

**TURNBULL CREEK**  
*Community Development District*

*January 9, 2018*

## *AGENDA*

# Turnbull Creek Community Development District

475 West Town Place

Suite 114

St. Augustine, Florida 32092

District Website: [www.turnbullcreekcdd.com](http://www.turnbullcreekcdd.com)

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January 3, 2018

Board of Supervisors  
Turnbull Creek Community Development District

Dear Board Members:

The Turnbull Creek Community Development District Board of Supervisors Meeting is scheduled for **Tuesday, January 9, 2018 at 6:00 P.M.** at the **Murabella Amenity Center, 101 Positano Avenue, St. Augustine, Florida 32092.**

Following is the advance agendas for these meetings:

- I. Roll Call
- II. Audience Comments
- III. Staff Reports
  - A. Landscape Manager (*Presenter: Duval Landscape*)
  - B. Engineer (*Presenter: Mike Yuro*)
    - 1. Pond Banks
    - 2. Report
- IV. Proposals
  - A. Consideration of Proposals for District Management Services (*Presenter: Hopping Green & Sams*)
- V. Discussion Items
  - A. Installing a Fence at the Entrance to the Field at the Amenity Center
  - B. Landscape RFP Process, Resolution 2018-01 (*Presenter: David deNagy*)

- VI. Staff Reports (Part 2)
  - A. Attorney (*Presenter: Jennifer Kilinski*)
  - B. Manager (*Presenter: David deNagy*)
  - C. Operation Manager (ASG) (*Presenter: Lourens Erasmus*)
  - D. Amenity Center Update - Report (*Presenter: Mark Insel*)
- VII. Approval of Consent Agenda (*Presenter: David deNagy*)
  - A. Approval of Minutes of the November 14, 2017 Meeting, the December 12, 2017 Continued Meeting and the December 20, 2017 Continued Meeting
  - B. Balance Sheet as of November 30, 2017 and Statement of Revenues & Expenditures for the Period Ending November 30, 2017; Month-to-Month Income Statement; Assessment Receipt Schedule
  - C. Approval of Check Register
- VIII. Consideration of Resolution 2018-02, Election of Officers
- IX. Other Business
- X. Supervisor's Requests and Audience Comments
- XI. Adjournment (*Next Scheduled Meeting – March 13, 2018 @ 6:00 p.m.*)

I look forward to seeing you at the meeting. If you have questions regarding any of the items on this agenda, please call me in advance of the meeting.

Sincerely,

*David deNagy*

David deNagy  
District Manager



### *THIRD ORDER OF BUSINESS*

*B.*

2.



- Engineering / Permitting
- Development Services
- Property Management
- Construction Management
- ADA Consulting

**To:** Turnbull Creek CDD – Board of Supervisors

**From:** Michael J. Yuro, P.E.  
*CDD Engineer*

**RE:** *Engineers Report*

**Date:** January 9, 2018

Below is a summary of efforts completed since the last CDD meeting:

- **Phase 2 pond bank repairs:**
  - Reached out to all contractors again and asked to re-bid due to not being able to sign the contract with Vallencourt as a result of their pulling their proposal.
    - HEB has declined to re-bid
    - Waiting on remaining contractors to submit bids
- **Pescara outfall structure:**
  - Confirmed skimmer doesn't need to be replaced...issue resolved.
- **Pescara Track – Drainage:**
  - Working on final design plans for this track as well as the track on the other side of the neighborhood. Will solicit formal contractor bids when ready
- **DR Horton – Lot Drainage Issue:**
  - Forwarded drainage easement agreement to DR Horton and reiterated the need to tie into the existing storm inlet located at the top of the pond bank. Will inspect improvements upon completion to ensure restoration is to satisfaction of CDD.
- **General Consulting:**
  - I continue to respond to emails, phone calls & questions from Board members and staff on a variety of issues, as requested.

Please let me know if there are any questions or if you need anything else from me at this time.

Sincerely,

Michael J. Yuro, P.E.  
*President*

## *FOURTH ORDER OF BUSINESS*

## Turnbull Creek CDD – DM Proposal Comparison

	Management Services*
Rizzetta & Company	\$45,500.00 (note: price is limited to 7 mtgs/yr, max 3 hrs, + 1 budget workshop and does not include dissemination agent services)
Inframark (f/k/a Severn Trent)	\$52,552.00 + 1000.00 initial set up fee (note: price is limited to 7 mtgs/yr, max 2 hrs and does include dissemination and assessment roll fees)
Special District Services	\$42,000.00 (note: price does not include dissemination agent services but does include assessment roll fees; remainder of charges are unclear, if any)
Wrathell , Hunt & Associates	\$58,150.00 (note: pricing includes assessment services, dissemination services, no max meetings and estoppel letters)
GMS	\$45,000.00 (note: pricing does not include assessment services or dissemination agent services but no max meetings)

\*Management services includes administrative, accounting, financial and revenue collection. Specifically it includes recording, at least one meeting/month, annual filings, agenda packages, website content updating, accounting services, billing/collection of assessments. It does NOT include e-blasts, revised O&M or debt methodologies, public records requests, escrow agent, litigation support or CDA representation.

Services TBD:

	<u>Rizzetta</u>	<u>Inframark</u>	<u>SDS</u>	<u>Wrathell</u>	<u>GMS</u>
Excessive Meetings	+\$175/hr for mtgs over 3 hrs. If mtgs exceed 7/year plus 1 budget workshop, pricing is unknown	+\$150/hr for mtgs over 2 hrs. If mtgs exceed 7/year, pricing is \$150/hr	Unclear – appears no extra charge	No extra charge	No extra charge
Assessment Administrative Services	Included in management fee	Included in management fee	\$4,000	Included in management fee	\$5,000
O&M Allocation Report	Pricing upon request	Pricing upon request	Pricing upon request	Pricing upon request	Pricing upon request
True Up Analysis/Report	Pricing upon request	Pricing upon request	Pricing upon request	Included	Pricing upon request
Re-Financing Analysis/Bond Assessment Methodology	Pricing upon request	Pricing upon request	Pricing upon request	\$17,500	\$15,000
SERC Preparation	Pricing upon request	Pricing upon request	Pricing upon request	Pricing upon request	\$3,500
Website Updating/Administration	\$1200/yr \$100/month for hosting svcs	\$100/month (\$1200/yr)	Pricing upon request	N/A	\$1600/yr
Public Records Requests – charge to District	Pricing upon request	Pricing upon request	Pricing upon request	Included	Included unless extensive, then charged

## Turnbull Creek CDD – DM Proposal Comparison

					per rate schedule
E-mail Services	\$500 set up \$15/month/user	N/A	Pricing upon request	N/A	Pricing upon request
Escrow Agent	Pricing upon request	Pricing upon request	Pricing upon request	Pricing upon request	Pricing upon request
Dissemination Agent Services (Series 2015 and 2016 Bonds)	\$2200	Included in management fee	Pricing upon request	Included in management fee	\$1000
Litigation Support Services	See hourly fee schedule	See hourly rate schedule	Pricing upon request	Pricing upon request	See hourly fee schedule
Transition Fee	Included	\$1000 initial fee	Included	Included	Included
Estoppel Letters	Pricing upon request	\$75.00	Pricing upon request	Included	\$100
Lot Debt Paydown/Payoff Estoppel	Pricing upon request	\$75.00	Pricing upon request	Included	\$125
Computer Time	Included	Included	Included	Included	Included
Telephone	Included	Included	Included	Included	Included
Postage (normal course, not mass mailings)	Community mailing price available upon request	.35/piece, for up to two items, .03/additional page Labels: .08/each Certified mail: at cost plus \$5.00 charge	Pricing upon request	Included, but for mass mailings, billed at cost	Billed at cost
Printing/Binding	Electronic (not hard copy) agendas included, everything else pricing available upon request	Per rate schedule (.18-.50/copy)	Pricing upon request	Included in management fee	Billed at cost
Office Supplies	Included	Included	Included	Included	Included
Records Storage	Included	Storage of past/present CDD papers and records for current year and up to 2 previous years. Additional storage provided for additional fee.	Unclear – appears included	Included	Included







