

HIGHLANDS COMMUNITY DEVELOPMENT DISTRICT

MEETING AGENDA

Tuesday, August 15, 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
Leo Llubes, Field Inspection
Will Williams, Clubhouse Manager

Meeting Agenda

Tuesday, August 15, 2023 – 6:00 p.m.

- 1. Call to Order and Roll Call**
- 2. Staff Reports**
 - A. Aquatics Inspection Report..... Page 3
 - B. Field Inspection Report..... Page 17
 - C. Irrigation Inspection Report..... Page 32
 - D. Landscape Report
 1. Consideration of Playground Mulch Proposal Page 34
 - E. District Counsel
 - F. District Engineer
 - G. District Manager
 - H. Clubhouse Manager Page 35
- 3. Business Items**
 - A. Public Hearing on FY 2024 Budget Page 37
 1. Consideration of Resolution 2023-10, Adopting FY 2024 Budget Page 46
 - B. Public Hearing on Levying O&M Assessments
 1. Consideration of Resolution 2023-11, Levying O&M Assessments..... Page 50
 - C. Consideration of Resolution 2023-12, Setting FY 23/24 Meeting Schedule..... Page 54
 - D. Consideration of Resolution 2023-13, Assistant Secretary Page 56
 - E. Consideration of Picnic Table Proposals Page 57
 - F. Consideration of Sidewalk Proposal at Haddon Mist and Alistar Manor Page 62
 - G. Ratification of Amenity Management Services Master Agreement..... Page 67
 - H. Review of Agenda Packet Mailing proposal Page 74
 - I. Discussion regarding Pool Monitor
- 4. Consent Agenda**
 - A. Consideration of Meeting Minutes from July 11, 2023, 1st Audit Meeting and Regular Meeting Page 75
 - B. Invoices and Check Register..... Page 81
- 5. Supervisor Requests**
- 6. Audience Comments – Three- (3) Minute Time Limit**
- 7. Adjournment**

The next meeting is scheduled for Tuesday, September 12, 2023



Highlands Community Development District Waterway Inspection Report

Reason for Inspection:
Quality Assurance

Inspection Date:
7/24/2023

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



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Site Assessments

Pond 1

Comments:

Normal Growth Observed

Algae observed and treated.



Pond 2

Comments:

Normal Growth Observed

Algae and Torpedo Grass observed and treated.

Levels still very low.



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Site Assessments

Pond 3

Comments:

Normal Growth Observed

Torpedo Grass observed and treated. Levels very low.

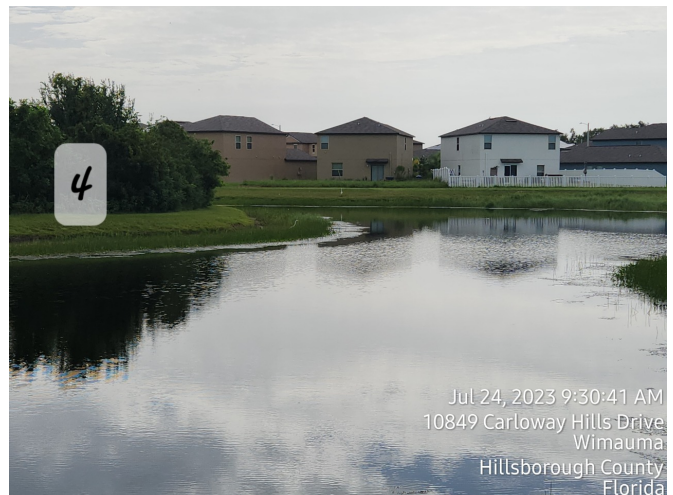


Pond 4

Comments:

Normal Growth Observed

Algae observed and treated.



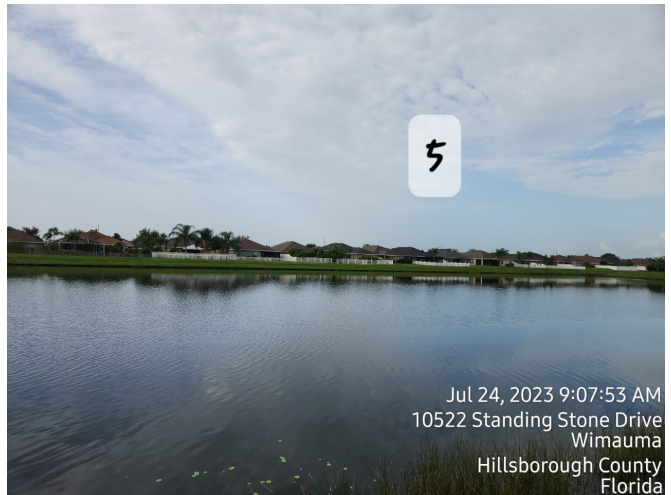
Site Assessments

Pond 5

Comments:

Normal Growth Observed

Torpedo Grass and Algae observed and treated.



Pond 6

Comments:

Site Looks Good

Trace amounts of algae observed and treated.



Site Assessments

Pond 7

Comments:

Normal Growth Observed

Torpedo Grass observed and treated. Levels very low.



Pond 8

Comments:

Normal Growth Observed

Torpedo Grass observed and treated. Levels very low.



Site Assessments

Pond 9

Comments:

Normal Growth Observed

Drove ATV treatment rig through retention pond and treated whole area.



Pond 10

Comments:

Normal Growth Observed

Algae observed and treated.



Site Assessments

Pond 11

Comments:

Normal Growth Observed

Algae and Torpedo Grass observed and treated.



Pond 12

Comments:

Normal Growth Observed

Algae and Torpedo Grass observed and treated.



Site Assessments

Pond 13

Comments:

Site Looks Good

Algae and Torpedo Grass observed and treated.



Pond 14

Comments:

Site Looks Good

Algae observed and treated.



Site Assessments

Pond 15

Comments:

Normal Growth Observed
Algae observed and treated.



Pond 16

Comments:

Normal Growth Observed
Algae observed and treated.



Site Assessments

Pond 17

Comments:

Normal Growth Observed

Algae and Torpedo Grass observed and treated.

Levels still very low.



Pond 18

Comments:

Normal Growth Observed

Algae and Torpedo Grass observed and treated.

Levels still very low.



Site Assessments

Pond 19

Comments:

Normal Growth Observed

Algae and Torpedo Grass observed and treated.



Pond 20

Comments:

Normal Growth Observed

Algae and Torpedo Grass observed and treated to 20 ft out.



Site Assessments

Pond 21

Comments:

Normal Growth Observed

Still on hold.



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
 1-800-491-9621

AUGUST 2023 FIELD INSPECTION REPORT

HIGHLANDS CDD

Tuesday, 01 August 2023

Prepared For Prepared For Board Of Supervisors

33 Issues Identified

Leo Lluberés

Inframark Management Services





Issue 1

To the left of the Clubhouse, There Are Lots of Bald Spots. There is evidence of fungi and dead sod. This area needs attention.



Issue 2

Dead fronds need to be removed on every visit.



Issue 3

Please remove the seed pods on the palm trees so we can prevent any seeding invasion.



Issue 4

Dead fronds need to be removed on every visit, along with the seed pods.



Issue 5

Dead fronds need to be removed on every visit, along with the seed pods.



Issue 6

The water fountain covers need to be readjusted. They are falling off. (This is a safety issue)



Issue 7

Dead fronds need to be removed on every visit, along with the seed pods.



Issue 8

Dead fronds need to be removed on every visit.



Issue 9

At the playground, weed control is needed. Please spray and pull weeds.



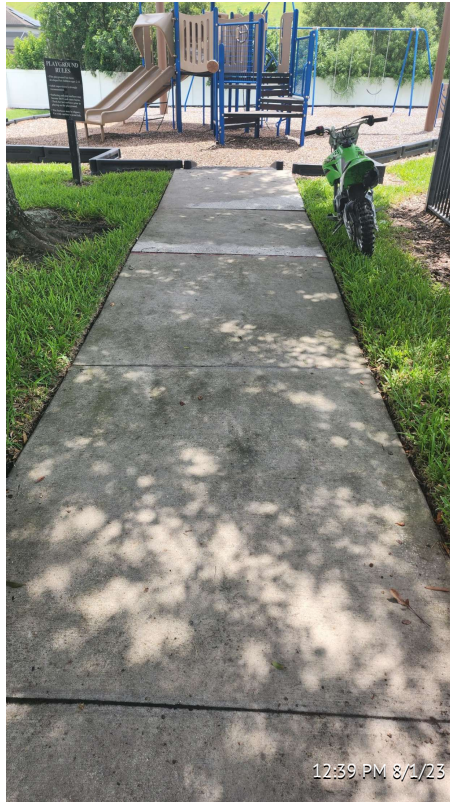
Issue 10

The playground's swing needs to be reinstalled



Issue 11

At the playground, weed control is needed. Please spray and pull weeds.



Issue 12

The walkway to the playground needs to be pressure washed.



Issue 13

To the right of the Clubhouse, There Are Lots of Bald Spots. There is evidence of fungi and dead sod. This Needs To Be Treated.



Issue 14

Pressure washing is needed throughout the amenity Center.



Issue 15

Pressure washing is needed throughout the amenity Center.



Issue 16

Pressure washing is needed throughout the amenity Center.



Issue 17

The fence throughout the playground and field needs to be pressure washed.



Issue 18

At the dog park, there are active fire ants. Please treat.



Issue 19

Island in the parking lot. There Are Lots of Bald Spots. There is evidence of fungi and dead sod. This Needs To Be Treated.



Issue 20

The sod on the boulevard needs some attention. There is fungus present and a few bold spots throughout the boulevard.



Issue 21

The berms across the pond on the Blvd need attention.



Issue 22

Standing stone Dr.
The sod is overgrown in multiple areas.



Issue 23

Standing stone Dr.
The sod is overgrown in multiple areas.



Issue 24

Standing stone Dr.
The sod is overgrown in multiple areas.



Issue 25

Standing stone Dr.

This area needs to be treated for weeds. After treatment, this area needs to be seeded to promote growth.



Issue 26

Location on the Blvd across from the dog park.

Out on the Blvd, the Pet Station needs to be adjusted. It is leaning over way too much.



Issue 27

On the Blvd.
The area needs to be treated for weeds and needs to be reseeded.



Issue 28

On the Blvd.
The area needs to be treated for weeds and needs to be reseeded.



Issue 29

301 & Ayersworth.
What is the plan here are we providing proposals?



Issue 30

Highlands Chase
The landscaping is overgrown and needs to be probably maintained.



Issue 31

Highlands Chase
The landscaping is overgrown and needs to be probably maintained.



Issue 32

Highlands Chase
The landscaping is overgrown and needs to be probably maintained.

Issue 33





August 8, 2023

PROJECT: Highlands CDD

RE: July 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:

- Repaired 3” mainline leak at valves 36 and 37.
- Located valve for zone 23 and discovered a new problem on the 2-wire path between valves 68 and 14. A proposal to further troubleshoot the issue was sent on August 7th.
- 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 4.66” of ET and 4.78” of rain between July 1st and July 31st. There were three significant rainfall events of 0.25” or more, the greatest occurring on July 17th, when 2.03” was recorded. The site was shut down for 7 days to take advantage of what nature provided. According to the most recent drought monitor from the National Weather Service, southern Hillsborough County is experiencing a moderate drought that is expected to continue through the end of August.

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





Completed mainline repair at valves 36 and 37.



Proposal #336283
 Date: 08/01/2023
 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

Mulch playground at highlands CDD

Terms: Net 30

DESCRIPTION	QUANTITY	AMOUNT
Mulch (Sub)	70.00	\$4,219.29
Certified Playground mulch		

Client Notes

Add 70 yards at 4 inches depth of Certified Playground Mulch to playground.

Signature

x

SUBTOTAL	\$4,219.29
SALES TAX	\$0.00
TOTAL	\$4,219.29

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

Monthly Manager's Report – Highlands CDD 6/1/2023



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

Operations/Maintenance Updates for: July 2023

- Assisted 16 residents with access cards for amenities.
- Added 13 residents to email list.
- Completed Community drive thru Review weekly
- Nuccio Heating and Air completed HVAC inspection
- Gladiator Pressure Washing completed pressure washing Stonepark fence #2
- Removed advertisement signs from along main boulevard and hidden areas near monuments.
- Fitnesssmith completed quarterly fitness equipment inspection. Currently preparing quotes for necessary repairs
- Turned in quote for new picnic tables for outside pavilions.
- Alvarez plumbing repaired clogged clubhouse urinals. One new urinal was installed.
- Staff cleaned the clubhouse. This includes mopping, changing trash bags, cleaning windows etc.
- Reported pothole on the main boulevard near Stoneridge. This was repaired by the county.
- Reported broken irrigation head to Ballenger. This was repaired. The sprinkler head was able to be screwed back on.
- Began reaching out for quotes for playground mulch.
- 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.

Projected Projects



Rizzetta & Company

- 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 repellent to deter flies.

Resident Requests

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



Highlands
Community Development District

Annual Operating and Debt Service Budget
Fiscal Year 2024

Version 2 - Approved Tentative Budget
Approved @ 06/13/23 Meeting



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**Approved Tentative 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 *	1,140,749
Other Miscellaneous Revenues	
Miscellaneous Revenues	5,000
TOTAL REVENUES	1,145,749
Balance Forward from Prior Year	-
TOTAL REVENUES AND BALANCE	1,145,749
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

**Approved Tentative 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
Field Services	7,200
Miscellaneous Expense	5,000

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

Chart of Accounts Classification	Budget for 2023/2024
Parks & Recreation	
Amenity Management	201,680
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
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	57,450
Field Operations Subtotal	970,711
TOTAL EXPENDITURES	1,145,749
EXCESS OF REVENUES OVER EXPENDITURES	\$ -

Approved Tentative 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	\$ -

**Approved Tentative 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

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

2023/2024 O&M Budget		\$1,373,299.00
Hillsborough County Collection Cost @	2%	\$29,219.13
Early Payment Discount @	4%	\$58,438.26
2023/2024 Total:		<u>\$1,460,956.38</u>

2022/2023 O&M Budget	\$1,010,575.00
2023/2024 O&M Budget	<u>\$1,373,299.00</u>
Total Difference:	<u><u>\$362,724.00</u></u>

	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	\$782.93	\$206.79	35.89%
Total	\$1,348.63	\$1,555.42	\$206.79	15.33%
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	\$782.93	\$206.79	35.89%
Total	\$1,503.13	\$1,709.92	\$206.79	13.76%
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	\$782.93	\$206.79	35.89%
Total	\$1,580.38	\$1,787.17	\$206.79	13.09%
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	\$782.93	\$206.79	35.89%
Total	\$1,657.63	\$1,864.42	\$206.79	12.48%
Series 2014 Debt Service - Phase 2A SF	\$1,276.60	\$1,276.60	\$0.00	0.00%
Operations & Maintenance - Phase 2A SF	\$576.14	\$782.93	\$206.79	35.89%
Total	\$1,852.74	\$2,059.53	\$206.79	11.16%
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	\$782.93	\$206.79	35.89%
Total	\$1,596.31	\$1,803.10	\$206.79	12.95%
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	\$782.93	\$206.79	35.89%
Total	\$1,800.35	\$2,007.14	\$206.79	11.49%
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	\$782.93	\$206.79	35.89%
Total	\$1,878.22	\$2,085.01	\$206.79	11.01%
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	\$782.93	\$206.79	35.89%
Total	\$1,878.14	\$2,084.93	\$206.79	11.01%
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	\$782.93	\$206.79	35.89%
Total	\$1,878.02	\$2,084.81	\$206.79	11.01%
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	\$782.93	\$206.79	35.89%
Total	\$1,878.02	\$2,084.81	\$206.79	11.01%
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	\$782.93	\$206.79	35.89%
Total	\$1,878.02	\$2,084.81	\$206.79	11.01%
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	\$782.93	\$206.79	35.89%
Total	\$1,904.80	\$2,111.59	\$206.79	10.86%

HIGHLANDS COMMUNITY DEVELOPMENT DISTRICT

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

TOTAL O&M Budget	1,373,299.00
COLLECTION COST @ 2%	29,219.13
EARLY PAYMENT DISCOUNT @ 4%	58,438.26
TOTAL O&M ASSESSMENT	1,460,956.38

