



Rizzetta & Company

Southaven Community Development District

Board of Supervisors' Meeting December 1, 2021

**District Office:
2806 N. Fifth Street Unit 403 St.
Augustine, FL 32084**

www.southavencdd.org

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT

Rizzetta & Company, Inc., 2806 North Fifth Street, Unit 403, St. Augustine, FL 32084

Board of Supervisors	Walter O'Shea Kevin Jund Guy Kindig Roger Giddens Richard Fetter	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Melissa Dobbins	Rizzetta & Company, Inc.
District Counsel	Jonathan Johnson Katie Buchanan	Kutak Rock, LLP Kutak Rock, LLP
Interim Engineer	Scott Lockwood	England, Thims & Miller

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

The first section of the meeting is called Audience Comments, which is the portion of the agenda where individuals may make comments on Agenda Items. The final section of the meeting will provide an additional opportunity for Audience Comments on other matters of concern that were not addressed during the meeting. Individuals are limited to a total of three (3) minutes to make comments during these times.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (904) 436-6270. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

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

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT

District Office · St. Augustine, Florida · (904) 436-6270
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

www.southavencdd.org

November 23, 2021

Board of Supervisors
Southaven Community
Development District

AGENDA

The regular meeting of the Board of Supervisors of the Southaven Community Development District will be held on **Wednesday, December 1, 2021 at 10:00 a.m.** at the Markland Amenity Center located at 61 Clarissa Lane St. Augustine, FL 32095. The following is the agenda for this regular meeting:

1. **CALL TO ORDER/ROLL CALL**
2. **AUDIENCE COMMENTS ON AGENDA ITEMS**
3. **BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Regular Meeting held October 6, 2021.....Tab 1
 - B. Ratification of the Operations and Maintenance Expenditures for September 2021 and October 2021.....Tab 2
4. **STAFF REPORTS**
 - A. District Counsel
 - 1.) Update on Hopping Green & Sams Transition
 - B. District Engineer
 - C. Landscape and Maintenance
 - 1.) *Yellowstone Landscape Report, December 1, 2021 (Under Separate Cover)*
 - D. Amenity Management
 - 1.) Amenity Manager Report, December 1, 2021.....Tab 3
 - 2.) Field Service Manager Report, December 1, 2021.....Tab 4
 - 3.) Clear Waters, Lake Management Report, November 16, 2021.....Tab 5
 - E. District Manager
 - 1.) Acceptance of Rizzetta Website Assignment.....Tab 6
5. **BUSINESS ITEMS**
 - A. Consideration of RFP for Landscape Services
 - B. Consideration of Adirondack Replacement Chairs.....Tab 7
 - C. *Consideration of Proposal for PC Powder Coating Pool Fabric/Restrap (Under Separate Cover)*
 - D. Consideration of Resolution 2022-02, Designating Public Comment Period and Public Opportunity to be Heard.....Tab 8
 - E. Consideration of Proposals for Reserve Study.....Tab 9
 - F. Consideration of Proposals for Painting at Manor House.....Tab 10
6. **AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
7. **ADJOURNMENT**

AUDIENCE COMMENTS ON AGENDA ITEMS

CALL TO ORDER / ROLL CALL

BUSINESS ADMINISTRATION

Tab 1

MINUTES OF MEETING

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

**SOUTHAVEN
COMMUNITY DEVELOPMENT DISTRICT**

The **regular** meeting of the Board of Supervisors of Southaven Community Development District was held **Wednesday, October 6, 2021 at 10:00 a.m.** held at the Markland Amenity Center located at 61 Clarissa Lane, St. Augustine, Florida 32095. Following is the agenda for the meeting.

Present and constituting a quorum:

Walter O'Shea	Board Supervisor, Chairman
Kevin Jund	Board Supervisor, Vice Chairman <i>(via Speakerphone)</i>
Richard Fetter	Board Supervisor, Assistant Secretary
Guy Kindig	Board Supervisor, Assistant Secretary
Roger Giddens	Board Supervisor, Assistant Secretary

Also present were:

Melissa Dobbins	District Manager, Rizzetta & Company, Inc.
Katie Buchanan	District Counsel, Hopping Green & Sams
April Day-Wolff	Construction Administrator, Hines
Lisa Licata	Amenity Manager, Vesta
Johnnie Verdell	Field Manager, Vesta
Garrett Cannady	Representative, Yellowstone Landscaping
Michael Scuncio	Representative, Yellowstone Landscaping

Audience in attendance and teleconference.

FIRST ORDER OF BUSINESS**Call to Order**

Ms. Dobbins called the meeting to order at 10:02 a.m. and read roll call.

Ms. Buchanan reviewed a draft Resolution for the Board to consider at a future meeting regarding public opportunity meeting procedures.

SECOND ORDER OF BUSINESS**Audience Comments on Agenda Items**

Audience member had comments on the budget and audit procedures.

THIRD ORDER OF BUSINESS**Consideration of the Minutes of the
Regular Meeting held on August 4,
2021**

On a motion by Mr. Kindig, seconded by Mr. Giddens, with all in favor, the Board approved the Minutes of the Regular Meeting held on August 4, 2021 for Southaven Community Development District.

FOURTH ORDER OF BUSINESS**Ratification of the Operations and
Maintenance Expenditures for June
2021, July 2021 and August 2021**

On a motion by Mr. O'Shea, seconded by Mr. Jund, with all in favor, the Board ratified Operations and Maintenance Expenditures for June 2021 in the amount of \$58,532.01, July 2021 in the amount of \$8,995.95 and August 2021 in the amount of \$70,986.90 for Southaven Community Development District.

FIFTH ORDER OF BUSINESS**STAFF REPORTS**

- A. District Counsel
District Counsel had no specific report but was available to answer questions.
- B. District Engineer
Not present.
Ms. Licata requested for staff to work with a board member and the District Engineer to review locations and plans to install a dumpster enclosure. Discussions ensued. The Board authorized Mr. Fetter to work with Staff and the District Engineer to pick a location for a dumpster enclosure and review scope for the project. Mr. Fetter also noted he would like to review options to possibly extend the pool storage.
- C. Landscape Report
1.) Yellowstone Landscape Report, October 6, 2021
Mr. Scuncio updated the Board that they are still reviewing the drainage issues and how well the last drain installs have worked. They are also monitoring irrigation times and only watering as needed.
- D. Amenity Report and Field Maintenance
1.) Amenity Manager Report, October 6, 2021
2.) Field Service Manager Report, September 2021
Ms. Licata updated the Board that the District received swim lesson revenue for the first season and it was discussed that she will start providing a quarterly landscape newsletter to the community.

The Chairman stated that Vesta is looking at the leaf gate to see if they can fix it and if not the Chairman will review further with them to approve an appropriate repair proposal.

Ms. Day-Wolff updated the Board that the entrance flags and signs at the front will be removed by December. Model home signs by Lennar and Author Rutenburg will need to stay for now.

