

TURNBULL CREEK
Community Development District

April 12, 2022

AGENDA

Turnbull Creek Community Development District

475 West Town Place

Suite 114

St. Augustine, Florida 32092

District Website: www.turnbullcreekcdd.com

April 5, 2022

Board of Supervisors
Turnbull Creek Community Development District

Dear Board Members:

The Turnbull Creek Community Development District Board of Supervisors Special Meeting is scheduled for **Tuesday, April 12, 2022 at 6:30 p.m.** at the **Murabella Amenity Center, 101 Positano Avenue, St. Augustine, Florida 32092.**

Following is the advance agenda for the meeting:

- I. Roll Call
- II. Public Comments (*regarding agenda items listed below*)
- III. Consideration of Proposals for Management Services
- IV. Update Regarding Pond Bank Repairs/Consideration of Options for Same
- V. Update Regarding Encroachment Matters
- VI. Consideration of License Agreement with Florida Race Day, LLC Regarding the Use of the District's Property for Triathlon
- VII. Board Guidance Regarding Preparation of Fiscal Year 2023 Proposed Budget
- VIII. Discussion of Amenity Usage for Sports and Parking / Mail Kiosk New Signs for 15 Minute Parking
- IX. Shade Session: Consideration of Security Cameras Proposal*
- X. Supervisor's Requests and Public Comments
- XI. Adjournment (*Next Scheduled Meeting – May 10, 2022 @ 6:30 p.m.*)

* *Florida law requires Board discussions related to the District's security system, as well as any discussions that would reveal the operations of the security system, types of equipment, and/or locations, to be held in a closed session, per Section 119.07138 and Section 281.301 of the Florida Statutes. **Only the Board and staff can be present for discussion of this agenda item.***

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,
James Oliver
District Manager

THIRD ORDER OF BUSINESS

**Evaluation of Proposals for District Manager Services
Turnbull Creek Community Development District**

ANNUAL FEES

	Halifax	Rizzetta	GMS	Inframark	DPFG (Vesta subsidiary)
Management Services, Accounting, Assessment Roll and Administration Services	\$55,200	\$43,000	\$45,000	\$60,000	\$13,300 for remainder of District fiscal year; \$42,000 in 2023 District fiscal year; \$45,000 in 2024 District fiscal year
(Debt Service) Accounting, Assessment Collection Services, and Bond Requisition Processing	Included; additional \$1,250 for accounting onboarding	\$4,800 for tax roll assessment creation, preparation, and submission to county	Current contract has \$5,000 annual assessment administration fee There is a \$3,500 annual construction accounting fee (not charged unless used)	Assessment collection appears to be included	\$5,000. For each additional debt issued, \$5,500 annual fee per bond issuance. Also, one-time long term capital planning fee of \$15,000.
Field Operations & Maintenance Accounting	Appears to be included	Included	Included Current contract has maintenance contract administration as \$12,000 annual fee (not billed unless utilized)	Accounting services appear to be included; additional, unknown fee for field operations services would be required and is available upon request	Appears to be included
Assessment methodology consultant services	TBD- per request	Mentioned in services	Current contract has \$15,000 assessment methodology preparation fee (only if utilized)	Not identified	\$25,000 fee per new bond issuance; \$15,000 fee per bond refinancing; \$15,000 fee per bond anticipation issuance
Issuance of Bonds, and Placement of Loans/Other District Indebtedness	TBD- per request	Mentioned in services	Current contract has \$12,500 cost per bond issuance	Overseeing and implementation of bond issue related compliance is referenced, with additional fees which may apply	Appears to be contained in other fees
Dissemination Agent Services	\$5,000 (fee billed annually in November of each year)	Included for annual finance and collection; \$1,000 fee to serve as dissemination agent for all bond issues to ensure compliance SEC Rules 15c-12 (\$1,000 for each additional bond issuance)	Current contract has \$1,000 cost per bond issuance. Fee charged is \$2850/year	\$60,000 price is noted as including assessment roll and dissemination services; however, separate provision states that additional, unstated fees for overseeing and implementing compliance related to bond issuance, including dissemination agent services, may apply	\$2,000

IT/Website Services	\$1,500	\$1,200	\$3,000	No administrative cost to facilitate compliance for the website. Contracted directly with a 3 rd -party vendor.	\$3,082 for first year including transfer to new provider; \$1,515 for years after
ADDITIONAL INFORMATION					
	Halifax	Rizzetta	GMS	Inframark	DPFG (Vesta subsidiary)
Nearest office	Tampa	St. Augustine	St. Augustine	Jacksonville/St. Augustine	St. Augustine
Other districts in St. John's	None listed	Heritage Landing, World Commerce, Bridgewater North, Glen St. Johns, Trout Creek, Southaven, Madeira, Entrada	Baytree, Montecito, Viera East, RiverTown districts	Marshall Creek, St. Johns Forest	Clients are not listed by county
Number of special district clients	Unstated (2 on proposal)	112	Over 150	At least 71	Unstated
Date company was established	2020	1986	2004	Around 1981	Unstated
Other notes	Includes \$175/hr for "extended" meetings (over 3 hours); \$750 for special, continued and additional meetings of up to 3 hours; \$250/hr for litigation support; \$250/hr for various services as needed; TBD for assessment reports, bond reports, true-up analysis, boundary amendments, extraordinary public records requests, community mailings; rule violation notices performed at cost.	Prices available upon request for monthly and quarterly inspections and reporting	Other districts and number of special district clients are from previous GMS proposal and the GMS website	Fee includes 12 regular meetings of up to 3 hours each and one budget workshop. Additional fee of \$250/hr for each hour about 3 for regular meetings.	Fee includes 12 regular meetings of up to 4 hours each. Additional fees of \$175/hr for each hour above 4 for regular meetings; \$800 fee per meeting or workshop outside of the 12 regular meetings. Additional services not overed in the proposal shall be negotiated in accordance with mutually agreed upon terms.
Contact info	Eric Dailey 813-575-1955	Scott Brizendine 813-933-5571, ext. 9471	James Oliver 904-940-5850, ext. 406	Angel Montagna 813-576-9748	Howard "Mac" McGaffney 904-386-0186



TURNBULL CREEK COMMUNITY DEVELOPMENT DISTRICT

Proposal for District Management Services
April 1, 2022

www.halifax-solutions.com

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Tampa, Florida 33609
P: 813.575.1955

halifax-solutions.com

April 1, 2022

Turnbull Creek
Community Development District
c/o Jennifer Kilinski, District Counsel
Email: Jennifer@kelawgroup.com

Re: Request for Proposals for District Management Services

Dear Board of Supervisors:

On behalf of Halifax Solutions, I am very pleased to submit our proposal for District Management Services for the **Turnbull Creek Community Development District** ("the District"). Our team has over 45 years of experience managing special taxing districts throughout Florida, which I feel will be beneficial to your community.

I started Halifax Solutions in June of 2020 after spending over 15 years with one of the largest district management companies in the state. During my time there I worked in all aspects of district management, so I have the experience required to serve a community like yours. I will draw on that experience to focus on your needs to best serve as your District Manager. As Halifax Solutions continues to grow our future is tied directly to the successful relationships that we build with communities like you.

If you have any questions, you may reach out to me directly at (813) 575-1955 or via email at edailey@halifax-solutions.com. Thank you for your time and consideration, I am very excited for the possible opportunity to serve your community.

Sincerely,

Eric Dailey
President/CEO



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About Us

The team at Halifax Solutions has more than 45 years of experience in managing community development Districts throughout Florida.

Founded in June 2020 by longtime community management executive Eric Dailey, Halifax Solutions is a boutique community development District management company that proudly provides services throughout Florida. We are a solution-based company for today's ever-changing residential community's needs.

Halifax Solutions focuses on building lasting client relationships, though, open, and direct communication, trust, and excellent customer service. These relationships we form allow us to better serve these communities with both pride and passion.

To us the true success of a community, is based upon a shared vision by the Board of Supervisors that best serves the residents while being fiscally responsible. Halifax Solutions' goal is to work with our Boards to make sure that this vision is carried out to best of our abilities as your District management provider.



Your Proposed Team

Eric Dailey **District Manager**



Eric Dailey is the President/CEO of Halifax Solutions. He has been working in community development District management for more than 18 years.

A longtime District management professional, Eric worked at one of the largest management companies in Florida. He began in 2004 as a District Manager and moved around the state serving in various roles for the company, including finance, business development and executive management. Eric's most recent position was Director of District Services overseeing a staff of 50 plus team members serving more than 125 Districts since 2014.

Eric previously worked in the financial services and construction supply markets in client relationship and business development roles.

Eric holds a bachelor's degree from Florida State University and is a licensed community association manager in Florida. He serves as a Board Member for Leadership Tampa Bay and was a graduate of the class of 2017. Eric previously served as a Board Member of the Children's Home Society of Florida Gulf Coast Regional from 2017-2020. Eric is a Florida native born in Ormond Beach and has resided in Tampa for more than 18 years.

Your Proposed Team

Pete Williams **Management Consultant**



Pete Williams has over 30 years of professional community management experience with over 25 years related to all aspects of community development Districts and various other special taxing Districts, located in Florida, Louisiana, and Alabama. His experiences include but are not limited to administration, operation, accounting, financial consulting, assessment allocation, and collection agent. Mr. Williams spent 19 of those years with Rizzetta and Company, Inc. where he served as Vice President.

In addition, Mr. Williams has been qualified as an expert witness and provided testimony in numerous types of court actions, including bond validation hearings, foreclosure actions, bankruptcy proceedings, civil suits, and various administrative hearings on the local-governmental level. Mr. Williams has also been involved either as the District Manager, assessment consultant or Board Supervisor in over \$4.25 billion dollars in bond issues.

Before venturing into community management, Mr. Williams served as a C-level retailing executive with Jewel Food Stores, Forest City Enterprises, The Southland Corporation and Rite-Aid Drugs.

Mr. Williams is also a proud Veteran of the United States Marine Corps, where he had attained the rank of Sergeant (E-5) during his time of service.

Services Offered

Halifax Solutions provides the following services required to establish and manage your community development District.

- **District Establishment** – Assist in the creation of the petition required to file for establishment providing them with the statement of estimated regulatory costs (SERC). Attend all meetings and hearings required for the establishment process.
- **District Management** – 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 Chapter 190 Florida Statutes, for maintaining and operating the equipment owned by the District, and for performing such other duties as may be prescribed by the board. Some of these additional duties include but are not limited to administrative, accounting (provided through Warren Averett), and revenue collection services.
- **Bond Issuance** – Draft bond validation and special assessment allocation methodology reports as needed for the issuance of bonds to fund public infrastructure for capital improvement projects of the District.
- **Dissemination Agent** – Serve as dissemination agent for the District and undertake the obligations as set forth in the continuing disclosure agreement and U.S. Securities and Exchange Commission Rule 15c-12.



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Services Offered

- **Website Compliance & Email Services** – Responsible for ensuring the District's website maintain compliance with Chapter 189.069, Florida Statutes. Provide and manage email accounts for supervisors and staff upon request.
- **Community Inspections** – Conduct monthly inspections of the District upon request to review any outstanding or new issues that need to be addressed by the board.



At Halifax Solutions, we understand that not all clients have the same needs and therefore we are and prepared to tailor our services to meet their specific requests.

What Are They Saying?



As a Community Development District Board Supervisor in FishHawk Ranch, it has been my pleasure to have worked with Mr. Dailey for more than 12 years and that relationship continues today. He is

exceptionally knowledgeable in all aspects of Community Development District management and his responsiveness to board members, residents, and business partners is unparalleled in the industry.

– Terrie Morrison, Former Chairperson FishHawk Ranch CDD



Eric is a great leader and always displays professionalism with his District managers. My experience working with Eric has always been efficient in both working through complex issues and his ability to understand and communicate with others.

– Steve Williams, CEO, Campus Suite

What Are They Saying?



Eric has tremendous experience in the community development District business. He exudes professionalism while being focused on relationships, strategy, and results, which as a developer are the primary attributes, we

look for in hiring a management company for our communities. We have worked with Eric in the past and had nothing but excellent results and service.

– Alex McLeod, Regional President – Florida, Brookfield Properties



From day one of working with Mr. Dailey, I knew that I was working with a next level business professional that is second to none in the District management business. His responsiveness, attention to detail, management mastery, and genuine sense of care and understanding of the boards and residents' needs are just a

few of the instantly apparent qualities he possesses. He's clearly on a track to redefining the industry standard and expectations for District management services."

– Stephen Brletic, P.E., Senior Associate, Johnson, Mirmiran & Thompson, Inc.

References

Stephen Brletic, P.E., Senior Associate

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Proposed Pricing Schedule

Monthly services will be billed in advance pursuant to the following schedule through **September 30, 2022**:

	<u>Monthly Fees</u>	<u>Annual Fees</u>
▪ District Management Services	\$4,600.00	\$55,200.00
○ Management	Included	Included
○ Administrative	Included	Included
○ Revenue Collection	Included	Included
○ Accounting Services*	Included	Included
▪ Dissemination Agent**		\$5,000.00
▪ Website Administration	\$125.00	\$1,500.00
<hr/>		
Total Annual Costs of Services:	\$4,725.00	\$61,700.00

***Accounting Services will be provided to the District by Warren Averett CPAs and Advisors through Halifax Solutions.**

****Dissemination Agent Services are a one-time fee billed annually in November of each year for the Series 2015A-1, A-2, B-1, B-2, and Series 2016 Bonds.**

Transition services will be billed in advance pursuant to the following schedule:

▪ Accounting Services – Onboarding	\$1,250.00
▪ District Management – Onboarding	Waived

Proposed Pricing Schedule

“AS NEEDED” SERVICES UPON REQUEST:

▪ Extended meetings (Over 3 hours)	\$175.00	Per Hour
▪ Special, continued & additional meetings (Up to 3 hours)	\$750.00	Per Meeting
▪ Special Assessment Reports	TBD	Per Request
▪ Bond Validation Reports	TBD	Per Request
▪ True-Up Analysis	TBD	Per Request
▪ Boundary Amendments	TBD	Per Request
▪ Extraordinary Public Records Request	TBD	Per Hour
▪ Litigation Supports	\$250.00	Per Hour
▪ Community Mailings	TBD	Per Request
▪ Rule Violation Notices	at cost	Per Notice
▪ Various services as needed	\$250.00	Per Hour



Scope of Services

DISTRICT MANAGEMENT SERVICES

Management and Administrative

- A. Conducting a total of seven (7) meetings and (1) workshop per year up to a total of three (3) hours maximum per meeting.
- B. Attend and conduct all regularly scheduled and special Board of Supervisors meetings, continued meetings, hearings, and workshops. Arrange for time and location and all other necessary logistics for such meetings, hearings, etc.
- C. Suggest actions, and implement actions approved by the Board, that lead to the efficient management of District meetings and workshops. Examples include increased communication with Supervisors, management of meeting discussions, etc.
- D. Suggest actions, and implement actions approved by the Board, that lead to prudent financial decisions. Examples include estimating future funding needs, suggesting Contractors to improve investment returns, and suggesting processes to ensure appropriate maintenance, repair, and replacement of capital assets.
- E. Ensure compliance with all statutes affecting the District which include but are 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. Assign and provide Records Management Liaison Officer for reporting to the Department of Library and Archives.

Scope of Services

5. Provide Form 1 Financial Disclosure documents for Board Members.
6. Provide Form IF Financial Disclosure documents for Resigning Board Members.
7. Monitor and supply Form 3A, Interest in Competitive Bid for Public Business as needed.
8. Monitor and provide Form 8B, Memorandum of Voting Conflict for the Board.
9. Monitor and provide update on Creation Documents, including Notice of Establishment, to Department of Economic Opportunity and the County.
10. Maintain and file Disclosure of Public Financing and file with Department of Economic Opportunity and each residential developer.
11. Provide for a proposed budget for Board approval on or by June 15 of each fiscal year.
12. Provide copy of approved proposed budget to the County a minimum of 60 days prior to the public hearing on the budget.
13. Provide written notice to owners of public hearing on the budget and its related assessments.
14. Provide copy of the initial Public Facilities report to the County to be submitted within one (1) year after the District's creation.
15. Provide copy of an annual notice of any changes to the Public Facilities report to the County if changes are made.
16. Provide copy of the seven (7) year Public Facilities report update, based on reporting period assigned to the County it is located in.
17. File name and location of the Registered Agent and Office location annually with Department of Economic Opportunity and the County.
18. Provide for submitting the regular meeting schedule of the Board to County.
19. Provide District Map and update as provided by the District's Engineer as needed to the Department of Economic Opportunity and the County.
20. Provide legal description and boundary map as provided by District Engineer to the Supervisor of Elections.



Scope of Services

21. File request letter to the Supervisor of Election of the County for number of registered voters as of April 15, each year.
22. Provide for public records announcement and file document of registered voter data each June.
23. Update Board Member names, positions, and contact information to the State Commission on Ethics annually. Certify and file the Form DR 421, Truth in Millage Document with the Department of Revenue each tax year. 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. Provide for the appropriate ad templates and language for each of the above.
24. Respond to Bond Holders Requests for Information.
25. Implement the policies established by the Board in connection with the operations of the District.
26. Assist in the negotiation of contracts, as directed by the Board of Supervisors.
27. Advise the Board on the status of negotiations as well as contract provisions and their impacts on the District and provide contract administration services.
28. 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.
29. Monitor certificates of insurance as needed per contracts.
30. Answer Project Status Inquiries from Contractors Bonding Companies. Provide an office location to handle and respond to written, phone or e-mail inquiries from the public.
31. Communicate with residents and landowners via email, phone, and website, ensuring the District's website provides relevant information for residents and supervisors.
32. Prepare digital 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.



Scope of Services

33. Provide accurate minutes for all meetings and hearings, including landowners' meetings. Implement and maintain a document management system to create and save documents and provide for the archiving of District documents.
34. Certify and file annual report to the Department of State, Library and Archive Division, for storage and disposal of public records.
35. Protect integrity of all public records in accordance with the requirements of State law. Respond to public records requests as required by law and in compliance with the Rules of Procedure and the District's adopted public records policy. (Fulfilling routine public records requests shall not result in additional charges to the District.
36. Maintain "Record of Proceedings" for the District within the County which includes meeting minutes, agreements, resolutions, and other records required by law.
37. Working District Engineer to assure new required reporting to the State on Stormwater drainage systems.

Accounting

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.

Scope of Services

5. Manage 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 1st of every year prepare an annual inventory of all District owned tangible personal property and equipment in accordance with all applicable rules and standards.
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 30th 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.

Scope of Services

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:
 - Contract Assignment.
 - Acquisition Agreement.
 - 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

Scope of Services

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. Provide for an update to the Schedule of Values of Assets owned by the District for purposes of procuring adequate coverage.
5. Maintain and monitor Certificates of Insurance for all service and contract vendors.

Scope of Services

Financial and Revenue Collection

- 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. Coordinate with Trustee to confirm semi-annual interest payments and bond call amounts.
 - 4. Prepare periodic continuing disclosure reports to investment bankers, bond holder and reporting agencies.
 - 5. Administer Assessment Roll Process: Prepare annual assessment roll for collection of debt service and operations and maintenance assessments.
 - 6. Update roll to reflect per unit and per parcel assessments based on adopted fiscal year budgets.
 - 7. Verify assessments on platted lots, commercial properties, or other assessable lands.
 - 8. Convert final assessment roll to County Property Appraiser or Tax Collector format and remit to county.
 - 9. Execute and issue Certificate of Non-Ad Valorem Assessments to County.
- 10. Administer Assessments for Off Tax Roll parcels/lots:
 - a. Maintain and update current list of owners of property not assessed via the tax roll.
 - b. Prepare and issue direct invoices for the annual debt service and operations and maintenance assessments.
 - c. Monitor collection of direct invoices and prepare and send delinquent/collection notices, as necessary.

"AS NEEDED" SERVICES

- A. Financial Reports
 - 1. Modifications and Certification of Special Assessment Allocation Report.

Scope of Services

2. True-Up Analysis:
 - a. Annually compare current and un-platted lots to original development plan to ensure adequate collection of assessment revenue, as necessary.
 - b. Prepare true-up calculations and invoice property owners for true-up payments, as necessary.
- B. 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. Coordinate the preparation of a Bond Validation Report which states the "Not-to-exceed" par amount of bonds to be issued by the District and 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 District Assessment Methodology Consultant.
- C. Amendment to District boundary.
- D. Grant Applications.
- E. Escrow Agent.

Scope of Services

- F. Community Mailings e.g., memos, notifications of rules changes, operations, and maintenance assessment notices, etc.
- G. Electronic communications/e-blasts.
- H. Extraordinary Public Records Requests Requiring Significant Effort to Fulfill.
- I. Litigation Support.
- J. Continuing Disclosure/Dissemination Agent Services.

SERVICES PROVIDED TO THIRD PARTIES

- 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.
 - 2. Issue lien releases for properties which prepay within in 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.

Work Product Examples



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FISHHAWK RANCH COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 4532 WEST KENNEDY BLVD. #328 · TAMPA, FLORIDA 33609

MEMORANDUM

TO: Fishhawk Ranch CDD Board of Supervisors
FROM: Eric Dailey, District Manager
DATE: February 18, 2022
RE: **CDD Updates**

Good afternoon!

Here are the major updates from this week:

- ❖ Vivek let us know we have flexibility with the O&M notice so if you choose to send a notice for an increase and explain we may not go to the maximum.
- ❖ Terrie has completed the files review so now Vivek and I need to do a final review before we authorize shredding.
- ❖ The 8-day agenda was posted to the website and sent on the 16th. The proposals have been uploaded to the website.
- ❖ Vivek and Stephen both agree after review of the plat we have no legal obligation to go back to maintain the Preserve area we pulled from the Juniper contract. I will put the discussion on the agenda for March at the request of the HOA.
- ❖ The new Waste Management pricing started 1/31 through the end of our contract 6/30/22. The overall increase is about \$145 a month \$1740 a year due to county increases. Holly is going to get proposals for the March meeting for consideration as this is we need to give them 90-day notice of nonrenewal. This increase was approved back In October.

FISHHAWK RANCH COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 4532 WEST KENNEDY BLVD. #328 · TAMPA, FLORIDA 33609

- ❖ Holly confirmed none of the league requests for pickleball or softball would require insurance or Board action. Holly is going to work with them to coordinate use, so all residents have access.
- ❖ I did confirm with Egis that if the changes to sovereign immunity increase limits it is likely we will see a substantial increase in premium. Not the news any CDD will want to hear.
- ❖ Stephen and Josh got two proposals for the frame repair of the water slide. They're both in the agenda for next week.
- ❖ Holly and Josh are giving me updates for all outstanding projects next week so we can have dates to wrap up what is left.

This addresses the major issues for the week. If you have any questions, please let me know. Have a great weekend!

