



Rizzetta & Company

Highland Meadows Community Development District

**Board of Supervisors'
Special Meeting
September 15th, 2023**

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

www.highlandmeadowscdd.org

HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT

Tom Fellows Community Center, 207 North Blvd. W., Davenport, FL 33837

| | | |
|-----------------------------|--|--|
| Board of Supervisors | Cindy Chenowith Robert Williams Headley Oliver Eric Chenowith Ralph Martinez | Chair Vice Chair Assistant Secretary Assistant Secretary Assistant Secretary |
| District Manager | Brian Mendes | Rizzetta & Company, Inc. |
| District Counsel | Meredith Hammock | Kilinski/Van Wyk, PLLC |
| District Engineer | 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

September 8th, 2023

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

FINAL AGENDA

Dear Board Members:

The Special meeting of the Board of Supervisors of the Highland Meadows Development District will be held on **Friday, September 15th, 2023, at 2:00 p.m.** at the **Tom Fellows Community Center** located at **207 North Boulevard W., Davenport, Florida 33837**. The following is the Final 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' Meeting held on August 10th, 2023 Tab 1
 - B. Ratification of the Operation and Maintenance Expenditures for the Month of August 2023 Tab 2
- 4. BUSINESS ITEMS**
 - A. Discussion of Management Company Transition
 1. Consideration of Resolution 2023-06, Setting Fiscal Year 2023/2024 Meeting Schedule Tab 3
 2. Consideration of Resolution 2023-07, Appointing District Manager and Fixing Compensation Tab 4
 3. Consideration of Resolution 2023-08, Designating Officers Tab 5
 4. Consideration of Resolution 2023-09, Designating Bank Signatories Tab 6
 5. Consideration of Resolution 2023-10, Designating a Registered Agent and Registered Office Tab 7
 6. Consideration of Resolution 2023-11, Designating Primary Administrative Office and Headquarters Tab 8
 - B. Consideration of Landscape Proposal Tab 9
- 5. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
 1. Sign Repairs
- 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,
Brian Mendes
Brian Mendes
District Manager

cc: Roy Van Wyk, Kilinski / Van Wyk
Meredith Hammock, Kilinski / Van Wyk

Tab 1

1
2 **MINUTES OF MEETING**
3

4 **Each person who decides to appeal any decision made by the Board with respect to**
5 **any matter considered at the meeting is advised that the person may need to ensure**
6 **that a verbatim record of the proceedings is made, including the testimony and**
7 **evidence upon which such appeal is to be based.**
8

9 **HIGHLAND MEADOWS**
10 **COMMUNITY DEVELOPMENT DISTRICT**

11
12 The special meeting of the Board of Supervisors of the Highland Meadows
13 Community Development District was held on **Monday, August 21st, 2023, at 1:00 p.m.**
14 **located at the Tom Fellows Community Center, located at 207 North Blvd. W.,**
15 **Davenport, FL 33837.**
16

17 Present and constituting a quorum:

18
19 Cindy Chenowith **Board Supervisor, Chairperson**
20 Eric Chenowith **Board Supervisor, Assistant Secretary**
21 Ralph Martinez **Board Supervisor, Assistant Secretary**
22

23 Also present were:

24
25 Scott Brizendine **District Manager, Rizzetta & Company, Inc.**
26 Brian Mendes **District Manager, Rizzetta & Company, Inc.**
27 Rey Malave **District Engineer, Dewberry**
28 Meredith Hammock **District Counsel, Kilinski I Van Wyk**
29 Audience **Present**
30

31 **FIRST ORDER OF BUSINESS**

Call to Order/Roll Call

32
33 Mr. Brizendine called the meeting to order and confirmed a quorum.
34

35 **SECOND ORDER OF BUSINESS**

Public Comments

36
37 No members of the public commented.
38

39 **THIRD ORDER OF BUSINESS**

**Consideration of Minutes of the Board
of Supervisors' Special Meeting held on
June 12, 2023**

40
41
42
43 Mr. Brizendine presented the meeting minutes of the board of supervisors special
44 meeting held on June 12, 2023 and asked if any changes were requested. No
45 changes were requested.
46

47 On Motion by Mr. Chenowith, seconded by Ms. Chenowith, with all in favor, the Board of
48 Supervisors approved the minutes of the Board of Supervisors' Special Meeting held on
49 August 21st, 2023, as presented, for the Highland Meadows Community Development
50 District.

51
52 **FOURTH ORDER OF BUSINESS**

**Consideration of Operation and
Maintenance Expenditures for May,
June, and July 2023**

53
54
55
56 Mr. Brizendine presented the Operation and Maintenance Expenditures for May,
57 June, and July 2023 and asked if the board had any questions. It was stated that an
58 invoice for Southern Oaks was named incorrectly for billing purposes.
59

60 On Motion by Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, the Board of
61 Supervisors ratified the Operations and Maintenance Expenditures for May 2023
62 (\$11,871.46), June 2023 (\$7,361.86) and July 2023 (\$24,406.72), for the Highland
63 Meadows Community Development District.

64
65 **FIFTH ORDER OF BUSINESS**

**Public Hearing on Fiscal Year 2023-2024
Final Budget**

66
67
68 Mr. Brizendine called for a motion to open the Public Hearing on the Fiscal Year
69 2023-2024 Final Budget.
70

71 On Motion by Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, the Board of
72 Supervisors opened the Public Hearing on the Fiscal Year 2023-2024 Final Budget, for the
73 Highland Meadows Community Development District.

74
75 No members of the public commented.

76
77 Mr. Brizendine called for a motion to close the Public Hearing on the Fiscal Year
78 2023-2024 Final Budget.
79

80 On Motion by Mr. Chenowith, seconded by Ms. Chenowith, with all in favor, the Board of
81 Supervisors closed the Public Hearing on the Fiscal Year 2023-2024 Final Budget, for the
82 Highland Meadows Community Development District.

83
84 **SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-04,
Adopting Fiscal Year 2023-2024 Budget**

85
86
87 Mr. Brizendine presented Resolution 2023-04 and asked if the board had any
88 questions. There were none.
89

90 On Motion by Mr. Chenowith, seconded by Ms. Chenowith, with all in favor, the Board of
91 Supervisors approved Resolution 2023-04, Adopting Fiscal Year 2023-2024 Budget, for the
92 Highland Meadows Community Development District.

93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137
138

SEVENTH ORDER OF BUSINESS

Public Hearing on Special Assessments

Mr. Brizendine called for a motion to open the Public Hearing on Special Assessments.

On Motion by Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, the Board of Supervisors opened the Public Hearing on Specials Assessments, for the Highland Meadows Community Development District.

No members of the public commented.

Mr. Brizendine called for a motion to close the Public Hearing on Special Assessments.

On Motion by Mr. Chenowith, seconded by Ms. Chenowith, with all in favor, the Board of Supervisors closed the Public Hearing on Special Assessments, for the Highland Meadows Community Development District.

EIGHTH ORDER OF BUSINESS

**Consideration of Resolution 2023-05,
Levying Assessments to Fund 2023-
2024 Budget and Certifying the
Assessment**

Mr. Brizendine presented Resolution 2023-05 and asked the board if they had any questions. There were none.

On Motion by Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, the Board of Supervisors approved Resolution 2023-05; Levying Assessments to Fund 2023-2024 Budget and Certifying the Assessment, for the Highland Meadows Community Development District.

NINTH ORDER OF BUSINESS

**Consideration of Resolution 2023-06,
Designating the Meeting Schedule for
Fiscal Year 2023-2024**

Mr. Brizendine presented Resolution 2023-06 and asked the board if they request any changes. The board requested this resolution be tabled for next meeting. The board requested they would like to move meetings to Fridays and requested a Special Meeting be held on September 15th from 2:00 p.m. to 4:00 p.m.

On Motion, Ms. Chenowith, seconded by Mr. Chenowith, with all in favor, the Board of Supervisors approved Board of Supervisors Special Meeting to take place September 15th from 2:00 p.m. to 4:00 p.m, for the Highland Meadows Community Development District.

139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170
171
172
173
174
175
176
177
178
179
180
181
182
183
184
185

TENTH ORDER OF BUSINESS

Consideration of Addendum to Rizzetta & Company, Inc. District Management Agreement

Mr. Brizendine presented the Addendum to Rizzetta & Company, Inc. District Management Agreement and asked if there were any questions. The Addendum to Rizzetta & Company, Inc. District Management Agreement was not considered by the Board.

A Member of the audience voiced her need to have district engineer inspect their property again. District management will work closely with the member to resolve her situation.

The Board motions to terminate Rizzetta (60 day notice) and the final day will be October 20th, 2023.

On Motion by Mr. Chenowith, seconded by Mr. Martinez, with all in favor, the Board of Supervisors approved sixty-day termination of Rizzetta, for the Highland Meadows Community Development District.

ELEVENTH ORDER OF BUSINESS

Consideration Proposal for Roadway Light Features

Mr. Brizendine presented the proposal for Roadway Light Features and asked if there were any questions. The board declined the proposal.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

A motion for the chair to work with counsel on legal issues is being discussed.

On Motion, Mr. Chenowith, seconded by Mr. Martinez, with all in favor, the Board of Supervisors approved motion for the chair of the board to work with counsel on legal issues, for the Highland Meadows Community Development District.