F. District Manager Report

No report.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2022-01,
Amending Fiscal Year 2020-2021
Budget**

Ms. Dobbins presented and reviewed the amended proposed Fiscal Year 2020-2021 Budget.

On a motion by Mr. Kindig, seconded by Mr. Giddens, with all in favor, the Board adopted Resolution 2022-01, Amending Fiscal Year 2020-2021 Budget for Southaven Community Development District.

**Board moved agenda Item 5B to the bottom of Business Items.*

SEVENTH ORDER OF BUSINESS

**Discussion Regarding Landscape and
Irrigation Maintenance Scope of
Services**

The Board discussed modifications to the scope of service, including to add alternatives for all-inclusive irrigation repairs and to resod the passive pocket park. The Board also directed the RFP to require an on-site meeting. Discussions ensued. The Board will review proposals at the December meeting. The Board directed staff to send out the Landscape and Irrigation RFP after the Chair approves in final form.

EIGHTH ORDER OF BUSINESS

**Consideration of Updated Proposals
for HVAC**

The Board reviewed proposals under Tab 7 of the agenda. Discussions ensued.

On a motion by Mr. Fetter, seconded by Mr. Giddens, with all in favor, the Board approved HallCo Heating and Air proposal in the amount of \$9,765.50 to replace gym units in January or sooner if needed for Southaven Community Development District.

NINTH ORDER OF BUSINESS

**Consideration of Proposals for
Pressure Washing**

Discussions ensued.

On a motion by Mr. O'Shea, seconded by Mr. Fetter, with all in favor, the Board approved Putting on Pressure's proposal for the Front Facing Wall in the amount of \$1,625.00 for Southaven Community Development District.

TENTH ORDER OF BUSINESS**Discussion Regarding Bollard at Front Gate**

After discussions the Board directed staff to install a flexible delineator post at the end of the front entrance gate arm to stop vehicles from going around.

ELEVENTH ORDER OF BUSINESS**Consideration of Proposal for Signage**

Ms. Licata reviewed the proposal under Tab 9 of the agenda. The Board approved moving forward with the Visitors, Keep Left Sign at the front entrance gate.

TWELFTH ORDER OF BUSINESS**Ratification of Fiscal Year 2021-2022 Insurance Policy**

Ms. Dobbins updated the Board that this policy covers the Board, General Liability and Property.

On a motion by Mr. Fetter, seconded by Mr. Giddens, with all in favor, the Board ratified approval of the Fiscal Year 2021-2022 Insurance Policy in the amount of \$27,785.00 for Southaven Community Development District.

THIRTEENTH ORDER OF BUSINESS**Review of HOA Board Questions and Comments**

The Board reviewed questions regarding district reserves and if they were required. It was requested that there would be more communication between the two entities and to take into consideration HOA requirements when the CDD is repairing or enhancing their property. Comments and suggestions were also made regarding replacing the HVAC system at the amenity center.

FOURTEENTH ORDER OF BUSINESS**Audience Comments and Supervisor Requests**

No supervisors request.

No additional comments were made.

FIFTEENTH ORDER OF BUSINESS**Adjournment**

On a motion by Mr. Fetter, seconded by Mr. Kindig, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 12:28 p.m. for Southaven Community Development District.

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Secretary/Assistant Secretary

Chairman/Vice Chairman

DRAFT

Tab 2

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ST. AUGUSTINE, FLORIDA 32084

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

WWW.SOUTHAVENCDD.ORG

Operation and Maintenance Expenditures

September 2021

Presented For Board Approval

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

The total items being presented: **\$71,374.68**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Southaven Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2021 Through September 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Clear Waters, Inc.	2412	116836	Lake Management 09/21	\$ 803.50
Deneen Purkett	2394	82121	Rental Deposit Refund - Deneen Purkett	\$ 500.00
Dog Waste Depot	2406	432599	Dog Waste Bags 08/21	\$ 107.78
Egis Insurance Advisors, LLC	2418	14023	General Liability/Property/POL	\$ 27,785.00
First Coast Fire & Safety Equipment	2398	6638083121	ABC Extinguisher 08/21	\$ 109.95
Hallco Heating & Air LLC dba John D. Hall	2420	2021091814059865	HVAC Repair 09/21	\$ 636.00
Hidden Eyes LLC dba Envera Systems	2392	705798	Alarm Monitoring Services 08/21	\$ 18.00
Hidden Eyes LLC dba Envera Systems	2407	706288	Alarm Monitoring Services 09/21	\$ 3,782.62
Hidden Eyes LLC dba Envera Systems	2419	706998	Alarm Monitoring Services 09/21	\$ 72.00
Kristen McKinney	2409	90421	Rental Deposit Refund - Kristen McKinney 09/21	\$ 500.00
Krystal Companies, LLC dba Krystal Klean	2408	7026383	Exterior Pressure Wash 09/21	\$ 657.00
Loryn, Vanasupa	2415	91221	Rental Deposit Refund - Loryn Vanasupa 09/21	\$ 100.00
Newagetutors LLC BBA Global Tech	2404	3029	Quarterly Audits 09/21	\$ 400.00
Newagetutors LLC BBA Global Tech	2404	3048	Website ADA Compliance 09/21	\$ 300.00

Southaven Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2021 Through September 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Otis Elevator Company	2399	100400483002	Maintenance Service 09/01/21 - 08/31/22	\$ 1,856.28
Poolsure	2393	131295601799	Water Management 09/21	\$ 412.50
Quick Catch, Inc	2400	21220	Monthly Snake Service 09/21	\$ 225.00
Rizzetta & Company, Inc.	2401	INV0000061101	District Management Fees 09/21	\$ 3,258.08
Rizzetta Technology Services, LLC	2402	INV0000007875	Website & Email Hosting Services 09/21	\$ 130.00
St Johns Utility Department	2395	SJC Utility Summary 08/21	St Johns County Utility Summary 08/21	\$ 4,100.78
St Johns Utility Department	2422	SJC Utility Summary 09/21	St Johns County Utility Summary 09/21	\$ 4,437.36
Sunbelt Gated Access Systems of Florida, LLC.	2413	593	Barrier Gate Repair 09/21	\$ 400.00
Sunbelt Gated Access Systems of Florida, LLC.	2423	624	Barrier Gate Repair 09/21	\$ 195.00
Sunbelt Gated Access Systems of Florida, LLC.	2396	72363	Decals 08/21	\$ 960.00
Tammy Byrd	2411	90421	Rental Deposit Refund - Tammy Byrd 09/21	\$ 100.00
The St. Augustine Record Dept 1261	2421	Acct #18938 01/21	Acct# 18938 Legal Advertising 01/21	\$ 385.93
The St. Augustine Record Dept 1261	2421	Ad #03347039- 03292021	Acct# 18938 Legal Advertising 03/21	\$ 103.22
Turner Pest Control LLC	2414	7859846	Monthly Pest Control 09/21	\$ 73.50

