



Rizzetta & Company

# Highland Meadows Community Development District

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**Board of Supervisors'  
Regular Meeting  
January 12, 2022**

District Office:  
8529 South Park Circle, Suite 330  
Orlando, Florida 32819  
407.472.2471

[www.highlandmeadowscdd.org](http://www.highlandmeadowscdd.org)

# HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT

City Hall, 1 Allapaha Avenue, Davenport, FL 33837

<b>Board of Supervisors</b>	Cindy Chenowith Robert Williams Headley Oliver Eric Chenowith Ralph Martinez	Board Supervisor Board Supervisor Board Supervisor Board Supervisor Board Supervisor
<b>District Manager</b>	Richard Hernandez	Rizzetta & Company, Inc.
<b>District Counsel</b>	Roy Van Wyk	KE Law Group
<b>District Engineer</b>	Rey Malave	Dewberry Engineering

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

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

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (407) 472-2471. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

**HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT**  
District Office · Orlando, Florida · (407) 472-2471  
Mailing Address · 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

www.highlandmeadowscdd.org

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January 4, 2022

Board of Supervisors  
**Highland Meadows Community  
Development District**

**Call-In Information**  
Number: 1-813-658-6070  
Meeting ID: 221833

**AGENDA**

Dear Board Members:

The special meeting of the Board of Supervisors of the Highland Meadows Community Development District will be held on **Wednesday, January 12, 2021 at 3:00 p.m.** at City Hall, 1 Allapaha Avenue, Commission Chambers, Davenport, FL 33837. The following is the agenda for the meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENT**
- 3. BUSINESS ADMINISTRATION**
  - A. Consideration of the Minutes of the Board of Supervisors' Special Meeting held on November 16, 2021 ..... Tab 1
  - B. Consideration of Operation and Maintenance Expenditures for October – November 2021 ..... Tab 2
- 4. BUSINESS ITEMS**
  - A. Discussion Regarding Community Wall Inspection
  - B. Consideration of Resolution 2022-01, Adopting Amended Prompt Payment Policies ..... Tab 3
  - C. Consideration of Southern Oak Outdoor Proposal ..... Tab 4
- 5. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. District Manager ..... Tab 5
- 6. SUPERVISOR REQUESTS AND COMMENTS**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (407) 472-2471.

Very truly yours,

*Richard Hernandez*

Richard Hernandez  
District Manager

cc: Roy Van Wyk, KE Law Group

# **Tab 1**

**MINUTES OF MEETING**

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

**HIGHLAND MEADOWS  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Highland Meadows Community Development District was held on **Tuesday, November 16, 2021 at 2:00 p.m.** located at City Hall, located at 1 Allapaha Avenue, Davenport, FL 33837.

Present and constituting a quorum:

Cindy Chenowith	<b>Board Supervisor, Chairperson</b>
Eric Chenowith	<b>Board Supervisor, Assistant Secretary</b>
Ralph Martinez	<b>Board Supervisor, Assistant Secretary</b>
Robert Williams	<b>Board Supervisor, Assistant Secretary</b>
Headley Oliver	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Richard Hernandez	<b>District Manager, Rizzetta &amp; Company,</b>
Roy Van Wyk	<b>Inc. District Manager, Kutak Rock, LLP.</b>
Jeff Leeper	<b>Account Manager, Southern Oak Outdoor</b>
Charles Dehlinger	<b>Dehlinger Construction</b>
Audience	<b>Present</b>

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Hernandez called the meeting to order and read the roll call.

**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

There were no audience comments or supervisor requests at this time.

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**THIRD ORDER OF BUSINESS**

**Consideration of Minutes of the Board  
of Supervisors' Regular Meeting held on  
August 17, 2021**

The Board reviewed the minutes of the Board of Supervisors' Regular Meeting held on August 17, 2021.

On Motion by Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' Regular Meeting held on August 17, 2021, as presented, for the Highland Meadows Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of Operation and  
Maintenance Expenditures for July-  
September 2021**

The Board reviewed the Operation and Maintenance Expenditures for July - September 2021.

On Motion by Ms. Chenowith, seconded by Mr. Williams, with all in favor, the Board of Supervisors ratified the Operations and Maintenance Expenditures for July 2021 (\$9,487.73), August 2021 (\$23,059.87), and September 2021 (\$25,831.07), for the Highland Meadows Community Development District.

**SIXTH ORDER OF BUSINESS**

**Consideration of Wall Repainting and  
Repairs Proposals**

Mr. Hernandez reviewed the proposals submitted to the Board as follows:

- A&R Contracting & Cleaning, LLC - \$100,468.00
- Dehlinger Construction, LLC - \$81,632.00
- Stephens & Company - \$84,450.00

On Motion by Mr. Chenowith, seconded by Mr. Williams, with all in favor, the Board of Supervisors selected Dehlinger Construction, LLC as the wall repair and repainting contractor, for the Highland Meadows Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Ratification of FY 2020-2021 District  
Insurance Renewal**

93 On Motion by Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, the Board of  
94 Supervisors ratified FY 2021-2021 District Insurance Renewal, for the Highland Meadows  
95 Community Development District.

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98 **EIGHTH ORDER OF BUSINESS**

**Acceptance of Consent of Assignment  
Agreement – Rizzetta Technology  
Services, LLC.**

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102 The Board presented and reviewed the agreement to the Board.  
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104 On Motion by Ms. Chenowith, seconded by Mr. Williams, with all in favor, the Board of  
105 Supervisors accepted the Consent of Assignment Agreement, for the Highland Meadows  
106 Community Development District.

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109 **TWELFTH ORDER OF BUSINESS**

**Staff Reports**

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111 **A. District Counsel**

112 No Report.

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114 **B. District Engineer**

115 No Report.

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117 **C. District Manager**

118 Mr. Hernandez updated the Board regarding various tasks being completed in  
119 between meetings and future dates:

- 120  
121
- 122 • Information was sent to the investment banker.
  - 123 • A new letter will be sent to the community and mobile homeowners regarding the wall repairs and repainting.
  - 124 • The next election will be held in November 2022 for seats 1 and 2.
- 125

126 A homeowner letter will be sent accompanied with a copy of the survey, to be  
127 delivered certified mail and signature required. A copy was requested to be  
128 sent to homeowners and the HOA.  
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130 The Board discussed the entrance monument to have the contractor touch up  
131 on the cracks.  
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**THIRTEENTH ORDER OF BUSINESS**

**Audience Comments and Supervisor Requests**

🕒 Next Meeting: Mr. Hernandez announced the next meeting is **Tuesday, January 18, 2021, at 11:00 a.m.**

January 18, 2022 (Special Meeting)  
April 19, 2022  
June 21, 2022

The Board requested future CDD meeting dates advertised in the HOA newsletter.

Mr. Williams addressed the utility communication box on 10<sup>th</sup> Street.

On Motion by Ms. Chenowith, seconded by Mr. Oliver, with all in favor, the Board of Supervisors approved the installation of a 'no trespassing sign', for the Highland Meadows Community Development District.



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**FOURTEENTH ORDER OF BUSINESS      Adjournment**

On a Motion by Ms. Chenowith, seconded by Mr. Chenowith with all in favor, the Board of Supervisors adjourned the meeting at 3:10 p.m. for the Highland Meadows Community Development District.

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Assistant Secretary

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Chairperson/Vice Chairperson

DRAFT

## **Tab 2**

# HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT

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District Office · Riverview , Florida 33578

Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

[www.highlandmeadowscdd.org](http://www.highlandmeadowscdd.org)

## **Operation and Maintenance Expenditures**

**October 2021**

**For Board Approval**

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

The total items being presented: **\$15,070.77**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

# Highland Meadows Community Development District

## Paid Operation & Maintenance Expenditures

October 1, 2021 Through October 31, 2021

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice #</u>	<u>Transaction Description</u>	<u>Check Amount</u>
Campus Suite	2936	19899	Website & Compliance Services - Q1 FY21/22	384.38
City of Davenport	2944	2270.428571	Highland Meadows St Irrigation 09/21	313.97
City of Davenport	2944	2318.428571	Olsen Road Irrigation 09/21	767.65
City of Davenport	100521	2270.380952	Highland Meadows St Irrigation 08/21	332.98
City of Davenport	100521	2318.380952	Olsen Road Irrigation 08/21	628.77
Duke Energy	101421	09617 89471 09/21	0 County Road 547 N Lite 09/21	326.86
Duke Energy	101421	41513 18262 09/21	0 County Road 547 N Lite PH2 009/21	497.92
Duke Energy	102821	35100 85009 09/21	508 Highalnd Meadows St. Unit A, Entrance Lights 09/21	24.67
Duke Energy	102821	97783 97148 09/21	101 Highland Meadows Pl, Unit A, Entrance Lights 09/21	21.69
Hopping Green and Sams	2935	125242	Legal Services 08/21	356.00
Jacob Derek Miller dba Southern O:	2937	1747	Landscape Maint. 10/21	2,530.50
Joe G. Tedder, CFC Tax Collector	2938	81821	Postage for 2020 Tax Bill Mailing	36.63
KE Law Group, PLLC	2939	182	Legal Services 08/21	1,737.00
KE Law Group, PLLC	2942	395	Legal Services 09/21	175.00
Rizzetta & Company, Inc.	2940	INV0000061875	District Management Fees 10/21	3,065.50