**FISHHAWK RANCH CDD
ACTION ITEM LIST**

	Date Entered	Date Updated	Category	Action Item	District Staff Responsible	Vendor Responsible	Target Date	Notes
1	3/15/2021	3/16/2022	O&M	Josh got proposals for Aquatic Club roof wood damage around building which is needed. He and Holly decided they can do most the work	Josh Croy	FHR CDD	5/1/2022	Josh plans to have repairs done by May.
2	4/13/2021	3/16/2022	Counsel	We received an email on 3/2/22 and responded to requests for more information and we are also waiting on a quote to trim trees	Vivek Babbar	SRV	4/27/2022	Waiting on proposals for tree trimming to present to Board likely April meeting.
3	5/18/2021	10/12/2021	Community Director	The Board tabled the Bandit Fitness relocation proposal and staff will review the prior layout plan for the Aquatic Club.	Holly Quigley	FHR CDD	3/23/2022	Holly met with Bandit and there is an extra piece in the room from the original plan set to meet and review.
4	5/27/2021	1/19/2022	Community Director	Holly to check on Google number for afterhours usage for residents.	Holly Quigley	FHR CDD	3/23/2022	Holly working on options.
5	7/7/2021	3/16/2022	District Manager	Work with Preserve HOA to get them accept landscaping behind the gates as of 1/1/22 and pay for a repair that was made.	Eric Dailey	Halifax	3/23/2022	The Stirling HOA asked the CDD start maintaining the area again per an email received from management it is on the March agenda.
6	8/3/2021	1/26/2022	Community Director	The Board asked for more information on the app proposal.	Holly Quigley	FHR CDD	5/1/2022	Holly to get information from HOA on possibly taking over their app.
7	9/21/2021	1/17/2022	O&M	Juniper to get proposals for options on mulching.	Josh Croy	Juniper	Completed	Mulching is complete per Josh and Holly.
8	9/21/2021	3/16/2022	Engineer	Stephen working with Solitude and Juniper on proposal for pond 99 to clean up to maintain moving forward.	Stephen Brletic	JMT	3/23/2022	On March agenda.
9	9/28/2021	3/16/2022	Engineer	Stephen to review access to pond 23 per the request of Solitude.	Stephen Brletic	JMT	ASAP	Stephen is working with owners to get access.
10	11/10/2021	3/16/2022	District Manager	Run ad for first audit committee meeting for 3/23/22.	Eric Dailey	Halifax	Completed	Place Ad by 3/1/22.
11	12/8/2021		O&M	Purchase new holiday decorations for next year when items go on sale.	Josh Croy	FHR CDD	ASAP	
12	12/8/2021	2/9/2022	O&M	Install Kenguru Pro fitness station at Osprey Club.	Josh Croy	Kenguru Pro	4/1/2022	
13	12/14/2021	2/23/2022	Counsel	Andrew received 7 proposals he is to review and have for 2/23 meeting.	Andrew Sanderson	FHR CDD	3/23/2022	
14	12/22/2021	3/16/2022	District Manager	Eric and Terrie to review 30 boxes of records from Rizzetta.	Eric Dailey	Halifax	5/1/2022	Waiting on review by Vivek.
15	1/26/2022	3/16/2022	District Manager	Board approved debit card for Susan for \$2K.	Eric Dailey	Halifax	Completed	
16	1/26/2022	3/16/2022	Community Director	Board approved Juniper proposal and Sealing Proposal for Park Square. Holly to look at paver option and coordinate.	Holly Quigley	Various	5/1/2022	Holly is working with Juniper for sod install then we will seal lot. Paver quote was \$150K plus so we passed.
17	1/26/2022		Engineer	Stephen to provide stormwater system report due to State.	Stephen Brletic	JMT	6/1/2022	
18	1/26/2022	3/16/2022	Community Director	Board approved West Florida fence proposals for the pickleball courts and dog park along with card reader for pickleball courts.	Holly Quigley	Various	Completed	
19	2/9/2022		Engineer	Board asked for a proposal for an assets review.	Stephen Brletic	JMT	4/27/2022	
20	2/9/2022	3/16/2022	Counsel	Board asked about options with O&M notices.	Vivek Babbar	SRV	Completed	Vivek sent email stating we have options for how we state possible increases.

FISHHAWK RANCH CDD
PROJECTS LIST FY 21-22

	Date Entered	Date Updated	Project	Estimated Costs	Project Vendor	Contract Total	District Staff Responsible	Target Completion Date	Notes
1	8/28/2020	3/16/2022	Starling Club dog park repair.	\$195,000.00	CLM	\$64,450.00	Stephen Brletic	Completed	Added in fence repairs needed for \$2,450.
2	8/28/2020	12/15/2020	Aquatic Club pool deck refinish.	TBD	TBD	TBD	Holly Quigley		Tabled until fall 2022 per Holly.
3	9/16/2020	12/15/2020	Expanded work/storage area for the O&M staff.	TBD	TBD	TBD	Holly Quigley		Was tabled.
4	10/20/2020	2/16/2021	Pond 4 & 5 issues for aeration.	TBD	TBD	TBD	TBD		Was tabled.
5	11/10/2020	12/8/2021	Palmetto Club renovation.	\$200,000.00	Various	\$38,506.04	Holly Quigley	1/31/2022	Various projects approved.
6	1/19/2021	12/1/2021	Palmetto Club Roof Project.	\$500,000.00	Ryman Construction	\$635,531.00	Stephen Brletic	Completed	Wall completed.
7	3/16/2021	3/16/2022	Resurface Hawk Park multipurpose court for Pickleball and install nets.	\$40,000.00	Florida Courts	\$51,267.50	Holly Quigley	Completed	Added fence for \$10,450 from West Florida and card reader for \$2,917.50.
8	3/16/2021	1/26/2022	Resurface Garden District alleyways.	\$180,000.00	ACPLM	\$139,799.00	Stephen Brletic	Completed	Completed with CO #1 for \$9,295.00.
Totals				\$1,115,000.00		\$929,553.54			

	Project approved and contracted.
	Project completed.
	Project tabled.



FISHHAWK COMMUNITY DEVELOPMENT DISTRICT II

Special Assessment Revenue Refunding Bonds, Series 2013

CUSIP No. 33804RAG4, 33804RAH2, 33804RAJ8, 33804RAK5,
33804RAL3, 33804RAM1, 33804RAN9, 33804RAP4,
33804RAQ2, 33804RAR0, 33804RAS8, 33804RAT6,
33804RAU3, and 33804RAV1

Issuer Annual Continuing Disclosure Report
Fiscal Year Ended September 30, 2021

Posted: January 18, 2022

District Office:
4532 West Kennedy Blvd. #328
Tampa, FL 33609

FISHHAWK COMMUNITY DEVELOPMENT DISTRICT II
Special Assessment Revenue Refunding Bonds, Series 2013
Issuer Annual Continuing Disclosure Report
Fiscal Year End September 30, 2021

1. The amount of Series 2013 Special Assessments levied for the most recent fiscal year 10/1/2020 to 9/30/2021, tax year 2020.

\$745,882.12 levied on the tax roll (gross).
\$0.00 levied off the tax roll.

2. The amount of Series 2013 Special Assessments collected from the property owners for the most recent fiscal year 10/1/2020 to 9/30/2021, tax year 2020.

\$709,459.04 collected on the tax roll (net, including excess).
\$0.00 collected off the tax roll.

3. If available, the amount of delinquencies greater than 150 days, and, in the event that delinquencies amount to more than ten percent (10%) of the amounts of 2013 Special Assessments due in any year, a list of delinquent property owners for tax year 2020.

Not applicable.

4. If available, the amount of tax certificates sold, if any, and the balance, if any, remaining for sale from the most recent fiscal year 10/1/2020 to 9/30/2021, tax year 2020.

Not applicable.

5. Account and Fund balances for the Series 2013 Bonds as of 9/30/2021.

Fishhawk II CDD 2013 Prepayment Account:	\$1,222.20
Fishhawk II CDD 2013 Reserve Account:	\$342,882.82
Fishhawk II CDD 2013 Revenue Account:	\$166,263.20

6. The total amount of Series 2013 Bonds Outstanding as of 9/30/2021.

\$6,780,000.00.

7. The amount of principal and interest to be paid in the current fiscal year 10/1/2021 to 9/30/2022, tax year 2021.

Scheduled Interest Due 11/01/2021:	\$141,046.88
Scheduled Principal & Interest Due 5/1/2022:	\$546,046.88

8. The most recent audited financial statements of the District.

The FY 2020/2021 audit is in process and will be filed by June 30, 2022, in accordance with the requirements of Florida Statutes, and will be provided under separate cover when it becomes available. The unaudited financial statement dated 9/30/2021 is attached.

BOND DEBT SERVICE

Fishhawk Community Development District II
Special Assessment Revenue Refunding Bonds, Series 2013

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
11/01/2020			141,046.88	141,046.88	141,046.88
05/01/2021			141,046.88	141,046.88	
11/01/2021			141,046.88	141,046.88	282,093.76
05/01/2022	405,000	3.500%	141,046.88	546,046.88	
11/01/2022			133,959.38	133,959.38	680,006.26
05/01/2023	420,000	3.750%	133,959.38	553,959.38	
11/01/2023			126,084.38	126,084.38	680,043.76
05/01/2024	435,000	4.000%	126,084.38	561,084.38	
11/01/2024			117,384.38	117,384.38	678,468.76
05/01/2025	455,000	4.000%	117,384.38	572,384.38	
11/01/2025			108,284.38	108,284.38	680,668.76
05/01/2026	470,000	4.125%	108,284.38	578,284.38	
11/01/2026			98,590.63	98,590.63	676,875.01
05/01/2027	490,000	4.125%	98,590.63	588,590.63	
11/01/2027			88,484.38	88,484.38	677,075.01
05/01/2028	515,000	4.125%	88,484.38	603,484.38	
11/01/2028			77,862.50	77,862.50	681,346.88
05/01/2029	535,000	4.125%	77,862.50	612,862.50	
11/01/2029			66,828.13	66,828.13	679,690.63
05/01/2030	560,000	4.375%	66,828.13	626,828.13	
11/01/2030			54,578.13	54,578.13	681,406.26
05/01/2031	585,000	4.375%	54,578.13	639,578.13	
11/01/2031			41,781.25	41,781.25	681,359.38
05/01/2032	610,000	4.375%	41,781.25	651,781.25	
11/01/2032			28,437.50	28,437.50	680,218.75
05/01/2033	635,000	4.375%	28,437.50	663,437.50	
11/01/2033			14,546.88	14,546.88	677,984.38
05/01/2034	665,000	4.375%	14,546.88	679,546.88	
11/01/2034					679,546.88
	6,780,000		2,477,831.36	9,257,831.36	9,257,831.36

Warren Averett Introduction



HALIFAX
SOLUTIONS

Helping Business Leaders Thrive



800+ WARREN
AVERETT
EMPLOYEES

 129
MEMBERS



1 LARGEST CPA FIRM IN
ALABAMA (2020)

3 LARGEST CPA FIRM AMONG
GULF COAST STATES (2020)

5 LARGEST CPA FIRM IN THE
SOUTHEAST (2020)

37 LARGEST CPA FIRM
IN THE U.S. (2020)

FIRM OVERVIEW

Let's thrive together.

When you work with Warren Averett, you're working with more than just the team on your project. You're a client of the entire Firm. We offer guidance for business improvement and connections where they count. In the end, we're a resource to help you take care of important things in your business and your life.

Warren Averett is a nationally recognized firm that serves some of the Southeast's largest organizations and local businesses as well. Warren Averett is a leader for the accounting industry in the Southeast. Whether you're a Fortune 100 company or a local nonprofit, we have the experience for your engagement. From audit compliance and tax planning to technology consulting and human resources solutions, we listen to your needs and offer solutions.

We have the resources to solve your accounting challenges. Warren Averett has over [800 employees](#), including [340 CPAs](#) and [129 Members](#) throughout [15 offices](#) in Alabama, Florida and Georgia, with affiliate offices in Texas and the Cayman Islands. Whatever you need, you can find the right Warren Averett team member at the right time.

We have extra support from the BDO Alliance USA.

Warren Averett is the largest member of the BDO Alliance USA, a nationwide association of accounting, consulting and service firms.

Our membership gives us:

- Additional specialty services;
- Niche capabilities;
- Access to personnel resources; and
- The opportunity to work jointly on engagements.



FINANCIAL OUTSOURCED SERVICES

Maintaining a full-time accounting department can be costly and time consuming, but few businesses can thrive without one. Whether you have a small company that can't justify the overhead of hiring an accounting staff or an established business that needs help with a special project or reporting, our Outsourced Services group can help.

Our professionals have extensive experience in payroll, accounting systems training, accounts payable / receivable, monthly reporting, cash flow analysis, wage reporting and on-site daily support. Whether you want to enhance your existing accounting department or outsource your company's accounting functions, we can deliver customized accounting solutions and services to support your needs. The various services we offer include:

CFO Services

- Accounting department design and/or oversight
- Administrative staff management
- Monthly periodic close and financial reporting oversight
- Tax filings and third-party reporting oversight
- Strategic planning, budget preparation and monitoring
- Bank and debt refinancing assistance
- Liaison between client and third parties (banks, bonding or insurance companies, attorneys and local government agencies)
- Taxing authority audit management (sales tax, IRS, state, excise tax)
- Monthly review of potential fraud indicators
- Proactive advisory services and financial analysis

Accounting and Daily Money Management Services

- Sales/Use tax preparation
- Data entry for accounts receivable and accounts payable
- Accounts receivable invoicing and statement generation
- Periodic accounts payable reporting and disbursements
- On-site daily support of accounting functions as needed
- Accounting system training and support
- Payroll preparation
- Payroll related disbursements
- Payroll tax reporting and disbursements
- Annual wage and information reporting

Controller Services

- Cash forecasting and management
- Accounts receivable billing/collection management
- General ledger and account reconciliation
- Month-end accounting system close
- Monthly financial statement preparation
- Internal control analysis
- Third-party report preparation
- Special project assistance
- Payroll oversight – review tax filings for correctness



SUE LANGE, CPA

Principal

D 813.280.7859 | F 813.229.2359
400 North Ashley Drive, Suite 700 | Tampa, FL 33602
Sue.Lange@warrenaverett.com

Sue Lange joined Warren Averett in 2009 and is a Principal in the Firm's Business Services Division. She has more than 20 years of public accounting experience, including her time as a Controller for Advantica, Inc. Sue's primary responsibilities include managing outsourced accounting staff, providing controllership services for business clients and consulting on accounting procedures and implementations.

Professional Affiliations

- American Institute of Certified Public Accountants

Ask Me About

- How our outsourced accounting may be a great fit for your company
- How your business could benefit from a "Needs Assessment"
- If cloud accounting is a good alternative for your business
- The variety of clients I have served in Florida and Pennsylvania
- Kayaking in Tampa
- Being a hockey fan

ENTREPRENEURSHIP

Designations and Certifications

Certified Public Accountant

Areas of Special Emphasis

Accounting Services, Outsourced Services,
Payroll, CFO Outsourcing, Business
Consulting & Compliance, Federal Tax, Tax
Accounting

Education

Bachelor of Science in Accounting
Alvernia University, Reading, PA

Warren Averett 360

Solutions Beyond Traditional Accounting





LET'S THRIVE TOGETHER



Rizzetta & Company
Professionals in Community Management



A FULL-SERVICE MANAGEMENT FIRM

Turnbull Creek Community Development District
Prepared for: Turnbull Creek Board of Supervisors

ST. AUGUSTINE OFFICE

2806 N. Fifth Street, Suite 403
St. Augustine, Florida 32084
904.436.6270 | rizzetta.com

A photograph of four business professionals (two women and two men) standing in a modern office environment with large windows. They are all smiling and dressed in business attire. The image is overlaid with a semi-transparent green filter. The text 'FIRSTLY' is in white, bold, uppercase letters, followed by a horizontal yellow line.

FIRSTLY

THANK YOU

FOR YOUR TIME!



Rizzetta & Company
Professionals in Community Management

March 30, 2022

Chris Delbene
Chairman
Turnbull Creek CDD

RE: Community Development District Management Services

Dear Chris,

Rizzetta & Company appreciates the opportunity to present our qualifications to serve as District Manager for Ballantrae Hillsborough Community Development District. With 35 years of experience, a state-wide presence, and standard-setting performance, we've perfected our approach to District management. We are prepared to handle all present and future projects for the district.

Changing management can be a daunting task, and we understand the concerns. Through decades of experience, we have developed rigorous procedures which ensure seamless conversion to a higher level of service, control, and security for the district. Our proposal outlines a knowledgeable team, including Carol Brown as your proposed Lead District Manager from our St. Augustine office. She'll have the support of Melissa Dobbins as 2nd Chair District Manager and a large team of district services professionals to ensure transition and daily operations run smoothly.

Rizzetta is a comprehensive community management company servicing over 100 Community Development Districts, 153 Homeowner Associations, and 20 community clubhouses throughout Florida. The firm has evolved over the years to meet the demands of an ever-changing market by emphasizing a culture of continuous improvement and enthusiastic client satisfaction. We present industry-leading experience and knowledge and a partnership with a dedicated resource team specifically tailored to your district.

Thank you for your time and consideration of our proposal. We look forward to meeting with you and the Board of Supervisors to review and discuss our proposal in detail. Should you have any questions or require additional information, please feel free to contact me at sbrizendine@rizzetta.com

Very truly yours,

Scott Brizendine
Vice President of Operations



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OUR STORY

... SO FAR

Rizzetta & Company 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 35 years in the industry, Rizzetta & Company, 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 provide the highest quality services to our clients.

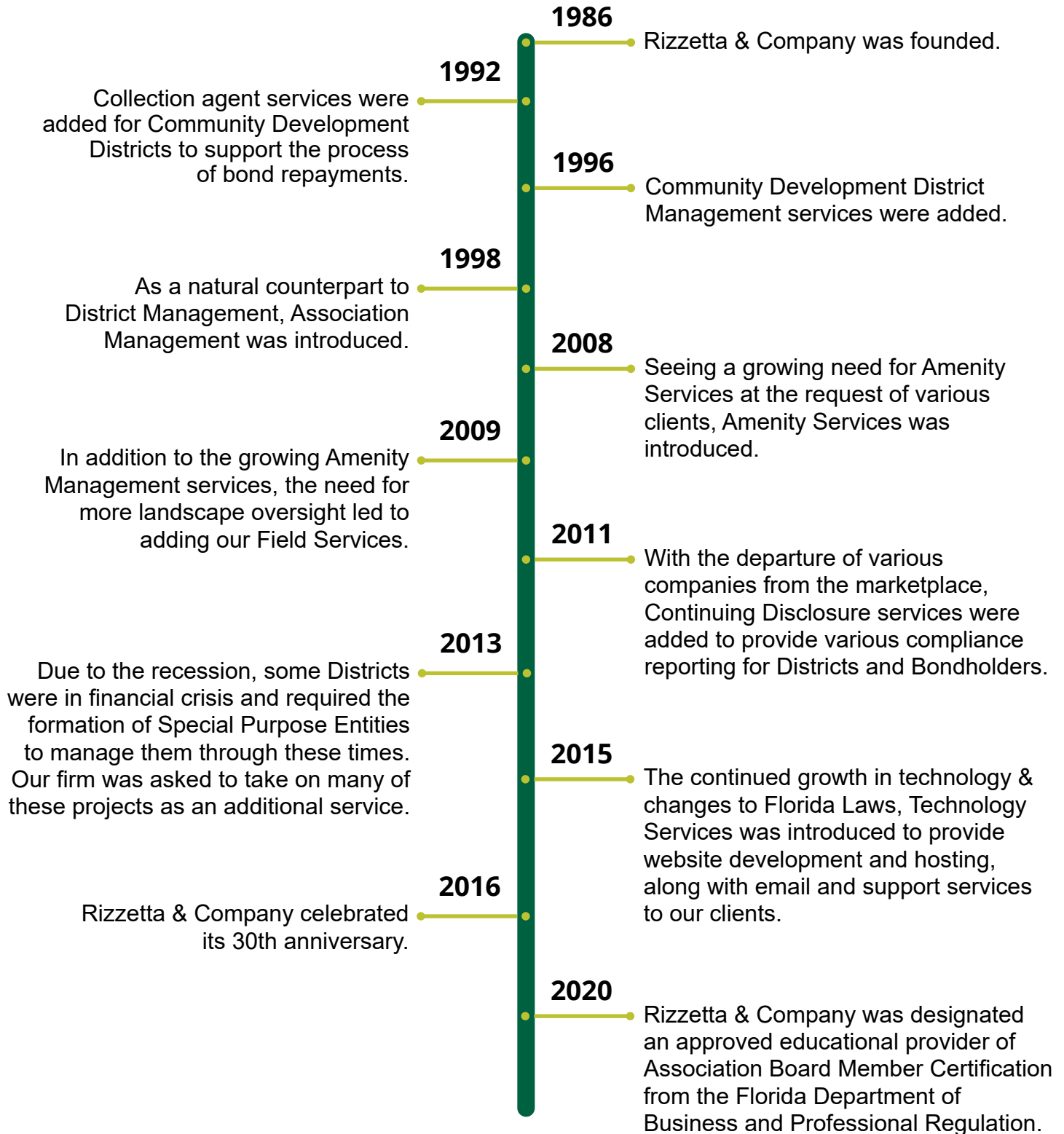
Rizzetta & Company was founded in 1986 in Tampa, Florida by William Rizzetta. The original focus of the Company was to provide professional assessment consulting services for Community Development Districts in association with the issuance of bonds. As the Company's reputation for excellent work and customer service grew, the practice expanded over the next thirty years by adding related services which resulted in today's "Full Service" organization.

OFFICE LOCATIONS





OUR MILESTONES





BY THE NUMBERS

35 

YEARS OF
EXPERIENCE
EST. 1986

153 

ASSOCIATION
SERVICES
CLIENTS

55 

ASSOCIATION
SERVICES TEAM
MEMBERS

20 

AMENITY
SERVICES
CLIENTS

100 

AMENITY
SERVICES TEAM
MEMBERS

112 

DISTRICT
SERVICES
CLIENTS

50 

DISTRICT
SERVICES TEAM
MEMBERS





OUR SERVICES

Rizzetta & Company would provide professional district management services to Turnbull Creek CDD pursuant to Chapter 190, Florida Statutes. A brief description of these services is provided below:

Management

- Attend and conduct all regularly scheduled and special Board of Supervisors meetings, continued meetings, and workshops.
- Arrange for time and location and all other necessary logistics for such meetings.
- Ensure compliance with all statutes affecting the district which include but are not limited to:
 - » Assist in the negotiation of contracts, as directed by the Board of Supervisors.
 - » Advise the Board on the status of negotiations as well as contract provisions and their impacts on the District.
 - » 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.
 - » Monitor certificates of insurance as needed per contracts.
- Routine site inspections to verify the state of repair for all District assets
- Review and create as needed a periodict maintenance schedule for District assets

The District Manager is not a role filled by an individual, rather it is a commitment by a team of motivated and skilled employees. We recognize that our role is more than an individual orchestrating a Board meeting. It is to ensure the District is fully compliant with statutory requirements and managed effectively and efficiently. Given Rizzetta's physical footprint across the state and extensive staffing resources, we are uniquely qualified to respond to the needs of your District.

Administrative

- Prepare agendas for Board of Supervisors meetings
- Provide accurate minutes for all meetings and hearings.
- Implement and maintain a document management system to create and save documents, and provide for the archiving of District documents per general records schedule GS1-SL.
- Certify and file the annual report to the Department of State, Library and Archive Division, for storage and disposal of public records.
- Protect integrity of all public records in accordance with the requirements of State law. Respond to public records requests as required by law and in compliance with the Rules of Procedure and the District's adopted public records policy.



Rizzetta has been electronically providing agendas to our Boards for a number of years resulting in substantial savings in printing costs to the Districts. We go one step further by providing electronic tablets to Board member for use during the meetings. This approach also allows immediate posting on the CDD website as required by statute. Audio recordings of the board meetings are stored on our Raid 5 disk array which is redundantly backed up to both a local and cloud storage appliance.

Accounting

Services include the monthly preparation 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.

Rizzetta uses MIP Fund Accounting software that is designed specifically for governmental fund accounting. Our accounting processes have multi-level reviews to insure proper internal control and accuracy. The result of our accounting infrastructure is an industry recognition by auditing firms that the books and records of Rizzetta managed districts are exceptional.

Financial & Revenue Collection

Services include all functions necessary for the timely billing, collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations.

Our staff has significant expertise in assessment roll preparation and required certification to county Property Appraiser offices. Because of our experience, we enjoy a great relationship with those staff throughout the state. In addition, the required direct billings for property not on the tax roll are managed in concert with the same familiar staff.

We are organized to efficiently respond to property owner questions regarding District assessments and issue estoppel letters and lien releases as needed for property transfers

Bond Issuance Services

When the District is ready for a major augmentation that may require additional bonds; we can help by:

Preparing a 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.

Bond Validation;

- d) Coordinate the preparation of a Bond Validation Report which states the “Not-to exceed” par amount of bonds to be issued by the District and present to board as part of the Bond Resolution.
- e) Provide expert testimony at bond validation hearing in circuit court.

Certifications and Closing Documents;

- f) Prepare or provide signatures on all closing documents, certificates or schedules related to the bond issue that are required by District Manager or District Assessment Methodology Consultant.

Because providing bond issuance services was the cornerstone on which Rizzetta was founded, our expertise in this area is unparalleled. The special assessment allocation methodology report has been continually refined over the years to reflect new financing methods that are acceptable to the industry.

Landscape Management and Inspection

Landscape Management conducted by certified and experienced advisors is the fastest growing business sector at Rizzetta. As the District’s live assets generally represent the largest maintenance expenditure. Our Field Services team presently services 40 communities preparing monthly reports for District Boards wanting their greenspace to be unrivalled. Working alongside the District Manager, monthly inspections ensure irrigation, vegetation and landscape maintenance are working in concert to create the appealing environment envisioned by the original landscape architect.

Amenity Services and Management

Rizzetta & Company provides expert general management and oversight of the amenity contract with the District within the agreed upon scope of service. These responsibilities include duties associated with managing the personnel, such as recruiting, hiring, training, oversight, and evaluation.

As required, the Amenity Services representative will attend meetings to provide any updates or address concerns as well as be available to any board member for open and direct communications.

Technology Services

Our Technology Services provide Districts a one-stop shop for their statutory website (which now must be ADA certified), email management (with their own domain) and electronic filing of all public records. Having this service under the same roof as District Management ensures details are never missed and critical filings always consistently observed.