Southaven Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2021 Through September 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Vesta Property Services, Inc.	2403	388537	Billable Mileage 08/21	\$ 32.66
Vesta Property Services, Inc.	2416	389159	Billable Expenses 08/21	\$ 1,084.68
Village Key & Alarm, Inc.	2397	393731	Panel Battery Replacement 08/21	\$ 234.50
Village Key & Alarm, Inc.	2405	393856	Transmitters Battery Replacement 09/21	\$ 55.00
Yellowstone Landscape	2410	JAX 261790	Mailbox Drain 09/21	\$ 2,338.31
Yellowstone Landscape	2410	JAX 261791	Amenity Center Drainage 09/21	\$ 2,184.04
Yellowstone Landscape	2417	JAX 262053	Landscape Maintenance 09/21	\$ 13,035.99
Report Total				<u>\$ 71,374.68</u>

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT

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MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

WWW.SOUTHAVENCDD.ORG

Operation and Maintenance Expenditures

October 2021

Presented For Board Approval

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

The total items being presented: **\$62,811.37**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Southaven Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2021 Through October 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Andre Salgado dba Northeast FL Inflatables LLC	002427	10899	DJ/Bounce House rental for 10/15/21 event	\$ 350.00
Anything Under The Sun Services, LLC	002435	001497	Christmas Lighting Installation 11/21	\$ 4,886.10
Clear Waters, Inc.	002445	117694	Lake Management 10/21	\$ 803.50
Comcast	2021102621-1	8495741401210954	Wireless Telephone Services 10/21	\$ 151.69
Comcast	2021102621-1	8495741401213297	Wireless Telephone Services 10/21	\$ 571.43
Eason Enterprises, Inc dba Southeast Fitness Repair	002436	16638A	Semi-Annual Maintenance 09/21	\$ 305.00
England-Thims & Miller, Inc.	002438	0199831	Engineering Services 09/21	\$ 175.00
Florida Power & Light	2021102621-2	FPL Summary 09/21	FPL Summary 09/21	\$ 2,582.49
Freedom Pest Control, Inc.	002439	1074832	Annual Termite Control Renewal 10/21	\$ 250.00
James Ziglar	002434	092521	Rental Deposit Refund - James Ziglar 09/21	\$ 100.00
Jennifer Vorburger	002433	092521-2	Rental Deposit Refund - Jennifer Vorburger 09/21	\$ 500.00
John Howard	002440	100921	Rental Deposit Refund - John Howard 10/21	\$ 500.00
Margarita Man of St. Augustine LLC	002425	2021-1015	Rental for event 10/15/21	\$ 300.00
Marion Grivotet	002424	091121	Rental Deposit Refund - Marion Grivotet 09/21	\$ 100.00

Southaven Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2021 Through October 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Newagetutors LLC BBA Global Tech	002444	3180	Website ADA Compliance 10/21	\$ 300.00
OnSight, Inc	002446	306322-1	New Signage 10/21	\$ 261.60
Poolsure	002428	131295602485	Water Management 10/21	\$ 412.50
Quick Catch, Inc	002429	21640	Monthly Snake Service 10/21	\$ 225.00
Rizzetta & Company, Inc.	002430	INV0000061831	District Management Fees 10/21	\$ 3,323.25
Rizzetta & Company, Inc.	002441	INV0000061997	Assessment Roll Preparation FY 21/22	\$ 5,100.00
Rizzetta Technology Services, LLC	002431	INV0000007968	Website & Email Hosting Services 10/21	\$ 175.00
St Johns Utility Department	002447	SJC Utility Summary 10/21	St Johns County Utility Summary 10/21	\$ 3,870.35
Sunbelt Gated Access Systems of Florida, LLC.	002442	00000620	Fire Switch disconnected 09/21	\$ 160.00
Sunbelt Gated Access Systems of Florida, LLC.	002432	00000649	Gate System Hinge Repair 08/21	\$ 435.00
Sunbelt Gated Access Systems of Florida, LLC.	002448	00000717	Fire Switch Gate Repairs 10/21	\$ 735.00
The St. Augustine Record Dept 1261	002426	Ad #0003378636-01	Acct# 18938 Legal Advertising 09/21	\$ 112.19
Vesta Property Services, Inc.	002449	388448	Amenity Management / General Facility Maint / Pool	\$ 10,850.00
Vesta Property Services, Inc.	002443	389422	Amenity Management / General Facility Maint / Pool	\$ 11,595.66

Southaven Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2021 Through October 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Vesta Property Services, Inc.	002437	390404	Billable Mileage 09/21	\$ 24.44
Vesta Property Services, Inc.	002449	390578	Billable Expenses 09/21	\$ 620.18
Yellowstone Landscape	002450	JAX 273741	Landscape Maintenance 10/21	<u>\$ 13,035.99</u>
Report Total				<u>\$ 62,811.37</u>

STAFF REPORTS

District Counsel

Update on Hopping Green & Sams Transition

District Engineer

Landscape and Maintenance

*Yellowstone Landscape Report,
December 1, 2021
(Under Separate Cover)*

Amenity Manager and Field Maintenance

Tab 3



Amenity Manager Report
Southaven CDD Meeting
December 1st, 2021

Date of Report: December 1st, 2021

Submitted by: Lisa Licata

○ ***Upcoming Events***

- **Saturday, December 18th- One Blood Mobile**
- **Saturday, December 18th- Santa Christmas Party 12-2pm**
- **Friday, January 21st- Fire Pit Friday**

○ ***Concluded Event***

- October 15th- Fiesta Friday
- October 31st- Halloween party
- November 19th- First Fire pit party since 2019!!

○ ***Amenity Center***

- I have 323 families registered at the Manor House of which 319 are living in Markland.
- Carlton Construction has finished the facia/column work on the Manor House
- Update: Hall Co does PM included first year and \$105 a year after that.
- New AC units install scheduled for 12/13.
- Holiday Hours- Office closed Dec 24, 25, and 26th Office closed Dec 31st and Jan 1st and 2nd
- Dumpster Corral- Update
- Waterproofing Manor House- Update



Tab 4



Replaced right court tennis net



Cleaned Cabanas



Power washed pool deck



Power washed Manor House sidewalks



Repaired 3 broken flood lights



Power washed Pool Chair Cushions



Replaced 3 broken dog stations



Installed Bollard at Visitor Barrier Arm



Filled Bronson and Haas Washout Areas with River Rock



Removed the phase 2 signs, blue flags and Model home signs that were approved



Other maintenance items include: Cleaning the bridge and replacing wind screens.



Tab 5

Lake Management Report

Job: Markland (Southhaven CDD)

Date: 11-16-21

Technician: S Johnson

Equipment: Skiff

Weather: Sunny

Lake ID:



District Manager

Tab 6

**CONSENT TO ASSIGNMENT OF THE CONTRACT FOR
TECHNOLOGY SERVICES BY
AND BETWEEN SOUTHAVEN COMMUNITY DISTRICT AND RIZZETTA
TECHNOLOGY SERVICES, LLC TO
RIZZETTA & COMPANY**

THIS ASSIGNMENT AND AMENDMENT (“Assignment”) is made and entered into this 1st day of December, 2021 by and between, Rizzetta Technology Services, LLC. whose mailing address is 3434 Colwell Ave., Suite 200, Tampa, FL, 33614 (“**Assignor**”); and Rizzetta & Company, a Florida Corporation, whose mailing address is 3434 Colwell Ave, Suite 200, Tampa FL 33614 (“**Assignee**”); and Southaven Community Development District, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, located in St. Johns County, Florida, whose address is 3434 Colwell Ave., Suite 200, Tampa, FL, 33614 (the “**District**”).