B. District Engineer
No Report.

C. District Manager

1. Sign Repairs

Mr. Brizendine touched on the crooked signs on Courtand Drive and Highland Meadow Ave and stated that district management is working to resolve the issue.

Tab 2

HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT

District Office · Riverview , Florida 33578
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
www.highlandmeadowscdd.org

Operation and Maintenance Expenditures August 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from August 1, 2023 through August 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$11,829.48**

Approval of Expenditures:

_____ Chairperson

Highland Meadows Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2023 Through August 31,2023

| <u>Vendor Name</u> | <u>Check #</u> | <u>Invoice #</u> | <u>Transaction Description</u> | <u>Check Amount</u> |
|------------------------------------|----------------|----------------------|---|----------------------------|
| Cindy Chenowith | 100073 | CC082123 | Board of Supervisors Meeting 08/21/23 | \$ 200.00 |
| City of Davenport | ACH | 2270 06/23 | Water Service 06/23 | \$ 97.56 |
| City of Davenport Community Center | 100069 | 072823-605 | Meeting Room Rental 08/23 | \$ 150.00 |
| Duke Energy | ACH | 9100 8272 6644 06/23 | Electric 9100 8272 6644 06/23 | \$ 32.75 |
| Duke Energy | ACH | 9100 8272 6884 07/23 | Electric 9100 8272 6884 07/23 | \$ 576.59 |
| Duke Energy | ACH | 9100 8277 5198 07/23 | Electric 9100 8277 5198 07/23 | \$ 381.64 |
| Duke Energy | ACH | 9100 8277 5437 06/23 | Electric 9100 8277 5437 06/23 | \$ 32.75 |
| Eric Chenowith | 100075 | EC082123 | Board of Supervisors Meeting 08/21/23 | \$ 200.00 |
| HP Home Maintenance Solutions, LLC | 100070 | 209 | Monument and Street Signs Repairs 08/23 | \$ 2,500.00 |
| Kilinski / Van Wyk, PLLC | 100071 | 7303 | Legal Services 07/23 | \$ 413.50 |
| Kilinski / Van Wyk, PLLC | 100071 | 7304 | Legal Services - Oertwig Litigation 07/23 | \$ 668.00 |
| Polk County Property Appraiser | 100072 | 4652015 | 1% Property Appraiser Fee for FY 23/24 | \$ 3,088.60 |
| Rafael Martinez | 100076 | RM082123 | Board of Supervisors Meeting 08/21/23 | \$ 200.00 |
| Rizzetta & Company, Inc. | 100068 | INV0000082257 | District Management Fees 08/23 | \$ 3,288.09 |
| Report Total | | | | <u>\$ 11,829.48</u> |

Highland Meadows CDD

Meeting Date: 8/21/2023

SUPERVISOR PAY REQUEST

| <u>Name of Board Supervisor</u> | <u>Check if paid</u> | |
|---------------------------------|----------------------|----------|
| Cindy Chenowith | ✓ | CC082123 |
| Robert Williams | | |
| Headly Oliver | | |
| Eric Chenowith | ✓ | EC082123 |
| Rafael Martinez | ✓ | RM082123 |

(*) Does not get paid

NOTE: Supervisors are only paid if checked.

RECEIVED
08/22/23

EXTENDED MEETING TIMECARD

| | |
|---------------------|-----------|
| Meeting Start Time: | 1:00 PM |
| Meeting End Time: | 2:28 PM |
| Total Meeting Time: | 2.5 hours |

Time Over _____ (?) Hours: _____

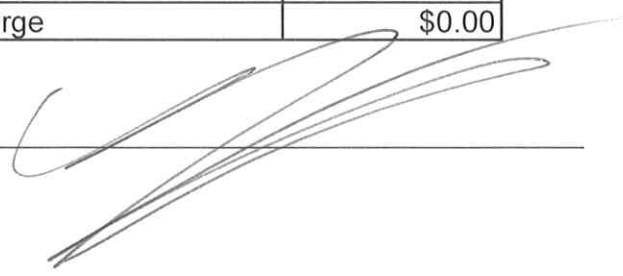
Total at \$ _____ per Hour: _____

ADDITIONAL OR CONTINUED MEETING TIMECARD

| | |
|----------------------------------|--------|
| Meeting Date: | |
| Additional or Continued Meeting? | |
| Total Meeting Time: | |
| Total at \$175 per Hour: | \$0.00 |

| | |
|-----------------------------|---------|
| Business Mileage Round Trip | |
| IRS Rate per Mile | \$0.625 |
| Mileage to Charge | \$0.00 |

DM Signature: _____





CITY OF DAVENPORT

1 S ALLAPAHA AVE
DAVENPORT FL 33837-0125

FOR BILLING INFORMATION
CALL: (863)419-3300

HIGHLAND MEADOWS CDD

CYCLE A

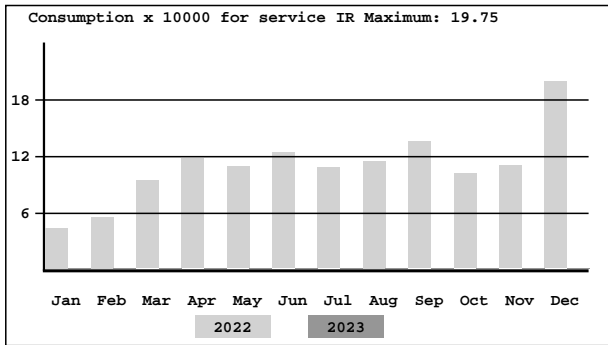
C/CARD

1R2A

18001

| Account # | Service Address | Billing Period | Bill Date | Due Date | TOTAL DUE | | | |
|----------------------------|---------------------|----------------------|------------|-----------------|-----------|-------|----------|---------|
| 2270 | Highland Meadows St | 06/05/23 to 07/04/23 | 07/10/2023 | 08/01/2023 | \$ 97.56 | | | |
| Service Code & Description | Date | Previous Reading | Date | Current Reading | Mult | Usage | Year Ago | Charge |
| LAST PAYMENT 07/03/2023 | | | | | | | | 97.56 |
| AW ALTERNATIVE WATER SUR | 06/05 | 45962 | 07/05 | 45962 | 100.000 | 0 | 106400 | 0.00 |
| BF BACKFLOW PREVENTION FEE | | | | | | | | 5.75 |
| IR IRRIGATION | 06/05 | 45962 | 07/05 | 45962 | 100.000 | 0 | 106400 | 83.46 * |
| | | | | | | | * TAXES | 8.35 |
| CURRENT CHARGES | | | | | | | | 97.56 |
| TOTAL AMOUNT DUE | | | | | | | | 97.56 |

Your Credit Card will be charged on 07/31/2023



COMMISSION MEETINGS: 1st AND 3rd MONDAYS OF THE MONTH AT 7PM IN THE COMMISSION CHAMBERS.

2022 CONSUMER CONFIDENCE REPORT IS AVAILABLE ON WWW.MYDAVENPORT.ORG

FOR CITY EVENTS PLEASE VISIT OUR WEBSITE OR FACEBOOK PAGE.

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 AND WATER IS SUBJECT TO DISCONNECTION IF NOT PAID BY THE 10TH OF THE MONTH. DETACH AND RETURN STUB WITH REMITTANCE MONTH.



CITY OF DAVENPORT

1 S ALLAPAHA AVE
DAVENPORT FL 33837-0125

| Account # | Bill Date | TOTAL DUE |
|-----------|------------|------------|
| 2270 | 07/10/2023 | \$ 97.56 |
| Type | Due Date | |
| CYCLE A | 08/01/2023 | **C/CARD** |
| PayID | Bill No | |
| 1R2A | 583 | |

CAR-RT SORT ** C035

HIGHLAND MEADOWS CDD

3434 COLWELL AVE SUITE 200

TAMPA FL 33614

Your Credit Card will be charged on 07/31/2023

0000022707 0000097568

HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT

District Office · Orlando, Florida · (407) 472-2471
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
www.highlandmeadows2cdd.org

Check Request

Amount: \$ 150

Description: Meeting Space

Date: 07/28/23

Payable to: City of Davenport

Address: 207 North Blvd West, Davenport, FL 33837

Requestor: Brian Mendes

Approved by _____ Brian Mendes _____



Your usage snapshot - Continued

| Current electric usage for meter number 3874601 | |
|--|------------|
| Actual reading on Jul 7 | 3064 |
| Previous reading on Jun 8 | - 3006 |
| <hr/> | |
| Energy Used | 58 kWh |
| Billed kWh | 58.000 kWh |

Billing details - Electric

| Billing Period - Jun 08 23 to Jul 07 23 | |
|--|----------------|
| Meter - 3874601 | |
| Customer Charge | \$15.55 |
| Energy Charge | |
| 58.000 kWh @ 10.278c | 5.96 |
| Fuel Charge | |
| 58.000 kWh @ 5.630c | 3.27 |
| Asset Securitization Charge | |
| 58.000 kWh @ 0.179c | 0.10 |
| Minimum Bill Adjustment | 5.12 |
| <hr/> | |
| Total Current Charges | \$30.00 |

The total charges incurred during this billing period are below the minimum expenses necessary to equitably provide and maintain reliable electric service to all facilities across the state. When the combined monthly customer, energy, fuel, and other charges fall below a \$30 threshold, customers will see the difference noted as a Minimum Bill Adjustment under the Billing Details section. Learn more about the minimum charge adjustment and additional customer charges at duke-energy.com/minimum.