TECHNOLOGY TOOLS & RESOURCES

Vendor Management Software

As leaders in the industry, we are continually looking for ways to improve the level of service we offer and protect the communities we serve. To enhance our Vendor Compliance Program, we have partnered with Vendor Information Verification Experts (VIVE) as the platform to support the program.

VIVE offers many benefits to properties managed by Rizzetta & Company including:

- Reduced Risk
- Equal Screening of all Vendors
- Ongoing Tracking, Not Just One-Time Registration
- No Cost to Clients

We chose to move vendor vetting to VIVE to ensure consistent compliance amongst similar vendors, speed up the review process, and allow our managers to have real-time information to properly screen vendors for insurance and trade licensing. The choice to engage with a particular vendor will always be in the hands of the board of supervisors. Our goal is to provide our clients with information to help make educated decisions.

Client Support System

Dedication to our clients is one of the driving principles at Rizzetta & Company. We're here to help our communities thrive and offer support in ways that are convenient for our board of supervisors and residents. Our integrated, client-focused system, powered by Zendesk, helps our staff manage requests across platforms and efficiently connect with internal teams and external partners.

This industry-leading system allows our team to deliver immediate assistance while providing superior customer experience over the phone or e-mail. Making it easier to track, prioritize and streamline the processes to provide faster resolution.



COMING SOON

Sage Intacct is a best-in-class cloud-based financial management solution that adapts to unique workflows and reporting requirements with real-time visibility and insights. The magic of Sage Intacct is its flexibility to give you a truly tailored report.



WHY

CHOOSE US?

Clients choose us because we have the experience to create robust, integrated solutions based on each District's unique needs, budget, and long-term goals.

Extensive Experience

- Rizzetta is the only “**original**” Community Development District Management company continuously providing services to Districts since the first CDD (Tampa Palms) issued bonds in 1986. Today, 35 years later, Bill Rizzetta continues to manage his company on a daily basis. In addition, Rizzetta brings extensive industry knowledge and influence at the legislative level.
- The first District Management company to successfully merge multiple separate CDD's into a unified District.

Result-Driven & Client-Focused

- District Finance team has vast knowledge having been involved in over 250 separate Bond Transactions with total funding exceeding \$3 Billion; served as the Dissemination Agent for over 80 Districts; and prepared over 1,700 Tax Assessment rolls.
- District Accounting staff has been audited over 3,000 times (each District is audited annually) with no findings of internal control issues or fraudulent activity.
- We have established a dual team approach where an assigned Lead District Manager handles daily operations and the 2nd Chair District Manager ensures continuity of service by a qualified District manager when the Lead District Manager is out of the office.
- Client Relations Manager endeavors to relentlessly monitor and enhance our services and exposure to your residents. This aids in pre-empting resident complaints occupying Board proceedings.
- Rizzetta's continuous improvement culture compounded with relentless training of all staff provides for ever increasing levels of service and performance.

Training & Infrastructure

- As part of the transition process, we provide an Onboarding Workshop to go over responsibilities and contracts with Board of Supervisors. We also offer free training sessions to new board members to gain better understanding of how the community should operate.
- Rizzetta made significant investments in its information infrastructure to harden its protection of Public Documents and enhance the electronic communication with Board members. Public documents are now protected with multi-factor authentication, cloud storage, professional patch management and hardware replacement policies.
- Rizzetta introduced “electronic agendas” to Board meetings negating the need to print and bind thousands of pages by providing electronic tablets for Board use during all meetings.



PROPOSED PRICING

District Services Provided	Fees
District Management 12 Meetings per year. Recording, Notice, Administrative Support, Public Records Repository and Distribution District Operations. Fixed fee for FY2022, and FY2023	\$43,000
District Accounting Monthly Financial Package per GASB Budget Prep and Monthly Monitoring	Included
Tax Roll Assessments Prepare Annual Assessment Rolls and Submit to County Tax Collectors and Property Appraisers Create and Maintain the Assessment Rolls	\$4,800
Annual Finance and Collections Serve as the Collection Agent for all off roll parcels Estopple Issuance Debt Management Dissemination Agent	Included
Continuing Disclosure Services Serve as the Dissemination Agent for All Bond Issuances to Ensure Compliance with the Security & Exchange Commission Rule 15c2-12 (\$1,000 for each additional bond issuance)	\$1,000
Technology Services Website Monitoring and Monthly Content Uploads 5 Email Account Maintenance and Archival	\$1,200
TOTAL RIZZETTA FEES	\$50,000

Optional Field Services

- Option 1: Monthly Inspections & Reporting **Price available upon request**
- Option 2: Quarterly Inspections & Reporting **Price available upon request**



TURNBULL CREEK DEDICATED TEAM MEMBERS

Rizzetta & Company prides itself on the experience and dedication of its collective staff. When you engage Rizzetta, you have a combined group with hundreds of years of experience at your service.

OUR TEAM

Carol L. Brown, Lead District Manager

Carol Brown is a District Manager for Rizzetta & Company, working out of our St. Augustine office, and managing Community Development Districts in Clay, Duval, and St. Johns Counties. She joined the Rizzetta team in 2021 and has quickly developed strong relationships with her Boards, residents, vendors, and on-site staff.

Before joining Rizzetta & Company, Ms. Brown worked for FirstService Residential as a Community Association Manager. She was responsible for the day-to-day operations of a 440-unit Condominium Association in Jacksonville, Florida.

Other positions she has held include Director of Recruitment for Alternatives Unlimited Inc., where she was responsible for the recruitment functions of a 450-person human service agency, and Associate Agent for Northwestern Mutual Life, where she held her insurance producer's license.

Ms. Brown received her Bachelor of Science Degree from the University of Hartford and is a Licensed Community Association Manager and Notary Public in the state of Florida. Her community involvement includes volunteering with the Bartram Trail High School Football Team and Marching Band, Mulch for Mission with Mandarin Presbyterian Church, and Walk & Bike MS through the National MS Society. She previously served as the Vice President for The Colony at Greenbriar Homeowners Association.

Melissa Dobbins, 2nd Chair District Manager

Melissa Dobbins is a Regional District Manager for Rizzetta & Company and is responsible for oversight of the St. Augustine office. Ms. Dobbins started with Rizzetta & Company in 2006 as a District Manager in the former Daytona Beach office.

Before joining Rizzetta & Company, Ms. Dobbins worked as an Education Administrator/Assistant Director at the post-secondary and university levels of academia for over six years. Ms. Dobbins' responsibilities included program development, training, evaluation, fiscal management, remediation, and retention. She created safe, professional, and fair environments by instituting quality control management and strategic leadership tactics.



In addition, she has diverse experience in sales and marketing while always ensuring the highest standards and quality service. Ms. Dobbins holds a B.A. in Business Administration from the University of Florida. After completing her undergraduate work, Ms. Dobbins obtained her M.A. in Education Administration from the University of Florida. She is also a Licensed Community Association Manager and a Notary Public in the State of Florida.

IMMEDIATE SUPPORT FOR BALLENTRAE HILLSBOROUGH TEAM INCLUDES:

Scott Brizendine is our Vice President of Operations, Community Development Districts. Most recently Scott was the Manager of District Financial Services after beginning his employment with Rizzetta in 2005 as a District Manager. In his prior role he oversaw the writing of assessment methodology reports for bond issuances, refunding's 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.

Prior to joining Rizzetta Scott worked in the Finance Department of the Walt Disney Corporation providing services in cash management, account reconciliation and financial reporting. He holds a bachelor's degree in Finance from Florida State University and is a licensed Community Association Manager and a Notary Public. Scott is a graduate of the Leadership Tampa Bay Class of 2018.

Kaitlyn Gallant is the Manager of our exceptional District Accounting Services. She started with Rizzetta in 2006 as a Construction Accounting Clerk and has progressed to her current role where she is responsible for all facets of district accounting, including preparation of financial statements, processing accounts payable and construction requisitions, reconciliation of bank statements, recording and collecting assessments, completing annual audits, and all other accounting processes that periodically require attention.

Kaitlyn received her bachelor's degree in International Business and Economics from Fitchburg State University in Massachusetts. As part of her coursework, she studied abroad in London, England.

Nicholas Shaffery is our Client Relations Manager. He started working for Rizzetta & Company in 2018 and most recently served as LCAM, overseeing a portfolio of Homeowner Associations in Pasco, Hillsborough, and Manatee Counties.

Using a client-centric approach, Nicholas is responsible for building, maintaining, and strengthening client relations. He provides support to help resolve any concerns to ensure clients, board members, and residents are satisfied with our services.

Before joining Rizzetta & Company, Mr. Shaffery worked as Resident Operations Manager for First Service Residential; performed as Portfolio Manager for The Galaxy Towers Condominium Association; and has over 14 years of experience in the hospitality industry.



EXTENDED SUPPORT FOR BALLENTRAE HILLSBOROUGH TEAM INCLUDES:

Bill Rizzetta is the founder and President of Rizzetta & Company and has been responsible for the overall operation of the firm for over 35 years. In that time, he participated in the establishment and management of over 150 Community Developments Districts in Florida which issued over \$3 billion in bonds in over 250 separate transactions and managed over 170 Homeowners Associations.

He received his B.S. from the U.S.F. College of Engineering and his M.B.A. from U.S.F. School of Business. 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 built Rizzetta on emphasizing the importance of giving back to the community and financially supports a variety of organizations including The Spring, Joshua House, Meals on Wheels, Athletes & Causes, Tampa Bay Heros and the Shriners. 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.

Shawn Wildermuth, our long-time Chief Financial Officer, is responsible for all financial aspects of the Rizzetta companies as well as 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.



Bob Schleifer is the Chief Operating Officer tasked with overseeing all operational areas of the Rizzetta companies including District Services, Association Services, Field and Amenity Services, Information Technology, Human Resources and Marketing. Over his 30+ years in business he has gained broad experience in real estate (management, acquisition, site selection and tenant prep), information technology (software and database development, administration, procurement, and infrastructure design), manufacturing engineering, electrical (hardware) design, statistical analysis, logistics, law enforcement, market research and political consulting.

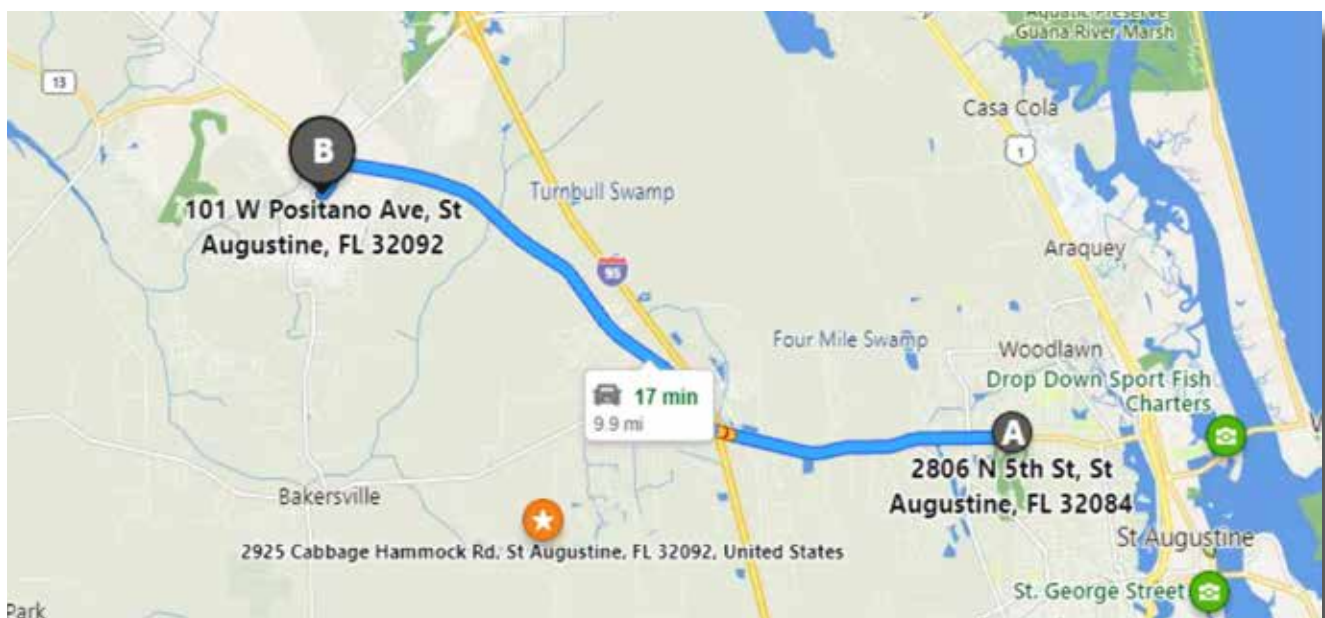
Bob received his B. S. in Electrical Engineering from the University of Minnesota Institute of Technology and his M.B.A. from U.S.F. School of Business with a concentration in Information Systems. Bob is a veteran of the United States Army Military Police Corps.

OFFICE LOCATION

We strive to provide exceptional and efficient service that meets our clientele's needs. The assigned District Manager is housed at our St. Augustine office which is located 9.9 miles (17 minutes) to Turnbull Creek CDD, making it a fast and easy commute to the District.

Clients in the area


- Heritage Landing CDD
- World Commerce CDD
- Bridgewater North CDD
- Glen St. Johns CDD
- Trout Creek CDD (Shearwater)
- Southaven CDD (Markland)
- Madeira CDD
- Entrada CDD





CUSTOMER

SATISFACTION



**A SATISFIED
CUSTOMER
IS THE BEST
BUSINESS
STRATEGY
OF ALL**

- Michael LeBoeuf

WE EXCEED

EXPECTATIONS

The single most important factor in being successful is customer satisfaction. We understand that Turnbull Creek CDD 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 partnerships with clients we have represented for nearly twenty years. Our service is client-centric while ensuring the district is compliant with state statutes and fulfilling bond-holder obligations.



OUR COMMITMENT TO THE INDUSTRY

As a leader in District Management, we have a responsibility to be aware of industry-related developments and then sharing that knowledge with our clients and peers. We encourage continuing education for all staff and provide the resources needed to attend classes and conferences. Currently, Rizzetta holds memberships in the following professional organizations:

- Association of Florida Community Developers
- Community Associations Institute
- International Society of Arboriculture
- The Northeast Florida Builders Association
- The Greater Tampa Chamber of Commerce
- Florida Government Finance Officers Association
- Florida Nursery, Growers & Landscape Association
- CFO Exchange Group
- Florida Association of Special District
- Leadership Tampa Bay
- Tampa Bay Builders Association
- Urban Land Institute, Tampa Bay
- Visit Tampa Bay

GIVING BACK TO THE COMMUNITY



Rizzetta believes we have a responsibility to give back to the communities in which we operate. We have found the personal rewards of helping far exceeds any investments made.



WE BUILD PARTNERSHIPS THAT LAST

TESTIMONIAL

“Rizzetta & Co 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 & Co have made District Management and its related services into an art form!”

Nina Siegel, Country Walk Board of Supervisors, Assistant Secretary

Municipal Advisor Disclaimer : 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.



FIELD SERVICES REPORT

SAMPLE



TURNBULL CREEK CDD

MuraBella

FIELD INSPECTION REPORT



March 23, 2022
Rizzetta & Company
John R. Toborg – Manager, Field Services



Rizzetta & Company
Professionals in Community Management

Summary, Clubhouse

General Updates, Recent & Upcoming Maintenance Events

- Per Green Industries Best Management Practices (GIBMP), during the month of April, all Bahia, Bermuda & St. Augustine turf shall receive an application of a complete fertilizer (N-P-K) formulated based on site specific soil samples. Vendor to notify management and clubhouse staff at least five days prior to each application and check into the clubhouse on the day of application so on-site staff can verify quantities and type of fertilizer.

The following are action items for landscape maintenance vendor to 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. **Bold Red text** indicates deficient for more than a month. **Green text** indicates a proposal has been requested. **Blue** indicates irrigation. **Orange** is for staff. **Bold & underlined is info. or questions for the BOS.**

This document, specifically written for the Turnbull Creek CDD, is representative of a typical Field Inspection Report provided to the landscape maintenance vendor and Board of Supervisors in Districts which have contracted Rizzetta & Co. Field Services.

1. Vendor to cut two bundles of Mistletoe from a pond bank tree adjacent to the pool deck. Cut several inches past where the Mistletoe is embedded in the tree limb. (Pic 1)



2. Vendor to make sure all fire ant mounds have been treated. Once the mound is dead, vendor to return to mound and rake out soil to re-expose any turf or mulch. (Pic 2>)
3. Is this bed in front of the clubhouse receiving too much water? There is a green algae on top of the soil. (Pic 3>)

4. Clearly, the community is in the midst of a landscape enhancement. Hopefully turf replacement in the parking lot islands will be included as it is very thin.



Clubhouse and Surrounding Area

5. Although it appears to be a newer palm, make sure this Sylvester Palm at the clubhouse parking lot is receiving the correct amount of water. It is a faded green color. This symptom can also indicate a low level of Nitrogen. (Pic 5)



6. Vendor to determine why some of these annuals are not thriving and make necessary corrections, including irrigation coverage. These are at the front of the clubhouse and should always convey a "WOW" factor. (Pic 6)



7. As mentioned earlier, turf on the parking lot islands is extremely thin, weedy or non-existent. (Pic 7>)

8. At the end of the clubhouse parking lot on the planted berm, there is a cluster of Crape Myrtles that are covered with Ball & Spanish Mosses. Although these mosses do not directly kill the tree, they can keep it from developing leaves which ultimately feed the tree. These should be removed to allow the Crape Myrtle to bloom as prolifically as possible. Pull vines from Juniper beneath. (Pic 8)

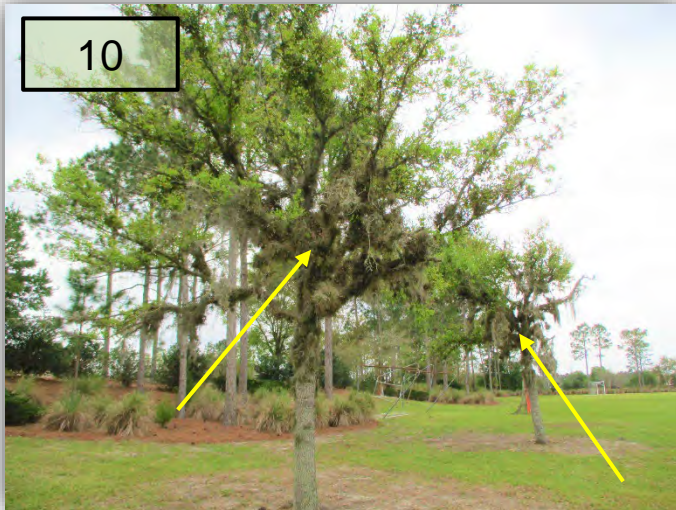


9. On the same berm as mentioned above, there is a dead pine. I will request a proposal from the vendor for its removal in the proposal section of the report. Although there is no frass on the ground at the base of the trunk, there are small pencil lead-sized holes throughout the trunk which indicates a type of pine borer. It would be a good idea to drench surrounding pines with insecticide. (Pic 9>)



Clubhouse Sports Fields, Totlot, Pacetti Buffer

10. Vendor to pull Ball & Spanish Mosses from two stressed Oaks at the SE end of the basketball courts. Copper Sulfate, or a similar fungicide, can also be sprayed to kill the mosses and then it can be pulled. (Pic 10)



13. Spot treat turf weeds between the clubhouse and tennis courts.
14. Crews need to maintain a definite edge surrounding the sand volleyball court and line trim any encroaching turf.



11. By what date will all ornamental grasses be cut to a low mound? (Pic 11>)

12. Vendor to diagnose the extreme thinning of a Holly between the clubhouse and the totlot. I did not see any indication of Witch's Broom. Diagnose and treat accordingly. (Pic 12>)



15. Keep an eye on 2-3 King Sago Palms between the pool deck and the pond. I believe it is simply some frost damage, however, there is also evidence of past Asian Cycad Scale.
16. Several Holly trees underneath the Pines on the planted buffer between the sports field and Pacetti Road have old dead vining weeds within them. These need to be removed. This same condition is on several Hollies along the north side of Positano between MuraBella Pkwy. and the roundabout. (Pic 16>)

Main Entrance At Pacetti

17. This may simply be irrigation water running off an un-mulched landscape bed, but since there is quite a lot of concentrated silt on the sidewalk, crews need to ensure there is not an irrigation break here at the inbound monument along Pacetti. (Pic 17)



18. Although this is not necessarily landscape maintenance related, I feel the Bermuda turf joints could be tighter – and rolled. (Pic 18>)

19. This may be due to increased irrigation for the newly installed landscape, but there is water standing in the middle of this bed at the inbound monument. (Pic 19>)



20. Is the turf in the entrance ROW's included in the landscape enhancement? It too, is quite thin. (Pic 20>)



21. Hand pull Virginia Creeper from the back side of the Junipers on the outbound side of the main entrance at Pacetti. (Pic 21>)



Main Entrance At Pacetti, Positano Eastbound

22. Make sure the Italian Cypress(?) at the main entrance at Pacetti are not infested with Spider Mite or Gall Disease. Some are thinning. Diagnose and treat accordingly. (Pic 22)



23. Remove dead material from all Flax Lily on the Positano median and elsewhere throughout the property.

24. Why are some Crape Myrtles on MuraBella Pkwy. hard pruned (Crape Murdered) and others are not pruned at all?

25. The ornamental grasses on the pond to the east of the clubhouse driveway are overgrown and lying over the Schilling's Holly. These need to be pruned to a low mound. (Pic 25>)



26. There is another dead Pine tree on the opposite side of Positano from the clubhouse, east of MuraBella. I will request a proposal for its removal in the proposal section of the report. Although this pine does not exhibit any pine bore holes in the lower part of the trunk. (Pic 26)



27. Turf surrounding the mail kiosk near the clubhouse is extremely weedy. Treat accordingly.

28. Soft edge the Wax Myrtle bed line behind the mail kiosk and eradicate weeds from the bed.



Positano At Clubhouse, Clubhouse

29. Make sure there is no irrigation break in the large bed of ornamental grasses between the pond and Positano near the clubhouse driveway. There is a concentrated line of silt running down the pond bank. Define bed line and eradicate weeds. (Pic 29)



30. Crews should examine all landscape uplights on the clubhouse entrance driveway and make sure plants are not blocking the light stream. This particular light is nearly buried in the Hawthorn. (Pic 30)



31. Keep an eye on the red spots on the same Hawthorn as mentioned above. Entomosporium can defoliate and kill this plant which is very susceptible to the disease. Treat accordingly. (Pic 31>)

32. This Sylvester Palm in the clubhouse parking lot has not formed a full, rounded crown and the spear leaf is leaning to one side. In my history, I've seen this being caused by bud rot, Giant Palm Weevil infestation, Boron deficiency or simply nothing to worry about. However, it is something to keep an eye on. This, and all other palms, should receive 1 ½ lbs. of "Palm Special" fertilizer per 100 SF (8-2-12+4Mg) up to four times a year. (Pic 32)



33. Is the turf on either side of the clubhouse driveway scheduled to be replaced? It is extremely thin and weedy. (Pic 33>)

34. Further eastbound on both sides of Positano, the turf is also extremely rough. Has the vendor diagnosed the cause of this and prescribed an improvement program? (Pic 34>)



Toscana Lane, Palazzo, Porta Rosa, Palazzo

35. Turf around the mail kiosk of Toscana Lane is not that strong, however, I attribute this to foot traffic.

36. There are also the same large decorative pots that are empty at the Terracina entrance (Pescara). The vendor can include these pots when they propose those at the pool deck.



37. When will the ornamental grasses be pruned to a low mound on the planted berm between the homes on Palazzo & Porta Rosa & Cascada Ct.? This bed line also needs to be defined and dead limbs need to be removed. (Pic 37>)

38. Vendor to inspect a leaning, leafless tree on the inbound lanes of Messina leading to Palazzo. It is at the end of the planted berm. If dead, this tree needs to be removed. (See below & Pic 38)



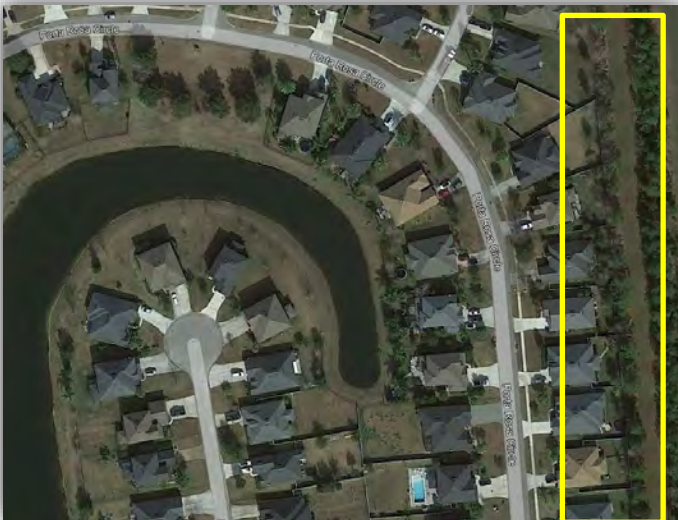
Ragusa Lane, Porta Rosa Circle, San Giacomo

39. If pond banks are to be mowed weekly and by the vendor (as opposed to the resident), several ponds have large clumps of weeds on the bank.