# Highland Meadows Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2021 Through October 31, 2021

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice #</u>	<u>Transaction Description</u>	<u>Check Amount</u>
Rizzetta Technology Services, LLC	2941	INV0000008005	Website Hosting Services 10/21	100.00
US Bank Corporate Trust Service	2943	6273825	Trustee Fees 2006A 09/01/21-08/31/22	<u>3,771.25</u>
<b><u>Report Total</u></b>				<b><u>\$ 15,070.77</u></b>

# INVOICE

**BILL TO**

Highland Meadows CDD  
12750 Citrus Park Lane  
Tampa, FL 33625

**INVOICE #** 19899

**DATE** 10/01/2021

**DUE DATE** 10/16/2021

**TERMS** Net 15

DESCRIPTION	AMOUNT
CDD Website Services - Hosting, support and training	150.00
CDD Ongoing PDF Accessibility Compliance Service	234.38
Quarterly service	<b>BALANCE DUE</b>
	<b>\$384.38</b>

Date Rec'd Rizzetta & Co., Inc. 10/01/21  
D/M approval RA Date 10/4/21  
Date entered 10/01/21  
Fund 001 GL 51300 OC 5102  
Check # \_\_\_\_\_



# CITY OF DAVENPORT

1 S ALLAPAHA AVE  
DAVENPORT FL 33837-0125

FOR BILLING INFORMATION  
CALL: (863)419-3300

HIGHLAND MEADOWS CDD

CYCLE A

\*\*C/CARD\*\*

1R2A

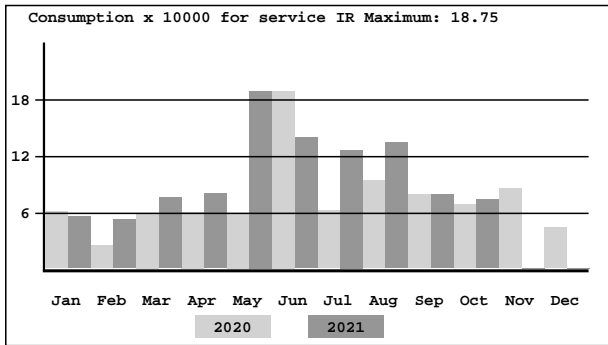
18001

Account #	Service Address	Billing Period	Bill Date	Due Date	TOTAL DUE			
2270	Highland Meadows St	09/05/21 to 10/04/21	10/10/2021	11/01/2021	\$ 313.97			
Service Code & Description	Date	Previous Reading	Date	Current Reading	Mult	Usage	Year Ago	Charge
LAST PAYMENT 10/01/2021								332.98
AW ALTERNATIVE WATER SUR	09/07	31130	10/06	31855	100.000	72500	67700	13.78
BF BACKFLOW PREVENTION FEE								5.75
IR IRRIGATION	09/07	31130	10/06	31855	100.000	72500	67700	267.67 *
							* TAXES	26.77

Date Rec'd Rizzetta & Co., Inc. 10/15/21  
 D/M approval RH Date 10/18/21  
 Date entered 10/15/21  
 Fund 001 GL 53600 OC 4302  
 Check # \_\_\_\_\_

CURRENT CHARGES 313.97  
TOTAL AMOUNT DUE 313.97

Your Credit Card will be charged on 10/29/2021



COMMISSION MEETINGS: 1st & 3rd MONDAY AT 7PM IN THE COMMISSION CHAMBERS

\*\*\*\*\*  
2020 CONSUMER CONFIDENCE REPORT CAN BE SEEN ONLINE AT WWW.MYDAVENPORT.ORG

\*\*\*\*\*  
FOR CITY EVENTS AND UP TO DATE INFORMATION. PLEASE FOLLOW US ON FACEBOOK @MYDAVENPORTFL

\*\*\*\*\*  
PAST DUE BALANCES ARE DUE IMMEDIATELY. LATE FEES WILL BE APPLIED IF PAYMENTS ARE NOT RECEIVED IN OUR OFFICE BY THE 1st OF THE MONTH. PAYMENTS NOT RECEIVED BY THE 10th, ARE SUBJECT TO DISCONNECTION. RECONNECT FEES ARE \$70 SAME DAY AND \$50 NEXT DAY.



# CITY OF DAVENPORT

1 S ALLAPAHA AVE  
DAVENPORT FL 33837-0125

Account #	Bill Date	TOTAL DUE
2270	10/10/2021	\$ 313.97
Type	Due Date	
CYCLE A	11/01/2021	**C/CARD**
PayID	Bill No	
1R2A	632	

||||||| CAR-RT SORT \*\* C035  
 HIGHLAND MEADOWS CDD  
 3434 COLWELL AVE SUITE 200  
 TAMPA FL 33614

Your Credit Card will be charged on 10/29/2021

0000022707 0000313973



# CITY OF DAVENPORT

1 S ALLAPAHA AVE  
DAVENPORT FL 33837-0125

FOR BILLING INFORMATION  
CALL: (863)419-3300

HIGHLAND MEADOWS CDD

CYCLE A

\*\*C/CARD\*\*

1SEA

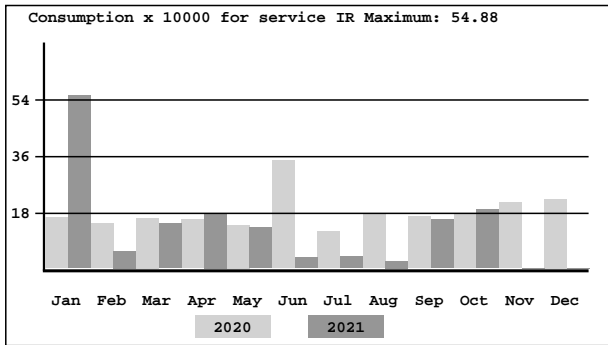
181100

Account #	Service Address	Billing Period	Bill Date	Due Date	TOTAL DUE			
2318	Olsen Rd	09/05/21 to 10/04/21	10/10/2021	11/01/2021	\$ 767.65			
Service Code & Description	Date	Previous Reading	Date	Current Reading	Mult	Usage	Year Ago	Charge
LAST PAYMENT 10/01/2021							628.77	
AW ALTERNATIVE WATER SUR	09/07	102851	10/06	104710	100.000	185900	172600	35.32
BF BACKFLOW PREVENTION FEE								5.75
IR IRRIGATION	09/07	102851	10/06	104710	100.000	185900	172600	660.53
							* TAXES	66.05

Date Rec'd Rizzetta & Co., Inc. 10/15/21  
D/M approval RA Date 10/18/21  
Date entered 10/15/21  
Fund 001 GL 53600 OC 4302  
Check # \_\_\_\_\_

CURRENT CHARGES 767.65  
**TOTAL AMOUNT DUE 767.65**

Your Credit Card will be charged on 10/29/2021



COMMISSION MEETINGS: 1st & 3rd MONDAY AT 7PM IN THE COMMISSION CHAMBERS

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# CITY OF DAVENPORT

1 S ALLAPAHA AVE  
DAVENPORT FL 33837-0125

Account #	Bill Date	TOTAL DUE
2318	10/10/2021	\$ 767.65
Type	Due Date	
CYCLE A	11/01/2021	**C/CARD**
PayID	Bill No	
1SEA	636	

||||||| CAR-RT SORT \*\* C035  
HIGHLAND MEADOWS CDD  
3434 COLWELL AVE SUITE 200  
TAMPA FL 33614

Your Credit Card will be charged on 10/29/2021

00000023184 0000767657





# CITY OF DAVENPORT

1 S ALLAPAHA AVE  
DAVENPORT FL 33837-0125

FOR BILLING INFORMATION  
CALL: (863)419-3300

HIGHLAND MEADOWS CDD

CYCLE A

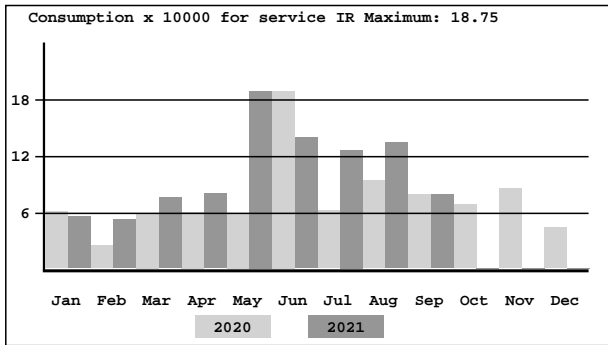
\*\*C/CARD\*\*

1R2A

18001

Account #	Service Address	Billing Period	Bill Date	Due Date	TOTAL DUE			
2270	Highland Meadows St	08/05/21 to 09/04/21	09/10/2021	10/01/2021	\$ 332.98			
Service Code & Description	Date	Previous Reading	Date	Current Reading	Mult	Usage	Year Ago	Charge
LAST PAYMENT 09/01/2021								526.11
AW ALTERNATIVE WATER SUR	08/05	30348	09/07	31130	100.000	78200	78100	14.86
BF BACKFLOW PREVENTION FEE								5.75
IR IRRIGATION	08/05	30348	09/07	31130	100.000	78200	78100	283.97 *
							* TAXES	28.40
Date Rec'd Rizzetta & Co., Inc. <u>09/15/2021</u> D/M approval <u>RH</u> Date <u>9/21/21</u> Date entered <u>09/17/2021</u> Fund <u>001</u> GL <u>53600</u> OC <u>4302</u> Check # _____								
CURRENT CHARGES								332.98
TOTAL AMOUNT DUE								332.98

Your Credit Card will be charged on 09/30/2021



COMMISSION MEETINGS: THURS-SEPT 9th AND TUES-SEPT 21st

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\*\*\*\*\*

FOR CITY EVENTS AND UP TO DATE INFORMATION. PLEASE FOLLOW US ON  
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\*\*\*\*\*

PAST DUE BALANCES ARE DUE IMMEDIATELY... LATE FEES WILL BE APPLIED IF  
PAYMENTS ARE NOT RECEIVED IN OUR OFFICE BY THE 1st OF THE MONTH.

