

**COUNTRY GREENS
COMMUNITY DEVELOPMENT
DISTRICT**

AGENDA PACKAGE

APRIL 22, 2019

Country Greens Community Development District

Board of Supervisors:

David Warden, Chairman

Catherine Catusus, Vice Chairperson

Alma Graham, Assistant Secretary

Crystal Jones, Assistant Secretary

Anna Heintzelman, Assistant Secretary

Robert Koncar, District Manager

Kristen Suit, District Manager

Scott Clark, District Counsel

Rey Malave, District Engineer

Russell Simmons, Field Manager

April 15, 2019

Country Greens Community Development District
Board of Supervisors

Dear Board Members:

The regular meeting of the Board of Supervisors of the Country Greens Community Development District will be held on **Monday, April 22, 2019 at 5:30 p.m.** at the Sorrento Christian Center, 32441 County Road 437, Sorrento, Florida. Following is the advance agenda for this meeting.

1. Roll Call
2. Audience Comments
3. Approval of the Minutes
 - A. February 25, 2019 Meeting
4. Consideration of Proposals for Landscape Maintenance Services RFP's
 - A. Blade Runners
 - B. Pinnacle
 - C. Yellowstone
5. First Amendment to the Field Manager Services Agreement between Country Greens CDD and Inframark, LLC with Scope of Services and Compensation
6. Presentation of Fiscal Year 2020 Proposed
 - A. Proposed Budget FY 2020 – A
 - B. Proposed Budget FY 2020 – B
 - C. Consideration of Resolution 2019-06 Approving the Fiscal Year 2020 Proposed Budget and Setting a Public Hearing for June 24, 2019 at 5:30 p.m.
7. District Manager's Report
 - A. Financial Statements and Check Register
8. Staff Reports
 - A. Attorney
 - B. Engineer
 - i. Sorrento Hills Pond Quote
 - C. Field Manager
 - i. Field Management Report
 - ii. Consideration of Additional Quotes for Irrigation Pump, Tank and Control Box Replacement
9. Other Business
10. Supervisor Requests and Audience Comments
11. Adjournment

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please contact me.

Sincerely,

Kristen Suit
District Manager

Third Order of Business

3A.

MINUTES OF MEETING COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Country Greens Community Development District was held at 5:30 p.m. on Monday, February 25, 2019 at Sorrento Christian Center, 32441 County Road 437, Sorrento, Florida.

Present and constituting a quorum were:

David Warden	Chairperson
Catherine Catasus	Vice Chairperson
Alma Graham	Assistant Secretary
Crystal Jones	Assistant Secretary
Anna Heintzelman	Assistant Secretary

Also present were:

Kristen Suit	District Manager
Scott Clark (via telephone)	District Attorney
Russell Simmons	Field Services Manager

The following is a summary of the minutes and actions taken at the February 25, 2019 Country Greens Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Roll Call

- Ms. Suit called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Audience Comments

There being no audience comments, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Resolution 2019-05 Declaring Seat #2 Vacancy

- Ms. Suit noted in the last elections, nobody ran against Ms. Jones, but she did not qualify for the seat; therefore, we must declare the seat vacant, then appoint her back to the Seat and perform the Oath of Office.

On MOTION by Ms. Catasus seconded by Ms. Graham with all in favor Resolution 2019-05, a resolution of the Board of Supervisors of the Country Greens CDD declaring a vacancy in Seat 1 of the Board of Supervisors, was adopted.

B. Appointment of Supervisor to Fill Seat #2

- Ms. Suit noted the next item is to appoint a Supervisor to fill vacant Seat #2.

On MOTION by Ms. Catusus seconded by Ms. Graham with all in favor appointing Ms. Crystal Jones to fill vacant Seat #2 was approved.

C. Oath of Office

- Ms. Suit, being a Notary Public, administered the Oath of Office to Ms. Jones.

FOURTH ORDER OF BUSINESS

Approval of the Minutes

○ **December 17, 2018 Meeting**

- Ms. Suit stated each Board member received a copy of the minutes of the December 17, 2018 and requested any corrections, additions or deletions.
- Ms. Catusus noted in the minutes there was mention of Christmas lights being colored. The Board agreed they should only be white lights.

On MOTION by Ms. Catusus seconded by Ms. Heintzelman with all in favor the minutes of the December 17, 2018 meeting were approved.

FIFTH ORDER OF BUSINESS

District Manager's Report

A. Financial Statements and Check Register

- There being no comments,

On MOTION by Ms. Catusus seconded by Ms. Jones with all in favor the financial statements for the period ending January 31, 2019 were accepted and the check register was approved.

B. Bank Analysis

- Ms. Suit reviewed the Bank Analysis provided by Inframark and noted they recently started working with Valley National Bank, who has a checking account that earns 2.56% interest.

Ms. Heintzelman MOVED to move the District's checking account from Wells Fargo to Valley National Bank and transfer \$200,000 from the money market account to a six-month CD with Bank United and Ms. Graham seconded the motion.

- Ms. Catasus asked is it possible to table this motion until after we have discussion on property items and what financial impact that might have on us.
- Mr. Warden noted it shows eleven different banks we can possibly use. Are there other banks not listed here?
- Ms. Suit noted these are the banks the management company works with.
- The prior motion was tabled.

SIXTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

- Mr. Clark noted at the December meeting, the Board directed him to write a letter to the Association terminating the landscape agreement. We terminated based on the 30-day termination clause. They responded to District Management.
- As a result, he sees there is a proposal in the agenda package for services directly with Pinnacle Landscaping instead of running through the Association. That was one of the objectives of the Board, to obtain control over it.
- Mr. Clark noted management forwarded copies of a draft petition to withdraw property from the boundary of the District that was presented to us.
- This is the petition he presumed they will present to the County Commission.
- Ms. Suit noted a Board member just noted it has already been submitted to the County Commission.
- The Board can give him direction to take action and authorize him to appear before the County Commission, to follow up with a response and participate in hearings that may be scheduled, he will do so. If the Board wants him to move forward on this, then he will inquire of the County and get the schedule. He needs the Board to tell him how to proceed.
- Ms. Catasus asked when our area and CDD was created, was the money for the infrastructure for that parcel of land included in the original bond amount and, if so, then that money is owed back to the CDD.
- She asked is there a pocket of money from us they want to tap into to do their infrastructure? If there was no pool of money set aside and the developer is going to have to spend \$40 million to develop the infrastructure, then they do not owe us anything. But, if that is part of our original monies and they are going to withdraw

that or ask for that from us or take it from the bond or the loan, then they need to pay that back to us.

- Mr. Clark noted that is the question he does not know the answer to because he has not spent any time with the bond documents. If any of the bond funds were used to develop infrastructure off-site, then that would be a reason we would want to oppose it. He needs the Board to direct him to look for that information.
- Ms. Catasus noted if money is coming from us to pay for it, then either they need to stay a part of the CDD and pay it back on the regular monthly or yearly basis as they were doing or they need to provide us with the lump sum payment, which we can apply to the debt service.
- Ms. Suit noted they are not paying the debt service at all.
- Ms. Catasus noted they are paying for Operations & Maintenance. There is really not any Operations & Maintenance cost to us for that parcel. When Mr. Koncar was here he said we did have an expense for that. What is our expense?
- Ms. Suit noted that was the question when we were doing the 5% reduction across the board, with the exception of the new area. There is no maintenance cost, there is operating cost as far as accounting and assessments.
- Mr. Warden noted if you go back to the original concern, part of being able to secure the bond which was issued; that parcel land was part of the total cost of the bond. What is the expense to us?
- Ms. Suit noted you have to look at bond documents and determine what assessment methodology is being used. It looks like it is based on product type.
- Ms. Suit is looking at the Fiscal Year 2019 budget and it shows \$22,398.57.
- Mr. Warden noted when they first proposed what they were going to do with the property, there was a bond issued for the improvement of that property, is there a way to see the original paperwork?
- Ms. Suit noted we will look into bond documents and because the hearing has already been scheduled, do you want Mr. Clark to attend the hearing on behalf of the District before the County Commission?
- The Board felt we need more information.

- Ms. Heintzelman noted we need Mr. Clark to research the bond and we may need a meeting sooner than the next scheduled one and tell us what our options are, how much it will cost the District and how it will impact us.
- Ms. Catasus asked can we have our map on the website updated? When the map was done the intent of the map was to show our existing homeowners what land was owned and maintained by whom.

On MOTION by Ms. Catasus seconded by Mr. Warden with all in favor authorizing District Counsel to research the bonds, discuss options with the developer in the form of payment to the District, attend Petition Hearing and draft an agreement relinquishing the vacant land rights to use of CDD property, was approved.

- Mr. Clark will talk to the County and to the County Attorney. He will ask the County to slow down the process and he will work on these issues.
- The next Board meeting is April 22, 2019, but if necessary, he will ask the Board to schedule a special meeting.

On VOICE vote with all in favor moving the District's checking account from Wells Fargo to Valley National Bank and transfer \$200,000 from the money market account to a six-month CD with Bank United, was approved.

B. Engineer

i. Sorrento Hills Pond Regarding Phase 1

- After a short discussion with Mr. Simmons on a proposal from All Terrain Tractor Service, the Board asked to table this item.

C. Field Management Report

i. Pinnacle Landscaping

- Ms. Suit noted Mr. Clark drafted a termination letter with the HOA. However, we are working with them because we have not yet received a Pinnacle agreement in its place yet, so we asked whether we can continue under the HOA agreement until the Board decides to execute this one. We are technically month by month with the HOA until this gets executed, if the Board agrees to this.

- Ms. Suit and Mr. Simmons spoke to the owner of Pinnacle.
- Ms. Catusus asked so we were released?
- Ms. Suit responded yes, we were.
- Ms. Catusus asked can we obtain two or more additional quotes?

On MOTION by Ms. Catusus seconded by Mr. Warden with all in favor continuing the month by month landscape agreement with the HOA and authorizing the Field Manager to get two or three additional landscape quotes, was approved.

- Mr. Simmons will obtain more quotes.

ii. Discussion and Consideration of 1st Amendment to Field Management Services Agreement

- The Field Management Services Agreement was discussed. The Scope of Services and Compensation will be brought to the April Board meeting for approval.
- Ms. Suit noted the April Board meeting is when the tentative budget is presented. At the July Board meeting we hold the budget public hearing. However, we can hold the public hearing at the June 24, 2019 meeting and cancel the July meeting.

On MOTION by Ms. Catusus seconded by Ms. Heintzelman with all in favor holding the final budget hearing at the June 24, 2019 Board meeting and cancelling the July 22, 2019 meeting, was approved.

iii. Field Management Report

- The Field Management Report was included in the agenda package.

iv. Consideration of Proposal for Irrigation Pump, Tank and Control Box Replacement

- The Board discussed the quote from Neese Irrigation & Pump Service for irrigation pump, tank and control box replacement at a cost of \$5,100.
- The Board wanted Mr. Simmons to obtain additional quotes.

On MOTION by Ms. Heintzelman seconded by Ms. Graham with all in favor going with Neese Irrigation & Pump Service in an amount not-to-exceed \$5,100 and also obtain additional quotes and go with the one with the best price; and approve checking on the reclaimed water, was approved.

v. Consideration of Proposal for Pine Trees Replacement

- The Board wanted to obtain other quotes other than Pinnacle.

vi. Consideration of Proposal for PVC Fence Pressure Washing

- Mr. Simmons discussed a proposal received from Enhanced Business Solutions for fence pressure washing. No decision was made.

SEVENTH ORDER OF BUSINESS

Other Business

There not being any report, the next item followed.

EIGHTH ORDER OF BUSINESS

Supervisor Requests and Audience Comments

There being no requests or comments, the next item followed.

NINTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Ms. Heintzelman seconded by Ms. Graham with all in favor the meeting was adjourned.
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Assistant Secretary

David Warden
Chairman

Fourth Order of Business

4A.



TEL. 407.306.0600 FAX. 407.306.0500 EMAIL: INFO@BLADERUNNERSORLANDO.COM

COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT

REQUEST FOR PROPOSAL LANDSCAPE/GROUNDS MAINTENANCE SERVICES

**BLADERUNNERS COMMERCIAL LANDSCAPING INC.
PROPOSED BID 4-09-2019**

COUNTRY GREENS CDD COMMUNITY DEVELOPMENT DISTRICT

EXHIBIT A -- Worksheet for Frequency and Unit Prices

TASK	Frequency	Unit Cost	Total
Turf Care - St. Augustine			
Mowing/ Blowing	42	\$200.00	\$8,400.00
Edging	42	\$50.00	\$2,100.00
Fertilization	4	\$300.00	\$1,200.00
Disease and Insect Control	2	\$150.00	\$300.00
Pest Control	4	\$150.00	\$600.00
Subtotal			\$12,600.00
Turf Care - Zoysia			
Mowing/ Blowing	42	\$400.00	\$16,800.00
Edging	42	\$100.00	\$4,200.00
Fertilization	4	\$300.00	\$1,200.00
Disease and Insect Control	2	\$150.00	\$300.00
Pest Control	4	\$150.00	\$600.00
Subtotal			\$23,100.00
Turf Care - Bahia			
Mowing/ Blowing	42	\$750.00	\$31,500.00
Edging	42	\$200.00	\$10,500.00
Fertilization	3	\$600.00	\$1,200.00
Disease and Insect Control	2	\$200.00	\$400.00
Pest Control	2	\$200.00	\$400.00
Subtotal			\$44,000.00
Shrub Care/Ground Cover Care			
Pruning	24	\$500.00	\$12,000.00
Weeding/ Edging	17	\$200.00	\$3,400.00
Fertilization	3	\$600.00	\$1,800.00
Pest/disease control	6	\$300.00	\$1,800.00
Mulching x 150 yards	1	\$6,000.00	\$6,000.00
Subtotal			\$25,000.00
Tree Care			
Pruning	2	\$3,000.00	\$6,000.00
Fertilization	3	\$400.00	\$1,200.00
Pest/ disease control	6	\$150.00	\$900.00
Mulching x 50 yards	1	\$2,000.00	\$2,000.00
Subtotal			\$10,100.00
Irrigation System Monitoring			
Clocks - 4	12	\$200.00	\$2,400.00
Valves/ Zones - 56	12	\$200.00	\$2,400.00
Subtotal			\$4,800.00
Annuals/ Seasonal Flowers			
Spring	1	\$1,800.00	\$1,800.00
Summer	1	\$1,800.00	\$1,800.00
Fall	1	\$1,800.00	\$1,800.00
Winter	1	\$1,800.00	\$1,800.00
Subtotal			\$7,200.00

BLADE RUNNERS

COMMERCIAL LANDSCAPING, INC.

TEL. 407.306.0600 FAX. 407.306.0500 EMAIL. INFO@BLADERUNNERSORLANDO.COM

Tax Collector Scott Randolph

Local Business Tax Receipt

Orange County, Florida

This local Business Tax Receipt is in addition to and not in lieu of any other tax required by law or municipal ordinance. Businesses are subject to regulation of zoning, health and other lawful authorities. This receipt is valid from October 1 through September 30 of receipt year. Delinquent penalty is added October 1.

	2018	EXPIRES	9/30/2019			3125-1057629
3125 LAWN CARE	\$30.00	2 EMPLOYEES	3501 SALE OF PLANTS/SOD E	\$30.00		2 EMPLOYEES
3106 LANDSCAPING	\$30.00	2 EMPLOYEES				

TOTAL TAX \$90.00
 REGULATED WASTE \$50.00
 PENALTIES \$35.00
 PREVIOUSLY PAID \$175.00
 TOTAL DUE \$0.00

199 N GOLDENROD RD #B
 U - ORLANDO, 32807

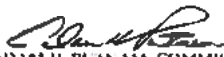
PAID: \$175.00 2504-04924262 3/27/2019

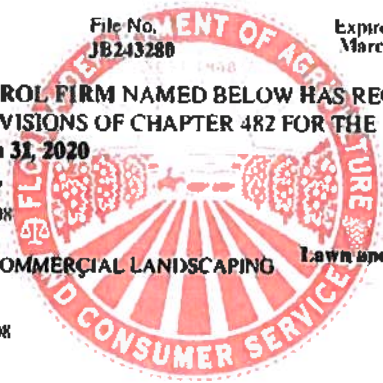


RAMIREZ JUAN P

BBLADE RUNNERS COMMERCIAL
 LANDSCAPING INC
 3851 CENTER LOOP
 ORLANDO FL 32808

This receipt is official when validated by the Tax Collector.

STATE OF FLORIDA Department of Agriculture and Consumer Services BUREAU OF LICENSING AND ENFORCEMENT		
Date March 6, 2019	File No. JB243280	Expires March 31, 2020
THE PEST CONTROL FIRM NAMED BELOW HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 482 FOR THE PERIOD EXPIRING: March 31, 2020 AT		
3851 CENTER LOOP ORLANDO, FL 32808		
BLADERUNNERS COMMERCIAL LANDSCAPING, INC. Lawn and Ornamental 3851 CENTER LOOP ORLANDO, FL 32808		
 ADAM H. PUTNAM COMMISSIONER		

















Country Greens Community Development District
Landscape/Grounds Maintenance

Scope of Services

January 2019

EXHIBIT B

Scope of Services

1. Project Scope
 - 1.1 General Overview
 - 1.2 CDD Development
2. General Contractor Requirements and Procedures
 - 2.1 Operation Procedures
 - 2.2 Key Personnel
 - 2.3 Personnel Dress Code
 - 2.4 Personnel Conduct
 - 2.5 Safety Program
 - 2.6 Facility Location
 - 2.7 Subcontractors
 - 2.8 Consultants
 - 2.9 Document Control and Data Maintenance
 - 2.10 Verification of Data
 - 2.11 Ownership of Data
 - 2.12 Quality Control
3. Coordination
 - 3.1 General Coordination
 - 3.2 Contractor's Project Manager
4. Scheduled Operations and Maintenance
 - 4.1 Turf Care
 - 4.2 Shrubs/Ground Cover Care/Annuals
 - 4.3 Tree Care
 - 4.4 Irrigation System
5. Unscheduled Maintenance and Repairs
 - 5.1 General
 - 5.2 Damaged Facilities
 - 5.3 Emergency Repairs
 - 5.4 Unscheduled Maintenance
6. Administration/Maintenance/Operations Program
 - 6.1 General
 - 6.2 Administration
 - 6.3 Operations
7. Response Time
 - 7.1 General

1. PROJECT SCOPE

The Contractor shall provide landscape, irrigation and general grounds maintenance for Country Greens Community Development District.

1.1 General Overview

The district is a local special purpose government which was established pursuant an ordinance enacted, ordered and approved by Lake County.

The CDD areas to be included in this landscape and ground maintenance Scope of Services are generally defined as all the public lands within Country Greens. These areas and elements include public parks, roadway shoulder areas (landscape, irrigation, and sidewalks), stormwater management ponds, roadway bridges, culverts and headwalls. These areas are highlighted in light & dark blue, on the attached map.

2. GENERAL CONTRACTOR REQUIREMENTS AND PROCEDURES

The Contractor shall meet the requirements and follow the procedures associated with all items in this Agreement. These general requirements and procedures are as follows:

2.1 Operation Procedures

The Contractor shall perform the basic services outlined within the Scope of Services between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday and unless specified otherwise or directed by the Owner. The Contractor may submit a request for additional operation time, in response to poor weather conditions, to be reviewed for approval by the Owner. The Owner will designate where Contractor's crew will take breaks, lunches, and use restroom facilities. Employee personnel vehicles will be parked only in areas designated by the Owner.

2.2 Key Personnel

2.2.1 All work shall be managed and/or directed by key personnel identified in the proposal. Any changes in the assigned key personnel shall be subject to approval by the Owner. Where applicable, the Contractor shall require certifications, training, etc. be secured and updated for all employees for the maintenance and technical services performed under this contract.

2.2.2 Contractor shall provide one (1) Project Manager who is knowledgeable of the Contractor's daily activities when performed at the site. This Project Manager shall serve as the point of contact between the Owner and Contractor. The Project Manager shall be responsible for coordinating all scheduled services with the Owner and for the timely scheduling of unscheduled maintenance services.

2.2.3 Contractor shall provide at least one (1) Field Supervisor to observe and monitor the daily activities including landscape, irrigation, and general grounds maintenance operations.

2.3 Personnel Dress Code

The Contractor shall ensure that employees working on the Project shall wear uniforms or professional attire at all times. Clothing that expresses or implies obscene language or graphics, degrading or demeaning connotations, or in the opinion of the Owner is unsightly for any reason, shall be strictly prohibited. Contractor personnel shall wear shirts at all times and shall wear footwear that conforms to safe work practices.

2.4 Personnel Conduct

The Contractor shall enforce strict discipline and good order among its employees on the Project site. The Contractor shall ensure that its employees that communicate and interact with the Country Greens community and any other customer/party associated with the Country Greens Project are knowledgeable of the Project and the Services the Contractor is performing.

2.5 Safety Program

The Contractor shall develop, implement, and maintain a safety program for its operations on the Project. That safety program shall include, at a minimum, a safety policy, safety rules and procedures, safety training, procedures for reinforcing and monitoring safety programs, procedures for accident investigations, providing and maintaining equipment safety features, and safety record keeping.

The Contractor shall comply with all State of Florida and federal and local regulations, rules and orders, as they pertain to occupational safety and health, the safe operation and security of the facilities.

The Contractor shall provide, at the Contractor's expense, all safety equipment and materials necessary for and related to the work performed by its employees. Such equipment will include, but is not limited to items necessary to protect its employees and the general public, if applicable.

2.6 Facility Location

The Owner shall not provide a facility on the Project Site for the Contractor as part of this scope of Services. The Contractor shall, upon receipt of written approval from the Owner, be allowed to temporarily store, if necessary, its materials and equipment on site at an Owner selected location. The Contractor shall be responsible for security of its stored materials and equipment, as well as any connections for utilities to the storage site.

2.7 Subcontractors

If the Contractor, as a part of the performance of its Services, elects to employ subcontractors, the following shall apply:

The contractor shall notify the owner of any subcontractors to be used on the property. The owner will have the right to reject any subcontractors.

- The Contractor shall be responsible for, and coordinate with, the services of any of its subcontractors.
- The Contractor shall require all of its Subcontractors, as a condition of employment, to agree to the applicable terms and conditions identified in the contract documents.

2.8 Consultants

If the Contractor, as a part of the performance of its Services, elects to employ consultants, the following shall apply:

- The Contractor shall be responsible for, and coordinate with, the services of any of its consultants.
- The Contractor shall require all consultants, as a condition of employment, to agree to the applicable terms and conditions identified in the contract documents.

2.9 Document Control and Data Maintenance

2.9.1 Document Control

The Contractor shall keep accurate records of documents received and, if applicable, issued by this Contractor. A document log shall be maintained during the work of this Contractor to provide records on the information available to or from this Contractor. The log shall outline document titles and dates, the originator, received dates, and to/from information. This log shall be updated monthly and submitted to the Owner when requested.

2.9.2 Data Maintenance

The Contractor shall, after review with the Owner, establish a systematic process for the insertion of revised sets and the integration of that data into the overall Project plan after verification for compatibility and consistency of the information received with existing information.

2.9.3 Highlight Report

The Contractor shall provide to the Field Manager a highlight report identifying monthly maintenance and unscheduled maintenance activities for the previous month. The highlight report shall be provided 15 days prior to each Board meeting and shall contain information helpful to the District and its staff as it relates to all landscape maintenance issues.

2.9.4 Data Dispersal

Should the Contractor distribute data to others, the Contractor shall document the distribution of data by completing a letter of transmittal. All distribution of data shall be accompanied by a letter of transmittal with a copy provided to the Owner identifying:

- Party to whom the data is being transferred
- Origination of the request for transfer
- Name of data being transferred
- Type(s) of data being transferred
- Date of transfer
- Purpose of transfer, or use of information
- Further action necessary

The Contractor shall propose a format for, and keep a log of, all data transfers for updates to the Owner.

2.10 Verification of Data

All data provided to the Contractor shall be examined for consistency with its records and work efforts. Any obvious inconsistency shall be reported to the Owner verbally and in writing, upon discovery.

2.11 Ownership of Data

It is to be understood that all data transmitted, and material/equipment purchased under this contract by the Contractor or provided to the Contractor, either by the Owner or third parties, are the sole properties of the Owner. The Contractor shall have temporary charge of the data while performing contracted services for the Project. All data shall be returned to the Owner at the conclusion of the Project, after which no copies of the data may be kept by the Contractor without the express written permission of the Owner.

The Owner shall retain the right to require that the Contractor transfer all Project data, material, or equipment to the Owner immediately upon fourteen days written notice, for any reason. The same procedures shall apply should it become necessary for the Contractor to voluntarily return all Project data to the Owner.

2.12 Quality Control

The Owner will have the right, at any stage of the operation, to reject any or all of the Contractor's Services and materials, which in the Owner's opinion does not meet the requirements of these specifications. Throughout the entire landscape, the Contractor shall maintain the installed number of shrubs, ground cover, and trees in addition to the installed amount of turf grasses. The Contractor shall replace or reimburse the Owner for the cost of replacement or repairs, at the Contractor's own expense, those turf areas, shrubs, ground cover, and trees that are damaged or lost due to insects, disease, fungus, and/or over watering or insufficient watering from the irrigation system as directed by the Owner. All replacements shall meet the current size, specification, and quality of surrounding related material. Any other CDD items damaged due to Contractor's negligence shall be repaired or replaced as directed by the Owner at the Contractor's own expense. All repairs and replacements shall also occur within two (2) weeks of notice from the Owner.

If requested by the Owner, the Contractor will make weekly walk-through reviews of the entire site related to visual observations and the Contractor's performance. The Contractor will

make repairs and adjustments, as directed by the Owner, during these site visits. A monthly Maintenance Report shall be generated by the Contractor and submitted to the Owner outlining potential problem areas and the Contractor's proposed corrective action, upcoming work approval request, coordination, scheduling, etc. The Contractor shall provide the Owner with a weekly updated maintenance log addressing all activities occurring in that week.

3. COORDINATION

The Contractor shall provide coordination with the Owner for all items associated with the requirements of this Agreement.

