Rolling Oaks                   | Osceola    | •                  | •                                | •                   |                          |                       |
| Sabal Palm                     | Broward    | •                  | •                                | •                   |                          |                       |
| Sampson Creek                  | St. Johns  | •                  | •                                | •                   |                          | •                     |
| Shingle Creek                  | Osceola    |                    | •                                | •                   |                          |                       |
| South Dade Venture             | Dade       | •                  | •                                | •                   |                          | •                     |
| South Kendall                  | Dade       | •                  | •                                | •                   |                          |                       |

Table 2-1. District Management Experience Summary

| District                          | County       | General Management | Accounting & Financial Reporting | Recording Secretary | Water/Wastewater Utility | Operations Management |
|-----------------------------------|--------------|--------------------|----------------------------------|---------------------|--------------------------|-----------------------|
| South Village                     | Clay         | •                  | •                                | •                   |                          |                       |
| Stoneybrook South                 | Osceola      | •                  | •                                | •                   | •                        |                       |
| Stoneybrook South @ ChampionsGate | Osceola      | •                  | •                                | •                   | •                        |                       |
| Storey Park                       | Orange       | •                  | •                                | •                   |                          |                       |
| Tapestry                          | Osceola      | •                  | •                                | •                   |                          |                       |
| Tesoro                            | St. Lucie    | •                  | •                                | •                   |                          | •                     |
| TIFA, LLC                         | Brevard      | •                  | •                                |                     |                          |                       |
| The Crossings at Fleming Island   | Clay         | •                  | •                                | •                   | •                        |                       |
| Tison's Landing                   | Duval        | •                  | •                                | •                   |                          | •                     |
| Tolomato                          | St. Johns    | •                  | •                                | •                   |                          |                       |
| Treeline Preserve                 | Lee          | •                  | •                                | •                   |                          |                       |
| Treaty Oaks                       | St. Johns    | •                  | •                                | •                   |                          |                       |
| Turnbull Creek                    | St. Johns    | •                  | •                                | •                   |                          |                       |
| Turtle Run                        | Broward      | •                  | •                                | •                   |                          | •                     |
| Talis Park                        | Collier      | •                  | •                                | •                   |                          |                       |
| Tohogua                           | Osceola      | •                  | •                                | •                   |                          |                       |
| TSR                               | Pasco        | •                  | •                                | •                   |                          |                       |
| Valencia Water Control District   | Orange       | •                  | •                                | •                   |                          |                       |
| Verano Center                     | St. Lucie    | •                  | •                                | •                   |                          |                       |
| Verano #1                         | St. Lucie    | •                  | •                                | •                   |                          |                       |
| Verano #2                         | St. Lucie    | •                  | •                                | •                   |                          |                       |
| Verano #3                         | St. Lucie    | •                  | •                                | •                   |                          |                       |
| Verano #4                         | St. Lucie    | •                  | •                                | •                   |                          |                       |
| Verano #5                         | St. Lucie    | •                  | •                                | •                   |                          |                       |
| Viera East                        | Brevard      | •                  | •                                | •                   |                          |                       |
| Villages of Bloomingdale          | Hillsborough | •                  | •                                | •                   |                          |                       |
| Villa Portofino East              | Dade         | •                  | •                                | •                   |                          | •                     |
| Villa Portofino West              | Dade         | •                  | •                                | •                   |                          |                       |
| Villa Vizcaya                     | St. Lucie    | •                  | •                                | •                   |                          |                       |
| Vizcaya in Kendall                | Miami-Dade   | •                  | •                                | •                   |                          |                       |
| Waterford Estates                 | Charlotte    | •                  | •                                | •                   |                          |                       |
| Waterstone                        | St. Lucie    | •                  | •                                | •                   |                          |                       |
| Westside                          | Osceola      | •                  | •                                | •                   |                          | •                     |
| Windsor at Westside               | Osceola      | •                  | •                                | •                   |                          |                       |
| Windward                          | Osceola      | •                  | •                                | •                   |                          |                       |
| Wynnfield Lakes                   | Duval        | •                  | •                                | •                   |                          | •                     |



# References

GMS prides itself on the timely delivery of quality services to its clients. As a result, our clients as well as the other CDD industry professionals have come to recognize and appreciate the quality of the services we provide. GMS encourages its prospective clients to call our references and learn what other district supervisors, developers, attorneys, engineers and financial professionals are saying about us. Just a few of the clients and professionals that are pleased to serve as our references are listed within.

Mark Greenstein, Vice-Chairman  
Reunion East & West CDDs  
7423 Gathering Drive  
Reunion, FL 34747  
(407) 744-8344  
[gmark10@msn.com](mailto:gmark10@msn.com)

Dom Setaro, Chairman  
Arlington Ridge CDD  
4702 Independence Trail  
Leesburg, FL 34748  
Office: (352) 365-9692  
Cell: (352) 638-5353  
[DSetaro@arlingtonridgecdd.org](mailto:DSetaro@arlingtonridgecdd.org)

Carol Pontious, Chairperson  
Lake Ashton CDD  
4179 Aberdeen Lane  
Lake Wales, FL 33859  
(863) 875-0873  
[cpontious@tampabay.rr.com](mailto:cpontious@tampabay.rr.com)

Ken Colen, Chairman  
Bay Laurel Center CDD  
On Top of the World  
8445 SW 80th Street  
Ocala, FL 34481  
(352) 854-0805  
[blccdd@gmail.com](mailto:blccdd@gmail.com)

Keith Trace, Vice Chairman Randal  
Park, Westside, Tapestry, Dowden  
West CDDs  
1900 Summit Tower Boulevard, Suite  
500 Orlando, FL 32810  
(321) 624-3126  
[Keith.Trace@mattamycorp.com](mailto:Keith.Trace@mattamycorp.com)

Mike Liquori, Chairman  
TSR CDD (Starkey Ranch)  
1217 Kentucky Avenue  
St. Cloud, FL 34769  
(321) 805-4830  
[mike@gentryland.com](mailto:mike@gentryland.com)



# Cost of Services

## Management, Administrative, and Accounting Services

Management, administrative, and accounting services, as described on pages 7-10, will be provided for a fixed annual fee of \$45,000, paid in equal monthly payments. Reimbursable expenses such as copies, postage, courier services, printing and binding will be billed on a monthly basis. Management fees are invoiced at the beginning of each month and due within 30 days of invoice date. Subsequent management fees will be established based upon the adoption of annual operating budget, which will be adjusted to reflect ongoing level of services.

## Assessment Administration Services

Assessment roll certification and administration, as described on page 13, will be provided for a fixed annual fee of \$5,000 billed upon certification of the assessment roll.

## Field Management Services

Field management services, as described on page 12, will be provided for a fixed fee of \$10,000 annually to be billed monthly.

## Other Services

Other services such as those listed below are available from GMS upon request. These services may or may not be applicable to the District, and a service package can be tailored to the District's specific needs.



|   |            |
|---|------------|
| Amenity Management .....                              | Negotiable |
| Website Administration (annually) .....               | \$1,500    |
| Dissemination Agent Fee (per bond issue) .....        | \$5,000    |
| Bond Issuance .....                                   | \$12,500   |
| Assessment Methodology .....                          | \$15,000   |
| SERC Preparation .....                                | \$2,500    |
| Annual Construction Accounting (per bond issue) ..... | \$3,500    |

## EXHIBIT A

### Amenity Experience Summary

| District                 | GMS<br>Operated | 3rd Party<br>Operated | Employee<br>Operated |
|--------------------------|-----------------|-----------------------|----------------------|
| Aberdeen                 |                 | X                     |                      |
| Arlington Ridge          |                 |                       | X                    |
| Bannon Lakes             | X               |                       |                      |
| Bartram Springs          |                 | X                     |                      |
| Brandy Creek             |                 | X                     |                      |
| Double Branch            | X               | X                     |                      |
| Dupree Lakes             |                 | X                     |                      |
| Durbin Crossing          |                 | X                     |                      |
| Falcon Trace             | X               |                       |                      |
| Isles of Bartram Park    |                 | X                     |                      |
| Lake Ashton              | X               |                       |                      |
| Lake Ashton II           |                 |                       | X                    |
| Lakeside Plantation      |                 | X                     |                      |
| Middle Village           | X               | X                     |                      |
| Montecito                |                 |                       | X                    |
| Pine Ridge Plantation    | X               |                       |                      |
| Randal Park              | X               |                       |                      |
| Reunion East             |                 | X                     |                      |
| Reunion West             |                 | X                     |                      |
| Rivers Edge              |                 | X                     |                      |
| Rolling Hills            | X               |                       |                      |
| Sampson Creek            | X               |                       |                      |
| South Village            |                 | X                     |                      |
| Tapestry                 | X               |                       |                      |
| The Crossings            |                 | X                     |                      |
| Tison's Landing          | X               |                       |                      |
| Tolomato                 |                 |                       | X                    |
| Turnbull Creek           |                 | X                     |                      |
| TSR                      |                 | X                     |                      |
| Villages of Bloomingdale |                 | X                     |                      |
| Wyndfield Lakes          | X               |                       |                      |



Rizzetta & Company

# Poinciana West Community Development District

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## Proposal for District Services

Presented by: Rizzetta & Company, Inc.

8529 South Park Circle, Suite 330  
Orlando, Florida 32819  
407.472.2471

[rizzetta.com](http://rizzetta.com)

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Rizzetta & Company



**Rizzetta & Company**  
Professionals in Community Management

3434 Colwell Avenue  
Suite 200  
Tampa, FL 33614  
p: 813.514.0400  
[rizzetta.com](http://rizzetta.com)

November 2, 2017

Michael Eckert, District Counsel  
**HOPPING GREEN & SAMS**  
119 South Monroe Street – Suite 300  
Tallahassee, Florida 32301

Dear Michael:

In response to your request, I am pleased to submit Rizzetta & Company's qualifications to serve as District Manager for the Poinciana West Community Development District in Polk County. We have included a substantial amount of information to illustrate our ability and understanding of the level of service required.

As a leading provider of management to community development districts throughout Florida, I believe our firm is uniquely qualified. The combination of over 30 years of experience, 8 offices throughout the state and over 120 full time employees is unmatched.

Our firm looks forward to meeting with you and the Board of Supervisors to review and discuss our proposal in detail. I am confident that Rizzetta & Company can provide the professional District Management expertise necessary for a successful partnership with the community. Please call me directly if you have any questions or require additional information.

Very truly yours,

William J. Rizzetta  
President

## About Rizzetta & Company

### COMPANY INTRODUCTION:

Rizzetta & Company, Inc., is a Florida-based professional community management and consulting firm that provides services to residential and commercial communities throughout the state of Florida. With over 30 years in the industry, Rizzetta & Company, Inc., is staffed with highly experienced managers and support staff. Each of our eight offices throughout Florida has a team of employees with diverse backgrounds, both personally and professionally, who are dedicated to providing the highest quality services to our clients.

We provide professional expertise in five primary areas – District Services, Association Services, Community Services, Information Technology Services, and Real Estate Services to both Community Development Districts and Community Associations.

- **District Services:** As one of the largest Community Development District Management firms in the state of Florida, we provide professional management for over 100 Districts throughout the state of Florida.
- **Association Services:** We provide professional licensed portfolio and onsite management for over 180 Homeowners, Condominium and Commercial Property Owners Associations in Florida. That currently accounts for over 30,000 units in associations that will ultimately have near 40,000 total units at build out.
- **Community Services:** Community Services has two practice areas of expertise; Amenity Services and Field Services. These services are offered to Community Associations and Community Development Districts, and can be customized to fit the needs of a community.
- **Information Technology Services:** Through our affiliate company, Rizzetta Technology Services, Inc., we provide professional information technology services for both Community Development Districts and Community Associations.
- **Real Estate Services:** Through our affiliate company, Rizzetta Management Services, Inc., we provide a full range of professional real estate services.



Rizzetta & Company

## COMPANY HISTORY:

Rizzetta & Company, Inc., was founded and incorporated in 1986 in Tampa, Florida by William Rizzetta. The original focus of the company was to provide professional financial consulting services for Community Development Districts in association with issuance of municipal bonds.

As the company's reputation for excellent work and customer service grew, the practice expanded over the next thirty years by adding related services which resulted in today's "Full Service" organization. Below is a timeline of our growth through our first thirty years:

- **1986** – Rizzetta & Company, Inc. was founded.
- **1992** – Collection agent services were added for Community Development Districts to support the process of bond repayments.
- **1996** – Community Development District Management services were added.
- **1998** – As a natural counterpart to District Management, Association Management was introduced.
- **2008** – Seeing a growing need for Amenity Services at the request of various clients, Rizzetta Amenity Services, Inc. was created as an affiliate to the core company.
- **2009** – In addition to the growing Amenity Management services, the need for more landscape oversight lead to adding our Field Services.
- **2011** – With the departure of various companies from the market place, Continuing Disclosure services were added to provide various compliance reporting for Districts and Bondholders.
- **2013** – Due to the recession, some Districts were in financial crisis and required the formation of Special Purpose Entities to manage them through these times. Our firm was asked to take on many of these projects as an additional service.
- **2015** – With the continued growth in technology and changes to Florida Laws, we formed a second affiliate company, Rizzetta Technology Services, Inc., to provide website development and hosting, along with email and support services to our clients.
- **2016** – Rizzetta & Company, Inc. celebrated its 30<sup>th</sup> anniversary and continued growth with the opening of two new office locations in Citrus Park and Riverview.

For more information please visit our company please website at [www.rizzetta.com](http://www.rizzetta.com)



Rizzetta & Company

## ORGANIZATIONS AND MEMBERSHIPS:

Our firm supports and encourages the continuing education of all our staff members by providing the resources needed for staff to attend classes and conferences. Rizzetta & Company holds memberships in the following professional organizations:

- **Association of Florida Community Developers (AFCD):** AFCD's mission is to provide a leadership role in the creation of quality community development and the formulation of a responsible approach to the planning and development of Florida's future.
- **CFO Exchange Group (CFOx):** CFO Exchange Group (CFOx) is a protected, thought leadership, member-driven intelligence organization for top finance executives of Florida's small to mid-sized companies. CFOx empowers Florida's leading finance executives by providing a secure environment to cultivate relationships and interact with peers in the exchange of ideas, best practices and experiences, and serve as a sounding board for technical and business matters.
- **Community Associations Institute (CAI):** CAI provides education, tools and resources to people who govern and manage homeowners associations, condominiums and other planned communities. All of Rizzetta & Company's Community Association Managers are members of CAI. In addition, Rizzetta & Company is a Chapter Sponsor of the Community Associations Institute.
- **Florida Association of Special District (FASD):** The mission of the Florida Association of Special Districts is to unify and strengthen special purpose government through education, the exchange of ideas and active involvement in the legislative process.
- **Florida Government Finance Officers Association (FGFOA):** The FGFOA was founded in 1937 and serves more than 2,700 professionals from state, county, and city governments, special districts and private firms. The FGFOA is a professional resource that provides opportunities through education, networking, leadership and information.
- **Florida Nursery, Growers and Landscape Association (FNGLA):** The association represents all walks of the industry--foliage, woody ornamental, citrus nurseries, floriculture producers, interiorscapers, retailers, allied suppliers and landscape professionals. Landscape contractors, landscape designers, landscape architects and the like now have an association targeting their needs. Government representation & monitoring, professional education and marketing projects encompass just some of the services provided by FNGLA to members and the industry.



Rizzetta & Company

- **International Society of Arboriculture (ISA):** Through research, technology, and education, the International Society of Arboriculture promotes the professional practice of arboriculture and fosters a greater worldwide awareness of the benefits of trees.
- **Leadership Tampa Bay:** Leadership Tampa Bay is a non-profit organization that is governed by an independent board of directors who live and work in various parts of the Tampa Bay region. As a non-partisan, non-special interest forum for regional progress, Leadership Tampa Bay enhances awareness, education and knowledge of major regional issues through learning experiences and discussion.
- **Pasco Alliance of Community Associations (PACA):** PACA was created in April 2007 to help Community Development Districts (CDDs), Homeowner Associations (HOAs), and Condominium Associations (CAs) with internal and external problems by having a synergistic effect.
- **Tampa Bay Builders Association (TBBA):** The TBBA is a trade organization, which works diligently to fulfill its mission by providing important services to enhance the building industry in Pasco, Pinellas and Hillsborough Counties. It is affiliated with the Florida Home Builders Association and the National Association of Home Builders and dates back to 1946.
- **The Northeast Florida Builders Association (NEFBA):** At NEFBA, we are proud to hold the status of the state's largest builders association. Backed by our 70-year-history of networking, community outreach and industry development, NEFBA's primary goal is to improve the quality of life for the citizens of Northeast Florida.
- **The Greater Tampa Chamber of Commerce:** The mission of the Greater Tampa Chamber of Commerce is to serve members and enhance the community by building business success. The chamber offers educational and networking opportunities, leadership development programs and government advocacy to protect and advance the interest of Tampa's business community.
- **Urban Land Institute, Tampa Bay (ULI):** The mission of the Urban Land Institute is to provide leadership in the responsible use of land and in creating and sustaining thriving communities worldwide.
- **Visit Tampa Bay:** The mission of Visit Tampa Bay is to create vibrant economic development for our community by collaboratively increasing visitation to Tampa Bay.

For more information about these organizations please visit our website at  
[www.rizzetta.com/organizations/](http://www.rizzetta.com/organizations/)



Rizzetta & Company

**OFFICE LOCATIONS:**

**CORPORATE OFFICE**

3434 Colwell Avenue  
Suite 200  
Tampa, Florida 33614  
Phone: (813) 514-0400  
Fax: (813) 514-0401

**PANAMA CITY BEACH**

120 Richard Jackson Boulevard  
Suite 220  
Panama City Beach, Florida 32407  
Phone: (850) 334-9055  
Fax: (850) 334-9062

**CITRUS PARK**

12750 Citrus Park Lane  
Suite 115  
Tampa, Florida 33625  
Phone: (813) 933-5571  
Fax: (813) 935-6212

**RIVERVIEW**

9428 Camden Field Parkway  
Riverview, Florida 33578  
Phone: (813) 533-2950  
Fax: (813) 935-2922

**FORT MYERS**

9530 Marketplace Road  
Suite 206  
Fort Myers, Florida 33912  
Phone: (239) 936-0913  
Fax: (239) 936-1815

**ST. AUGUSTINE**

2806 North Fifth Street  
Unit 403  
St. Augustine, Florida 32084  
Phone: (904) 436-6270  
Fax: (904) 436-6277

**ORLANDO**

8529 South Park Circle  
Suite 330  
Orlando, Florida 32819  
Phone: (407) 427-2471  
Fax: (407) 472-2478

**WESLEY CHAPEL**

5844 Old Pasco Road  
Suite 100  
Wesley Chapel, Florida 33544  
Phone: (813) 994-1001  
Fax: (813) 994-2100



## Rizzetta & Company Management Team

### THE POINCIANA WEST CDD TEAM:

Rizzetta & Company prides itself on the experience and dedication of its staff. Our District Management team, as shown below will be assigned to the District. However, Rizzetta & Company may, from time to time, make changes in order to provide you the required level of service. The Board of Supervisors will be notified well in advance of any such changes and their comments will be taken into consideration where applicable.

All services provide by Rizzetta & Company are preformed directly by our employees and not sub-contracted to third party vendors. It is the goal of Rizzetta & Company to provide excellent service to our clients and if any issues or concerns should arise please contact us immediately.

| <u>Name</u>        | <u>Title</u>                         | <u>Location</u> | <u>Years with Company</u> |
|--------------------|--------------------------------------|-----------------|---------------------------|
| Bill Rizzetta      | President                            | Tampa           | 31                        |
| Eric Dailey        | Director, District Services          | Tampa           | 13                        |
| Melissa Dobbins    | Regional District Manager            | St. Augustine   | 11                        |
| Scott Brizendine   | Manager, District Financial Services | Citrus Park     | 12                        |
| Anthony Jeancola   | District Manager                     | Orlando         | 11                        |
| Jaclyn Moreno      | Administrative Assistant             | Orlando         | 2                         |
| Bre Parker         | Financial Analyst                    | Citrus Park     | 3                         |
| Valerie Barreto    | Senior Financial Associate           | Orlando         | 12                        |
| Bill James         | Senior Accountant                    | St. Augustine   | 5                         |
| Gnanam Namasivayam | Staff Accountant                     | Orlando         | 1                         |



Rizzetta & Company

**District Manager, Anthony V. Jeancola:**

Anthony Jeancola has been an employee of Rizzetta & Company, Inc. since 2006 in our Orlando office. During his tenure with the firm, he has served as a Community Association Manager and currently serves as a District Manager overseeing Community Development Districts.

Mr. Jeancola is responsible for the management oversight of CDD's throughout the Central Florida region. Mr. Jeancola serves and works closely with his Districts' Board of Supervisors to ensure quality administrative, operational, and financial services are provided and meet the specific needs of the Districts.

Prior to joining Rizzetta & Company, Inc., Mr. Jeancola worked as a Community Association Manager in Orlando, FL. In addition, he worked as a real estate agent in Boston, Massachusetts in which he provided real estate leasing, sales, marketing, and investment property services.

Mr. Jeancola possesses a Bachelor of Science degree from Florida State University and a Master's degree from the University of Central Florida. He is a Licensed Community Association Manager and Notary Public in the State of Florida.

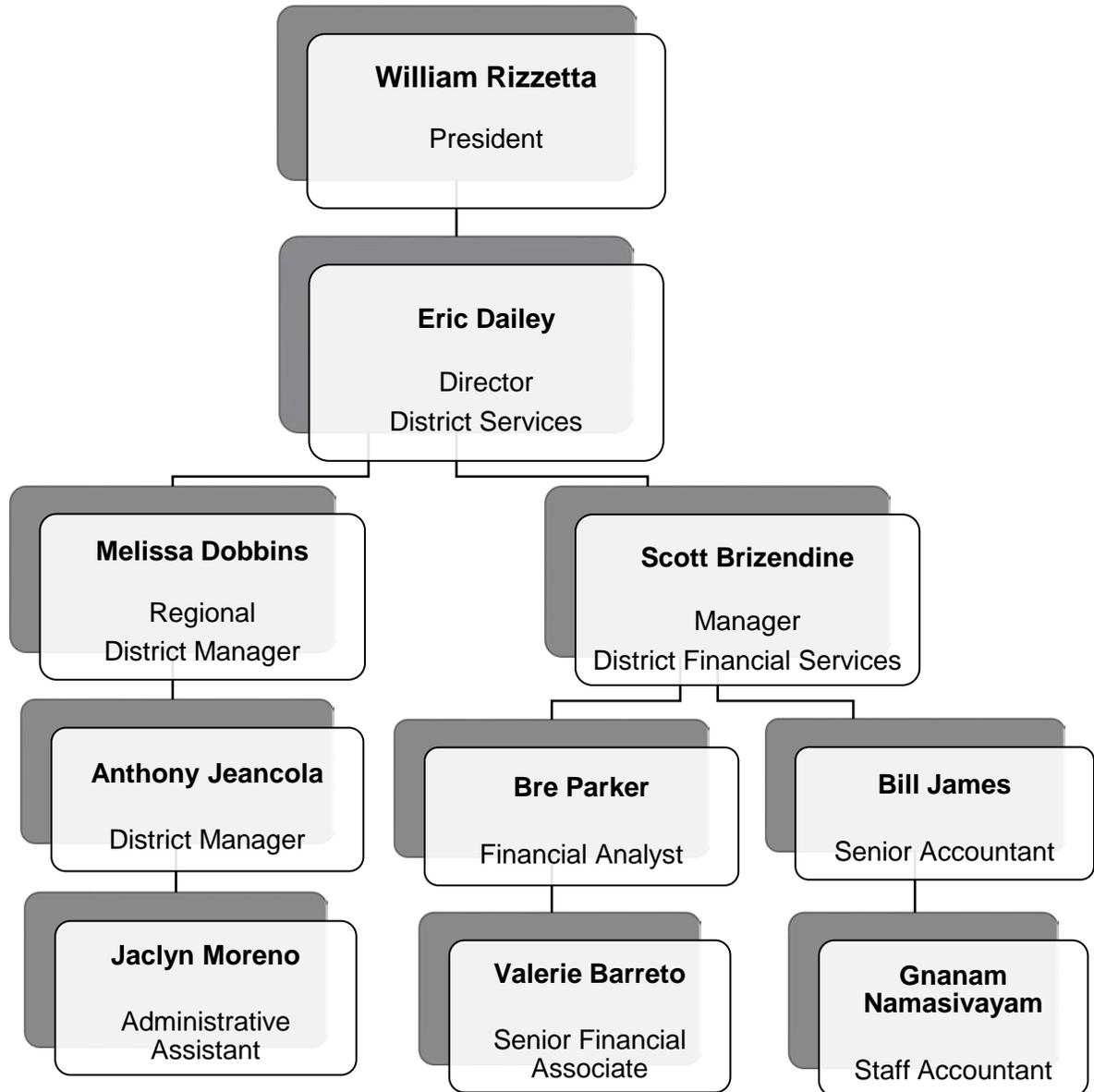
Mr. Jeancola has previously served on Rizzetta & Company's charity committee and his church's grounds committee. Mr. Jeancola currently volunteers for his children's local softball and baseball league in Winter Park, FL.

**Districts Mr. Jeancola Currently Manages:**

- Cascades at Groveland – Lake County
- Concorde Estates – Osceola County
- Estates at Cherry Lake – Lake County
- Gramercy Farms – Osceola County
- Greater Lakes Sawgrass Bay – Lake County
- Heritage Isles at Viera – Brevard County
- Highland Meadows – Polk County
- Town of Kindred – Osceola County
- Westridge – Polk County



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**SENIOR MANAGEMENT TEAM:****William J. Rizzetta, President**

Bill Rizzetta is the founder and President of Rizzetta & Company and is responsible for the overall operation of the firm. He has over 30 years of management and financial administration experience in both the public and private sectors. Since establishment, the firm has provided the services necessary to: establish and manage over 150 Community Developments Districts throughout the State of Florida; issued over \$3 Billion in bonds in over 250 separate transactions and manage over 170 Homeowners Associations.

He was employed by Tampa Electric Company as the manager of planning and financial administration for the Information Technology departments from 1979 to 1986 and by the Hillsborough County Planning Commission as a Systems Coordinator from 1975 to 1979.

He attended the University of South Florida and was awarded a bachelor's degree from the College of Engineering in 1975 and a master's degree in Business Administration in 1978. He has been a realtor licensed by the State of Florida since 1998.

He has been qualified as an expert witness and provided testimony in: bond validation hearings in circuit court; administrative hearings conducted by the State of Florida, local public hearings required for establishment of CDD's and the levy of special assessments and litigation regarding impact fee assessments.

He has placed substantial emphasis on participation in industry relevant organizations including Urban Land Institute (ULI), Florida Government Finance Officers Association (FGFOA), Community Associations Institute (CAI), Association of Florida Community Developers (AFCD) and Florida Association of Special Districts (FASD). The firm is also an active member of the Greater Tampa Chamber of Commerce and the Florida Sheriffs Association.

He has emphasized the importance of community involvement by financially supporting a variety of organizations including The Spring, Joshua House, Meals on Wheels, Athletes & Causes, Tampa Bay Heroes and the Shriners. In addition, he has encouraged and supported employee involvement in projects such as Paint your Heart out Tampa, Special Olympics, Habitat for Humanity, Angel Tree and Metropolitan Ministries. He previously served on the Board of Directors of the Tampa Lighthouse for the Blind and currently serves on the Board of Directors of the Jason Ackerman Foundation.



Rizzetta & Company



### **Shawn E. Wildermuth, Chief Financial Officer**

As Chief Financial Officer, Mr. Wildermuth is responsible for all financial aspects of the Rizzetta companies. In addition, Mr. Wildermuth oversees the financial reporting for our clients, including special taxing districts and community associations.

Mr. Wildermuth has over 28 years of finance and accounting experience with both public and private companies. He started his career in public accounting with Arthur Andersen in Chicago. During his career, he has gained experience in various industries, including real estate development, Professional Employer

Organizations, direct marketing and manufacturing. Prior to joining Rizzetta & Company, he held positions as Chief Financial Officer, Controller, Director of Treasury & Budget and Director of Finance. His responsibilities included financial reporting, accounting, finance, treasury, payroll, human resources and computer consulting.

Mr. Wildermuth received his bachelor's degree in Accountancy from the University of Illinois at Champaign-Urbana. He is a Registered Certified Public Accountant in the State of Illinois and a member of the American Institute of Certified Public Accountants.



### **Eric Dailey, Director, District Services**

Eric Dailey is the Director, District Services for Rizzetta & Company, Inc. He is responsible for management oversight in the areas of District Services and Community Services.

Mr. Dailey most recently served as Director of Business Development, where he was responsible for corporate strategy, market share growth, client relations, branding and marketing. Prior to that he served as Associate Director for both District Management Services and District Financial Services. Mr. Dailey started with Rizzetta & Company, Inc., in 2004 as a District

Manager in our Daytona Beach office.

Prior to joining Rizzetta & Company, Inc., Mr. Dailey worked as an Account Executive in the construction sales industry for 4 years. In addition, he worked for 2 years in the financial services industry providing both personal and business services ranging from investments to financing for both personal and business clients.

Mr. Dailey received his Bachelor of Science from Florida State University in 1997. He is a Licensed Community Association Manager and Notary Public in the State of Florida. Mr. Dailey is also a graduate of the Leadership Tampa Bay Class of 2017. He also a Board Member for the Children's Home Society of Florida Gulf Coast Division.



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**Scott Brizendine, Manager, District Financial Services**

Mr. Brizendine is the Manager of District Financial Services for Rizzetta & Company, Inc. His responsibilities include oversight of the Accounting and Finance Departments for District Services. He and his finance team are responsible for the writing of assessment methodology reports for CDD bond issuances, refundings and restructures; authoring Statement of Estimated Regulatory Costs reports for establishment and amendment petitions; oversight of assessment roll processing and compliance responsibilities as Dissemination Agent and Disclosure

Representative. In addition, his accounting team is responsible for all facets of accounting for the Community Development Districts that Rizzetta & Company, Inc. manages. These activities include preparation of financial statements prepared in accordance with Governmental Accounting Standards and the Auditor General; processing of accounts payable; reconciliation of bank and trust statements; recording and collections of accounts receivable; capital asset program and requisition processing; as well as filing of annual reports, to include the transmission of the District Audits to the respective Counties and Auditor General, as required by the State of Florida.

Prior to his current position, Mr. Brizendine most recently served as the Associate Director of District Management services for two years. He began his employment with Rizzetta & Company, Inc. in 2005 as a District Manager in our Tampa office. Previous to his employment with Rizzetta & Company, Inc., Mr. Brizendine worked as an Accountant for three residential property management firms in Florida and Indiana over a span of nine years. In addition, Mr. Brizendine worked in the Finance Department of the Walt Disney Corporation for three years providing services in cash management, account reconciliation and financial reporting.

Mr. Brizendine has a Bachelor's Degree in Finance from Florida State University. He is licensed as a Community Association Manager and a Notary Public in the State of Florida. Mr. Brizendine enjoys serving the community by volunteering his time for various charitable organizations. He was recently selected for the Leadership Tampa Bay Class of 2018.



Rizzetta & Company



### **Melissa Dobbins, Regional District Manager**

Melissa Dobbins is a Regional District Manager for Rizzetta & Company, Inc. and is responsible for oversight of our Fort. Myers, Orlando, Panama City Beach, and St. Augustine offices for the District Services Department. Ms. Dobbins started with Rizzetta & Company, Inc. in 2006 as a District Manager in our Daytona Beach office.

