

HIGHLANDS COMMUNITY DEVELOPMENT DISTRICT

MEETING AGENDA

Tuesday, June 13, 2023 at 6:00 PM
Meeting to be held at:

**Highlands Community Center
11102 Ayersworth Glen Blvd
Wimauma, FL 33598**



2654 Cypress Ridge Blvd. Suite101
Wesley Chapel, FL 33544
(813) 652-2454

Highlands Community Development District

Board of Supervisors

Kangelia Baxter, Chairman
Mark Bouthot, Vice Chairman
Joanna Izdebaska-Pharo, Assistant Secretary
Orlando Echevarria, Assistant Secretary
Trang Chu, Assistant Secretary

Staff:

Jennifer Goldyn, District Manager
David Jackson, District Counsel
Stephen Brletic, District Engineer
Bryan Schaub, Area Field Director
Will Williams, Clubhouse Manager

Revised Meeting Agenda Tuesday, June 13, 2023 – 6:00 p.m.

- 1. Call to Order and Roll Call**
- 2. Staff Reports**
 - A. Aquatics Inspection Report..... Page 3
 - B. Landscape Inspection Report..... Page 17
 - C. Irrigation Inspection Report..... Page 22
 - D. Landscape Report
 1. Consideration of Trimming Oak Tree Branches away from Clubhouse Roof Proposal..... Page 23
 2. Consideration of Removal of two declining Ligustrum Trees Southside of the Picnic Tables Proposal..... Page 25
 - E. District Counsel
 - F. District Engineer
 - G. District Manager
 - H. Clubhouse Manager Page 27
- 3. Business Items**
 - A. Consideration of Key Fob Access for Basketball Courts Proposals..... Page 29
 - B. Consideration of Pool Furniture Proposals Page 30
 - C. Presentation of FY 2024 Proposed Budget..... Page 32
 - D. Consideration of Resolution 2023-06, Approving FY 2024 Proposed Budget Page 43
 - E. Discussion regarding District Services Page 46
 - F. Consideration of Inframark Amenities Proposal Page 49
- 4. Consent Agenda**
 - A. Consideration of Meeting Minutes from May 9, 2023 Page 69
- 5. Supervisor Requests**
- 6. Audience Comments – Three- (3) Minute Time Limit**
- 7. Adjournment**

The next meeting is scheduled for Tuesday, July 11, 2023



Highlands Community Development District Waterway Inspection Report

Reason for Inspection:
Quality Assurance

Inspection Date:
5/22/2023

Prepared for:
Highlands
Community Development District

Prepared by:
Tom Donaghy, Service Manager
Doug Agnew, Senior Environmental Consultant

www.AdvancedAquatic.com
lakes@advancedaquatic.com
292 S. Military Trail, Deerfield Beach, FL 33442
Locations in: Deerfield Beach, Fort Myers, Port St. Lucie, and Clearwater/Tampa
1-800-491-9621



TABLE OF CONTENTS

Site Assessments

Ponds 1-2	2
Ponds 3-4	3
Ponds 5-6	4
Ponds 7-8	5
Ponds 9-10	6
Ponds 11-12	7
Ponds 13-14	8
Ponds 15-16	9
Ponds 17-18	10
Pond 19-20	11
Pond 21	12

Site Map	13
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lakes@advancedaquatic.com

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Locations in: Deerfield Beach, Fort Myers, Port St. Lucie, and Clearwater/Tampa
1-800-491-9621

Site Assessments

Pond 1

Comments:

Normal Growth Observed

Slender Spike Rush observed on exposed pond banks and treated.

Moderate amount of the beneficial native aquatic plant, Gulf Spikerush bordering portions of the pond shoreline.



Pond 2

Comments:

Normal Growth Observed

Torpedo Grass observed and treated.



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Site Assessments

Pond 3

Comments:

Normal Growth Observed

Torpedo Grass and Pennywort observed and treated.



Pond 4

Comments:

Normal Growth Observed

Algae and Torpedo Grass observed and treated.

Moderate amount of the beneficial native aquatic plant, Gulf Spikerush bordering portions of the pond shoreline.



Site Assessments

Pond 5

Comments:

Normal Growth Observed

Algae and Pennywort observed and treated.

Moderate amount of the beneficial native aquatic plant, Gulf Spikerush bordering portions of the pond shoreline.



Pond 6

Comments:

Normal Growth Observed

Trace amounts of Torpedo Grass observed and treated.



Site Assessments

Pond 7

Comments:

Normal Growth Observed

Torpedo Grass observed and treated.

Moderate amount of the beneficial native aquatic plant, Gulf Spikerush bordering portions of the pond shoreline.

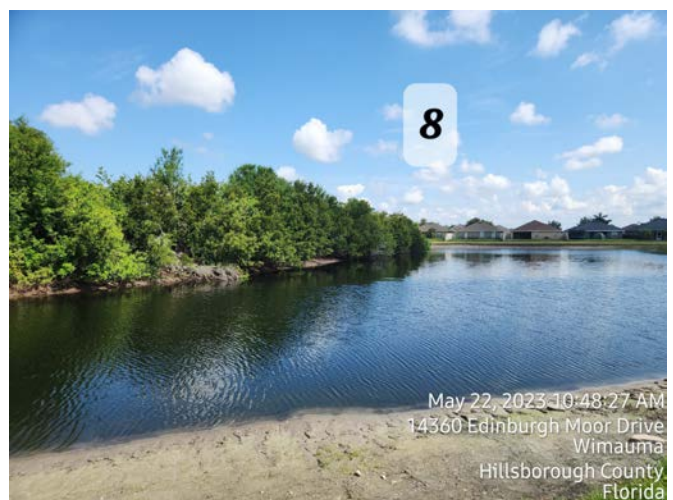


Pond 8

Comments:

Normal Growth Observed

Algae observed and treated.



Site Assessments

Pond 9

Comments:

Normal Growth Observed

Torpedo Grass and Primrose observed and treated within entire exposed pond bottom area.



Pond 10

Comments:

Normal Growth Observed

Algae and Torpedo Grass observed and treated.



Site Assessments

Pond 11

Comments:

Normal Growth Observed

Pennywort observed and treated.

Significant amount of the beneficial native aquatic plant, Gulf Spikerush bordering portions of the pond shoreline.



Pond 12

Comments:

Normal Growth Observed

Algae observed and treated.



Site Assessments

Pond 13

Comments:

Normal Growth Observed
Algae observed and treated.



Pond 14

Comments:

Normal Growth Observed
Algae and some decaying Slender Spike Rush
observed and treated.



Site Assessments

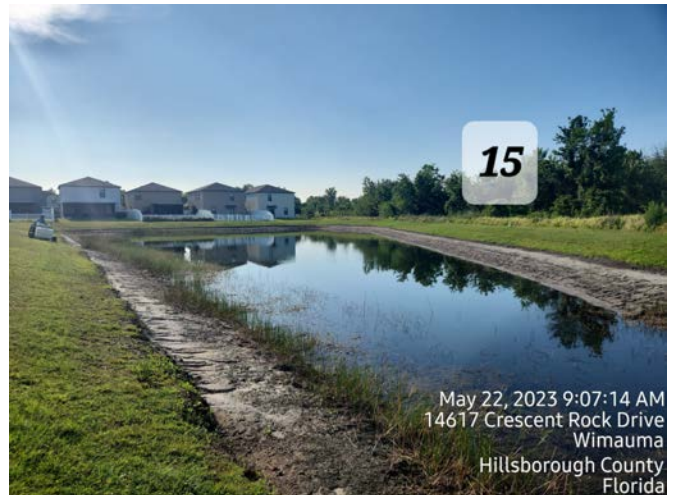
Pond 15

Comments:

Normal Growth Observed

Torpedo Grass and Algae observed and treated.

Moderate amount of the beneficial native aquatic plant, Gulf Spikerush bordering portions of the pond shoreline.

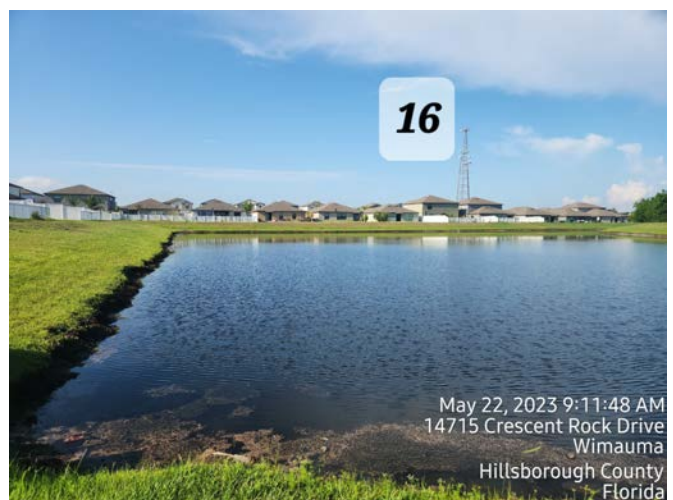


Pond 16

Comments:

Normal Growth Observed

Algae and Slender Spike Rush observed and treated.



Site Assessments

Pond 17

Comments:

Normal Growth Observed
Algae observed and treated.



Pond 18

Comments:

Normal Growth Observed
Big improvement. Slender Spike Rush is minimal as well as is the Algae.
Treated remaining Algae and Slender Spike Rush along with Torpedo Grass on the bank.



Site Assessments

Pond 19

Comments:

Normal Growth Observed
Algae observed and treated.



Pond 20

Comments:

Normal Growth Observed
We continue to treat all growth 20 ft out all the way around keeping out flow clear of vegetation and debris. Cattail & Primrose observed and treated. As noted previously, this pond is not designed with a maximum depth profile similar to a standard retention pond. There is a significant amount of aquatic grass located in the shallow middle portion of this pond. If treated, this growth would decompose and leave a very shallow area that would grow algae.



Site Assessments

Pond 21

Comments:

Normal Growth Observed

We are not treating this pond until further notice from the CDD.