40. Turf on the pond bank north of Ragusa Lane, as well as the open field on the south side of Ragusa Lane is quite tall. Additionally, if it is the vendor's responsibility to maintain the back side of the PVC fence behind the homes on S. Cassata Lane, it is not being line trimmed. (Pic 40)



41. Is the intent to leave the planted berm behind the homes along Porta Rosa Circle (east leg) as natural and full as possible? The ground plane is quite weedy and much of this buffer seems to be overgrown. Of course this berm is not limited to this location. (See below)



42. Remove the Spanish Moss from the trees in the pocket park at Porta Rosa and San Giacomo. There may also be a dead snag near the pond's edge that needs to be pruned to the main trunk. (Pic 42)



43. Hand pull vines from the Juniper on the outbound lanes of San Giacomo approaching Hwy. 16. (Pic 43)



44. The planted berm along Hwy. 16 behind the homes on Garibaldi Way is way overgrown and infested with large weeds. However, the overgrown part may be intended. (Pic 44>)

45. The annual bed at the tip of the San Giacomo median is very weedy.



S. Trapani, E. Terranova, Positano At Roundabout

46. There is a large area of off-color turf behind a home on S. Trapani Dr. I am not sure of the cause of this; however, the area was also swarming with geese. (Pic 46)



47. Remove large dead limbs from the planted buffer between the homes on E. Terranova Way & S. Bellagio Dr.
48. Is there a refurbishment plan in place for the ROW turf on both sides of Verona Way?
49. Spot treat turf weeds on Positano SE of the roundabout.



Proposals

1. Vendor to provide a proposal to fill the empty decorative pots on the pool deck with a combination of Cordyline (1), annual flowers (2) and Summer Sunset Jasmine (3) - (Filler, Thriller, Spiller). Include any irrigation retrofitting to provide sufficient water. Proposal shall also include enough 1 Gal., FULL Liriope to fill in all bare spots. Re-install plastic edging surrounding all planter beds. (Pic 1)



2. Vendor to provide a proposal to flush cut a dead pine on the planted berm between the clubhouse parking lot and the homes on Riva Del Garda Way & Calabria Ct. (Pic 2)



3. Vendor to provide a proposal to flush cut a dead pine on the planted berm on the north side of Positano east of MuraBella Pkwy. (Pic 3)



Proposals

4. Vendor to provide a proposal to fill in the bare spots on the San Giacomo median at Hwy. 16 with 3 Gal., FULL Juniper of matching variety. (Pic 4)





Governmental Management Services

Serving Florida's New Communities

March 31, 2022

Board of Supervisors
Turnbull Creek Community Development District
475 West Town Place, Suite 114
St. Augustine, FL 32092

via email: jennifer@kelawgroup.com

Re: Turnbull Creek Community Development District
Response to Request for Proposal

Dear Board Members:

Thank you for the opportunity to submit a proposal to provide district management services for the Turnbull Creek Community Development District. As we are currently under contract with the District to provide such services, it would be our pleasure to continue our service as your district management company under the terms and fees of the current agreement.

It has been our distinct privilege to serve as the district management company for the current and previous CDD Boards of Turnbull Creek CDD since August 23, 2005. Our original annual management fee upon being awarded this prestigious contract was \$40,000. The current fee of \$45,000 is compelling evidence of our longstanding commitment to maintaining an excellent business relationship with Turnbull Creek CDD, while keeping the rate of fee increases well below the pace of inflationary impacts suggested by the consumer price index for the period 2005-2022.

However, should the Board determine it wishes to engage another management firm, you have our pledge that Governmental Management Services will work closely with the successor company to provide for a professional and seamless transition process.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Oliver", is written over the typed name "James Oliver".

James Oliver
Managing Director

Orlando
219 E. Livingston St.
Orlando, FL 32801

Jacksonville
9655 Florida Mining Blvd.
W
Suite 305
Jacksonville, FL 32257

St. Augustine
475 West Town Place
Suite 114
St. Augustine, FL 32092

Ft. Lauderdale
5385 N. Nob Hill Rd.
Sunrise, FL 33351

Tampa
4648 Eagle Falls Pl
Tampa, FL 33619

Knoxville
1001 Bradford Way
Kingston, TN 37763

Turnbull Creek Community Development District



Proposal for District Management Services

March 30, 2022



March 30, 2022

Re: Proposal for Turnbull Creek Community Development District

Dear Board of Supervisors,

Inframark – Infrastructure Management Services is excited and pleased to provide a proposal for District Management services with pricing and a scope of services for Turnbull Creek Community CDD. Turnbull Creek is a premiere community and we are honored to submit our team and plan for how to provide the best possible service and customized financials in the business. We hope you will find that our team of professionals are elite in their experience, organization, follow up and proactive approach to partnership.

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

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

PURE PARTNERSHIP



Pure Alignment

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



Pure Accessibility

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



Pure Accountability

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

- **Experience:**
 - Providing District Management Services to the State of Florida for over 40 years.
 - We provide service to over 120 CDDs throughout the state of Florida.
 - 14 District Managers on staff with 8 years + average tenure.
 - Our District Managers have college degrees and a variety of experience in IT, Finance, Government and Construction.

- **Project Management** – We can provide project management services by an Inframark employee who has been a Certified Project Manager (PMP) for over 15 years. This designation requires recertification every 3 years.
- **Technology:**
 - **Avid Xchange:** An advanced accounts payable system that is highly efficient and effective at making sure that District invoices are paid timely and only after review and approval by Inframark staff or a designated Board member, if desired. 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.
 - **Customized Financial Statements and Budgets:** Inframark developed a proprietary financial operating system designed exclusively for the Community Development business allowing us to provide clients customized financial statements and budgets. Our financial software is continually being updated and we offer our clients the ability to choose how their financial statements and budget documents will look, depending upon the preference of the Board.
- **Team Approach:** We are more than the individual assigned to your account. Our service to your community will include 14 highly trained professionals including: a Primary and secondary District Manager, regional support staff including Finance and Recording personnel and supervision. The depth and experience of our team is one of our strengths!
- **Infrastructure:**
 - Full team of Health, Safety and Environmental (HSE) staff
 - Complete internal IT support and infrastructure. We backup our servers and your information at multiple Inframark offices around the state and country to protect against catastrophic storms
 - Team of HR professionals to assist with recruiting, employee retention and appreciation, bonus plans and more

Inframark is committed to making continuous process improvements and service enhancements, offering new technology and processes to help keep your community on the leading edge of the industry. We are excited to implement our new service enhancements and technology for your community. 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 CDD. Inframark has been providing District Management services in Florida for over 40 years.

To meet the needs of your District, we will provide a fully empowered senior District Manager, Janice Davis, and a secondary district manager, Angel Montagna, who has District Management and Regional Management experience. This approach provides the CDD with over 20 years of district management experience and provides the expertise and knowledge necessary for a district of your complexity. We provide additional support to all our clients through a central office with a regional management and support team and our structured business systems. This approach brings the strength, experience and expertise of Inframark to work proactively to address the needs of the District in the most cost-effective manner possible.

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

- **Personnel:**
 - Inframark offers one of the largest and most accomplished professional teams in the District Management business.
 - We can also bring in professionals from different disciplines to address special issues that may arise. Your Inframark team has competence in addressing a wide range of complex matters that may come before your District.
 - Your assigned team has more than 180 years combined expertise and experience in the CDD business.
- **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.
- **Experience:**
 - Inframark is the most experienced company in the business.
 - We manage over 200 clients statewide including Community Development Districts, Special Districts, Homeowner Associations and local municipalities.
 - We specialize in customized customer service and have a client retention rate over 99%.
- **Capital Project Management:** Inframark has a Certified Project Manager (PMP) who has the knowledge and experience to manage multi-million-dollar capital improvement projects for our clients.
- **Office Locations:**
 - We have six offices in the State of Florida that support our district clients. (Tampa, Wesley Chapel, Ft. Myers, Orlando area, Jacksonville/St. Augustine and Coral Springs)

"I have served as a supervisor on our CDD board for 3 years and the chairman for 2 years and in this 5-year period our CDD has performed many projects from paving roadways to a multi-million dollar project replacing bulkheads and bridges throughout the community. Our project manager has served us well in maintaining accurate financial records and guidance with both contractors and our membership. His strict adherence to Florida law has protected us from legal and public actions and ridicule. In areas where his knowledge was limited, he sought out staff members and professionals to get the answers needed for our board to make an informed decision. When our views differed, he listened, and we then were always able to reach a better outcome.

– Norman Day, Cedar Hammock CDD Chair

- **Safety:**
 - Inframark is the only District management company who has a specialized team of Health, Safety and Environmental (HSE) professionals.
 - Documented monthly safety training for ALL Inframark personnel.
 - Disaster Preparedness Plans for staff and clients
- **Human Resource Management:**
 - Inframark has its own professional team of human resource professionals.
 - Inframark requires drug and background screening that meet all applicable Federal and State requirements.
 - Employees complete monthly mandatory training on a wide variety of issues including sexual harassment, anti-discrimination, ethics, customer service and other important programs.
 - Regimented performance review process.
 - Spot bonus and annual merit incentives resulting in highly engaged and satisfied employees
 - Best in industry employee benefit and 401(k) program
- **Additional Field Services:** Inframark is also able to provide the following field services with our own employees:
 - A complete range of Field Management services including but not limited to:
 - Vendor management
 - Contract administration
 - Sidewalk grinding
 - Pressure washing
 - Concrete Replacement and sidewalk repair
 - Monthly field services report (SEE ATTACHED SAMPLE FROM 2/25 inspection)
 - Landscape reviews
 - A full range of maintenance services for District and Association clients.

2 Pricing & Business Considerations

Pricing Category	Proposed Pricing
District Management (Includes management, recording, admin and financial/accounting services, including assessment roll and dissemination services)	\$ 60,000
Total	\$ 60,000

- Pricing is good for 90 days and is contingent upon a mutually agreed contract.
- Base fee includes twelve three (3) hour meetings and one budget workshop annually. Additional time beyond 3 hours will be billed at \$250/hour to include additional management and recording hours necessary.
- Ability to transition effectively and efficiently on within 30 days.

3 About the Company



Our Partnership Principles

Pure Alignment

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

Pure Accessibility

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

Pure Accountability

We hold ourselves accountable to our clients and ourselves. We seek continuous improvement through rigorous compliance, as well as ongoing safety, training, and professional development.

Inframark is an organization designed to accommodate all phases of operations for Community Development Districts, municipalities, residential and commercial property owner associations. With offices throughout the State of Florida in Tampa, Wesley Chapel, Jacksonville/St. Augustine, Celebration, Ft. Myers and Coral Springs. Inframark maintains a focus in serving CDDs and HOAs and, as a result, has become a leader in our industry managing over \$87M in financial assets for over 120 Community Development Districts and 185 HOAs. Inframark is a member of Florida Association of Special Districts (FASD), Community Association Institute (CAI), the Florida League of Cities, Greater Orlando Builders Association, Tampa Bay Builders Association, Association of Florida Community Developers (AFCD) and the Urban Land Institute.

The success of any project (big or small) and every relationship depends on a positive and productive interplay of the people, processes, resources and responsibilities of all involved. Over the years, we've formalized the most important elements into our own service philosophy that we call the **Principles of Pure Partnership™**. These partnership elements, Alignment, Accessibility and Accountability, are infused into our culture, into every project and every interaction. The result is deeper relationships with our clients and each other and real value in ways you can see, feel and measure.



**CLICK HERE TO
SEE OUR VIDEO ON YOU TUBE.**

<https://www.youtube.com/watch?app=desktop&v=C-elgNECVJ4&feature=youtu.be>

4 Qualifications

Meetings, Hearings and Workshops:

Inframark attends and conducts all regularly scheduled meetings. Inframark will also schedule and attend special Board meetings, continued meetings, hearings and workshops, as requested. 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. Inframark will attend up to twelve meetings a year at no additional cost to the District.

The Inframark team uses a primary and secondary management approach to the District Management position. This ensures that the District will have continuity of services for district management services which are not dependent on a single individual. This approach is a hallmark of the Inframark approach to highly effective customer service to our District clients. This ensures that there will always be a qualified District Manager at every meeting.

"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 Inframark. Our District Manager 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 Inframark."

*Dennis Smith- Former Chairman
Meadow Pointe CDD*

Records:

Inframark has one of the largest teams of recording professionals (ten personnel), in the business. Our Recording Department develops all the necessary advertisements for meetings. With the size and professionalism of our Recording Department, we can provide an extremely high level of service for all our District Management clients. This service includes an unmatched level of automation of records management. Our team is aided through our searchable database that allows for quick and accurate searches for past meeting minutes and efficient responses to public records inquiries. We have dedicated staff that are assigned to handle all public record requests and are highly experienced in ensuring compliance with the requirements of Florida Statutes.

Inframark provides full compliance with all the Florida Statutes Records Requirements of Chapter 119. This includes storage of records, access to records and coordination of all responses to public record requests. In addition, Inframark is in full compliance and follows all the requirements of the Florida Administrative Code Section R.1B-24.003(1)(a), which deals with the retention of District records.

Other critical aspects of our Records Management Services Include:

Document Management:

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 District meetings (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.

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 both out of region and state if necessary
- Securing priority commitments from key contractors due to strong and lasting relationships

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

In addition, Inframark utilizes sites certified to survive the equivalent of a Category 5 hurricane. District data is stored on servers that reside in Horsham, Pennsylvania. A full backup of all data is performed nightly and stored offsite 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.

District Operations:

Inframark has fourteen (14) District Managers throughout the State of Florida with over 100 years of District Management experience in the Florida Community Development District market. The Central Regional Manager for Inframark has over eight (8) years of District Management experience in addition to regional experience. Since Inframark utilizes a team approach in the provision of all its services, we share best practices and success stories from District clients across the state. We conduct monthly manager calls in which we discuss existing issues and develop and implement solutions that are in the best interest of our clients. All Inframark team members go through monthly training to keep them up to date on a wide variety of issues that impact District operations.

The District Management team has access to all records of their Districts which includes all current and past contracts entered into by the District Board of Supervisors. With our searchable data base, it is very easy for our District Managers to review past contracts to compare with existing or proposed contracts. This allows our District Management team to keep up with contract termination dates, scope of services and fee schedules in each contract. We work closely with the Attorney for each District to ensure compliance with contract requirements and make certain that when the Board decides to terminate a vendor contract, it is done in an appropriate manner avoiding legal issues for the District.

Inframark has dedicated personnel that work with each District Manager on the renewal of District insurance requirements, including review of District facilities and working with insurance providers to develop the most cost-effective approach to insuring District facilities.

Our District Management team is highly experienced in working with District Attorneys and District Engineers in the development of Request for Proposals (RFP's) for a wide variety of District construction, capital and maintenance projects including:

- a) development of complex bid and proposal packages,
- b) advertisement of the opportunities,
- c) analysis of the proposals and bids, and
- d) development of recommendations for Board consideration.

With the vast experience of our District Management team and the experience of Inframark across the State of Florida we have established excellent relationships with many vendors and contractors which brings a value-added service to the District.

Accounting and Reporting:

Inframark performs all required financial accounting functions through solid workflow 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 staff
- Advanced preparation for independent audit field work

Our understanding of accounting processes allows us to quickly differentiate areas needing further work and 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.

Our finance team constantly monitors various investments instruments in Qualified Public Depositories to determine the best investment plan for District funds. Our accounting team monitors the maturity dates of District investments and alerts the District Manager so that the options for reinvestment can be brought to the Board for direction.

Audits:

Inframark has been working for decades with District auditors to make certain that each District audit is in full compliance with all GAAS and State accounting requirements. Inframark has a fully customized accounting software system that was designed for the Community Development District business that allows us to provide the most accurate and comprehensive information for all audit requirements.

Budgeting:

- Inframark's customized CDD financial software system allows us to deliver options to our clients on how they wish to have their monthly financials and annual budget detailed. Each District Manager works with their assigned accountants to develop a draft budget for consideration by the Board of Supervisors. The draft budget is based upon the input from the Board as to the goals they wish to achieve in the upcoming budget cycle.
- The Inframark Assessment Team works with the District Manager and the Finance Team to present a complete picture of the revenue and expenses for each annual budget and how the proposed expenditure plan impacts the annual assessments. This approach allows our clients to see how their annual budget will impact residents (financially) and how each budget will achieve the goals set forth by the Board of Supervisors.
- The District Manager and Finance Team work closely with the Recording Department to ensure that all legal requirements for advertisements are met during the budgeting process. In addition, the District Manager will solicit input from the District Staff, District Engineer and District Attorney on any operation and maintenance expenditures that they believe need to be increased, decreased or eliminated as part of the new budget cycle. It is critical in the development of an annual budget that aspects of the budget are reviewed by each team member providing service to the District.

Capital Program Administration:

As part of the annual budgeting process, the District Manager will solicit information from the District Engineer and District Staff on any capital projects they believe should be included in the annual budget. This includes the timing, cost, and whether a capital expenditure will increase or decrease any operation or maintenance expenditure currently included in the budget. It is important that the annual

capital budget is fully coordinated with the operation and maintenance budget. We also examine the life cycle cost of projects based on the Reserve Study to determine their financial feasibility prior to the Board acting on said expenditure.

Inframark has many years of experience in dealing with capital bond issues and bank qualified loans for District projects. We have extensive experience in working with bond underwriters, financial advisors and various lending institutions on the establishment and implementation of capital programs for District clients. We have established procedures for making certain that specific deadlines associated with bond documents and bank qualified loan requirements are met. We have an excellent reputation of successful implementation of a wide variety of financing programs for our District clients.

Assessments and Revenue Collection:

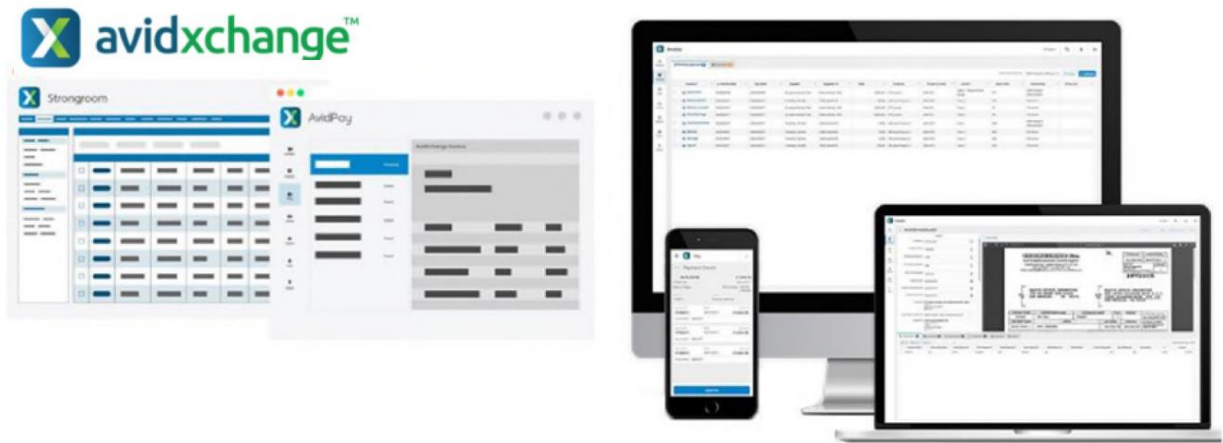
Inframark has an exceptional record of administering annual assessment rolls for our District clients. This experience includes on roll and off roll collection. We have successfully worked with District legal counsel to accurately and timely collect off roll assessments when they are called for. We also routinely conduct true up analysis for District tax rolls to ensure that all collections are being completed as per the Board's direction. Our Assessment Department also provides estoppel letters on an as needed basis at no cost to the District.

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 across our broad client base, 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.

5 Effective Technology Tools and Support

AvidXchange Accounts Payable Processing System



Inframark offers AvidXchange, which is an advanced accounts payable processing system that is highly efficient and effective at making sure that District invoices are paid timely and only after review and approval by the District Manager and/or a designated Board member, if desired. The system is PDF driven, easily tracks and archives records, preserves historical information on vendor payments, provides for creation of specialized reports, allows increased transparency for the Board's overall review of the payables process and provides for timely payment for the vendor.



Improve Security and Transparency

Automate the approval workflow to improve governance and control for managers and board members. Enjoy 24-7 access from anywhere with an internet connection.



Centralize Invoices and Speed Up Approvals

Leverages a flexible online invoice approval process for expedited processing, while minimizing manual data entry and enabling mobile invoice review and approval.



Efficiently Manage Invoices

Vendors scan invoices in PDF format and submit them directly to the system in seconds. No need for printing, mailing & stuffing invoices in file cabinets.

The Manager reviews invoices online and ensures expenditures are coded to the proper general ledger account. Designated approvers receive email notifications whenever invoices are awaiting their review and approval. Approvers log on to the AvidXchange website, view the invoices in their individual queues and approve them for payment, which then prompts a payment being sent to the vendor.

Customized Financial Statements & Budgets

Inframark developed a proprietary financial operating system designed exclusively for the Community Development District business, allowing us to provide clients customized financial statements and budgets. Our financial software is continually being updated and we offer our clients the ability to choose how their financial statements will look, depending upon the preference of the Board.

TECHNOLOGY DRIVES OUR COMMUNITIES

IMS TownSquare – Website, Portal and Communications

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



Inframark's hybrid webpage is password protected and functions like both a webpage documents center and a social media network with safety control filters. It is manager-controlled communication hub to proactively provide information, build approved community groups, update important community 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.

- Private and secure communication tool - only for the use of the residents.
- Communication can be one-way from manager, or if chosen, interactive with residents.
- Official District news and topic channels are used to categorize discussion threads.
- "Report a post" feature and blacklisted word filters
- Designed for optimum web and mobile viewing and posting.
- IMS TownSquare Mobile app for Apple iOS and Android users.

IMS TownSquare Work Order System

Managers, Residents AND Vendors can now go online to maximize workflow. Inframark TownSquare Work Orders allow for Members, Vendors and Community Manager to create work orders online and via our TownSquare App. The digital forms created by the Manager or approved vendor are tracked in the system which notifies all parties with all work order requests. Status and activity can be exported in Excel or PDF form and becomes part of our standard Monthly Reporting.