Prior to joining Rizzetta and Company, Inc., Ms. Dobbins worked as an Education Administrator/Assistant Director in the public and private sector for over six years. Ms. Dobbins' responsibilities included development, training, evaluation, fiscal management, remediation and retention. She created safe, professional and fair environments by restoring quality control management and leadership tactics. In addition, she has diverse experience in sales and marketing while ensuring the highest standards and quality service at all times.

Ms. Dobbins graduated from the University of Florida with a degree in Business Administration and a Master's in Education Administration. She is also a Licensed Community Association Manager and a Notary Public in the State of Florida.



### **Matthew Huber, Regional District Manager**

Matthew Huber is a Regional District Manager for Rizzetta & Company, Inc., and is responsible for oversight of our Citrus Park, Riverview and Wesley Chapel offices for the District Services Department. He was named to the position in October 2015. Mr. Huber most recently served as a District Manager in the Tampa office, overseeing a portfolio of Community Development Districts in Pasco, Hillsborough and Manatee Counties. Prior to that he served as a District Manager in the Wesley Chapel office. Mr. Huber started with Rizzetta & Company, Inc., in 2006 as a District Manager for our Fort Myers area clients.

Prior to joining Rizzetta & Company, Inc., Mr. Huber worked as a Land Development Manager with D R Horton in the Fort Myers area. While working as a Land Development Manager, Mr. Huber gained valuable development knowledge that assists him in his management of his Districts. Prior to working for D R Horton, Mr. Huber interned with the Board of County Commissioners Long Range Planning Department in Polk County. With his experiences working in this department he has gain valuable insight into government practices.



Rizzetta & Company

Mr. Huber received his Degree in Business Administration from the University of South Florida in 2005. He is a Licensed Community Association Manager and Notary Public in the State of Florida. After serving 4 years as a Combat Engineer, Mr. Huber was honorably discharged from the United States Marine Corps in 1997. Mr. Huber has served on numerous community boards and volunteers for various activities throughout the community. His personal and employment experiences have provided him with the skills and knowledge necessary to assist his Districts through their management challenges.



### **Joe Roethke, Regional District Manager**

Joe Roethke is a Regional District Manager for Rizzetta & Company, Inc., and is responsible for all aspects of the day-to day operations, management, and oversight of our Riverview office for the CDD Management Department. He has been in this position since October 2017. Prior to his current role, Mr. Roethke worked as a District Manager and was hired for this position by Rizzetta in June 2013.

Prior to joining Rizzetta & Company, Inc. in 2013, Mr. Roethke was employed by Morgan Stanley for 8 years, working in the Operations department of both their New York City and Baltimore offices. Most recently, he was the Department Director for a team of five associates that was responsible for providing daily, weekly, and monthly portfolio pricing on various financial instruments to some of the firm's largest institutional clients, including Goldman Sachs, JP Morgan, and Barclays Bank, among others.

Mr. Roethke received his Bachelor of Arts from Pennsylvania State University in 2003. He is a Licensed Community Association Manager and Notary Public in the State of Florida.



Rizzetta & Company

## Management Model

### DISTRICT SERVICES:

As one of the largest Community Development District Management firms in the state, Rizzetta & Company currently manages over 100 Districts in Florida and Alabama. Our District Management practice includes the following areas of service:

- Management
- Administrative
- Accounting
- Financial and Revenue Collection
- Bond Issuance

**Management:** Management services include the conducting of board meetings, budget workshop, overall administration of District functions, and all required state and local filings, preparation of annual budget, purchasing and risk management.

**Administrative:** Administrative 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, preparation and delivery of agenda packages.

**Accounting:** Accounting 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.

**Financial and Revenue Collection:** Financial & revenue collection 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 assessment roll preparation and certification, direct billings and funding request processing as well as responding to property owner questions regarding District assessments.

**Bond Issuance:** Bond issuance services include all services necessary for the issuance of bonds by the District. Such services will include preparation of the special assessment allocation report, testimony at the required bond validation court hearing, certifications and closing documents. To date, Rizzetta & Company, Inc., has been involved in over 250 bond closings for Districts throughout the State of Florida totaling over \$3 Billion in par amount of bonds.



Rizzetta & Company

## MANAGEMENT PHILOSOPHY:

In our opinion, the single most important factor in being successful is customer service. We understand that each client has certain unique characteristics. While all have similarities, our success comes from our ability to understand the nuances of each client, and adapt our services as necessary. This approach generates the basis for long-term relationships with clients we have represented for nearly twenty years.

Rizzetta and Company's approach to management services can be best described as a Board-Manager form of government whereby the Board of Supervisors formulates policy and the District Manager implements. The Board of Supervisors serves as the governing body of the District and therefore set the policies, levels and quality of service, etc. The District Manager and staff then implement those policies and actions of the Board of Supervisors.

We are committed to providing service that is community specific and meets the needs of our clients. Rizzetta & Company services the needs of both developer-controlled and homeowner-controlled communities both in the early stages of development and long after turnover.

- **Compliance:**

This management model is an effective method to carry out the statutory considerations of Florida Statutes, Board of Supervisors; general duties, which states: "The District Manager shall have charge and supervision of the works of the district and shall be responsible for preserving and maintaining any improvement or facility constructed or erected pursuant to the provisions of this act, for maintaining and operating the equipment owned by the District, and for performing such other duties as may be prescribed by the Board."

- **Minimizing Violation Risks:**

By utilizing this model, the Board also minimizes potential violations of the "Sunshine Laws" of the State of Florida, and limits a Supervisor's risk of ethics violation complaints, which stem in some cases from Supervisors who without specific Board of Supervisors authorization, unilaterally involve themselves in the day to day operation of the District.

Just as a County Commissioner would not become involved in the daily duties of County Parks and Recreation Employees, a District Supervisor would not be advised to involve him or herself with the daily operations of field personnel and/or service vendors. This District Manager in this case serves in the same capacity as a city or county manager, who coordinates the efforts of all staff and service vendors. The District Manager carries these duties out within the scope of their contract with the District and based again on the Board of Supervisors prescribed policies, levels and quality of service specifications.



Rizzetta & Company

Of course there are occasions where such activity has been assigned to a specific Supervisor by way of action of the Board of Supervisors. In such cases, those duties are carried out exactly as authorized by the action taken by the Board of Supervisors.

- **Reporting:**

Our approach to management also includes complete and effective communication to Supervisors and District staff in order to ensure that all parties receive timely and accurate information needed to make informed decisions.

**Digital Agenda Packages:**

We will email Supervisors and District staff a tentative agenda at least 14 days prior to scheduled board meetings and a final agenda no later than 7 days prior to the scheduled Board meeting. The agendas will be posted to the District website as required by Florida Statute. We will provide computer tablets at each Board meeting for use by the Supervisors which will contain the final agenda.

**Financial Statements:**

Financial statements are transmitted electronically to the Board of Supervisors and District staff by the 20<sup>th</sup> of each month for the preceding month (i.e., on April 20<sup>th</sup>, the March statements will be transmitted). A recap of expenditures is also included in a monthly agenda for review at a Board meeting.

- **Proven Success:**

We started taking this approach in 1986 and have continued ever since with each of our districts. By doing so, Rizzetta & Company has proven this to be the most effective and efficient method of conducting District Management operations and communicating all District-related matters to the Board of Supervisors and District staff.



**WHY RIZZETTA & COMPANY IS THE BEST QUALIFIED:**

To effectively and efficiently manage a community development district we believe the most important factors are competence, experience and resources.

**Competence:**

Our firm has an excellent reputation as the Gold Standard leader in our industry. We have a specialized in-depth understanding of community development districts in the state of Florida with over 30 years of experience. Auditors of the District's we manage have consistently acknowledged our books and records as some of the best in the industry. We have a commitment of issuing monthly financials statements by the 20<sup>th</sup> of every month for all of our Districts.

**Experience:**

Longevity with clients is very important to us. We have a long history of representing major national developers and homebuilders such as Newland Communities, D.R. Horton, Greenpointe, Lennar, & MI Homes. We have worked with Newland on the FishHawk development for over 20 years. Our firm has also successfully established over 175 Community Development Districts, which have issued over \$3 billion in bonds and currently manages over 100 districts across the state.

**Resources:**

Rizzetta & Company is a privately owned corporation with over 120 employee's operating in a true corporate structure. We have 8 office locations throughout the state of Florida to allow us to efficiently serve our client base. We do not have independent contractors or affiliations with other firms for the services that we provide. Having our highly qualified staff operate under this corporate structure allows us to control the quality of the product and services that we offer.



Rizzetta & Company

**DISTRICT SERVICES – FACT SHEET:**

|  |                          |
|--|--------------------------|
| <b>Year Company Established</b>                              | <b>1986</b>              |
| <b>Total Full Time Employees</b>                             | <b>121</b>               |
| <b>Total District Services Employees</b>                     | <b>49</b>                |
| <b>Current Community Development District Clients</b>        | <b>112</b>               |
| <b>Number of Counties Served</b>                             | <b>19</b>                |
| <b>Number of District Establishments in Process</b>          | <b>6</b>                 |
| <b>Combined Total Annual Operating Budgets FY 2017-2018</b>  | <b>\$85 Million plus</b> |
| <b>Number of Bond Issuances to Date</b>                      | <b>250 plus</b>          |
| <b>Total Par Amount of Bonds Issuances to Date</b>           | <b>\$3 Billion plus</b>  |
| <b>Number of Assessment Rolls Certified FY 2017-2018</b>     | <b>85</b>                |
| <b>Number of Community Development Districts Established</b> | <b>176</b>               |



Rizzetta & Company

**CURRENT COMMUNITY DEVELOPMENT DISTRICTS UNDER MANAGEMENT:**

| <b>District Name</b>  | <b>County</b> | <b>Date Hired</b> |
|---|---------------|-------------------|
| Asturia Community Development District                      | Pasco         | 8/25/2014         |
| Bahia Lakes Community Development District                  | Hillsborough  | 2/24/2006         |
| Bainebridge Community Development District                  | Duval         | 1/10/2006         |
| Bella Vida Community Development District                   | Lee           | 4/24/2006         |
| Belmont Community Development District                      | Hillsborough  | 2/7/2006          |
| Bexley Community Development District                       | Pasco         | 5/19/2015         |
| Bridgewater Community Development District                  | Polk          | 6/3/2004          |
| Bridgewater of Wesley Chapel Community Development District | Pasco         | 9/1/2004          |
| Cascades At Groveland Community Development District        | Lake          | 10/13/2005        |
| Catalina At Winkler Preserve Community Development District | Lee           | 9/19/2005         |
| Celebrate Alabama Cooperative District                      | Lee, AL       | 8/1/2008          |
| Celebrate Alabama Improvement District                      | Lee, AL       | 8/1/2008          |
| CFM Community Development District                          | Lee           | 4/1/2007          |
| Channing Park Community Development District                | Hillsborough  | 11/1/2006         |
| Chapel Creek Community Development District                 | Pasco         | 9/1/2012          |
| Concord Station Community Development District              | Pasco         | 9/15/2004         |
| Concorde Estates Community Development District             | Osceola       | 11/3/2003         |
| Connerton West Community Development District               | Pasco         | 6/14/2004         |
| Contrada Hills Community Development District               | Santa Rosa    | 2/28/2008         |
| Copperstone Community Development District                  | Manatee       | 11/2/2006         |
| Country Walk Community Development District                 | Pasco         | 12/14/1999        |
| Covington Park Community Development District               | Hillsborough  | 7/19/1999         |
| Cross Creek North Community Development District            | Clay          | 3/21/2017         |
| Del Webb Bexley Community Development District              | Pasco         | 11/8/2017         |
| Diamond Hill Community Development District                 | Hillsborough  | 5/11/2004         |
| Eagle Pointe Community Development District                 | Manatee       | 12/1/2006         |
| Eagle's Crest Community Development District                | Hillsborough  | 12/12/2005        |
| Easton Park Community Development District                  | Hillsborough  | 6/6/2006          |
| Encore Community Development District                       | Hillsborough  | 9/6/2010          |
| Estates at Cherry Lake Community Development District       | Lake          | 1/1/2007          |
| Fishhawk Community Development District                     | Hillsborough  | 9/12/1996         |
| Fishhawk Community Development District II                  | Hillsborough  | 12/16/2002        |
| Fishhawk Community Development District III                 | Hillsborough  | 9/16/2008         |
| Fishhawk Community Development District IV                  | Hillsborough  | 12/9/2008         |



| <b>District Name</b>  | <b>County</b> | <b>Date Hired</b> |
|---|---------------|-------------------|
| Forest Brooke Community Development District                | Hillsborough  | 3/3/2014          |
| Freedom Walk Community Development District                 | Okaloosa      | 12/10/2007        |
| Glen St. Johns Community Development District               | St. Johns     | 7/11/2006         |
| Gramercy Farms Community Development District               | Osceola       | 7/12/2005         |
| Grand Hampton Community Development District                | Hillsborough  | 7/17/2003         |
| Greater Lakes / Sawgrass Bay Community Development District | Lake          | 7/19/2005         |
| Greyhawk Landing Community Development District             | Manatee       | 7/24/2001         |
| Harbor Bay Community Development District                   | Hillsborough  | 8/5/1999          |
| Harbour Isles Community Development District                | Hillsborough  | 3/17/2003         |
| Harbourage at Braden River Community Development District   | Manatee       | 11/1/2015         |
| Harmony Village Community Development District              | Okaloosa      | 6/14/2007         |
| Harrison Ranch Community Development District               | Manatee       | 2/5/2007          |
| Heritage Harbour South Community Development District       | Manatee       | 3/28/2013         |
| Heritage Isle at Viera Community Development District       | Brevard       | 3/24/2004         |
| Heritage Landing Community Development District             | St. Johns     | 6/22/2004         |
| Heritage Plantation Community Development District          | Okaloosa      | 5/17/2005         |
| Highland Meadows Community Development District             | Polk          | 6/1/2012          |
| Highlands Community Development District                    | Hillsborough  | 11/1/2017         |
| K-Bar Ranch Community Development District                  | Hillsborough  | 11/1/2013         |
| K-Bar Ranch II Community Development District               | Hillsborough  | 6/27/2017         |
| Lake Padgett Estates Independent Special District           | Pasco         | 6/1/2010          |
| Lakeside Community Development District                     | Pasco         | 8/27/2007         |
| Legacy Springs Improvement District                         | St. Clair, AL | 10/25/2017        |
| Long Lake Ranch Community Development District              | Pasco         | 1/8/2013          |
| Long Lake Reserve Community Development District            | Pasco         | 9/6/2017          |
| Lucaya Community Development District                       | Lee           | 12/21/2004        |
| Madeira Community Development District                      | St. Johns     | 6/6/2006          |
| Magnolia Creek Community Development District               | Walton        | 9/12/2006         |
| Magnolia West Community Development District                | Clay          | 8/1/2011          |
| Meadow Pointe III Community Development District            | Pasco         | 9/12/2000         |
| Meadow Pointe IV Community Development District             | Pasco         | 9/4/2002          |
| Meadow Pointe V Community Development District              | Pasco         | 1/6/2009          |
| Mira Lago West Community Development District               | Hillsborough  | 12/20/2004        |
| Morningside Community Development District                  | Bay           | 9/1/2008          |
| Nature Walk Community Development District                  | Walton        | 6/28/2005         |
| North Park Isles Community Development District             | Hillsborough  | 8/1/2007          |
| Palma Sola Trace Community Development District             | Manatee       | 9/22/2004         |
| Panther Trails Community Development District               | Hillsborough  | 9/4/2004          |



| <b>District Name</b>  | <b>County</b> | <b>Date Hired</b> |
|---|---------------|-------------------|
| Paseo Community Development District                        | Lee           | 4/1/2010          |
| Pier Park Community Development District                    | Bay           | 7/26/2004         |
| Portico Community Development District                      | Lee           | 12/6/2005         |
| Preserve at Wilderness Lake Community Development District  | Pasco         | 3/13/2013         |
| Reserve at Pradera Community Development District           | Hillsborough  | 11/13/2014        |
| River Glen Community Development District                   | Nassau        | 12/20/2005        |
| River Park Community Development District                   | Okaloosa      | 6/1/2009          |
| Riverwood Estates Community Development District            | Pasco         | 2/24/2006         |
| Sandy Creek Community Development District                  | St. Johns     | 4/6/2004          |
| Seven Oaks Community Development District                   | Pasco         | 1/23/2001         |
| Shores of Santa Rosa Community Development District         | Santa Rosa    | 2/9/2006          |
| Somerset Community Development District                     | Walton        | 4/1/2005          |
| South Shore Corporate Park Community Development District   | Hillsborough  | 3/11/2008         |
| Southaven Community Development District                    | St. Johns     | 5/27/2014         |
| State Road Community Development District                   | Hillsborough  | 3/19/2008         |
| Sterling Hill Community Development District                | Hernando      | 3/12/2003         |
| Summer Woods Community Development District                 | Manatee       | 8/3/2017          |
| Summit View Community Development District                  | Pasco         | 7/29/2005         |
| Talavera Community Development District                     | Pasco         | 10/30/2006        |
| Tara Community Development District                         | Manatee       | 12/14/1999        |
| The Groves Community Development District                   | Pasco         | 8/22/2000         |
| The Verandahs Community Development District                | Pasco         | 9/1/2014          |
| The Preserve at South Branch Community Development District | Pasco         | 10/25/2017        |
| Town of Kindred Community Development District              | Osceola       | 1/26/2016         |
| Towne of Seahaven Community Development District            | Bay           | 9/13/2007         |
| Trails Community Development District                       | Duval         | 9/15/2006         |
| Trevesta Community Development District                     | Manatee       | 5/5/2015          |
| Triple Creek Community Development District                 | Hillsborough  | 5/11/2007         |
| Trout Creek Community Development District                  | St. Johns     | 11/10/2014        |
| Two Creeks Community Development District                   | Clay          | 6/13/2006         |
| Venetian Community Development District                     | Sarasota      | 8/26/2013         |
| Waterlefe Community Development District (Manatee Co.)      | Manatee       | 10/24/2000        |
| Water's Edge Community Development District (Pasco Co.)     | Pasco         | 2/8/2005          |
| Waterset Central Community Development District             | Hillsborough  | 10/10/2017        |
| Waterset North Community Development District               | Hillsborough  | 2/13/2007         |
| Westridge Community Development District                    | Polk          | 9/3/2003          |
| Willow Walk Community Development District                  | Manatee       | 7/1/2017          |
| Wiregrass Community Development District                    | Pasco         | 6/24/2009         |
| World Commerce Community Development District               | St. Johns     | 11/25/2003        |
| Zephyr Ridge Community Development District                 | Pasco         | 11/4/2005         |



## References & Testimonials

### REFERENCES:

**Patricia Buck, Chairperson**

Estates at Cherry Lake Community Development District  
Groveland, Florida  
Phone Number: (727) 375-1414 Ext. 103  
Email: [patricia.cherrylakecdd@gmail.com](mailto:patricia.cherrylakecdd@gmail.com)

**David Jae, Chairman**

Westridge Community Development District  
Davenport, Florida  
Phone Number: (813) 915-3449 Ext. 103  
Email: [djae@lerneradvisors.com](mailto:djae@lerneradvisors.com)

**Jim Walker, Chairman**

Greater Lakes Sawgrass Bay Community Development District  
Clermont, Florida  
Phone Number: (352) 432-3122  
Email: [Seat3@glbcbdd.org](mailto:Seat3@glbcbdd.org)

**Patrick Wellington, Chairman**

Cascades at Groveland Community Development District  
Groveland, FL  
Phone Number: (352) 404-6766  
Email: [Seat1@CascadesAtGrovelandCDD.org](mailto:Seat1@CascadesAtGrovelandCDD.org)

**Jay Williams, Chairman**

Heritage Isles at Viera Community Development District  
Viera, Florida  
Phone Number: (321) 610-8541  
Email: [jay4heritageisle@gmail.com](mailto:jay4heritageisle@gmail.com)



Rizzetta & Company

**TESTIMONIALS:**



*“Rizzetta & Company is currently managing three Districts that they helped us create in the Jacksonville area. I don’t know of another management firm that has the continuity and stability of Rizzetta. I have dealt with Bill Rizzetta and Melissa Dobbins and I still do today. Professionalism and customer service have always been a hallmark of their organization.”*



**Bob Porter, Senior VP Land, D. R. Horton, Inc., Jacksonville**



*“Rizzetta & Company has recently become the management for our Community Development District. Their positive impact within the community has been immediate. The responsiveness to issues and the professional manner in which they have been addressed has proven to be incomparable to previous management. We look forward to a relationship of many years with Rizzetta & Company.”*

**Susie White, Chairperson, The Harbourage at Braden River Community Development District**



*“Rizzetta's staff have been amazing to work with, their depth of knowledge in the CDD world made a very difficult process almost painless. The Rizzetta team's depth of experience in managing CDDs proved invaluable throughout the process. Every question or situation we presented was met with prior examples and knowledgeable guidance.”*

**Andy Smith, Regional Development Manager at Freehold Communities**



Rizzetta & Company



*“Rizzetta & Company has been our Community Development District manager since late 2013. They were brought in as our District responsibilities had increased as a result of the taking over of recreational amenities from the developer as well as privacy services and common area maintenance from our HOA. Rizzetta has served us well at all levels of their organization, be it the accounting staff, field staff, landscape operations, District Manager responsibilities or senior management. I would not hesitate to recommend them to anyone looking for a District management company that is not only thorough and responsive but excellent at anticipating your needs”.*

**Jerry Jasper, Chairman, Venetian Community Development District**



*“Rizzetta & Company has provided District Management services to Country Walk for the past 10 years. The District Managers, well versed in the functioning of a CDD community, coupled with their legal and engineering staff, have been invaluable to the Board in decision making. It is evident that Rizzetta & Company have made District Management and its related services into an art form!”*

**Nina Siegel, Chairperson, Country Walk Community Development District**



*“I have worked with Rizzetta & Company for over 12 years in various communities throughout Florida. They currently provide District and Amenity Management Services for our Belmont and Triple Creek Community Development Districts. I have been very pleased with the professionalism and dedication of their staff in our communities.”*

**Grady Miars, President, GreenPointe Communities**



Rizzetta & Company

## Scope of Services

### STANDARD ON-GOING SERVICES:

These services will be provided on a recurring basis and are commonly referred to as the basic services necessary for the normal and routine functioning of the District.

### MANAGEMENT:

- A. Attend and conduct all regularly scheduled and special Board of Supervisors meetings, Landowners' meetings, continued meetings, hearings and workshops. Arrange for time and location and all other necessary logistics for such meetings, hearings, etc.
- B. Ensure compliance with all statutes affecting the district which include but not limited to:
  1. Certify Special District Update Form, submitted to the Special District Information Program, Department of Economic Opportunity each year.
  2. Assign and provide Records Management Liaison Officer for reporting to the Department of Library and Archives
  3. Provide contact person for the State Commission of Ethics for Financial Disclosure coordination
  4. Provide Form 1 Financial Disclosure documents for Board Members
  5. Provide Form 1F Financial Disclosure documents for Resigning Board Members.
  6. Monitor and supply Form 3A, Interest in Competitive Bid for Public Business as needed
  7. Monitor and provide Form 8B, Memorandum of Voting Conflict for the Board.
  8. Monitor and provide update on Creation Documents, including Notice of Establishment, to Department of Economic Opportunity and the County.
  9. Maintain and file Disclosure of Public Financing and file with Department of Economic Opportunity and each residential developer.
  10. Provide for a proposed budget for Board approval on or by June 15 of each fiscal year.
  11. Provide copy of approved proposed budget to the County a minimum of 60 days prior to the public hearing on the budget.
    - a. Provide written notice to owners of public hearing on the budget and its related assessments.
  12. Provide copy of the initial Public Facilities report to the County to be submitted within one (1) year after the district's creation.
  13. Provide copy of an annual notice of any changes to the Public Facilities report to the County if changes are made.



14. Provide copy of the seven (7) year Public Facilities report update, based on reporting period assigned to the County it is located in.
  15. File name and location of the Registered Agent and Office location annually with Department of Economic Opportunity and the County.
  16. Provide for submitting the regular meeting schedule of the Board to County.
  17. Provide District Map and update as provided by the District's Engineer as needed to the Department of Economic Opportunity and the County
  18. Provide legal description and boundary map as provided by District Engineer to the Supervisor of Elections
  19. File request letter to the Supervisor of Election of the County for number of registered voters as of April 15, each year.
  20. Provide for public records announcement and file document of registered voter data each June.
  21. Update Board Member names, positions and contact information to the State Commission on Ethics annually.
  22. Certify and file the Form DR 421, Truth in Millage Document with the Department of Revenue each tax year.
  23. Properly notice all public meetings, in accordance with the appropriate Florida Statutes, including but not limited to, public hearings on assessments, the budget, establishment of rates, fees, or charges, rulemaking, uniform method of collection, and all other required notices of meetings, hearings and workshops.
    - a. Provide for the appropriate ad templates and language for each of the above.
  24. Provide for instruction to Landowners on the Election Process and forms, etc.
  25. Respond to Bond Holders Requests for Information.
- C. Assist in the negotiation of contracts, as directed by the Board of Supervisors.
- D. Advise the Board on the status of negotiations as well as contract provisions and their impacts on the District.
- E. Make recommendations on contract approval, rejection, amendment, renewal, and cancellation. In advance of expiration of contracts, advise the Board as to need for renewal or additional procurement activities and implement same.
- F. Monitor certificates of insurance as needed per contracts.
- G. Answer Project Status Inquiries from Contractors Bonding Companies.
- H. Provide an office location to handle and respond to written, phone or e-mail inquiries from the public.



**ADMINISTRATIVE:**

- A. Prepare agendas for transmittal to Board of Supervisors and staff seven (7) days prior to Board of Supervisors' Meeting. Prepare meeting materials for other meetings, hearings, etc., as needed.
- B. Provide accurate minutes for all meetings and hearings, including landowners' meetings.
- C. Implement and maintain a document management system to create and save documents, and provide for the archiving of District documents.
  - 1. Certify and file annual report to the Department of State, Library and Archive Division, for storage and disposal of public records.
- D. Protect integrity of all public records in accordance with the requirements of State law. Respond to public records requests as required by law.
- E. Maintain "Record of Proceedings" for the district within the County which includes meeting minutes, agreements, resolutions and other records required by law.

**ACCOUNTING:**

- A. Financial Statements
  - 1. Establish Fund Accounting System in accordance with federal and state law, as well as GASB and the Rules of the Auditor General. This includes the following:
    - a) Chart of Accounts
    - b) Vendor and Customer Master File
    - c) Report creation and set-up.
  - 2. Prepare monthly balance sheet, income statement(s) with budget to actual variances, including the following:
    - a) Cash Investment Account Reconciliations per fund
    - b) Balance Sheet Reconciliations per fund
    - c) Expense Variance Analysis
  - 3. Prepare and file Annual Public Depositor's Report and distribute to State Department of Insurance and Treasury.
  - 4. Prepare and file Public Depositor's and Indemnification Form on new accounts as needed.
  - 5. Facilitate Banking relations with the District's Depository and Trustee.
  - 6. Prepare all other financial reports as required by applicable law and accounting standards, and bond trust indenture requirements.
  - 7. Account for assets constructed by or donated to the District for maintenance.
  - 8. On or before October 1<sup>st</sup> of every year prepare an annual inventory of all District owned tangible personal property and equipment in accordance with all applicable rules and standards.



9. Provide Audit support to auditors for the required Annual Audit, as follows:
  - a) Review statutory and bond indenture requirements
  - b) Prepare Audit Confirmation Letters for independent verification of activities.
  - c) Prepare all supporting accounting reports and documents as requested by the auditors
  - d) Respond to auditor questions
  - e) Review and edit draft report
  - f) Prepare year-end adjusting journal entries as required
10. Provide for transmission of the Audit to the County and the Auditor General's Office of the State.
11. Provide and file Annual Financial Statements (FS. 218 report) by June 30<sup>th</sup> of each year.

#### B. Budgeting

1. Prepare budget and backup material for and present the budget at all budget meetings, hearings and workshops. The budget is to be done in accordance with state law standards, and consistent with applicable GFOA and GASB standards. Budget preparation shall include calculation of operation and maintenance assessments, which may include development of benefit methodology for those assessments.
2. File all required documentation to the Department of Revenue, Auditor General, the County, and other governmental agencies with jurisdiction.
3. Prepare and cause to be published notices of all budget hearings and workshops.
4. Prepare all budget amendments on an ongoing basis. Assist in process to retain an auditor and cooperate and assist in the performance of the audit by the independent auditor.

#### C. Accounts Payable/Receivable

1. Administer the processing, review and approval, and payment of all invoices and purchase orders. Ensure timely payment of vendor invoices and purchase orders.
  - a) Manage Vendor Information per W-9 reports
2. Prepare monthly Vendor Payment Report and Invoicing Support for presentation to the Board of Supervisors for approval or ratification.
3. Maintain checking accounts with qualified public depository including:
  - a) Reconciliation to reported bank statements for all accounts and funds.
4. Prepare year-end 1099 Forms for Vendor payments as applicable.
  - a) File reports with IRS.



#### D. Capital Program Administration

1. Maintain proper capital fund and project fund accounting procedures and records.
2. Process Construction requisitions including:
  - a) Vendor Contract completion status
  - b) Verify Change Orders for materials
  - c) Check for duplicate submittals
  - d) Verify allowable expenses per Bond Indenture Agreements such as:
    - (1) Contract Assignment
    - (2) Acquisition Agreement
    - (3) Project Construction and Completion Agreement
3. Oversee and implement bond issue related compliance, i.e., coordination of annual arbitrage report, transmittal of annual audit and budget to the trustee, transmittal of annual audit and other information to dissemination agent (if other than manager) or directly to bond holders as required by Continuing Disclosure Agreements, annual/quarterly disclosure reporting, update etc.
4. Provide Asset Tracking for improvements to be transferred and their value for removal from District's Schedule of Property Ownership that are going to another local government.
5. Provide for appropriate bid and or proposal/qualification processes for Capital Project Construction.

#### E. Purchasing

1. Assist in selection of vendors as needed for services, goods, supplies, materials. Obtain pricing proposals as needed and in accordance with District rules and state law.
2. Prepare RFPs for Administrative Services as needed, such as audit services, legal services, and engineering services.
3. Prepare and process requisitions for capital expenses, in coordination with District Engineer.

#### F. Risk Management

1. Prepare and follow risk management policies and procedures.
2. Recommend and advise the Board, in consultation with the District Engineer of the appropriate amount and type of insurance and be responsible for procuring all necessary insurance.
3. Process and assist in the investigation of insurance claims, in coordination with Counsel of the District.
4. Review insurance policies and coverage amounts of District vendors.
5. Provide for an update to the Schedule of Values of Assets owned by the District for purposes of procuring adequate coverage.



6. Maintain and monitor Certificates of Insurance for all service and contract vendors.

### **FINANCIAL AND REVENUE COLLECTION:**

#### **A. Administer Prepayment Collection:**

1. Provide payoff information and pre-payment amounts as requested by property owners.
2. Monitor, collect and maintain records of prepayment of assessments.
3. Issue lien releases for properties which prepay.
4. Coordinate with Trustee to confirm semi-annual interest payments and bond call amounts.
5. Prepare periodic continuing disclosure reports to investment bankers, bond holder and reporting agencies.