PER UNIT ASSESSMENTS

LOT SIZE	UNITS ASSESSED O&M	TOTAL EAUs	% TOTAL EAUs	ADMIN PER PARCEL	ADMIN PER LOT	PER UNIT ASSESSMENTS									
						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%	\$245,841.53	\$782.93	\$782.93	\$0.00	\$0.00	\$0.00	\$0.00	\$772.49	\$0.00	\$0.00	\$1,555.42	
Phase 1 Single Family 60'	118	118	6.32%	\$92,386.31	\$782.93	\$782.93	\$0.00	\$0.00	\$0.00	\$0.00	\$926.99	\$0.00	\$0.00	\$1,709.92	
Phase 1 Single Family 65'	74	74	3.97%	\$57,937.18	\$782.93	\$782.93	\$0.00	\$0.00	\$0.00	\$0.00	\$1,004.24	\$0.00	\$0.00	\$1,787.17	
Phase 1 Single Family 70'	121	121	6.48%	\$94,735.11	\$782.93	\$782.93	\$0.00	\$0.00	\$0.00	\$0.00	\$1,081.49	\$0.00	\$0.00	\$1,864.42	
Phase 2A Single Family Lots	159	159	8.52%	\$124,486.64	\$782.93	\$782.93	\$0.00	\$1,276.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,059.53	
Phase 2B Single Family 50' Lots	128	128	6.86%	\$100,215.66	\$782.93	\$782.93	\$1,020.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,803.10	
Phase 2B Single Family 60' Lots	86	86	4.61%	\$67,332.39	\$782.93	\$782.93	\$1,224.21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,007.14	
Phase 3A Single Family Lots	227	227	12.17%	\$177,726.21	\$782.93	\$782.93	\$0.00	\$0.00	\$1,302.08	\$0.00	\$0.00	\$0.00	\$0.00	\$2,085.01	
Phase 3C Lots	220	220	11.79%	\$172,245.66	\$782.93	\$782.93	\$0.00	\$0.00	\$0.00	\$1,302.00	\$0.00	\$0.00	\$0.00	\$2,084.93	
Phase 3B Single Family 40'	162	162	8.68%	\$126,835.44	\$782.93	\$782.93	\$0.00	\$0.00	\$0.00	\$0.00	\$1,301.88	\$0.00	\$0.00	\$2,084.81	
Phase 3B Single Family 50'	69	69	3.70%	\$54,022.50	\$782.93	\$782.93	\$0.00	\$0.00	\$0.00	\$0.00	\$1,301.88	\$0.00	\$0.00	\$2,084.81	
Phase 5 Single Family 40'	60	60	3.22%	\$46,976.09	\$782.93	\$782.93	\$0.00	\$0.00	\$0.00	\$0.00	\$1,301.88	\$0.00	\$0.00	\$2,084.81	
Phase 4 Single Family 50'	128	128	6.86%	\$100,215.66	\$782.93	\$782.93	\$0.00	\$0.00	50.00	\$0.00	\$0.00	\$0.00	\$1,328.66	\$2,161.59	
Subtotal - Platted Lots	1,866	1,866	100.00%	\$1,460,956.38											

Total	1,866	1,866	100.00%	\$1,460,956.38
Less Collection Cost/Discounts				(\$87,657.38)
Net Revenue to be Collected				\$1,373,299.00

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 2023-10

THE ANNUAL APPROPRIATION RESOLUTION OF THE HIGHLANDS COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June 2023, submitted to the Board of Supervisors (“**Board**”) of the Highlands Community Development District (“**District**”) a proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2023, and ending September 30, 2024 (“**Fiscal Year 2023/2024**”), along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

WHEREAS, the Board set August 15, 2023, as the date for a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

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

SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. The Proposed Budget, attached hereto as **Exhibit “A,”** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (“**Adopted Budget**”), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the Highlands Community Development District for the Fiscal Year Ending September 30, 2024.”
- d. The Adopted Budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption and shall remain on the website for at least two (2) years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2023/2024, the sum of \$ _____ to be raised by the levy of assessments and otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$ _____
RESERVE FUND	\$ _____
DEBT SERVICE FUND(S)	\$ _____
TOTAL ALL FUNDS*	\$ _____

*Exclusive of any collection costs.

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2023/2024 or within sixty (60) days following the end of the Fiscal Year 2023/2024 may amend its Adopted Budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line-item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may authorize an increase or decrease in line-item appropriations within a fund if the total appropriations of the fund do not increase and if the aggregate change in the original appropriation item does not exceed \$10,000 or 10% of the original appropriation.
- c. By resolution, the Board may increase any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.
- d. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this Section 3 and Section 189.016, *Florida Statutes*, among other applicable laws.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 15TH DAY OF AUGUST 2023.

ATTEST:

**HIGHLANDS COMMUNITY
DEVELOPMENT DISTRICT**

Assistant Secretary

By:_____

Its:_____

Exhibit A: Adopted Budget for Fiscal Year 2023/2024

Exhibit “A”

Adopted Budget for Fiscal Year 2023/2024

RESOLUTION 2023-11

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HIGHLANDS COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2023/2024; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS, INCLUDING BUT NOT LIMITED TO PENALTIES AND INTEREST THEREON; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Highlands Community Development District (“**District**”) is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating, and maintaining infrastructure improvements, facilities and services to the lands within the District; and

WHEREAS, the District is located in Hillsborough County, Florida (“**County**”); and

WHEREAS, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District’s adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

WHEREAS, the Board of Supervisors (“**Board**”) of the District hereby determines to undertake various operations and maintenance and other activities described in the District’s budget (“**Adopted Budget**”) for the fiscal year beginning October 1, 2023, and ending September 30, 2024 (“**Fiscal Year 2023/2024**”), attached hereto as **Exhibit “A”** and incorporated by reference herein; and

WHEREAS, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the Adopted Budget; and

WHEREAS, the provision of such services, facilities, and operations is a benefit to lands within the District; and

WHEREAS, Chapter 190, *Florida Statutes*, provides that the District may impose special assessments on benefitted lands within the District; and

WHEREAS, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Adopted Budget; and

WHEREAS, the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2023/2024; and

WHEREAS, Chapter 197, *Florida Statutes*, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector (“**Uniform Method**”), and the District has previously authorized the use of the Uniform Method by, among other things, entering into agreements with the Property Appraiser and Tax Collector of the County for that purpose; and

WHEREAS, it is in the best interests of the District to adopt the assessment roll of the Highlands Community Development District (“**Assessment Roll**”) on file with District management and to certify the portion of the Assessment Roll related to certain developed property (“**Tax Roll Property**”) to the County Tax Collector pursuant to the Uniform Method and to directly collect the portion of the Assessment Roll relating to the remaining property (“**Direct Collect Property**”), all as set forth in the Assessment Roll; and

WHEREAS, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll adopted herein, including that portion certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

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

SECTION 1. BENEFIT & ALLOCATION FINDINGS. The provision of the services, facilities, and operations as described in **Exhibit “A”** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands is shown in **Exhibit “A”** and the Assessment Roll and is hereby found to be fair and reasonable.

SECTION 2. ASSESSMENT IMPOSITION. Pursuant to Chapter 190, *Florida Statutes*, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District and in accordance with **Exhibit “A”** and the Assessment Roll. The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the “maximum rate” authorized by law for operation and maintenance assessments.

SECTION 3. COLLECTION AND ENFORCEMENT; PENALTIES; INTEREST.

A. Tax Roll Assessments. The operations and maintenance special assessments and previously levied debt service special assessments imposed on the Tax Roll Property shall be collected at the same time and in the same manner as County taxes in accordance with the Uniform Method, as set forth in **Exhibit “A”** and the Assessment Roll.

B. **Direct Bill Assessments.** The operations and maintenance special assessments and previously levied debt service special assessments imposed on the Direct Collect Property, if any, shall be collected directly by the District in accordance with Florida law, as set forth in **Exhibit “A”** and the Assessment Roll.

C. **Future Collection Methods.** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

SECTION 4. ASSESSMENT ROLL. The Assessment Roll is hereby certified for collection. That portion of the Assessment Roll which includes the Tax Roll Property is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to the District.

SECTION 5. ASSESSMENT ROLL AMENDMENT. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution, and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.

SECTION 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.

SECTION 7. EFFECTIVE DATE. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

PASSED AND ADOPTED THIS 15TH DAY OF AUGUST 2023.

ATTEST:

**HIGHLANDS COMMUNITY
DEVELOPMENT DISTRICT**

Assistant Secretary

By: _____

Its: _____

Exhibit A: Adopted Budget for Fiscal Year 2023/2024

Exhibit "A"

Adopted Budget for Fiscal Year 2023/2024

RESOLUTION 2023-12

A RESOLUTION OF THE BOARD OF SUPERVISORS OF HIGHLANDS COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIME AND LOCATION FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Highlands Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Hillsborough County, Florida; and

WHEREAS, the District is an independent special district as defined in Chapter 189, Florida Statutes and subject to certain requirements therein; and

WHEREAS, Section 189.015(1), Florida Statutes requires that the Board file a schedule of its regular meeting dates, times, and location either quarterly, semi-annually, or annually with the local governing authority and the Florida Department of Economic Opportunity; and

WHEREAS, the District is required by Section 189.069(13) to post the regular meeting dates, times, and locations on its official website, and cause the same to be published in a newspaper of general circulation; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes.

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

Section 1. Regular meetings of the Board of Supervisors of the District shall be held as provided on the schedule attached as Exhibit "A".

Section 2. In accordance with Sections 189.015 (1), and 189.069(13), Florida Statutes, the District's Secretary is hereby directed to file this resolution with Hillsborough County, Florida, publish a notice of the regular meeting dates, times, and locations in a newspaper of general circulation, and post the same on the District's official website.

Section 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 15TH DAY OF AUGUST, 2023.

Attest:

**HIGHLANDS COMMUNITY
DEVELOPMENT DISTRICT**

Assistant Secretary

Chair / Vice Chair

EXHIBIT "A"

**BOARD OF SUPERVISORS MEETING DATES
HIGHLANDS COMMUNITY DEVELOPMENT DISTRICT
FOR FISCAL YEAR 2023/2024**

October 10, 2023

November 14, 2023

December 12, 2023

January 9, 2024

February 13, 2024

March 12, 2024

April 9, 2024

May 14, 2024

June 11, 2024

July 9, 2024

August 13, 2024

September 10, 2024

The Board of Supervisors of the Highlands Community Development District will hold their regular meetings for Fiscal Year 2023/2024 at the Ayersworth Glen Clubhouse, located at 11102 Ayersworth Glen Blvd. in Wimauma, Florida 33598 on the dates shown above, at 6:00 p.m. unless otherwise indicated.

RESOLUTION 2023-13

**A RESOLUTION ADDING KRISTEE COLE AS ASSISTANT SECRETARY OF
THE HIGHLANDS COMMUNITY DEVELOPMENT DISTRICT**

WHEREAS, the Board of Supervisors of the Highlands Community Development District desire to add Kristee Cole as Assistant Secretary;

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

1. Kristee Cole is appointed as Assistant Secretary.

Adoption this 15th day of August 2023

Attest:

**Highlands Community Development
District**

Secretary/Assistant Secretary

Chair of the Board of Supervisors



Quote

Account Number - 336615

Treetop Products Inc.
222 State Street
Batavia IL 60510
(866) 511-5642
info@treetopproducts.com

Estimate # QUOTRE29139

7/19/2023

Customer
Inframark LCC
Highlands CDD
210 North University Drive
Ste 702
Coral Springs FL 33071

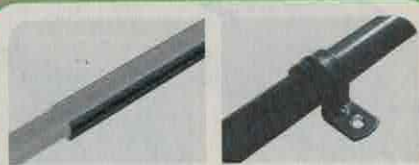
Ship To
Will Williams
11102 Ayersworth Glen Blvd
Wimauma FL 33598

Item	Qty	Rate	Amount	Estimated Lead Time
1JH1004-BK Comfort™ Series Wheelchair Accessible Rectangular Picnic Tables/ 8' Table/ 2 Wheelchair Accessible/ Black	5	\$1,128.85	\$5,644.25	Ships in 1 to 2 Days

Subtotal	\$5,644.25
Tax Total (%)	\$0.00
Shipping	\$1,009.99
Total	\$6,654.24

*Estimated lead time is based on normal fulfillment time of an order at this moment. Orders with large quantities may require additional time. These estimates are subject to change based on the nationwide supply chain issue.

PRICING FOR THIS QUOTE IS LOCKED IN FOR 30 DAYS

TRENDING
NOW20 YR
GUARANTEE!
Against Breakage

Frame Protectors and Surface Mount Kits
Available at TreeTopProducts.com

AS LOW AS
\$1,018⁸⁵
+SHIPPING

The City™ Series Rectangular Picnic Tables

- Superior-construction tables enhance campuses, resorts and parks
- Industrial-grade steel with thermoplastic coating on bench and table tops
- Protective thermoplastic coating offers sleek, glossy surface that stays cool in the hot sun
- Table and bench tops feature even, curved corners for safety
- 2-3/8" OD Black powder-coated steel frames include corrosion-resistant primer for durability

D. 6' Table

72" l x 30" w x 31" h tabletop
72" l x 12" w x 18" h seats • 156 lbs.

1C12621	1-5	6+
\$1,139.00	\$998.85 ea.	\$928.85 ea.

E. 8' Table

96" l x 30" w x 31" h tabletop
96" l x 12" w x 18" h seats • 185 lbs.

1C12622	1-5	6+
\$1,249.00	\$1,098.85 ea.	\$1,018.85 ea.

F. 8' ADA Table, 2-Chair Access

96" l x 30" w x 31" h tabletop
72" l x 12" w x 18" h seats • 167 lbs.

1C12623	1-5	6+
\$1,249.00	\$1,098.85 ea.	\$1,018.85 ea.

● Black ● Green ● Blue
● Red



AS LOW AS
\$928⁸⁵
+SHIPPING

Accommodates
Two Wheelchairs,
Meets ADA
Requirements

AS LOW AS
\$1,018⁸⁵
+SHIPPING



Accessible



Easy Assembly



Quick Ship

BarcoBoard™ Double Pedestal Picnic Tables

- Permanently mounted and easy to clean under
- Commercial-grade plastic boards are engineered to resist sagging and will not rot, splinter or break
- Lighter than recycled plastic but has the same strength and weight capacity
- Black powder-coated steel frames
- Pre-drilled for surface mount
- Lab tested for UV-fading and extreme weather to ensure durability

C. 6' Surface Mount Table

72" l x 29" w x 32" h tabletop

72" l x 9.5" w x 18.75" h seats • 284 lbs.

12K6132 ~~\$1,819.00~~ **\$1,598.85 ea.**

D. 8' Surface Mount Table

96" l x 29" w x 32" h tabletop

96" l x 9.5" w x 18.75" h seats • 321 lbs.

12K6133 ~~\$1,999.00~~ **\$1,698.85 ea.**

Evergreen Desert Tan Cedar

Blue **NEW COLOR**



SALE
\$1,698.85
+SHIPPING

BarcoBoard™ Square Pedestal Tables

- Includes Black powder-coated 4" square pedestal with 3" square seat supports
- Commercial-grade plastic boards are engineered to resist sagging and will not rot, splinter or break
- Lighter than recycled plastic but has the same strength and weight capacity
- Lab tested for UV-fading and extreme weather to ensure durability
- Assembly hardware is included

E. 4' Square Surface Mount Pedestal Table

48" sq. x 29" h tabletop

48" l x 9.5" w x 18" h seats • 354 lbs.

12K5560 1-5 6+
~~\$1,369.00~~ **\$1,198.85 ea.** **\$1,128.85 ea.**

4' Square Inground Pedestal Table

48" sq. x 29" h tabletop

48" l x 9.5" w x 18" h seats • 354 lbs.

12K5561 1-5 6+
~~\$1,369.00~~ **\$1,198.85 ea.** **\$1,128.85 ea.**

4' Square Surface Mount Pedestal ADA Table

48" sq. x 29" h tabletop

48" l x 9.5" w x 18" h seats • 278 lbs.

12K5546 1-5 6+
~~\$1,309.00~~ **\$1,148.85 ea.** **\$1,078.85 ea.**

F. 4' Square Inground Pedestal ADA Table

48" sq. x 29" h tabletop

48" l x 9.5" w x 18" h seats • 258 lbs.