PAYMENTS NOT RECEIVED BY THE 10th, ARE SUBJECT TO DISCONNECTION.

RECONNECT FEES ARE \$70 SAME DAY AND RETURN STUB WITH REMITTANCE



# CITY OF DAVENPORT

1 S ALLAPAHA AVE  
DAVENPORT FL 33837-0125

PayID	Account #	Bill Date	TOTAL DUE
1R2A	2270	09/10/2021	\$ 332.98
Type	Due Date	Amount Paid	
CYCLE A	10/01/2021	**C/CARD**	

Your Credit Card will be charged on 09/30/2021

CAR-RT SORT \*\* C035
   
 HIGHLAND MEADOWS CDD
   
 3434 COLWELL AVE SUITE 200
   
 TAMPA FL 33614

1 S ALLAPAHA AVE
   
 DAVENPORT FL 33837

0000022707 0000332981



# CITY OF DAVENPORT

1 S ALLAPAHA AVE  
DAVENPORT FL 33837-0125

FOR BILLING INFORMATION  
CALL: (863)419-3300

HIGHLAND MEADOWS CDD

CYCLE A

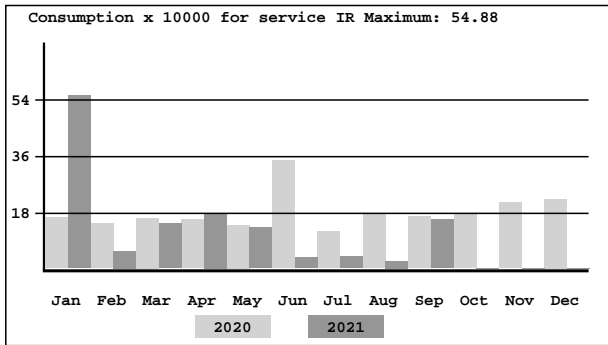
\*\*C/CARD\*\*

1SEA

181100

Account #	Service Address	Billing Period	Bill Date	Due Date	TOTAL DUE			
2318	Olsen Rd	08/05/21 to 09/04/21	09/10/2021	10/01/2021	\$ 628.77			
Service Code & Description	Date	Previous Reading	Date	Current Reading	Mult	Usage	Year Ago	Charge
LAST PAYMENT 09/01/2021								
AW ALTERNATIVE WATER SUR	08/05	101302	09/07	102851	100.000	154900	164700	159.38
BF BACKFLOW PREVENTION FEE								29.43
IR IRRIGATION	08/05	101302	09/07	102851	100.000	154900	164700	5.75
								539.63 *
							* TAXES	53.96
Date Rec'd Rizzetta & Co., Inc. <u>09/15/2021</u>								
D/M approval <u>RA</u> Date <u>9/21/21</u>								
Date entered <u>09/17/2021</u>								
Fund <u>001</u> GL <u>53600</u> OC <u>4302</u>								
Check # _____								
CURRENT CHARGES							628.77	
TOTAL AMOUNT DUE							628.77	

Your Credit Card will be charged on 09/30/2021



COMMISSION MEETINGS: THURS-SEPT 9th AND TUES-SEPT 21st

\*\*\*\*\*

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WWW.MYDAVENPORT.ORG

\*\*\*\*\*

FOR CITY EVENTS AND UP TO DATE INFORMATION. PLEASE FOLLOW US ON  
FACEBOOK @MYDAVENPORTFL

\*\*\*\*\*

PAST DUE BALANCES ARE DUE IMMEDIATELY... LATE FEES WILL BE APPLIED IF  
PAYMENTS ARE NOT RECEIVED IN OUR OFFICE BY THE 1st OF THE MONTH.  
PAYMENTS NOT RECEIVED BY THE 10th, ARE SUBJECT TO DISCONNECTION.  
RECONNECT FEES ARE \$70 SAME DAY AND \$50 NEXT DAY.



# CITY OF DAVENPORT

1 S ALLAPAHA AVE  
DAVENPORT FL 33837-0125

Account #	Bill Date	TOTAL DUE
2318	09/10/2021	\$ 628.77
Type	Due Date	
CYCLE A	10/01/2021	**C/CARD**
PayID	Bill No	
1SEA	637	

|||||  
CAR-RT SORT \*\* C035  
HIGHLAND MEADOWS CDD  
3434 COLWELL AVE SUITE 200  
TAMPA FL 33614

Your Credit Card will be charged on 09/30/2021

00000023184 0000628776



duke-energy.com  
1.877.372.8477

# Your Energy Bill

**Service address** HIGHLAND MEADOWS CDD  
0 COUNTY ROAD 547 N LITE,  
HIGHLAND MEADOWS

**Bill date** Sep 22, 2021  
**For service** Aug 20 - Sep 22  
33 days

**Account number** **09617 89471**

## Billing summary

Previous amount due	\$323.30
<i>Payment received Sep 10</i>	-323.30
Lighting Charges	53.64
Maintenance/Fixture Charges	246.81
Taxes	26.41
<b>Total amount due Oct 14</b>	<b>\$326.86</b>



Thank you for your payment.

To help us repair malfunctioning streetlights, quickly: 1. Call us at 1-800-228-8485 or visit duke-energy.com/lightrepair 2. Provide us with the light's location and your contact information 3. Specific addresses, landmarks and directions work best

## Your usage snapshot

	Current Month	Sep 2020
Electric (daily average kWh)	24	25

## Billing details - Lighting Charges

Lighting Service Company Owned/Maintained (LS-1)	
BILLING PERIOD..08-20-21 TO 09-22-21 33 DAYS	
CUSTOMER CHARGE	\$1.56
ENERGY CHARGE	
798 KWH @ 3.14c	25.06
FUEL CHARGE	
798 KWH @ 3.356c	26.78
ASSET SECURITIZATION CHARGE	
798 KWH @ 0.03c	0.24
<b>Total Lighting Charges</b>	<b>\$53.64</b>

Your current rate is Lighting Service Company Owned/Maintained (LS-1).

For a complete listing of all Florida rates and riders, visit duke-energy.com/rates

Date Rec'd Rizzetta & Co., Inc. 9/30/21  
D/M approval RH Date 10/04/21  
Date entered 9/30/21  
Fund 001 GL 53100 OC 4309  
Check # \_\_\_\_\_

**Mail your payment at least 7 days before the due date** or pay instantly at duke-energy.com/billing. Payments of this statement within 90 days from the billing date will avoid a 1% late charge.

Please return this portion with your payment. Thank you for your business.



Duke Energy Return Mail  
PO Box 1090  
Charlotte, NC 28201-1090

Account number  
**09617 89471**

### Amount of automatic draft

**\$326.86**  
by Oct 14

Your payment is scheduled to be made by monthly automatic draft on Oct 14.

\$ \_\_\_\_\_ **Amount enclosed**

**HIGHLAND MEADOWS CDD**  
C/O RIZZETTA & COMPANY INC  
3434 COLWELL AVE  
#200  
TAMPA FL 33614 - 8390

Duke Energy Payment Processing  
PO Box 1004  
Charlotte, NC 28201-1004

9900096178947100066000000000000000003268600000326864



## We're here for you

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### Report an emergency

Electric outage [duke-energy.com/outages](http://duke-energy.com/outages)  
800.228.8485

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### Convenient ways to pay your bill

Online [duke-energy.com/billing](http://duke-energy.com/billing)  
Automatically from your bank account [duke-energy.com/automatic-draft](http://duke-energy.com/automatic-draft)  
Speedpay (fee applies) [duke-energy.com/pay-now](http://duke-energy.com/pay-now)  
800.700.8744  
By mail payable to Duke Energy P.O. Box 1004  
Charlotte, NC 28201-1004  
In person [duke-energy.com/location](http://duke-energy.com/location)

---

### Help managing your account (not applicable for all customers)

Register for free paperless billing [duke-energy.com/paperless](http://duke-energy.com/paperless)  
Home [duke-energy.com/manage-home](http://duke-energy.com/manage-home)  
Business [duke-energy.com/manage-bus](http://duke-energy.com/manage-bus)

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### General questions or concerns

Residential  
Online [duke-energy.com](http://duke-energy.com)  
Call (Monday - Friday, 7 a.m. to 7 p.m.) 800.700.8744  
For hearing impaired TDD/TTY 800.222.3448 or 711  
International 1.407.629.1010  
  
Business Customer  
Online [duke-energy.com](http://duke-energy.com)  
Call (Monday - Friday, 7 a.m. to 7 p.m.) 877.372.8477

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### Call before you dig

Call 800.432.4770 or 811

---

### Check utility rates

Check rates and charges [duke-energy.com/rates](http://duke-energy.com/rates)

---

### Correspond with Duke Energy (not for payment)

P.O. Box 14042  
St Petersburg, FL 33733

## Important to know

Please be sure we can safely access your meter. Don't worry if your digital meter flashes eights from time to time. That's a normal part of the energy measuring process.