#### **B. Administer Assessment Roll Process:**

1. Prepare annual assessment roll for collection of debt service and operations and maintenance assessments.
2. Update roll to reflect per unit and per parcel assessments based on adopted fiscal year budgets.
3. Verify assessments on platted lots, commercial properties or other assessable lands.
4. Convert final assessment roll to County Property Appraiser or Tax Collector format and remit to county.
5. Execute and issue Certificate of Non-Ad Valorem Assessments to County.

#### **C. Administer Assessments for Off Tax Roll parcels/lots:**

1. Maintain and update current list of owners of property not assessed via the tax roll.
2. Prepare and issue direct invoices for the annual debt service and operations and maintenance assessments.
3. Monitor collection of direct invoices and prepare and send delinquent/collection notices as necessary.

#### **D. Issue estoppel letters as needed for property transfers.**

### **ADDITIONAL SERVICES:**

#### **A. Meetings**

1. Extended meetings (beyond three (3) hours in length); continued meetings, special/additional meetings (not including annual budget workshop);



## B. Financial Reports

1. Modifications and Certification of Special Assessment Allocation Report;
2. True-Up Analysis;
  - a) Annually compare current platted and un-platted lots to original development plan to ensure adequate collection of assessment revenue.
  - b) Prepare true-up calculations and invoice property owners for true-up payments as necessary.
3. Re-Financing analysis;

## C. Bond Issuance Services

1. Special Assessment Allocation Report;
  - a) Prepare benefit analysis based on infrastructure to be funded with bond proceeds.
  - b) Prepare Preliminary Special Assessment Allocation Report and present to District board and staff.
  - c) Present Final Special Assessment Allocation Report to board and staff at noticed public hearing levying special assessments
2. Bond Validation;
  - a) Prepare Bond Validation Report determining the “Not-to-exceed” par amount of bonds to be issued by the District. Present to board as part of the Bond Resolution.
  - b) Provide expert testimony at bond validation hearing in circuit court.
3. Certifications and Closing Documents;
  - a) Prepare or provide signatures on all closing documents, certificates or schedules related to the bond issue that are required by District Manager or Assessment Methodology Consultant.

## D. Public Records Requests

1. Respond to all public records requests and provide official District records to requesting party on a timely basis;

## E. Electronic communications/e-blasts;

## F. Special information requests;

## G. Amendment to District boundary;

## H. Grant Applications;

## I. Escrow Agent;

## J. Continuing Disclosure/Representative/Agent;

## K. Community Mailings.



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**LITIGATION SUPPORT SERVICES:**

Prepare documentation in response to litigation requests and provide necessary expert testimony in connection with litigation involving District issues.

**ADDITIONAL SERVICES PROVIDED TO THIRD PARTIES:**

- A. Issue estoppel letters as needed for property transfers
  - 1. Prepare estoppel letter reflecting current district assessment information as required for sale or transfer of residential or commercial property within the District.
- B. Bond prepayment processing
  - 1. Collect bond pre-payments, both short term and long term bonds, verify amounts and remit to Trustee with deposit instructions.
  - 2. Maintain collection log showing all parcels that have pre-paid assessments.
  - 3. Prepare, execute and issue release of lien to be recorded in public records.
- C. Public records requests
  - 1. Respond to all public records requests and provide official District records to requesting party on a timely basis.

**ADDITIONAL SERVICES REQUESTED:****Field Services:**

- A. Perform one (1) monthly landscape and pond maintenance inspection to ensure oversight of onsite landscape and pond maintenance contractors and compliance with the District's landscape, irrigation and pond maintenance contracts – should the District desire additional inspections, the Parties agree to negotiate a fee for such additional services in good faith and such additional fee(s) shall be reduced to writing and executed by both Parties.
- B. Provide the District with one (1) monthly landscape and pond maintenance inspection report, which shall be provided in the District's agenda package and include, among other things, recommended action items.
- C. Attend monthly District meeting in person or via phone to review landscape and pond maintenance inspection report.
- D. Notify landscape and pond maintenance contractors about deficiencies in service or need for additional care.
- E. Provide input for preparation of the District's annual budget.



- F. Upon request, prepare and develop a scope of services for landscape and pond maintenance proposals and oversee bidding process. This service is only to be provided once per fiscal year at no additional charge to the District. Additional requests for this service will require a proposal be presented to the Board and approval by the District prior to conducting such additional services.
- G. Obtain landscape and pond maintenance proposals as requested by the District and provide them to the District Manager.

**Dissemination Services:**

- A. The Dissemination Agent shall have only such duties as are specifically set forth in the Continuing Disclosure Agreement. Both the District and Rizzetta understand that the scope of services under this Agreement and the Continuing Disclosure Agreement(s) will change as and when the District is the only remaining Obligated Person (as defined in the Continuing Disclosure Agreement) and Rizzetta will promptly notify the District upon such occurrence.

**Website Hosting and Content Updating:**

- A. Provide hosting and backup of District web site and update content, including minutes, financial statements and events on a monthly basis, or earlier if required by law. Consultant shall be responsible for ensuring District's compliance with Florida law, including, but not limited to, Chapter 189.069, Florida Statutes, requiring that special districts operate and maintain an official internet web site throughout the term of the contract.



## Schedule of Fees

**STANDARD ON-GOING SERVICES:**

Services below include the conducting of one (1) board meeting per month and one (1) budget workshop per year. All meetings are a maximum of three (3) hours each.

Standard On-Going Services will be billed monthly pursuant to the following schedule:

|  | MONTHLY            | ANNUAL                     |
|--|--------------------|----------------------------|
| Management:  | \$ 1,750.00        | \$21,000.00                |
| Administrative:  | \$ 475.00          | \$ 5,700.00                |
| Accounting:  | \$ 1,600.00        | \$19,200.00                |
| Financial & Revenue Collections:<br>Assessment Roll (1): | \$ 425.00          | \$ 5,100.00<br>\$ 5,000.00 |
| <b>Total Standard On-Going Services:</b>                 | <b>\$ 4,250.00</b> | <b>\$56,000.00</b>         |

**ADDITIONAL SERVICES REQUESTED:**

|                                     |           |             |
|-------------------------------------|-----------|-------------|
| Field Services:                     | \$ 500.00 | \$ 6,000.00 |
| Dissemination Services Series 2017: |           | \$ 5,000.00 |
| Website Hosting & Content Updating: | \$ 100.00 | \$ 1,200.00 |

**(1) Assessment Roll is paid in one lump-sum payment at the time the roll is completed.**

**The fees outlined herein may be amended annually as reflected in the adopted General Fund Budget of the District. Such new fees, will become effective when the District adopts the General Fund Budget.**



**ADDITIONAL SERVICES:**

|   |                |              |
|---|----------------|--------------|
| Extended and Continued Meetings   | Hourly         | \$ 175       |
| Special/Additional Meetings   | Per Occurrence | Upon Request |
| Modifications and Certifications to<br>Special Assessment Allocation Report | Per Occurrence | Upon Request |
| True-Up Analysis/Report   | Per Occurrence | Upon Request |
| Re-Financing Analysis   | Per Occurrence | Upon Request |
| Bond Validation Testimony   | Per Occurrence | Upon Request |
| Special Assessment Allocation Report  | Per Occurrence | Upon Request |
| Bond Issue Certifications/Closing Documents (2)                             | Per Occurrence | Upon Request |
| Public Records Requests   | Per Occurrence | Upon Request |
| Electronic communications/E-blasts  | Per Occurrence | Upon Request |
| Special Requests  | Hourly         | Upon Request |
| Amendment to District Boundary  | Hourly         | Upon Request |
| Grant Applications  | Hourly         | Upon Request |
| Escrow Agent  | Hourly         | Upon Request |
| Continuing Disclosure/Representative/Agent                                  | Annually       | Upon Request |
| Community Mailings  | Per Occurrence | Upon Request |

**(2) Bond issuance fees are typically paid out of bond proceeds and not from the District's General Fund.**

**LITIGATION SUPPORT SERVICES:** Hourly Upon Request

**ADDITIONAL THIRD PARTY SERVICES:**

|                                   |                |              |
|-----------------------------------|----------------|--------------|
| Public Records requests           | Per Occurrence | Upon Request |
| Pre-Payment Collections/Estoppel: |                |              |
| Lot/ Home owner                   | Per Occurrence | Upon Request |
| Bulk Parcel(s)                    | Per Occurrence | Upon Request |

**AMENITY MANAGEMENT SERVICES:**

Clubhouse Management/Lifestyle Programming Upon Request

**FIELD SERVICES:**

Field Services/Project Services Upon Request

**TECHNOLOGY SERVICES:**

|  |                |              |
|--|----------------|--------------|
| Websites                               |                |              |
| New Website                            | Per Occurrence | \$1,500      |
| Re-Design Existing Site                | Per Occurrence | \$750        |
| Hosting, Backup and Content Updating   | Monthly        | \$100        |
| Customization                          | Per Occurrence | Upon Request |
| E-Mail Services                        |                |              |
| Set-up                                 | Per Occurrence | \$500        |
| Ongoing E-Mail Service (25GB Per User) | Monthly/User   | \$15         |
| Network Design/Support                 | Per Occurrence | Upon Request |



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**ADDITIONAL AND LITIGATION SUPPORT SERVICES:**

Additional and Litigation Support services are billed hourly pursuant to the current hourly rates shown below:

| <b>Job Title:</b>                               | <b>Hourly Rate:</b> |
|---|---------------------|
| Principal                                       | \$300.00            |
| Vice President                                  | \$250.00            |
| Chief Financial Officer                         | \$250.00            |
| Director  | \$225.00            |
| Information Technology Manager                  | \$225.00            |
| Regional District Manager                       | \$200.00            |
| Financial Services Manager                      | \$200.00            |
| Accounting Manager                              | \$200.00            |
| Regional Licensed Community Association Manager | \$200.00            |
| District Manager                                | \$175.00            |
| Licensed Community Association Manager          | \$175.00            |
| Amenity Services Manager                        | \$175.00            |
| Clubhouse Manager                               | \$175.00            |
| Senior Helpdesk Support Engineer                | \$175.00            |
| Financial Analyst                               | \$150.00            |
| Senior Field Services Manager                   | \$150.00            |
| Senior Accountant                               | \$150.00            |
| Field Services Manager                          | \$125.00            |
| Community Association Coordinator               | \$100.00            |
| Financial Associate                             | \$100.00            |
| Staff Accountant                                | \$100.00            |
| Accounting Clerk                                | \$ 85.00            |
| Administrative Assistant                        | \$ 85.00            |



## Municipal Advisor Disclaimer

Rizzetta & Company, Inc., does not represent the Community Development District as a Municipal Advisor or Securities Broker nor is Rizzetta & Company, Inc., registered to provide such services as described in Section 15B of the Securities and Exchange Act of 1934, as amended. Similarly, Rizzetta & Company, Inc., does not provide the Community Development District with financial advisory services or offer investment advice in any form.



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## Rizzetta Amenity Services

### **AMENITY MANAGEMENT SERVICES:**

Rizzetta Amenity Services, Inc., (“Consultant”) is an affiliate of Rizzetta & Company, Inc., which offers an extensive menu of amenity management services for both Community Development Districts and Community Associations.

We provide professional onsite management services for amenity facilities in both Community Development Districts and Community Associations. Our amenity management services are customized and cost effective to meet our client’s needs. We offer creative and diverse programs which include numerous activities for both children and adults. We currently manage over thirty amenity facilities throughout Florida with combined annual operating budgets in excess of four million dollars.

Please see our complete listing of amenity management services below:

- **Pre-Opening Services**
- **Onsite Management Services**
- **Recreation Management Services**
- **Lifestyle Programming and Activities**



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## Rizzetta Amenity Services Management Team



### **Scott V. Smith, Regional Manager, Community Services**

Scott Smith is the Regional Manager, Community Services for Rizzetta & Company Inc. He is responsible for the management and oversight of the Community Services Department, this includes all Field Services and Amenity Services for the company.

Mr. Smith most recently served as Manager, Business Development where he was responsible for market share growth, client relations, branding and marketing.

Prior to that he served as Amenity Services Manager overseeing and supporting the amenity management staff. He also served as onsite Director of Operations for the MiraBay Home Owners Association. Mr. Smith started with the company in 2006 as an Associate District Manager in the Wesley Chapel office.

Prior to joining Rizzetta & Company, Inc., Mr. Smith worked for Universal Studios Florida as a General Operations and Procedures trainer for 4 years. Following this, Mr. Smith worked as a Sales Manager for both The Florida Aquarium and Yacht Starship in Tampa, Florida where he was responsible for securing private event contracts for the corporate and convention markets. During this time he worked closely with Visit Tampa Bay and partners to help promote Tampa as a destination for potential convention groups.

Mr. Smith attended Full Sail, Center for the Recording Arts in Winter Park, FL. with a major in Film and Video Production. He is also a Licensed Real Estate Agent in the State of Florida.

Mr. Smith can be reach at the following office location:

**Corporate Office**  
**3434 Colwell Avenue**  
**Suite 200**  
**Tampa, Florida 33614**  
**Phone: 813.514.0400**  
**Email: [ssmith@rizzetta.com](mailto:ssmith@rizzetta.com)**



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### **Gregg Gruhl, Manager, Amenity Services**

Gregg Gruhl is the Manager, Amenity Services for Rizzetta & Company, Inc., and oversees and supports the onsite facility management staff for Rizzetta Amenity Services, Inc. (RASI). He was named to the position in April 2016. Mr. Gruhl most recently served as Clubhouse and Amenity Manager for the Country Walk community in Wesley Chapel, Florida. Mr. Gruhl started with Rizzetta Amenity Services in May of 2011 as a Clubhouse and Amenity Manager for the Carriage Point community in Gibsonton, Florida.

Prior to joining Rizzetta Amenity Services Mr. Gruhl served as the Region 3 Tennis Program Coordinator for USTA Florida where he developed the strategic marketing for Adult & Junior League tennis in the USTA Florida Section Region 3 including more than 30 tennis leagues and involving more than 7,000 players.

Prior to that Mr. Gruhl was also the Chief Operating Officer and founding partner of GL Sports Entertainment planning and directing event operations as well as sponsorship sales. He has a wide variety of event experience that ranges from the USTA Pro Circuit, ABA, AVP and Indy Car to MMA, Boxing and Soccer.

In 2005 Mr. Gruhl opened the \$12 million dollar Sports & Field Athletic Club in Wesley Chapel assuming a double duty role by not only being the General Manager of the facility, but also the General Manager of the Tampa Bay Strong Dogs a member of the American Basketball Association. A team owned by Sports & Field.

Mr. Gruhl is also a former Athletic Director of Tampa's prestigious Harbour Island Athletic Club, after serving 22 years as the Director of Tennis at Northdale Golf and Tennis Club. Mr. Gruhl received his Bachelor of Arts from the University of South Florida in 1981. He is one of 3 Founders of the CHAMPS Middle School Foundation.

Mr. Gruhl can be reach at the following office location:

**Citrus Park Office**  
**12750 Citrus Park Lane**  
**Suite 115**  
**Tampa, Florida 33625**  
**Phone: 813.933.5571**  
**Email: [ggruhl@rizzetta.com](mailto:ggruhl@rizzetta.com)**



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## Rizzetta Field Services & Sample Report

### FIELD SERVICES:

Rizzetta & Company, Inc., ("Consultant") offers an extensive menu of field services for both Community Development Districts and Community Associations. Our field services management team comprises of a Landscape Architect, an Arborist and all of our operations managers are Green Industries Best Management Practices (GIBMP) certified in the state of Florida. Please see our complete listing of services below:

**Arboriculturist Services:** Certified Arborist on staff available for consultation services regarding; pruning, diagnosis treatment, tree value appraisal, fertilization, tree risk assessment and removal.

**Community Asset Management Plan:** Perform a complete inventory of the Client's assets and provide an inventory report.

**Landscape Design:** Landscape designer on staff available for landscape design, landscape enhancements and landscape design consultation in the communities and amenity facilities.

**Landscape and Irrigation Specification Development:** Develop a request for proposal (RFP) document. Develop a customized set of standards and specifications based on the Client's needs and budget. Conduct the bidding process, review and prepare a bid tabulation document for the Client. Assist the Client with reviewing the bid tabulation and other pertinent information.

**Landscape Maintenance Inspections:** Perform grounds inspections, provide the Client with inspection report, notify maintenance contractor about deficiencies in service and obtain proposals for various landscape projects.

**Landscape Turnover Inspections:** Attend landscape turnover meeting and participate in the inspection on behalf of the Client. Follow up report provided.

**Master Task Project Plan for Mature Communities:** Develop a project plan specific to landscape replacement and enhancement for the common grounds and the amenity facility. Emphasis is on maturing landscape in the community and budgeting accordingly.

**Stormwater Pond Specification Development:** Develop a request for proposal (RFP) document. Conduct the bidding process. Assist the Client with reviewing the bids and other pertinent information.



Rizzetta & Company

# Gramercy Farms

## FIELD INSPECTION REPORT



October 5th, 2017  
Rizzetta & Company  
L. Scott Green – Field Services Manager



The following are action items for Baker Landscaping complete. Please refer to the item # in your response listing action already taken or anticipated time of completion. **Red text** indicates deficient from previous report. **Bold Red text** indicates deficient for more than a month. **Green text** indicates a proposal has been requested. **Blue** indicates irrigation.

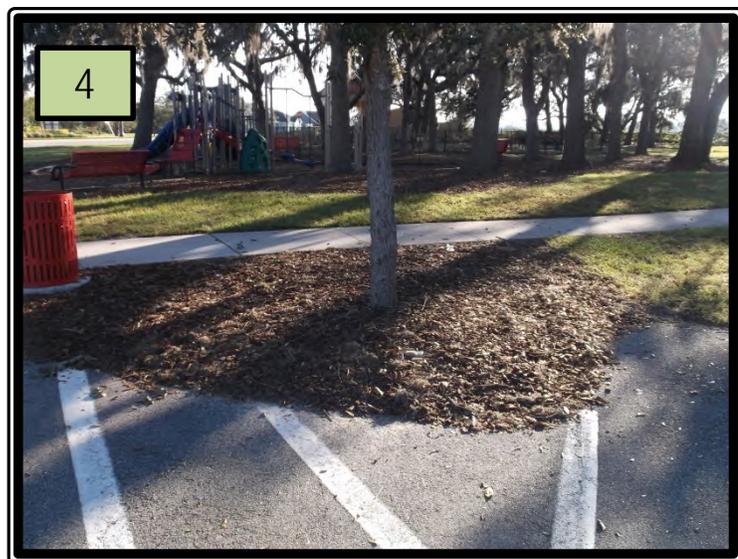


**1. Reference Pic (1)** Located at front of Gramercy Farms Crepe Myrtles have been re-set and staked and strapped after storm. Ask contractor to monitor trees and insure they do not fall back over and monitor the health trees and make any changes to Fert/Chem applications and irrigation to promote healthier trees so we do not loose any of them due to the storm. New mulch has also been installed in these beds.

**2. Reference Pic (2)** Located at front of Gramercy Farms landscape bed at right hand side of inbound land now has new mulch that was installed. Ask contractor to treat bed with Herbicide for weed control and insure landscape bed remains weed free.



**3. Reference Pic (3)** Located at the playground park area landscape beds have also been re-mulched. Ask contractor to also treat these beds with Herbicide for weed control and insure landscape beds remain weed free now that new mulch has been installed.



**4. Reference Pic (4)** Located at playground area landscape bed that has drip line exposed has now been re-mulch and drip line is not exposed.

**5. Ask contractor to also insure that landscape beds behind monument at edged and treated with Herbicide for weed control.**

**6. Reference Pic (5)** Located at the round-a-bout of Gramercy Farms Blvd. large Magnolia trees that were blown over in the storm have now been re-set and braced. Ask contractor to monitor trees closely and made any necessary applications of Fert/Chem to insure and promote healthy trees.





**7. Reference Pic (6)** Located along Gramercy Farms Blvd. right hand side inbound lane. Oak tree appears to have been struck by lighting and is dead and needs to be remove. Ask contractor to remove tree.

**8. Reference Pic (7)** Located at parking lot to playground/basketball court a magnolia tree has fallen and has to be removed. Tree was possible backed into by a vehicle and or vandalized. Ask contractor to submit proposal to replace Magnolia tree in this area.



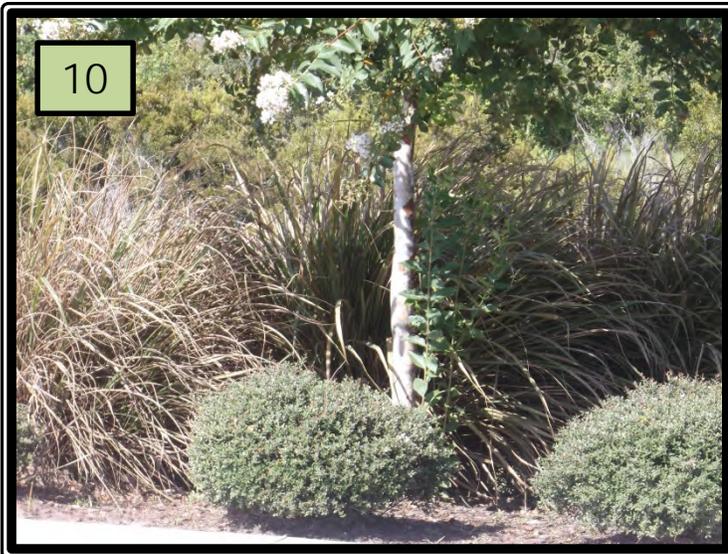
9. Ask contractor to also advise if any irrigation was damaged when tree was backed over in parking lot and submit any repairs that were necessary.



**10.** Also along Gramercy Farms Blvd. Crepe Myrtles in medians have large suckers on lower part of tree that need to be removed.

**11. Reference Pic (8)** Located along sidewalks at front entrance sidewalks need to be hard edged weekly for clean sharp appearance. Ask contractor to insure service workers edged these sidewalks weekly.

**12. Reference Pic (09)** Located in the island of Baller Trial Phase III a irrigation cover has been damaged by a mower and needs to be replaced at contractors expense due to damage being caused by service worker on mower.



**13. Reference Pic (10)** Crepe Myrtles located along Gramercy Farms Blvd. have low tree suckers that need to be removed. Ornamental Grasses in this area also need to be trimmed and shaped.

**14. Reference Pic (11)** Mulch (Playground) mulch in the park is due to be replaced. Ask contractor to submit proposal to install (Playground approved) mulch in this area.



**15. Reference Pic (12)** Located at the rear of Gramercy Farms and throughout Gramercy Farms bush hogging around pond banks needs to be increased to (4) times yearly. Ask contractor to submit schedule of months as to when bush hogging will be conducted. Also ask contractor to edge tree rings of trees that are planted around ponds and to treat tree rings with Herbicide for weed control.



**16. Reference Pic (13)** Located behind homes on Baller Trail swatch of land that is bush hogged also needs to be increased to (4) times per year. Ask contractor to submit schedule as to when bush hogging will be conducted.

**17. Reference Pic (14)** Area that is bush hogged referenced in item (16).





**Poinciana West  
Community Development District  
MANAGEMENT PROPOSAL**

November 2017



November 3, 2017

Michael Eckert  
119 S. Monroe Street, Suite 300  
Tallahassee, Florida 32301

Re: Poinciana West CDD Management

Mr. Eckert:

Thank you for the opportunity to present our proposal for management services for the Poinciana West Community Development District (Poinciana West). Special District Services, Inc. (SDS) offers an experienced team with immediate capacity to provide comprehensive professional management services to Poinciana West.

The Team we have formed to service you will:

- be a **RESPONSIVE** and **PROFESSIONAL** manager
- be **ENGAGED** and understand the community
- be a **RESOURCE** in the federal and state permitting process
- **UNDERSTAND** other regional and state issues

The Team will be led by Len Lindahl, P.E., the Vice President of Special District Services, Inc., who joined the firm earlier this year after four years as Assistant Executive Director and second-in-command at the South Florida Water Management District (SFWMD). Len is in a unique position, having recently started with SDS, in that he does not manage any other Districts and will make Poinciana West his priority. Len has an intimate knowledge of land development, permitting, traditional and alternative contract delivery, and water resources from both the perspective of the private landowner through his work with AECOM, a Fortune 500 Architecture and Engineering firm, and as a regulator and policy maker through his experience at SFWMD. He also has the unique experience of being the lead for the SFWMD on the Central Florida Water Initiative (CFWI) and in working with other state and federal agencies such as the US Army Corps of Engineers and US Fish and Wildlife Service on state and federal issues.

Len will be assisted by Todd Wodraska, the President of our company. Todd has vast experience in District management and currently serves as the District Manager for the Ave Maria Stewardship Community District and the West Villages Improvement District. Todd is also the Mayor of the Town of Jupiter and has a finance background as a bond trader for several Wall Street firms.

Along with our proven management approach, SDS has experience in Amenity Improvement transactions and oversight. Some examples include:

- Venetian Community Development District: SDS was the manager during the purchase of the Venetian Golf and River Club Amenity Center by the Venetian Community Development District.
- West Villages Improvement District: SDS was the manager while the West Villages Improvement District built, owned and sold the Gran Paradiso clubhouse to the Property Owners Association.
- West Villages Improvement District: SDS is the manager while the West Villages Improvement District is currently building the new Spring Training Facility for the Atlanta Braves.

In our proposal, you will see the depth and experience of our Team and understand that our Team approach clearly stands out. Our proposal has the same professional look and feel as the agenda packages that will be provided at the Poinciana West Board meetings. Again, thank you for the opportunity and we look forward to presenting our credentials in person.

Sincerely,

A handwritten signature in black ink, appearing to read "T. Wodraska", written in a cursive style.

Todd Wodraska  
President  
Special District Services, Inc.



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## About Special District Services

Special District Services, Inc., was founded in 1993 by Peter L. Pimentel and Robert D. Norris to provide contract management services to special districts. They recognized that public/private partnerships in the form of special taxing districts are an essential ingredient for the successful delivery of public infrastructure in the State of Florida. SDS offers its clients access to its team of professionals dedicated to management at a substantial savings over full-time employees.

SDS has grown its business with more than 80 special districts under management, more than \$35 million in operating budgets, and over \$1.24 billion in debt service to administer. Our staff complement of 20 full-time employees offers seven District Managers, and full-service finance and administrative departments that can handle the needs of any special district. We have offices in Palm Beach Gardens, Miami Lakes, Kendall and Bonita Springs.

SDS has established a reputation in the State as one of the premier management firms that can offer unique solutions for infrastructure improvements.



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## SDS Organization

The SDS organizational structure is designed to provide the most effective and efficient service for the Districts we manage.

At the top of any organizational structure is the District's Governing Board, typically a Board of Supervisors. The Board's role is to set policies, adopt rules, procedures, fees, assessments, designed to address the needs of the District. Our commitment to the Board is not only to ensure all necessary and required duties are met, but also to ensure that Board members are fully supported and informed of their responsibilities.

Each district is assigned a District Manager who is the point person and is tasked with the responsibility of implementing Board directives as efficiently as possible. The District Manager is responsible for the administration of the District and participates at District Board meetings, coordination meetings with various staff, in-house and contracted attorneys and financial consultants, regulatory agencies, vendors, tenants and other persons or entities. The District Manager directs the day-to-day administrative functions of the District.

The day-to-day accounting and ministerial tasks of the District are performed in the SDS office. The office is staffed with a highly qualified complement of employees that are knowledgeable in District affairs and experienced in all aspects of District administration and accounting, including record keeping and records retention.



# Management Approach

**The management of any special district requires the work of a team.**

## Administration

The administration of any District requires compliance with the legislation that created the District. SDS is well versed in all Florida Statutes that touch special districts, especially Chapters 163, 170, 189, 197, 190, 298, and 418. We also stay abreast of any legislative changes that have been made or, more importantly, are on the horizon.

Administration is handled primarily from our headquarters in Palm Beach Gardens, but one of our District Managers is assigned to be the point person for each district. Our team of administration handles all of the pre- and post-meeting work to ensure compliance and a well-run meeting. Additionally, anyone who calls our office during office hours will be greeted by a receptionist who will direct the call to the appropriate person to provide a personal touch.

## Financial Accounting and Budgeting

SDS prepares annual budgets and is responsible for keeping the financial and other records necessary for the administration and operation of the District and otherwise required by law. SDS also performs all accounting functions of the District and administers the assessment programs, both capital and operational.

We also coordinate the annual independent audit to ensure compliance. All of the checks that come from our office require two signatures and appropriate backup material to withstand the scrutiny of an audit.



## Financing (Bonding or Loans)

SDS personnel have extensive experience in the financing of Special Districts. Accordingly, SDS assists the District's financing team as necessary with the analysis of the financing options, preparation of the methodology reports necessary for the proper allocation of assessments to the benefited properties, validation of the bonds and testifying as an expert witness during the validation hearing(s), and working with the Trustee(s) on the distribution of funds for the various projects.

## Operations

When required, SDS manages the day-to-day operational activities of the District. This activity includes, but is not limited to, preparation of bid documents and specifications for services, management of the competitive bidding process, overseeing contractor performance and management of District personnel (if any).

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## Executive Management

### **Todd Wodraska, President**

Mr. Wodraska joined SDS in 2005 as a District Manager and now serves as the President of the firm. His prior experience includes six years on Wall Street selling and trading taxable bonds at Smith Barney and William R. Hough & Co. In addition, he was the Chief Financial Officer for Emerge Consulting in West Palm Beach, where he served as a consultant on the Comprehensive Everglades Restoration Plan program management team at the South Florida Water Management District.



Todd is a Florida State University graduate and received his Masters in Business Administration from the Jesse H. Jones Graduate School of Management at Rice University. Todd has served on the Jupiter Town Council since 2004, and was elected mayor in 2016. He also serves as a Commissioner for the Town of Jupiter's Community Redevelopment Agency. He is a Board Member for the Florida League of Cities and the Florida Association of Special Districts. He is a Past President of the Palm Beach County League of Cities and a graduate of Leadership Florida Class 31.

### **Peter L. Pimentel, Founder**

Mr. Pimentel has many years of experience with government and, more importantly, special districts. From 1979 to 2003, he was the Executive Director of Northern Palm Beach County Improvement District and has been responsible for



more than \$300,000,000 in public financing for development in Northern Palm Beach County. Pete has been instrumental in the passage of special district laws and continues to work with the Florida Association of Special Districts in this regard. His public financing experience was instrumental in securing financing for Loxahatchee River Environmental Control District (ENCON) for a regional wastewater collection, treatment and disposal system during his tenure with that agency. Pete is considered one of the pioneers of special districts in Florida.

## Len Lindahl, Vice President

Mr. Lindahl has more than 22 years of experience in water resource engineering and complex project management. His diverse expertise ranges from developing and implementing comprehensive strategic plans and operational budgets to a wide spectrum of civil and environmental engineering services.

Prior to joining Special District Services, Inc., he served as the Assistant Executive Director for the South Florida Water Management District (SFWMD) from 2013 – 2017. The SFWMD is the oldest and largest of the State's five water management districts, managing water resources in a 16-county region that stretches from Orlando to the Florida Keys and has a population of over eight million residents. The agency's responsibilities include managing the regional water supply, improving water quality and protecting and restoring unique ecosystems, including America's Everglades. His responsibilities at the SFWMD included the supervision of the agency's core mission functions, including: water management operations, engineering and construction; regulation; water resources; field operations and land management; and Everglades policy and coordination. In addition, he supervised information technology, real estate and the Big Cypress Basin Service Center.