12K6141 1-5 6+
~~\$1,309.00~~ **\$1,148.85 ea.** **\$1,078.85 ea.**

Evergreen Desert Tan Cedar

Blue **NEW COLOR**

50 YR
GUARANTEE
Against Breakage



SALE
\$1,598.85
+SHIPPING

Engineered Ribbing
Provides Superior Strength

1 3/4"
Umbrella
Hole



AS LOW AS
\$1,128.85
+SHIPPING



AS LOW AS
\$1,078.85
+SHIPPING



Accessible



Eco-Friendly

20 YR
GUARANTEE
 Against Breakage



AS LOW AS
\$928.85
 +SHIPPING

Matching Benches on Pg. 64
 & Receptacles on Pg. 174

Ultra-Wide
 12" Seats Offer
 Premium Comfort



Rolled Edges for
 Ultimate Comfort

AS LOW AS
\$1,018.85
 +SHIPPING

Comfort™ Series

Rectangular Tables

- Decorative and functional picnic tables with rolled edges for comfort and handsome look
- Easy-care, attractive perforated seats and tabletop
- Superior-grade, vandal- and weather-resistant thermoplastic coating in vibrant colors
- Available in ADA version

C. 6' Rectangular Table • 72" l x 30" w x 30.5" h tabletop • 72" l x 12" w x 18.5" h seats • 188 lbs.	1-5	6+
1JH1002	\$1,139.00	\$998.85 ea.
	\$928.85 ea.	\$928.85 ea.
D. 8' Rectangular Table • 96" l x 30" w x 30.5" h tabletop • 96" l x 12" w x 18.5" h seats • 234 lbs.	1-5	6+
1JH1003	\$1,249.00	\$1,098.85 ea.
	\$1,098.85 ea.	\$1,018.85 ea.
E. 8' Rectangular ADA Table • 96" l x 30" w x 30.5" h tabletop • 72" l x 12" w x 18.5" h seats • 212 lbs.	1-5	6+
1JH1004	\$1,059.00	\$928.85 ea.
	\$928.85 ea.	\$868.85 ea.



AS LOW AS
\$868.85
 +SHIPPING

- Black
- Green
- Red
- Blue



AS LOW AS
\$928.85
 +SHIPPING



Frame Protectors and Surface Mount Kits
 Available at TreeTopProducts.com



Quote

Account Number - 336615

Treetop Products Inc.
222 State Street
Batavia IL 60510
(866) 511-5642
info@treetopproducts.com

Estimate # QUOTRE29138

7/19/2023

Customer
Inframark LCC
Highlands CDD
210 North University Drive
Ste 702
Coral Springs FL 33071

Ship To
Will Williams
11102 Ayersworth Glen Blvd
Wimauma FL 33598

Item	Qty	Rate	Amount	Estimated Lead Time
1JH1002-BK Comfort™ Series Rectangular Picnic Tables/ 6' Picnic Table/ Portable - Surface Mount/ Black	5	\$1,098.85	\$5,494.25	Ships in 1 to 2 Days

Subtotal	\$5,494.25
Tax Total (%)	\$0.00
Shipping	\$845.11
Total	\$6,339.36

*Estimated lead time is based on normal fulfillment time of an order at this moment. Orders with large quantities may require additional time. These estimates are subject to change based on the nationwide supply chain issue.

PRICING FOR THIS QUOTE IS LOCKED IN FOR 30 DAYS

Site Masters of Florida, LLC
5551 Bloomfield Blvd.
Lakeland, FL 33810
Phone: (813) 917-9567
Email: tim.sitemastersofflorida@yahoo.com

PROPOSAL

Highlands CDD

Haddon Mist Sidewalk Ramp

8/1/2023

Construct concrete sidewalk, at southeast corner of intersection of Haddon Mist Drive and Alistar Manor Drive, between curb and existing sidewalk.

An ADA compliant mat will be installed at curb end of sidewalk.

All excess grass and soil will be disposed offsite.

TOTAL \$2,200



Work Order

Inframark

313 Campus Street, Celebration, FL 34747

Phone: 407-973-4363

Date 07/03/2023

Work order # WOHL07032023 - SW

Customer ID Highlands CDD

Proposal For

Highlands CDD – Sidewalk Project

Quotation valid until 08/03/2023

Prepared by: Leo Lluberés

Quantity Description		Unit Price	Taxable?	Amount
1,973 Yards	We will be adding a walkway between the sidewalk and the curb. The dimensions of the walkway are 12x5.	\$0.75 a Yard	NA	\$1,480.00
1	We will also be installing an ADA Pad.			\$515.00

Full payment is due within 30 days of finalizing the project.

If you have any questions concerning this quotation, please contact Leo Lluberés.

Leo.Lluberés@Inframark.com

407-973-4363

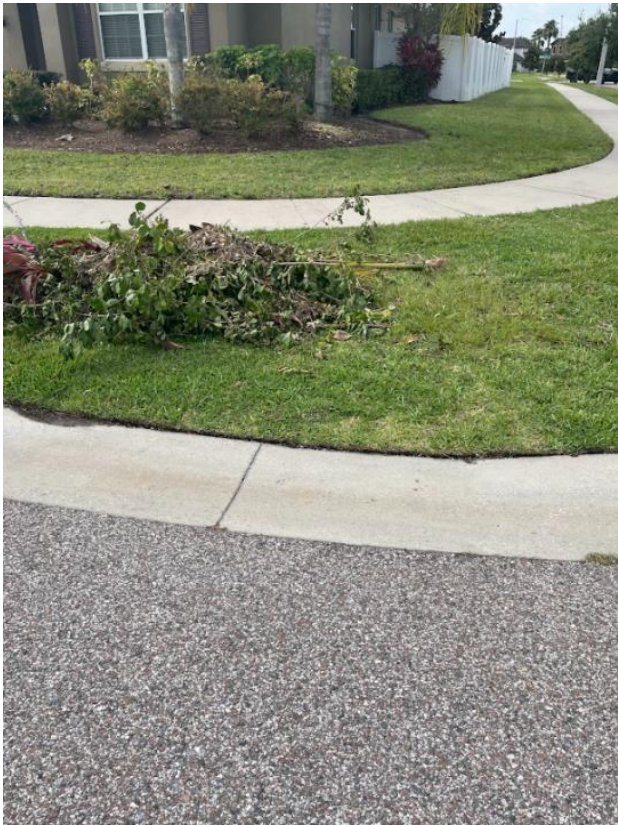
Subtotal \$1,995.00

Tax Rate 0.00%

Sales Tax \$

Thank you for your business!

TOTAL: \$1,995.00



AMENITY MANAGEMENT SERVICES MASTER AGREEMENT

This **Amenity Management Services Master Agreement** (the “Agreement”) is made this 24th day of July 2023, between:

- 1) **HIGHLANDS COMMUNITY DEVELOPMENT DISTRICT**, a Community Development District with its principal place of business in Hillsborough County, Florida (hereinafter the “District”); and
- 2) **INFRAMARK, LLC**, a Texas limited liability company registered in Florida, with its principal place of business at 2002 West Grand Parkway North, Suite 100, Katy, Texas 77449 (hereinafter the “Service Company”)

BACKGROUND

The District desires to procure amenities management services required for the District as set forth in Schedule A attached to this Agreement (“Services”) and the Service Company desires to provide said management services to the District.

In consideration of the mutual promises in this Agreement, the parties agree as follows:

1) TERM AND TERMINATION

1.1 The term of this Agreement shall be for an initial period of one (1) year effective August 16, 2023, and shall automatically renew for additional one (1) year terms unless either party terminates for any reason, in writing by certified mail return receipt requested, sixty (60) days prior to the renewal date.

1.2 The failure of either party to comply with the terms of this Agreement shall constitute a default. Upon default by one party, the other party shall send written Notice of Termination. Such notice shall clearly specify the nature of the default and provide the defaulting party forty-five (45) days to cure the default. If the default is capable of being cured within forty-five (45) days, but is not cured, the Agreement shall terminate at midnight of the forty-fifth (45th) day following receipt of the Notice. In the case of default that cannot be cured within forty-five (45) days, this Agreement shall not terminate so long as the defaulting party has given written notice of the extension to the other party and the defaulting party has commenced and is diligently pursuing a cure.

1.3 This Agreement may be terminated upon the dissolution or court-declared invalidity of the District.

1.4 Upon termination, the Service Company shall be paid in full for all services rendered and reimbursed for all reasonable costs and/or expenses incurred on behalf of the District through the date of termination.

1.5 If District incurs costs for damages due to a default of the Service Company that results in termination of this Agreement, District may deduct such costs or damages from the final payment due to Service Company. Such deduction will

not exceed the final payment owed to Service Company and will constitute full and final settlement between District and Service Company for all claims against Service Company by District and a release by District of any and all further claims against Service Company.

1.6 The Service Company may, at its discretion, suspend service immediately should the District fail to make payments in a timely manner, until such time as the account is made current.

1.7 Either party may, in its sole and absolute discretion, whether or not reasonable, on sixty (60) days’ written notice to the other party, terminate this Agreement at its convenience, with or without cause, and without prejudice to any other remedy it may have. Said termination notice must be sent to the non-terminating party pursuant to the notice requirements set forth in Section 10.13 of this Agreement.

2) SERVICE COMPANY’S SERVICES

2.1 Service Company shall provide the services as set forth in Schedule A attached to this Agreement (the “Services”).

2.2 In performing the services, Service Company may rely on information supplied by the District and Service Company shall not be required to independently verify the accuracy and completeness of such information. In addition, although the Service Company may participate in the accumulation of information developed by others necessary for use in documents required by the District, Service Company is not responsible for verifying the accuracy of such information.

2.3 Nothing in this Agreement shall prohibit the Service Company from (a) performing water and wastewater utility management, customer services, utility billing, and operation and maintenance services for the District under a separate agreement; and (b) providing for the benefit of any other district services similar to the services provided to District. District hereby waives any and all conflicts of interest or potential conflicts of interest, it being specifically agreed to and understood that Service Company’s provision of such services to the District or to any other district shall not constitute a conflict of interest under this Agreement.

2.4. Even though Service Company's employees may include licensed attorneys and engineers, the District acknowledges that Service Company is not performing in the capacity of a law firm or an engineering firm when providing services under this Agreement. Service Company may offer general interpretation of documents, but legal opinions are obtainable only from the District's legal counsel.

2.5. Service Company shall provide the Services in a professional and workmanlike manner, and in accordance with generally accepted industry practices. **THE SERVICE COMPANY EXPRESSLY DISCLAIMS ALL OTHER EXPRESS AND IMPLIED WARRANTIES UNDER LAW.**

2.6. Service Company may offer and/or District may request, that additional services be provided under this Agreement. In the event that the Service Company and the District agree upon a change in the scope of services to be provided under this Agreement, such agreement as well as the change in compensation, if any, shall be agreed to in writing by both Parties and will be invoiced in accordance with this Agreement.

2.7. If the scope of services requires the Service Company to administer or supervise the District's personnel, the Service Company shall not be responsible for any damages, losses, settlement payments deficiencies, liabilities, costs and expenses resulting from the failure of the District's employees to follow the instructions of the Service Company.

3) DISTRICT OBLIGATIONS

3.1. District shall:

3.1.1. Perform all duties and discharge all responsibilities and obligations not expressly assumed by the Service Company pursuant to the terms of this Agreement;

3.1.2. Obtain and maintain all state, federal, and local permits and licenses required;

3.1.3. Comply with applicable law relating to the management of the District to the extent that the responsibility of complying with those laws is not specifically assumed by the Service Company under this Agreement (the Service Company shall not be responsible for the District's failure to comply with any provision of applicable law that is not otherwise specifically assumed by the Service Company hereunder); and

3.2. The Service Company shall have no liability for vendor late charges if the late charges are not the result of the Service Company's fault or negligence.

3.3. The District represents and warrants that:

3.3.1. It is duly incorporated, validly existing, and in good standing under the laws of its state;

3.3.2. It has all requisite power, financial capacity, and authority to execute, deliver, and perform its obligations under this Agreement;

3.3.3. The execution, delivery, and performance of this Agreement has been duly and validly authorized by it by all necessary action, and this Agreement constitutes the legal, valid, and binding agreement of it and is enforceable against it in accordance with its terms;

3.3.4. It shall comply with all applicable federal, state, local, or other laws and regulations applicable to the performance by it of its obligations under this Agreement and shall obtain all applicable permits and licenses required of it in connection with its obligations under this Agreement;

3.3.5. There is no outstanding litigation, arbitrated matter or other dispute to which it is a party which, if decided unfavorably to it, would reasonably be expected to have a potential or actual material adverse effect on its ability to fulfill its obligations under this Agreement; and

3.4. The District shall operate as a body, dictated by the District legal documents and applicable laws. Authority lies in a majority vote of the Directors, and no Director shall act independently unless authorized by a Board Resolution that empowers said Director to make specific decisions independently or spend funds within a specified dollar range. District shall also appoint a liaison to communicate Board decisions to Service Company. If no liaison is named, it shall be the Chairman. The District acknowledges and agrees that in the course of providing the Services, it may be necessary for Service Company to use District computer systems, data systems, or networks, or to come into contact with District residents' personal information. District shall notify Service Company of any protocols for said systems and information, and Service Company shall follow all such protocols as provided, and shall not be liable for the loss or compromise of District systems or information. If no protocols are provided, then Service Company shall treat such systems and information with the same degree of care and confidentiality as it treats its own systems and information, but no less than a reasonable degree of care. Notwithstanding anything in this Agreement to the contrary, Service Company is not liable for any liabilities, losses, damages, expenses, fines, or penalties incurred by the District or any third party as a result of a data security breach or other cyber security breach to the District's computer systems, operating systems, and all other technological or information systems related to the Services provided hereunder, except to the extent such liability, loss, damage, expense, fine, or penalty is the direct result Service Company's negligence or willful misconduct.

4) FEES AND PAYMENT

4.1. The District shall pay the Service Company the Annual Base Fee set forth in Schedule B plus applicable sales tax, if any, and related expenses shall be paid to the Service Company monthly as compensation for the services set forth herein, per schedule(s) defined in Section 1 and attached hereto as part of this Agreement. Equal monthly installments of the Annual Base Fee shall be due on the first of the month during which the Services will be rendered. All other payments shall be due within thirty (30) days of the date of invoice. Disputes with invoices are waived if not raised within ten (10) days of invoice date.

4.2. Additional services not described on Schedule A which are rendered by the Service Company for or on behalf of the District, with the District's prior written consent, including, but not limited to, preparation of special schedules in assisting auditors, preparation for lawsuits or court appearances, and/or the coordination of insurance claims, major construction projects, or emergency repairs due to acts of God, when requested by the District, will be billed at the rate of \$125.00 per hour or as otherwise agreed by Service Company, to be paid by the District upon receipt of statement. The billing and/or supervision of construction for restoration due to insurance claims or special construction projects shall be billed as a part of the claim at the rate of fifteen percent (15%) of the actual cost of new construction or reconstruction if so requested and approved by the Board of Directors. Should Service Company not have expertise in an area, an experienced contractor, approved by the Board, will be consulted, and District will be billed at the rate of \$125.00 per hour for any coordination or liaison activities with the contractor.

4.3. In the event of emergency repairs, Service Company is authorized to dispatch the vendor, without liability to the Service Company, to take whatever corrective action is necessary to repair the problem. The District will be notified immediately that such emergency action was taken.

4.4. For each fiscal year of the District, the compensation payable to the Service Company under the terms and conditions of this Agreement shall be in an amount approved by the District in its final fiscal year budget, no less than 4% annually. Each fiscal year the District will consider price adjustments to compensate for market conditions and the anticipated type and amount of work to be performed by the Service Company during the upcoming fiscal year of the District. In no event shall the compensation payable to the Service Company be reduced, unless agreed to by the District and Service Company, in writing.

4.5. If the fiscal year budget is not approved prior to the first day of the fiscal year, the Service Company's compensation under this Agreement will continue at the rate currently in effect at the time of the renewal. The subsequent approval of the budget will result in a retroactive fee adjustment, which will be invoiced in the first month following approval of the budget.

4.6. Any and all late payments due to either party from the other shall accrue interest at a rate of one and one-half percent (1 ½%) per month from the original due date and until payment is received, unless waived by agreement.