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

Billing details - Taxes

| | |
|---------------------------|---------------|
| Regulatory Assessment Fee | \$0.02 |
| Gross Receipts Tax | 0.77 |
| Municipal Franchise Fee | 1.96 |
| <hr/> | |
| Total Taxes | \$2.75 |



duke-energy.com
877.372.8477

Your Energy Bill

Service address

HIGHLAND MEADOWS CDD
0 COUNTY ROAD 547 N LITE HIGHLAND MEADOWS PH 2
LITE HIGHLAND MEADOWS PH2

Bill date Aug 23, 2023
For service Jul 22 - Aug 22
32 days

Account number **9100 8272 6884**

Billing summary

| | |
|--------------------------------|-----------------|
| Previous Amount Due | \$576.59 |
| <i>Payment Received Aug 14</i> | -576.59 |
| Current Lighting Charges | 573.03 |
| Taxes | 3.56 |
| Total Amount Due Sep 13 | \$576.59 |

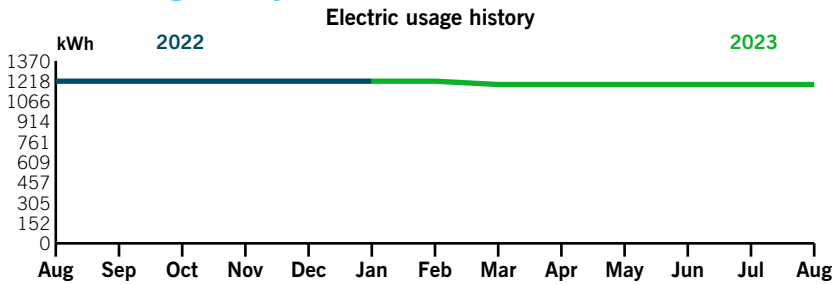


Thank you for your payment.

Duke Energy Florida utilized fuel in the following proportions to generate your power: Coal 8%, Purchased Power 9.1%, Gas 78.7%, Oil 0.1%, Nuclear 0%, Solar 4.1% (For prior 12 months ending June 30, 2023).

To help us repair malfunctioning streetlights, quickly: 1. 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



Average temperature in degrees

83° 80° 74° 71° 63° 63° 68° 71° 75° 77° 80° 83° 85°

| | Current Month | Aug 2022 | 12-Month Usage | Avg Monthly Usage |
|------------------|---------------|----------|----------------|-------------------|
| Electric (kWh) | 1,193 | 1,218 | 14,466 | 1,206 |
| Avg. Daily (kWh) | 37 | 38 | 40 | |

12-month usage based on most recent history

Mail your payment at least 7 days before the due date or pay instantly at duke-energy.com/billing. Payments for this statement within 90 days from the bill date will avoid a 1.0% late payment charge.

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

Amount of automatic draft

Account number
9100 8272 6884

\$576.59
by Sep 13

After 90 days from bill date, a late charge will apply.



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

\$ _____ \$ _____
Add here, to help others with a contribution to Share the Light **Amount enclosed**

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

Duke Energy Payment Processing
PO Box 1094
Charlotte, NC 28201-1094

8891008272688400066000000000000000000005765900000576599

Your usage snapshot - Continued

| Outdoor Lighting | | |
|---------------------------------------|-----------------|------------------|
| Billing period Jul 22 - Aug 22 | | |
| Description | Quantity | Usage |
| 50 MICRO II 3K UG | 1 | 17 kWh |
| HPS UG RDWAY 9500L | 28 | 1,176 kWh |
| Total | 29 | 1,193 kWh |

Billing details - Lighting

| Billing Period - Jul 22 23 to Aug 22 23 | |
|--|-----------------|
| Customer Charge | \$1.65 |
| Energy Charge | |
| 1,193.000 kWh @ 4.784c | 57.07 |
| Fuel Charge | |
| 1,193.000 kWh @ 5.270c | 62.87 |
| Asset Securitization Charge | |
| 1,193.000 kWh @ 0.051c | 0.61 |
| Fixture Charge | |
| 50 MICRO II 3K UG | 3.69 |
| HPS UG RDWAY 9500L | 159.04 |
| Maintenance Charge | |
| 50 MICRO II 3K UG | 1.39 |
| HPS UG RDWAY 9500L | 51.52 |
| Pole Charge | |
| CONCRETE, 30/35 | |
| 29 Pole(s) @ \$8.110 | 235.19 |
| Total Current Charges | \$573.03 |

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

Billing details - Taxes

| | |
|---------------------------|---------------|
| Regulatory Assessment Fee | \$0.42 |
| Gross Receipts Tax | 3.14 |
| Total Taxes | \$3.56 |



Your usage snapshot - Continued

| Outdoor Lighting | | |
|---------------------------------------|-----------------|----------------|
| Billing period Jun 23 - Jul 21 | | |
| Description | Quantity | Usage |
| HPS UG RDWAY 9500L | 19 | 798 kWh |
| Total | 19 | 798 kWh |

Billing details - Lighting

| Billing Period - Jun 23 23 to Jul 21 23 | |
|--|-----------------|
| Customer Charge | \$1.65 |
| Energy Charge | |
| 798.000 kWh @ 4.784c | 38.17 |
| Fuel Charge | |
| 798.000 kWh @ 5.270c | 42.05 |
| Asset Securitization Charge | |
| 798.000 kWh @ 0.051c | 0.41 |
| Fixture Charge | |
| HPS UG RDWAY 9500L | 107.92 |
| Maintenance Charge | |
| HPS UG RDWAY 9500L | 34.96 |
| Pole Charge | |
| CONCRETE, 30/35 | |
| 19 Pole(s) @ \$8.110 | 154.09 |
| Total Current Charges | \$379.25 |

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

Billing details - Taxes

| | |
|---------------------------|---------------|
| Regulatory Assessment Fee | \$0.28 |
| Gross Receipts Tax | 2.11 |
| Total Taxes | \$2.39 |



Your usage snapshot - Continued

| Current electric usage for meter number 3876487 | |
|--|------------|
| Actual reading on Jul 7 | 2791 |
| Previous reading on Jun 8 | - 2752 |
| <hr/> | |
| Energy Used | 39 kWh |
| Billed kWh | 39.000 kWh |

Billing details - Electric

| Billing Period - Jun 08 23 to Jul 07 23 | |
|---|----------------|
| Meter - 3876487 | |
| Customer Charge | \$15.55 |
| Energy Charge | |
| 39.000 kWh @ 10.278c | 4.01 |
| Fuel Charge | |
| 39.000 kWh @ 5.630c | 2.20 |
| Asset Securitization Charge | |
| 39.000 kWh @ 0.179c | 0.07 |
| Minimum Bill Adjustment | 8.17 |
| <hr/> | |
| Total Current Charges | \$30.00 |

The total charges incurred during this billing period are below the minimum expenses necessary to equitably provide and maintain reliable electric service to all facilities across the state. When the combined monthly customer, energy, fuel, and other charges fall below a \$30 threshold, customers will see the difference noted as a Minimum Bill Adjustment under the Billing Details section. Learn more about the minimum charge adjustment and additional customer charges at duke-energy.com/minimum.

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

Billing details - Taxes

| | |
|---------------------------|---------------|
| Regulatory Assessment Fee | \$0.02 |
| Gross Receipts Tax | 0.77 |
| Municipal Franchise Fee | 1.96 |
| <hr/> | |
| Total Taxes | \$2.75 |

INVOICE



Bill To

Highland Meadows CDD c/o Rizzetta &
Company
3434 Colwell avenue suite 200 Tampa, FL
33614 Jcasanova@rizzetta.com
Tampa, Florida 33614

HP Home Maintenance Solutions LLC

2812 Shelburne Way
Saint Cloud , Florida 34772
Phone: (407) 412-3731
Email: hphomemaintenancesolutions@gmail.com
Web: Www.hphomemaintenancesolutions.com

Payment terms Due upon receipt
Invoice # 209
Date 08/09/2023

| Description | Total |
|-------------|-------|
|-------------|-------|

| | |
|---------------------------|------------|
| Monument and street signs | \$2,500.00 |
|---------------------------|------------|

Cleaning, Replacement and installation of parts on Monument signs. Straight stop signs around community removal and reinstall. All materials and labor included



| | |
|-----------------|------------|
| Subtotal | \$2,500.00 |
|-----------------|------------|

| | |
|--------------|-------------------|
| Total | \$2,500.00 |
|--------------|-------------------|

By signing this document, the customer agrees to the services and conditions outlined in this document.