RECITALS

WHEREAS, Assignor and the District previously entered into that certain *Technology Services contract*, dated August 7, 2019, respectively, (the “**Agreement**”); and

WHEREAS, on January 1, 2022, Assignee will consolidate multiple legal entities with common and exclusive ownership under the single organization (Assignee) and Assignor is one such entity resulting in Assignor being assimilated into Assignee, and such assignment requires written approval from the District to be effective; and

WHEREAS, Assignor and the District hereby recognize and agree that the Assignor’s rights and obligations under the Agreement could be assigned to a third party pursuant to Section XIV of the Agreement; and

WHEREAS, Assignor desires to assign all of its rights and obligations under the Agreement, as amended by this instrument, to Assignee, Assignee desires to accept such assignment, and the District desires to express that it agrees with and has no objection to such assignment; and

NOW THEREFORE, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which are hereby acknowledged, the District, Assignee, and Assignor agree as follows:

- 1. INCORPORATION OF RECITALS.** The Recitals stated above are true and correct and are incorporated herein as a material part of this Assignment.
- 2. DISTRICT CONSENT TO ASSIGNMENT OF THE AGREEMENT.** The District consents to Assignor’s assignment of the Agreement to Assignee.



Rizzetta & Company

3. ASSIGNEE'S ACCEPTANCE OF LIABILITY. Assignee agrees to assume any and all debts, obligations and liabilities of Assignor present and future, arising out of or related to the Agreement.

4. NOTICES. Upon this Assignment, notices pursuant to the Agreement shall be in writing and shall be delivered to the Assignee as follows:

A. If to the District: Southaven CDD
3434 Colwell Ave, Suite 200
Tampa, Florida 33614
Attn: District Manager

With a copy to: Kutak Rock, LLP
P.O. Box 10230
Tallahassee, FL 32302
Attn: District Counsel

B. If to Assignee: Rizzetta & Company, Inc.
3434 Colwell Ave, Suite 200
Tampa, Florida 33614
Attn: CDD Legal

5. COUNTERPARTS. This Assignment may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute but one and the same instrument. Signature and acknowledgment pages, if any, may be detached from the counterparts and attached to a single copy of this document to physically form one document.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]



IN WITNESS WHEREOF, the parties have executed this Assignment effective as of the date set forth above.

Southaven Community Development District

By: _____
Print Name: _____
Its: Chairman or Vice Chairman

Assignor: Rizzetta Technology Services, LLC

By: William J. Rizzetta
Print Name: William J. Rizzetta
Its: President

Assignee: Rizzetta & Company, Inc.

By: William J. Rizzetta
Print Name: William J. Rizzetta
Its: President



Rizzetta & Company



Rizzetta Consolidation

Historically the services provided by Rizzetta have been provided by three legal entities: Rizzetta & Company, Rizzetta Amenity Services (RASI) and Rizzetta Technology Services (RTS). Each entity authored and administered its own contracts as well as individually maintained staff. In an effort to unify our service offerings and capitalize on the efficiencies gained with size, all three entities will consolidate under “Rizzetta & Company” (Rizzetta) effective January 1st, 2022. Below are answers to a few frequently asked questions regarding this change:

Q: Why is this change being made?

A: In our continued effort to streamline internal processes, reduce unnecessary paperwork, unify services provided to our communities, and promote overall better services for our clients, “RASI” and “RTS” will officially be integrated into Rizzetta & Company as of January 1st, 2022.

Q: What will “RASI” be known as after this date?

A: “RASI” will be “Rizzetta & Company” with its management chain residing in the Community Services Division.

Q: How will this change affect our communities?

A: There will be no changes to the services provided. Some communities may receive bills with both “RASI” and Rizzetta & Company as we make this transition. However, this impact will be minimal and temporary.

Q: How will our communities notice the change?

A: Communities receiving invoices from RASI, RTS and Rizzetta & Company will see fewer invoices. Historical RASI invoices for on-site staff will continue to be received at the same intervals (every other week) but will come from “Rizzetta & Company”. Communities that have been receiving invoices from RTS will see that invoice being included in the “Rizzetta & Company” invoiced received monthly.

Q: How will current team members of “RASI” be impacted by this change?

A: There will be no impact to employees of “RASI”. Payroll processing, labor, and leadership will remain the same through this process. Their checks will originate from Rizzetta & Company.



BUSINESS ITEMS

Consideration of RFP for Landscape Services

Tab 7

Fire Pit Chair Options:

Grant Slate Adirondak Chair- \$179 each



Reclining Plastic Adirondak Chairs- set of 4 \$765



Folding Wood Adirondak Chairs- Set of 2 \$310



Natural Stained Foldable Adirondak Chairs- Set of 2 \$333



*Consideration of Proposal for PC
Powder Coating
Pool Fabric/ Restrap
(Under Separate Cover)*

Tab 8

RESOLUTION 2022-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE PUBLIC'S OPPORTUNITY TO BE HEARD; DESIGNATING PUBLIC COMMENT PERIODS; DESIGNATING A PROCEDURE TO IDENTIFY INDIVIDUALS SEEKING TO BE HEARD; ADDRESSING PUBLIC DECORUM; ADDRESSING EXCEPTIONS; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

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

WHEREAS, Chapter 190, Florida Statutes, authorizes the District to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, Section 286.0114, Florida Statutes, requires that members of the public be given a reasonable opportunity to be heard on a proposition before a board or commission; and

WHEREAS, Section 286.0114, Florida Statutes, sets forth guidelines for rules and policies that govern the public's opportunity to be heard at a public meeting; and

WHEREAS, the District's Board of Supervisors ("**Board**") finds that it is in the best interests of the District to adopt by resolution a policy ("**Public Comment Policy**") for immediate use and application.

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

SECTION 1. DESIGNATING PUBLIC COMMENT PERIODS. The District's Chairperson, his or her designee, or such other person conducting a District meeting ("**Presiding Officer**"), shall ensure that there is at least one period of time ("**Public Comment Period**") in the District's meeting agenda whereby the public has an opportunity to be heard on propositions before the Board, as follows:

- a) An initial Public Comment Period shall be provided at the start of each Board meeting before consideration of any propositions by the Board ("**Initial Public Comment Period**"). In the event there are propositions that come before the Board that are not listed on the agenda, the Presiding Officer shall announce a Public Comment Period on such proposition prior to the Board voting on the matter.