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### Billing details - Equipment/Rental Charges

EQUIPMENT RENTAL FOR:	
0019	ST CON30/35
0019	HPS UG RDWAY 9500L

### Billing details - Maintenance/Fixture Charges

FIXTURE TOTAL	\$214.13
MAINTENANCE TOTAL	32.68
<b>Total Maintenance/Fixture Charges</b>	<b>\$246.81</b>

### Billing details - Taxes

GROSS RECEIPTS TAX	\$1.38
COUNTY UTILITY TAX	3.38
STATE AND OTHER TAXES ON ELECTRIC	4.37
SALES TAX ON EQUIPMENT RENTAL	17.28
<b>Total Taxes</b>	<b>\$26.41</b>



duke-energy.com  
1.877.372.8477

# Your Energy Bill

**Service address**  
HIGHLAND MEADOWS CDD  
O COUNTY ROAD 547 N LITE,  
HIGHLAND MEADOWS PH2

**Bill date** Sep 22, 2021  
**For service** Aug 20 - Sep 22  
33 days

**Account number** 41513 18262

## Billing summary

Previous amount due	\$492.46
<i>Payment received Sep 10</i>	-492.46
Lighting Charges	81.06
Maintenance/Fixture Charges	376.71
Taxes	40.15
<b>Total amount due Oct 14</b>	<b>\$497.92</b>



Thank you for your payment.

To help us repair malfunctioning streetlights, quickly: 1. Call us at 1-800-228-8485 or visit [duke-energy.com/lightrepair](http://duke-energy.com/lightrepair) 2. Provide us with the light's location and your contact information 3. Specific addresses, landmarks and directions work best

## Your usage snapshot

	Current Month	Sep 2020
Electric (daily average kWh)	37	38

## Billing details - Lighting Charges

Lighting Service Company Owned/Maintained (LS-1)	
BILLING PERIOD..08-20-21 TO 09-22-21 33 DAYS	
CUSTOMER CHARGE	\$1.56
ENERGY CHARGE	
1,218 KWH @ 3.14c	38.25
FUEL CHARGE	
1,218 KWH @ 3.356c	40.88
ASSET SECURITIZATION CHARGE	
1,218 KWH @ 0.03c	0.37
<b>Total Lighting Charges</b>	<b>\$81.06</b>

Your current rate is Lighting Service Company Owned/Maintained (LS-1).

For a complete listing of all Florida rates and riders, visit [duke-energy.com/rates](http://duke-energy.com/rates)

**Date Rec'd Rizzetta & Co., Inc.** \_\_\_\_\_  
**D/M approval** RA **Date** 10/04/21  
**Date entered** 9/30/21  
**Fund** 001 **GL** 53100 **OC** 4309  
**Check #** \_\_\_\_\_

**Mail your payment at least 7 days before the due date** or pay instantly at [duke-energy.com/billing](http://duke-energy.com/billing). Payments of this statement within 90 days from the billing date will avoid a 1% late charge.

Please return this portion with your payment. Thank you for your business.



Duke Energy Return Mail  
PO Box 1090  
Charlotte, NC 28201-1090

**Account number**  
**41513 18262**

### Amount of automatic draft

**\$497.92**  
by Oct 14

*Your payment is scheduled to be made by monthly automatic draft on Oct 14.*

\$ \_\_\_\_\_ **Amount enclosed**

**HIGHLAND MEADOWS CDD**  
C/O RIZZETTA & COMPANY INC  
3434 COLWELL AVE  
#200  
TAMPA FL 33614 - 8390

Duke Energy Payment Processing  
PO Box 1004  
Charlotte, NC 28201-1004

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## We're here for you

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### Report an emergency

Electric outage [duke-energy.com/outages](http://duke-energy.com/outages)  
800.228.8485

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### Convenient ways to pay your bill

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Speedpay (fee applies) [duke-energy.com/pay-now](http://duke-energy.com/pay-now)  
800.700.8744  
By mail payable to Duke Energy P.O. Box 1004  
Charlotte, NC 28201-1004  
In person [duke-energy.com/location](http://duke-energy.com/location)

---

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Home [duke-energy.com/manage-home](http://duke-energy.com/manage-home)  
Business [duke-energy.com/manage-bus](http://duke-energy.com/manage-bus)

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### General questions or concerns

Residential  
Online [duke-energy.com](http://duke-energy.com)  
Call (Monday - Friday, 7 a.m. to 7 p.m.) 800.700.8744  
For hearing impaired TDD/TTY 800.222.3448 or 711  
International 1.407.629.1010  
  
Business Customer  
Online [duke-energy.com](http://duke-energy.com)  
Call (Monday - Friday, 7 a.m. to 7 p.m.) 877.372.8477

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### Call before you dig

Call 800.432.4770 or 811

---

### Check utility rates

Check rates and charges [duke-energy.com/rates](http://duke-energy.com/rates)

---

### Correspond with Duke Energy (not for payment)

P.O. Box 14042  
St Petersburg, FL 33733

## Important to know

Please be sure we can safely access your meter. Don't worry if your digital meter flashes eights from time to time. That's a normal part of the energy measuring process.

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### Electric service does not depend on payment for other products or services

Non-payment for non-regulated products or services (such as surge protection or equipment service contracts) may result in removal from the program but will not result in disconnection of electric service.

### When you pay by check

We may process the payment as a regular check or convert it into a one-time electronic check payment.

### Asset Securitization Charge

A charge to recover cost associated with nuclear asset-recovery bonds. Duke Energy Florida is acting as the collection agent for Special Purpose Entity (SPE) until the bonds have been paid in full or legally discharged.

### Medical Essential Program

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Florida Statutes offer a program for customers who need special assistance during emergency evacuations and sheltering. Customers with special needs may contact their local emergency management agency for registration and more information.

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Representantes bilingües están disponibles para asistirle de lunes a viernes de 7 a.m. - 7 p.m. Para obtener más información o reportar problemas con su servicio eléctrico, favor de llamar al 800.700.8744.



### Billing details - Equipment/Rental Charges

EQUIPMENT RENTAL FOR:	
0029	ST CON30/35
0029	HPS UG RDWAY 9500L

### Billing details - Maintenance/Fixture Charges

FIXTURE TOTAL	\$326.83
MAINTENANCE TOTAL	49.88
<b>Total Maintenance/Fixture Charges</b>	<b>\$376.71</b>

### Billing details - Taxes

GROSS RECEIPTS TAX	\$2.08
COUNTY UTILITY TAX	5.08
STATE AND OTHER TAXES ON ELECTRIC	6.61
SALES TAX ON EQUIPMENT RENTAL	26.38
<b>Total Taxes</b>	<b>\$40.15</b>





duke-energy.com  
1.877.372.8477

# Your Energy Bill

**Service address**  
HIGHLAND MEADOWS CDD  
508 HIGHLAND MEADOWS ST  
UNIT A, ENTRANCE LIGHTING

Bill date Oct 6, 2021  
For service Sep 3 - Oct 6  
33 days

Account number **35100 85009**

## Billing summary

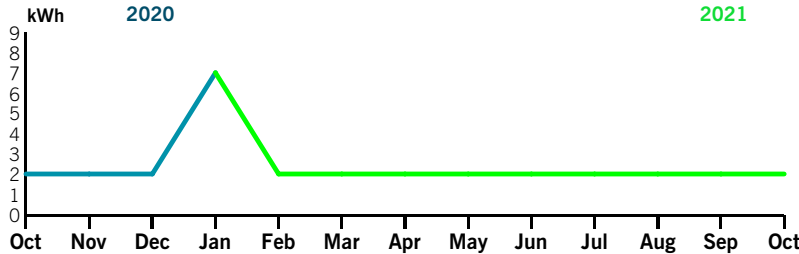
Previous amount due	\$23.86
<i>Payment received Sep 27</i>	-23.86
Electric Charges	22.60
Taxes	2.07
<b>Total amount due Oct 28</b>	<b>\$24.67</b>



Thank you for your payment.

## Your usage snapshot

Average daily usage history



	Current Month	Oct 2020
Electric	2	2

### Current electric usage for meter number 003874601

Actual reading	1755
Previous reading	- 1696
Energy used	59 kWh

Date Rec'd Rizzetta & Co., Inc. #!#!S#  
 D/M approval RA Date 10/18/21  
 Date entered #!#!S#  
 Fund ""# GL '%#" OC &%#  
 Check # \_\_\_\_\_



A kilowatt-hour (kWh) is a measure of the energy used by a 1,000-watt appliance in one hour. A 10-watt LED lightbulb would take 100 hours to use 1 kWh.

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Please return this portion with your payment. Thank you for your business.



Duke Energy Return Mail  
PO Box 1090  
Charlotte, NC 28201-1090

Account number  
**35100 85009**

### Amount of automatic draft

**\$24.67**  
by Oct 28

Your payment is scheduled to be made by monthly automatic draft on Oct 28.