5) INDEMNIFICATION AND LIMITATION

5.1. THE SERVICE COMPANY SHALL NOT BE LIABLE TO THE DISTRICT OR TO HOMEOWNERS, THEIR GUESTS AND INVITEES FOR ANY LOSS OR DAMAGE TO ANY PERSON OR PROPERTY, UNLESS AND TO THE EXTENT CAUSED BY THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF SERVICE COMPANY OR ANY EMPLOYEE OR AGENT OF THE SERVICE COMPANY. SERVICE COMPANY'S TOTAL

LIABILITY FOR ANY ACTION OR BREACH OF THIS AGREEMENT SHALL BE LIMITED TO THE AMOUNTS OF INSURANCE CONTRACTUALLY REQUIRED HEREUNDER AND THE AMOUNTS ACTUALLY PAID UNDER THE REQUIRED INSURANCE POLICIES, OR FOR ALL OTHER CLAIMS, AN AMOUNT EQUAL TO THE COMPENSATION PAID IN THE YEAR THE DISPUTE AROSE.

5.2. TO THE MAXIMUM EXTENT ALLOWABLE UNDER APPLICABLE LAW, AND EXCEPT AND TO THE EXTENT OF SERVICE COMPANY'S GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, THE DISTRICT EXPRESSLY AGREES TO INDEMNIFY, DEFEND, SAVE AND HOLD HARMLESS SERVICE COMPANY FROM AND AGAINST ANY AND ALL CLAIMS, DEMANDS, CAUSES OF ACTION OR JUDGMENTS, OF ANY KIND OR CHARACTER, INCLUDING ATTORNEYS FEES, EXPENSES AND COSTS, RESULTING FROM THE SERVICE COMPANY'S PERFORMANCE OF ITS DUTIES UNDER THIS AGREEMENT AND/OR UNDERTAKEN BY THE SERVICE COMPANY AT THE DIRECTION OF THE DISTRICT; INCLUDING, BUT NOT LIMITED TO CLAIMS, DEMANDS, CAUSES OF ACTION, SUITS, OR JUDGMENTS ARISING FROM THE NEGLIGENCE, GROSS NEGLIGENCE, OR INTENTIONAL ACTS OF THE DISTRICT AND INCLUDING SERVICE COMPANY'S NEGLIGENCE, WHETHER SUCH NEGLIGENCE IS SOLE OR MIXED WITH THE NEGLIGENCE OF OTHERS. FURTHER, THE SERVICE COMPANY SHALL BE LISTED AS AN ADDITIONAL INSURED ON ANY GENERAL LIABILITY POLICY ISSUED ON BEHALF OF THE DISTRICT. THE DISTRICT'S INSURANCE SHALL BE RECOGNIZED AS THE PRIMARY SOURCE FOR THE EVENT OF CLAIMS. THE DISTRICT SHALL MAINTAIN PROPERTY AND CASUALTY INSURANCE, AND WITHIN THIRTY (30) CALENDAR DAYS OF THE COMMENCEMENT DATE, THE TOWN SHALL FURNISH COPIES OF SUCH POLICIES TO THE OPERATOR WITH A CERTIFICATION OR OTHER EVIDENCE THAT THE OPERATOR HAS BEEN DESIGNATED AS AN ADDITIONAL INSURED.

5.3. UNDER NO CIRCUMSTANCES SHALL SERVICE COMPANY BE RESPONSIBLE FOR ANY DAMAGES, LOSSES, SETTLEMENT, PAYMENT DEFICIENCIES, LIABILITIES, COSTS AND EXPENSES ARISING BECAUSE OF THE EXECUTION OR IMPLEMENTATION OF SPECIFIC INSTRUCTION OR DIRECTIONS PROVIDED BY THE DISTRICT OR ANY OF ITS DULY DESIGNATED AGENTS OR REPRESENTATIVES.

5.4. NOTWITHSTANDING ANY PROVISION TO THE CONTRARY, CONTAINED IN THIS AGREEMENT, IN NO EVENT SHALL THE SERVICE COMPANY BE LIABLE, EITHER DIRECTLY OR AS AN INDEMNITOR FOR THE DISTRICT, FOR ANY SPECIAL, PUNITIVE, INDIRECT AND/OR CONSEQUENTIAL DAMAGES, INCLUDING DAMAGES ATTRIBUTABLE TO LOSS OF USE, LOSS OF INCOME OR LOSS OF PROFIT EVEN IF THE SERVICE COMPANY HAS BEEN ADVISED OF THE POSSIBILITY

OF SUCH DAMAGES.

5.5. The Service Company shall be allowed to retain the counsel of its choice, but subject to the approval of the District, if Service Company reasonably believes that separate legal assistance is necessary in connection with the defense of any matter, whether or not demand has been made against the Service Company. The District agrees to pay all reasonable attorneys' fees and related or ancillary expenses including costs incurred by the Service Company in the defense of any claim or cause of action covered by the terms of this Agreement.

5.6. Statements for attorney's fees and all legal expenses received by the Service Company shall be processed in the same manner as are all other debts and obligations of the District, except that the District shall promptly approve and sign checks to satisfy such statements.

5.7. All final, non-appealable judgments payable and enforceable against the Service Company for which the District is obligated to indemnify the Service Company shall be processed and satisfied by the District in the same manner as are all other debts and obligations of the District, except that the District shall promptly approve and sign checks to satisfy such judgments.

5.8. THE DISTRICT SHALL NOT HOLD THE SERVICE COMPANY LIABLE FOR ANY LOSSES OR DAMAGES, JUDGMENTS, CAUSES OF ACTION, SUITS, DEMANDS OR CLAIMS OF ANY CHARACTER OR KIND, TO THE EXTENT ARISING OUT OF OR ATTRIBUTABLE TO THE ACTS OR OMISSIONS OF THIRD PARTIES CONTRACTED WITH TO PERFORM SERVICES FOR THE DISTRICT OR IN FULFILLMENT OF THE SERVICES PROVIDED TO THE DISTRICT UNLESS THE SERVICE COMPANY FAILED TO EXERCISE REASONABLE CARE TO SELECT ONLY THIRD PARTIES COMPETANT TO PROVIDE THE SERVICES CONTRACTED FOR.

5.9. The District shall not hold the Service Company liable for any loss of records to the extent arising out of or attributable to unforeseeable occurrences caused through no fault of the Service Company, including but not limited to fire, theft, vandalism, force of nature, or acts of God.

5.10. In the event that a party receives notice of or undertakes the defense or prosecution of any action, claim, suit, administrative or arbitration proceeding or investigation consistent with its indemnity obligations hereunder, such party shall give the other party prompt notice of such proceedings and shall inform the other party in advance of all hearings regarding such action, claim, suit, proceeding or investigation.

5.11. This indemnification shall not be construed as a waiver of the District's sovereign immunity under state law, and is subject to the limitations set forth under state law.

6) INSURANCE

6.1. The Service Company shall provide and maintain the following levels of insurance coverage:

6.1.1. Commercial Crime/ Fidelity Insurance with a per loss limit of one million dollars (\$1,000,000.00);

6.1.2. Professional Liability insurance with an aggregate limit of two million dollars (\$2,000,000);

6.1.3. General Liability insurance with a per occurrence limit of one million dollars (\$1,000,000); and

6.1.4. Workers compensation coverage as provided by and in the amounts specified by state law.

6.2. The District shall maintain in force a director's and officer's liability policy in an amount of not less than one million dollars (\$1,000,000) in aggregate coverage and such policy shall name the Service Company as an additional insured. Additionally, the District shall maintain property and general liability insurance with appropriate coverage.

7) DISPUTES

7.1 In the event of any dispute, the parties shall first attempt to resolve the situation by good faith discussions which shall take place in a timely manner. If the dispute cannot be resolved within sixty (60) days, the parties shall mediate their dispute before a mediator acceptable to both parties, if they cannot agree, they shall ask the Director of the Federal Mediation and Conciliation Service to nominate a mediator. The parties shall bear their own costs of the mediation but the parties shall share equally the costs of the mediator and the mediation Services.

7.2 If the parties are unable to resolve any disputes in accordance with the Section above, either party may request that such dispute be submitted for binding arbitration, which shall be governed by the rules of the American Arbitration District or such other rules as the parties may agree. The parties agree that any judgment issued as a result of arbitration may be entered in the court having jurisdiction thereof. The parties agree that arbitration shall be the exclusive means to settle any dispute, controversy or claim arising out of this Agreement. The parties agree that any judgment issued as a result of arbitration may be entered in the court having jurisdiction thereof. Any mediation or arbitration shall be held in a mutually agreeable location within the County in which the District is located.

7.3 INVOICES ALREADY PAID CANNOT BE DISPUTED FOR ANY REASON BEYOND THE DATE OF THE NEXT BOARD MEETING.

8) FORCE MAJEURE

A party's performance of any obligation under this Agreement (except for payment obligations) shall be excused if, and to the extent that, the party is unable to perform because of any event of Force Majeure. The party unable to perform shall be required to resume performance of its obligations under this Agreement as soon as reasonably practicable following the termination off the event or cause that excused performance hereunder. Force Majeure is defined as any act, event or condition to the extent that it adversely impacts the cost of performance of, or adversely affects the ability of, or either

party to perform any obligation under this Agreement (except for payment obligations) if such act, event or condition, in light of any circumstances that should have been known or reasonably believed to have existed at the time, is beyond the reasonable control and is not a result of the willful or negligent act, error, omission or failure to exercise reasonable diligence on the part of the party relying thereon.

9) PUBLIC RECORDS

9.1.1. The Service Company shall keep and maintain public records required by the District to perform the services hereunder.

9.1.2. Upon a request for public records received by the District, the Service Company shall provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or otherwise provided by law.

9.1.3 The Service Company shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the agreement term and following completion of this Agreement if the Service Company does not transfer the records to the District.

9.1.4 Upon completion of this Agreement, the Service Company shall transfer, at no cost, to the District all public records in possession of the Service Company consistent with Florida law. All records stored electronically by the Service Company must be provided to the District, upon request from the District's custodian of public records, in a format that is compatible with the information technology systems of the District.

9.1.5 The District shall make all determinations as to what constitutes confidential or exempt public records.

9.1.6 Service Company shall follow the requirements of the Florida Records Retention Act and destroy all records in accordance with the requirements of the law.

9.1.7 Failure of the Service Company to comply with Section 119.0701, Florida Statutes may subject the Service Company to penalties under Section 119.10, Florida Statutes. Further, in the event the Service Company fails to comply with this Section or Section 119.0701, Florida Statutes, the District shall be entitled to all remedies at law or in equity. The following statement is required to be included in this Agreement pursuant to Section 119.0701(2), Florida Statutes:

1) IF THE SERVICE COMPANY HAS QUESTIONS REGARDING THE APPLICATION CHAPTER 119, FLORIDA STATUTES, TO THE SERVICE COMPANY'S DUTY TO PROVIDE PUBLIC

RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS TO SANDRA DEMARCO C/O INFRAMARK, LLC, TELEPHONE: (954) 603-0033, EMAIL: Publicrecords@inframark.com AND MAILING ADDRESS: 210 N. UNIVERSITY DRIVE, SUITE 702, CORAL SPRINGS, FL 33071.

10) MISCELLANEOUS

10.1. Where agreement, approval, acceptance, consent or similar action by either party hereto is required by any provision of this Agreement, such action shall not be unreasonably delayed or withheld. Each party will cooperate with the other by, among other things, making available, as reasonably requested by the other, management or board decisions, information, approvals, and acceptances in order that each party may properly accomplish its obligations and responsibilities hereunder. Should a party withhold such cooperation as detailed in this Section, the other party shall not be liable for late fees, fines, or other damages or delay as a result.

10.2. The headings and titles to the sections of this Agreement are inserted for convenience only and shall not be deemed a part hereof or affect the construction or interpretation of any provision.

10.3. No remedy herein conferred upon any party is intended to be exclusive of any other remedy and each and every such remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise, including injunctive relief.

10.4. If any provision of this Agreement or application thereof to anyone or under any circumstances is adjudicated to be invalid or unenforceable in any jurisdiction, such invalidity or unenforceability shall not affect any other provision or application of this Agreement which can be given effect without the invalid or unenforceable provision or application and shall not invalidate or render unenforceable such provision or application in any other jurisdiction.

10.5. This Agreement shall be construed without regard to the party that drafted it. Any ambiguity shall not be interpreted against either party and shall, instead, be resolved in accordance with other applicable rules concerning the interpretation of contracts.

10.6. This Agreement contains the entire agreement between District and Service Company and supersedes all prior or contemporaneous communications, representations, understandings or agreements that are not consistent with any

material provision of this Agreement; provided however, this Agreement shall not supersede, replace, or otherwise impact the Management Services Master Agreement entered into by the parties on April 17, 2023.

10.7. The parties may only modify this Agreement by a written amendment signed by both parties.

10.8. The failure on the part of either party to enforce its rights as to any provision of this Agreement shall not be construed as a waiver of its rights to enforce such provisions in the future.

10.9. Service Company and its subcontractors (if any) warrant compliance with all federal immigration laws and regulations that relate to their employees including, but not limited to, registering with, and using the E-Verify system. Service Company agrees and acknowledges that the District is a public employer that is subject to the E-Verify requirements as set forth in Section 448.095, Florida Statutes, and that the provisions of Section 448.095, F.S., apply to this Agreement. Notwithstanding, if the District has a good faith belief that Service Company has knowingly hired, recruited, or referred an alien who is not duly authorized to work by the immigration laws or the Attorney General of the United States for employment under this Agreement, the District shall terminate the Agreement. If the District has a good faith belief that a subcontractor performing work under this Agreement knowingly hired, recruited, or referred an alien who is not duly authorized to work by the immigration laws or the Attorney General of the United States for employment under this Agreement, the District shall promptly notify Service Company and order Service Company to immediately terminate the contract with the subcontractor.

10.10. In the event of termination, cancellation or failure to renew, District agrees, for a period of twelve (12) months from the date of termination, not to engage or attempt to engage the services of anyone who is employed by Service Company (or was employed by Service Company at any time within one (1) year prior to the date of termination) for the performance of identical or similar services; provided however, this Section 10.10 will not apply to anyone who was employed by the District and hired by the Service Company to perform the Services.

10.11. This Agreement shall be binding upon the successors and assigns of each of the parties. This Agreement shall not be assigned by either party without the prior written consent of the other party unless such assignment shall be to a parent, subsidiary, affiliate, or successor of either Party. When written consent of a party is required, such consent shall not be unreasonably withheld.

10.12. This Agreement shall be construed under and in accordance with the laws of the State of Florida, and all obligations of the parties created hereunder are enforceable in the federal or state court having appropriate jurisdiction thereof.

10.13. All notices will be in writing and shall be deemed given when mailed by first class mail or delivered in person. Notices required to be given to the parties by each other will be addressed to:

To Service Company:
Inframark, LLC
2002 West Grand Parkway North, Suite 100
Katy, Texas 77449
ATTN: Chris Tarase, Vice President

With a copy to:

Inframark, LLC
220 Gibraltar Road, Suite 200
Horsham, PA 19044
ATTN: Legal Department

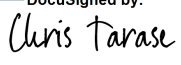
To District:
Highlands Community Development District
Attn: R. David Jackson, District Counsel
Persson, Cohen, Mooney, Fernandez & Jackson, P.A.
6853 Energy Court
Lakewood Ranch, FL 34240

10.14. All records compiled by Service Company with information and material gathered when performing this Agreement are the property of District.

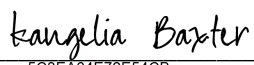
10.15. This Agreement may be executed in more than one counterpart, each of which shall be deemed an original.

IN WITNESS WHEREOF, the parties have duly executed this Agreement effective as of the date at the top of this Agreement.