Prior to joining the SFWMD in 2013, he served as vice president of Florida operations for a multinational Fortune 500 company providing technical and management support in a variety of markets including energy, water, transportation and the environment. Len also has served as District Engineer for a number of South Florida Special Districts. A life-long Jupiter resident, he is a professional engineer registered in the State of Florida.

## District Managers

### Neil Kalin

Educated in Canada and receiving a BSc Degree in Agronomy (Honors Microbiology) from the University of Guelph. Shortly after his graduation in 1974, Neil moved to the Sunshine State. His career path led him into Land Development and Golf Course Construction/Management, a field that he worked in for nineteen years. From 1993 until 2006 he held the position of District Director at South Broward Drainage District (SBDD) in southwest Broward County. Here he was in charge of managing the water resources in an area of 73 square miles that experienced extreme urban growth and development.

Through his tenure at SBDD, he was responsible for several storm water special assessment projects initiated to provide enhanced flood protection and water management to the residents of the district. At the time of his departure from SBDD, the population in the District had reached approximately 250,000. Neil,

who prides himself on being adaptable, motivated and an effective problem solver, brings to the firm as a professional a strong administrative, project and government management background.



## District Managers



**Gloria Perez**

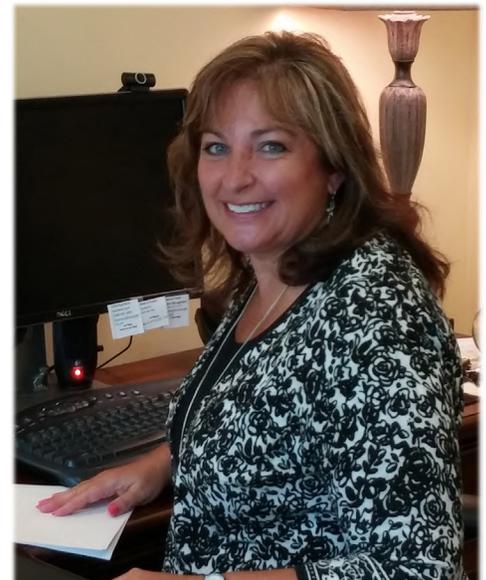
Mrs. Perez joined the team at Special District Services, Inc. in 2014, opening an office located in West Kendall. Mrs. Perez has extensive experience in Property Management, Construction Development and Business Development in South Florida. Her career started in Property Management where she acquired her Florida State Community Association Managers' License in 1995 (currently active) and worked with several local Homeowner and Condominium Associations. She then merged into the construction industry by way of Miller and Solomon where she was a Project Coordinator; ultimately owning her own construction company, Champ Construction Group, Inc., successfully for over 16 years as President. Later in her career, she specialized in Business Development and also served as Regional Manager for a Fortune 500 Company, Kelly Services.

Mrs. Perez attended Florida National College for Intro to Law, Florida Atlantic University for Construction Management and Miami-Dade College for Certifications. She is fluent in both English and Spanish. Mrs. Perez is a proud and active member of the Miami community where she was raised. She continues to expand her networking relationships within South Florida through Special District Services, Inc. Mrs. Perez is honored and enthusiastic about being a part of the SDS team and is working toward establishing and expanding business in Miami-Dade.

### **Kathleen M. Dailey**

With over 27 years experience in municipal operations, Ms. Dailey has held City Manager and Deputy City Manager positions with full-service communities throughout the State of Florida varying in demographics, size and budgets. Her background includes working with the southwest Florida cities of Venice and Punta Gorda, the southeast cities of Boca Raton, Ocean Ridge, Highland Beach and Oakland Park, and Kissimmee. Of note, her tenure with the City of Punta Gorda was following the devastation of Hurricane Charley, where she was an integral part of a community having to rebuild - including planning, community outreach and building consensus with diverse groups and competing interests in recovery strategies. Specializing in Human Resources, Labor Negotiations, Citizen Collaboration, Public Relations and Communications, Ms. Dailey brings an approachable and trusted leadership style that is responsive to our growing districts and the Boards governing those districts.

A native of Ohio, Ms. Dailey received her B. A. in Communications and M. A. in Public Administration from Bowling Green State University in Bowling Green, Ohio. She is also trained in the Dale Carnegie Leadership methods and in National Incident Emergency Management (NIMS). She is an active member of the International City/County Management Association (ICMA), the Florida City/County Management Association (FCCMA), a graduate of Leadership programs in Sarasota, Boca Raton and Charlotte County and former president of South Sarasota County United Way.



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## District Managers

### Jason Pierman

Mr. Pierman joined SDS in 2006, having returned to South Florida from Columbus, Ohio, where he worked for BISYS Fund Services, Inc. During Mr. Pierman's time in the mutual fund servicing industry, he worked as an Instructional Designer and then Manager of a multi-client call center. He brings a well-rounded skill set to the company with his background in media and finance, having experience in project management, customer service, client relations, crisis management, policy writing and technical instruction.

Jason is a graduate of Denison University with a BA in Media Technology and Arts. He utilizes this skill set in overseeing SDS' technical services and marketing initiatives. Jason also serves on The Benjamin School Alumni Council and is a member of the Board of Directors of The Friends of the Gale Academy of Environmental Science and Technology at Forest Hill Community High School.



## Testimonials

“I have worked with SDS for the past two years. They bring a lot of experience and knowledge to our district, especially in helping us solve some problems with our community lakes. Our manager was involved in building communities like ours so he knows the problems we face and how to solve them. He also has great communication skills, letting us know the status of projects and possible solutions. In fact, we just refinanced our bond issue. He brought it to our attention that it would be beneficial for our district to refinance and helped to set it up. It is saving our community money, which all of our home owners appreciate.”

- **Harry Barford, Chairman, Verona Walk CDD**

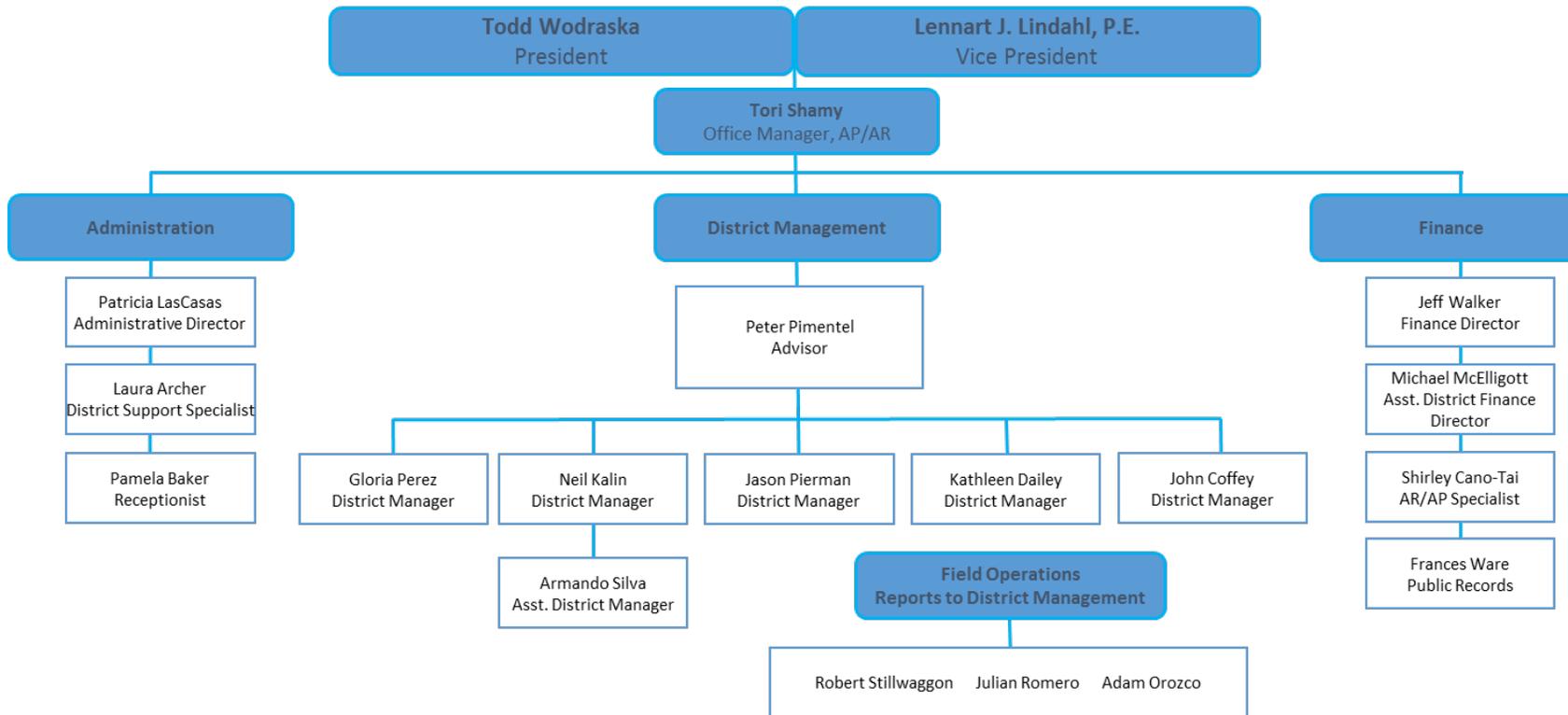
“When I became the Utilities Director for St. Lucie West I wanted to find another company to handle our accounts payable, payroll, book keeping, and other accounting needs. We also wanted a better financial reporting system so we could see our financial situation on a month to month basis and make adjustments to our budget quickly if necessary. SDS was very accommodating to our needs and created a specialized expense report so we could track things more easily. During the process of choosing a new firm, SDS shined against the competition because of their long history and experience with managing special districts. We really enjoy working with them and highly recommend their services.”

- **Dennis Pickle, District Manager, St. Lucie West Services District**

“We have had several community managers for Barefoot Bay in recent years. Since we hired SDS to manage our district, the managers have done very well. I appreciate SDS for the amount of work they have done in hiring new managers for us and the immense amount of work they have saved us. When hiring a new manager, they solicit; they screen, and manage the person. They really know what we need. They understand our District and they find the right person for the job.”

- **Louise Crouse, Former Treasurer, Barefoot Bay Recreation District**

# Special District Services, Inc.



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# SDS Services

## Landowner Consultation

SDS personnel have experience in assisting landowners and developers with finance planning, construction phasing and development of projects.

## Intergovernmental Coordination

SDS personnel have experience coordinating with local, State and federal agencies for permits and other forms of approvals.

## Lobby Service

SDS personnel are registered lobbyists in several counties and cities in Florida.

## Risk Assessment

SDS personnel have experience in providing risk assessment analysis during the creation of new districts and on an ongoing basis for existing districts.

## Special District Formation

SDS personnel have experience in the formation of special tax districts, including community development districts, special act districts and dependent districts.

## Special District Legislation

SDS personnel have experience in drafting petitions and legislation for special districts.

## Construction Administration

SDS personnel have experience administering construction contracts and processing payment applications.

## Utility Administration

SDS personnel have experience in administering the operation of utility systems, including rates and permitting.

## Permitting

SDS personnel have experience in processing permit applications and the coordination necessary for their issuance.

## Environmental Mitigation

SDS personnel have experience in environmental mitigation and preservation of natural areas, including restoration and maintenance.

## Platting

SDS personnel have experience in the platting of land, specifically with regard to the requirements of special districts.

## Public Bidding

SDS personnel have experience in the public bidding requirements for governmental entities, including special districts.

## Specifications and Contract Documents

SDS personnel have experience in preparing and reviewing specifications and contract documents for service contractors such as aquatic weed control, mowing, lake maintenance and preserve maintenance.

## Comprehensive Plan & Land Development Regulations

SDS personnel have played leadership roles in developing State required Comprehensive Plans for existing and newly formed municipalities and have drafted Land Development Regulations consistent with Comprehensive Plan objectives and community initiatives.

## Website Management

SDS personnel have the experience and expertise to create and keep district websites up-to-date and in compliance.

## Conventional Financing

SDS personnel have extensive private sector conventional financing experience to serve client financing needs and/or effectuate cost savings associated with refinancing/refunding previously issued debt.

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## Bonds and Assessments

SDS currently manages over 80 Special Districts, which have issued bonds in excess of \$1.24 billion. Our expertise includes:

- Issuing of the Statement of Regulatory Costs
- The preparation of Special Assessment Methodology Report
- Assisting in the preparation of Limited Offering Documents
- Providing expert witness testimony in validation proceedings

We also work with more than a dozen County Tax Collectors to collect the assessments that each district levies on the property owners who have benefited from the improvements to their land. Our services include the preparation and submittal of the annual assessment roll. Once the respective counties receives the money via the annual tax bill, they forward our client's portion to us for the payment of operation and maintenance of the infrastructure and the annual debt service payments.

SDS is constantly in contact with the various lending institutions looking for opportunities in land financing or refinancing to save property owners money.





# SDS Experience

**SDS has extensive experience in establishing, managing and operating Special Districts.**

Listed below are the Special Districts SDS currently manages, most of which were formed by our team of professionals.

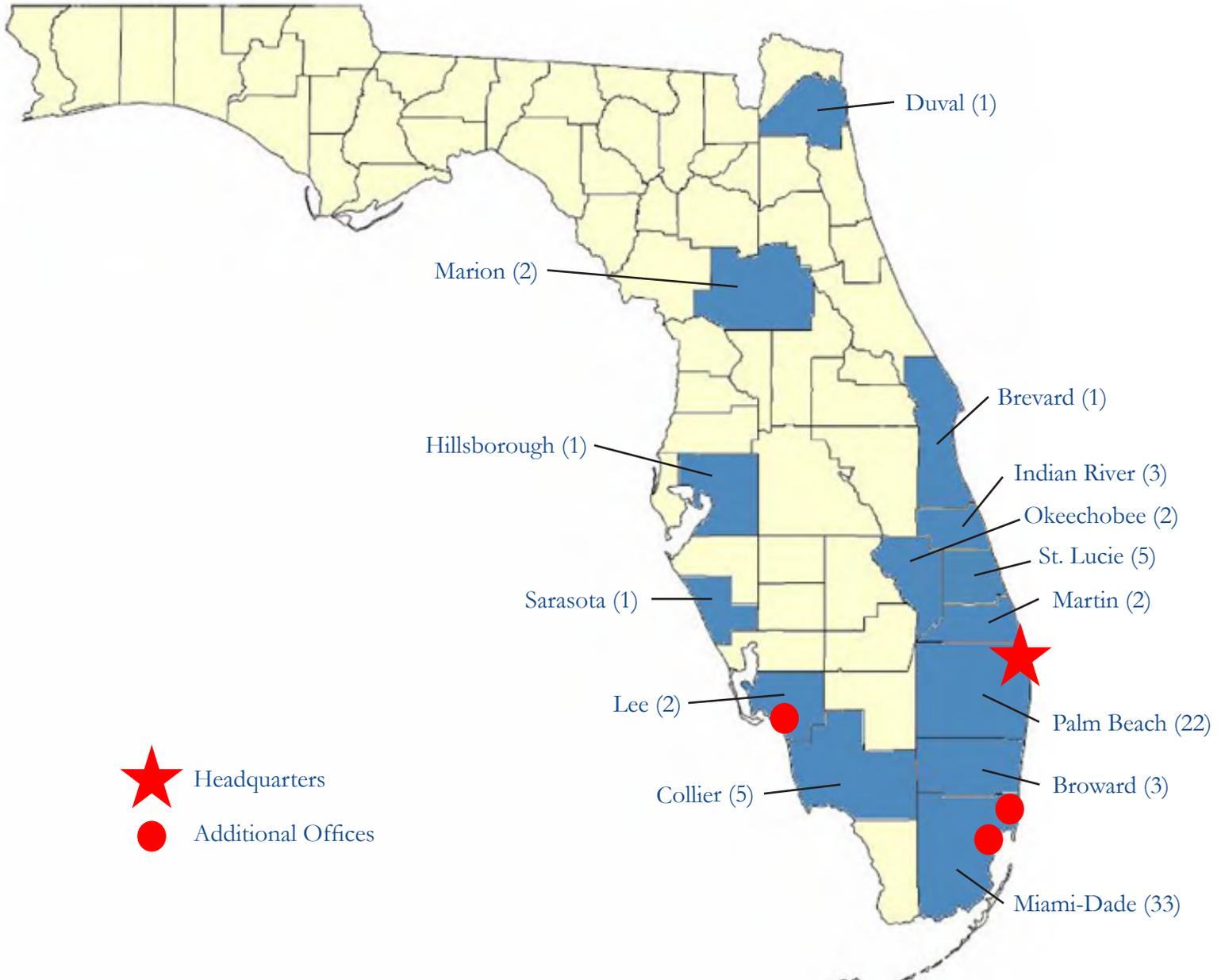
- A.H. at Turnpike South CDD
- Arborwood CDD
- Ave Maria Stewardship Community District
- Avenir CDD
- Barefoot Bay Recreation District
- Bayi CDD
- Beeline CDD
- Bluewaters CDD
- Capron Trail CDD
- Captain's Key Dependent District
- Caribe Palm CDD
- Century Gardens CDD
- Century Gardens at Tamiami CDD
- Century Gardens Village CDD
- Century Parc CDD
- Century Park Place CDD
- City Place CDD
- Coco Palms CDD
- Cold Springs Improvement District
- Copperhead CDD
- Crestview II CDD
- Crestview West CDD
- Cutler Cay CDD
- Cypress Lakes CDD
- Florida Green Finance Authority
- Fountainbleu CDD
- Grand Bay at Doral CDD
- Grove Community District
- Gulfstream Polo CDD
- High Ridge/Quantum CDD
- Hillcrest CDD
- Hobe St. Lucie Conservancy District
- Hypoluxo/Haverhill CDD
- Indian River Hospital District
- IRL Council
- Islands at Doral (NE) CDD
- Islands at Doral (SW) CDD
- Journey's End CDD
- Kendall Breeze CDD
- Kendall Breeze West CDD
- Keys Cove CDD
- Keys Cove II CDD
- Keys Edge CDD
- Lake Frances CDD

## SDS Facts

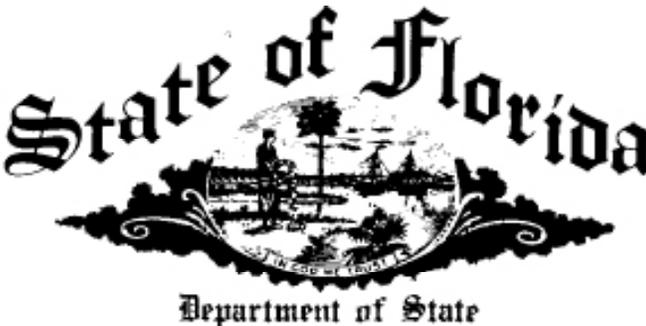
|                              |                        |
|------------------------------|------------------------|
| Founded:                     | 1993                   |
| Headquarters:                | Palm Beach Gardens, FL |
| Staff Size:                  | 20                     |
| Offices:                     | 4                      |
| Districts Formed:            | 66                     |
| Districts Currently Managed: | 83                     |
| Counties Operating In:       | 14                     |
| Total Operating Budgets      | \$35.6+ million        |
| Total Bonds Administered     | \$1.24+ billion        |

- Marsh Harbour CDD
- Meadow Pines CDD
- Monterey/Congress CDD
- North Shore Village CDD
- Pal Mar Water Control District
- Palm Beach Plantation CDD
- Pentathlon CDD
- Principal One CDD
- Quantum Park Overlay Dependent District
- Quarry CDD
- Renaissance Commons CDD
- Riverside Park CDD
- Sail Harbour CDD
- Sausalito Bay CDD
- Sebastian River Improvement District
- Silver Palms CDD
- Sonoma Bay CDD
- South Bay CDD
- St. Lucie West Services District
- Summerville CDD
- Sunnyland Farms CDD
- Terracina CDD
- Thousand Oaks CDD
- Trails at Monterey CDD
- Tree Island Estates CDD
- Two Lakes CDD
- Utopia CDD
- Valencia Acres CDD
- Venetian Isles CDD
- Venetian Parc CDD
- Veranda CDD
- Verona Walk CDD
- Village Walk of Bonita Springs CDD
- Vista CDD
- Walnut Creek CDD
- West Villages Improvement District
- Winding Cypress CDD
- Winston Trails East CDD
- Wyndam Park CDD

# District Locations



## Florida Business License



I certify from the records of this office that SPECIAL DISTRICT SERVICES, INC. is a corporation organized under the laws of the State of Florida, filed on January 11, 1993 .

The document number of this corporation is P93000003074.

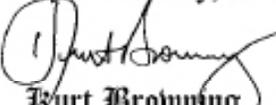
I further certify that said corporation has paid all fees due this office through December 31, 2008, that its most recent annual report/uniform business report was filed on February 4, 2008, and its status is active.

I further certify that said corporation has not filed Articles of Dissolution.



CR2EQ22 (01-07)

Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capitol, this the  
Eighth day of February, 2008



**Kurt Browning**  
Secretary of State



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## References

### **David Genson**

Barron Collier Companies  
Landowner Representative  
Ave Maria Stewardship District  
2600 Golden Gate Parkway  
Naples FL 34105  
(239) 262-2600  
dgenson@barroncollier.com

### **Dennis Pickle**

Manager  
St. Lucie West Services District  
450 SW Utility Drive  
Port St. Lucie, Florida 34986  
(772) 340-0220  
dpickle@slwsd.org

### **Rick Melchiori**

Chair  
Hobe St. Lucie Conservancy District  
1701 Hwy. A1A, Suite 204  
Vero Beach, FL 32963  
(772) 234-5234  
rmelchiori@beckerholding.com



# Poinciana West CDD Fee Proposal

**Management Fee\* .....\$36,000 per year**

SDS will provide those services necessary for the management and operation of the District including, but not limited to, preparation of agendas, legal advertisements, minutes of meetings, communications and coordination with other governmental agencies and District professionals, general supervision, and day to day management of the operations of the District in accordance with the provisions of Chapter 190 and Chapter 189, Florida Statutes. This fee contemplates twelve meetings per year.

SDS will maintain the District books, accounts, records, purchasing procedures and financial reporting procedures, write all checks and prepare financial reports, including bond issue requirements.

**Assessment Roll\* ..... \$3,000 per year**

SDS will prepare and submit the annual assessment roll to County Tax Collector following adoption by the District on an annual basis.

**Field Operations ..... \$4,000 per year**

SDS will provide field operations personnel to oversee District-operated facilities and services.

\* Note: If the two CDDs merge into one, there would be cost savings for everyone, as the new CDD would cost less to administer, both for the management fees and the assessment roll fees, than the total of the two separate districts. That amount would be negotiated when/if the merger is complete.



**Wrathell, Hunt and Associates, LLC**

November 2, 2017

Michael Eckert  
 Hopping Green & Sams, P.A.  
 119 S. Monroe Street, Suite 300  
 Tallahassee, FL 32301

**Re: Poinciana West Community Development District Proposal for District Management Services**

Dear Mr. Eckert:

It is my pleasure to submit the following Proposal for District Management Services for the Poinciana West Community Development District. Our submittal outlines the qualifications of Wrathell, Hunt and Associates, LLC, in hopeful anticipation of providing services to the Poinciana West CDD.

Wrathell, Hunt and Associates, LLC, specializes in managing and servicing special taxing districts in Florida, Alabama, Mississippi, Louisiana, Georgia, Indiana and Texas. Our clients include many types of governments in several states. We believe that our submittal demonstrates our firm's and our staff's qualifications to manage the Poinciana West Community Development District.

Thank you for your consideration of our proposal. We welcome the opportunity to work with the District Board and its team of professionals. We acknowledge that Severn Trent currently serves in the capacity of District Manager and Field Operations Manager. It is also our understanding that Evergreen Lifestyles Management has successfully served the community as HOA manager for a number of years. Wrathell, Hunt and Associates is proposing to serve as District Manager and is recommending the CDD Board consider engaging Evergreen in the capacity of CDD Field Operations Manager. This structure would designate a singular point of contact for the residents, and ensure maintenance continuity between the CDD and HOA. Moreover, Wrathell, Hunt and Associates has worked with Evergreen on a number of communities throughout the state of Florida. Our firm has an excellent relationship with Kraig Carmickle and his team at Evergreen.

Should you have any questions or require additional information, please feel free to contact me directly.

Very truly yours,

Cindy Cerbone  
 Client Services Manager

**POINCIANA WEST  
COMMUNITY  
DEVELOPMENT  
DISTRICT**

**RESPONSE TO REQUEST FOR  
PROPOSALS**

# LETTER OF INTRODUCTION

**Wrathell, Hunt and Associates, LLC** appreciates the opportunity to offer our services to the Poinciana West Community Development District. We believe that our unique experience may be of great value to your Community and we look forward to an opportunity to serve you.

**Wrathell, Hunt and Associates, LLC** specializes in managing Community Development Districts and Special Taxing Districts in the States of Florida, Alabama, Mississippi, and Louisiana. We work by combining the knowledge, skills and experience of a team of professionals with the resources required to offer our clients uniquely comprehensive services for established as well as emerging communities throughout the Southeastern United States.

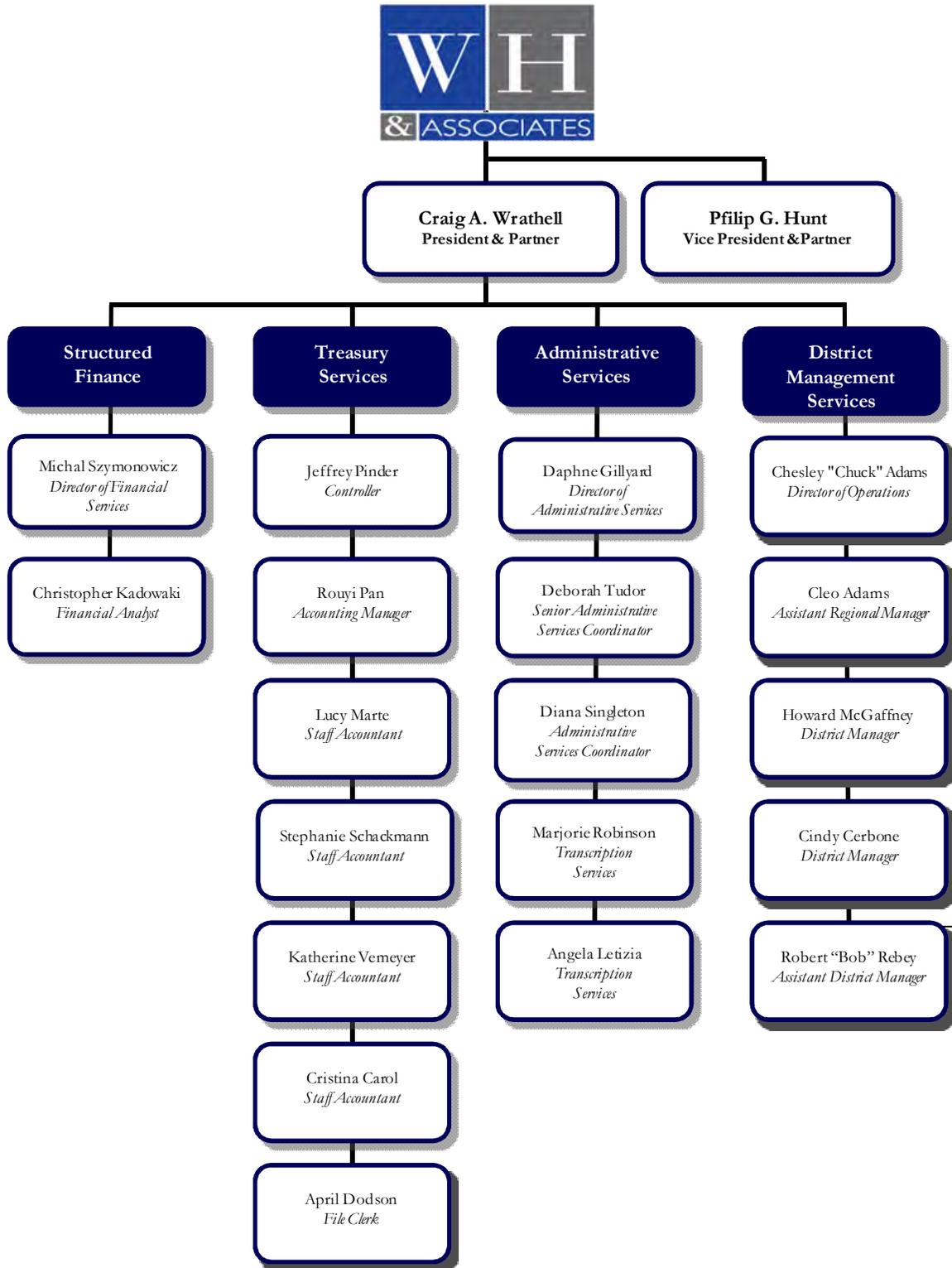
Through the expertise of **Wrathell, Hunt and Associates, LLC**, special taxing districts can be effectively utilized by residents and landowners to provide access to the tax-exempt bond market, providing an alternative financing vehicle to conventional lending institutions. These special-purpose forms of local government are also further empowered to operate and maintain the publicly-financed community infrastructure, facilities, and amenities becoming stewards and guardians of facilities and services. The effective utilization of these special taxing districts provides residents and landowners with a successful financing and operational tool which can provide immediate, as well as long-term financial, aesthetic, and functional benefits.

Selecting a highly-qualified group of management professionals to effectuate the operation of the District, ensure compliance with all governmental requirements of the District, develop the financing program, administer the issuance of tax-exempt bond financing, and, finally, operate and maintain the assets of the Community requires a firm with an extensive combination of business and governmental expertise. To attain the objectives of the development community, as well as possess a firm understanding of the myriad of governmental requirements of special taxing districts and local government, requires a unique and experienced group of professionals. We are confident that we have assembled such a team of professionals and are looking forward to serving your needs.

**Wrathell, Hunt and Associates, LLC** is services-oriented because we know that no matter how experienced and credentialed an organization or an individual is, the sole measure of service success to the client is performance. Consequently, we would like to propose Ms. Cindy Cerbone, a Client Services Manager of **Wrathell, Hunt and Associates, LLC** for the position of District Manager for the Poinciana West CDD.



## Organizational Chart



## Office Locations

**Wrathell, Hunt and Associates, LLC** is headquartered in Boca Raton, Florida and maintains an additional two (2) regional offices. A listing of our offices is presented below.

**Corporate Headquarters**

2300 Glades Road, Suite 410W  
 Boca Raton, Florida 33431  
 Phone: (561) 571-0010  
 Fax: (561) 571-0013

**St. John’s County Office**

162 S. Prairie Lakes Dr.  
 St. Augustine, Florida 32084  
 Phone: (904) 386-0186

**Lee County Office**

9220 Bonita Beach Road, Suite 214  
 Bonita Springs, Florida 34135  
 Phone: (239) 498-9020



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## Qualifications of Firm

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Our firm was founded on January 13, 2005, in the State of Florida to provide a broad range of services to new and existing communities. Our Partners and Associates have extensive experience in all aspects of managing, financing and administering Community Development Districts and other general-purpose and special-purpose governments throughout the States of Florida, Alabama, Mississippi and Louisiana.