3.1 General Coordination

The Contractor shall meet with the Owner and its separate consultants as appropriate, on a monthly basis. Those meetings shall serve as a forum for the exchange of information, identification of pertinent and critical issues, determination of an action plan and schedule for resolving those issues, review of schedule and budget status, and discussion of other landscape, irrigation and maintenance related issues deemed appropriate by the Owner or the Contractor. The Contractor shall prepare the agenda for those meetings and submit it to the Owner two working days prior to the date of each meeting. The Contractor shall record and distribute minutes of each meeting to all attendees within five (5) business days, as well as other parties with a need-to-know. The Owner shall provide the meeting location.

In addition, Contractor shall provide a representative to attend the meetings of the Country Greens Board of Supervisors if requested to do so by the Owner. This representative shall be knowledgeable of this Project Scope and Scope of Services and shall be able to respond to any questions the Board may have as to the day to day activities at the Project site pursuant to this Agreement.

Coordination of the construction, operation, and general maintenance at Country Greens is considered one of the many critical activities of the Contractor. Further, coordination of those efforts with all parties involved, or those with a need-to-know is crucial to the success of the Project. While all parties involved with the Country Greens Project cannot be identified at this time, a partial list is provided as follows:

- CDD District Manager
- CDD District Engineer
- CDD District Representative
- CDD Aquatic Weed Control Maintenance Contractor
- Lake County and its various departments
- Florida Department of Transportation
- Adjacent property Owners, as directed by the Owner

3.2 Contractor's Project Manager

Contractor shall designate an onsite representative who will be responsible for overall supervision of the Contractor's work force on the Project and shall act as the single point of

contact between the Owner and the Contractor. This individual shall maintain at all times a means of being contacted by the Owner (cellular phone) and shall respond to such calls within twenty minutes of contact. This individual shall be responsible for maintaining the Contractor's schedule of activities and notifying the Owner of this schedule, for quality control of the Contractor's services, and for arranging and supervising unscheduled service requests by Owner.

4. SCHEDULED OPERATIONS AND MAINTENANCE

The Contractor shall meet all requirements associated with turf care, shrubs/ground cover care, tree care, irrigation system, as required in this Agreement. The Contractor shall make a complete site inspection of Country Greens, specifically the areas of CDD maintenance. The attached map includes maps identifying the general limits of CDD maintenance by area. All landscaping (entry features) within the CDD areas shall be maintained by this Contractor in accordance with the following requirements:

4.1 Turf Care

4.1.1 Mowing

- a. All lawns, located in developed areas, including Zoysia St. Augustine and Bahia, shall be mowed once per week from April through September, three (3) times per month in March and October and once every other week from November through February. Mowing shall be performed at a minimum frequency of 42 times a year.
- b. Turf areas shall be cut to a height of no more than three (3-4) inches nor less than two and one-half (2 ½) inches, to foster photosynthesis and healthy root development.
- c. Mower blades shall be kept sharp at all times to prevent tearing of grass blades.
- d. Mulching type-mowing equipment is preferred and no side discharges are permitted on walk-behind mowers.
- e. Visible clippings after mowing shall be removed to prevent thatch build up.
- f. Various mowing patterns shall be employed to prevent ruts in the turf caused by mowers.
- g. All clippings shall be kept out of ornamental beds, off all sidewalks, roadways, and waterways.

4.1.2 Edging

- a. Hard surface edging is to be defined as outlining and/or removing turf from along all sidewalks and curbs, and soft surface edging is to be defined as

outlining and/or removing turf from all trees rings and planting beds, etc. by the use of a mechanical edger.

- b. All hard surface edging shall be performed to maintain straight and sharp edges between curbs/sidewalks and turf areas. Edging shall be completed the same day and at the same frequency that an area is mowed.
- c. All soft surface edging shall be performed neatly to maintain the shape and configuration of all planting areas in a clean manner, free of imperfections, at the same frequency as detailing of plant beds (once every three weeks). All plant bed edges shall be maintained to the curves, as originally designed.
- d. The edging equipment shall be equipped with manufactures guard to deflect hazardous debris. String or lined trimmers shall not be used.
- e. All sidewalks, streets, and roadways shall be immediately swept, blown, or vacuumed to maintain a clean, well-groomed appearance. Clippings shall not be blown or swept into drainage basins or ponds.
- f. The proper safety precautions shall be taken when edging (i.e., safety vest, signage, warning light, etc.), along roadways as required by federal, state or local law, as deemed necessary by the Contractor and/or as directed by the Owner.

4.1.3 Trimming

All areas inaccessible to mowers, and/or otherwise unmowable due to trees, light poles, chain-link fences, signs, rocks, culverts, miscellaneous hardscape items etc., shall be trimmed at the same height, same day, in the same frequency as mowing. This includes grass runners around all ponds. Trimming shall be performed with the use of a string trimmer or other mechanical means. Chemical use shall be encouraged when working within 6" of any vinyl fence posts and for crack weeds on roadways and sidewalks. All other chemical use will not be permitted unless approved by Owner.

4.1.4 Weed and Disease Control

- a. Two (2) applications (full coverage) of weed and disease/fungus control shall be provided in the month of March and November of each year for all St. Augustine and Bahia areas. Any reapplications required, in the Owner's opinion, shall be provided at the Contractor's own expense. Weeding shall be performed to a level that is acceptable to the Owner. Additional requirements for weed control are defined in paragraph 4.2.2.
- b. Turf areas shall be continuously monitored for infestations of disease/fungus, and weeds and treated immediately for proper control. Contractor shall provide a monthly monitoring report of these activities to the Owner.

- c. All state and Federal regulations governing the use/application of chemicals shall be strictly adhered to. Contractor assumes all related liability for adhering to these regulations.
- d. Contractor shall provide MSDS sheets for all chemicals to the Owner prior to start of the contract. Contractor shall also provide MSDS sheets for any changes in chemical use to the Owner, prior to application, throughout the entire contract period.

4.1.5 Fertilization

All fertilizers shall be applied (full coverage) according to manufacturer's instructions. Fertilizers shall be applied when the turf is dry and not over an early morning dew. Fertilizers shall be watered following application on the same day. Apply lawn fertilizer with broadcast spreaders and overlap consistently for uniform coverage.

- a. A custom blended granular fertilizer shall be applied at least four (4) times per year (February, April, June, and October) for Zoysia, St. Augustine. Bahia shall be fertilized three (3) times per year upon request. Additional applications of micronutrients may be needed in July or August for St. Augustine turf. Analysis, scheduled applications, and application rates per 1000 s.f. shall be approved by the Owner and at a minimum include a full trace element package of iron, magnesium, zinc and calcium. Analysis may be different depending on the season of application, and should always meet the specific site conditions. The minimum application rate shall be 1 lb. of Nitrogen per 1000 s.f. per application. Any reapplications required, in the Owner's opinion, shall be provided at the Contractor's own expense.
- b. The Owner reserves the right to make reasonable adjustments to the specifications, timing, rate of application and elementary composition according to actual horticultural conditions at the time.
- c. A state inspection of analysis along with an actual certified fertilizer label, legible and otherwise suitable condition for filing, must be submitted for approval.
- d. To maintain uniform turf color, fertilization shall be completed within ten (10) working days for Phase 1 in its entirety.
- e. All fertilizers shall be kept out of canals and stormwater retention ponds and be removed immediately from all sidewalks and roadways.
- f. A report containing bag usage and tonnage per area shall be submitted immediately following fertilization.
- g. All state and federal regulations governing the use/application chemicals shall be strictly adhered to. Contractor assumes all related liability for adhering to or failing to adhere to these regulations.

- h. Contractor shall provide MSDS sheets for all chemicals to the Owner prior to start of contract. Contractor shall also provide MSDS sheets for any changes in chemical use to the Owner, prior to application, throughout the entire contract period.

4.1.6 Pest Control

- a. The Contractor shall provide four (4) applications (full coverage) of insect control per year in the months of March, May, July and September for Zoysia and St. Augustine, and two (2) applications of insect control per year in May and July for Bahia. Any reapplications required, in the Owner's opinion, shall be provided at the Contractor's own expense.
- b. Turf areas shall be continuously monitored for infestations of insects and treated immediately for proper control. Contractor shall provide a monthly monitoring report of these activities to the Owner.
- c. All state and federal regulations governing the use/application chemicals shall be strictly adhered to. Contractor assumes all related liability for adhering to or failing to adhere to these regulations.
- d. Contractor shall provide MSDS sheets for all chemicals to the Owner prior to start of Agreement. Contractor shall also provide MSDS sheets for any changes in chemical use to the Owner, prior to application, throughout the entire term of the Agreement.

4.1.7 pH Adjustment

It is anticipated that the soil pH level may require adjustment in various areas throughout the Project site. The Contractor shall perform, as directed by the Owner, soil tests for any and all areas where the landscape is not responding adequately to the landscape care program. Based on the pH test results, the Contractor shall provide a pH adjustment program, if required, to be approved by the Owner. These areas will be monitored and, as directed by the Owner, follow-up tests will be required. The soil tests and the pH adjustments shall be considered part of the base Scope of Services.

4.2 Shrubs/Ground Cover Care

4.2.1 Pruning

- a. Detailing of planted areas shall be performed in a sectional method, with the frequency of every two (2) weeks. Detailing includes trimming, pruning and shaping of all shrubbery, ornamentals and ground cover, removal of under story tree suckers, removal of unwanted vegetation. Contractor shall provide to the Owner a sectional detailing operation map for review and approval within 30 days after the Contractor's notice-to-proceed.

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- b. Shrubs shall be hand clipped to remove only the top excess growth. Hedge sheering shall not be performed until shrub rows are completely full and have obtained at least 3' full height. Pruning sides of shrubs shall be avoided to allow the mass to naturally fill.
- c. No pruning shall be performed on live wood that alters the shape and fullness with respect to the intended character of the plantings. Any shrub damage from equipment, other negligent activities, or improper pruning shall be replaced by the Contractor at no additional cost to the Owner.
- d. Shrubs shall be pruned according to Owner's specific instructions.
- e. Summer flowering shrubs shall be pruned yearly during late winter/early spring (late February - April).
- f. Spring flowering shrubs shall be pruned yearly after blooming.
- g. Broad leaf evergreen shrubs shall be hand-pruned yearly to maintain their natural appearance after the new growth has hardened off.
- h. Conifers shall be pruned yearly after the foliage of the new growth has changed color.
- i. Ground covers shall be edged and pruned to contain them within the planting beds.
- j. The main stem of shrubs or vine-like plants planted near fences shall be secured to the fence with plastic tie material to allow new growth to be guided as directed by the Owner.
- k. All clippings shall be removed from all sidewalks, roadways, and waterways, and disposed off-site.
- l. A schedule for pruning shall be submitted within 30 calendar days of the notice-to-proceed with the Services for Owner's approval.
- m. Selective pruning, balling and shaping shall be performed as needed to expose landscape lights and remove all dead wood.

4.2.2 Annuals

Contractor shall be responsible for pricing installation of four (4) annual rotations. All annuals shall be 4" container-grown Grad "A" plants with multiple blooms at the time of installation. All prices should be including soil amendments, mulch, labor, taxes, etc. association with installation. All plants should be in bloom at time of planting. Specific colors and varieties shall be mutually agreed upon prior to installation. Contractor is responsible for the spacing of seasonal plants as shown below:

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- a) Distance away from curbs, turf lines, etc. annuals 10"
- b) On center (o.c.) spacing, annuals 10"
- c) November and December, place order early

4.2.3 Weeding

- a. The Contractor shall be required to maintain all mulched areas free of weeds, to a level that is acceptable to the Owner, by hand pulling or chemical means, as environmental, horticultural, and weather conditions permit. An appropriate combination of "pre" and "post" emergent is strongly recommended. Weeding shall be performed in conjunction with the detailing of planted areas at a minimum frequency of once every three weeks. Any reapplications required, in the Owner's opinion, shall be provided at the Contractor's own expense. Weeds around impervious surfaces shall be sprayed as soon as observed. All weeds collected shall be removed and disposed off-site.
- b. All state and federal regulations governing the use/application chemicals shall be strictly adhered to. Contractor assumes all related liability for adhering to or failing to adhere to these regulations.
- c. Contractor shall provide MSDS sheets for all chemicals to the Owner prior to start of the contract. Contractor shall also provide MSDS sheets for any changes in chemical use to the Owner, prior to application, throughout the entire contract period.
- d. Spray of weeds in street cracks, between curb and asphalt at all roads and any CDD sidewalks within the maintenance area.

4.2.4 Fertilization

- a. A custom blend fertilizer shall be applied at least three (3) times per year (February, May, and October). Analysis shall include a trace element of iron, magnesium, zinc, and calcium. Analysis and program should be structured to meet the specific site conditions. Reapplications, if required in the Owner's opinion, shall be provided at the Contractor's own expense.
- b. Fertilizers shall be applied at a rate of 12 pounds of nitrogen per 1,000 SF of bed area.
- c. Fertilizers shall have the following:
 - 1. Forty- percent nitrogen derived from ammonium sulfate; 60% from controlled release.
 - 2. A ratio of nitrogen to potassium at 1 to 1.
 - 3. Two percent iron - minimum.
 - 4. Two percent magnesium - minimum.
 - 5. One percent magnesia - minimum.
 - 6. Three percent phosphorous - minimum.

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7. Include elements of calcium, boron, copper, zinc, and phosphor.
- d. Alternative fertilizer analysis may be approved by the Owner, if the Contractor substantiates reasons for healthier plant growth.
- e. Granular fertilizer shall be applied by hand or hand operated broadcast spreader insuring uniform coverage. Fertilization shall be completed within ten (10) working days.
- f. A state inspection of analysis along with an actual label in legible and otherwise suitable condition for filing shall be submitted for approval.
- g. All fertilizer shall be kept out of canals and lakes and be removed immediately from all sidewalks, pedestrian areas and roadways.
- h. A report containing name of product applied, mix ratio, rate of application, amount of product applied, and location of application shall be submitted immediately following fertilization.
- i. All state and federal regulations governing the use/application chemicals shall be strictly adhered to. Contractor assumes all related liability for adhering to or failing to adhere to these regulations.
- j. Contractor shall provide MSDS sheets for all chemicals to the Owner prior to start of the contract. Contractor shall also provide MSDS sheets for any changes in chemical use to the Owner, prior to application, throughout the entire contract period.

4.2.5 Pest and Disease Control

- a. The Owner shall be notified one week prior to any chemical application. All over spray shall be prevented and contact with any pedestrians, their property or pets shall be strictly avoided.
- b. All landscape areas shall be continuously monitored for infestations of insects and disease/fungus, and treated immediately for proper control. Contractor shall provide a monthly monitoring report of these activities to the Owner.
- c. Six (6) applications (full coverage) of insect and disease control shall be required per year in the months of February, April, June, August, October, and December. Any reapplications required, in the Owner's opinion, shall be provided at the Contractor's own expense.
- d. Use manufacturers' instructions for proper applications. Operating personnel shall be knowledgeable for monitoring and identification and licensed for application. All chemicals shall be used in strict accordance with federal, state, and county directives on environmental control and carry an EPA approval number.

- e. All state and federal regulations governing the use/application chemicals shall be strictly adhered to. Contractor assumes all related liability for adhering to or failing to adhere to these regulations.
- f. Contractor shall provide MSDS sheets for all chemicals to the Owner prior to start of the Agreement. Contractor shall also provide MSDS sheets for any changes in chemical use to the Owner, prior to application, throughout the entire term of the Agreement.

4.2.6 Mulching

Premium grade pine bark mulch shall be installed once a year in November at a depth of 1½" to 2". Mulch in excess of 2" shall be removed from the planting areas.

4.2.7 pH Adjustment

A soil analysis and pH adjustment shall be provided for shrubs/ground covers as per section 4.1.7.

4.2.8 Annuals

December through March

A combination of pink petunias, dusty miller and holiday poinsettias. Replace Poinsettias with Dwarf (Sonnet, Snapshot or similar) snapdragons after the holidays or when the poinsettias decline

April through June

Plant a combination of purple Angelonia, red Salvia and Dwarf Zinnias(of the Profusion or Zahara series)

July through November

Beds of a blend of Pentas colors or single colors or a combination of Pentas, Dwarf Zinnias(of the Profusion or Zahara series), Farinacea Salvia, and Torenia

November and December

Red and white petunias

** Alternatives could include Begonias, Sunpatiens, Marigolds, Wheat Celosia, Joseph's coat or Geraniums

4.3 **Tree Care**

Tree care shall pertain to all trees located in CDD common areas and rights-of-way.

4.3.1 Pruning

- a. Street tree pruning shall occur on all of the trees 2 times per year on a rotating schedule. The trees shall be thinned and lifted in order for the trees

to mature structurally to avoid traffic notching and a top heavy appearance. Larger live branches may have to be removed. Any trees that are being damaged by vehicular traffic due to low hanging branches must be pruned immediately.

Any tree damaged from equipment, other negligent activities or improper pruning shall be replaced by the Contractor at no additional cost to the Owner.

- b. All street trees shall be pruned over roadways on an as needed basis to a minimum height of 14' to allow for emergency vehicle access and minimum height of 8' over sidewalks for pedestrian access and 5' away from any structure, building or residences trees shall be pruned away from street lights to allow for proper roadway lighting. Lifting of trees shall be kept consistent for proper tree character.
- c. Remove all sucker growth from base of trees on a regular basis. Remove any limbs, which in the Owner's opinion, poses a threat to public safety. Provide specific pruning practices, unless otherwise directed by the Owner, for the following items:
 - Oaks - Generally prune trees to maintain the desired uniform appearance by thinning or tipping. No topping shall be performed on oak trees. Branches are encouraged to hang over walks with adequate pedestrian and bicycle clearance.
 - Crape Myrtle - Crape Myrtles shall be trimmed on the sides.
 - Wax Myrtle - Wax Myrtles shall be tipped mildly in January, cleaned at the base to 2' clear trunk and dead wood removed.
 - Holly - Burford Hollies shall be kept full headed, and pruned only to bring clear trunk level to 2' above ground cover level. All holly trees shall be hand-clipped (not hedged) for naturally formed appearance. Severe shearing into "pyramids or lollipops" shall be avoided.
 - Ligustrum - Hand clipped for natural form. Severe shearing into "globes" shall be avoided, unless directed by the Owner.
 - Magnolias - Prune only sucker growth and to maintain an attractive, clear trunk appearance.
 - All Palms - Condition and appearance of booted trunks shall be monitored monthly and clean-up/boot removal shall be provided as directed by the Owner. Once the fronds have drooped to a 8:00 to 4:00 angle, the Contractor shall remove the fronds to a maximum 9:00 to 3:00 angle. Fronds shall be removed a minimum two (2) times per year.
- d. Trees located in buffer areas shall be pruned once (1) per year. These trees shall be pruned to promote dense canopy for screening and to provide a neat appearance. The Owner shall provide specific instructions for pruning trees in buffer areas.

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- e. Other ornamental trees shall be pruned yearly during late winter/early spring (late February - April).
- f. All other trees shall be pruned yearly to enhance their natural character as directed by the Owner.
- g. Trees shall be canopied in a manner that will prevent interference with pedestrian walkways, as well as assist in the general appearance of the property. This service will be performed as necessary during the detail three-week rotation to maintain uniformity and property clearances.
- h. Selective pruning and shaping shall be performed as needed to expose landscape lights. Street lights and regulatory signage.

4.3.2 Fertilizer

Trees shall be fertilized as per the requirements of 4.2.3. Any alternative fertilizer analysis recommended specifically for individual trees may be approved if the Contractor substantiates reasons for healthier plant growth.

4.3.3 Pest Control

Preventative insect/disease control treatments shall be provided for individual trees, as per the requirements of 4.2.4.

4.3.4 Mulch

All individual isolated trees shall have their tree ring re-mulched as per requirements of 4.2.5.

4.3.5 pH Adjustment

Soil testing and pH adjustment shall be provided as per the requirements of 4.1.7.

4.4 Irrigation System

4.4.1 General Requirements

- a. The Contractor shall be responsible for continual, full operation of all system parts. Any plant damage resulting from non-operation of system, over-watering, or insufficient watering due to maintenance neglect shall be the Contractor's responsibility, as per Section 2.12. Contractor shall replace damaged materials or reimburse the Owner for the cost of replacement or repairs as directed by the Owner.
- b. The Contractor shall be responsible for repairs to the system caused by the Contractor or by the Contractor's neglect for the term of this Agreement.

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- c. Automatic irrigation system will be updated monthly to provide watering frequency sufficient to replace soil moisture below the root zone.
- d. Any modifications to the irrigation system shall be submitted in writing for approval. Approval will be in writing to the Contractor. If the original request is not satisfactory to the Owner, an alternate plan may be requested. A detailed sketch for record documents will also be supplied to the Owner, prior to work commencing.

4.4.2 Monitoring/Adjustments

- a. The Contractor shall inspect the entire operation of the system no less than once per month. A written report shall be furnished to the Owner at the completion of each inspection. During this inspection, the Contractor shall perform the following:
 - Activate each zone of the existing system.
 - Ensure the operation and coverage is sufficient for proper healthy landscape growing conditions.
 - Fix any broken pipes, valves or irrigation heads the same day of inspection.
- b. Spray patterns for all irrigation heads shall be adjusted, if required, when detected by the Contractor or as directed by the Owner.
- c. Any adjustments to the spray nozzles spray patterns, controllers, etc. required to provide optimum growth of the landscape shall be provided on an as needed basis as part of the base Scope of Services.
- d. Notify the Owner if there are any major repairs, such as mainline or controller to be fixed.

4.4.3 Valve/Valve Boxes

- a. Provide any miscellaneous cleaning of valves for proper functioning on an as needed basis.
- c. Ensure that all valve boxes remain flush and level with grade. The valve boxes shall be kept free of any overgrowth of plant material or sod. The interior of each box shall be kept clean.
- d. All repairs shall be done in a timely manner.
- e. The CDD will pay for materials, no labor except as indicated on 4.4.2 d

4.5 Litter Removal

4.5.1 Landscape Areas

Any litter found in planting beds or in turf areas shall be collected and disposed of off-site prior to each mowing cycle.

4.6.2 Road Right-of-Way, Ponds.

Contractor shall monitor all road rights-of-way, storm water ponds, and parks areas once weekly to collect any litter and dispose litter off-site.

5. **UNSCHEDULED MAINTENANCE AND REPAIRS**

The Contractor shall be equipped and organized to provide any unscheduled maintenance and repairs required in this Agreement. The following addresses the general procedures for unscheduled maintenance and repairs, response to damaged facilities and emergencies, and unscheduled maintenance activities.

5.1 **General**

The Contractor shall be responsible for all repairs within all limits of work, within the Country Greens Community unless otherwise directed by the Owner. Repairs that result from the Contractor's failure to properly perform the Services under this Scope of Services shall not be considered an Additional Service and therefore shall not warrant additional compensation to the Contractor. Repairs that, in the Contractor and Owner's opinion are not as a result of Contractor negligence shall be deemed an Additional Service and shall, at the Owner's

election, be made by the Contractor upon receipt of a Work Authorization from the Owner. When the Contractor determines that a repair is necessary, the Contractor shall submit to the Owner a Work Authorization form together with the Contractor's estimate of the cost to perform the repair. Whenever possible, this Work Authorization and cost estimate should be sent to the Owner seven (7) calendar days in advance of the Contractor performing the Services. The Owner shall return one executed copy of the Work Authorization form and shall indicate the method of compensation. In the event the Services are to be provided on a unit price or time and material basis, within seven (7) calendar days upon completion of the Services, the Contractor shall submit to the Owner, an itemized listing of the Contractor's costs to perform the Services including all unit quantity items or labor, equipment, materials, and Subcontractor's accordingly. The itemized listing shall be presented in a format acceptable to the Owner and if requested by the Owner shall include copies of invoices from others providing work or materials on the repair.

5.2 **Damaged Facilities**

5.2.1 Should the Contractor become aware of damage to the facilities within the area maintained by the Contractor, the Contractor shall notify the Owner as soon as possible. If the Owner elects to have the Contractor perform the repair, the Owner shall issue a Work Authorization to the Contractor to proceed with the repair.

5.2.2 **Irrigation Repairs**

- a. All breaks shall be repaired immediately. Lines shall be flushed thoroughly before installing new heads.
- b. All replacement parts shall be the same manufacture as the initial irrigation installation. Execution of all repairs/installation shall be as per original construction details/specifications.
- c. Aboveground irrigation components damaged by the Contractor while performing landscape maintenance activities shall be repaired and replaced by the Contractor within 24 hours at no charge to the Owner.
- d. Any damage on property due to wash outs created by irrigation breaks that went undetected for a period of time due to negligence of the Contractor shall be repaired by the Contractor at no charge to the Owner.
- e. Irrigation components damaged by accident caused by someone other than the Contractor, by wear and tear, or by vandalism shall be reported to the Owner immediately. Execution and payment for these repairs is explained in Section 5.1.

5.3 Emergency Repairs

- 5.3.1 If the repair to a damaged facility is deemed an emergency and immediate repair is judged necessary by either the Contractor, District Manager, District Engineer, or Owner, upon receipt of authorization by the Owner, the Contractor shall proceed with providing all material, labor, and equipment on a time and material basis necessary to make the repair and restore the facilities. If the repair is required due to Contractor's negligence, the Owner shall back charge the Contractor for the repair.
- 5.3.2 The Contractor shall provide any emergency repairs to the irrigation system immediately once detected by the Contractor, or within three hours of notification from the Owner. If the emergency repairs are due to Contractor negligence, the Contractor shall provide these repairs at its own expense. If these repairs are beyond the Contractor's control within the Scope of Services, the Contractor shall provide the repairs and submit an invoice on a time and material basis.
- 5.3.3 Emergency repairs, as agreed by the Owner, are the only repairs that will not require a Work Authorization from the Owner.

The Owner shall use the contractor's labors to revise the irrigation or hardscape at times. The Owner will compensate the Contractor by trading irrigation reviews, as accepted by both parties.

5.4 Unscheduled Maintenance

The Contractor shall provide occasional unscheduled maintenance that is in Addition to the base Scope of Services. The Contractor shall receive a Work Authorization from the Owner and shall respond and complete the request within two weeks or a mutually agreeable time

with the Owner. The Contractor's cost estimate to provide the work shall be approved by the Owner prior to commencement. The Contractor shall be available and willing to provide the following unscheduled maintenance services:

- Raise the height of irrigation heads.
- Provide landscape and irrigation materials, replacements, or repairs due to vandalism or acts of God.
- Provide mowing of undeveloped areas.
- Provide selective weeding and pruning for existing wooded areas.