\$ \_\_\_\_\_ Amount enclosed

**HIGHLAND MEADOWS CDD**  
C/O RIZZETTA & COMPANY INC  
8529 S PARK CIR  
#330  
ORLANDO FL 32819 - 9064

Duke Energy Payment Processing  
PO Box 1004  
Charlotte, NC 28201-1004

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## We're here for you

---

### Report an emergency

Electric outage [duke-energy.com/outages](http://duke-energy.com/outages)  
800.228.8485

---

### Convenient ways to pay your bill

Online [duke-energy.com/billing](http://duke-energy.com/billing)  
Automatically from your bank account [duke-energy.com/automatic-draft](http://duke-energy.com/automatic-draft)  
Speedpay (fee applies) [duke-energy.com/pay-now](http://duke-energy.com/pay-now)  
800.700.8744  
By mail payable to Duke Energy P.O. Box 1004  
Charlotte, NC 28201-1004  
In person [duke-energy.com/location](http://duke-energy.com/location)

---

### Help managing your account (not applicable for all customers)

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Home [duke-energy.com/manage-home](http://duke-energy.com/manage-home)  
Business [duke-energy.com/manage-bus](http://duke-energy.com/manage-bus)

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### General questions or concerns

Residential  
Online [duke-energy.com](http://duke-energy.com)  
Call (Monday - Friday, 7 a.m. to 7 p.m.) 800.700.8744  
For hearing impaired TDD/TTY 800.222.3448 or 711  
International 1.407.629.1010  
  
Business Customer  
Online [duke-energy.com](http://duke-energy.com)  
Call (Monday - Friday, 7 a.m. to 7 p.m.) 877.372.8477

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### Call before you dig

Call 800.432.4770 or 811

---

### Check utility rates

Check rates and charges [duke-energy.com/rates](http://duke-energy.com/rates)

---

### Correspond with Duke Energy (not for payment)

P.O. Box 14042  
St Petersburg, FL 33733

## Important to know

### Your next meter reading: Nov 8

Please be sure we can safely access your meter. Don't worry if your digital meter flashes eights from time to time. That's a normal part of the energy measuring process.

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A charge to recover cost associated with nuclear asset-recovery bonds. Duke Energy Florida is acting as the collection agent for Special Purpose Entity (SPE) until the bonds have been paid in full or legally discharged.

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## Billing details - Electric Charges

General Service Non-Demand Secondary (GS-1)	
BILLING PERIOD..09-03-21 TO 10-06-21 33 DAYS	
CUSTOMER CHARGE	\$15.25
ENERGY CHARGE	
59 KWH @ 8.719c	5.14
FUEL CHARGE	
59 KWH @ 3.514c	2.07
ASSET SECURITIZATION CHARGE	
59 KWH @ 0.244c	0.14
<b>Total Electric Charges</b>	<b>\$22.60</b>

Your current rate is General Service Non-Demand Secondary (GS-1).

For a complete listing of all Florida rates and riders, visit [duke-energy.com/rates](http://duke-energy.com/rates)

## Billing details - Taxes

GROSS RECEIPTS TAX	\$0.58
MUNICIPAL FRANCHISE FEE	1.49
<b>Total Taxes</b>	<b>\$2.07</b>





duke-energy.com  
1.877.372.8477

# Your Energy Bill

**Service address**  
HIGHLAND MEADOWS CDD  
101 HIGHLAND MEADOWS PL  
UNIT A, ENTRANCE LITES

Bill date Oct 6, 2021  
For service Sep 3 - Oct 6  
33 days

Account number **97783 97148**

## Billing summary

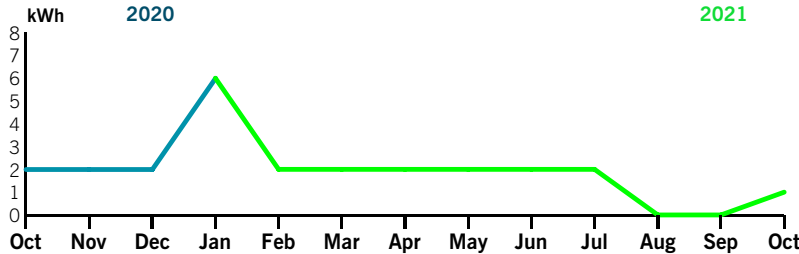
Previous amount due	\$17.19
<i>Payment received Sep 27</i>	-17.19
Electric Charges	19.87
Taxes	1.82
<b>Total amount due Oct 28</b>	<b>\$21.69</b>



Thank you for your payment.

## Your usage snapshot

Average daily usage history



	Current Month	Oct 2020
Electric	1	2

Date Rec'd Rizzetta & Co., Inc. 10/15/21  
 D/M approval RH Date 10/18/21  
 Date entered 10/15/21  
 Fund 001 GL 53100 OC 4301  
 Check # \_\_\_\_\_

### Current electric usage for meter number 003876487

Actual reading	1538
Previous reading	- 1501
Energy used	37 kWh



A kilowatt-hour (kWh) is a measure of the energy used by a 1,000-watt appliance in one hour. A 10-watt LED lightbulb would take 100 hours to use 1 kWh.

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Duke Energy Return Mail  
PO Box 1090  
Charlotte, NC 28201-1090

Account number  
**97783 97148**

### Amount of automatic draft

**\$21.69**  
by Oct 28

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\$ \_\_\_\_\_ Amount enclosed

**HIGHLAND MEADOWS CDD**  
C/O RIZZETTA & COMPANY INC  
8529 S PARK CIR  
#330  
ORLANDO FL 32819 - 9064

Duke Energy Payment Processing  
PO Box 1004  
Charlotte, NC 28201-1004

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---

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By mail payable to Duke Energy P.O. Box 1004  
Charlotte, NC 28201-1004  
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International 1.407.629.1010  
  
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## Billing details - Electric Charges

General Service Non-Demand Secondary (GS-1)	
BILLING PERIOD..09-03-21 TO 10-06-21 33 DAYS	
CUSTOMER CHARGE	\$15.25
ENERGY CHARGE	
37 KWH @ 8.719c	3.23
FUEL CHARGE	
37 KWH @ 3.514c	1.30
ASSET SECURITIZATION CHARGE	
37 KWH @ 0.244c	0.09
<b>Total Electric Charges</b>	<b>\$19.87</b>

Your current rate is General Service Non-Demand Secondary (GS-1).

For a complete listing of all Florida rates and riders, visit [duke-energy.com/rates](http://duke-energy.com/rates)

## Billing details - Taxes

GROSS RECEIPTS TAX	\$0.51
MUNICIPAL FRANCHISE FEE	1.31
<b>Total Taxes</b>	<b>\$1.82</b>





# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

===== STATEMENT =====

September 28, 2021

Highland Meadows CDD  
c/o Rizzetta & Company, Inc.  
3434 Colwell Ave, Suite 200  
Tampa, FL 33614

Bill Number 125242  
Billed through 08/31/2021

**General Counsel**  
**HMCD 00001 RVW**

**FOR PROFESSIONAL SERVICES RENDERED**

08/04/21	JLG	Prepare fiscal year 2021-2022 annual appropriation and assessment resolutions.	0.80 hrs
08/05/21	ACW	Review and revise budget and assessment resolutions; confer with Moreno regarding meeting agenda package.	0.40 hrs
08/17/21	ACW	Review meeting agenda package; attend board meeting.	0.40 hrs
Total fees for this matter			\$356.00

**MATTER SUMMARY**

Willson, Alyssa C.	0.80 hrs	285 /hr	\$228.00
Gillis, Jennifer L. - Paralegal	0.80 hrs	160 /hr	\$128.00
TOTAL FEES			\$356.00

**TOTAL CHARGES FOR THIS MATTER** \$356.00

**BILLING SUMMARY**

Willson, Alyssa C.	0.80 hrs	285 /hr	\$228.00
Gillis, Jennifer L. - Paralegal	0.80 hrs	160 /hr	\$128.00
TOTAL FEES			\$356.00

**TOTAL CHARGES FOR THIS BILL** \$356.00

Date Rec'd Rizzetta & Co., Inc. 9/30/21  
D/M approval RH Date 10/04/21  
Date entered \_\_\_\_\_  
Fund \_\_\_\_\_ GL \_\_\_\_\_ OC \_\_\_\_\_  
Check # \_\_\_\_\_

Southern Oak Outdoor LLC  
9300 Conroy Windermere Rd Unit 3227  
Windermere, FL 34786 US  
3214437141  
admin@southernoakoutdoor.com  
http://www.southernoakoutdoor.com



# INVOICE

## BILL TO

8529 South Park Circle  
Suite 330  
Orlando, Florida 32819 USA

INVOICE # 1747  
DATE 10/01/2021  
DUE DATE 10/31/2021  
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
<b>Landscape Maintenance:Maintenance</b> Mowing, edging, string trimming, blowing, shearing & weed control.	1	2,530.50	2,530.50

Thank you for your business!

