



Rizzetta & Company

# Preserve at Wilderness Lake Community Development District

---

## Board of Supervisors Meeting November 2, 2022

District Office:  
5844 Old Pasco Road, Suite 100  
Pasco, Florida 33544  
813.994.1001

[www.wildernesslakecdd.org](http://www.wildernesslakecdd.org)

## **PRESERVE AT WILDERNESS LAKE COMMUNITY DEVELOPMENT DISTRICT**

The Preserve at Wilderness Lake Lodge  
21320 Wilderness Lake Boulevard, Land O' Lakes, FL 34637

<b>District Board of Supervisors</b>	Holly Ruhlig Bryan Norrie Heather Hepner Beth Edwards Scott Diver	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Matthew Huber	Rizzetta & Company, Inc.
<b>District Attorney</b>	John Vericker	Straley Robin & Vericker
<b>District Engineer</b>	Stephen Brletic	JMT Engineering

**All cellular phones and pagers must be turned off while in the meeting room.**

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (813) 533-2950. 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.

# PRESERVE AT WILDERNESS LAKE COMMUNITY DEVELOPMENT DISTRICT

District Office · Wesley Chapel, Florida · (813) 994-1001  
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614  
[www.wildernesslakecdd.org](http://www.wildernesslakecdd.org)

October 26, 2022

## **Board of Supervisors Preserve at Wilderness Lake Community Development District**

Dear Board Members:

The regular meeting of the Board of Supervisors of the Preserve at Wilderness Lake Community Development District will be held on **Wednesday, November 2, 2022 at 6:30 p.m.** at The Preserve at Wilderness Lake Lodge, located at 21320 Wilderness Lake Boulevard, Land O' Lakes, FL 34637. The following is the agenda for this meeting:

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- 2. AUDIENCE COMMENTS / BOARD & STAFF RESPONSES**
- 3. BOARD SUPERVISOR REQUESTS AND WALK ON ITEMS**
- 4. GENERAL INTEREST ITEMS**
  - A. Landscaping Reports.....Tab 1
  - B. District Engineer Report.....Tab 2
    1. Update on Splash Pad
    2. Update on Ranger Station
    3. Discussion Regarding Dock Repair/Replacement .....Tab 3
  - C. District Counsel Report
  - D. 1. Discussion Regarding Social Media
  - E. GHS Environmental Report.....Tab 4
  - F. Community Manager's Report..... Tab 5
    1. Discussion Regarding Available Plot of Land
    2. Presentation of Comprehensive Overhaul Plan For New Fitness Equipment.....Tab 6
    3. Consideration of Proposals for Volleyball Court Sand Replacement.....Tab 7
    4. Consideration of Proposals for Payment Processing System .....Tab 8
- 5. BUSINESS ITEMS**
  - A. Consideration of Final Proposed Amenity Services Contract.....Tab 9
  - B. Consideration of Final Proposed District Services Contract.....Tab 10
  - C. Discussion Regarding Banning Swimming from Shore
  - D. Discussion Regarding Littoral Shelf In Deerfield Pond
- 6. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Board of Supervisors' Meeting held on October 5, 2022 .....Tab 11

- B. Consideration of minutes of the Board of Supervisors' Continued Meeting held on October 11, 2022.....Tab 12
- C. Consideration of Operation and Maintenance Expenditures for August 2022 (under separate cover)
- 7. DISTRICT MANAGER UPDATE**
  - A. District Manager's Report.....Tab 13
  - B. Overview of Reserve Study.....Tab 14
  - C. Presentation of 3<sup>rd</sup> Quarter Website Audit.....Tab 15
- 8. AUDIENCE COMMENTS/SUPERVISOR REQUESTS**
- 9. ADJOURNMENT**

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call me at (813) 933-5571.

Sincerely,

*Matthew Huber*

Regional District Manager

cc: John Vericker, Straley & Robin  
Stephen Brletic, JMT Engineering

# Tab 1

# PSA \_\_\_\_\_ HORTICULTURAL

Landscape Consulting & Contract Management  
“Protecting Your Landscape Investment”

8431 Prestwick Place  
Trinity, FL 34655

## LANDSCAPE INSPECTION RESULTS

Date:	September 8, 2022
Client:	<b>Preserve at Wilderness Lake Community Development District</b>
Attended by:	CDD Management- Beth Edwards, Sean Craft Redtree Landscape Systems- RJ Johnson, Joseph Mendoza PSA Horticultural-Tom Picciano

This landscape inspection report and subsequent ones will serve as a both a benchmark of current landscape maintenance concerns and the progress toward corrective actions. It will also serve as a deficiency list of items that should be addressed under the current landscape agreement.

These items must be completed by September 26, 2022. Notify PSA in writing upon their completion, via fax or email, on or before 9 am on September 27, 2022. Contractor must initial the bottom of each page and sign at the bottom of the last page. The reason for any uncompleted deficiency must be listed.

**SCORE 1=POOR 2= FAIR 3=GOOD**

### **2 MOWING/EDGING/TRIMMING**

The mowing of the turf was not yet completed for the week, but it was evident that the mowers were set to the correct height and the blades were sharp. The hard edging was vertical, and the edged material is being cleaned out thoroughly. The bed lines were neatly defined, and the line trimming was at the same height as the mowing. Some of the hard edging was not completed last week leaving a slightly unkempt look in certain areas.

Main entry-hard edge wedelia weekly.

The bed lines were neatly defined. *Photo below.*



**RJ**

Some of the hard edging could not be completed today due to heavy rains and the difficulty associated cleaning up the mud generated during the edging.

**3 WOODLINE MAINTENANCE**

Morning Mist cds pond-cut back woodline.

**Completed on 9/19**

7404 Ambleside-cut back encroaching section of woodline.

**Completed on 9/19**

Minnow Brook-cut back woodline.

**Completed on 9/19**

Blvd. entry and exit from ranger station to Eagles Nest-cut back encroaching sections of woodline.

**Completed on 9/19**

**3 TURF COLOR**

Boulevard from Lodge to main entry-turf color ranged from a lightly mottled medium green to a consistent dark green.

Citrus Blossom Park common area-turf color was a lightly mottled medium green.

Citrus Blossom playground-turf color was a lightly mottled medium green.

Stoneleigh park-turf color of the common Bermudagrass was a consistent medium green.

Lodge-turf color of the main lawn ranged from a lightly mottled medium green to a consistent dark green.

Oakhurst park-turf color of the common Bermudagrass ranged from a lightly mottled medium green to a consistent medium green.

Kendall Heath/Waverly Shores-turf color of the common Bermudagrass remained a lightly mottled medium green. The St. Augustine turf color remained a consistent medium green.

Night Heron/Caliente intersection-turf color remained a lightly mottled medium green.

Roundabout- turf color ranged from a consistent medium green to a consistent dark green.

*September*

*September*

*September*



**RJ**

*August*



*August*



*August*



*July*



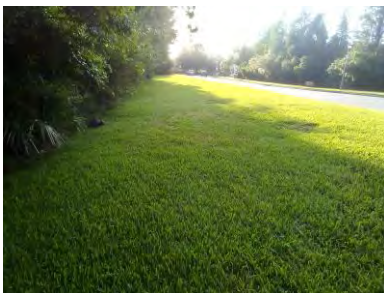
*July*



*July*



*June*



*June*



*June*



**3 TURF DENSITY**

Kendall Heath/Waverly Shores-the density of the common Bermudagrass ranged from fair to good. The density of the St. Augustine turf was good.

Boulevard from Lodge to main entry-the density was good. There were still isolated sections of poor quality turf that needed to be replaced under warranty.

Citrus Blossom park-the density was good.

Citrus Blossom common area-the density was good.

Stoneleigh park- the density of the common Bermudagrass was good.

Oakhurst park-the density of the common Bermudagrass was good.

Night Heron/Caliente intersection-the density was good.

Lodge-the density of the main entry lawn, front lawn, nature center lawn and rear lawn was good.

***RJ***



Tennis court-the density around the tennis court still ranged from fair to good.

The Bahia turf density was good throughout the property.

## **2 TURF WEED CONTROL**

There was an increase in the volume of turf weeds over the past month. They will need to be controlled with a blanket application of herbicide once the daily temperature is 85 degrees or below. This will prevent herbicide damage to the turf.

Lodge playground-treat broadleaf weeds.

**Will be treated when temperature cools to an average 85 degrees**

Americus fence line-treat broadleaf weeds.

**Will be treated when temperature cools to an average 85 degrees**

Citrus Blossom Park common area-treat broadleaf weeds.

**Will be treated when temperature cools to an average 85 degrees**

Lodge-treat goose grass and broadleaf weeds including chamberbitter and heavy dollar weed. *Photo below.*

**Will be treated when temperature cools to an average 85 degrees**



Blvd. entry at pediatric office-treat broadleaf weeds.

**Will be treated when temperature cools to an average 85 degrees**

Main exit monument-treat broadleaf weeds.

**Will be treated when temperature cools to an average 85 degrees**

Caliente/Night Heron intersection-treat broadleaf weeds.

**Will be treated when temperature cools to an average 85 degrees**

## **3 TURF INSECT/DISEASE CONTROL/OVERALL HEALTH**

Cormorant Cove dock-over seed the sparse areas along the sidewalk.

**Will be treated when temperature cools to an average 85 degrees**

Main entry pond-treat disease activity.

**Will be treated when temperature cools to an average 85 degrees**

Blvd. inbound from ranger station to Americus- replace remaining dead turf in numerous areas along the Blvd.

**WARRANTY WORK.** Warranty sod should be completed by next Friday.

**In process - will be completed by 10/7**

The turf mowing was not yet completed. The mowing, trimming, hard and soft edging were performed in accordance with the specifications. The color remained strong but with the slight loss of color which is common in late summer. The density was strong in most turf panels. There was a continued increase in the broadleaf weed content. These weeds can only be treated once the weather cools, in order to avoid herbicide damage to turf. There were no indications of insect activity, but some new disease activity was noted by the main entry of the property.

**RJ**

### **3 SHRUB-TREE INSECT/DISEASE CONTROL/OVERALL HEALTH**

Caliente/Night Heron intersection-treat Fakahatchee grass for spider mites.

**Completed on 9/19**

Caliente/Night Heron intersection-remove remaining bush daisies in front of monument.

**Completed on 9/19**

Grasmere berm-treat Fakahatchee grass for spider mites.

**Completed on 9/19**

Natures Ridge entry-remove and replace dead lorapetalums. WARRANTY WORK. *Photo below.*

**Removed on 9/19**



Eagles Crest monument-treat Fakahatchee grass for spider mites.

**Completed on 9/20**

Bld. median at roundabout-treat Fakahatchee grass for spider mites.

**Completed on 9/20**

Across from 21527 Blvd.-treat Fakahatchee grass for spider mites.

**Completed on 9/20**

Bld. at Osprey Pointe-treat Fakahatchee grass for spider mites.

**Completed on 9/20**

The butterfly garden plants were healthy and actively growing. *Photo below*

**Completed on 9/20**



### **2 BED / CRACK WEED CONTROL**

Main entry median-remove vine from pine tree. Treat stumps with Garlon.

**Completed on 9/20**

Kendall Heath/Waverly Shores-cut all vines that are in tree. Treat stumps with Garlon.

**Completed on 9/19**

Bld. medians at Natures Ridge-remove bed weeds.

**Completed on 9/20**

Front corner of nature center-remove vines.

**Completed on 9/20**

***RJ***

Some weeds were allowed to grow too large before being killed off. They are left as unsightly large dead patches of weed. *Photo below.* **Completed on 9/19**



Pine Knot-remove vines from anise hedge. *Photo below.*  
**Completed on 9/19**



Water's Edge monument-remove bed weeds.

**Will be completed by 10/7**

Eagles Cove monument-remove bed weeds.

**Will be completed by 10/7**

Stoneleigh park- treat crack weeds in sidewalk and vines around lift station.

**Completed on 9/19**

Draycott cds-remove bed weeds from along hedgeline.

**Will be completed by 10/7**

Across from 21511 Blvd.-remove vines from large Walter's viburnum.

**Will be completed by 10/7**

Eleanor Wood- treat crack weeds in street.

**Will be completed by 10/7**

Sparrow Wood monument-remove bed weeds from perennial peanut and vines from juniper.

**Will be completed by 10/7**

### **3 IRRIGATION MANAGEMENT**

Most of the landscape appears to be receiving sufficient irrigation

Lodge- check irrigation for proper operation including irrigation to all beds and flower boxes.

**Completed on 9/17**

General work order-valve locations need to be re-painted on curbs. Paint is fading. This should be done over the winter.

**waiting until winter**

***RJ***

Oakhurst park-possible irrigation break along sidewalk. *Photo below.*

**Completed on 9/17/22**

August

September



### **3 SHRUB PRUNING**

\*It should be noted that the shrubs, including but not limited to, the hawthorns and schilling hollies, should not be pruned too tightly. This means that too much vegetative growth is being removed, limiting the plants availability to make food for itself. In addition, the plant will look more attractive by not having “holes” in it, and allowing it to develop its more natural shape. (i.e. Indian Hawthorn has a natural mounded habit)

Caliente-prune both sides of long hedge in October.

**Will be completed by 10/7**

Caliente/Night Heron intersection-prune dead sections out of schilling hollies.

**Will be completed by 10/7**

Lodge service area-remove lower ring of fronds and dead fronds on palmetto. These plants should be thinned out during the winter season. *Photo below.* **Will be completed by 10/7**



Stoneleigh park-prune viburnum hedge along pond.

**Completed on 9/19**

Egret Glade monument-cut back allamanda.

**Completed on 9/19**

Water's Edge-thin out palmettos along fence.

**Completed on 9/20**

### **3 TREE PRUNING**

Deerfields exit berm-remove moss from crape myrtles and separate crape myrtle and magnolia.

**Will be completed by 10/7**

**RJ**

Minnow Brook-prune low hanging cypress limbs over sidewalk.

**Completed on 9/19**

7220 Blvd. common area-lift oak tree hanging low over the sidewalk.

**Completed on 9/19**

**3 CLEANUP/RUBBISH REMOVAL**

Deerfields/Grasmere berm-remove fallen tree debris.

There was not a significant amount of litter or vegetative debris that needed to be removed.

**3 APPEARANCE OF SEASONAL COLOR**

The newly installed fall mix seasonal color planting was providing an excellent curb appeal at all locations. The plants were healthy, properly spaced and have almost filled in the bed space. *Photo below.*

*September*



*September*



*September*



**(0) CARRIED FORWARD FROM PRIOR MONTH**

**INSPECTION SCORE 36 of 39–PASSED INSPECTION. Passing score is 33 of 39 or 30 of 36 (w/o flowers). Payment for SEPTEMBER services should be released after the receipt of the DONE REPORT.**

**FOR MANAGER**

None

**PROPOSALS**

**NEW** Submit proposal Cormorant Cove dock-flush cut 11 crape myrtles and sod over eight tree rings.

**Submitted on 9/15**

**NEW** Submit proposal Ranger station-pine tree is dead and should be removed.

**Submitted on 9/12**

**NEW** Submit proposal Grasmere berm-pine tree is dead and should be removed.

**Submitted on 9/12**

**RJ**

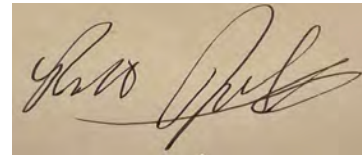
**SUMMARY**

Redtree performed to contractual standards for this inspection. The lawn was being mowed, edged and trimmed in accordance with the specifications. There continued to be a slight loss of color, which is common in late summer. The density was strong on most of the turf panels. The broadleaf weed volume continued to increase and they will need to be controlled once the weather cools. There were no indications of insect activity, but there were signs of disease activity along the boulevard. The shrubs were healthy and required normally scheduled pruning. Some immediate tree work was necessary for pedestrian clearance. The bed and crack weed control was fair. The landscape appears to be receiving sufficient irrigation but there were a few irrigation issues that needed attention. The newly installed seasonal color planting was providing excellent curb appeal.

**Be certain to document in writing the rotational work zones that were worked on during the month. All maintenance items noted on this report must be completed during the normal rotational schedule. The reason for any uncompleted task must be noted in writing.**

RedTree Landscape Systems certifies that all work on this list has been completed in the 14-day timeframe specified in the contractual agreement and provided to PSA within the same period.

Signature \_\_\_\_\_  
Print Name **Robert Johnson, Client Care Specialist**  
Company **RedTree Landscape Systems, LLC**  
Date **9.27.22**

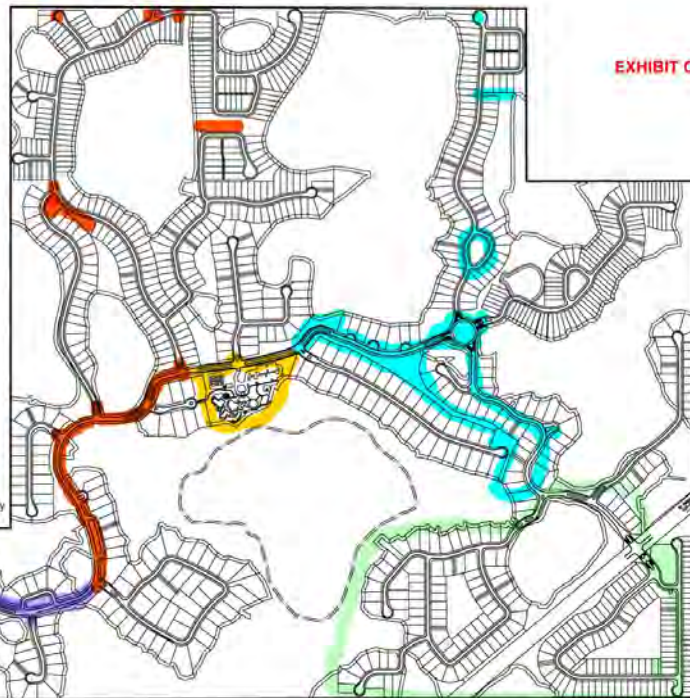


**5 Section Schedule**

- 1.** Lodge, Kickliter, 2 Medians in front of the Lodge
- 2.** Draycott, Round-about, Deerfield Berm, Small Hedge, Cul-de-sac
- 3.** Cormorant Cove, Derwent Glen, Oakhurst, Woodsmeere, Sparrow Wood
- 4.** Front Entrance to Water's Edge - (Outbound lane), including Wood Line
- 5.** Americus - Citrus Blossom, CB/WW Park, Stoneleigh Park, Volleyball Park

**Bed Map Notes**

Thin Saw Palmettos - Bi-monthly  
 Trim Muhly Grass - Early summer - Other grasses every other month  
 Trim back Palm Trees - Mid-Oct. & early summer  
 Hedges & Weeds - Monthly  
 Lift tree limbs in winter - As needed in the summer  
 Deadhead flowers. Keep pots & boxes fresh & healthy - As needed  
 Clean beds, remove leaves, keep mulch defined, remove moss - Monthly  
 Pruncil lip Crape Myrtles - As needed  
 Keep overhanging limbs on wood line cut back. Line trim wood line - Monthly



**RJ**

# PSA \_\_\_\_\_ HORTICULTURAL

Landscape Consulting & Contract Management  
“Protecting Your Landscape Investment”

8431 Prestwick Place  
Trinity, FL 34655

## LANDSCAPE INSPECTION RESULTS

Date:	October 13, 2022
Client:	<b>Preserve at Wilderness Lake Community Development District</b>
Attended by:	CDD Management- Heather Hepner, Sean Craft Redtree Landscape Systems- RJ Johnson, Joseph Mendoza PSA Horticultural-Tom Picciano

This landscape inspection report and subsequent ones will serve as a both a benchmark of current landscape maintenance concerns and the progress toward corrective actions. It will also serve as a deficiency list of items that should be addressed under the current landscape agreement.

These items must be completed by November 1, 2022. Notify PSA in writing upon their completion, via fax or email, on or before 9 am on November 2, 2022. Contractor must initial the bottom of each page and sign at the bottom of the last page. The reason for any uncompleted deficiency must be listed.

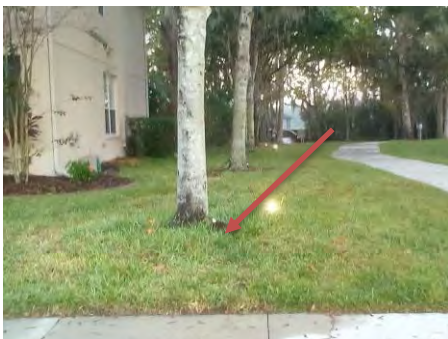
**SCORE 1=POOR 2= FAIR 3=GOOD**

### **3 MOWING/EDGING/TRIMMING**

The mowers were set to the proper height for sunlight absorption and healthy growth. The blades were sharp, leaving a clean and precise cut. The hard edging was vertical, and the edged material was cleaned out thoroughly. Most of the bed lines were neatly defined, and the line trimming was at the same height as the mowing.

7947 Grasmere-homeowner has cut back his rear shrubs which will now allow area on the right side of his home to be mowed. Met with owner. Examined rear yard.

Cormorant Cove dock-redefine tree rings around oaks. Grass has grown in. *Photo below.*



Garden Walk fence line-blow leaves off lawn.

Eagles Landing exit side fence-redefine back side of bed.

Americus fence line-redefine back side of bed. It needs to be straightened out. *Photo below.*



Main entry-hard edge wedelia weekly.

Most of the rear bed lines were neatly defined. *Photo below.*



### **3 WOODLINE MAINTENANCE**

Blvd. across from Woods Bay-cut back encroaching sections of woodline.

Out of contract over hanging growth continues to worsen along Ambleside and other areas.

### **3 TURF COLOR**

Boulevard from Lodge to main entry-turf color ranged from a lightly mottled medium green to a consistent medium green.

Citrus Blossom Park common area-turf color remained a lightly mottled medium green.

Citrus Blossom playground-turf color remained a lightly mottled medium green.

Stoneleigh park-turf color of the common Bermudagrass remained a consistent medium green. The St. Augustine turf was a dark green.

Lodge-turf color of the main lawn ranged from a lightly mottled medium green to a consistent medium green.



Oakhurst park-turf color of the common Bermudagrass remained a consistent medium green.

Kendall Heath/Waverly Shores-turf color of the common Bermudagrass remained a lightly mottled medium green. The St. Augustine turf color remained a consistent medium green.

Night Heron/Caliente intersection-turf color remained a lightly mottled medium green.

Roundabout-turf color ranged from a lightly mottled medium green to a consistent medium green.

*October*



*October*



*October*



*September*



*September*



*September*



*August*



*August*



*August*



*July*



*July*



*July*



### **3 TURF DENSITY**

Kendall Heath/Waverly Shores-the density of the common Bermudagrass still ranged from fair to good, but it continues to improve. The density of the St. Augustine turf was strong.

Boulevard from Lodge to main entry-the density was strong. The warranty sod had been replaced. Sections near the main entry were heavily weeded which adversely affected the density.

Citrus Blossom park-the density was strong.

Citrus Blossom common area-the density was strong.

Stoneleigh park- the density of the common Bermudagrass was strong. The density of the St. Augustine turf was strong.

Oakhurst park-the density of the common Bermudagrass was strong.

Night Heron/Caliente intersection-the density was strong, but sections were heavily weeded which adversely affected the density.

Lodge-the density of the main entry lawn, front lawn, nature center lawn and rear lawn was strong. The front lawn is being affected by soil compaction.

Tennis court-the density around the tennis court still ranged from fair to good.

The Bahia turf density was strong throughout the property.

### **2 TURF WEED CONTROL**

There was a further increase in the volume of broadleaf weeds. The weather has cooled to the point where post emergent herbicides can be safely applied to turf to eradicate weeds. All the viable St. Augustine turf should receive a blanket application(s) of herbicide and the irrigation should be reduced to areas where dollar weed is proliferating.

Clubhouse playground-treat broadleaf weeds.

Americus-treat broadleaf weeds.

Caliente/Night Heron intersection-treat broadleaf weeds.

Blvd.-treat broadleaf weeds along entire length.

### **3 TURF INSECT/DISEASE CONTROL/OVERALL HEALTH**

Lodge-the front lawn continues to be affected by soil compaction.

Blvd. at Americus-if this new sod does not fully recover by the November inspection, it will need to be replaced.  
*Photo below.*



Blvd. across from Wood's Bay-if this new sod does not fully recover by the November inspection, it will need to be replaced.

Main exit monument-treat ant mounds along curb.

Butterfly garden walk-treat new sod with fungicide. *Photo below.*



Cormorant Cove dock-over seed the sparse areas along the sidewalk.

The turf is being mowed and trimmed in accordance with the specifications. There was a slight loss of color, but the density was good throughout most of the community. There was another increase in the broadleaf weed content. The air temperature should now be low enough to perform a blanket application of herbicide to kill the broadleaf weeds. Irrigation needs to be reduced to lessen dollar weed growth. There were no indications of any turf insect presence, though the cooling temperatures make conditions optimum for patch disease. After the fall events are over the lodge lawn will need to be core aerated. Most of the newly installed warranty sod has knit into the soil. The weaker sections may need to be replaced if it does not recover over the next month.

### **3 SHRUB-TREE INSECT/DISEASE CONTROL/OVERALL HEALTH**

Butterfly garden-some of the sage are rotting out. Reduce the irrigation. *Photo below.*



Blvd. bridge- replace dead crotons at both bridges. WARRANTY WORK. *Photo below.*



The butterfly garden plants were healthy and are actively growing.

### **2 BED / CRACK WEED CONTROL**

Tennis court area-remove pepper tree in palmetto clump along wooden fence. Treat stump with herbicide.

Tennis court-treat weeds along interior perimeter of court.

Eagles Landing monument-remove bed weeds.

Sparrow Wood median-remove bed weeds from perennial peanut and ornamental grasses.

Minnow Brook-treat crack weeds in sidewalk.

Whispering Wind both sides of road-treat crack weeds.

### **2 IRRIGATION MANAGEMENT**

Main exit monument-reduce irrigation to lessen dollar weed growth.

Clubhouse playground-reduce irrigation to lessen dollar weed growth.

Butterfly garden-reduce irrigation to lessen root rot of sage.

Most of the landscape appears to be receiving sufficient irrigation, but there does appear to be excessive irrigation in high visibility sections. There needs to be an improvement in irrigation management in these areas.

General work order-valve locations need to be re-painted on curbs. Paint is fading. This should be done over the winter.

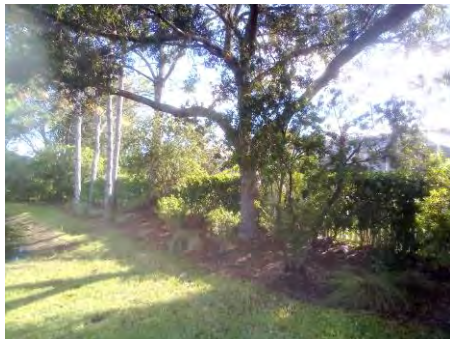
### **3 SHRUB PRUNING**

\*It should be noted that the shrubs, including but not limited to, the hawthorns and schilling hollies, should not be pruned too tightly. This means that too much vegetative growth is being removed, limiting the plants availability to make food for itself. In addition, the plant will look more attractive by not having “holes” in it and allowing it to develop its more natural shape. (i.e. Indian Hawthorn has a natural mounded habit)

The hedge lines along the boulevard were allowed to flush out new growth for a fuller appearing plant. These hedges should now be pruned slightly tighter going into the fall/winter season and they also need to be pruned to a level and consistent height. *Similar to photo below.*



Draycott cds-viburnum hedge was neatly pruned. *Photo below.*



Clubhouse service area-palmettos have been pruned off lawn. *Photo below.*



Main entry-wedelia has been cut back off fence line. *Photo below.*



Caliente-prune both sides of long hedge in October. This task is just about complete.

### **3 TREE PRUNING**

Water's Edge gate-remove moss from crape myrtles.

Pool deck at filter-elevate oak over pillars.

Blvd. across from Lakewood Retreat-remove moss, dead wood, crossing branches and water sprouts from crape myrtles.

Garden Walk fence line-prune low hanging branches over sidewalk.

### **3 CLEANUP/RUBBISH REMOVAL**

Draycott cds-it appears that palm debris being thrown over the hedge from private homes. *Photo below*



Across from 7937 Foxgrove- remove fallen pine branches.

Deerfields/Grasmere berm-remove fallen tree debris.

### **3 APPEARANCE OF SEASONAL COLOR**

The fall seasonal color planting was still providing a strong curb appeal at all locations. The plants remained healthy and did not require any maintenance at this time. *Photo below.*

October



October



October



September



September



September



**(0) CARRIED FORWARD FROM PRIOR MONTH**

**INSPECTION SCORE 36 of 39–PASSED INSPECTION. Passing score is 33 of 39 or 30 of 36 (w/o flowers). Payment for OCTOBER services should be released after the receipt of the DONE REPORT.**

**FOR MANAGER**

None

**PROPOSALS**

Submit proposal Cormorant Cove dock-flush cut 11 crape myrtles and sod over eight tree rings.

Submit proposal Ranger station-pine tree is dead and should be removed.

Submit proposal Grasmere berm-pine tree us dead and should be removed.

**SUMMARY**

Redtree performed to contractual standards for this inspection. The turf is being maintained according to the specifications. There was a diminished color over the month, but the density of the turf was strong in most areas. The rapid broadleaf weed growth was affecting the overall density, turf health and quality of some panels. These weeds need to be eradicated. There were no indications of turf insect activity, but patch disease is more likely as the temperatures cool down. Some warranty sod may need to be replaced if it doesn't recover. The shrubs were healthy and neatly pruned and only required some minor cosmetic pruning. There was some hardwood and ornamental tree pruning that needed to be performed. The bed and crack weed control was good in most locations. There were no major irrigation issues that needed to be addressed other than reducing the irrigation to lessen dollar weed germination, root rot and other diseases. The landscape appears to be receiving sufficient irrigation. There

were still some areas that needed to have storm debris removed. The seasonal mix color planting was performing well.

**Be certain to document in writing the rotational work zones that were worked on during the month. All maintenance items noted on this report must be completed during the normal rotational schedule. The reason for any uncompleted task must be noted in writing.**

RedTree Landscape Systems certifies that all work on this list has been completed in the 14-day timeframe specified in the contractual agreement and provided to PSA within the same period.

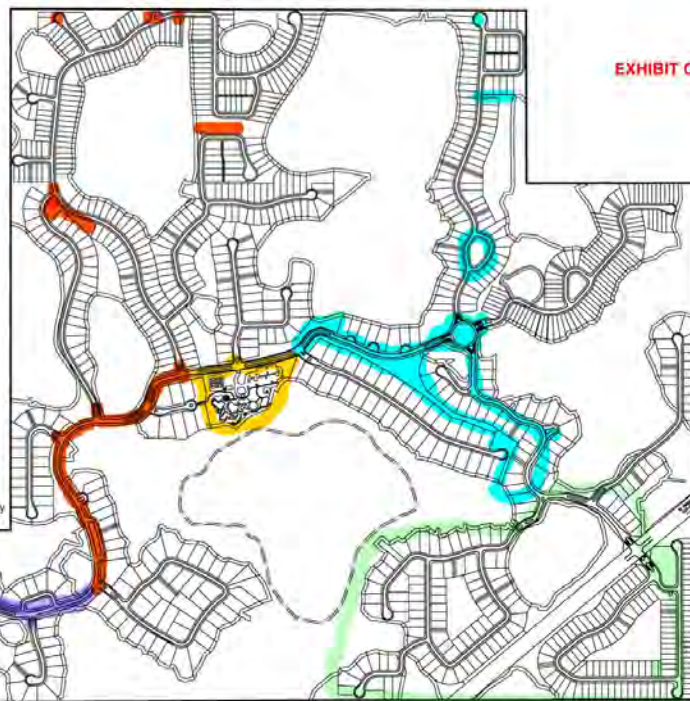
Signature \_\_\_\_\_  
Print Name \_\_\_\_\_  
Company \_\_\_\_\_  
Date \_\_\_\_\_

**5 Section Schedule**

- 1.** Lodge, Kickliter, 2 Medians in front of the Lodge
- 2.** Draycott, Round-about, Deerfield Berm, Small Hedge, Cul-de-sac
- 3.** Cormorant Cove, Derwent Glen, Oakhurst, Woodsmeere, Sparrow Wood
- 4.** Front Entrance to Water's Edge - (Outbound lane), Including Wood Line
- 5.** Americus - Citrus Blossom, CB/WW Park, Stoneleigh Park, Volleyball Park

**Bed Map Notes**

Thin Saw Palmettos - Bi-monthly  
Trim Multiy Grass - Early summer - Other grasses every other month  
Trim back Palm Trees - Mid-Oct. & early summer  
Hedges & Weeds - Monthly  
Lift tree limbs in winter - As needed in the summer  
Deadhead flowers. Keep pots & boxes fresh & healthy - As needed  
Clean beds, remove leaves, keep mulch defined, remove moss - Monthly  
Pencil lip Crape Myrtles - As needed  
Keep overhanging limbs on wood line cut back. Linn trim wood line - Monthly





## **Tab 2**



## **Preserve at Wilderness Lake CDD**

### **ENGINEER'S REPORT FOR November 2nd, 2022 BOARD MEETING**

#### Ongoing Projects Report and Updates:

##### **Ranger Station Repair**

This project is still on schedule as previously discussed with a tentative start date of early December. Any updates will be communicated to the board as received.

##### **Splash Pad Surface & Repair**

The splash pad work with Phoenix Pools started on 10/20. The approximate timeline to complete the Phoenix Pools portion of the contract is 3 weeks as soon as the control bollard is delivered. The delivery date of the control bollard will be confirmed on 10/25. The surface will start after the equipment and tank work is complete and take an additional week.

##### **Grasmere Tract/Access Issue**

JMT was onsite on 10/14 to review the access issues related to the CDD tract at the Cul-de-sac at Grasmere. It was reported by the CDD landscape vendor that they can no longer access the tract for mowing due to fences or other obstructions. In the short term, the homeowner located at 7947 Grasmere Dr. has cleared space between homes on the south side of the property to allow access. However, the long term and recommended solution is to create a permanent gated access to the tract located directly adjacent to the cul-de-sac right-of-way to allow maintenance and to prevent delays due to inaccessibility. Currently there is a berm, landscaping and a wire fence preventing access in this recommended location that was done to prevent trespassing. By utilizing a gate, the same intent can be met while still allowing access.