6. **RESPONSE TIME**

The Contractor shall provide services and repairs within the amount of time indicated in this Agreement. The following is general response time information and requirements for the Emergency Response Program to be developed, implemented, and maintained by the Contractor.

7 **General**

The Contractor shall, on a timely and efficient basis, respond to any and all requests, and perform all repairs, inspections, and observations, etc. stipulated in the Project Manual. The Contractor shall provide supervisory, operating and maintenance personnel as required who shall be available on call 24 hours per day, 7 days per week to respond to and correct any problems with any of the elements covered by this agreement.

Response time, unless otherwise directed by the Owner, required by the Contractor for various maintenance activities is as follows:

- Standard maintenance activity adjustments - varies; as directed by Owner
- Irrigation adjustments - 24 hours
- Standard repairs - 2 days
- Emergency repairs - same day
- Unscheduled maintenance request - as needed, as soon as four hours
- Plant material replacement - two weeks

Should the Contractor fail to respond to a request for any services addressed in this Project Scope within the required allotted time, the Owner shall, at the Contractor's sole expense, provide the requested services.

7.1 **Emergency Response Program**

The Contractor shall develop, implement, and maintain an emergency response program (ERP) for emergency work that must proceed immediately to avoid property damage or result in a public health or safety hazard. The ERP shall address emergency situations including, but not limited to, the following items:

- Irrigation line breaks
- Equipment failures

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- Chemical spills
- Additionally, the ERP shall address the following:
- Responsible parties to be notified
- Personnel, equipment, and emergency repair contractors on call and who will respond to each type of emergency
- Procedures for notifying the Owner, District Manager, the Country Greens community, and other utility companies affected by the listed emergency
- The Contractor shall prepare, maintain, and distribute an ERP manual detailing the procedures and responsibilities for the situations listed above and any other situation deemed appropriate by the Owner.

4B

PINNACLE LANDSCAPING, INC.

908 W. Maud Street
Tavares, FL 32778



Response to RFP

Country Greens Community Development District.

Date	Proposal Submitted By:	Services Performed For:
February 8, 2019	<p>Pinnacle Landscaping, Inc.</p> <p>ANTHONY MANIS (352) 223-3145 anthony@pinnacle-landscaping.com</p> <p>MARGARET PARUCKER (407) 668-2821 maggie@pinnacle-landscaping.com</p> <p>THOMAS FEY (561) 379-9540 thomas@pinnacle-landscaping.com</p>	<p>Country Greens Community Development District. 313 Campus Street Celebration, FL 34747</p> <p>Property Manager: Russ Simmons Inframark Water & Infrastructure Services</p>

We appreciate the opportunity to submit a proposal to perform the landscape maintenance services for Country Greens Community Development District. We are excited about the opportunity and hope that you find our proposal acceptable.

Pinnacle Landscaping provides a full suite of landscaping services for both residential and commercial properties. We take great pride in the results that we have achieved at the communities we maintain by providing the highest level of quality service.

Pinnacle Landscaping was founded in 2009 by Thomas Fey, a developer and frequent board member of homeowner associations, as a way to control the quality of services being provided to the associations and management companies connected to his development projects. Unhappy with the hit or miss service quality from vendors, Tom embarked on creating a company that could maintain properties at the highest level and keep that fresh built feel intact. The result was Pinnacle Landscaping, a company formed from the perspective of an owner/board member and coupled with quality personnel that understand that success in the service industry is driven by attention to detail.

Pinnacle has since expanded to provide its services to communities and facilities throughout the central Florida market while maintaining its commitment to provide quality services at the high standards expected by board members and owners. Our success is due, in large part, to our people. We employ experienced individuals that understand that the key to quality landscaping maintenance is dedication to process and commitment to quality control. Our workforce takes these concepts to heart and consistently strives to improve and rehabilitate the condition of the landscaping instead of just maintaining the status quo.

Please visit our website at www.pinnacle-landscaping.com. We look forward to the opportunity to work with you!

Our Management Team

THOMAS FEY, President. Tom is a twenty-five year veteran of the real estate market and a seasoned developer of commercial and residential properties in Florida. He founded EMF Capital in 2003, which develops, manages and invests in master planned communities, residential projects and commercial endeavors throughout Florida. EMF Capital has a unique development approach which keeps our company actively managing a project or homeowner association during the sell-out phase and beyond. Tom's active participation in the day to day operations of homeowner associations and commercial management has afforded him a detailed understanding of the best practices for a vendor service model. Prior to founding EMF Capital, Tom spent ten years at Ernst and Young, LLP as a consultant serving homebuilders, developers and other real estate clients in the areas strategic planning, operations, and corporate structuring.

As a developer and frequent board member, Tom brings an uncommon perspective to Pinnacle Landscaping's service model and has been instrumental in developing the company's mission, culture, and values. His experience and involvement with commercial and residential development, homeowner association administration and management consulting have allowed him to bring innovative ideas and management approaches to Pinnacle Landscaping. Tom's current responsibilities include strategic planning, financial management, and client relations.

ANTHONY MANIS, Vice President and Director of Operations. Anthony brings more than fifteen years of experience in the landscape industry to his position as Pinnacle Landscaping's Vice President and Director of Operations. An expert in turf and plant health care, as well as a skilled production manager, he is highly regarded among clients for his proactive approach to maintaining landscape and delivering excellent client service. While managing Pinnacle's portfolio of over \$1.5 million in property maintenance and enhancement work annually, his hands-on approach ensures that each property receives the personalized attention it deserves.

After working for a local area company specializing in landscape installation for homebuilders, Anthony brought his talents to Pinnacle in 2011, intrigued by the Pinnacle Landscaping vision of quality first and its commitment to client satisfaction. His steadfast dedication to providing quality service and innate ability to instill the drive for quality in others was a perfect match for the company. Anthony immediately embraced the Pinnacle Landscaping vision incorporating it into all aspects of the Pinnacle service model. He continually challenges the company's processes and people to improve efficiency and quality as a means to enhance the client experience. Although Pinnacle Landscaping has transformed over the last eight years from a small private client company to a regional enterprise with a diverse client base, Anthony has never allowed the company to stray from its core vision of always putting the client service first.

MARGARET PARUCKER, Controller. Maggie leads the accounting team and plays a key role in the development, operation, and control of accounting operations including accounts payable, accounts receivable, payroll and financial reporting. Maggie has been with the organization for five years and has over fifteen years of experience in general ledger accounting, financial reporting, and association bookkeeping. Prior to her arrival at Pinnacle Landscaping, Maggie worked for a large homeowner association management company in the Orlando Area.

BECKY MANIS, Office Administrator and Human Resources. Becky is a great addition to our team. Her expertise and attention to detail ensure that Pinnacle Landscaping provides greater client service and quicker response time for all inquiries. In addition to her administration position, Becky coordinates the company's staffing and recruiting efforts. In this capacity, she also works closely with managers to provide them with the tools and assistance they need to train and develop their employees.

No	Task	Frequency	Monthly	Per Application	Annual
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Maintained Turf Area Care

1	Mowing/ Blowing	40	5,340.00		64,080.00
2	Edging	40	Included in #1		Included in #1
3	Mow Specied sections of Drainge Areas	9		225.00	2,025.00
4	Mow Tract C and Tract W/Z	1		950.00	950.00
	Zoysia Areas (Entrances):				
5	Fertilization	4		875.00	3,500.00
6	Disease and Insect Control	2		Included in #5	Included in #5
7	Pest control	4		Included in #5	Included in #5

Shrub /Ground Cover/ Tree Care

8	Pruning		3,560.00		42,720.00
9	Weeding/Edging		Included in #8		Included in #8
10	Fertilization	3		1,000.00	3,000.00
11	Pest/disease control	3		Included in #10	Included in #10
12	Mulching *	1		3,750.00	3,750.00
13	Tree Lifting **	2	100.00		1,200.00
14	Tree Pruning and Shaping	***			***

Irrigation System Monitoring

15	Clocks - 4	12	300.00		3,600.00
16	Valves/Zones - 56	12	Included in #15		

17	Annuals/Seasonal Flowers	4		1,400.00	5,600.00
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Drainage Areas and Ponds

	Drainage Grate & Culvert Maintenance	5		110.00	550.00
	CDD Ponds Maintenance	5		600.00	3,000.00

Totals
\$ 9,300.00
\$ 133,975.00

* CDD only charged for cost of product with no labor charge (approx. 132 cu yds)

** Trees shall be lifted to height of 8 feet above walkways and 14 feet above roadways.

*** Pinnacle shall provide a separate quote for pruning and shaping of large trees upon request.

4C.

Landscape Maintenance Services Proposal

prepared for

Country Greens Community Development District

April 2019





407.814.2400 tel
407.396.2023 fax

2315 Griffen Rd. Unit #10
Leesburg, FL 34748

www.yellowstonelandscape.com

April 3, 2019

Ariel Medina
Inframark
313 Campus Street
Celebration, FL 34747
Ph. 407-566-4122

Re: Landscape Maintenance Services Proposal for Country Greens CDD

Dear Mr. Medina,

Thank you for considering a partnership with Yellowstone Landscape as your landscape maintenance service provider. Our proposal has been created to address the specific needs and expectations you have expressed for **Country Greens CDD**. We call this your Plan for Success™ because our integrated service plan has been designed to give you a landscape that you can be proud of.

Your Plan for Success™ includes the following sections:

- **Summary of Observations:** Documents the current condition of your landscape, identifying issues we've observed and areas where we see opportunities for improvement.
- **Startup Plan:** Actions we will take in the first 30, 60 and 90 days of service to improve both your specific areas of concern and your landscape's overall appearance.
- **Scope of Work:** Exhibit B and map provided to us in RFP
- **Experience:** Information about our company's qualifications, capabilities and values.
- **Licenses and Certifications:** All current licenses and certifications held by our local staff.
- **Pricing Breakdown:** Pricing for maintenance services on provided pricing sheets

If you have any questions after reviewing our proposal, please contact me at any time. I would welcome the opportunity to provide you any further details about our firm's commitment to delivering a landscape that you will be proud of.

Sincerely,

Pete Wittman
Business Development Manager
pwittman@yellowstonelandscape.com
407.319.8298



Summary of Observations



Summary of Observations

Ariel and Board,

I want to thank you for taking the time to go through this and thank you again for the opportunity. We understand your needs and we want to address some concerns in the photos listed below.

The following is a summary of our initial observations about the current condition of your landscape. In these pages, we've identified and documented the issues that we've observed in your landscape and noted some of the immediate opportunities for improvement and actions steps that we would undertake, should we be awarded the opportunity to become your property's landscape maintenance partner.



Project 4/9/19, 5:01 PM

Sorrento Springs

Tuesday, April 9, 2019

Prepared For Inframark

14 Items Identified And Discussed

17:03 4/9/19



Dead Plant Material
Remove dead plant material
when visible.

Notify client of removal and
provide proposal for
replacements to keep
landscape beds full.



Weed Control In Shrub Beds

It appears that there is an ongoing issue with weeds emerging from the shrubs. A selective herbicide should be applied to minimize the amount of weed growth.



Proper Plant Material

Newly installed plant material will grow rapidly. A different plant variety should have been suggested for the area.

Florida anise is an evergreen shrub growing 10 to 12 feet tall and 6 to 8 feet wide.



Pruning For Clearamce
Routine maintenance program should include identifying and clearing plant material away from light fixtures.



Turf Management Program
A few areas contain weed growth. The areas are small and can be easily treated for a more uniform appearance of the turf.



Turf Management Program
A few areas contain weed growth. The areas are small and can be easily treated for a more uniform appearance of the turf.



Dead Plant Removal
This Shrub should be removed to allow for a cleaner appearance to the landscape. A proposal for replacement should be provided.



Curb-line Cleanup

Scrape of curb-line needs to occur at resident entrance to the community



Leaf Removal

Leaf buildup should be removed from the base of Shrubs to prevent decline in Shrub health. The leaf buildup is in excess of 9" in this area.



Enhancement Ideas

The zoysia in this area should be replaced with asiatic jasmine or suitable plant variety for the location.



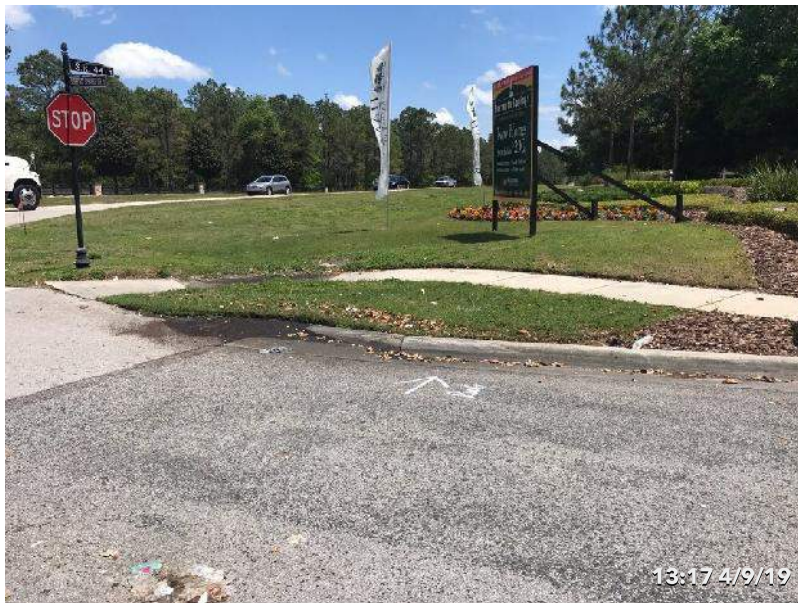
Turf Management Program

A few areas contain weed growth. The areas are small and can be easily treated for a more uniform appearance of the turf.



Irrigation Management

The rotor in this area has been run over by vehicles. It is not providing adequate coverage to the turf.



Trash Removal And Site Policing

Routine trash removal should be completed along the roadside. Trash should be removed prior to mowing operations.

Michael H. Wilding
Yellowstone Landscape



Start-up Plan



Startup Plan

This checklist is provided as an outline of the initial tasks that our Landscape Maintenance teams will perform as we begin serving the property. We've divided the tasks over the first 30, 60, and 90 days of service in order to provide you with a tool to monitor and measure our team's performance as we begin our partnership as your landscape maintenance service partner.

First 30 Days

- Meet with Property Manager to review 30 – 60 – 90 Day Plan
- Discuss with Management our “Approach to Services” and “Service Map”
- Complete an irrigation audit of the entire system
- Present irrigation deficiencies with plan for corrections
- Begin maintenance – mowing, blowing, edging, and detail work with concentration on weed control in beds and concrete areas, leaf removal, debris pick up, and any walkway clearance along pathways for pedestrian clearance, etc.
- Begin to clean up the focal areas (Property entrances)
- Perform cutbacks of all frost damaged plant material, if still needed
- Spot treat weeds in turf areas to be reclaimed
- Discuss options for turf areas beyond reclamation
- Continue weed control in planting beds and hardscapes
- Apply fertilizer to struggling shrubs on the property
- Begin insect and disease program on all plant material
- Discuss a plan for replacement plant material
- Perform first turf fertilizer application
- Walk Property with Property Manager to identify other areas of concern
- Identify areas for improvement with Account Manager



Startup Plan

Days 31-60

- Walk property with Property Manager to evaluate improvements
- Evaluate our “Approach to Services” and make any necessary adjustments
- Continue irrigation maintenance and inspections
- Continue routine maintenance – mowing, blowing, edging, and detail work
- Continue bed clean up in all planting beds
- Retreat turf weeds
- Continue RoundUp applications throughout property
- Monitor and treat insect and disease problems in plant material throughout property
- Discuss options to improve “curb appeal” in high profile areas

Days 61-90

- Walk property with Property Manager to evaluate improvements
- Assess results from actions taken in 30 day and 60 day plans.
- Continue irrigation maintenance/inspections
- Continue turf weed applications as needed
- Continue RoundUp applications throughout property
- Monitor and treat insect and disease problems in plant material throughout property
- Continue routine maintenance – mowing, blowing, edging, and detail work



Scope of Work

January 2019

EXHIBIT B

Scope of Services

1. Project Scope
 - 1.1 General Overview
 - 1.2 CDD Development
2. General Contractor Requirements and Procedures
 - 2.1 Operation Procedures
 - 2.2 Key Personnel
 - 2.3 Personnel Dress Code
 - 2.4 Personnel Conduct
 - 2.5 Safety Program
 - 2.6 Facility Location
 - 2.7 Subcontractors
 - 2.8 Consultants
 - 2.9 Document Control and Data Maintenance
 - 2.10 Verification of Data
 - 2.11 Ownership of Data
 - 2.12 Quality Control
3. Coordination
 - 3.1 General Coordination
 - 3.2 Contractor's Project Manager
4. Scheduled Operations and Maintenance
 - 4.1 Turf Care
 - 4.2 Shrubs/Ground Cover Care/Annuals
 - 4.3 Tree Care
 - 4.4 Irrigation System
5. Unscheduled Maintenance and Repairs
 - 5.1 General
 - 5.2 Damaged Facilities
 - 5.3 Emergency Repairs
 - 5.4 Unscheduled Maintenance
6. Administration/Maintenance/Operations Program
 - 6.1 General
 - 6.2 Administration
 - 6.3 Operations
7. Response Time
 - 7.1 General

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1. PROJECT SCOPE

The Contractor shall provide landscape, irrigation and general grounds maintenance for Country Greens Community Development District.

1.1 General Overview

The district is a local special purpose government which was established pursuant an ordinance enacted, ordered and approved by Lake County.

The CDD areas to be included in this landscape and ground maintenance Scope of Services are generally defined as all the public lands within Country Greens. These areas and elements include public parks, roadway shoulder areas (landscape, irrigation, and sidewalks), stormwater management ponds, roadway bridges, culverts and headwalls. These areas are highlighted in light & dark blue, on the attached map.

2. GENERAL CONTRACTOR REQUIREMENTS AND PROCEDURES

The Contractor shall meet the requirements and follow the procedures associated with all items in this Agreement. These general requirements and procedures are as follows:

2.1 Operation Procedures

The Contractor shall perform the basic services outlined within the Scope of Services between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday and unless specified otherwise or directed by the Owner. The Contractor may submit a request for additional operation time, in response to poor weather conditions, to be reviewed for approval by the Owner. The Owner will designate where Contractor's crew will take breaks, lunches, and use restroom facilities. Employee personnel vehicles will be parked only in areas designated by the Owner.

2.2 Key Personnel

2.2.1 All work shall be managed and/or directed by key personnel identified in the proposal. Any changes in the assigned key personnel shall be subject to approval by the Owner. Where applicable, the Contractor shall require certifications, training, etc. be secured and updated for all employees for the maintenance and technical services performed under this contract.

2.2.2 Contractor shall provide one (1) Project Manager who is knowledgeable of the Contractor's daily activities when performed at the site. This Project Manager shall serve as the point of contact between the Owner and Contractor. The Project Manager shall be responsible for coordinating all scheduled services with the Owner and for the timely scheduling of unscheduled maintenance services.

2.2.3 Contractor shall provide at least one (1) Field Supervisor to observe and monitor the daily activities including landscape, irrigation, and general grounds maintenance operations.

2.3 Personnel Dress Code

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The Contractor shall ensure that employees working on the Project shall wear uniforms or professional attire at all times. Clothing that expresses or implies obscene language or graphics, degrading or demeaning connotations, or in the opinion of the Owner is unsightly for any reason, shall be strictly prohibited. Contractor personnel shall wear shirts at all times and shall wear footwear that conforms to safe work practices.

2.4 Personnel Conduct

The Contractor shall enforce strict discipline and good order among its employees on the Project site. The Contractor shall ensure that its employees that communicate and interact with the Country Greens community and any other customer/party associated with the Country Greens Project are knowledgeable of the Project and the Services the Contractor is performing.

2.5 Safety Program

The Contractor shall develop, implement, and maintain a safety program for its operations on the Project. That safety program shall include, at a minimum, a safety policy, safety rules and procedures, safety training, procedures for reinforcing and monitoring safety programs, procedures for accident investigations, providing and maintaining equipment safety features, and safety record keeping.

The Contractor shall comply with all State of Florida and federal and local regulations, rules and orders, as they pertain to occupational safety and health, the safe operation and security of the facilities.

The Contractor shall provide, at the Contractor's expense, all safety equipment and materials necessary for and related to the work performed by its employees. Such equipment will include, but is not limited to items necessary to protect its employees and the general public, if applicable.

2.6 Facility Location

The Owner shall not provide a facility on the Project Site for the Contractor as part of this scope of Services. The Contractor shall, upon receipt of written approval from the Owner, be allowed to temporarily store, if necessary, its materials and equipment on site at an Owner selected location. The Contractor shall be responsible for security of its stored materials and equipment, as well as any connections for utilities to the storage site.

2.7 Subcontractors

If the Contractor, as a part of the performance of its Services, elects to employ subcontractors, the following shall apply:

The contractor shall notify the owner of any subcontractors to be used on the property. The owner will have the right to reject any subcontractors.

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- The Contractor shall be responsible for, and coordinate with, the services of any of its subcontractors.
- The Contractor shall require all of its Subcontractors, as a condition of employment, to agree to the applicable terms and conditions identified in the contract documents.

2.8 Consultants

If the Contractor, as a part of the performance of its Services, elects to employ consultants, the following shall apply:

- The Contractor shall be responsible for, and coordinate with, the services of any of its consultants.
- The Contractor shall require all consultants, as a condition of employment, to agree to the applicable terms and conditions identified in the contract documents.

2.9 Document Control and Data Maintenance

2.9.1 Document Control

The Contractor shall keep accurate records of documents received and, if applicable, issued by this Contractor. A document log shall be maintained during the work of this Contractor to provide records on the information available to or from this Contractor. The log shall outline document titles and dates, the originator, received dates, and to/from information. This log shall be updated monthly and submitted to the Owner when requested.

2.9.2 Data Maintenance

The Contractor shall, after review with the Owner, establish a systematic process for the insertion of revised sets and the integration of that data into the overall Project plan after verification for compatibility and consistency of the information received with existing information.

2.9.3 Highlight Report

The Contractor shall provide to the Field Manager a highlight report identifying monthly maintenance and unscheduled maintenance activities for the previous month. The highlight report shall be provided 15 days prior to each Board meeting and shall contain information helpful to the District and its staff as it relates to all landscape maintenance issues.

2.9.4 Data Dispersal

Should the Contractor distribute data to others, the Contractor shall document the distribution of data by completing a letter of transmittal. All distribution of data shall be accompanied by a letter of transmittal with a copy provided to the Owner identifying:

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- Party to whom the data is being transferred
- Origination of the request for transfer
- Name of data being transferred
- Type(s) of data being transferred
- Date of transfer
- Purpose of transfer, or use of information
- Further action necessary

The Contractor shall propose a format for, and keep a log of, all data transfers for updates to the Owner.

2.10 Verification of Data

All data provided to the Contractor shall be examined for consistency with its records and work efforts. Any obvious inconsistency shall be reported to the Owner verbally and in writing, upon discovery.

2.11 Ownership of Data

It is to be understood that all data transmitted, and material/equipment purchased under this contract by the Contractor or provided to the Contractor, either by the Owner or third parties, are the sole properties of the Owner. The Contractor shall have temporary charge of the data while performing contracted services for the Project. All data shall be returned to the Owner at the conclusion of the Project, after which no copies of the data may be kept by the Contractor without the express written permission of the Owner.

The Owner shall retain the right to require that the Contractor transfer all Project data, material, or equipment to the Owner immediately upon fourteen days written notice, for any reason. The same procedures shall apply should it become necessary for the Contractor to voluntarily return all Project data to the Owner.

2.12 Quality Control

The Owner will have the right, at any stage of the operation, to reject any or all of the Contractor's Services and materials, which in the Owner's opinion does not meet the requirements of these specifications. Throughout the entire landscape, the Contractor shall maintain the installed number of shrubs, ground cover, and trees in addition to the installed amount of turf grasses. The Contractor shall replace or reimburse the Owner for the cost of replacement or repairs, at the Contractor's own expense, those turf areas, shrubs, ground cover, and trees that are damaged or lost due to insects, disease, fungus, and/or over watering or insufficient watering from the irrigation system as directed by the Owner. All replacements shall meet the current size, specification, and quality of surrounding related material. Any other CDD items damaged due to Contractor's negligence shall be repaired or replaced as directed by the Owner at the Contractor's own expense. All repairs and replacements shall also occur within two (2) weeks of notice from the Owner.

If requested by the Owner, the Contractor will make weekly walk-through reviews of the entire site related to visual observations and the Contractor's performance. The Contractor will

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make repairs and adjustments, as directed by the Owner, during these site visits. A monthly Maintenance Report shall be generated by the Contractor and submitted to the Owner outlining potential problem areas and the Contractor's proposed corrective action, upcoming work approval request, coordination, scheduling, etc. The Contractor shall provide the Owner with a weekly updated maintenance log addressing all activities occurring in that week.

3. COORDINATION

The Contractor shall provide coordination with the Owner for all items associated with the requirements of this Agreement.

3.1 General Coordination

The Contractor shall meet with the Owner and its separate consultants as appropriate, on a monthly basis. Those meetings shall serve as a forum for the exchange of information, identification of pertinent and critical issues, determination of an action plan and schedule for resolving those issues, review of schedule and budget status, and discussion of other landscape, irrigation and maintenance related issues deemed appropriate by the Owner or the Contractor. The Contractor shall prepare the agenda for those meetings and submit it to the Owner two working days prior to the date of each meeting. The Contractor shall record and distribute minutes of each meeting to all attendees within five (5) business days, as well as other parties with a need-to-know.' The Owner shall provide the meeting location.

In addition, Contractor shall provide a representative to attend the meetings of the Country Greens Board of Supervisors if requested to do so by the Owner. This representative shall be knowledgeable of this Project Scope and Scope of Services and shall be able to respond to any questions the Board may have as to the day to day activities at the Project site pursuant to this Agreement.