Each member of our staff can answer questions about all aspects of the District, which increases the productivity and efficiency of the District, while reducing your operation costs. Our Partners and Associates are experts in their respective fields, each bringing a unique ability to immediately and professionally provide assistance to a diverse group, including Board Members, Residents and Investment Bankers.

Our Principals and Associates represent an impressive depth of experience addressing community services. This depth is complemented by the firm's founding principle of substantive service provision, not just form. Our services are uniquely tailored for each of our clients with precision and accuracy in meeting their requirements. Wherever our expertise is needed, you can be assured that we will be there – whether it's Central Florida, the Treasure Coast, the West Coast, the Panhandle or anywhere in the Southeastern United States.

### ***Craig A. Wrathell, President & Partner***

Mr. Wrathell has worked in the private sector since 1998, serving public as well as private sector clients. During this time, his experience included managing over 120 Community Development Districts and Special Act Districts throughout the states of Florida, Alabama, Louisiana, Mississippi and Georgia, developing and administering District Budgets totaling over \$150 million in annual revenues to fund administrative, operational and maintenance needs, water and wastewater utility operations, and debt service obligations, as well as administering the issuance of over \$850 million in tax exempt municipal bonds for community improvements. In addition to Mr. Wrathell's Special District administrative expertise, he has extensive experience in the establishment of Community Development Districts as well as developing and designing tax exempt bonds for eligible public infrastructure capital financing programs all designed to meet client needs and expectations.

Mr. Wrathell served as the first City Manager for the City of Marathon, in the Florida Keys State Area of Critical Concern, for over two and one-half (2½) years; he established all municipal departments, developing and implementing community redevelopment



initiatives, and administering municipal government in a sound fiscal manner; resulting in \$4.3 million in reserves earmarked to be utilized for infrastructure related capital improvements.

Mr. Wrathell has served as the Court-appointed Receiver for the Falling Waters Conservancy District in Porter County, Indiana. As a Receiver, Mr. Wrathell is tasked by the Court to guide the District through the 363 Bankruptcy Sale process and reposition the District from a failed development to a once again successful project.

Mr. Wrathell graduated from University of Miami in 1997 with a Master of Arts in International Studies (majoring in International Business) and in 1995 with a Bachelor of Arts in Political Science from Florida Atlantic University.

***Pfilip G. Hunt, Jr., Vice President & Partner***

Mr. Hunt started in public finance in 1986 and has been a licensed investment banker for 30 years. He has extensive experience in the financial analysis, structuring and all aspects of municipal bond originations. He has been involved in over \$20 billion in public financing during his career for projects such as schools, colleges, water and sewer, stormwater, airports, transportation, athletic facilities, single and multi-family housing, and development districts to name a few. In 2005 he formed Wrathell, Hunt and Associates with Craig Wrathell and since that time has been involved in the creation, funding and management of many of the firm's out of state districts.

Prior to entering the public finance industry, Mr. Hunt worked in finance and marketing in Jeddah and Dhahran, Saudi Arabia and Jakarta, Indonesia from 1982 through 1984.

Mr. Hunt graduated from Florida State University, Tallahassee, Florida in 1984 with a BS degree in Finance and Economics and in 1985 with an MBA degree in Finance. He is currently licensed with Finra and the SEC holding the series 7, 24, 27, 53, 63 securities licenses.

***Michal Szymonowicz, Director of Financial Services***

Mr. Szymonowicz has worked in the business of financial services for special district and private clients since 1998. His primary responsibilities included assisting in the establishment of special districts, development of capital infrastructure funding totaling nearly \$750 million, development and preparation of annual budgets in excess of \$50 million and strategic financial planning and financial analysis for private and public-sector clients. Serving special district clients, Mr. Szymonowicz has also prepared special assessment methodologies for 50 special district bond issuances totaling over \$500 million, developed a utility rate study for a water and wastewater utility company with



over 3,000 individual and business customers and annually concurrently administered multiple special assessment rolls with over 25,000 parcels.

In addition, Mr. Szymonowicz has over five (5) years of varied municipal experience, which included annual budget preparation for the cities of Weston and Marathon, Village of Key Biscayne and Town of Southwest Ranches totaling over \$120 million, development of a ten-year strategic capital and operating plan for the City of Weston, preparation of fire protection services special assessment methodology, administration of investment portfolios valued at over \$100 million, and assistance in GASB 34 implementation. Mr. Szymonowicz's work has been recognized by the Government Finance Officers Association of the United States and Canada with multiple Distinguished Budget Presentation and Excellence in Financial Reporting Awards.

Mr. Szymonowicz graduated from Florida Atlantic University in 1998 with a Master of Science in Economics (with concentration in Finance) and in 1996 with a Bachelor of Arts in Economics (with concentration in International Economics).

#### ***Chris Kadowaki, Financial Analyst***

Mr. Kadowaki joined the firm in January of 2017 with experience in budget analysis and investments. His experience with financial analysis and investments includes working within a corporate financial planning and analysis team, as well as providing individual and institutional investment advisory services. His responsibilities include assisting in the establishment of special districts, preparation of annual budgets, assisting in the development of capital infrastructure funding and serving as Dissemination Agent.

He graduated from Central Michigan University in May 2013 earning a BSBA majoring in Finance and Economics.

#### ***Chesley "Chuck" E. Adams, Jr., Director of Operations***

For the past 24 years, Mr. Adams has specialized in the creation and oversight of operational and capital improvement budgets and programs including, but not limited to, roads and right-of-ways, landscaping, amenities, district facilities, stormwater management, parks and recreation, security, and wastewater and reuse utility systems; serving in the capacity of Director of Operations or as District Manager for over 25 Chapter 190 F.S. Community Development Districts, with annual operating budgets exceeding \$25 million.

Mr. Adams has most recently overseen several capital improvement and infrastructure expansion projects; including the planning, permitting, and construction of three (3) in-house maintenance facilities valued at approximately \$750,000 each, as well as the expansion to an irrigation supply, distribution, and pumping program valued at



approximately \$2 million. Additionally, Mr. Adams initiated, developed and implemented a \$3 million capital improvement program for a maturing premier master-planned community in an effort to meet expanding community service needs and remain competitive with neighboring communities. As part of the planning process, Mr. Adams was able to identify sufficient project diversity to qualify for three (3) Florida Recreational Development Assistance Program (FRDAP) Grants. This client became the first Community Development District in the state to receive FRDAP grant funding when it was awarded all three (3) of the FRDAP grants totaling \$550,000.

In addition to Mr. Adams's Special Taxing District experience, he also served as the first Director of Community Services for the City of Marathon, in the Florida Keys State Area of Critical Concern, for over one and one-half (1½) years.

During that assignment, Mr. Adams was tasked with identifying and upgrading basic public works and recreational services as well as developing and implementing a complimentary capital improvement program to enhance the quality of life for the residents, business owners, and visitors to the community. Some notable capital projects included a \$2.2 million beach redevelopment project for which he secured \$400,000 in FRDAP grants, and a \$500,000 community park expansion for which he received a \$200,000 FRDAP grant, as well as initiated planning and grant writing to acquire and construct a community Aquatic Center/Events Field.

### ***Cleo Adams, Assistant Client Services Manager***

Ms. Adams experience includes the management of housing developments ranging in size from 580 units to 2,700 units. Her responsibilities included the monitoring and maintenance and office personnel and the hiring and monitoring of contractors for community projects. She was responsible for budgets in excess of \$2 million in addition to accounts receivables, payables and payroll.

She served as liaison between board members and attorneys, accountants, engineers and city building departments as well as representative for court litigations. Ms. Adams was a member of the Design Review Committee.

Ms. Adams is expert in managing District infrastructure, facilities, landscape programs and amenities at a high level and in a cost efficient manner.



**Howard "Mac" McGaffney, Client Services Manager**

Mr. McGaffney is the Client Services Manager in the Jacksonville region and manages several Community Development Districts throughout Florida.

Howard served our country honorably for 14 years in the United States Navy and is a veteran of the Persian Gulf War. His selfless dedication to our country and humble service is a key indicator of his desire to serve others.

Prior to coming on board with **Wrathell, Hunt and Associates LLC**, Howard held the positions of Director of Facilities and Aquatics/Senior Level Accounts Manager for Florida's largest amenity management and aquatics facilities management company. Since moving to Florida in 2007 he has managed in some of Florida's highest profile communities. Howard is recognized statewide as an extremely knowledgeable and efficient Property and Facilities Manager and brings a diverse level of retail, commercial and residential management experience to WHA. His dedicated and resourceful management style has garnered respect in many of Florida's communities and his competencies have assisted Community Development Districts operate more effectively and efficiently.

Since 2013, Howard has built successful inter-governmental relations and holds a valued respect with some of Florida's key governmental agencies including: United States Army Corps of Engineers (USACE), Florida Department of Environmental Protection (FDEP) and the Florida Forest Service (FFS).

Specific strengths and experience that Districts can depend and rely on from Howard are: budgeting, administration, financial analysis, capital improvement planning and strategic planning, operational management, strategic communications, planning and building strategic partnerships, inter-governmental relations with FDEP, U.S. Army Corps of Engineers-(USACE), NFWMD, SJRWMD, Florida Forestry Service, permitting and compliance, mitigation and management planning, storm water systems, conservation easements (CE's & RCE's), vegetative natural buffers (VNB's) and oversight of ecology specialists.

**Cindy Cerbone, Client Services Manager**

Ms. Cerbone has worked in the financial and operational areas of both public and private companies spanning the construction, service and manufacturing industries. Her background and expertise includes all areas of accounting and finance, as well as information technology and process improvements. Some of her more detailed core competencies are related to business strategy and management, financial reporting, merger & acquisition integrations, compliance, and audits.



Ms. Cerbone was most recently the Corporate Controller for Dycom Industries, Inc., a publicly held company focused on specialty contracting services to the telecommunications and infrastructure industry. Previous to Dycom, Ms. Cerbone was the Vice President of Accounting & Financial Services for CEMEX, Inc., an international provider of construction and building materials. Prior to CEMEX, Ms. Cerbone worked for several subsidiaries of Waste Management as well as the corporate office of Waste Management.

Ms. Cerbone is a native Floridian and earned an MBA from Palm Beach Atlantic University and a Bachelor of Science in Accounting from the University of Kentucky.

***Robert "Bob" Rebey, Assistant District Manager***

Bob has a very distinguished set of skills and career experiences. Prior to joining Wrathell, Hunt and Associates, LLC, Bob worked for 7 years as a licensed Condominium Association Manager for a very prestigious high-rise property in Sarasota, FL overseeing building systems and grounds maintenance through outside contractors. Under his direct Supervision the property reduced its utility and maintenance costs by 15% and as a result the property was presented the 2013 Florida Properties of Excellence Award for energy conservation initiatives. Previous to this position, Bob spent 10 years working for the Ritz-Carlton of Sarasota as the Assistant Director of Engineering with total building, systems and grounds management responsibility. While under his direct Supervision, the property received the Governor's Sterling Award. He also served as the Corporate Trainer for new facilities start-ups both domestically and internationally.

***Daphne Gillyard, Director of Administrative Services***

Ms. Gillyard has 15 years of business development experience. Her experience includes public and private sector proposal development, database management, and graphic design. Ms. Gillyard was responsible for the implementation and management of a corporate-wide collateral materials quality assurance/quality control program for one of the largest consulting firms in South Florida.

Ms. Gillyard is responsible for records management procedures and implementation guidelines through the Florida Department of State, Division of Library and Information Services and Bureau of Archives and Records Management.

Ms. Gillyard's department is responsible for preparing agendas for Board meetings and workshops, gathering information for meeting agenda packets, and notifying Board Members, appropriate District staff, news media, and other interested parties of dates and times of Board meetings; indexes and prepares minutes as historical account for public inspection; prepares follow-up correspondence to notify departments and/or



individuals of actions required by Board; informs news media and/or general public of Board actions in response to inquiries or as otherwise deemed appropriate.

Ms. Gillyard is officially responsible for the Districts' seals and the retention of official records including minutes, records of District appointed/elected boards and committees, resolutions, contracts, agreements, and leases, etc., in accordance with the Florida Statutes; prepares official copies of documents including resolutions and meeting minutes as adopted by the Board; certifies legal documents on behalf of the Districts. Daphne is also responsible for legal advertisements as well as scheduling and coordinating meetings for over 60 Districts.

The Administrative Services Department handles scheduling and travel arrangements including hotel, airline and car rental reservations.

***Deborah Tudor, Senior Administrative Services Coordinator***

Ms. Tudor has over 20 years of Records Management experience. Her considerable knowledge includes customer service, accounts receivable, collections and database management. She specialized in maintaining large databases for municipal water and sewer clients including coordinating all correspondence with residents, attorneys and title companies.

Ms. Tudor assists in the preparation of agendas for Board meetings and workshops. She transcribes the minutes of the meetings and workshops and assists in the management of the districts' records.

***Diana Singleton, Administrative Services Coordinator***

Ms. Singleton has over 15 years of experience in administrative, paralegal and management positions in environmental and legal fields. Diana graduated from New Mexico State University with a Master of Arts in Elementary Education. Her undergraduate degree, Bachelor of Science in Elementary Education was obtained from the University of Nebraska – Lincoln.

Ms. Singleton assists in the preparation of agendas for Board meetings and workshops. She transcribes the minutes of the meetings and workshops and assists in the management of the districts' records.



***Jeffrey Pinder, Controller***

Mr. Pinder has a comprehensive understanding of independent special districts, Generally Accepted Accounting Principles (GAAP) and Florida law as it relates to governmental financial reporting. His experience includes 13 years of governmental accounting, nine (9) of which were in public accounting. He concentrated exclusively on audits of governmental entities, which included cities, towns, utility authorities and well over 100 special districts during six (6) of the nine (9) years of public accounting. These entities have provided Mr. Pinder with an in depth understanding of internal controls. Some of these entities have annual revenues that exceed \$100 million and most have bond issuances of \$5 to 75 million.

In addition, Mr. Pinder provided budgeting services for Marriott International's west coast construction projects, which were in excess of \$750 million, and attestation services for the Italian embassy in regards to billings related to the construction of their facilities.

Mr. Pinder's continued focus on governmental accounting ensures that the Districts managed by ***Wrathell, Hunt and Associates LLC*** are in compliance with the Government Accounting Standards Board, Florida Auditor General and GAAP.

Mr. Pinder earned a Bachelor of Business Administration in Accounting from Florida Atlantic University. Jeff is a member of the Florida Government Finance Officers Association.

***Rouyi Pan, Accounting Manager***

Ms. Pan has 13 years of varied private and public-sector accounting, financial reporting and auditing experience. During her career, she worked in the areas of general accounting, taxation, payroll, internal control, investment compliance, financial reporting, Financial and Governmental Accounting Standard Boards (FASB and GASB) rule implementation and compliance, as well as trained and supervised staff.

Ms. Pan is a Certified Public Accountant (CPA) and is a member of American Institute of Certified Public Accountants (AICPA) and Florida Institute of Certified Public Accountants (FICPA).

Ms. Pan graduated from Florida Atlantic University with a Bachelor of Business Administration in Accounting and a Masters of Accounting.



***Lucy Marte, Staff Accountant***

Ms. Marte has 25 years of experience as an accountant, which includes but is not limited to the management of the daily business operations including: day-to-day cash flow management, bank reconciliations and financial statements, payroll operations and reports, Qualified Public Depositor filings, accounts payable, and account analyses.

***Stephanie Schackmann, Staff Accountant***

Ms. Schackmann joined our firm with experience in accounts payable, accounts receivable, customer relations and a strong understanding of modified accrual accounting. Stephanie graduated from Florida Atlantic University in August 2011 having earned her undergraduate degree in accounting. Stephanie also graduated with her Master's Degree in Accounting from Florida Atlantic University in December 2013. Her focus is primarily on accounts payable, day-to-day cash flow management and a variety of special projects which include account reconciliations and variance analysis.

***Katherine Vemeyer, Staff Accountant***

Ms. Vemeyer joined our firm in October of 2015 with experience in accounts receivables, accounts payables, customer billing, and inventory management. She graduated from Florida Atlantic University in August 2015 and is currently studying for the Certified Public Accounting exam. Her position involves accounts payable, cash and trust statement reconciliations and district funding.

***Cristina Carol, Staff Accountant***

Ms. Carol joined our firm in June of 2017 with experience in accounts receivable and customer billing. Nina graduated from Florida Atlantic University in August of 2014, having earned her undergraduate degree in accounting. Nina has since completed the additional 30 graduate credit hours in Accounting and is now studying for the Certified Public Accounting Exam. Her position involves accounts payable, cash and trust statement reconciliations, and district funding.



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## Our Mission

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At ***Wrathell, Hunt and Associates, LLC***, our mission is to engage collaboratively with our clients and tackle their most complex business problems. We will apply our business insights to develop fresh, innovative solutions that provide real and measurable business outcomes - whether designing and implementing new service models or revolutionizing the business model to meet our clients' expectations. We will work with our clients to identify the level of change that suits their needs and results in actionable change and sustainable outcomes.

We will bring together the best of Wrathell, Hunt and Associates, LLC - and our business partners - to effect change and optimize business performance for our clients.

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## Customer Service Principles

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***Wrathell, Hunt and Associates, LLC***, is dedicated to delivering the highest level of customer service to our clients and the depth of experience with our professional staff uniquely qualifies our firm to deliver the services that are needed ... now and in the future. We are a business consulting firm like no other. We help clients solve their toughest problems and their biggest challenges, the sort of hurdles that require the unique capabilities of our team of top-caliber professionals.

Our expertise ranges across key business issues and deep into our industry. Our business experience is real and so are the results we bring to our clients. We help our clients unlock value in the use of districts to market, finance, and develop a business strategy, to effectively supply and deliver essential services to the communities you represent.

We accomplish our mission and deliver superior customer service by:

- Establishing strong personal relationships with our clients and consistently delivering service that exceeds our clients' expectations
- Staffing each and every project with the most qualified members of our team including Partners and Associates and ensuring our professional expertise is provided at the most reasonable cost
- Soliciting our clients' comments and suggestions as to our performance
- Serving our communities as good citizens with the highest ethical and moral standards



- Employing a team of cross-trained professionals in the following disciplines:
  - Accounting
  - Budget and Finance
  - District Management
  - Operations Management
  - Assessment Methodology Development
  - Assessment Roll Development and Maintenance
  - Utility Billing
  - Records Management
  - Customer Service
  - Administration
  - Dissemination Agent

### **Service Delivery Standards**

**Wrathell, Hunt and Associates LLC**, is complemented with a team of professionals in the following disciplines: Accounting, Budget & Finance, District Management, Operations Management, Assessment Methodology Development, Assessment Roll Development and Maintenance, Utility Billing, Records Management, Customer Service and Administration. Our clients consistently rank our service standards as superior and we encourage you to contact our client references to more fully discuss our Firm.

### **Listing of Districts Managed by Wrathell, Hunt & Associates**

| <b>FLORIDA DISTRICTS</b>    | <b>COUNTY</b>     |
|-----------------------------|-------------------|
| Aventura Isles CDD          | Miami-Dade        |
| Babcock Ranch CISD          | Charlotte and Lee |
| Bay Creek CDD               | Lee               |
| Bayside Improvement CDD     | Lee               |
| Beach Road Golf Estates CDD | Lee               |
| Bonita Landing CDD          | Lee               |
| Boynton Village CDD         | Palm Beach        |



| <b>FLORIDA DISTRICTS</b>         | <b>COUNTY</b> |
|----------------------------------|---------------|
| Brooks of Bonita Springs CDD     | Lee           |
| Brooks of Bonita Springs II CDD  | Lee           |
| Cory Lakes CDD                   | Hillsborough  |
| Creekside at Twin Creeks CDD     | St. Johns     |
| Deering Park Center CDD          | Volusia       |
| DP1 CDD                          | St. Johns     |
| East Bonita Beach Road CDD       | Lee           |
| East Nassau Stewardship District | Nassau        |
| Fallschase CDD                   | Leon          |
| Farmton Brevard CDD              | Brevard       |
| Fiddler's Creek CDD #1           | Collier       |
| Fiddler's Creek CDD #2           | Collier       |
| Grand Haven CDD                  | Flagler       |
| Hamal CDD                        | Palm Beach    |
| Heritage Pines CDD               | Pasco         |
| Hunter's Ridge CDD No. 1         | Flagler       |
| Hunter's Ridge Oaks CDD No. 1    | Flagler       |
| Indiantown CDD                   | Martin        |
| Julington Creek Plantation CDD   | St. Johns     |
| Lake Powell Residential Golf CDD | Bay           |
| Landmark at Doral CDD            | Miami-Dade    |
| Mediterra North CDD              | Lee           |
| Mediterra South CDD              | Collier       |
| Miami World Center CDD           | Miami-Dade    |
| Midtown Miami CDD                | Miami-Dade    |
| Miromar Lakes South CDD          | Lee           |
| Moody River Estates CDD          | Lee           |
| Naples Reserve CDD               | Collier       |



| <b>FLORIDA DISTRICTS</b>          | <b>COUNTY</b> |
|-----------------------------------|---------------|
| Orange Blossom Groves CDD         | Collier       |
| Orange Blossom Ranch CDD          | Collier       |
| Osprey Oaks CDD                   | Palm Beach    |
| Palm Bay CDD                      | Hillsborough  |
| Parklands Lee CDD                 | Lee           |
| Parklands West CDD                | Lee           |
| River Hall CDD                    | Lee           |
| River Ridge CDD                   | Lee           |
| Sarasota National CDD             | Sarasota      |
| Southern Hills Plantation I CDD   | Hernando      |
| Southern Hills Plantation III CDD | Hernando      |
| Stonegate CDD                     | Miami-Dade    |
| Stoneybrook CDD                   | Lee           |
| Sunshine Water Control District   | Broward       |
| Tomoka Town Center CDD            | Volusia       |
| Toscana Isles CDD                 | Sarasota      |
| Twin Creeks North CDD             | St. Johns     |
| University Square CDD             | Lee           |
| Verandah East CDD                 | Lee           |
| Verandah West CDD                 | Lee           |
| Waterford Landing CDD             | Lee           |
| Willow Hammock CDD                | Manatee       |

| <b>OUT OF STATE DISTRICTS</b>                                  | <b>STATE</b> |
|--|--------------|
| Canton Marketplace Community Improvement District              | Georgia      |
| Falling Waters Conservancy District (Court-appointed Receiver) | Indiana      |
| McGowin Park Improvement District                              | Alabama      |
| Renaissance Cooperative District                               | Alabama      |



| OUT OF STATE DISTRICTS  | STATE   |
|---|---------|
| Renaissance Improvement District  | Alabama |
| The Cooperative District of Houston County – Country Crossing Project   | Alabama |
| The Improvement District of the City of Valley, Alabama – Venue Project | Alabama |
| The Improvement District of Houston County – Country Crossing Project   | Alabama |
| The West Pace Village Cooperative District                              | Alabama |
| The West Pace Village Improvement District                              | Alabama |



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## Select District Profiles

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### Complex Financial Structuring

**Wrathell, Hunt, and Associates, LLC** was hired in August 2014 to manage the Midtown Miami Community Development District, which initially issued \$110 million in bonds to finance public infrastructure, as well as two public parking garages with nearly 3,000 parking spaces. The Midtown Miami CDD receives approximately \$5 million annually in Tax Increment Financing (TIF) revenues to pay debt service on the CDD parking garage bonds. At build-out, Midtown is planned to have over 3,000 condos and apartments, as well as over 1,000,000 square feet of retail, commercial, and office uses. The District's Budget has a General Fund with \$2.6 million in operating expenses, \$1.8 million annual debt service on the infrastructure bonds, Enterprise Fund generating \$4 million in parking fees to fund parking garage operations and, within the Enterprise Fund, \$5 million in TIF revenues to pay \$4.7 million in annual debt service on the parking garage bonds.



# Premier Community

The Twin Creeks North CDD is located in St. Johns County and will contain a 14-acre man-made lagoon that will be the largest in Florida at the time of construction. The CDD itself is approximately 892.39 acres and is projected to contain 761 residential units, as well as 1,050,000 square feet of retail and office uses. The man-made lagoon will serve as the centerpiece to this new and exciting community. The CDD issued \$31.5 million in master infrastructure and subdivision bonds in December 2016 and plans to issue additional subdivision bonds in 2017.



## Highly Amenitized

**Wrathell, Hunt, and Associates, LLC** was hired in August 2015 to manage the Julington Creek Plantation CDD in St. Johns County which is a 4,200 acre development consisting of 5,900 residential units. The Julington Creek Plantation CDD is yet another example of a large and highly amenitized community that our firm now manages. The CDD has a staff of 150 contract employees to operate the extensive amenity/recreational facilities offered to the residents.



## High Profile

The Miami World Center Community Development District was created on July 24, 2015. This District is located in downtown Miami near the American Airlines Arena (home of the Miami Heat). This project is currently planned for 3,200 condos/apartments, 400 hotel rooms, and 957,900 square feet of retail and restaurant use. The District issued \$74,065,000 in bonds in February 2017 and the Developer has a funding agreement in place to ultimately provide in excess of \$6 million in Tax Increment Financing revenues annually to cover bond debt service and CDD operations.

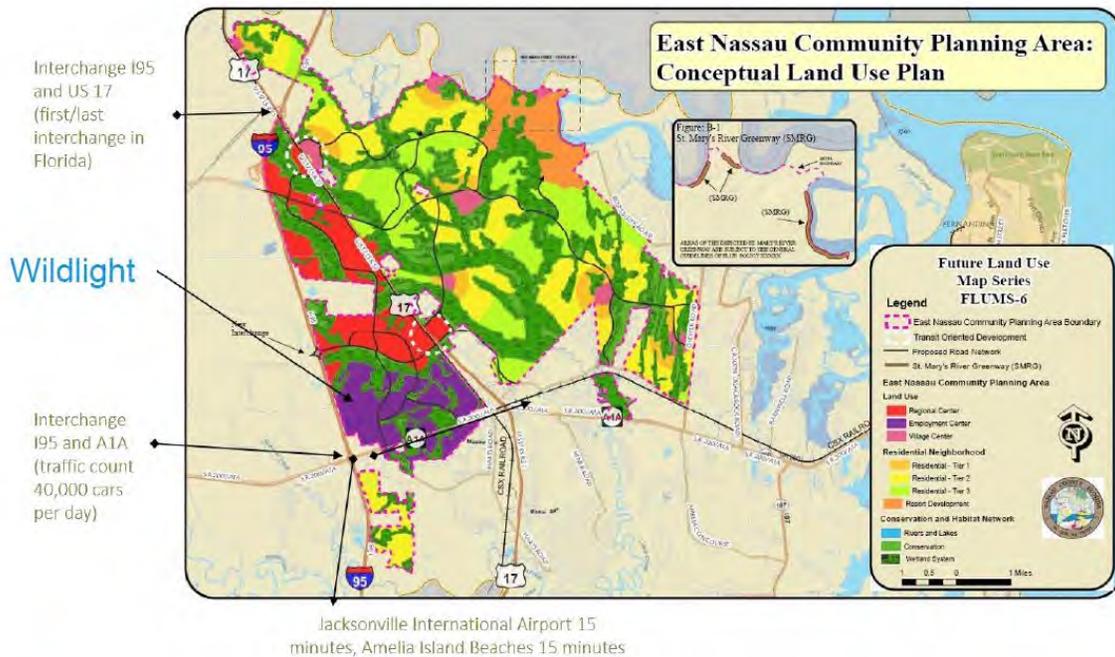


# 24,000 acre Stewardship District

**Wrathell, Hunt, and Associates, LLC** has been engaged by Rayonier to serve as District Manager and Assessment Methodology Consultant for the East Nassau Stewardship District. Rayonier is the third largest timber REIT with 2.7 million acres of high quality timberland located in the United States and New Zealand. Rayonier has a market capitalization of approximately \$3.0 billion and has land use entitlements on over 39,000 acres with near-term development projects underway. The East Nassau Stewardship District is located in Nassau County Florida, will be approximately 24,000 acres in size, estimated 24,000 residential units, and approximately 11,000,000 square feet of non-residential uses. Within the East Nassau Stewardship District, there will be a 12,000 acre Conservation & Habitat Network which will require integrated oversight by the Stewardship District.

## East Nassau Sector Plan

24,000-Acre Sector Plan allows for buildout of 24,000 DU & 11 MSF of commercial uses



## Services Fees

**Wrathell, Hunt and Associates, LLC**, would like to propose the following fees for its services for the Poinciana West Community Development District (the "District"):

1. District Management, Recording, Financial Accounting, Assessment Roll Services fees proposed:

|                     |                          |
|---------------------|--------------------------|
| DISTRICT MANAGEMENT | <b>\$52,500 annually</b> |
| DISSEMINATION AGENT | <b>\$2,500 annually</b>  |
| <b>TOTAL</b>        | <b>\$55,000 annually</b> |

2. Postage and freight, printing and binding, legal advertising, web hosting, office supplies are not included within the proposed fee.

3. Additional Services: Should **Wrathell, Hunt & Associates, LLC**, be requested to provide additional functions on behalf of District, compensation for such services shall be in accordance with the terms mutually agreed to by the parties.





**Severn Trent**  
 313 Campus Street  
 Celebration, Florida 34747  
[www.severntrentms.com](http://www.severntrentms.com)

November 2, 2017

Michael Eckert – District Attorney  
 Poinciana West Community Development District  
 119 South Monroe Street - Suite 300  
 Tallahassee, Florida 32301

Dear Mr. Eckert;

Re: Proposal for The Poinciana West Community Development District

Severn Trent Management Services (Severn Trent) is excited and pleased to provide a proposal for District Management services with pricing and scope of services for the Poinciana West Community Development District. Severn Trent has been your District was established in 2006. We are extremely committed to your community and wish to continue providing these services going forward. To this end, Severn Trent is excited to announce a new and improved service offering:

- **Service Enhancement Plan:** We have attached (as Exhibit 1) a new service delivery plan. This plan is designed to enhance all our current services and ensure that all aspects of our services are improved and expanded to provide the highest level of service possible to the Poinciana West community.
- **New Technology Features:** Severn Trent is implementing new technological features that include the following new service enhancements:
  - **Avid Xchange:** This is an advanced accounts payable system that allows Board members to review all invoices for the District through a web-based application. Board members can go to the web portal, review invoices, ask questions about invoices, conduct research on individual vendors and approve and/or reject payment of any invoice. This is an exciting new system and we are implementing for Poinciana West at no additional cost to the District.
  - **TownSquare:** The TownSquare application is an advanced communication tool that allows direct and recurring communications with residents and Board members. The system is hosted by a third-party vendor, Nabr Network, and, in conjunction with your District Manager, will ensure that the website will be kept up to date. The site is continuously monitored to ensure strict compliance with the standards for communication as established by the Board and agreed to when residents sign up to access the site. There is a web posting feature that allows for direct communications on important issues to all residents who have an email address in the system. This communication aspect allows residents to sign up for recurring notices (on any electronic device) such as meeting and other community events. It also allows Severn Trent to communicate with residents quickly and effectively on emergency issues such as road closures and other emergencies. It has a security feature with a 1200-word filter to keep communications positive and avoid profanity.
- **New District Management Team:** Severn Trent is immediately implementing a new structure and has appointed Bob Koncar, General Manager for Severn Trent as the interim District Manager. He will serve as the primary District Manager and Gary Moyer will serve as the secondary District Manager. Bob is the most experienced District Manager on the Severn Trent team and Gary Moyer is the most experienced District Manager in the business. Bob will make certain that the new service delivery plan is fully implemented and the new technology services are implemented based upon the Board's decisions. The goal in making this change is to provide an enhanced level of service to the District and residents.