Also, JMT and district counsel have discussed the cross-access easements that are featured on the plat for all lots in the neighborhood to determine the CDD responsibility and rights. JMT has put in a public records request to obtain the referenced permit documents in the plat that would detail these rights. This process usually takes 2-3 weeks for the county to respond.

This tract was also inspected for drainage. There are failed plastic corrugated pipe in the area with buried drain boxes that lead to the adjacent right-of-way. It is recommended to perform a small grading project to construct 3 swales to the north/northwest to achieve adequate drainage by overland flow rather than additional infrastructure that is difficult and costly to maintain. JMT will seek bids to perform this work and present them as soon as possible.

##### **Floating Dock Repair**

JMT observed the floating dock issues on 10/14. Most damage or failures are not accessible and could not be fully observed but the assessment is that there has been a major failure in the buoy system and



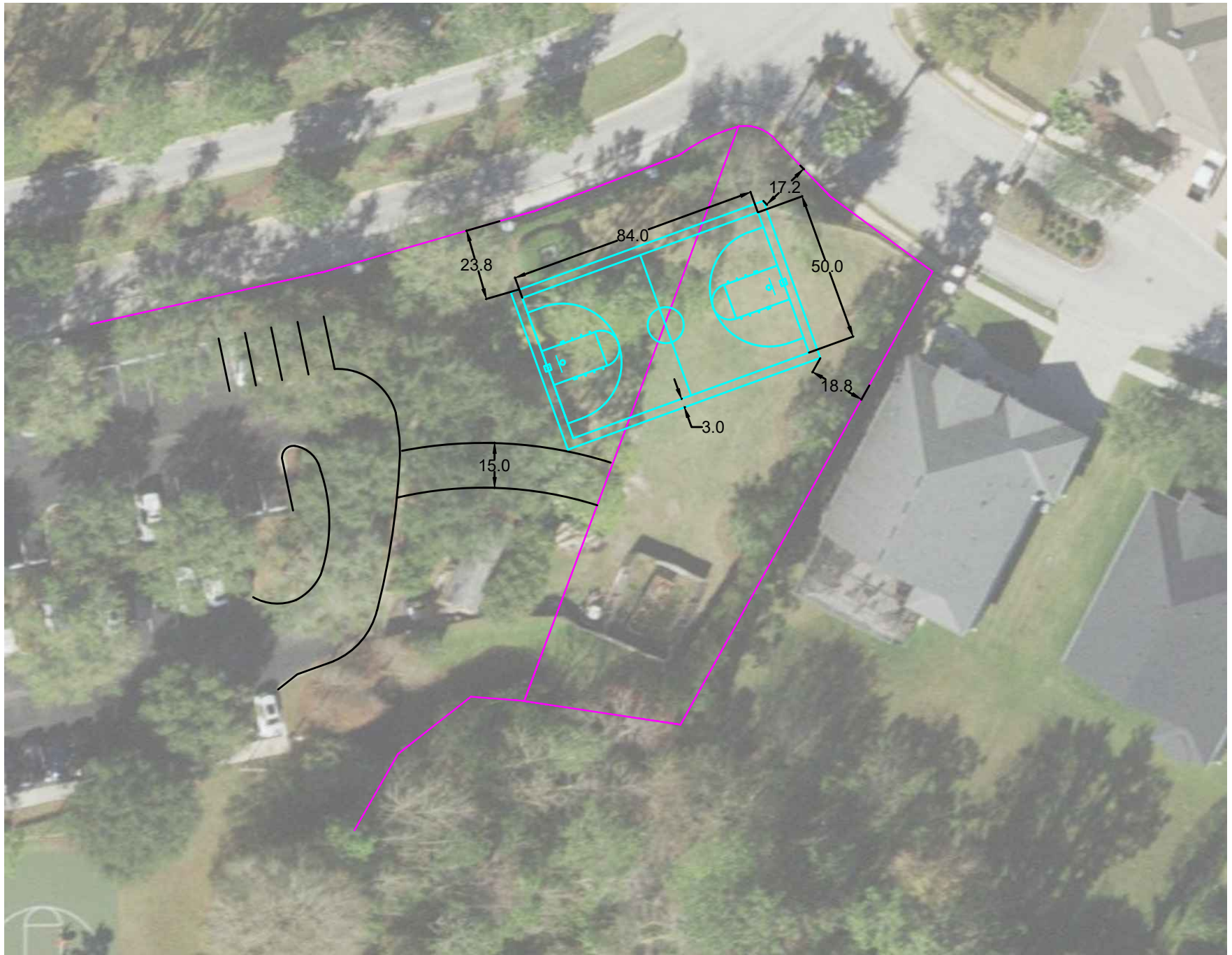
the cross bracing and framework of the dock. The deck boards are warped and bent as a result. JMT has reached out to several vendors to obtain bids and opinions on repair methods. Bids will be presented as soon as information is received. Given the life of the dock and the damage observed, it is recommended to repair it using a licensed marine contractor that can offer certification of safety or replace the dock in its entirety.

### **Storage Facility Parcel**

JMT visited the parcel adjacent to the lodge that is currently sued for overflow parking and a storage area. JMT has attached with this report a simple concept of how a full-size basketball court would potentially fit on the parcel while still maintaining access to the storage area and as much buffer from the adjacent homes and electrical utility transformer station. A pre-application meeting with the Pasco County Site Department would need to be performed to confirm a rezoning of the property to use it as another amenity like a basketball court. JMT has discussed the past property history with the past property manager, and it was indicated that no confirmation was ever officially received from the county as it relates to adding this type of use to the property without rezoning. A similar process would need to occur if a larger, permanent storage facility building be proposed to be added as well.

### **Sand Volleyball Court Drainage**

JMT visited the sand volleyball court on 10/14 in response to reports from the Clubhouse manager of excessive ponding water on the court which would prohibit play. In discussing this issue with the past clubhouse manager, no underdrain was installed when the court was constructed, and drainage was dealt with by a periodic regrading and/or adding of sand to level the court during the year. It is recommended to add an underdrain per industry standard for sand volleyball courts, however, if the board would like to proceed with the past remedy, the clubhouse manager can facilitate this periodic maintenance.



## **Tab 3**



20108 Pond Spring Way  
Tampa, FL 33647  
(813) 991-6069  
FAX (813) 907-8205

# JOB ESTIMATE

**TO:** \_\_\_\_\_  
**COMPANY NAME:** Wilderness Lake Preserve  
**DATE:** 10/10/22

**QUOTE:** Wilderness Lake dock:  
Remove and dismantle the floating dock at the lake.

**TOTAL:** \$5,200.00

**Thank You: Romaner Graphics**

# Tab 4



**GHS Environmental**  
PO Box 55802  
St. Petersburg, FL 33732-5802  
727-667-6786

October 24, 2022

The Preserve at Wilderness Lake CDD  
c/o Ms. Jayna Cooper  
21320 Wilderness Lake Boulevard  
Land O' Lakes, Florida 34637

**Re: The Preserve at Wilderness Lake Community Development District (CDD)  
October 2022 Summary Report**

Dear Ms. Cooper,

GHS Environmental (GHS) herein submits this report to summarize the work that was completed during the month of October 2022 at the Wilderness Lake Preserve (WLP) community located in Land O' Lakes, Florida.

**Dates Worked Performed:** September 27, 30, October 5, 7, 11, 14, 17, 18, 19, 20, 21 and 24

**Summary of Monthly Objectives/Goals Achieved:**

1. Performed monthly inspections and maintenance of vegetation/algae in stormwater ponds.
2. Removed trash from stormwater ponds.
3. Checked control structures prior to the possible approach of Hurricane Ian.
4. Finished trimming, vine removal and brush cutting of Maintenance Area Nos. 6 and 8. Field meetings with B. Edwards.
5. Started trimming, vine removal and brush cutting of Maintenance Area No. 10. Field meetings with B. Edwards.
6. Email coordination with S. Craft and J. Cooper concerning the littoral shelf in Pond No. 28 (Deerfield) per resident emails. Prepared and submitted discussion points for the informational meeting to be held with the Deerfield residents adjacent to the littoral shelf on November 1, 2022.
7. Reviewed pine trees located adjacent to 6849 Amanda Vista Circle. Coordination with S. Craft and J. Cooper.
8. Email coordination with J. Cooper and S. Craft concerning overhanging limbs from conservation areas.
9. Treated vegetation on the west side of the Bay Lake dock in preparation of a new boat launch area.
10. Field checked control structures CS-P1 and CS-P2 located in Wetland P to ensure there are no blockages.
11. Manual removal of spikerush in Pond No. 5.
12. Meeting with Sepro representative to draw water samples from Pond No. 24 and discuss other products to help reduce the algae production.
13. Applied EutroSorb in Pond No. 24 to remove phosphorus from the water column to help with algae control.
14. Prepared and submitted monthly summary report.





We appreciate the opportunity to assist you with this project. Please do not hesitate to call us at (727) 432-2820 with any questions or if you need any additional information.

Sincerely yours,

**GHS Environmental**










A handwritten signature in black ink, appearing to read 'Chuck Burnite'. The signature is written in a cursive, flowing style.

Chuck Burnite  
Senior Environmental Scientist

**THE PRESERVE AT WILDERNESS LAKES CDD**

**Map of Stormwater Ponds, Natural Wetlands and Wood Line Trimming Areas**

**Legend**

-  Stormwater Ponds
-  Natural Wetland Systems
-  Natural Lake (Open Water)
-  Property Boundary
-  Cul-De-Sac Maintenance
-  Weir
-  Bubbler Box
-  Control Structure
-  Drainage Flow

**Wood Line Trimming Areas**

-  Maintenance Area No. 1
-  Maintenance Area No. 2
-  Maintenance Area No. 3
-  Maintenance Area No. 4
-  Maintenance Area No. 5
-  Maintenance Area No. 6
-  Maintenance Area No. 7
-  Maintenance Area No. 8
-  Maintenance Area No. 9
-  Maintenance Area No. 10
-  Maintenance Area No. 11
-  Maintenance Area No. 12

Note: Natural Lake "E" was previously identified as Stormwater Pond No. 23 on maps prepared by others. Since this area is natural, it has been moved into the wetland lettering system. There is no Stormwater Pond No. 23.

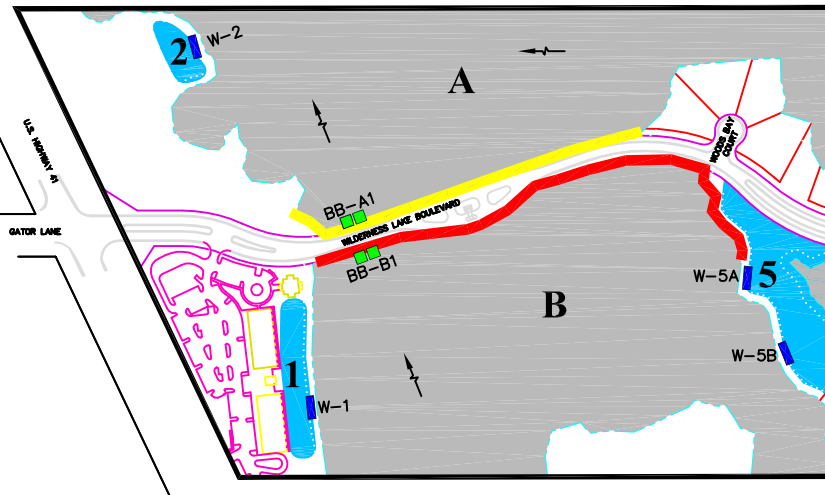
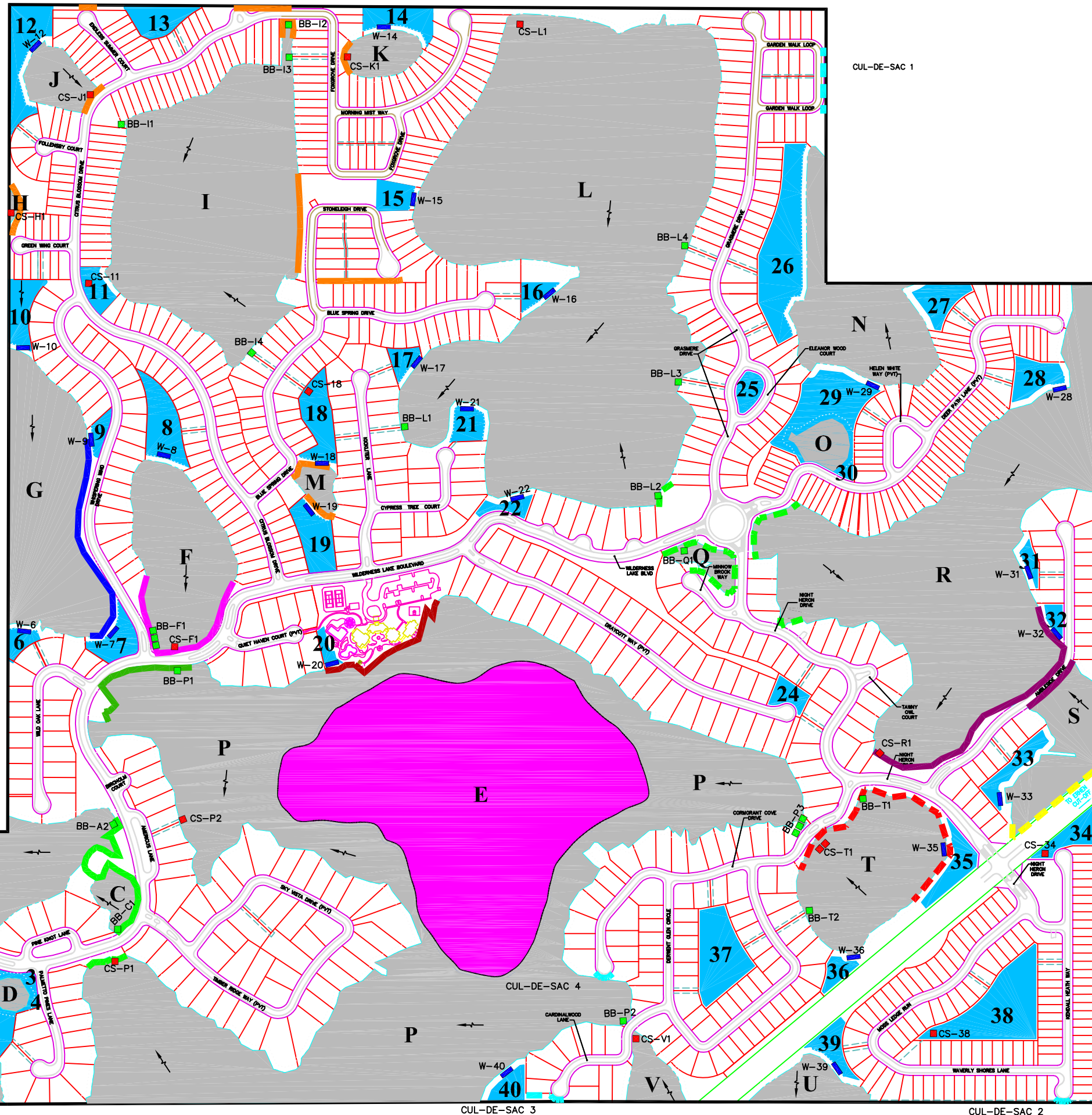
Date: September 18, 2020



Not to Scale



GHS Environmental  
 PO Box 55802  
 St. Petersburg, FL 33732-5582  
 Phone: 727-432-2820  
 Chuck@GHSEnvironmental.com  
 www.GHSEnvironmental.com



## **Tab 5**



## **Wilderness Lake Preserve Community Development District (CDD)**

Wilderness Lake Preserve

21320 Wilderness Lake Blvd • Land O Lakes, FL • 34637

Phone: 813-995-2437 • Fax: 813-995-2436

### **October 2022 Clubhouse Operations / Maintenance Updates**

- Executed proposal to repair the bottom of the tennis court fencing, encompassing both courts.
- Executed proposal to order 25 new chaise lounge chairs for the pool deck. 20-22 weeks lead time.
- Executed proposal to re-cloth and re-level the billiard table in the activities center.
- Met with FitRev to discuss gym equipment refresh for fitness center. Proposal submitted to District Management for consideration at the November BOS meeting.
- Met with JMT Services to discuss a range of issues including the floating dock, easement issue at Grasmere Dr., drainage issues at the sand volleyball court, and potential basketball court in lone remaining area of free space which could be utilized.
- Met with HPI Security to discuss additional coverage in areas around the Lodge and at areas such as the Cormorant Cove dock and the playgrounds which currently do not have coverage. Proposal pending.
- Executed proposal to allow GHS Environmental Services to cut back areas of vegetation near the dock which would allow watercraft to launch from the shoreline.
- Executed proposal to replace canopy at the tennis courts damaged by the recent hurricane. 16-20 weeks lead time.
- Executed proposal to have electrical work done to the first four monuments coming in off of SR 41 as they had gone out.
- Received proposal to repair and a separate proposal to replace the air handling unit just outside the main lodge as the coil had developed a large leak.
- Had gutters outside the main lodge repaired in some areas and new gutters installed at other areas.
- Had heaters at the lap pool repaired as needed, and executed proposal to repair the handicap lift at the lap pool as it had malfunctioned.
- Executed proposal to replace a frayed cable on the mid-row machine in the fitness center.
- Obtained costs for Square terminal as directed by the Board at the September meeting.
- Met with Board member and District Management to discuss needed changes to the Amenities Guidelines. Workshop to follow.

### **Maintenance Completed Tasks (Including Playground Equipment and Dock Inspection):**

- Tighten all toilet seats in men's locker room
- Painted or replaced several lumber slats on fencing surrounding the property
- Assembled soccer goals and nets at Oakhurst Park
- Rebuild the storage bin outside the main lodge
- Installed new radar sign on WLP Blvd. next to Draycott Way
- Rebuild the front sign where events are posted



### **Wilderness Lake Preserve Community Development District (CDD)**

- Install three new pull chains for the pool area showers
- Installed new bollard in concrete at Grasmere Dr. to discourage golf carts from driving through the adjoining property (Connerton)
- Replace tennis court nets and posts
- Repair and extend tennis court entry gate
- Repair and re-install the toilet dispenser in the main lodge men's bathroom
- Install new tetherball setup at Oakhurst Park
- Assembled new bench and installed it on Ambleside Dr.
- Remove grill at Stoneleigh Park which had deteriorated past the point of being usable
- Move bench at Oakhurst Park away from where one of the new soccer goals is now located at
- Install new volleyball net at Stoneleigh Park
- Replace torn screen at Nature Center classroom
- Pressure washed moldy areas of tennis courts
- Installed new rim on basketball backboard
- Installed rubberized matting over storm drain at Oakhurst Park to prevent tripping over the storm drain

#### **3rd Quarter 2022 Projects In Work/Projected Projects**

- See Report Under Separate Cover

#### **Pasco Sheriff's Special Detail Report on Citations & Warnings**

- See Report Under Separate Cover

#### **Scheduled Room Usage/Rentals (November)**

11/6 – Fitzpatrick Party. A/C @ 12pm

11/6 – Maze Party. N/C @ 12pm

11/13 – Chatters Group. A/C @ 4pm

11/19 – Friedman Party. N/C @ 11am

11/19 – Lopez Party. A/C @ 3:45pm

**In preparation for a meeting or rental, the staff on duty is responsible for the presentation of the room. This may include cleaning, staging of tables & chairs, and concierge services.**

**\*AC: Activities Center and NC: Nature Center Classroom**



## Wilderness Lake Preserve Community Development District (CDD)

### Vendors on site performing a service:

- **Fit Logic.** Replaced frayed cable on mid row machine.
- **Phoenix Pools.** Began repairs on splash pad.
- **Stellar Electric.** Repaired two of the four monument lights. More work to follow.
- **Cool Coast A/C.** Called out to investigate unknown issue causing high temperatures in the main lodge. Large coil leak discovered. Proposals to repair and replace have been submitted.
- **Vilo Fence.** Repaired bottom of tennis court fencing all throughout the structure.

### Upcoming Meetings and Events

#### ➤ **November**

- 11/1 – Workshop for Residents of Deerfield Village, 2pm
- 11/2 – CDD Meeting, 6pm
- 11/14 – ARC Meeting, 6:30pm
- 11/15 – HOA Meeting, 6:30pm
- 11/28 – ARC Meeting, 6:30pm
- 11/4 – Karaoke Night w/Mr. Ray, 6pm
- 11/5 – Ribbon Cutting Event (Soccer Field), 11am
- 11/5 – Florida Jazz Express, 2pm
- 11/8 – Taco Tuesday, 12pm
- 11/9, Line Dancing w/Simone, 7pm
- 11/11 – Art Class w/Mr. Joe, 11am
- 11/11 – Night Under the Stars, 6pm
- 11/12 – Annual Craft Fair, 10am
- 11/18 – Paint & Sip, 6pm
- 11/20 – Merry Little Christmas Rehearsal, 4pm
- 11/20 – Stand Up Comedy Night, 7pm
- 11/24 - Turkey Trot, 8am
- 11/27 – Merry Little Christmas Rehearsal, 4pm



**Wilderness Lake Preserve Community Development District (CDD)**

**Resident Requests**

- Frequent requests to either remove or pare back trees encroaching from the conservation areas many homes back up to. Residents are being directed to take care of those issues themselves if they are not in the 12 prescribed areas GHS Environmental Services is contracted for.
- Residents of Deerfield Village complaining about the state of the pond behind their homes. Workshop with GHS Environmental Services scheduled for November 1<sup>st</sup>.

**Employee Schedule (November):**

- See Report Under Separate Cover

**Radar Speed Sign Data:**

- See Report Under Separate Cover

# Playground Equipment & Dock Safety Check List

Date: 10-25

*PARK 5*

Notes

Job:	2	2	3	4	Notes
Swings	X	X	X	X	
Bolts on Swings	X	X	X	X	
Chains on Swings	X	X	X	X	
Grease Swings	X	X	X	X	
Seats on Swings	⊗	X	X	X	Need 1 new seat
Supports (Poles)	X	X	⊗	X	NEED PAINTING
Overall appearance	X	X	⊗	X	JUST O.K.
Nests (Bees, Birds, Ants, etc.)	none	none	none	none	
<b>Equipment</b>					
All Bolts	X	X	X	X	
Ladders	X	X	X	X	
Slides	X	X	X	X	
Climbing Wall	X	X	X	X	
Stairs	X	X	X	X	
Railings	X	X	X	X	
Nails/Screws	X	X	X	X	
Slats/Banisters	X	X	X	X	
Supports (Poles)	X	X	⊗	X	TIGHTEN Support Pole
Overall Appearance	X	X	⊗	X	
<b>Other</b>		X			Park WAS MULCH MULCHED
*Rake Mulch Under Swings	X	X	X	X	
*Railroad Ties	NA	NA	NA	NA	
*Park Benches	X	X	X	⊗	NEEDS SCREW MISSING
*Grills	NA	X	X	X	
*Picnic Tables	X	X	X	X	
*Volleyball Net	NA	NA	X	NA	
*Tether Ball	NA	NA	NA	X	
*Sidewalks	NA	X	X	X	
*Trash Cans	X	X	X	X	
*Concrete Slabs	NA	X	X	X	
*Shade Structure	X	X	X	X	
*Pavilions	NA	X	X	X	
*Docks	NA	NA	NA	NA	
*Boats	NA	NA	NA	NA	
*Pool Deck Pavers	NA	NA	NA	NA	
*Pavers around the Lodge					1 IN WALKWAY CRACKED.

**\*Remediation:**

*PAK 3 PLAY SET POST SHOULD BE PAINTED*

Staff Initials:

D.K

Mgmt. Initials:

SC

\*Safety checks at all playgrounds & docks are required weekly.



## OFF DUTY PATROL LOGS

October 2022

Hello Sean Craft ,

You are receiving this notification because you have been identified as the Contact to receive the Activity Report Notification being submitted.

The following are the responses reported by the employee noted having worked your service request on the date noted.

**Employer:** Wilderness Lakes Preserve  
**Report Sent To:** Wilderness Lakes Preserve  
**Employee Reporting :** FTO K Flint  
**Date of Work :** 10/03/2022

**Event Number :** 2022528184  
**Arrival Time :** 1950  
**On arrival did you check in :** Yes @ranger station  
**Number of field interview reports:** 0  
**Number of parking tickets:** 0  
**Amount of time running radar:** 0

**Were there any other types of violations, such as trespassing, written warnings :**  
NONE

**Please document a detailed Narrative of events that took place during your detail:**

I conducted multiple mobile patrols in the community and parked in highly visible locations like the courthouse. I conducted numerous foot patrols of the clubhouse, pool, and dock area. No traffic violators, juvenile curfew violations or crimes observed.

Should you have any questions please contact us.

Sincerely

**PCSO Secondary Employment Office**  
Pasco County Sheriff Office

Telephone: 727-844-7795

E-mail: [PascoCountySheriffsOffice@ServiceRequests.us](mailto:PascoCountySheriffsOffice@ServiceRequests.us)

---

Hello Sean Craft ,

You are receiving this notification because you have been identified as the Contact to receive the Activity Report Notification being submitted.

The following are the responses reported by the employee noted having worked your service request on the date noted.

**Employer:** Preserves at Wilderness  
**Report Sent To:** Off-duty coordinator  
**Employee Reporting :** K. Walker  
**Date of Work :** 10/12/2022

**Event Number :** 2022546320  
**Arrival Time :** 1900  
**On arrival did you check in :** yes  
**Number of field interview reports:** 0  
**Number of parking tickets:** 0  
**Amount of time running radar:** 0

**Were there any other types of violations, such as trespassing, written warnings :**  
7 written warnings for illegal parking

**Please document a detailed Narrative of events that took place during your detail:**

Upon arrival, I responded to the clubhouse and checked in with a staff member. I then retrieved the key card from the ranger station. I patrolled the community in its entirety. While patrolling, I did not observe any suspicious people, vehicles, or activities. Around 9pm, I responded back to the clubhouse to ensure the safety of the staff as they walked to their vehicles and departed from the parking lot. I again patrolled the community. I issued seven illegal parking warnings; all were first time offenders. At approximately 10:50pm, I responded back to the clubhouse. I checked the area, to include the gym. I made sure the restrooms and other areas within were cleared, which they were. I again patrolled the community. There was a garage open at a house on Citrus Blossom; I made contact with the resident and they closed their garage. I returned the key card to the ranger station prior to departing.

Should you have any questions please contact us.

Sincerely

**PCSO Secondary Employment Office**

Pasco County Sheriff Office

Telephone: 727-844-7795

E-mail: [PascoCountySheriffsOffice@ServiceRequests.us](mailto:PascoCountySheriffsOffice@ServiceRequests.us)

---

Hello Sean Craft ,

You are receiving this notification because you have been identified as the Contact to receive the Activity Report Notification being submitted.

The following are the responses reported by the employee noted having worked your service request on the date noted.

**Employer:** Pasco Sheriff Office

**Report Sent To:** Regina Trani

**Employee Reporting :** Antonio Brown

**Date of Work :** 10/18/2022

**Event Number :** 2022558490

**Arrival Time :** 1900

**On arrival did you check in :** Yes

**Number of field interview reports:** 0

**Number of parking tickets:** 0

**Amount of time running radar:** 0

**Were there any other types of violations, such as trespassing, written warnings :**

0

**Please document a detailed Narrative of events that took place during your detail:**

I arrived at the listed location at 1900 hours. I made contact with the staff inside of the office and then collected the key from the Ranger Station. I conducted several foot patrols around the clubhouse to include the amenities. I did not observe anything suspicious during my patrols. At approximately 1050 hours, I made sure the gym was

vacant and turned off most of the lights inside. Due to their being limited traffic, I did not run radar. I returned the key to the Ranger Station.

Should you have any questions please contact us.

Sincerely

**PCSO Secondary Employment Office**

Pasco County Sheriff Office

Telephone: 727-844-7795

E-mail: [PascoCountySheriffsOffice@ServiceRequests.us](mailto:PascoCountySheriffsOffice@ServiceRequests.us)

---

Hello Sean Craft ,

You are receiving this notification because you have been identified as the Contact to receive the Activity Report Notification being submitted.

The following are the responses reported by the employee noted having worked your service request on the date noted.

**Employer:** The Preserve at Wilderness Lake CDD

**Report Sent To:** Sean Craft

**Employee Reporting :** Chris Patrick

**Date of Work :** 10/24/2022

**Event Number :** 2022569541

**Arrival Time :** 1905

**On arrival did you check in :** yes

**Number of field interview reports:** na

**Number of parking tickets:** na

**Amount of time running radar:** na

**Were there any other types of violations, such as trespassing, written warnings :**

na

**Please document a detailed Narrative of events that took place during your detail:**

Made multiple roving patrols around the neighborhood, monitoring for calls for service,

trespassers, illegal parking and other suspicious activities. Made sure there were no trespassers at the pool / spa after hours

Should you have any questions please contact us.

Sincerely

**PCSO Secondary Employment Office**

Pasco County Sheriff Office

Telephone: 727-844-7795

E-mail: [PascoCountySheriffsOffice@ServiceRequests.us](mailto:PascoCountySheriffsOffice@ServiceRequests.us)

---

# Wilderness Lakes Preserve

Nov 5, 2022 - Nov 11, 2022 at Default

STAFF	SAT 5	SUN 6	MON 7	TUE 8	WED 9	THU 10	FRI 11
Carmen Torres	9:30a - 6p Events Coordinator		8:30a - 5p Events Coordinator		8:30a - 5p Events Coordinator	Time Off All Day	Time Off All Day
Dennis Kilcoyne			6:30a - 2:30p Maintenance Supervisor	6:30a - 12:30p Maintenance Supervisor	6:30a - 2:30p Maintenance Supervisor	Time Off All Day	Time Off All Day
Evelyn Ocasio-Lopez	9:30a - 6p Lodge Representative		8:30a - 5p Lodge Representative	8:30a - 5p Lodge Representative	8:30a - 5p Lodge Representative		8:30a - 5p Lodge Representative
Gabe Texidor	1p - 10p Lodge Representative	12p - 9p Lodge Representative	12:30p - 9p Lodge Representative	12:30p - 9p Lodge Representative			10:30a - 7p Lodge Representative
Judy Norris		11a - 9p Senior Lodge Rep	8:30a - 3:30p Senior Lodge Rep		2p - 9p Senior Lodge Rep	2p - 9p Senior Lodge Rep	1p - 9p Senior Lodge Rep
Sean Craft			8:30a - 5:30p Manager	8:30a - 5:30p Manager	8:30a - 5:30p Manager	8:30a - 5:30p Manager	8:30a - 5:30p Manager
Shawn Piccolo	1p - 10p Lodge Representative	12p - 9p Lodge Representative			12:30p - 9p Lodge Representative	12:30p - 9p Lodge Representative	12:30p - 9p Lodge Representative
Terri Oakley	9:30a - 6p Assistant Manager	12p - 9p Assistant Manager	12:30p - 9p Assistant Manager	12:30p - 9p Assistant Manager		8:30a - 5p Assistant Manager	
Trevor Elliott	8a - 4p Maintenance Technician	8a - 4p Maintenance Technician			8a - 4p Maintenance Technician	8a - 4p Maintenance Technician	8a - 4p Maintenance Technician

## Annotations

## Job Site Details

# Wilderness Lakes Preserve

Nov 12, 2022 - Nov 18, 2022 at Default

STAFF	SAT 12	SUN 13	MON 14	TUE 15	WED 16	THU 17	FRI 18
Carmen Torres	Time Off All Day	Time Off All Day	Time Off All Day	Time Off All Day	8:30a - 5p Events Coordinator	8:30a - 5p Events Coordinator	8:30a - 5p Events Coordinator
Dennis Kilcoyne			6:30a - 2:30p Maintenance Supervisor	6:30a - 12:30p Maintenance Supervisor	6:30a - 12:30p Maintenance Supervisor	6:30a - 12:30p Maintenance Supervisor	6:30a - 12:30p Maintenance Supervisor
Evelyn Ocasio-Lopez	9:30a - 6p Lodge Representative		8:30a - 5p Lodge Representative	8:30a - 5p Lodge Representative	8:30a - 5p Lodge Representative		8:30a - 5p Lodge Representative
Gabe Texidor	1p - 10p Lodge Representative	12p - 9p Lodge Representative	12:30p - 9p Lodge Representative	8:30a - 9p Lodge Representative			12p - 4p Lodge Representative
Judy Norris		11a - 9p Senior Lodge Rep	2p - 9p Senior Lodge Rep		2p - 9p Senior Lodge Rep	2p - 9p Senior Lodge Rep	1p - 9p Senior Lodge Rep
Sean Craft			8:30a - 5:30p Manager	8:30a - 5:30p Manager	Time Off All Day	Time Off All Day	Time Off All Day
Shawn Piccolo	1p - 10p Lodge Representative	12p - 9p Lodge Representative			12:30p - 9p Lodge Representative	12:30p - 9p Lodge Representative	12:30p - 9p Lodge Representative
Terri Oakley	9:30a - 6p Assistant Manager	12p - 9p Assistant Manager		12:30p - 9p Assistant Manager		8:30a - 5p Assistant Manager	10:30a - 7p Assistant Manager
Trevor Elliott	8a - 4p Maintenance Technician	8a - 4p Maintenance Technician			8a - 4p Maintenance Technician	8a - 4p Maintenance Technician	8a - 4p Maintenance Technician

## Annotations

## Job Site Details

# Wilderness Lakes Preserve

Nov 19, 2022 - Nov 25, 2022 at Default

STAFF	SAT 19	SUN 20	MON 21	TUE 22	WED 23	THU 24	FRI 25
Carmen Torres		9:30a - 6p Events Coordinator	8:30a - 5p Events Coordinator		8:30a - 3p Events Coordinator	Time Off All Day	
Dennis Kilcoyne			6:30a - 2:30p Maintenance Supervisor	6:30a - 12:30p Maintenance Supervisor	6:30a - 12:30p Maintenance Supervisor	Time Off All Day	6:30a - 12:30p Maintenance Supervisor
Evelyn Ocasio-Lopez	9:30a - 6p Lodge Representative		8:30a - 5p Lodge Representative	8:30a - 5p Lodge Representative	8:30a - 3p Lodge Representative	Time Off All Day	
Gabe Texidor	1p - 10p Lodge Representative	12p - 9p Lodge Representative		12:30p - 9p Lodge Representative		Time Off All Day	
Judy Norris		11a - 9p Senior Lodge Rep	2p - 9p Senior Lodge Rep		Time Off All Day	Time Off All Day	Time Off All Day
Sean Craft	8:30a - 6:30p Manager			8:30a - 6:30p Manager	8:30a - 3p Manager	Time Off All Day	Time Off All Day
Shawn Piccolo	1:30p - 10p Lodge Representative	12p - 9p Lodge Representative	8:30a - 5p Lodge Representative			Time Off All Day	11:30a - 9p Lodge Representative
Terri Oakley		12p - 9p Assistant Manager	12:30p - 9p Assistant Manager	12:30p - 9p Assistant Manager		Time Off All Day	12p - 9p Assistant Manager
Trevor Elliott	8a - 4p Maintenance Technician	8a - 4p Maintenance Technician			7a - 3p Maintenance Technician	Time Off All Day	8a - 4p Maintenance Technician