INFRAMARK, LLC

DocuSigned by:

41808B12D02B415
By: Chris Tarase
Title: President - Management Services
Date: 7/25/2023

HIGHLANDS COMMUNITY DEVELOPMENT DISTRICT

DocuSigned by:

5C3E664E72E54CB
Printed Name: Kangelia Baxter
Title: Chairwoman
Date: 7/25/2023

Schedule A Scope of Services

RESPONSIBILITIES:

Administrative Duties:

- Responsible for day-to-day operations, budgeting, and managing vendor contracts relating to the clubhouse and community assets; development of standard operation policies and procedures.
- Provide the best possible customer service to the residents and guests to maintain a safe and comfortable environment.
- Knowledge/awareness of all rules and regulations of the amenities.
- Enforce the rules and regulations of the facility.
- Ensure an acceptable overall appearance of the amenities.
- Provide contract management/administration of various on-site contracts and rentals such as:
 - Landscaping maintenance contracts
 - Pool maintenance contracts
 - Cleaning services contracts
 - Security contracts
 - Clubhouse rentals
 - Fitness equipment preventative maintenance agreement
 - Pest and termite control contract
- Inspect District common areas at least weekly and report any problems to the appropriate vendor.
- Attend and participate in District Board of Supervisor Meetings.
- Handle all resident requests, inquiries, and complaints.
- Make regular updates to resident database and website and prepare community newsletter.
- Direct purchasing, receiving, storage, issuing and control of maintenance products, supplies, and equipment.
- Review, approve, and code invoices weekly before payment processing through District Management.
- Manage the quality of the District's activities and amenities to ensure and maintain the appropriate level of services provided by the District.
- Display flexibility in handling after-hours emergency calls.
- Responsible for enforcing the District Policies and Rules.
- Complete private event rental forms, security deposits, and check-in/out documents.
- Prepare any incident or accident reports and forward to the District Manager.
- Submit a weekly report to the District Manager.
- Submit a monthly Manager report to the District Manager. Include:
 - Maintenance actions
 - Administrative actions
 - Incidents and issues
 - Resident Payment Log
 - Recommendations
- Purchase (via supplied debit card) supplies, consumables, and other items as approved by the District, and timely review and monthly submission of invoices.
- Maintain and manage warranties, regular maintenance, and inspections for the facilities as needed (fire inspections, pest control, mechanical systems, security alarms.).
- Process access card purchase requests. Maintain log of all transactions and submit a monthly report to the Finance Team.

- Prepare and obtain quotes for services when directed by the District Manager or Board.
- Work with assigned contractors to ensure quality service is provided to the District.
- Process and manage work orders as needed.

Activities Responsibilities:

- As time permits, establish activities and events for residents, including scheduling and calendaring such activities.
- Establish good relationships with the residents and be responsive to their needs.
- Establish rapport with outside community organizations and businesses, ex: Chamber of Commerce, schools, military organizations, banks, Hillsborough County Sheriff's Office, to assist in events and to work toward common community goals.
- Promote resident involvement through establishing and supporting clubs ex: drama, chorus, reading, bingo, etc.
- Purchase supplies, decorations, office products for the promotion of and enjoyment of events when not being supplied through individual event income.
- Organize day trips, overnight travel, theater, shopping & more for enjoyment and welfare of residents.
- Organize educational seminars.
- Organize service-oriented activities for the convenience of residents, ex: community flu shots, community blood donation, community health screenings, etc.
- Oversee recreational use facilities by touring weekly, communications from residents and to maintenance service to ensure upkeep of equipment, etc.
- Develop marketing strategies to promote programs and events consist of e-news, bulletin boards, flyers and pre-event displays.

The District shall be responsible for any of the following costs associated with the operation of the amenity facilities:

- Pre-employment Testing: Background and substance abuse reports shall be ordered for candidates identified to fill amenity positions.
- Uniforms: Personnel shall wear community specific shirts provided by the District if required.
- Cell Phone: Management personnel shall require a cell phone or a cell phone allowance. This phone will also be used as the contact number for the District for after hour emergencies.
- Office Equipment: Personnel will require a dedicated computer, printer, and a digital camera as well as convenient access to an onsite copier and fax machine, provided by the District.
- Mileage Reimbursement: Personnel shall receive mileage reimbursement incurred while performing the District's responsibilities when using a personal vehicle. Mileage shall be reimbursed at the rate approved by the Internal Revenue Service.

**Schedule B
Rate Schedule**

I. ANNUAL BASE FEE

The Service Company shall provide the Services set forth herein to, for, and on behalf of the District and which includes a full-time Clubhouse Manager, a full-time Maintenance Tech and part-time Clubhouse Attendants totaling 43 hours per week for a total annual amount of \$186,180.00 (billed monthly at a rate of \$15,515.00) (the “Annual Base Fee”).

Seasonal Clubhouse Attendants working between Memorial Day and Labor Day will be billed back to client based on time worked at a rate of \$25.00 per hour.

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 in the amount of \$15,515.00 due on the effective date of this Agreement.

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Dimension
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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 1st Audit meeting of the Highlands Community Development District was held on **Tuesday, July 11, 2023, at 6:01 p.m.**, at the Ayersworth Glen Clubhouse, located at 11102 Ayersworth Glen Blvd., Wimauma, FL 33598.

Present and constituting a quorum were:

Kangelia Baxter	Committee Member
Mark Bouthot	Committee Member
Orlando Echevarria	Committee Member
Trang Chu	Committee Member
Joanna Pharo	Committee Member

Also present were:

Kristee Cole	Representative, Inframark
David Jackson	District Counsel, Persson, Cohen & Mooney

FIRST ORDER OF BUSINESS

Call to Order

The meeting was called to order at 6:01 p.m.

SECOND ORDER OF BUSINESS

**Presentation of Auditor Selection
Evaluation Criteria and Audit
Proposal Instructions**

On a motion from Ms. Baxter, seconded by Mr. Bouthot, the Board unanimously approved the Auditor Selection Evaluation Criteria with price and Audit Proposal Instructions, for the Highlands CDD.

THIRD ORDER OF BUSINESS

**Presentation of Notice of RFP for
Audit Services**

On a motion from Mr. Bouthot, seconded by Mr. Echevarria, the Board unanimously approved Staff to advertise the RFP for Audit Services, for the Highlands CDD.
--

45 **FOURTH ORDER OF BUSINESS**

Adjournment

46

On a motion from Ms. Baxter, seconded by Ms. Chu, the Board unanimously approved to adjourn the meeting at 6:03 p.m., for the Highlands CDD.

47

48

49

50

51 _____
Assistant Secretary

Chair / Vice Chair

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 **Tuesday, July 11, 2023, at 6:04 p.m.**, at the Ayersworth Glen Clubhouse, 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
Orlando Echevarria	Board Supervisor, Asst. Secretary
Trang Chu	Board Supervisor, Asst. Secretary
Joanna Pharo	Board Supervisor, Asst. Secretary

Also present were:

Kristee Cole	Representative, Inframark
David Jackson	District Counsel, Persson, Cohen & Mooney
Doug Agnew	Representative, Advanced Aquatics
Robin Rhodes	Representative, Pine Lake Landscape
Gail Huff	Representative, Ballenger Irrigation

Audience

FIRST ORDER OF BUSINESS **Call to Order**

The meeting was called to order at 6:04 p.m.

SECOND ORDER OF BUSINESS **Staff Reports**

Aquatics Services Update

Mr. Agnew's reviewed his report with the Board.

Landscape Inspection Report

Not present. The Board reviewed Mr. Schaub's report.

51 **Ballenger Irrigation**

52
53 Ms. Huff presented her report to the Board.

54
55 **Yellowstone Landscape**

56
57 Mr. Rhodes gave the Board a Community update.

58
59 **District Counsel**

60
61 Present and no report.

62
63 **District Engineer**

64
65 Not present and no report.

66

On a motion from Ms. Baxter, seconded by Ms. Pharo, the Board unanimously approved to accept the BDI's labor rates, for the Highlands CDD.
--

67
68 **District Manager**

69
70 Ms. Cole informed the Board of Supervisors that the next meeting will be held on
71 August 15, 2023.

72

On a motion from Ms. Pharo, seconded by Ms. Baxter, the Board unanimously approved the proposal from SiteMaster's for the installation of two benches with concrete slabs, at the Basketball Court, in the amount of \$5,300.00, for the Highlands CDD.

73

On a motion from Ms. Baxter, seconded by Ms. Pharo, the Board unanimously approved the proposal from TECO to move the light pole, in the amount of \$751.99, for the Highlands CDD.

74
75 **Clubhouse Manager**

76
77 Mr. Williams reviewed the report with the Board. Mr. Williams informed the Board
78 that the YMCA is conducting swim lessons again this year at the pool, the
79 playground ladders are installed, the swing should be delivered by September 14,
80 2023, and the parts for the fitness equipment have been ordered and just waiting
81 on delivery.

82
83 The Board requested that Mr. Williams obtain quotes for the picnic tables.

84

On a motion from Ms. Baxter, seconded by Mr. Echevarria, the Board unanimously approved to apply for a Home Depot card in a Not to Exceed amount of \$5,000.00, for the Highlands CDD.
--

87 **THIRD ORDER OF BUSINESS** **Discussion regarding Playground**
88 **Proposal**
89

90 The Board decided to table this item until further notice.
91

92 **FOURTH ORDER OF BUSINESS** **Consideration of Key Fob Proposal**
93

On a motion from Mr. Pharo, seconded by Ms. Baxter, the Board unanimously approved the Key Fob proposal, with Mr. Jackson preparing the Contract for Chairwoman to execute outside of a meeting, for the Highlands CDD.

94
95 **FIFTH ORDER OF BUSINESS** **Consideration of Erosion Restoration**
96 **Repair Proposals**
97

On a motion from Ms. Pharo, seconded by Ms. Baxter, the Board unanimously approved the CrossCreek proposal for Erosion Repair, in the amount of \$6,480.00, for the Highlands CDD.

98
99 **SIXTH ORDER OF BUSINESS** **Consideration of Sidewalk Proposal**
100 **for Haddon Mist and Alistar Manor**
101

102 The Board tabled this item and requested an additional proposal from SiteMasters.
103

104 **SEVENTH ORDER OF BUSINESS** **Consideration of Resolution 2023-09,**
105 **Revised FY 22-23 Meeting Schedule**
106

On a motion from Ms. Baxter, seconded by Ms. Chu, the Board unanimously adopted Resolution 2023-09, Revised FY 22-23 Meeting Schedule, for the Highlands CDD.

107
108 **EIGHTH ORDER OF BUSINESS** **Consideration of First Amendment to**
109 **the Management Services Master**
110 **Agreement between the Highlands**
111 **Community Development District and**
112 **Inframark, LLC**
113

On a motion from Ms. Baxter, seconded by Mr. Bouthot, the Board unanimously approved the First Amendment to the Management Services Master Agreement between the Highlands Community Development District and Inframark, LLC, in substantial form, for the Highlands CDD.

114
115 **NINTH ORDER OF BUSINESS** **Consideration of Minutes of Board of**
116 **Supervisors BOS Meeting held on**
117 **June 13, 2023**
118

On a motion from Ms. Baxter, seconded by Mr. Echevarria, the Board unanimously approved the June 13, 2023, meeting minutes, as amended, for the Highlands CDD.

121 **TENTH ORDER OF BUSINESS** **Consideration of Invoices and Check**
122 **Register**
123

On a motion from Mr. Bouthot, seconded by Ms. Pharo, the Board unanimously approved the Invoices and Check Register, for the Highlands CDD.

124 **ELEVENTH ORDER OF BUSINESS** **Audience Comments**
125
126

127 An audience member mentioned the landscape behind her home on Allistar Manor
128 Dr.

129 **TWELFTH ORDER OF BUSINESS** **Supervisor Requests**
130
131

132 Ms. Pharo would like to see more detail in mowing, weed whacking, holes in the
133 common area, a weed killer used at the monuments, and mentioned the
134 playground mulch.

135
136 Ms. Baxter mentioned there were US Marshalls in the community earlier today
137 but the situation has been resolved.

138 **THIRTEENTH ORDER OF BUSINESS** **Adjournment**
139
140

On a motion from Ms. Baxter, seconded by Ms. Chu, the Board unanimously approved to adjourn the meeting at 7:02 p.m., for the Highlands CDD.

141
142
143
144
145 _____
Assistant Secretary Chair / Vice Chair

**Highlands
Community Development District**

Check Register & Invoices

July 2023

Prepared by



HIGHLANDS COMMUNITY DEVELOPMENT DISTRICT

**Payment Register by Fund
For the Period from 07/01/23 to 07/31/23
(Sorted by Check / ACH No.)**

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
GENERAL FUND - 001							
CHECK # 1034							
001	07/06/23	BRIANA ROBBINS	06292023	DEPOSIT REFUND	Prepaid Items	155000	\$350.00
							Check Total
							<u>\$350.00</u>
CHECK # 1035							
001	07/06/23	GUERDINE ST. LOUIS	06292023	DEPOSIT REFUND	Prepaid Items	155000	\$350.00
							Check Total
							<u>\$350.00</u>
CHECK # 1036							
001	07/06/23	MARILY MARTINA DIAZ	06292023	DEPOSIT REFUND	Prepaid Items	155000	\$350.00
							Check Total
							<u>\$350.00</u>
CHECK # 1037							
001	07/06/23	RAMON VEGA	06292023	DEPOSIT REFUND	Prepaid Items	155000	\$350.00
							Check Total
							<u>\$350.00</u>
CHECK # 1038							
001	07/06/23	SHANE PEYNADO	06292023	DEPOSIT REFUND	Prepaid Items	155000	\$350.00
							Check Total
							<u>\$350.00</u>
CHECK # 1039							
001	07/06/23	SHAWNTEL LAMARCA	06292023	DEPOSIT REFUND	Prepaid Items	155000	\$350.00
001	07/06/23	SHAWNTEL LAMARCA	06292023	Payment of Invoice 000105			\$0.00
CHECK # 1040							
001	07/06/23	WALTER HOLMES	06292023	DEPOSIT REFUND	Prepaid Items	155000	\$350.00
							Check Total
							<u>\$350.00</u>
CHECK # 1043							
001	07/07/23	BDI ENGINEERING	1142	ENGINEERING SERVICES THRU 6/30/23	Prepaid Items	155000	\$560.00
							Check Total
							<u>\$560.00</u>
CHECK # 1044							
001	07/07/23	RIZZETTA & COMPANY, INC	INV0000080841	AMENITY MANAGEMENT JUNE 2023	Prepaid Items	155000	\$5,727.26
001	07/07/23	RIZZETTA & COMPANY, INC	INV0000080789	STAFF MILEAGE/CELL PHONE MAY 2023	Prepaid Items	155000	\$102.40
							Check Total
							<u>\$5,829.66</u>
CHECK # 1046							
001	07/14/23	BCI ENTITIES, LLC	23340	JULY, 2023 - MONTHLY IRRIGATION MAINTENANCE.	Prepaid Items	155000	\$2,014.17
							Check Total
							<u>\$2,014.17</u>
CHECK # 1047							
001	07/14/23	MARC SECURITY SERVICES	1082	SECURITY SERVICE - 06/30 - 07/09/23	Prepaid Items	155000	\$1,870.40
							Check Total
							<u>\$1,870.40</u>
CHECK # 1048							
001	07/14/23	MOMENTUM AC	DSCDD-061923	AC DIAGNOSTIC	Prepaid Items	155000	\$968.00
							Check Total
							<u>\$968.00</u>
CHECK # 1053							
001	07/19/23	CROSSCREEK ENVIROMENTAL INC	14025	REMOVAL & HERBICIDE TREATMENT	Wetland Monitoring & Maintenance	546108-53805	\$15,750.00
CHECK # 1054							
001	07/26/23	AFFORDABLE LOCK & SECURITY SOLUTIONS	0000243000	PAXTON ACCESS CONTROL CARDS	Access Control Maintenance & Repair	546998-57201	\$254.40
001	07/26/23	AFFORDABLE LOCK & SECURITY SOLUTIONS	0000243000	Payment of Invoice 000140			\$0.00
							Check Total
							<u>\$254.40</u>