Highland Meadows CDD c/o Rizzetta & Company



KILINSKI | VAN WYK

Kilinski | Van Wyk, PLLC

P.O. Box 6386
Tallahassee, Florida 32314

Highland Meadows CDD
Highland Meadows CDD
c/o Rizzetta & Company
3434 Colwell Avenue
Suite 200
Tampa, Florida 33614

INVOICE

Invoice # 7303
Date: 08/11/2023
Due On: 09/10/2023

HMCCDD-01

HIIGHLAND MEADOWS CDD - ENERAL COONSEL MONTHL MEETIN

| Type | Professional | Date | Notes | Quantity | Rate | Total |
|---------|--------------|------------|--|----------|--------------|---------------|
| Service | RVW | 07/05/2023 | Review and edit final audit report. Confer with accountant regarding budget amendment and post audit litigation. | 0.40 | \$380.00 | \$152.00 |
| Service | K | 07/13/2023 | Confer with District Manager regarding website compliance pursuant to Chapter 189.069. | 0.20 | \$295.00 | \$59.00 |
| Service | MH | 07/17/2023 | Review and respond to audit confirmation letter. | 0.30 | \$295.00 | \$88.50 |
| Service | RVW | 07/25/2023 | Draft legal notice for budget hearing. | 0.30 | \$380.00 | \$114.00 |
| | | | | | Total | \$1150 |

Detailed Statement of Account

Other Invoices

| Invoice Number | Due On | Amount Due | Payments Received | Balance Due |
|----------------|------------|------------|-------------------|-------------|
| 7078 | 08/11/2023 | \$2,134.13 | \$0.00 | \$2,134.13 |

Current Invoice

| Invoice Number | Due On | Amount Due | Payments Received | Balance Due |
|---------------------------------|------------|------------|-------------------|-------------------|
| 7303 | 09/10/2023 | \$413.50 | \$0.00 | \$413.50 |
| Outstanding Balance | | | | \$2,500.60 |
| Total Amount Outstanding | | | | \$2,500.60 |

Please make all amounts payable to: Kilinski | Van Wyk, PLLC

Please pay within 30 days.



KILINSKI | VAN WYK

Kilinski | Van Wyk, PLLC

P.O. Box 6386
Tallahassee, Florida 32314

Highland Meadows CDD
Highland Meadows CDD
c/o Rizzetta & Company
3434 Colwell Avenue
Suite 200
Tampa, Florida 33614

INVOICE

Invoice # 7304
Date: 08/11/2023
Due On: 09/10/2023

HMCDD-02 Oertwig Litigation

Highland Meadows CDD -02 Oertwig Litigation

| Type | Professional | Date | Notes | Quantity | Rate | Total |
|--------------|--------------|------------|--|----------|----------|-----------------|
| Service | MH | 07/05/2023 | Confer with Van Wyk regarding litigation matters. | 0.30 | \$295.00 | \$88.50 |
| Service | AH | 07/10/2023 | Prepare updates to pleading file. | 0.40 | \$195.00 | \$78.00 |
| Service | MH | 07/10/2023 | Review order and confer with staff regarding status. | 0.60 | \$295.00 | \$177.00 |
| Service | MH | 07/12/2023 | Review case management conference order; confer with Van Wyk regarding same. | 1.10 | \$295.00 | \$324.50 |
| Total | | | | | | \$668.00 |

Detailed Statement of Account

Other Invoices

| Invoice Number | Due On | Amount Due | Payments Received | Balance Due |
|----------------|------------|-------------|-------------------|-------------|
| 7079 | 08/11/2023 | \$11,883.50 | \$0.00 | \$11,883.50 |

Current Invoice

| Invoice Number | Due On | Amount Due | Payments Received | Balance Due |
|---------------------------------|------------|------------|-------------------|--------------------|
| 7304 | 09/10/2023 | \$668.00 | \$0.00 | \$668.00 |
| Outstanding Balance | | | | \$12,551.50 |
| Total Amount Outstanding | | | | \$12,551.50 |

Please make all amounts payable to: Kilinski | Van Wyk, PLLC

Please pay within 30 days.

Polk County Property Appraiser

MARSHA FAUX PROPERTY APPRAISER
 255 N WILSON AVE
 BARTOW FL 33830-3951
 Phone: (863)534-4775

INVOICE: 4652015

Page: 1 of 1

***** CUSTOMER *****

HIGHLAND MEADOWS CDD
3434 COLWELL AVE STE 200
TAMPA FL 33614-8390

| Invoice Date | Due Date | Ship Via | FOB | Terms | Reference | |
|----------------|------------|-----------------------------------|---------------|--------------|-------------------|----------|
| 08/09/2023 | 08/09/2023 | | | Net Upon Rpt | 1% ADM FEE | |
| Contact | | Customer No | Phone | Fax | For | |
| Samantha Reese | | 428 | (813)933-5571 | | 1% ADMIN FEE | |
| Quantity | UOM | Description | | | Unit Price | Extended |
| 1.00 | EA | HIGHLAND MEADOWS CDD 1% ADMIN FEE | | | 3,088.6000 | 3,088.60 |
| | | | | | | ----- |
| | | | | | SUBTOTAL: | 3,088.60 |
| | | | | | | ----- |
| | | | | | TOTAL DUE: | 3,088.60 |

Detach and Return With Payment

Send Payment To:

Invoice: 4652015
 Customer: 428
 RIZETTA & COMPANY IN
 3434 COLWELL AVE STE 200
 TAMPA FL 33614-8390

Polk County Property Appraiser
 MARSHA FAUX PROPERTY APPRAISER
 255 N WILSON AVE
 BARTOW FL 33830-3951

TOTAL DUE: \$3,088.60
 AMOUNT PAID: _____

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

Invoice

| Date | Invoice # |
|----------|---------------|
| 8/1/2023 | INV0000082257 |

Bill To:

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

| Services for the month of | Terms | Client Number |
|---------------------------|--------------|---------------|
| August | Upon Receipt | 00605 |

| Description | Qty | Rate | Amount |
|---------------------------------|------|-----------------|------------|
| Accounting Services | 1.00 | \$1,143.67 | \$1,143.67 |
| Administrative Services | 1.00 | \$439.17 | \$439.17 |
| Financial & Revenue Collections | 1.00 | \$347.67 | \$347.67 |
| Management Services | 1.00 | \$1,257.58 | \$1,257.58 |
| Website Compliance & Management | 1.00 | \$100.00 | \$100.00 |
| | | Subtotal | \$3,288.09 |
| | | Total | \$3,288.09 |

Tab 3

RESOLUTION 2023-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT ADOPTING THE ANNUAL MEETING SCHEDULE FOR FISCAL YEAR 2023-2024; AND PROVIDING FOR 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*, and situated entirely within the City of Davenport, Florida; and

WHEREAS, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

WHEREAS, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District's regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located; and

WHEREAS, the Board desires to adopt the Fiscal Year 2023-2024 annual meeting schedule attached as **Exhibit A**.

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

SECTION 1. The Fiscal Year 2023-2024 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

SECTION 2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 15th day of September, 2023.

ATTEST:

**HIGHLAND MEADOWS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Fiscal Year 2023-2024 Annual Meeting Schedule

Exhibit A

**BOARD OF SUPERVISORS MEETING DATES
HIGHLAND MEADOWS
COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023-2024**

The Board of Supervisors of the Highland Meadows Community Development District will hold their regular meetings for Fiscal Year 2023-2024 at the Tom Fellows Community Center located at 207 North Blvd. W., Davenport, FL 33837, at 2:00 p.m., unless otherwise indicated as follows:

November 20, 2023
April 15, 2024
June 17, 2024
August 19, 2024

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for these meetings may be obtained from Rizzetta & Company, Inc., 8529 South Park Circle, Suite 330, Orlando, Florida 32819, or by calling (407) 472-2471.

There may be occasions when one or more Supervisors or staff will participate by telephone. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (407) 841-5524 at least 48 hours prior to the meeting. 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), for aid in contacting the District Office.

A person who decides to appeal any decision made at the meeting with respect to any matter considered at the meeting 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 such appeal is to be based.

District Manager

Tab 4

RESOLUTION 2023-07

A RESOLUTION OF THE BOARD OF SUPERVISORS OF HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT APPOINTING AND FIXING THE COMPENSATION OF THE DISTRICT MANAGER; APPOINTING A FINANCIAL DISCLOSURE COORDINATOR; APPOINTING A REGISTERED ASSESSMENT CONSULTANT; APPOINTING A DESIGNATED INVESTMENT REPRESENTATIVE TO ADMINISTER INVESTMENT DIRECTION WITH REGARD TO DISTRICT FUNDS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Highland Meadows Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within the City of Davenport, Florida; and

WHEREAS, pursuant to Section 190.007(1), *Florida Statutes*, the Board of Supervisors of the District (“Board”) desires to employ and fix compensation of a District Manager; and

WHEREAS, the Board desires to appoint a Financial Disclosure Coordinator to create, maintain and update a list of the names, e-mail addresses, physical addresses, and names of the agency of, and the office or position held by, the Board of Supervisors and other persons required by Florida law to file a statement of financial interest due to his or her affiliation with the District; and

WHEREAS, the Board desires to appoint an Assessment Consultant to advise regarding the issuance of special assessment bonds and other financing methods for District improvements; and

WHEREAS, the Board desires to appoint an Investment Representative to direct and advise on the investment of District funds including, but not limited to, directing the assigned Trustee; to invest District funds consistent with any and all Indentures and to maximize return; and

WHEREAS, the Board has determined that the appointment of a Financial Disclosure Coordinator, Assessment Consultant and Investment Representative is necessary; and

WHEREAS, the Board desires to appoint a District Manager, Financial Disclosure Coordinator, Assessment Consultant, and Investment Representative, and to provide compensation for their services.

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

SECTION 1. Governmental Management Services – Central Florida LLC, is appointed as District Manager, Financial Disclosure Coordinator, Assessment Consultant, and Designated Investment Representative and shall be compensated for their services in such capacity in the manner prescribed in the agreement incorporated herein by reference as **Exhibit A**.

SECTION 2. This authorization shall be continuing in nature until revoked by the District.