Coordination of the construction, operation, and general maintenance at Country Greens is considered one of the many critical activities of the Contractor. Further, coordination of those efforts with all parties involved, or those with a need-to-know is crucial to the success of the Project. While all parties involved with the Country Greens Project cannot be identified at this time, a partial list is provided as follows:

- CDD District Manager
- CDD District Engineer
- CDD District Representative
- CDD Aquatic Weed Control Maintenance Contractor
- Lake County and its various departments
- Florida Department of Transportation
- Adjacent property Owners, as directed by the Owner

3.2 Contractor's Project Manager

Contractor shall designate an onsite representative who will be responsible for overall supervision of the Contractor's work force on the Project and shall act as the single point of

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contact between the Owner and the Contractor. This individual shall maintain at all times a means of being contacted by the Owner (cellular phone) and shall respond to such calls within twenty minutes of contact. This individual shall be responsible for maintaining the Contractor's schedule of activities and notifying the Owner of this schedule, for quality control of the Contractor's services, and for arranging and supervising unscheduled service requests by Owner.

4. SCHEDULED OPERATIONS AND MAINTENANCE

The Contractor shall meet all requirements associated with turf care, shrubs/ground cover care, tree care, irrigation system, as required in this Agreement. The Contractor shall make a complete site inspection of Country Greens, specifically the areas of CDD maintenance. The attached map includes maps identifying the general limits of CDD maintenance by area. All landscaping (entry features) within the CDD areas shall be maintained by this Contractor in accordance with the following requirements:

4.1 Turf Care

4.1.1 Mowing

- a. All lawns, located in developed areas, including Zoysia St. Augustine and Bahia, shall be mowed once per week from April through September, three (3) times per month in March and October and once every other week from November through February. Mowing shall be performed at a minimum frequency of 42 times a year.
- b. Turf areas shall be cut to a height of no more than three (3-4) inches nor less than two and one-half (2 ½) inches, to foster photosynthesis and healthy root development.
- c. Mower blades shall be kept sharp at all times to prevent tearing of grass blades.
- d. Mulching type-mowing equipment is preferred and no side discharges are permitted on walk-behind mowers.
- e. Visible clippings after mowing shall be removed to prevent thatch build up.
- f. Various mowing patterns shall be employed to prevent ruts in the turf caused by mowers.
- g. All clippings shall be kept out of ornamental beds, off all sidewalks, roadways, and waterways.

4.1.2 Edging

- a. Hard surface edging is to be defined as outlining and/or removing turf from along all sidewalks and curbs, and soft surface edging is to be defined as

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outlining and/or removing turf from all trees rings and planting beds, etc. by the use of a mechanical edger.

- b. All hard surface edging shall be performed to maintain straight and sharp edges between curbs/sidewalks and turf areas. Edging shall be completed the same day and at the same frequency that an area is mowed.
- c. All soft surface edging shall be performed neatly to maintain the shape and configuration of all planting areas in a clean manner, free of imperfections, at the same frequency as detailing of plant beds (once every three weeks). All plant bed edges shall be maintained to the curves, as originally designed.
- d. The edging equipment shall be equipped with manufactures guard to deflect hazardous debris. String or lined trimmers shall not be used.
- e. All sidewalks, streets, and roadways shall be immediately swept, blown, or vacuumed to maintain a clean, well-groomed appearance, Clippings shall not be blown or swept into drainage basins or ponds.
- f. The proper safety precautions shall be taken when edging (i.e., safety vest, signage, warning light, etc.), along roadways as required by federal, state or local law, as deemed necessary by the Contractor and/or as directed by the Owner.

4.1.3 Trimming

All areas inaccessible to mowers, and/or otherwise unmowable due to trees, light poles, chain-link fences, signs, rocks, culverts, miscellaneous hardscape items etc., shall be trimmed at the same height, same day, in the same frequency as mowing. This includes grass runners around all ponds. Trimming shall be performed with the use of a string trimmer or other mechanical means. Chemical use shall be encouraged when working within 6" of any vinyl fence posts and for crack weeds on roadways and sidewalks. All other chemical use will not be permitted unless approved by Owner.

4.1.4 Weed and Disease Control

- a. Two (2) applications (full coverage) of weed and disease/fungus control shall be provided in the month of March and November of each year for all St. Augustine and Bahia areas. Any reapplications required, in the Owner's opinion, shall be provided at the Contractor's own expense. Weeding shall be preformed to a level that is acceptable to the Owner. Additional requirements for weed control are defined in paragraph 4.2.2.
- b. Turf areas shall be continuously monitored for infestations of disease/fungus, and weeds and treated immediately for proper control. Contractor shall provide a monthly monitoring report of these activities to the Owner.

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- c. All state and Federal regulations governing the use/application of chemicals shall be strictly adhered to. Contractor assumes all related liability for adhering to these regulations.
- d. Contractor shall provide MSDS sheets for all chemicals to the Owner prior to start of the contract. Contractor shall also provide MSDS sheets for any changes in chemical use to the Owner, prior to application, throughout the entire contract period.

4.1.5 Fertilization

All fertilizers shall be applied (full coverage) according to manufacturer's instructions. Fertilizers shall be applied when the turf is dry and not over an early morning dew. Fertilizers shall be watered following application on the same day. Apply lawn fertilizer with broadcast spreaders and overlap consistently for uniform coverage.

- a. A custom blended granular fertilizer shall be applied at least four (4) times per year (February, April, June, and October) for Zoysia, St. Augustine. Bahia shall be fertilized three (3) times per year upon request. Additional applications of micronutrients may be needed in July or August for St. Augustine turf. Analysis, scheduled applications, and application rates per 1000 s.f. shall be approved by the Owner and at a minimum include a full trace element package of iron, magnesium, zinc and calcium. Analysis may be different depending on the season of application, and should always meet the specific site conditions. The minimum application rate shall be 1 lb. of Nitrogen per 1000 s.f. per application. Any reapplications required, in the Owner's opinion, shall be provided at the Contractor's own expense.
- b. The Owner reserves the right to make reasonable adjustments to the specifications, timing, rate of application and elementary composition according to actual horticultural conditions at the time.
- c. A state inspection of analysis along with an actual certified fertilizer label, legible and otherwise suitable condition for filing, must be submitted for approval.
- d. To maintain uniform turf color, fertilization shall be completed within ten (10) working days for Phase 1 in its entirety.
- e. All fertilizers shall be kept out of canals and stormwater retention ponds and be removed immediately from all sidewalks and roadways.
- f. A report containing bag usage and tonnage per area shall be submitted immediately following fertilization.
- g. All state and federal regulations governing the use/application chemicals shall be strictly adhered to. Contractor assumes all related liability for adhering to or failing to adhere to these regulations.

January 2019

- h. Contractor shall provide MSDS sheets for all chemicals to the Owner prior to start of contract. Contractor shall also provide MSDS sheets for any changes in chemical use to the Owner, prior to application, throughout the entire contract period.

4.1.6 Pest Control

- a. The Contractor shall provide four (4) applications (full coverage) of insect control per year in the months of March, May, July and September for Zoysia and St. Augustine, and two (2) applications of insect control per year in May and July for Bahia. Any reapplications required, in the Owner's opinion, shall be provided at the Contractor's own expense.
- b. Turf areas shall be continuously monitored for infestations of insects and treated immediately for proper control. Contractor shall provide a monthly monitoring report of these activities to the Owner.
- c. All state and federal regulations governing the use/application chemicals shall be strictly adhered to. Contractor assumes all related liability for adhering to or failing to adhere to these regulations.
- d. Contractor shall provide MSDS sheets for all chemicals to the Owner prior to start of Agreement. Contractor shall also provide MSDS sheets for any changes in chemical use to the Owner, prior to application, throughout the entire term of the Agreement.

4.1.7 pH Adjustment

It is anticipated that the soil pH level may require adjustment in various areas throughout the Project site. The Contractor shall perform, as directed by the Owner, soil tests for any and all areas where the landscape is not responding adequately to the landscape care program. Based on the pH test results, the Contractor shall provide a pH adjustment program, if required, to be approved by the Owner. These areas will be monitored and, as directed by the Owner, follow-up tests will be required. The soil tests and the pH adjustments shall be considered part of the base Scope of Services.

4.2 Shrubs/Ground Cover Care

4.2.1 Pruning

- a. Detailing of planted areas shall be performed in a sectional method, with the frequency of every two (2) weeks. Detailing includes trimming, pruning and shaping of all shrubbery, ornamentals and ground cover, removal of under story tree suckers, removal of unwanted vegetation. Contractor shall provide to the Owner a sectional detailing operation map for review and approval within 30 days after the Contractor's notice-to-proceed.

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- b. Shrubs shall be hand clipped to remove only the top excess growth. Hedge sheering shall not be performed until shrub rows are completely full and have obtained at least 3' full height. Pruning sides of shrubs shall be avoided to allow the mass to naturally fill.
- c. No pruning shall be performed on live wood that alters the shape and fullness with respect to the intended character of the plantings. Any shrub damage from equipment, other negligent activities, or improper pruning shall be replaced by the Contractor at no additional cost to the Owner.
- d. Shrubs shall be pruned according to Owner's specific instructions.
- e. Summer flowering shrubs shall be pruned yearly during late winter/early spring (late February - April).
- f. Spring flowering shrubs shall be pruned yearly after blooming.
- g. Broad leaf evergreen shrubs shall be hand-pruned yearly to maintain their natural appearance after the new growth has hardened off.
- h. Conifers shall be pruned yearly after the foliage of the new growth has changed color.
- i. Ground covers shall be edged and pruned to contain them within the planting beds.
- j. The main stem of shrubs or vine-like plants planted near fences shall be secured to the fence with plastic tie material to allow new growth to be guided as directed by the Owner.
- k. All clippings shall be removed from all sidewalks, roadways, and waterways, and disposed off-site.
- l. A schedule for pruning shall be submitted within 30 calendar days of the notice-to-proceed with the Services for Owner's approval.
- m. Selective pruning, balling and shaping shall be performed as needed to expose landscape lights and remove all dead wood.

4.2.2 Annuals

Contractor shall be responsible for pricing installation of four (4) annual rotations. All annuals shall be 4" container-grown Grad "A: plants with multiple blooms at the time of installation. All prices should be including soil amendments, mulch, labor, taxes, etc. association with installation. All plants should be in bloom at time of planting. Specific colors and varieties shall be mutually agreed upon prior to installation. Contractor is responsible for the spacing of seasonal plants as shown below:

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- a) Distance away from curbs, turf lines, etc. annuals 10"
- b) On center (o.c.) spacing, annuals 10"
- c) November and December, place order early

4.2.3 Weeding

- a. The Contractor shall be required to maintain all mulched areas free of weeds, to a level that is acceptable to the Owner, by hand pulling or chemical means, as environmental, horticultural, and weather conditions permit. An appropriate combination of "pre" and "post" emergent is strongly recommended. Weeding shall be performed in conjunction with the detailing of planted areas at a minimum frequency of once every three weeks. Any reapplications required, in the Owner's opinion, shall be provided at the Contractor's own expense. Weeds around impervious surfaces shall be sprayed as soon as observed. All weeds collected shall be removed and disposed off-site.
- b. All state and federal regulations governing the use/application chemicals shall be strictly adhered to. Contractor assumes all related liability for adhering to or failing to adhere to these regulations.
- c. Contractor shall provide MSDS sheets for all chemicals to the Owner prior to start of the contract. Contractor shall also provide MSDS sheets for any changes in chemical use to the Owner, prior to application, throughout the entire contract period.
- d. Spray of weeds in street cracks, between curb and asphalt at all roads and any CDD sidewalks within the maintenance area.

4.2.4 Fertilization

- a. A custom blend fertilizer shall be applied at least three (3) times per year (February, May, and October). Analysis shall include a trace element of iron, magnesium, zinc, and calcium. Analysis and program should be structured to meet the specific site conditions. Reapplications, if required in the Owner's opinion, shall be provided at the Contractor's own expense.
- b. Fertilizers shall be applied at a rate of 12 pounds of nitrogen per 1,000 SF of bed area.
- c. Fertilizers shall have the following:
 - 1. Forty- percent nitrogen derived from ammonium sulfate; 60% from controlled release.
 - 2. A ratio of nitrogen to potassium at 1 to 1.
 - 3. Two percent iron - minimum.
 - 4. Two percent magnesium - minimum.
 - 5. One percent magnesia - minimum.
 - 6. Three percent phosphorous - minimum.

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7. Include elements of calcium, boron, copper, zinc, and phosphor.
- d. Alternative fertilizer analysis may be approved by the Owner, if the Contractor substantiates reasons for healthier plant growth.
- e. Granular fertilizer shall be applied by hand or hand operated broadcast spreader insuring uniform coverage. Fertilization shall be completed within ten (10) working days.
- f. A state inspection of analysis along with an actual label in legible and otherwise suitable condition for filing shall be submitted for approval.
- g. All fertilizer shall be kept out of canals and lakes and be removed immediately from all sidewalks, pedestrian areas and roadways.
- h. A report containing name of product applied, mix ratio, rate of application, amount of product applied, and location of application shall be submitted immediately following fertilization.
- i. All state and federal regulations governing the use/application chemicals shall be strictly adhered to. Contractor assumes all related liability for adhering to or failing to adhere to these regulations.
- j. Contractor shall provide MSDS sheets for all chemicals to the Owner prior to start of the contract. Contractor shall also provide MSDS sheets for any changes in chemical use to the Owner, prior to application, throughout the entire contract period.

4.2.5 Pest and Disease Control

- a. The Owner shall be notified one week prior to any chemical application. All over spray shall be prevented and contact with any pedestrians, their property or pets shall be strictly avoided.
- b. All landscape areas shall be continuously monitored for infestations of insects and disease/fungus, and treated immediately for proper control. Contractor shall provide a monthly monitoring report of these activities to the Owner.
- c. Six (6) applications (full coverage) of insect and disease control shall be required per year in the months of February, April, June, August, October, and December. Any reapplications required, in the Owner's opinion, shall be provided at the Contractor's own expense.
- d. Use manufacturers' instructions for proper applications. Operating personnel shall be knowledgeable for monitoring and identification and licensed for application. All chemicals shall be used in strict accordance with federal, state, and county directives on environmental control and carry an EPA approval number.

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- e. All state and federal regulations governing the use/application chemicals shall be strictly adhered to. Contractor assumes all related liability for adhering to or failing to adhere to these regulations.
- f. Contractor shall provide MSDS sheets for all chemicals to the Owner prior to start of the Agreement. Contractor shall also provide MSDS sheets for any changes in chemical use to the Owner, prior to application, throughout the entire term of the Agreement.

4.2.6 Mulching

Premium grade pine bark mulch shall be installed once a year in November at a depth of 1½” to 2”. Mulch in excess of 2” shall be removed from the planting areas.

4.2.7 pH Adjustment

A soil analysis and pH adjustment shall be provided for shrubs/ground covers as per section 4.1.7.

4.2.8 Annuals

December through March

A combination of pink petunias, dusty miller and holiday poinsettias. Replace Poinsettias with Dwarf (Sonnet, Snapshot or similar) snapdragons after the holidays or when the poinsettias decline

April through June

Plant a combination of purple Angelonia, red Salvia and Dwarf Zinnias(of the Profusion or Zahara series)

July through November

Beds of a blend of Pentas colors or single colors or a combination of Pentas, Dwarf Zinnias(of the Profusion or Zahara series), Farinacea Salvia, and Torenia

November and December

Red and white petunias

** Alternatives could include Begonias, Sunpatiens, Marigolds, Wheat Celosia, Joseph's coat or Geraniums

4.3 Tree Care

Tree care shall pertain to all trees located in CDD common areas and rights-of-way.

4.3.1 Pruning

- a. Street tree pruning shall occur on all of the trees 2 times per year on a rotating schedule. The trees shall be thinned and lifted in order for the trees

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to mature structurally to avoid traffic notching and a top heavy appearance. Larger live branches may have to be removed. Any trees that are being damaged by vehicular traffic due to low hanging branches must be pruned immediately.

Any tree damaged from equipment, other negligent activities or improper pruning shall be replaced by the Contractor at no additional cost to the Owner.

- b. All street trees shall be pruned over roadways on an as needed basis to a minimum height of 14' to allow for emergency vehicle access and minimum height of 8' over sidewalks for pedestrian access and 5' away from any structure, building or residences trees shall be pruned away from street lights to allow for proper roadway lighting. Lifting of trees shall be kept consistent for proper tree character.
- c. Remove all sucker growth from base of trees on a regular basis. Remove any limbs, which in the Owner's opinion, poses a threat to public safety. Provide specific pruning practices, unless otherwise directed by the Owner, for the following items:
 - Oaks - Generally prune trees to maintain the desired uniform appearance by thinning or tipping. No topping shall be performed on oak trees. Branches are encouraged to hang over walks with adequate pedestrian and bicycle clearance.
 - Crape Myrtle - Crape Myrtles shall be trimmed on the sides.
 - Wax Myrtle - Wax Myrtles shall be tipped mildly in January, cleaned at the base to 2' clear trunk and dead wood removed.
 - Holly - Burford Hollies shall be kept full headed, and pruned only to bring clear trunk level to 2' above ground cover level. All holly trees shall be hand-clipped (not hedged) for naturally formed appearance. Severe shearing into "pyramids or lollipops" shall be avoided.
 - Ligustrum - Hand clipped for natural form. Severe shearing into "globes" shall be avoided, unless directed by the Owner.
 - Magnolias - Prune only sucker growth and to maintain an attractive, clear trunk appearance.
 - All Palms - Condition and appearance of booted trunks shall be monitored monthly and clean-up/boot removal shall be provided as directed by the Owner. Once the fronds have drooped to a 8:00 to 4:00 angle, the Contractor shall remove the fronds to a maximum 9:00 to 3:00 angle. Fronds shall be removed a minimum two (2) times per year.
- d. Trees located in buffer areas shall be pruned once (1) per year. These trees shall be pruned to promote dense canopy for screening and to provide a neat appearance. The Owner shall provide specific instructions for pruning trees in buffer areas.

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- e. Other ornamental trees shall be pruned yearly during late winter/early spring (late February - April).
- f. All other trees shall be pruned yearly to enhance their natural character as directed by the Owner.
- g. Trees shall be canopied in a manner that will prevent interference with pedestrian walkways, as well as assist in the general appearance of the property. This service will be performed as necessary during the detail three-week rotation to maintain uniformity and property clearances.
- h. Selective pruning and shaping shall be performed as needed to expose landscape lights. Street lights and regulatory signage.

4.3.2 Fertilizer

Trees shall be fertilized as per the requirements of 4.2.3. Any alternative fertilizer analysis recommended specifically for individual trees may be approved if the Contractor substantiates reasons for healthier plant growth.

4.3.3 Pest Control

Preventative insect/disease control treatments shall be provided for individual trees, as per the requirements of 4.2.4.

4.3.4 Mulch

All individual isolated trees shall have their tree ring re-mulched as per requirements of 4.2.5.

4.3.5 pH Adjustment

Soil testing and pH adjustment shall be provided as per the requirements of 4.1.7.

4.4 **Irrigation System**

4.4.1 General Requirements

- a. The Contractor shall be responsible for continual, full operation of all system parts. Any plant damage resulting from non-operation of system, over-watering, or insufficient watering due to maintenance neglect shall be the Contractor's responsibility, as per Section 2.12. Contractor shall replace damaged materials or reimburse the Owner for the cost of replacement or repairs as directed by the Owner.
- b. The Contractor shall be responsible for repairs to the system caused by the Contractor or by the Contractor's neglect for the term of this Agreement.

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- c. Automatic irrigation system will be updated monthly to provide watering frequency sufficient to replace soil moisture below the root zone.
- d. Any modifications to the irrigation system shall be submitted in writing for approval. Approval will be in writing to the Contractor. If the original request is not satisfactory to the Owner, an alternate plan may be requested. A detailed sketch for record documents will also be supplied to the Owner, prior to work commencing.

4.4.2 Monitoring/Adjustments

- a. The Contractor shall inspect the entire operation of the system no less than once per month. A written report shall be furnished to the Owner at the completion of each inspection. During this inspection, the Contractor shall perform the following:
 - Activate each zone of the existing system.
 - Ensure the operation and coverage is sufficient for proper healthy landscape growing conditions.
 - Fix any broken pipes, valves or irrigation heads the same day of inspection.
- b. Spray patterns for all irrigation heads shall be adjusted, if required, when detected by the Contractor or as directed by the Owner.
- c. Any adjustments to the spray nozzles spray patterns, controllers, etc. required to provide optimum growth of the landscape shall be provided on an as needed basis as part of the base Scope of Services.
- d. Notify the Owner if there are any major repairs, such as mainline or controller to be fixed.

4.4.3 Valve/Valve Boxes

- a. Provide any miscellaneous cleaning of valves for proper functioning on an as needed basis.
- c. Ensure that all valve boxes remain flush and level with grade. The valve boxes shall be kept free of any overgrowth of plant material or sod. The interior of each box shall be kept clean.
- d. All repairs shall be done in a timely manner.
- e. The CDD will pay for materials, no labor except as indicated on 4.4.2 d

4.5 **Litter Removal**

4.5.1 Landscape Areas

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Any litter found in planting beds or in turf areas shall be collected and disposed of off-site prior to each mowing cycle.

4.6.2 Road Right-of-Way, Ponds.

Contractor shall monitor all road rights-of-way, storm water ponds, and parks areas once weekly to collect any litter and dispose litter off-site.

5. **UNSCHEDULED MAINTENANCE AND REPAIRS**

The Contractor shall be equipped and organized to provide any unscheduled maintenance and repairs required in this Agreement. The following addresses the general procedures for unscheduled maintenance and repairs, response to damaged facilities and emergencies, and unscheduled maintenance activities.

5.1 **General**

The Contractor shall be responsible for all repairs within all limits of work, within the Country Greens Community unless otherwise directed by the Owner. Repairs that result from the Contractor's failure to properly perform the Services under this Scope of Services shall not be considered an Additional Service and therefore shall not warrant additional compensation to the Contractor. Repairs that, in the Contractor and Owner's opinion are not as a result of Contractor negligence shall be deemed an Additional Service and shall, at the Owner's

election, be made by the Contractor upon receipt of a Work Authorization from the Owner. When the Contractor determines that a repair is necessary, the Contractor shall submit to the Owner a Work Authorization form together with the Contractor's estimate of the cost to perform the repair. Whenever possible, this Work Authorization and cost estimate should be sent to the Owner seven (7) calendar days in advance of the Contractor performing the Services. The Owner shall return one executed copy of the Work Authorization form and shall indicate the method of compensation. In the event the Services are to be provided on a unit price or time and material basis, within seven (7) calendar days upon completion of the Services, the Contractor shall submit to the Owner, an itemized listing of the Contractor's costs to perform the Services including all unit quantity items or labor, equipment, materials, and Subcontractor's accordingly. The itemized listing shall be presented in a format acceptable to the Owner and if requested by the Owner shall include copies of invoices from others providing work or materials on the repair.

5.2 **Damaged Facilities**

5.2.1 Should the Contractor become aware of damage to the facilities within the area maintained by the Contractor, the Contractor shall notify the Owner as soon as possible. If the Owner elects to have the Contractor perform the repair, the Owner shall issue a Work Authorization to the Contractor to proceed with the repair.

5.2.2 Irrigation Repairs

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- a. All breaks shall be repaired immediately. Lines shall be flushed thoroughly before installing new heads.
- b. All replacement parts shall be the same manufacture as the initial irrigation installation. Execution of all repairs/installation shall be as per original construction details/specifications.
- c. Aboveground irrigation components damaged by the Contractor while performing landscape maintenance activities shall be repaired and replaced by the Contractor within 24 hours at no charge to the Owner.
- d. Any damage on property due to wash outs created by irrigation breaks that went undetected for a period of time due to negligence of the Contractor shall be repaired by the Contractor at no charge to the Owner.
- e. Irrigation components damaged by accident caused by someone other than the Contractor, by wear and tear, or by vandalism shall be reported to the Owner immediately. Execution and payment for these repairs is explained in Section 5.1.

5.3 Emergency Repairs

- 5.3.1 If the repair to a damaged facility is deemed an emergency and immediate repair is judged necessary by either the Contractor, District Manager, District Engineer, or Owner, upon receipt of authorization by the Owner, the Contractor shall proceed with providing all material, labor, and equipment on a time and material basis necessary to make the repair and restore the facilities. If the repair is required due to Contractor's negligence, the Owner shall back charge the Contractor for the repair.
- 5.3.2 The Contractor shall provide any emergency repairs to the irrigation system immediately once detected by the Contractor, or within three hours of notification from the Owner. If the emergency repairs are due to Contractor negligence, the Contractor shall provide these repairs at its own expense. If these repairs are beyond the Contractor's control within the Scope of Services, the Contractor shall provide the repairs and submit an invoice on a time and material basis.
- 5.3.3 Emergency repairs, as agreed by the Owner, are the only repairs that will not require a Work Authorization from the Owner.

The Owner shall use the contractor's labors to revise the irrigation or hardscape at times. The Owner will compensate the Contractor by trading irrigation reviews, as accepted by both parties.

5.4 Unscheduled Maintenance

The Contractor shall provide occasional unscheduled maintenance that is in Addition to the base Scope of Services. The Contractor shall receive a Work Authorization from the Owner and shall respond and complete the request within two weeks or a mutually agreeable time

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with the Owner. The Contractor's cost estimate to provide the work shall be approved by the Owner prior to commencement. The Contractor shall be available and willing to provide the following unscheduled maintenance services:

- Raise the height of irrigation heads.
- Provide landscape and irrigation materials, replacements, or repairs due to vandalism or acts of God.
- Provide mowing of undeveloped areas.
- Provide selective weeding and pruning for existing wooded areas.

6. RESPONSE TIME

The Contractor shall provide services and repairs within the amount of time indicated in this Agreement. The following is general response time information and requirements for the Emergency Response Program to be developed, implemented, and maintained by the Contractor.

7 General

The Contractor shall, on a timely and efficient basis, respond to any and all requests, and perform all repairs, inspections, and observations, etc. stipulated in the Project Manual. The Contractor shall provide supervisory, operating and maintenance personnel as required who shall be available on call 24 hours per day, 7 days per week to respond to and correct any problems with any of the elements covered by this agreement.

Response time, unless otherwise directed by the Owner, required by the Contractor for various maintenance activities is as follows:

- Standard maintenance activity adjustments - varies; as directed by Owner
- Irrigation adjustments - 24 hours
- Standard repairs – 2 days
- Emergency repairs – same day
- Unscheduled maintenance request - as needed, as soon as four hours
- Plant material replacement - two weeks

Should the Contractor fail to respond to a request for any services addressed in this Project Scope within the required allotted time, the Owner shall, at the Contractor's sole expense, provide the requested services.