Rizzetta & Company



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Rizzetta & Company



Rizzetta & Company  
Professionals in Community Management

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December 12, 2017

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

Dear Jennifer:

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

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

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

Very truly yours,

William J. Rizzetta  
President

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

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

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



Rizzetta & Company

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

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

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

For more information please visit our company please website at



Rizzetta & Company

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

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



Rizzetta & Company

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

For more information about these organizations please visit our website at



Rizzetta & Company



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Wesley Chapel, Florida 33544  
Phone: (813) 994-1001  
Fax: (813) 994-2100



Rizzetta & Company



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

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

Bill Rizzetta	President	Tampa	31
Eric Dailey	Director, District Services	Tampa	13
Melissa Dobbins	Regional District Manager	St. Augustine	11
Scott Brizendine	Manager, District Financial Services	Citrus Park	12
Megan Ayers	Administrative Assistant	St. Augustine	1
Bre Parker	Financial Analyst	Citrus Park	3
Valerie Barreto	Senior Financial Associate	Orlando	12
Bill James	Senior Accountant	St. Augustine	5
Rebecca Weirick	Staff Accountant	St. Augustine	1
Sarah Loadholtz	Accounting Clerk	St. Augustine	1



Rizzetta & Company

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



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

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

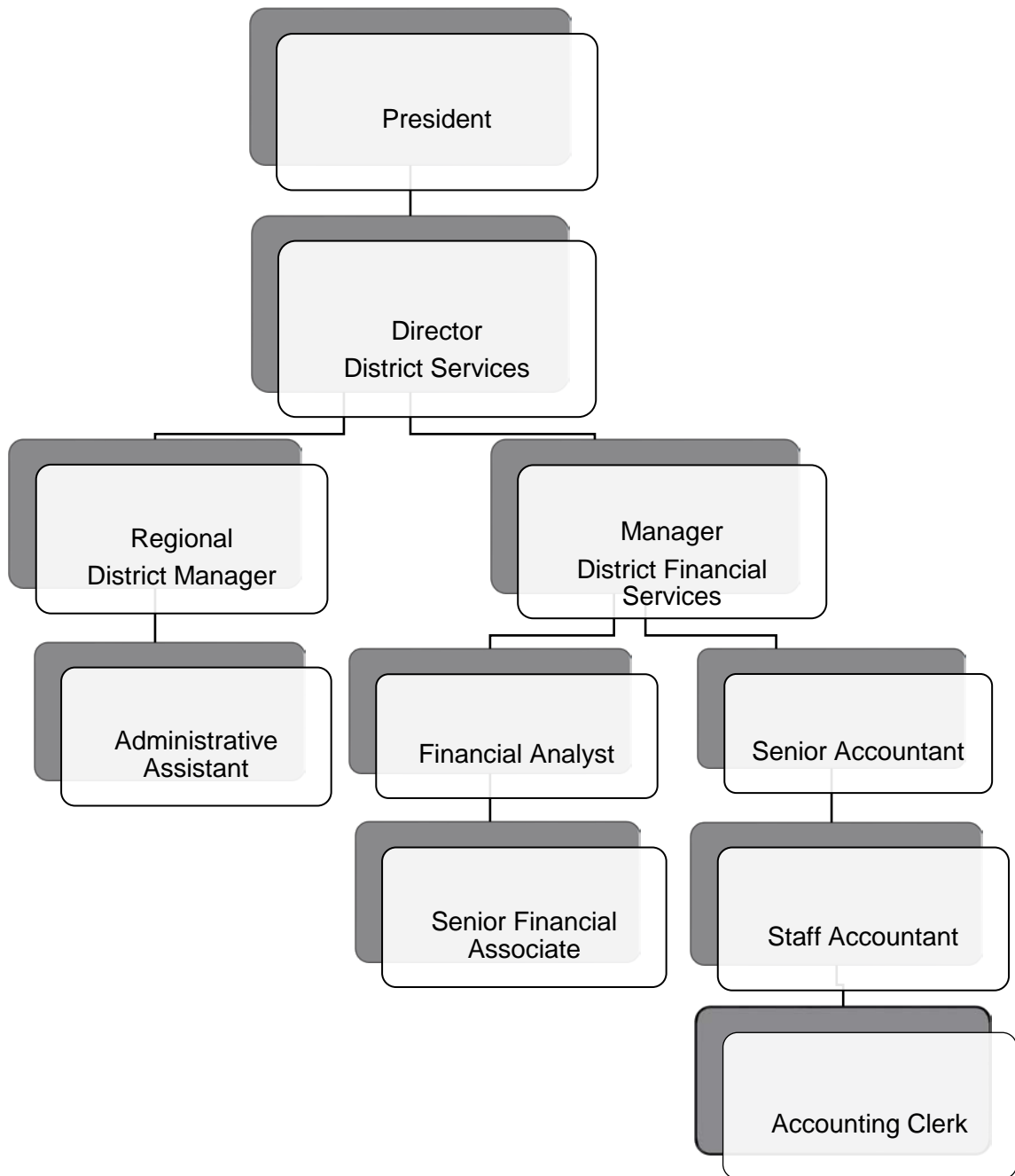
Ms. Dobbins graduated from the University of Florida with a degree in Business Administration and a Master's in Education Administration. She is also a Licensed Community Association Manager and a Notary Public in the State of Florida.

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- Heritage Landing – St. Johns County
- Sandy Creek – St. Johns County
- Southaven (Markland) – St. Johns County
- Trout Creek (Shearwater) – St. Johns County



Rizzetta & Company





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

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

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

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

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

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



Rizzetta & Company



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

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

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

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



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

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

Manager in our Daytona Beach office.

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

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



Rizzetta & Company



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

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

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

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



Rizzetta & Company



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

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

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



Rizzetta & Company





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

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

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



Rizzetta & Company



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

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

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

Administrative services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, Florida Statutes, preparation and delivery of agenda packages.

Accounting services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

Financial & revenue collection services include all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. These services include assessment roll preparation and certification, direct billings and funding request processing as well as responding to property owner questions regarding District assessments.

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



Rizzetta & Company

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

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

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

- This management model is an effective method to carry out the statutory considerations of Florida Statutes, Board of Supervisors; general duties, which states: "The District Manager shall have charge and supervision of the works of the district and shall be responsible for preserving and maintaining any improvement or facility constructed or erected pursuant to the provisions of this act, for maintaining and operating the equipment owned by the District, and for performing such other duties as may be prescribed by the Board."
- By utilizing this model, the Board also minimizes potential violations of the "Sunshine Laws" of the State of Florida, and limits a Supervisor's risk of ethics violation complaints, which stem in some cases from Supervisors who without specific Board of Supervisors authorization, unilaterally involve themselves in the day to day operation of the District.