## Annotations

## Job Site Details



# Wilderness Lakes Preserve

Nov 26, 2022 - Dec 2, 2022 at Default

STAFF	SAT 26	SUN 27	MON 28	TUE 29	WED 30	THU 1	FRI 2
Carmen Torres		9:30a - 6p Events Coordinator	8:30a - 5p Events Coordinator		8:30a - 5p Events Coordinator	8:30a - 5p Events Coordinator	8:30a - 5p Events Coordinator
Dennis Kilcoyne			6:30a - 2:30p Maintenance Supervisor	6:30a - 12:30p Maintenance Supervisor	6:30a - 12:30p Maintenance Supervisor	6:30a - 12:30p Maintenance Supervisor	6:30a - 12:30p Maintenance Supervisor
Evelyn Ocasio-Lopez	9:30a - 6p Lodge Representative		8:30a - 5p Lodge Representative	8:30a - 5p Lodge Representative	8:30a - 5p Lodge Representative		8:30a - 5p Lodge Representative
Gabe Texidor	1p - 10p Lodge Representative	12p - 9p Lodge Representative	12:30p - 9p Lodge Representative	12:30p - 9p Lodge Representative			10:30a - 7p Lodge Representative
Judy Norris		12p - 9p Senior Lodge Rep	2p - 9p Lodge Representative	2p - 9p Senior Lodge Rep		1p - 9p Senior Lodge Rep	1p - 9p Lodge Representative
Sean Craft	9:30a - 6:30p Manager			8:30a - 5:30p Manager	8:30a - 5:30p Manager	8:30a - 5:30p Manager	8:30a - 5:30p Manager
Shawn Piccolo	1p - 10p Lodge Representative	12p - 9p Lodge Representative			8:30a - 5p Lodge Representative	8:30a - 5p Lodge Representative	12:30p - 9p Lodge Representative
Terri Oakley		12p - 9p Assistant Manager	8:30a - 5p Assistant Manager		12:30p - 9p Assistant Manager	12:30p - 9p Assistant Manager	10:30a - 7p Assistant Manager
Trevor Elliott	8a - 4p Maintenance Technician	8a - 4p Maintenance Technician			8a - 4p Maintenance Technician	8a - 4p Maintenance Technician	8a - 4p Maintenance Technician

## Annotations

## Job Site Details

# Master Data Report



Select Sign #

**303004**

Change Street Name

**Night Heron**

Set Speed Limit/ Bins

**20 MPH**

**Bin Type: NB**

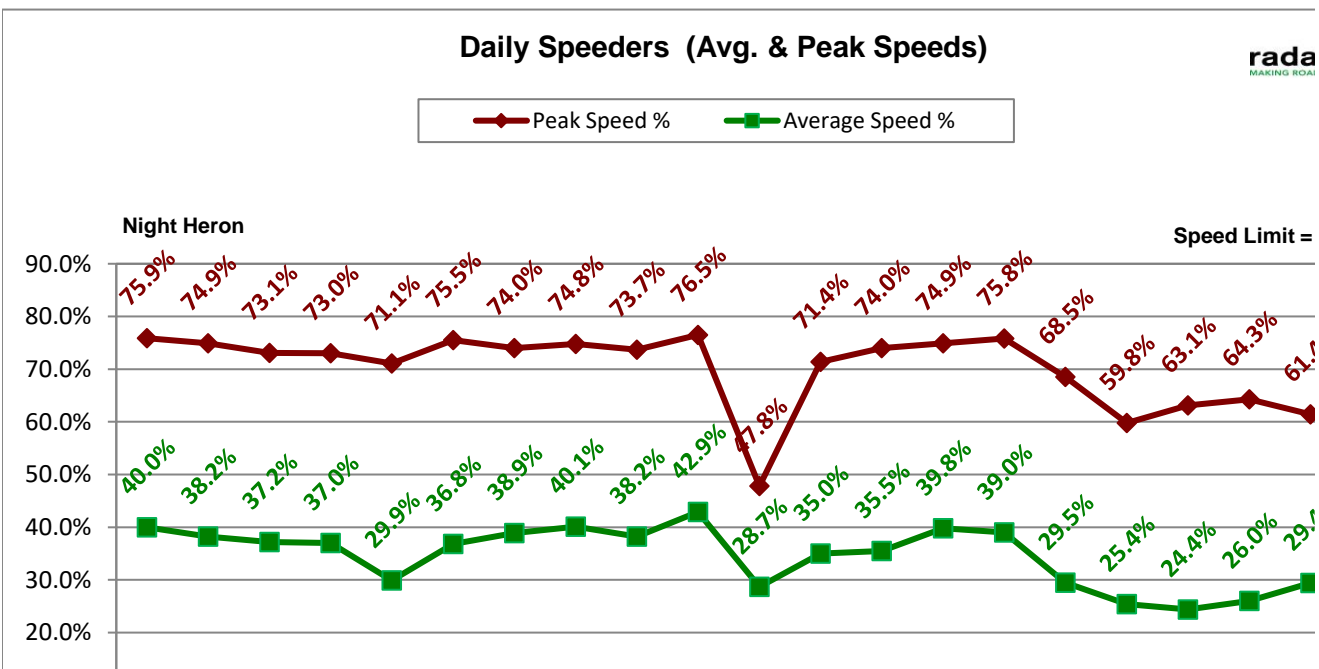
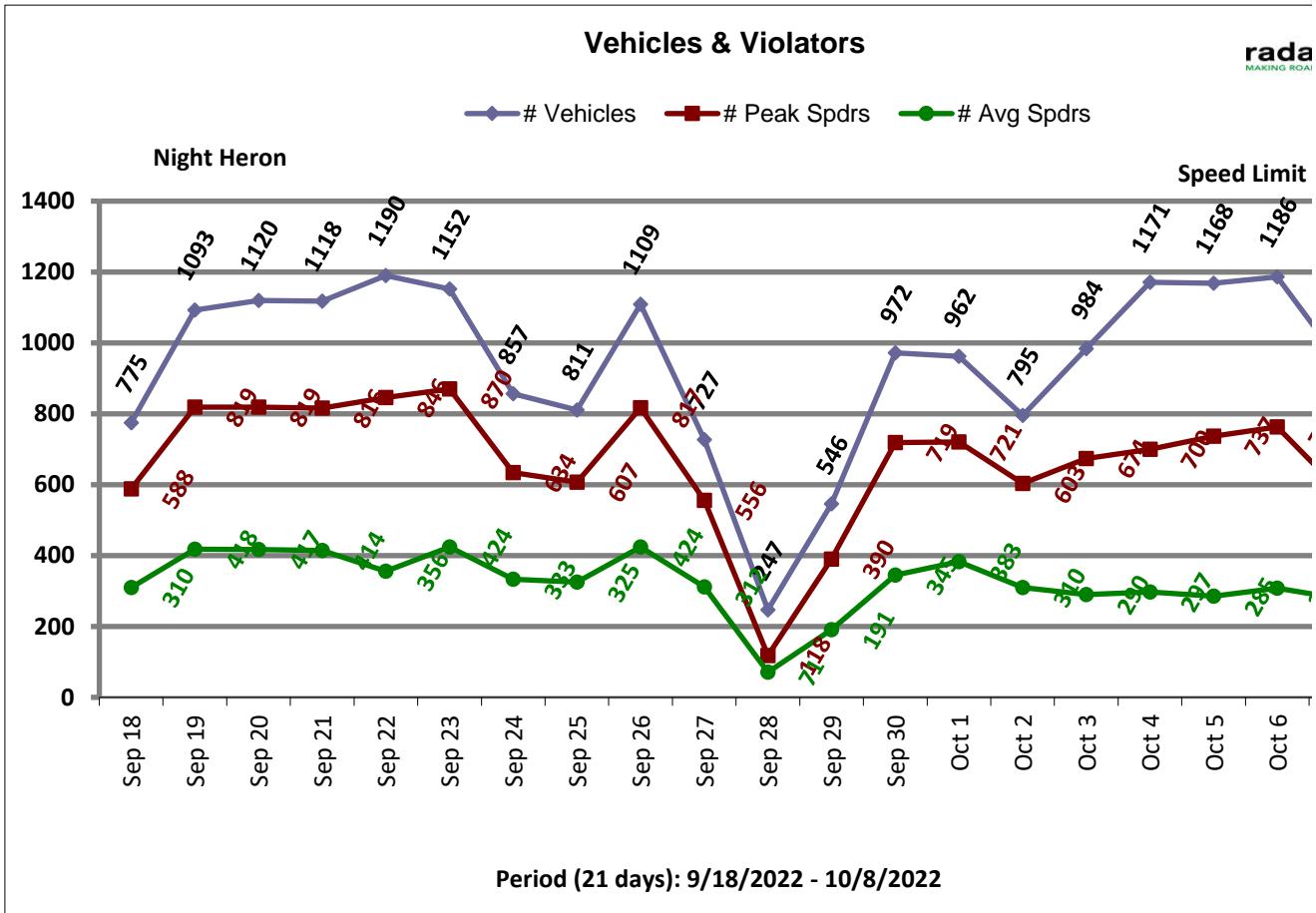
## SUMMARY TABLE 1/2 HOUR SEGMENT RECORDS

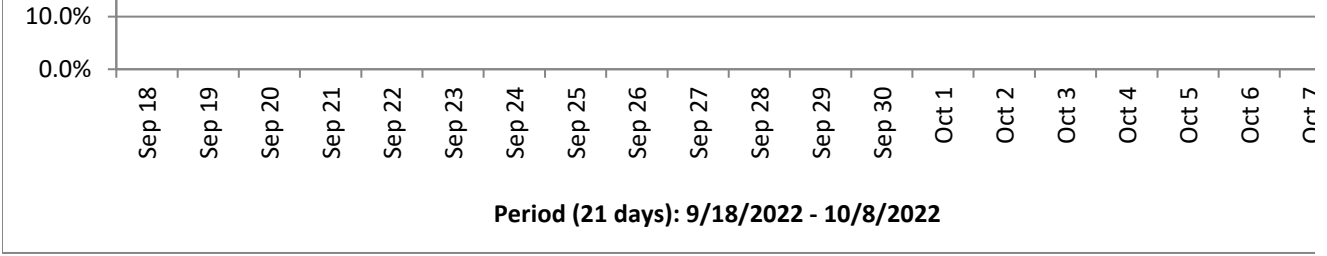
Serial # **303004**

Street: **Night Heron**

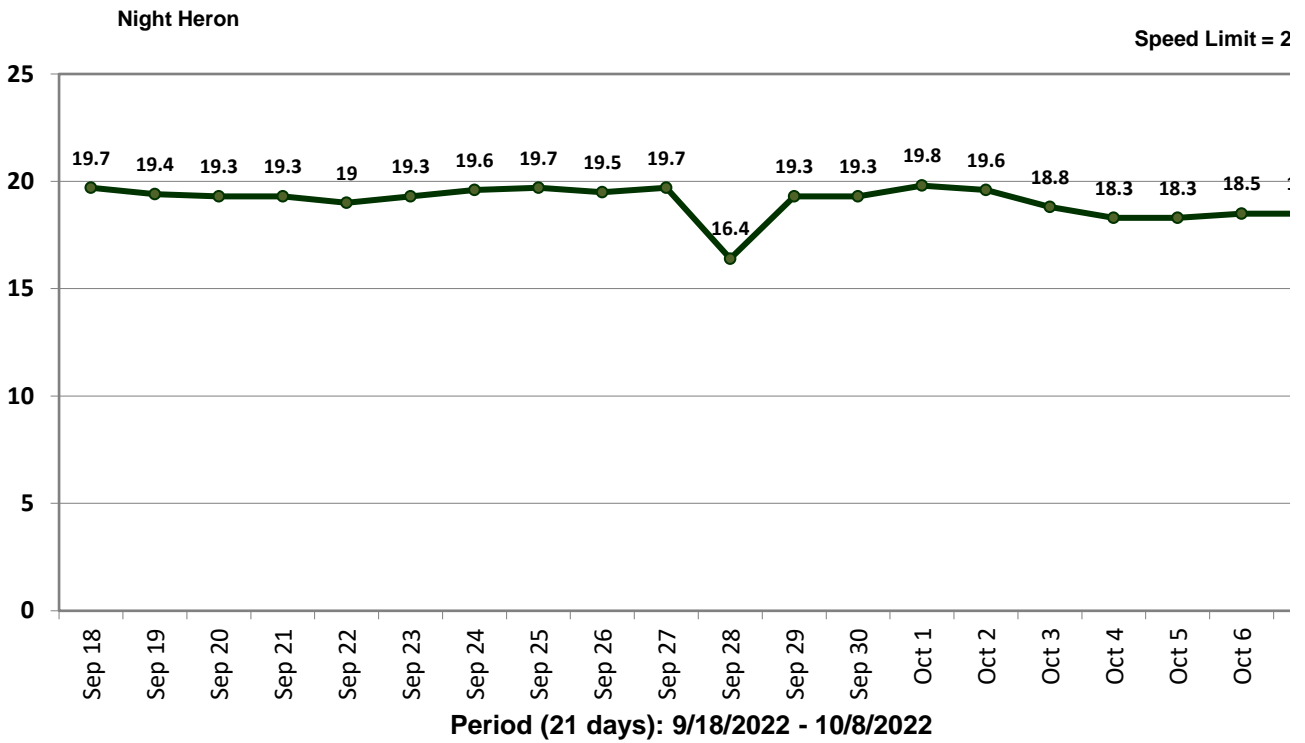
Speed Limit: **20 MPH**

DATE	Vehicle Count	Speeder Count based on Avg. Spd.	Speeder Count % Avg. Spd.	Speeders > 5 MPH based on Avg. Spd.	Speeders > 10 MPH based on Avg. Spd.	Speeders > 15 MPH based on Avg. Spd.	Fastest Time Period	Speeders > 5 MPH based on Peak Spd.	Speeders > 10 MPH based on Peak Spd.	Speeders > 15 MPH based on Peak Spd.	Daily 85th %tile Speed	Daily Average Speed
Sep 18	775	310	40%	35	2	0	4:30p	192	21	2	27	19.7
Sep 19	1093	418	38%	38	2	0	4:00p	243	27	3	26	19.4
Sep 20	1120	417	37%	46	2	0	2:00p	244	18	1	27	19.3
Sep 21	1118	414	37%	41	4	0	3:00p	237	26	5	26	19.3
Sep 22	1190	356	30%	33	1	1	1:30p	220	17	2	26	19
Sep 23	1152	424	37%	38	3	0	2:00p	245	23	5	26	19.3
Sep 24	857	333	39%	37	2	0	7:00p	198	21	2	27	19.6
Sep 25	811	325	40%	37	3	1	2:00p	194	19	4	27	19.7
Sep 26	1109	424	38%	41	3	1	4:30p	251	21	4	27	19.5
Sep 27	727	312	43%	26	3	0	1:00p	176	14	4	27	19.7
Sep 28	247	71	29%	8	2	0	7:30p, 11:30p	32	3	1	26	16.4
Sep 29	546	191	35%	24	4	0	10:30p	105	19	4	26	19.3
Sep 30	972	345	36%	34	1	0	7:00p	197	15	1	26	19.3
Oct 1	962	383	40%	46	4	2	6:30p	242	25	4	27	19.8
Oct 2	795	310	39%	32	2	0	4:30p	184	26	1	27	19.6
Oct 3	984	290	30%	24	0	0	6:00p	154	14	3	26	18.8
Oct 4	1171	297	25%	19	0	0	4:30p	162	13	0	25	18.3
Oct 5	1168	285	24%	21	1	0	2:30p	131	9	0	25	18.3
Oct 6	1186	308	26%	30	4	1	2:30p	165	18	3	25	18.5
Oct 7	944	278	29%	20	1	0	2:00p	128	12	2	25	18.5
Oct 8	567	154	27%	18	2	1	3:30p	94	11	3	26	18.6

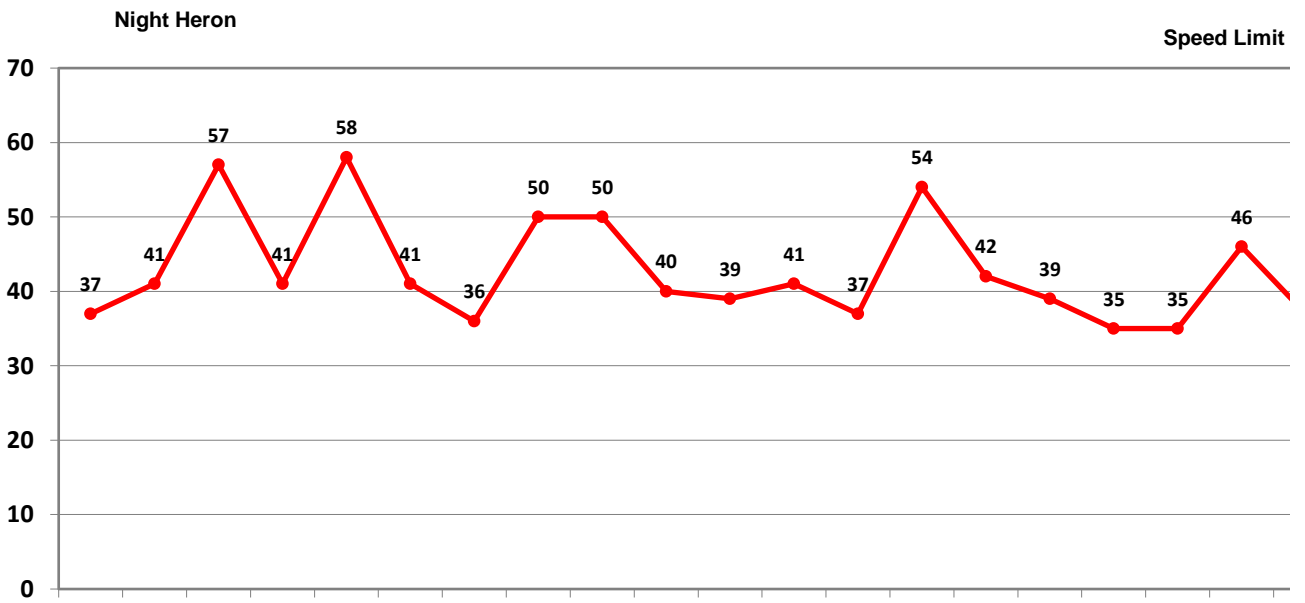




### Daily Average Speeds



### Daily Peak Speeds



Sep 18

Sep 19

Sep 20

Sep 21

Sep 22

Sep 23

Sep 24

Sep 25

Sep 26

Sep 27

Sep 28

Sep 29

Sep 30

Oct 1

Oct 2

Oct 3

Oct 4

Oct 5

Oct 6

**Period (21 days): 9/18/2022 - 10/8/2022**

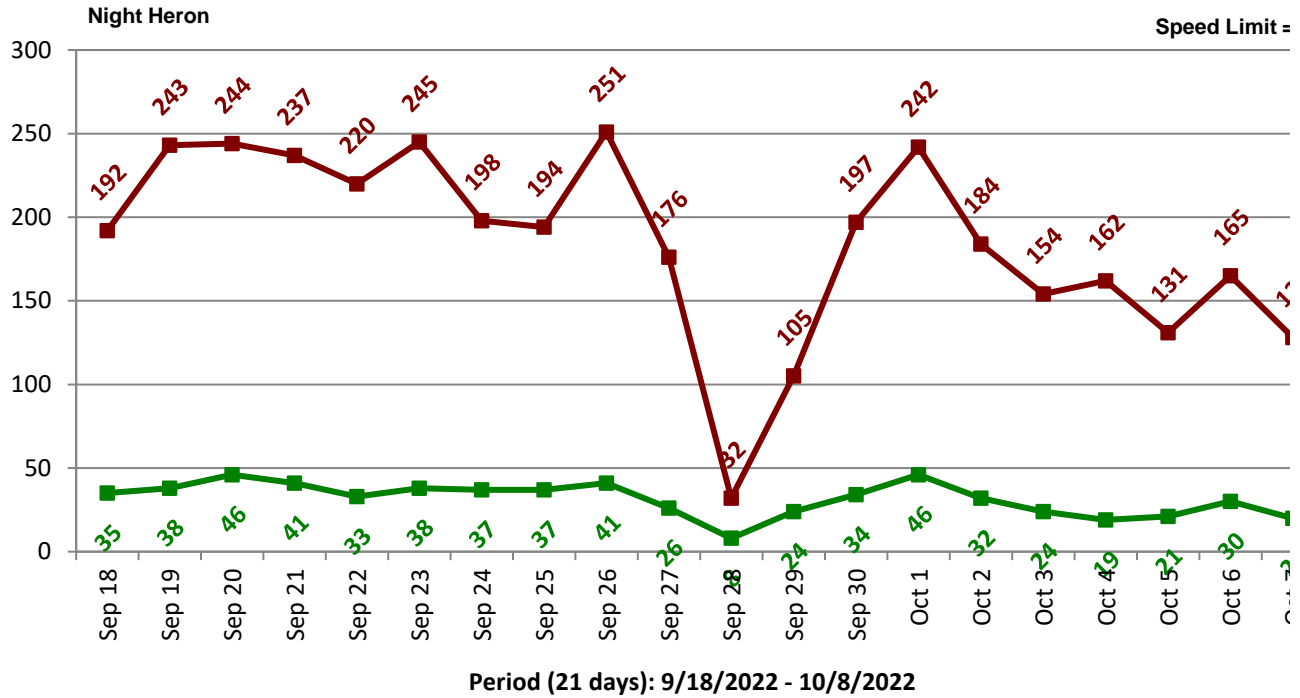
---

---

### Violator Trends: > 5 MPH (Avg. & Peak Spds)



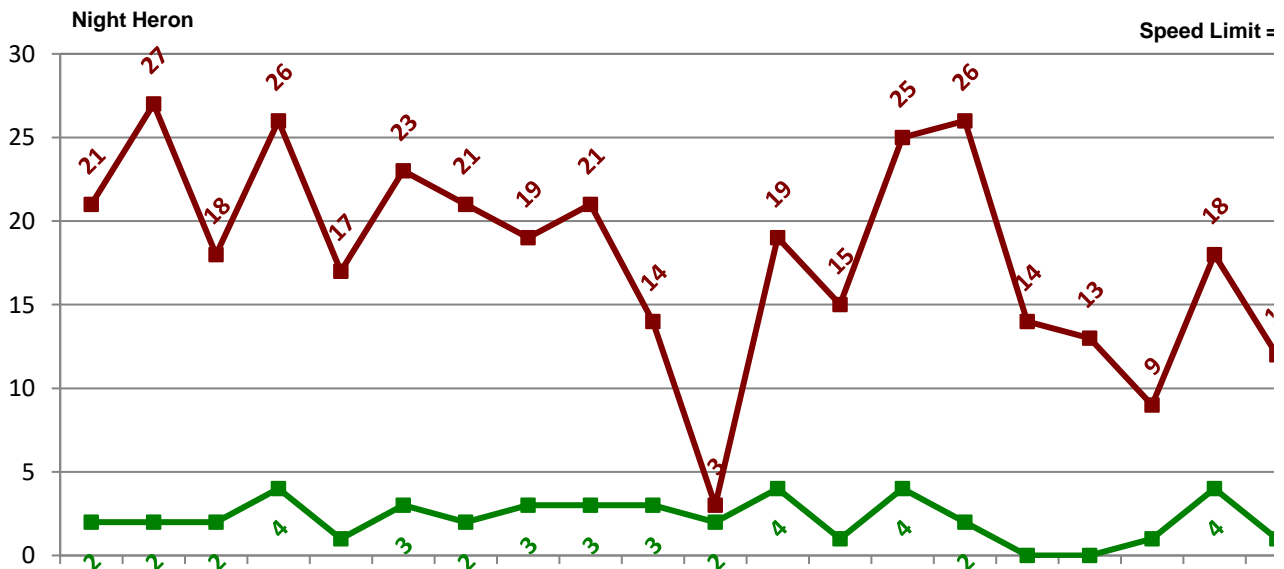
■ Violators > 5 MPH Avg     
 ■ Violators > 5 MPH Peak



### Violator Trends: > 10 MPH (Avg. & Peak Spds)



■ Violators > 10 MPH Avg     
 ■ Violators > 10 MPH Peak



Sep 18,

Sep 19,

Sep 20,

Sep 21

Sep 22

Sep 23

Sep 24,

Sep 25

Sep 26

Sep 27

Sep 28,

Sep 29

Sep 30

Oct 1

Oct 2,

Oct 3

Oct 4

Oct 5

Oct 6

Oct 7

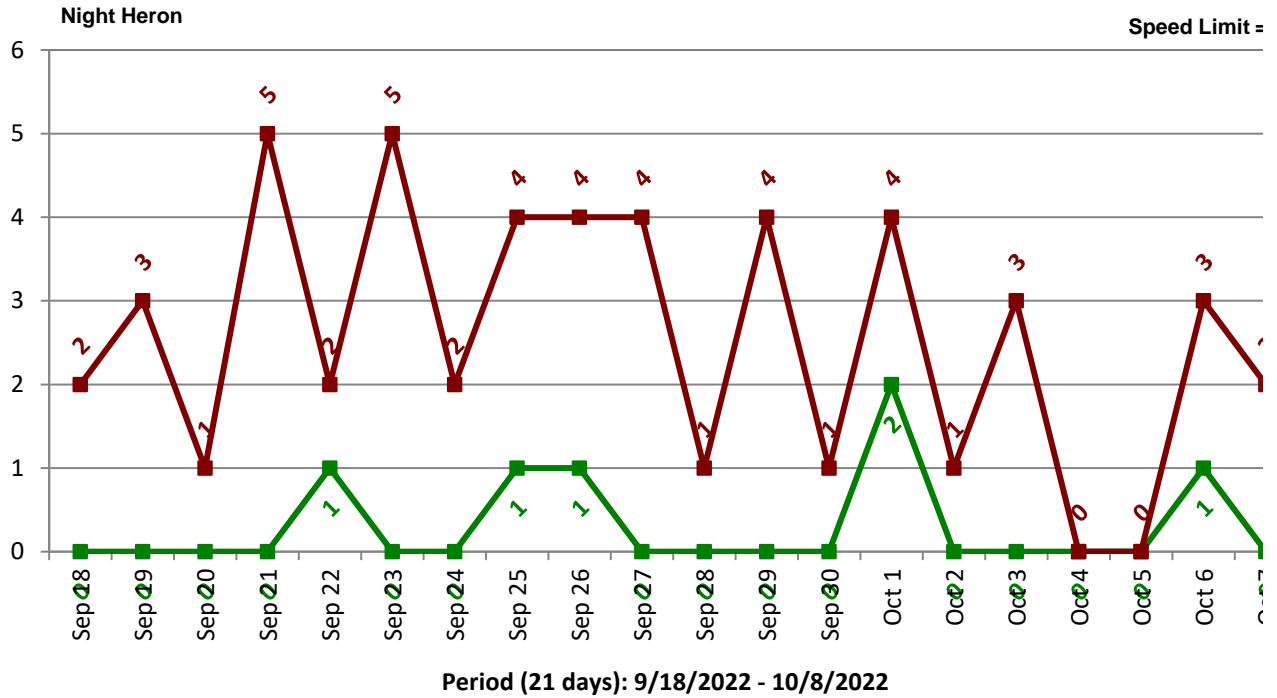
Period (21 days): 9/18/2022 - 10/8/2022

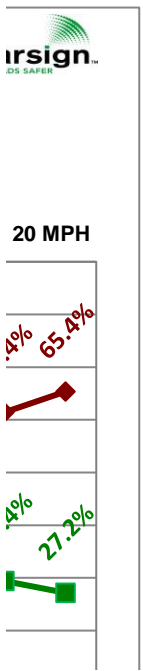
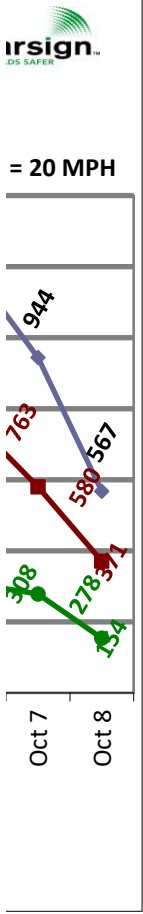


### Violator Trends: > 15 MPH (Avg. & Peak Spds)



■ Violators > 15 MPH Avg     
 ■ Violators > 15 MPH Peak





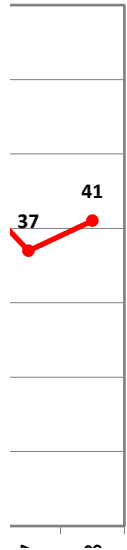
Oct 8



10 MPH



= 20 MPH

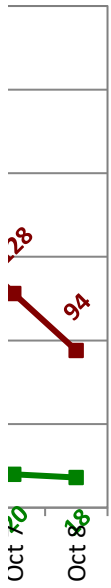


Oct 7

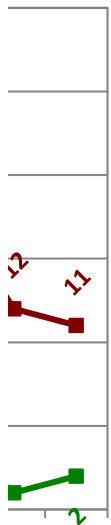
Oct 8



= 20 MPH



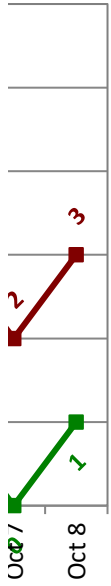
= 20 MPH



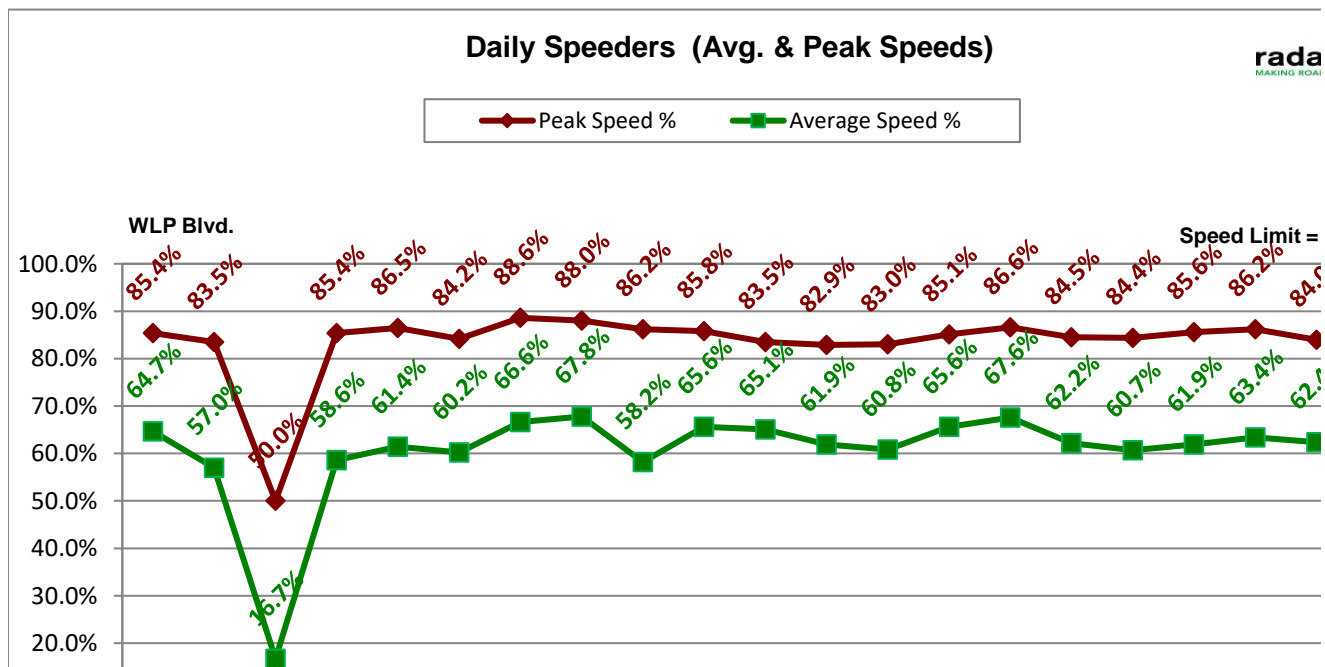
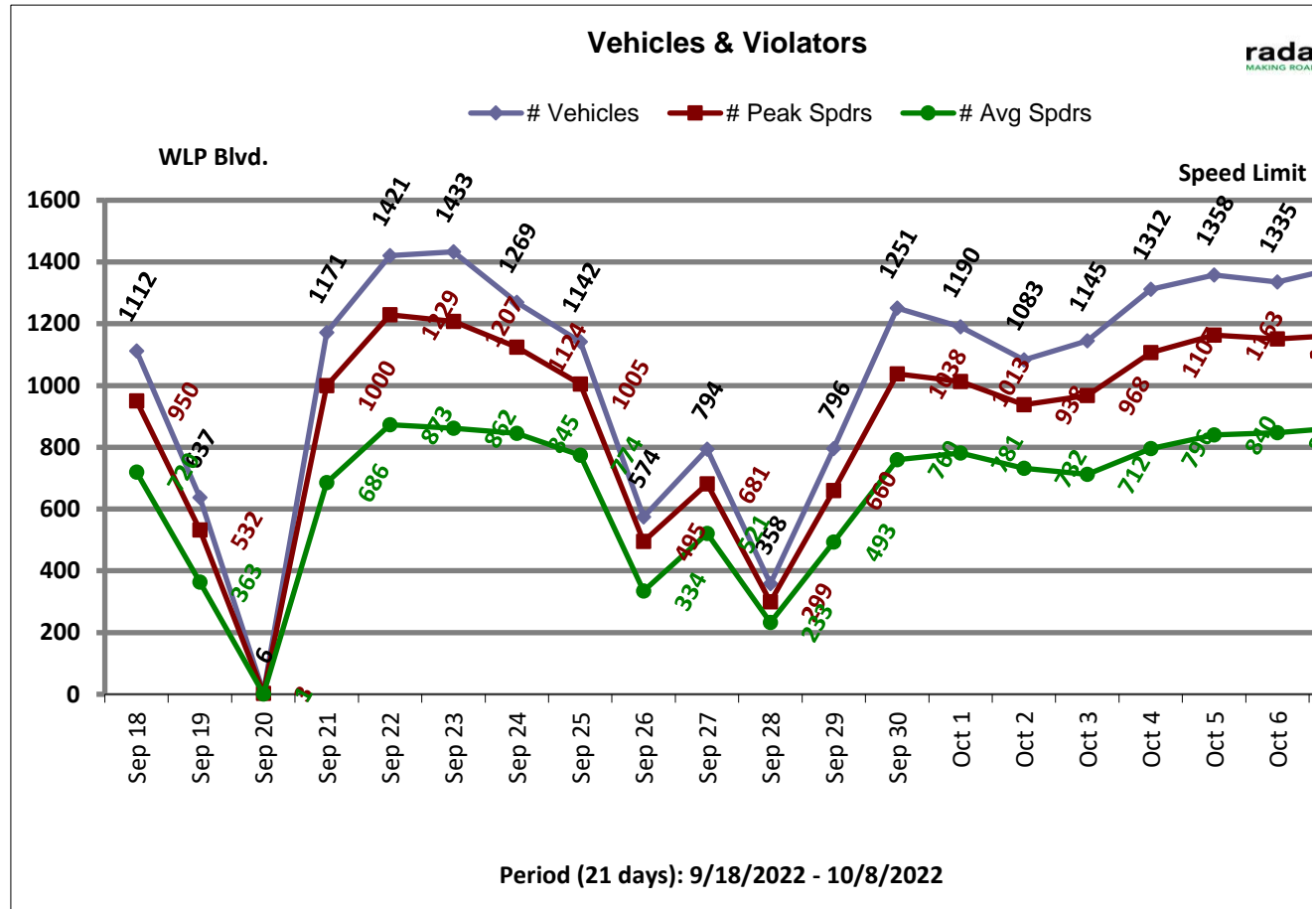
Oct 7