Map



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lakes@advancedaquatic.com

292 S. Military Trail, Deerfield Beach, FL 33442

Locations in: Deerfield Beach, Fort Myers, Port St. Lucie, and Clearwater/Tampa
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HIGHLANDS CDD

LANDSCAPE INSPECTION REPORT



May 30, 2023

Rizzetta & Company

Bryan Schaub – Landscape Specialist



Rizzetta & Company
Professionals in Community Management

Upcoming, Balm Entrance, AGB & Amenities Center

General Updates, Recent & Upcoming Maintenance Events

Reduce irrigation in over saturated areas as we head into the rainy season.

Upcoming iron and micronutrient applications for turf and beds.

Vendors, please refer to the item # in your responses listing action already taken or anticipated time of completion. Black indicates **Yellowstone** Landscaping. Red text indicates a landscaping deficient item from previous report. **Bold Red text** indicates a landscaping item deficient for more than a month. Green text indicates a requested proposal. Blue indicates **Ballenger & Co.** Irrigation.

1. Along the south ROW of Balm, there are trees that did not recover from the dual hurricanes. I waited until we had some warmer weather & water, until I recorded it. I do not think they will recover correctly, and I do not recommend replacements. I am looking for a BOS decision.

2. The irrigation is operable. Replace dead units including Podocarpus, Croton & Arboricola. (Pic 2)



3. Property-wide, treat all active ant mounds, raking out all inactive mounds.

4. Treat all joint expansion crack weeds.

5. **At the entrance to the Amenities Center in the north ROW, diagnose & treat the dying turf.**

6. **At the Amenities Center, there are 2 irrigation breaks on the south end of the pool deck. Repair. Check irrigation levels. (Pic 6)**



7. To the south of the clubhouse, the Oaks are still stressed. I have asked Robin to bring in an Arborists for an inspection and short report.

8. In the same area, almost all Liriope look healthy and there is only one spot with Tip Fungus. Good Job!

9. At the Amenities Center, remove all underperforming Crinum Lily.

10. In the SE corner of the pool deck, one stand of Hibiscus look to have White Fly. This insect is notoriously difficult to treat with positive results.



Amenities Center, Stone Park & Haddon Mist

11. At the Amenities Center entrance, vendor to discontinue mowing Liriope.

12. At the Stone Park entrance, see if you can dig around and straighten this, Oak. Invoice. (Pic 12)



13. In the back of the Stone Park neighborhood, Yellowstone, cleared around the ponds near the lift station and the steep bank adjacent to the pond, including the back side of the pond. It was completed professionally and will give the Aquatics Team access to this area and will improve the overall water quality. This clearing is also, much more aesthetically pleasing. THANK YOU! (Pic 13)



14. At the Stonepark entrance & throughout the new phase, continue to straighten any leaners, tighten straps, develop tree rings.

15. In this area, there are at least 2 Ornamental Trees that will not recover correctly in my opinion. One Oak & one Magnolia. Looking for BOS direction on how to proceed. (Pic 15)



16. At the 301 entrance, the repairs are completed, the irrigation system is operable & the Annual Flowers will be installed this week.

17. In the north ROW of AGB just to the east of the 301 entrance, the irrigation installations and fertilization programs are paying off. The turf looks better, the beds are healthy, and the Crape Myrtles have bloomed. Great Job and solid teamwork from Ballenger & Yellowstone!

18. Along AGB, remove all failing Sago palms.

19. Yellowstone has done soil tests & determined there are nematodes in several neighborhood entrance beds. Soil remediation should occur before any new plantings. Also, I have used crab shells to fairly good affect as a soil enhancement. The chitin in their shells has a repellent effect for nematodes.

20. Along Haddon Mist, Crescent Way & Carloway Hills, continue treatments of the trees & remove underperforming units.

21. In the same areas, continue to detail the tree rings including weeding & setting strong bed lines.



AGB & Haddon Mist

22. Along AGB, remove all suckers from the Crape Myrtles.
23. In the north ROW of AGB across from the Amenities Center, the natural area is overgrowing the wall. Prune as possible. (Pic 23)



24. Along AGB, remove any dead Indian Hawthorn & treat for Thrips/Entomosporium.
25. Along Sumner, the grading issue is causing excess water in the beds & turf along the road. It is causing root stress and leaf yellowing. There is not much that can be done short of re-grading the area.
26. At the triangle parks along Haddon Mist, continue to create and maintain the tree rings and maintenance areas around signs, etc.
27. Continue to prune back all overgrowing natural areas along Standing Stone.
28. Along Haddon Mist, Crescent Way & Carloway Hills, continue treatments of the trees & remove underperforming units.
29. Yellowstone to have all cutbacks on any overgrowing natural areas that are encroaching on maintained areas and pond banks scheduled and/or completed, soon.



Proposals

1. Yellowstone to generate a proposal to remove the underperforming and aesthetically unpleasing Ligustrum Standards to the south, east & west of the pool deck at the Amenities Center and sod over the beds except for tree rings. Include all demo, cleanup, disposal, dirt, mulch and any irrigation repairs and/or adjustments. (Pic 1 >)
2. Yellowstone to generate a proposal to remove any tree branches contacting structures at the Amenities Center. Include all demo, cleanup, disposal, mulch and any irrigation repairs and/or adjustments. (Pic 2 >)





May 31, 2023

PROJECT: Highlands CDD

RE: May Irrigation System Maintenance

Routine maintenance was conducted throughout the month and any alarms were addressed as quickly as possible.

In addition to routine maintenance, the following issues were addressed:

- Completed installation of damaged drip tube around monument at 301 entrance. Irrigation is now ready for the installation of new annuals.
- Inspected irrigation and made scheduling adjustments for new plants at Stonegate monument and in center island just south of Balm.
- Repaired broken zone pipe near outdoor fitness station off of Barley Field.
- Replaced broken pop-up at clubhouse and reduced annual irrigation.
- Turf irrigation is still at three days a week but will be cut back to two days just as soon as the rainy season kicks into full gear.

The ET sensor located on the Hunter ACC controller along Paseo Al Mar at Paradiso recorded 5.02" of ET and 3.0" of rain between May 1st and May 30th. There were three significant rainfall events of 0.25" or more, the greatest occurring on May 24th, when 1.47" was recorded. The site was shut down for 3 days to take advantage of what nature provided. Despite the increased rainfall, The Tampa Bay area is currently experiencing an extreme drought with many areas seeing little to no rainfall since January. As the beginning of hurricane season kicks off, a small tropical wave in the Gulf could bring some much-needed relief to the Tampa Bay area.

If you have any questions or concerns, please feel free to contact us at your earliest convenience.

Sincerely,

Gail Huff

Gail Huff – C.L.I.A., Florida Water Star Certified





Proposal #321427

Date: 06/12/2023

From: Robin Rhodes

Proposal For

Location

Highlands CDD

c/o Rizzetta and Company
3434 Colwell Ave.
Suite 200
Tampa, FL 33614

main:
mobile:

11102 Ayersworth Glen Blvd
Wimauma, FL 33598

Property Name: Highlands CDD

Trim Oak Tree Branches away From Clubhouse roof

Terms: Net 30

DESCRIPTION	AMOUNT
Hardwood Pruning away from Roofs	\$890.44

- Service Location:
- Cut away from buildings or structures 6' - 8'
- Haul away all debris.

Approximately _ Days to Complete

Client Notes

Trim oak tree branches away from Clubhouse Roof, Trim Branches away from Northside Picnic Table roof, Also trim back Oak tree branches away From Shade cloth for playground Area. Remove all debris and haul away on completion of job.

Signature

x

SUBTOTAL	\$890.44
SALES TAX	\$0.00
TOTAL	\$890.44

Signature above authorizes Yellowstone Landscape to perform work as described above and verifies that the prices and specifications are hereby accepted. All overdue balances will be charge a 1.5% a month, 18% annual percentage rate.

Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.

Contact

Print Name: _____

Title: _____

Date: _____

Assigned To

Robin Rhodes

Office:

rrhodes@yellowstonelandscape.com



Proposal #321435

Date: 06/12/2023

From: Robin Rhodes

Proposal For

Highlands CDD
 c/o Rizzetta and Company
 3434 Colwell Ave.
 Suite 200
 Tampa, FL 33614

main:
 mobile:

Location

11102 Ayersworth Glen Blvd
 Wimauma, FL 33598

Property Name: Highlands CDD

Remove 2 Declining Ligustrum Trees southside of Picnic tables

Terms: Net 30

DESCRIPTION	AMOUNT
Sod Installation Labor	\$857.13
St. Augustine Sod	\$891.42
Other Labor	\$428.57
Fill dirt yard	\$100.00

Client Notes

Remove 2 declining Ligustrum Trees With root balls on Southside of clubhouse between Picnic Tables, Add soil to fill in holes left by root balls. Rake out old mulch between trees that was an old plant bed . Add 725 sq. ft. of St. Augustine grass to cover up where trees and cover up old plant bed that has been empty. All debris will be removed on completion of job. Ballenger Irrigation will contacted prior to installation of new sod.

	SUBTOTAL	\$2,277.12
Signature	SALES TAX	\$0.00
x	TOTAL	\$2,277.12

*Signature above authorizes Yellowstone Landscape to perform work as described above and verifies that the prices and specifications are hereby accepted. All overdue balances will be charge a 1.5% a month, 18% annual percentage rate.
 Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.*

Contact

Print Name: _____

Title: _____

Date: _____

Assigned To

Robin Rhodes

Office:
rrhodes@yellowstonelandscape.com



**Highlands CDD
Ayersworth Glen
11102 Ayersworth Glen Blvd.
Wimauma, FL 33598
813-633-3322**

Operations/Maintenance Updates for: May 2023

- Assisted 20 residents with access cards for amenities.
- Added 10 residents to email list.
- Completed Community drive thru Review weekly
- Mandy's electric came out to look into the installation of a flood light near the gym area. They are working on a proposal.
- 301 monument repair has been completed
- Triple D fences completed the Carloway Hills fence reinstallation
- Ballinger repaired the broken irrigation line at the fitness equipment area near Barley Field. The mulch has also been refilled.
- Gladiator Pressure washing completed pressure washing of the Balm Road fence.
- Began interviewing for new maintenance person
- Pye Barker completed the repair of the backflow on 301.
- Contacted ST6 regarding electrical quote for basketball court access system installation.
- Community pool was temporarily closed for an emergency repair. Aqua Centry reported that one of the pool pumps was not working properly and advised that the pool be closed until the pump is repaired.
- Staff cleaned the clubhouse. This includes mopping, changing trash bags, cleaning windows etc.
- Marc Security performed regular security duties.
- Performed regular maintenance duties daily
- Reorganized pool furniture daily after residents have vacated pool area
- Cleaned around dumpster enclosure.
- Cleaned pool deck.
- Cleaned pool furniture.