- **Lifestyle Services:** Severn Trent has a long, successful history of providing a wide range of lifestyle services to our master planned communities throughout Florida and Texas. We are flexible and strategic in the creation of programs that align with the desires of the Board and the various market segments of the users. We work to enhance the experiences of the Members while effectively and efficiently utilizing the showcase of amenities. Our current services include a full range of activities that include the following:
  - Onsite lifestyle enhancement coordinators;
  - Program budgeting and planning,
  - Resident engagement – assisting residents to connect socially and engage in the community;
  - Resident surveys to strategically plan annual, quarterly and monthly events calendar;
  - Memorable, exciting and fun holiday events that engage all members of the community;
  - Creation of community newsletter;
  - Ongoing maintenance of social calendar on website or TownSquare;

A more detailed description of our lifestyle services is included in the body of our proposal.

Severn Trent has been your long-term District Management team but we are not satisfied with the status quo. We are committed to looking for continuous improvements and service enhancements, offering new technology and processes to help keep Poinciana West on the front edge of the industry. We are excited to implement the new service enhancements, technology and a District Management team. All the proposed changes are designed to demonstrate our desire to be a long-term partner for your community and make certain that the Board and residents are receiving the most effective and advanced services possible, all with a value-added service fee schedule.

We look forward to hearing from you concerning our proposal and further discussing these plans, along with your vision, for the community

Respectfully,



Chris Tarase

Vice President – Management Services

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The information contained in this proposal is proprietary and contains confidential information which is of significant economic value to Severn Trent Management Services. It is intended to be used only for valuation of our qualifications to provide services. It should not be duplicated, used or disclosed in whole or in part for any purpose other than to evaluate this proposal.

## Poinciana West Community Development District

# 1 Executive Summary

Severn Trent Services is pleased to provide this proposal for district management services to Poinciana West Community Development District. Severn Trent has been providing community management services in Florida for nearly 40 years.

To meet the needs of your District, we provide a fully empowered local District Manager from our Celebration office. We provide additional support to all our clients through a local office with a regional management and support team and our structured business systems. This approach brings the strength, experience and expertise of Severn Trent to work proactively to address the needs of the District in the most cost-effective manner possible. Your records will always be available through our Celebration office.

Severn Trent specializes in value added services to our clients which includes the following:

- A highly advanced, customized financial software system to provide our clients with options for the presentation of their monthly financial statements and budget documents;
- An electronic system for all District accounts payable that allows Board members to review invoices electronically and approve, reject or send back each invoice. This system is highly efficient and effective at making sure that District invoices are paid timely and paid only after review and approval by Severn Trent staff and Board members assigned to approve invoices for payment. This system provides historical information on invoice payments and allows for specialized reports to be created and produced. **This system is provided at no additional costs to our clients.**
- A fully searchable database for our clients District records. This allows us to provide effective and efficient responses to public records requests. Our system also allows us to be responsive to Board member requests for information on District records.

The successful management of any community depends on the relationship between the board and the management company. Severn Trent does not follow a one-size fits all style of management – rather, we tailor our approach to the desires of the Board, while always keeping in mind statutory requirements. We have put into place procedures and systems that are time tested, but fit the needs and desires of the Board.

*"I am currently the Oakstead Community Development Board Chairman. I have held this position from 2010 and have worked closely with Severn Trent as the Oakstead Property Management Company since then.*

*Mr. Andy Mendenhall, Oakstead's District Manager, has continuously managed all aspects of his job in a superior manner. He has advised our CDD Board on procedural board functions, Florida Statutes, development and control of CDD Budgets, legal advice by Lawyer referrals when necessary, and a myriad of other tasks presented by the Board. His actions in these areas have saved countless dollars.*

*Severn Trent has an outstanding Accounting Department which has qualified its expertise by passing all annual audits without any negative findings. The final audit reports have included positive accolades about handling of Oakstead financial matters by Severn Trent Accountants.*

*I have visited Severn Trent on numerous occasions and have been welcomed warmly each time, announced or unannounced. I have never been treated like just some other person who stopped in.*

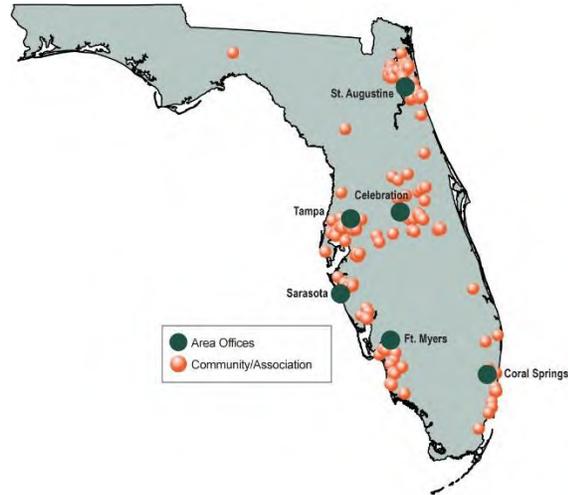
*In closing I will say that Andy is truly knowledgeable, respectful, and most importantly professional. I highly recommend Severn Trent to any Community who desires a Class A Professional Property Management Company."*

Norm Keith  
Oakstead CDD Chair

## 2 Qualifications and Experience

Providing exceptional service and expertise to Community Development Districts, Special Districts and Community Associations in Florida has been our passion for nearly 40 years! Our expertise is second to none and we provide our clients with the specialized skills that are necessary to effectively navigate the District Management requirements as set forth in the Florida Statutes. As the regulatory and economic environment changes, Severn Trent continues to evolve to provide our clients with an adaptable scope of services.

Our size, experience and networked operations ensure the long-term reliability of our services and, while we bring the best talent in the industry to our clients, our clients are never captive to a single individual to meet their needs. Our size and established presence and experience in Florida allow us to provide the stability and the expertise of a large organization at a significant savings. The collective expertise and financial strength of Severn Trent – coupled with our commitment and attention to detail typical of a small, local company – ensures our clients receive the highest quality of management and service.



To meet these service demands, we maintain regional offices in Wesley Chapel, St. Augustine, Celebration, Fort Myers, and Coral Springs. In addition to the 98 Florida Management Services employees, our Operating Service Division has nearly 200 employees in Florida with another 75 Management Services personnel in Texas and 30 in Georgia. **Severn Trent has the depth of resources to meet any client need!**

We provide a full range of District Management services including basic management services, all financial services, records management services, field services and lifestyle and amenity center management. We also have a full range of specialized services to meet the needs of our clients.

### Community District Management Services

We offer the following broad range of services to our District clients:

- **District Management Services** – Planning, budgeting, overseeing District operations and maintenance, utility billing, collections, staffing, establishing and implementing policies
- **Fiscal Advisory Services** – Capital financial planning and cash management through coordination with the various independent financial team members
- **Financial Accounting Services** – Budget management, general ledger, cash management and revenue reporting, payroll, accounts payable, accounts receivable, financial reporting and banking.
- **Special Assessment/Treasury Services** – Assisting with development and implementation of financial strategies and long-term debt issuance.

## Poinciana West Community Development District

- **Records Administration Services** – Maintaining and managing District records, minutes, resolutions, contracts and agreements. We have a searchable database that provides effective and timely responses to public record requests.
- **Lifestyle Services** – Managing amenities and recreational programming, development of special community and family events, creation of newsletters, management and oversight of community swimming pools, splash parks, tennis courts and other recreational and community events.
- **Field Services** – Sidewalk repair and replacement, street sign and lighting maintenance, drainage repairs and clean outs, exotic plant removal, field reports on district physical assets, backflow preventer replacement and certification.

Our success is founded upon a corporate philosophy that emphasizes personalized service. **We provide support services throughout the year so our clients can sleep better at night.**

### District Management Services

Severn Trent attends and conducts all regularly scheduled and special Board meetings, continued meetings, hearings and workshops. As the District Manager, Severn Trent will arrange for time and location and all other necessary logistics for such meetings. For each meeting, we will prepare agenda packages for transmittal to the Board and staff at least seven days prior to the Board's meeting. Accurate summary minutes will be provided for all meetings and hearings. The District Manager will provide oversight of all assets including the preserves, roadways, and storm water system.

Through our local management team and organizational depth of our regional support capabilities, Severn Trent offers an innovative approach – such as multi-year budgeting, cash flow analysis, development of goals and objectives and other valuable tools to help the Board and residents better understand their District and how it operates. **We bring strength in staff and financial resources that directly benefit clients.**

### Financial Accounting Services

Severn Trent performs all required financial accounting functions through solid work flow processes that are designed to integrate the traditional tasks associated with accounting transactions. Those traditional accounting tasks of disbursements, accounts payable, general ledger journal entries, trial balance reconciliation and budget monitoring are knitted together in such a way to achieve:

- Fast turnaround for vendor payments
- Smooth approvals for setting up capital requisitions
- Open communications to field operations
- Advanced preparation for independent audit field work

Our understanding of accounting processes allows us to quickly identify areas needing further work and differentiating from those items that are routine in nature. While there is a great deal of accounting activity that goes into ensuring the individual transactions are properly recorded in the financial records of the District, we use our expertise, our knowledge and our experience to ensure accounting theory is applied in the best interest of the District. The importance of complying with statutory requirements as well as annual disclosure to lenders and bondholders is given an interconnected focus of everyone on our staff which is appreciated and respected by our industry partners. Our accounting staff is committed to a quality standard that allows the accounting activities of the District to properly reflect its financial condition. **Severn Trent has over 300 years of combined experience on our Finance Team!**

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### Special Assessment/Treasury Services

Our Treasury Services Group actively manages the revenue and investments for Districts across the State of Florida. This team ensures that the revenue generated by the District provides the financial platform to meet all its operational expenses and debt obligations. By working closely with the banking industry, we can provide economies of scale in the management of our banking relationships – which is passed along to the Districts we service in the form of favorably negotiated fees and service costs.

The depth and breadth of our special assessment knowledge lends opportunities to capture efficiencies and effectiveness in the collection of District revenues. We pride ourselves in our ability to interpret developer agreements to maximize cash flow for the District and satisfy cash requirements for running the operations of the District.

Severn Trent’s consolidated customer service staff responds to property owner inquiries about assessment billings with ease and provides simple explanations to describe the inter-workings of otherwise complicated financial matters. We respond quickly to persons and businesses needing the payment information for outstanding monies owed to the District. In addition, we enjoy positive relationships with title companies, mortgage holders, real estate law firms and other parties that request the release of the District’s assessment liens to facilitate a smooth transfer of property ownership.

The hallmark of any district is to maximize the usage of its revenues in ways that benefit the community. Our Treasury Services Group, complemented by our fiscal advisor and accounting services, brings to the table a well-rounded approach to achieve the best value in managing the District’s cash while respecting the fiduciary responsibilities of the District Board of Supervisors.

### Records Management Systems

Severn Trent utilizes three parallel processes to manage the documents of our clients.

- First, our **electronic document management system** allows access security settings to be placed on each file to prevent unauthorized editing or manipulation, thus ensuring the integrity of the document. The documents are maintained in a PDF format that is exportable to the client’s Website for timely updates. We update records of proceedings (minutes, agendas and supporting documentation) to the District’s Website in compliance with Florida Statutes. The document management system allows for ease of e-retrieval of documents using multiple search methods (document name, document number, document content, file type, author or the assigned retention category) to ensure all record requests are fulfilled in a timely fashion.
- Secondly, the process utilizes offsite storage of documents. Our vendor guarantees the secure storage and/or destruction of documents. Annually, upon completion of the audit, the accounting and accounts payable files are inventoried, boxed and sent to the secured offsite storage facility. All records are maintained within applicable statutory requirements.

“I have been on the Board of Supervisors of the Meadow Pointe CDD in excess of ten years with over 5 years as Chairman and three years as Treasurer.”

“I am totally satisfied with the service we have been and are receiving from Severn Trent. John Ricciardi has been our District Manager for the majority of the last ten years. He is dedicated, knowledgeable, and responsive to our needs. He is backed up by a professional staff, both locally and in Coral Springs.”

“I highly recommend Severn Trent.”

Dennis Smith  
Chairman, Meadow Pointe  
CDD

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- Finally, we maintain an onsite Master File for each client. The Master File contains previous years' audits, arbitrage reports, budgets, insurance policies and other important historical information. These files are kept onsite so they can be accessed at a moment's notice and serve as a redundant backup to the files retained in the electronic document management library.

## Disaster Contingency & Recovery

Disaster recovery is particularly important since the Districts we manage are in areas prone to hurricanes. Our hurricane preparedness procedure includes the following:

- Provisions for the compilation and storage of files and data required to perform critical client services
- Securing the physical office space with the protection of client files as a top priority
- Satellite phone for contingency communication with local team
- Internet and phone-based communication chains to update personnel
- The ability to shift client critical tasks and District Management services to alternate office locations
- Securing priority commitments from key contractors due to strong and lasting relationships

Because of the critical nature of the electronic information we manage on behalf of our clients, Severn Trent emphasizes system security and has disaster recovery procedures in place to minimize the impact of storms, power outages and other similar events for the districts we serve. Our disaster recovery plans continue to be updated in response to the changing needs of our business and the clients we serve.

We ensure all electronic information is secure in order to limit any potential data loss resulting from network or hardware failures, power outages and other uncontrollable events, and certified sites to survive the equivalent of a Category 5 hurricane. District data is stored on servers that reside in Horsham, Pennsylvania. A full backup of all data is performed nightly and stored offsite at a remote location.

Our Horsham facility is equipped with backup generator power. In addition to redundant equipment at our Houston IT center, we also have equipment co-located at other sites.

## Hybrid Web Communications Tool/Portal/Website

STMS intentionally promotes communication and transparency through our hybrid communication tools. Accessible from smart phones, iPads, and computers streaming association info and news feeds, providing tangible communication and alternatives to unofficial chatter among social media.



STMS's hybrid webpage, sponsored by Nabr Network, is password protected and functions like both a webpage documents center and a social media network with safety control filters. It is a manager controlled communication hub to proactively provide information, build approved community groups, update important association activities, and optionally request feedback from residents – all postings have a 1200-word filter to screen out profanity and other inappropriate language.

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Managers are able to proactively plan and schedule communications with strategic postings so residents are more informed. STMS's Phone App creates proactive postings where residents are focused! This site can be stand alone or become the Association's Communication Hub.

Residents are able to access their Association accounts from TownSquare, viewing their account balance, recent restriction violations, submit payments and so forth, creating a single point of access without a separate log in to our VMS management system.

Furthermore, approved Board Committees and approved Community Groups have their own open or private newsfeed, event calendar, and communication feed.



## Lifestyle Management/Amenity Services

Our best practices, understanding, knowledge and experience of operating CDDs provides a strong foundation on which to further build a sustainable and comprehensive Lifestyle program. We possess the proven expertise to build, support and sustain the Solivita resort-style living that centers around the stellar amenities that is the heart of Solivita of Poinciana. This is the place where living happens. We know that the enjoyment of enhanced lifestyle living is at the pinnacle of what it means to care for and manage the physical assets. It is equally as important to develop and nurture positive life-time experiences, providing meaningful events for social engagements and enduring memories.

The lifeblood of successful Lifestyle living is communication and engagement. We know how to effectively utilize technology and printed materials to reach out to the Citizenship. Our Townsquare App and website empowers our staff, the Board, and the Solivita Members to be connected. Townsquare is an exceptionally positive and easy communication tool to proactively post and push out events, group meetings, social engagements, and calendars to different member segments, committees, groups, clubs and official District news, via email, text, phone applications, and websites, in addition to printed materials and letters. Users can easily receive alerts or access information, engage in their interests, obtain schedules, receive invitations, participate in surveys, ask questions and report any concerns, all from their personal cell phone, computer, tablet or other device.

At the forefront of our priorities is the customer's experience. We care for every individual through personal connection. Every encounter with a citizen is an opportunity to enhance their experience with genuine customer service and kindness. It is all about our residents!

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The image above identifies five pillars of Lifestyle Management that we support effectively in a team approach. We will include a potential staffing plan and budget in Appendix B.

Fleming Island Plantation / CDD



Fleming Island Plantation is a 1,580 acre, master-planned community near Orange Park, Florida which has been managed by Severn Trent since its inception in 2000. The community currently has approximately 2,800 residential units, 18 communities, and two primary recreational amenity facilities. The District is home to an eighteen-hole championship golf course and country club, and a Village Square with over 50 shops, restaurants and providers of medical services.

Severn Trent provides District Management Services, lifestyle management, as well as onsite personnel to manage the operations & maintenance of the District's property and amenities. Severn Trent also provides Association Management services for the Fleming Island Plantation Master Owners Association, sub-Associations and their Board of Architectural Review.

Recreational facilities here include:

- Splash Park Complex with a tower slide, a family pool, a wading pool, several interactive water features, a multi-purpose activity field, six picnic shelters, a snack bar, and a

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- playground. The Splash Park Gathering Room is available to residents to rent for parties with a full service kitchen and seating available for up to 100 people.
- Amenity Center Sports Complex includes a 4,500 square foot community building with a large center room with a fireplace, a kitchen, three offices, a meeting room available to rent for parties and meetings of up to 30 people, and a large covered porch. The attendant exterior components include six lighted clay tennis courts with one stadium court, two sand volleyball lots, two lighted basketball courts, a family pool, a lap pool, an interactive splash pad, three picnic pavilions, and a playground.
  - Margaret’s Walk Park includes paved walkways, fountains, seating, and a wooden pier that extends out into the beautiful St. Johns River.
  - Gazebo Park with amphitheater seating and rest rooms.

In recognition of the level of service Severn Trent provides, in 2013 Fleming Island Plantation was recognized as a “Community of Excellence” for Family Friendly Programs and Initiatives. We provide a broad array of recreational and entertainment activities where residents need not travel further than walking distance to enjoy a lifestyle rich in culture and community engagement.

Several long-standing activity groups include Book Club, Mahjong, Euchre, Game Club, ROMEO (Retired Older Men Eating Out), Juliet (Just Us Ladies Into Eating Together), and the tennis leagues. Based upon feedback from the residents, lifestyle programming and events are targeted at a variety of interests and age groups.

Below is a sampling of events and activities planned and executed by our onsite staff:

|                      |                            |                    |
|----------------------|----------------------------|--------------------|
| Oktoberfest          | Halloween Bash             | Annual Block Party |
| Holiday Open House   | Holiday Lights Competition | Mardi Gras         |
| Daddy/Daughter Dance | Spring Break events        | Luau               |
| Mother/Son event     | Easter Eggstravaganza      | Cinco De Mayo      |
| Memorial Day Parade  | Movies in the Park         | Food Truck Fridays |

Over the years, we have developed strong relationships with the schools in the District as well as the businesses that enable us to provide year-round programming, while connecting the residents to each other and the local businesses. One example of such a partnership is that developed with the Fleming Island High School. Their students are able to earn community service credit hours for helping in the production of events like the Halloween Haunted House, where their Drama Department students assist with set building and design, fulfilling character roles, and crowd management. Their Music Department assists with events such as the Holiday Open House, providing live musical entertainment from their Chorus and Jazz Band.

Another key component of our lifestyle management services is communication. We maintain the District’s website, Facebook page, Twitter account and we produce the monthly newsletter. The newsletter, *FIP Living*, is generally a 30-page publication that informs the residents of upcoming community events, reminders about meetings, and pictures recounting some of the fun events in which residents have participated. While our staff develops the content, the newsletter is printed and distributed to residents’ homes through a partnership with the local newspaper, the *Florida Times-Union*, free of charge to the District. The newspaper covers the cost through their sales of family-appropriate ads included in the newsletter. Additional copies are made available at the Amenity Center and also at the

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condominium communities in newspaper boxes.

<http://www.fipcommunity.com/Newsletter/FIP%20Newsletter%20October%202017.pdf>

In addition to lifestyle management, we provide three full-time onsite maintenance staff who provide pool maintenance, and routine grounds and facility maintenance.

BellaVita at Green Tee (55 and older community)



BellaVita at Green Tee Homeowners Association, located in Pearland, Texas, is a gated, Master Planned Community, designed for active-lifestyle adults. BellaVita is a 55+ resort-style community, consisting of 617 single family homes, with a \$1.6 million budget. The community is proud to have over 100 community volunteers serving on 10 highly successful committees and 4 active clubs. The social schedule is likened to that of a cruise ship on land! The Management Staffing Plan entails 1 portfolio manager, with 3 full-time and 3 part-time staff that have become Severn Trent Employees to effectively care for the high-level amenities, consisting of:

- State of the art fitness center
- Ballroom with stage
- Billiards, Ping Pong and Shuffle Board
- Computer Room and Library
- Swimming Pool and Spa
- 11-acre Lake with 75 Acres of Winding Greenbelt Trails



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### Cane Island

STMS provides association management services and consulting to Cane Island master planned community. Cane Island is a 1,100-acre community that combines forward-thinking land planning, inspired architectural design and seasonal landscaping with exceptionally creative amenities.



Upon entry into the community, you are welcomed by a grand entrance and greeted by Cane Island's 150-year old oak tree that has been carefully preserved.

Then you will drive through the living archway that is also lit up at night. Cane Island has, an impressive Amenity Village with lakes, clubhouses, fitness center, Welcome Center, aquatic recreation facilities, Amenity Village lawn style amphitheater, outdoor cable, conservatory, and multipurpose building. Cane Island families enjoy a regular schedule of events where residents can mingle with neighbors, explore new interests or simply relax and unwind.

Resident-only events include fireside "Desserts at Dusk" and "Movies on the Lawn," wine tastings in the Cane Island conservatory and artist-led painting classes, just to name a few.

### Tamarron

STMS's service to the master planned community of Tamarron during the development phases in 2013. STMS helps to support the new Association and homeowners with caring personnel onsite, to assist owners, help with community engagement and planned activities, utilizing the community's assets effectively. The Association's commitment to enhancing lifestyle is an important aspect to building community. STMS is focused on customer service providing relevant and helpful information. The development of new homes Katy, TX will include over 4,000 homes and an amenity center with resort style pool, competition lap pool, splash pad, fitness center, soccer fields, lakes and eight miles of walking trails.



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### Bridgeland / Lakeland Village



STMS has served the Bridgeland community since 2006, beginning with initial development and growing as residents and programs are added.

Planned for more than 21,000 homes and 65,000 residents, the 11,400-acre Bridgeland is a true master planned community with carefully conceived distinctions. A true master-planned community has exactly that ... a master plan that serves as a blueprint for the community's construction, creating stability and predictability while allowing the developer flexibility to adapt to changing market conditions and consumer preferences over time.

Over 3,000 acres are dedicated to lakes, trails, parks and open space and amenities are a focal point of everyday life in Bridgeland. The Lakeland Activity Center covers more than six acres and offers a resort-style swimming complex, a 6,000-square-foot Community Center with fitness room, two lighted tennis courts and two shaded playgrounds. STMS's onsite activities director oversees a diverse events calendar, from fitness classes to cooking demonstrations and more.



Residents also enjoy miles of trails, including the first phase of a six-mile path in the historic Cypress Creek Corridor. Along the trail's wildlife observation areas, hikers can glimpse some of the 140 species of birds already identified in the area. The Cypress Creek trailhead, Oak Meadow Park, is a 30-acre wooded park that offers picnic areas, an 18-hole disc golf course, a fishing pier on a stocked lake and a covered pavilion with restrooms.

Another highlight of the community's master plan is a proposed Town Center, offering residents a convenient place to shop, work and have fun. The town center may include hospitals, schools, retail, entertainment and more. Giving further thought to other residential needs, Bridgeland has developed a comprehensive education plan including sites for preschools, private schools, schools for special needs

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students and multiple public school locations, as well as satellite college campuses and continuing adult education classes, all within community borders.

We provide onsite staffing for lifestyle management, amenity maintenance, landscape management and customer care. Bridgeland has received Community of the Year in 2016 with our support.

By contracting with Severn Trent, the Association will enjoy the benefit of working with a partner that brings management experience, financial and technological expertise and the proven systems and resources to provide the level of service your customers should expect. We manage costs efficiently while providing a high level of service for your community and its residents. We manage for tomorrow – as well as today – with stringent performance standards, technology upgrades and established protocols to plan for future needs. **We have the experience and expertise you need and your residents deserve!**

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### 3 Management Philosophy

By contracting with Severn Trent, the District will enjoy the benefit of working with a partner that brings management experience, financial and technological expertise and the proven systems and resources to provide the level of service your customers should expect. We manage costs efficiently while providing a high level of service for your community and its residents. We manage for tomorrow – as well as today – with stringent performance standards, technology upgrades and established protocols to plan for future needs.

At a minimum, Severn Trent’s internal processes and procedures ensure compliance with all State statutes; however, Severn Trent goes beyond the minimum standards for our clients. In the past five years, we invested more than a million dollars to upgrade our fiscal management systems and procedures providing our clients with customized financial reporting that respond to each community’s needs. This system also provides security and redundancy that has been tested – and proven reliable – during and after major storm events from timely bill payments to production of agenda packages, our systems and service did not falter.

We also offer a joint goals and objectives process that will allow the Board of Supervisors to establish a set of three to five major goals that they wish to accomplish on behalf of the District and its residents. From the goals established by the Board, the Severn Trent team will establish an annual work plan that will accomplish the Board approved goals within the specified time frames.

We will also conduct periodic internal audits of key operational components as part of our support services program to further analyze our performance. These reviews – performed by regional management and corporate support staff – help our local managers analyze their current performance, identify areas for improvement and provide opportunities to recognize and reward successes.

- Highly qualified professionals – recognizes and ensures regulatory compliance through application of appropriate technology and business practices. We stay ahead of the continually changing requirements in fiscal management, reporting and records administration to keep our clients in compliance with their fiduciary responsibilities.
- We confidently provide our clients with \$2,000,000 of professional liability insurance and \$1,000,000 in theft insurance to our clients.

#### Professional Staffing

One of the unique advantages Severn Trent brings to our clients is the depth and breadth of our experience and expertise. Our matrix management approach ensures that our clients benefit from the collective knowledge of our entire organization and are never dependent on a single individual for your continued success.

Severn Trent’s management services are performed by people trained in a specialty. We have approximately 98 full-time employees focusing on management services in Florida. Our professionals come from a variety of backgrounds that include:

- Certified Public Accountants
- Certified Project Management Professionals
- Engineers

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- Attorneys
- Software Developers
- Financial and Investment Advisors
- Public Administrators
- Real Estate Developers
- Construction Managers
- Government Managers and Leaders

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## 4 Pricing & Business Considerations

### Base Pricing

Severn Trent proposes the following pricing to provide the District Management services detailed in this proposal:

|                       |             |
|-----------------------|-------------|
| Annual Management Fee | \$45,276.00 |
| Field Services        | \$4,371.00  |

\* Based on the execution of a mutually agreeable three (3) year contract with a 60-day termination provision without penalty.

Prices are negotiable depending upon the scope of services.

### Assumptions

The pricing quoted in this proposal is valid for 90 days and is based upon the following assumptions:

- The monthly fee is based on providing the defined scope of services (detailed in Appendix A),
- Storage of past and present District papers and records for the current year and up to two previous years is included in the base fee. Storage for prior years’ records can be provided for an additional fee.
- Any required court attendance, time to create special correspondence or meetings related to deed restriction violations will be subject to additional charges.

### Schedule of Miscellaneous Charges

The District will be responsible for reimbursing Severn Trent for applicable costs per the following fee schedule. All additional fees will be recorded by Severn Trent and reimbursed by the District monthly.

|  |   |
|--|---|
| Special Meetings – Beyond those defined in the negotiated agreement  | \$150.00 per hour or portion thereof                              |
| Website Administration – Update and maintain community Website (initial design and establishment of which and the Webmaster monthly fee to be District’s responsibility) | Quote provided on request   |
| Mail Distribution  |   |
| General Distribution – Includes label, folding, insertion of up to two items and delivery to the post office   | \$0.35 per piece  |
| General Distribution – Additional inserts over two   | \$0.03 per additional page  |
| Labels   | \$0.08 each   |
| Certified Mail   | Current rate charged by postmaster plus handling charge of \$5.00 |
| Postage  | Current rate charged by postmaster (no add on)                    |

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|   |   |
|---|---|
| Copies  |   |
| Black and white, single sided   | \$0.18 per copy, up to 100 copies<br>\$0.12 per copy thereafter |
| Color (single sided)  | \$0.50 per copy   |
| Black and white, duplex (two-sided)   | \$0.21 per duplex copy  |
| Special Services – Includes court appearances, performance of tasks other than contract schedule(s), requested attendance for special committee functions and research for special projects | \$150.00 per hour   |
| File Storage – Records preceding those included in base fee (current year records plus two years previous)  | \$15.00 per box per month                                       |
| Notary service  | included  |

**Insurance**

Severn Trent carries \$2,000,000 of liability coverage requirements as well as \$1,000,000 of theft insurance.

## Poinciana West Community Development District

# Appendix A Scope of Services

### A. Management Services

- Attend up to twelve meetings of the Board of Supervisors, up to two hours, and provide meaningful dialogue on the issues before the Board for action.
- Identification of significant policies, including analysis of policy implementation with administrative and financial impact statement and effect on the District.
- Preparation of District's budget as more fully outlined in this proposal.
- Implementation of budget directives.
- Provide oversight for onsite District Staff.
- Preparation of Specifications and coordination for the following services:
  - Insurance, General Liability along with Director's and Officer's Liability.
  - Independent Auditor Services.
- Provide all required annual disclosure information to the local government in the County in which the District resides:
  - Public Facilities Report
  - Designation of Registered Office and Registered Agent
  - Public Meeting Schedule
  - Audited Financial Statement
- Ensure compliance with the following Florida Statutes:
  - Annual Financial Audit
  - Annual Financial Report
  - Public Depositor Report
  - Proposed Budget
  - District Map and Amendments
  - Public Facilities Report
  - Registered Agent and Registered Office
  - Regular Public Meeting Schedule (The reporting requirements of CDD's periodically change and Severn Trent Services will ensure that we update reporting requirements of the District as the legislature updates the reporting requirements)
- Record all meetings of the District.
- Provide Oath of Office and Notary Public for all newly elected members of the Board of Supervisors.
- Coordinate and provide contract administration for any services provided to the District by outside vendors.
- If required, provide day-to-day management of Severn Trent operations by performing the following:
  - Hire and maintain a highly-qualified staff.
  - Coordinate all personnel applications, benefits, and payroll and submit in an accurate and timely manner.
  - Prepare and implement operating schedules.
  - Prepare and implement operating policies.
  - Interface with Residents to ensure anticipated levels of service are being met.
  - Implement internal purchasing policies.
  - Prepare and bid services and commodities as necessary.

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- Coordinate with the Residents to determine the services and levels of service to be provided as part of the District's budget preparations.

### **B. Recording Services**

- Prepare of all Board agendas and coordination of receipt of sufficient material for Board of Supervisors to make informed policy decisions.
- Prepare and advertise all notices of meetings in an authorized newspaper of circulation in the County in which the District is located.
- Record and transcribe summary meeting minutes for all meetings of the Board of Supervisors including regular meetings, special meetings, workshops and public hearing(s).
- Maintain Minutes for the District and send to the appropriate governmental agencies in accordance with Florida Law.
- Maintain District Seal.