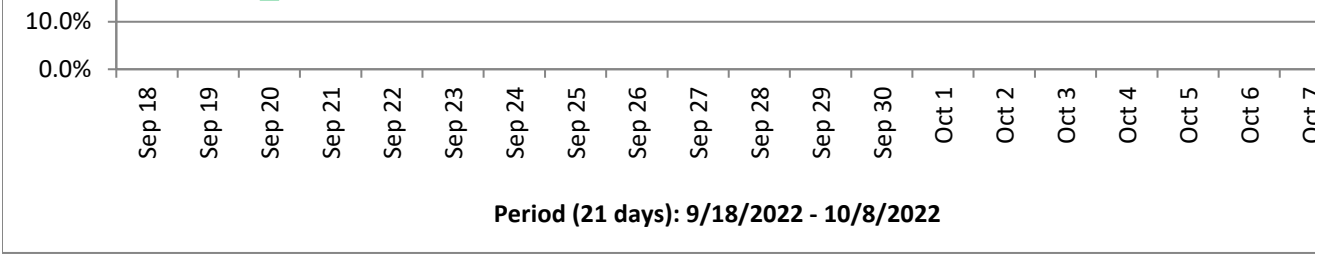
Oct 8

= 20 MPH

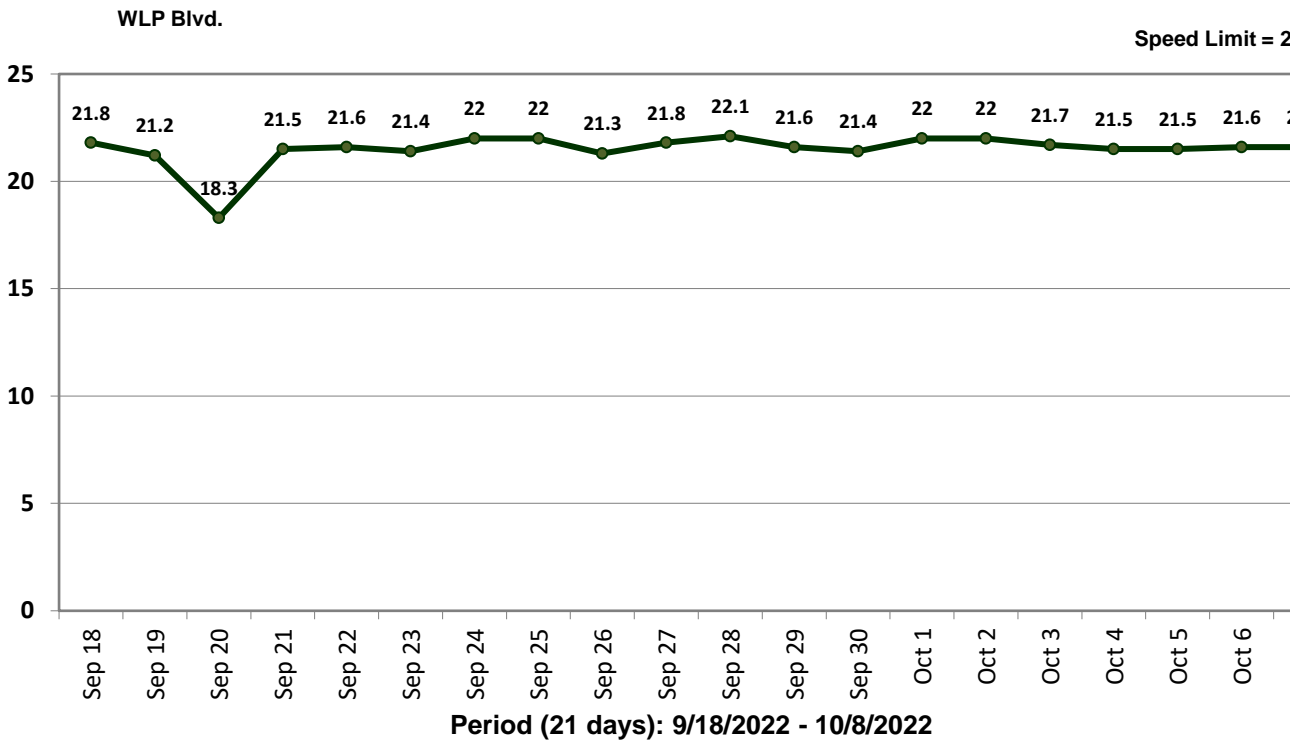




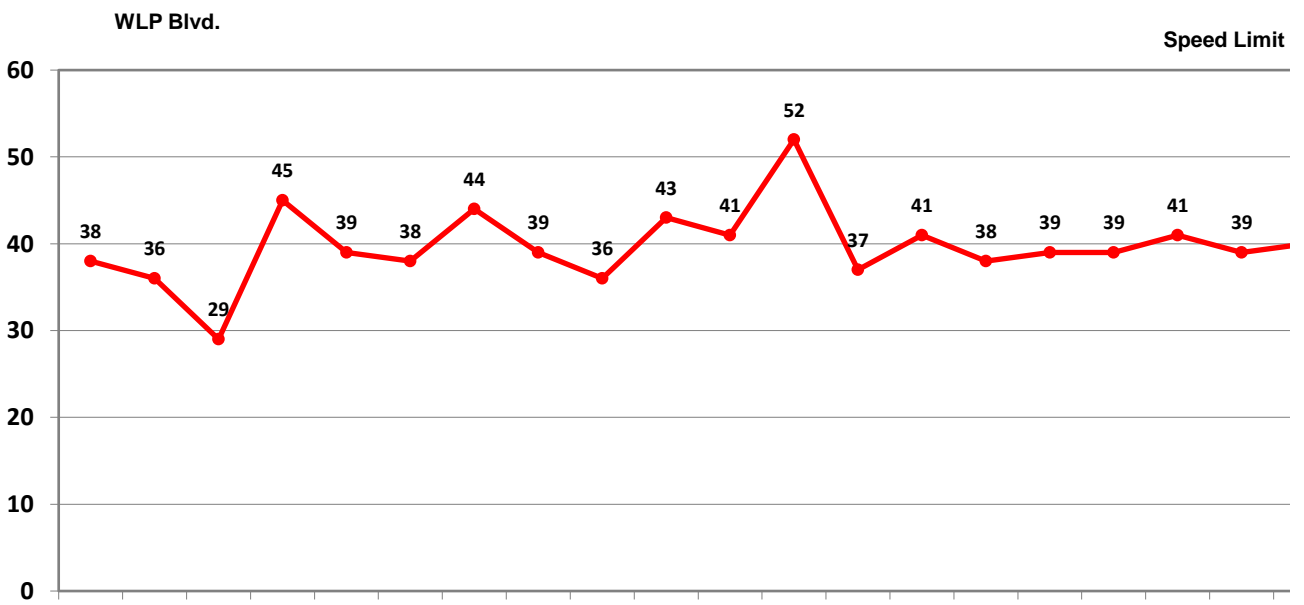




### Daily Average Speeds



### Daily Peak Speeds



Sep 18

Sep 19

Sep 20

Sep 21

Sep 22

Sep 23

Sep 24

Sep 25

Sep 26

Sep 27

Sep 28

Sep 29

Sep 30

Oct 1

Oct 2

Oct 3

Oct 4

Oct 5

Oct 6

**Period (21 days): 9/18/2022 - 10/8/2022**

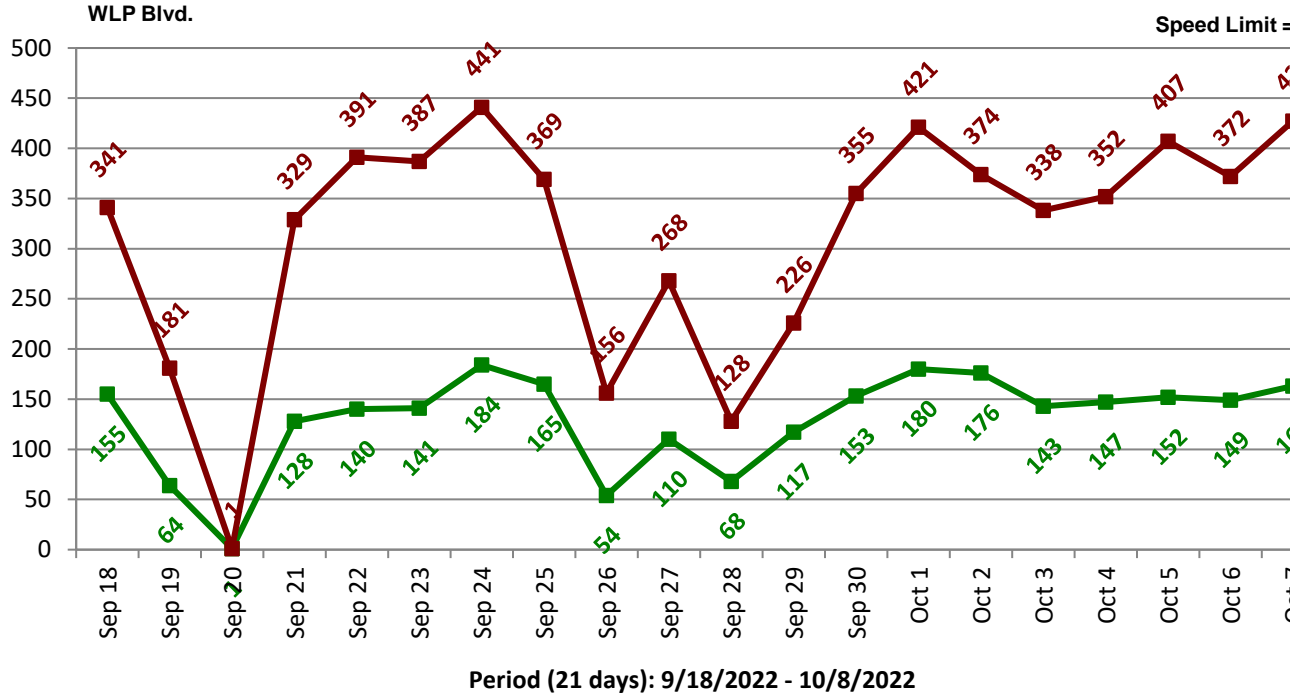
---

---

### Violator Trends: > 5 MPH (Avg. & Peak Spds)



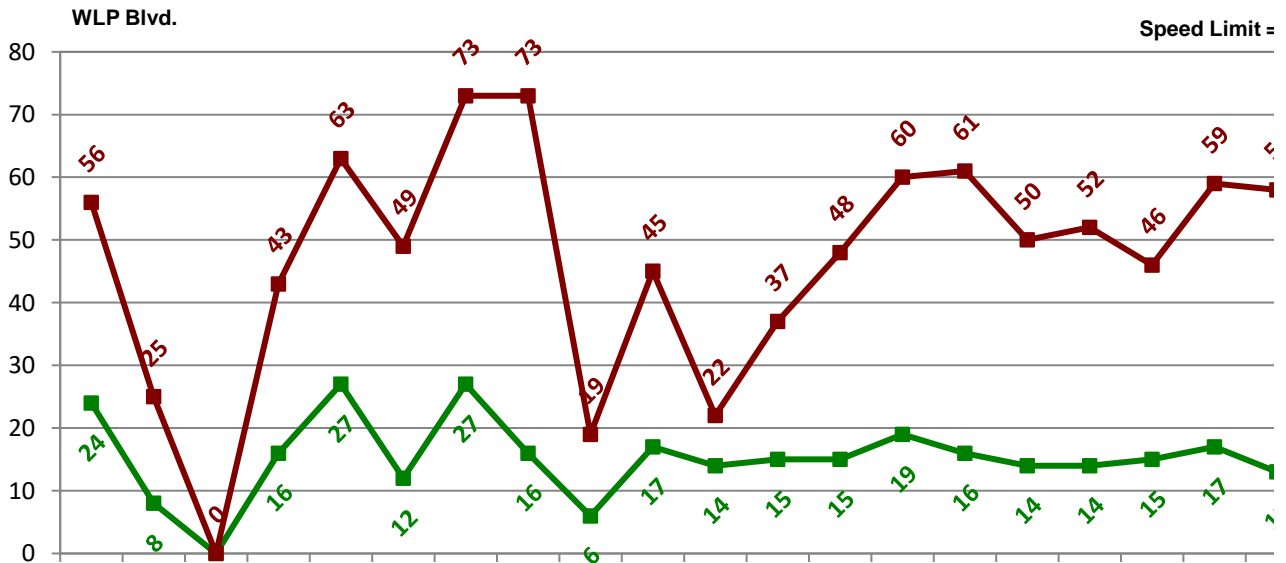
■ Violators > 5 MPH Avg     
 ■ Violators > 5 MPH Peak



### Violator Trends: > 10 MPH (Avg. & Peak Spds)



■ Violators > 10 MPH Avg     
 ■ Violators > 10 MPH Peak



Sep 18

Sep 19

Sep 20

Sep 21

Sep 22

Sep 23

Sep 24

Sep 25

Sep 26

Sep 27

Sep 28

Sep 29

Sep 30

Oct 1

Oct 2

Oct 3

Oct 4

Oct 5

Oct 6

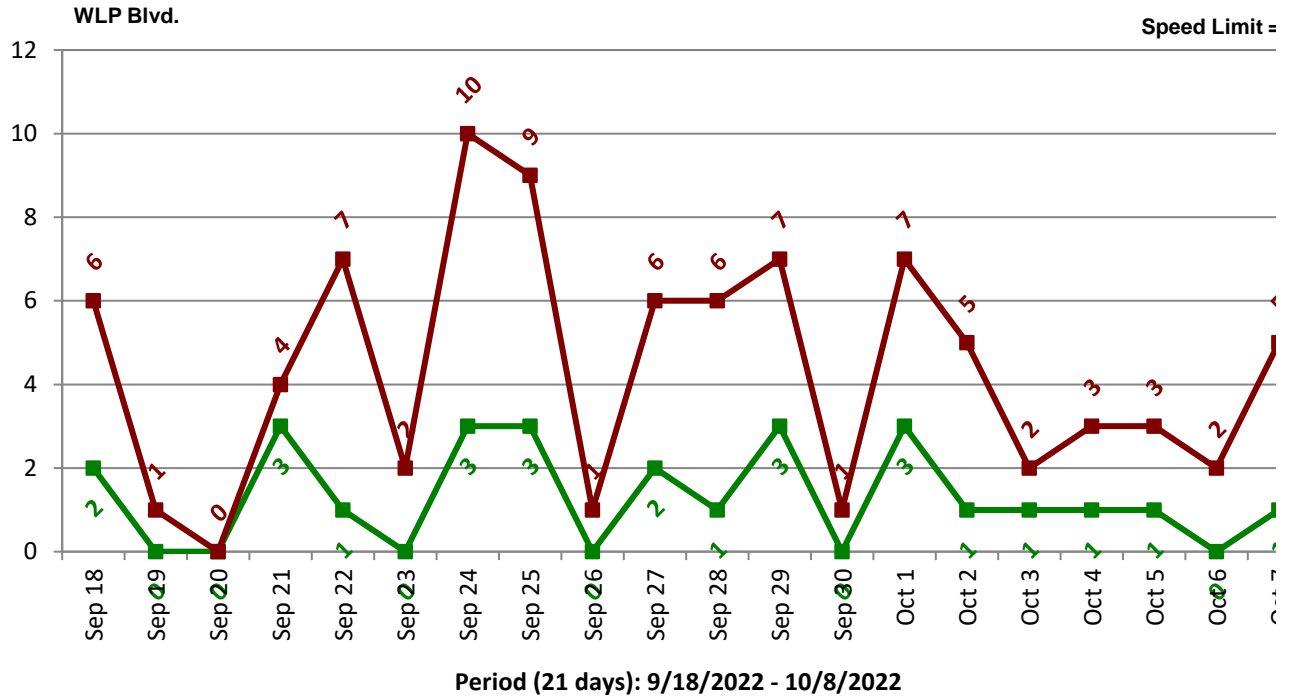
Oct 7

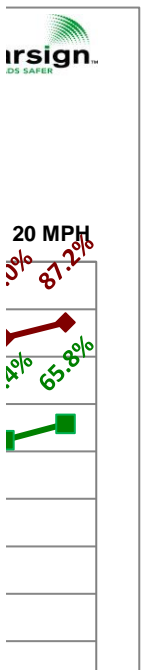
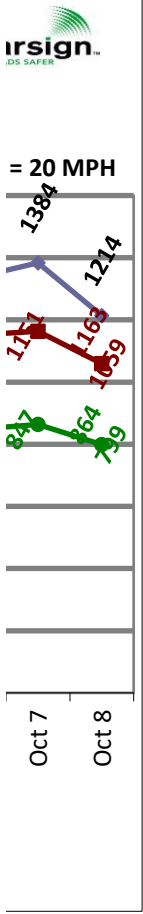
**Period (21 days): 9/18/2022 - 10/8/2022**

### Violator Trends: > 15 MPH (Avg. & Peak Spds)



■ Violators > 15 MPH Avg     
 ■ Violators > 15 MPH Peak







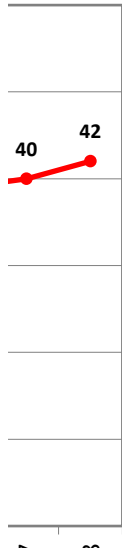
Oct 8



20 MPH



= 20 MPH



Oct 7

Oct 8



= 20 MPH



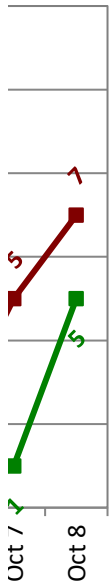
= 20 MPH



Oct 7

Oct 8

= 20 MPH



# Master Data Report



Select Sign #

**302013**

Change Street Name

**WLP Blvd.**

Set Speed Limit/ Bins

**20 MPH**

Bin Type: **NB**

## SUMMARY TABLE 1/2 HOUR SEGMENT RECORDS

Serial # **302013**

Street: **WLP Blvd.**

Speed Limit: **20 MPH**

DATE	Vehicle Count	Speeder Count based on Avg. Spd.	Speeder Count % Avg. Spd.	Speeders > 5 MPH based on Avg. Spd.	Speeders > 10 MPH based on Avg. Spd.	Speeders > 15 MPH based on Avg. Spd.	Fastest Time Period	Speeders > 5 MPH based on Peak Spd.	Speeders > 10 MPH based on Peak Spd.	Speeders > 15 MPH based on Peak Spd.	Daily 85th %tile Speed	Daily Average Speed
Sep 18	1112	720	65%	155	24	2	3:00p	341	56	6	28	21.8
Sep 19	637	363	57%	64	8	0	6:00p	181	25	1	27	21.2
Sep 20	6	1	17%	1	0	0	3:30p	1	0	0	29	18.3
Sep 21	1171	686	59%	128	16	3	11:00p	329	43	4	27	21.5
Sep 22	1421	873	61%	140	27	1	3:30p	391	63	7	27	21.6
Sep 23	1433	862	60%	141	12	0	4:00p	387	49	2	27	21.4
Sep 24	1269	845	67%	184	27	3	4:30p	441	73	10	28	22
Sep 25	1142	774	68%	165	16	3	6:00p	369	73	9	28	22
Sep 26	574	334	58%	54	6	0	12:00a	156	19	1	27	21.3
Sep 27	794	521	66%	110	17	2	10:00p	268	45	6	28	21.8
Sep 28	358	233	65%	68	14	1	10:30p	128	22	6	29	22.1
Sep 29	796	493	62%	117	15	3	3:30p	226	37	7	28	21.6
Sep 30	1251	760	61%	153	15	0	3:30p	355	48	1	28	21.4
Oct 1	1190	781	66%	180	19	3	8:00p	421	60	7	28	22
Oct 2	1083	732	68%	176	16	1	3:30p	374	61	5	28	22
Oct 3	1145	712	62%	143	14	1	10:30p	338	50	2	28	21.7
Oct 4	1312	796	61%	147	14	1	2:30p	352	52	3	27	21.5
Oct 5	1358	840	62%	152	15	1	5:00p	407	46	3	27	21.5
Oct 6	1335	847	63%	149	17	0	1:30p	372	59	2	27	21.6
Oct 7	1384	864	62%	163	13	1	1:30p, 2:00p, 4:00p	427	58	5	28	21.6
Oct 8	1214	799	66%	178	15	5	5:30p	398	62	7	28	21.8



## Landscaping Project Tracker – October 2022

Wilderness Lake Preserve  
21320 Wilderness Lake Blvd.  
Land O'Lakes, FL 34637

### Current Projects

Date Entered	Project	Task	Update	Update	Estimated Completion Date
9/10/22	Spraying for Dollar Weed	To spray dollar weed killer at the area between the community entrance and the bridge.	Agreed upon by the landscaper to complete by the end of the month.		10/1/22
9/10/22	Sod Replacement	To replace sod as needed at the area between the community entrance and the bridge.	Agreed upon by the landscaper to be completed within the next week.		9/16/22
9/10/22	Dead Pine Tree Removal	To remove dead pine tree next to the Ranger Station.	Proposal requested from Red Tree.	Proposal 22-09-12 P-1 executed 9/19/22	TBD
9/10/22	Dead Pine Tree Removal	To remove dead pine tree in common area near 7536 Grasmere Dr., along with cutting the weeds back and treating for spidermites.	Proposal requested for dead pine tree removal from Red Tree.	Proposal 22-09-12-1 executed 9/19/22	TBD
9/10/22	Improvements around the back gate area	To clean out the bushes, pull out the daisies, and double the amount of flowers at the monuments (wider, not deeper)	Agreed upon by the landscaper to clean out the bushes by October 1 <sup>st</sup> .		10/1/22



9/10/22	Improvements at the Cormorant Cove Dock	To flush cut 11 crepe myrtle trees and then lay sod at 8 of those locations.	Proposal pending from Red Tree.		TBD
9/13/22	Dead Pine Tree Removal	To remove dead pine tree in hedge near 7443 Citrus Blossom	Proposal pending from Red Tree.	Proposal 22-09-12 P-1 executed 9/19/22	TBD
9/13/22	Landscape Enhancement at new pump station (corner of Ambleside Dr. and Night Heron Dr.	Install Sweet Viburnum to be installed 5 feet away from pump station on all sides.	Proposal pending from Red Tree.	Proposal 22-09-13 executed 9/19/22	TBD
9/15/22	Installation of Fire Bushes	Install eight (8) three gallon firebushes at the common area across the fence line from 21412 Cyprus Tree Ct.	Proposal pending from Red Tree.	Proposal 22-09-19 executed on 9/20/22. Project delayed per Beth due to homeowner concerns.	TBD
9/19/22	Landscape Enhancement – between the tennis courts and swimming pool along sidewalk	Remove existing roses, scrape mulch and dirt to level with sidewalk. Install dwarf firebush	Proposal pending from Red Tree	Proposal 22-07-19 P executed on 9/19/22	TBD
9/19/22	Landscape Enhancement	Install twelve 3-gallon azaleas between the activity center and nature center	Proposal received 4/26/22	Proposal 22-04-26 P executed 9/13/22	TBD
9/19/22	Landscape Enhancement	Install Jatopha Trees at island on left hand side as you enter clubhouse parking lot.	Proposal sent on 8/29/22	Pending discussion	TBD
9/19/22	Landscape Enhancement	Install forty (40) 3 gallon bush daisies to replace the dead/declining bush daisies at the Caliente Intersection	Proposal sent 5/31/22	Pending discussion	TBD
9/19/22	Landscape Enhancement	Install 45-gallon Southern Magnolia at Eagles Grove Monument	Proposal sent on 4/26/22	Pending discussion	TBD

## Potential Future Projects

Date Entered	Project	Task	Update 1	Update 2	Estimated Completion Date
9/20/22	Landscape Enhancement	Remove Holly trees, remove and dispose of mulch and debris, install Southern	Received proposal 22-09-20 P	Received revised proposal on 10/25/22 and pending discussion.	

		Magnolia trees, install St. Augustine sod at center median directly across from playground at the Clubhouse			
9/20/22	Landscape Enhancement	Remove Holly trees, remove and dispose of mulch and debris, install Southern Magnolia trees, install St. Augustine sod at second island across from Clubhouse	Received proposal 22-09-20 P	Received revised proposal on 10/25/22 and pending discussion.	
9/20/22	Landscape Enhancement	Remove Holly trees, remove and dispose of mulch and debris, install Southern Magnolia trees, install St. Augustine sod at center island across from Lakewood Retreat	Received proposal 22-09-20 P	Received revised proposal on 10/25/22 and pending discussion.	
10/7/22	Remove Dead Tree	Remove dead tree behind 7544 Whispering Winds Dr. and leave in conservation area	Received proposal on 10/6/22	Board has directed the resident to remove the tree at his own expense.	
10/25/22	Landscape Enhancement	Install sweet viburnum staggered between the two Oak trees and install pine bark nuggets across from Lakewood Retreat on the outbound side	Received proposal on 10/25/22 and discussion is pending.		
10/25/22	Landscape Enhancement	Install firebush across from Lakewood Retreat Monument along the white fence.	Received proposal on 10/25/22 and discussion is pending.		
10/25/22	Remove Dead Pine Tree	Remove dead pine tree across from Lakewood Retreat on outbound side of Wilderness Lake Blvd.	Received proposal on 10/25/22 and discussion is pending.		

## Completed Projects

Date Entered	Project	Task	Update 1	Update 2	Completion Date
9/19/22	Landscape Enhancement	Install coonties between the tennis courts and the pool.	Proposal sent on 4/26/22	Proposal 22-04-26 P executed 9/13/22	9/20/22
9/19/22	Remove Dead Pine Tree	Remove dead pine tree in hedge row directly across the street from the Lodge.	Proposal sent on 8/24/22	Proposal 22-08-24 P executed  <b>Invoice # 11427</b>	9/20/22
9/19/22	Remove Dead Palm Tree	Remove dead palm tree at corner of Wilderness Lakes Blvd. and Draycott Way	Proposal sent on 8/24/22	Proposal 22-08-24 P executed  <b>Invoice # 11429</b>	9/20/22
9/19/22	Remove Dead Pine Trees	Remove four (4) dead pine trees behind 21406 Cypress Tree Ct.	Proposal sent on 8/30/22	Proposal 22-08-30 P executed  <b>Invoice # 11428</b>	9/20/22
9/19/22	Landscape Enhancement	Install 45 gallon Southern Magnolia tree at center island directly across from Lakewood Retreat	Proposal sent on 4/26/22	Proposal 22-04-26 P executed 9/13/22	9/20/22
9/19/22	Landscape Enhancement	Install dwarf firebush between the tennis courts and the pool	Proposal sent on 4/26/22		9/20/22
9//19/22	Landscape Enhancement	Remove three (3) dead pine trees on Wilderness Lakes Blvd. and 21103 Birchholm Ct.	Proposal sent on 7/28/22	<b>Invoice # 11430</b>	9/20/22
9/19/22	Landscape Enhancement	Remove five (5) dead pine trees on Wilderness Lakes Blvd. across from 7421 Wild Oaks Ln.	Proposal sent on 7/28/22	<b>Invoice # 11431</b>	9/20/22
9/10/22	Pruning of the Palm Trees	To prune all palm trees at the pool before the	Spoke with the holiday lights vendor and the	Project completed.	10/10/22

		<b>holiday lights are installed.</b>	<b>landscaper to ensure the work is completed before mid-October.</b>		
<b>9/13/22</b>	<b>Live Oak Tree Cutback</b>	<b>To center cut Live Oak tree hanging over the Lodge in several areas, posing a safety risk.</b>	<b>Proposal pending from Red Tree.</b>	<b>Proposal executed 9/13/22. Project completed.</b>	<b>10/10/22</b>



## Project Tracker – October 2022

Wilderness Lake Preserve  
21320 Wilderness Lake Blvd.  
Land O'Lakes, FL 34637

### Current Projects

Date Entered	Project	Task	Update	Update	Estimated Completion Date
8/15/22	Brick Pavers Repairs	Repair areas 4,5,7, and 9.	Areas 4 and 5 completed.	Areas 7 and 9 still need to be completed. Pavers have been delivered. Attempting to schedule the labor. Awaiting approval on change order which resulted in additional labor costs being added on.	11/22
8/15/22	Ranger Station Repairs	Replace damaged support beam with new beam	Board approved vendor at August CDD meeting.	Beam has been ordered. Estimated lead time for delivery is 6-8 weeks.	12/22
8/17/22	Repairs at floating dock	Dock has a long piece of wood coming separated.	Removed. Another issue exists however where the dock is sagging in the middle. Not deemed to be an immediate safety hazard by our Maintenance Supervisor at this time.	Obtained proposals to replace the floating dock, however maintenance has since figured out how to launch watercraft from the shoreline and the Board may now wish to consider simply removing the dock entirely.	11/22

8/17/22	Malfunctioning Alarm System	Alarms throughout the amenities areas go off every few hours for no reason (related to lightning strike).	Scheduled DCSI to perform repairs. Learned on the day of that the fire alarm and burglary alarm systems are tied together and DCSI is not licensed to work on fire alarm panels. Reached back out to A Total Solution for resolution.	Awaiting parts from A Total Solution. Complete kit now available and installation expected to be completed by the end of the week.	10/28/22
8/22/22	Paint Slats in Fencing as needed throughout the property	Areas of new fencing located throughout several areas of the property are in need of being primed and painted.	Discussed with Dennis and he was already aware of the issue. Awaiting the end of the rainy season.	Project in work as of 10/25/22.	11/22
8/22/22	New signage for the Pools	Signs to be created by Cooper Pools to include specific language regarding water bottles and swim diapers.	Called for update on 8/23 and am awaiting a response.	Design in progress as of 10/18 and proposal pending.	11/22
8/26/22	Rowing and Elliptical Machine for Fitness center	To remove three (3) items in the fitness center which are not used with any regularity by our residents and install a rowing machine and a new elliptical machine.	Met with Fit Rev and am awaiting proposal.	Board is interested in a complete refresh of the fitness center and a new proposal was obtained on 10/18 to accommodate the request. Submitted to District Management for review at the November meeting.	TBD
9/14/22	New Sand for Beach Volleyball court	To replenish the sand out at the beach volleyball court	Have obtained three proposals and submitted to District Management	Discovered that there is a drainage issue that needs to be dealt with before any money is spent on sand. Met with JMT Engineering on 10/14 to discuss how to address that issue.	TBD
9/15/22	Electrical Equipment Repair	To replace 240v electrical equipment at 7250 Ambleside Dr. damaged by lightning	Proposal executed 9/20/22	Waiting on Duke Energy to de-energize the line as there is no disconnect at that location. Appointment set for 10/4/22, has since been pushed back to October 28 <sup>th</sup> .	11/22
10/6/22	Canopy Replacement – Tennis Courts	Replaced canopy that was damaged by Hurricane Ida past the point of repair	Awaiting proposal from Welch Tennis	Informed that because of it's unusual size, the lead time for replacement is 16-20 weeks. The entire structure needs to be replaced as well.	3/23

				Proposal executed and parts have been ordered.	
8/15/22	Install new gutters and repair existing gutters	Install new gutters around the Lodge where needed and repair existing gutters which are deteriorating.	Obtained proposal from MD Gutters.	Approved at September CDD meeting. Work scheduled for October 24 <sup>th</sup> . Ran short of materials and will finish the job this weekend.	10/29/22
10/7/22	Electrical Repairs	Repairs needed at Hawk Wind Ranch Monument sign	Reached out to Stellar Electric looking to set up a site visit.	Three (3) other monument outages leading from the entrance at SR 41 were also reported and investigated. Multiple issues discovered. Recommendations and proposal executed 10/12/22. Upon doing the work additional issues were discovered which will require additional work and a new proposal to address those issues.	11/22
9/10/22	New Chaise Lounges for Pool Deck	To obtain either 25 or 50 new chaise lounges for pool deck	Obtained proposal from Patio Land USA.	Executed proposal from Leaders Furniture at October CDD meeting. 20-22 week lead time on delivery.	4/23
8/15/22	AC for Nail Salon	Install proper ventilation for Nail Tech salon.	Obtained proposal from Cool Coast AC.	Approved at September CDD meeting. Awaiting completion.	11/22
10/11/22	AC Repair or Replacement	Repair or replace air handling unit outside the Lodge as the current one is 9 years old and has a sizeable coil leak.	AC company investigating whether this is a warranty item, and will send a proposal to repair or replace the AHU if not.	Learned that the warranty expired after 5 years and am awaiting proposals for both repair as well as replacement. New unit would come with a 10 year parts warranty if we choose to go with that option.	11/22
10/19/22	Splash Pad at Pool Area	To repair underlying issues at the splash pad and to resurface once repairs are completed.	Project approved by Board and work is pending.	Work expected to begin on 10/20 and take 4 weeks to complete.	12/1
10/25/22	Handicap Lift at Lap Pool	To repair malfunctioning handicap lift at lap pool.	Proposal received 10/25/22 and submitted to District Management for review.		11/22

## Potential Future Projects

Date Entered	Project	Task	Update 1	Update 2	Estimated Completion Date
8/15/22	Storage Shed	Add a 10x16 shed to where an empty lot now sits.	Obtained 3 bids from area dealers. Received proposal from Sitemasters to add a concrete slab to support the structure. Chuck from GHS has determined the area is good from a drainage perspective.	Directed to suspend activity for the time being, which would involve obtaining proposal for additional security camera and determining costs to insure the contents of the storage shed. Board must first determine whether this is a project they are even interested in first. Tabled at the October CDD meeting.	<b>TBD</b>
10/6/22	Security Improvements	Add security cameras to several areas throughout the property where currently none are in place	Met with HPI Security on October 7 <sup>th</sup> to do a site walk through. Recommendations pending.	HPI will not be doing the work themselves, but will only be making recommendations for us to follow up with our own preferred security company.	<b>TBD</b>

## Completed Projects

Date Entered	Project	Task	Update 1	Update 2	Completion Date
9/2/22	Additional Radar Speed Sign	Add new sign at a location TBD.	Board approved purchase ahead of August CDD meeting.	Sign received 8/22. To be installed on WLP Blvd. near Draycott Way.	10/4/22
8/17/22	Soccer Goals for Playground	Install a pair of new soccer goals at playground #4. Also order wheel kit to move them as needed.	Ordered items. Lead time for delivery is October 15 <sup>th</sup> .	Goals delivered and assembled in Oakhurst Park.	10/12/22
9/6/22	New Bench on WLP Blvd.	Install new bench along WLP Blvd. near Draycott Way.	Reached out to Anova Furnishings for proposal.	Proposal executed 9/14/22. Delivery, assembly, and installation completed.	10/18/22



<b>9/14/22</b>	<b>Tennis Court Fencing Repairs</b>	<b>To re-pipe and re-fasten the bottom of the fencing surrounding the tennis courts.</b>	<b>Looking for three proposals now.</b>	<b>Executed proposal from Vilo Fence on 10/4. Project completed.</b>	<b>10/21/22</b>
----------------	-------------------------------------	--	---	--	-----------------

## **Tab 6**

A photograph of a modern gym interior. In the foreground, a woman with long blonde hair, wearing a black sports bra and white leggings with black accents, is using an elliptical machine. Behind her, a man in a grey tank top and white shorts is also on an elliptical. Further back, several other people are visible, some on treadmills and others on ellipticals. The gym has a dark ceiling with recessed square lights. The overall atmosphere is bright and active.