Rizzetta & Company

Projected Projects

- Blvd repair by county – pending repair.

Vendor That Made a Site Visit or Performed a Service

- **Advanced Aquatic**
- **Yellowstone**
- **Aqua Sentry**
- **Ballenger**

Upcoming Events

Board of Supervisor's Requests & Updates

Board Requests

- . Trash on boulevard is being tended to daily.
Trash at pool being changed a couple times a day to keep flies away from pool area.
Parking lot Dumpster being sprayed with repellant to deter flies.

Resident Requests

- Dips and condition of Blvd. – County inspected and transferred to Stormwater for TV inspection – pending county to start repairs.





QUOTE

Highlands CDD (Ayersworth Glen)
 Attention: c/o Inframark, LLC
 210 N. University Drive
 Suite 702
 CORAL SPRINGS FL 33071
 USA

Date
 12 Jun 2023

Expiry
 9 Jul 2023

Quote Number
 QU-0044

Reference
 Fobs

ST6 Security LLC
 6515 Salt Creek Ave
 APOLLO BEACH FL 33572
 USA
 CAGE: 9HDX0 | NAICS:
 561622
 Lic # HCLOC22016
 -
 +1-813-851-0472 -
 Service@ST6Security.com

New Fobs

Description	Quantity	Unit Price	Discount	Tax	Amount USD
OEM - Paxton Net2 Credential - Proximity Fob - Box of 10 -MSRP is \$46.00, Additional discounts have been extended for a bulk/initial quantity purchase. -These fobs have a lifetime guarantee.	400.00	46.00	2,725.00	CST Exempt Sales Tax	15,675.00
ST6 Security LLC will extend an additional discount / credit for the "buy-back" of the existing Evolis Zenius Red ID Badge Printer.	1.00	(200.00)		CST Exempt Sales Tax	(200.00)
Subtotal <i>(includes a discount of 2,725.00)</i>					15,475.00
TOTAL USD					15,475.00

POB 88
Russellville, AL 35653

Phone: 866.765.6726
Fax: 267.295.6150

Created Date 5/24/2023

Quote Number 00079432

Prepared By Tammy Camp
Email tacamp@lcfurn.com

Contact Name Will Williams
Phone (813) 633-3322

Email awgclubhouse@gmail.com

Bill To Name Highlands CDD c/o Inframark, LLC
Bill To 210 N University Drive
Suite 702
Coral Springs, FL 33071

Ship To Name Ayersworth Glen Clubhouse
Ship To 11102 AYERSWORTH GLEN BLVD
WIMAUMA, FL 33598-6202
US

Management Company Inframark, LLC

Ship via LTL

ProductImage	Product	Product description	Line Item Description	Customization Summary	Quantity	Sales Price	Total Price
REPLACEMENT PIECE	MFB0051	Replacement Sling (2103S,2104S,2107S, 2303S,2303SMGP,2304S,2307S,3803S, 3807S,3903S,3904S,3907S,4503S,4504S, 4507S)	Shipped - 3/2021	FABRIC SLING: Sisal Tungsten	3.00	\$55.00	\$165.00

Subtotal \$165.00
Tax \$12.38
Order Freight \$40.00
Fuel Surcharge \$1.65
Order Total \$219.03

Quote acceptance Information

Approved By: _____

Approval Date: _____

Terms and Conditions

- *All furniture remains the property of Leisure Creations until the invoice is paid in full.
- *The consignee is responsible for unloading and inspection of all deliveries and must note damage on the freight bill. Furniture will not be replaced if the damage is not noted on the freight bill.
- *Interest 1.5% per month on all invoices over 30 days.
- *Shipping choices F.O.B origin or F.O.B. destination.
- *Returns require a 50% restocking fee plus the freight costs.

POB 88
Russellville, AL 35653

Phone: 866.765.6726
Fax: 267.295.6150

Created Date 5/24/2023

Quote Number 00079432

Prepared By Tammy Camp
Email tacamp@lcfurn.com

Contact Name Will Williams
Phone (813) 633-3322

Email awgclubhouse@gmail.com

Bill To Name Highlands CDD c/o Inframark, LLC
Bill To 210 N University Drive
Suite 702
Coral Springs, FL 33071

Ship To Name Ayersworth Glen Clubhouse
Ship To 11102 AYERSWORTH GLEN BLVD
WIMAUMA, FL 33598-6202
US

Management Company Inframark, LLC

Ship via LTL

ProductImage	Product	Product description	Line Item Description	Customization Summary	Quantity	Sales Price	Total Price
REPLACEMENT PIECE	MFB0051	Replacement Sling (2103S,2104S,2107S, 2303S,2303SMGP,2304S,2307S,3803S, 3807S,3903S,3904S,3907S,4503S,4504S, 4507S)	Shipped - 3/2021	FABRIC SLING: Sisal Tungsten	6.00	\$55.00	\$330.00

Subtotal \$330.00
Tax \$24.75
Order Freight \$60.00
Fuel Surcharge \$3.30
Order Total \$418.05

Quote acceptance Information

Approved By: _____

Approval Date: _____

Terms and Conditions

- *All furniture remains the property of Leisure Creations until the invoice is paid in full.
- *The consignee is responsible for unloading and inspection of all deliveries and must note damage on the freight bill. Furniture will not be replaced if the damage is not noted on the freight bill.
- *Interest 1.5% per month on all invoices over 30 days.
- *Shipping choices F.O.B origin or F.O.B. destination.
- *Returns require a 50% restocking fee plus the freight costs.

Highlands
Community Development District

Annual Operating and Debt Service Budget
Fiscal Year 2024

Version 1 - Proposed Budget:
(Printed on 6/3/2023)

Prepared by:



Highlands
Community Development District

Operating Budget
Fiscal Year 2024

**Proposed Budget
Highlands Community Development District
General Fund
Fiscal Year 2023/2024**

Chart of Accounts Classification	Budget for 2023/2024
REVENUES	
Interest Earnings	
Interest Earnings	\$ -
Special Assessments	
Tax Roll *	923,025
Other Miscellaneous Revenues	
Miscellaneous Revenues	5,000
TOTAL REVENUES	928,025
Balance Forward from Prior Year	-
TOTAL REVENUES AND BALANCE	928,025
EXPENDITURES - ADMINISTRATIVE	
Legislative	
Supervisor Fees	12,000
Financial & Administrative	
District Management	66,272
District Engineer	12,000
Trustees Fees	25,000
Auditing Services	4,500
Arbitrage Rebate Calculation	15,000
Public Officials Liability Insurance	3,391
Legal Advertising	4,500
Bank Fees	800
Dues, Licenses & Fees	175
Website Hosting, Maintenance, Backup, Email	6,400
Legal Counsel	
District Counsel	25,000

**Proposed Budget
Highlands Community Development District
General Fund
Fiscal Year 2023/2024**

Chart of Accounts Classification	Budget for 2023/2024
Administrative Subtotal	175,038
EXPENDITURES - FIELD OPERATIONS	
Security Operations	
Security Services and Patrols	35,000
Electric Utility Services	
Utility Services	16,500
Utility - Recreation Facilities	500
Utility-Pool	2,000
Street Lights	175,000
Garbage/Solid Waste Control Services	
Garbage - Recreation Facility	1,596
Water-Sewer Combination Services	
Utility Services	10,000
Stormwater Control	
Lake/Pond Bank Maintenance	2,500
Aquatic Maintenance	27,000
Wetland Monitoring & Maintenance	22,950
Aquatic Plant Replacement	1,000
Other Physical Environment	
General Liability Insurance	3,730
Property Insurance	14,300
Holiday Decorations	17,500
Entry & Walls Maintenance	5,000
Landscape Maintenance	206,060
Irrigation Repairs & Maintenance	35,600
Landscape Replacement Plants, Shrubs, Trees	15,000
Landscape - Mulch	29,800
Annuals	5,400
Landscape Inspection Services	10,200
Miscellaneous Expense	5,000

**Proposed Budget
Highlands Community Development District
General Fund
Fiscal Year 2023/2024**

Chart of Accounts Classification	Budget for 2023/2024
Parks & Recreation	
Management Contract	12,000
Payroll Reimbursement (onsite Staff)	193,096
Fitness Equipment Maintenance & Repairs	1,500
Furniture Repair/Replacement	2,000
Pest Control	950
Pool Permits	275
Pool & Fountain Maintenance	25,000
Pool & Fountain Repairs	5,000
Clubhouse Maintenance & Repair	12,000
Telephone Fax, Internet	2,750
Clubhouse - Facility Janitorial Service	-
Computer Support, Maintenance & Repair	500
Basketball Court Maintenance & Supplies	1,500
Dog Waste Station Supplies	6,000
Access Control Maintenance & Repair	8,970
Office Supplies	1,500
Special Events	
Special Events	5,000
Contingency	
Miscellaneous Contingency	78,310
Field Operations Subtotal	997,987
TOTAL EXPENDITURES	1,173,025
EXCESS OF REVENUES OVER EXPENDITURES	\$ (245,000)

**Proposed Budget
Highlands Community Development District
Reserve Fund
Fiscal Year 2023/2024**

Chart of Accounts Classification	Budget for 2023/2024
REVENUES	
Interest Earnings	
Interest Earnings	\$ -
Special Assessments	
Tax Roll *	232,550
TOTAL REVENUES	232,550
Balance Forward from Prior Year	-
TOTAL REVENUES AND BALANCE	232,550
EXPENDITURES - ADMINISTRATIVE	
Contingency	
Capital Reserves	232,550
Capital Outlay	-
TOTAL EXPENDITURES	232,550
EXCESS OF REVENUES OVER EXPENDITURES	\$ -