- b) Speakers shall be permitted to address any agenda item during the Initial Public Comment Period. Comments related to personal or general concerns may be provided during the general comment period at the end of the meeting.
- c) Individuals wishing to make a public comment are limited to three (3) minutes per person. Potential speakers may not assign his/her three (3) minutes to extend another speaker's time.
- d) The Presiding Officer may extend or reduce the time periods set forth herein in order to facilitate orderly and efficient District business, provided however that a reasonable opportunity for public comment shall be provided consistent with the requirements of Section 286.0114, Florida Statutes. The Presiding Officer may also elect to set and announce additional Public Comment Periods if he or she deems it appropriate.

SECTION 2. DESIGNATING A PROCEDURE TO IDENTIFY INDIVIDUALS SEEKING TO BE HEARD. Unless otherwise directed and declared by the Presiding Officer, individuals seeking to be heard on propositions before the Board shall identify themselves by a show of hands at the beginning of each Public Comment Period, as announced by the Presiding Officer. Alternatively, in the event that public attendance is high, and/or if otherwise in the best interests of the District in order to facilitate efficient and orderly District business, the Presiding Officer may require individuals to complete speaker cards that include the individual's name, address, the proposition on which they wish to be heard, the individual's position on the proposition (i.e., "for," "against," or "undecided"), and if appropriate, to indicate the designation of a representative to speak for the individual or the individual's group. In the event large groups of individuals desire to speak, the Presiding Officer may require each group to designate a representative to speak on behalf of such group.

Sections 1 and 2 herein shall be deemed to apply only to District Board meetings, but the Presiding Officer of a District workshop in his or her discretion may elect to apply such Sections to District workshops.

SECTION 3. PUBLIC DECORUM. The following policies govern public decorum at public meetings and workshops:

- a) Each person addressing the Board shall proceed to the place assigned for speaking, and should state his or her name and address in an audible tone of voice for the public record.
- b) All remarks shall be addressed to the Board as a body and not to any member thereof or to any staff member. No person other than a Board Supervisor or District staff member shall be permitted to enter into any discussion with an individual speaker while he or she has the floor, without the permission of the Presiding Officer.

- c) Nothing herein shall be construed to prohibit the Presiding Officer from maintaining orderly conduct and proper decorum in a public meeting. Speakers shall refrain from disruptive behavior, and from making vulgar or threatening remarks. Speakers shall refrain from launching personal attacks against any Board Supervisor, District staff member, or member of the public. The Presiding Officer shall have the discretion to remove any speaker who disregards these policies from the meeting.
- d) In the case that any person is declared out of order by the Presiding Officer and ordered expelled, and does not immediately leave the meeting facilities, the following steps may be taken:
 - i. The Presiding Officer may declare a recess.
 - ii. The Presiding Officer may contact the local law enforcement authority.
 - iii. In case the person does not remove himself or herself from the meeting, the Presiding Officer may request that he or she be placed under arrest by local law enforcement authorities for violation of Section 871.01, Florida Statutes, or other applicable law.

SECTION 4. EXCEPTIONS. The Board recognizes and may apply all applicable exceptions to Section 286.0114, including those set forth in Section 286.0114(3) and other applicable law. Additionally, the Presiding Officer may alter the procedures set forth in this Public Comment Policy for public hearings and other special proceedings that may require a different procedure under Florida law.

SECTION 5. SEVERABILITY. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 6. EFFECTIVE DATE. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed. Furthermore, upon its passage this Resolution supersedes any Public Comment Policy previously adopted by the District.

PASSED AND ADOPTED this 1st day of December, 2021.

ATTEST:

**SOUTHAVEN COMMUNITY
DEVELOPMENT DISTRICT**

Print Name: _____
Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Tab 9



November 18, 2021

Ms. Melissa Dobbins
Regional District Manager
Rizzetta & Company
2806 North Fifth Street, Unit 403
St. Augustine, Florida 32084

Re: Level I Reserve Study for Southaven CDD

Dear Ms. Dobbins:

Thank you for the opportunity to submit a New Reserve Study with Site Visit proposal for your District. When our analysis is completed, we recommend a brief meeting to discuss the results, answer questions after which adjustments are made so you have a funding plan that works for you. Power point presentations are available at an additional fee which are useful at Board of Supervisors to identify major components you maintain, current financial status and your new funding plan.

All work is completed or supervised by Reserve Analyst who have been awarded professional certifications of Certified Construction Inspector (CCI), Professional Reserve Analyst (PRA) and Reserve Specialist (RS) signifying broad experience with successful results. Your reserve study is completed following guidelines for Reserve Studies established by the Association of Professional Reserve Analysts (APRA) and the Community Associations Institute (CAI).

Best Regards,

Charles R. Sheppard *RS PRA CCI*
President & Reserve Analyst



Scope of Work for District

Areas included are Manor House, Gate House, Pool, Bridge, Play Area, Tennis & Basketball Courts, Dog Park, Lift Station, Streets, Stormwater System, with components evaluated that include:

- Roof and exterior walls
- Windows and doors
- Interior finishes
- Mechanical, electrical and plumbing
- Fencing/Mail boxes
- Pavement/Walks/Curbs
- Site lighting
- Court surface, fencing. lights
- Play equipment, misc. items
- Landscaping and irrigation systems
- Pool and equipment
- Other components identified at site visit.

Terms of Service

Physical Analysis

- ❖ The site visit includes meeting with your representative to discuss any maintenance or operational concerns. We observe major components to determine quantity, age, condition and remaining useful life. Quantities are determined by field measurement and internet measurement tools or aerial measurement services.
- ❖ Building walls, trim and other features are observed from ground level. Flat roofs are observed only if safe fixed ladder access is available. Pitched roofs are observed from ground level. Building Systems are not operated.
- ❖ Upon completion of the site visit, an inventory of major components is established which includes quantity, replacement cost and remaining useful life. We recommend you review this information and provide historical cost and previous replacement time for any components.

Financial Analysis

- ❖ A review of your current funding plan is completed to determine fund status and performance. We provide a funding plan using the Cash Flow Method (pooled cash) with a funding goal of adequate funding which keeps reserves above a percent funded or balance threshold level. If component funding (line item) is used, then full funding is the funding goal with the understanding we included inflation of replacement cost and interest earned on reserve funds.

Your Reserve Study Includes

- ❖ Executive summary with current funding status, fund balances and assumptions.
- ❖ Cash Flow or Component Funding Plan and 30-Year cash flow projection.
- ❖ Inventory of major components with replacement cost, useful and remaining life projections.
- ❖ Various charts and photographs of major components.
- ❖ Completed Report is sent via email in a PDF file. Printed & bound copies available at additional cost.

Payment Agreement & Terms

- ❖ To maintain excellent customer service and requested delivery schedules we ask that your acceptance of this proposal is made within 30 days. Signed proposals received after 30 days are subject to revision of delivery time and cost. If indicated a deposit fee may be required with signed agreement to place your project in our production schedule and begin your study. A progress payment may be requested upon completion of site visit depending on the size of the project. Remaining fee is due upon receipt of the preliminary report. Payments not received 30 days after invoice date are assessed a 1.5% late fee per month. After 90 days past, due payments will be subject to addition charges for collection including attorney fees and other reasonable cost incurred by Community Advisors, LLC. We are available to meet with you and discuss your Reserve Study subject to availability and travel expenses. We are always available by phone at no cost. We will modify your Reserve Study one time at no additional cost if requested within 90 days of issue and all fees have been paid. Modification requested after report is issued may require additional cost.