### **C. Financial Accounting Services**

- Prepare a budget that achieves maximum cost-to-benefit equity for approval.
- Submit a preliminary budget to the Board of Supervisors in accordance with Chapter 190, Florida Statutes.
- Modify preliminary budget for consideration by the Board of Supervisors at the District's advertised Public Hearing.
- Prepare budget and assessment resolutions as required by Chapter 190, Florida Statutes.
- Establish budget public hearing(s) and dates.
- Establish Board of Supervisors workshop dates (if required).
- Coordinate budget preparation with District Board, Engineer and Attorney.
- Prepare budget resolution approving the District Manager's budget and authorization to set public hearing.
- Prepare budget resolution adopting the District Managers budget, as modified by the Board of Supervisors.
- Prepare agendas for budget hearings.
- Attend workshop(s) and public hearing(s) and be available to answer questions by the Board and the public.
- Prepare and coordinate applications for:
  - Federal ID Number.
  - Tax Exemption Certificate
- Establish Government Fund Accounting System in accordance with the Uniform Accounting System prescribed by Department of Banking and Finance for Government Accounting, Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB).
- Prepare required investment policies and procedures pursuant to Chapter 218, Florida Statutes.
- Preparation of annual financial report for units of local government and distribution to the State Comptroller.
- Preparation of Public Depositor's Report and distribution to State Treasurer.

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- Coordination and distribution of Annual Public Facilities Report and distribute to appropriate agencies.
- Administer purchase order system, periodic payment of invoices.
- Coordination of tax collection and miscellaneous receivables.
- Preparation of bid specifications for the purchase of services and commodities pursuant to Florida Statutes.
- Preparation of all required schedules for year-end audit.

### **D. Special Assessment Services**

- Prepare assessment resolution levying the assessments on the property in the District and prepare assessment rolls.
- Prepare and maintain a property database by using information obtained by local Property Appraiser's secured roll.
- Review and compare information received from the Property Appraiser to prior years' rolls, to ensure that the District rolls comply with the law and that Severn Trent Services has obtained all the pertinent information to prepare accurate assessments.
- Periodically updated the database for all activity such as transfer of title, payment of annual assessment, prepayment of principal.
- Act as the primary contact to answer property owner questions regarding special assessments, tax bills, etc. Provide pay off information upon request to property owner.
- Upon adoption of the budget and assessments, coordinate with the office of the Property Appraiser and Tax Collector to ensure correct application of assessments and receipt of District funds.
- Act as primary contact to answer property owners' questions regarding the Capital Assessment.

### **E. Field Services:**

- F.** Coordinate activities for planning, developing, controlling and evaluating field maintenance contracts and programs.
- G.** Oversee annual maintenance program as identified in the adopted budget for the District, develop policies, purchase requests and conduct competitive bidding when necessary.
- H.** Direct District contractors who provide installation, repair and maintenance of District properties including (but not limited to):
  - a.** Water control structures
  - b.** Tunnels
  - c.** Ponds, lakes and structures
  - d.** Fountains
  - e.** Midge Control
  - f.** Aquatic Weed Control
  - g.** Mowing and Irrigation
- I.** Complaint response to concerns with the conditions of ponds and other common areas.
- J.** Inspect roadways for safety hazards, inspect sidewalks for safety hazards.
- K.** Assist in the preparation of bid packages for required work in the District.
- L.** Provide unskilled labor/handyman services upon request by the District.

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**Appendix B Solivita Lifestyle Staffing Plan**

**Flexible staffing plan based on additional understanding of client needs and expectations.  
Does not include monthly financial management or District Management fee.**

| <b>Onsite STAFF Projections</b>  | <b>Primary Responsibilities</b>   | <b>Total Loaded</b> |
|----------------------------------|---|---------------------|
| Solivita General Manager         | Inspect Amenities Routinely Oversee Maintenance, Staff, Vendors, contracted services, Liaison with community, officials, Budgeting, Approved Plans, Reporting, Board Meetings, Action Items | <b>\$ 137,155</b>   |
| Administrative Assistant         | Administration, phones, Staff Scheduling, reporting, support, liaison, resident relationships   | <b>\$ 71,843</b>    |
| Lifestyle Coordinator            | Work with budgets and events planning, execution, coordinate vendors, staff, services, member enjoyment, phones, Calendar, website  | <b>\$ 104,499</b>   |
| Lifestyle Assistant              | Oversee Resident experience, club atmosphere, communications, websites, newsletters, events coordination, Liaison, phones, Calendars, website/TownSquare postings                           | <b>\$ 71,843</b>    |
| Fitness & Wellness Staff         | Full-time, professionally trained and certified recreation and fitness staff on-hand to help you reach your goals.  | <b>\$ 293,904</b>   |
| Maintenance Manager              | Perform routine building & amenity inspections, coordinate maintenance schedules and make repairs, provide reporting, documentation, photos   | <b>\$ 16,820</b>    |
| Maintenance Techs                | Perform scheduled maintenance, repairs,   | <b>\$ 130,624</b>   |
| Porters                          | Service, events, janitorial, assistance   | <b>\$ 111,030</b>   |
| Operations Landscape Coordinator | Inspects, coordinates, general repairs, trail systems, open public spaces, Landscape Operations Manager oversees the Landscape Business Plan and vendor work                                | <b>\$ 97,968</b>    |
| Seasonal Attendants (pool)       | Seasonal staff to support pool operations   | <b>\$ 96,084</b>    |
| <b>ESTIMATED TOTAL</b>           |   | <b>\$ 1,131,771</b> |

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| Amenities  | Description   |
|--|---|
| <b>Rivera Spa &amp; Fitness Center</b>                             | Indoor and outdoor pools, two spas, indoor track, dance studio and sauna  |
| <b>Waterfront Galleries, Café &amp; Arts and Crafts</b>            | Waterfront Galleries include a two-story art and ceramics studio, fully stocked library, three  |
| <b>Mosaics Restaurant &amp; Starlite Ballroom and Freedom Park</b> | <p>*** A flexible 17,000-square-foot facility where Solivita residents gather for large and small entertainment events, our Starlite Ballroom hosts dances and concerts, theater performances, weekly movies, and various parties and banquets. Space can be sub-divided into smaller rooms for meetings, games and private events.</p> <p>*** A beautiful, lakefront art center with an atmosphere perfect for self-expression, relaxed socializing, online computing and more, our Galleries couple with Freedom Park to offer a variety of fun-filled active adult activities and amenities.</p> <p>16,000-square-foot (interior space)<br/>           Bright, airy studios for ceramics, sculpture and painting all with lake views<br/>           Computer lab with high-speed Internet access for open use or classes<br/>           Billiards gallery, darts and games<br/>           Financial Gallery with computer stations<br/>           Well-appointed library<br/>           5 lighted Har-Tru tennis courts*<br/>           Lighted Pickleball courts*<br/>           4 Bocce courts*<br/>           Championship-caliber softball diamond*<br/>           5 horseshoe pits*</p> |
| <b>Palms Amenity Complex</b>                                       | <p>19,000-square-foot building on 4.66 acres<br/>           Wraparound covered terrace; ideal for social events<br/>           Complete fitness center equipped with state-of-the-art cardiovascular and strength equipment by TechnoGym<br/>           Heated 4,000-square-foot combination lap and splash pool for year-round enjoyment<br/>           Full-time professionally trained and certified recreation and fitness staff<br/>           2 heated whirlpool spas<br/>           Large brick paver sun deck; illuminated for evening functions<br/>           Aerobics Studio with 3,200-square-foot hardwood floor<br/>           Outdoor fireplace piazza and social gathering deck<br/>           2 lighted Har-Tru tennis courts<br/>           Members Club Room with large-screen plasma TV, baby grand piano and social gathering areas<br/>           2 lighted Bocce courts<br/>           Residents' Business Center with high speed Internet access and faxing service<br/>           4 lighted Pickleball courts</p>  |
| <b>Eight Community Pools &amp; Cabanas</b>                         |   |
| <b>Lago Vista Community Pool &amp; Cabana</b>                      |   |
| <b>Venezia Facility Community Pool &amp; Cabana, Tennis Courts</b> | <p>Venezia Neighborhood Center<br/>           3,200-square-foot building with dramatic Old World Tuscan architecture<br/>           1,500-square-foot pool surrounded by large brick paver sun deck illuminated for evening functions<br/>           Large heated whirlpool spa<br/>           2 lighted Deco Turf II tennis courts</p>   |
| <b>Bella Viana Community Pool &amp; Cabana</b>                     | <p>3,200-square-foot building with dramatic Old World Tuscan architecture<br/>           1,500-square-foot pool surrounded by large brick paver sun deck illuminated for evening functions</p>  |
| <b>Fitness</b>   | <p>At Solivita, we believe that learning is a life-long and life-affirming experience. Every week, dozens of classes are available to strengthen your body, enrich your mind and make your spirit soar. Here's just a sampling of what's offered:</p> <p>Fitness: Aqua Dynamics, Step Aerobics, Tai Chi, Body Conditioning, Low Impact Aerobics, Relaxation, Yoga, Zumba, and Unlimited Track Time</p> <p>Exclusive FIT Program: A groundbreaking approach to reversing the march of time, our FIT Program features specially trained fitness coaches who can help get you started, provide encouragement and help you track your progress. Participation is optional, but the promise of improved aerobic capacity, strength, agility, and balance makes it inviting and rewarding.</p> <p>Arts &amp; Crafts: Ceramics, Watercolors, Oil Painting, Jewelry Making, Pottery, Stained Glass, Calligraphy, Note Card Design, and Photography.</p>   |

## **Eighth Order of Business**

**8A.**

## REQUEST FOR QUALIFICATIONS ("RFQ") FOR ENGINEERING SERVICES FOR THE POINCIANA COMMUNITY DEVELOPMENT DISTRICT

The Poinciana Community Development District ("**District**"), located in Polk County, Florida, announces that professional engineering services are needed on a continuing basis for the District. The engineering firm selected will act in the general capacity of District Engineer and, if so authorized, may provide general engineering services as well as engineering services for the design and construction administration associated with the District's existing and future capital improvement plan. The District boundaries are described on the District's web site [www.poincianacdd.org](http://www.poincianacdd.org).

Any firm or individual ("**Applicant**") desiring to provide professional services to the District must: 1) hold applicable federal, state and local licenses; 2) be authorized to do business in Florida in accordance with Florida law; and 3) furnish a statement ("**Qualification Statement**") of its qualifications and past experience on U.S. General Service Administration's "Architect-Engineer Qualifications, Standard Form No. 330," with pertinent supporting data. Among other things, Applicants must submit information relating to: a) the ability and adequacy of the Applicant's professional personnel; b) whether the Applicant is a certified minority business enterprise; c) the Applicant's willingness to meet time and budget requirements; d) the Applicant's past experience and performance, including but not limited to past experience as a District Engineer for any community development districts and past experience with Polk County and the SFWMD e) the geographic location of the Applicant's headquarters and offices; f) the current and projected workloads of the Applicant; and g) the volume of work previously awarded to the Applicant by the District. Further, each Applicant must identify the specific individual (s) affiliated with the Applicant who would be handling District meetings, construction services, operations-compliance with permit conditions, contractor supervision-administration and other engineering tasks.

The District will review all Applicants and will comply with Florida law, including the Consultant's Competitive Negotiations Act, Chapter 287, *Florida Statutes* ("**CCNA**"). All Applicants must submit eight (8) copies of Standard Form No. 330 and Qualification Statement by 12:00 p.m. on December 4, 2017, to the attention of Severn Trent Management Services, Attn: Chuck Walter, 313 Campus Street, Celebration, Florida 34747 ("**District Manager's Office**").

The Board of Supervisors shall rank and select an Applicant using the requirements set forth in the CCNA. The highest ranked Applicant will be asked to enter into contract negotiations. If an agreement cannot be reached, negotiations will cease and begin with the next highest ranked Applicant, and if these negotiations are unsuccessful, will continue to the third highest ranked Applicant. The District reserves the right to reject any and all Qualification Statements. Additionally, there is no express or implied obligation for the District to reimburse Applicants for any expenses associated with the preparation and submittal of the Qualification Statements in response to this request.

Any protest regarding the terms of this Notice, or the evaluation criteria on file with the District Manager's Office, must be filed in writing with the District Manager's Office, within seventy-two (72) hours after the publication of this Notice. 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 Notice or evaluation criteria provisions. Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Ten Thousand Dollars (\$10,000.00). Additional information and requirements regarding protests are set forth in the District's Rules of Procedure, which are available from the District Manager's Office.

If a prospective proposer desires to obtain the evaluation criteria, they can reach out to the District Manager starting on November 16<sup>th</sup>.

Any and all questions relative to this RFQ shall be directed in writing by e-mail only to Chuck Walter at [Chuck.Walter@stservices.com](mailto:Chuck.Walter@stservices.com) with e-mail copies to Lindsay Whelan at [LWhelan@hgslaw.com](mailto:LWhelan@hgslaw.com).

Chuck Walter  
District Manager

## **POINCIANA COMMUNITY DEVELOPMENT DISTRICT**

### **DISTRICT ENGINEER REQUEST FOR QUALIFICATIONS**

#### **COMPETITIVE SELECTION CRITERIA**

- 1) Ability and Adequacy of Professional Personnel** (Weight: 25 Points)

Consider the capabilities and experience of key personnel within the firm including certification, training, and education; affiliations and memberships with professional organizations; etc.
- 2) Consultant's Past Performance** (Weight: 35 Points)

Past performance for other Community Development Districts in other contracts; amount of experience on similar projects; character, integrity, reputation of respondent; etc.
- 3) Geographic Location** (Weight: 10 Points)

Consider the geographic location of the firm's headquarters, offices and personnel in relation to the project.
- 4) Willingness to Meet Time and Budget Requirements** (Weight: 15 Points)

Consider the consultant's ability and desire to meet time and budget requirements including rates, staffing levels and past performance on previous projects; etc.
- 5) Certified Minority Business Enterprise** (Weight: 5 Points)

Consider whether the firm is a Certified Minority Business Enterprise. Award either all eligible points or none.
- 6) Recent, Current and Projected Workloads** (Weight: 5 Points)

Consider the recent, current and projected workloads of the firm.
- 7) Volume of Work Previously Awarded to Consultant by District** (Weight: 5 Points)

Consider the desire to diversify the firms that receive work from the District; etc.

**8B.**

## REQUEST FOR QUALIFICATIONS (“RFQ”) FOR ENGINEERING SERVICES FOR THE POINCIANA WEST COMMUNITY DEVELOPMENT DISTRICT

The Poinciana West Community Development District (“**District**”), located in Polk County, Florida, announces that professional engineering services will be required on a continuing basis for the District. The engineering firm selected will act in the general capacity of District Engineer and, if so authorized, may provide general engineering services as well as engineering services for the design and construction administration associated with the District’s existing and future capital improvement plan.

Any firm or individual (“**Applicant**”) desiring to provide professional services to the District must: 1) hold applicable federal, state and local licenses; 2) be authorized to do business in Florida in accordance with Florida law; and 3) furnish a statement (“**Qualification Statement**”) of its qualifications and past experience on U.S. General Service Administration’s “Architect-Engineer Qualifications, Standard Form No. 330,” with pertinent supporting data. Among other things, Applicants must submit information relating to: a) the ability and adequacy of the Applicant’s professional personnel; b) whether the Applicant is a certified minority business enterprise; c) the Applicant’s willingness to meet time and budget requirements; d) the Applicant’s past experience and performance, including but not limited to past experience as a District Engineer for any community development districts and past experience with Polk County; e) the geographic location of the Applicant’s headquarters and offices; f) the current and projected workloads of the Applicant; and g) the volume of work previously awarded to the Applicant by the District. Further, each Applicant must identify the specific individual affiliated with the Applicant who would be handling District meetings, construction services, and other engineering tasks.

The District will review all Applicants and will comply with Florida law, including the Consultant’s Competitive Negotiations Act, Chapter 287, *Florida Statutes* (“**CCNA**”). All Applicants must submit eight (8) copies of Standard Form No. 330 and Qualification Statement by 12:00 p.m. on December 4, 2017, to the attention of Severn Trent Management Services, Attn: Chuck Walter, 313 Campus Street, Celebration, Florida 34747 (“**District Manager’s Office**”).

The Board of Supervisors shall select and rank the Applicants using the requirements set forth in the CCNA and the evaluation criteria on file with the District Manager’s Office, and the highest ranked Applicant will be requested to enter into contract negotiations. If an agreement cannot be reached between the District and the highest ranked Applicant, negotiations will cease and begin with the next highest ranked Applicant, and if these negotiations are unsuccessful, will continue to the third highest ranked Applicant. The District reserves the right to reject any and all Qualification Statements. Additionally, there is no express or implied obligation for the District to reimburse Applicants for any expenses associated with the preparation and submittal of the Qualification Statements in response to this request.

Any protest regarding the terms of this Notice, or the evaluation criteria on file with the District Manager’s Office, must be filed in writing with the District Manager’s Office, within seventy-two (72) hours after the publication of this Notice. 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 Notice or evaluation criteria provisions. Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Ten Thousand

Dollars (\$10,000.00). Additional information and requirements regarding protests are set forth in the District's Rules of Procedure, which are available from the District Manager's Office.

Any and all questions relative to this RFQ shall be directed in writing by e-mail only to Chuck Walter at [Chuck.Walter@stservices.com](mailto:Chuck.Walter@stservices.com) with e-mail copies to Lindsay Whelan at [LWhelan@hgslaw.com](mailto:LWhelan@hgslaw.com).

Chuck Walter  
District Manager

Publish on November 16, 2017 (must be published at least 14 days prior to submittal deadline)

## **POINCIANA WEST COMMUNITY DEVELOPMENT DISTRICT**

### **DISTRICT ENGINEER REQUEST FOR QUALIFICATIONS**

#### **COMPETITIVE SELECTION CRITERIA**

- 1) Ability and Adequacy of Professional Personnel** (Weight: 25 Points)

Consider the capabilities and experience of key personnel within the firm including certification, training, and education; affiliations and memberships with professional organizations; etc.
- 2) Consultant's Past Performance** (Weight: 25 Points)

Past performance for other Community Development Districts in other contracts; amount of experience on similar projects; character, integrity, reputation of respondent; etc.
- 3) Geographic Location** (Weight: 20 Points)

Consider the geographic location of the firm's headquarters, offices and personnel in relation to the project.
- 4) Willingness to Meet Time and Budget Requirements** (Weight: 15 Points)

Consider the consultant's ability and desire to meet time and budget requirements including rates, staffing levels and past performance on previous projects; etc.
- 5) Certified Minority Business Enterprise** (Weight: 5 Points)

Consider whether the firm is a Certified Minority Business Enterprise. Award either all eligible points or none.
- 6) Recent, Current and Projected Workloads** (Weight: 5 Points)

Consider the recent, current and projected workloads of the firm.
- 7) Volume of Work Previously Awarded to Consultant by District** (Weight: 5 Points)

Consider the desire to diversify the firms that receive work from the District; etc.

## **Ninth Order of Business**

**Exhibit A**

**Scope of Services**

**LANDSCAPE MAINTENANCE SPECIFICATIONS**

**1. MOWING**

Uniformity in turf texture and appearance shall be provided. Mowing shall be performed with specified mower types & blades to provide a quality cut as listed in Appendix I. The pond banks shall be mowed in one direction, if possible, to reduce the amount of grass clippings being displaced and/or blown into the ponds; provided, that Mowing—mowing patterns shall be rotated (where applicable) to minimize scalping and rutting by mower wheels and to minimize soil compaction. Grass cutting height shall be between 3.5 - 4.5 inches for St. Augustine and \_\_\_\_\_ inches for Bahia.

Contractor must use alternate methods of mowing areas where the ground is too wet to allow safe and proper mowing. Contractor will notify Property Manager within 24 hours and contractor shall use string trimming or fly mower instead of regular lawn mowers for service.

- **ST. AUGUSTINE TURF AND IRRIGATED BAHIA TURF**

Mowing of all turf areas no less than once every seven (7) days during the months of April 1<sup>st</sup> to October 31<sup>st</sup>.

Mowing of all turf areas no less than once every fourteen (14) days from November 1<sup>st</sup> to March 31<sup>st</sup>.

- **NON-IRRIGATED BAHIA TURF**

|                     |  |
|---------------------|--|
| November thru April | 1 mow per month (1 <sup>st</sup> week of the month)                      |
| May & June          | 2 mows per month (1 <sup>st</sup> and 3 <sup>rd</sup> week of the month) |
| July thru September | 4/5 mows per month (every week)  |
| October             | 2 mows per month (1 <sup>st</sup> and 3 <sup>rd</sup> week of the month) |

**2. EDGING**

Defined as the outlining and/ or removing of turf by use of a mechanical edger. Chemical or string edging will be allowed with prior approval of the District in special instances.

Contractor shall neatly edge and trim around all plant beds, curbs, walks, streets, trees, plants and building areas by use of mechanical edgers. The shape and configurations of plant beds shall be maintained as instructed by District.

The edging of all sidewalks, curbs, pathways, and other paved areas will be completed no less than once every seven (7) days during the months of April to October and no less than once every fourteen (14) days from November 1<sup>st</sup> to March 31<sup>st</sup>. Edging will be done within 24 hours of the scheduled mowing service.

The edging of all planting beds will be completed every other mowing to avoid over detailing of bed areas. Care shall be taken as not to injure tree trunks or plant materials during the edging operations.

### **3. DETAILING OF PLANTED AREAS**

This service is defined as the trimming, weeding by mechanical or chemical means, pruning, and shaping of all shrubbery, ornamentals, and groundcover, removal of tree suckers as well as the defining of bed lines, tree saucers, and the removal of unwanted vegetation. Weeding would include the weeding of all beds (including cut turf runners), walkways, decks, curbs and concrete joints. Chemical controls may only be used if adjacent desirable plants are guaranteed not to be injured. Contractor shall maintain a valid Florida Pesticide Applicator's License and use chemicals in strict accordance with Federal, State & County directives on environmental control. Chemicals must have EPA approval #'s and labels made available to the District per request. American National Standards Institute (ANSI) regulations are to be observed.

- Pruning services will be performed at minimum one (1) time per month year round.
- Weeding services will be performed at minimum bi-weekly year round.
  - At no time are weeds in excess of one square foot of ground cover in one location or 8" in height acceptable.

### **4. TREES**

Trees in pedestrian walkway areas will have a clearance maintained up to eight (8' – 10') feet in height. Trees along roadways, entrances, and driveways will have a clearance maintained up to ten (10- 12') feet in height.

Palm trees up to (12') feet of clear trunk will be trimmed based on University of Florida's recommendations of 100% browning. All Palms on property will be trimmed at 3 to 9 o'clock. Palm trees up to 12 foot (ct) will be pruned during the routine detail rotation. Fronds removed before such time will be at the request of the District, with the District taking ownership for the health and any long term horticultural decline that may occur. Careful trimming procedures shall be followed to prevent damage to any portion of the tree, especially the crown, shaft & bud areas.

Palm trees over (12') feet clear trunk (ct) will be pruned at least once per year at 3 to 9 o'clock. ***This includes all common areas.***

Sucker growth shall be removed monthly according to “trimming” specifications. Sucker growth is defined as the shoots that sprout out around the base and clear trunk area of a tree or crape myrtle trunk.

Crape Myrtles (if applicable) will be pruned one (1) time per year in late winter UNLESS otherwise specified by the District. It is possible that some Crape Myrtles will be allowed to grow into trees. University of Florida’s recommendations shall be followed in Crape Myrtle pruning:

- Remove suckers from the bottom of the plant.
- Remove crossed, damaged, or diseased branches. For crossed branches, remove the weaker of the two limbs that are crossing or rubbing.
- Prune the tips of the branches to remove old flowers. If old blooms are removed, a second blooming may occur.
- Remove old flower buds at the beginning of the season, which will encourage new growth activity.
- Thin out small twiggy growth to allow air to better circulate in the canopy.

## **5. BLOWING**

Sidewalks, curbs and other paved surfaces adjacent to turf and/ or other landscaped elements will be kept clean of unwanted debris generated by the Contractor by the use of forced air machinery. [The Contractor shall ensure that mowing patterns provide for minimal blowing of grass clippings into the ponds when using forced air machinery.](#)

## **6. MONITORING**

All turf, shrubs, ornamentals and groundcovers are to be monitored for pest, disease and nutrient problems with positive findings being reported, in writing. If the problem is a covered item under the provisions of this contract, immediate steps will be taken to rectify the problem. If a treatment is not in effect or not available, contractor will provide an estimate based on time and materials needed for effective treatment.

## **7. TRASH REMOVAL**

Contractor will police the entire site prior to mowing to remove litter. Contractor will remove all debris and/or litter from all areas maintained under this contract during every visit.

## **8. DEBRIS REMOVAL**

Contractor is responsible for the removal of any maintenance-related debris from the property no later than the end of the day where the debris was generated.

## **9. DEAD WOOD/ MATTER**

Dead or otherwise hazardous (broken) tree branches shall be removed promptly if they are within fifteen (15') feet of a hard surface. Dead or otherwise hazardous tree branches that are above the contract specifications should be brought to the attention of the District for pre-approval and subsequent immediate removal.

All extraneous leaves, weeds, trash, limbs and debris shall be removed from lawn and plant beds.

## **10. CONTRACTOR'S PERFORMANCE AND APPEARANCE**

The landscape maintenance contractor shall perform all work required to fulfill the spirit and intent of the Contract. The workers shall be neat in appearance, perform their work in a professional manner, keep noise to a minimum and stage their work from a location on the site out of the main stream of the users. In general, the landscape maintenance contractor's presence on the site shall be as inconspicuous as possible.

## **11. NEGLECT AND VANDALISM**

Turf, shrubs, trees or plants that are damaged or killed due to landscape maintenance contractor's operations, negligence or chemicals, shall be replaced immediately at no cost to the District. If plant damage or death is caused by conditions beyond the landscape maintenance contractor's control, replacement shall be at the District's expense.

Sprinklers or structures that are damaged due to the landscape maintenance contractor's operations must be replaced by the landscape maintenance contractor immediately at his expense. Damage caused by others shall be promptly brought to the District's attention.

All water damage resulting from Contractor's negligence shall be corrected at Contractor's expense.

All damage to or thefts of landscaping and irrigation installation not caused or allowed by Contractor shall be corrected by the Contractor at the District's expense upon authorization to proceed.

## **16. QUALITY**

All landscaping materials installed must meet or exceed all state and/or local codes and/or ordinances of the State of Florida (Florida #1 or Florida Fancy Plants and Trees) All plants shall be healthy, well branched and densely foliated, with well-developed root systems, free of disease and insect pests. The District reserves the right to reject any plant material(s) that if feels does not meet expectation.

## **FERTILIZATION AND PEST CONTROL SPECIFICATIONS**

### **GENERAL REQUIREMENTS**

1. [Pond banks shall be fertilized semi-annually.](#)
2. Technicians will give appropriate notification to persons in the immediate area of impending chemical applications.
23. Application reports giving the date, type of chemical applied, application rates, name of technician and company shall be given to the District's management company.
34. Copies of manufacturer labels and Material Safety Data Sheets shall be provided to the District's management company.
45. All materials will be used as approved for intended use by the regulatory standards.
56. All materials shall be applied per the manufacturer's specifications and guidelines.
67. Lawn and pesticide signs shall be posted at the home or common area after the use of chemicals for safety and compliance.
78. The District Manager and representatives of the District reserve right to be present when chemicals are being mixed and applied.
89. Specifications are performance based and ultimately insect/disease & weed control to the complete satisfaction of the District is the responsibility of the contractor.

### **TURF CARE SPECIFICATIONS: *St. Augustine Turf***

Contractor shall provide fertilization & insect, disease & broadleaf (primarily but not exclusively) weed control to all areas of St. Augustine turf. The following is a recommended guideline the Contractor should follow:

All fertilizers utilized must contain a nutrient package specifically blended for Florida's unique landscapes and will have a minimum of 50% slow release nitrogen source to ensure extended performance. A complete minor element package shall be included with each application to insure that all of the requirements for a Florida landscape are provided for. The method of application will be dependent upon the landscape layout.

- The lawn treatments should consist of a minimum of **four blanket applications** and minimum **three IPM** visits by a qualified technician or **as specified in the contract**. Premium product will be used to prevent surge growth, but still allow for an attractive, healthy, vigorous lawn.

**IPM Defined-** Contractor must utilize and employ an Integrated Pest Management Program or IPM program. This program is designed based off of key points of interest suggested by the University of Florida. The key elements are as follows:

1. **Prevention-** Proper planting, maintenance, and sanitation practices.
2. **Cultural-** Employment of good horticultural practice to optimize plant health.
3. **Scouting-** Trained personnel diligently scout property for signs of disease or

infestation.

4. **Identification-** The appropriate means are taken to diagnose the cause.
5. **Program Implementation-** Contractor personnel must use the least noxious means of pesticide/bio-rational application to remedy situation. Ultimately, Contractor recommends the best course of action to follow.
6. **Follow up-** Trained personnel follow up on progress of treatment plan and report back to the District.

Contractor must employ methodology consistent with “Florida Green Industries Best Management Practices.”

In Polk County with an adopted fertilizer ordinance, the Polk ordinance shall prevail and serve as a guide to nutrient selection and timing. Please check the following Polk County ordinance at [http://polk.ifas.ufl.edu/AG\\_Safety/files/pdf/publications/laws/PolkCoFertilizerMgmtOrdinance.pdf](http://polk.ifas.ufl.edu/AG_Safety/files/pdf/publications/laws/PolkCoFertilizerMgmtOrdinance.pdf)

**Turf Weed Control:** The control of broadleaf weeds will be included in the Contractors program. Herbicides should be applied only when temperatures are below 90 degrees and wind drift is at a minimum to avoid turf damage.

- Due to the unavailability or restricted use of effective control products, the prevention or control of Crabgrass, Bermuda grass, and select Sedges are not part of this proposal. It is understood that at the expense of the District, any areas of select Crabgrass, Bermuda & select Sedge can be replaced by the Contractor.
  - Weed control is to be maintained at no less than 90%.

**Turf Insect Control:** The appropriate pesticides will be used for lawn damaging insects. Turf will be inspected on a regular basis by a qualified technician or other qualified personnel for any follow up necessary.

- Ant control and other pesticide and/or fungicide applications above and beyond the standard program will be included in this contract.
- Preventative grub control is expected and curative spot control is also expected.

### **TURF CARE SPECIFICATIONS: *Bahia Turf***

Bahia grass has the ability to withstand extended periods of time without rainfall or irrigation. Most weeds do not possess this ability and thus drought tolerance is the turf’s primary means of survival. Irrigation (where applicable) will be eliminated in all Bahia turf areas. If requested by the District, the contractor will provide a price for Bahia fertilization.

### **WARRANTY**

If the turf included in this “turf care program” dies due to damage from biotic agents such as

insects or diseases or from abiotic factors such as fuel spills or fertilizer burn, the turf will be replaced at no expense to the District.

### **SMALL TREE/SHRUB CARE (<10') PROGRAM:**

**Fertilization:** Tree and shrub fertilization frequencies will be performance based, not treatment based. It is expected that the Contractor use a complete fertilizer blend with all necessary minor elements. The blend should be 50% slow release or an equivalent.

- Transplanted trees less than 3 years old will be included in standard program; trees over that age will be fertilized with the lawn application.
- In Polk County with an adopted fertilizer ordinance, the Polk County ordinance shall prevail and serve as a guide to nutrient selection and timing.