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



Rizzetta & Company

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

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

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

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

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



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

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

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

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



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



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



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



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Cross Creek Community Development District  
Jacksonville, Florida  
Phone Number: (904) 268-2845  
Email: [rsporter@drhorton.com](mailto:rsporter@drhorton.com)

Southaven Community Development District  
St. Augustine, Florida  
Phone Number: (904) 810-0500  
Email: [Seat5@southavencdd.org](mailto:Seat5@southavencdd.org)

Trout Creek Community Development District  
St. Augustine, Florida  
Phone Number: (904) 718-5739  
Email: [ats@freeholdcm.com](mailto:ats@freeholdcm.com)

Heritage Landing Community Development District  
St. Augustine, Florida  
Phone Number: (904) 940-1559  
Email: [bretsovine@gmail.com](mailto:bretsovine@gmail.com)

World Commerce Community Development District  
St. Augustine, Florida  
Phone Number: (904) 545-6241  
Email: [csrobin17@gmail.com](mailto:csrobin17@gmail.com)



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**D-R-HORTON**  
*America's Builder*

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



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



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



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



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

**GREEN POINTE**  
HOLDINGS

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



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

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



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



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

#### A. Financial Statements

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



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

**B. Budgeting**

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

**C. Accounts Payable/Receivable**

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



#### D. Capital Program Administration

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

#### E. Purchasing

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

#### F. Risk Management

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



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

A. Administer Prepayment Collection:

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

B. Administer Assessment Roll Process:

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

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

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

D. Issue estoppel letters as needed for property transfers.

A. Meetings

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



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## B. Financial Reports

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

## C. Bond Issuance Services

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

## D. Public Records Requests

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

## E. Electronic communications/e-blasts;

## F. Special information requests;

## G. Amendment to District boundary;

## H. Grant Applications;

## I. Escrow Agent;

## J. Continuing Disclosure/Representative/Agent;

## K. Community Mailings.



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

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



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Services below include the conducting of seven (7) board meetings and one (1) budget workshop per year. All meetings are a maximum of three (3) hours each.

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

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Management:	\$17,000.00
Administrative:	\$ 4,500.00
Accounting:	\$14,000.00
Financial & Revenue Collections:	\$ 5,000.00
Assessment Roll :	\$ 5,000.00

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Dissemination Services Series 2015 & 2016:	\$ 2,200.00
Website Hosting & Content Updating:	\$ 1,200.00

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

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

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



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

Principal	\$300.00
Vice President	\$250.00
Chief Financial Officer	\$250.00
Director	\$225.00
Information Technology Manager	\$225.00
Regional District Manager	\$200.00
Financial Services Manager	\$200.00
Accounting Manager	\$200.00
Regional Licensed Community Association Manager	\$200.00
District Manager	\$175.00
Licensed Community Association Manager	\$175.00
Amenity Services Manager	\$175.00
Clubhouse Manager	\$175.00
Senior Helpdesk Support Engineer	\$175.00
Financial Analyst	\$150.00
Senior Field Services Manager	\$150.00
Senior Accountant	\$150.00
Field Services Manager	\$125.00
Community Association Coordinator	\$100.00
Financial Associate	\$100.00
Staff Accountant	\$100.00
Accounting Clerk	\$ 85.00
Administrative Assistant	\$ 85.00



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



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

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

Please see our complete listing of amenity management services below:



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

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

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

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

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

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



Rizzetta & Company



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

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

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

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

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

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



Rizzetta & Company

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

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

Perform a complete inventory of the Client's assets and provide an inventory report.

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

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

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

Attend landscape turnover meeting and participate in the inspection on behalf of the Client. Follow up report provided.

Develop a project plan specific to landscape replacement and enhancement for the common grounds and the amenity facility. Emphasis is on maturing landscape in the community and budgeting accordingly.

Develop a request for proposal (RFP) document. Conduct the bidding process. Assist the Client with reviewing the bids and other pertinent information.



Rizzetta & Company

# HERITAGE LANDING

## FIELD INSPECTION REPORT



Nov.28th, 2017  
Rizzetta & Company  
L. Scott Green – Field Services Manager



Rizzetta & Company  
Professionals in Community Management



## HERITAGE LANDING

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



Annuals at front entrance have been changed out for the Holiday Season and appear to have good color and be in good health. Ask contractor to monitor annuals and keep annual bed weed free at all times.



# HERITAGE LANDING



5. Also ask contractor to address (treat with Herbicide) all crack weeds located within the pool area.

Located within the pool area at amenities center large ligustrum tree needs to be trimmed and shaped to show some separation between the plant material and the potted annuals in front of the Ligustrum.





# HERITAGE LANDING



Hedge row in open lot along Heritage Landing Blvd. has been edged out and has had the weeds removed. Plant material appears to be improving and showing good color. Ask contractor to continue to monitor plant material in hedge row and insure proper Fert/Chem applications and adequate water to promote healthy plant material.

Located at the amenities center grasses from pool area need to be trimmed so they are not sticking through the fence.

9. Ask contractor to also trim ornamental grasses on the other side of the side walk so they are not hanging over onto sidewalk.



Located at the amenities center left hand side of walk way going to dock plant material appears to have a moss type fungus that needs to be treated. Ask contractor to submit course of action to treat such fungus and promote healthy plant material so not plant material is lost.

Located in this same area loropetalum hedge row needs to be trimmed as it is hanging over the sidewalk in some places.





# HERITAGE LANDING



Hedge row at amenities center to right hand side of movie screen needs to be trimmed down and shaped. Ask contractor to submit date as to when this area will be detailed.



Ornamental grasses need to be trimmed back as grasses are hanging over sidewalk and could pose a hazard to pedestrian while walking or running on path. This is the sidewalk that runs behind the soccer field through the nature walk.

Also located along the nature walk behind soccer field there is dead brown grasses that need to be cleaned up and removed.





# HERITAGE LANDING



Passive park need to be edged and redefined and treated with Herbicide for weed control. Low hanging tree limbs in park also need to be trimmed and lifted.



Another photo of passive park in which needs to be treated with Herbicide for weed control as park is inundated with weeds. Ask contractor to submit date as to when park will be serviced.

Located at corner of Heritage Landing Parkway to right hand side of round-a-bout low hanging tree is blocking street light. Limbs need to be trimmed so it is not blocking street light. If limb does not fall within the contractual 8 foot or lower trimming of low hanging tree limbs ask contractor to submit proposal to trim tree limb away from street light.







TAMMAM CREEK

ct

# Proposal for District Management Services

December 15, 2017

December 15, 2017

Jennifer Kilinski  
District Attorney  
Turnbull Creek Community Development District  
119 South Monroe Street, Suite 300  
Tallahassee, Florida 32301

Re: Proposal for The Turnbull Creek Community Development District

Dear Ms. Kilinski:

Inframark – Infrastructure Management Services (formerly Severn Trent) is excited and pleased to provide a proposal for District Management services with pricing and scope of services for the Turnbull Creek Community Development District. We have been providing District Management Services to the St. Johns County regional area for over eighteen years. We have addressed the specific items listed in your request for proposal letter in the body of our proposal. In addition to meeting and exceeding those requirements, Inframark is offering Turnbull Creek the following innovative and exceptional services that others do not offer.

Inframark will be implementing for Turnbull Creek the following new technological features:

- : This is an advanced accounts payable system that is highly efficient and effective at making sure that District invoices are paid timely and paid only after review and approval by Inframark staff and any designated Board member assigned to approve invoices for payment. This system provides historical information on invoice payments, provides for creation of specialized reports, and allows Board members to review all invoices for the District through a web-based application. This is an exciting new system that we will implement for Turnbull Creek at no additional cost to the District.
- : The TownSquare application is an advanced communication tool that allows direct and recurring communications with residents, staff and Board members. The system is hosted by a third-party vendor, Nabr Network, and, in conjunction with your District Manager, will ensure that the website will be kept up to date. The site is continuously monitored to ensure strict compliance with the standards for communication as established by the Board and agreed to when residents sign up to access the site. There is a web posting feature that allows for communications on important issues to all residents who have an email address in the system. This communication tool allows residents to sign up for recurring notices (on any electronic device) such as meetings and other community events. It also allows the Inframark team to communicate with residents quickly and effectively on emergency issues such as facility schedule changes, road closures and other emergencies. It has a security feature with a 1200-word filter to keep communications positive and avoid profanity.