**FITREV**  
The Perfect FIT.

*Wilderness Lake Preserve*

**Join the Fitness  
Revolution**

# FITREV Presentation


---

- 👁 FITREV Experts
- 👁 Company Overview
- 👁 Promise to Our Customers
- 👁 Partners
- 👁 Precor's Legacy
- 👁 A Proud History of Innovation
- 👁 Awards & Accolades
- 👁 Networked Fitness Overview
- 👁 IHRSA Study
- 👁 Fitness Centers: A Must Have For Any Community
- 👁 Design Services
- 👁 Quote Summary
- 👁 Why Choose FITREV (Preventative Maintenance, Flooring and Design)
- 👁 Questions

Empower **your** clients with a facility that's designed for success and functions just as smoothly. For over 22 years we have been customizing fitness centers and providing unsurpassed customer service for clients who want the best. From country clubs to corporate gyms, we employ the highest quality standards and equipment to outfit the most unique of spaces.

 Multi-Family/Condominiums

 Health Clubs

 Recreation Departments

 Fire Departments

 Hotels, Spas & Resorts

 Senior Living Communities

 Police Departments

 Private Studios

 Universities, Colleges &  
Schools

 City and County Municipalities

 Wellness Centers

 Corporate Fitness Centers

 Country Clubs

For a fitness experience that will attract members, residents, or employees and keep them engaged, you need to set the stage  
**We'll put it all together, target your market,  
and get your facility up on its feet.**

# FITREV's PROMISE

We pledge to work as hard as possible to keep your business. Our goal is to make your job easier and to be your fitness provider for years to come. We build relationships and we want you to be able to count on us.  
Just ask some of our friends.

## MULTI-FAMILY & PROPERTY MANAGEMENT

The Villages  
42 North Apartments  
Century Falls Apartments  
Skyline Fifth Apartments  
The Gallery at Mills Park Apartments  
Springhouse Apartments  
Sun City Center  
Osprey Cove  
The Preserve at Corkscrew  
Sterling Hill  
Southshore Falls  
Encore at Fishhawk Ranch  
Blue Roc Communities  
Newland Communities  
Greystar Communities  
Post Properties  
Robbins Management  
Milestone Management  
First Communities Management  
Green Mills Group  
Kolter Homes / Kolter Urban

## HOSPITALITY

The Don Cesar  
Hilton Hotels  
Omni Hotel  
Holiday Inn Express  
Comfort Suites

## YACHT & COUNTRY CLUBS

Tampa Yacht Club  
Grey Oaks Country Club  
Heathrow Country Club  
BayHill Country Club  
Seven Springs Golf & CC  
The Palm Bay Club  
Avila Country Club  
Valencia County Club  
Streamsong Country Club  
Avila Country Club  
The Club at Barefoot Beach

## CORPORATE

TECO  
PSCU  
Ford Credit – Aramark  
PSTA  
MacDill Federal Credit Union  
Raymond James Financial  
Franklin Templeton  
Progressive Insurance  
Capital Plaza One  
Alfred DuPont  
Synergy  
Mosaic in Desoto  
Mainsail Partners

## HEALTH CLUBS & PERSONAL TRAINING

Powerhouse Gym  
Elite Body Concepts  
Sarasota Healthplex

Flex One Fitness  
Immokalee Sports Complex  
Richey Racquet Club  
BayFit  
GymSRQ

## UNIVERSITIES & COLLEGES

The University of Tampa  
The University of South Florida  
The University of Central Florida  
Florida Gulf Coast University  
Florida Polytechnic University  
Embry Riddle Aeronautical University  
Hillsborough Community College  
St. Leo College  
Rollins College  
Valencia College  
Eckerd College  
Polk State College

Florida A&M  
IHG Academy  
Webber International

## PROFESSIONAL SPORTS TEAMS

Tampa Bay Buccaneers  
New York Yankees  
Detroit Tigers  
Arizona Diamondbacks

## MEDICAL

Tampa General Hospital


Morton Plant Hospital  
Parrish Medical  
Orlando Regional  
Vanguard Medical  
Baptist Medical Center  
Bain Family Chiropractic

## GOVERNMENT

City of Tampa  
City of Clearwater  
City of Lakeland  
City of Orlando  
City of Daytona Beach  
Collier County Parks & Recreation  
Charlotte County Recreation  
Manatee County Sheriff  
Pinellas County Sheriff  
Tampa Fire Department  
Manatee County Fire Department  
Orlando Fire Department  
Jacksonville Fire Department  
East Naples Fire Department

## MISCELANEOUS

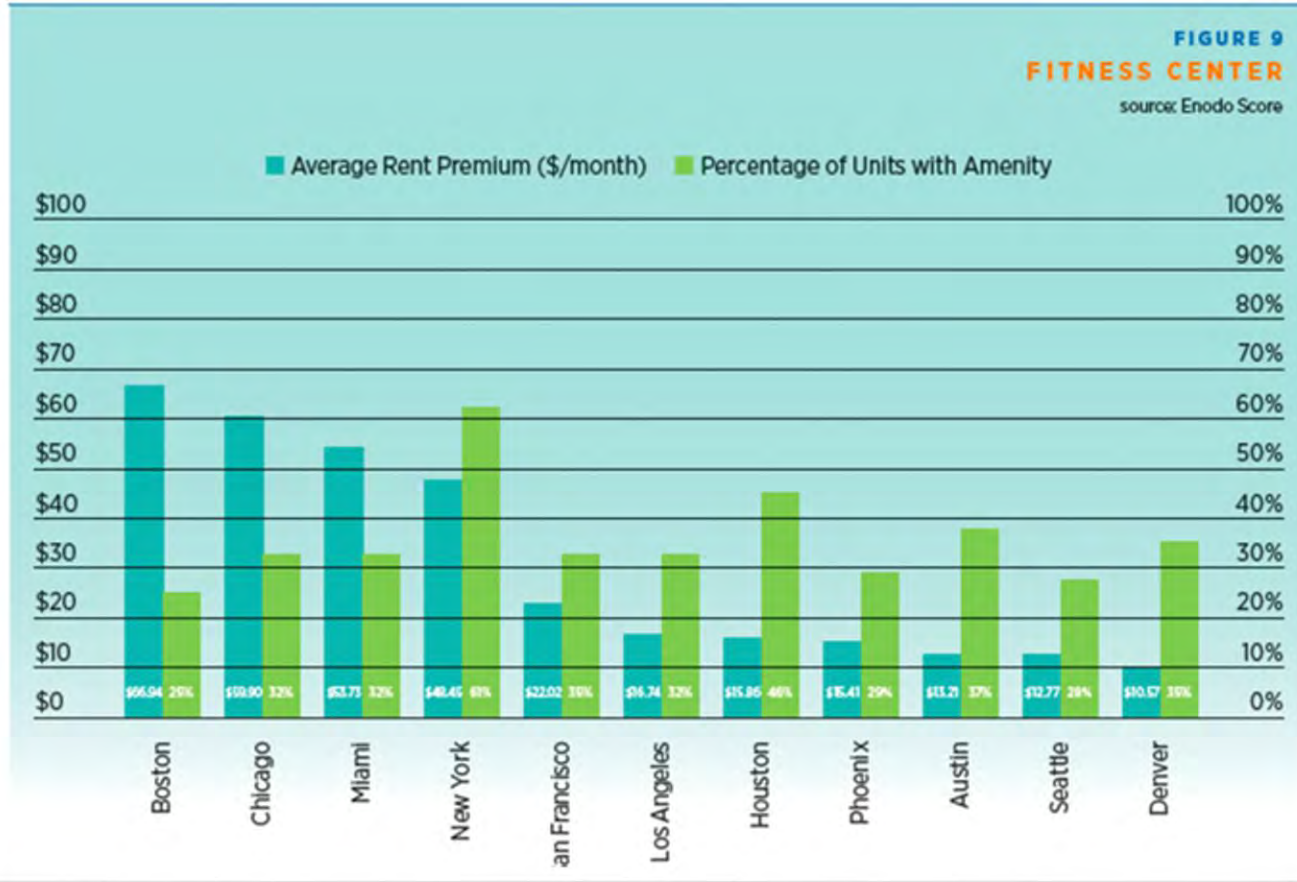
The Church of Scientology  
Orlando Lutheran Church

A man in a black athletic shirt is running on a treadmill in a gym. The background shows a large, modern gym structure with a high ceiling and metal beams. The text is overlaid on the right side of the image.

Fitness centers remain a must have  
Amenity in any community



# Average Rent Premium increases for fitness center amenity adds by city





# FITREV SOLUTIONS



## 600 LINE CARDIO

- Product designed for facilities with fewer hours of use
- Commercial grade
- Fully featured
- Strategic cost savings



# EFX 635 Elliptical

## Product Features

### 1. Handlebars

With moving handlebars, exercisers can push and pull with their upper body to achieve a total body workout.

### 2. P30 Console

The P30 console features easy-to-use motion controls and an LED display that focuses on the essential fitness stats to keep exercisers informed and engaged.

### 3. Adjustable CrossRamp®

With our patented CrossRamp, exercisers can isolate or cross-train specific lower body muscle groups by adjusting the angle of the ramp between 10 and 35 degrees, making it easy for exercisers to focus on their individual fitness goals.

### 4. Covered Rear Drive Housing

Experience easy maintenance with a covered rear drive housing that enables quick access for cleaning and service.

### 5. Drive System

Designed for lighter use facilities, the single-stage drive system provides the amazing feel that you and your exercisers have come to expect from Precor.

### 6. Step-Up Height & Pedal Spacing

The low step-up height improves accessibility and the optimized pedal spacing provides a more natural and comfortable feel.



**PRECOR**

# Peloton

Bring the immersive cardio experience that's like no other to your exercisers with the Peloton Bike, equipped with features for use in commercial fitness settings. Our commercial subscription opens the door for unlimited riders to experience the popular expert-led classes for free without their own Peloton subscription. Riders can access live or on-demand classes that offer a variety of music genres, ability levels, class types and lengths, or step off the Bike and try yoga, strength training or stretching. With options like Just Ride, Scenic Rides and the new Peloton Lanebreak,™ a gamified workout experience, there's simply more to do on or off a Peloton Bike. The Peloton Bike transports each rider to the center of a studio class with a 21.5" HD touchscreen, compatible with standard or Bluetooth® headphones. The belt drive and magnetic resistance keep it whisper-quiet while in use, and after 3 minutes of inactivity, the rider's account will be logged out



**PRECOR**



**VITALITY™ SERIES**  
STRENGTH EQUIPMENT

**PRECOR®**  
Fitness Made Personal



## Vitality™ Series

The Vitality Series provides operators with a comprehensive conditioning circuit while staying within the space and budget requirements for a wide range of facilities, from hotels to apartment complexes to community centers.



### Easy to Use

Simple, step-by-step instructional placards help exercisers get set-up and include tips to help maximize workouts.



### Welcoming Design

Translucent shrouds enclose weight stacks, creating a sense of privacy helpful to new exercisers, while maintaining openness throughout your facility.

## Vitality Series Colors

### Frame



Gloss Metallic Silver

### Upholstery - Standard



Black

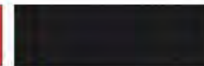
### Upholstery - Optional



All Spice



American Beauty



Black



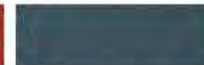
Blue Jay



Burgundy



Deep Clay



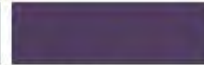
Harbor



Hunter Green



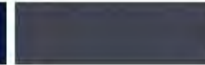
Navy



New Purple



Regal Blue



Slate

- Colors may vary
- Upholstery colors other than black are available at an additional cost.
- Custom colors are available. Please contact a Precor sales representative.

# CO08ES Inner / Outer Thigh

VITALITY™ SERIES

## Product Features

### 1. Adjustable Start Position

The start position easily adjusts for proper exerciser positioning.

### 2. Two Exercises, One Unit

The unit accommodates movement for both the inner and outer thighs, with easy switching between the two courtesy of a simple adjustment of the center peg.

### 3. Dual Foot Pegs

The different placements of the foot pegs encourage proper fit of the unit to the exerciser.

### 4. Thigh Pads

The pivoting thigh pads are angled for improved function and comfort during workouts.

### 5. Add-On Weight

Exercisers can easily engage the add-on weight with a simple push of a lever to increase the work load.

### 6. Instructional Placard

Simple step-by-step instructions for exercisers of all levels to help with setup and exercise, including tips to help maximize workouts.



**PRECOR**  
Fitness Made Personal

**FITREV**  
The Perfect Fit

# C010ES Leg Press / Calf Extension

## VITALITY™ SERIES

### Product Features

#### 1. Wear-Resistant Foot Pad

The vertical position, articulating foot pad most accurately mimics a squat movement and allows for full extension during the calf exercise.

#### 2. Instructional Placard

Simple step-by-step instructions for exercisers of all levels to help with setup and exercise, including tips to help maximize workouts.

#### 3. Add-On Weight

Exercisers can easily engage the add-on weight with a simple push of a lever to increase the work load.

#### 4. Back Pad Adjustments

Back pad adjustment features a custom-molded sleeve-tube that inserts into oval-shaped steel tubing and ensures stable, low-friction seat adjustments. A viewing hole and etched numbers on the sleeve-tube allow for accurate positioning of back pad.



**PRECOR**  
Fitness Made Personal

**FITREV**  
The Perfect Fit.



# C024ES Multi-Press

VITALITY™ SERIES

## Product Features

### 1. Adjustable Start Position

Comfortable, oversized grips with multiple positions and a simple seat adjustment make it easy for exercisers to get in position for proper exerciser form.

### 2. Three Exercises, One Machine

The unit accommodates three pressing movements - bench press, incline press, and shoulder press - all in one product.

### 3. Similar to Free Weight Positions

When using the Multi-Press, exercisers will quickly realize how similar it feels to using free weights for the same exercises.

### 4. Add-On Weight

Exercisers can easily engage the add-on weight with a simple push of a lever to increase the work load.

### 5. Instructional Placard

Simple step-by-step instructions for exercisers of all levels to help with setup and exercise, including tips to help maximize workouts.



# C026ES Pulldown / Seated Row

VITALITY™ SERIES

## Product Features

### 1. Adjustable Thigh Pad

The thigh hold-down pad features an easy to adjust mechanism to accommodate a wide range of exercisers.

### 2. Two Exercises, One Machine

The dual-function unit accommodates both the lat pulldown and mid-row exercise movements and features an extended seat and foot bar to facilitate both exercises.

### 3. Protective Bar Storage

The row bar rests on a storage plate with a protective coating so that the bar is out of the way when the pulldown is being used. The protective coating protects the storage plate from scratches and dents.

### 4. Add-On Weight

Exercisers can easily engage the add-on weight with a simple push of a lever to increase the work load.

### 5. Instructional Placard

Simple step-by-step instructions for exercisers of all levels to help with setup and exercise, including tips to help maximize workouts.



**PRECOR**  
Fitness Made Personal

**FITREV**  
The Perfect Fit.

# C027ES Leg Extension / Leg Curl

VITALITY™ SERIES

## Product Features

### 1. Walk-In Design

All of the adjustments on this unit provide the exerciser with a clear path for an easy entry and exit.

### 2. Adjustable Start Position

The start position, ankle pad, and shin pad easily adjust from the seated position, making it easier for the exerciser to get in and fit the unit to their needs once seated.

### 3. Counterbalance

The counterbalanced movement arm creates a proper motion path and low starting lift weight.

### 4. Add-On Weight

Exercisers can easily engage the add-on weight with a simple push of a lever to increase the work load.

### 5. Instructional Placard

Simple step-by-step instructions for exercisers of all levels to help with setup and exercise, including tips to help maximize workouts.



**PRECOR**  
Fitness Made Personal

# DPL0802 Smith Machine

## DISCOVERY™ SERIES PLATE LOADED LINE

### Product Features

#### 1. Bar Glide Path

The Smith bar glide path optimizes the natural movement of the human body with an angle of 11 degrees.

#### 2. Innovative Smith Bar System

An innovative design enables the Smith bar to accommodate a higher weight capacity, while also providing a low start weight of 25 lb / 11.3 kg without the need for a complicated counterbalance system.

#### 3. Intuitive Safety Stops

Exercisers can now quickly and easily adjust the safety stops from the workout position.

#### 4. Clean, Open Design

Greater head clearance provides an optimal walk-through design, enhancing accessibility for your exercisers and opening up the sight lines within your facility.

#### 5. Streamlined Bar and Bearing System

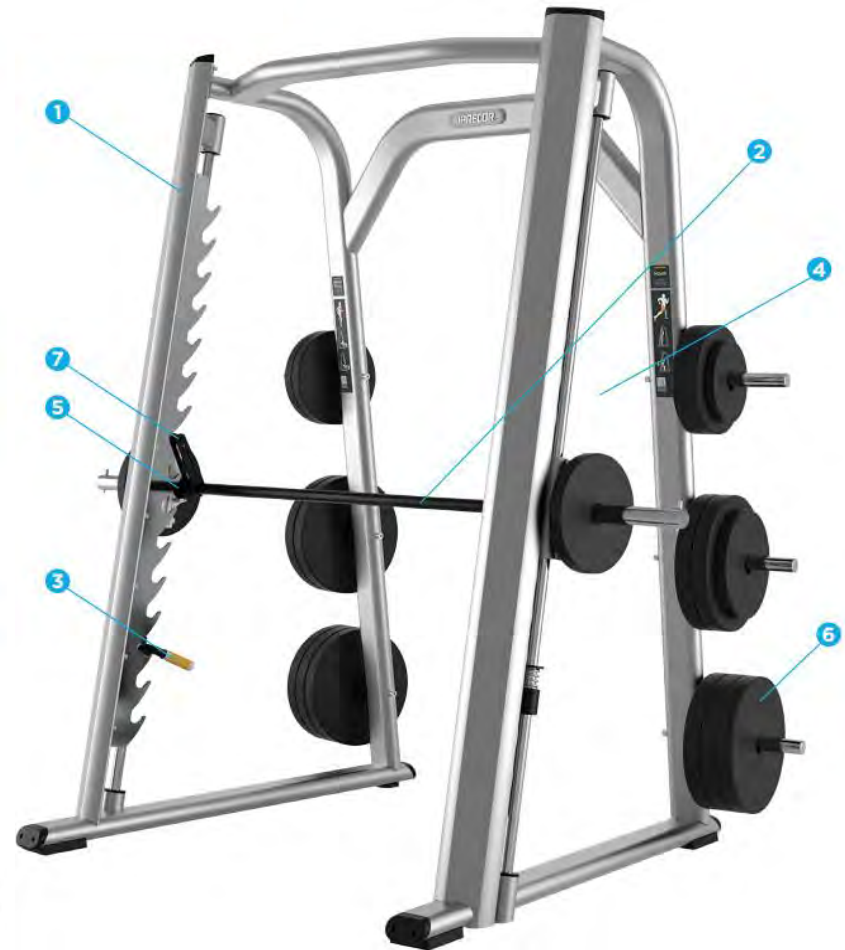
The Smith bar and bearing system features 20% less high-wear parts compared to traditional designs, providing a lower cost of ownership.

#### 6. Weight Storage Horns

The six weight horns provide storage for over 1,350 lb / 612 kg of weight plates.

#### 7. Secure Hook System

The unique bar catch plate profile and roller wheel hook ensure easy, secure nesting into one of the 16 catch positions.





**platinum**  
**series**

# Inflight Strength – CT Series



## CT-MAB Multi-Ab/Back

### STANDARD FEATURES

- ✓ Adjustable seat height and foot brace positions accommodate a wide range of users.
- ✓ AB/Back pad has five adjustments for varying ranges of motion.
- ✓ Easy access weight stack.
- ✓ Compact design and ball bearing pivots.



# Prism Fitness – Deluxe Accessory Tower



## Prism Deluxe Storage Tower

This accessories Storage Tower fits each one of self-guided fitness products and is perfect for unattended workout facilities. It's versatility of this tower allows facilities to properly display and store all the key self-guided product available for the end user in a space efficient manner.

## Complete Deluxe Package includes the following:

- (1) Storage Tower
- (2) Exercise Mats
- (2) Rollers
- (1) 4lb, (2) 6lb, (2) 8lb, and (1) 10lb Medicine Balls
- (1) 55cm, (1) 65cm, and (1) 75cm Stability Balls
- (1) 20lb, 30lb, 50lb, 70lb, and 90lb Resistance Cables
- (5 pairs) Quick Switch Handles

# Why Choose Us?

**FITREV** partners with the leading fitness equipment manufacturers to provide our customers the very best products and services. We are the longest tenured company with almost 20 years experience and stability in the fitness industry. We work within your budget – offering competitive pricing and design. We make it easy for you...

- ☞ We are an exclusive Precor Distributor.....Precor Was Rated #1 in 12 Out of 14 Categories
- ☞ Precor has more networked fitness units in the field than all other manufacturers combined
- ☞ We are your “One Stop Shop” for all fitness needs, from cardio and strength, accessories, gym flooring and preventative maintenance
- ☞ We design and create floor plans that maximize space, are functional and offer the end user a unique experience
- ☞ Our Service Maintenance Technicians are certified
- ☞ Offer extended warranty programs
- ☞ Guarantee residual on Precor cardio equipment
- ☞ Offer creative leasing options
- ☞ Trade-In options on old equipment
- ☞ Offer the best value for your dollar





**FitRev Inc.**  
 4424 N. Lois Ave - Tampa, Florida 33614 -  
 Phone: 8138702966 - Fax: 8138702896 - Email: sales@fitrev.com

## QUOTE

Quote	Date	Sales Rep:
AAAQ31657	10/12/22	Tyler Johnson

### Sold To:

**Wilderness Lake Preserve**  
 Sean Craft  
 21320 Wilderness Lake Blvd  
 Land O Lakes, FL 34637

**Phone:** (813) 995-2437

**Fax:**

### Ship To:

**Wilderness Lake Preserve**  
 Sean Craft  
 21320 Wilderness Lake Blvd  
 Land O Lakes, FL 34637

**Phone:** (813) 995-2437

**Fax:**

Qty	Manuf.	Manuf #	Description	Unit Price	Ext. Price
4	Peloton	PV1	Peloton Bike, 3-year warranty, a mat, dual sided pedals and a pair of dumbbells. Subscription sold separately	\$2,995.00	\$11,980.00
4	Peloton	Peloton Subscription 1	1 year pre-paid Peloton subscription per bike	\$468.00	\$1,872.00
1	Precor	PHRCE635BG309030E N	EFX® 635 - Adjustable CrossRamp®, moving arms	\$6,950.00	\$6,950.00
1	Concept 2	2712	Standard RowErg, with PM5 Monitor. 14" seat height (black)	\$990.00	\$990.00
1	Precor	PWSVSLC008NR9923E N	Vitality™ Inner / Outer Thigh	\$4,140.00	\$4,140.00
1	Precor	PWSVSLC010NR9923E N	Vitality™ Leg Press/Calf Extension	\$4,580.00	\$4,580.00
1	Precor	PWSVSLC024NR9923E N	Vitality™ Multi Press	\$4,250.00	\$4,250.00
1	Precor	PWSVSLC026NR9923E N	Vitality™ Pulldown / Row	\$4,140.00	\$4,140.00
1	Precor	PWSVSLC027NR9923E N	Vitality™ Leg Extension/Curl	\$4,250.00	\$4,250.00
1	InFlight	CT-MABS	MULTI AB / BACK with 1X 200lbs Weight Stack & Shrouds	\$3,335.00	\$3,335.00
1	Precor	PWDP802BKPENA	Discovery™ Smith Machine	\$5,290.00	\$5,290.00
1	Prism	400-150-131	Smart Deluxe Self-Guided Commercial Package	\$1,949.00	\$1,949.00
1	Shipping	Shipping	Shipping and Handling	\$2,500.00	\$2,500.00
1	Installation	Installation FitRev	Installation	\$300.00	\$300.00
1	Discount	Discount1	Preferred Customer Discount	-\$11,000.00	-\$11,000.00
	Extraction	Extraction	Extraction 2 Ellipticals - 1 Upright Bike - 12 Strength Pieces	\$3,000.00	\$3,000.00



Qty	Manuf.	Manuf #	Description	Unit Price	Ext. Price
				SubTotal	\$48,526.00
				Sales Tax	\$0.00
				<b>Total</b>	<b>\$48,526.00</b>

Please contact me if I can be of further assistance.

*This quote becomes an order with signature. (see below for terms).*

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Requested date of Installation? \_\_\_\_\_

**Terms:**

**Orders \$5000 or less must be PREPAID. Orders more than \$5000 require a 50% deposit to order and remaining balance is due AT installation or 30 days after equipment arrives, whichever comes first.**

**Purchase orders in lieu of payment MUST be provided before order will be processed.**

**Flooring orders require a 50% deposit and remaining balance due BEFORE flooring ships**

**Equipment that is stored by FitRev or affiliate off location more than 30 days after installation date is subject to separate storage charges.**

Restocking Fee:

25% charge on all cancelled Cardio equipment plus shipping cost

50% charge on all cancelled Strength equipment plus shipping cost

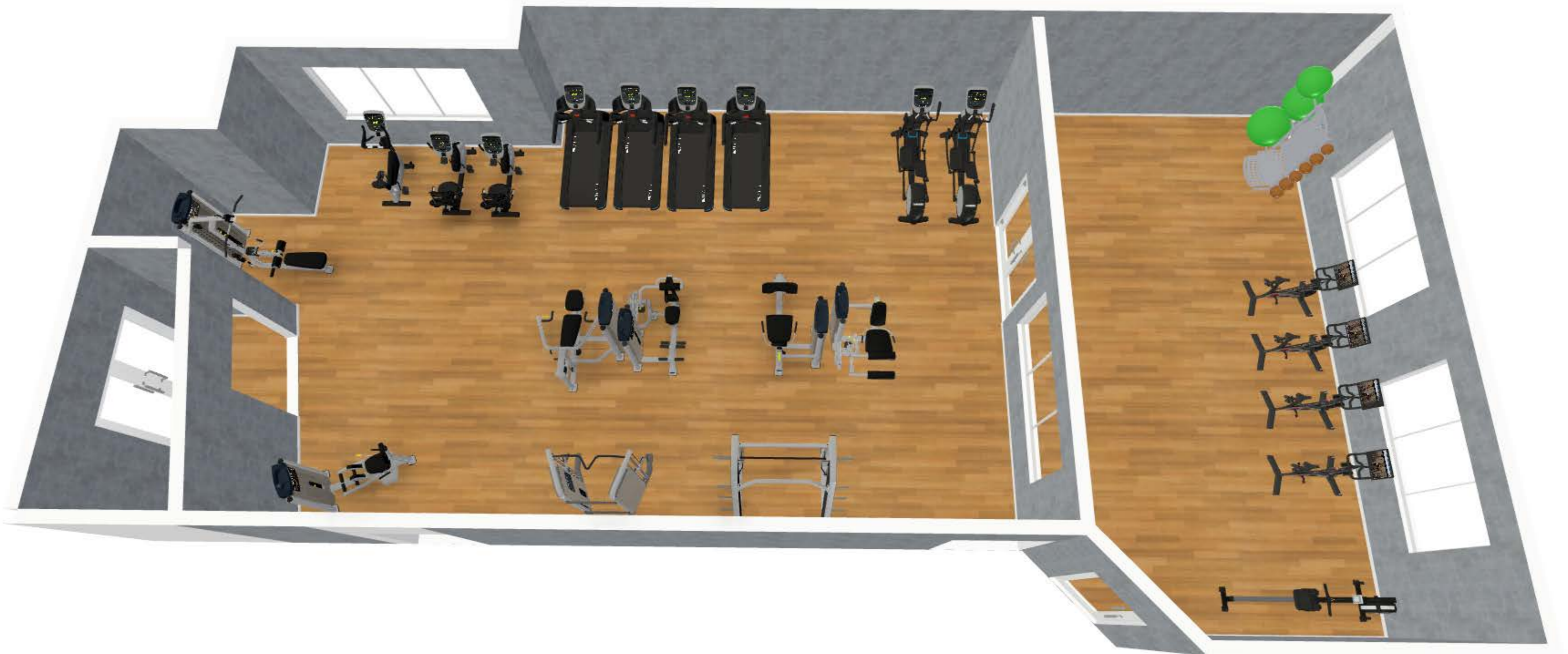
Extractions are an additional cost. Cost is based on the list of equipment to be extracted.

Custom and logo items are not returnable and payment in full will be required.

**All orders remain 100% property of FITREV until paid in full**

**Quote is valid for 90 days unless otherwise stated**





## **Tab 7**

Rogers' Dirt Works, Inc

P.O. Box 885  
Lutz, FL 33548  
(813) 949-8339  
Fax (813) 948-7784

# ESTIMATE

DATE	ESTIMATE NO.
9/9/2022	37745

NAME/ADDRESS
Wilderness Lakes Attn: Sean 813-995-2437 manager@WLPledge.com

DESCRIPTION	QTY	COST	TOTAL
White Sand PLEASE SEND TAX CERTIFICATE 2022 Exempt	4	900.00 0.00%	3,600.00T 0.00
Quote Good For 30 Days		<b>TOTAL</b>	\$3,600.00



**Rock Solid Stone Center Sprint Hill**

111 Spring Time St.  
Spring Hill, FL. 34608  
352-683-4344  
352-398-1582

**Bill To:**

RETAIL/DELIVERY

**Order Status: Open**

Item Name	Attribute	Size	Qty	Sold	Due	Price	Ext Price	Tax
MASON SAND			48000	0	48000	\$0.02	\$1,152.00	T
MASON SAND			48000	0	48000	\$0.02	\$1,152.00	T
MASON SAND			48000	0	48000	\$0.02	\$1,152.00	T
SHIPPING CHARGES			8	0	8	\$55.00	\$440.00	N
Total Qty Ordered:			144008	0	144008			

Percent Unfilled: 100

*Quote only*

Thank you for your order!

SH TAX      Subtotal: \$3,896.00  
                  6.5 % Tax: + \$224.64  
**TOTAL: \$4,120.64**  
**Deposit Balance: \$0.00**  
 Balance Due: \$4,120.64

# SOUTHERN AGGREGATES INC LOL

10905 LAND O LAKES BLVD  
LAND O LAKES, FL 34638

Voice: (813) 996-5550  
Fax: (813) 996-5544

# PROPOSAL

Proposal Number: 325  
Proposal Date: Sep 13, 2022  
Complete By: Sep 13, 2022  
Page: 1

<b>To:</b>
YARD SALES

<b>Ship To:</b>
YARD SALES

<b>Customer ID</b>	<b>PO Number</b>	<b>Sales Rep Name</b>
YARD SALES		
<b>Customer Contact</b>	<b>Shipping Method</b>	<b>Payment Terms</b>
	CUST. PICKUP	C.O.D.

Quantity	Item	Description	Unit Price	Amount
72.00	3137	WHITE SILICA SAND	39.00	2,808.00
<b>Subtotal</b>				2,808.00
<b>Sales Tax</b>				
<b>Freight</b>				180.00
<b>TOTAL PROPOSAL AMOUNT</b>				<b>2,988.00</b>



## **Tab 8**

# Square Up App & Terminal



## We manage payment disputes so you don't have to

We constantly monitor for suspicious activity and block fraudulent transactions. When payment disputes occur, our team of experts deals with the bank for you, helping you avoid costly chargebacks.

Accept all major cards at 2.6% + 10¢ per tap, dip, or swipe and get funds in your bank account as fast as the next business day.