BALANCE DUE **\$2,530.50**

Date Rec'd Rizzetta & Co., Inc. 10/01/21  
D/M approval RH Date 10/04/21  
Date entered 10/01/21  
Fund 001 GL 539000C 4604  
Check # \_\_\_\_\_



# JOE G. TEDDER, CFC

## Tax Collector for Polk County, Florida

### POSTAGE INVOICE

Make Payable to: JOE G TEDDER, Tax Collector  
 Attn: FINANCE DEPARTMENT  
 P.O. Box 1189  
 Bartow, FL 33831

Date: August 18, 2021  
 Taxing Authority: \_\_\_\_\_  
 Fund: \_\_\_\_\_

Item	Amount Due
Mailing of 2020 Tax Bills as per Section 197.322, F.S. - "The postage shall be paid out of the general fund of each governing board, upon statement thereof by the Tax Collector."	
Percent of total is applied to total postage for 2020 Tax Bill mailings.	
2020 Total Tax Roll      795,060,531.79	
<u>Taxing Authority</u> <u>Total Taxes</u> <u>% of Total</u> <u>Total Postage</u>	
Highland Meadows    241,927.50                      0.03040%                      120,508.04	\$36.63
<b>Total</b>	<b>\$36.63</b>

Date Rec'd Rizzetta & Co., Inc. 9/27/21  
 D/M approval RH Date 10/04/21  
 Date entered 10/01/21  
 Fund 001 GL 51300 OC 4913  
 Check # \_\_\_\_\_



# INVOICE

P.O. Box 6386  
Tallahassee, Florida 32314

Invoice # 182  
Date: 09/06/2021  
Due On: 10/06/2021

Highland Meadows CDD  
5844 Old Pasco Road Suite 100  
Wesley Chapel, Florida 33544

## HMCDD-01

### HIGHLAND MEADOWS CDD - GENERAL COUNSEL/MONTHLY MEETING

Type	Date	Notes	Quantity	Rate	Total
Service	08/06/2021	Coordinate fiscal year 2021-2022 meeting schedule confer with district manager regarding same.	0.50	\$350.00	\$175.00
Service	08/10/2021	Follow-up on status of executed joint letter, executed fee agreement, and transfer of district records.	0.30	\$350.00	\$105.00
Service	08/13/2021	Review agenda package.	0.90	\$350.00	\$315.00
Service	08/17/2021	Prepare for and attend board meeting conduct meeting follow-up.	3.10	\$350.00	\$1,085.00
Service	08/26/2021	Research stormwater report requirements and prepare memorandum regarding same.	0.10	\$285.00	\$28.50
Service	08/27/2021	Analyze meeting notice requirements prepare memorandum regarding same.	0.10	\$285.00	\$28.50

**Total \$1,737.00**

### Detailed Statement of Account

#### Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
182	10/06/2021	\$1,737.00	\$0.00	\$1,737.00
<b>Outstanding Balance</b>				<b>\$1,737.00</b>

Date Rec'd Rizzetta & Co., Inc. 09.28.21

Invoice # 182 - 09/06/2021

D/M approval RA Date 10/04/21

Date entered 9/30/21

Fund 001 GL 51400 OC 3107

**Total Amount Outstanding      \$1,777.00**

Check # \_\_\_\_\_

Please make all amounts payable to: KE Law Group, PLLC

Please pay within 30 days.



# INVOICE

P.O. Box 6386  
Tallahassee, Florida 32314

Invoice # 395  
Date: 10/05/2021  
Due On: 11/04/2021

Highland Meadows CDD  
5844 Old Pasco Road Suite 100  
Wesley Chapel, Florida 33544

## HMCDD-01

### HIGHLAND MEADOWS CDD - GENERAL COUNSEL/MONTHLY MEETING

Type	Date	Notes	Quantity	Rate	Total
Service	09/30/2021	Review status of pending district business and upcoming agenda items.	0.50	\$350.00	\$175.00
<b>Total</b>					<b>\$175.00</b>

### Detailed Statement of Account

#### Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
182	10/06/2021	\$1,737.00	\$0.00	\$1,737.00

#### Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
395	11/04/2021	\$175.00	\$0.00	\$175.00

**Outstanding Balance** \$1,912.00

**Total Amount Outstanding** \$1,912.00

Please make all amounts payable to: KE Law Group, PLLC

Please pay within 30 days.

Date Rec'd Rizzetta & Co., Inc. 10/08/21  
D/M approval RA Date 10/11/21  
Date entered 10/08/21  
Fund 001 GL 51400 OC 3107  
Check # \_\_\_\_\_



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

**Invoice**

Date	Invoice #
10/1/2021	INV0000061875

**Bill To:**

HIGHLAND MEADOWS CDD  
 3434 Colwell Avenue, Suite 200  
 Tampa FL 33614

Services for the month of	Terms	Client Number
October	Upon Receipt	00605

Description	Qty	Rate	Amount
District Management Services	1.00	\$1,209.25	\$1,209.25
Administrative Services	1.00	\$422.25	\$422.25
Accounting Services	1.00	\$1,099.67	\$1,099.67
Financial & Revenue Collections	1.00	\$334.33	\$334.33
<b>Subtotal</b>			\$3,065.50
<b>Total</b>			\$3,065.50

Date Rec'd Rizzetta & Co., Inc. 9/27/21  
 D/M approval RA Date 10/04/21  
 Date entered 9/30/21  
 Fund 001 GL 51300 OC 3101 \$1209.25  
 3100 \$ 422.25  
 Check # 3201 \$ 1099.67  
 3111 \$ 334.33



**Rizzetta Technology Services**  
 3434 Colwell Avenue  
 Suite 200  
 Tampa FL 33614

**Invoice**

Date	Invoice #
10/1/2021	INV0000008005

**Bill To:**

HIGHLAND MEADOWS CDD 3434 Colwell Avenue, Suite 200 Tampa FL 33614
--

Services for the month of	Terms	Client Number
October		00605

Description	Qty	Rate	Amount
EEmail Accounts, Admin & Maintenance	0	\$15.00	\$0.00
Website Compliance and Management	1	\$100.00	\$100.00
Date Rec'd Rizzetta & Co., Inc. <u>9/27/21</u> D/M approval <u>EH</u> Date <u>10/04/21</u> Date entered <u>9/30/21</u> Fund <u>001</u> GL <u>51300</u> OC <u>5102</u> Check # _____			
<b>Subtotal</b>			\$100.00
<b>Total</b>			\$100.00



Corporate Trust Services  
EP-MN-WN3L  
60 Livingston Ave.  
St. Paul, MN 55107

Invoice Number: 6273825  
Account Number: 7915210  
Invoice Date: 09/24/2021  
Direct Inquiries To: LEANNE DUFFY  
Phone: 407-835-3807

HIGHLAND MEADOWS CDD  
C/O RIZZETTA & COMPANY INC  
3434 COLWELL AVE SUITE 200  
TAMPA FL 33614

RECEIVED  
OCT - 5 2021

HIGHLAND MEADOWS CDD 2006A REVENUE

The following is a statement of transactions pertaining to your account. For further information, please review the attached.

STATEMENT SUMMARY

PLEASE REMIT BOTTOM COUPON PORTION OF THIS PAGE WITH CHECK PAYMENT OF INVOICE.

TOTAL AMOUNT DUE \$3,771.25

All invoices are due upon receipt.

Date Rec'd Rizzetta & Co., Inc. 10/08/21  
D/M approval RA Date 10/11/21  
Date entered 10/08/21  
Fund 001 GL 51300 OC 3105  
Check # \_\_\_\_\_

Please detach at perforation and return bottom portion of the statement with your check, payable to U.S. Bank.

HIGHLAND MEADOWS CDD 2006A REVENUE

Invoice Number: 6273825  
Account Number: 7915210  
Current Due: \$3,771.25  
Direct Inquiries To: LEANNE DUFFY  
Phone: 407-835-3807

Wire Instructions:

U.S. Bank  
ABA # 091000022  
Acct # 1-801-5013-5135  
Trust Acct # 7915210  
Invoice # 6273825  
Attn: Fee Dept St. Paul

Please mail payments to:

U.S. Bank  
CM-9690  
PO BOX 70870  
St. Paul, MN 55170-9690





Corporate Trust Services  
 EP MN WN3L  
 60 Livingston Ave.  
 St. Paul, MN 55107

Invoice Number: 6273825  
 Invoice Date: 09/24/2021  
 Account Number: 7915210  
 Direct Inquiries To: LEANNE DUFFY  
 Phone: 407-835-3807

**HIGHLAND MEADOWS CDD 2006A REVENUE**

Accounts Included	7915208	7915209	7915210	7915211	7915212	7915213
In This Relationship:	7915214	7915215	7915216	7915217		

**CURRENT CHARGES SUMMARIZED FOR ENTIRE RELATIONSHIP**

Detail of Current Charges	Volume	Rate	Portion of Year	Total Fees
04200 Trustee	1.00	3,500.00	100.00%	\$3,500.00
<b>Subtotal Administration Fees - In Advance 09/01/2021 - 08/31/2022</b>				<b>\$3,500.00</b>
Incidental Expenses	3,500.00	0.0775		\$271.25
<b>Subtotal Incidental Expenses</b>				<b>\$271.25</b>
<b>TOTAL AMOUNT DUE</b>				<b>\$3,771.25</b>



# HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT

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District Office · Riverview , Florida 33578

Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

[www.highlandmeadowscdd.org](http://www.highlandmeadowscdd.org)

## **Operation and Maintenance Expenditures November 2021 For Board Approval**

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

The total items being presented: **\$12,245.42**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