Highlands
Community Development District

Debt Service Budgets
Fiscal Year 2024

**Proposed Budget
Highlands Community Development District
Debt Service Funds
Fiscal Year 2023/2024**

Chart of Accounts Classification	Series 2013	Series 2014	Series 2016 (3A)	Series 2016 (3C)	Series 2016 (Ref.)	Series 2018 (3B & 5)	Series 2018 (4)	Budget for 2023/2024
REVENUES								
Special Assessments								
Net Special Assessments ⁽¹⁾	\$221,711.99	\$188,400.63	\$277,837.83	\$261,910.32	\$523,693.49	\$356,419.33	\$160,000.43	\$1,989,974.02
TOTAL REVENUES	\$221,711.99	\$188,400.63	\$277,837.83	\$261,910.32	\$523,693.49	\$356,419.33	\$160,000.43	\$1,989,974.02
EXPENDITURES								
Administrative								
Financial & Administrative								
Debt Service Obligation	\$221,711.99	\$188,400.63	\$277,837.83	\$261,910.32	\$523,693.49	\$356,419.33	\$160,000.43	\$1,989,974.02
Administrative Subtotal	\$221,711.99	\$188,400.63	\$277,837.83	\$261,910.32	\$523,693.49	\$356,419.33	\$160,000.43	\$1,989,974.02
TOTAL EXPENDITURES	\$221,711.99	\$188,400.63	\$277,837.83	\$261,910.32	\$523,693.49	\$356,419.33	\$160,000.43	\$1,989,974.02
EXCESS OF REVENUES OVER EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Hillsborough County Collection Costs (2%) and Early Payment Discounts (4%): 6%

Gross assessments:

\$2,116,993.64

Notes:

(1) Maximum Annual Debt Service less any Prepaid Assessments received.

(2) Tax Roll Collection Costs (2%) and Early Payment Discount (4%) for Hillsborough County are a total 6% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.

Highlands
Community Development District

Supporting Budget Schedules
Fiscal Year 2024

HIGHLANDS COMMUNITY DEVELOPMENT DISTRICT

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

2023/2024 O&M Budget		\$1,400,575.00
Hillsborough County Collection Cost @	2%	\$29,799.47
Early Payment Discount @	4%	\$59,598.94
2023/2024 Total:		\$1,489,973.40

2022/2023 O&M Budget	\$1,010,575.00
2023/2024 O&M Budget	\$1,400,575.00
Total Difference:	\$390,000.00

	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	2022/2023	2023/2024	\$	%
Series 2016 (Ref.) Debt Service - Phase 1 SF 50'	\$772.49	\$772.49	\$0.00	0.00%
Operations/Maintenance - Phase 1 SF 50'	\$576.14	\$576.14	\$0.00	0.00%
Total	\$1,348.63	\$1,348.63	\$0.00	0.00%
Series 2016 (Ref.) Debt Service - Phase 1 SF 60'	\$926.99	\$926.99	\$0.00	0.00%
Operations/Maintenance - Phase 1 SF 60'	\$576.14	\$576.14	\$0.00	0.00%
Total	\$1,503.13	\$1,503.13	\$0.00	0.00%
Series 2016 (Ref.) Debt Service - Phase 1 SF 65'	\$1,004.24	\$1,004.24	\$0.00	0.00%
Operations/Maintenance - Phase 1 SF 65'	\$576.14	\$576.14	\$0.00	0.00%
Total	\$1,580.38	\$1,580.38	\$0.00	0.00%
Series 2016 (Ref.) Debt Service - Phase 1 SF 70'	\$1,081.49	\$1,081.49	\$0.00	0.00%
Operations/Maintenance - Phase 1 SF 70'	\$576.14	\$576.14	\$0.00	0.00%
Total	\$1,657.63	\$1,657.63	\$0.00	0.00%
Series 2014 Debt Service - Phase 2A SF	\$1,276.60	\$1,276.60	\$0.00	0.00%
Operations & Maintenance - Phase 2A SF	\$576.14	\$576.14	\$0.00	0.00%
Total	\$1,852.74	\$1,852.74	\$0.00	0.00%
Series 2013 Debt Service - Phase 2B SF 50'	\$1,020.17	\$1,020.17	\$0.00	0.00%
Operations & Maintenance - Phase 2B SF 50'	\$576.14	\$576.14	\$0.00	0.00%
Total	\$1,596.31	\$1,596.31	\$0.00	0.00%
Series 2013 Debt Service - Phase 2B SF 60'	\$1,224.21	\$1,224.21	\$0.00	0.00%
Operations & Maintenance - Phase 2B SF 60'	\$576.14	\$576.14	\$0.00	0.00%
Total	\$1,800.35	\$1,800.35	\$0.00	0.00%
Series 2016 (3A) Debt Service - Phase 3A SF	\$1,302.08	\$1,302.08	\$0.00	0.00%
Operations & Maintenance - Phase 3A SF	\$576.14	\$576.14	\$0.00	0.00%
Total	\$1,878.22	\$1,878.22	\$0.00	0.00%
Series 2016 (3C) Debt Service - Phase 3C Lots	\$1,302.00	\$1,302.00	\$0.00	0.00%
Operations & Maintenance -Phase 3C Lots	\$576.14	\$576.14	\$0.00	0.00%
Total	\$1,878.14	\$1,878.14	\$0.00	0.00%
Series 2018 (3B & 5) Debt Service - Phase 3B SF 40'	\$1,301.88	\$1,301.88	\$0.00	0.00%
Operations & Maintenance - Phase 3B SF 40'	\$576.14	\$576.14	\$0.00	0.00%
Total	\$1,878.02	\$1,878.02	\$0.00	0.00%
Series 2018 (3B & 5) Debt Service - Phase 3B SF 50'	\$1,301.88	\$1,301.88	\$0.00	0.00%
Operations & Maintenance - Phase 3B SF 50'	\$576.14	\$576.14	\$0.00	0.00%
Total	\$1,878.02	\$1,878.02	\$0.00	0.00%
Series 2018 (3B & 5) Debt Service - Phase 5 SF 40'	\$1,301.88	\$1,301.88	\$0.00	0.00%
Operations & Maintenance - Phase 5 SF 40'	\$576.14	\$576.14	\$0.00	0.00%
Total	\$1,878.02	\$1,878.02	\$0.00	0.00%
Series 2018 (4) Debt Service - Phase 4 SF 50'	\$1,328.66	\$1,328.66	\$0.00	0.00%
Operations & Maintenance - Phase 4 SF 50'	\$576.14	\$576.14	\$0.00	0.00%
Total	\$1,904.80	\$1,904.80	\$0.00	0.00%

HIGHLANDS COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024 DEBT SERVICE AND O&M ASSESSMENT SCHEDULE

TOTAL O&M Budget	1,400,575.00
COLLECTION COST @ 2%	29,799.47
EARLY PAYMENT DISCOUNT @ 4%	59,598.94
TOTAL O&M ASSESSMENT	1,489,973.40

PER UNIT ASSESSMENTS

LOT SIZE	UNITS ASSESSED O&M	TOTAL EAUs	% TOTAL EAUs	ADMIN PER PARCEL	ADMIN PER LOT										
						O&M	SERIES 2013 DEBT SERVICE (1)	SERIES 2014 DEBT SERVICE (2)	SERIES 2016 (3A) DEBT SERVICE (3)	SERIES 2016 (3C) DEBT SERVICE (4)	SERIES 2016 REFUNDING DEBT SERVICE (5)	SERIES 2018 (3B & 5) DEBT SERVICE (6)	SERIES 2018 (4) DEBT SERVICE (7)	TOTAL (8)	
Platted Lots															
Phase 1 Single Family 50'	314	314	16.83%	\$180,908.39	\$576.14	\$576.14	\$0.00	\$0.00	\$0.00	\$0.00	\$772.49	\$0.00	\$0.00	\$1,348.63	
Phase 1 Single Family 60'	118	118	6.32%	\$67,984.68	\$576.14	\$576.14	\$0.00	\$0.00	\$0.00	\$926.99	\$0.00	\$0.00	\$0.00	\$1,503.13	
Phase 1 Single Family 65	74	74	3.97%	\$42,634.46	\$576.14	\$576.14	\$0.00	\$0.00	\$0.00	\$1,004.24	\$0.00	\$0.00	\$0.00	\$1,580.38	
Phase 1 Single Family 70'	121	121	6.48%	\$69,713.11	\$576.14	\$576.14	\$0.00	\$0.00	\$0.00	\$1,081.49	\$0.00	\$0.00	\$0.00	\$1,657.63	
Phase 2A Single Family Lots	159	159	8.52%	\$91,606.48	\$576.14	\$576.14	\$0.00	\$1,276.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,852.74	
Phase 2B Single Family 50' Lots	128	128	6.86%	\$73,746.09	\$576.14	\$576.14	\$1,020.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,596.31	
Phase 2B Single Family 60' Lots	86	86	4.61%	\$49,548.16	\$576.14	\$576.14	\$1,224.21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,800.35	
Phase 3A Single Family Lots	227	227	12.17%	\$130,784.09	\$576.14	\$576.14	\$0.00	\$0.00	\$1,302.08	\$0.00	\$0.00	\$0.00	\$0.00	\$1,878.22	
Phase 3C Lots	220	220	11.79%	\$126,751.10	\$576.14	\$576.14	\$0.00	\$0.00	\$0.00	\$1,302.00	\$0.00	\$0.00	\$0.00	\$1,878.14	
Phase 3B Single Family 40'	162	162	8.68%	\$93,334.90	\$576.14	\$576.14	\$0.00	\$0.00	\$0.00	\$0.00	\$1,301.88	\$0.00	\$0.00	\$1,878.02	
Phase 3B Single Family 50'	69	69	3.70%	\$39,753.75	\$576.14	\$576.14	\$0.00	\$0.00	\$0.00	\$0.00	\$1,301.88	\$0.00	\$0.00	\$1,878.02	
Phase 5 Single Family 40'	60	60	3.22%	\$34,568.48	\$576.14	\$576.14	\$0.00	\$0.00	\$0.00	\$0.00	\$1,301.88	\$0.00	\$0.00	\$1,878.02	
Phase 4 Single Family 50'	128	128	6.86%	\$73,746.09	\$576.14	\$576.14	\$0.00	\$0.00	50.00	\$0.00	\$0.00	\$0.00	\$1,328.66	\$1,954.80	
Subtotal - Platted Lots	1,866	1,866	100.00%	\$1,075,079.78											