Because Inframark developed a customized financial operating system designed exclusively for the Community Development business, we can



offer our clients customized financial statements and budgets. Our financial software is continually being updated and we offer our clients the ability to customize how their financial statements and budget documents will look, depending upon the preference of the Board. This is a value-added service that we offer Turnbull Creek at no additional cost to the District.

Because of the size and expertise of our team we offer a value-added service element to all the services we provide to our clients. Inframark offers Turnbull Creek 13 highly trained professionals to provide service to your District. The team count breaks down as follows:

- We utilize a primary and a secondary district manager to your district. The primary district manager will attend every Board meeting and be responsible for Board follow up. The secondary manager will be involved with the District and be able to step in and provide whatever support is needed. We also provide administrative support to each to provide excellent customer service.
- We have assigned the following financial team members to your account: The Finance Director for oversight and special projects; the Accounting Manager for supervision of the financial team and review of the monthly financial statements and budget, an Accountant, Accounts Payable Manager, an Accounts Payable Clerk and two Assessment Services professionals to manage the assessment duties for the District.
- A Recording Secretary, an Office Manager for the Recording Department, and the Department Manager.

Inframark is committed to looking for continuous improvements and service enhancements, offering new technology and processes to help keep Turnbull Creek on the leading edge of the industry. We are excited to implement the new service enhancements and technology. All the proposed services are designed to demonstrate our desire to be a long-term partner for your community and make certain that the Board and residents are receiving the most effective and advanced services possible, all with a value-added service fee schedule.

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

Respectfully,



Chris Tarase  
Vice President  
Inframark - Infrastructure Management Services



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# 1 Executive Summary

Inframark – Infrastructure Management Services is pleased to provide this proposal for district management services to Turnbull Creek Community Development District. Inframark has been providing community management services in Florida for nearly 40 years.

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

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

- **Personnel:** As outlined in our cover letter, Inframark offers the largest and most experienced professional team in the district management business. This means that our team of highly qualified personnel can address any and all needs of the District. We can also bring in other professionals to address special issues that may arise with Turnbull Creek. Therefore, it is not only the number of professionals we offer to your District as a value-added service, but our expertise. The combined expertise and experience of our assigned team members is in excess of two hundred years of experience in the community development business. In addition, three of the team members have an additional 35 years of local government experience. See our listing of the key personnel.
- **Minority Owned Business:** Although Inframark is not a minority owned Company, we focus on diversity at every level in our Company.
- **Willingness to Meet Time & Budget Requirements:** Inframark is capable and committed to meeting time and budget requirements as agreed upon with the Board and in compliance with Florida statutes.
- **Past Experience:** Inframark (formerly Severn Trent) is the most experienced company in the business. We manage over 80 districts statewide, not including Associations and local government clients. We specialize in customized customer service and have an excellent service record in providing quality services to our clients. Specifically in St. Johns County, we provide District Management Services to Marshall Creek CDD (Palencia) and St. Johns Forest CDD, both since inception.

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

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

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

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

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

**District Manager Experience:** Our District Manager candidate is a highly qualified and experienced District Manager who has been successfully providing district management services to clients in St. Johns, Flagler and Clay Counties for over ten years. Janice Davis has never lost a district that she managed due to performance issues. Her background and experience is detailed in the key personnel profile section. She is supported by Bob Koncar, the General Manager for Inframark Infrastructure Management Services. His experience and background are also detailed in the key personnel profile section.

**Office Locations:** Inframark boasts the largest number of offices in the State of Florida in support of our Community Development District clients. We have five offices in the State of Florida that support our district clients. We will support the Turnbull Creek District from our St. Augustine Office. Our support team of financial and records management professionals are in Coral Springs, Florida and our corporate offices are in Pennsylvania.

**Workload:** Janice Davis currently manages five districts in the NE Florida region. This workload will give her sufficient time to devote to Turnbull Creek and provide an exceptional level of service for the District. In addition, she has a solid background in the issues impacting the region and what it takes to manage the issues facing Turnbull Creek. As previously noted she is supported by a team of professionals that have been providing services to this region of the State of over eighteen years.

**Other Relevant Information:** Inframark offers the following additional value added services that have not been previously addressed:

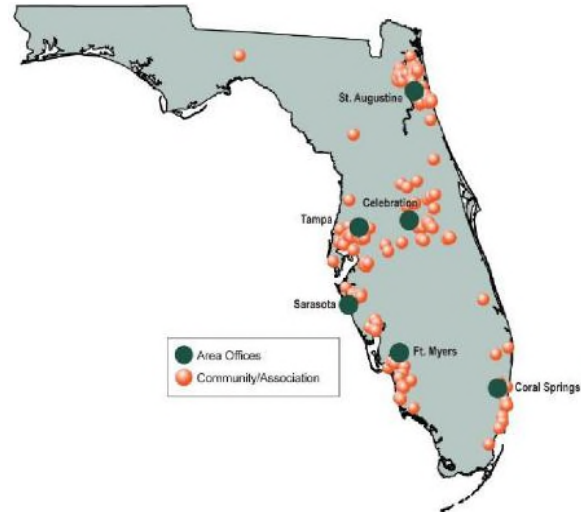
- Inframark is highly focused on safety for all of its employees and operations. Our employees undergo continuous safety training and operational training reviews. This ensures that Inframark employees are performing their duties in the safest possible manner. This emphasis on safety is key to being able to provide uninterrupted services to our clients and eliminates any potential down time. Inframark is the only Company that has its own safety professionals that provide continuous review of safety procedures and working conditions.
- Inframark is also the only Company in the business that has its own human resource team of professionals. This team ensures that all employees are properly screened through the initial hiring process and that all applicable Federal and State human resource requirements and laws are being met and exceeded. Our human resources program requires that all employees complete monthly mandatory training on a wide variety of issues including anti sexual harassment training, anti-discrimination training, ethics training, team work training and other important training programs. Inframark requires performance reviews of individual performance throughout the year. This ensures that any weakness in personnel performance or behavior is identified and corrected.
- Inframark is the only Company in the business that provides a complete suite of community services with its own employees. This includes the following services: a) all district management services; b) all Association Management services including lifestyle management services and specialized association services, c) a complete range of field management services including vendor management, contract administration, field services reports and a full range of maintenance services for district and association clients; d) special infrastructure services including storm water services solutions, clean out services, backflow prevention services, water quality testing services and other customized services; e) a full range of water and sewer services including provision of initial services, maintenance follow up and other specialized services.



## 2 Qualifications & Experience

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

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



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

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

### Community Development District Management Services

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

- **District Management Services** – Planning, budgeting, overseeing District operations and maintenance, utility billing, collections, staffing, establishing and implementing policies
- **Fiscal Advisory Services** – Capital financial planning and cash management through coordination with the various independent financial team members
- **Financial Accounting Services** – Budget management, general ledger, cash management and revenue reporting, payroll, accounts payable, accounts receivable, financial reporting and banking.
- **Special Assessment/Treasury Services** – Assisting with development and implementation of financial strategies and long-term debt issuance.
- **Records Administration Services** – Maintaining and managing District records, minutes, resolutions, contracts and agreements. We have a searchable database that provides effective and timely responses to public record requests.