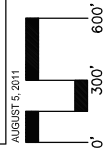
7.1 Emergency Response Program

The Contractor shall develop, implement, and maintain an emergency response program (ERP) for emergency work that must proceed immediately to avoid property damage or result in a public health or safety hazard. The ERP shall address emergency situations including, but not limited to, the following items:

- Irrigation line breaks
- Equipment failures

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- Chemical spills
- Additionally, the ERP shall address the following:
- Responsible parties to be notified
- Personnel, equipment, and emergency repair contractors on call and who will respond to each type of emergency
- Procedures for notifying the Owner, District Manager, the Country Greens community, and other utility companies affected by the listed emergency
- The Contractor shall prepare, maintain, and distribute an ERP manual detailing the procedures and responsibilities for the situations listed above and any other situation deemed appropriate by the Owner.



DISCLAIMER
THIS EXHIBIT ILLUSTRATES THE GENERAL LAYOUT OF THE DEVELOPMENT, AND IS NOT BASED ON AN ENGINEERING ANALYSIS. THE CONCEPT SHOULD NOT BE USED FOR COST PURPOSES AS IT IS SUBJECT TO CHANGE.
AUGUST 5, 2011



COUNTRY GREENS CDD OWNERSHIP EXHIBIT (SORRENTO HILLS / EAGLE DUNES COMMUNITY)

LAKE COUNTY, FLORIDA

PREPARED FOR : COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT



**BOWYER
SINGLETON**

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Experience



Yellowstone Landscape began with the unification of established, independently successful landscape companies across the South.

Since 2008, we've been linked by a common goal to better serve our clients, sharing decades of experience in landscape design and installation, tree care services and landscape maintenance.

As one of the landscape industry's fastest growing and most awarded commercial landscaping

companies, we are proud to serve more than two thousand client properties from our local branch facilities, across six Southern states.

We offer a uniquely comprehensive suite of services and expertise, allowing us to partner with our clients at any stage in their landscape's life cycle. From a landscape design idea on a computer screen, to a mature and thriving landscape in the ground, Yellowstone Landscape is the only commercial landscaping partner you'll ever need.

Landscape Maintenance



Landscape Maintenance is all about the details. We're committed to getting the details right, so you can enjoy your landscape and take pride in its appearance.

From week to week, month to month, and year to year, there are **hundreds of details** that need to be coordinated for your landscape to look its best. Assuring that none of those details are overlooked requires a professionally administered, **integrated Landscape Maintenance program**.

Synchronizing routine maintenance activities like mowing, edging, weeding, trimming and clean-up, with fertilization and pest management applications, and your irrigation system's schedule and maintenance is no easy task.

That's why we incorporate all the details of our landscape services into **your Plan for Success™**.

Our Landscape Maintenance teams are trained in our industry's Best Practices. They behave as if they were a part of your staff and work hard to **solve problems while they're still called opportunities**. If the unexpected happens, our teams respond to correct the problem, quickly and professionally.

Your dedicated Account Manager will provide regular updates about what we're doing to maintain your landscape. Our goal is to provide you with **all the information you need** about your landscape, **when you need it**.

Irrigation Installation & Management



There is **nothing more essential to the success of your landscape** than regular access to the right amount of water.

Commercial irrigation systems are sophisticated technology that require **special certification** to install and operate.

Our Irrigation Installation and Management Professionals are **experts in all major commercial irrigation systems**. From older systems in need of frequent repairs and updates, to the most modern and innovative water-wise systems available, **our Irrigation Teams are dedicated to protecting your valuable water resources**. Once installed, we always adhere

to local ordinances governing water use and have implemented the principles of the leading industry groups. These **guidelines govern how we design, install, and maintain your irrigation system**.

Professional irrigation management is an essential service to eliminate waste in your water consumption and reduce your water usage.

Yellowstone Landscape provides you with the most experienced team of Irrigation Professionals in the industry.

Seasonal Color Installations



If you want to make a big impact and create dramatic curb appeal for your community or commercial property, there is no better way than a professionally designed seasonal color display.

Our landscape designers and color bed installation experts will “bring the wow” to your entrances and feature areas with stunning seasonal color displays using only the highest quality, locally sourced plant materials.

Your color bed installations begin with a custom design proposal tailored to your preferences, incorporating seasonally appropriate flowers. We begin with bed preparation, the most critical part of the installation process, removing the

previous rotation’s plants and groundcover materials, bedline trenching, tilling of the soil and adding high quality fertilizers as needed.

We recommend installations with tighter spacing to create more vibrant color and instant impact. As conditions warrant, we can provide hand-watering and additional fertilization of seasonal flowers to promote healthy growth and prolong bloom times.

Regular maintenance of your seasonal color installation during service visits includes removal of withering plants and monitoring of the soil quality and checking that the plants’ watering requirements are being met.

Landscape Design



You need your landscape to look its best, but you're not quite sure where to get started.

Whether you need a landscape design plan for a new development or just want to enhance a few feature areas in your existing landscape, our Landscape Designers are ready to help you see your landscape's full potential.

Our Designers are specially trained, creative professionals. They're knowledgeable about all the latest concepts in landscape design and they're also familiar with your area's local plant materials. This ensures that what they select to plant will thrive once it's in the ground.

The last thing you want is to invest in a landscape installation project, only to see the plants fail within the first year.

Working with a Landscape Designer starts with a meeting to find out what your goals are for your project. They'll create **photo renderings** so you can actually see what your new landscape will look like, before it's planted. You'll be a part of the process from beginning to end.

And best of all, we offer Landscape Design as a **complimentary service to current Landscape Maintenance clients** when we install your landscape enhancement.



YELLOWSTONE
LANDSCAPE

Landscape Installation



You need your landscape installation project completed safely, on time and on budget.

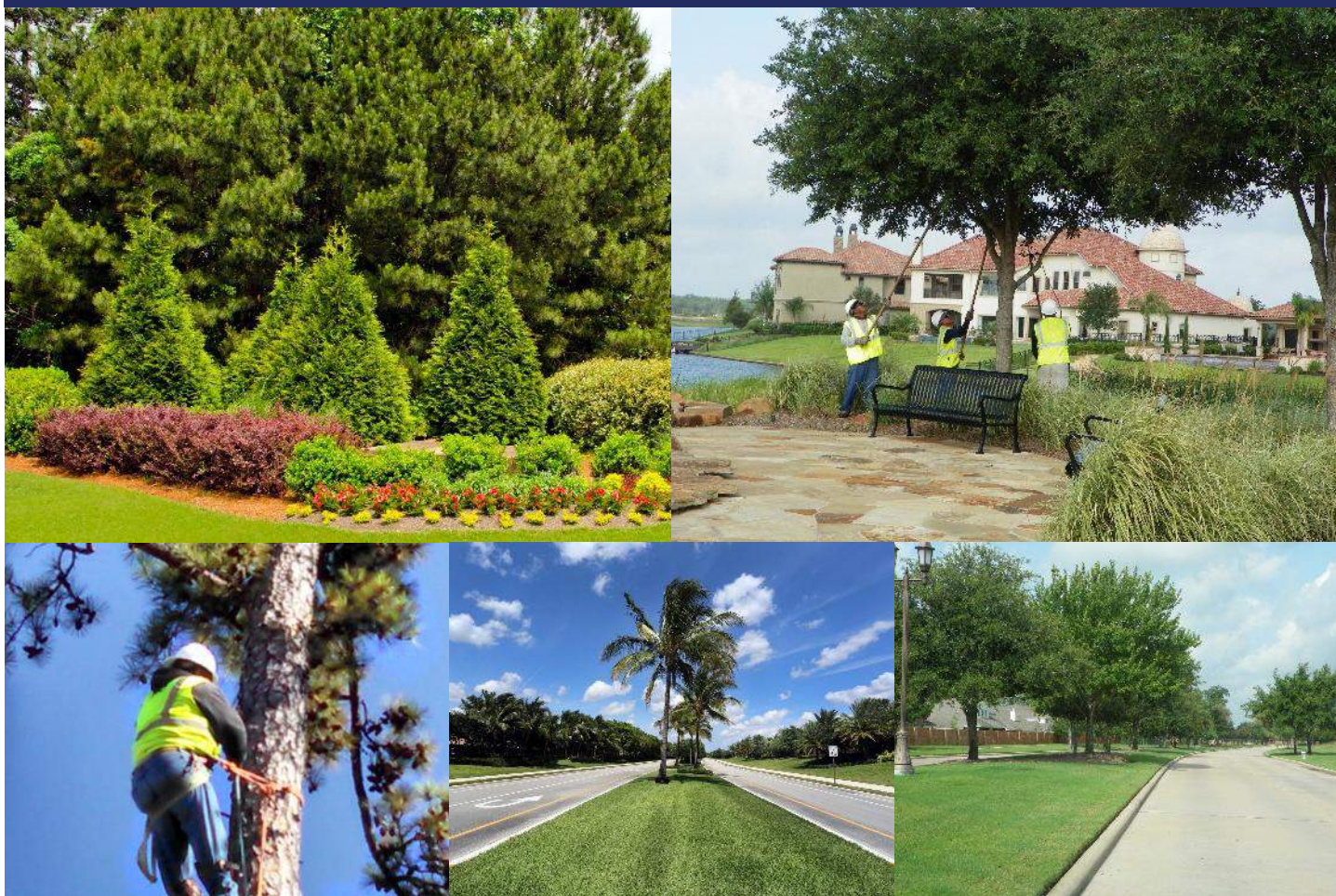
Our Landscape Installation Teams will do everything we can to make sure your project stays on schedule (or gets back on schedule), with experience and capabilities scalable to handle any project and any time line.

All Landscape Installation projects start with a meeting to thoroughly review your site and your design plans, verifying that the plant material selected is suitable for your project's environment. With experts on staff in Landscape Design and Landscape Maintenance, we'll offer recommendations to preserve the

long term health and appearance of the project after installation. We can also suggest alternate, native plant materials and trees to help conserve water usage, while preserving the project's intended visual appeal.

We offer **extended warranties** on all plant materials that we install, when you allow us to provide ongoing landscape maintenance services. We offer this to our clients because we install every landscape with the goal to become **your lifetime landscape service partner**, growing with you as your landscape matures.

Tree Care Services



Your trees add beauty and value to your property. In the case of mature trees, they are **an absolutely irreplaceable asset**. Keep them healthy and protect your property with regular evaluations and treatments.

Yellowstone Landscape is a full service tree care company, specializing in Plant Health Care and Pruning in accordance with the highest industry standards. Our Tree Care teams are led by **certified Arborists**, educated and trained in all aspects of Arboriculture.

We're dedicated to improving and protecting your trees and shrubs, utilizing the latest innovations in tree care science.

Our Tree Care services include:

- Pruning
- Cabling & Bracing
- Lightning Protection
- Fertilization
- Disease & Pest Management
- Tree Removal
- Tree Planting
- Stump Grinding
- Root Management

Building Lasting Partnerships



Yellowstone Landscape has developed a reputation for creating and maintaining award-winning landscape environments for some of the country's most recognized brands.

But the work is only part of the reason that clients choose to partner with us.

Because of our proactive approach, flexible scheduling to accommodate special events, and a relentless focus on communication, our clients choose to continue their partnerships with us, year after year.

Our focus on building lasting relationships with the clients we serve, has led to many partnerships that have been established and grown over time. In fact many of these partnerships now span more than a decade of successful service. We believe that our

high-quality landscapes, coupled with superior customer service are why clients look to us for all their landscape needs.

Yellowstone clients know that effectively managing their property's landscape is a lifetime commitment that requires careful coordination of services. That's why our approach to managing your property's landscape investment includes regular maintenance services (mowing, trimming, edging) paired with detailed fertilization and pest management plans to keep your property looking its best, while preserving the long-term health of your landscape.

Yellowstone Landscape is honored to serve each of our clients' properties and we look forward to continuing our tradition of award-winning service as we build new relationships with clients across the South.

Industry Recognition



Our clients' properties have earned dozens of National Landscape Awards of Excellence, the highest honor given in our industry. They've been recognized as some of the most outstanding commercial landscaping projects in the country. Below is a partial listing of our award-winning projects:

Hermann Park; Houston, Texas; 2017

Walton Riverwood; Atlanta, Georgia; 2017

Legacy of Leesburg; Leesburg, Florida; 2017

Swan and Dolphin Resort; Orlando, Florida; 2016

Cane Island Amenity Village; Katy, Texas; 2016

Tradition; Tradition, Florida; 2015

AAA Headquarters; Lake Mary, Florida; 2013

Technology Park Atlanta; Peachtree Corners, Georgia; 2013

Boeing 787 Assembly Facility; North Charleston, South Carolina; 2012

Waldorf Astoria Resort; Orlando, Florida; 2012

Grand Haven; Palm Coast, Florida; 2011

Fleming Island Plantation; Orange Park, Florida; 2010

Hammock Beach Resort; Palm Coast, Florida; 2008

Reunion Resort & Club; Orlando, Florida; 2007



YELLOWSTONE
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Committed to Safety



Yellowstone Landscape has made safety our number one priority. We know that we are equally responsible for the safety of our employees, and our clients' residents, employees, guests and their property.

Our commitment to safety includes providing a **safe, healthy work environment**, kept free from hazards. Whether starting or ending the day at one of our branch locations, traveling over the area's roadways, or at a client's work site, all Yellowstone Landscape employees are trained to **behave professionally and remain alert** to all potential safety hazards they may encounter.

Our Commitment to Safety includes:

- New Employee Training on Safe Operating Procedures
- Strict Compliance to All OSHA Regulations
- Weekly Tailgate Talks Conducted with All Field Service Teams
- Annual Safety Rodeos with Industry Safety Experts
- Dedicated Safety Officers in Each Branch Location
- Mandatory Use of Appropriate Personal Protective Equipment (PPE) at All Times

Environmental Stewardship



As a leader in the landscaping industry we have an added responsibility to be good stewards of our natural resources. We also understand that many clients have become keenly aware of the need to reduce their environmental impact.

Our initiatives toward responsible environmental stewardship include:

Integrated Pest Management: IPM Programs use a combination management tools to create an environment where it is less likely that the pest will return.

Innovation Irrigation: This includes smart controllers, rain sensors, micro irrigation

and drip irrigation to eliminate water waste, integrating recycled water intakes where natural sources are available.

Reducing Carbon Emissions: EFI equipment used by our service personnel reduces our fuel consumption by 25% compared with traditional outdoor power equipment.

Organic Options: We offer organic alternatives to all traditional management solutions.

Drought-Tolerant Plants & Trees: Installing the right plant material for your property's environment reduces the water consumption necessary for your plants and trees to thrive.

Services for Public Sector Clients



We are proud to serve Public Sector clients across the South, and to be a part of some tremendously successful projects beautifying our local communities. **We understand the challenges that local governments and agencies face in managing their public green spaces.**

Public parks, trails, and streetscapes create unique opportunities to enrich the lives of your community's residents. Investing in professional landscape services delivers a consistently high-quality appearance, and does so at a lower cost than in-house grounds maintenance services.

Our professional landscaping services offered to Public Sector clients include award-winning

Landscape Design and Installation teams, ready to deliver beautiful landscape enhancements and installations. When we continue to maintain the project for you, we can even extend our normal warranty on installed plant materials.

We'll also work with you to identify any possible liabilities or hazards in your community's public spaces. With services like raising tree canopies and making sure drains are kept clear of debris, our Landscape Professionals partner with you to keep your residents safe from hazards. And, in case of a natural disaster or extreme weather event, our crews will be there to assist with clean up after the storms have passed.

Reunion Resort & Club



LOCATION

Orlando, Florida

CLIENT

Salamander Hotels & Resorts, GMS,
Aegis Community Management

PROPERTY TYPE

Resort Community

SERVICES PROVIDED

Landscape Design
Landscape Installation
Landscape Maintenance

Reunion Resort & Club is a 2,300-acre master-planned resort community located in Orlando, Florida.

Reunion is proud to be the only resort community in the world that offers three signature golf courses, designed by golf legends: Jack Nicklaus, Arnold Palmer and Tom Watson.

Reunion's Linear Park, a popular wedding venue, includes structured planting beds and majestic oaks. The five-acre water park, another popular area of the resort, brims with colorful, tropical plants.

Since design and installation began, Yellowstone Landscape has been Reunion's exclusive professional landscape service partner.

The resort community's landscape maintenance areas include over 800,000 square feet of ornamental beds in addition to the acres of manicured turf, 3,000 trees and over 500 palms.

The resort's active special event schedule requires constant coordination between service teams and Reunion's various property management entities.

Legacy of Leesburg



LOCATION

Orlando, Florida

CLIENT

Leland Management

PROPERTY TYPE

55+ Community Association

SERVICES PROVIDED

Landscape Design
Landscape Enhancement
Landscape Maintenance

Legacy of Leesburg is an active retirement lifestyle community, located 45 minutes from Orlando.

The developer's intent is to provide all the modern amenities active adults expect in a home, placed in a setting that encourages them to explore central Florida's natural beauty.

The result is that nearly all of Legacy's 1000 homes have a view of either a natural conservation area, or one of the nineteen ponds that dot the community's landscape. With over seven miles of maintained walking

paths along thirteen trails, residents are frequently seen strolling in the shade of the hundreds of ancient oaks.

Legacy is also home for many types of wildlife. Alligators, bobcats, cranes and other native birds are commonly seen across the community.

The 450 palms are pruned once per year and the annual flower beds, while small in size, add vibrant pops of color to Legacy's entrances and clubhouse.

Walt Disney World Swan & Dolphin Resort



LOCATION

Orlando, Florida

CLIENT

Starwood Hotels and Resorts

PROPERTY TYPE

Resort Community

SERVICES PROVIDED

Landscape Design
Landscape Enhancement
Landscape Maintenance

The Swan and Dolphin Resort is situated on 87 acres within Walt Disney World. The resort is comprised of two separate hotels, The Swan and The Dolphin, joined by a palm tree-lined bridge between the two hotels.

The resort complex features all the expected Disney amenities, including 5 pools, a white sand beach, restaurants, spas, and conference spaces, all surrounded by immaculately maintained tropical landscaping.

Frequent special events like the annual Food and Wine Festival, require

careful planning between our on site service team and the owners.

As a designated Florida Green Lodging Property, the resort mandates the use of integrated pest management practices and that service teams monitor emissions and irrigation usage in order to minimize the environmental impact of our services.

In 2016, The Swan and Dolphin received a National Landscape Awards of Excellence Grand Award, the commercial landscape industry's highest honor.

Waldorf Astoria Orlando Resort



LOCATION

Orlando, Florida

CLIENT

Waldorf Astoria Hotels & Resorts

PROPERTY TYPE

Resort

SERVICES PROVIDED

Landscape Design
Landscape Enhancement
Landscape Maintenance

The Waldorf Astoria Orlando

Resort features unrivaled luxury accommodations from one of the world's most famous hotel brands.

The client requires meticulous attention to detail and an immaculate appearance in their landscape at all times. Yellowstone Landscape delivers best in class landscape management with attention to detail, pro-active services and sensitivity to the Waldorf guests' experience.

Landscape service crews use electric equipment to reduce noise on the property, and only service the landscape during weekday mornings, completing by 8am to preserve the Waldorf Astoria's focus on their guest's comfort.

The property was awarded a National Landscape Award of Excellence Grand Award in 2012, recognizing it as one of the nation's most outstanding commercial landscape management projects.



CDD Landscape Maintenance Experience

We are proud of our partnerships with many of Central Florida's most respected Community Development Districts. Below is a selected listing of the districts currently being served by Yellowstone Landscape's Orlando-South branch location.

Project Name	Contact Information	Annual Contract Amount
Reunion East and West	George Flint, GMS 407.555.5555	>\$1,000,000
Anthem Park CDD	Patricia Comings, DPFG 407.221.9153	>\$150,000
Bonnet Creek CDD	Richard Hartman, Land Development 407.832.3980	>\$200,000
Crescent Lake CDD	Ron Hood, Crescent Lake CDD 407.427.2373	>\$160,000
Lake Ashton CDD	Alan Scheerer, GMS 407.841.5524	>\$300,000
Randal Park CDD	William Viasalyers, GMS 407.841.5524	>\$200,000



References

At Yellowstone Landscape, we pride ourselves on building lasting relationships with our clients. These clients have entrusted us as their landscape maintenance partner and would be happy to speak with you about our firm and the services that we provide for them.

Project Name: Reunion Resort and Club (876 homes, resort, and common areas)
Client Since: 2005
Services Provided: Landscape Design & Installation, Landscape Maintenance
Client Contact Information: David Burman, *AMS, PCAM, Founder & President*
Aegis Community Management Solutions
8390 Champions Gate, Florida 33896
863.256.5052
davidb@aegiscms.com

Project Name: The Swan & Dolphin Resort
Client Since: 2013
Services Provided: Landscape Design & Maintenance, Landscape Enhancements
Client Contact Information: Fred Sawyers, *General Manager*
407.934.3000
fsawyer@swandolphin.com

Project Name: The City of Ormond Beach
Client Since: 2012
Services Provided: Landscape Design & Maintenance, Landscape Enhancements, and Athletic Field Maintenance of the City's Sports Complexes
Client Contact Information: Mike Demchak, *Contract Manager*
386.676.3286
michael.demchak@ormondbeach.org



Personnel



Principal Officers

Our Leadership Team is committed to making Yellowstone Landscape the premier commercial landscape service company in the South and Southwest United States. We bring that excellence to bear on behalf of our clients through industry-leading investments in safety, training, and information systems.



Tim Portland has served as *Chief Executive Officer* of Yellowstone Landscape since 2012. Prior to joining Yellowstone, Mr. Portland was the CEO of United Subcontractors, one of largest installers of insulation and other building products in the country. Over his ten year career at Scotts Miracle-Gro, he led several lines of Scotts' businesses. For five years before joining Scotts, Mr. Portland was a management consultant with McKinsey and Company. He has an MBA from the University of Virginia's Darden Business School, and an undergraduate degree from Dartmouth College.

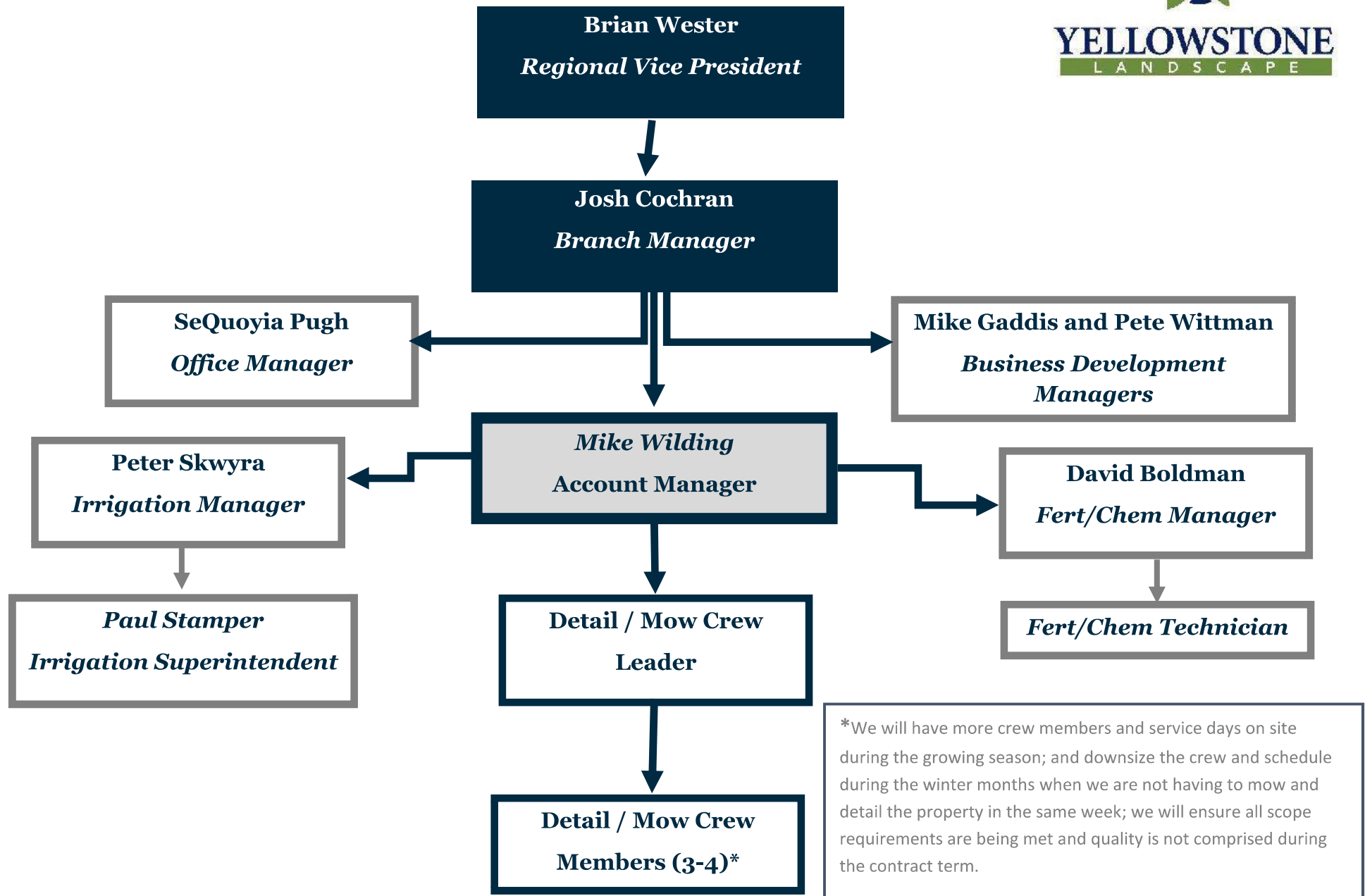


Elise Johnson has been Yellowstone Landscape's *Vice President of Human Resources* since joining the company in 2010. She earned her bachelor's degree from Dickinson College, before completing a Master's Program at Rutgers, The State University of New Jersey. Before joining Yellowstone, Ms. Johnson held similar positions at investment firms in New York and New Jersey. As Vice President of Human Resources, Ms. Johnson and her staff's responsibilities include recruiting, employee retention, training, and compliance.



James Herth is Yellowstone Landscape's *Vice President of Business Development*, a position he accepted in 2014, after joining the company in 2011 as Branch Manager in the Jacksonville branch location. Mr. Herth is responsible for the growth and development of the company, overseeing the Business Development team. A twenty-year industry veteran, Mr. Herth is a licensed Arborist and holds a bachelor's degree from Siena Heights University.