SECTION 3. This Resolution shall become effective October 20, 2023

[Signature page follows]

PASSED AND ADOPTED THIS 15TH DAY OF SEPTEMBER 2023.

ATTEST:

**HIGHLAND MEADOWS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: District Management Fee Agreement

Exhibit A
District Management Fee Agreement

[See following pages]

**AGREEMENT FOR DISTRICT MANAGEMENT SERVICES BETWEEN
HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT
AND GOVERNMENTAL MANAGEMENT SERVICES
- CENTRAL FLORIDA, LLC**

Date of Agreement: 15th day of September, 2023.

Between: Governmental Management Services – Central Florida, LLC
219 E. Livingston Street
Orlando, Florida 32801

(Hereinafter referred to as “Manager”);

And: Highland Meadows Community Development District
A unit of special purpose local government located in the City of
Davenport (the “City”) in Polk County, Florida (the “County”)

(Hereinafter referred to as “District”).

**GENERAL MANAGEMENT, ADMINISTRATIVE, AND ACCOUNTING
SERVICES**

This engagement is for the Manager to provide District Management Services for the District. The duties and responsibilities include, but are not limited to the following:

Meetings, Hearings, Workshops, Etc.

- The Manager will organize, conduct, and provide minutes for all meetings of the District. This includes, but is not limited to, scheduling meetings, providing agenda packages and meeting materials in the form requested by the District Board of Supervisors, and publishing Board meeting, public hearing notices, and landowner election notices pursuant to Florida law.
- The Manager will consult with the District Board of Supervisors and its designated representatives, and when necessary, organize such meetings, discussions, project site visits, workshops, and hearings as may pertain to the administration and accomplishment of the various projects and services provided by the District.

Records

- The Manager will maintain “Record of Proceedings” for the District within the boundaries of the local government in which the District is located and include meeting minutes, agreements, resolutions and other records required by law or contract and provide access to such records as necessary for proper District function or compliance with Florida’s public records laws.

District Operations

- The Manager will act as the primary point of contact for District-related matters.
- The Manager will consult with and advise the District on matters related to the operation and maintenance of the District’s public infrastructure.
- The Manager will make recommendations and assist in matters relating to solicitation, approval, rejection, amendment, renewal, and cancellation of contracts for services to the District. In advance of expiration of contracts, the Manager will advise the Board as to need for renewal or additional procurement activities and implement same.
- On or before October 1st of every year, the Manager will prepare an annual inventory of all District owned tangible personal property and equipment in accordance with all applicable rules and standards.
- The Manager will recommend and advise the Board, in consultation with the District Engineer of the appropriate amount and type of insurance and be responsible for procuring all necessary insurance.
- The Manager will ensure compliance with all statutes affecting the District by performing the following tasks (and such other tasks required by law but not specifically identified herein):
 - File name and location of the Registered Agent and Office location annually with Department of Economic Opportunity, the City and the County.
 - Provide legal description and boundary map as provided by District Engineer to the Supervisor of Elections
 - Provide the regular meeting schedule of the Board to the City and County.
 - File all required financial reports to the Department of Revenue, Auditor General, the City, the County, and other governmental agencies with jurisdiction in compliance with Florida law.

- File request letter to the Supervisor of Election of the County for number of registered voters as of April 15, each year. Report annually the number of registered voters in the District by June 1, of each year.
- Prepare and file annual public depositor report.

Accounting and Reporting

- The Manager will implement an integrated management reporting system compliant with Generally Accepted Accounting Principles (GAAP) for government and fund accounting which will allow the District to represent fairly and with full disclosure the financial position of the District. The District's accounting activities will be overseen by a degreed accountant.
- The Manager will prepare reports as appropriate under applicable law, accounting standards, and bond trust indenture requirements. The Manager will track the District's general fund and bond fund activities and provide monthly and annual financial statements (including budget to actual summary).
- The Manager will administer the processing, review and approval, and timely payment of all invoices and purchase orders.
- The Manager will oversee District's capital and general fund accounts.
- The Manager will recommend and implement investment policies and procedures pursuant to State law, and provide Cash Management services to obtain maximum earnings for District operations through investment of surplus funds to the State Board of Administration or other investment vehicles consistent with the District's adopted investment policies.

Audits

- The Manager will provide audit support to auditors for the required Annual Audit, and will ensure completion and submission of audit and Annual Financial Statements to the City, County, Auditor General, and other appropriate government entities in compliance with Florida law.

Budgeting

- The Manager will prepare and provide for a proposed budget for Board approval and submission to the City and County in compliance with state law. The Manager will prepare final budget and backup material for and present the budget at all budget meetings, hearings and workshops. The Manager will ensure that all budget meetings, hearings, and workshops are properly noticed.

- The Manager will administer the adopted budget and prepare budget amendments on an ongoing basis as necessary.

Capital Program Administration

- The Manager will maintain proper capital fund and project fund accounting procedures and records.
- The Manager will coordinate with District staff to provide for appropriate bid and or proposal/qualification processes for Capital Project Construction.
- The Manager will oversee and implement bond issue related compliance, i.e., coordination of annual arbitrage report, transmittal of annual audit and budget to the trustee, transmittal of annual audit to bond holders and underwriters, annual/quarterly disclosure reporting, etc.
- The Manager will provide dissemination agent services related to required reporting, as referenced in Exhibit A.

Maintenance Contract Administration

- Coordinate activities with the District Manager for planning, developing, controlling and evaluating field maintenance contracts and programs.
- Develop and oversee the annual maintenance program as identified in the adopted budget of the District, develop policies, purchase requests and conduct competitive bidding, when necessary.
- Review and sign purchase orders and service contracts to facilitate field operations. Approve invoices for payment.
- Direct District contractors who provide installation, repair and maintenance of District properties including:
 1. Landscaping
 2. Irrigation systems
 3. Common fences and walls
 4. Ponds and lakes
 5. Fountains
- Develop and implement a capital improvement plan based on the approved District Reserve Study and Board of Supervisors approval of the plan.
- Answer questions and requests from Highland Meadows residents concerning District field operations.
- Coordinate with City and County officials regarding related field maintenance issues.

- Coordinate with insurance carriers, District and non-District, for damages to District property and oversee restoration of these properties.
- Prepare, as required, portions of the District operations budget and monitor budget line-item activity for field maintenance.
- Receive general administration supervision and guidance from District Manager.
- Correspond as required with the District Board of Supervisors and with the public as District representative. Provide to the Board of Supervisors status reports in advance of each Board meeting or as required.
- Administrate daily activities and conduct monthly on-site inspections.
- Help develop and enforce District policies and procedures including preventing, resident and non-resident, intrusion and/or damage to District property; ensure restoration is completed if necessary.

FINANCIAL SERVICES

Assessments & Revenue Collection

- The Manager will develop and administer the annual assessment roll for the District. This includes administering the tax roll for the District for assessments collected by the County and administering assessments for Off Tax Roll parcels/lots.
- The Manager will provide payoff information and pre-payment amounts as requested by property owners and collect prepayment of assessments as necessary.
- The Manager will monitor development of the District and perform Assessment True-up Analysis when appropriate.
- The Manager will issue estoppel letters as needed for property transfers.
- The Manager will maintain the District's Lien Book, in which is recorded the details of any District debt and the related debt service assessments. The Lien Book will account for all District debt and show the allocation of debt principal to assessed properties within the District.

FEES AND TERM OF SERVICES

All services will be completed on a timely basis in accordance with the District needs and statutory requirements.

The District agrees to compensate the Manager in accordance with the fee schedule set forth in the attached Exhibit A. Payment shall be made in equal monthly installments at the beginning of each month and may be amended annually as evidenced by the budget approved by the Board.

This Agreement shall automatically renew each Fiscal Year of the District, unless otherwise terminated by either party. The District will consider price adjustments each twelve (12) month period to compensate for market conditions and the planned workload of the District to be performed during the next twelve (12) month period. Evidence of price or fee adjustments will be approved by the Board in its adopted or amended Fiscal Year Budget.

DISTRICT RESPONSIBILITIES

The District shall provide for the timely services of its legal counsel, engineer and any other consultants, contractors or employees, as required, for the Manager to perform the duties outlined in this Contract. Expenses incurred in providing this support shall be the sole responsibility of the District.

TERMINATION OF THIS CONTRACT

This Contract may be terminated as follows:

1. By the District for "good cause," which shall include misfeasance, malfeasance, nonfeasance or dereliction of duties by the Manager which termination may be immediate; or
2. By the Manager or District, for any reason, upon 60 days' written notice.

In the event this Contract is terminated in either manner above stated, the Manager will make all reasonable effort to provide for an orderly transfer of the books and records of the District to the District or its designee.

GENERAL TERMS AND CONDITIONS

1. All invoices are due and payable when received.
2. This Contract shall be interpreted in accordance with and shall be governed by the laws of the State of Florida.