6 Staffing

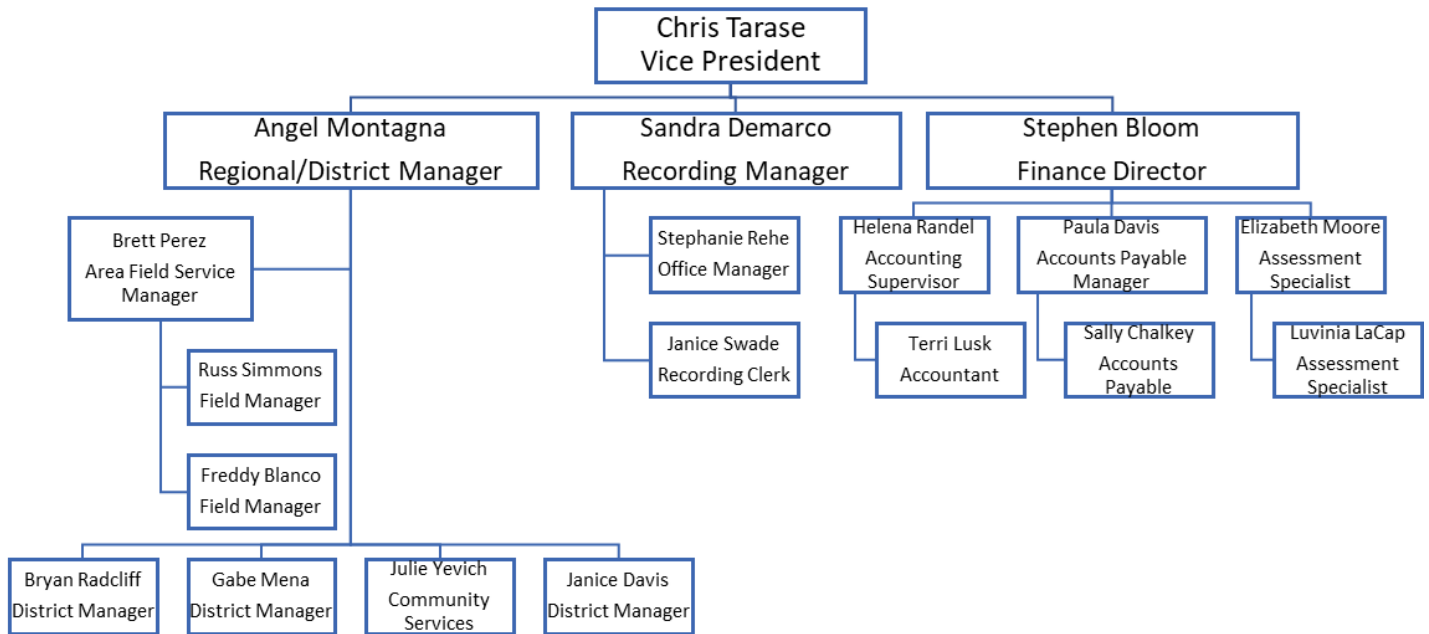
Inframark is the only District Management firm with its own Human Resource Division. The benefit to your community is that:

- our employees are fully vetted prior to hiring,
- employees have regular performance evaluations,
- we follow a progressive disciplinary policy,
- we have an exceptional benefit program for our employees that other firms do not offer,
- we have a bonus program for exceptional performance,
- we offer a management bonus for employees that are responsible for financial performance goals,
- we provide a 401K retirement plan,
- we provide ongoing training and training incentive programs,
- we offer tuition reimbursement, and
- we have an in-house safety team and continuous safety training program for all employees

Inframark places the highest value on its employees and provides a work environment and benefits that are designed to encourage long-term employment with Inframark.

In terms of the personnel assigned to your District, Inframark will ensure to the highest degree possible that we will retain the same personnel for your District. In addition, for the primary District Manager and the Secondary District Manager we will not remove or replace them without notifying the Board and the Board will have the opportunity to approve their replacement.

Inframark Organizational Chart



District Management:

Janice Eggleton Davis, has been a District Manager with Inframark for 14 years managing a portfolio of CDDs that include Amenity, Lifestyle and Field Services. Janice is an accomplished professional leader with more than 30 years of success in managing large organizations with significant financial and operational results. Her other Governmental Service experience includes over 10 years of Public Service as Director of Solid Waste and Environmental Resource Management at the City of Jacksonville, Florida, with a budget of \$82M & 380 employees, and two years as Recycling Program Manager for the District of Columbia. In addition, Janice has 13 years of Corporate experience in Accounting & Finance in the construction, residential real estate development, and government consulting industries. She has a Bachelor of Science Degree in Business Administration with Concentrations in Accounting & Finance. Her strengths include financial analysis, development & implementation of policies & procedures, and resident / constituent relations.

Angel Montagna is the Regional/District Manager for Inframark and will be responsible for the overall performance of the Inframark team. Angel has 7 years of district management experience prior to becoming a regional manager. She holds degrees from The University of Texas in Austin. Angel is driven to provide clients with the most efficient service to allow the board to be as hands off as possible in the daily business of the community and allow the boards to focus on performing the higher level business of the district.

Recording Services:

Sandra Demarco serves as Manager of the Recording Department. She has over 14 years of experience providing services to special districts throughout Florida, including water control and improvement districts with experience in processing permits. In addition, she has over 7 years of experience as a Records Management Liaison Officer overseeing maintenance of public records and responding to public records requests; and over 4 years' experience serving as a municipal clerk. Sandra earned a BA from Florida Atlantic University.

Janice Swade, Recording Secretary, has been working with Inframark for 14 years as a District Recording Secretary. Her previous experience includes 13 years with The Port Authority of New York and New Jersey, working with various administrative and clerical positions, including that of Senior Executive Secretary with the Deputy Director of the World Trade Center. Ms. Swade is extremely thorough in her attention to detail with all the Districts she serves.

Stephanie Rehe, Office Manager, is responsible for coordinating the publication of all meeting notices, responding to public record requests and updating the electronic archival repository. She works closely with the entire Management Services team, facilitating and gathering documentation to compile agenda packages and finalize the District's records of proceedings in accordance with Florida Statutes. Stephanie has 15 years of clerking experience with Inframark.

Financial Services:

Stephen Bloom, Finance Director, leads the Finance Department and coordinates the District's banking and investment activities. He is also responsible for monitoring and implementing changes to the financial reports to ensure the District is compliant with all GAAP requirements. Stephen holds bachelor's degrees in both Finance and Management and has more than 20 years of combined accounting and finance experience in both the public and private sectors.

Terri Lusk, Accountant, is responsible for preparation of financial statements, annual budgets and audits. She earned a Bachelor of Business Administration in Accounting from Florida Atlantic University and has more than 20 years of accounting experience that includes over 17 years in the not-for-profit sector.

Paula Davis, Accounts Payable Manager, is responsible for overseeing all accounts payable, accounts receivable and payroll activities. In addition, she coordinates the annual renewal of the Districts' insurance policies. Paula has nearly 30 years of accounting experience, which includes five (5) years as a Human Resources Coordinator.

Sally Chalkley, Accounts Payable Specialist, has been with Inframark since 2014 working closely with vendors, field managers, District Managers, City Managers and accountants. Sally has 20 years' extensive experience working in the accounting and customer service field. Sally is proficient in the accounts payable process, processing over 7,000 invoices annually.

Luvinia LaCap, Assessment Specialist, has been with Inframark since 1999 working closely with title companies, residents, District Managers and accountants. Luvinia has over 19 years' extensive experience working in assessments and customer service fields.

Elizabeth J. Moore, Assessment Services, graduated from the University of Central Florida with a Bachelor's in Science, specializing in Finance, in August 2004. She has 16 years' experience that has encompassed a wide variety of fields and disciplines. Personal banking, mortgage lending, personal portfolio management, accounting and municipal financial management are some of the fields in which she has worked over the course of her career. Elizabeth has worked for Inframark since 2008 and is the lead Assessment Specialist of the Finance Department. Her current responsibilities include, but are not limited to building District assessment rolls, managing District lien books, bond methodology analysis and implementation, debt service funding, developer billings and debt service budget analysis.

Brett Perez, Area Field Manager, graduated from The University of Florida with a Bachelor of Science degree in Turfgrass Science. Brett has six years of experience in high-end, resort golf course maintenance. He has spent the last 10 years in the commercial landscape industry managing multiple branches and managing a workforce of almost 200 employees in the Tampa Bay Area.

7 Clients

District	Region	County
Marshall Creek CDD	East	St. Johns
St. Johns Forest CDD	East	St. Johns
Palm Coast Park CDD	East	Flagler
Town Center at Palm Coast CDD	East	Flagler
Fleming Island Plantation CDD	East	Clay
Bonterra CDD	East	Miami Dade
Beacon Lakes CDD	East	Dade
Spicewood CDD	East	Dade
Coral Springs Improvement District	East	Broward
Griffin Lakes CDD	East	Broward
Maple Ridge CDD	East	Broward
Monterra	East	Broward
Pine Tree Water Control District	East	Broward
Briger CDD	East	Palm Beach
Seminole Improvement	East	Palm Beach
Arbor Greene CDD	West	Hillsborough
Cheval West CDD	West	Hillsborough
Cordoba Ranch CDD	West	Hillsborough
Hammocks (The) CDD	West	Hillsborough
Harbour Isles CDD	West	Hillsborough
Heritage Isles CDD	West	Hillsborough
Live Oak No. 1 CDD	West	Hillsborough
Live Oak No.2 CDD	West	Hillsborough
South Fork CDD	West	Hillsborough
South Fork East CDD	West	Hillsborough
Tampa Palms Open Space & Transportation CDD	West	Hillsborough
Waterchase CDD	West	Hillsborough
Westchase CDD	West	Hillsborough
Westchester	West	Hillsborough
Spring Ridge CDD	West	Hernando
Bobcat Trail CDD	West	Sarasota
Woodlands CDD	West	Sarasota
Eastlake Oaks CDD	West	Pinellas
Lexington CDD	West	Manatee
University Place CDD	West	Manatee

Piney-Z CDD	West	Leon
Estancia at Wiregrass CDD	West	Pasco
Heritage Springs CDD	West	Pasco
Lake Bernadette CDD	West	Pasco
Lexington Oaks CDD	West	Pasco
Meadow Pointe CDD	West	Pasco
Meadow Pointe II CDD	West	Pasco
Oak Creek CDD	West	Pasco
Oakstead CDD	West	Pasco
Watergrass II CDD	West	Pasco
Dovera CDD	Central	Seminole
Golden Lakes CDD	Central	Polk
West Lakeland WCD	Central	Polk
Brighton Lakes CDD	Central	Osceola
Celebration CDD	Central	Osceola
Concorde Estates CDD	Central	Osceola
Enterprise CDD	Central	Osceola
Harmony CDD	Central	Osceola
Overoaks CDD	Central	Osceola
Stevens Plantation CDD	Central	Osceola
VillaSol CDD	Central	Osceola
Xentury City CDD	Central	Osceola
East Park CDD	Central	Orange
Stoneybrook West CDD	Central	Orange
Urban Orlando CDD	Central	Orange
Urban Orlando CDD	Central	Orange
Vista Lakes CDD	Central	Orange
Gateway Services CDD	West	Lee
Vasari CDD	West	Lee
Cedar Hammock CDD	West	Collier
Heritage Bay CDD	West	Collier
Naples Heritage CDD	West	Collier
Quarry CDD	West	Collier
Heritage Lake Park CDD	West	Charlotte
Heritage Oak Park CDD	West	Charlotte
Riverwood CDD	West	Charlotte

Highlighted Client Communities

Harbour Isles CDD

The Harbour Isles Community Development District (“District”) was established on March 12th, 2003. The District currently encompasses approximately three hundred thirty-nine (339) acres of land located entirely within Hillsborough County, Florida. Inframark was selected to take over all District Management responsibilities in December of 2020. We just recently successfully helped the District refinance their bonds for the community and have been providing excellent service since the transition.

Watergrass CDD II

Inframark has provided Management Services as well as Amenity Management to the Watergrass CDD II since the District chose to transition from Rizzetta and Company in 2016. Located in Pasco County, this CDD has 826 homes (1039 are planned at full build out), multiple recreational amenity facilities including two community pools, a clubhouse, an outdoor promenade, and numerous village playgrounds.

Westchase CDD

Inframark has provided management services to Westchase CDD, a 746-acre community since it was established in 1990. Located on approximately 2,100 acres of land in northwest Hillsborough County, Westchase includes more than 5,700 single and multi-family residential units, 320,000 square feet of commercial space and 300,000 square feet of office space. The residential development is situated within individual pods located around an 18-hole golf course designed by Lloyd Clifton.

Tampa Palms Open Space & Transportation CDD

Inframark has provided management services to the Tampa Palms Open Space and Transportation CDD since it was established in 1990. Located in Hillsborough County, this CDD is unique as it consists of three separate and distinct communities with their own budgets encompassing over 4,000 residential units, 3,152 acres, multiple recreational amenity facilities and extensive commercial development.

Oakstead CDD

Oakstead CDD, located in Pasco County was established in 1999. Inframark was selected to take over all management responsibilities in 2005 and has enjoyed a great relationship with the community for over 15 years. The District consists of 878 acres divided into 9 villages with 1,183 residential homes and commercial properties. The CDD owns and operates the clubhouse facilities, fitness center, swimming pool, tennis/basketball courts, park areas, splash pads and playground, district roads, a nature trail and common area landscaping and storm water system. Inframark has been as active participant in managing the District and providing guidance for District staff.

Heritage Isles CDD

Inframark has provided management services for Heritage Isles since the District was established in 1997. We have been involved with the District from its inception through the years as it has grown and evolved to its current state. Inframark oversees the day-to-day management of the District with responsibilities that include field management, financial reporting and accounting. We are also

responsible for accounting, administrative and budgetary. Located in Hillsborough County, this CDD manages a Golf Course and a restaurant with their own budgets encompassing over 745 acres and multiple recreational amenity facilities.

Arbor Greene CDD

Inframark has provided management services for Arbor Greene since the District was established in 1996. We have been involved with the District from its inception through the years as it has grown and evolved to its current state. Inframark oversees the day-to-day management of the District with responsibilities that include field management, financial reporting and accounting. We are also responsible for accounting, administrative and budgetary.

Fleming Island Plantation HOA, Commercial Village and CDD



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

Inframark provides District Management Services, lifestyle management, as well as onsite personnel to manage the operations & maintenance of the District's property and amenities. Inframark also provides Association Management services for the Fleming Island Plantation Master Owners Association, sub-Associations and their Board of Architectural Review. There are excellent lines of communication between the management teams and entities that produces excellent collaboration and benefits the entire community. 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, Fleming Island Plantation has been recognized as a “Community of Excellence” for Family Friendly Programs and Initiatives. We provide a broad array of recreational and entertainment activities where residents need not travel further than walking distance to enjoy a lifestyle rich in culture and community engagement.

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

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



Over the years, we have developed strong relationships with the schools in the District as well as the businesses that enable us to provide year-round programming, while connecting the residents to each other and the local businesses. One example of such a partnership is that developed with the Fleming Island High School. Their students can earn community service credit hours for helping in the production of events like Who Ville and 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 website, Facebook page, Twitter account and we produce the monthly newsletter. The Fleming Island Plantation newsletter informs the residents of upcoming community events, reminders about meetings, updates on Capital Projects, and pictures recounting some of the fun events in which residents have participated.

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

REFERENCES

Harbour Isles CDD

<https://www.harbourislescdd.org/>

Apollo Beach, FL (Hillsborough County)

Betty Fantauzzi, Chairman

seat1@harbourislescdd.org

Marshall Creek CDD

<https://www.marshallcreekcdd.com>

Howard Hoffman – Supervisor

lhoffman@gmail.com

Fleming Island Plantation CDD

<https://www.fipcommunitycdd.com>

Dr. Chanda Nicole Holsey – Supervisor

chandanicole@hotmail.com

St. Johns Forest CDD

<https://www.stjohnsforestcdd.com>

Elaine Johnson – Supervisor

eljohnson@earthlink.net

8 Sample Scope of Services

All services required for the management of a Community Development District under Chapter 189, Florida Statutes, Chapter 190, Florida Statutes and all other applicable Federal, Florida, and local laws (including the ordinance(s) and resolution(s) relating to the District and any interlocal agreements). All services should be completed on a timely basis.

A. Meetings, Workshops, and Hearings

1. Organize, attend, conduct, and provide summary minutes for all meetings, workshops, and hearings of the District. There will be twelve three (3) hour meetings and one budget workshop included in base fee.
2. Schedule such meetings, workshops, and hearings.
3. Coordinate the time, location, and all other necessary logistics (including providing conference call numbers or telephonic or virtual meeting technology).
4. Send or publish notices for meeting, workshop, hearing, and election pursuant to Florida law.
5. Provide agenda packages and meeting materials in the form requested by the Board.

B. District Operations

1. Act as the primary point of contact for District-related matters.
2. Maintain an action item list of tasks and follow ups from meetings.
3. Coordinate with the District's ADA document remediation vendor (and website vendor) to ensure the District's website has the content required by Florida statutes, is on the website for the appropriate duration, and includes any additional information or materials requested by the Board.
4. Consult with and advise the Board on policies, services, and responsibilities of the District and implement the Board's policies and direction.
5. Make recommendations and assist in matters relating to solicitation (competitive bidding, request for proposals, request for qualifications, etc...), approval, rejection, amendment, expiration, renewal, and termination of contracts for services, goods, supplies, or materials in accordance with the District's rules and Florida law.
6. Monitor certificates of insurance as needed per contracts.
7. Prepare and follow risk management policies and procedures.
8. 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.
9. Process and assist in investigation of insurance claims, in coordination with District Counsel.
10. Negotiate on behalf of the District (when specifically authorized by the Board) with governmental entities, vendors, contractors, residents, insurance representatives, and other parties.
11. Ensure compliance with all statutes affecting the District by performing the following tasks (and such other tasks required by law but not specifically identified herein):

- i. file the name and location of the Registered Agent and Registered Office location annually with Department of Economic Opportunity and the County.
- ii. provide the regular meeting schedule of the Board to the County.
- iii. prepare and file annual public depositor report.
- iv. file all required financial reports (including the Annual Audit) to the Department of Revenue, Auditor General, the County, and other governmental agencies with jurisdiction in compliance with Florida law.
- v. transmit Public Facilities Report and related updates to appropriate agencies.
- vi. file request letter to the local Supervisor of Elections for number of registered voters as of April 15, each year. Report annually the number of registered voters in the District by June 1, of each year.
- vii. serve as the contact person for the State Commission of Ethics for Financial Disclosure coordination.
- viii. maintain the District Seal.

C. Accounting, Reporting, and Audit Support

- 1. Implement an integrated management reporting system compliant with Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) for government and fund accounting which will allow the District to represent fairly and with full disclosure the financial position of the District. The District's accounting activities should be overseen by a degreed accountant.
- 2. Track and oversee the District's general, capital, reserve, and bond fund activities and provide monthly and annual financial statements (including budget to actual summary).
- 3. Administer the processing, review, approval, and timely payment of all bills, invoices, and purchase orders (including construction requisitions).
- 4. Recommend and implement investment policies and procedures pursuant to Florida law and provide cash management services to obtain maximum earnings for District operations through investment of surplus funds to the State Board of Administration.
- 5. Prepare reports as appropriate under applicable law, accounting standards, and bond trust indenture requirements.
- 6. Provide audit support to auditors for the required Annual Audit and ensure completion of the Annual Audit and Annual Financial Statements in compliance with Florida law.

D. Budgeting

- 1. Prepare and provide for a proposed budget for Board approval and submission to the County in compliance with Florida law.
- 2. Prepare final budget and backup material for and present the budget at all budget meetings, workshops, and hearings.
- 3. Administer the adopted budget and prepare budget amendments on an ongoing basis as necessary.

E. Assessments & Revenue Collection

1. Develop and administer the annual assessment roll for the District. This includes administering the tax roll for the District for assessments collected by the County tax collector and administering assessments for off tax roll parcels/lots.
2. Provide payoff information and pre-payment amounts as requested by property owners and collect prepayment of assessments as necessary.
3. Issue estoppel letters as needed for property transfers.
4. Maintain the District's Lien Book, in which is recorded the details of any District debt and the related debt service assessments. The Lien Book will account for all District debt and show the allocation of debt principal to assessed properties within the District.

F. Bond Compliance and Dissemination Agent – Additional fees may apply

1. Oversee and implement bond issue related compliance. For example:
 - i. coordination of annual arbitrage report as required.
 - ii. transmittal of the Annual Audit, budget, and other required information to the trustee and other parties as required.
 - iii. annual/quarterly disclosure reporting **for additional fee** as required.

G. Records

1. Maintain the "Record of Proceedings" for the District at a location within the boundaries of the local government in which the District is located and include meeting minutes, resolutions, and other records required by law and provide access to such records in compliance with Florida's public records laws.
2. Serve as the District's Records Management Liaison Officer for reporting to the Division of Library and Information Services pursuant to Section 257.36(5)(a), Florida Statutes.
3. Serve as the District's designated custodian of all public records of the District and comply or coordinate the compliance with the responsibilities imposed by Chapter 119, Florida Statutes. For example:
 - i. protect the integrity, confidentiality, or exemption of all public records.
 - ii. respond to public records requests in a timely, professional, and efficient manner.
 - iii. recommend best practices and services to ensure all public records of the District (including emails of the Board) are preserved pursuant to Florida law requirements.

H. Field Operations Services – Available upon request and for an additional negotiated fee

FEBRUARY FIELD INSPECTION REPORT SAMPLE CDD

Items Identified

Brett Perez

Area Field Director Inframark Management
Services



Item 1

Assigned To Yellowstone

Propose removing dead oak tree at clubhouse parking lot



Item 2

Assigned To Field Staff

Provide quotes to repair fountain at clubhouse



Item 3

Assigned To Yellowstone

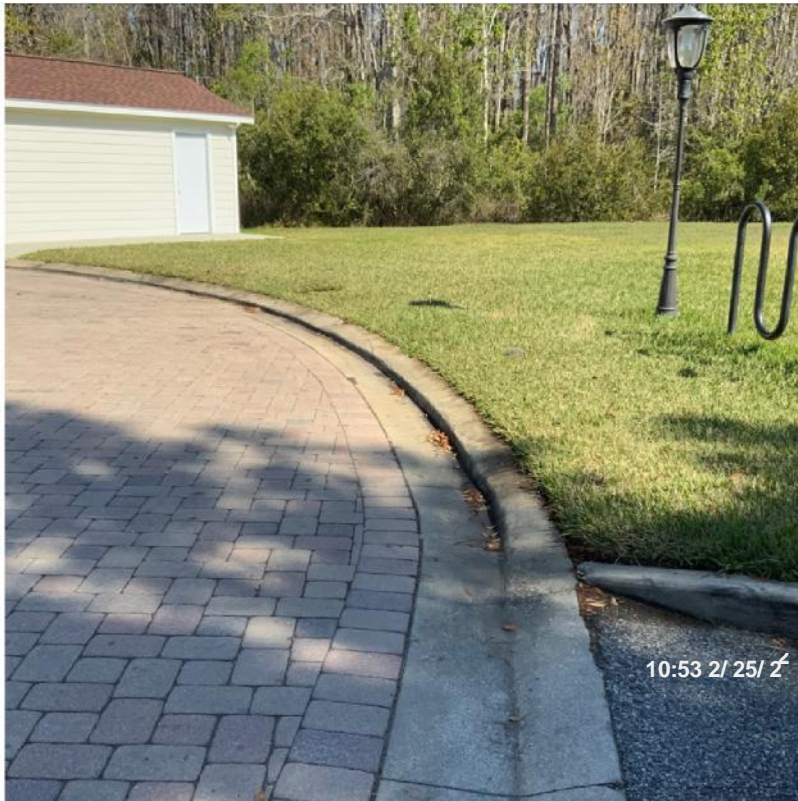
Provide an update on next Seasonal Color rotation



Item 4

Assigned To Board Of Supervisors

Roofing work is damaging plant material around the clubhouse, Yellowstone will monitor recovery and provide a proposal to replace plants that do not recover.