# Highland Meadows Community Development District

## Paid Operation & Maintenance Expenditures

November 1, 2021 Through November 30, 2021

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice #</u>	<u>Transaction Description</u>	<u>Check Amount</u>
City of Davenport	11262021	2318.47619	Olsen Road Irrigation 10/21	\$ 457.52
City of Davenport	112621	2270.47619	Highland Meadows St Irrigation 10/21	\$ 317.40
Department of Economic Opportuni	2948	85013	Special District Fee FY 21/22	\$ 175.00
Dewberry Engineers, Inc.	2950	2037848	General Engineering Services 10/21	\$ 250.00
Jacob Derek Miller dba Southern O	2945	1769	Landscape Maint. 11/21	\$ 2,530.50
KE Law Group, PLLC	2951	697	Legal Services 10/21	\$ 99.50
Rizzetta & Company, Inc.	2946	INV0000062566	District Management Fees 11/21	\$ 3,065.50
Rizzetta & Company, Inc.	2949	INV0000062040	Assessment Roll Preparation FY 21/22	\$ 5,250.00
Rizzetta Technology Services, LLC	2947	INV0000008187	Website Hosting Services 11/21	\$ <u>100.00</u>
<b><u>Report Total</u></b>				<b><u>\$ 12,245.42</u></b>



# CITY OF DAVENPORT

1 S ALLAPAHA AVE  
DAVENPORT FL 33837-0125

FOR BILLING INFORMATION  
CALL: (863)419-3300

HIGHLAND MEADOWS CDD

CYCLE A

1SEA

181100

Account #	Service Address	Billing Period	Bill Date	Due Date	TOTAL DUE			
2318	Olsen Rd	10/05/21 to 11/04/21	11/10/2021	12/01/2021	\$ 457.52			
Service Code & Description	Date	Previous Reading	Date	Current Reading	Mult	Usage	Year Ago	Charge
LAST PAYMENT 10/25/2021								767.65
AW ALTERNATIVE WATER SUR	10/06	104710	11/04	105590	100.000	88000	207500	16.72
BF BACKFLOW PREVENTION FEE								5.75
IR IRRIGATION	10/06	104710	11/04	105590	100.000	88000	207500	395.50 *
							* TAXES	39.55

Date Rec'd Rizzetta & Co., Inc. 11/10/21

D/M approval RH Date 11/15/21

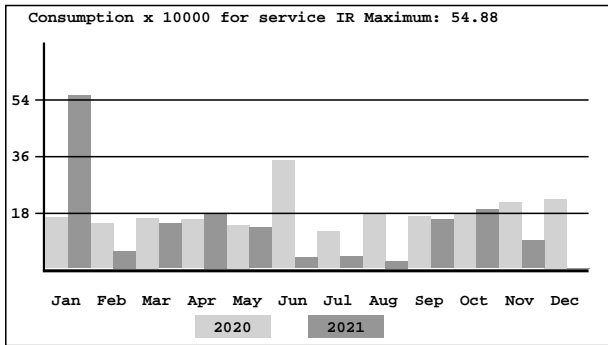
Date entered 11/15/21

Fund 001 GL 53600 OC 4302

Check # \_\_\_\_\_

CURRENT CHARGES 457.52

**TOTAL AMOUNT DUE 457.52**



COMMISSION MEETINGS: 1st & 3rd MONDAY AT 7PM IN THE COMMISSION CHAMBERS

\*\*\*\*\*  
2020 CONSUMER CONFIDENCE REPORT CAN BE SEEN ONLINE AT WWW.MYDAVENPORT.ORG

\*\*\*\*\*  
FOR CITY EVENTS AND UP TO DATE INFORMATION. PLEASE FOLLOW US ON FACEBOOK @MYDAVENPORTFL

\*\*\*\*\*  
PAST DUE BALANCES ARE DUE IMMEDIATELY. LATE FEES WILL BE APPLIED IF PAYMENTS ARE NOT RECEIVED IN OUR OFFICE BY THE 1st OF THE MONTH. PAYMENTS NOT RECEIVED BY THE 10th, ARE SUBJECT TO DISCONNECTION. RECONNECT FEES ARE \$70 SAME DAY AND \$50 NEXT DAY.



# CITY OF DAVENPORT

1 S ALLAPAHA AVE  
DAVENPORT FL 33837-0125

Account #	Bill Date	TOTAL DUE
2318	11/10/2021	\$ 457.52
Type	Due Date	
CYCLE A	12/01/2021	
PayID	Bill No	
1SEA	630	

|||||||

CAR-RT SORT \*\* C035  
HIGHLAND MEADOWS CDD  
3434 COLWELL AVE SUITE 200  
TAMPA FL 33614

AMOUNT PAID \_\_\_\_\_

00000023184 0000457523



**Florida Department of Economic Opportunity, Special District Accountability Program**  
**FY 2021/2022 Special District Fee Invoice and Update Form**  
 Required by Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Invoice No.: 85013			Date Invoiced: 10/01/2021
Annual Fee: \$175.00	Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/02/2021: \$175.00

**STEP 1:** Review the following information, make changes directly on the form, and sign and date:

**1. Special District's Name, Registered Agent's Name, and Registered Office Address:**



**Highland Meadows Community Development District**  
 Mr. William Rizzetta  
 3434 Colwell Avenue, Suite 200  
 Tampa, FL 33614

Date Rec'd Rizzetta & Co., Inc. 11/07/21

D/M approval \_\_\_\_\_ Date \_\_\_\_\_

Date entered 11/07/21

Fund 001 GL 51300 OC \_\_\_\_\_ 4902

Check # \_\_\_\_\_

- 2. Telephone: (813) 514-0400
- 3. Fax: (813) 514-0401
- 4. Email: brizzetta@rizzetta.com
- 5. Status: Independent
- 6. Governing Body: Elected
- 7. Website Address: highlandmeadowscdd.org
- 8. County(ies): Polk
- 9. Function(s): Community Development
- 10. Boundary Map on File: 03/09/2011
- 11. Creation Document on File: 03/09/2011
- 12. Date Established: 04/24/2006
- 13. Creation Method: Local Ordinance
- 14. Local Governing Authority: City of Davenport
- 15. Creation Document(s): City Ordinances 573, 585, 615, 637, and 703
- 16. Statutory Authority: Chapter 190, Florida Statutes
- 17. Authority to Issue Bonds: Yes
- 18. Revenue Source(s): Assessments
- 19. Most Recent Update: 11/05/2020

**RECEIVED**  
 OCT - 4 2021

I do hereby certify that the information above (changes noted if necessary) is accurate and complete as of this date.

Registered Agent's Signature: *William A. Rizzetta* Date 10/26/21

**STEP 2:** Pay the annual fee or certify eligibility for the zero fee:

- a. **Pay the Annual Fee:** Pay the annual fee online by following the instructions at [www.Floridajobs.org/SpecialDistrictFee](http://www.Floridajobs.org/SpecialDistrictFee) or by check payable to the Department of Economic Opportunity.
- b. **Or, Certify Eligibility for the Zero Fee:** By initialing each of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **ALL** of the following statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be verified.
  - 1. \_\_\_\_\_ This special district and its Certified Public Accountant determined the special district is not a component unit of a local general-purpose government.
  - 2. \_\_\_\_\_ This special district is in compliance with the reporting requirements of the Department of Financial Services.
  - 3. \_\_\_\_\_ This special district reported \$3,000 or less in annual revenues to the Department of Financial Services on its Fiscal Year 2019/2020 Annual Financial Report (if created since then, attach an income statement verifying \$3,000 or less in revenues).

Department Use Only: Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Reason: \_\_\_\_\_

**STEP 3:** Make a copy of this form for your records.

**STEP 4:** Mail this form and payment (if paying by check) to the Department of Economic Opportunity, Bureau of Budget Management, 107 E. Madison Street, MSC 120, Tallahassee, FL 32399-4124. Direct any questions to (850) 717-8430.



# INVOICE



Please remit to: DEWBERRY ENGINEERS INC.  
P.O. Box 821824  
Philadelphia, PA 19182-1824  
(703)849-0100 TIN: 13-0746510

Bill To: HIGHLAND MEADOW CDD  
C/O RIZZETTA & COMPANY  
8529 SOUTH PARK CIRCLE, SUITE 330  
ORLANDO FL 32819

Invoice #: 2037848  
Invoice Date: 11/15/2021  
Due Date: 12/15/2021  
Client #: 876021  
Contract #: 50109973  
Batch #: 3095500

Dewberry Project: 50109972 Highland Meadows CDD-PLN164977  
Master agreement

Work Performed Thru Period Ending 10/29/2021

Job: 50109973 Highland Meadow CDD2019-1  
2019-1

## TIME & MATERIAL BILLING

Task ID Task Description

T001 GENERAL ENGINEERING SERVICES

Description  
ENGINEER I

Prev Amount Billed \$ 52,760.00

### CURRENT PERIOD BILLING

Hours	Rate	Amount
2.50	100.000	\$ 250.00
<b>TOTAL HOURLY LABOR</b>	2.50	<b>\$ 250.00</b>
<b>TOTAL FOR T001</b>		<b>\$ 250.00</b>

TOTAL FOR JOB: 50109973 \$ 250.00

**TOTAL INVOICE AMOUNT DUE \$ 250.00**  
**BY 12/15/2021**

Please Reference Invoice Number with Payment

Date Rec'd Rizzetta & Co., Inc. 11/24/21

D/M approval RH Date 11/29/21

Date entered \_\_\_\_\_

Fund 001 GL 51300 OC 3103

Check # \_\_\_\_\_

NOTE: Dewberry will not ask our clients to update any banking information via email. Please call Richard Goldstein directly at 703.849.0219 to request or verify our banking information or account number.

This invoice is due and payable within 30 days of the invoice date. Any questions pertaining to the above should be brought to the attention of Dewberry immediately. Thank you.