3. In the event that any provision of this contract shall be determined to be unenforceable or invalid by a court such unenforceability or invalidity shall not affect the remaining provisions of the Contract which shall remain in full force and effect.
4. The rights and obligations of the District as defined by this Contract shall inure to the benefit of and shall be binding upon the successors and assigns of the District. There shall be no assignment of this Contract by the Manager, without the approval of the District.
5. The District acknowledges that the Manager is not a Municipal Advisor or Securities Broker, nor is the Manager registered to provide such services as described in Section 15B of the Securities and Exchange Act of 1934, as amended. Similarly, the District acknowledges that the Manager does not provide the District with financial advisory services or offer investment advice.
6. To the extent allowable under applicable law (and only to the extent of the limitations of liability set forth in Section 768.28, *Florida Statutes*), except to the extent caused by the negligence, reckless, and/or willful misconduct of the Manager, the District agrees to indemnify, defend, and hold harmless the Manager and its officers, supervisors, staff, and employees from and against any and all liability, claims, actions, suits, demands, assessments or judgments asserted and any and all losses, liabilities, damages, costs, court costs, and expenses, including attorney's fees, that Manager may hereafter incur, become responsible for, or be caused to pay out arising out of or relating to the grossly negligent or intentionally wrongful acts or omissions of the District. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the Manager may be entitled and shall continue after the Manager has ceased to be engaged under this Contract.

The Manager agrees to indemnify, defend, and hold harmless the District and its officers, supervisors, staff, and employees from and against any and all liability, claims, actions, suits, demands, assessments or judgments asserted and any and all losses, liabilities, damages, costs, court costs, and expenses, including attorney's fees, that the Manager may hereafter incur, become responsible for, or be caused to pay out arising out of or relating to the failure to perform under this Contract or at law, or grossly negligent, reckless, and/or intentionally wrongful acts or omissions of the Manager. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the District may be entitled and shall continue after the Manager has ceased to be engaged under this Contract.

7. Nothing herein shall be construed as a waiver of the District's sovereign immunity or any waiver of the limitations of liability as provided in Section 768.28 Florida Statutes, or other applicable law. Nothing in this Contract shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.
8. Any amendment or change to this Contract shall be in writing and executed by all parties.
9. The Manager, on behalf of itself and its subcontractors, hereby warrants compliance with all federal immigration laws and regulations applicable to their employees. The Manager further agrees that the District is a public employer subject to the E-Verify requirements provided in Section 448.095, *Florida Statutes*, and such provisions of said statute are applicable to this Agreement, including, but not limited to registration with and use of the E-Verify system. The Manager agrees to utilize the E-Verify system to verify work authorization status of all newly hired employees. The Manager shall provide sufficient evidence that it is registered with the E-Verify system before commencement of performance under this Agreement. If the District has a good faith belief that the Manager is in violation of Section 448.09(1), *Florida Statutes*, or has knowingly hired, recruited, or referred an alien that is not duly authorized to work by the federal immigration laws or the Attorney General of the United States for employment under this Agreement, the District shall terminate this Agreement. The Manager shall require an affidavit from each subcontractor providing that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Manager shall retain a copy of each such affidavit for the term of this Agreement and all renewals thereof. If the District has a good faith belief that a subcontractor of the Manager performing work under this Agreement is in violation of Section 448.09(1), *Florida Statutes*, or has knowingly hired, recruited, or referred an alien that is not duly authorized to work by the federal immigration laws or the Attorney General of the United States for employment under this Agreement, the District promptly notify the Manager and order the Manager to immediately terminate its subcontract with the subcontractor. The Manager shall be liable for any additional costs incurred by the District as a result of the termination of any contract, including this Agreement, based on Manager's failure to comply with the E-Verify requirements referenced in this subsection.
10. Manager shall, pursuant to and in accordance with Section 119.0701, *Florida Statutes*, comply with the public records laws of the State of Florida. Failure of the Manager to comply with Section 119.0701, *Florida Statutes*, may subject the Manager to penalties pursuant to Section 119.10, *Florida Statutes*. In the event

Manager 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*:

IF THE MANAGER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE MANAGER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT/CONTRACT, THE MANAGER MAY CONTACT THE MANAGER CUSTODIAN OF PUBLIC RECORDS FOR THE DISTRICT AT:

**GOVERNMENTAL MANAGEMENT SERVICES-
CENTRAL FLORIDA, LLC
219 EAST LIVINGSTON STREET
ORLANDO, FLORIDA 32801
TELEPHONE: (407) 841-5524
EMAIL: JBURNS@GMSCFL.COM**

NOTICES

All notices required in this Agreement shall be sent by certified mail, return receipt requested, or express mail with proof of receipt. If sent to the District, notice shall be to:

Highland Meadows Community Development District
219 E. Livingston Street
Orlando, Florida 32801
Attn: Chairperson

With a copy to:

Kilinski Van Wyk, PLLC
517 E. College Avenue
Tallahassee, Florida 32301
Attn: District Counsel

If notice is sent to Manager, it shall be sent to:

Governmental Management Services - Central Florida, LLC
219 E. Livingston Street
Orlando, Florida 32801
Attn: Jill Burns

This Contract shall represent the entire agreement between the Manager and the District. Both Manager and District understand and agree with the terms and conditions as set forth herein.

Approved by:

Board of Supervisors Highland
Meadows Community Development
District

Secretary/ Assistant Secretary

By: _____
Chairperson

Governmental Management Services
- Central Florida, LLC

Witness

George S. Flint, Vice-President

**EXHIBIT A
DISTRICT MANAGEMENT FEE SCHEDULE
2023**

| | |
|---|--|
| Management, Administrative, and Accounting Services | |
| <ul style="list-style-type: none"> • Annual Fee paid in equal monthly payments (plus reimbursables) for up to six (6) meetings per year. | \$ 35,000 |
| Annual Assessment Administration (Beginning with the first assessment to individual unit owners, direct assessment or utilizing tax collector) | \$ 5,000 |
| Information Technology Fees & Annual Website Maintenance | |
| <ul style="list-style-type: none"> • Annual Fee paid in equal monthly payments (Does not include cost of creation of ADA compliant website, if applicable) | \$ 3,000 |
| Dissemination Agent Services | |
| <ul style="list-style-type: none"> • \$5,000 Annual Fee for 1st Bond Issuance • \$1,000 for each additional series of Bonds | If required. |
| Field Services/Contract Administration | \$ 7,500 |
| Other Services, if contracted | |
| <ul style="list-style-type: none"> • Bond Issuance Cost (per bond issue) • Assessment Methodology Preparation • SERC Preparation & Assistance w/ Petition • Estoppel Letters (per lot/unit) | \$ 15,000 \$ 15,000 \$ 2,500 \$ 250 |

Tab 5

RESOLUTION 2023-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE REMOVAL AND APPOINTMENT OF OFFICERS OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Highland Meadows Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within the City of Davenport, Florida; and

WHEREAS, due to the impending change of the District’s management company effective October 20, 2023, the Board of Supervisors of the District desires to provide for the removal and designation of certain Officers of the District.

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

SECTION 1. Jill Burns is appointed Secretary effective October 20, 2023. Effective October 20, 2023, _____ is removed as Secretary.

SECTION 2. George Flint and Tricia Adams are appointed Assistant Secretaries effective October 20, 2023. Effective October 20, 2023, Brian Mendes and Scott Brizendine are removed as Assistant Secretaries.

SECTION 3. George Flint is appointed Treasurer effective upon the adoption of this Resolution. Effective October 20, 2023, _____ is removed as Treasurer.

SECTION 4. Katie Costa and Darrin Mossing Sr. are appointed Assistant Treasurer effective upon the adoption of this Resolution. Effective October 20, 2023, _____ is removed as Assistant Treasurer.

SECTION 5. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 15TH DAY OF SEPTEMBER 2023.

ATTEST:

**HIGHLAND MEADOWS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson/Vice Chairperson, Board of Supervisors

Tab 6

RESOLUTION 2023-09

A RESOLUTION OF THE BOARD OF SUPERVISORS OF HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT DIRECTING GOVERNMENTAL MANAGEMENT SERVICES – CENTRAL FLORIDA LLC, TO ESTABLISH A LOCAL BANK ACCOUNT AT TRUIST FOR THE DISTRICT AND APPOINTING JILL BURNS, GEORGE FLINT, KATIE COSTA AND DARRIN MOSSING SR AS SIGNORS ON THE ACCOUNT AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Highland Meadows Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within the City of Davenport, Florida; and

WHEREAS, the District’s Board of Supervisors desires to establish a local bank account for the District and appoint Jill Burns, George Flint, Katie Costa, and Darrin Mossing Sr. as signors on the account.

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

SECTION 1. Governmental Management Services – Central Florida LLC, is directed to establish a local bank account at Truist for the District.

SECTION 2. Jill Burns, George Flint, Katie Costa and Darrin Mossing Sr. shall be appointed as signors on the account.

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

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

ATTEST:

**HIGHLAND MEADOWS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Tab 7

RESOLUTION 2023-10

A RESOLUTION OF THE BOARD OF SUPERVISORS OF HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A REGISTERED AGENT AND REGISTERED OFFICE OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Highland Meadows Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within the City of Davenport, Florida; and

WHEREAS, the District is statutorily required to designate a registered agent and a registered office location for the purposes of accepting any process, notice, or demand required or permitted by law to be served upon the District in accordance with Section 189.014(1), *Florida Statutes*.

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

SECTION 1. Effective October 20, 2023, _____ is hereby designated as the Registered Agent for Highland Meadows Community Development District.

SECTION 2. The District’s Registered Office shall be located at _____.

SECTION 3. In accordance with Section 189.014, *Florida Statutes*, the District’s Secretary is hereby directed to file certified copies of this Resolution with the City of Davenport, Florida, Polk County, Florida, and the Florida Department of Economic Opportunity.