There are a lot of fees out there: statement fees, chargeback fees, PCI compliance fees—the list goes on. Square does not do any of that. And long-term contracts? None of those, too.

## Square Terminal

Pay just \$299.00

Square Terminal is your all-in-one device for payments and receipts. Take every type of payment quickly and securely with 24/7 fraud prevention and 24/7 phone support.

Security is engineered into our products from the ground up. We follow industry requirements that keep data safe.

Get up and running in fewer than five minutes—no need to go through a bank. Square Terminal is an intuitively designed credit card machine so you, your team, and your customers can use it right away.

## **Tab 9**

## CONTRACT FOR AMENITY SERVICES

---

**DATE:** October 1st, 2022

**BETWEEN:** **RIZZETTA & COMPANY, INC.**  
3434 Colwell Avenue  
Suite 200  
Tampa, Florida 33614

(Hereinafter referred to as "**Consultant**")

**AND:** **THE PRESERVE AT WILDERNESS LAKE COMMUNITY DEVELOPMENT DISTRICT**  
5844 Old Pasco Road  
Suite 100  
Wesley Chapel, Florida 33544

(Hereinafter referred to as "**District**," and together with Consultant, the "**Parties**.")

### **PURPOSE; SCOPE OF SERVICES:**

- I. The purpose of this contract for professional district amenity services (hereinafter referred to as "**Contract**") is for the Consultant to provide professional district amenity services to the District pursuant to Chapter 190, Florida Statutes, and in accordance with the District Expectations of Performance, attached hereto as Exhibit "D". A brief description of these services is provided below, and a detailed description is provided in **Exhibit "A"** to this Contract.

**A. STANDARD ON-GOING SERVICES.** The Consultant shall provide the following Standard On-Going Services to the District pursuant to this Contract:

- i. **Amenity Management** - services include professional management and oversight to perform the Amenity services outlined in this Contract. These responsibilities include duties associated with managing the personnel, such as recruiting, hiring, training, oversight, and evaluation. The Consultant will be available to any board member for open and direct communications regarding any questions they may have.
- ii. **Amenity Personnel** - the Consultant shall employ the following staff members that will be assigned to the District. A general description of this position and other expected positions is provided below:
  - a) **Community Manager:** Shall be employed as a full time, salaried position to provide District Management services and supervise the amenity facilities. They are the onsite representative of the Consultant. The Community Manager shall have the responsibilities of overseeing all personnel along with outside



Rizzetta & Company

- maintenance services, managing resident relations, coordinating with other outside entities as needed, and interacting with the District's Board of Supervisors while working with District Administrative Support personnel to execute District Management responsibilities as delineated in Exhibit "A".
- b) **Assistant Manager:** Shall be employed to assist the Community Manager with the day-to-day operations of the amenity facilities and aid in overseeing staff and activities.
  - c) **Lifestyle Coordinator:** Shall be employed to develop, organize, promote, and manage activities and events for residents and guests. They will also be responsible for the design, promotion, and implementation of all the events, programs, and classes. These duties include scheduling, reservations, registration, payment collection and staffing if needed.
  - d) **Maintenance Staff:** Shall be employed to provide routine and preventative maintenance, painting, and repair of buildings and equipment to ensure immaculate appearance of the Lodge buildings, docks aquatic facility and playgrounds. Additionally, to perform a full range of custodial duties related to the organizing, stocking, and cleaning of community buildings and facilities; and to maintain security of property and enforce community rules. Lastly to maintain immaculate appearance of the common areas in the community along with boulevard and throughout the parks daily.
  - e) **Lodge Representatives:** Shall be employed to support District and Amenity Management to maintain smooth and effective daily operations of the Wilderness Lodge and Recreational Facilities. Assist and orient residents in using the Lodge facilities while enforcing the rules and regulations of the Lodge Facilities. The lodge reps will report to the Community Manager.
  - f) **Pool Attendants:** Shall be employed seasonal to check ID cards, monitor the pool areas, and enforce rules and regulations.

All persons performing the services as generally described above and as more specifically set forth in **Exhibit "A"** of this Contract, at the amenity facilities, will be employees of the Consultant. The Assistant Manager, Lifestyle Coordinator, Maintenance Staff, Lodge Representatives, Pool Attendants will be supervised by and shall report to the Community Manager. Consultant and the District each acknowledge and agree that persons performing services pursuant to this contract are not employees of the District under the meaning or application of any Federal or State Unemployment or Insurance Laws or otherwise.

**B. TIME FRAME.** The Standard On-Going Services shall be provided monthly as detailed in this Contract.

**II. ADDITIONAL SERVICES.** In addition to the Standard On-Going Services described above, or in any addendum executed between the Parties, the District may, from time to



Rizzetta & Company

time, require additional services from the Consultant. Any services not specifically provided for in the scope of services above, or necessary to carry out the services as described herein, as well as any changes in the scope requested by the District, will be considered additional services. Such additional services may include, but are not limited to:

- Meetings: Extended meetings (beyond four (4) hours in length). The additional service charge does not apply to continued meetings unless the continued meeting exceeds the fifteen permitted meetings per fiscal year.
- Financial Reports: Modifications and certifications to special assessment allocation report; true-up analysis.
- Bond Issuance Services: preparation of the special assessment allocation report, testimony at the required bond validation court hearing, certifications, closing documents and statutorily required mailings
- Electronic communications/e-blasts.
- Special requests.
- Amendment to District boundary
- Grant Applications
- Escrow Agent
- Continuing Disclosure/Representative/Agent
- Community Mailings, e.g., memos, notifications of rules changes, operations, and maintenance assessment notices, etc.
- Public Records Requests that are extensive in nature, as defined by District's adopted Rules of Procedure.

If any additional services are required or requested, the Consultant will provide a detailed written description of these services and fees for such services to the District for approval prior to beginning any additional services. The Consultant shall undertake the additional services after the District has issued its written approval, as evidenced by a vote of the Board of Supervisors, of the description and fees for such services to the Consultant.

- III. LITIGATION SUPPORT SERVICES.** Upon the District's request, the Consultant shall prepare documentation in response to litigation requests and provide necessary expert testimony in connection with litigation involving the subject matter of this Contract. If the District requires or requests any litigation support services, the Consultant will provide a detailed description of the services and fees for such services to the District for approval prior to beginning any litigation support services. The Consultant shall undertake the litigation support services after the District has issued its written approval of the description and fees for such services to the Consultant.
- IV. ADDITIONAL SERVICES PROVIDED TO THIRD PARTIES.** These are services requested by third parties such as residents, realtors, investors, or members of the media. Such services may include, but are not limited to, estoppel letters, bond prepayment processing, and litigation support. The third party requesting such services shall be responsible for the payment of any fees charged by Consultant for providing those services to the extent authorized by law and the District's Rules of Procedure.
- V. TERM.** The Consultant's services as provided in this Contract shall commence upon execution of this Contract. This Contract shall automatically renew annually unless



terminated pursuant to Section XI of this Contract. The Consultant acknowledges that the prices of this Contract are firm, and that the Consultant may change the prices only with the District's written consent as evidenced by a vote of the Board of Supervisors. All prior agreements between the parties with respect to the subject matter of this Contract are terminated upon the execution of this Contract.

**VI. FEES AND EXPENSES; PAYMENT TERMS.**

**A. FEES AND EXPENSES.**

- i. A schedule of fees for the services described in Sections I, II, III, and IV of this Contract is shown in **Exhibit "B"** to this Contract, which is attached hereto and incorporated herein. The District shall pay the Consultant for the services provided under the terms of this Contract in accordance with the schedule of fees in **Exhibit "B"**. For purposes of the Consultant's compensation for services provided pursuant to this Contract, the District shall compensate the Consultant only for those services provided under the terms of this Contract. Unless otherwise specified by this Contract, the Consultant will invoice the District for the Consultant's services as soon as may be practicable in advance of each month and in the amounts set forth in **Exhibit "B"**. The fees for those services which are not being requested at the time this Contract is approved will be provided to the District at such time as those services are required and requested by vote of the Board of Supervisors. Payment shall be made by the District within thirty (30) days of receipt of a correctly submitted invoice.
- ii. Fees for the Standard On-Going Services described in this Contract may be negotiated annually by the Parties. Any amendment to Standard On-Going Services fees must comply with the amendment procedure in this Contract and must be reflected in the adopted General Fund Budget of the District. The District's adoption of the General Fund Budget shall not constitute the District's consent for payment of any expenses or change in Contract terms. Consultant must notify the District by February 1 each year of any proposed fee increases. Fee increases may not start until October 1 which is the first day of the District's fiscal year.
- iii. The District agrees to pay Consultant in an amount equal to all Consultant's costs directly related to the personnel of the Consultant providing the services at the amenity facilities including: wages, benefits, applicable payroll-related tax withholdings, workers' compensation, payroll administration and processing, fees for background checks and drug testing.
- iv. In the event the District authorizes a change in the scope of services requested, Consultant shall submit, in writing to the District, a request for a fee amendment corresponding to the change in services being requested, if it has not already done so. Any change in the scope of requested services and the corresponding fee amendment shall comply with the amendment procedure in this Contract. Such amendment must be validly executed by the Parties before Consultant is authorized to begin providing services



pursuant to the change in scope and the revised fees are adopted.

- v. For the purposes of this Contract, an out-of-pocket expense is an unexpected expense that the Consultant or one of its subcontractors, if applicable, incurs during the performance of the Standard On-Going Services, as provided in this Contract. Such out-of-pocket expenses are included in the fees shown in **Exhibit "B"**. Out-of-pocket expenses incurred in connection with the performance of Additional Services and Litigation Support Services will be subject to reimbursement at cost. These expenses include, but are not limited to, airfare, mileage, transportation/parking, lodging, postage, and copies.
- vi. Fees for services to be billed on an hourly basis will be billed at the Consultant's current hourly rates at the time of the execution of this Contract, as set forth in **Exhibit "B"**. The hourly rate for the services may be amended from time to time pursuant to the amendment procedure in this Contract and in advance of such proposed change. Consultant's current hourly rates are shown in **Exhibit "B"** to this Contract. Any proposed change shall indicate the new hourly fee for such services.

#### B. PAYMENT TERMS.

- i. **Standard On-Going Services.** Standard-On Going Services will be billed monthly as a fixed fee pursuant to the schedule shown in **Exhibit "B"**.
- ii. **Additional Services.** Additional Services will either be billed monthly at the Consultant's proposed hourly rate or per occurrence both as authorized by the District and negotiated by the Parties.
- iii. **Litigation Support Services.** Litigation Support Services will be billed monthly on an hourly basis for the hours incurred at the Consultant's proposed hourly rate, as authorized by the District and negotiated by the Parties.
- iv. **Out-of-Pocket expenses.** Out-of-Pocket expenses not included under the Standard-On Going Services of the Consultant will be billed monthly as incurred.

All invoices will be due and payable thirty (30) days from the date of invoice pursuant to the Prompt Payment Act, Chapter 218.70 Florida Statutes.

**VII. SUSPENSION OF SERVICES FOR NON-PAYMENT.** Unless nonpayment is the fault of the Consultant, the Consultant shall have the right to suspend services being provided as outlined in this Contract if the District fails to pay Consultant's invoices in a timely manner, which shall be construed as thirty (30) days from date of the invoice or as otherwise provided by the Prompt Payment Act, Section 218.70 Florida Statutes. Consultant shall notify the District, in writing, at least ten (10) days prior to suspending services.

**VIII. NON-CONTINGENCY.** The payment of fees and expenses, as outlined in this Contract, are not contingent upon any circumstance not specifically outlined in this Contract.



Rizzetta & Company



**IX. AMENDMENT.** Amendments to, and waivers of, the provisions contained in this Contract may be made only by an instrument in writing that is executed by both the District and the Consultant.

**X. RESPONSIBILITIES.**

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

District personnel or representatives will cooperate as needed with Consultant to affect the administrative success of the District with the State and other regulatory organizations. District Supervisors will respect the role of Chair as the primary interface between Consultant and the District outside public meetings. The District Chair and Vice-Chair will not exceed the authority delegated to them by the Board. Except in cases of emergencies or safety concerns, District Supervisors will make best efforts to have all directives discussed at public meetings prior to assigning them to Consultant for execution and administration.

**B. LIMITATIONS OF RESPONSIBILITIES.** To the extent not referenced herein, and to the extent consistent with Chapter 190.006, Consultant shall not be responsible for the acts or omissions of any other contractor or any of its subcontractors, suppliers, or of any other individual or entity performing services as part of this Contract which are not under the control of the Consultant. Consultant shall not be liable for any damage that occurs from Acts of God, which are defined as those caused by windstorm, hail, fire, flood, hurricane, freezing, or other similar occurrences of nature.

**XI. TERMINATION.** This Contract may be terminated as follows:

**A.** By the District for "good cause" immediately which shall include misfeasance, malfeasance, nonfeasance, or dereliction of duties by the Consultant. Termination for "good cause" shall be affected by written notice to Consultant electronically at the address noted herein.

**B.** By the Consultant for "good cause", immediately which shall include, but is not limited to, failure of the District to timely pay Consultant for services rendered in accordance with the terms set forth in this Contract, malfeasance, nonfeasance, or dereliction of duties by the District, or upon request or demand by the Board, or any member thereof, for Consultant to undertake any action or implement a policy of the Board which Consultant deems unethical, unlawful, or in contradiction of any applicable federal, state, or municipal law or rule. Termination for "good cause" shall be affected by written notice to District electronically at the address noted herein.

**C.** By the Consultant or District, for any reason, upon provision of a minimum of sixty (60) days written (electronic) notice of termination to the address noted herein.



- D. Upon any termination, Consultant will be entitled to the total amount of compensation pursuant to the terms of this Contract, through the termination date, but subject to any off sets that the District may have for services not performed or not performed in accordance with the Contract. Consultant will make all reasonable effort to provide for an orderly transfer of the books and records of the District to the District or its designee.
- E. Should this Contract be terminated by either the District or the Consultant, with or without cause, the community manager and any other employees of the consultant employed at the District's location, shall be free to accept future employment offers from either the District or the District's new Consultant/ Management Company.

## XII. INDEMNIFICATION.

**A. DISTRICT INDEMNIFICATION.** To the extent as may be allowable under applicable law (and without waiving the limitations of liability set forth in Section 768.28, Florida Statutes), the District agrees to indemnify, defend, and hold harmless the Consultant from and against any and all liability, claims, actions, suits, demands, assessments or judgments asserted and any and all losses, liabilities, damages, costs, court costs, and expenses, including attorney's fees, that Consultant may hereafter incur, become responsible for, or be caused to pay out arising out of or relating to the negligent or intentionally wrongful acts or omissions of the District, except to the extent caused by, in whole or in part, the negligence or recklessness and/or willful misconduct of the Consultant. The District's obligation to defend, indemnify, and hold harmless the Consultant as set forth herein shall not exceed the monetary limits of any endorsement listing the Consultant as an additional insured party pursuant to Section XIV of this Agreement. If there is no such endorsement, the District's defense, indemnity, and hold harmless obligations as set forth in this Section shall not exceed the monetary limitations of liability set forth in Section 768.28, *Florida Statutes*. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the Consultant may be entitled and shall continue after the Consultant has ceased to be engaged under this Contract.

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

**B. SOVEREIGN IMMUNITY; INDEMNIFICATION OBLIGATIONS.** Nothing herein shall be construed to waive or limit the District's sovereign immunity limitations of liability as provided in Section 768.28, Florida Statutes, or other applicable law. Indemnification obligations under this Contract shall include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back



pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorney fees, and paralegal fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings) as ordered.

**XIII. INSURANCE.**

- A.** The District shall provide and maintain Public Official Liability and General Liability insurance policies, each in an amount not less than One Million Dollars (\$1,000,000.00) throughout the term of this Contract.
- B.** The Consultant shall provide and maintain the following levels of insurance coverage at all times throughout the term of this Contract:
- i.** Worker's Compensation Insurance in accordance with the laws of the State of Florida.
  - ii.** General Liability Insurance with the limit of One Million Dollars (\$1,000,000.00) per each occurrence.
  - iii.** Professional Liability Insurance with limit of no less than One Million Dollars (\$1,000,000.00) per each occurrence.
  - iv.** Employment Practices Liability Insurance with limit of Two Million Dollars (\$2,000,000.00) per each occurrence.
  - v.** Comprehensive Automobile Liability Insurance for all vehicles used by the Consultant's staff, whether owned or hired, with a combined single limit of One Million Dollars (\$1,000,000.00).
  - vi.** Commercial Crime insurance with limit of Two Million Dollars (\$2,000,000.00) per each occurrence.
- C.** Except with respect to Professional Liability and Worker's Compensation insurance policies, the District and its officers, supervisors, staff, and employees will be listed as additional insureds on each insurance policy described above. None of the policies above may be canceled during the term of this Contract (or otherwise cause the District to not be named as an additional insured where applicable) without thirty (30) days written notice to the District. Consultant will furnish the District with a Certificate of Insurance evidencing compliance with this section upon request. Insurance should be from a reputable insurance carrier, licensed to conduct business in the State of Florida.
- D.** The District agrees to list the Consultant as an additional insured party on its General Liability and Automobile Liability insurance policies to the extent the Consultant or its employees are serving as the District's employees, officers, or agents pursuant to the terms, conditions, and requirements of this Agreement, and to the extent the District's insurance provider will issue an endorsement in substantially the form attached hereto as **Exhibit "C"**. The limits of coverage for additional insured parties pursuant to such endorsement shall not exceed the monetary limitations of liability provided in Section 768.28, Florida Statutes.

- E.** If the Consultant fails to secure or maintain the required insurance, the District has the



Rizzetta & Company

right (without any obligation to do so) to secure such required insurance, in which event the Consultant shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District's obtaining the required insurance.

- XIV. ASSIGNMENT.** Except as provided in this section, neither the District nor the Consultant may assign this Contract or any monies to become due hereunder without the prior written approval of the other. Any assignment attempted to be made by the Consultant or the District without the prior written approval of the other party is void.

**IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (813) 514-0400, OR BY EMAIL AT [INFO@RIZZETTA.COM](mailto:INFO@RIZZETTA.COM), OR BY REGULAR MAIL AT 3434 COLWELL AVENUE, SUITE 200, TAMPA, FLORIDA 33614.**

- XV. NOTICES.** All notices, requests, consents and other communications under this Contract ("Notices") shall be electronic or in writing and delivered, mailed by First Class Mail, postage prepaid, or overnight delivery service, to the parties, as follows:

**If to the District:** The Preserve at Wilderness Lake Community  
Development District  
5844 Old Pasco Road  
Suite 100  
Wesley Chapel, FL 33614

**With a copy to:** Straley Robin Vericker  
1510 W. Cleveland Street  
Tampa, FL 33606  
Attn: District Counsel

**If to the Consultant:** Rizzetta & Company, Inc.  
3434 Colwell Avenue, Suite 200  
Tampa, FL 33614

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



- XVI. EFFECTIVE DATE.** This Contract shall become effective upon execution by both the District and the Consultant and shall remain effective until terminated by either the District or the Consultant in accordance with the provisions of this Contract.
- XVII. HEADINGS FOR CONVENIENCE ONLY.** The descriptive headings in this Contract are for convenience only and shall neither control nor affect the meaning or construction of any of the provisions of this Contract.
- XVIII. AGREEMENT; CONFLICTS.** This instrument, together with accompanying **Exhibits A, B**, shall constitute the final and complete expression of this Contract between the District and the Consultant relating to the subject matter of this Contract. To the extent of any conflict between this instrument and **Exhibits A, B**, this instrument shall control.
- XIX. DEFAULT AND PROTECTION AGAINST THIRD PARTY INTERFERENCE.** A default by either the District or the Consultant under this Contract shall entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of damages, injunctive relief, and/or specific performance. The District shall be solely responsible for enforcing its rights under this Contract against any interfering third party. Nothing contained in this Contract shall limit or impair the District's right to protect its rights from interference by a third party to this Contract.
- XX. THIRD PARTY BENEFICIARIES.** This Contract is solely for the benefit of the District and the Consultant, and no right or cause of action shall accrue upon or by reason, to or for the benefit of any third party not a formal party to this Contract. Nothing in this Contract, express or implied, is intended or shall be construed to confer upon any person or corporation other than the District and the Consultant any right, remedy, or claim under or by reason of this Contract or any of the provisions or conditions of this Contract; and all of the provisions, representations, covenants, and conditions contained in this Contract shall inure to the sole benefit of and shall be binding upon the District and the Consultant and their respective representatives, successors, and assigns.
- XXI. COMPLIANCE WITH GOVERNMENTAL REGULATION.** The Consultant shall keep, observe, and perform all requirements of applicable local, State, and Federal laws, rules, regulations, and ordinances. If the Consultant fails to notify the District in writing within five (5) days of the receipt of any notice, order, required to comply notice, or a report of a violation or an alleged violation, made by a local, State, or Federal governmental body or agency or subdivision thereof with respect to the services being rendered under this Contract or any action of the Consultant or any of its agents, servants, employees, or materialmen, or with respect to terms, wages, hours, conditions of employment, safety appliances, or any other requirements applicable to provision of services, or fails to comply with any requirement of such agency within five (5) days after receipt of any such notice, order, request to comply notice, or report of a violation of an alleged violation, the District may terminate this Contract, such termination to be effective immediately upon the giving of notice of termination.



- XXII. ARM'S LENGTH TRANSACTION.** This Contract has been negotiated fully between the District and the Consultant as an arm's length transaction. The District and the Consultant participated fully in the preparation of this Contract with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Contract, the Parties are deemed to have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any party.
- XXIII. COUNTERPARTS.** This Contract 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.
- XXIV. EXPENSES RELATED TO FACILITY.** All purchases will be in accordance with and subject to the District's procurement and purchasing policies, Rules of Procedure and subject to all requirements for District procurement and purchases imposed by Florida law.
- XXV. FACILITY REVENUE.** The Consultant will remit any gross revenue derived from income generating services and programs to the District on a monthly basis, which revenue will be used to defray the operations and maintenance costs of the amenity facilities. The Consultant shall keep close accounting of all revenue and expenditures.
- XXVI. TAX EXEMPT STATUS.** The parties agree that the amenity facilities will be operated and maintained for an exclusively public purpose, and that any monies generated from the operation of the amenity facilities will be remitted to the District and used to defray the public expense associated with operating and maintaining the amenity facilities consistent with the terms of this contract. The District agrees to pay any applicable ad valorem taxes.
- XXVII. E-VERIFICATION.** Pursuant to Section 448.095(2), Florida Statutes:

Consultant represents that Consultant is eligible to contract with the District and is currently in compliance and will remain in compliance, for as long as it has any obligations under this Agreement, with all requirements of the above statute; this includes, but is not limited to, registering with and using the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all employees hired on or after January 1, 2021. If the District has a good faith belief that the Consultant has knowingly violated Section 448.09(1), Florida Statutes, the District may terminate this Agreement as required by Section 448.095(2)(c), Florida Statutes. If the District has a good faith belief that a subcontractor knowingly violated Section 448.09(1), Florida Statutes, but the Consultant otherwise complied with its obligations thereunder, the District shall promptly notify the Consultant and the Consultant will immediately terminate its contract with the subcontractor. If this Agreement is terminated in accordance with this section, then the Consultant will be liable for any additional costs incurred by the District.



Therefore, the Consultant and the District each intend to enter this Contract, understand the terms set forth herein, and hereby agree to those terms.

**ACCEPTED BY:**

**Rizzetta & Company, Inc.**

By: \_\_\_\_\_  
William J. Rizzetta, President

**Attest**

**The Preserve at Wilderness Lake  
Community Development District**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Chair/Vice-Chair of the  
Board of Supervisors

- Exhibit "A"** – Scope of Services
- Exhibit "B"** – Schedule of Fees
- Exhibit "C"** – Insurance Certificate
- Exhibit "D"** – Expectation of Performance



Rizzetta & Company

**EXHIBIT "A"**  
Scope of Services

**STANDARD ON-GOING SERVICES:** These services will be provided on a recurring basis and are commonly referred to as the basic services necessary for the normal and routine functioning of the District.

**AMENITY MANAGEMENT:**

- A. Provide professional management and oversight to perform the services outlined in this contract.
- B. Upon request, attend meetings in person or via phone to provide any updates or address concerns.
- C. Be available to any board member for open and direct communications regarding any questions they may have.
- D. Managing the recruiting, hiring, training, oversight and evaluation of personnel.
- E. Ensure all staff reviews are completed in September of each year, along with the administering of any merit increases on or before October 1st of the following fiscal year.

**Amenity Personnel:**

**Community Manager** Duties to include and with the assistance of the Assistant Manager and the Consultant's back-office support staff:

1. Responsible for recruiting, hiring, training, and supervising of all Amenity employees. Includes: Assistant Manager, Lifestyle Coordinator, Lodge Representatives, Pool Attendants and Maintenance Staff. All employees report directly to the Community Manager.
2. Training to include: Theater system, card access system, surveillance systems, computers, register, Splash Pad, etc.
3. Track vacations, conduct, disciplinary action plans, and assist HR with the New Hire paperwork for Amenity Center Staff.
4. Responsible for motivating employees as individuals while building a positive, cohesive team. Includes employee appreciation.
5. Responsible for preparing and managing all employee work schedules to ensure that the Lodge and grounds are adequately staffed to maximize resident satisfaction, meet programming needs, and maintain the grounds and facilities. Coordinate with the Lifestyle Coordinator to ensure adequate staffing for events/programs. Create and adhere to the annual personnel budget.
6. Responsible for an annual written review and personal review meeting of all employees.
7. Review and approve ADP timesheets for processing and payment.
8. Support and assist other staff members as needed.
9. Supervise employees and ensure compliance with personnel manual using sound management practices.
10. Schedule staff trainings, i.e., CPR/AED/First Aid, QuickBooks, certification renewals, etc.
11. Debrief with Assistant Manager, Lifestyle Coordinator and Staff regarding current events, future planning of events, meetings, etc.





12. Establish guidelines to enhance productivity, teamwork, and positive relationships among employees.
13. Encourage suggestions from employees that may streamline processes in day-to-day operations and provide better customer service.
14. Ensure that employees effectively troubleshoot and remediate any unpleasant resident experiences, including ensuring that employees make appropriate referrals as needed.
15. Establish appropriate intervention measures to be taken by employees in potentially hazardous situations.
16. Ensure that employees respond quickly and courteously to resident concerns, enlisting the assistance of management as needed.
17. Ensure that all Staff is aware of the appropriate person/agency to contact in the event of minor emergencies.
18. Ensure that Staff is well-versed in process of disaster preparedness, including hazardous weather.
19. Responsible for creating and adhering to the annual CDD operating budget.
20. Oversee the Lifestyle Coordinator's management of the Special Events line item.
21. Recommend and implement (where applicable) on an ongoing basis, capital equipment replacements, additions, and operational improvements.
22. Responsible for approving all invoices / purchases for the community and Lodge facilities, not exceeding \$1,000.00.
23. Resolve invoice disputes/problems with associated vendor.
24. Responsible for preparing weekly/monthly spreadsheets of Facility revenue collected from events, facility rentals, spa services, classes, event sponsorships, General Store sales, and misc. items.
25. Prepare deposits and debit card receipts for accounting.
26. Responsible for ensuring the Asst. Manager and Lifestyle Coordinator maintains supporting spreadsheets for all events, sponsorships, and programs.
27. Responsible for maintaining and balancing petty cash.
28. Develop/oversee Staff's proper cash handling procedures.
29. Develop revenue generation business plans for the General Store.
30. Responsible for approving and scheduling private events and event room rentals. Work closely with the Lifestyle Coordinator to ensure private events are not counterproductive to the overall programming mission of the community.
31. Responsible for Nature Center operations. Ensure the care & well-being of all animals, including cleanliness, feeding, proper environment, and veterinary care.
32. Responsible for maintaining proper efficiency of the computers, network, back-up, and Cyber Sitter program. Develop and implement procedures regarding proper usage and security by both residents and Staff.
33. Responsible for overseeing & maintaining the community website.
34. Oversee the Lifestyle Coordinator with properly updating/posting on the website, including: CDD business, the events calendar, Fitness Center Class Schedules, Community News, event photos, etc.
35. Work with the software development/hosting company as needed on any technical problems or enhancements.
36. Oversee Staff's assignment of Lodge Access IDs.
37. Responsible for managing Lodge vendors for services such as pool maintenance, facility cleaning, fitness equipment maintenance, landscaping, A/C & heating, pest control, yearly sprinkler inspections, yearly fire & burglar alarm inspections, fire extinguisher inspections, fire retardant application, etc.



38. Research & implement, when applicable, cost savings on products & vendors, such as: LED lighting, printing, cleaning supplies, Eco Friendly products, etc.
39. Troubleshoot IT, A/C, Plumbing, Surveillance Systems, Ice Machine, Theater System Electrical, pool issues, etc. before calling for repairs.
40. Routinely review onsite/parks/entrance surveillance systems for functionality and incidents.
41. Assist the Board with special projects. Including: roofing, flooring, splash pad resurfacing, tennis court/basketball resurfacing, Celebration of Life Garden, furniture upgrades, Fitness Center upgrades, IT upgrades, etc.
42. For vendor services in excess of \$5,000 per year, bid the services and conduct contract negotiations such as sidewalk & curb cleaning/sealing, holiday lighting, etc.
43. Responsible for the management of Fitness and Spa vendors including personal trainers, fitness class instructors (Yoga, Martial Arts, Zumba, etc.) and spa services technicians (Nail Tech). Determine pricing, track & report revenue, and collect Lodge percentage. Ensure proper certification; licensing and Certificate of Liability insurance and Independent Contractor agreement is updated yearly.
44. In conjunction with the Assistant Manager, work with Fitness Center/Spa vendors on publicity, programming, and scheduling.
45. Responsible for ensuring compliance with all Health Department requirements and licenses for the Spa, Fitness Center, and pools.
46. Responsible for supervising and tasking maintenance personnel to ensure proper maintenance of facilities, grounds, ponds, and conservation areas. Manage the vendor relationships with contracted grounds and conservation maintenance companies. Work with residents and government entities (i.e., SWFWMD) regarding conservation property issues.
47. Track workorders and field service concerns regarding landscaping, wetlands, conservation.
48. Assist the Landscape Oversight vendor with the monthly Community Landscape inspection and provide follow up to the Landscape Oversight vendor on progress and deficiencies.
49. Coordinate with the Landscape Oversight vendor and Field Services Manager on concerns that are reported.
50. Maintain a landscape book with proposals, maps, application of fertilizer/insect control, responses, monthly reports, etc.
51. Coordinate with the Wetland's vendor on concerns that are reported.
52. Investigate/identify Landscape and Wetland's concerns before coordinating with the vendor.
53. Responsible for managing, implementing, scheduling, and documenting the Off-Duty Sheriff Patrol for the community. Provide a monthly report to the Board regarding their activity during their shift.
54. Work with residents and the Sherriff's Department to develop a strong Community awareness.
55. First point of contact for afterhours emergencies, concerns, alarms, and/or incidents.
56. Complete routine inspections throughout the buildings and outside amenities.
57. Conduct offsite visits for review of vendor projects to present exhibits of completed projects to the Board.
58. Maintain a communication Logbook for resident interaction, concerns, and deficiencies.
59. Ensure accuracy of operations and procedures guidelines, task schedules, and productivity logs.



60. Ensure spotless physical appearance of the Lodge facilities and supervise daily operations.
61. Maintain Inventory Sheets on Fitness Center equipment, Maintenance Equipment, Event supplies, DVDs, Games, etc.
62. Schedule weekly maintenance equipment, landscape lighting inspections.
63. Coordinate wetlands & resident meetings on conservation/natural area policies.
64. Schedule ordering of cleaning, events, and General Store supplies.
65. Routinely meet with the Landscape Oversight Manager & Landscape Company – Monthly and when needed on irrigation, pots, rotations, etc.
66. Assist with Board of Supervisors requests and approvals.
67. Responsible for building and maintaining relationships with all residents.
68. Primary resident contact for all major resident issues and concerns. Troubleshoot resident issues with the appropriate staff. If issue resolution is delegated to another person/company, continue to monitor the issue until it has been completely resolved.
69. Responsible for reviewing, updating, and enforcing rules and regulations for residents participating in community events or on community property. In conjunction with the Assistant Manager and Lifestyle Coordinator, develop & coordinate an ongoing program for children turning 12, and their parents, which will familiarize the family with the rules and responsibilities associated with unsupervised Lodge privileges.
70. Responsible for providing input and feedback to the HOA Board & Management Company as requested. Work with the HOA management company on an as-needed basis.
71. Responsible for providing input and feedback to the CDD Board of Supervisors on major issues pertaining to residents, staff, property and facilities, vendor services, and community policies and procedures.
72. Provide Operations report for the monthly CDD meetings.
73. Attend monthly CDD meetings.
74. Meet with individual Board members & residents as requested.
75. Maintain community relationships in the greater Land O' Lakes area. This includes developing a mutually beneficial relationship with the vendors of Wilderness Lake Commons. At times includes familiarity with the Connerton staff, local schools' administrative staff, local newspaper contacts, Chamber of Commerce, etc.
76. Assist the Lifestyle Coordinator as needed with major community events, scheduling & marketing.
77. In the absence of the Lifestyle Coordinator, serve as management contact for residents regarding programs and events.
78. Arrange & promote sponsorship with Media Company for Nature's news.
79. As needed, meet with parents regarding disciplinary actions and programs for resident youths.
80. Maintain events calendar & Room Rental calendar.
81. Maintain relationships with new residents, community intranet and assist with community activities, clubs-within-a-club, and committees.
82. Manage the assignment of Lodge Access IDs.
83. Meet and greet residents and potential homebuyers, Realtors, and other visitors, and provide Lodge information through personal dialogue and tours of the Lodge Facilities.
84. Meet with, schedule, and complete Rental Agreements for Private Events in the Activities Center, Theatre, and Nature Center Classroom.
85. Coordinate/report to Pasco County on road repairs, storm water drainage issues, broken lines, etc.
86. Implement Teen Volunteer Program – Schedule volunteers, create volunteer duties & maintain the log for community service hours.