Total	1,866	1,866	100.00%	\$1,075,079.78
Less Collection Cost/Discounts				(\$64,504.79)
Net Revenue to be Collected				\$1,010,574.99

Notes

- 1) Annual debt service assessment per lot adopted in connection with the Series 2013 bond issue. Annual assessment includes principal, interest, Hillsborough County collection costs and early payment discounts.
- 2) Annual debt service assessment per lot adopted in connection with the Series 2014 bond issue. Annual assessment includes principal, interest, Hillsborough County collection costs and early payment discounts.
- 3) Annual debt service assessment per lot adopted in connection with the Series 2016 (3A) bond issue. Annual assessment includes principal, interest, Hillsborough County collection costs and early payment discounts.
- 4) Annual debt service assessment per lot adopted in connection with the Series 2016 (3C) bond issue. Annual assessment includes principal, interest, Hillsborough County collection costs and early payment discounts.
- 5) Annual debt service assessment per lot adopted in connection with the Series 2016 (Refunding) bond issue. Annual assessment includes principal, interest, Hillsborough County collection costs and early payment discounts.
- 6) Annual debt service assessment per lot adopted in connection with the Series 2018 (3B & 5) bond issue. Annual assessment includes principal, interest, Hillsborough County collection costs and early payment discounts.
- 7) Annual debt service assessment per lot adopted in connection with the Series 2018 (4) bond issue. Annual assessment includes principal, interest, Hillsborough County collection costs and early payment discounts.
- 8) Annual assessment that will appear on November 2023 Hillsborough County property tax bill. Amount shown includes all applicable collection costs and early payment discounts (up to 4% if paid early).

RESOLUTION 2023-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HIGHLANDS COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGET FOR FISCAL YEAR 2023/2024 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SERVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (the **“Board”**) of the Highlands Community Development District (the **“District”**) prior to June 15, 2023, a proposed budget (**“Proposed Budget”**) for the fiscal year beginning October 1, 2023, and ending September 30, 2024 (**“Fiscal Year 2023/2024”**); and

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

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2023/2024 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

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

DATE: August 15, 2023
HOUR: 6:00 p.m.
LOCATION: Ayersworth Glen Clubhouse
1102 Ayersworth Glen Boulevard
Wimauma, FL 33598

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

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

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

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

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

PASSED AND ADOPTED THIS 13th DAY OF JUNE, 2023.

ATTEST:

**HIGHLANDS COMMUNITY
DEVELOPMENT DISTRICT**

Assistant Secretary

By: _____
Its: _____

Exhibit A: Approved Proposed Budget for Fiscal Year 2023/2024

Exhibit A:

Approved Proposed Budget for Fiscal Year 2023/2024

**FOURTH ADDENDUM TO THE CONTRACT FOR
PROFESSIONAL AMENITY SERVICES**

This Fourth Addendum to the Contract for Professional Amenity Services (this “**Fourth Addendum**”), is made and entered into as of the 2023 day of October 1st (the “**Effective Date**”), by and between Highlands Community Development District, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, located in the Hillsborough County, Florida (the “**District**”), and Rizzetta & Company, Inc., a Florida corporation (the “**Consultant**”).

RECITALS

WHEREAS, the District and the Consultant entered into the Contract for Professional Amenity Services dated November 1st, 2020 (the “**Contract**”), incorporated by reference herein; and

WHEREAS, the District and the Consultant desire to amend Exhibit B of the Fees and Expenses section of the Contract as further described in this Addendum; and

WHEREAS, the District and the Consultant each has the authority to execute this Addendum and to perform its obligations and duties hereunder, and each party has satisfied all conditions precedent to the execution of this Addendum so that this Addendum constitutes a legal and binding obligation of each party hereto.

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which is hereby acknowledged, the District and the Consultant agree to the changes to Exhibit B attached.

The amended Exhibit B is hereby ratified and confirmed. All other terms and conditions of the Contract remain in full force and effect.

IN WITNESS WHEREOF the undersigned have executed this Third Addendum as of the Effective Date.

Rizzetta & Company, Inc.

**Highlands
Community Development District**

By: _____
William J. Rizzetta, President

By: _____
Chairman of the Board of Supervisors



Rizzetta & Company

Rev. 2017-03-13 – WJR/ED

**EXHIBIT B
SCHEDULE OF FEES**

AMENITY MANAGEMENT SERVICES:	
Services will be billed bi-weekly, payable in advance of each bi-week pursuant to the following schedule for the period of October 1, 2023 to September 30, 2024.	
PERSONNEL:	
Full Time Personnel (40 hours per week)	
- Clubhouse Manager	
- Maintenance	
Part Time Personnel (43 hours per week)	
-Clubhouse Attendants	
	ANNUAL
Budgeted Personnel Total ⁽¹⁾	\$ 185,895.
General Management and Oversight ⁽²⁾	\$ 12,000.
Total Services Cost:	\$ 197,895.

Additional One-Time Payroll Deposit ⁽³⁾	\$ 7,201.
--	-----------

(1). Budgeted Personnel: These budgeted costs reflect full personnel levels required to perform the services outlined in this contract. Personnel costs includes: All direct costs related to the personnel for wages, Full-Time benefits, applicable payroll-related taxes, workers' compensation, and payroll administration and processing.

(2). General Management and Oversight: The costs associated with Rizzetta & Company, Inc.'s expertise and time in the implementation of the day to day scope of services, management oversight, hiring, and training of staff.

(3). Payroll Deposit: A one-time deposit required for use in paying salaries and related costs for personnel assigned and providing services to the District. This payroll deposit is defined as one month of maximum total services costs.



Rizzetta & Company

Rev. 2017-03-13 – WJR/ED

From: John Toborg <JToborg@rizzetta.com>

Sent: Wednesday, June 7, 2023 4:47 AM

To: Montagna, Angel <Angel.Montagna@inframark.com>; Bryan Schaub <BSchaub@rizzetta.com>

Cc: Goldyn, Jennifer <Jennifer.Goldyn@inframark.com>

Subject: RE: [EXTERNAL]Landscape inspections

Sorry for the delay.

Highlands

\$850/Mt. - \$10,200/Yr.

John R. Toborg
Division Manager
Landscape Inspection Services

813.933.5571 Ext. 8027
jtoborg@rizzetta.com

rizzetta.com



Rizzetta & Company
Professionals in Community Management

Highlands Community Development District



Proposal for Amenity Management Services

June 13, 2023



OUR MISSION:

TO BE THE **PARTNER AND PROTECTOR**
OF THE **MOST CRITICAL RESOURCE**
THAT HELPS **COMMUNITIES PROSPER**

June 13, 2023

Re: Proposal for Amenities Management for Highlands Community Development District

Dear Board of Supervisors,

Inframark is excited and pleased to provide a proposal for Onsite Amenity services with pricing and a scope of services for Highlands Community Development District.

Our Mission is: “To be the Partner and Protector of the Most Critical Resource that helps Communities Prosper.” We do this through our **3 Principles of Pure Partnership:**

We strongly believe in our people and ability to exceed our clients’ expectations. These beliefs are rooted in some of the following:

PURE PARTNERSHIP



Pure Alignment

We connect with clients on their terms, on a foundation of clarity, trust and mutual understanding. We make their goals our goals, tailoring the right mix of skills and resources to every project.



Pure Accessibility

We are open and transparent with our clients and each other. We make information and insights easy to see, understand and share. We’re always available and open to share our skills, ideas and thinking.



Pure Accountability

We hold ourselves accountable to our clients, through continuous measurement and improvement, to our environment, through rigorous compliance, and to each other, through ongoing safety, training and professional development.

- **Experience:**
 - Providing Amenity/Lifestyle and District Management Services to clients for over 40 years.
 - We provide service to 200+ CDDs and HOAs throughout the state.
 - We provide a full range of services to communities with similar amenities as those of Meadow Pointe III.
 - Experience providing onsite Amenity and Lifestyle services to dozens of clients in Florida and Texas
 - Monthly benchmark training sessions so that onsite staff can feel part of the team and glean ideas from multiple communities and identify resources to provide excellent service
- **Team Approach:** We are more than the individual assigned to your account. Our service to your community will include 12 highly trained professionals including: your onsite staff, a senior manager to oversee the operation and assist with recruiting and hiring of staff, a Field Service Manager,

Lifestyle/Amenities Director and Recording personnel and supervision. The depth and experience of our team is one of our strengths!

- **Infrastructure:**

- Full team of Health, Safety and Environmental (HSE) staff
- Complete internal IT support and Infrastructure. We backup our servers and your information at multiple Inframark offices around the state and country to protect against catastrophic storms
- Team of HR professionals to assist with recruiting, employee retention and appreciation, bonus plans and more

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

Respectfully,



Chris Tarase
Vice President
Inframark - Infrastructure Management Services





Table of Contents

1	Executive Summary	1
2	Proposed Staffing Structure (Org Chart)	3
	• Org Chart	3
	• Management Approach	4
	• Professional Staff	5
3	Pricing & Business Considerations	6
4	Company Information	7
5	Amenity Management Experience	8
6	Client List	13
7	References	15
8	Insurance	16

1 Executive Summary

Inframark – Community Management Services is pleased to provide this proposal for Amenity Management services to the Highlands Community Development District. Inframark has been providing Lifestyle/Amenity and Community Management services for over 40 years.

To meet the needs of your District, we provide a fully empowered local management team out of our closest local and regional office. We provide additional support to all our clients through a central office with a regional management and support team and our structured business systems. This approach brings the strength, experience and expertise of Inframark to work proactively to address the needs of the District in the most cost-effective manner possible.