**Integrated Pest Management:** Pesticides will only be used on an as-needed basis and only in the general areas having the problem. A curative approach shall be implemented for insect and disease management in turf and landscape areas when damaging thresholds have been identified as negatively impacting either, health or aesthetics. In areas where problems persist, then a preventative approach should be implemented.

- Contractor personnel should be diligent in their scouting of damaging pests and disease. Horticultural pest control and or appropriate recommendations will be made to minimize injury to ornamental plants. This is to be achieved by monitoring the property and a complete service and inspection at minimum every eight (8) weeks.

### **ORNAMENTAL PALM TREE PROGRAM:**

**Fertilization:** Tree fertilization frequencies shall be performance based, not treatment based. It is expected that the Contractor use a complete fertilizer blend with all necessary minor elements. The blend should be 100% slow release. Contractor will use premium products at the recommended rate to prevent any surge growth, but still allow for an attractive, healthy, vigorous landscape.

- Therapeutic applications of minor elements are to be included to ornamental palms indicating need.
- In Polk County with an adopted fertilizer ordinance, the County ordinance shall prevail and serve as a guide to nutrient selection and timing.

**Palm Integrated Pest Management:** Pesticides will only be used on an as-needed basis and only in the general areas having the problem. A curative approach shall be implemented for insect and disease management in turf and landscape areas when damaging thresholds have been identified as negatively impacting either, health or aesthetics. In areas where problems persist, then a preventative approach should be implemented.

- Contractor personnel should be diligent in their scouting of damaging pests and disease. Horticultural pest control and or appropriate recommendations will be made to minimize injury to ornamental plants. This is to be achieved by monitoring of the property and a complete service and inspection at minimum every eight (8) weeks.
- Bud and root drenching for specific insect/disease problems are not to be included but can be priced separately if needed and completed upon approval from the District.

### **WARRANTY**

If a plant, shrub or tree dies from insect or disease damage while under this tree/ shrub/palm care program, it will be replaced, at no cost to the District, with one of equal value and that is reasonably available and approved by the District.

### **IRRIGATION MAINTENANCE SPECIFICATIONS**

This service is defined as inspection & repair of the irrigation system by the contractor for the community common areas. Any damage caused by contractor activity shall be repaired by the contractor at the contractor's expense.

Minor repairs will be made at the time of inspection or during work order process on a monthly basis. Minor repairs include; spray heads, rotor heads, nozzles, stand pipes, shrub adaptors, valves and lateral lines up to 1.5 inch. Minor repairs are the responsibility of the contractor and are included in the monthly proposed price.

Major irrigation repairs are not included in the proposed price and will be completed on a separate work order upon approval by the District Manager. Major repairs include but are not limited to, main line larger than 1.5 inch, controllers, pumps, backflows and rain sensors.

The contractor **shall be** responsible for any damage to the turf or plants due to either under watering or over watering by the irrigation system. Contractor will **not be** held responsible for failure of main irrigation water supply, water pressure or water restrictions imposed by a statutory or similar authority.

### **FREQUENCY**

Contractor shall perform a complete irrigation maintenance inspection once per month.

### **IRRIGATION CONTRACTOR RESPONSIBILITIES**

The District irrigation contractor is responsible for the management and maintenance of the irrigation system located on District-owned lands.

The system uses reclaimed water provided by TOHO Water Authority with the exception of the

community pool areas located throughout. Contractor is required to maintain communication with TOHO on behalf of the District and Developer.

Contractor is responsible for generating data from daily monitoring, interpret data and generate reports for field dispatch, field repair and adjustments as necessary and maintain documentation. Daily data will be provided by the contractor and made available to the District Manager upon request.

Contractor is responsible for adjustments to watering schedules as needed for weather, new sod, plants, trees or other improvements at the common areas as requested through the District work order system.

Contractor must respond to all District generated work orders within 48 hours for common areas. Contractor is required to activate system for residents, meet with residents on site when necessary and to close work orders through the District Manager.

Contractor will be responsible to activate and inspect all zones for the entire community monthly and make necessary adjustments for proper operation. Each inspection must be documented in writing and provided to the District Manager upon request.

### **SERVICE SPECIFICATIONS**

1. Timing of irrigation operation must adhere to any water restrictions in effect within the property jurisdiction.
2. The following items shall be accomplished each month for common areas:
  - Activate each zone of the system.
  - Visually check and replace as necessary of any damaged or malfunctioning heads in District-owned lands. This should be done weekly by area supervisor or irrigation tech.
  - Clean and/or adjust any heads not functioning properly. The District will be allowed to inspect any heads that he may be charged for.
  - Report any valve or valve box that may be malfunctioning or damaged in any way.
  - Adjust controllers to the watering needs as dictated by environmental conditions.
  - Inspect and adjust rain sensors as needed.
  - Insure that all valves that are marked remain sufficiently marked to allow a person unfamiliar with the system to locate.
  - Provide a monthly written report detailing inspection results by clock and zone.
  - Report recommendations to improve/enhance the irrigation systems effectiveness.

3. Irrigation repairs that become necessary, that are over and above minor repairs as outlined will be done on a time and material basis. All extra repairs are to be estimated & reported to the District and the contractor must obtain approval prior to starting repair work.

The written proposal shall include:

- Hourly rate for irrigation tech
- Necessary materials

**Contractor must provide and possess experience in operation of central control irrigation systems.**

**STORM PREPARATION**

In the event of a forecasted weather event, such as but not limited to hurricanes, the District may deem it necessary to suspend all operation of irrigation equipment, pump stations, and to secure controllers to avoid power surges and any catastrophic events such as an uprooted tree that breaks a mainline. These services, should they be requested, would be considered over and above the routine maintenance contract and will be done on a time and material basis.

**SPECIAL SERVICES SPECIFICATIONS**

**MULCH**

It is anticipated that the District will mulch the entire property once per year. This will include all common areas.

Old mulch in excess of three inches (3”) in depth will be removed prior to installation of a new layer of mulch. This step will be at the discretion of the District. If the District deems this step necessary, the Contractor will provide a price to remove the excess mulch prior to installation of new mulch. The pricing for mulch installation are as follows:

| <b><u>Item</u></b> | <b><u>Cost per Bale</u></b> |
|--------------------|-----------------------------|
| 100 Bales          | \$8.00                      |
| 500 Bales          | \$7.50                      |
| 1,000 Bales        | \$7.25                      |
| 5,000 Bales        | \$7.00                      |

**COMMUNICATION**

As part of this agreement it is expected that the contractor will provide ongoing extensive communication to the District Manager and Residents of the community. Communications

include but are not limited to:

- Daily work orders
- Daily updates as needed for “Solivita Live”
- Weekly email blast
- Monthly mow schedule
- Monthly detail schedule
- Monthly newsletter article
- Special project schedules (i.e. mulching, palm & tree pruning)

Appendix I

List of Machinery Used at Solivita

# **Tenth Order of Business**

**10B.**

**DRAFT****Q & A for Current Status of Amenity Transaction as of November 15, 2017**

Prepared by Poinciana Community Development District and  
Poinciana West Community Development District (the "Districts")

This document supersedes the prior *Q & A for Current Status of Amenity Transaction* dated March 8, 2017, which no longer reflects the current status. This document is intended to answer commonly asked questions about the current status and framework of the proposed acquisition and renovation of the existing Solivita Recreation Amenities and construction of a new Performing Arts Center and new Wellness Center ("New Amenities") by the Districts. The Districts encourage residents to review this document to obtain accurate information. Any document referenced below is a public record capable of inspection by any member of the public.

For purposes of this document, the following definitions apply:

*"Club Membership Fee"* means the monthly fee currently paid to Avatar by owners of property within Solivita by virtue of the Club.

*"Club Operations Fee"* means the monthly fee currently paid to Avatar by owners of property within Solivita for operation and maintenance (O&M) of the Solivita Recreation Amenities by virtue of the Club Plan.

*"Club Plan"* means that Amended and Restated Club Plan binding on all residential property in Solivita.

*"CDD Debt Assessment"* means the non ad-valorem special assessment proposed to be levied by the Districts on each developed and undeveloped residential lot within Solivita 1) to acquire the Solivita Recreation Amenities, 2) to construct the New Amenities, and/or 3) to reconstruct and renovate certain of the Solivita Recreation Amenities. The CDD Debt Assessment will replace the Club Membership Fee.

*"CDD O&M Assessment"* means the non ad-valorem special assessment proposed to be levied by the Districts each year on each developed and undeveloped residential lot within Solivita to fund the operation, maintenance, repair and replacement of the existing Solivita Recreation Amenities and the New Amenities. The CDD O&M Assessment will replace the Club Operations Fee.

**DRAFT****Current Solivita Club Plan Facts**

**Question**     ***Does the current Club Plan require Avatar to pay Club Membership Fees on its undeveloped lots?***

Answer        No.

**Question**     ***Does the current Club Plan require Avatar to pay Club Operation Fees on its undeveloped lots?***

Answer        No.

**Question**     ***Does the current Club Plan provide for a periodic increase of Club Membership Fees?***

Answer        Yes. Monthly Club Membership fees are permitted to be increased \$1 plus tax each month, for a total of \$12 plus tax per year, per home. (As more fully set forth below, and pursuant to the Asset Purchase and Sale Agreement, the amount of the annual CDD Debt Assessment will be capped at an amount lower than existing Club Membership Fees rather than increasing on an annual basis like the Club Membership Fee.)

**Question**     ***Under the current Club Plan, how long must a resident pay Club Membership Fees?***

Answer        In perpetuity.

**Question**     ***Does the current Club Plan restrict use of the Solivita Recreation Amenities to only residents of Solivita?***

Answer        No.

**Question**     ***Does the current Club Plan restrict the number of Club memberships Avatar can issue to future residents of Solivita Grande?***

Answer        No.

**Question**     ***Does the current Club Plan restrict use of the Solivita Recreation Amenities to persons over 55 years of age?***

Answer        No.

**Question**     ***Does the current Club Plan budget set aside monies for a capital reserve?***

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Answer Historically, no. However, the proposed 2018 Club Plan does include an amount for reserves for the first time, but at a number lower than what the Districts have included in draft budgets.

**Question** *In the event that Avatar mortgaged the Solivita Recreation Amenities and failed to pay the mortgage on the Solivita Recreation Amenities, would such amenities be subject to foreclosure and sale?*

Answer Yes.

**Question** *Do the residents, the HOA or the Districts currently have any control over the Solivita Recreation Amenities?*

Answer No. The Solivita Recreation Amenities are completely controlled by Avatar.

**Question** *Why did the Districts enter into negotiations to purchase the Solivita Recreation Amenities?*

Answer The Boards of Supervisors of the Districts (collectively, the “Boards”) believe that it is in the best interests of the residents that the Districts own and control the Solivita Recreation Amenities in perpetuity to preserve the lifestyle in Solivita and protect home values. Development within Solivita will be completed at some point in the future and Avatar may not own the Solivita Recreation Amenities after that point in time. District ownership is preferred compared to a third party purchasing and controlling the Solivita Recreation Amenities in perpetuity. The Boards also desire to capitalize on the opportunity to prevent the annual increase in Club Membership Fees that residents pay by replacing the Club Membership Fees with CDD Debt Assessments, as well as on the opportunity to have such fees terminate after 30 years which, in the long term, will save the residents money. Finally, the Boards believe this is the best opportunity to obtain new amenities for Solivita, including a Performing Arts Center and Wellness Center.

**DRAFT****Asset and Purchase Sale Agreement**

**Question** *Have the Districts signed a contract to purchase the amenities?*

Answer Yes, an Asset Purchase and Sale Agreement (“PSA”) was signed and became effective on December 5, 2016.

**Question** *What Solivita Recreation Amenities are included in the PSA?*

Answer Riviera Spa and Fitness Center / Indoor Pool & Track; Waterfront Galleries/Café; Mosaics Building and Starlite Ballroom; Bell Tower; Freedom Park; Palms Amenity Complex; Rainbow Lakes #1 Community Pool & Cabana; Rainbow Lakes #2 Community Pool & Cabana; Candlewood Community Pool & Cabana; Capri Community Pool & Cabana; Terra Vista #1 Community Pool & Cabana; Terra Vista #2 Community Pool & Cabana; Flora Vista #1 Community Pool & Cabana; Flora Vista #2 Community Pool & Cabana; Lago Vista Community Pool & Cabana; Venezia Facility / Two (2) Tennis Courts, Community Pool & Cabana; Bella Viana Pool & Cabana; vacant land for new Performing Arts Center; vacant land for new Wellness Center.

**Question** *What is the purchase price in the PSA, as amended?*

Answer The purchase price has been reduced from \$73.7 million to \$72.9 million.

**Question** *Are there any adjustments to, or reductions from, the purchase price that are anticipated?*

Answer Yes. It is anticipated there would be a reduction of the purchase price due to any increase in bond interest rates. This reduction may be several million dollars, depending on interest rates at the time the bonds are offered for sale. In addition, the District is currently in the inspection period under the PSA. To the extent items of concern are discovered during the inspection period, additional adjustments to the purchase price may occur.

**Question** *What other significant amounts are allocated to be paid or provided by either the District or Avatar under the PSA, or are otherwise being undertaken by Avatar?*

Answer Avatar is responsible for paying all closing costs on the transaction contemplated by the PSA. This amount is estimated at a minimum of \$600,000, and reduces Avatar’s net recovery from this transaction.

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This transaction may also result in capital gains or other taxes for Avatar, which will further reduce Avatar's net recovery from the sale of the Solivita Recreational Amenities.

The Solivita Recreational Amenities are currently privately owned. As a result they were assessed Series 2012 Bond Debt Assessments by the Poinciana CDD and Series 2017 Bond Debt Assessments by the Poinciana West CDD. Under the PSA, Avatar is obligated to pay off the existing Series 2012 Bond Debt Assessments and the existing Series 2017 Bond Debt Assessments on the Solivita Recreation Amenities at closing. This amount is over \$400,000, and reduces Avatar's net recovery from this transaction.

Avatar is obligated to pay both CDD Debt Assessments and CDD O&M Assessments on the platted and unplatted lots it owns starting from the date of closing on the Solivita Recreational Amenities. For illustration purposes only, assume the transaction closed on October 1, 2017, the beginning of Fiscal Year 2017-2018. Based on 1,400 unsold lots, CDD Debt Assessments paid by Avatar would be projected at \$1,682,480 and CDD O&M Assessments would be projected at \$1,655,640. For as long as Avatar owns such lots, Avatar will be responsible to pay CDD Debt Assessments and CDD O&M Assessments. Assuming a sales pace of 200 homes per year, at buildout Avatar will have paid approximately \$6,730,000 in CDD Debt Assessments and \$6,622,000 in CDD O&M Assessments. In this illustration, the cost to Avatar of paying CDD Debt Assessments and CDD O&M Assessments in the approximate amount of \$13,352,000 reduces Avatar's net recovery from this transaction.

Avatar is obligated to pay its CDD O&M Assessments early and on October 1 of each year thereby giving the District funds to operate at the very beginning of each year while the District waits for the tax receipts to be received from the Tax Collector relative to the CDD O&M Assessments levied on property owned by residents.

Avatar is obligated to pay its CDD Debt Assessments early to the extent necessary to ensure the District pays its debt service payments on time in the year of closing.

Avatar is responsible for paying whatever amounts are necessary to bring the Solivita Amenity Facilities in compliance with the Americans with Disabilities Act ("ADA"). This will likely be a substantial cost, and work is ongoing. The cost to

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Avatar of providing these renovations reduces Avatar's net recovery from this transaction.

Avatar is obligated to convey all personal property and inventory within the Solivita Recreation Amenities to the District.

Avatar is required to sell the Sales Center and Administration Building to the Districts at a later date for a purchase price of zero dollars.

Avatar has committed to repair the items in disrepair that are identified in the commercial inspection report commissioned by the Districts. The cost to Avatar of providing these repairs reduces Avatar's net recovery from this transaction.

Avatar has agreed to provide a letter of credit or other security to the District equal to eighteen (18) months of operations and maintenance expenses for the District to access in the event that Avatar fails to pay its CDD O&M Assessments. Based on 1,400 unsold lots, this equates to approximately \$2.5 million of additional protection for the Districts. The cost to Avatar of providing this security reduces Avatar's net recovery from this transaction.

The Districts believe that Avatar's involvement in the construction process will help ensure consistency of the new buildings with the existing buildings. In addition, Avatar's familiarity with the project and lessons learned from experience in the community for the last 18 years will assist the Districts to provide the best new amenities possible. The Districts have agreed to lease one or more employees from Avatar to assist with the construction of the New Amenities and reconstruction/remodeling of existing Solivita Recreation Amenities. The cost of this will not exceed \$50,000. This personnel leasing arrangement replaces the construction management concept which required a fee estimated at \$550,000. The net result of this contract change is an additional \$500,000 for the District to use towards the construction of the New Amenities and the reconstruction/remodeling of existing Solivita Recreation Amenities.

The Districts have agreed to provide 1,000 annual household passes to Avatar to be used for future Solivita Grande homeowners. Each pass lasts only one year and entitles the holder to two cards. At least ninety percent (90%) of these annual household passes must be issued to a household with a member fifty-five (55) years or older. All annual passes expire five years after the first annual household pass is activated. The value of these passes is far outweighed by Avatar's commitment to pay CDD O&M Assessments on the land it owns, which is the basis for the Districts' negotiated position on this issue.

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**Question**     ***Does the PSA contemplate the construction of the New Amenities or the reconstruction/renovation of existing Solivita Recreation Amenities?***

**Answer**        Yes. The PSA contemplates that approximately \$11.2 million will be available from the issuance of bonds to construct the New Amenities and reconstruct/renovate existing Solivita Recreation Amenities. The Boards have yet to determine the exact scope of the new and/or renovated facilities, but have generally discussed the construction of a new Performing Arts Center and Wellness Center, along with the reconstruction/remodeling of existing Solivita Recreation Amenities such as the Ballroom, Mosaics Restaurant and the Waterfront Café.

**Question**     **How soon do the Districts anticipate constructing the New Amenities and/or reconstructing/renovating the existing Solivita Recreation Amenities?**

**Answer**        Upon determining the scope of the New Amenities to be constructed and existing Solivita Recreation Amenities to be reconstructed/renovated and resolution of current litigation, the Districts intend to commence the construction and reconstruction/renovation as soon as practical after closing on the bonds, and plan to complete the construction of the New Amenities and the reconstruction/renovation of the existing Solivita Recreation Facilities within three (3) years of the issuance of the bonds.

**DRAFT****Future Operation and Funding of the Solivita Recreation Amenities**

**Question** *If the Districts purchase the Solivita Recreation Amenities, will Avatar or the District continue to collect Club Membership Fees and Club Operation Fees?*

**Answer** The PSA requires the Club Plan to be terminated and no further new Club Membership Fees or new Club Operation Fees will be invoiced after closing. Instead of paying Club Membership Fees to Avatar, residents will pay CDD Debt Assessments to the Districts. Instead of paying Club Operation Fees to Avatar, residents will pay CDD O&M Assessments to the Districts.

**Question** *How will I pay the CDD Debt Assessments and CDD O&M Assessments after closing?*

**Answer** Assuming that closing occurs in April of 2018, on May 1, 2018, residents will receive a bill from the Districts for the monthly prorated amount of the CDD Debt Assessments and CDD O&M Assessments outstanding through the end of the Districts' fiscal year, or through September 30, 2018. This amount will be similar to their monthly Club Membership Fee and Club Operation Fee and will replace such fees. Residents will continue to be billed monthly for the CDD Debt Assessments and CDD O&M Assessments through September, 2018.

On November 1, 2018, the CDD Debt Assessments and CDD O&M Assessments for the entire fiscal year of the Districts (i.e. October 1 through September 30), will be included on the resident's tax bill distributed by the Polk County Tax Collector. The resident will pay the CDD Debt Assessments and CDD O&M Assessments at the same time and in the same manner as his/her county property tax bill.

Once the CDD Debt Assessments and CDD O&M Assessments are on the county tax bill, residents will no longer receive monthly bills from the Districts. Accordingly, residents will need to budget for payment of CDD Debt Assessments and CDD O&M Assessments similar to how they budget for the payment of their property taxes.

**Question** *What is the amount of the projected CDD Debt Assessment that will replace the Club Membership Fees?*

**Answer** The District's current debt assessment methodology treats all residential units the same and each is allocated the same maximum principal debt assessment. The maximum, annual assessment payment is \$976.20 a year, which breaks

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down to \$81.35 on a monthly basis. The proposed CDD Debt Assessment stated above includes 3% County collection costs and assumes full payment in November of each year. If a resident does not pay their County tax bill in November and thus take advantage of the 4% early payment discount, the amount to be paid will be higher in accordance with Florida law.

**Question**      **What happened to the assessment equalization payment concept that was included in the last assessment methodology?**

Answer          In the first validation case, the circuit court expressed a concern about the Districts implementing the assessment equalization payment concept into the assessment methodology. The Districts have removed that concept from the assessment methodology and the PSA.

**Question**      **What about the developer's representation that it did not want the transaction to result in any residential lot paying more for CDD amenity assessments than they were paying for Club Fees?**

Answer          Avatar Properties, Inc. has announced to the Board and provided written notification to the affected residents that Avatar is recording a document which commits Avatar to pay down the amenity debt assessment principal of lots with lower Club Membership Fees. Avatar has stated this payment is required to be paid before or simultaneously with the closing on the amenity transaction. Avatar is handling this issue privately with the affected residents and outside of the District's assessment levy proceedings. Questions regarding the specific amount to be paid down on a specific lot should be directed to Avatar.

**Question**      ***Will the projected CDD Debt Assessments increase on an annual basis like the current Club Membership Fees?***

Answer          No. This is a savings to the current and future residents because the annual CDD Debt Assessment will be a fixed amount.

**Question**      ***Will the CDD Debt Assessment be payable in perpetuity like the Club Membership Fees?***

Answer          No. The CDD Debt Assessment will secure bonds which mature in 30 years. When those bonds mature, the CDD Debt Assessments securing those bonds will cease to be collected. This is an additional significant savings for the future owners of property in Solivita.

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**Question**      ***What is the amount of the projected CDD O&M Assessment that will replace the Club Operations Fees?***

**Answer**            Based on the last proposed budget, the CDD O&M Assessment is estimated at \$98.55 per month, or \$1,182.60 per year for each residential lot. This proposed CDD O&M Budget is on file with the District. See Chart below. Please note that the proposed CDD O&M Budget has not been adjusted to reflect the fact that the District is not subject to state sales tax. Once the Districts have accumulated historical data on the actual amount of sales tax savings, reductions in future CDD O&M Budgets are anticipated to account for such savings.

**Annual Breakdown**

|   |   |                 |
|---|---|-----------------|
| <u>Proposed 2018 Club Operations Fee*</u> | <u>Proposed CDD O&amp;M Assessment*</u> | <u>Decrease</u> |
| \$1,182.96                                | \$1182.60                               | \$0.36          |

**Monthly Breakdown**

|   |   |                 |
|---|---|-----------------|
| <u>Proposed 2018 Club Operations Fee*</u> | <u>Proposed CDD O&amp;M Assessment*</u> | <u>Decrease</u> |
| \$98.58                                   | \$98.55                                 | \$0.03          |

\* The Proposed 2018 Club Operations Fee includes 7% sales tax. The proposed CDD O&M Assessment includes 3% County collection costs and assumes full payment in November of each year. If a resident does not pay their County tax bill in November and thus take advantage of the 4% early payment discount, the amount to be paid will be higher in accordance with Florida law.

**Question**      ***What is the net monthly and annual financial impact on residents of the CDD Debt Assessment and CDD O&M Assessment replacing the Club Membership Fees and the Club Operations Fees, respectively?***

**Answer**            Based on current estimates of CDD Assessments, projected 2018 Club Fees, and Avatar’s private commitment to pay down assessment levels, there will be a reduction.

**Question**      ***Is there a draft CDD O&M Budget that residents can review?***

**Answer**            Yes. There is a draft CDD O&M Budget for Fiscal Year 2017-2018 located on the Districts’ websites at [www.poincianacdd.org](http://www.poincianacdd.org) and [www.poincianawestcdd.org](http://www.poincianawestcdd.org).

**Question**      ***Are the CDD O&M Budgets set in stone yet?***

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**Answer** No. The Districts have not yet adopted the operations and maintenance budget, but District staff does not expect it to increase, and it may in fact decrease slightly.

**Question** *Do the CDD O&M Budgets assume the sales tax savings the Districts will enjoy?*

**Answer** No. The impact of the sales tax savings is presently unknown and therefore has not been budgeted. These are conservative budgets and the sales tax savings will either be used to reduce CDD O&M Assessments and/or will be put into a reserve fund.

**Question** *What major items are included in the draft CDD O&M Budget for the protection of the residents that were not included in previous Club budgets?*

**Answer** The District is establishing a capital reserve fund to plan for major repairs and replacements at levels recommended by the District's valuation consultant. (The 2018 Proposed Club Budget for the first time includes reserve funding, but at an amount less than the Districts have budgeted.) The District is establishing an operating reserve fund to make sure the District has sufficient funds to meet its payment obligations. The District is budgeting to replace numerous older maintenance vehicles in the first two years of its ownership of the Solivita Recreational Amenities. All of these additions to the budget protect the residents and still do not result in a material increase versus what residents are expected to pay in 2018 Club Membership Fees and Club Operations Fees.

**Question** *Do lots and unplatted lands owned by Avatar currently pay Club Membership Fees and Club Operations Fees?*

**Answer** No.

**Question** *If the Districts purchase the amenities, will the lots and unplatted lands owned by Avatar pay CDD Debt Assessments and CDD O&M Assessments?*

**Answer** Yes, that is required by the PSA.

**Question** *How much is an undeveloped lot owned by Avatar required to pay under the PSA?*

**Answer** For CDD Debt Assessments, the amount paid by an undeveloped lot will be equal to the highest CDD Debt Assessment to be paid by a current resident. For CDD O&M Assessments, the amount paid by an undeveloped lot will be equal to the CDD O&M Assessment to be paid by a current resident.

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**Question**      ***Will the Districts close on the PSA if the amount to be paid by residents in CDD assessments is projected to be materially higher than what residents currently pay in Club Fees for the same facilities?***

**Answer**        No. The Districts will not sell the bonds if the total amount in annual CDD Debt Assessments and CDD O&M Assessments is projected to be materially in excess of what residents currently pay to Avatar for Club Membership Fees and Club Operations Fees.

**DRAFT****Inspection of Solivita Recreation Amenities**

**Question**     ***What efforts have the Districts made to inspect the Solivita Recreation Amenities?***

**Answer**        The Districts are conducting extensive inspections of the Solivita Recreation Amenities. These efforts are being overseen by the Districts' Engineer and are ongoing. These efforts include i) financial feasibility and valuation analyses prepared by Environmental Financial Group, ii) commercial property inspection by Delta Engineering, with a follow up inspection to be completed before closing, iii) two different ADA inspections and reports, iv) Phase 1 environmental inspection, v) mold inspection, vi) termite inspection, vii) food and beverage operations analysis, and others to be determined. In addition, matters related to title and other real property matters are under extensive review.

**Question**     ***Have the Districts agreed to purchase facilities that are not compliant with the ADA?***

**Answer**        No. The PSA requires Avatar to deliver the facilities in a condition that fully complies with the ADA.

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**Sales Center and Administration Building**

**Question**      ***What is the future of the Sales Center and Administration Building?***

**Answer**      The PSA, and a separate Option Agreement that has been approved by the Districts and Avatar and which will be executed at or prior to closing on the Solivita Recreation Amenities, require Avatar to deed the Sales Center and Administration Building to the Districts in the future for a set purchase price of zero dollars.

**DRAFT****Current Litigation Status**

**Question**      **What is the status of the Districts' efforts to validate the bonds necessary to close on the PSA?**

**Answer**            The Districts attempted to validate bonds this summer. The Circuit Court declined to validate the special assessments securing the bonds as proposed by the Districts. The final judgment only took issue with one of the five questions in the bond validation case, specifically the apportionment of the assessments. While the Districts continue to believe the initial methodology was efficient and proper, the Districts recently voted not to appeal the final judgment in the bond validation case. Instead, the Districts have adopted a new, simpler assessment methodology to address the concerns noted by the trial court. The trial court's stated concern with the assessment methodology is easily remedied through such a revision. Curiously, the parties contesting the validation have made statements that they prevailed in the bond validation case yet have appealed the final judgment to the Florida Supreme Court. The Districts disagree with the anticipated arguments of the defendants and are actively engaged in the appellate process.

In addition, the Districts have filed a second bond validation case based on a new, simpler assessment methodology. That case is currently pending and the Districts are diligently working to bring that case to a conclusion. After the bonds are successfully validated, the Districts will have the legal authority to issue the bonds.

**Question**      **Are the Districts involved in the class action that has been filed by Brenda Taylor, Bill Mann and Norm Gundel against Avatar?**

**Answer**            The Districts are not a party to the class action.

**Question**      **What impact does the class action have on the Districts' ability to build the New Amenities, and purchase the Solivita Recreation Amenities?**

**Answer**            The Districts have been informed by the underwriter that the Districts cannot market the bonds while claims regarding the validity of the Club Plan remain pending in the class action. Therefore, the class action may significantly delay or prevent the construction of the New Amenities and the renovation of the existing Solivita Recreation Amenities.

**DRAFT****Summary of Significant Benefits of District Ownership versus Avatar or Third Party Ownership**District OwnershipAvatar/Third Party Club Ownership

New Performing Arts Center *without* increasing capital amounts paid

No new Performing Arts Center

New Wellness Center *without* Increasing capital amounts paid

No new Wellness Center

Amenities Resident owned through CDD Structure

No resident ownership

Programming controlled by resident Board

Programming Controlled by free market principles

Lifestyle controlled by resident Board

Lifestyle controlled by free market principles

Policies, Rules and Rates established by resident Board

Policies, rules and rates controlled by free market principles

Non-resident use controlled by User Rates adopted by resident Boards

Non-resident use controlled by free market principles

Sovereign immunity limits on liability

No limits on liability, and liabilities not covered by insurance the responsibility of residents under the Club Plan

CDD Debt Assessments capped for 30 years

Club Membership Fees increase every year

CDD Debt Assessments terminate after 30 years

Club Membership Fees collected in perpetuity

Resident Board approves CDD O&M Assessment rates

No resident control over annual Club Operations Fees

Amenity Manager selected and accountable to resident Board

No resident control over selection or performance of amenity manager

Ability to access public bond market in the future

Facility expansion limited by free market principles

Avatar pays a portion of the CDD Debt Assessments

Club Owner collects Club Membership Fees as profit; Club Owner not required to pay Club Membership Fees

Avatar pays a portion of the CDD O&M Assessments

Club Owner not required to pay Club Operations Fees

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Solivita Grande Passes limited in number and duration

Solivita Grande use is unlimited and controlled by free market principles

Amenities not subject to foreclosure

Amenities subject to foreclosure if mortgaged and failure to pay by Avatar

Sales Center and Administration Building eventually owned and controlled by resident Board

Residents have no control over future ownership and use of Sales Center and Administration Building

Sales tax savings (relative to both (i) 7% sales tax paid on fees remitted to Avatar pursuant to Club Plan and (ii) 7% sales tax paid on purchases of supplies, materials, etc. by the Club)

No sales tax savings

**NOTE: THIS Q&A FOR CURRENT STATUS OF AMENITY TRANSACTION HAS NOT BEEN PREPARED OR APPROVED BY AVATAR PROPERTIES, INC.**