87. Coordinate Adult volunteers regarding planning events & implementation.
88. Implement community recognition of Teens, Girl Scouts, Boy Scouts, etc.
89. Consistently encourage and promote Resident participation.
90. Resolve any issues requiring attention on behalf of the Residents.
91. Create and facilitate Emergency Plans.
92. Coordinate w/Off-Duty Sheriff Patrol Coordinator on community issues, speed trailer requests, etc.
93. Schedule/plan special community meetings – Road Repaving, Forums, etc.
94. Write articles for the Newsletter.
95. Document Lodge incidents and communicate with Board Chair.
96. Prepare and present new Resident Orientations as needed.
97. Prepare and edit Nature's News (12 issues per year) with the Lifestyle Coordinator.
98. Troubleshoot all community concerns.
99. Work closely with community fundraisers.
100. Maintain & regularly check the suggestion box; consider implementing reasonable suggestions that would benefit the majority of the residents.

**Assistant Manager:** As directed by the Community Manager, the Assistant Manager shall:

1. Assist with the day-to-day operations,
2. Ensures a presentable overall appearance of the Clubhouse and amenities.
3. Serves as the on-site representative of the District to the residents.
4. Responsible for the following as it relates to the residents, but not limited to:
5. Issue resident access cards and monitor the card system.
6. Interact with residents and guests on a day-to-day basis.
7. In the absence of the Lifestyle Coordinator, assist in notifying residents of upcoming events, meetings, and general information.
8. Monitor's guest and visitor policies and enforces the rules and regulations of the facility.
9. Assist in the management of the private events calendar for the Clubhouse and completes private event rental forms, security deposits, and check-in/out documents.
10. Assist with the assessment of the condition of District property resulting from neglect, vandalism, depreciation and estimates the costs associated with its repair and/or replacement.
11. Performs regularly scheduled reviews of preventative maintenance records, inventories.
12. Routinely inspects the District's maintenance items, tools, and equipment.
13. Assist with the preparation of incident and/or accident reports and forwards them appropriately.
14. Assist in processing and managing work orders as needed.
15. Accesses clubhouse needs and provides input as needed for repair/replacement.
16. Works with assigned contractors to ensure quality service is provided to the community.
17. Assist with workplace operations to maintain and improve effectiveness and efficiency.
18. Assist in preparing monthly management reports.
19. Coordinate/Report to Pasco County on road repairs, storm water drainage issues, broken lines, etc.
20. Maintain events calendar & Room Rental calendar.
21. Meet and greet residents and potential homebuyers, Realtors, and other visitors, and provide Lodge information through personal dialogue and tours of the Lodge Facilities.
22. Meet with, schedule, and complete paperwork for Private Events in the Activities



- Center, Theatre, and classroom.
- 23. Schedule weekly maintenance safety checks, landscape lighting inspections.
- 24. Maintain Inventory Sheets on Fitness Center equipment, Maintenance Equipment, Eventsupplies, DVDs, Games, etc.
- 25. Routinely review onsite/parks/entrance surveillance systems for functionality and incidents.
- 26. Troubleshoot IT, A/C, Plumbing, Surveillance Systems, Ice Machine, Theater SystemElectrical, pool issues, etc. before calling for repairs.
- 27. Research & implement, when applicable, cost savings on products & vendors, such as, LEDlighting, cleaning supplies, Eco Friendly products, etc.
- 28. Work with the software development/hosting company as needed on any technical problems orenhancements.
- 29. Responsible for Nature Center operations. Ensure the care & well-being of all animals,including cleanliness, feeding, proper environment, and veterinary care.
- 30. Prepare deposits and debit card receipts for accounting.
- 31. Ensure that employees respond quickly and courteously to resident concerns, enlisting theassistance of management as needed.
- 32. Ensure that all staff knows the appropriate person/agency to contact in the event of minoremergencies.
- 33. Coordinate w/Off Duty Sheriff Patrol Coordinator on community issues, speed trailer requests,etc.
- 34. Write articles for the Newsletter.
- 35. Non-essential duties include other job-related duties as assigned.

**Lifestyle Coordinator:**

- 1. Develop and coordinate the special events, programs, and recreational activities in the community including family events, seasonal and holiday events, small and large group events, charitable and fundraising events, and nature conservation education programming
- 2. Coordinate the rental of recreational rooms for private parties and activities, collection of deposits and rentals and accurate accounting
- 3. Pre-event coordination with facility renters, stakeholders, or residents to ensure proper equipment set-up, staffing, pre and post maintenance, monitoring, and security
- 4. Responsible for all event advertising and related resident communication.
- 5. Provide monthly event financial summaries
- 6. Troubleshoot and smooth issues relating to the successful execution of events.
- 7. Manage and adhere to budgeted line items associated with events
- 8. Oversee the sales of ice cream, DVD rentals, snack shack sales/inventory
- 9. Facilitating communication with residents including timely e-blasts as needed, web calendar, Nature's News calendar, event signs on Wilderness Lake Blvd
- 10. Purchase and display of seasonal, event, and activity decorations
- 11. Oversee the issuance of Lodge Access ID's
- 12. Along with the Community Manager is responsible for resident orientation and welcoming and providing community information to potential residents, realtors, and other visitors
- 13. Publishing 12 issues of the Nature's News annually including arranging sponsorships and outside advertising.
- 14. Update web content including web event calendars.



**Lodge Representatives:**

1. Meet and greet residents.
2. Participate and assist the operations, tours, special events and activities of Wilderness Lodge and Recreational amenities.
3. Maintain collateral readiness and audio/visual presentation material.
4. Provide administrative services to include data entry.
5. Perform other routine office procedures to include: telephone management, sort/distribute incoming and outgoing mail, copy documents, and file maintenance, inventory control of supplies for office equipment, maintenance and kitchen.
6. Confirm and schedule Spa appointments
7. Provide administrative support to community intranet.
8. Ensure spotless physical appearance of the Lodge Facilities.
9. Assist with maintenance of operations and procedures guidelines, task schedules and productivity logs.
10. Assist management and team as required.
11. Assist in resident relations and customer service
12. Assist in maintenance and care of the animals in the Nature Center
13. Responsible for opening and closing responsibilities of the Lodge Facilities
14. Complete routine walks/inspections throughout the buildings and outside amenities.
15. Maintain a spotless appearance of the amenities at all times.
16. Research and recommend DVDs for the Theater.
17. Checkout DVDs to residents / or setup the Theatre for viewing.
18. Call residents when DVDs are late.
19. Assist with event preparation and clean-up.
20. Manage event reservations, collect monies, and sell tickets for Lodge events
21. Assist with the new resident orientations,
22. Assist with the General Store sales.
23. Prepare popcorn for the Private Rentals.
24. Empty all interior trash receptacles in the evening
25. Secure the buildings and set the alarm as needed.
26. Assist with the creation of the monthly events booklet and distribute/post.
27. Update bulletin boards.
28. Catalog DVD collection.
29. Prepare Welcome Home packets.

**Maintenance Staff:**

1. Police the community and common areas daily to ensure immaculate appearance of all buildings, docks, signage, lighting, common areas. Start at the community entrance and following the main boulevard throughout the community. (Landscaping, irrigation, signage, trash, ponds, and retention areas, parks, and playgrounds etc.)
2. Assist in conducting routine indoor and outdoor inspections and maintenance routines and procedures for, Ranger Station, Lodge, and Recreational Facilities.
3. Assist Lodge management and team as required.
4. Change all interior and exterior light bulbs.
5. Coordinate timely completion of routine maintenance and operational issues. Assist where necessary.
6. Complete exterior painting to include touchups.



7. Completion of daily requirements and tasks, e.g. trash and litter maintenance in a timely fashion
8. Coordinate with Community Manager on Duke Energy lighting issues.
9. Empty all exterior trash receptacles in the evening or as needed
10. Maintain an accurate inventory of CDD maintenance equipment and supplies.
11. Maintain exterior of every building, trash, plants, ashtrays, lighting, signage, pressure washing, and general maintenance.
12. Maintain Pools, parks and deck areas, restrooms, saunas, showers and lockers, fitness equipment cleaning and maintenance, playgrounds, fencing and docks, pressure washing, and general maintenance.
13. Oversee all Lodge & community Blvd. lighting and maintain as needed.
14. Oversee maintenance of signage, fencing, and monuments.
15. Participate and assist with the operations and preparation of special events and activities of Wilderness Lodge and Recreational facilities.
16. Perform regularly scheduled reviews of the following: Job Work Orders, Purchase Orders, Preventative Maintenance Records, Inventories, and provide to the Community Manager on a weekly basis.
17. Perform routine maintenance for boating equipment etc.
18. Staining and sealing dock, pillars, pilings, benches, and Adirondack chairs
19. Troubleshoot electrical, a/c, and plumbing repairs.
20. Troubleshoot field repairs.
21. Install light bulbs, doors, and bulletin boards.
22. Paint interior and exterior of buildings and Hardscapes, hang pictures assemble furniture, assisted in stocking, purchasing and delivery of supplies.
23. Repair windows, doors, floors, woodwork, plaster, drywall and other parts of the building and amenity structures
24. Clean and sanitize restroom facilities and fixtures including, sinks, urinals and toilets, wash windows, mirrors, and walls; clean and sanitize showers as assigned; replenish supplies in restrooms
25. Sweep, vacuum, mop, vacuum, and shampoo carpets as needed
26. Sweep, clean and straighten pool deck, skim pool as needed.
27. Empty, clean and sanitize waste receptacles; pick up trash and other debris.
28. Move and arrange furniture and equipment and set up rooms for conferences, meetings, and events.
29. Replace lights and adjust shades and blinds as needed.
30. Perform routine preventative maintenance to ensure that facilities continue to run smoothly, are clean, free of hazards and it does not deteriorate.
31. Repair or report defective equipment parts and hand tools.
32. Maintain security of the entire community and recreational facilities.
33. "Police the community" daily.
34. Pick up all trash along the boulevard.
35. Empty garbage receptacles at the parks and around the exterior of the Lodge.
36. Pick up trash and clean the Ranger Station
37. Empty refill doggie bags in Waste Systems 2-3 times each week.
38. Remove cobwebs from buildings and CDD owned docks.
39. Report any maintenance concerns to the Community Manager.
40. Straighten chairs around the pool area.
41. Clean and sanitize the pool deck tables and chairs.
42. Clean the grills.
43. Defrost refrigerators as needed.



44. Clean the tables and chairs on all of the lanais.
45. Assist Lodge Staff with other duties as needed.
46. Dust and polish furniture, woodwork, fixtures, and equipment as needed.
47. Pressure wash areas of the community as needed, remove litter and monitor community areas for damage, misuse, deterioration, and improvements.
48. Record maintenance and repair work through the maintenance app.
49. Perform maintenance related duties and responsibilities.
50. Enforce the community rules including at the Lodge facilities, playgrounds, courts, and pools.

**Pool Attendants: (Optional)**

1. Arrange chairs in an organized presentable appearance
2. Close all umbrellas, if weather is threatening.
3. Clean and sanitize poolside and lanai tables and chairs.
4. Empty all garbage receptacles / pick up trash
5. Check boats at dock / display properly.
6. Straighten chairs on the dock and behind Lodge area.
7. Check resident ID cards.
8. Enforce the rules and regulations.
9. Skim pools for leaves.
10. Clean out grills.
11. Check, clean, and sanitize restroom facilities, saunas, showers, and lockers.





Exhibit "B"  
 Schedule of Fees

<b>AMENITY MANAGEMENT SERVICES:</b>		
Services will be billed bi-weekly, payable in advance of each bi-week pursuant to the following schedule for the period of <b>October 1, 2022 to September 30, 2023.</b>		
<b>PERSONNEL:</b>		
Provides personnel coverage at the facility for twelve hours a day, seven days a week.		
<b>Full Time Personnel (40 hours per week)</b>		
- Community Manager		
- Assistant Manager		
- Lifestyle Coordinator		
- Maintenance Staff (2)		
- Lodge Reps (3)		
		<b>ANNUAL</b>
Budgeted Personnel Total <sup>(1)</sup>	\$	450,000.00
General Management and Oversight <sup>(2)</sup>	\$	18,000.00
<b>Total Annual Cost:</b>	<b>\$</b>	<b>468,000</b>

(1). Budgeted Personnel: These budgeted costs reflect full personnel levels required to perform the services outlined in this contract. Personnel costs includes: All direct costs related to the personnel for wages, Full-Time benefits, applicable payroll-related taxes, workers' compensation, and payroll administration and processing.

(2). General Management and Oversight: The costs associated with Consultant's expertise and time in the implementation of the day-to-day scope of services, management oversight, hiring, and training of staff. A \$25,000 payroll deposit was previously paid to Consultant and is on deposit with the Consultant. At the signing of the Contract, the District will deposit an additional \$10,421.27 with the Consultant.

(3). Payroll Deposit: A one-time deposit required for use in paying salaries and related costs for personnel assigned and providing services to the District. This payroll deposit is defined as one



Rizzetta & Company

month of maximum total services costs.

The District shall be responsible for any of the following costs associated with the operation of the amenity facilities:

**Preemployment Testing:** Background and substance abuse reports shall be ordered for candidates identified to fill amenity positions.

**Uniforms:** Personnel shall wear community specific shirts provided by the District if required.

**Cell Phone:** Management personnel shall require a cell phone or a cell phone allowance. This phone will also be used as the contact number for the District for after hour emergencies.

**Office Equipment:** Personnel will require a dedicated computer, printer, and a digital camera as well as convenient access to an onsite copier and fax machine, provided by the District.

**Mileage Reimbursement:** Personnel shall receive mileage reimbursement incurred while performing the District's responsibilities when using a personal vehicle. Mileage shall be reimbursed at the rate approved by the Internal Revenue Service.



EXHIBIT "C"

ACORD		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 04/28/2022		
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).						
<b>PRODUCER</b> M. E. Wilson Company, LLC 300 W. Platt St. Ste 200 Tampa, FL 33606		1-813-229-8021 CONTACT NAME: Feather Wright PHONE (Area Code): 813-384-3609 FAX (Area Code): 813-434-2431 EMAIL: fwright@mewilson.com ADDRESS:		INSURER(S) AFFORDING COVERAGE INSURER A: OLD REPUBLIC INS CO 24147 INSURER B: StarStone National Insurance Company 35496 INSURER C: HOUSTON SPECIALTY INS CO 12936 INSURER D: FEDERAL INS CO 20281 INSURER E: INSURER F:		
<b>INSURED</b> Rizzetta & Company, Inc. 3434 Colwell Ave., Suite 200 Tampa, FL 33614		CERTIFICATE NUMBER: 65286641 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	INSURER (INSR) (INSR) (WVR)	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 <input type="checkbox"/> <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> DEPT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER		HWZY31662522	05/01/22	05/01/23	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$ 300,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		HWTB31662622	05/01/22	05/01/23	COMBINED SINGLE LIMIT (EA accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> RETENTION \$ 0		875803223ALI	05/01/22	05/01/23	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in WA) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	MWC3166242	05/01/22	05/01/23	<input checked="" type="checkbox"/> STATUTE <input type="checkbox"/> EMP-STAT E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability		MB088000212900	11/01/21	11/01/22	Aggregate 1,000,000
D	Crime		82229260	11/01/21	11/01/22	Employee Dishonest 2,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Re: 12750 Citrus Park Lane, Suite 115, Tampa, FL 33625. Certificate holder is included as additional insured with regards to general liability per form CG2010 4/13 when required by written contract, subject to the policy terms, conditions and exclusions.						
30 Days notice of cancellation applies except 10 days for non-payment of premium per policy terms and conditions.						
<b>CERTIFICATE HOLDER</b> AZFD Fairfield, LLC Ryan Companies US, Inc. 301 N Franklin St #3500 Tampa, FL 33602			<b>CANCELLATION</b> 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:			
DSA			© 1988-2015 ACORD CORPORATION. All rights reserved.			
ACORD 25 (2016/03) FW001 65286641			The ACORD name and logo are registered marks of ACORD			

Add District as an additional insured. Sent Separately.



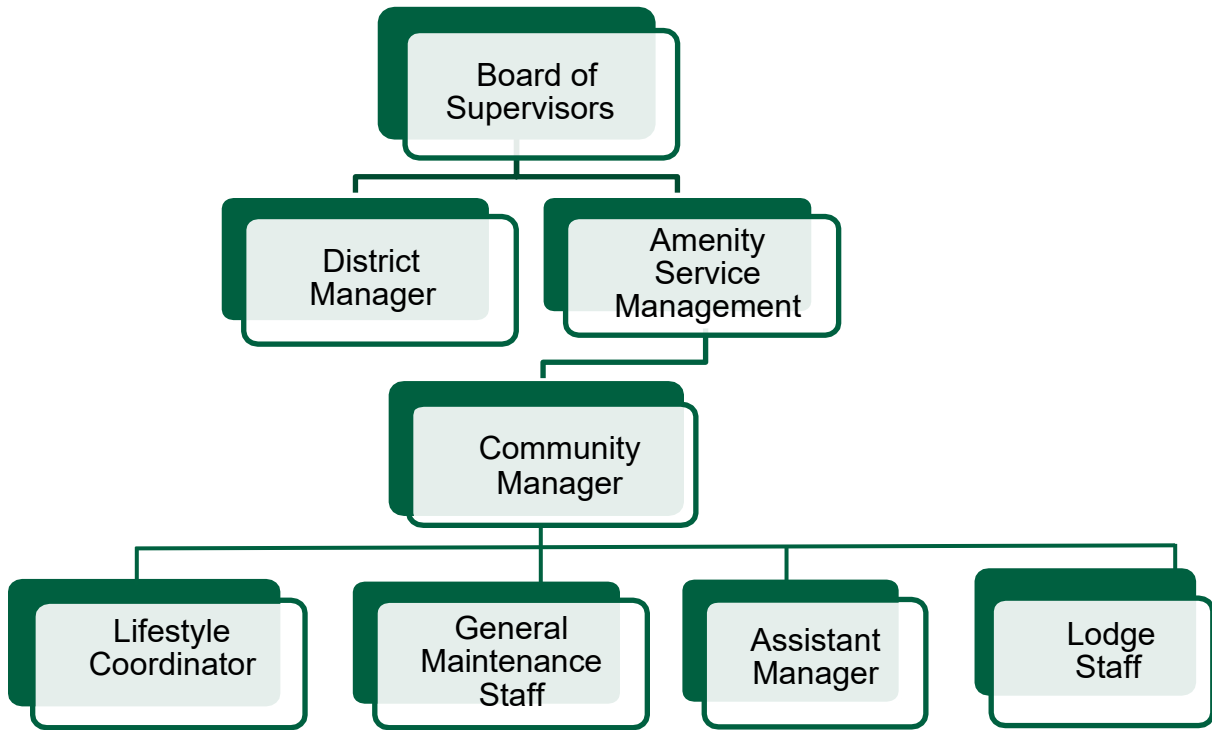
Rizzetta & Company

Exhibit "D"  
District Expectations of Performance

1. The Consultant shall provide the District with the current written organizational chart for Amenity Personnel. The Community Manager's reporting structure to the Consultant shall be included in the written organizational chart. The District shall be notified in writing in advance of any changes to the organizational chart and any reporting and performance review process changes for the Community Manager.
2. The Community Manager shall conduct all reviews of the Amenity Personnel.
3. The Consultant shall establish a formal procedure for soliciting feedback from the Board of Supervisors on the Community Manager's performance and shall request such feedback at least thirty (30) days in advance of any reviews of the Community Manager.
4. The Board's feedback on the Community Manager's performance shall be part of the Community Manager's written performance review.
5. The Consultant shall solicit feedback from the Board of Supervisors with respect to merit pay increases for the Amenity Personnel and the Community Manager. The Board of Supervisors must approve merit increases for the Amenity Personnel and the Community Manager in advance.
6. The Consultant shall solicit feedback from the Board of Supervisors with respect to bonuses for the Amenity Personnel and the Community Manager. The Board of Supervisors must approve bonuses for the Amenity Personnel and the Community Manager in advance.
7. No person working at the District shall be prohibited or inhibited from talking with members of the District Board of Supervisors, District residents, employees of the Consultant or any entities affiliated with the Consultant.



## Organizational Chart



# Tab 10

## CONTRACT FOR PROFESSIONAL DISTRICT SERVICES

---

**DATE:** October 1, 2022

**BETWEEN:** **RIZZETTA & COMPANY, INC.**  
3434 Colwell Avenue  
Suite 200  
Tampa, Florida 33614

(Hereinafter referred to as "**Consultant**")

**AND:** **THE PRESERVE AT WILDERNESS LAKE COMMUNITY DEVELOPMENT DISTRICT**  
3434 Colwell Avenue  
Suite 200  
Tampa, Florida 33614

(Hereinafter referred to as "**District**," and together with Consultant, the "**Parties**.")

### **PURPOSE; SCOPE OF SERVICES:**

I. The purpose of this contract for professional district management services (hereinafter referred to as "**Contract**") is for the Consultant to provide professional district management services to the District pursuant to Chapter 190, Florida Statutes. A brief description of these services is provided below and a detailed description is provided in **Exhibit "A"** to this Contract.

**A. STANDARD ON-GOING SERVICES.** The Consultant shall provide the following Standard On-Going Services to the District pursuant to this Contract:

- i. **Management** - services include the conducting a maximum combination of fifteen (15) four (4) hour board meetings per fiscal year, overall administration of District functions, and all required state and local filings, preparation of annual budget, purchasing and risk management;
- ii. **Administrative** - services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation and delivery of agenda;
- iii. **Accounting** - services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and



Rizzetta & Company  
{00113560.DOCX/}

requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity;

- iv. **Financial & Revenue Collection** - services include all functions necessary for the timely billing, collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. These services include, but are not limited to, assessment roll preparation and certification, direct billings and funding request processing as well as responding to property owner questions regarding District assessments.

**B. TIME FRAME.** The Standard On-Going Services shall be provided on a monthly basis as detailed in this Contract.

II. **ADDITIONAL SERVICES.** In addition to the Standard On-Going Services described above, or in any addendum executed between the Parties, the District may, from time to time, require additional services from the Consultant. Any services not specifically provided for in the scope of services above, or necessary to carry out the services as described herein, as well as any changes in the scope requested by the District, will be considered additional services. Such additional services may include, but are not limited to:

- Meetings: Extended meetings (beyond four (4) hours in length), the additional service charge does not apply to continued meetings unless the continued meeting exceeds the fifteen (15) permitted meetings per fiscal year
- Financial Reports: Modifications and certifications to special assessment allocation report; true-up analysis
- Bond Issuance Services: preparation of the special assessment allocation report, testimony at the required bond validation court hearing, certifications, closing documents and statutorily required mailings
- Electronic communications/e-blasts
- Special requests
- Amendment to District boundary
- Grant Applications
- Escrow Agent
- Continuing Disclosure/Representative/Agent
- Community Mailings, e.g., memos, notifications of rules changes, operations and maintenance assessment notices, etc.
- Public Records Requests that are extensive in nature, as defined by District's adopted Rules of Procedure

If any additional services are required or requested, the Consultant will provide a detailed written description of these services and fees for such services to the District for approval prior to beginning any additional services. The Consultant shall undertake the additional services after the District has issued its written approval, as evidenced by a vote of the Board of Supervisors, of the description and fees for such services to the Consultant.





- III. **LITIGATION SUPPORT SERVICES.** Upon the District's request, the Consultant shall prepare documentation in response to litigation requests and provide necessary expert testimony in connection with litigation involving the subject matter of this Contract. If the District requires or requests any litigation support services, the Consultant will provide a detailed description of the services and fees for such services to the District for approval prior to beginning any litigation support services. The Consultant shall undertake the litigation support services after the District has issued its written approval of the description and fees for such services to the Consultant.
- IV. **ADDITIONAL SERVICES PROVIDED TO THIRD PARTIES.** These are services requested by third parties such as homeowners, realtors, investors or members of the media. Such services may include, but are not limited to, estoppel letters, bond prepayment processing, and litigation support. The third party requesting such services shall be responsible for the payment of any fees charged by Consultant for providing those services to the extent authorized by law and the District's Rules of Procedure.
- V. **TERM.** The Consultant's services as provided in this Contract shall commence upon execution of this Contract. This Contract shall automatically renew annually unless terminated pursuant to Section IX of this Contract. The Consultant acknowledges that the prices of this Contract are firm and that the Consultant may change the prices only with the District's written consent as evidenced by a vote of the Board of Supervisors. All prior agreements between the parties with respect to the subject matter of this Contract are terminated upon the execution of this Contract.
- VI. **FEES AND EXPENSES; PAYMENT TERMS.**

**A. FEES AND EXPENSES.**

- i. A schedule of fees for the services described in Sections I, II, III, and IV of this Contract is shown in **Exhibit "B"** to this Contract, which is attached hereto and incorporated herein. The District shall pay the Consultant for the services provided under the terms of this Contract in accordance with the schedule of fees in **Exhibit "B"**. For purposes of the Consultant's compensation for services provided pursuant to this Contract, the District shall compensate the Consultant only for those services provided under the terms of this Contract. Unless otherwise specified by this Contract, the Consultant will invoice the District for the Consultant's services as soon as may be practicable in advance of each month and in the amounts set forth in **Exhibit "B"**. The fees for those services which are not being requested at the time this Contract is approved will be provided to the District at such time as those services are required and requested by vote of the Board of Supervisors. Payment shall be made by the District within forty-five (45) days of receipt of a correctly submitted invoice.
- ii. Fees for the Standard On-Going Services described in this Contract may be negotiated annually by the Parties. Any amendment to Standard On-Going Services fees must comply with the amendment procedure in this Contract and must be reflected in the adopted General Fund Budget of the District. The District's adoption of the General Fund Budget shall not constitute the District's consent for payment of any expenses or change in



Contract terms. Consultant must notify the District by February 1 each year of any proposed fee increases. Fee increases may not start until October 1 which is the first day of the District's fiscal year.

- iii. The District agrees to pay Consultant in an amount equal to all Consultant's costs directly related to the personnel of the Consultant providing the services at the amenity facilities including: wages, benefits, applicable payroll-related tax withholdings, workers' compensation, payroll administration and processing, fees for background checks and drug testing.
- iv. In the event the District authorizes a change in the scope of services requested, Consultant shall submit, in writing to the District, a request for a fee amendment corresponding to the change in services being requested, if it has not already done so. Any change in the scope of requested services and the corresponding fee amendment shall comply with the amendment procedure in this Contract. Such amendment must be validly executed by the Parties before Consultant is authorized to begin providing services pursuant to the change in scope and the revised fees are adopted.
- v. For the purposes of this Contract, an out-of-pocket expense is an unexpected expense that the Consultant or one of its subcontractors, if applicable, incurs during the performance of the Standard On-Going Services, as provided in this Contract. Such out-of-pocket expenses are included in the fees shown in **Exhibit "B"**. Out-of-pocket expenses incurred in connection with the performance of Additional Services and Litigation Support Services will be subject to reimbursement at cost. These expenses include, but are not limited to, airfare, mileage, transportation/parking, lodging, postage, and copies.
- vi. Fees for services to be billed on an hourly basis will be billed at the Consultant's current hourly rates at the time of the execution of this Contract, as set forth in **Exhibit "B"**. The hourly rate for the services may be amended from time to time pursuant to the amendment procedure in this Contract and in advance of such proposed change. Consultant's current hourly rates are shown in **Exhibit "B"** to this Contract. Any proposed change shall indicate the new hourly fee for such services.

#### B. PAYMENT TERMS.

- i. **Standard On-Going Services.** Standard-On Going Services will be billed monthly as a fixed fee pursuant to the schedule shown in **Exhibit "B"**.
- ii. **Additional Services.** Additional Services will either be billed monthly at the Consultant's proposed hourly rate or per occurrence both as authorized by the District and negotiated by the Parties.



- iii. **Litigation Support Services.** Litigation Support Services will be billed monthly on an hourly basis for the hours incurred at the Consultant's proposed hourly rate, as authorized by the District and negotiated by the Parties.
- iv. **Out-of-Pocket expenses.** Out-of-Pocket expenses not included under the Standard-On Going Services of the Consultant will be billed monthly as incurred.

All invoices will be due and payable thirty (30) days from the date of invoice pursuant to the Prompt Payment Act, Chapter 218.70 Florida Statutes.

- VII. **SUSPENSION OF SERVICES FOR NON-PAYMENT.** Unless nonpayment is the fault of the Consultant, the Consultant shall have the right to suspend services being provided as outlined in this Contract if the District fails to pay Consultant's invoices in a timely manner, which shall be construed as thirty (30) days from date of the invoice or as otherwise provided by the Prompt Payment Act, Section 218.70, Florida Statutes. Consultant shall notify the District, in writing, at least ten (10) days prior to suspending services.
- VIII. **NON-CONTINGENCY.** The payment of fees and expenses, as outlined in this Contract, are not contingent upon any circumstance not specifically outlined in this Contract.
- IX. **AMENDMENT.** Amendments to, and waivers of, the provisions contained in this Contract may be made only by an instrument in writing that is executed by both the District and the Consultant.
- X. **RESPONSIBILITIES.**
  - A. **DISTRICT RESPONSIBILITIES.** The District shall provide for the timely services of its legal counsel, engineer, and any other consultants, contractors, or employees, as required, for the Consultant to perform the duties outlined in this Contract. Expenses incurred in providing this support shall be the sole responsibility of the District unless specified herein.

District personnel or representatives will cooperate as needed with Consultant to affect the administrative success of the District with the State and other regulatory organizations. District Supervisors will respect the role of Chair as the primary interface between Consultant and the District outside public meetings. The District Chair and Vice-Chair will not exceed the authority delegated to them by the Board. Except in cases of emergencies or safety concerns, District Supervisors will make best efforts to have all directives discussed at public meetings prior to assigning them to Consultant for execution and administration.



**B. LIMITATIONS OF RESPONSIBILITIES.** To the extent not referenced herein, and to the extent consistent with Chapter 190.006, Consultant shall not be responsible for the acts or omissions of any other contractor or any of its subcontractors, suppliers, or of any other individual or entity performing services as part of this Contract which are not under the control of the Consultant. Consultant shall not be liable for any damage that occurs from Acts of God, which are defined as those caused by windstorm, hail, fire, flood, hurricane, freezing, or other similar occurrences of nature.

**XI. TERMINATION.** This Contract may be terminated as follows:

- A.** By the District for "good cause" immediately which shall include misfeasance, malfeasance, nonfeasance, or dereliction of duties by the Consultant. Termination for "good cause" shall be effected by written notice to Consultant electronically at the address noted herein.
- B.** By the Consultant for "good cause", immediately which shall include, but is not limited to, failure of the District to timely pay Consultant for services rendered in accordance with the terms set forth in this Contract, malfeasance, nonfeasance, or dereliction of duties by the District, or upon request or demand by the Board, or any member thereof, for Consultant to undertake any action or implement a policy of the Board which Consultant deems unethical, unlawful, or in contradiction of any applicable federal, state, or municipal law or rule. Termination for "good cause" shall be effected by written notice to District electronically at the address noted herein.
- C.** By the Consultant or District, for any reason, upon provision of a minimum of sixty (60) days written (electronic) notice of termination to the address noted herein.
- D.** Upon any termination, Consultant will be entitled to the total amount of compensation pursuant to the terms of this Contract, through the termination date, but subject to any off-sets that the District may have for services not performed or not performed in accordance with the Contract. Consultant will make all reasonable effort to provide for an orderly transfer of the books and records of the District to the District or its designee.

**XII. GENERAL TERMS AND CONDITIONS.**

- A.** All invoices are due and payable within thirty (30) days of a correctly submitted invoice, or as otherwise provided by the Florida Prompt Payment Act, Section 218.70, Florida Statutes. Invoices not paid within thirty (30) days of presentation shall be charged interest on the balance due at the maximum legally permissible rate.
- B.** In the event either party is required to take any action to enforce this Contract, the prevailing party shall be entitled to attorney's fees and costs, including fees and costs incurred in determining entitlement to and reasonableness of such fees and costs.
- C.** This Contract shall be interpreted in accordance with and shall be governed by the laws of the State of Florida. Venue for all proceedings shall be in Pasco County, Florida.



- D. In the event that any provision of this Contract shall be determined to be unenforceable or invalid by a Court of Law, such unenforceability or invalidity shall not affect the remaining provisions of the Contract which shall remain in full force and effect.
- E. The rights and obligations of the District as defined by this Contract shall inure to the benefit of and shall be binding upon the successors and assigns of the District. There shall be no assignment of this Contract by the Consultant.
- F. The Consultant and its officers, supervisors, staff, and employees shall use due care to protect the property of the District, its residents, and landowners from damage. The Consultant agrees to take steps to repair any damage resulting from the Consultant's activities and work pursuant to the Contract within twenty-four hours (24) hours.
- G. Dissolution or court declared invalidity of the District shall not relieve the District of compensation due for services theretofore rendered.

### XIII. INDEMNIFICATION.

**A. DISTRICT INDEMNIFICATION.** To the extent as may be allowable under applicable law (and without waiving the limitations of liability set forth in Section 768.28, Florida Statutes), the District agrees to indemnify, defend, and hold harmless the Consultant from and against any and all liability, claims, actions, suits, demands, assessments or judgments asserted and any and all losses, liabilities, damages, costs, court costs, and expenses, including attorney's fees, that Consultant may hereafter incur, become responsible for, or be caused to pay out arising out of or relating to the negligent or intentionally wrongful acts or omissions of the District, except to the extent caused by, in whole or in part, the negligence or recklessness and/or willful misconduct of the Consultant. The District's obligation to defend, indemnify, and hold harmless the Consultant as set forth herein shall not exceed the monetary limits of any endorsement listing the Consultant as an additional insured party pursuant to Section XIV of this Agreement. If there is no such endorsement, the District's defense, indemnity, and hold harmless obligations as set forth in this Section shall not exceed the monetary limitations of liability set forth in Section 768.28, *Florida Statutes*. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the Consultant may be entitled and shall continue after the Consultant has ceased to be engaged under this Contract.

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



**B. SOVEREIGN IMMUNITY; INDEMNIFICATION OBLIGATIONS.** Nothing herein shall be construed to waive or limit the District's sovereign immunity limitations of liability as provided in Section 768.28, Florida Statutes, or other applicable law. Indemnification obligations under this Contract shall include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorney fees, and paralegal fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings) as ordered.