Inframark specializes in value-added services to our clients which include the following:

- **Personnel:**
 - Inframark offers one of the largest and most accomplished professional teams in the Community and District Management business.
 - We can also bring in professionals from different disciplines to address special issues that may arise. Therefore, it is not only the number of professionals we offer to your District as a value-added service, but also our competence in addressing a wide range of complex matters that may come before your District.
 - Your assigned team has more than 200 years combined expertise and experience in the CDD business.
 - We will assign a team of personnel to provide the highest level of customer service and support to your District.
- **Experience:**
 - Inframark is the most experienced company in the business.
 - We manage over 210 clients statewide including Community Development Districts, Special Development Districts, Homeowner Associations, and local municipalities.
 - We specialize in customized customer service and have a client retention rate over 99%.
 - We provide District Management Services to over 125 CDD's.
 - Inframark has an accredited General Contractor's license
- **Capital Project Management:**
 - Inframark offers Project Management work through a Certified Project Manager (PMP) who has the knowledge and experience to manage multi-million dollar capital improvement projects for our clients.

"I am currently the Oakstead Community Development Board Chairman. I have held this position from 2010 and have worked closely with Inframark 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.

"Inframark 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 Inframark's Accountants.

"I have visited Inframark 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 Inframark to any Community who desires a Class A Professional Property Management Company." – Norm Keith, Oakstead CDD Chair

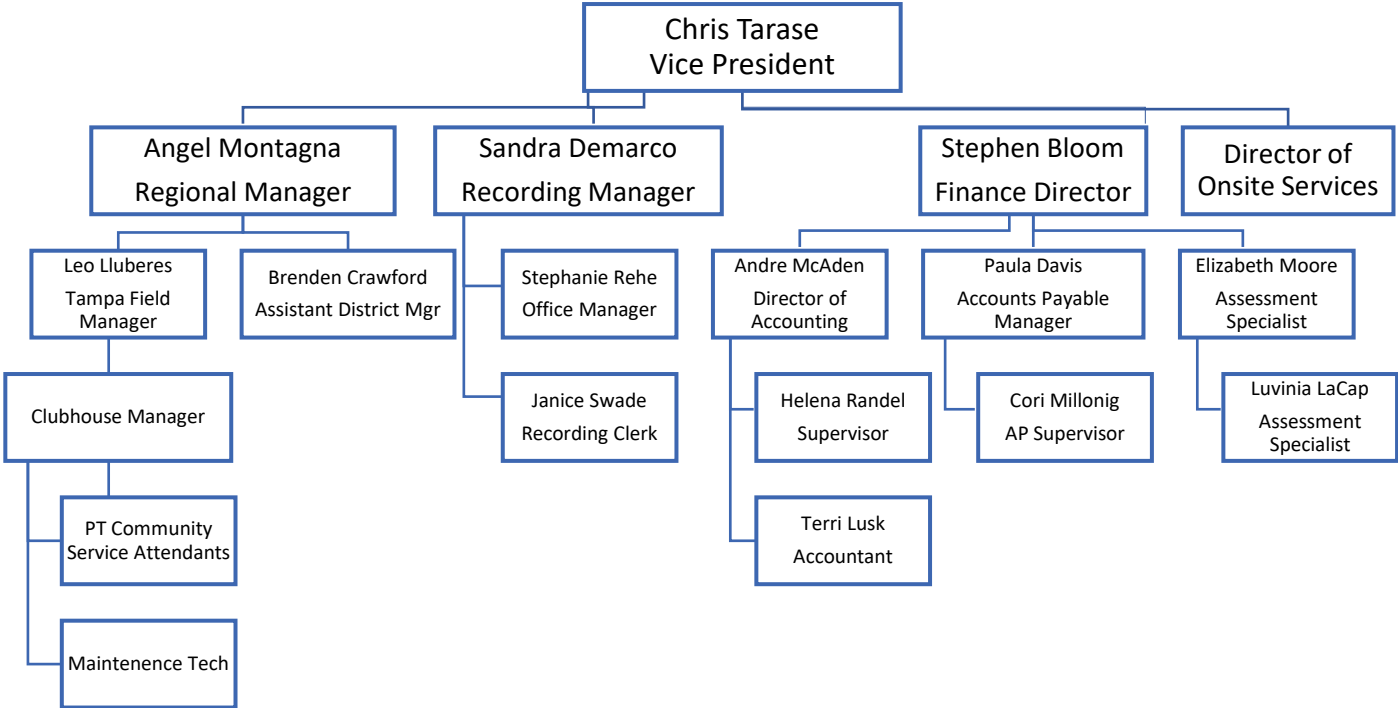
- **Office Locations:**
 - We have seven offices in the State of Florida that support our district clients. (Tampa, Brandon, Wesley Chapel, Ft. Myers, Orlando area, Jacksonville/St. Augustine, and Coral Springs).
 - We have additional support team resources and management professionals based in the Tampa area as needed. Our corporate offices are in Horsham, Pennsylvania.

- **Safety:**
 - Inframark is the only District management company who has a specialized team of Health, Safety and Environmental (HSE) professionals.
 - Documented monthly safety training for ALL Inframark personnel.
 - Disaster Preparedness Plans for staff and clients.

- **Human Resource Management:**
 - Inframark has its own professional team of human resource professionals.
 - Community Management division has a dedicated recruiter to expedite the onboarding of new employees and developing a continuous pipeline of bench strength.
 - Provides drug and background screening that meet all applicable Federal and State requirements.
 - Employees complete monthly mandatory training on a wide variety of issues including sexual harassment, anti-discrimination, ethics, customer service, safety, PPE, proper lifting techniques, Active Shooter and other important programs.
 - Regimented performance review process.
 - Spot bonus and annual merit incentives resulting in highly engaged and satisfied employees.
 - Best in industry employee benefit and 401(k) program leading to highest employee retention rates in our industry.

- **Field/Amenity Services:** Inframark also provides the following field services with our own employees:
 - Lifestyle and Amenity management services.
 - Onsite staff management and accountability programs
 - A complete range of Field Management services including vendor management, contract administration, field services reports and a full complement of maintenance services for District and Association clients.

2 Proposed Staffing Structure



The overall management support structure for the onsite project team will include the following:

- **Angel Montagna** is the Regional/District Manager for Inframark and will be responsible for the overall performance of the Inframark team. Angel has 7 years of district management experience prior to becoming a regional manager. She holds degrees from The University of Texas in Austin. Angel is driven to provide clients with the most efficient service to allow the board to be as hands off as possible in the daily business of the community and allow the boards to focus on performing the high level business of the district.
- **Sandra Demarco**, Records Manager, has been with Inframark for over 17 years and serves as Manager of the Recording Department. She has over 14 years of experience providing services to special districts throughout Florida, including water control and improvement districts with experience in processing permits. In addition, she has over 7 years of experience as a Records Management Liaison Officer overseeing maintenance of public records and responding to public records requests; and over 4 years' experience serving as a municipal clerk. Sandra earned a BA from Florida Atlantic University.

The types of services and capabilities we offer our clients is outlined in Criteria number one beginning on page 3. Our hallmarks for service to our clients is captured in two words: a) innovation and b) flexibility. We utilize Key Performance Indicators that measure the timeliness and completeness of our services to our clients. These Key Performance Indicators are continually reviewed to measure every aspect of our services to our clients. This allows us to make performance adjustments in our service delivery that benefits our clients.

Management Approach

Your District and onsite staff will enjoy the support of the entire Inframark organization. Experience, we believe, is the most critical factor governing our successful performance and the overall quality of service to your community.

Inframark professionals operate in teams to share direct management responsibility for our service to your community. This is a significant improvement over the traditional method of assigning a single property manager to a District. The reliable framework, depicted here, provides tangible support for your Board and District Members, based in best practices as we manage and account for the meticulous details of your District's daily business.



Your Inframark Support Team assigned to your District consists of the Regional Manager, Accountants Payable Representative, Accounts Receivables Representative, and supported by Customer Care, Assistant District Manager and Administrative Assistant.

The Leadership Team hosts monthly Managers Meetings and provides quarterly online benchmark meetings for Clubhouse and Amenities Managers to address special circumstances that may develop.

The entire Inframark team is focused on providing **Pure Partnership**, making you a “customer for life” by providing sustained exemplary service through **Alignment, Accessibility and Accountability**.

Professional Staff

Inframark’s commitment to investing in our team through the ongoing training and education of our staff and paying for the certifications earned by our Managers is demonstrated in our company policies, client retention rate (over 99%) and manager retention.

Inframark’s staff is rounded out by teams of customer service and administrative support personnel, all focused on effectively and efficiently meeting the needs of the District and the residents it serves.

3 Pricing & Business Considerations

Pricing Category	Proposed Pricing	Adopted 2023 Budget
Amenity Management Services		
Management	Included	\$ 12,000
Budgeted Personnel Includes: <ul style="list-style-type: none"> • Full-time Clubhouse Manager • Full-time Maintenance Tech • Part-time Clubhouse Attendants (Up to 135 hours weekly between Memorial Day and Labor Day) 	\$186,180	\$169,820
Sub Total	\$186,180	\$181,820
Field Management Services	\$ 7,200	\$ 9,600
Totals	\$193,380	\$191,420

- Pricing is inclusive of all direct and non-direct costs as well as overhead, fees and profit as outlined in the RFP.
- Pricing is good for 30 days and is contingent upon a mutually agreed scope and contract.
- Year 2 pricing would include a 4% increase to contract pricing above.
- Year 3 pricing would include an additional 4% increase to contract pricing above with Board approval.
- These budgeted costs include all direct payroll costs associated with personnel responsible for providing service as part of this proposal including wages, benefits, taxes, workers compensation and payroll processing.
- The Management includes the costs associated with the general oversight and staffing support.
- Payroll Deposit: The board is required to provide a one-time deposit in the amount equal to one month of personnel wages listed above to provide for paying salaries.