Item 5

Assigned To Field Staff

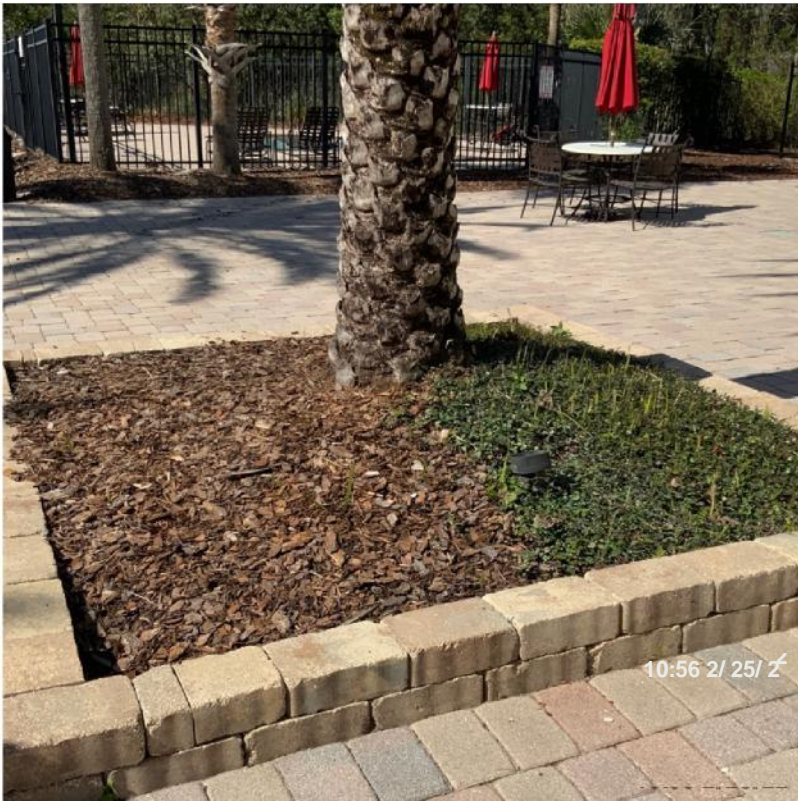
Pressure washing services needed on
curbs at clubhouse



Item 6

Assigned To Field Staff

Provide proposals to seal brick
pavers at the clubhouse



Item 7

Assigned To Yellowstone

Remove palm volunteers in pool
planter beds during next service visit



Item 8

Assigned To Yellowstone

Provide a proposal to reduce
excessive mulch from beds around
the pool deck



Item 9

Assigned To Field Staff

Check photocells for uplighting on palms at pool, they were on during the day



Item 10

Assigned To Board Of Supervisors

Pool is clean with proper water levels



Item 11

Assigned To Field Staff
Repaint grill at pool deck



Item 12

Assigned To Field Staff
Pool cover needs cleaning, advise
against pressure washing to not tear
the fabric



Item 13

Assigned To Field Staff

Pool furniture needs deep cleaning



Item 14

Assigned To Yellowstone

Remove suckering growth from
Magnolia trees across the campus



Item 15

Assigned To Board Of Supervisors
Palm trimming was completed recently using proper pruning practices



Item 16

Assigned To Field Staff
Provide proposals to sand and repaint railing at clubhouse



Item 17

Assigned To Board Of Supervisors
Lantana was knocked back hard by
the frost, fertilizer and monitor for
recovery



Item 18

Assigned To Field Staff
Pressure washing services needed on
railing throughout the property



Item 19

Assigned To Field Staff

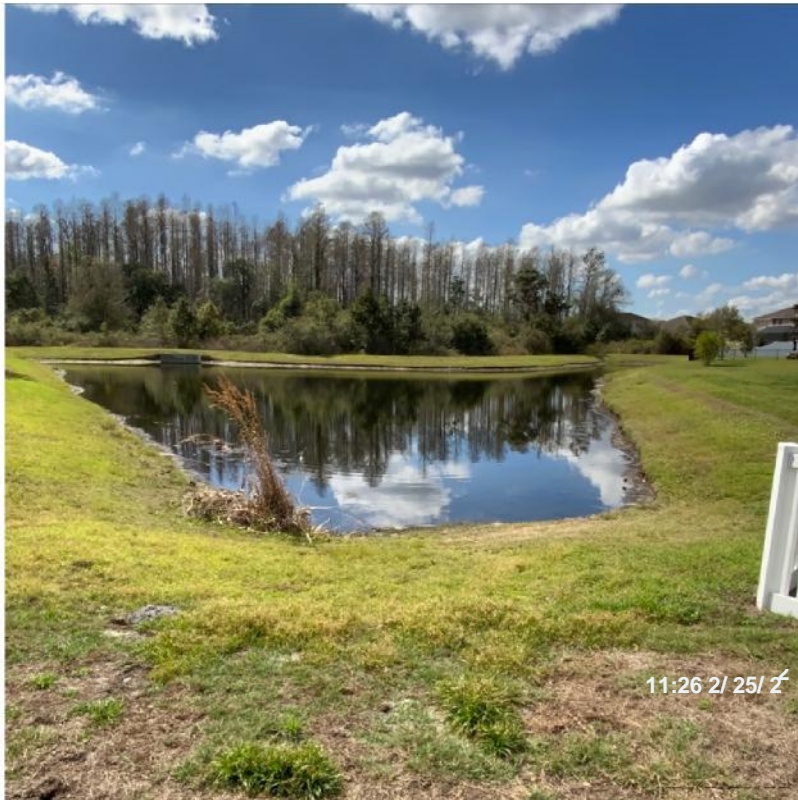
Paint wood poles located around ponds



Item 20

Assigned To Board Of Supervisors

Landscape contractor is keeping oak trees lifted over roadways allowing for clear passage of garbage trucks and emergency vehicles



Item 21

Assigned To Board Of Supervisors
Pond levels are low due to lack of rainfall. Landscape contractor is providing mowing services to the high-water mark. Very little algae issues, the pond maintenance is acceptable



Item 22

Assigned To Yellowstone
Cut fire bush and thryallis in half, throughout campus in mid-March to allow for proper flush and recovery



Item 23

Assigned To Board Of Supervisors
Recent frost events caused damage to the Zoysia at the tennis court commons. This turf should flush out in the Spring



Item 24

Assigned To Yellowstone
Provide proposals to infill roundabout with new landscape at the main entrance



Item 25

Assigned To Yellowstone

Control active fire ants throughout the campus



Item 26

Assigned To Field Staff

Paint light post to amphitheater



Item 27

Assigned To Field Staff
Pressure wash sidewalks
at amphitheater restrooms



Item 28

Assigned To Yellowstone
Improve weed control in Bermuda
grass at Amphitheatre



Item 29

Assigned To Yellowstone

Propose removal of dead palm at Amphitheatre



Item 30

Assigned To Field Staff

Repair water fountain units at restrooms



TURNBULL CREEK COMMUNITY DEVELOPMENT DISTRICT

DISTRICT MANAGEMENT and ASSESSMENT METHODOLOGY CONSULTANTS

DPFG-MANAGEMENT & CONSULTING LLC. (DPFG)

A subsidiary of Vesta Property Services, Inc.





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Re: Turnbull Creek Community Development District – Proposal for District Management and Consulting Services

March 31, 2022

Dear Supervisors of the Turnbull Creek Community Development District

On behalf of DPFG Management and Consulting., it is my pleasure to submit the following proposal for **District Management Services** to Turnbull Creek Community Development District. Our submittal outlines our firm's qualifications and capabilities, in hopeful anticipation of providing these important services to the Board and Residents of the District.

Our District Managers are highly experienced in operational oversight of the works of the District and our desire is to ensure that Supervisors have all the resources they need to make an informed decision. Having the right manager, with the right talent and experience as well as being local, is one of the most important decisions you have in selecting a firm and we have the right team for Turnbull Creek CDD.

Our submittal shows DPFG's commitment to Turnbull Creek CDD and the residents of Murabella by bringing a very **strong, experienced, and uniquely qualified leadership team** to the District effectively and efficiently for the benefit of the residents of the community.

Your team will consist of: Vice President of District Management Services, **Howard "Mac" McGaffney** assisted by **David McInnes** who will serve as your District Manager, **Johanna "Skye" Lee** our Controller overseeing our accounting department, **Logan Muether** our Senior Financial Analyst overseeing our public finance department, and **Jackie Leger** who is our Senior Administrative Assistant.

In July of 2020, DPFG became a wholly owned subsidiary of Vesta Property Services which is now a part of PMG Holdings, the world's largest privately owned community management company in the Industry.

Thank you for your consideration of our proposal. We very much look forward to the opportunity to serve the community and work with the District, the Board of Supervisors, and other District Staff. Should you have any questions or require additional information, please feel free to contact me directly at **(904) 386-0186** or **hmac@vestapropertyservices.com**.

Most respectfully,

A handwritten signature in blue ink, appearing to read "H. McGaffney", is written over a horizontal line.

Howard McGaffney

Vice President

DPFG Management and Consulting, LLC.



Leadership

DPFG's leadership team is comprised of great leaders with decades of successful experience in: **Operational Management | Budgeting | Financial and Administrative Services | Governmental Management | Financial Reporting | Capital Improvement Management & Planning | RFP & RFQ | Governmental Relations | Developing, Implementing and Monitoring Operational Controls | Strategic Communications | Community Relations**

Our Team

Howard G. McGaffney, Vice President - District Management Services

Mr. McGaffney is the Vice President of District Services for Vesta, and resides in St. Johns County, Florida. Mr. McGaffney leads our District Management Division. He served our country honorably for 14 years in the United States Navy as a Search and Rescue Swimmer and Master Helmsman and is a veteran of the Persian Gulf War. His selfless dedication to our country and humble service is best summarized as "Others before self."

Howard is recognized as a trusted leader in Florida with over 25 years of Operational, Financial and Administrative Management Experience. His dedicated and resourceful management style has garnered respect large, highly amenitized communities throughout Florida. His competencies have assisted Community Development Districts secure financial outlooks and operate effectively and efficiently. His core competencies in Financial and Operations Management, Facilities Management, Vendor Management, Strategic Planning and Communications, Creating Operating and Capital Budgets, Internal Auditing and Emergency Management give Mr. McGaffney the experience and knowledge to lead our team and serve clients in a highly successful manner.

David McInnes, District Manager

David McInnes has over 20 years of diverse experience in the executive and legislative branches of Florida government as well as over 10 years of special district experience. He has worked as a director, an "in house" consultant and as a project/contract manager. As a representative of a state agency, David played a key role in negotiating legislative proposals and department budget and solved many problems involving Florida residents.

David has been recognized by the St. Johns River Water Management District (SJRWMD) for his professionalism and understanding of regulations and is known for his disciplined intensity and work ethic. As Environmental Resource Coordinator at SJRWMD, David identified and implemented measures to improve the efficiency and effectiveness of the permitting process for the agriculture community by focusing on eliminating unnecessary expenses, processes, and duplication; he resolved compliance issues in an effort to avoid formal administrative actions and he was the manager of many agricultural cost-share projects.

David is a Florida native and holds a Bachelor of Science in Finance (focus on investment and portfolio management), a Bachelor of Science in Real Estate and a Masters of Business Administration (focus on business administration). He is a trained first responder and volunteered for over 15 years as a reserve law enforcement officer for the State of Florida.



Johanna “Skye” Lee, Controller - District Management Services

Skye Lee has 17 years in accounting and financial services. Before joining the Vesta Corporate Accounting team in June of 2020, Skye was responsible for overseeing the accounting in over 200 properties in the residential and commercial industry, as well as serving as a Development Analyst. She specialized in auditing, acquisition and disposition underwriting, due diligence, and construction accounting.

As Controller for our District Management Services Division, Skye oversees our staff accounting team members who are responsible for budgeting and forecasting and financial statement accounting as well as construction accounting. She oversees Accounts Payable, Accounts Receivable and our Payroll Services.

She has been recognized for many of her achievements as a Financial Analyst in the commercial and residential real estate industry and is a member of ULI.

Skye graduated from University of North Florida in 2005 having earned her Bachelor in Accounting (cum laude), with additional professional education focusing on systems and accounting standards.

Logan Muether, Senior Financial Analyst

Logan Muether is a skilled Financial Analyst with experience working with Special Assessments and CDD bond financing/re-financing. Mr. Muether’s primary responsibilities include management and applications of special assessment bonds, development and preparation of annual budgets, strategic financial planning, and financial analysis for clients. Serving special district clients, he has also prepared special assessment methodologies and concurrently administered all annual special assessment rolls for Vesta/DPFG-MC.

Logan holds a Bachelor of Science in Business Administration & Management with a focus in finance from Florida Southern College where he played on the Men’s Lacrosse team. Mr. Muether is also an avid golfer and college football fan for his hometown team, the Ohio State University Buckeyes.”



Austin Comings, Senior Staff Accountant

Austin Comings possesses vast experience, education, and knowledge in governmental operations, especially Community Development District operations. He has direct experience with CDD Accounting including governmental fund budgeting, accounts payable and receivable duties. Austin is responsible for the oversight of a team of Staff Accountants who prepare all our Special District financial statements. Austin is responsible for managing the maintenance of processes related to fiscal activities and ongoing budget maintenance, cash flow management & evaluation for construction projects, and field services overseeing vendor relationships to ensure services are received in alignment with the contract and board vision.

Austin graduated from Florida Southern College in May 2015 having earned his undergraduate degree in business administration with a focus on accounting.

Jacquelyn Leger, Senior Administrator

Ms. Leger is responsible for managing our Special Districts Administration Department. She oversees all the administrative responsibilities including the departments records management procedures and implementation guidelines through the State of Florida, Division of Library and Information Services and Bureau of Archives and Records Management.

Under the oversight of Ms. Leger, our Administrative Department ensures the proper preparation of agendas for Board meetings and workshops, compiling necessary information for the assembling of the meeting agenda packets. Her team of professionals support the District Manager's responsibilities, by updating the District's meeting schedules and coordinating the proper legal/public notice and advertisement requirements for all meetings, Requests for Proposals and Public Hearings. The Administrative Department collects, stores, and transcribes the audio recordings into meeting minutes, coordinates the dissemination and proper signatures of resolutions, contracts and other District documents as approved/adopted by the Board and appropriately retains them in the District's files.

Ms. Leger has earned her Bachelor's degree in Technical and Scientific Communication – Creative Writing from The University of Central Florida and is finalizing her MBA in Library and Information Science from the University of Washington.



Qualifications and Expertise

The following provides specific experience and qualifications related to the general District Management services.

Meetings, Hearings, Workshops, Capital Planning.

- Plan, Organize, Lead, and Facilitate/Conduct Approximately all Meetings, Workshops and Public Hearings
- Supervisor Orientations, Training and Serving as a Trusted Advisor
- Lead Boards in Executive Goal Setting for the District
- Bond Refinancing, Assessment Methodology, Establishments

Capital Planning

- We offer Strategic Long-Term Capital Planning, using reserve studies and financial outlook analysis modeling
- Proven high level achievement in all aspects of long-term capital planning

Record Keeping

- Administer public records and compliance to relevant laws, policies, and regulations
- Provide audio recordings of meetings, transcribing summarized meeting minutes
- Provide Professional Storage of all boxed records at Iron Mountain-included

District Operations

- Plan, organize and lead Districts with Operations and Capital
- Oversee performance of Amenity and Field Operations Personnel, Vendors, and District Contracts
- Experienced District Managers with high level of knowledge in operations, public works infrastructure improvements including, storm waters systems roads and bridges and highly amenitized facilities

Accounting & Reporting, Audits, Budgeting, Administration, Assessments & Revenue Collection

- Accounting administration of combined operational budget in excess of \$25 million
- Currently enroll special assessments on County tax bill, an/or collect directly, for over 13,000 parcels throughout Florida
- Construction accounting for capital improvement programs
- Provided Assessment Consulting Services on more than 55 CDD bond issuances, refunding, or restructuring in excess of \$450 million



Office Locations



Vesta Property Services is headquartered in Jacksonville, Florida and maintains additional regional offices throughout Florida. A listing of some of our regional offices is provided below.

Vesta-Corporate Headquarters

245 Riverside Ave., Suite 300
Jacksonville, Florida 32202
Phone: (904) 355-1831

Seminole County Office

250 International Pkwy., Ste. 280
Lake Mary, Florida 32746
Phone: (321) 263-0132

St. Johns County Office

200 Business Park Cir. Ste. 101
St. Augustine, Florida 32095
Phone: (904) 747-0181

Flagler County Office

411 S. Central Ave.
Flagler Turnbull Creek, Florida
32136
Phone: (386) 439-0134

Other Regional Offices:

Bonita Springs, Cape Coral, Daytona Turnbull Creek, Englewood, Gainesville, Key West, Miami, Naples, Orlando, St. Petersburg, and Vero Turnbull Creek.

References

Grand Haven CDD

Web: <https://Grandhavencdd.org>

Chairman: Chip Howden

Phone: 386-283-7741

Long Lake Ranch CDD

Web: <https://www.longlakeranchcdd.org/>

Chairman: William Pellan

Phone: 727-639-1326

Sample Budget Presentations

You can find an example of our PowerPoint Presentation for Grand Haven's Public Hearing to Adopt the 2022 Annual Budget at:

<https://www.grandhavencdd.org/documents>



Fee Schedule for Proposed Scope of Services

DPFG Management and Consulting, proposes the following fee structure for District Management, Administration, Assessment Roll Preparation, Recording, and the Financial Accounting for all funds of the District. After FY2024, Fees will be negotiated annually during the Budget Season, as approved by the Board and Adopted at the Public Hearing.

SERVICES	CURRENT BUDGET	June 1 st , 2022 – September 30, 2022	FY 2023	FY2024
District Management	\$45,000	\$13,300	\$42,000	\$45,000
Tax Roll Assessment	\$5,000	\$5,000	\$5,000	\$5,000
Dissemination Agent	\$2,850	\$2,000	\$2,000	\$2,000
TOTAL	\$52,850 Annually	\$20,300 Partial year	\$49,000 Annually	\$52,000 Annually
Information Technology	\$1,800	Included	Included	Included
Website Maintenance	\$1,200	* \$3,082	* \$1,515	* \$1,515

District Management Services Include:

- Up to 12 meetings per year, 4 hours in length
- District Management, Administrative, Accounting
- Tablets/electronic device for Supervisors use at meetings (Printed copies upon Request of Supervisors)

Assessment Services Include:

- Assessment Roll Preparation and Re-amortization schedule
- Preparing of the Tax Roll Assessment and the timely submittal of the roll to the County's Tax Collector. Certification, direct billing, and funding request processing, as well as responding to property owner and realtors for Estoppel letters, bond payoff information and other collection related work.

* Website Maintenance and Information Technology:

- The District will need a stand-alone website agreement Campus Suite, separated from the District Management agreement.
- DPFG will reduce its 1st year (remainder of FY2022) fees to help offset the cost to the District to transfer and host the website. A proposal has already been acquired from Campus Suite. See schedule of additional fees on the next page.



Schedule of Additional Fees

1. **Additional District Meetings:** The District Management fees proposed are based upon the District holding up to 12 regular meetings each year that each last up to 4 hours in length.
 - a. \$175/hour: An additional \$175/hour fee will be billed to the District, for each hour past the initial 4-hour meeting timeframe included in this proposal.
 - b. \$800 per meeting: Additional meetings or workshops outside of the aforementioned amount will be billed to the District at a total fee of \$800/per meeting.
2. **Postage and freight expenses of the District are not included in our fees.**
3. **Debt Service Fund Accounting & Assessment Collection Services:** If the District issues additional debt, the proposed fee for these services would be \$5,500 annually per bond issue.
4. **Assessment Methodology Consultant Services (Special Methodology Reports):**
 - a. New Bond Issuance Fee: \$25,000 per new bond issuance.
 - b. Refinance Fee: \$15,000 per bond refinance
 - c. Bond Anticipation Notes: \$15,000 per issuance
5. **Long Term Capital Planning:**
 - a. Long Term Capital Planning: \$15,000 (onetime fee)
 - b. This fee includes the costs associated with DPFG providing all the Capital Planning, Funding, and Infrastructure Reinvestment Budgeting, producing a long term (10 year) financial outlook model to help the District/ Board to plan for future costs and identify future assessment values for Operations and Maintenance as well as Infrastructure/Capital Items. Note: Does not include a Reserve Study.
6. **Website Hosting and Management:**
 - a. If the District hires another District Management Firm, the website will need to be moved over from the current provider as the current firm manages the website.
 - i. DPFG recommends that the District enter into a direct contract with Campus Suite, who is well known in our industry for CDD website management and ADA compliance.
 - ii. Initial Fee for work to migrate, Host the website and pages **\$3,082.00, DPFG has discounted its 1st year fee to help offset this cost to the District.**
 - iii. * Annual renewal October 1, 2022, **Fee \$1,515 annually**
7. **Additional Services:** Should DPFG be requested to provide additional services on behalf of the District not covered in this proposal, fees for such services shall negotiated in accordance with the terms mutually agreed upon by the District and DPFG Management and Consulting, LLC.

FOURTH ORDER OF BUSINESS



April 5, 2022

Via E-mail and Certified Mail

Dale Boudreaux
Boudreaux's Pro Grade LLC
705 Hope Street
Ormond Beach, Florida 32174
dale@boudreauxsprograde.com

Re: Turnbull Creek Community Development District (the "District")

Dear Mr. Boudreaux:

As you are aware from our previous communication, this firm serves as general counsel to the District and further represents the District in matters relating to the Agreement for Pond Bank Maintenance between the District and Boudreaux's Pro Grade LLC (the "Agreement"). The District has recently been made aware that the geogrid materials that were ordered and delivered per your direction and purportedly complied with the bid plans and specifications provided by JMT, Inc., the engineer of record on this project, is not suitable for the work contemplated in the Agreement and thus the work in the Agreement remains incomplete. The District has been made further aware the Boudreaux's has identified alternative materials that are suitable for completing the project but remain unordered and the project remains incomplete, and the project site continues to experience erosion and other negative impacts as a result of incompleteness which may increase the cost(s) to complete the project. The latest on-site report by JMT indicates there is no equipment or employees of Boudreaux's onsite as of Monday, April 4th or before.

The District hereby demands assurances in writing that Boudreaux's has, or will, order materials suitable for replacement of the geogrid within the next three (3) business days and will provide the milestones and steps it intends to take to complete the project, along with the timeline associated therewith. If there is a price differential between the geogrid previously ordered and the new materials to be ordered, please advise within the previously stated timeframe. The District at this time is willing to consider paying the price differential of the materials supported by a properly rendered invoice, without waiving legal setoffs as set forth herein. The District is simultaneously noticing JMT, Inc. which was responsible for ensuring that the materials bid and presented in the Agreement were suitable for the work contemplated in the plans and Agreement.

Due to continued impacts on the project, residents and the District, it is imperative the District hears from you. Failure to respond may result in the District acquiring an alternative contractor to complete the project, engaging another engineering firm to oversee the project and charge a portion or all of the difference in the contract price jointly and severally to JMT and

Boudreaux's and the District is also considering applicability of legal fees incurred by the District due to the ongoing Agreement issues as additional offsets. Please understand that it is the District's intent to work out an amicable solution as quickly as possible but does not want to see further impairments to District property and infrastructure occur that may result in a higher completion cost for the project. Nothing in this letter should be construed to waive any rights the District may have with respect to this matter.

Upon receipt of this letter, immediately contact Jim Oliver, District Manager, at joliver@gmsnfl.com, and myself, Jennifer Kilinski, at jennifer@kelawgroup.com to provide the herein requested information.

The District appreciates your prompt attention and cooperation in this matter.

Sincerely,

KE LAW GROUP, PLLC

A handwritten signature in black ink that reads "Jennifer Kilinski". The signature is written in a cursive, flowing style.

Jennifer Kilinski, Esq.
District Counsel

Enclosures

cc: Board of Supervisors
Jim Oliver, District Manager



April 5, 2022

Via E-mail and Certified Mail

Steven Collins, P.E.

Johnson, Mirmiran & Thompson, Inc.

The Renaissance at Riverside Bldg

2008 Riverside Avenue, Suite 200

Jacksonville, Florida 32204

SDCollins@jmt.com

Re: Turnbull Creek Community Development District (the “District”)

Dear Mr. Collins:

As you are aware, this firm serves as general counsel to the District and further represents the District in matters relating to the Agreement for Pond Bank Maintenance between the District and Boudreaux’s Pro Grade LLC (the “Agreement”), within which Boudreaux’s Pro Grade LLC (“Boudreaux’s”) agreed to perform certain pond bank restoration services for the District. Pursuant to the November 10, 2020 Agreement for Engineering Services (“Engineering Agreement”) between the District and your firm, Johnson, Mirmiran & Thompson, Inc. (“JMT”), and the June 15, 2021 Work Order between the same, JMT served as the District’s professional representative in connection with the Agreement. In this capacity, JMT was engaged to specifically prepare a site plan and scope detail for the pond bank restoration (as captured in a Request for Proposal), as well as to give consultation and advice as to the Agreement and resulting work, among other professional and other responsibilities contained in the agreements.

The District was made aware at its March 8, 2022 public meeting for the first time that the materials delivered by Boudreaux’s on or about February 15, 2022 were not the materials contained within JMT’s design plans; however, when asked about the appropriateness of the materials on site for the project, JMT confirmed that they were suitable for the purposes intended. Since that time, the District was made aware that the geogrid materials that were ordered and delivered are not suitable for the work contemplated in the Agreement and thus the work in the Agreement remains incomplete. The District has been made further aware the Boudreaux’s, in concert with JMT, has identified alternative materials that are suitable for completing the project but remain unordered and the project remains incomplete, and the project site continues to experience erosion and other negative impacts as a result of incompleteness which may increase the cost(s) to complete the project. This delay may in part be because of a question of who will pay for the materials delivered onsite that may not be returnable/refundable and are unsuitable for use on the project per JMT’s own direction. The District leaves that determination between JMT and Boudreaux’s as the experts in pond bank restoration work on the fault for ordering and accepting

KE Law Group, PLLC

2016 Delta Boulevard, Suite 101 | Tallahassee, Florida 32303

www.kelawgroup.com

the incorrect materials; however, the District made no acceptance, did not purchase the materials directly and made no representations on its own as to the suitability of the materials, it relies on its expert(s) to make that determination. This determination should not impact progress on the project.

The District has been involved in extensive discussions with JMT and Boudreaux's regarding the absence of pond bank integrity which would be present if the project was completed and the correct materials used for pond bank restoration. These discussions have been lengthy and remain ongoing, and the lack of a resolution thereof has resulted in potential additional harm to the pond banks and a potential increase to the costs of the project (which have remained partially-excavated for well over a month while these discussions continue), a potentially-higher price to purchase the required materials due to material escalation and otherwise, and greatly-increased legal bills for the District due to this firm's required involvement in the discussions. All of these are a direct result of failures to secure suitable materials, management of the contractor (which includes visual inspections per the permit conditions), and other irregularities. The District is simultaneously noticing Boudreaux's, a copy of which is included herein for your reference.