Country Greens CDD 2019



Brian Wester

PROFESSIONAL EXPERIENCE SUMMARY

As the **Regional Vice President** of Yellowstone Landscape, Brian Wester is responsible for overseeing all of the region's daily operations. Having played a key role in establishing the Central Florida district of the company, he previously managed the district from 2004 until 2010, when he assumed his present role leading the Southern region.

EDUCATION

1999 - 2002 AS, Golf Course Operations	Lake City Community College	Lake City, FL
2007 – 2015 BS, Business/Finance	University of Phoenix	Phoenix, AZ
2018 – 2020 MBA	University of Florida	Gainesville, FL

RELEVANT PROFESSIONAL EXPERIENCE

Jan 2011-present **Yellowstone Landscape** **Jacksonville, FL**
Regional Vice President

- Responsible for all landscape operations within the Yellowstone Landscape, Southern region, including Florida, Georgia, and South Carolina.
- Oversees all branch operations and employees.
- Builds operational strategies that improve company-wide quality.
- Manages operations training and leads continuous improvement efforts.

June 2003-Dec 2010 **Austin Outdoor, LLC** **Orlando, FL**
District Manager

- Responsible for landscape construction and maintenance operations.
- Works with all plans, blueprints and specifications for each project.
- Hires and coordinates construction crews.
- Balances the workload and stating materials for each project.
- Maintains up-to-date roster of all personnel and job activities.
- Identifies equipment and resources needed for each project.
- Assures that preventive maintenance is performed on all equipment.
- Conducts regular inspections of in-progress projects.
- Identifies training needed for personnel.

Michael Wilding

PROFESSIONAL EXPERIENCE SUMMARY

As a **Senior Account Manager** at Yellowstone Landscape, Michael Wilding is responsible for coordinating, implementing and maintaining maintenance projects on a daily basis with the highest quality materials and service for some of our firm's highest profile properties.

EDUCATION

1996	Valencia College	Orlando, FL
Horticultural Studies		

RELEVANT PROFESSIONAL EXPERIENCE

2012 – Present	Yellowstone Landscape	Orlando, FL
<i>Senior Account Manager</i>		

- Arranges, schedules and directs daily delivery of services.
- Ensures peak efficiency of each project.
- Ensures delivery of high-quality projects and services to clients.
- Establishes long-term relationships with clients.
- Identifies opportunities to enhance client properties.
- Responsible for daily direction and oversight of field crews.
- Conducts periodic property inspections.
- Conducts field-safety training and encourages safety procedures.
- Conducts ongoing operation training.
- Maintains regular communications with clients.

2004-2012	The Brickman Group	Orlando, FL
<i>Operations Manager</i>		

- Planned, organized and supervised landscape maintenance crews
- Assigned tasks to crew members
- Oversaw quality of work performed by assigned staff
- Fleet vehicle management and repair oversight
- Organized and planted seasonal flower rotations

1996-2004	Walt Disney World	Orlando, FL
<i>Horticulture Foreman</i>		

- Maintain landscapes and plants within EPCOT property
- Weekly mowing and detail operations
- Oversight of topiary maintenance and annual flower installations



David Boldman, *Account Manager*

Professional Summary	As Account Manager, David Boldman is responsible for coordinating, implementing and maintaining landscape management and installation projects, insuring that clients are kept informed about the project's status at all times.
Skills & Abilities	Landscape Design & Installation, Landscape Maintenance Plans, Nutrient Application, Pest Management, Irrigation Systems, Troubleshooting, Communication, Client Relations, Project Management, Leadership
Relevant Experience	<p><i>Account Manager</i>, Yellowstone Landscape – Orlando, FL 2015 - present Planning and scheduling field operations, managing mow and detail crews, communicating with clients, selling enhancement services, assisting in training and employee development, ensuring a safe work environment for employees. Experience in HOA, Commercial, and CDD landscaping.</p> <p><i>Chem/Fert Manager</i>, Yellowstone landscape – Orlando, FL 2015 – present Planning and scheduling operations, applications, and seasonal chemical mixtures for both horticulture and turf</p> <p><i>Horticulturist and Agronomist</i>, Trugreen – Orlando, FL 2012-2015 Treating all types of Florida turf and plants. Fertilizing, pest management, and disease control. Applying proper solutions to infected areas.</p>
Education and Certifications	<p>Valencia College – general studies AA – Honors, studies in psychology, theology and the arts.</p> <p>Best Management Practices Certified Spill Cleanup certified</p> <p>Certified Pest Control Operator</p>



Licenses and Certifications



04/30/2018

CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brown & Brown of Florida, Inc. Daytona Beach Office P.O. Box 2412 Daytona Beach, FL 32115-2412 King Pickett		386-944-5806	CONTACT NAME: MARY BURNS PHONE (A/C, No, Ext): 386-944-5806 FAX (A/C, No): 386-323-9119 E-MAIL ADDRESS: MBURNS@BBDAYTONA.COM
INSURED YELLOWSTONE LANDSCAPE, INC 3235 N STATE STREET PO BOX 849 BUNNELL, FL 32110		INSURER(S) AFFORDING COVERAGE INSURER A: Westfield Ins Co INSURER B: Argonaut Insurance Company INSURER C: Great Amer Ins Co INSURER D: LLoyd's of London INSURER E: Federal Insurance Company INSURER F:	
		NAIC # 24112 19801 16691 20281	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.


INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		CMM5060952	04/30/2018	04/30/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
A	<input checked="" type="checkbox"/> CONTRACTUAL LIAB <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:		CMM5060952	04/30/2018	04/30/2019	MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		CMM5060952	04/30/2018	04/30/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP \$ 10,000
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		TUU 2545544 00	04/30/2018	04/30/2019	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below	N / A	WC928378337574 (MASTER)	04/30/2018	04/30/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	<input checked="" type="checkbox"/> EXCESS LIABILITY		93648120	04/30/2018	04/30/2019	OCC & AGG 10,000,000
D	<input checked="" type="checkbox"/> POLLUTION LIAB		W10B9B180901	04/30/2018	04/30/2019	EACH OCC 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

FOR INFORMATION

CERTIFICATE HOLDER

CANCELLATION

YELLOWSTONE LANDSCAPE, INC 3235 N STATE ST PO BOX 849 BUNNELL, FL 32110	YLGH001 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Licenses & Certifications

YELLOWSTONE
LANDSCAPE

<p>Form W-9 (Rev. December 2014) Department of the Treasury Internal Revenue Service</p>	<p>Request for Taxpayer Identification Number and Certification</p>	<p>Give Form to the requester. Do not send to the IRS.</p>
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<p>Print or type See Specific Instructions on page 2.</p>	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Yellowstone Landscape - Southeast, LLC</p> <p>2 Business name/disregarded entity name, if different from above dba Yellowstone Landscape</p> <p>3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ C Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ </p> <p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small> </p> <p>5 Address (number, street, and apt. or suite no.) 3235 N. State Street, PO Box 849</p> <p>6 City, state, and ZIP code Bunnell, FL 32110</p> <p>7 List account number(s) here (optional)</p> <p style="text-align: right;">Requester's name and address (optional)</p>
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<p>Part I Taxpayer Identification Number (TIN)</p> <p>Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.</p> <p>Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.</p>	<p>Social security number</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"></td> <td style="width: 25%; height: 20px;"></td> <td style="width: 25%; height: 20px;"></td> <td style="width: 25%; height: 20px;"></td> </tr> </table> <p>or</p> <p>Employer identification number</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px; text-align: center;">2</td> <td style="width: 25%; height: 20px; text-align: center;">0</td> <td style="width: 25%; height: 20px; text-align: center;">-</td> <td style="width: 25%; height: 20px; text-align: center;">2</td> <td style="width: 25%; height: 20px; text-align: center;">9</td> <td style="width: 25%; height: 20px; text-align: center;">9</td> <td style="width: 25%; height: 20px; text-align: center;">3</td> <td style="width: 25%; height: 20px; text-align: center;">5</td> <td style="width: 25%; height: 20px; text-align: center;">0</td> <td style="width: 25%; height: 20px; text-align: center;">3</td> </tr> </table>					2	0	-	2	9	9	3	5	0	3
2	0	-	2	9	9	3	5	0	3						

<p>Part II Certification</p>	<p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none"> The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and I am a U.S. citizen or other U.S. person (defined below); and The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. <p>Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.</p>
<p>Sign Here</p>	<p>Signature of U.S. person ▶ <i>Capital West LLC</i></p> <p style="text-align: right;">Date ▶ <i>1/1/2016</i></p>

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.


INTERNATIONAL SOCIETY OF ARBORICULTURE

CERTIFIED ARBORIST™

Douglas Durling

Having successfully completed the requirements set by the
International Society of Arboriculture, the above named
is hereby recognized as an ISA Certified Arborist®




Luana Vargas
Director of Credentialing Services
International Society of Arboriculture

FL-0322A
Certification Number


Caitlyn Pollihan
Executive Director
International Society of Arboriculture

11 Dec 2010
Certified Since

31 Dec 2021
Expiration Date



#0847
ISO/IEC 17024
Personnel Certification Program
ISA Certified Arborist®



YELLOWSTONE
LANDSCAPE

Certified Pest Control Operator

State of



Florida

Department of Agriculture and Consumer Services

Bureau of Licensing and Enforcement

CERTIFIED PEST CONTROL OPERATOR

Number: JF235888

DAVID BOLDMAN

This is to Certify that the individual named above is a Certified Pest Control Operator and is privileged to practice

Lawn and Ornamental

*in conformity with an Act of the Legislature of the State of Florida regulating the
practice of Pest Control and imposing penalties for violations.*

*In Testimony Whereof, Witness this
signature at Tallahassee, Florida on August 5, 2015*

Kelly Trull
Chief, Bureau of Licensing and Enforcement

Adam H. Putnam

Adam H. Putnam
Commissioner of Agriculture

PDACS 13618, 06/01





Pricing Breakdown

EXHIBIT A – Worksheet for Frequency and Unit Prices

TASK	Frequency	Unit Cost	Total
Turf Care - St. Augustine			
Mowing/ Blowing	42		
Edging	42		
Fertilization	4		
Disease and Insect Control	2		
Pest control	4		
Subtotal			NA

Turf Care - Zoysia			
Mowing/ Blowing	42	\$480.00	\$20,160.00
Edging	42	Included under mowing/blowing	
Fertilization	4	\$340.00	\$1,360.00
Disease and Insect Control	2	\$150.00	\$300.00
Pest control	4	\$150.00	\$600.00
Subtotal			\$22,420.00

Turf Care - Bahia			
Mowing/ Blowing	42 36	\$2,447.50	\$88,110.00
Edging	42	Included under mowing/blowing	
Fertilization	3	\$1,105.00	\$3,315.00
Disease and Insect Control	2	Included under pest control below	
Pest control	2	\$475.00	\$950.00
Subtotal			\$92,375.00

Shrub Care/Ground Cover Care			
Pruning	24	\$640.00	\$15,360.00
Weeding/Edging	17	\$640.00	\$10,880.00
Fertilization	3	\$375.00	\$1,125.00
Pest/disease control	6	\$205.00	\$1,230.00
Mulching	1	\$9,000.00	\$9,000.00
Subtotal			\$37,595.00

200 cubic yards of mulch. If additional mulch is needed a proposal can be generated when requested by client.

Tree Care			
Pruning	2	\$840.00	\$1,680.00
Fertilization	3	Included in shrub care	
Pest/disease control	6	Included in shrub care	
Mulching	1	Included in shrub care	
Subtotal			\$1,680.00

Irrigation System Monitoring			
Clocks -4	12	Included in pricing for zone inspection	
Valves/Zones - 56	12	\$500.00	\$6,000.00
Subtotal			\$6,000.00

Annuals/Seasonal Flowers			
Spring	1	\$1,387.50	\$1,387.50
Summer	1	\$1,387.50	\$1,387.50
Fall	1	\$1,387.50	\$1,387.50
Winter	1	\$1,387.50	\$1,387.50
Subtotal			\$5,550.00

925 4" units quarterly

ANNUAL GRAND TOTAL = \$167,880.00

MONTHLY GRAND TOTAL = \$13,990.00

Summary of Proposals

TASK	Pinnacle	Blade Runners	Yellowstone
TURF CARE			
Mowing/ Blowing Edging Fertilization Disease and Insect Control Pest control	\$70,555.00	\$79,700.00	\$114,795.00
Shrub Care/Ground Cover Care/Tree Care			
Pruning	\$47,470.00	\$18,000.00	\$19,300.00
Mulching	\$3,750.00	\$8,000.00	\$9,000.00
Fertilization	\$3,000.00	\$3,000.00	\$1,125.00
Pest/Disease Control	Included in Turf Care	\$2,700.00	\$1,230.00
Weeding and Edging	Included in Turf Care	\$3,400.00	\$10,880.00
Irrigation System Monitoring			
Clocks -4 Valves/Zones - 56	\$3,600.00	\$4,800.00	\$6,000.00
Annuals/Seasonal Flowers			
Spring	\$1,400.00	\$1,800.00	\$1,387.50
Summer	\$1,400.00	\$1,800.00	\$1,387.50
Fall	\$1,400.00	\$1,800.00	\$1,387.50
Winter	\$1,400.00	\$1,800.00	\$1,387.50
Grand Total			
	\$133,975.00	\$126,800.00	\$167,880.00

Fifth Order of Business

**FIRST AMENDMENT TO THE
FIELD MANAGER SERVICES AGREEMENT BETWEEN
COUNTRY GREENS COMMUNITY DEVELOPMENT
DISTRICT AND INFRAMARK, LLC.**

THIS FIRST AMENDMENT is made and entered into this 22th day of April 2019, by and between:

Country Greens Community Development District, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, located in Lake County, Florida, whose address is 210 N. University Drive, Suite 702, Coral Springs, Florida 33071 (the "District") and

INFRAMARK, Inc., a Texas Corporation with offices located at 210 North University Drive, Suite 702, Coral Springs, Florida 33071 (the "Manager").

WHEREAS, on July 1, 2004, the parties entered into an agreement between Country Greens Community Development District and Inframark LLC. for District Manager services ("Agreement") whereby the Manager agreed to provide Field Management Services for the District; and

WHEREAS, in April 2019, both parties agreed to amend the contract to provide for an increase in the Field Management Services Agreement fees to the District;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree to amend the Agreement as follows:

1. **RECITALS.** The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this First Amendment.
2. **AMENDMENT.** Exhibit A., Compensation, is hereby amended to provide for an increase in the Annual Field Management Services Agreement Fee with the District and Exhibit B., Scope of Services is hereby amended to provide for a better description of maintenance services provided to the District
3. **EFFECTIVE DATE.** This First Amendment shall be effective as of the 22th day of April 2019.
4. **AFFIRMATION OF THE FIELD MANAGEMENT SERVICES AGREEMENT.** Other than the terms set forth herein of this First Amendment, the Agreement is hereby affirmed and continues to constitute a valid and binding agreement between the parties. In the event of a conflict between the terms of this First Amendment and any other terms of the Agreement, the terms of this First Amendment shall prevail.

IN WITNESS WHEREOF, the parties hereto have caused this First Amendment to be duly executed as of the date and year first written above.

**COUNTRY GREENS COMMUNITY
DEVELOPMENT DISTRICT**

BY:

David Warden, Chairperson

INFRAMARK, LLC:

Chris Tarase, Vice President

Exhibit A

COMPENSATION

Annual Compensation \$20,300

EXHIBIT B

SCOPE OF SERVICES

FIELD OPERATION AND MAINTENANCE:

- Landscaping and irrigation Review – 2 reviews each month, one performed by Freddy and the other one with Freddy and Landscaper to follow up on items.
- One (1) Community Review to include fence, fountains, and dry ponds, prepare a field review punch list with action items and generate work order authorizations as needed
- Light Review – Review of electrical up lighting and feature lighting – Staff will perform the review and make repairs as necessary.
- Routine maintenance of stone column fencing and entry features
- Storm system maintenance and monitoring – check structures to make sure are clean from debris. Coordinate bids for storm cleaning as needed
- Installation and removal of meeting signs
- Feature pond and waterfall maintenance – maintain and repair 2 fountains as needed or coordinate repair of fountains.
- Correspondence with contractors and vendors within reason
- Process invoices for payment
- Prepare bid documentation for projects
- Receive, review and provide bid proposals to Board for projects
- Make all necessary phone calls for follow up items
- Prepare monthly field service reports for Board of Supervisors

Sixth Order of Business

6A.

COUNTRY GREENS
Community Development District

Annual Operating and Debt Service Budget
Fiscal Year 2020

Proposed Budget
(Meeting 4/22/19)

Prepared by:



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COUNTRY GREENS

Community Development District

Budget Overview

Fiscal Year 2020

COUNTRY GREENS

Community Development District

Operating Budget

Fiscal Year 2020

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2020 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2017	FY 2018	BUDGET FY 2019	THRU MAR-2019	APR- SEP-2019	PROJECTED FY 2019	BUDGET FY 2020
REVENUES							
Interest - Investments	\$ 3,592	\$ 10,628	\$ 7,000	\$ 4,434	2,676	\$ 7,110	\$ 7,000
Interest - Tax Collector	-	44	-	74	-	74	-
Special Assmnts- Tax Collector	297,292	281,536	249,245	243,596	5,649	249,245	249,248
Special Assmnts- Discounts	(11,269)	(10,617)	(9,970)	(9,814)	(56)	(9,870)	(9,970)
Other Miscellaneous Revenues	39		-	1,000	-	1,000	-
TOTAL REVENUES	289,654	281,591	246,275	239,290	8,269	247,559	246,278
EXPENDITURES							
Administrative							
P/R-Board of Supervisors	5,200	6,400	6,000	2,800	3,200	6,000	6,000
FICA Taxes	398	490	459	214	245	459	459
ProfServ-Arbitrage Rebate	600	600	600	-	600	600	600
ProfServ-Dissemination Agent	-	1,000	1,000	-	1,000	1,000	1,000
ProfServ-Engineering	3,790	1,030	5,500	2,960	2,540	5,500	5,500
ProfServ-Legal Services	4,412	8,375	6,000	5,009	991	6,000	10,000
ProfServ-Mgmt Consulting Serv	61,643	63,492	65,397	32,699	32,698	65,397	67,362
ProfServ-Trustee Fees	3,717	2,168	3,200	5,266	-	5,266	5,266
Auditing Services	3,223	3,200	3,423	3,400	-	3,400	3,423
Postage and Freight	226	275	400	437	437	874	400
Rental - Meeting Room	-	-	900	-	450	450	900
Insurance - General Liability	8,027	8,146	9,713	7,811	-	7,811	8,592
Printing and Binding	397	598	500	579	579	1,158	500
Legal Advertising	875	887	450	-	450	450	450
Miscellaneous Services	1,431	1,507	7,407	916	916	1,832	911
Misc-Assessmnt Collection Cost	4,278	3,883	4,985	4,639	113	4,752	4,985
Office Supplies	44	-	614	99	99	198	200
Annual District Filing Fee	175	175	175	175	-	175	175
Total Administrative	98,436	102,226	116,723	67,004	44,318	111,322	116,723
Field							
ProfServ-Field Management	10,300	10,300	10,300	5,150	5,150	10,300	20,300
Contracts-Landscape	128,552	133,252	136,000	79,178	56,822	136,000	136,000
Utility - General	17,160	14,280	21,000	7,089	13,911	21,000	22,000
R&M-Common Area	6,185	6,405	3,057	1,915	1,142	3,057	12,000
Misc-Hurricane Expense	-	9,282	-	-	-	-	-
Total Field	162,197	173,519	170,357	93,332	77,025	170,357	190,300
TOTAL EXPENDITURES	260,633	275,745	287,080	160,336	121,343	281,679	307,023
Excess (deficiency) of revenues							
Over (under) expenditures	29,021	29,021	(40,805)	78,954	(113,074)	(34,120)	(60,739)
Net change in fund balance	29,021	5,846	(40,805)	78,954	(113,074)	(34,120)	(60,739)
FUND BALANCE, BEGINNING	799,999	829,020	834,866	834,866	-	834,866	800,746
FUND BALANCE, ENDING	\$ 829,020	\$ 834,866	\$ 794,061	\$ 913,820	\$ (113,074)	\$ 800,746	\$ 740,006

Exhibit "A"
Allocation of Fund Balances

AVAILABLE FUNDS

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2020	\$ 800,746
Net Change in Fund Balance - Fiscal Year 2020	\$ (60,739)
Reserves - Fiscal Year 2020	\$ -
Total Funds Available (Estimated) - 9/30/2020	740,006

ALLOCATION OF AVAILABLE FUNDS***Assigned Fund Balance***

Operating Reserve - Operating Capital		76,756 ⁽¹⁾
Reserves - Irrigation/Landscape	44,984	44,984
	Subtotal	<u>121,740</u>
Total Allocation of Available Funds		121,740

Total Unassigned (undesignated) Cash	\$ <u>618,266</u>
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Notes

(1) Represents approximately 3 months of operating expenditures

Budget Narrative
Fiscal Year 2020

REVENUES

Interest- Investments

The District earns interest on their operating account and other investments.

Special Assessment- Tax collector

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the operating expenditures during the Fiscal Year.

Special Assessment- Discounts

Per Section 197.3632 and Section 197.162 of the Florida Statutes, discounts are allowed for early payment of assessments collected by the Tax Collector and only when the Tax Collector is using the uniform methodology. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

Expenditures- Administrative

P/R Board of Supervisors

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting in which they attend. The budgeted amount for the fiscal year is based on all supervisors attending 6 meetings.

FICA Taxes

Payroll taxes on Board of Supervisor's compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total Board of Supervisor's payroll expenditures.

Professional Services- Arbitrage Rebate

The District will contract with an independent certified public accountant to annually calculate the District's Arbitrage Rebate Liability on the Series 2003 Special Assessment Bonds. The budgeted amount for the fiscal year is based on standard fees charged for this service.

Professional Services- Dissemination Agent

The District is required by the Securities and Exchange Commission to comply with rule 15c2-12(b)-(5), which relates to additional reporting requirements for unrelated bond issues. The budgeted amount for the fiscal year is based on standard fees charged for this service.

Professional Services- Engineering Fees

The District's engineer will be providing general engineering services to the District, i.e., attendance and preparation for Board meetings, and reviewing invoices.

Budget Narrative
Fiscal Year 2020

Expenditures- Administrative (continued)

Professional Services- Legal Services

The District's legal counsel will be providing general legal services to the District, i.e., attendance and preparation for meetings, review operating and maintenance contracts.

Professional Services- Management Services

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Inframark Infrastructure Management Services.

Professional Services Trustee Fees

The District pays US Bank an annual fee for trustee services on the Series 2016A Special Assessment Bond. The budgeted amount for the fiscal year is based on standard fees charged plus any out-of-pocket expenses.

Auditing Services

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is based on last year's actuals plus contingency.

Postage and Freight

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

Insurance- General Liability

The District's General Liability & Public Officials Liability Insurance policy is with Public Risk Insurance. Public Risk Insurance specializes in providing insurance coverage to governmental agencies.

Printing & Binding

Copies used in the preparation of agenda packages, required mailings, and other special projects

Legal Advertising

The District is required to advertise various notices for Board meetings, public hearings, etc. in a newspaper of general circulation.

Miscellaneous Services

Bank charges and any other miscellaneous expenditures that are incurred during the year.

Budget Narrative
Fiscal Year 2020

Expenditures- Administrative (continued)

Misc.- Assessment Collection Costs

The District reimburses the Lake County Tax Collector for applicable necessary administrative costs. Per Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater. The budget for collection costs is based on a maximum of 2% of the anticipated assessment collections.

Office Supplies

Miscellaneous office supplies.

Annual District Filing Fee

The District is required to pay an annual fee to the Department of Community Affairs of \$175.

Expenditures- Field

Field Management**\$10,300**

The District has a contract with Inframark Infrastructure Management Services for services in the administration and operation of the Property and its contractors.

Contracts- Landscape**\$136,000**

The District has a contract with Eagle Dunes HOA, Inc. to provide landscape maintenance through Valley Crest. These services include mowing, edging, blowing, applying pest and disease control chemicals to sod, mulching once per year, applying fertilizer, and transplanting annuals three times per year. The budgeted amount includes unscheduled maintenance as well as repair and replacement.

Utility- General**\$21,000**

The District maintains wells, pumps, and has electrical and water accounts for the common areas.

R&M- Common Areas**\$3,057**

The cost of any maintenance expenditures that are incurred during the year such as painting, pressure-washing, fountain repairs, ponds, storm water ponds, storm water system, and the street lighting equipment.