This agreement for consulting services is accepted this date:

Professional Fee: \$2,800.00 Deposit Required: -0-

Delivery of Draft Report is typically 4-6 weeks after completion of site visit

Authorized Signature: _____ Title: _____

Printed Name: _____ Date: _____

Reserve Analyst & Inspector's Credentials

Charles R. Sheppard RS PRA CCI

Charlie Sheppard is the owner and President of Community Advisors which provides capital reserve analysis, consulting services, commercial inspections and project management for community associations, private clubs, churches, schools and other entities.

He has over 30 years of experience in real estate development, property operation, commercial property inspections and construction management. He has participated on the development team for large planned unit developments and mid-rise office building parks. He has also worked for many years as commercial construction manager for a wide range of structures including medical facilities, office buildings, churches, restaurants, clubhouses, infrastructure installation and remodeling and repositioning of properties to match market conditions.

Areas of expertise include mechanical and electrical systems, energy management systems, life safety systems, plumbing systems, building envelope and roof components. Horizontal improvement experience include marine structures, street and site concrete construction, utilities, site work and landscaping improvements.

Inspection projects include: High rise office and residential buildings, restaurants, industrial properties, churches, private schools, private clubs, marinas, medical facilities, warehouse and industrial properties, water treatment facilities and residential properties.

Charlie is a regular speaker at CAI events, teaches continuing education classes and enjoys attending Board of Director meetings to share the benefits of Reserve Planning. He has also published articles on Capital Reserve Analysis and Construction Management.

Education - Virginia Polytechnic Institute & State University - BS

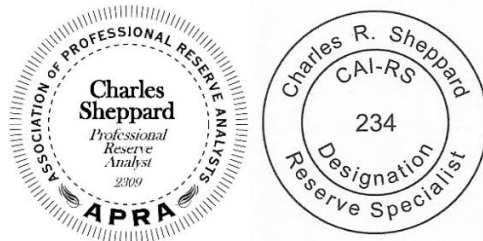
License - Certified General Contractor, Certified Home Inspector - Florida

Professional Designations & Memberships

Certified Construction Inspector, (CCI) Association of Construction Inspectors

Professional Reserve Analyst, (PRA) Association of Professional Reserve Analyst APRA

Reserve Specialist, (RS) Community Associations Institute CAI



Partial Client List 2020

Communities

- Villas of Nocatee - Jacksonville, FL
- Vizcaya HOA - Jacksonville, FL
- Cimarrone POA - St. Johns, FL
- Deercreek Country Club Owners Association - Jacksonville, FL
- Deerwood Country Club - Jacksonville, FL
- Coastal Oaks - Ponte Vedra, FL
- Durbin Crossing HOA - St. Johns, FL
- Montevilla HOA - Jacksonville, FL
- Preserve at Summer Beach - Fernandina Beach, FL
- Amelia Park Neighborhood - Fernandina Beach, FL
- Amelia Oaks - Fernandina Beach, FL
- Coastal Oaks Amelia - Fernandina Beach, FL
- Oyster Bay POA - Fernandina, FL
- Oyster Bay Yacht Club - Fernandina, FL
- Ocean Breeze HOA - Fernandina Beach, FL
- The Enclave at Summer Beach - Fernandina Beach, FL
- RiverPlace at Summer Beach - Fernandina Beach, FL
- Amelia National - Fernandina, FL
- The Landings - Skidaway Island, GA
- Beresford Hall Assembly - North Charleston, SC
- The Georgia Club - Statham, GA
- Corolla Light POA - Corolla, NC
- Cumberland Harbour - St. Mary's, GA

Condominiums

- Twin Leaf - Jacksonville, FL
- Gallery Homes at Tapestry Park - Jacksonville, FL
- Village Homes at Tapestry Park - Jacksonville, FL
- Laterra at World Golf - St. Augustine, FL
- The Preserve at James Island – Jacksonville, FL
- Cumberland On Church - Nashville, TN
- Surf Club III - Palm Coast, FL
- The Peninsula - Jacksonville, FL
- The Plaza at Berkman Plaza - Jacksonville, FL
- 1661 Riverside - Jacksonville, FL
- Seascape - Jacksonville Beach, FL
- Southshore Condominium - Jacksonville Beach, FL
- Ocean Club Villas - Amelia Island, FL
- Sand Dollar Condominium - Amelia Island, FL
- Captain's Court - Amelia Island, FL
- Ocean Villas at Serenata Beach - St. Augustine, FL
- Watermark - Jacksonville Beach, FL
- Oceanic Condominium - Jacksonville Beach, FL
- Ocean 14 Condominium - Jacksonville Beach, FL
- Serena Point Condominium - Jacksonville Beach, FL
- Oceania Condominium - Jacksonville Beach, FL
- Mirabella Condominium - Jacksonville, FL
- Dunes Club Villas – Amelia Island, FL

Active Adult Communities

- Del Webb Ponte Vedra - Ponte Vedra, FL
- Stone Creek by Del Webb - Ocala, FL
- Villages of Seloy - St. Augustine, FL
- Cascades at World Golf Village - St. Augustine, FL
- The Haven at New Riverside – Bluffton, SC
- Artisan Lakes – Jacksonville, FL

Religious/Schools

- St. Mark's Episcopal Church - Brunswick, GA
- Memorial Presbyterian Church - St. Augustine, FL
- Frederica Academy - St. Simons Island, GA
- Trinity Episcopal Church - St. Augustine, FL
- St. Mark's Towers - Brunswick, GA
- Fishburn Military School - Waynesboro, VA
- Isle of Faith United Methodist Church – Jacksonville, FL
- Deermeadows Baptist Church – Jacksonville, FL

Community Development Districts

- Tolomato, (Nocatee)
- Amelia Concourse
- Tisons Landing
- Amelia Walk
- South Village
- Sampson Creek
- Middle Village
- Ridgewood Trails
- Glen St. Johns
- Bartram Springs
- Rivers Edge
- Aberdeen
- Durbin Crossing
- St. Johns Forrest
- Dunes Utility
- Double Branch
- Pine Ridge
- Brandy Creek
- Turnbull Creek
- Arlington Ridge
- Magnolia West



November 18, 2021

Southaven CDD
c/o Rizzetta and Company
2806 North Fifth Street
St. Augustine, FL 32084

RE: Full Service Reserve Study with Site Inspection
Southaven CDD
61 Clarissa Lane
St. Augustine, FL 32095

Dear Board of Supervisors:

We are very appreciative for the opportunity to perform a full reserve study with site inspection and recommendations for Southaven CDD. We are a team of knowledgeable reserve analysts with extensive experience and take pride in performing reserve studies. The reserve study will project costs and funding for a 30 year time frame for all common areas and improvements.