4 Company Information

Company Name: Inframark, LLC

Headquarters: 220 Gibraltar Road, Suite 200, Horsham, PA 19044 215.283.3468

Local Office: 2654 Cypress Ridge Blvd. Suite 101, Wesley Chapel, FL 33544 813.991.1116

History of the Company: Inframark is an independent, American-owned company widely recognized as a leader in Water Infrastructure Operations and Infrastructure Management Services. From water and wastewater operations to financial and community management and specialized support services, we work side by side with our clients to achieve the highest levels of performance, safety, compliance and reliability. Aging infrastructures and workforces, increasing compliance concerns and constant cost pressures — our experts know first-hand the challenges facing today’s municipalities, municipal utility districts and industries. We recognize that no two clients are exactly alike. That’s why our service model is tailored to each client’s unique systems, cultures and resources. Grounded in years of expertise and guided by our longstanding Principles of Pure Partnership TM, our 1,500 dedicated employees put that model into action every day to deliver the critical services that help communities, companies and economies prosper – on their terms.

Inframark was formerly known as Severn Trent Services. We have over forty years of experience in providing high quality, customer focused services to community development districts throughout the State of Florida. We have also been providing local government, association management and water and sewer services to clients in the Florida, Texas and Georgia communities over the same period.

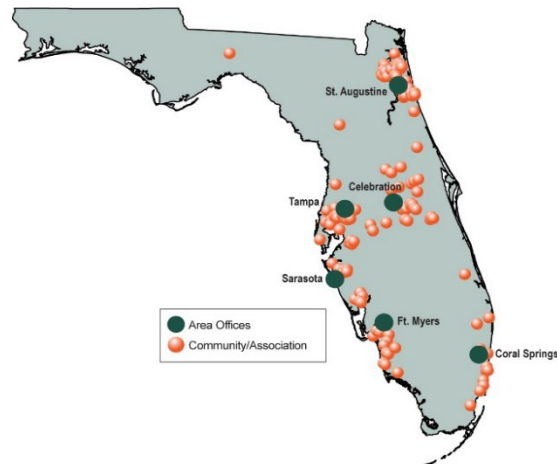
Website Address: www.inframarkims.com or www.inframark.com

Details of Business Entity: Business operates as an LLC and is owned by a Private Public Pension Equity firm who invests in long-term utility and service companies.

Date Founded: Severn Trent Environmental Services Inc. was incorporated on June 30, 1983, converted to Severn Trent Environmental Services, LLC on June 23, 2017 and renamed Inframark, LLC on December 1, 2017 after the purchase of the North American business from Severn Trent UK

Florida Office Locations:

- **Fort Myers Office – 7 people**
- **Tampa Office – 26 people**
- **Wesley Chapel Office – 24 people**
- **Celebration Office – 22 people**
- **Saint Augustine Office – 15 people**
- **Coral Springs Office – 48 people**



5 Amenities Management Experience (Similar Communities)



Fleming Island Plantation HOA and CDD

Fleming Island Plantation is a 1,580-acre, master-planned community near Orange Park, Florida which has been managed by Inframark 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.

Inframark provides District Management Services, lifestyle management, as well as onsite personnel to manage the operations & maintenance of the District's property and amenities. Inframark 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 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 Inframark 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 can 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 at the condominium communities in newspaper boxes.

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

Celebration CDD

Celebration is an innovative, real town that successfully combines architecture, education, health and technology in ways that promote a strong sense of community. Celebration, conceived as a small central Florida town with pre-1940s architecture, was developed by The Celebration Company (a subsidiary of The Walt Disney Company) in northwest Osceola County, Florida.

Inframark has provided management services for Celebration CDD (population: 8,500) since the District was established in 1994. We have been involved with the District from its inception, providing Developer Services to The Celebration Company beginning in 1993, and through the years as it has grown and evolved to its current state.

Inframark oversees the day-to-day management of the District with responsibilities that include field management, financial reporting and accounting. We are also responsible for administrative, budgetary and city clerk activities. We routinely participate in community activities including funding, labor and materials for such things as the Celebration K-8 ball field construction, annual holiday lighting at Market Square Park and other field-related enhancements outside the scope of our management contract.



The District’s infrastructure includes primary and village-specific roadways and bridges, street lighting, domestic water distribution system, wastewater/sanitary sewer collection system, reuse (reclaimed) water distribution system, storm water management facilities, drainage collection systems, off-site roadways and intersection improvements, wetlands compliance and common area development.

Brighton Lakes HOA and CDD



Inframark’s service to the master planned community of Brighton Lakes began 17 years ago. Inframark helps to support the CDD and its homeowners with caring personnel, to assist owners, help with community engagement and planned activities, utilizing the community’s assets effectively. Inframark is focused on customer service by providing relevant and helpful information. The development of this community in Central Florida has 751 homes and an amenity center with resort style pool, fitness center and lakes. We also provide inspection services on nights and weekends monthly.

CANE ISLAND



Inframark 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.

BRIDGELAND



Inframark has served the Bridgeland community since 2006, beginning with initial development and growing as residents and programs are added. We have an onsite management team of 12 staff members, providing personalized service, lifestyle events and customer care. We provide a dedicated landscape coordinator and maintenance team to help preserve the beauty of the master plan.

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. Inframark’s onsite activities director oversees a diverse events calendar, from fitness classes to cooking demonstrations and more.

Listing of all Amenity clients in last 5 years:

Community
Longleaf CDD
Avelar Creek CDD
Ventana CDD
Sherwood Manor CDD
Shell Point CDD
Timber Creek CDD
Spencer Creek CDD
Brighton Lakes CDD
Celebration CDD
Enterprise CDD

Community
City of Westlake
Bridgeland
Cane Island
Meridiana
South Fork
The Woodland Hills
Tamarron
BellaVita
Spring Trails
The Lakes of Country Place

Community
Harmony CDD
Heritage Oak Park
Forest Creek CDD
Arlington Ridge CDD
Bluejack National
Grand Mission
Watergrass II CDD
Fleming Island CDD
East Shore
Beachwalk Condos of Tampa Bay

Backup plan for staffing issues:

Inframark is well equipped to handle potential staffing challenges and turnover issues that may arise due to our dedicated recruiter who solely focuses on identifying and vetting qualified candidates. Inframark keeps many of its positions posted to create bench candidates even when there are no current openings. We do this to support growth in the marketplace.

We also have additional staffing options in the area where staff could temporarily be assigned to cover in a pinch until a qualified staff member has been identified and onboarded properly.

The Regional and management support team assigned to your community would administer and support the team and plan during any down times as needed.

Escalation Procedures:

Any escalations would go to the Regional Manager, Andy Mendenhall. He would be the first point of contact and responsible for identifying the appropriate resources to assign to resolve the challenges and provide support or training to the onsite staff as needed. Those internal resources would include Human Resources, Recruiter, Assistant District Manager or District Manager, Field staff and/or our HSE team as needed. The board would also have access to the Vice President of Community Management as needed.

Disaster Contingency & Recovery:

Disaster recovery is particularly important to Inframark 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 both out of region and state if necessary
- 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, Inframark 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. In addition, Inframark utilizes sites certified 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.

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.

6 Partial Client List

Community	County
Coral Lakes CDD	Charlotte
Heritage Lake Park CDD	Charlotte
Riverwood CDD	Charlotte
Bonita Springs	Collier
Cedar Hammock CDD	Collier
Heritage Bay CDD	Collier
Naples Heritage CDD	Collier
Quarry CDD	Collier
Avalon West	Hernando
Four Seasons @Crystal Spring	Hernando
Southern Hills Plantation II	Hernando
Spring Ridge CDD	Hernando
Arbor Greene CDD	Hillsborough
Avelar Creek	Hillsborough
Balm Grove	Hillsborough
Belmond Reserve CDD	Hillsborough
Berry Bay	Hillsborough
Bullfrog Creek	Hillsborough
Carlton Lakes CDD	Hillsborough
Cheval West CDD	Hillsborough
Cordoba Ranch CDD	Hillsborough
Creek Preserve CDD	Hillsborough
Cypress Mill	Hillsborough
Easton Park CDD	Hillsborough
Gas Worx (Tampa)	Hillsborough
Hammocks (The) CDD	Hillsborough
Harbour Isles CDD	Hillsborough
Heritage Isles CDD	Hillsborough
La Collina	Hillsborough
Live Oak No. 1 CDD	Hillsborough
Live Oak No.2 CDD	Hillsborough
Mirabella	Hillsborough
North Park Isle	Hillsborough
Park East	Hillsborough

Community	County
Park Place	Hillsborough
Parkway Center	Hillsborough
Shell Point	Hillsborough
Sherwood Manor	Hillsborough
Simmons Village North CDD	Hillsborough
South Creek CDD	Hillsborough
South Fork CDD	Hillsborough
South Fork East CDD	Hillsborough
South Fork III	Hillsborough
Spencer Creek	Hillsborough
Summit at Fern Hill	Hillsborough
The Heights	Hillsborough
The Oaks at Shady Creek	Hillsborough
Timber Creek	Hillsborough
Touchstone	Hillsborough
TPOST CDD	Hillsborough
Two Rivers South CDD	Hillsborough
Ventana	Hillsborough
Waterchase CDD	Hillsborough
Westchase CDD	Hillsborough
Westchester	Hillsborough
Buckhead Trails CDD	Manatee
Buckhead Trails II CDD	Manatee
Forest Creek CDD	Manatee
Lexington CDD	Manatee
Parrish Plantation	Manatee
Plant City	Manatee
Saltmeadows	Manatee
Sawgrass Village CDD	Manatee
SouthBay	Manatee

Community	County
Chapel Crossings CDD	Pasco
Cobblestone	Pasco
Cypress Preserve	Pasco
Harvest Ridge	Pasco
Heritage Springs CDD	Pasco
Hillcrest Preserve (Recreate)	Pasco
Hilltop Point (Dade City)	Pasco
Lake Bernadette CDD	Pasco
Lexington Oaks CDD	Pasco
Longleaf	Pasco
Meadow Pointe CDD	Pasco
Meadow Pointe II CDD	Pasco
New River CDD	Pasco
Northridge	Pasco
Northwood	Pasco
Oak Creek CDD	Pasco
Oakstead CDD	Pasco
St Joe (Dade City)	Pasco
Suncoast	Pasco
Two Rivers East CDD	Pasco
Two Rivers North CDD	Pasco
Two Rivers West CDD	Pasco
Watergrass	Pasco
Watergrass II CDD	Pasco
West Hillcrest	Pasco
Winterhaven - Danielson	Pasco
Eastlake Oaks CDD	Pinellas
Champions Reserve	Polk
Golden Lakes CDD	Polk
West Lakeland WCD	Polk
Bobcat Trail CDD	Sarasota
Woodlands CDD	Sarasota