HIGHLANDS COMMUNITY DEVELOPMENT DISTRICT

**Payment Register by Fund
For the Period from 07/01/23 to 07/31/23
(Sorted by Check / ACH No.)**

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
CHECK # 1055							
001	07/26/23	ASHELY GILLS	07022023	DEPOSIT REFUND	Prepaid Items	155000	\$350.00
							Check Total
							<u>\$350.00</u>
CHECK # 1056							
001	07/26/23	BCI ENTITIES, LLC	23371	IRIGATION REPAIRS JULY 23	Irrigation Repairs & Maintenance	546041-53900	\$2,441.00
							Check Total
							<u>\$2,441.00</u>
CHECK # 1057							
001	07/26/23	CROSSCREEK ENVIROMENTAL INC	14047	PHASE 4 INST. CATCH BASIN GRATE	Lake/Pond Bank Maintenance	546185-53805	\$1,480.00
							Check Total
							<u>\$1,480.00</u>
CHECK # 1058							
001	07/26/23	MARC SECURITY SERVICES	1102	SECURITY SERVICE - 07/14 - 07/30 /23	Security Services and Patrols	531116-53935	\$2,150.40
							Check Total
							<u>\$2,150.40</u>
CHECK # 1059							
001	07/26/23	ORLANDO O. ECHEVARRIA	071123	BOARD MEETING - 07/11/2023	Supervisor Fees	511001-51101	\$200.00
							Check Total
							<u>\$200.00</u>
CHECK # DD1004							
001	07/03/23	HILLSBOROUGH COUNTY WATER RESOURCE DEPT ACH	6632320000 ACH	Water Invoice 5/15-6/16/2023 Paid by ACH - 7/3/202	Prepaid Items	155000	\$139.50
							Check Total
							<u>\$139.50</u>
CHECK # DD1005							
001	07/03/23	HILLSBOROUGH COUNTY WATER RESOURCE DEPT ACH	5632320000 ACH	Water Invoice - 5/16/2023-6/14/2023 ACH	Prepaid Items	155000	\$158.14
							Check Total
							<u>\$158.14</u>
CHECK # DD1006							
001	07/25/23	NAVITAS CREDIT CORP. ACH	07042023-5983 ACH	CONTRACT PAYMENT - JULY, 2023	Prepaid Items	155000	\$479.31
							Check Total
							<u>\$479.31</u>
CHECK # DD1007							
001	07/25/23	NAVITAS CREDIT CORP. ACH	41100345 ACH	CONTRACT PAYMENT - JULY, 2023	Prepaid Items	155000	\$270.64
							Check Total
							<u>\$270.64</u>
CHECK # DD1008							
001	07/03/23	DIRECT TV ACH	069482403X230614 ACH	BILL PRD 6/13-7/12/23	Prepaid Items	155000	\$95.99
							Check Total
							<u>\$95.99</u>
CHECK # 1045							
001	07/11/23	MARGARETA J. IZDEBSKA-PHARO	PAYROLL	July 11, 2023 Payroll Posting			\$184.70
							Check Total
							<u>\$184.70</u>
CHECK # 1049							
001	07/17/23	KANGELIA J. BAXTER	PAYROLL	July 17, 2023 Payroll Posting			\$184.70
							Check Total
							<u>\$184.70</u>
CHECK # 1050							
001	07/17/23	MARK R. BOUTHOT	PAYROLL	July 17, 2023 Payroll Posting			\$184.70
							Check Total
							<u>\$184.70</u>
CHECK # 1051							
001	07/17/23	PHUONG-TRANG CHU	PAYROLL	July 17, 2023 Payroll Posting			\$184.70
							Check Total
							<u>\$184.70</u>
CHECK # 1052							
001	07/17/23	MARGARETA J. IZDEBSKA-PHARO	PAYROLL	July 17, 2023 Payroll Posting			\$184.70
							Check Total
							<u>\$184.70</u>

✓

CHECK REQUEST FORM
Highlands CDD

Date: 6/29/2023

Invoice Number: 06292023

Payable To: Brianna Robbins
Mailing Address: 10832 Kirkwall Port Dr
Wimauma, FL 33598

Check amount: \$350.00

Please cut check from Acct.

Check description/reason: Deposit Refund

Coding:

Mailing instructions:

Due Date for Check: ASAP

Requested By: Will Williams

Authorized By: Jennifer Goldyn

J

CHECK REQUEST FORM
Highlands CDD

Date: 6/29/2023

Invoice Number: 06292023

Payable To: Guerdine St.Louis
Mailing Address: 14435 Barley Field Dr.
Wimauma, FL 33598

Check amount: \$350.00

Please cut check from Acct.

Check description/reason: Deposit Refund

Coding: 

Mailing instructions:

Due Date for Check: ASAP

Requested By: Will Williams

Authorized By: Jennifer Goldyn

✓

CHECK REQUEST FORM
Highlands CDD

Date: 6/29/2023

Invoice Number: 06292023

Payable To: Marily Martina Diaz
Mailing Address: 10758 Carolway Hills Dr.
Wimauma, FL 33598

Check amount: \$350.00

Please cut check from Acct.

Check description/reason: Deposit Refund

Coding: 

Mailing instructions:

Due Date for Check: ASAP

Requested By: Will Williams

Authorized By: Jennifer Goldyn

✓

CHECK REQUEST FORM
Highlands CDD

Date: 6/29/2023

Invoice Number: 06292023

Payable To: Ramon Vega
Mailing Address: 10624 Carloway Hills Dr.
Wimauma, FL 33598

Check amount: \$350.00

Please cut check from Acct.

Check description/reason: Deposit Refund

Coding: 

Mailing instructions:

Due Date for Check: ASAP

Requested By: Will Williams

Authorized By: Jennifer Goldyn

✓

CHECK REQUEST FORM
Highlands CDD

Date: 6/29/2023

Invoice Number: 06292023

Payable To: Shane Peynado
Mailing Address: 10630 Standing Stone Dr.
Wimauma, FL 33598

Check amount: \$350.00

Please cut check from Acct.

Check description/reason: Deposit Refund

Coding: 

Mailing instructions:

Due Date for Check: ASAP

Requested By: Will Williams

Authorized By: Jennifer Goldyn

J

CHECK REQUEST FORM
Highlands CDD

Date: 6/29/2023

Invoice Number: 06292023

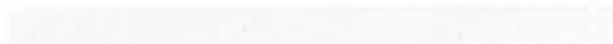
Payable To: Shawntel Lamarca
Mailing Address: 10759 Standing Stone Dr
Wimauma, FL 33598

Check amount: \$350.00

Please cut check from Acct.

Check description/reason: Deposit Refund

Coding:



Mailing instructions:

Due Date for Check: ASAP

Requested By: Will Williams

Authorized By: Jennifer Goldyn

✓

CHECK REQUEST FORM
Highlands CDD

Date: 6/29/2023

Invoice Number: 06292023

Payable To: Walter Holmes
Mailing Address: 14808 Diamond View Place
Wimauma, FL 33598

Check amount: \$350.00

Please cut check from Acct.

Check description/reason: Deposit Refund

Coding: 

Mailing instructions:

Due Date for Check: ASAP

Requested By: Will Williams

Authorized By: Jennifer Goldyn

Brlitic Dvorak Inc

536 4th Ave South Unit 4
Saint Petersburg, FL 33701 US
+1 8133611466
sbrletic@bdiengineers.com



INVOICE

BILL TO

Highlands CDD
c/o Inframark IMS
210 North University Drive
Suite 702
Coral Springs, Florida 33071

INVOICE

1142

DATE

06/30/2023

TERMS

Net 30

DUE DATE

07/30/2023

PROJECT NAME

Highlands CDD

	DESCRIPTION	QTY	RATE	AMOUNT
Senior Inspector	[June 14 – June 26]	4:00	115.00	460.00
Project Manager	[June 30]	0:30	200.00	100.00

BALANCE DUE

\$560.00



Highlands COMMUNITY DEVELOPMENT DISTRICT
Jun-23

	<u>HOURS</u>	<u>RATE</u>	<u>PERSON</u>	<u>TOTAL</u>
<u>CDD Activities</u>				
Board Meeting Prep, Attendance, Follow up Engineer's Reports/Invoicing	0.50	\$200	S. Brletic	\$100.00
Pond 10 Erosion - Site Visit, Bid Solicitation	4.00	\$115	J. Whited	\$460.00
INVOICE TOTAL	4.50			\$560.00

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
5/31/2023	INV0000080789

Bill To:

Highlands CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614

Services for the month of	Terms	Client Number
May	Upon Receipt	00049

Description	Qty	Rate	Amount
Cell Phone	50.00	\$1.00	\$50.00
Auto Mileage & Travel	52.40	\$1.00	\$52.40
Subtotal			\$102.40
Total			\$102.40

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
6/9/2023	INV0000080841

Bill To:

Highlands CDD 3434 Colwell Avenue Suite 200 Tampa FL 33614

Services for the month of	Terms	Client Number
June	Upon Receipt	00049

Description	Qty	Rate	Amount
Amenity Management & Oversight	1.00	\$1,000.00	\$1,000.00
Personnel Reimbursement	1.00	\$4,727.26	\$4,727.26
Subtotal			\$5,727.26
Total			\$5,727.26

**BCI Entities, LLC dba Ballenger
Irrigation**

3840 68th Ave
Pinellas Park, FL 33781
+1 7275201082
accounting@ballengerirrigation.com
www.ballengerirrigation.com



INVOICE

BILL TO
Highlands CDD
c/o Rizzetta & Company
3434 Coldwell Ave Suite 200
Tampa, FL 33614

INVOICE 23340
DATE 07/07/2023
TERMS Net 30
DUE DATE 08/06/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Irrigation Contract Maintenance	Monthly Irrigation Maintenance	1	2,014.17	2,014.17

Monthly Irrigation Maintenance

BALANCE DUE

\$2,014.17

MARC SECURITY SERVICES

5118 N 56th St Ste 122

FL US

+1 8772626372

invoices@marcss.com



BILL TO

HIGHLAND COMMUNITY
DEVELOPMENT DISTRICTC/O
INFRANARK
HIGHLAND CDD
210 N UNIVERSITY DR
SUITE 702
CORAL SPRING, FL 33701

INVOICE 1082

DATE 07/07/2023 TERMS Net 10

DUE DATE 07/17/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
06/30/2023	SECURITY OFFICER	HIGHLAND CDD/ AYERS GLEN COMMUNITY UARMED SECURITY GUARD 1800-0000	6	22.40	134.40
07/01/2023	SECURITY OFFICER	HIGHLAND CDD/ AYERS GLEN COMMUNITY UARMED SECURITY GUARD 1100-0000	13	22.40	291.20
07/02/2023	SECURITY OFFICER	HIGHLAND CDD/ AYERS GLEN COMMUNITY UARMED SECURITY GUARD 1100-0000	13	22.40	291.20
07/04/2023	SECURITY OFFICER	HIGHLAND CDD/ AYERS GLEN COMMUNITY UARMED SECURITY GUARD 1100-0000 4TH OF JULY HOLIDAY	13	33.60	436.80
07/07/2023	SECURITY OFFICER	HIGHLAND CDD/ AYERS GLEN COMMUNITY UARMED SECURITY GUARD 1800-0000	6	22.40	134.40
07/08/2023	SECURITY OFFICER	HIGHLAND CDD/ AYERS GLEN COMMUNITY UARMED SECURITY GUARD 1100-0000	13	22.40	291.20
07/09/2023	SECURITY OFFICER	HIGHLAND CDD/ AYERS GLEN COMMUNITY UARMED SECURITY GUARD 1100-0000	13	22.40	291.20

SUBTOTAL	1,870.40
TAX	0.00
TOTAL	1,870.40

TOTAL DUE	\$1,870.40
------------------	-------------------



Momentum AC
 5317 56th Commerce Park Blvd
 Tampa, FL 33610

WORK ORDER:
WO-030059

INVOICE

Bill to: HIGHLANDS CDD C/O INFRAMARK
 210 N UNIVERSITY DR #702
 CORAL SPRINGS, FL 33071

Attention: WILL WILLIAM
 (813) 633-3322

Invoice Date: 06/19/2023
Site: 11102 AYERSWORTH GLEN
 BLVD
 11102 AYERSWORTH GLEN
 BLVD
 WIMAUMA, FL 33598

Work done description: 06/14/2023
 arrived at the location and proceeded to diagnose two units unit number one is a 2-ton heat pump carrier that it supplies the gym area and that unit was low on freon so I added the dye and added 3 lb of 410A and got that unit up and running unit number two which is the 5 ton train unit from 2017 had a bad capacitor 80/5 UF I replaced the capacitor and that unit is also online up and running the carrier unit is 2016 and both units air handles are located in the gym closet and the condensers are 15 ft away on the backside of the structure we have to come back Friday so we can complete Leak search for unit number 2 which I already detected the leak is at the reversing valve and we also need to change sucks in line King port .

06/19/2023
 arrived at the location and proceeded to complete dye leak search and found several issues first issue is we need to replace evap coil with TXV we also need to replace condenser coil also reverse valve and suction line service port and my recommendation is to replace this 2-ton heat pump unit with a ream unit and we will deduct the \$968 that is on the accout

ESTIMATE : (VERTICAL)
 REMOVE AND DISCARD EXISTING 2 TON AIR HANDLER
 REMOVE AND DISCARD EXISTING 2 TON CONDENSER
 FLUSH REFRIGERANT PIPING WITH FLUSHING AGENT AND PURGE WITH NITROGEN
 INSTALL NEW 2 TON H/P CONDENSER
 INSTALL NEW 2 TON AIR HANDLER
 INSTALL AUXILIARY HEAT 5KW
 INSTALL NEW CONDENSER PAD PER CODE
 INSTALL HURRICANE ANCHORS PER CODE
 INSTALL SILVER LOCKING CAPS BY CODE
 INSTALL REDUNDANT OVERFLOW SAFETY SWITCHES PER CODE
 REPLACE DAMAGED AND/OR MISSING PIPE INSULATION (ARMOR FLEX) AND SEAL PER CODE
 SEAL SUPPLY AND RETURN PLENUM TO AIR HANDLER AS PER CODE
 INSTALL HEAT SHIELDS PER CODE
 NOT INCLUDING CHANGE THE BREAKERS
 PROVIDE MANUFACTURER'S 10 YEAR PARTS WARRANTY
 PROVIDE CONTRACTOR'S 1 YEAR LABOR WARRANTY
 PROVIDE CONTRACTOR'S ONE TIME FREE ANNUAL MAINTENANCE
 PROVIDE ALL MATERIALS AND LABOR

RHEEM BRAND 14.3 SEER: (2 STAGE COMPRESSOR)
 SUB TOTAL: \$7,900
 DISCOUNT: \$1,000
 TOTAL: \$6,900

Item	Description	Qty	Rate	Amount \$
15 HVAC	FREON R-410A (UNIT# 1 IN THE GYM AREA)	3.00	110.00	330.00
15 HVAC	DYE LEAK SEARCH (UNIT#1 IN THE GYM AREA)	1.00	225.00	225.00
15 HVAC	80UF CAPACITOR	1.00	275.00	275.00
15 HVAC	SERVICE CALL	1.00	69.00	69.00
15 HVAC	DIAGNOSE	2.00	69.00	138.00
			Sub Total:	1037.00
			Discount (D):	69.00
			Total Amount Due:	968.00

Accepted by: _____

Date: _____

Printed Name: _____

For questions please call 877-848-4822

***MOMENTUM AC PROVIDE 30 DAYS LABOR WARRANTY ON REPAIRS.

A 3.5% CONVENIENCE FEE WILL BE ADDED FOR EVERY DEBIT/CREDIT CARD TRANSACTION, AND CONVENIENCE FEE FOR FINANCING TRANSACTION WILL VARY

**CLOGGED DRAIN LINE NOT INCLUDED IN WARRANTY.

**PRICES ARE SUBJECT TO CHANGE AFTER 30 DAYS FROM DATE OF SERVICE.

**DAY OF INSTALLATION CANCELLATION FEE: IF AN INSTALL IS CANCELLED ON DAY OF APPOINTMENT THERE WILL BE A \$250 FEE ASSESSED. THIS COVERS INSTALLERS TRAVEL TIME AND OFFICE ADMINISTRATIVE EXPENSES.

*** WE WILL REGISTER NEW AC WITH THE EXTENDED PARTS WARRANTY FOR 10 YEARS , BUT IF THE HOUSE IS REGISTER ON A COMPANY NAME OR IF THE HOUSE WAS SOLD AFTER THE REGISTER IS DONE , THE OWNER / COMPANY WILL RECEIVE ONLY THE 5 YEARS LIMITED WARRANTY ON PARTS.

WEBSITE: www.momentumACpro.com

EMAIL: ac@momentumflorida.com

***WE MOVED TO OUR NEW OFFICE

*5317 56th Commerce Park Blvd, Tampa, FL 33610 *

New Air Conditioning | Air Conditioning Repair | Air Duct Cleaning



Crosscreek Environmental Inc.