SECTION 4. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED THIS 15TH DAY OF SEPTEMBER 2023.

ATTEST:

HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Tab 8

RESOLUTION 2023-11

A RESOLUTION BY THE BOARD OF SUPERVISORS OF HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE PRIMARY ADMINISTRATIVE OFFICE AND PRINCIPAL HEADQUARTERS OF THE DISTRICT AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Highland Meadows Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within the City of Davenport, Florida; and

WHEREAS, the District desires to designate its primary administrative office as the location where the District’s public records are routinely created, sent, received, maintained, and requested, for the purposes of prominently posting the contact information of the District’s Record’s Custodian in order to provide citizens with the ability to access the District’s records and ensure that the public is informed of the activities of the District in accordance with Chapter 119, Florida Statutes; and

WHEREAS, the District additionally desires to specify the location of the District’s principal headquarters for the purpose of establishing proper venue under the common law home venue privilege applicable to the District.

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

SECTION 1. As of October 20, 2023, the District’s primary administrative office for purposes of Chapter 119, Florida Statutes, shall be located at the offices of Governmental Management Services – Central Florida, LLC, at 219 E. Livingston Street, Orlando, Florida 32801.

SECTION 2. The District’s principal headquarters for purposes of establishing proper venue shall be located at _____ within Polk County, Florida.

SECTION 3. This Resolution shall become effective on October 20, 2023.

PASSED AND ADOPTED THIS 15TH DAY OF SEPTEMBER 2023.

ATTEST:

HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Tab 9



HIGHLAND MEADOWS CDD MAINTENANCE PROPOSAL

QUALITY IS OUR CORNERSTONE





OVERVIEW



OUR STORY

With a family business backed by three generations, the Princes are no stranger to the construction industry. Since a young age, current Owner/President, Ian Prince, was surrounded by the trade, working alongside his father as the Prince family built their name in landscape and construction in Central Florida. Formerly known as Prince Land Services, Ian later renamed the company to Prince and Sons, Inc., to better capture the future family generations, namely Ian's sons, Stetson and Jagger.

As a family-oriented business, Prince and Sons is run on true southern hospitality and manners. We realize that creating loyal customers not only requires quality service but also thoughtful and intentional relationships. It's what sets us apart from being average, and we are grateful for our unwavering clients.



OUR TEAM



IAN PRINCE
Owner / President

Ian was Born in Winter Haven and has lived in Central Florida his whole life. He grew up working under his parents in the green industry and hopes to pass that down to his two boys one day. Starting out at such a young age, he has a lot of hands-on knowledge and that has helped him to grow his company to what it is today!



LUCAS DEAN MARTIN
Vice President of Landscape Maintenance

For 20 years Lucas has been in the green industry. After graduating with a Horticulture/ Plant Sciences degree from the University of Missouri he began in golf course maintenance before transitioning into commercial and community maintenance. Lucas' experience with contractors and developers makes him an asset in every aspect of the job.



JAMES SMITH
Landscape Maintenance Operations Manager

After retiring from a 22-year career in the Marine Corp, James has been in the green industry as an Account and Operations Manager for the last 15 years. James and his 3 kids have called Central Florida home ever since relocating from Texas.



ANTHONY SANDRETTO
Fertilization & Pest Control Manager

Anthony has been in the landscape industry since moving to Central Florida in 2001 from Wisconsin. Anthony has many certifications like being a Florida Certified Horticultural Professional, Florida Water Star Certified, and Certified Pest Control Operator, among others.



JERRY ROBERSON
Irrigation Manager

Since relocating from Georgia in 2001, Jerry and his wife of over 40 years have called Central Florida home. He has extensive irrigation education, certifications, and knowledge. Some of his expertise and certifications are in 2-wire system maintenance and design, Water Star irrigation, pump installation, and much more.



ALLEN THOMAS
Irrigation Audit Manager

Allen has lived and worked in the irrigation industry his entire career. He started working with his grandfather's irrigation company in his youth and has since become an expert in all aspects of irrigation. Allen is certified in and takes exceptional pride in his knowledge of 2-wire systems.

OUR CORE VALUES

Respect is not something we take lightly, and we make it a core value in how we treat both our clients and our employees. As a staff member, we never miss a chance to incentivize performance and show appreciation for hard work.

We are proud to have several employees who have been with the company for more than 20 years, as a result.

SAFETY

Managing safety in a fast-paced workplace environment should not be a one- person-job. But it can feel that way, especially if you're being asked to do more with less because of recent global events.

OUR SAFETY MANAGEMENT SOLUTION BRINGS TOGETHER:

- Incident, Near Miss and Hazard Reporting & Management
- Action Management & Analytics
- Inspections
- Meetings
- A full training program at "Prince and Sons University"

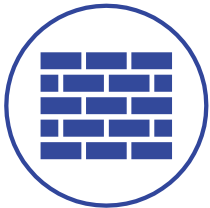


AREAS OF EXPERTISE



COMMERCIAL LAWN MAINTENANCE

We have been a leading commercial lawn maintenance company for 26 years and boast the ability to tackle every aspect of lawn care for a wide range of clients. Whether it's leading property management and homeowner associations, college campuses or golf courses, we understand the importance and value of a well-maintained, beautiful landscape.



BRICK PAVERS

We are one of Polk County's premier brick paver contractors. Over our 15 years of installing brick pavers, we've secured hundreds of satisfied customers. We understand outdoor living is a fundamental aspect to living in Florida, which is why we offer a wide selection of tools to enhance your time outside, including pool decks, patios, fire pits, outdoor kitchens and more!



LIGHT CONSTRUCTION

Prince and Sons can provide and assist in your residential home building with clearing, backfilling, final grades and driveway cut-outs. We currently work with many of Central Florida's leading residential contractors, and also provide hauling and clearing for residential customers.



IRRIGATION & WATER MANAGEMENT

Commercial irrigation systems are sophisticated technology that requires special certifications to install and operate. The key is to choose irrigation installation and maintenance experts who have comprehensive knowledge and expertise. From older systems that are frequently in need of repairs and updates to the installation of the latest technology, you want a company that can handle it all.



COMMERCIAL TREE CARE

Proper care of your trees is an investment that will lead to substantial returns, such as reducing air conditioning costs, controlling erosion, and shielding your property from damaging winds. Our experts help protect your trees throughout their lifespan including damage due to storms and lightning.

PROPERTY NEEDS

Maintaining a property is not just “mowing and blowing” at Prince and Sons. Our team integrates a full **BMP (Best Management Practices) Program** to make the property look its best. This program addresses the most important aspects of plant health.

THESE PLANT HEALTH PRACTICES INCLUDE:

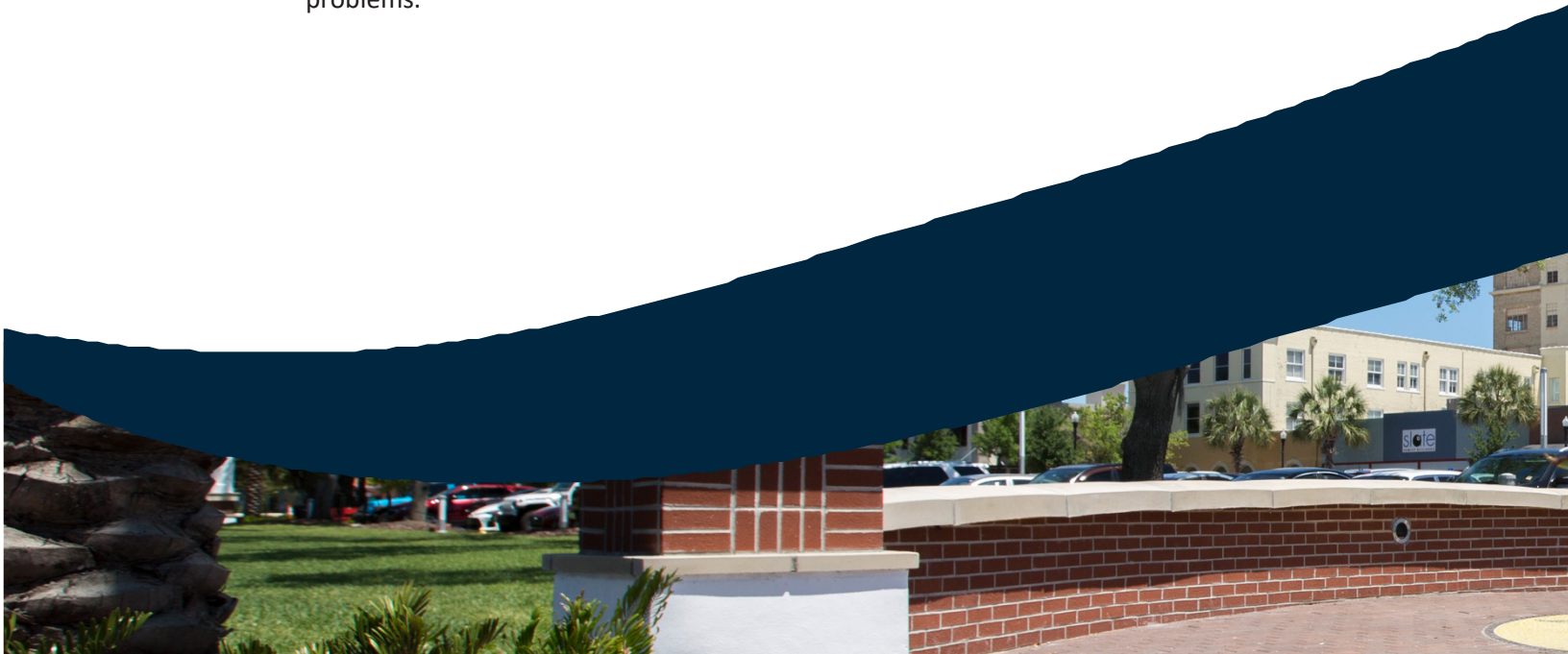
1

The Plant Enhancement Team makes sure that all aspects of the environment are included to make recommendations to the client to get the right plant in the right place while still providing the aesthetics that the client prefers. The long-term value of a landscape depends on how well it performs for its objectives.