- **Lifestyle Services** – Managing amenities and recreational programming, development of special community and family events, creation of newsletters, management and oversight of community swimming pools, splash parks, tennis courts and other recreational and community events.
- **Field Services** – Sidewalk repair and replacement, street sign and lighting maintenance, drainage repairs and clean outs, exotic plant removal, field reports on district physical assets, backflow preventer replacement and certification.

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

### District Management Services

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

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

### Financial Accounting Services

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

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

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

## Special Assessment/Treasury Services

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

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

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

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

*"I highly recommend Severn Trent."*

*Dennis Smith  
Chairman  
Meadow Pointe CDD*

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

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

## Records Management Systems

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

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

information. These files are kept onsite so they can be accessed at a moment's notice and serve as a redundant backup to the files retained in the electronic document management library.

## Disaster Contingency & Recovery

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

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

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

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

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

## Hybrid Web Communications Tool/Portal/Website

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



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

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

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



## Lifestyle Management/Amenity Services

Our best practices, understanding, knowledge and experience of operating CDDs provides a strong foundation on which to further build a sustainable and comprehensive Lifestyle program. We know that the enjoyment of enhanced lifestyle living is at the pinnacle of what it means to care for and manage the physical assets. It is equally as important to develop and nurture positive life-time experiences, providing meaningful events for social engagements and enduring memories.

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

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



The image above identifies five pillars of Lifestyle Management that we support effectively in a team approach.





## Fleming Island Plantation CDD and HOA

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

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

Recreational facilities here include:

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

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

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

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

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

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

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

[www.fipcommunity.com/Newsletter/December%202017%20Newsletter.pdf](http://www.fipcommunity.com/Newsletter/December%202017%20Newsletter.pdf)

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

### Marshall Creek CDD (Palencia)

Marshall Creek is 1200+ acre master-planned community in northern St. Johns County which has been managed by Inframark since its inception in 1999. The community currently is planned to consist of over 1,400 residential units, commercial (office and retail) space, as well as a private golf course and club. The community enjoys an extensive amenity offering of swim and fitness, tennis, parks, bike paths and boardwalks along the Intracoastal. This District has Interlocal agreements with an adjacent District – one for reciprocal usage of recreational facilities and security gates, with cost-sharing in proportion to the number of platted lots, and one for leasing Marshall Creek CDD employees to staff their swim and fitness center. Inframark administers three series of bonds, a complex Operations & Maintenance assessment methodology, and detailed budget and financial reports.



## Bridgeland / Lakeland Village

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



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

market conditions and consumer preferences over time.

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

Another highlight of the community's master plan is a proposed Town Center, offering residents a convenient place to shop, work and have fun. The town center may include hospitals, schools, retail, entertainment and more. Giving further thought to other residential needs, Bridgeland has developed a comprehensive education plan including sites for preschools, private schools, schools for special needs students and multiple public school locations, as well as satellite college campuses and continuing adult education classes, all within community borders.



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

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



### 3 Management Philosophy

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

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

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

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

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

#### Professional Staffing

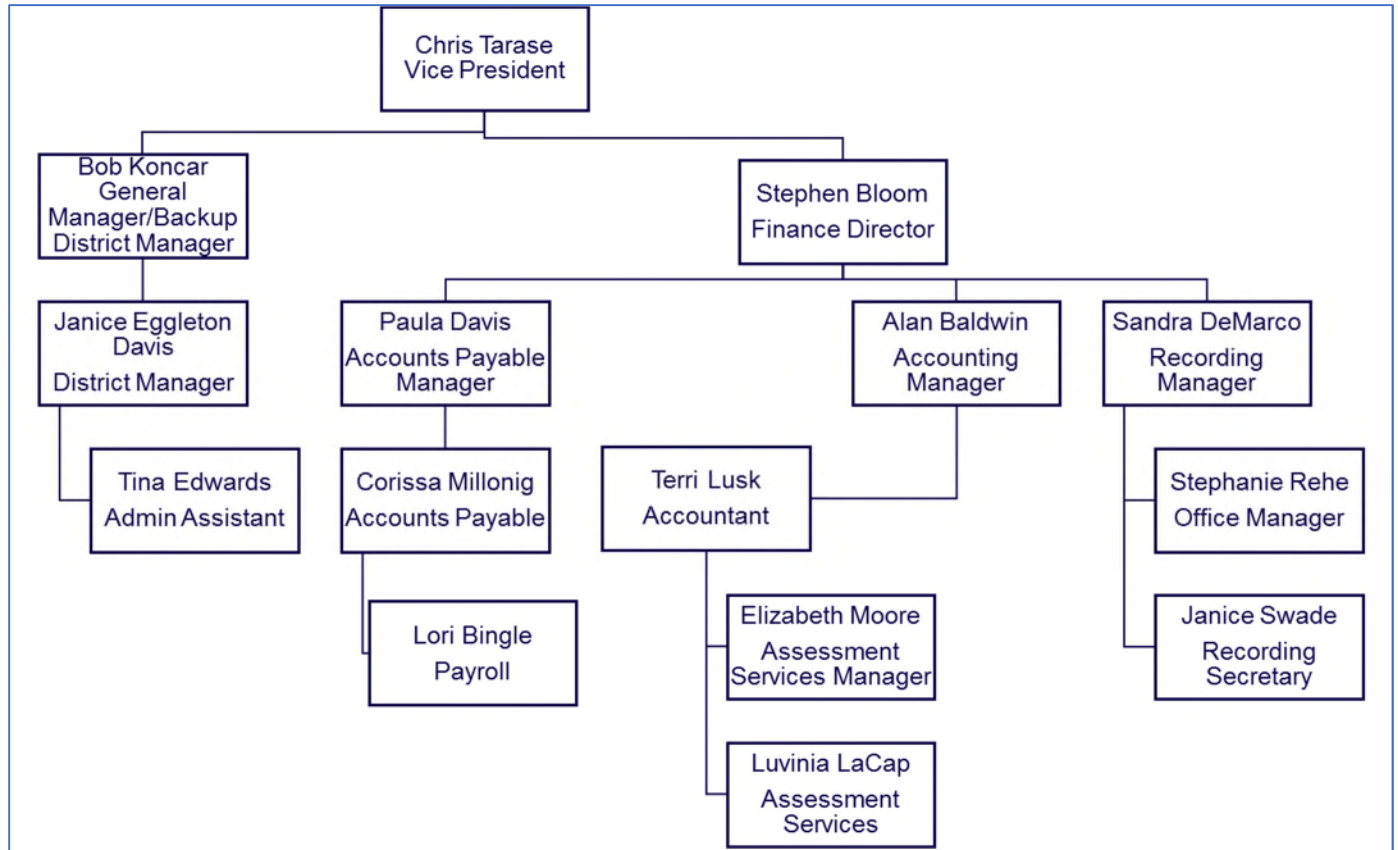
One of the unique advantages Inframark brings to our clients is the depth and breadth of our experience and expertise. Our matrix management approach ensures that our clients benefit from the collective knowledge of our entire organization and are never dependent on a single individual for your continued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

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

- Certified Public Accountants
- Certified Project Management Professionals
- Engineers
- Attorneys
- Software Developers
- Financial and Investment Advisors

- Public Administrators
- Real Estate Developers
- Construction Managers
- Government Managers and Leaders

## Your Team



## 4 Pricing & Business Considerations

### Base Pricing

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

One-time Setup Fee	\$1,000.00
<b>Total Annual Management Fee (All Services)</b>	<b>\$52,552.00</b>
District Management Services – Annual	\$45,552.00
Dissemination Services – Annual	\$2,000.00
Assessment Services – Annual	\$5,000.00

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

Prices are negotiable depending upon the scope of services.