Southaven CDD commenced operations in May 2014. The community started home construction in 2016 and construction has been gradual to this point. The community is comprised of single family homes. There will be 355 owners at build-out. The community has an amenity campus with a pool area, clubhouse and tennis courts that are the main amenities to the community. The CDD consists of 314.34 acres and is located in St. Augustine, St. Johns County, Florida. After a review of plats, aerials, and county records, we recommend the following reserve items be included in the report:

- **Tennis Courts (2)**
- **Clubhouse**
- **Pedestrian Bridge**
- **Pool Area and Equipment**
- **Playground**
- **Sidewalks/Trails**
- **Entry Monuments**
- **Stormwater Drainage**
- **Ponds**
- **Dog and Pocket Parks**
- **Dock**
- **Pavilions**
- **Streets and Parking Areas**
- **Guardhouse/Gates**
- **Walls/Fencing**
- **Any Other Items Specified by You**

The physical analysis portion of the reserve study will include a reserve item component list, remaining life, useful life, current cost, future cost of all reserve items as well as any site recommendations. The financial analysis portion of the study will include allowances for your interest income, taxes and projected changes in building costs. The pooled method and component method (if applicable) will be used and presented to derive the funding schedules.



Scope of Service

Our scope of service for a full service reserve study with site inspection that includes all expenses consists of:

- Site inspection of common areas and improvements with both a Certified General Contractor and a CAI-designated Reserve Specialist (Both are degreed engineers).
- Our user-friendly reserve study report that includes narrative, photographs, pooled method cash flow plan, component method plan (if applicable), reserve item component cost, remaining life, and useful life inventory. The report projects costs and funding for 30 years using localized costs.
- Percent Funded Analysis. This compares what you have in reserve funds to what the ideal amount should be, something many reserve studies do not include.
- One site meeting with management or the board on the day of inspection, if requested.
- Electronic copies of the report. Electronic copies can also be requested any time in the future by email. A hard copy is available free of charge upon request.
- Revisions or amendments of reports for up to 90 days from the first submission of the report. We welcome all feedback. (It is not uncommon for there to be one or two refinements of the report to meet your specific requirements).
- Accessibility. Call, write, or email us any time and you will receive prompt follow-up. We aim to exceed expectations and consider customer service our top priority.
- 30 year cash flow plan in the report.
- Review of plats, drawings, and site aerials.



Qualifications

Paul Gallizzi and Steven Swartz are professionals in the business of preparing reserve studies and insurance appraisals for community associations. We both inspect all properties and have provided detailed analysis of over 300,000 single family, apartment, villa, townhome, and condominium units. Our high repeat customer rate indicates high customer satisfaction. We have prepared reserve studies and insurance appraisals for all types of community associations including high rise condominiums, mid-rise condominiums, garden-style condominiums, office condominiums, medical condominiums, townhouse developments, single family residential homeowners associations, community development districts, and special use facilities.

We both hold engineering degrees from fully accredited universities. Paul is a State Certified General Real Estate Appraiser License Number RZ 110 and a State Certified General Contractor License Number CGC 019465 with over 30 years of experience in each. Steven is one of approximately only 200 people nationwide that have earned the designation of Reserve Specialist (RS) from the Community Associations Institute and is a State Certified General Real Estate Appraiser License Number RZ 3479. He has also been a speaker at CAI functions discussing reserves and budgeting. To learn more, please visit us on the web at www.reservestudyfl.com and visit our articles section for more than 50 articles about reserves, funding, and budgeting.

A partial list of our clients include:

- Greenacre Properties
- Standard Pacific Homes
- Leland Management
- M/I Homes
- Associa Gulf Coast
- Sentry Management
- Starwood Land Ventures
- Management & Associates
- Resource Property Management
- Condominium Associates
- Insurance Office of America
- Argus Property Management
- Creative Management
- Many Other Individually Managed Associations
- The Mahaffey Apartment Company
- Rizzetta & Company
- First Service Residential
- Brown & Brown Insurance
- Taylor Morrison Homes
- Vanguard Management Group
- Lennar Homes
- McNeil Management Services
- Development Planning and Financing Group
- Qualified Property Management
- Avid Property Management
- Southshore Property Management
- Terra Management Services



Experience

Here is a short list of communities we have conducted reserve studies for, showing experience with various construction types, building systems, and community amenities:

Fishhawk CDD I, CDD II, CDD III, & CDD IV, Lithia, Florida

Fishhawk Ranch is a large planned community consisting of approximately 3000 acres in Lithia, Florida. It is comprised of numerous single family home subdivisions as well as a few townhome subdivisions. There are many community amenities including swimming pools, clubhouses, tennis courts, playgrounds, fitness centers, a banquet center, running trails, parks, and various others. The District also maintains the ponds, stormwater drainage, and the entry areas. There are a total of 6,286 members.

Heritage Harbour South CDD, Bradenton, Florida

Heritage Harbour South CDD is comprised of single family residential and multifamily residences. The community started construction in 2002 and construction finished in 2006. Overall, there are 1,523 units. The CDD maintains the baseball field and recreation area. The District also maintains the streets, ponds, stormwater drainage, and the entry areas. The CDD encompasses a total site size of 980.79 acres in Bradenton, Florida.

Venetian CDD, Venice, FL

Venetian CDD commenced operations in September 2002. The Venetian Golf and River Club has 1,377 lots planned primarily for single family residential development as well as a small amount of multi-family development. The River Club recreation area was built in 2004 and includes a clubhouse, kitchen and banquet facilities, fitness center, pool area, tennis courts, as well as other amenities. The District also maintains the streets, ponds, stormwater drainage, and the entry areas. The CDD encompasses a total site size of 964 acres.

Riverwood CDD, Port Charlotte, FL

Riverwood CDD started development in the mid 1990s and most of the construction was complete over the next decade. The District maintains an amenity campus with a clubhouse/athletic center, pool area, tennis, and shuffleboard courts. The district also owns an off-site Beach Club on Manasota Key in Englewood. The Beach Club was built in 2003 and acquired in 2014. Additionally, the District also maintains the streets, potable water system, reclaimed water system, sewer system (and plant), and stormwater drainage.

Two Creeks CDD, Middleburg, FL

Two Creeks has 624 platted lots planned for single family residential development and encompasses 625 acres. The community was platted in June 2007. Within the district, there is a recreation comprised of a clubhouse, pool area, 2 tennis courts, a basketball court, playgrounds, and a volleyball court. The community also maintains the ponds, stormwater drainage, and the entry areas.



Services

The fee schedule for the current assignment is as follows, please sign below to confirm your acceptance:

Full Service Reserve Study with Site Inspection (Level-1)

\$6,800

We will provide you with electronic copies of the report of your choice. Payment will be due at the first submission of the report. The report will be completed within eight weeks of our firm receiving this engagement letter signed and faxed or emailed to our office.

Thank you again for the opportunity to present our proposal to you.