This invoice accurately reflects the terms and conditions of our agreement and the amount hereon is correct.

REINARDO MALAVE DAVILA



50109973  
Highland Meadow CDD2019-1

start_date	end_date	emp_id	fullname	cost_code	description	SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL
10/2/2021	10/8/2021	668458	BANFIELD, MOLLY J.	T0010000	General Engineering Services - Wall maintenance project coordination	0	0	0	1.5	1	0	0	2.5

Southern Oak Outdoor LLC  
9300 Conroy Windermere Rd Unit 3227  
Windermere, FL 34786 US  
3214437141  
admin@southernoakoutdoor.com  
http://www.southernoakoutdoor.com



# INVOICE

**BILL TO**  
8529 South Park Circle  
Suite 330  
Orlando, Florida 32819 USA

**INVOICE #** 1769  
**DATE** 11/01/2021  
**DUE DATE** 12/01/2021  
**TERMS** Net 30

ACTIVITY	QTY	RATE	AMOUNT
<b>Landscape Maintenance:Maintenance</b> Mowing, edging, string trimming, blowing, shearing & weed control.	1	2,530.50	2,530.50

Thank you for your business!

BALANCE DUE **\$2,530.50**

Date Rec'd Rizzetta & Co., Inc. 11/01/21  
D/M approval RA Date 11/2/21  
Date entered 11/01/21  
Fund 001 GL 53900 OC 4604  
Check # \_\_\_\_\_



# INVOICE

P.O. Box 6386  
Tallahassee, Florida 32314

Invoice # 697  
Date: 11/12/2021  
Due On: 12/12/2021

Highland Meadows CDD  
5844 Old Pasco Road Suite 100  
Wesley Chapel, Florida 33544

## HMCDD-01

### HIGHLAND MEADOWS CDD - GENERAL COUNSEL/MONTHLY MEETING

Type	Date	Notes	Quantity	Rate	Total
Service	10/20/2021	Review monthly financials.	0.20	\$365.00	\$73.00
Service	10/26/2021	Review and provide edits to Rizzetta assignment agreement.	0.10	\$265.00	\$26.50
<b>Total</b>					<b>\$99.50</b>

### Detailed Statement of Account

#### Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
697	12/12/2021	\$99.50	\$0.00	\$99.50
<b>Outstanding Balance</b>				<b>\$99.50</b>
<b>Total Amount Outstanding</b>				<b>\$99.50</b>

Please make all amounts payable to: KE Law Group, PLLC

Please pay within 30 days.

Date Rec'd Rizzetta & Co., Inc. 11/24/21  
D/M approval RH Date 11/29/21  
Date entered \_\_\_\_\_  
Fund 001 GL 51400 OC 3107  
Check # \_\_\_\_\_

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

**Invoice**

Date	Invoice #
11/1/2021	INV0000062566

**Bill To:**

HIGHLAND MEADOWS CDD 3434 Colwell Avenue, Suite 200 Tampa FL 33614
--

Services for the month of	Terms	Client Number
November	Upon Receipt	00605

Description	Qty	Rate	Amount
Management Services	1.00	\$1,209.25	\$1,209.25
Administrative Services	1.00	\$422.25	\$422.25
Accounting Services	1.00	\$1,099.67	\$1,099.67
Financial & Revenue Collections	1.00	\$334.33	\$334.33
Date Rec'd Rizzetta & Co., Inc. <u>11/01/21</u> D/M approval <u>RA</u> Date <u>11/2/21</u> Date entered <u>11/01/21</u> Fund <u>001</u> GL <u>51300</u> OC <u>3101</u> Check # <u>3201</u> <u>3111</u>			
<b>Subtotal</b>			\$3,065.50
<b>Total</b>			\$3,065.50

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

**Invoice**

Date	Invoice #
10/1/2021	INV0000062040

**Bill To:**

HIGHLAND MEADOWS CDD 3434 Colwell Avenue, Suite 200 Tampa FL 33614
--

Services for the month of	Terms	Client Number
October	Upon Receipt	00605

Description	Qty	Rate	Amount
Assessment Roll (Annual)	1.00	\$5,250.00	\$5,250.00
Date Rec'd Rizzetta & Co., Inc. <u>11/8/21</u> D/M approval <u>RH</u> Date <u>11/15/21</u> Date entered <u>11/15/21</u> Fund <u>001</u> GL <u>51300</u> OC <u>3106</u> Check # _____			
<b>Subtotal</b>			\$5,250.00
<b>Total</b>			\$5,250.00

**Rizzetta Technology Services**  
 3434 Colwell Avenue  
 Suite 200  
 Tampa FL 33614

**Invoice**

Date	Invoice #
11/1/2021	INV0000008187

**Bill To:**

HIGHLAND MEADOWS CDD 3434 Colwell Avenue, Suite 200 Tampa FL 33614
--

Services for the month of	Terms	Client Number
November		00605

Description	Qty	Rate	Amount
Email Accounts, Admin & Maintenance	0	\$15.00	\$0.00
Website Compliance and Management	1	\$100.00	\$100.00
Date Rec'd Rizzetta & Co., Inc. <u>11/01/21</u> D/M approval <u>RA</u> Date <u>11/2/21</u> Date entered <u>11/01/21</u> Fund <u>001</u> GL <u>51300</u> OC <u>5102</u> Check # _____			
<b>Subtotal</b>			\$100.00
<b>Total</b>			\$100.00

## **Tab 3**



**RESOLUTION 2022-01**

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

**WHEREAS**, the Highland Meadows Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within St. Johns County, Florida; and

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

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

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

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

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

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

**PASSED AND ADOPTED** this 19<sup>th</sup> day of April, 2021.

ATTEST:

**HIGHLAND MEADOWS COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairperson, Board of Supervisors

**Exhibit A:** Prompt Payment Policies and Procedures

# **EXHIBIT A**

## **HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT**

### **Prompt Payment Policies and Procedures**

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

**January 12, 2022**

**Highland Meadows Community Development District**  
**Prompt Payment Policies and Procedures**

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**I. Purpose**

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

**II. Scope**

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

**III. Definitions**

**A. Agent**

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

**B. Construction Services**

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

**C. Contractor or Provider of Construction Services**

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

**D. Date Stamped**

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

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

**E. Improper Invoice**

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

**F. Improper Payment Request**

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

**G. Non-Construction Goods and Services**

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

**H. Proper Invoice**

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

**I. Proper Payment Request**

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

**J. Provider**

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

**K. Purchase**

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

**L. Vendor**

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

#### **IV. Proper Invoice/Payment Request Requirements**

##### **A. General**

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

##### **B. Sales Tax**

Providers should not include sales tax on any invoice or payment request. The District's current tax-exempt number is 85-8013616204C-8. A copy of the tax-exempt form will be supplied to Providers upon request.

##### **C. Federal Identification and Social Security Numbers**

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

Providers should notify the District when changes in data occur: [info@rizzetta.com](mailto:info@rizzetta.com).

##### **D. Proper Invoice for Non-Construction Goods and Services**

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

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

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

**E. Proper Payment Request Requirements for Construction Services**

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

**V. Submission of Invoices and Payment Requests**

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

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

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

## VI. Calculation of Payment Due Date

### A. Non-Construction Goods and Services Invoices

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

The District's rejection of an Improper Invoice must:

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

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



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

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

**4. Payment of Undisputed Portion of Invoice**

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

**B. Payment Requests for Construction Services**

**1. Receipt of Proper Payment Request**

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

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

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

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

**2. Receipt and Rejection of Improper Payment Request**

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

**3. Payment of Undisputed Portion of Payment Request**

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

**VII. Resolution of Disputes**

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

**A. Dispute between the District and a Provider**

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

**B. Dispute Resolution Procedures**

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

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

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

### **VIII. Purchases Involving Federal Funds or Bond Funds**

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

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

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

### **X. Late Payment Interest Charges**

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

#### **A. Related to Non-Construction Goods and Services**

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

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

**B. Related to Construction Services**

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

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

**C. Report of Interest**

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

## **Tab 4**



Proposal For

Highland Meadows CDD

8529 South Park Circle  
 Suite 330  
 Orlando, Florida 32819

[CDDInvoice@rizzetta.com](mailto:CDDInvoice@rizzetta.com)

Location

8529 Southpark Cir  
 Orlando, FL 32819

Terms

Due on receipt

Rear Entrance Olsen Road

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1) Labor To remove the root ball of three Birds of Paradise.	3	\$ 225.00	\$ 675.00

Client Notes

The price could change with the decision of the board.

*This proposal and it's pricing is only valid for 30 days. All work will be completed by Southern Oak Outdoor in accordance with these plans and prices unless subsequent changes are agreed upon in writing. Balances not paid by the due date are subject to late fees. All overdue balances will be a charge of 1.5% a month, an annual percentage rate of 18%.*

*Plant Material Limited Warranty is as follows: 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 Southern Oak Outdoor's control (i.e Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.*

SUBTOTAL	\$ 675.00
SALES TAX	\$ 0.00
<b>TOTAL</b>	<b>\$ 675.00</b>

Signature

x

Date:

Please sign here to accept the terms and conditions

Sales Reps

Jeff Leeper  
 Mobile: [3216827504](tel:3216827504)  
[jeff.leeper@southernoakoutdoor.com](mailto:jeff.leeper@southernoakoutdoor.com)



*Manager's Report  
(Under Separate Cover)*