### Assumptions

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

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

### Schedule of Miscellaneous Charges

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

Special Meetings – Beyond those defined in the negotiated agreement	\$150.00 per hour or portion thereof
Website Administration – Update and maintain community Website - in accordance with statutory requirements	\$100.00 per month
Mail Distribution	
General Distribution – Includes label, folding, insertion of up to two items and delivery to the post office	\$0.35 per piece
General Distribution – Additional inserts over two	\$0.03 per additional page
Labels	\$0.08 each
Certified Mail	Current rate charged by postmaster plus handling charge of \$5.00

Postage	Current rate charged by postmaster (no add on)
Copies	
Black and white, single sided	\$0.18 per copy, up to 100 copies \$0.12 per copy thereafter
Color (single sided)	\$0.50 per copy
Black and white, duplex (two-sided)	\$0.21 per duplex copy
Special Services – Includes court appearances, performance of tasks other than contract schedule(s), requested attendance for special committee functions and research for special projects	\$150.00 per hour
File Storage – Records preceding those included in base fee (current year records plus two years previous)	\$15.00 per box per month
Notary Service	included
Estoppel Letters (charged to the requesting party)	\$75.00 each

### Insurance

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

## Appendix A – Scope of Services

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

- Coordinate with the Residents to determine the services and levels of service to be provided as part of the District's budget preparations.
  
- Prepare of all Board agendas and coordination of receipt of sufficient material for Board of Supervisors to make informed policy decisions.
- Prepare and advertise all notices of meetings in an authorized newspaper of circulation in the County in which the District is located.
- Record and transcribe summary meeting minutes for all meetings of the Board of Supervisors including regular meetings, special meetings, workshops and public hearing(s).
- Maintain Minutes for the District and send to the appropriate governmental agencies in accordance with Florida Law.
- Maintain District Seal.
  
- Prepare a budget that achieves maximum cost-to-benefit equity for approval.
- Submit a preliminary budget to the Board of Supervisors in accordance with Chapter 190, Florida Statutes.
- Modify preliminary budget for consideration by the Board of Supervisors at the District's advertised Public Hearing.
- Prepare budget and assessment resolutions as required by Chapter 190, Florida Statutes.
- Establish budget public hearing(s) and dates.
- Establish Board of Supervisors workshop dates (if required).
- Coordinate budget preparation with District Board, Engineer and Attorney.
- Prepare budget resolution approving the District Manager's budget and authorization to set public hearing.
- Prepare budget resolution adopting the District Managers budget, as modified by the Board of Supervisors.
- Prepare agendas for budget hearings.
- Attend workshop(s) and public hearing(s) and be available to answer questions by the Board and the public.
- Prepare and coordinate applications for:
  - Federal ID Number.
  - Tax Exemption Certificate
- Establish Government Fund Accounting System in accordance with the Uniform Accounting System prescribed by Department of Banking and Finance for Government Accounting, Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB).
- Prepare required investment policies and procedures pursuant to Chapter 218, Florida Statutes.
- Preparation of annual financial report for units of local government and distribution to the State Comptroller.
- Preparation of Public Depositor's Report and distribution to State Treasurer.
- Coordination and distribution of Annual Public Facilities Report and distribute to appropriate agencies.

- Administer purchase order system, periodic payment of invoices.
  - Coordination of tax collection and miscellaneous receivables.
  - Preparation of bid specifications for the purchase of services and commodities pursuant to Florida Statutes.
  - Preparation of all required schedules for year-end audit.
- 
- Prepare assessment resolution levying the assessments on the property in the District and prepare assessment rolls.
  - Prepare and maintain a property database by using information obtained by local Property Appraiser's secured roll.
  - Review and compare information received from the Property Appraiser to prior years' rolls, to ensure that the District rolls comply with the law and that Inframark has obtained all the pertinent information to prepare accurate assessments.
  - Periodically updated the database for all activity such as transfer of title, payment of annual assessment, prepayment of principal.
  - Act as the primary contact to answer property owner questions regarding special assessments, tax bills, etc. Provide pay off information upon request to property owner.
  - Upon adoption of the budget and assessments, coordinate with the office of the Property Appraiser and Tax Collector to ensure correct application of assessments and receipt of District funds.
  - Act as primary contact to answer property owners' questions regarding the Capital Assessment.







# **Turnbull Creek Community Development District MANAGEMENT PROPOSAL**

December 2017



December 15, 2017

Jennifer Kilinski  
119 S. Monroe Street, Suite 300  
Tallahassee, Florida 32301

Re: Turnbull Creek CDD Management

Ms. Kilinski:

Thank you for the opportunity to present our proposal for management services for the Turnbull Creek Community Development District (“District”). Special District Services, Inc. (SDS) offers an experienced team with immediate capacity to provide comprehensive professional management services to the District. SDS manages over 80 special districts in the State of Florida with our 21 employees and is uniquely qualified to help the District navigate any challenge that may arise.

The Team we have formed to service you will:

- be a RESPONSIVE and PROFESSIONAL manager
- be ENGAGED and understand the community
- UNDERSTAND other regional and state issues

The Team will be led by B. Frank Sakuma, Jr., who is currently the Chief Operating Officer of the Indian River Lagoon (IRL) Council. Frank has over 10 years of executive management experience as well as leading the Indian River Lagoon National Estuary Program for the St. Johns River Water Management District and being the Director of all operations and staff of the Official Records and Recording departments of the Brevard County Clerk of Circuit & County Courts. Frank is a Navy Veteran and has a Bachelor of Arts in Legal Studies from the University of Central Florida.

Frank will be assisted by Len Lindahl, P.E., the Vice President of Special District Services, Inc., who recently joined the firm after four years as Assistant Executive Director and second-in-command at the South Florida Water Management District (SFWMD). Len has an intimate knowledge of land development, permitting, traditional and alternative contract delivery, and water resources from both the perspective of the private landowner through his work with AECOM, a Fortune 500 Architecture and Engineering firm, and as a regulator and policy maker through his experience at SFWMD. He also has the unique experience of being the lead for the SFWMD on the Central Florida Water Initiative (CFWI) and in working with other state and federal agencies such as the US Army Corps of Engineers and US Fish and Wildlife Service on state and federal issues.

In accordance with the Request for Proposal letter, you will find included in our proposal:

- SDS has qualified professional personnel.
- SDS is not a certified minority business enterprise.
- SDS has developed a process to ensure that all time and budget requirements are met.
- SDS's current client list - please note that we do not currently have a client in St. Johns County.
- The geographic location of our offices and clients are illustrated on a map for your ease of reference.
- SDS, as well as Frank Sakuma and Len Lindahl, have the immediate capacity to perform the work necessary to manage the District.
- Frank Sakuma will be the designated District Manager and will be the lead in handling the day-to-day services of the District.
- SDS's proposed fees for management services as well as accounting and financial reporting services are included.

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

Sincerely,

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

Todd Wodraska  
President  
Special District Services, Inc.



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## About Special District Services

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

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

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







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## SDS Organization

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

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

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

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





# Management Approach

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

## Administration

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

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

## Financial Accounting and Budgeting

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

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



## Financing (Bonding or Loans)

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

## Operations

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



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## Executive Management

### **Todd Wodraska, President**

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



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

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

Mr. Pimentel has many years of experience with government and, more specifically, special districts. From 1979 to 2003, he was the Executive Director of Northern Palm Beach County Improvement District and has been responsible for more than \$300,000,000 in public financing for development in Northern Palm Beach County. Pete has been instrumental in the passage of special district laws and continues to work with the Florida Association of Special Districts in this regard. His public financing experience was instrumental in securing financing for Loxahatchee River Environmental Control District (ENCON) for a regional wastewater collection, treatment and disposal system during his tenure with that agency. Pete is considered one of the pioneers of special districts in Florida.