111 61st Street East
Palmetto, FL 34221

Invoice

Date 5/17/2023

Invoice # 14025

Bill To
Highlands CDD
c/o Inframark
2654 Cypress Ridge Blvd.
Ste. 101 Wesley Chapel, FL 33544
Attn: Jennifer Goldyn

Project Info

P.O. #
Terms

Ship Date 5/17/2023
Due Date 5/17/2023

Description	Qty	Price	Amount
Phase 3B & 3C (wetland buffer) Manual removal & herbicide treatment of all invasive vegetation (Brazilian Pepper & Caesar weed) within the limits of the wetland buffer. All vegetation to be cut at ground, biomass removed, and stumps treated with approved herbicide.	1	15,750.00	15,750.00

Thank you for your business Crosscreek Environmental Inc.	Subtotal	\$15,750.00
	Sales Tax (6.5%)	\$0.00
	Total	\$15,750.00
	Payments/Credits	\$0.00
	Balance Due	\$15,750.00



INVOICE

DATE	INVOICE #	CUSTOMER #
7/18/2023	0000243000	0013456

Licenses EG13000564 HCLOC14001
 sales@affordablelock.com

BILL TO:

Highlands CDD
 C/O Inframark Mgmt Services
 2654 Cypress Ridge Blvd Ste101
 Wesley Chapel FL 33544

SERVICE ADDRESS:

Ayersworth Subdivision
 11102 Ayersworth Glen Blvd
 Wimauma FL 33598

P.O. NUMBER	TERMS	TECHNICIAN	SALES PERSON
	NET 30		Brandon Store Sales

QUAN	DESCRIPTION	PRICE EACH	AMOUNT
------	-------------	------------	--------

60.00	Paxton Access Control Cards CS500748 Brandon File drawer in office.	4.24	254.40
-------	--	------	--------

Thank you for your business

Please ask about other services we offer:

- *Locksmith Services*
- *High Security Locks*
- *Key Card Access Control Systems*
- *Security Cameras*
- *Automatic Door Operators*
- Safes, Alarms, Doors, and More...

TOTAL	\$254.40
--------------	-----------------

REMIT TO ADDRESS: P.O. Box 31261 Tampa Florida 33631-3261 (Payments Only Please!)

NOTE: A late charge of 1.5% per month will be charged if not paid within the terms stated above. 20

NOTE: Amounts over \$2,500 paid by credit card may be subject to a 4% fee.

CHECK REQUEST FORM
HIGHLANDS CDD

Date: 7/18/2023

Invoice Number: 07022023

Payable To: ASHELY GILL
Mailing Address: 14411 ALISTER MANOR DR
WIMAUMA, FL 33598-6202

Check amount: \$350.00

Please cut check from Acct.

Check description/reason: DEPOSIT REFUND

Coding:



Mailing instructions:

Due Date for Check: ASAP

Requested By: WILL WILLIAMS

Authorized By: JENNIFER GOLDYN/KRISTEE COLE

**Ayersworth Glen
Event Room Rental Agreement**

Renter's Name: Ashely Gill
Address: 14411 Alister manor dr 33596
Phone Number: 8134055347 E-mail: Sydneys1115@cloud.com
Today's Date: 5/2/23 Event Date: 7/2/23
Type of Event: Baby shower Number of Guests: 50-60

Please note that the facility is unavailable for private events on the following holidays:

New Year's Day Easter Sunday Memorial Day Fourth of July

Labor Day Thanksgiving Christmas Eve Christmas Day New Year's Eve

Event Room may be reserved for a five (5)-hour window between 11:00 am and 9:00 pm

Time Reserved: start time: 1:00 pm end time: 6:00 pm

(Time allotted includes time for set up and clean up)

Rental Fee - \$200.00 for up to five (5) hours; \$100.00 for up to one (1) additional hour

Rental Deposit - \$350.00

Cancellation Policy: Renter agrees to give written notice of cancellation of the Event to the Ayersworth Glen Clubhouse & Amenities Manager (the "Manager") at least thirty (30) days prior to the Event Date or Renter's deposit will be forfeited.

1. Upon execution of this Agreement, the Renter shall pay to the Highlands Community Development District (the "District") the full amount of the deposit set forth above. The deposit shall be refundable by the District to the Renter within ten (10) days after the Event Date, subject to the Cancellation Policy, minus any amounts deemed necessary to repair any damages inflicted upon the Event Room or other District property by Renter, Renter's guests, or anyone entering the Event Room during the Event.
2. Renter shall pay the full amount of the Rental Fee to the District at least fourteen (14) days prior to the Event. If Event runs longer than scheduled, Renter will be charged proportionally for any additional time as set forth above. Payment for any additional time shall be paid by Renter to the District on or prior to the Event Date. Under no circumstances shall an Event be permitted to end later than 9:00 pm.
3. The Renter shall have access to and use of the Event Room on the Event Date during the Time Reserved as set forth above. Renter shall use the Event Room for the sole purpose of hosting the Renter's Event described above.

Highlands Community Development District

11102 Ayersworth Glen Blvd
Wimauma, FL 33598

4/10/2023
1:43 PM

Custom Amount **\$350.00**

Deposit for 7/2/23 clubhouse rental
Ashley Gills

Total **\$350.00**

← Needs Refund

Receipt Hhph
Authorization 034329

Visa 5452

Highlands Community Development District

11102 Ayersworth Glen Blvd

6/17/2023

Wimauma, FL 33598-6202

12:19 PM

813-633-3322

Custom Amount **\$200.00**

Total **\$200.00**

Receipt vbgX

Visa 5452

Authorization 021912

7/2/23

Davis, Paula

From: Will Williams <awgclubhouse@gmail.com>
Sent: Tuesday, July 18, 2023 9:33 AM
To: Cole, Kristene
Subject: Re: FW: Ashley Gills rental refund

Good morning,

Yes she paid her deposit in advance with Square but the new account doesn't have a record of transactions made before the changeover. Jennifer said any transactions made before the changeover have to be refunded with a check.

On Tue, Jul 18, 2023 at 7:22 AM Cole, Kristene <kristene.cole@inframark.com> wrote:

Hey, Will:

Did she pay with the square?

Thank you!

Kristee Cole | Administrative Assistant III



501 S. Falkenburg Rd. Unit C-3 Tampa FL 33619 – Local Office

201 N. University Drive Suite 702 Coral Springs, FL 33071– Accounting Services

313 Campus Street Celebration, FL 34747 – Regional Office

Email: kristene.cole@inframark.com

(M) (813) 382-7355 | www.inframark.com

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 **Go Green:** Please do not print this e-mail unless you really need to!

From: Davis, Paula <paula.davis@inframark.com>
Sent: Monday, July 17, 2023 7:10 PM
To: Cole, Kristene <kristene.cole@inframark.com>
Subject: FW: Ashley Gills rental refund

Hi Kristee,

No, I do not have record of this rental refund request. I assume this was paid by square. If you can confirm this, we just need the backup with a check request.

Have a great day.

Paula Davis | Accounts Payable Manager



210 N. University Drive | Suite 702 | Coral Springs, FL 33071

(O) 954-603-0036 | www.inframarkims.com

From: Cole, Kristene <kristene.cole@inframark.com>
Sent: Monday, July 17, 2023 3:23 PM
To: Davis, Paula <paula.davis@inframark.com>
Cc: Goldyn, Jennifer <Jennifer.Goldyn@inframark.com>
Subject: FW: Ashley Gills rental refund

Good afternoon, Paula:

I am not sure if Jennifer sent this over to you or not. She is on vacation, so I am trying to assist. Do you know if you received this refund request? If not, please provide what you need me to fill out so we can expedite the process.

Thank you!

Kristee Cole | Administrative Assistant III



501 S. Falkenburg Rd. Unit C-3 Tampa FL 33619 – Local Office

201 N. University Drive Suite 702 Coral Springs, FL 33071– Accounting Services

313 Campus Street Celebration, FL 34747 – Regional Office

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From: Will Williams <awgclubhouse@gmail.com>

Sent: Monday, July 17, 2023 3:19 PM

To: Cole, Kristene <kristene.cole@inframark.com>

Subject: Re: Ashley Gills rental refund

Documents attached

On Mon, Jul 17, 2023 at 3:14 PM Cole, Kristene <kristene.cole@inframark.com> wrote:

Hey, Will:

Can you send me the attached documents for the rental so I can check with our AP clerk?

Thank you!

Kristee Cole | Administrative Assistant III



501 S. Falkenburg Rd. Unit C-3 Tampa FL 33619 – Local Office

201 N. University Drive Suite 702 Coral Springs, FL 33071– Accounting Services

313 Campus Street Celebration, FL 34747 – Regional Office

Email: kristene.cole@inframark.com

(M) (813) 382-7355 | www.inframark.com

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From: Will Williams <awgclubhouse@gmail.com>

Sent: Monday, July 17, 2023 2:50 PM

To: Cole, Kristene <kristene.cole@inframark.com>

Subject: Fwd: Ashley Gills rental refund

Hi Kristee,

Ashley Gills rented the clubhouse and was supposed to receive a check for her deposit refund. The last thing Jennifer told me was she will get it processed. I haven't received any updates since then, but I did mention to her that Ashley was asking.

----- Forwarded message -----

From: **Goldyn, Jennifer** <Jennifer.Goldyn@inframark.com>

Date: Thu, Jul 6, 2023 at 8:07 AM

Subject: RE: Ashley Gills rental refund

To: Will Williams <awgclubhouse@gmail.com>

I will get this processed!

Jennifer Goldyn | District Manager



501 S. Falkenburg Rd. Unit C-3 Tampa FL 33619 – Local Office

201 N. University Drive Suite 702 Coral Springs, FL 33071– Accounting Services

313 Campus Street Celebration, FL 34747 – Regional Office

Email: jennifer.goldyn@inframark.com

(M) (813) 652-2454 | www.inframark.com

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From: Will Williams <awgclubhouse@gmail.com>
Sent: Wednesday, July 5, 2023 3:47 PM
To: Goldyn, Jennifer <Jennifer.Goldyn@inframark.com>
Subject: Ashley Gills rental refund

WARNING: This email originated outside of Inframark. Take caution when clicking on links and opening attachments.

Hi Jennifer,

Ashley Gills rented the clubhouse on Sunday 7/2/23. She needs a refund of \$350.00. Her address is 14411 Alistar Manor Drive Wimauma FL, 335998. Her documentation is attached.

Will Williams
Clubhouse & Amenities Manager
Ayersworth Glen Clubhouse & Amenities
Phone: 813.633.3322
Email: awgclubhouse@gmail.com
Address: 11102 Ayersworth Glen Blvd. Wimauma, FL 33598
Highlands CDD Website: <https://highlandscdd.com/>

Electronic Mail Notice: Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

**BCI Entities, LLC dba Ballenger
Irrigation**

3840 68th Ave
Pinellas Park, FL 33781
+1 7275201082
accounting@ballengerirrigation.com
www.ballengerirrigation.com



INVOICE

BILL TO
Highlands CDD
210 N University Dr
Suite 702
Coral Springs, FL 33071

INVOICE 23371
DATE 07/17/2023
TERMS Net 30
DUE DATE 08/16/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
07/03/2023	Irrigation Repairs	Mainline Leak at Valves 36 and 37 on A2C Controller	1	816.00	816.00
	Irrigation Repairs	Main Leak near Valves 36 and 37	1	1,625.00	1,625.00

Please contact the Accounting Department with any questions.
Accounting@BallengerIrrigation.com

BALANCE DUE

\$2,441.00

A 5% late fee will be accessed for past due balances.
Past due invoices will be placed with collections agency.



Crosscreek Environmental Inc.

111 61st Street East
Palmetto, FL 34221

Invoice

Date 5/23/2023

Invoice # 14047

Bill To
Highlands CDD c/o Inframark 2654 Cypress Ridge Blvd. Ste. 101 Wesley Chapel, FL 33544 Attn: Jennifer Goldyn

Project Info

P.O. #
Terms

Ship Date 5/23/2023
Due Date 5/23/2023

Description	Qty	Price	Amount
Phase 4 Supply & Installation of catch basin grate off of Tropical Violet Way. All surrounding debris etc to be removed as well.	1	1,480.00	1,480.00

Thank you for your business Crosscreek Environmental Inc.	Subtotal	\$1,480.00
	Sales Tax (6.5%)	\$0.00
	Total	\$1,480.00
	Payments/Credits	\$0.00
	Balance Due	\$1,480.00

MARC SECURITY SERVICES

5118 N 56th St Ste 122
FL US
+1 8772626372
invoices@marcss.com



BILL TO

HIGHLAND COMMUNITY
DEVELOPMENT DISTRICTC/O
INFRANARK
HIGHLAND CDD
210 N UNIVERSITY DR
SUITE 702
CORAL SPRING, FL 33701

INVOICE 1102

DATE 07/21/2023 TERMS Net 10

DUE DATE 07/31/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
07/14/2023	SECURITY OFFICER	HIGHLAND CDD/ AYERS GLEN COMMUNITY UARMED SECURITY GUARD 1800-0000	6	22.40	134.40
07/15/2023	SECURITY OFFICER	HIGHLAND CDD/ AYERS GLEN COMMUNITY UARMED SECURITY GUARD 1100-0000	13	22.40	291.20
07/16/2023	SECURITY OFFICER	HIGHLAND CDD/ AYERS GLEN COMMUNITY UARMED SECURITY GUARD 1100-0000	13	22.40	291.20
07/21/2023	SECURITY OFFICER	HIGHLAND CDD/ AYERS GLEN COMMUNITY UARMED SECURITY GUARD 1800-0000	6	22.40	134.40
07/22/2023	SECURITY OFFICER	HIGHLAND CDD/ AYERS GLEN COMMUNITY UARMED SECURITY GUARD 1100-0000	13	22.40	291.20
07/23/2023	SECURITY OFFICER	HIGHLAND CDD/ AYERS GLEN COMMUNITY UARMED SECURITY GUARD 1100-0000	13	22.40	291.20
07/28/2023	SECURITY OFFICER	HIGHLAND CDD/ AYERS GLEN COMMUNITY UARMED SECURITY GUARD 1800-0000	6	22.40	134.40

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
07/29/2023	SECURITY OFFICER	HIGHLAND CDD/ AYERS GLEN COMMUNITY UARMED SECURITY GUARD 1100-0000	13	22.40	291.20
07/30/2023	SECURITY OFFICER	HIGHLAND CDD/ AYERS GLEN COMMUNITY UARMED SECURITY GUARD 1100-0000	13	22.40	291.20

SUBTOTAL	2,150.40
TAX	0.00
TOTAL	2,150.40

TOTAL DUE	\$2,150.40
------------------	-------------------

Attendance Confirmation
for
BOARD OF SUPERVISORS

District Name: Highlands CDD

Board Meeting Date: July 11, 2023

Name	In Attendance Please X	Paid
1 Orlando Echevarria	X	Yes
2	<input type="checkbox"/>	
3	<input type="checkbox"/>	
4	<input type="checkbox"/>	
5	<input type="checkbox"/>	

The supervisors present at the above referenced meeting should be compensated accordingly

Approved for payment:

District Manager Signature

Date

**** PLEASE RETURN SIGNED DOCUMENT TO LORI BINGLE****

REVISED 7/17/2023 10:40

Bingle, Lori A.

From: Goldyn, Jennifer
Sent: Monday, July 17, 2023 10:21 AM
To: Cole, Kristene; Bingle, Lori A.; Davis, Paula
Subject: RE: Highlands CDD

All, except Orlando, are paid through payroll. Orlando is paid through AP. Thanks!

Jennifer Goldyn | District Manager



501 S. Falkenburg Rd. Unit C-3 Tampa FL 33619 – Local Office
201 N. University Drive Suite 702 Coral Springs, FL 33071– Accounting Services
313 Campus Street Celebration, FL 34747 – Regional Office
Email: jennifer.goldyn@inframark.com
(M) (813) 652-2454 | www.inframark.com

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 **Go Green: Please do not print this e-mail unless you really need to!**

From: Cole, Kristene <kristene.cole@inframark.com>
Sent: Monday, July 17, 2023 10:15 AM
To: Bingle, Lori A. <lori.bingle@inframark.com>; Davis, Paula <paula.davis@inframark.com>
Cc: Goldyn, Jennifer <Jennifer.Goldyn@inframark.com>
Subject: Highlands CDD

Good morning,

The following Board Members were present at the July 11, 2023, meeting and will require payment:

Kangelia Baxter
Mark Bouthot
Joanna Pharo
Trang Chu
Orlando Echevarria

Please let me know if you require anything further from me.

Thank you!