The District hereby demands assurances in writing that JMT will work with Boudreaux's on ensuring the accurate ordering of materials suitable for replacement of the geogrid within the next three (3) business days, along with the provision of milestones and steps it intends to take to oversee completion of the project and the timeline associated therewith. The District also seeks confirmation that JMT intends to execute the attached engineer's certificate, already negotiated with JMT, in substantially the form attached. If there is a price differential between the geogrid previously ordered and the new materials to be ordered, please advise within the previously stated timeframe. The District at this time is willing to consider paying the price differential of the materials supported by a properly rendered invoice, without waiving legal setoffs as set forth herein.

Due to the impacts on the project, residents and the District, it is imperative the District hears from you. Failure to respond may result in the District acquiring an alternative contractor to complete the project, engaging another engineering firm to oversee the project and charge a portion or all of the difference in the contract price jointly and severally to JMT and Boudreaux's and the District is also considering applicability of legal fees incurred by the District due to the ongoing Agreement issues as additional offsets. Please understand that it is the District's intent to work out an amicable solution as quickly as possible but does not want to see further impairments to District property and infrastructure occur that may result in a higher completion cost for the project. Nothing in this letter should be construed to waive any rights the District may have with respect to this matter.

Upon receipt of this letter, immediately contact Jim Oliver, District Manager, at joliver@gmsnfl.com, and myself, Jennifer Kilinski, at jennifer@kelawgroup.com to provide the herein requested information.

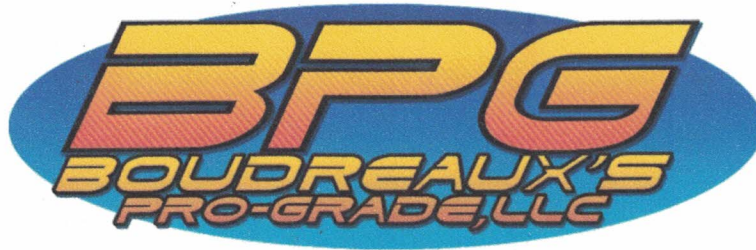
Boudreaux's Pro Grade LLC

705 Hope Street

Ormond Beach, FL 32174

(386) 214-3672

License # DEM07011906



Turnbull Creek CDD Project

Dear KE Law Group,

We appreciate your further concerns for the project and have prepared responses to your letter as seen below in this letter in **blue**:

KE: As you are aware from our previous communication, this firm serves as general counsel to the District and further represents the District in matters relating to the Agreement for Pond Bank Maintenance between the District and Boudreaux's Pro Grade LLC (the "Agreement"). The District has recently been made aware that the geogrid materials that were ordered and delivered per your direction and purportedly complied with the bid plans and specifications provided by JMT, Inc., the engineer of record on this project, is not suitable for the work contemplated in the Agreement and thus the work in the Agreement remains incomplete. The District has been made further aware the Boudreaux's has identified alternative materials that are suitable for completing the project but remain unordered and the project remains incomplete, and the project site continues to experience erosion and other negative impacts as a result of incompleteness which may increase the cost(s) to complete the project. The latest on-site report by JMT indicates there is no equipment or employees of Boudreaux's onsite as of Monday, April 4th or before.

BPG: We recognize the material misunderstanding and have identified alternative approved materials, costs, and a timeline in concert with JMT which has already been prepared by JMT and is to be proposed at next week's board meeting by JMT. We cannot do anything further until the board decides on what to do next based on JMT's information and recommendations.

The site is currently prepared for whatever the board decides to do next and BPG will mobilize appropriately with direction. We also appreciate working together toward an amicable solution as quickly as possible.


Dale Boudreaux, Owner

04/08/22
Date

The District appreciates your prompt attention and cooperation in this matter.

Sincerely,

KE LAW GROUP, PLLC

A handwritten signature in black ink that reads "Jennifer Kilinski". The script is fluid and cursive, with the first letter of each word being capitalized and prominent.

Jennifer Kilinski, Esq.
District Counsel

Enclosures

cc: Board of Supervisors
Jim Oliver, District Manager

Turnbull Creek Community Development District

April 8, 2022



Jennifer Kilinski, Esq.

Turnbull Creek Community Development District Counsel

KE Law Group, PLLC

P.O. Box 6836

Tallahassee, FL 32314

Re: Turnbull Creek Community Development District (the "District")

Dear Ms. Kilinski,

We are responding to the letter submitted to us on April 5, 2022. We have been coordinating with the District and with Boudreaux's Pro Grade, LLC (the "Contractor") during the contracting and construction of pond bank maintenance on portions of one pond located within the Turnbull Creek Community Development District. The contract titled *Pond Bank Maintenance Between Turnbull Creek Community Development District and Boudreaux's Pro Grade LLC* (the "Contract") was signed by the District and the Contractor in October 2021.

JMT provided pond bank repair options to the Board in a memo dated April 2021. That memo provided material and grading options, advantages, disadvantages, and estimated costs for each option. The District provided a list of properties where erosion had been identified, and JMT recommended pond bank repair across the entire pond bank that included the listed properties. Repair was recommended across two pond bank segments for a total length of 2,820 feet. Due to recurring erosion issues and because the District indicated their desire for a longer-term solution, our recommendation was to propose a Geoweb Containment System to achieve a long-term erosion solution. JMT developed a plan that proposed regrading the pond banks to a 1V:4H slope, installing a Geoweb Containment on the entire pond bank, and then placing soil and sod. JMT submitted the RFP to ten contractors, and responses were received from two. The bid from Boudreaux's Pro Grade for a total construction cost of \$126,234.20 was less, and the District voted to contract with them.

JMT initially was not authorized to perform routine inspections of the construction. JMT has been coordinating with the Contractor to address the concerns of the District as they have been identified. As pointed out in your letter, once we learned that the material ordered by the Contractor did not match the Contract plans, we notified the District and have been in regular contact with the Contractor and the District.

In a memo submitted to the District via email on March 31, we outlined different pond repair options, their costs, schedules, and advantages of each. Some of those options are summarized below, and we have provided additional options. JMT has no control over the costs for each option nor the schedule, but JMT will continue to coordinate with the Contractor and District until the project is completed. The Contractor provided these estimated costs and schedules for these options.





Option 1: Order Geoweb Geocells per the original plans (Cellular Confinement for Soil Stabilization).

This will correct existing erosion and will reduce the likelihood of considerable additional maintenance being required over the product lifespan. These products have a 50-year lifespan when installed in natural soil.

Option 1 was what was provided in the Contract plans and is still our recommendation. This will provide a level of protection on the pond bank, such that even if there is future erosion, the maintenance cost will be low because large-scale mass failure of the bank, such as has been observed on the existing pond bank, is unlikely.

Option 1 Cost Estimate: The contractor indicated the product would cost \$114,928.23, and the product plus installation would cost between \$250,000 and \$300,000. The Contractor would require a deposit for the Geoweb (full amount) plus half the cost of the sod (\$24,000 for deposit per Contractor). The Contractor indicated the project can be completed in six to eight weeks after authorization and payment with this option. Deposit = \$138,928.23.

We are providing additional options, because we are sensitive to the fact that cost is a factor in the District decision.

Option 2: Finish the project with sod only. At a 4H:1V slope, the pond banks have a 10 to 15-year typical lifespan.

This will correct existing erosion but may not protect against future erosion.

Option 2 Cost Estimate: No additional cost, and project will be completed in two weeks after approval and material deposit for the sod. The Contractor indicated they will not order sod without a material deposit of half the cost of the sod (\$24,000 for deposit per Contractor). Deposit = \$24,000.

Option 3: Place soil stabilization matting before laying sod.

This will correct existing erosion and will reduce the likelihood of considerable additional maintenance being required in the first few years of life. It also will help the sod to establish if there is a considerable dry period after installation. It may not protect against future erosion.

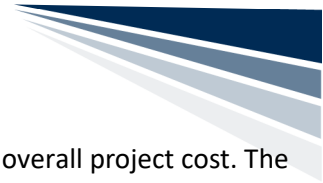
Option 3 Cost Estimate: \$27,225 additional. BioNet SC150BN is sufficient for the purpose of establishing sod. Contractor indicated they require a deposit for the soil stabilization matting (full amount) plus half the cost of the sod. The Contractor indicated the project can be completed in four to five weeks after authorization and payment with this option. Deposit = \$51,225.20.

Option 4: Turf reinforcement mat, such as TM14S, with or without sod.

This will correct existing erosion and will reduce the likelihood of considerable additional maintenance being required over the product lifespan (50-75 years). It can be placed with sod or

Turnbull Creek Community Development District

April 8, 2022



without sod. It can be placed on top of seed, which would reduce the overall project cost. The manufacturer indicated it is appropriate to use with either seed or sod.

Option 4 Cost Estimate: \$84,729.70 for TM14S turf reinforcement mat. Contractor indicated they require a deposit for the turf reinforcement mat (full amount) plus half the cost of sod. The Contractor indicated the project can be completed in four to five weeks after authorization and payment with this option. Deposit = \$108,729.70 with sod.

Option 5: Insta-Turf Shearforce 10 Hybrid-Turf with or without sod.

This will correct existing erosion and will reduce the likelihood of considerable additional maintenance being required over the product lifespan. It can be placed with sod or without sod. It looks like grass, so it can be placed on top of seed, which would reduce the overall project cost. The manufacturer indicated it is appropriate to use with either seed or sod.

Option 5 Cost Estimate: To be determined, though it is estimated to be \$172,000 for the product based on a conversation with the manufacturer. We wanted to provide more options to the District.

We will work with the contractor to resolve our position. We will need the cooperation and assistance of contractor to help with product costs and installation costs. We will also need direction from the District on how they would like to proceed. JMT will certify the project upon completion, provided the project is substantially completed in accordance with our design and recommendations. The form of certificate may require minor adjustments depending on the option selected by the District to complete the project. Whichever option is selected, we will certify that our recommendations are sound in accordance with generally accepted engineering standards.

Sincerely,

JOHNSON, MIRMIRAN & THOMPSON, INC.

Steven Collins, PhD, PE
District Engineer



ROLLMAX™
ROLLED EROSION CONTROL

Specification Sheet

BioNet® SC150BN™ Erosion Control Blanket

DESCRIPTION

The extended-term double net erosion control blanket shall be a machine-produced mat of 70% agricultural straw and 30% coconut fiber with a functional longevity of up to 18 months. (NOTE: functional longevity may vary depending upon climatic conditions, soil, geographical location, and elevation). The blanket shall be of consistent thickness with the straw and coconut evenly distributed over the entire area of the mat. The blanket shall be covered on the top and bottom sides with a 100% biodegradable woven natural organic fiber netting. The netting shall consist of machine directional strands formed from two intertwined yarns with cross directional strands interwoven through the twisted machine strands (commonly referred to as Leno weave) to form an approximate 0.50 x 1.0 in. (1.27 x 2.54 cm) mesh. The blanket shall be sewn together on 1.50 inch (3.81 cm) centers with degradable thread. The blanket shall be manufactured with a colored thread stitched along both outer edges (approximately 2-5 inches [5-12.5 cm] from the edge) as an overlap guide for adjacent mats.

The SC150BN shall meet Type 3.B specification requirements established by the Erosion Control Technology Council (ECTC) and Federal Highway Administration's (FHWA) FP-03 Section 713.17

Material Content		
Matrix	70% Straw Fiber	0.35 lbs/sq yd (0.19 kg/sm)
	30% Coconut Fiber	0.15 lbs/sq yd (0.08 kg/sm)
Netting	Top: Leno woven 100% biodegradable jute	9.35 lb/1000 sq ft (4.5 kg/100 sm)
	Bottom: 100% biodegradable organic jute	7.7 lb/1000 sq ft (3.76 kg/100 sm)
Thread	Biodegradable	

Standard Roll Sizes			
Width	6.67 ft (2.03 m)	8.0 ft (2.4 m)	16 ft (4.87 m)
Length	108 ft (32.92 m)	112 ft (34.14 m)	112 ft (34.14 m)
Weight ± 10%	52.22 lbs (23.69 kg)	65.28 lbs (29.6 kg)	130.5 lbs (59.2 kg)
Area	80 sq yd (66.9 sm)	100 sq yd (83.61 sm)	200 sq yd (167.22 sm)
	Leno weave top only	Leno top and bottom	Leno top and bottom



Index Property	Test Method	Typical
Thickness	ASTM D6525	0.25 in. (6.35 mm)
Resiliency	ECTC Guidelines	86%
Water Absorbency	ASTM D1117	311%
Mass/Unit Area	ASTM D6475	8.32 oz/sy (282.9 g/sm)
Swell	ECTC Guidelines	46%
Smolder Resistance	ECTC Guidelines	Yes
Stiffness	ASTM D1388	0.42 oz-in
Light Penetration	ASTM D6567	7.6%
Tensile Strength - MD	ASTM D6818	201.6 lbs/ft (2.99 kN/m)
Elongation - MD	ASTM D6818	13.4%
Tensile Strength - TD	ASTM D6818	164.4 lbs/ft (2.44 kN/m)
Elongation - TD	ASTM D6818	14.2%
Biomass Improvement	ASTM D7322	641 %

Design Permissible Shear Stress	
Unvegetated Shear Stress	2.10 psf (100 Pa)
Unvegetated Velocity	8.00 fps (2.44 m/s)

Slope Design Data: C Factors			
Slope Gradients (S)			
Slope Length (L)	≤ 3:1	3:1 – 2:1	≥ 2:1
≤ 20 ft (6 m)	0.001	0.029	0.063
20-50 ft	0.051	0.055	0.092
≥ 50 ft (15.2 m)	0.10	0.080	0.120

Roughness Coefficients – Unveg.	
Flow Depth	Manning's n
≤ 0.50 ft (0.15 m)	0.050
0.50 – 2.0 ft	0.050-0.018
≥ 2.0 ft (0.60 m)	0.018



Western Green
4609 E. Boonville-New Harmony Rd.
Evansville, IN 47725

nagreen.com
800-772-2040

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Mirafi® TM13C and TM14S

High Performance Turf Reinforcement Mat (HPTRM)

OUR COMPANY

TenCate develops and produces materials that function to increase performance, reduce costs and deliver measurable results by working with our customers to provide advanced solutions.

OUR PRODUCT

Mirafi® TM13C and TM14S High Performance Turf Reinforcement Mat (HPTRM) are 3 dimensional, lofty synthetic erosion control mats that provide bare soil retention, vegetation nurturing and high performance turf reinforcement. The flexible mats are designed for steep slopes where high performance (soft armor) erosion control is required.

Mirafi® TM13C and TM14S are woven from polypropylene yarns with a patented technology that creates a random 3 dimensional pattern. The industry exclusive design produces "inner pockets," which entrap and entangle the grass root system.

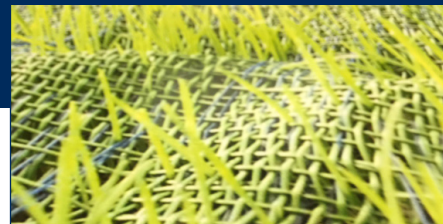
Unlike typical HPTRM systems in the marketplace that exhibit a uniform pyramidal shaped pattern, the unique design of Mirafi® TM13C and TM14S

allows for a lighter weight geosynthetic, which lowers the overall carbon footprint by reducing the volume of raw material required as well as decreasing material handling effort in the field.

With a lighter weight and more open design, Mirafi® TM13C and TM14S are able to accomplish comparable or superior performance results to that of typical pyramidal shaped HPTRM systems. The random pattern (vs a symmetrical pattern) assists with the dissipation of flowing water, and the increased roughness coefficient, combined with greater light penetration, creates a nurturing environment in which the grass root system is allowed to grow.

Mirafi® TM13C is suitable for both channel lining and slope/overtopping applications. Mirafi® TM14S has been developed exclusively as slope/overtopping protection with superior performance and efficiency. Mirafi® TM13C and TM14S are suitable for slopes up to 45 degrees (1:1) and are intended as a countermeasure for surface erosion control.

Mirafi® TM13C and TM14S are inert to biological degradation and resist naturally encountere-

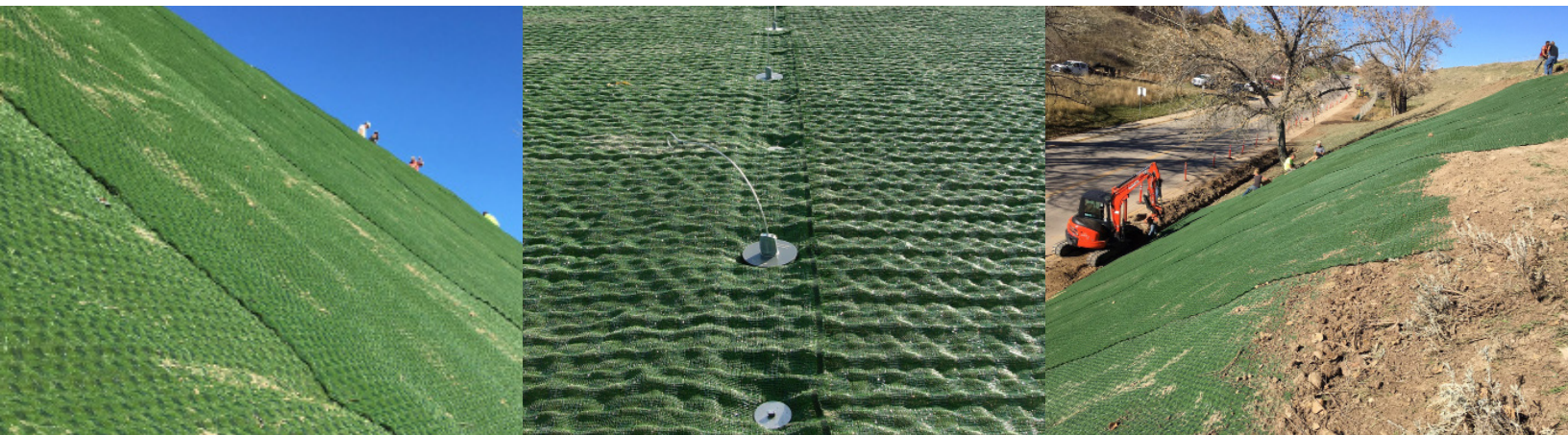


Mirafi® TM13C

chemicals, alkalis and acids. These products will have a life-span of 50-75 years when handled and installed properly in an appropriately designed project.

OUR COMPANY

TenCate offers comprehensive service that includes assistance during design and specification. With extensive knowledge and great customer service, TenCate makes the difference.



Mirafi® TM13C and TM14S

High Performance Turf Reinforcement Mat (HPTRM)

MECHANICAL PROPERTIES	TEST METHOD		UNIT	TM13C	TM14S
Tensile Strength @ Ultimate (MD/CD)	ASTM D6818	MARV	lbs/ft	3096/3096	3000/2400
UV Resistance (at 3000 hours)	ASTM D4355	Minimum Test Value	% strength retained	95	95 ¹
UV Resistance (at 6000 hours)	ASTM D4355	Minimum Test Value	% strength retained	90	90 ¹
UV Resistance (at 10000 hours)	ASTM D4355	Minimum Test Value	% strength retained	83	83 ¹
Thickness	ASTM D6525	Typical Roll Value	mils	475	475
Resiliency	ASTM D6524	Typical Roll Value	%	70ResIR	
Resiliency	ASTM D6524	Typical Roll Value	mils	330	330
Tensile Elongation	ASTM D6818	Maximum Roll Value	%	50	50
Light Penetration	ASTM D6567	Maximum Roll Value	%	40	40

PHYSICAL PROPERTIES	TEST METHOD	UNIT	MARV	
Mass Per Unit Area	ASTM D6566	oz/yd ²	TM13C 9.0	TM14S 8.5
Color			Green or Tan	Green

PHYSICAL PROPERTIES	TEST METHOD	UNIT	VALUE	
Velocity (Fully Vegetated)	Large Scale	ft/sec	TM13C² > 25	TM14S N/A
Shear Stress (Fully Vegetated)	Large Scale	lbs/ft ²	16.9	N/A
Manning's Coefficient	Calculated	"n"	0.033	0.033
Overtopping Discharge	Large Scale	cfs/ft ²	N/A	4.0 ³

¹ Value based on Mirafi® TM13C test results. TM13C and TM14S utilize the identical yarn.

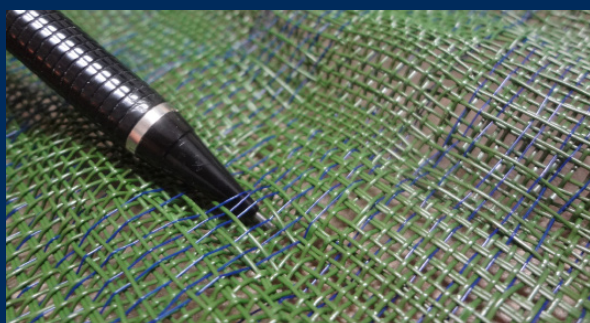
² Based upon full-scale independent testing performed at TRI Environmental.

³ Based on 3:1 bed slope.

PATENTS:

FGS000795; ETQR2; 8,252,705

FGS000735; ETQR5; 8,252,705



Industry exclusive Patented Technology creates random pockets within the HPTRM structure to encapsulate and entangle the grass root system.



Third party laboratory and flume testing to further validate the suitability and advantages of Mirafi® TM13C and TM14S.

TenCate Geosynthetics Americas assumes no liability for the accuracy or completeness of this information or for the ultimate use by the purchaser. TenCate Geosynthetics Americas disclaims any and all express, implied, or statutory standards, warranties or guarantees, including without limitation any implied warranty as to merchantability or fitness for a particular purpose or arising from a course of dealing or usage of trade as to any equipment, materials, or information furnished herewith. This document should not be construed as engineering advice.

Mirafi® is a registered trademark of Nicolon Corporation.

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PDS.TRM0122

365 South Holland Drive Tel +1 706 693 2226
Pendergrass, GA 30567 www.tencategeo.us





SHEARFORCE™

10

ShearForce™ 10 Hybrid-Turf Instant Armor Mat

This new, patent pending erosion control product is an immediately effective, lower cost soft armor alternative to rock riprap and other hard armor materials. The ShearForce10 Instant Armor Mat utilizes simulated turf to effectively protect, grow and permanently reinforce natural vegetation in high flow areas. Providing rock-solid armoring from day one of installation, the ShearForce10 makes it possible to use more vegetation and less rock for stabilizing channels, slopes and shorelines. ShearForce10 is available in 3 feet wide and 6 feet wide rolls for quick and easy installation.



*ShearForce10
provides immediately
effective erosion
protection under water
flow powerful enough
to wash out 24-inch
rock riprap*



ShearForce10 offers the performance of reinforced turf and large rock riprap from day one of installation.

Proven in ASTM D6460 Unvegetated Channel Testing to drastically reduce soil erosion at flow-induced shear stresses exceeding 11 lbs/sf, ShearForce10 offers more than three times the immediate channel protection of conventional TRMs.

Once vegetated, ShearForce10 permanently protects the soil base, reinforces vegetation roots and increases the long term erosion resistance of the vegetated system.

www.insta-turf.com





ShearForce10 installation in channel vs rock riprap.



SHEARFORCE **10**

www.Insta-Turf.com

Features and Benefits of ShearForce10 Hybrid-Turf Instant Armor mats include:

- Reinforced turf performance from day one, no waiting on vegetation for effective erosion protection at shear stress > 10 lbs/sf
- Immediate to permanent erosion control equivalent to large rock riprap and other hard armor, at less than ½ the cost
- Simple installation, just lay it and anchor it over seeded area, no heavy equipment required
- Aesthetically pleasing, green grassed-in finished look
- Environmentally friendly, facilitates water filtration and infiltration
- Highly UV stable and weather resistant, for permanent strength and durability
- Easy, low-cost maintenance with standard mowing equipment



Typical Applications for ShearForce10 mats:

- High flow channels and extreme slopes requiring maximum erosion protection before, during and after vegetation establishment, including channels with constant low-flow discharge
- Drainage swales and slopes where an immediate vegetated look is desired and/or vegetation is slow to establish
- Projects in arid areas where vegetation establishment is very slow and sparse
- Overwinter project protection requiring several months of high performance erosion control without vegetation
- Moderate flow culvert outfalls, downchutes, spillways and dams
- Detention basins, lake shorelines, streambanks, canals, and levees

Recommended Design Values

ShearForce™10 Hybrid-turf Instant Armor Mat	Channels/Outfalls/Spillways/Streambanks*					Slopes	Shorelines
	Manning's n	Design Shear Stress		Design Velocity		Max Gradient (h:v)	Max Wave Height
		Cohesive Soils	Non- Cohesive Soils	Cohesive Soils	Non- Cohesive Soils		
ShearForce10 <i>Unvegetated</i>	.025 – .040	12 lbs/sf	10 lbs/sf	25 ft/sec	20 ft/sec	>1:1	<=1.0 ft
ShearForce10 <i>Vegetated</i>	.025 – .4	16 lbs/sf	14 lbs/sf	30 ft/sec	25 ft/sec	>1:1	<=1.5 ft

* Design values are derived from ASTM D6460 large-scale channel testing on loam soils under 4 consecutive 30 min flow events in 20% gradient test flumes. A safety factor (SF) of 1.25 - 2.0 may be applied in channel lining designs to account for longer flow durations, more erodible soils, and varying side-slope gradients.