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## B. FRANK SAKUMA, JR

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1825 11th Court Southwest, Vero Beach, FL 32962 H: 321 609-0868 ♦ sakumajr@gmail.com

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### PROFESSIONAL SUMMARY

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A seasoned professional with over 10 years of executive management, currently as the Chief Operating Officer of the IRL Council, a special district of Florida, with an annual operating budget of \$2.3 million.

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### SKILLS

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Strategic Planning

Board Support

Performance Improvement

Budgeting

Project Management

Recruiting

Process Improvement

Contract Management

System Administration

Program Management

Human Resources

Proposal Writing

Contract Negotiation

Customer Service

Training

Environmental Compliance

Environmental Policy

Project Planning

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### WORK HISTORY

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**Chief Operating Officer**, 12/2015 to Current

**IRL Council** – Sebastian, Florida

- Member of Executive Management Team.
- Program administration and leadership. Oversees all aspects of the day-to-day operations of the IRL Council and Indian River Lagoon National Estuary Program.
- Project management and program operations. Works with the Executive Director to oversee annual Work Plan development, project administration, project management, field support, education/outreach support and compliance with all program policies and procedures.
- Human Resources Manager. In coordination with Legal, keeping in compliance with personnel policy, and payroll point of contact.
- Budget Director. Coordinates support for budget development and compliance.
- Board Support. Provides coordinated Board of Director support on matters outside the ED realm, works with Legal in keeping Board in the Sunshine.





- Committee Support. Supports STEMAC/CAC/Finance/other committees, with coordination of other staff assignments.

**Projects Administrator, 01/2011 to 11/2015**

**St. Johns River Water Management District – Palm Bay, Florida**

- Indian River Lagoon National Estuary Program.
- Provided primary support to the IRL Advisory Board and the IRL Council Board of Directors.
- Developed strategies to keep implementation activities on schedule and within budget.
- Directed and provided project management for IRL Program projects and programs.
- Developed Management Conference reports.
- Built program budget, tracked expenditures, responded to audit and financial inquiries.
- Implemented Management Conference agreements and the Comprehensive Conservation and Management Plan.
- Assisted in planning and conduct of Management Conference meetings.
- Met with and participated in various advisory boards and committees.

**Manager: Recording/Official Records Departments, 11/2007 to 01/2011**

**Brevard County Clerk of Courts – Titusville, Florida**

- Directed all operations and staff of Official Records and Recording departments of the Brevard County Clerk of Circuit & County Courts.
- Prepared, monitored, and submitted annual department budgets.
- Prepared and reviewed daily/monthly/quarterly department reports.
- Reviewed statutes, rules and regulations and modified processes for compliance.
- Directed and managed contracts and projects as needed.
- Contract manager for office-wide insurance reconciliation: responsible for monthly review, adjustment, and reconciliation of health insurance program (2000-2011).
- Program Manager: suppression of confidential information from official record. Responded to immediate requests of confidential information from official record.
- Effectively responded to requests for information, produced efficient summaries and presentations, and provided exceptional service to both internal and external customers.
- Past Government Chair - Central Florida Property Records Education Partners.
- Clerk's liaison to state and local agencies.
- Attended Clerk of Courts Operations Corporation Finance and Budget meetings.
- Other executive management duties as directed by elected Clerk of Court.

**Viera Branch Manager, 05/2003 to 11/2007**

**Brevard County Clerk of Courts – Viera, Florida**



- 
- Directed all Clerk of Court operations and staff at the Moore Justice Center.
  - Planned, coordinated, supervised administrative functions.
  - Prepared and monitored budgets.
  - Trained, evaluated, and supervised staff.
  - Compiled statistics and prepared reports.
  - Facilitated access to the courts by coordinating with all justice system stakeholders.
  - Project co-manager: OSCA directed ADA compliance of countywide courthouse access.
  - Organized multi agency meetings (Clerk/Judicial/State Atty/Public Def/Sheriff).
  - Other executive management duties as directed by elected Clerk of Court.

**Personnel Director**, 01/2000 to 05/2003

**Brevard County Clerk of Courts** – Titusville, Florida

- Directed all human resource and personnel operations of the Clerk of Circuit & County Courts.
- Recruiting and staffing.
- Compliance with Federal, state, and local employment rules and regulations.
- Compliance with HIPAA law.
- Federal reporting to US Bureau of Labor Statistics.
- State reporting for compliance in minority wages.
- Employee orientation, development, and training.
- Compensation and benefits administration.
- Employee services and counseling.
- Brevard County Benefits Committee member.
- Proposed and implemented improvements in HR programs and functions.
- Other executive management duties as directed by elected Clerk of Court.

**Records Clerk I - IV**, 03/1990 to 12/1999

**Brevard County Clerk of Courts** – Titusville, Florida

- Served in progressively more responsible Records Clerk positions in multiple Recording, Marriage License, Passport, Archives, and Official Record positions.
- Reported to both Viera and Titusville locations, as needed.
- Performed all customer service functions in the Titusville main office and branch offices.
- Trained staff.
- Assisted supervisors at the main Titusville office and branch offices with customer service processes.

**Active Military Duty**, 02/1987 to 01/1989

**United States Navy** – Norfolk, Virginia



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- Active duty aboard the USS Savannah in the Navy Sea College program
  - Sailor of the Quarter -1988.
  - Completed reserve duty in 1993.