COUNTRY GREENS

Community Development District

Debt Service Budgets

Fiscal Year 2020

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2020 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	ADOPTED BUDGET FY 2019	ACTUAL THRU MAR-2019	PROJECTED APR- SEP-2019	TOTAL PROJECTED FY 2019	ANNUAL BUDGET FY 2020
REVENUES							
Interest - Investments	\$ 851	\$ 3,735	\$ 20	\$ 3,248	\$ 3,248	\$ 6,496	\$ 6,000
Interest - Tax Collector	-	6	-	-	-	-	-
Special Assmnts- Tax Collector	369,754	369,774	369,754	359,593	10,161	369,754	369,754
Special Assmnts- Discounts	(13,913)	(13,941)	(14,790)	(14,229)	-	(14,229)	(14,790)
TOTAL REVENUES	356,692	359,574	354,984	348,612	13,409	362,021	360,964
EXPENDITURES							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	5,293	5,032	7,395	6,856	539	7,395	7,395
Total Administrative	5,293	5,032	7,395	6,856	539	7,395	7,395
<i>Debt Service</i>							
Principal Debt Retirement A-1	140,000	140,000	145,000	-	145,000	145,000	145,000
Principal Debt Retirement A-2	45,000	45,000	50,000	-	50,000	50,000	50,000
Interest Expense Series A-1	102,236	99,436	96,636	48,318	48,318	96,636	93,736
Interest Expense Series A-2	62,000	59,750	57,500	28,750	28,750	57,500	55,000
Total Debt Service	349,236	344,186	349,136	77,068	272,068	349,136	343,736
TOTAL EXPENDITURES	354,529	349,218	356,531	83,924	272,607	356,531	351,131
Excess (deficiency) of revenues							
Over (under) expenditures	2,163	10,356	(1,547)	264,688	(259,198)	5,490	9,833
OTHER FINANCING SOURCES (USES)							
Contribution to (Use of) Fund Balance	-	-	(1,547)	-	-	-	9,833
TOTAL OTHER SOURCES (USES)	-	-	(1,547)	-	-	-	9,833
Net change in fund balance	2,163	10,356	(1,547)	264,688	(259,198)	5,490	9,833
FUND BALANCE, BEGINNING	267,749	269,912	280,268	280,268	-	280,268	285,758
FUND BALANCE, ENDING	\$ 269,912	\$ 280,268	\$ 278,721	\$ 544,956	\$ (259,198)	\$ 285,758	\$ 295,590

**Series 2016A-1 Special Assessment Revenue Bonds Amortization
Schedule**

Period Ending		Principal	Coupon	Interest	Annual Debt Service
11/1/2019	2,740,000.00			46,868.13	
5/1/2020	2,740,000.00	145,000.00	2.000%	46,868.13	238,736.25
11/1/2020	2,595,000.00			45,418.13	
5/1/2021	2,595,000.00	150,000.00	2.250%	45,418.13	240,836.25
11/1/2021	2,445,000.00			43,730.63	
5/1/2022	2,445,000.00	155,000.00	2.500%	43,730.63	242,461.25
11/1/2022	2,290,000.00			41,793.13	
5/1/2023	2,290,000.00	155,000.00	2.750%	41,793.13	238,586.25
11/1/2023	2,135,000.00			39,661.88	
5/1/2024	2,135,000.00	160,000.00	3.000%	39,661.88	239,323.75
11/1/2024	1,975,000.00			37,261.88	
5/1/2025	1,975,000.00	165,000.00	3.200%	37,261.88	239,523.75
11/1/2025	1,810,000.00			34,621.88	
5/1/2026	1,810,000.00	170,000.00	3.250%	34,621.88	239,243.75
11/1/2026	1,640,000.00			31,859.38	
5/1/2027	1,640,000.00	180,000.00	3.500%	31,859.38	243,718.75
11/1/2027	1,460,000.00			28,709.38	
5/1/2028	1,460,000.00	185,000.00	3.875%	28,709.38	242,418.75
11/1/2028	1,275,000.00			25,125.00	
5/1/2029	1,275,000.00	190,000.00	3.875%	25,125.00	240,250.00
11/1/2029	1,085,000.00			21,443.75	
5/1/2030	1,085,000.00	200,000.00	3.875%	21,443.75	242,887.50
11/1/2030	885,000.00			17,568.75	
5/1/2031	885,000.00	210,000.00	3.875%	17,568.75	245,137.50
11/1/2031	675,000.00			13,500.00	
5/1/2032	675,000.00	215,000.00	4.000%	13,500.00	242,000.00
11/1/2032	460,000.00			9,200.00	
5/1/2033	460,000.00	225,000.00	4.000%	9,200.00	243,400.00
11/1/2033	235,000.00			4,700.00	
5/1/2034	235,000.00	235,000.00	4.000%	4,700.00	244,400.00
		2,740,000.00		882,923.75	3,622,923.75

**Series 2016A-2 Special Assessment Revenue Bonds Amortization
Schedule**

Period Ending	Balance	Principal	Coupon	Interest	Annual Debt Service
11/1/2019	1,100,000.00			27,500.00	
5/1/2020	1,100,000.00	50,000.00	5.000%	27,500.00	105,000.00
11/1/2020	1,050,000.00			26,250.00	
5/1/2021	1,050,000.00	55,000.00	5.000%	26,250.00	107,500.00
11/1/2021	995,000.00			24,875.00	
5/1/2022	995,000.00	55,000.00	5.000%	24,875.00	104,750.00
11/1/2022	940,000.00			23,500.00	
5/1/2023	940,000.00	60,000.00	5.000%	23,500.00	107,000.00
11/1/2023	880,000.00			22,000.00	
5/1/2024	880,000.00	60,000.00	5.000%	22,000.00	104,000.00
11/1/2024	820,000.00			20,500.00	
5/1/2025	820,000.00	65,000.00	5.000%	20,500.00	106,000.00
11/1/2025	755,000.00			18,875.00	
5/1/2026	755,000.00	70,000.00	5.000%	18,875.00	107,750.00
11/1/2026	685,000.00			17,125.00	
5/1/2027	685,000.00	70,000.00	5.000%	17,125.00	104,250.00
11/1/2027	615,000.00			15,375.00	
5/1/2028	615,000.00	75,000.00	5.000%	15,375.00	105,750.00
11/1/2028	540,000.00			13,500.00	
5/1/2029	540,000.00	80,000.00	5.000%	13,500.00	107,000.00
11/1/2029	460,000.00			11,500.00	
5/1/2030	460,000.00	85,000.00	5.000%	11,500.00	108,000.00
11/1/2030	375,000.00			9,375.00	
5/1/2031	375,000.00	90,000.00	5.000%	9,375.00	108,750.00
11/1/2031	285,000.00			7,125.00	
5/1/2032	285,000.00	90,000.00	5.000%	7,125.00	104,250.00
11/1/2032	195,000.00			4,875.00	
5/1/2033	195,000.00	95,000.00	5.000%	4,875.00	104,750.00
11/1/2033	100,000.00			2,500.00	
5/1/2034	100,000.00	100,000.00	5.000%	2,500.00	105,000.00
		1,100,000.00		489,750.00	1,589,750.00

Budget Narrative
Fiscal Year 2020

REVENUES

Interest- Investments

The District earns interest income on their trust accounts with US Bank.

Special Assessment- Tax Collector

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the debt service expenditures. The District will assess the maximum annual debt service amount.

Special Assessment- Discounts

Per Section 197.3632 and Section 197.162 of the Florida Statutes, discounts are allowed for early payment of assessments collected by the Tax Collector and only when the Tax Collector is using the uniform methodology. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

Expenditures- Administrative

Misc.- Assessment Collection Costs

The District reimburses the Lake County Tax Collector for applicable necessary administrative costs. Per Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater. The budget for collection costs is based on a maximum of 2% of the anticipated assessment collections.

Expenditures- Debt Service

Principal Debt Retirement

The District pays regular principal payments annually in order to pay down/retire the debt service.

Interest Expense

The District pays interest expense on the debt service twice a year.

COUNTRY GREENS

Community Development District

Supporting Budget Schedules

Fiscal Year 2020

Assessment Summary
Fiscal Year 2020 vs. Fiscal Year 2019

Product	General Fund			Debt Service Series 2016			Total Assessments per Unit			Units
	FY 2020	FY 2019	Percent Change	FY 2020	FY 2019	Percent Change	FY 2020	FY 2019	Percent Change	
TH 34'	\$223.41	\$223.40	0%	\$289.25	\$289.25	0%	\$512.65	\$512.65	0%	104
SF 55'	\$319.15	\$319.15	0%	\$424.23	\$424.23	0%	\$743.38	\$743.38	0%	319
SF 65'	\$319.15	\$319.15	0%	\$501.36	\$501.36	0%	\$820.52	\$820.51	0%	97
SF 100'	\$319.15	\$319.15	0%	\$752.04	\$752.04	0%	\$1,071.20	\$1,071.19	0%	158
Golf Course	\$3,190.74	\$3,190.69	0%	\$5,013.61	\$5,013.61	0%	\$8,204.35	\$8,204.31	0%	10
Commercial	\$17,229.74	\$17,229.51	0%	\$34,709.63	\$34,709.63	0%	\$51,939.37	\$51,939.13	0%	54
New Area	\$22,398.59	\$22,398.57	0%	\$0.00	\$0.00	n/a	\$22,398.59	\$22,398.57	0%	
										742

6B.

COUNTRY GREENS
Community Development District

Annual Operating and Debt Service Budget
Fiscal Year 2020

Proposed Budget
(Meeting 4/22/19)

Prepared by:



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COUNTRY GREENS

Community Development District

Budget Overview

Fiscal Year 2020

COUNTRY GREENS

Community Development District

Operating Budget

Fiscal Year 2020

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2020 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2017	FY 2018	BUDGET FY 2019	THRU MAR-2019	APR- SEP-2019	PROJECTED FY 2019	BUDGET FY 2020
REVENUES							
Interest - Investments	\$ 3,592	\$ 10,628	\$ 7,000	\$ 4,434	2,676	\$ 7,110	\$ 7,000
Interest - Tax Collector	-	44	-	74	-	74	-
Special Assmnts- Tax Collector	297,292	281,536	249,245	243,596	5,649	249,245	226,853
Special Assmnts- Discounts	(11,269)	(10,617)	(9,970)	(9,814)	(56)	(9,870)	(9,074)
Other Miscellaneous Revenues	39		-	1,000	-	1,000	-
TOTAL REVENUES	289,654	281,591	246,275	239,290	8,269	247,559	224,779
EXPENDITURES							
Administrative							
P/R-Board of Supervisors	5,200	6,400	6,000	2,800	3,200	6,000	6,000
FICA Taxes	398	490	459	214	245	459	459
ProfServ-Arbitrage Rebate	600	600	600	-	600	600	600
ProfServ-Dissemination Agent	-	1,000	1,000	-	1,000	1,000	1,000
ProfServ-Engineering	3,790	1,030	5,500	2,960	2,540	5,500	5,500
ProfServ-Legal Services	4,412	8,375	6,000	5,009	991	6,000	10,000
ProfServ-Mgmt Consulting Serv	61,643	63,492	65,397	32,699	32,698	65,397	67,362
ProfServ-Trustee Fees	3,717	2,168	3,200	5,266	-	5,266	5,266
Auditing Services	3,223	3,200	3,423	3,400	-	3,400	3,423
Postage and Freight	226	275	400	437	437	874	400
Rental - Meeting Room	-	-	900	-	450	450	900
Insurance - General Liability	8,027	8,146	9,713	7,811	-	7,811	8,592
Printing and Binding	397	598	500	579	579	1,158	500
Legal Advertising	875	887	450	-	450	450	450
Miscellaneous Services	1,431	1,507	7,407	916	916	1,832	1,359
Misc-Assessmnt Collection Cost	4,278	3,883	4,985	4,639	113	4,752	4,537
Office Supplies	44	-	614	99	99	198	200
Annual District Filing Fee	175	175	175	175	-	175	175
Total Administrative	98,436	102,226	116,723	67,004	44,318	111,322	116,723
Field							
ProfServ-Field Management	10,300	10,300	10,300	5,150	5,150	10,300	20,300
Contracts-Landscape	128,552	133,252	136,000	79,178	56,822	136,000	136,000
Utility - General	17,160	14,280	21,000	7,089	13,911	21,000	22,000
R&M-Common Area	6,185	6,405	3,057	1,915	1,142	3,057	12,850
Misc-Hurricane Expense	-	9,282	-	-	-	-	-
Total Field	162,197	173,519	170,357	93,332	77,025	170,357	191,150
TOTAL EXPENDITURES	260,633	275,745	287,080	160,336	121,343	281,679	307,873
Excess (deficiency) of revenues							
Over (under) expenditures	29,021	29,021	(40,805)	78,954	(113,074)	(34,120)	(83,088)
Net change in fund balance	29,021	5,846	(40,805)	78,954	(113,074)	(34,120)	(83,088)
FUND BALANCE, BEGINNING	799,999	829,020	834,866	834,866	-	834,866	800,746
FUND BALANCE, ENDING	\$ 829,020	\$ 834,866	\$ 794,061	\$ 913,820	\$ (113,074)	\$ 800,746	\$ 717,658

Exhibit "A"
Allocation of Fund Balances

AVAILABLE FUNDS

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2020	\$ 800,746
Net Change in Fund Balance - Fiscal Year 2020	\$ (83,088)
Reserves - Fiscal Year 2020	\$ -
Total Funds Available (Estimated) - 9/30/2020	717,658

ALLOCATION OF AVAILABLE FUNDS***Assigned Fund Balance***

Operating Reserve - Operating Capital		76,968 ⁽¹⁾
Reserves - Irrigation/Landscape	44,984	44,984
	Subtotal	121,952
Total Allocation of Available Funds		121,952

Total Unassigned (undesignated) Cash	\$ 595,705
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Notes

(1) Represents approximately 3 months of operating expenditures

Budget Narrative
Fiscal Year 2020

REVENUES

Interest- Investments

The District earns interest on their operating account and other investments.

Special Assessment- Tax collector

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the operating expenditures during the Fiscal Year.

Special Assessment- Discounts

Per Section 197.3632 and Section 197.162 of the Florida Statutes, discounts are allowed for early payment of assessments collected by the Tax Collector and only when the Tax Collector is using the uniform methodology. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

Expenditures- Administrative

P/R Board of Supervisors

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting in which they attend. The budgeted amount for the fiscal year is based on all supervisors attending 6 meetings.

FICA Taxes

Payroll taxes on Board of Supervisor's compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total Board of Supervisor's payroll expenditures.

Professional Services- Arbitrage Rebate

The District will contract with an independent certified public accountant to annually calculate the District's Arbitrage Rebate Liability on the Series 2003 Special Assessment Bonds. The budgeted amount for the fiscal year is based on standard fees charged for this service.

Professional Services- Dissemination Agent

The District is required by the Securities and Exchange Commission to comply with rule 15c2-12(b)-(5), which relates to additional reporting requirements for unrelated bond issues. The budgeted amount for the fiscal year is based on standard fees charged for this service.

Professional Services- Engineering Fees

The District's engineer will be providing general engineering services to the District, i.e., attendance and preparation for Board meetings, and reviewing invoices.

Budget Narrative
Fiscal Year 2020

Expenditures- Administrative (continued)

Professional Services- Legal Services

The District's legal counsel will be providing general legal services to the District, i.e., attendance and preparation for meetings, review operating and maintenance contracts.

Professional Services- Management Services

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Inframark Infrastructure Management Services.

Professional Services Trustee Fees

The District pays US Bank an annual fee for trustee services on the Series 2016A Special Assessment Bond. The budgeted amount for the fiscal year is based on standard fees charged plus any out-of-pocket expenses.

Auditing Services

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is based on last year's actuals plus contingency.

Postage and Freight

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

Insurance- General Liability

The District's General Liability & Public Officials Liability Insurance policy is with Public Risk Insurance. Public Risk Insurance specializes in providing insurance coverage to governmental agencies.

Printing & Binding

Copies used in the preparation of agenda packages, required mailings, and other special projects

Legal Advertising

The District is required to advertise various notices for Board meetings, public hearings, etc. in a newspaper of general circulation.

Miscellaneous Services

Bank charges and any other miscellaneous expenditures that are incurred during the year.

Budget Narrative
Fiscal Year 2020

Expenditures- Administrative (continued)

Misc.- Assessment Collection Costs

The District reimburses the Lake County Tax Collector for applicable necessary administrative costs. Per Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater. The budget for collection costs is based on a maximum of 2% of the anticipated assessment collections.

Office Supplies

Miscellaneous office supplies.

Annual District Filing Fee

The District is required to pay an annual fee to the Department of Community Affairs of \$175.

Expenditures- Field

Field Management**\$10,300**

The District has a contract with Inframark Infrastructure Management Services for services in the administration and operation of the Property and its contractors.

Contracts- Landscape**\$136,000**

The District has a contract with Eagle Dunes HOA, Inc. to provide landscape maintenance through Valley Crest. These services include mowing, edging, blowing, applying pest and disease control chemicals to sod, mulching once per year, applying fertilizer, and transplanting annuals three times per year. The budgeted amount includes unscheduled maintenance as well as repair and replacement.

Utility- General**\$21,000**

The District maintains wells, pumps, and has electrical and water accounts for the common areas.

R&M- Common Areas**\$3,057**

The cost of any maintenance expenditures that are incurred during the year such as painting, pressure-washing, fountain repairs, ponds, storm water ponds, storm water system, and the street lighting equipment.

COUNTRY GREENS

Community Development District

Debt Service Budgets

Fiscal Year 2020

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2020 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	ADOPTED BUDGET FY 2019	ACTUAL THRU MAR-2019	PROJECTED APR- SEP-2019	TOTAL PROJECTED FY 2019	ANNUAL BUDGET FY 2020
REVENUES							
Interest - Investments	\$ 851	\$ 3,735	\$ 20	\$ 3,248	\$ 3,248	\$ 6,496	\$ 6,000
Interest - Tax Collector	-	6	-	-	-	-	-
Special Assmnts- Tax Collector	369,754	369,774	369,754	359,593	10,161	369,754	369,754
Special Assmnts- Discounts	(13,913)	(13,941)	(14,790)	(14,229)	-	(14,229)	(14,790)
TOTAL REVENUES	356,692	359,574	354,984	348,612	13,409	362,021	360,964
EXPENDITURES							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	5,293	5,032	7,395	6,856	539	7,395	7,395
Total Administrative	5,293	5,032	7,395	6,856	539	7,395	7,395
<i>Debt Service</i>							
Principal Debt Retirement A-1	140,000	140,000	145,000	-	145,000	145,000	145,000
Principal Debt Retirement A-2	45,000	45,000	50,000	-	50,000	50,000	50,000
Interest Expense Series A-1	102,236	99,436	96,636	48,318	48,318	96,636	93,736
Interest Expense Series A-2	62,000	59,750	57,500	28,750	28,750	57,500	55,000
Total Debt Service	349,236	344,186	349,136	77,068	272,068	349,136	343,736
TOTAL EXPENDITURES	354,529	349,218	356,531	83,924	272,607	356,531	351,131
Excess (deficiency) of revenues							
Over (under) expenditures	2,163	10,356	(1,547)	264,688	(259,198)	5,490	9,833
OTHER FINANCING SOURCES (USES)							
Contribution to (Use of) Fund Balance	-	-	(1,547)	-	-	-	9,833
TOTAL OTHER SOURCES (USES)	-	-	(1,547)	-	-	-	9,833
Net change in fund balance	2,163	10,356	(1,547)	264,688	(259,198)	5,490	9,833
FUND BALANCE, BEGINNING	267,749	269,912	280,268	280,268	-	280,268	285,758
FUND BALANCE, ENDING	\$ 269,912	\$ 280,268	\$ 278,721	\$ 544,956	\$ (259,198)	\$ 285,758	\$ 295,590

**Series 2016A-1 Special Assessment Revenue Bonds Amortization
Schedule**

Period Ending		Principal	Coupon	Interest	Annual Debt Service
11/1/2019	2,740,000.00			46,868.13	
5/1/2020	2,740,000.00	145,000.00	2.000%	46,868.13	238,736.25
11/1/2020	2,595,000.00			45,418.13	
5/1/2021	2,595,000.00	150,000.00	2.250%	45,418.13	240,836.25
11/1/2021	2,445,000.00			43,730.63	
5/1/2022	2,445,000.00	155,000.00	2.500%	43,730.63	242,461.25
11/1/2022	2,290,000.00			41,793.13	
5/1/2023	2,290,000.00	155,000.00	2.750%	41,793.13	238,586.25
11/1/2023	2,135,000.00			39,661.88	
5/1/2024	2,135,000.00	160,000.00	3.000%	39,661.88	239,323.75
11/1/2024	1,975,000.00			37,261.88	
5/1/2025	1,975,000.00	165,000.00	3.200%	37,261.88	239,523.75
11/1/2025	1,810,000.00			34,621.88	
5/1/2026	1,810,000.00	170,000.00	3.250%	34,621.88	239,243.75
11/1/2026	1,640,000.00			31,859.38	
5/1/2027	1,640,000.00	180,000.00	3.500%	31,859.38	243,718.75
11/1/2027	1,460,000.00			28,709.38	
5/1/2028	1,460,000.00	185,000.00	3.875%	28,709.38	242,418.75
11/1/2028	1,275,000.00			25,125.00	
5/1/2029	1,275,000.00	190,000.00	3.875%	25,125.00	240,250.00
11/1/2029	1,085,000.00			21,443.75	
5/1/2030	1,085,000.00	200,000.00	3.875%	21,443.75	242,887.50
11/1/2030	885,000.00			17,568.75	
5/1/2031	885,000.00	210,000.00	3.875%	17,568.75	245,137.50
11/1/2031	675,000.00			13,500.00	
5/1/2032	675,000.00	215,000.00	4.000%	13,500.00	242,000.00
11/1/2032	460,000.00			9,200.00	
5/1/2033	460,000.00	225,000.00	4.000%	9,200.00	243,400.00
11/1/2033	235,000.00			4,700.00	
5/1/2034	235,000.00	235,000.00	4.000%	4,700.00	244,400.00
		2,740,000.00		882,923.75	3,622,923.75

**Series 2016A-2 Special Assessment Revenue Bonds Amortization
Schedule**

Period Ending	Balance	Principal	Coupon	Interest	Annual Debt Service
11/1/2019	1,100,000.00			27,500.00	
5/1/2020	1,100,000.00	50,000.00	5.000%	27,500.00	105,000.00
11/1/2020	1,050,000.00			26,250.00	
5/1/2021	1,050,000.00	55,000.00	5.000%	26,250.00	107,500.00
11/1/2021	995,000.00			24,875.00	
5/1/2022	995,000.00	55,000.00	5.000%	24,875.00	104,750.00
11/1/2022	940,000.00			23,500.00	
5/1/2023	940,000.00	60,000.00	5.000%	23,500.00	107,000.00
11/1/2023	880,000.00			22,000.00	
5/1/2024	880,000.00	60,000.00	5.000%	22,000.00	104,000.00
11/1/2024	820,000.00			20,500.00	
5/1/2025	820,000.00	65,000.00	5.000%	20,500.00	106,000.00
11/1/2025	755,000.00			18,875.00	
5/1/2026	755,000.00	70,000.00	5.000%	18,875.00	107,750.00
11/1/2026	685,000.00			17,125.00	
5/1/2027	685,000.00	70,000.00	5.000%	17,125.00	104,250.00
11/1/2027	615,000.00			15,375.00	
5/1/2028	615,000.00	75,000.00	5.000%	15,375.00	105,750.00
11/1/2028	540,000.00			13,500.00	
5/1/2029	540,000.00	80,000.00	5.000%	13,500.00	107,000.00
11/1/2029	460,000.00			11,500.00	
5/1/2030	460,000.00	85,000.00	5.000%	11,500.00	108,000.00
11/1/2030	375,000.00			9,375.00	
5/1/2031	375,000.00	90,000.00	5.000%	9,375.00	108,750.00
11/1/2031	285,000.00			7,125.00	
5/1/2032	285,000.00	90,000.00	5.000%	7,125.00	104,250.00
11/1/2032	195,000.00			4,875.00	
5/1/2033	195,000.00	95,000.00	5.000%	4,875.00	104,750.00
11/1/2033	100,000.00			2,500.00	
5/1/2034	100,000.00	100,000.00	5.000%	2,500.00	105,000.00
		1,100,000.00		489,750.00	1,589,750.00

Budget Narrative
Fiscal Year 2020

REVENUES

Interest- Investments

The District earns interest income on their trust accounts with US Bank.

Special Assessment- Tax Collector

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the debt service expenditures. The District will assess the maximum annual debt service amount.

Special Assessment- Discounts

Per Section 197.3632 and Section 197.162 of the Florida Statutes, discounts are allowed for early payment of assessments collected by the Tax Collector and only when the Tax Collector is using the uniform methodology. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

Expenditures- Administrative

Misc.- Assessment Collection Costs

The District reimburses the Lake County Tax Collector for applicable necessary administrative costs. Per Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater. The budget for collection costs is based on a maximum of 2% of the anticipated assessment collections.

Expenditures- Debt Service

Principal Debt Retirement

The District pays regular principal payments annually in order to pay down/retire the debt service.

Interest Expense

The District pays interest expense on the debt service twice a year.

COUNTRY GREENS

Community Development District

Supporting Budget Schedules

Fiscal Year 2020

Assessment Summary
Fiscal Year 2020 vs. Fiscal Year 2019

Product	General Fund			Debt Service Series 2016			Total Assessments per Unit			Units
	FY 2020	FY 2019	Percent Change	FY 2020	FY 2019	Percent Change	FY 2020	FY 2019	Percent Change	
TH 34'	\$223.41	\$223.40	0%	\$289.25	\$289.25	0%	\$512.66	\$512.65	0%	104
SF 55'	\$319.16	\$319.15	0%	\$424.23	\$424.23	0%	\$743.39	\$743.38	0%	319
SF 65'	\$319.16	\$319.15	0%	\$501.36	\$501.36	0%	\$820.52	\$820.51	0%	97
SF 100'	\$319.16	\$319.15	0%	\$752.04	\$752.04	0%	\$1,071.20	\$1,071.19	0%	158
Golf Course	\$3,190.79	\$3,190.69	0%	\$5,013.61	\$5,013.61	0%	\$8,204.41	\$8,204.31	0%	10
Commercial	\$17,230.04	\$17,229.51	0%	\$34,709.63	\$34,709.63	0%	\$51,939.67	\$51,939.13	0%	54
New Area	\$22,398.59	\$22,398.57	0%	\$0.00	\$0.00	n/a	\$22,398.59	\$22,398.57	0%	
										742

6C.

RESOLUTION 2019-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2019/2020 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors of the Country Greens Community Development District (the "Board") prior to June 15, 2019, a proposed budget for Fiscal Year 2019/2020; and

WHEREAS, the Board has considered the proposed budget and desires to set the required public hearing thereon.

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

1. The budget proposed by the District Manager for Fiscal Year 2019/2020 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said budget.
2. A public hearing on said approved budget is hereby declared and set for the following date, hour and location:

DATE: June 24, 2019

HOUR: 5:30 p.m.

LOCATION: Sorrento Christian Center,
32441 County Road 437
Sorrento, Florida

3. The District Manager is hereby directed to submit a copy of the proposed budget to Lake County at least 60 days prior to the hearing set above.
4. In accordance with Section 189.016 Florida Statutes, the District Secretary is further directed to post this proposed budget on the District's website at least two days before the budget hearing date, as set forth in Section 2.
5. Notice of this public hearing shall be published in the manner prescribed in Florida law.
6. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 22nd DAY OF APRIL, 2019.