Performance is often directly related to matching a site’s characteristics and a client’s desires with plant requirements. Therefore, the first step in selecting plants for a landscape is to conduct a site evaluation, which may consist of studying planting site characteristics such as the amount of sun or shade, soil type, pH, soil compaction, slope, and water drainage. These characteristics will most likely differ between areas on the same property.

2

The Irrigation/ Water Management Team knows that the most important thing to keeping plants healthy is providing proper irrigation practices. Using proper irrigation system design, installation, management, and maintenance practices provides a multitude of benefits. These benefits include saving money, using irrigation efficiently, a healthy and more drought and pest-resistant landscape, and protecting the state’s water resources. By understanding the irrigation system, Prince and Sons can save the client money and help protect ground water supplies and water quality. Proper maintenance extends the life of an irrigation system and helps it to perform optimally. Maintenance begins with a visual observation of the system and the plants. Brown spots, unnaturally green grass, certain types of weeds, and soggy spots are indicators of problems.



3

The Fertilization/ Pest Control Team is one of the key management practices in establishing and maintaining healthy, actively growing turf grass. The desires and budget of the individual owner/ HOA often dictate the level of fertility management. Integrated Pest Management (IPM) is part of each property for Prince and Sons. This method will include reducing pest management expenses, conserving energy, and reducing the risk of exposure to people, animals, and the environment. Its main goal, however, is to reduce pesticide use by using a combination of tactics to control pests, including cultural, biological, genetic, and chemical controls.

4

The Maintenance Team will continuously serve your property with the same crew leaders and team to provide a clean, professional, and healthy appearance to the property that will improve the enjoyment of the residences and property values.

Mowing is an important maintenance operation. Mowing at the correct height increases turf density and root health and suppresses weeds. A dense turf impedes storm water runoff. A healthy root system ensures that water and nutrients are absorbed and not wasted. Fewer weeds mean less need for herbicides. Clean, well- kept, weed-free mulch beds and properly manicured landscape plants/ trees will be part of any maintenance plan. Seasonal color is always a nice touch.



REFERENCES

SITE Centers Corp.

Prince and Sons is a professional, consistent, and reliable landscape maintenance company. They always leave the jobs clean and complete. The health of our plants has consistently improved as P&S has properly maintained, fertilized and irrigated. What may separate them more than anything is their customer service. They are accommodating, respectful, and responsive to our needs.

We highly recommend Prince and Sons for all of your landscaping, irrigation, and maintenance needs.

Kerri A. Ryan, LEED GA *Director of Property Management SITE Centers Corp.*



Valhalla Home Owner's Association

Prince & Sons is our go-to company when it comes to all landscaping needs. James Smith, account manager, along with his crews are a pleasure to work with, always responding in a timely and positive manner when we have a special request.

If something needs to be fixed or if we need a suggestion on how to make an area look better, James responds quickly while finding a way to work within our budget restraints.

James and his team are great at handling all our landscaping needs which include but is not limited to, working to improve a property's curb appeal, providing excellent customer service and supporting and sponsoring property events.

Please feel free to give me a call at (863) 412-1813 should you have any questions.

Kathy Arrington
*Landscape Chairman
Valhalla HOA*



Celebration



Riverstone



Hampton Lakes



MAINTENANCE PROPOSAL





Landscape Maintenance Proposal Highland Meadows

September 1, 2023

Highland Meadows Community Development District
c/o Rizzetta & Company
Property Management Company

Our family-owned business at Prince and Sons sincerely appreciates the opportunity to propose a custom maintenance plan that would improve the appearance and health of your current landscape pallet. We will never take your property or business for granted.

This pricing reflects the scope of service on the following pages:

LANDSCAPE MAINTENANCE FOR COMMON GROUNDS

| Service | Price Per Month | Price Per Year |
|-----------------------|-----------------------|------------------------|
| Landscape Maintenance | \$2,400 | \$27,840 |
| Shrub Fertilization | \$80 | \$960 |
| Irrigation Inspection | \$180 | \$2,160 |
| <u>TOTAL</u> | <u>\$2,660</u> | <u>\$31,920</u> |



Service Specifications

TURF CARE

| | |
|----------|--|
| Mowing | Rotary lawn mowers will be used with sufficient power to leave a neat, clean, and uncluttered appearance <u>40 times</u> per calendar year (St. Augustine). It is anticipated that mowing services shall be provided weekly during the growing season <u>April through September</u> and every other week during the non-growing season or as needed <u>October through March</u> . Bahia lake and pond banks will be mowed <u>27 times</u> per year. |
| Trimming | Turf areas inaccessible to mowers, areas adjacent to buildings, trees, fences, etc. will be controlled by a string trimmer. When string trimming, a continuous cutting height will be maintained to prevent scalping. |
| Edging | All turf edges of walks, curbs, and driveways shall be performed every mowing (<u>40 times</u> per year). A soft edge of all bed areas will be performed every other mowing (<u>20 times</u> per year). A power edger will be used for this purpose. A string trimmer may be used only in areas not accessible to a power edger. |

TREE, SHRUB, AND GROUND COVER CARE

| | |
|---------------------------|---|
| Pruning | All shrubs and trees (up to 10 feet) shall be pruned and shaped a maximum of <u>10 times</u> per year to ensure the following: <ul style="list-style-type: none">• Maintain all sidewalks to eliminate any overhanging branches or foliage which obstructs and/or hinders pedestrian or motor traffic.• Retain the individual plant's natural form and prune to eliminate branches which are rubbing against walls and roofs.• The removal of dead, diseased, or injured branches and palms will be performed as needed• Ground covers and vines can maintain a neat and uniform appearance. |
| Weeding | Weeds will be removed from all plant, tree, and flower beds <u>18 times</u> per year. This incorporates <u>2 times</u> per month during the growing season and <u>1 time</u> per month during the non-growing season on an as-needed basis. Manual hand pulling and chemical herbicides will be used as control methods. |
| Fertilization | Palms and hardwood trees will be fertilized <u>2 times</u> per year. Shrubs and groundcovers will be fertilized <u>4 times</u> per year. All fertilizations of tree, shrub, and groundcovers will be designed to address site specific nutritional needs. Timing of applications will be adjusted to meet horticultural conditions. |
| Insect, & Disease Control | All landscape beds shall be monitored and treated with appropriate pesticides as needed throughout the contract period. Plants will be monitored, and issues addressed as necessary to effectively control insect infestation and disease as environmental, horticultural, and weather conditions permit. Prince and Sons does not guarantee the complete absence of any insect or disease. We will, however, notify the customer and provide professional options at an additional cost outside the scope of this contract. |

IRRIGATION

| | |
|-------------|--|
| Overview | At the commencement of the contract, we will perform a complete irrigation evaluation and furnish the customer with a summary of each clock and zone operation. Prince and Sons will submit recommendations for all necessary repairs and improvements to the system with an itemized cost for completing the proposed work. Prince and Sons is not responsible for turf or plant loss due to water restrictions set by city, county, and/or water management district ordinances. |
| Inspections | All irrigation zones shall be inspected <u>1 time</u> per month to insure proper operation. All zones will be turned on to check for proper coverage and any broken irrigation components. Management shall receive a monitoring report after each monthly irrigation inspection. |
| Repairs | Any repairs that have been caused by Prince and Sons will be repaired at no cost. All repairs to the irrigation system other than those caused by Prince and Sons will be performed on a time and materials basis with the hourly labor rate being <u>\$60.00</u> per hour. Faults and failures of the irrigation system communicated to Prince and Sons will be addressed in a fair and responsible time period, but Prince and Sons cannot guarantee a specific time response. |



MISCELLANEOUS

Clean-Up All non-turf areas will be cleaned with a backpack or street blower to remove debris created by landscaping process. All trash shall be picked up throughout the common areas before each mowing 40 times per year. Construction debris or similar trash is not included. Trash shall be disposed of offsite.

OPTIONAL ITEMS & ADDITIONAL SERVICES

- Landscape design & installation
- Annual flower bed design & installation
- Thin & prune trees over 10' in height
- New plant installation
- Sodding and/or Seeding
- Mulching
- Prune Palms over 15' of clear trunk
- Leaf clean-up

COMPENSATION

Prince and Sons agrees to provide all the above services for an annual fee of \$31,920 to be paid in monthly fees of \$2,660 for the landscape maintenance of common areas. An invoice will be delivered the first week of the current month's service. It is agreed that the invoice will be paid within 30 days of submittal.



Contact Us

863-422-5207

info@princeandsonsinc.com

200 South F Street
Haines City, FL 33844