7 References

Watergrass II CDD

<https://www.watergrass2cdd.com>

Wesley Chapel, FL (Pasco County)

Zuriel Cabrera, Chairman

zcabrera@hotmail.com

201-723-9119

Celebration CDD

<https://www.celebrationcdd.com/>

Celebration, FL (Osceola County)

Greg Filak - Chairman

greg.filak@celebrationcdd.org

703-962-9738

Brighton Lakes CDD

<https://www.brightonlakescdd.org>

Kissimmee, FL (Osceola County)

Marcial Rodriguez Jr. – Chairman

mrodriguez@brightonlakescdd.org

917-903-1377

8 Insurance

Client#: 754881

WATERHOLDI2

ACORD™ CERTIFICATE OF LIABILITY INSURANCE DATE (MM/DD/YYYY)
4/13/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh & McLennan Agency LLC 200 Brookstone Centre Pkwy Suite 118 Columbus, GA 31904	CONTACT NAME: Rebecca Hightower PHONE (A/C, No, Ext): 706-324-6671 FAX (A/C, No): 706-576-3507 E-MAIL ADDRESS: Rebecca.Hightower@MarshMMA.com														
INSURED Inframark, LLC 220 Gibraltar Road, Suite 200 Horsham, PA 19044	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: AXIS Surplus Insurance Company A XV</td> <td>26620</td> </tr> <tr> <td>INSURER B: The Travelers Indem Co of Amer A++ XV</td> <td>25666</td> </tr> <tr> <td>INSURER C: The Standard Fire Ins Co A++ XV</td> <td>19070</td> </tr> <tr> <td>INSURER D: Travelers Prop Cas Co. of Amer A++ XV</td> <td>25674</td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: AXIS Surplus Insurance Company A XV	26620	INSURER B: The Travelers Indem Co of Amer A++ XV	25666	INSURER C: The Standard Fire Ins Co A++ XV	19070	INSURER D: Travelers Prop Cas Co. of Amer A++ XV	25674	INSURER E:		INSURER F:	
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INSURER E:															
INSURER F:															

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		SP005105012022	09/01/2022	09/01/2023	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$25,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 Gen Agg Cap \$10,000,000
D	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		TC2JCAP5H60197A TJBAP5H601981	08/25/2022	09/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		SX005106012022	09/01/2022	09/01/2023	EACH OCCURRENCE \$8,000,000 AGGREGATE \$8,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) <input checked="" type="checkbox"/> N N/A If yes, describe under DESCRIPTION OF OPERATIONS below		UB7T1748572351K UB7T1734062351R	08/25/2022	09/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A	Pollution Liab		SP005105012022	09/01/2022	09/01/2023	\$2,000,000 Per Claim
A	Professional Lia		SP005105012022	09/01/2022	09/01/2023	\$2,000,000 Per Claim

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Evidence of Insurance

CERTIFICATE HOLDER Evidence of Insurance	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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ACORD 25 (2016/03) 1 of 1
 #S12661296/M11709901

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JLMAF

MINUTES OF MEETING

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

**HIGHLANDS
COMMUNITY DEVELOPMENT DISTRICT**

The meeting of the Board of Supervisors of the Highlands Community Development District was held on **Monday, May 9, 2023, at 6:00 p.m.**, at the Ayersworth Glen Cluhouse, located at 11102 Ayersworth Glen Blvd., Wimauma, FL 33598.

Present and constituting a quorum were:

Kangelia Baxter	Board Supervisor, Chair
Mark Bouthot	Board Supervisor, Vice Chair
Joanna Pharo	Board Supervisor, Asst. Secretary
Orlando Echevarria	Board Supervisor, Asst. Secretary.
Trang Chu	Board Supervisor, Asst. Secretary

Also present were:

Jennifer Goldyn	District Manager, Inframark
David Jackson	District Counsel, Persson, Cohen & Mooney
Stephen Brletic	District Engineer, DBI Engineering
Doug Agnew	Representative, Advanced Aquatics
Bryan Schaub	Landscape Inspection Manager, Rizzetta & Co.
Robin Rhodes	Representative, Pine Lake Landscape
Gail Huff	Representative, Ballenger Irrigation

FIRST ORDER OF BUSINESS

Call to Order

The meeting was called to order at 6:00 p.m.

SECOND ORDER OF BUSINESS

Audience Comments

There were no audience comments.

THIRD ORDER OF BUSINESS

Staff Reports

Aquatics Services Update

Mr. Agnew's reviewed his report with the Board and noted that they will now be treating the ponds twice a month.

51 Ms. Goldyn requested the excess trash around pond 20 be cleaned up and also
52 requested that something be written up to give to the residents around pond 20
53 explaining the native vegetation.

54
55 **Landscape Inspection Report**

56
57 Mr. Schaub reviewed the Landscape Inspection report with the Board and noted
58 that the irrigation Improvements done by Ballenger Irrigation are producing results t
59 throughout the community.

60
61 **Yellowstone Landscape**

62
63 Mr. Rhodes informed the Board that they believe the Indian Hawthorne is
64 experiencing Noma Toads. A sample has been sent to the University of Florida to
65 confirm. Mr. Rhodes informed the Board that they will be onsite every week,
66 beginning June 2023.

67
68 **Ballenger Irrigation**

69
70 Ms. Huff let the Board know that the drop line at the 301 monuments has been
71 repaired.

72
73 Ballenger will reach out to the County to find out how to get a variance for watering
74 dates and then Ms. Goldyn will get the requested completed.

75
76 **Clubhouse Manager**

77
78 Mr. Williams reviewed the report with the Board. Mr. Williams suggested to the
79 Board that they extend the security hours for the Summer.

80
81 Mr. Williams presented the updated Trimmer's proposals for Holiday Lighting in the
82 amount of \$17,075. (Under Separate Cover)

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On a motion from Ms. Baxter, seconded by Mr. Bothout, the Board unanimously except for Mr. Echevarria approved the Trimmer's Holiday Lighting Proposal, for the Highlands CDD.
--

84
85 **District Counsel**

86
87 Present and no report. Mr. Jackson let the Board know that the Addendum for pool
88 resurfacing with Sharper Image has been completed and the start date was moved
89 to September 1, 2023.

90
91 **District Engineer**

92
93 Not present and no report.

94
95
96

97
98 **District Manager**
99

100 Ms. Goldyn informed the Board of Supervisors that the August meeting would
101 need to be moved to August 15, 2023, to meet budget deadlines.
102

On a motion from Ms. Baxter, seconded by Mr. Echevarria, the Board unanimously approved to move the August meeting to August 15, 2023, for the Highlands CDD.

103
104 The Board would like to see estimates for a replacement playground, sabal palms
105 in each subdivision monument, holiday bonuses for clubhouse staff and sidewalk
106 replacement at the playground, for their Budget Wishlist.
107

108 **FOURTH ORDER OF BUSINESS** **Consideration of Resolution 2023-03,**
109 **Appointing District Management**
110

On a motion from Ms. Baxter, seconded by Ms. Chu, the Board unanimously adopted Resolution 2023-0, Appointing District Management, for the Highlands CDD.

111
112 **FIFTH ORDER OF BUSINESS** **Consideration of Resolution 2023-04,**
113 **Designating Officers**
114

On a motion from Ms. Baxter, seconded by Mr. Bouthot, the Board unanimously adopted Resolution 2023-04, Designating Officers, for the Highlands CDD.

115
116 **SIXTH ORDER OF BUSINESS** **Consideration of Resolution 2023-05,**
117 **Designating Authorization and Action**
118 **to Accounts**
119

On a motion from Mr. Echevarria, seconded by Mr. Bouthot, the Board unanimously adopted Resolution 2023-05, Designating Authorization and Action to Accounts, for the Highlands CDD.

120
121 **SEVENTH ORDER OF BUSINESS** **Consideration of Resolution 2023-06,**
122 **Amenity Credit Card Authorization**
123

On a motion from Mr. Echevarria, seconded by Ms. Baxter, the Board unanimously adopted Resolution 2023-06, Amenity Credit Card Authorization, for the Highlands CDD.

124
125 **EIGHTH ORDER OF BUSINESS** **Review of Reserve Study**
126

127 Ms. Goldyn reviewed the Reserve Study with the Board and noted that the Fiscal
128 Year dates are still incorrect and need to be adjusted.
129
130
131
132

133 **NINTH ORDER OF BUSINESS** **Consideration of Minutes of Board of**
134 **Supervisors BOS Meeting held on**
135 **April 11, 2023**
136

On a motion from Ms. Baxter, seconded by Mr. Bourthot, the Board unanimously approved the April 11, 2023, meeting minutes, for the Highlands CDD.

137
138 **TENTH ORDER OF BUSINESS** **Supervisor Requests**
139

140 Ms. Baxter would like Mr. Williams to obtain proposals to complete the section of
141 sidewalk, at the corner of Haddon Mist.
142

On a motion from Ms. Baxter, seconded by Mr. Bouthot, the Board unanimously approved to increase the security hours to the same as last year for the Summer, for the Highlands CDD.

143
144 Mr. Echevarria requested dated HOA docs be removed from the website. He
145 would also like more transparency with the Board on day-to-day operations.
146

147 **ELEVENTH ORDER OF BUSINESS** **Audience Comments**
148

149 Residents asked about a traffic light at the 301 entrance and the community
150 outreach in the large open field area.

151
152 The Board directed the resident to work with the Clubhouse Manager and
153 Clubhouse Staff.
154

155 **TWELFTH ORDER OF BUSINESS** **Adjournment**
156

On a motion from Ms. Pharo, seconded by Ms. Baxter, the Board unanimously approved to adjourn the meeting at 7:09 p.m., for the Highlands CDD.

157
158
159
160
161 _____
Assistant Secretary Chair / Vice Chair