Sincerely,

Paul Gallizzi
Florida General Contractor #CGC-019465
State-Certified General Appraiser RZ110

Steven Swartz, RS
Reserve Specialist Designation No. 214
State-Certified General Appraiser RZ3479

Accepted by Signature: _____

_____ Date

Accepted by Printed Name: _____

Tab 10



Investment Painting Of North Florida

Vesta
61 clarissa ln

(904) 806-4832
Jverdell@vestapropertyservices.com

ESTIMATE	#12460
SCHEDULED DATE	Thu Nov 11, 2021 10:00am
TOTAL	\$25,985.00

CONTACT US

229 S Torwood Drive
Saint Johns, FL 32259

(904) 307-6649
Investmentpaintingfl@yahoo.com

ESTIMATE

Services	qty	unit price	amount
Quote - (Best Paint Option) Whole Building	1.0	\$23,485.00	\$23,485.00
Soft wash building and shakes prior to painting, eaves, and soffits with chemical to treat and remove dirt and mildew			
Caulk Gaps around windows to seal drafts using Sherwin Williams maxflex (55) year			
Repaint Body, Trim, soffits, fascia, shutters, columns (Including SW Emerald Paint which is Dirt and mildew resistant, Excellent and Best resistance to fade protection with UV inhibitors 100% acrylic. Limited life time manufacturers warranty against peeling, chipping, flaking paint)			
Price includes all labor, material, and taxes. Excludes painting of doors and shakes...			
Investment Painting of North FL warranties all Labor for 3yrs.			
Optional Re-stain Trellis In Back By Pool	1.0	\$1,100.00	\$1,100.00
Prep and stain trellis with minwax stain			
Price includes labor, materials and taxes			
Stucco Repair	1.0	\$1,400.00	\$1,400.00
Inspect Stucco and Repair area(s) affected. Apply base coat, mesh, and Texture to match existing			
Price includes labor, materials and taxes			
Subtotal			\$25,985.00
Total			\$25,985.00

We will match or beat a written formal estimate from a reputable company with proof of estimate!
To accept our estimate and schedule a start date please simply press the accept button on the email you received!
Please see our terms and Conditions for Agreements, Payment Schedules, Scheduling, Cancellation policies and more.
Like us on Facebook! Write us a review on Facebook, Nextdoor & Our Website!
Thank you for your Business!



Investment Painting Of North Florida

Vesta
61 clarissa ln

(904) 806-4832
Jverdell@vestapropertyservices.com

ESTIMATE	#12460-2
SCHEDULED DATE	Thu Nov 11, 2021 10:00am
TOTAL	\$15,665.00

CONTACT US

229 S Torwood Drive
Saint Johns, FL 32259

(904) 307-6649
Investmentpaintingfl@yahoo.com

ESTIMATE

Services	qty	unit price	amount
Quote - (Best Paint Option) West Wall And Front Of Building	1.0	\$14,265.00	\$14,265.00
Soft wash building and shakes prior to painting, eaves, and soffits with chemical to treat and remove dirt and mildew			
Caulk Gaps around windows to seal drafts using Sherwin Williams maxflex (55) year			
Repaint west side and front Body, Trim, soffits, fascia, shutters, columns (Including SW Emerald Paint which is Dirt and mildew resistant, Excellent and Best resistance to fade protection with UV inhibitors 100% acrylic. Limited life time manufacturers warranty against peeling, chipping, flaking paint)			
Price includes all labor, material, and taxes. Excludes painting of doors and shakes...			
Investment Painting of North Fl warranties all Labor for 3yrs.			
Stucco Repair	1.0	\$1,400.00	\$1,400.00
Inspect Stucco and Repair area(s) affected. Apply base coat, mesh, and Texture to match existing			
Price includes labor, materials and taxes			
Subtotal			\$15,665.00
Total			\$15,665.00

We will match or beat a written formal estimate from a reputable company with proof of estimate!

To accept our estimate and schedule a start date please simply press the accept button on the email you received!

Please see our terms and Conditions for Agreements, Payment Schedules, Scheduling, Cancellation policies and more.

Like us on Facebook! Write us a review on Facebook, Nextdoor & Our Website!

Thank you for your Business!



DATE: November 20, 2021

TO: Johnny Verdell
Re: Markland Manor House
61 Clarissa Ln
St. Augustine, FL
32095

STANDARDS:

1. All surfaces shall be cleaned, scraped, sanded, sealed or otherwise properly prepared as needed prior to paint application.
2. All exterior surfaces shall be pressure washed using the required solution of bleach, detergent, and PSI to remove dirt, mildew and surface contaminants.
3. All cracks, trim, windows and doors shall be caulked and puttied, as needed by removing all loose and deteriorated sealant, cleaning joints, then re-caulking.
4. All bare stucco shall be primed using the appropriate primer, as needed, to ensure proper adhesion.
5. One or two finish coats will be applied by either brush, roller or sprayer.
6. Cracks and voids in masonry 1/16" or less shall be filled or patched. Cracks and voids in masonry greater than 1/16" shall be cut out to form a "V" install backing rod if necessary. Then bridge the crack using patching material to match existing texture as close as possible.
7. Deteriorated stucco shall be removed and re-surfaced as needed with a high strength mortar and applied to match existing texture as close as possible. (Not to exceed 5 sq. ft of repair.)
8. Touch-ups should be viewed as a disguise repair rather than an original restoration. It is reasonable to expect that touch-up color, sheen and/or surface profile will not exactly match original.
9. A walk-through will be scheduled before or upon completion to ensure customer satisfaction.
10. Any variations from the scope or alterations requiring extra labor or material will be performed only upon written order and billed in addition to the sum disclosed in this estimate.



Scope of Work

Exterior: wall and trim. Exclude metal rails/trim, stained areas on ceilings and cedar shakes.

Option 1: North and West sides only

Set up, cover up, and clean up daily

Apply two coats Sherwin Williams Duration satin to walls and trim

Color to be specified by owner

Up to three samples to be applied, if required

Total cost of project: \$7,030.00. Your price includes all paint, sundries, labor and materials needed for work, as outlined in the Scope of Work.

Exterior: wall and trim. Exclude metal rails/trim, stained areas on ceilings and cedar shakes.

Option 2: entire building

Set up, cover up, and clean up daily

Apply two coats Sherwin Williams Duration satin to walls and trim

Color to be specified by owner

Up to three samples to be applied, if required

Total cost of project: \$13,810.00. Your price includes all paint, sundries, labor and materials needed for work, as outlined in the Scope of Work.

Timing: The work will be scheduled to commence between December 13th, 2021 and January 8th, 2022. We will confirm the date as we get closer to the start date.

Payment Schedule: 25% upon signing of contract and remainder due upon completion.
This estimate is good for 30 days

We look forward to working with you on this particular project and for many years to come. If you have any questions, concerns or would like clarification, please do not hesitate to call me.

Agreed and entered into this ____ day of _____ 2021, by the duly authorized representative for each party to this proposal – contract.

Taylor Signature Painting

Owner

SUPERVISOR REQUESTS AND AUDIENCE COMMENTS

ADJOURNMENT