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## EDUCATION

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**MBA:** Business, 2010

**Saint Leo University** - St. Leo, Florida

**Bachelor of Arts:** Legal Studies, 2000

**University of Central Florida** - Orlando, Florida



## Len Lindahl, Vice President

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

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

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



## District Managers

### Neil Kalin

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

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

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



## District Managers



**Gloria Perez**

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

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

### **Kathleen M. Dailey**

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

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





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## District Managers

### Jason Pierman

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

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



## Testimonials

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

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

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

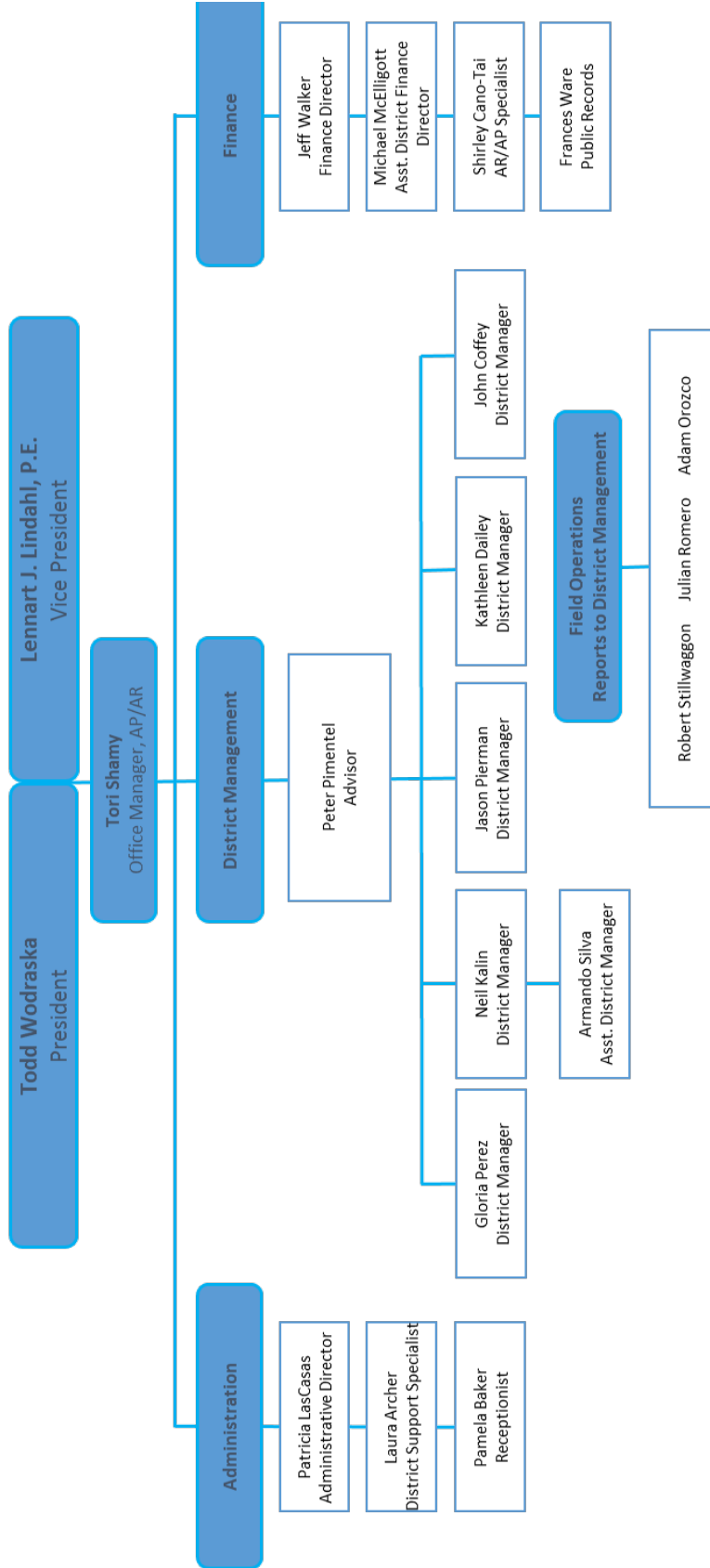
- **Dennis Pickle, District Manager, St. Lucie West Services District**

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

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



# Special District Services, Inc.





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## SDS Services

### Landowner Consultation

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

### Intergovernmental Coordination

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

### Lobby Service

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

### Risk Assessment

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

### Special District Formation

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

### Special District Legislation

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

### Construction Administration

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

### Utility Administration

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

### Permitting

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

### Environmental Mitigation

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

### Platting

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

### Public Bidding

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

### Specifications and Contract Documents

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

### Comprehensive Plan & Land Development Regulations

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

### Website Management

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

### Conventional Financing

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

## Bonds and Assessments

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

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

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

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







## SDS Experience

**SDS has extensive experience in establishing, managing and operating special districts.**

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

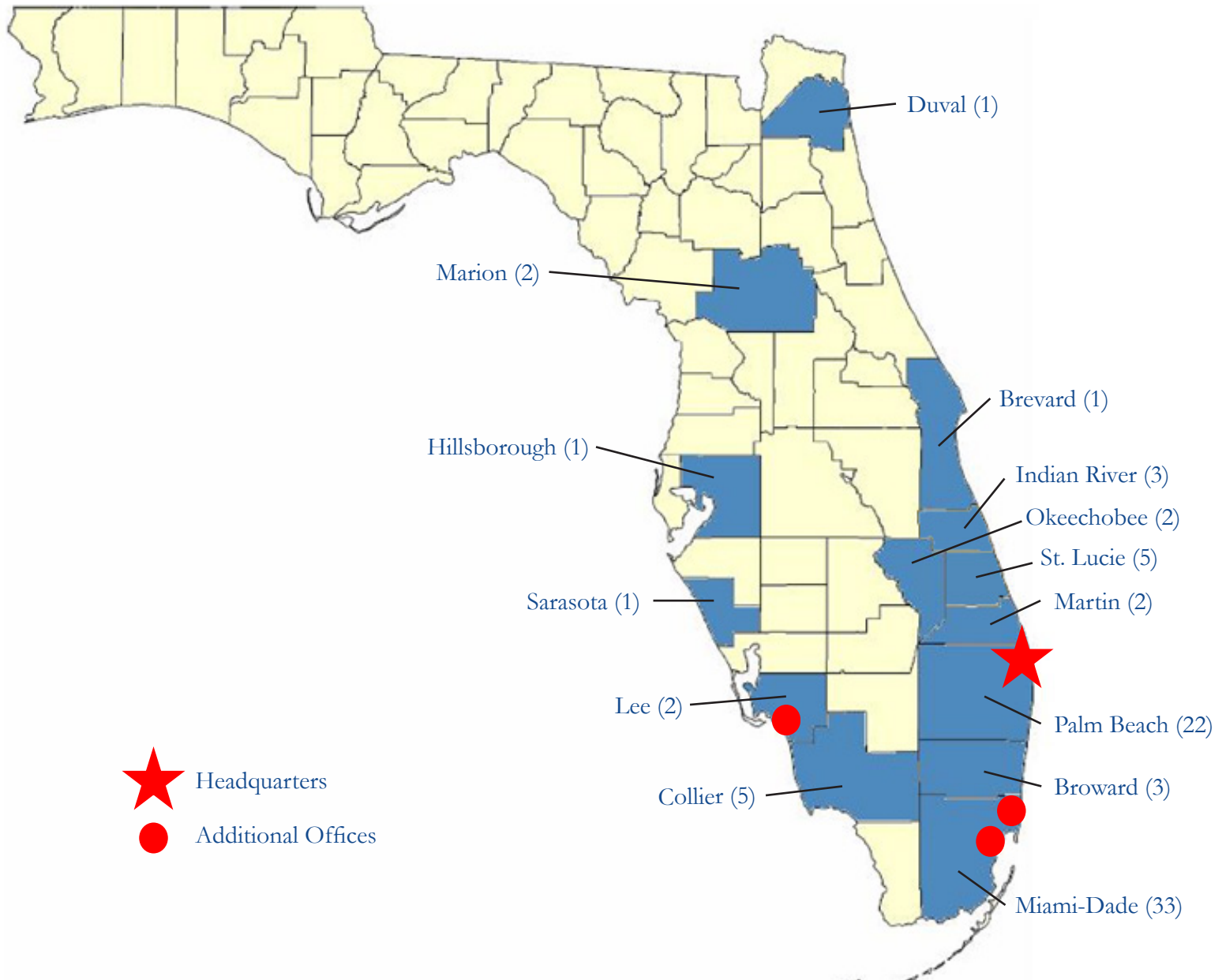
A.H. at Turnpike South CDD  
Arborwood CDD  
Ave Maria Stewardship Community District  
Avenir CDD  
Barefoot Bay Recreation District  
Bayi CDD  
Beeline CDD  
Bluewaters CDD  
Capron Trail CDD  
Captain's Key Dependent District  
Caribe Palm CDD  
Century Gardens CDD  
Century Gardens at Tamiami CDD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

### SDS Facts


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

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

## District Locations



## Florida Business License




State of Florida  
Department of State

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

The document number of this corporation is P93000003074.

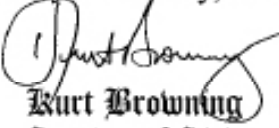
I further certify that said corporation has paid all fees due this office through December 31, 2008, that its most recent annual report/uniform business report was filed on February 4, 2008, and its status is active.

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



CR2EO22 (01-07)

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



**Kurt Browning**  
Secretary of State



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## References

### **David Genson**

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

### **Dennis Pickle**

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

### **Rick Melchiori**

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



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# Turnbull Creek CDD Fee Proposal

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

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

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

## **Assessment Roll..... \$4,000 per year**

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