Kristee Cole | Administrative Assistant III



501 S. Falkenburg Rd. Unit C-3 Tampa FL 33619 – Local Office
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Hillsborough County Florida

CUSTOMER NAME HIGHLAND CDD	ACCOUNT NUMBER 6632320000	BILL DATE 06/16/2023	DUE DATE 07/07/2023
--------------------------------------	-------------------------------------	--------------------------------	-------------------------------



Service Address: 10501 AYERSWORTH GLEN BLVD I

x 8374

S-Page 1 of 1

METER NUMBER	PREVIOUS DATE	PREVIOUS READ	PRESENT DATE	PRESENT READ	CONSUMPTION	READ TYPE	METER DESCRIPTION
40611209	05/15/2023	5021	06/16/2023	5095	7400 GAL	ACTUAL	WATER

Service Address Charges

Customer Service Charge	\$5.28
Purchase Water Pass-Thru	\$22.35
Water Base Charge	\$10.98
Water Usage Charge	\$10.50

Miscellaneous Charges

Late Payment Charge	\$4.30
Total Miscellaneous Charges	\$4.30

Summary of Account Charges

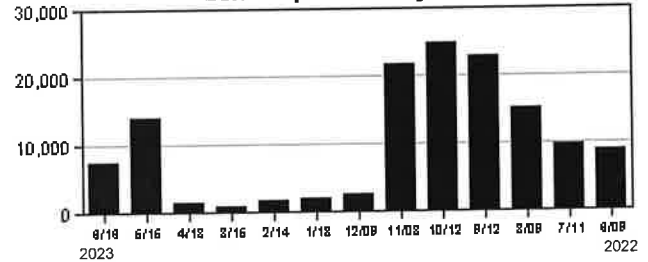
Previous Balance	\$86.09
Net Payments	\$0.00
Past Due Amount	\$86.09
Bill Adjustments	\$4.30
Total Account Charges	\$49.11

AMOUNT DUE	\$139.50
-------------------	-----------------

Important Message

Code Inspectors uphold the County's water use restrictions ordinance. Avoid fines of up to \$500 by following the allowable irrigation days and times and additional rules found on HCFLGov.net/WaterRestrictions. Call (813) 224-8993 to report a violation.

Consumption History



Hillsborough County Florida

Make checks payable to: **BOCC**

ACCOUNT NUMBER: 6632320000



ELECTRONIC PAYMENTS BY CHECK OR

Automated Payment Line: (813) 276 8526
Internet Payments: HCFLGov.net/WaterBill
Additional Information: HCFLGov.net/Water



**** NOTICE ** THE BALANCE REFLECTS A PAST DUE AMOUNT TO AVOID DISCONNECTION OF SERVICE, PAYMENT MUST BE RECEIVED BY 3:00 P.M. ON THE DUE DATE**

DUE DATE	07/07/2023
AMOUNT DUE	\$139.50
AMOUNT PAID	



HIGHLAND CDD
3434 COLWELL AVE
TAMPA FL 33614-8390

2,389 8

0066323200007 00000139501



Hillsborough County Florida

CUSTOMER NAME HIGHLAND CDD	ACCOUNT NUMBER 5632320000	BILL DATE 06/16/2023	DUE DATE 07/07/2023
--------------------------------------	-------------------------------------	--------------------------------	-------------------------------

#8374

X

Service Address: 11299 AYERSWORTH GLEN BLVD I

S-Page 1 of 1

METER NUMBER	PREVIOUS DATE	PREVIOUS READ	PRESENT DATE	PRESENT READ	CONSUMPTION	READ TYPE	METER DESCRIPTION
40611210	05/16/2023	6755	06/14/2023	7022	26700 GAL	ACTUAL	WATER

Service Address Charges

Customer Service Charge	\$5.28
Purchase Water Pass-Thru	\$80.63
Water Base Charge	\$20.20
Water Usage Charge	\$52.03

Summary of Account Charges

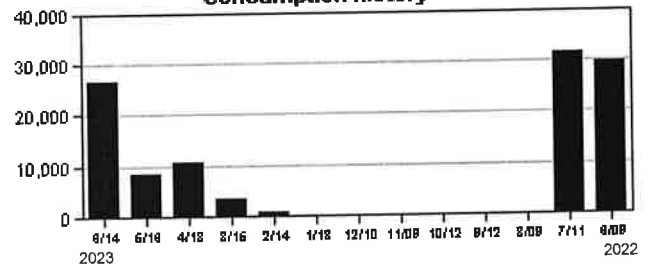
Previous Balance	\$58.02
Net Payments	\$0.00
Past Due Amount	\$58.02
Total Account Charges	\$158.14

AMOUNT DUE	\$216.16
-------------------	-----------------

Important Message

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Consumption History



Hillsborough County Florida

Make checks payable to: BOCC
ACCOUNT NUMBER: 5632320000



ELECTRONIC PAYMENTS BY CHECK OR

Automated Payment Line: (813) 276 8526
 Internet Payments: HCFLGov.net/WaterBill
 Additional Information: HCFLGov.net/Water

**** NOTICE ** THE BALANCE REFLECTS A PAST DUE AMOUNT TO AVOID DISCONNECTION OF SERVICE, PAYMENT MUST BE RECEIVED BY 3:00 P.M. ON THE DUE DATE**

DUE DATE	07/07/2023
AMOUNT DUE	\$216.16
AMOUNT PAID	



HIGHLAND CDD
3434 COLWELL AVE
TAMPA FL 33614-8390

1,650 8

0056323200008 00000216168

201 EXECUTIVE CENTER DR., SUITE 100
COLUMBIA, SC 29210

Return Service Requested

Invoice Date: 07/04/2023

HIGHLANDS COMMUNITY DEVELOPMENT DISTRICT
ACCOUNTS PAYABLE:
210 N UNIV DRIVE SUITE 702
CORAL SPRINGS FL 33071-7320

Remittance Section

Contract Number: 40995983
Due Date: 7/25/2023
Amount Due: \$479.31

This statement is for information purposes only. We will be debiting the bank account you provided to us for the amount due on the due date as specified above.

000409959832023070400000479317

Keep lower portion for your records - Please return upper portion with your payment.



DUE DATE 7/25/2023	CONTRACT NO. 40995983	EQUIPMENT DESCRIPTION SECURITY EQUIPMENT
CUSTOMER NAME HIGHLANDS COMMUNITY DEVELOPMENT DISTRICT		

PH: 888-978-6353

Important Messages

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Managing your account at Navitas has never been easier. Your secure sign-on lets you access your account when it's convenient for you. 24X7 service at my.navitascredit.com is now a simple click away.

- ➔ Update Account Information
- ➔ Manage Payments
- ➔ Download Invoices
- ➔ Access Additional Credit

Register Today at: <http://my.navitascredit.com>
Click the Link Above



. PJAGERT@RIZZETTA.COM

CONTRACT NUMBER	DESCRIPTION	DUE DATE	PAYMENT AMOUNT	SALES/ USE TAX	LATE CHARGE	INSURANCE CHARGES	OTHER CHARGES	TOTAL AMOUNT
40995983-1	Contract Payment	07/25/2023	\$452.11			\$27.20		\$479.31
SUBTOTALS:			\$452.11			\$27.20		\$479.31

Have you moved or changed your phone number or email address?

Please log onto my.navitascredit.com or email customerservice@navitascredit.com

Your Opinion Matters

Navitas values your opinion; the more we listen to our customers, the better we can satisfy their equipment financing needs. Please take a few minutes to let us know how we are doing. Click the link below to get started.

<https://engage.navitascredit.com/Satisfaction-Survey>

Thank you for your business!

IMPORTANT REMINDER: Enclose remittance slip with your check and remit to the address shown below for payments to ensure accurate and timely processing of your payment. For prompt review and handling, please send other correspondence and notices separately to the attention of: **NAVITAS CREDIT CORP. 201 EXECUTIVE CENTER DR. SUITE 100 COLUMBIA, SC 29210**



PH: 888-978-6353

DUE DATE	CONTRACT NO.	EQUIPMENT DESCRIPTION
7/25/2023	40995983	SECURITY EQUIPMENT
CUSTOMER NAME		
HIGHLANDS COMMUNITY DEVELOPMENT DISTRICT		

For Payments

Online: <http://my.navitascredit.com>

By Check:

NAVITAS CREDIT CORP.
PO BOX 935204
ATLANTA, GA 311935204

To Reach Us:

- By phone: 888-978-6353
- Customer service hours of operation: 8:30 AM to 5:00 PM, Mon-Fri Eastern Time
- By e-mail: customerservice@navitascredit.com
- For correspondence other than payments:

NAVITAS CREDIT CORP.
201 EXECUTIVE CENTER DR.
SUITE 100
COLUMBIA, SC 29210

For 24/7 online support, visit us @ <http://my.navitascredit.com>



201 EXECUTIVE CENTER DR., SUITE 100
COLUMBIA, SC 29210

Return Service Requested

Invoice Date: 07/04/2023

HIGHLANDS COMMUNITY DEVELOPMENT DISTRICT
ACCOUNTS PAYABLE:
210 N UNIV DRIVE SUITE 702
CORAL SPRINGS FL 33071-7320

Remittance Section

Contract Number: 41100345
Due Date: 7/25/2023
Amount Due: \$270.64

This statement is for information purposes only. We will be debiting the bank account you provided to us for the amount due on the due date as specified above.

000411003452023070400000270647

Keep lower portion for your records - Please return upper portion with your payment.



DUE DATE 7/25/2023	CONTRACT NO. 41100345	EQUIPMENT DESCRIPTION SECURITY EQUIPMENT
CUSTOMER NAME HIGHLANDS COMMUNITY DEVELOPMENT DISTRICT		

PH: 888-978-6353

Important Messages

INTRODUCING... <http://my.navitascredit.com>

Managing your account at Navitas has never been easier. Your secure sign-on lets you access your account when it's convenient for you. 24X7 service at my.navitascredit.com is now a simple click away.

- ➔ Update Account Information
- ➔ Manage Payments
- ➔ Download Invoices
- ➔ Access Additional Credit

Register Today at: <http://my.navitascredit.com>
Click the Link Above



CONTRACT NUMBER	DESCRIPTION	DUE DATE	PAYMENT AMOUNT	SALES/ USE TAX	LATE CHARGE	INSURANCE CHARGES	OTHER CHARGES	TOTAL AMOUNT
41100345-1	Contract Payment	07/25/2023	\$251.21			\$19.43		\$270.64
SUBTOTALS:			\$251.21			\$19.43		\$270.64

Have you moved or changed your phone number or email address?

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PH: 888-978-6353

DUE DATE	CONTRACT NO.	EQUIPMENT DESCRIPTION
7/25/2023	41100345	SECURITY EQUIPMENT
CUSTOMER NAME		
HIGHLANDS COMMUNITY DEVELOPMENT DISTRICT		

For Payments

Online: <http://my.navitascredit.com>

By Check:

NAVITAS CREDIT CORP.
PO BOX 935204
ATLANTA, GA 311935204

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NAVITAS CREDIT CORP.
201 EXECUTIVE CENTER DR.
SUITE 100
COLUMBIA, SC 29210

For 24/7 online support, visit us @ <http://my.navitascredit.com>



ACCOUNT NUMBER
069482403

DATE DUE
Immediately

AMOUNT DUE
\$198.23

INVOICE NUMBER
069482403X230614

To contact us call 1-888-388-4249

Summary

Statement Date: 06/14/23
Page 1 of 1 for:
HIGHANDS COMMUNITY DEVELOPMEN
For Service at:
11102 AYERSWORTH GLEN BLVD
WIMAUMA, FL 33598-6202

Service Interruption Date:	06/27/23
Previous Balance	95.99
Payments	0.00
Current Charges & Fees	102.24
Adjustments & Credits	0.00
Taxes	0.00
Amount Due	\$198.23



Call to order
1.888.707.1197

Activity

Start	End	Description	Amount
		Previous Balance	95.99
		Payment	0.00
Current Charges for Service Period 06/13/23 - 07/12/23			
06/13	07/12	Business Select Pack 1of2 Monthly	61.99
06/13	07/12	2of2 Monthly	18.00
06/13	07/12	TV Access Fee Quantity 2	16.00
Fees			
06/05		Late Fee	6.25
Adjustments & Credits			
05/25	06/12	TV Access Fee Partial Month Credit	-10.13 Credit
05/25	06/12	TV Access Fee Partial Month Charge	10.13
AMOUNT DUE			\$198.23

PAST DUE

Please Pay Immediately to Avoid Late Fees or Service Interruption. If you have already sent your payment, thank you.

BUSINESS & PRIVATE VIEWING TV ACCESS FEE

As of 5/21/23, the new \$100 flat rate TV Access Fee for 13+ receivers is in effect. For 12 or fewer receivers, the current rate is \$8/mo. each. Additionally, the previous tiered rates, for business viewing, of \$4/mo. each for 10-21 and \$2/mo. each for 22+ receivers will retire as of 5/21/23. For additional bill savings, enroll in the Electronic Funds Transfer program.

Restoral Fee

If your service is suspended due to non-payment, when your service is restored, a Restoral Fee of up to \$20 will be charged on your next bill.

PLEASE FOLD ALONG PERFORATION, DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT



INVOICE NUMBER
069482403X230614

DATE DUE
Immediately

ACCOUNT NUMBER
069482403

AMOUNT DUE
\$198.23

PAYMENT ENCLOSED

Note my change of address on reverse side.
DO NOT WRITE OTHER COMMENTS ON THIS FORM

(813) 533-2950

AB 01 000313 11464 H 2 B
HIGHANDS COMMUNITY DEVELOPMENT
ELIZABETH BROWN
210 N UNIVERSITY DR STE 702
CORAL SPRINGS FL 33071-7320

DIRECTV
PO BOX 5006
CAROL STREAM IL 60197-5006



000000000000000000069482403 & 0028 00019823 00019823 3

Important Information

Our electronic payment processing system does not read comments enclosed with your payment. Please do not write comments on the bottom of your bill or enclose correspondence with your payment.

Payment Mailing Address

If you choose to mail in your payment, include your account number and send to the following address:
DIRECTV, LLC, Commercial Account Payments, P.O. Box 5006, Carol Stream, IL 60197-5006.

How to Contact Us

PHONE: 1.888.388.4249
EMAIL: CommercialCustSat@att.com
U.S. MAIL: DIRECTV Business Service Center
P.O. Box 410347, Charlotte, NC 28241

Commercial Customer Agreement

You received your Commercial Customer Agreement with your first bill and/or order confirmation. The Commercial Customer Agreement describes the terms and conditions upon which you accept our service and upon which we provide our service. Please consult the Commercial Customer Agreement for complete information about billing and payment on your account. The Commercial Customer Agreement is available at directv.com/legal.

YOUR BILL: Undisputed portions of the statement must be paid by the due date to avoid a late fee and possible reduction or deactivation of service. If you have a question about your bill, please call or write within 60 days of receiving it to avoid administrative late fees and possible disconnection of your service. We will not report your account as delinquent or take any action to collect the disputed amount while your dispute is under investigation. We will make every effort to resolve claims informally. Any claims not so resolved may be resolved only through binding arbitration, as provided in the Commercial Customer Agreement.

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. We may issue a draft against your account for the amount of the check if we cannot collect the funds at first presentment.

IMPORTANT NOTICE: Customers pay all state and local taxes or other government fees and applicable charges, including any such taxes or fees assessed against discounted fees or service credits.

LATE FEE PAYMENT: A late payment fee of up to \$6.25 will be assessed if payment is not received on or before the due date.

RETURNED PAYMENT FEE: If your bank or other financial institution refuses to honor the payment, draft, order, item or instrument you submit to pay this bill, including electronic debits to debit cards and bank accounts, you may be assessed a returned payment fee of the lesser of \$30.00 or the maximum amount permitted by applicable law, which may be in addition to fees imposed by your bank or financial institution.

For closed-captioning issues, you may contact us immediately at ClosedCaptioning@directv.com or 1.800.347.3288, or in writing to DIRECTV Closed-Captioning, ATTN: Mr. Peterson, Assoc. Dir., 370 Inveness Drive S., Englewood, CO 80112.

Thank you for choosing DIRECTV.

Programming, pricing, terms and conditions subject to change at any time. DIRECTV services not provided outside the U.S.

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DIRECTV
FOR BUSINESS

Sign up for Auto Bill Pay. By signing up for Auto Bill Pay, your DIRECTV bill will be automatically deducted from your checking account, credit card or debit card every month. To enroll, call 1.888.388.4249 or sign and return the form below with your payment. Processing may take up to 6 weeks, so please pay this month's bill and retain a copy of this completed form for your records.

Checking Account Auto Bill Pay (signature required below)

I authorize DIRECTV and my financial institution to automatically deduct from the checking account, as shown on my enclosed check, all future payments for my DIRECTV bills. I may cancel this request by contacting DIRECTV. I understand the monthly amount may vary, and I will receive notification of the date my checking account will be debited.

Change My Billing Address to:

(If you are moving your service location, call 1.888.388.4249.)

Street Address: _____

City: _____

State: _____ ZIP: _____

New Business Phone: () _____

Authorized Signature: _____ Date: _____