Permanent Soft Armor Mats Permissible Shear Stress Ratings vs Rock Riprap

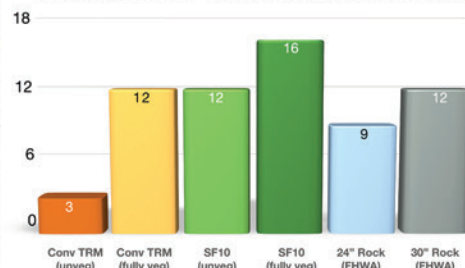
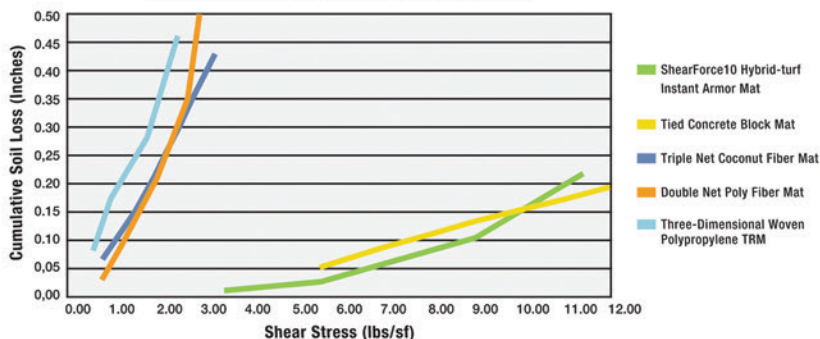


Table #2

Soil Loss vs Shear Stress

in ASTM D6460 Large-Scale Channel Testing of **Unvegetated** Turf Reinforcement and Erosion Control Mats (.5 inch Cumulative Soil Loss Failure Criteria)



Sources – NOTE: All referenced large-scale channel tests conducted at TRI Environmental's Denver Downs Research Facility using ASTM D6460 testing protocol or modified versions thereof.

GrassWorx, LLC., 2018. ASTM D6460 Channel Testing of InstaTurf ShearForce10 EC TRM and ShearForce12 Scour Control Mats in 20% Test Flumes, August, October and December, 2018.

Motz Enterprises, 2018. Large-Scale Channel Erosion Testing of Flexamat Channel Lining, February, 2009.

AASHTO-NTPEP Large-Scale Channel Erosion Testing of North America Green's C350 Triple Net Coconut Mat, August, 2011. (Amended April, 2016.)

AASHTO-NTPEP Large-Scale Channel Erosion Testing of Western Excelsior's PP5-10, Double Net Poly Fiber Matting, May, 2014.

AASHTO-NTPEP Large-Scale Channel Erosion Testing of East Coast Erosion Control's T-RECS Permanent Turf Reinforcement mat, February, 2013. (Amended April, 2016.)

GET A QUOTE: Contact Tim Lancaster 812-483-1532, tim.lancaster@grassworxllc.com or go to www.insta-turf.com to find your local InstaTurf distributor



InstaTurf® ShearForce10™ Hybrid Turf Instant Armor Mat
Product Specification

The hybrid turf instant armoring permanent erosion control mat shall provide the immediate finished look of natural grass along with the high flow erosion protection of large rock riprap, while establishing permanently reinforced vegetative cover. The mat shall consist of a UV stabilized, monolithic polyethylene simulated turf structure with approximate 7/16 inch by 5/8 inch rectangular apertures, backed with an engineered lightweight polyester geotextile. The geotextile must be dense enough to retain fine soil particles and seed, yet open enough to allow seedling emergence. The mat shall have an unvegetated permissible shear stress rating, as determined by ASTM D6460 large-scale channel testing, of 10 lbs/sf or greater for immediate as well as long-term erosion protection against high shear stress water flow. The hybrid turf instant armoring mat shall have the following characteristics and dimensions, and meet or exceed the minimum physical and performance properties as specified below.

Color: Grass green

Roll Sizes: 3ft x 45ft – 135 sf, 6ft x 45ft - 270 sf

Roll Weights: Approx. 49 lbs/99 lbs

InstaTurf ShearForce10 Index and Performance Properties				
Index Properties		Test Method	Units	Values
Mass Per Unit Area		ASTM D6566	lbs/sy	3.3
Tensile Strength		ASTM D6818	MD (lbs/ft)	363
			XD (lbs/ft)	164
Elongation		ASTM D6818	MD (%)	22
			XD (%)	37
Thickness		ASTM D6525	In	1.0
Ground Cover		ASTM D6567	%	85.9
UV Stability		ASTM D4355	% Tensile Retention @ 1,000 hrs	93.5
Performance Properties & Typical Design Values				
Manning's n Roughness Coefficient		ASTM D6460	<.5 ft flow depth	0.04
			.5 - 1.0 ft flow depth	0.03
			>1.0 ft flow depth	0.025
Permissible Shear Stress		ASTM D6460	Unvegetated (lbs/sf) - Cohesive Soils	12
		<i>Recommended</i>	Unvegetated (lbs/sf) - Non-cohesive Soils	10
Permissible Velocity		ASTM D6460	Unvegetated (ft/sec) - Cohesive Soils	25
		<i>Recommended</i>	Unvegetated (ft/sec) - Non-cohesive Soils	20

InstaTurf® ShearForce™ products are manufactured by GrassWorx LLC, 2381 Centerline Industrial Drive, St Louis, MO 63146. Insta-Turf.com

SIXTH ORDER OF BUSINESS

**LICENSE AGREEMENT BY AND BETWEEN THE TURNBULL CREEK
COMMUNITY DEVELOPMENT DISTRICT AND FLORIDA RACE DAY LLC
REGARDING THE USE OF THE DISTRICT’S PROPERTY FOR TRIATHLON**

THIS LICENSE AGREEMENT (“License Agreement”) is made and entered into this _____ day of April 2022, by and between:

TURNBULL CREEK COMMUNITY DEVELOPMENT DISTRICT, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, located in St. Johns County, Florida, with offices at 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (the “District”), and

FLORIDA RACE DAY LLC, FORMERLY KNOWN AS JTF RACING, a Florida limited liability company, with an address of 254 Porta Rosa Circle, Saint Augustine, Florida 32092 (the “Licensee” and together with the District, the “Parties”).

RECITALS

WHEREAS, the District is a special-purpose unit of local government established pursuant to and governed by Chapter 190, *Florida Statutes*; and

WHEREAS, the District owns, operates, and maintains a recreation facility (“Amenity Facility”), which includes a jogging trail, swimming pool and parking area, as shown on **Exhibit A**, attached hereto and incorporated herein by reference (“License Area”); and

WHEREAS, Licensee approached the District and desires to make use of the License Area for hosting a kids triathlon event on July 31, 2022, (“Triathlon”); and

WHEREAS, the District is willing to allow the Licensee and its volunteers to make use of the License Area for the Triathlon provided that such use does not impede the District’s operation of the License Area as a public improvement; and

WHEREAS, the District has determined that providing the Licensee with the ability to use the License Area is a benefit to the District, is a proper public purpose, and makes appropriate use of the District’s public facilities; and

WHEREAS, the District and the Licensee warrant and agree that they have all rights, power, and authority to enter into and be bound by this License Agreement.

NOW, THEREFORE, in consideration of the recitals, agreements, and mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties agree as follows:

1. INCORPORATION OF RECITALS. The Recitals stated above are true and correct and are incorporated herein as a material part of this License Agreement.

2. GRANT OF LICENSE. The District hereby grants to the Licensee a license to use the License Area for the Triathlon (“License”). In consideration for use of the License Area, Licensee agrees to the following conditions:

A. Licensee’s access is limited to the License Area as highlighted in yellow on **Exhibit A**. No other use of or access to the District’s property, including the Amenity Facility, is permitted. The District does not and cannot confer rights or interests in property outside of the License Area and makes no representations regarding the same; Licensee is solely responsible for obtaining consents, permits and meeting all regulatory requirements to utilize non-District property.

B. Licensee’s access is limited to the Triathlon taking place on July 31, 2022 from _____ a.m. to _____ a.m., and necessary time for set-up before the event and clean-up after the event.

C. The Parties acknowledge that weather conditions may affect the use of the License Area at any given time. The District shall have the right to temporarily close the License Area on any given day due to inclement weather, including, but not limited to, rain, lightning, hail, and strong winds. Licensee shall abide by the decision of the District as to the closure of the License Area. Licensee shall be responsible for the safety of its employees, guests, invitees, agents, or participants during such times.

D. Only Triathlon participants, volunteers and coaches using the License Area for the Triathlon are permitted to enter the License Area, except in case of emergency. Family members and/or guests of Licensee may not use the License Area in conjunction with this License.

E. Licensee’s use of the License Area shall be contemporaneous with the use of the License Area by Patrons of the District (as that term is defined in the Policies Regarding District Amenity Facilities), and Licensee’s use shall not interfere with the operation of the Amenity Facility as a public improvement.

F. Proper non-permanent signage regarding parking, mile markers and other information may be used during the term of this License only.

G. Licensee’s use of the License Area shall be subject to the policies and regulations of the District, including but not limited to the Policies Regarding District Amenity Facilities, and Licensee acknowledges receipt of all such

policies and rules. All promotional materials shall make clear that it is not a Turnbull Creek CDD sponsored or affiliated event.

H. Licensee shall provide to the District a Turnbull Creek Community Development District Waiver and Release (“Release”), in the form attached hereto as **Exhibit B**, fully executed by each Triathlon participant and, for minors, the parent or legal guardian of such participant, prior to that Triathlon participants’ use of the License Area. An electronic or hard copy form is permissible. The Licensee shall not permit any Triathlon participant to use the License Area for the purposes set forth in this License Agreement without first providing the District with a fully-executed Release for that participant. Should the Licensee fail to comply with this Section 2.H., the District may immediately terminate this License Agreement, notwithstanding any provisions to the contrary.

I. Licensee shall maintain the License Area in a clean, neat, and sanitary condition in accordance with all applicable laws, rules, regulations, ordinances and covenants. Repairs of the License Area that are determined by the District and to be a result of this License Agreement, shall be completed in a timely manner and at the Licensee’s sole cost and expense. Further, the Licensee shall ensure proper coordination of parking plans, garbage/trash pickup responsibilities, maintenance of traffic and obtain any and all authorizations required by any regulatory agencies, including but not limited to St. Johns County, FDOT, the State of Florida or other entities. It is the responsibility of the Licensee to ensure all of the facilities utilized by Licensee and its invitees are left in a neat and orderly fashion and trash is properly disposed of in trash cans.

3. TERM. The term of the License shall be limited to July 31, 2022, unless terminated or revoked pursuant to Paragraph 4 below. However, the covenants and obligations of the Licensee contained in Sections 7, 9, 10, and 11 shall survive cancellation for acts and omissions which occurred during the effective term of the License Agreement.

4. SUSPENSION, REVOCATION AND TERMINATION. The District and the Licensee acknowledge and agree that the License granted herein is a mere privilege and may be immediately suspended or revoked, with or without cause, at the sole discretion of the District. In the event the District exercises its right to suspend or revoke the License, the District shall provide Licensee written notice of the suspension or revocation, which shall be effective immediately upon receipt by Licensee of the notice. Licensee may terminate this License Agreement upon written notice to the District.

5. PROFESSIONAL JUDGMENT. Licensee represents that it is qualified to operate a triathlon event and to provide trained and qualified triathlon event administrators. Licensee shall at all times exercise sound professional judgment, including taking precautions for the safety of its participants and employees. All minors participating in the Triathlon shall only do so with the

consent of a parent or guardian. The District shall in no way be responsible for the safety of any Triathlon participant while using the License Area. Any and all waivers signed by Licensee's Triathlon participants shall acknowledge the fact that the event is not a District sponsored or endorsed event. Furthermore, Licensee shall be solely responsible for procuring all state, county and local permits, certifications and otherwise complying with all applicable law in administering the Triathlon.

6. **CAPACITY OF LICENSE AREA.** Licensee shall determine the number of Triathlon participants and the appropriate ratio of Triathlon participants to Triathlon timers and administrators; provided, however, that number of Triathlon participants shall not exceed one hundred (100) participants, and provided that Licensee shall provide the expected number of Triathlon participants to the District's amenity manager ("Manager").

7. **INSURANCE AND INDEMNITY.** Licensee shall acquire and maintain general commercial liability insurance coverage acceptable to the District in an amount not less than \$1,000,000 per occurrence, which shall include all claims and losses that may relate in any manner whatsoever to use of the License by Licensee, its employees, agents, students, guests, or invitees, and \$3,000,000 aggregate. The District and its supervisors, staff, and agents shall be named as additional insured parties on such policy. Licensee shall provide continuous proof of such insurance coverage to the District. Licensee hereby agrees to defend, indemnify and hold the District harmless from and against any and all claims, demands, losses, damages, liabilities, and expenses, and all suits, actions and judicial decrees (all costs including, without limitation, expert witness fees, paralegal fees, and reasonable attorneys' fees for the District's legal counsel of choice, whether at trial or on appeal), arising from personal injury, death, or property damage resulting in any manner whatsoever from use of the License by Licensee, its employees, agents, participants, guests, or invitees. Nothing herein shall be construed as a waiver of the District's sovereign immunity or limits of liability beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature in Section 768.28, *Florida Statutes*, or other statute or law.

8. **NOTICES.** All notices, requests, consents and other communications hereunder shall be in writing and shall be delivered, mailed by overnight delivery service or First Class Mail, postage prepaid, to the Parties, as follows:

A. If to the District: Turnbull Creek Community Development District
475 West Town Place, Suite 114
St. Augustine, Florida 32092
Attn: District Manager

With a copy to: KE Law Group, PLLC
2016 Delta Boulevard, Suite 101
Tallahassee, Florida 32303
Attn: Jennifer L. Kilinski

B. If to the Licensee:

Florida Race Day LLC
254 Porta Rosa Circle
Saint Augustine, Florida 32092
Attn: _____

Except as otherwise provided in this License Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth above. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this License Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the District and counsel for the Licensee may deliver Notice on behalf of the District and the Licensee. Any party or other person to whom Notices are to be sent or copied may notify the other parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days' written notice to the parties and addressees set forth herein.

9. CARE OF PROPERTY. Licensee agrees to use all due care to protect the property of the District, its Patrons (as that term is defined in the Policies Regarding District Amenity Facilities) and guests from damage. Licensee shall assume responsibility for any and all damage to any real or personal property of the District or any third-parties as a result of the Licensee's use of the License Area, or associated areas, under this License Agreement. Licensee shall commence coordination of repair of any damage resulting from its operations under this License Agreement within twenty-four (24) hours. Any such repairs shall be at Licensee's sole and absolute expense.

10. ENFORCEMENT OF LICENSE AGREEMENT. A default by either party under this License Agreement shall entitle the other party to all remedies available at law or in equity, which shall include, but not be limited to, the right of damages, injunctive relief, and specific performance. Notwithstanding this, the Licensee's right to recover damages from the District on any and all claims of any type shall be limited in all instances to no more than one hundred dollars (\$100).

11. PUBLIC RECORDS. The Licensee agrees and understands that Chapter 119, *Florida Statutes*, may be applicable to documents prepared in connection with the services provided hereunder and agrees to cooperate with public record requests made thereunder. In connection with this Agreement, Licensee agrees to comply with all provisions of Florida's public records laws, including but not limited to Section 119.0701, *Florida Statutes*, the terms of which are incorporated herein. Among other requirements, Licensee must:

- a. Keep and maintain public records required by the District to perform the service.
- b. Upon request from the District's custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a

- reasonable time at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes* or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if the Licensee does not transfer the records to the District.
 - d. Upon completion of this Agreement, transfer, at no cost, to the District all public records in possession of the Licensee or keep and maintain public records required by the District to perform the service. If the Licensee transfers all public records to the District upon completion of this Agreement, the Licensee shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Licensee keeps and maintains public records upon completion of the Agreement, the Licensee shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request from the District's custodian of public records, in a format that is compatible with the information technology systems of the District.

IF THE LICENSEE HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE LICENSEE'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, JIM OLIVER, C/O GOVERNMENTAL MANAGEMENT SERVICES, LLC, 475 WEST TOWN PLACE, SUITE 114, ST. AUGUSTINE, FLORIDA 32092, (904) 940-5850, JOLIVER@GMSNF.COM.

12. CONTROLLING LAW; VENUE; REMEDIES. This License Agreement and the provisions contained in this License Agreement shall be construed, interpreted, and controlled according to the laws of the State of Florida. All actions and disputes shall be brought in the proper court and venue, which shall be St. Johns County, Florida.

13. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this License Agreement shall not affect the validity or enforceability of the remaining portions of this License Agreement, or any part of this License Agreement not held to be invalid or unenforceable.

14. NO TRANSFER OR ASSIGNMENT. The License shall be for the sole use by Licensee and shall not be assigned or transferred without the prior written consent of the District in its sole discretion. A transfer or assignment of all or any part of the License without such prior written consent shall be void.

15. E-VERIFY. The Licensee shall comply with and perform all provisions of Section 448.095, *Florida Statutes*. Accordingly, as a condition precedent to entering into this Agreement, Licensee shall register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees. If the

Licensee anticipates entering into agreements with a sublicensee for the Work, Licensee will not enter into the sublicensee agreement without first receiving an affidavit from the sublicensee regarding compliance with Section 448.095, *Florida Statutes*, and stating that the sublicensee has registered with and uses the E-Verify system and does not employ, contract with, or subcontract with an unauthorized alien. Licensee shall maintain a copy of such affidavit for the duration of the agreement and provide a copy to the District upon request. Any party may terminate this Agreement or any subcontract hereunder if there is a good faith belief on the part of the terminating party that a contracting party has knowingly violated Section 448.09(1), *Florida Statutes*. Upon such termination, Licensee shall be liable for any additional costs incurred by the District because of the termination. If the District has a good faith belief that a sublicensee has violated Section 448.095, *Florida Statutes*, but the Licensee has otherwise complied with its obligations hereunder, the District shall promptly notify the Licensee. The Licensee agrees to immediately terminate the agreement with the sublicensee upon notice from the Owner.

16. FOREIGN INFLUENCE. Licensee understands that under Section 286.101, Florida Statutes, that Licensee must disclose any current or prior interest, any contact with, or any grant or gift from a foreign country of concern as that term is defined within the above referenced statute.

17. ENTIRE AGREEMENT. This is the entire License Agreement of the parties and it may not be amended except in writing signed by both parties.

IN WITNESS WHEREOF, the parties execute this License Agreement the day and year first written above.

Attest:

**TURNBULL CREEK
COMMUNITY DEVELOPMENT DISTRICT**

Secretary

Chair/Vice Chair, Board of Supervisors

Witness:

**FLORIDA RACE DAY LLC,
formerly known as JTF RACING**

Signature

By: _____

Its: _____

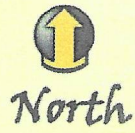
Print Name of Witness

Exhibit A: Amenity Facility Map

Exhibit B: Waiver and Release

Exhibit A
Amenity Facility Map

[insert map of amenities with race route highlighted in yellow]



KIDS TRI

MURABELLA
WEST ENTRANCE

SWIM

STARTS AT 9AM

RUN

Bike

PESCARA
AT MURABELLA

MURABELLA
OVERALL MASTER SITE PLAN



EXHIBIT B

TURNBULL CREEK COMMUNITY DEVELOPMENT DISTRICT WAIVER AND RELEASE

I, _____, on behalf of myself, my personal representatives, my minor children and my heirs hereby voluntarily agree to indemnify, defend, release, hold harmless, and forever discharge the Turnbull Creek Community Development District (the "District"), and its present, former, and future supervisors, staff, officers, employees, representatives, agents, and licensees from any and all liability, claims, lawsuits, actions, suits, or demands, whether known or unknown, in law or equity, for any and all loss, injury, damage, theft, real or personal property damage, expenses (including attorney's fees, expert witness fees, paralegal fees, costs and other expenses for investigation and defense and in connection with, among other proceedings, alternative dispute resolution, trial court, and appellate proceedings), and harm of any kind or nature arising out of, or in connection with, my children's and my guests' use of the facilities and lands owned by the District in connection with the triathlon event administered by Florida Race Day LLC on July 31, 2022 ("Triathlon"), including any and all on-site or off-site activities related to the Triathlon, and any transportation to and from such activities. I expressly acknowledge that I assume all risk for any and all injuries and illness that may result from my, my children's and my guests' participation in any and all of these activities, including, but not limited to any injuries sustained by me, my children, and my guests. Without limiting the foregoing, I hereby acknowledge and agree that the District will not in any way supervise or oversee the activities occurring on the District's property in connection with the Triathlon. This Waiver and Release is binding upon me, my children, my guests, my heirs, executors, legal representatives, and successors. The provisions of this Waiver and Release will continue in full force and effect even after the conclusion of my use of the District's property. The provisions of this waiver of liability may be waived, altered or amended or repealed, in whole or in part, only upon the prior written consent of the District.

I know that running a road race, biking, and swimming are potentially hazardous activities. I should not participate unless I am medically able to do so and properly trained. I assume all risks associated with running in this event including, but not limited to: falls, contact with other participants, the effects of weather, traffic, and course conditions, and waive any and all claims which I might have based on any of those and other risks typically found in running a road race, biking, and swimming. I acknowledge all such risks are known and understood by me. I agree to abide by all decisions of any race official relative to my ability to safely complete the run. I certify as a material condition to my being permitted to enter this race that I am physically fit and sufficiently trained for the completion of this event and that a licensed Medical Doctor has verified my physical condition.

In the event of an illness, injury or medical emergency arising during the event I hereby authorize and give my consent to the event director to secure from any accredited hospital, clinic and/ or physician any treatment deemed necessary for my immediate care. I agree that I will be fully responsible for payment of any and all medical services and treatment rendered to me including but not limited to medical transport, medications, treatment and hospitalization.

I understand that this document is intended to be as broad and inclusive as permitted by the laws of the State of Florida. I further understand that nothing in this waiver and release shall constitute or be construed as a waiver of the District's limitations on liability contained in Section 768.28, *Florida Statutes* or other statute or law. I agree that if any portion of this waiver and release is deemed invalid, that the remainder will remain in full force and effect.

I CERTIFY THAT I, AS A PARENT OR ADULT GUARDIAN FOR ALL CHILDREN UNDER 18 YEARS, HAVE READ THIS DOCUMENT, AND I FULLY UNDERSTAND ITS CONTENT AND FURTHER UNDERSTAND THAT BY SIGNING THIS DOCUMENT THAT I AM WAIVING CERTAIN LEGAL RIGHTS AND REMEDIES. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND I SIGN IT OF MY OWN FREE WILL. I UNDERSTAND THAT BY SIGNING BELOW, SUCH WAIVER AND RELEASE, INCLUDING ALL OF THE TERMS IN THE PRECEDING PARAGRAPHS, SHALL APPLY EACH AND EVERY TIME I, MY CHILD, OR MY GUEST UTILIZE THE DISTRICT’S FACILITIES OR LANDS.

Printed Name

Mailing Address

Telephone Number

Participant Signature

Date

Signature of Parent/Guardian
(if participant is under 18)

Date

<p>PRIVACY NOTICE: Under Florida’s Public Records Law, Chapter 119, Florida Statutes, the information you submit on this form may become part of a public record. This means that, if a citizen makes a public records request, we may be required to disclose the information you submit to us. Under certain circumstances, we may only be required to disclose part of the information submitted to us. If you believe that your records may qualify for an exemption under Chapter 119, <i>Florida Statutes</i>, please notify the District Manager.</p>
<p>NOTE TO STAFF: THIS FORM MAY CONTAIN CONFIDENTIAL INFORMATION. DO NOT DISCLOSE ITS CONTENTS WITHOUT FIRST CONSULTING THE DISTRICT MANAGER.</p>