ATTEST:

**BOARD OF SUPERVISORS OF THE COUNTRY
GREENS COMMUNITY DEVELOPMENT
DISTRICT**

Secretary

By:_____

Its:_____

Seventh Order of Business

7A

COUNTRY GREENS
Community Development District
Financial Report
March 31, 2019

Prepared by



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COUNTRY GREENS
Community Development District

Financial Statements

(Unaudited)

March 31, 2019

Balance Sheet
March 31, 2019

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2016A DEBT SERVICE FUND	TOTAL
<u>ASSETS</u>			
Cash - Checking Account	\$ 142,728	\$ -	\$ 142,728
Due From Other Funds	926	-	926
Investments:			
Certificates of Deposit - 12 Months	153,726	-	153,726
Certificates of Deposit - 6 Months	407,874	-	407,874
Money Market Account	228,551	-	228,551
Prepayment Fund (A-2)	-	33,414	33,414
Reserve Fund (A-1)	-	120,534	120,534
Reserve Fund (A-2)	-	53,250	53,250
Revenue Fund	-	338,684	338,684
Prepaid Items	1,549	-	1,549
TOTAL ASSETS	\$ 935,354	\$ 545,882	\$ 1,481,236
<u>LIABILITIES</u>			
Accounts Payable	\$ 19,985	\$ -	\$ 19,985
Due To Other Funds	-	926	926
TOTAL LIABILITIES	19,985	926	20,911
<u>FUND BALANCES</u>			
Nonspendable:			
Prepaid Items	1,549	-	1,549
Restricted for:			
Debt Service	-	544,956	544,956
Assigned to:			
Operating Reserves	71,850	-	71,850
Unassigned:	841,970	-	841,970
TOTAL FUND BALANCES	\$ 915,369	\$ 544,956	\$ 1,460,325
TOTAL LIABILITIES & FUND BALANCES	\$ 935,354	\$ 545,882	\$ 1,481,236

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
REVENUES					
Interest - Investments	\$ 7,000	\$ 3,500	\$ 4,434	\$ 934	63.34%
Interest - Tax Collector	-	-	74	74	0.00%
Special Assmnts- Tax Collector	249,245	245,066	243,596	(1,470)	97.73%
Special Assmnts- Discounts	(9,970)	(9,821)	(9,814)	7	98.44%
Other Miscellaneous Revenues	-	-	1,000	1,000	0.00%
TOTAL REVENUES	246,275	238,745	239,290	545	97.16%
EXPENDITURES					
Administration					
P/R-Board of Supervisors	6,000	3,000	2,800	200	46.67%
FICA Taxes	459	228	214	14	46.62%
ProfServ-Arbitrage Rebate	600	-	-	-	0.00%
ProfServ-Dissemination Agent	1,000	1,000	-	1,000	0.00%
ProfServ-Engineering	5,500	2,748	2,960	(212)	53.82%
ProfServ-Legal Services	6,000	3,000	5,009	(2,009)	83.48%
ProfServ-Mgmt Consulting Serv	65,397	32,699	32,699	-	50.00%
ProfServ-Trustee Fees	3,200	1,600	3,717	(2,117)	116.16%
Auditing Services	3,423	3,423	3,400	23	99.33%
Postage and Freight	400	198	437	(239)	109.25%
Rental - Meeting Room	900	450	-	450	0.00%
Insurance - General Liability	9,713	9,713	7,811	1,902	80.42%
Printing and Binding	500	250	579	(329)	115.80%
Legal Advertising	450	113	-	113	0.00%
Miscellaneous Services	7,407	3,704	916	2,788	12.37%
Misc-Assessmnt Collection Cost	4,985	4,700	4,639	61	93.06%
Office Supplies	614	307	99	208	16.12%
Annual District Filing Fee	175	175	175	-	100.00%
Total Administration	116,723	67,308	65,455	1,853	56.08%

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>Field</u>					
ProfServ-Field Management	10,300	5,148	5,150	(2)	50.00%
Contracts-Landscape	136,000	67,998	79,178	(11,180)	58.22%
Utility - General	21,000	10,500	7,089	3,411	33.76%
R&M-Common Area	3,057	1,529	1,915	(386)	62.64%
Total Field	170,357	85,175	93,332	(8,157)	54.79%
TOTAL EXPENDITURES	287,080	152,483	158,787	(6,304)	55.31%
Excess (deficiency) of revenues Over (under) expenditures	(40,805)	86,262	80,503	(5,759)	-197.29%
<u>OTHER FINANCING SOURCES (USES)</u>					
Contribution to (Use of) Fund Balance	(40,805)	-	-	-	0.00%
TOTAL FINANCING SOURCES (USES)	(40,805)	-	-	-	0.00%
Net change in fund balance	\$ (40,805)	\$ 86,262	\$ 80,503	\$ (5,759)	-197.29%
FUND BALANCE, BEGINNING (OCT 1, 2018)	834,866	834,866	834,866		
FUND BALANCE, ENDING	\$ 794,061	\$ 921,128	\$ 915,369		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
REVENUES					
Interest - Investments	\$ 20	\$ 10	\$ 3,248	\$ 3,238	16240.00%
Special Assmnts- Tax Collector	369,754	359,101	359,593	492	97.25%
Special Assmnts- Discounts	(14,790)	(14,364)	(14,229)	135	96.21%
TOTAL REVENUES	354,984	344,747	348,612	3,865	98.20%
EXPENDITURES					
Administration					
Misc-Assessmnt Collection Cost	7,395	7,182	6,856	326	92.71%
Total Administration	7,395	7,182	6,856	326	92.71%
Debt Service					
Principal Debt Retirement A-1	145,000	-	-	-	0.00%
Principal Debt Retirement A-2	50,000	-	-	-	0.00%
Interest Expense Series A-1	96,636	48,318	48,318	-	50.00%
Interest Expense Series A-2	57,500	28,750	28,750	-	50.00%
Total Debt Service	349,136	77,068	77,068	-	22.07%
TOTAL EXPENDITURES	356,531	84,250	83,924	326	23.54%
Excess (deficiency) of revenues Over (under) expenditures	(1,547)	260,497	264,688	4,191	-17109.76%
OTHER FINANCING SOURCES (USES)					
Contribution to (Use of) Fund Balance	(1,547)	-	-	-	0.00%
TOTAL FINANCING SOURCES (USES)	(1,547)	-	-	-	0.00%
Net change in fund balance	\$ (1,547)	\$ 260,497	\$ 264,688	\$ 4,191	-17109.76%
FUND BALANCE, BEGINNING (OCT 1, 2018)	280,268	280,268	280,268		
FUND BALANCE, ENDING	\$ 278,721	\$ 540,765	\$ 544,956		

Notes to the Financial Statements

March 31, 2019

General Fund► **Assets**

■ **Cash and Investments-** In order to maximize cash liquidity, the District has several CDs with varying maturities and Money Market Accounts. (See Cash & Investments Report for further details).

■ **Prepaid Items** - Trustee fees for period 10/1/19 - 2/29/20

► **Liabilities**

■ **Accounts Payable** - Invoices paid for March

■ **Due To Other Funds** - Tax Collector Commission Fees

► **Fund Balance**■ **Assigned to:**

Operating Reserves \$ 71,850

TOTAL \$ 71,850

Debt Service Fund► **Assets**

■ **Investments** - Trust Accounts at US Bank for the Debt Service (See Cash & Investments Report for further details).

Notes to the Financial Statements

March 31, 2019

Financial Overview / Highlights

- ▶ The Non-Ad Valorem assessments collected are approximately 97%. Compared to same time last year collections were approximately 96%,
- ▶ Total expenditures for March are approximately 56% compared to Annual Adopted Budget. Significant variances are explained below.
- ▶ Other Miscellaneous Revenue - Payment of Agreement between District and Hanover Family Builders for access and use of property.

Variance Analysis

Account Name	Annual Adopted Budget	YTD Actual	% of Budget	Explanation
Expenditures				
<u>Administrative</u>				
ProfServ- Engineering	5,500	2,960	54%	Engineering services are for preparation and attendance at board meetings and reviewing invoices.
Prof-Serv Legal Services	6,000	5,009	83%	Additional services provided for December meeting and drafting of several agreements in January.
ProfServ - Trustee Fees	3,200	5,266	165%	Fees of \$3717.38 are for period 3/19 to 2/20
Postage and Freight	\$ 400	\$ 437	109%	Delivery of agenda packages to board members through March.
Printing and Binding	\$ 500	\$ 579	116%	Includes printing and binding service charges through March.
<u>Field</u>				
Contracts - Landscape	\$ 136,000	\$ 79,178	58%	Monthly shared services fluctuate each month. Extra charges in January for mended flower beds.
Utility - General	\$ 21,000	\$ 7,089	34%	Monthly expenses fluctuate each month.

COUNTRY GREENS
Community Development District

Supporting Schedules

March 31, 2019

**Non-Ad Valorem Special Assessments - Lake County Tax Collector
(Monthly Collection Distributions)
For the Fiscal Year Ending September 30, 2019**

						ALLOCATION BY FUND	
Date Received	Check Number	Net Amount Received	Discounts / (Penalties) Amounts	(1) Collection Costs	Gross Amount Received	General Fund	Series 2016A Debt Service Fund
Assessments Levied FY 2019					\$ 618,999	\$ 249,245	\$ 369,754
Allocation %					100%	40%	60%
11/28/18	825988	\$ 18,989	\$ 825		\$ 19,814	\$ -	\$ 19,814
12/07/18	825989	11,929	516		12,446	12,446	-
12/07/18	826105	11,612	484		12,096	12,096	-
12/14/18	826348	166,205	6,927		173,132	173,132	-
12/14/18	826653	56,988	2,372		59,360	-	59,360
12/17/18	826104	19,900	829		20,729	-	20,729
12/17/18	826347	235,008	9,792		244,799	-	244,799
12/28/18	826654	34,025	1,417		35,442	35,442	-
01/11/19	826718	3,707	377		4,085	4,085	
01/16/19	826717	5,341	168		5,509	-	5,509
02/08/19	827115	1,269	39		1,309	1,309	
02/08/19	827114	1,740	54		1,793		1,793
02/25/19				11,495			
02/28/19	827494	3,194	74		3,268	3,268	
02/28/19	827493	4,831	115		4,945		4,945.26
03/29/19	827818	1,798	21		1,819	1,819	
03/29/19	827817	2,611	31		2,642		2,642
TOTAL		\$ 579,147	\$ 24,042	\$ 11,495	\$ 603,189	\$ 243,596	\$ 359,593
% COLLECTED					97%	98%	97%
TOTAL OUTSTANDING					\$ 15,809	\$ 5,649	\$ 10,161

Note (1) - Collection costs are paid directly to the Lake County Tax Collector once a year.

Cash and Investment Report

March 31, 2019

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
GENERAL FUND					
Checking account - Operating	Wells Fargo	Checking Account	n/a	0.00%	\$ 92,702
Checking account - Operating (1)	Valley National Bank	Checking Account	n/a	1.90%	\$ 50,026
Subtotal					\$ 142,728
Certificate of Deposits 6M	Bank United	CD	6/3/2019	2.20%	\$ 104,938
Certificate of Deposits 6M	BBVA Compass Bank	CD	6/3/2019	2.23%	\$ 102,937
Certificate of Deposits 6M	Bank United	CD	9/19/2019	2.20%	\$ 200,000
Subtotal					\$ 407,874
Certificate of Deposits 12M	Bank United	CD	8/28/2019	1.55%	\$ 153,726
Subtotal					\$ 153,726
Money Market Account	Bank United	MMA	n/a	1.75%	\$ 228,551
Subtotal					\$ 228,551
DEBT SERVICE FUNDS					
Series 2016 A-1 & A-2 Prepayment	US Bank	First American Govt.	n/a	0.3%	\$ 33,414
Series 2016 A-1 Reserve	US Bank	First American Govt.	n/a	0.3%	\$ 120,534
Series 2016 A-2 Reserve	US Bank	First American Govt.	n/a	0.3%	\$ 53,250
Series 2016 A-1 & A-2 Rev.	US Bank	First American Govt.	n/a	0.3%	\$ 338,684
Subtotal					\$ 545,883
Total					\$ 1,478,762

Note (1) - Opened in March. Bank transition in process.

Country Greens CDD

Page Number 178

Bank Reconciliation

Bank Account No. 3792 Wells Fargo - GF Checking
Statement No. 03/19
Statement Date 3/31/2019

G/L Balance (LCY)	92,701.95	Statement Balance	92,701.95
G/L Balance	92,701.95	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	92,701.95
Subtotal	92,701.95	Outstanding Checks	0.00
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	92,701.95	Ending Balance	92,701.95
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
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Country Greens CDD

Bank Reconciliation

Page Number 179

Bank Account No. 9840 Valley National Bank - GF Checking
Statement No. 03/19
Statement Date 3/31/2019

G/L Balance (LCY)	50,026.39	Statement Balance	50,026.39
G/L Balance	50,026.39	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	50,026.39
Subtotal	50,026.39	Outstanding Checks	0.00
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	50,026.39	Ending Balance	50,026.39
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
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COUNTRY GREENS
Community Development District

Check Register

March 1, 2019 - March 31, 2019

COUNTRY GREENS Community Development District

Payment Register By Fund
For the Period from 3/1/2019 to 3/31/2019
(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice GL Description	G/L Account	Amount Paid
----------	-----------------	------	-------	-------------	---------------------	------------------------	-------------	-------------

GENERAL FUND - 001

001	128	03/12/19	COUNTRY GREENS DDD	030719-2572	TO OUR FRIENDS FOR NEW CHECKING	Due From Other Funds	131000	\$50,000.00
001	129	03/12/19	COUNTRY GREENS DDD	030719-CD	OPEN WITH CD W/BU	Due From Other Funds	131000	\$200,000.00
001	130	03/14/19	COUNTRY GREENS DDD	031219-2572	TRFR TO COVER INCRS WITH LA CT	Due From Other Funds	131000	\$65,000.00
001	1957	03/01/19	INFRAMARK, LLC	38560	2019 MGMT SVCS	ProfServ-Mgmt Consulting Serv	531027-51201	\$5,449.75
001	1957	03/01/19	INFRAMARK, LLC	38560	2019 MGMT SVCS	Postage and Freight	541006-51301	\$4.70
001	1957	03/01/19	INFRAMARK, LLC	38560	2019 MGMT SVCS	Printing and Binding	547001-51301	\$29.85
001	1957	03/01/19	INFRAMARK, LLC	38560	2019 MGMT SVCS	ProfServ-Field Management	531016-53901	\$858.33
001	1958	03/05/19	FEDEX	6-472-41734	FEB POSTAGE	Postage and Freight	541006-51301	\$127.12
001	1959	03/06/19	DAVID JORDAN	022519	11/1/18-1/31/19 TAX COMMISSION	tax maint/debt	549070-51301	\$4,638.84
001	1960	03/11/19	CLARK & ALBAUGH, LLP	16393	2/18-2/25/19 GEN COUNSEL	ProfServ-Legal Services	531023-51401	\$1,795.50
001	1961	03/11/19	EAGLE DUNES BOA INC	02-19	FEB LANDSCAPE SVCS	Contracts-Landscape	534050-53901	\$11,496.80
001	1962	03/11/19	FEDEX	6-479-50356	FEB POSTAGE	Postage and Freight	541006-51301	\$13.94
001	1963	03/18/19	COUNTRY GREENS DDD	030719-3792	OPEN NEW CHK W/VNB	Due From Other Funds	131000	\$50,000.00
001	DD168	03/02/19	SECO	021319 ACH	BILL BRD 1/14-2/13/19	Utility General	543001-53901	\$579.56
001	DD169	03/29/19	SECO	031419 ACH	BILL BRD 2/8-3/12/19	Utility General	543001-53901	\$675.40
Fund Total								\$390,669.79

SERIES 2003 DEBT SERVICE FUND - 201

201	1959	03/06/19	DAVID JORDAN	022519	11/1/18-1/31/19 TAX COMMISSION	tax maint/debt	549070-51301	\$6,855.93
Fund Total								\$6,855.93

Total Checks Paid	\$397,525.72
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Eighth Order of Business

8Bi



949 Shadick Dr.
Orange City, FL 32763
P: (386) 218-6969 F: (386) 218-6970
www.allterraintractorservice.com

PROPOSAL

Project Name: **Sorrento Hills Pond Regrading Phase 1**
Project Phase: Sorrento Hills Pond Regrading Phase 1

Project Address: **Country Greens CDD**
City, State, Zip:

Proposal Date: **Friday, December 21, 2018**
Proposal price good for 30 days from
the date of this proposal.

Prepared for: **Dewberry**
Address: **800 North Magnolia Ave #1000**
City, State, Zip: **Orlando, FL 32803**

Contact: **Rey Malave**
Phone: **407-843-5120 ext 3134**
Cell: **407-647-4560**
Email: broy@dewberry.com

Scope of Work

1. Regrade Pond Bottom and slopes per plan sheet 9 of 62 dated 4/22/02 sent over by Barry Roy. Estimate is to lose dirt on slopes. There is a price to haul off if necessary per Load - Not included in total would be billed per LOAD

Qualifications & Exclusions

1. There are no bonds included in this proposal. If any are required, they will be at an additional cost.
2. There is no handling of contaminated, hazardous, or unsuitable materials included in this proposal. If any is required, it will be at an additional cost.
3. There are no permits included in this proposal. If any are required, they will be at an additional cost.
4. There is no testing included in this proposal. If any is required, it will be at an additional cost.

DESCRIPTION	QTY	UOM	UNIT PRICE	TOTAL
Mobilization	1	LS	\$2,500.00	\$2,500.00
Survey/layout	1	LS	\$1,500.00	\$1,500.00
Grade Pond slopes and bottom	3423	SY	\$5.75	\$19,682.25
Bahia Sod (Pond Slopes)	30800	SF	\$0.48	\$14,784.00
EXPORT FILL IF NEEDED	1	LD	\$175.00	
Proposed Total				\$38,466.25

John Masiarczyk

All Terrain Tractor Service, Inc.

Rey Malave

Dewberry

_____/_____
Authorized Signature Date

_____/_____
Authorized Signature Date

Price is subject to change, pending receipt of 'Final Construction Drawings'.

8Ci.

COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT FIELD MANAGEMENT REPORT

COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT

FIELD MAINTENANCE HIGHLIGHT REPORT

April 2019

COMPLETED ITEMS:

- Meet¹with¹Contractors¹monthly²and²performed²a³drive¹through²
- Followed¹up¹with¹vendors¹on¹pending¹items²
- Reviewed²and²processed¹invoices¹on²a³weekly¹basis²
- Returned¹phone¹calls²
- Respond¹to²emails²and²communications²as¹needed²
- Install¹meeting³signs²
- Performed¹light¹review²
- Obtained¹proposal¹for¹landscaping⁵services²




ATTACHMENTS

- ❖ Landscape¹review²
- ❖ Pinnacle¹landscaping²

COUNTRY GREENS COMMUNITY DEVELOPMENT DISTRICT LANDSCAPING REVIEW

Country Greens Landscaping Review				
Issue	Location	thru	Status	Field Manager Comments
Mulching	Throughout the community	2/4/2019	Completed	Completed on the week of January 14th
Storm Drain	Marbella Drive	2/4/2019	Completed	Completed on January 11th
Fertilizer (Turf-Shrubs)	Throughout the community	2/4/2019	No completed	Fertilizer is performed by Evergreen. Next one is scheduled for February, April, June, August, and October.
Storm Drain	Between 33848 and 33854 at Venice Lane	2/4/2019	Completed	Completed on January 11th

Country Greens Landscaping Review				
Issue	Location	thru	Status	Field Manager Comments
Fertilizer (Turf-Shrubs)	Throughout the community	3/6/2019	Ongoing	Fertilizer is performed by Evergreen. Next ones are scheduled for February, April, June, August, and October. February month services was provided on 19th.
Irrigation	Throughout the community	3/6/2019	No completed	The pump is out service but the clock still have water because the pump and are looped together.
Mowing and Edging (Turf)	Throughout the community	3/6/2019	Pending	Starting weekly services on April
Annual	Community Entrances	3/6/2019	No completed	All the annuals are scheduled for March 27, 2019. Just for the 437 entrance the annual will be Bulbines Hallmark Orange.)

Country Greens Landscaping Review					
Issue	Location	thru	Status	Field Manager Comments	Photos
Fertilizer (Turf-Shrubs)	Throughout the community	4/1/2019	Ongoing	Fertilizer is performed by Evergreen. Next ones are scheduled for February, April, June, August, and October. February month services was provided on 19th. Next fertilizer services is scheduled for April 19, 2019.	
Irrigation	Throughout the community	4/1/2019	No completed	The pump is out service but the clock is still have water because the pump and are looped together.	
Trimming	At the 4 and 37	4/1/2019	No completed	Silverthorne shrub need to be trimmed.	
Weed control	At the 4 and 37	4/1/2019	No completed	Several section of Silverthorne shrub need weed control (Virginia Creeper present).	
Dead pine tree	At Terragona Dr	4/1/2019	No completed	Please provide proposal for remove dead pine tree	
Weed control	At Cardinal Ln and Companero Dr.	4/1/2019	No completed	Weeds present at the both side.	
Annual	Community Entrances	4/1/2019	Completed	All the annual are scheduled for March 27, 2019. Just for the 437 entrance the annual will be Bulbines (Hallmark orange.)	

**COUNTRY GREENS COMMUNITY
DEVELOPMENT DISTRICT
PINNACLE LANDSCAPING**

**SERVICE REPORT FOR MANAGER AND COMMITTEE**

Client:
Service Period:
Prepared By:

Eagles Dunes CDD
January 2019
Anthony Manis

SERVICE	SERVICE SUMMARY	SERVICE NOTES
GENERAL TURF AND BED MANAGEMENT		
Turf Mowing	<ul style="list-style-type: none"> • 11th and 31st 	<ul style="list-style-type: none"> • Quarterly Bush Hog • Tracks mowed on 11th
Edging	<ul style="list-style-type: none"> • 11th and 31st 	<ul style="list-style-type: none"> • All beds were done each time
Weed Control – Beds	<ul style="list-style-type: none"> • 11th and 31st 	<ul style="list-style-type: none"> • Hand pulled weeds on the 11th
Weed Control – Pathways	<ul style="list-style-type: none"> • 11th and 31st 	<ul style="list-style-type: none"> • N/A
Mulching	<ul style="list-style-type: none"> • Installed Mulch at Entries and Landscape Buffers along 437 and 44 	<ul style="list-style-type: none"> • Pine Bark Mulch
Annuals	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
PLANTS AND TREE MANAGEMENT		
Plant & Shrub – Pruning	<ul style="list-style-type: none"> • 11th and 31st 	<ul style="list-style-type: none"> • N/A
Small Tree Pruning	<ul style="list-style-type: none"> • 11th and 31st 	<ul style="list-style-type: none"> • N/A
FERTILIZATION AND PEST CONTROL		
Turf	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
Ornamentals & Trees	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
IRRIGATION MANAGEMENT		
Inspections	<ul style="list-style-type: none"> • 11th and 22nd 	<ul style="list-style-type: none"> • Pump B is down

STATUS OF CURRENT AND PENDING PROJECTS

[Project 1]	<ul style="list-style-type: none">• Pine Tree Replacement	<ul style="list-style-type: none">• Open
[Project 2]	<ul style="list-style-type: none">• Clear out vegetation from drain behind Venice Lane.	<ul style="list-style-type: none">• Closed
[Project 3]	<ul style="list-style-type: none">• Bulbines at CR 437 to be installed with annual change out in March	<ul style="list-style-type: none">• Open



SERVICE REPORT FOR MANAGER AND COMMITTEE

Client:
Service Period:
Prepared By:

Eagles Dunes CDD
February 2019
Anthony Manis

SERVICE	SERVICE SUMMARY	SERVICE NOTES
GENERAL TURF AND BED MANAGEMENT		
Turf Mowing	• 8 th , 15 th , 22 nd , and 28 th	• Quarterly Bush Hog
Edging	• 15 th , 22 nd and 28 th	• All beds were done each time
Weed Control – Beds	• 8 th , 15 th , 22 nd , and 28 th	• Hand pulled weeds on the 8 th
Weed Control – Pathways	• 8 th , 15 th , 22 nd , and 28 th	• N/A
Mulching	• N/A	• N/A
Annuals	• N/A	• N/A
PLANTS AND TREE MANAGEMENT		
Plant & Shrub – Pruning	• 8 th , 15 th , 22 nd , and 28 th	• N/A
Small Tree Pruning	• 8 th , 15 th , 22 nd , and 28 th	• N/A
FERTILIZATION AND PEST CONTROL		
Turf	• 19 th	• The lawn application consisted of a blanket granular fertilization, broadleaf weed control, and insect control. Hard to kill weeds were given an additional herbicide with blue dye marker. Fungus areas were treated as needed.
Ornamentals & Trees	• 19 th	• The shrubs were given a slow release fertilizer with micro-nutrients. They were treated with a combination of systemic & contact insecticides & fungicides to control insect and disease problems. Select plants were also given supplemental manganese & magnesium.
IRRIGATION MANAGEMENT		
Inspections	• 16 th	• Pump B is down

STATUS OF CURRENT AND PENDING PROJECTS

[Project 1]

- Pine Tree Replacement
- Open

[Project 2]

- Bulbines at CR 437 to be installed with annual change out in March.
- Open

[Project 3]

-
-



SERVICE REPORT FOR MANAGER AND COMMITTEE

Client:
Service Period:
Prepared By:

Eagles Dunes CDD
March 2019
Anthony Manis

SERVICE	SERVICE SUMMARY	SERVICE NOTES
GENERAL TURF AND BED MANAGEMENT		
Turf Mowing	• 8 th , 14 th , and 27 th	• Quarterly Bush Hog
Edging	• 8 th , 14 th , and 27 th	• All beds were done each time
Weed Control – Beds	• 8 th , 14 th , and 27 th	• Hand pulled weeds on the 8 th
Weed Control – Pathways	• 8 th , 14 th , and 27 th	• N/A • Ponds and Waterfalls on the 21 st
Mulching	• N/A	• N/A
Annuals	• Installed on 3/26	• Seasonal annuals installed
PLANTS AND TREE MANAGEMENT		
Plant & Shrub – Pruning	• 8 th , 14 th , and 27 th	• N/A
Small Tree Pruning	• 8 th , 14 th , and 27 th	• N/A
FERTILIZATION AND PEST CONTROL		
Turf	• N/A	• N/A
Ornamentals & Trees	• N/A	• N/A
IRRIGATION MANAGEMENT		
Inspections	•	• Pump B is down

STATUS OF CURRENT AND PENDING PROJECTS

[Project 1]

- Pine Tree Replacement
- Open

[Project 2]

- Replaced annuals at CR 437 entrance with Bulbines
- Closed

[Project 3]

-
-