#### **XIV. INSURANCE.**

- A.** The District shall provide and maintain Public Official Liability and General Liability insurance policies, each in an amount not less than One Million Dollars (\$1,000,000.00) throughout the term of this Contract.
- B.** The Consultant shall provide and maintain the following levels of insurance coverage at all times throughout the term of this Contract:
- i.** Worker's Compensation Insurance in accordance with the laws of the State of Florida.
  - ii.** General Liability Insurance with the limit of One Million Dollars (\$1,000,000.00) per each occurrence.
  - iii.** Professional Liability Insurance with limit of no less than One Million Dollars (\$1,000,000.00) per each occurrence.
  - iv.** Employment Practices Liability Insurance with limit of Two Million Dollars (\$2,000,000.00) per each occurrence.
  - v.** Comprehensive Automobile Liability Insurance for all vehicles used by the Consultant's staff, whether owned or hired, with a combined single limit of One Million Dollars (\$1,000,000.00).
- C.** Except with respect to Professional Liability and Worker's Compensation insurance policies, the District and its officers, supervisors, staff, and employees will be listed as additional insureds on each insurance policy described above. None of the policies above may be canceled during the term of this Contract (or otherwise cause the District to not be named as an additional insured where applicable) without thirty (30) days written notice to the District. Consultant will furnish the District with a Certificate of Insurance evidencing compliance with this section upon request. Insurance should be from a reputable insurance carrier, licensed to conduct business in the State of Florida.
- D.** The District agrees to list the Consultant as an additional insured party on its General Liability and Automobile Liability insurance policies to the extent the Consultant or its employees are serving as the District's employees, officers or agents pursuant to the terms, conditions and requirements of this Agreement, and to the extent the District's insurance provider will issue an endorsement in substantially the form attached hereto as **Exhibit "E"**. The limits of coverage for additional insured parties pursuant to such endorsement shall not exceed the monetary limitations of liability provided in Section 768.28, Florida Statutes.



- E. If the Consultant fails to secure or maintain the required insurance, the District has the right (without any obligation to do so) to secure such required insurance, in which event the Consultant shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District's obtaining the required insurance.
- XV. ASSIGNMENT.** Except as provided in this section, neither the District nor the Consultant may assign this Contract or any monies to become due hereunder without the prior written approval of the other. Any assignment attempted to be made by the Consultant or the District without the prior written approval of the other party is void.
- XVI. COMPLIANCE WITH PUBLIC RECORDS LAWS.** Consultant understands and agrees that all documents of any kind provided to the District in connection with this Contract may be public records, and, accordingly, Consultant agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, Florida Statutes. Consultant acknowledges that the designated public records custodian for the District is Rizzetta & Company, Inc. ("Public Records Custodian"). Among other requirements and to the extent applicable by law, the Consultant shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes and the District's Rules of Procedure, and in accordance with **Exhibit "A"**, which Rules of Procedure shall control; 3) ensure that public records which are exempt or confidential and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if the Consultant does not transfer the records to the Public Records Custodian of the District; 4) follow the Records Request Policy attached hereto as **Exhibit "D"**; and 5) upon completion of the Contract, transfer to the District, at no cost, all public records in Consultant's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by the Consultant, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

**IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (813) 514-0400, OR BY EMAIL AT [INFO@RIZZETTA.COM](mailto:INFO@RIZZETTA.COM), OR BY REGULAR MAIL AT 3434 COLWELL AVENUE, SUITE 200, TAMPA, FLORIDA 33614.**



Rizzetta & Company

{00113560.DOCX/ }

**XVII. NOTICES.** All notices, requests, consents and other communications under this Contract (“Notices”) shall be electronic or in writing and delivered, mailed by First Class Mail, postage prepaid, or overnight delivery service, to the parties, as follows:

**If to the District:** The Preserve at Wilderness Lake Community  
Development District  
3434 Colwell Avenue, Suite 200  
Tampa, FL 33614

**With a copy to:** Straley Robin Vericker  
1510 W. Cleveland Street  
Tampa, FL 33606  
Attn: District Counsel

**If to the Consultant:** Rizzetta & Company, Inc.  
3434 Colwell Avenue, Suite 200  
Tampa, FL 33614

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

**XVIII. EFFECTIVE DATE.** This Contract shall become effective upon execution by both the District and the Consultant, and shall remain effective until terminated by either the District or the Consultant in accordance with the provisions of this Contract.

**XIX. HEADINGS FOR CONVENIENCE ONLY.** The descriptive headings in this Contract are for convenience only and shall neither control nor affect the meaning or construction of any of the provisions of this Contract.

**XX. AGREEMENT; CONFLICTS.** This instrument, together with accompanying **Exhibits A, B, C, D and E**, shall constitute the final and complete expression of this Contract between the District and the Consultant relating to the subject matter of this Contract. To the extent of any conflict between this instrument and **Exhibits A, B, C, D and E**, this instrument shall control.

**XXI. DEFAULT AND PROTECTION AGAINST THIRD PARTY INTERFERENCE.** A default by either the District or the Consultant under this Contract shall entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of damages, injunctive relief, and/or specific performance. The District shall be solely responsible for enforcing its rights under this Contract against any interfering third party.



Rizzetta & Company

{00113560.DOCX/ }



Nothing contained in this Contract shall limit or impair the District's right to protect its rights from interference by a third party to this Contract.

**XXII. THIRD PARTY BENEFICIARIES.** This Contract is solely for the benefit of the District and the Consultant and no right or cause of action shall accrue upon or by reason, to or for the benefit of any third party not a formal party to this Contract. Nothing in this Contract, express or implied, is intended or shall be construed to confer upon any person or corporation other than the District and the Consultant any right, remedy, or claim under or by reason of this Contract or any of the provisions or conditions of this Contract; and all of the provisions, representations, covenants, and conditions contained in this Contract shall inure to the sole benefit of and shall be binding upon the District and the Consultant and their respective representatives, successors, and assigns.

**XXIII. COMPLIANCE WITH GOVERNMENTAL REGULATION.** The Consultant shall keep, observe, and perform all requirements of applicable local, State, and Federal laws, rules, regulations, and ordinances. If the Consultant fails to notify the District in writing within five (5) days of the receipt of any notice, order, required to comply notice, or a report of a violation or an alleged violation, made by a local, State, or Federal governmental body or agency or subdivision thereof with respect to the services being rendered under this Contract or any action of the Consultant or any of its agents, servants, employees, or materialmen, or with respect to terms, wages, hours, conditions of employment, safety appliances, or any other requirements applicable to provision of services, or fails to comply with any requirement of such agency within five (5) days after receipt of any such notice, order, request to comply notice, or report of a violation of an alleged violation, the District may terminate this Contract, such termination to be effective immediately upon the giving of notice of termination.

**XXIV. ARM'S LENGTH TRANSACTION.** This Contract has been negotiated fully between the District and the Consultant as an arm's length transaction. The District and the Consultant participated fully in the preparation of this Contract with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Contract, the Parties are deemed to have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any party.

**XXV. COUNTERPARTS.** This Contract 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.

**XXVI. EXPENSES RELATED TO FACILITY.** All purchases will be in accordance with and subject to the District's procurement and purchasing policies, Rules of Procedure and subject to all requirements for District procurement and purchases imposed by Florida law.

**XXVII. FACILITY REVENUE.** The Consultant will remit any gross revenue derived from income generating services and programs to the District on a monthly basis, which revenue will be used to defray the operations and maintenance costs of the amenity facilities. The Consultant shall keep close accounting of all revenue and expenditures.

**XXVIII. TAX EXEMPT STATUS.** The parties agree that the amenity facilities will be operated and maintained for an exclusively public purpose, and that any monies generated from the operation of the amenity facilities will be remitted to the District and used to defray the



public expense associated with operating and maintaining the amenity facilities consistent with the terms of this contract. The District agrees to pay any applicable ad valorem taxes.

- XXIX. E-VERIFICATION.** Pursuant to Section 448.095(2), Florida Statutes,
- A.** Contractor represents that Contractor is eligible to contract with the District and is currently in compliance and will remain in compliance, for as long as it has any obligations under this Agreement, with all requirements of the above statute; this includes, but is not limited to, registering with and using the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all employees hired on or after January 1, 2021.
  - B.** If the District has a good faith belief that the Contractor has knowingly violated Section 448.09(1), Florida Statutes, the District will terminate this Agreement as required by Section 448.095(2)(c), Florida Statutes. If the District has a good faith belief that a subcontractor knowingly violated Section 448.09(1), Florida Statutes, but the Contractor otherwise complied with its obligations thereunder, the District shall promptly notify the Contractor and the Contractor will immediately terminate its contract with the subcontractor.
  - C.** If this Agreement is terminated in accordance with this section, then the Contractor will be liable for any additional costs incurred by the District.

*(Remainder of this page is left blank intentionally)*



Therefore, the Consultant and the District each intend to enter this Contract, understand the terms set forth herein, and hereby agree to those terms.

**ACCEPTED BY:**

**Rizzetta & Company, Inc.**

By: \_\_\_\_\_  
William J. Rizzetta, President

**Attest**

**The Preserve at Wilderness Lake  
Community Development District**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Chair/Vice-Chair of the  
Board of Supervisors

- Exhibit A** – Scope of Services
- Exhibit B** – Schedule of Fees
- Exhibit C** – Municipal Advisor Disclaimer
- Exhibit D** – Public Records Request Policy
- Exhibit E** – Insurance Endorsement



Rizzetta & Company

{00113560.DOCX/ }

**EXHIBIT A**  
Scope of Services

**STANDARD ON-GOING SERVICES:** These services will be provided on a recurring basis and are commonly referred to as the basic services necessary for the normal and routine functioning of the District.

**MANAGEMENT:**

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



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

**ADMINISTRATIVE:**

- A. Prepare agendas for transmittal to Board of Supervisors and staff seven (7) days prior to Board of Supervisors' Meeting. Prepare meeting materials for other meetings, hearings, etc., as needed.
- B. Provide accurate minutes for all meetings and hearings, including landowners' meetings.
- C. Implement and maintain a document management system to create and save documents, and provide for the archiving of District documents.
  1. Certify and file annual report to the Department of State, Library and Archive Division, for storage and disposal of public records.



- D. Protect integrity of all public records in accordance with the requirements of State law. Respond to public records requests as required by law and in compliance with the Rules of Procedure and the District's adopted public records policy.
- E. Maintain "Record of Proceedings" for the district within the County which includes meeting minutes, agreements, resolutions and other records required by law.

**ACCOUNTING:**

**A. Financial Statements**

1. Establish Fund Accounting System in accordance with federal and state law, as well as GASB and the Rules of the Auditor General. This includes the following:
  - a) Chart of Accounts
  - b) Vendor and Customer Master File
  - c) Report creation and set-up.
2. Prepare monthly balance sheet, income statement(s) with budget to actual variances, including the following:
  - a) Cash Investment Account Reconciliations per fund
  - b) Balance Sheet Reconciliations per fund
  - c) Expense Variance Analysis
3. Prepare and file Annual Public Depositor's Report and distribute to State Department of Insurance and Treasury.
4. Prepare and file Public Depositor's and Indemnification Form on new accounts as needed.
5. Manage banking relations with the District's Depository and Trustee.
6. Prepare all other financial reports as required by applicable law and accounting standards, and bond trust indenture requirements.
7. Account for assets constructed by or donated to the District for maintenance.
8. On or before October 1<sup>st</sup> of every year prepare an annual inventory of all District owned tangible personal property and equipment in accordance with all applicable rules and standards.
9. Provide Audit support to auditors for the required Annual Audit, as follows:
  - a) Review statutory and bond indenture requirements
  - b) Prepare Audit Confirmation Letters for independent verification of activities.
  - c) Prepare all supporting accounting reports and documents as requested by the auditors
  - d) Respond to auditor questions
  - e) Review and edit draft report
  - f) Prepare year-end adjusting journal entries as required
10. Provide for transmission of the Audit to the County and the Auditor General's Office of the State.



11. Provide and file Annual Financial Statements (FS. 218 report) by June 30<sup>th</sup> of each year.

**B. Budgeting**

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

**C. Accounts Payable/Receivable**

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

**D. Capital Program Administration**

1. Maintain proper capital fund and project fund accounting procedures and records.
2. Process Construction requisitions including:
  - a) Vendor Contract completion status
  - b) Verify Change Orders for materials
  - c) Check for duplicate submittals
  - d) Verify allowable expenses per Bond Indenture Agreements such as:
    - (1) Contract Assignment
    - (2) Acquisition Agreement
    - (3) Project Construction and Completion Agreement
3. Oversee and implement bond issue related compliance, i.e., coordination of annual arbitrage report, transmittal of annual audit and budget to the trustee, transmittal of annual audit and other information to dissemination agent (if other than manager) or



directly to bond holders as required by Continuing Disclosure Agreements, annual/quarterly disclosure reporting, update etc.

4. Provide Asset Tracking for improvements to be transferred and their value for removal from District's Schedule of Property Ownership that are going to another local government.
5. Provide for appropriate bid and or proposal/qualification processes for Capital Project Construction.

**E. Purchasing**

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

**F. Risk Management**

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

**FINANCIAL AND REVENUE COLLECTION:**

**A. Administer Prepayment Collection:**

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

**B. Administer Assessment Roll Process:**

1. Prepare annual assessment roll for collection of debt service and operations and maintenance assessments.



Rizzetta & Company

{00113560.DOCX/ }



2. Update roll to reflect per unit and per parcel assessments based on adopted fiscal year budgets.
  3. Verify assessments on platted lots, commercial properties or other assessable lands.
  4. Convert final assessment roll to County Property Appraiser or Tax Collector format and remit to county.
  5. Execute and issue Certificate of Non-Ad Valorem Assessments to County.
- C. Administer Assessments for Off Tax Roll parcels/lots:
1. Maintain and update current list of owners of property not assessed via the tax roll.
  2. Prepare and issue direct invoices for the annual debt service and operations and maintenance assessments.
  3. Monitor collection of direct invoices and prepare and send delinquent/collection notices as necessary.
- D. True-Up Analysis:
1. Annually compare current and un-platted lots to original development plan to ensure adequate collection of assessment revenue as necessary.
  2. Prepare true-up calculations and invoice property owners for true-up payments as necessary.

**ADDITIONAL SERVICES:**

A. Meetings

1. Extended meetings (beyond four (4) hours in length)
2. Additional or continued meetings (not including the fifteen (15) contracted combination of board meetings or workshops);

B. Financial Reports

1. Modifications and Certification of Special Assessment Allocation Report
2. True-Up Analysis:
  - a) Should certain modifications be made to a Special Assessment Allocation Report a review of the current platted and un-platted lots compared to the original development plan maybe be required to ensure adequate collection of assessment revenue.
  - b) Should it be required prepare true-up calculations and invoice property owners for true-up payments as necessary.

C. Bond Issuance Services

1. Special Assessment Allocation Report;
  - a) Prepare benefit analysis based on infrastructure to be funded with bond proceeds.
  - b) Prepare Preliminary Special Assessment Allocation Report and present to District board and staff.
  - c) Present Final Special Assessment Allocation Report to board and staff at noticed public hearing levying special assessments



2. Bond Validation

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

3. Certifications and Closing Documents;

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

D. Electronic communications/e-blasts outside of the Lodge communication/e-blast system;

E. Special requests;

F. Amendment to District boundary;

G. Grant Applications;

H. Escrow Agent;

I. Continuing Disclosure/Representative/Agent;

J. Community Mailings e.g. memos, notifications of rules changes, operations and maintenance assessment notices, etc.

K. Public Records Requests - Refer to **Exhibit “D”** of this Contract for responsibilities.

**LITIGATION SUPPORT SERVICES:**

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

**ADDITIONAL SERVICES PROVIDED TO THIRD PARTIES:**

A. Issue estoppel letters as needed for property transfers

1. Prepare estoppel letter reflecting current district assessment information as required for sale or transfer of residential or commercial property within the District.
2. Issue lien releases for properties which prepay within in the District.

B. Bond prepayment processing

1. Collect bond pre-payments, both short term and long term bonds, verify amounts and remit to Trustee with deposit instructions.
2. Maintain collection log showing all parcels that have pre-paid assessments.
3. Prepare, execute and issue release of lien to be recorded in public records.



**EXHIBIT B**  
Schedule of Fees

**STANDARD ON-GOING SERVICES:**

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

	<b>MONTHLY</b>	<b>ANNUAL</b>
Management:	\$ 2,089.83	\$25,078
Administrative:	\$ 739.50	\$ 8,874
Accounting:	\$ 2,168.67	\$26,024
Financial & Revenue Collections:	\$ 477.00	\$ 5,724
Assessment Roll (1)		\$ 5,724
<b>Total Standard On-Going Services:</b>	<b>\$ 5,475.00</b>	<b>\$71,424</b>

(1) Assessment Roll is paid in one lump-sum payment at the time the roll is completed and will be charged in October each year.



**ADDITIONAL SERVICES:**

Extended and Continued Meetings	Hourly	\$ 175
Estoppel Requests (billed to requestor):		
One Lot (on tax roll)	Per Occurrence	\$ 100
Two+ Lots (on tax roll)	Per Occurrence	\$ 125
One Lot (direct billed by the District)	Per Occurrence	\$ 100
Two–Five Lots (direct billed by the District)	Per Occurrence	\$ 150
Six-Nine Lots (direct billed by the District)	Per Occurrence	\$ 200
Ten+ Lots (direct billed by the District)	Per Occurrence	\$ 250
Long Term Bond Debt Payoff Requests	Per Occurrence	\$ 100/Lot
Two+ Lots	Per Occurrence	Upon Request
Short Term Bond Debt Payoff Requests & Long Term Bond Debt Partial Payoff Requests		
One Lot	Per Occurrence	\$ 125
Two – Five Lots	Per Occurrence	\$ 200
Six – Ten Lots	Per Occurrence	\$ 300
Eleven – Fifteen Lots	Per Occurrence	\$ 400
Sixteen+ Lots	Per Occurrence	\$ 500
Special Assessment Allocation Report	Per Occurrence	Upon Request
True-Up Analysis/Report	Per Occurrence	Upon Request
Re-Financing Analysis	Per Occurrence	Upon Request
Bond Validation Testimony	Per Occurrence	Upon Request
Bond Issue Certifications/Closing Documents	Per Occurrence	Upon Request
Electronic communications/E-blasts	Per Occurrence	Upon Request
Special Information Requests	Hourly	Upon Request
Amendment to District Boundary	Hourly	Upon Request
Grant Applications	Hourly	Upon Request
Escrow Agent	Hourly	Upon Request
Continuing Disclosure/Representative/Agent	Annually	Upon Request
Community Mailings	Per Occurrence	Upon Request
Response to Extensive Public Records Requests	Hourly	Upon Request
Litigation Support Services	Hourly	Upon Request



**PUBLIC RECORDS REQUESTS FEES:**

Public Records Requests will be billed hourly to the District pursuant to the current hourly rates shown below:

<b>JOB TITLE:</b>	<b>HOURLY RATE:</b>
Senior Manager	\$ 52.00
District Manager	\$ 40.00
Accounting & Finance Staff	\$ 28.00
Administrative Support Staff	\$ 21.00

**LITIGATION SUPPORT SERVICES:** Hourly Upon Request

**ADDITIONAL THIRD-PARTY SERVICES:**

Pre-Payment Collections/Estoppel/Lien Releases:		
Lot/ Homeowner	Per Occurrence	Upon Request
Bulk Parcel(s)	Per Occurrence	Upon Request



**EXHIBIT C**  
Municipal Advisor Disclaimer

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



Rizzetta & Company

{00113560.DOCX/}

## EXHIBIT D

### Public Records Request Policy and Fees

#### Policy for Processing Requests for Public Records

##### Policy Generally:

The District supports policies that facilitate the efficient and complete provision of requested public records in a timely manner. Chapter 119, Florida Statutes, and the District's Rules of Procedure dictate the way in which the District must produce records to the records requester. District records received by District persons should be forwarded to the General Manager and Records Custodian for processing of public records.

##### Requests for District Records:

1. The requesting party is not required to identify themselves or the reason for the request. The request may be made in writing (electronic or otherwise) or verbally.
2. Content on District social media sites is subject to the public records law. Communication made through a social networking medium may be subject to public disclosure.
3. When a request is received, the individual(s) receiving the request shall forward the request to the General Manager and Records Custodian. The Records Custodian shall then review the request with the requesting party to ensure that it accurately reflects his or her request so that full compliance can be achieved in a timely and efficient fashion. The Records Custodian will then notify the requesting party of the estimated time and cost to retrieve the records, in compliance with the District's Rules of Procedure, and confirm whether the requesting party agrees to pay the labor and copy charges, if applicable. Payment must be made by the requesting party to the District prior to commencing the production process. The provisions of the Rules of Procedure and Florida law must be followed consistently and accurately.
4. To the extent applicable, the District, and not the District Manager or Records Custodian as an entity, shall charge the requesting party the special charge, which amount shall be consistent with Florida law. The District Manager may, consistent with and only pursuant to the terms of the Agreement between the District and the District Manager, charge the District the applicable public records response fees as set forth therein and established within the Agreement.
5. If not clear, the requesting party should be asked to identify whether they wish to simply inspect the records or obtain copies.
6. Florida's public records law does not require the District to answer questions regarding the records produced.



**Processing Responsive Records:**

1. After the above process is followed, for documents that are readily available, there should not be any charge for the labor in retrieving the requested documents, but any copies purchased by the requesting party will be charged according to the District's adopted fee schedule.
2. Records are only required to be produced in the format(s) in which they exist.
3. All electronic records must be sent by a file transfer method to the Records Custodian. Any record that can be produced for review by District persons electronically must be produced in that medium. Should District persons elect to provide records that are capable of being produced electronically in hard format, such individual shall not be entitled to reimbursement for copy or printing charges. It is within the Record Custodian's discretion to determine whether a record is capable of being produced electronically. District persons shall make their best efforts to produce records for review by District persons as economically and efficiently as possible.
4. District persons shall use their best efforts to electronically store public record e-mail according to the conventions of their e-mail system and retain it electronically pursuant to the District's retention schedule.
5. Public records retention is governed by the Florida Department of State, Division of Library and Information Services, general record schedules and the District's adopted Record Retention schedule. Should District persons have any questions regarding retention or disposition of records, please contact the Records Custodian or District Counsel.





Exhibit E

Form of Insurance Endorsement



Rizzetta & Company

{00113560.DOCX/}

# Tab 11

---

**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.

The regular meeting of the Board of Supervisors of the Preserve at Wilderness Lake Community Development District was held on **Wednesday October 5, 2022, at 9:31 a.m.** at The Preserve at Wilderness Lake Lodge, located at 21320 Wilderness Lake Blvd., Land O' Lakes, FL 34637.

Present and constituting a quorum:

Holly Ruhlig	<b>Board Supervisor, Chairman</b>
Bryan Norrie	<b>Board Supervisor, Vice Chairman</b>
Scott Diver	<b>Board Supervisor, Assistant Secretary</b>
Beth Edwards	<b>Board Supervisor, Assistant Secretary</b>
Heather Hepner	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Matthew Huber	<b>Regional District Manager, Rizzetta &amp; Company</b>
Jayna Cooper	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
John Vericker	<b>District Counsel, Straley, Robin &amp; Vericker</b> <i>(via conference call)</i>
Stephen Brletic	<b>District Engineer, JMT Engineering</b>
Sean Craft	<b>Community Manager, Rizzetta &amp; Company, Inc.</b>
RJ Johnson	<b>Representative, Red Tree Landscape</b>
Evelyn Ocasio	<b>Events Coordinator</b>
Rhonda Mossing	<b>Representative, MBS Capital Markets</b> <i>(via conference call)</i>
Tyler Johnson	<b>Representative, Fit Rev</b>
Audience	<b>Present</b>

**FIRST ORDER OF BUSINESS**

**Call to Order /Pledge of Allegiance**

Ms. Cooper called the meeting to order confirming a quorum for the meeting. Ms. Ruhlig led the Board in the Pledge of Allegiance.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

Ms. Cooper asked if there were any audience comments. There were none.

**THIRD ORDER OF BUSINESS**

**Board Supervisor Requests and Walk on Items**

Ms. Ruhlig discussed community events coverage and communication regarding events. Mr. Diver spoke about the docks and launching kayaks, etc. Ms. Hepner inquired about changing to the square payment system or something similar. Mr. Norrie asked that the location of the radar speed sign installation. Ms. Edwards stated that she would be leaving at 12:30 and also expressed her concerns regarding communication from amenity staff to the community. She requested a continued meeting next week so Lucianno Mastrionni could attend in person.

**FOURTH ORDER OF BUSINESS**

**Refunding Timeline Presentation and Agreement**

Ms. Mossing reviewed the refunding timeline of the 2012 and 2013 Bonds. She stated that the upfront cost is \$0, and the agreement allows MBS to monitor rates and bring back an analysis to the Board. Ms. Mossing entertained the Board's questions.

On a Motion by Mr. Diver, seconded by Ms. Edwards, with all in favor, the Board of Supervisors approved entering into an agreement with MBS Capital Markets for the Preserve at Wilderness Lake Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of FitRev Proposals**

The consideration of the FitRev proposals was moved up in the agenda so that Mr. Tyler Johnson could present them and then leave the meeting. Mr. Tyler Johnson reviewed the FitRev proposals for new fitness equipment and answered questions. A lengthy discussion ensued regarding the Reserve Study. Mr. Diver motioned to approve the FitRev proposal #AAAQ31438 in the amount of \$14,486.00, but later retracted his motion. The Board directed Mr. Craft and Mr. Tyler Johnson to put together a comprehensive overhaul plan for new equipment to present at the next meeting.

On a Motion by Mr. Diver, seconded by Ms. Edwards, with all in favor, the Board of Supervisors appointed Bryan Norrie as Board Liaison for the Fitness Equipment Project for the Preserve at Wilderness Lake Community Development District.

**SIXTH ORDER OF BUSINESS**

**General Interest Items**

**A. Landscaping Reports**

Mr. RJ Johnson presented the landscape inspection reports. He stated that the mulch will be complete by end of next week. Ms. Hepner requested that the dead plants be removed from the monuments. Ms. Edwards likes additional detail on the September "Done Report." She also requested that the back side of all fences get cleared of storm debris.

Mr. Norrie requested that trees are limbed up to 14 feet for school buses. Ms. Hepner will go on the next landscape inspection on October 13<sup>th</sup> at 9:00 a.m.

**B. District Engineer**

Mr. Brletic reviewed his report with the Board. He updated the Board on the status of the splash pad and Ranger Station projects. Mr. Brletic reviewed the First Addendum to the Construction management Agreement for the Ranger Station repairs and he also reviewed the possible landscape encroachments and easement issue.

On a Motion by Ms. Edwards, seconded by Ms. Ruhlig, with all in favor, the Board of Supervisors directed Mr. Brletic to obtain an official survey and state the property corners with a not-to-exceed cost of \$1,000 for the Preserve at Wilderness Lake Community Development District.

Mr. Brletic gave the Board an update on the Splash Pad. He stated that he is waiting for the agreements to be fully executed. Mr. Brletic stated that he will be having a pre-construction meeting with the vendors and Mr. Craft for a procedure of events.

Mr. Brletic gave the Board an update on the Ranger Station. He stated that the aesthetic improvements have been completed and that everything is on schedule.

**SEVENTH ORDER OF BUSINESS**

**Discussion**

**Regarding**

**Dock**

**Repair/Replacement**

The discussion regarding the dock repair/replacement was moved up in the agenda so it would be discussed while District Engineer was still at the meeting. Mr. Craft presented and reviewed the proposals. The Board requested input from District Engineer. Mr. Brletic will look at the dock next week while onsite and advise at the next meeting. A lengthy discussion ensued regarding launching from shore.

On a Motion by Mr. Diver, seconded by Ms. Ruhlig, with all in favor, the Board of Supervisors approved launching from shore, not-to-exceed \$2,000 for miscellaneous expenses related to launching from shore for the Preserve at Wilderness Lake Community Development District.

A discussion ensued regarding swimming from shore. Mr. Diver motioned to bar swimming from shore and later retracted his motion. The Board will discuss this further at their next meeting. Mr. Vericker advised that in emergency situations, a temporary rule can be put in place until the Board can officially revise a policy.

*The Board took a recess at 11:55 a.m. and returned at 12:02 p.m.*

**C. District Counsel**

Mr. Vericker stated that he is working on back-office items with District management for agreements and contracts.

**D. GHS Environmental Report**

Ms. Cooper presented the GHS report for the Board's review. There was no comments or questions.

**E. Community Manager's Report**

Mr. Craft presented his Community Manager's Report. He gave an update regarding the

soccer goals arriving tomorrow.

Ms. Ocasio reviewed upcoming events and the budget so far. Ms. Ruhlig directed Ms. Ocasio to include "Save the Date" for the remainder of the year in her eblasts to the community.

A discussion regarding social media/Facebook ensued. The Board would like to discuss this topic further at their next meeting.

**EIGHTH ORDER OF BUSINESS**

**Discussion Regarding Available Plot of Land**

The Board tabled this discussion item and would like it included on their next meeting agenda.

*Ms. Edwards left the meeting in progress at 12:30 p.m.*

**NINTH ORDER OF BUSINESS**

**Consideration of Proposal for Chaise Lounges**

Mr. Craft presented and reviewed the proposals for chaise lounges. Ms. Cooper stated that the amounts are within the Reserve Study.

On a Motion by Ms. Ruhlig, seconded by Ms. Hepner, with all in favor, the Board of Supervisors Approved Leaders proposal for 25 chairs at a cost of \$13,836.06 for the Preserve at Wilderness Lake Community Development District.

**TENTH ORDER OF BUSINESS**

**Consideration of Proposals for Volleyball Court Sand Replacement**

Mr. Craft presented and reviewed the proposals for Volleyball Court Sand Replacement. The Board members had many questions and asked that Mr. Brletic look at the volleyball court when he is on site next week. The Board tabled the proposals until their next meeting.

**ELEVENTH ORDER OF BUSINESS**

**Discussion Regarding Conservation Area Cutback**

Ms. Cooper stated that per GHS Environmental the wetland setback is  $\pm$  25 feet and is owned by individual homeowners and not the District.

**TWELFTH ORDER OF BUSINESS**

**Consideration of Spectrum Rights of Entry Agreement**

Ms. Cooper stated that the Spectrum Rights of Entry Agreement was an HOA matter, and no signature was needed.

---

**THIRTEENTH ORDER OF BUSINESS**                      **Consideration of Amendment to Construction Management Services Agreement**

Ms. Cooper stated that the Consideration of the Construction Management Services Amendment was held under the District Engineer Report. There was no further discussion.

On a Motion by Mr. Diver, seconded Ms. Ruhlig, with all in favor, the Board of Supervisors approved the Amendment to the Construction Management Services Agreement as presented for the Preserve at Wilderness Lake Community Development District.

**FOURTEENTH ORDER OF BUSINESS**                      **Consideration of the Minutes of the Board of Supervisors' Meeting held on September 1, 2022**

Ms. Cooper presented the minutes of the Board of Supervisors' meeting held on September 1, 2022. Mr. Diver had one revision to the meeting minutes.

On a Motion by Ms. Ruhlig, seconded by Mr. Norrie, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on September 1, 2022 as amended for the Preserve at Wilderness Lake Community Development District.

**FIFTEENTH ORDER OF BUSINESS**                      **District Manager Update**

Ms. Cooper presented her District Manager's Report and reminded the Supervisors that there next regular meeting was scheduled for November 2, 2022 at 6:30 p.m.

**SIXTEENTH ORDER OF BUSINESS**                      **Overview of Reserve Study**

Ms. Cooper presented the Reserve Study Report.

**SEVENTEENTH ORDER OF BUSINESS**                      **Audience Comments**

Ms. Cooper asked if there were any audience comments. There were none.

**EIGHTEENTH ORDER OF BUSINESS**                      **Supervisors Requests**

Ms. Cooper asked if there were any Supervisor requests. Ms. Hepner asked for approval to look into using a new payment system.

On a Motion by Ms. Hepner, seconded Ms. Ruhlig, with all in favor, the Board of Supervisors approved allowing Lodge Management staff to seek proposals for a new payment processing system for the Preserve at Wilderness Lake Community Development District.

**NINETEENTH ORDER OF BUSINESS**

**Adjournment**

At 1:41 p.m., Ms. Cooper stated that if there was no further business to come before the Board then a motion to continue the meeting would be in order.

On a Motion by Ms. Ruhlig, seconded by Mr. Norrie, with all in favor, the Board of Supervisors continued the meeting to October 11, 2022 at 1:00 p.m. for the Preserve at Wilderness Lake Community Development District.

---

Assistant Secretary

---

Chairman/Vice Chairman

DRAFT



# **Exhibit A**

OCTOBER 2022		BUDGET	ACTUAL
Karaoke with Ray 10-07	\$ 200.00	\$ 200.00	
Fall Festival 10-8	\$ 1,864.60	\$ 1,864.60	
Fall Yard Sale Oct-15	\$ 150.00		
October Fest 10-21	\$ 1,072.00	\$ 1,072.00	
Haunted House Oct 28-29	\$ 300.00	\$ 399.32	
Costume Party & Contest 10-31	\$ 125.00		
<b>Total</b>	<b>\$3,711.60</b>	<b>\$ 3,535.92</b>	
<b>NOVEMBER 2022</b>			
Karaoke with Ray 11-4	\$ 200.00	\$ 200.00	
Florida Jazz Express 11-05	\$ 350.00	\$ 350.00	
Annual Art & Craft Fair	\$ 350.00		
<b>Total</b>	<b>\$ 900.00</b>	<b>\$ 550.00</b>	
<b>DECEMBER 2022</b>			
Tree Lighting/Santa's Arrival 12-3	\$ 1,600.00	\$ 1,235.00	
Best Decorated Holiday House Contest 12-15	\$ 30.00	\$ -	
Breakfast with Santa 12-17	\$ 1,500.00	\$ 895.00	
Gingerbread Houses 12-21	\$ 200.00	\$ 200.00	
Karaoke with Ray 12-23	\$ 200.00	\$ 200.00	
Kids Bounce in the New Year	\$ 500.00		
<b>Total</b>	<b>\$ 4,030.00</b>	<b>\$ 2,330.00</b>	

\$30,000.00 / 12 months = \$2,794.66  
1st Quarter Budget - \$8,641.60

OCTOBER		
DATES	EVENTS	TIME
3rd	Story Time	10:00am
4th	Family Movie Land Before Time-Great Valley Adventure	10:00am
5th	CDD Meeting	9:30am-2:00pm
6th	Family Movie	6:00pm
7TH	Karaoke with Mr. Ray	6:00pm-9:00pm
8th	Tennis Class with Mr. Watson	9:00am-11:00am
8th	Fall Festival	1:00pm-4:00pm
10th	No Story Time	
11th	Family Movie Land Before Time-The Time of Great Giving	10:00am
12th	Line Dance with Simone	7:00pm-8:45pm
12th	Food Truck	5:00pm-8:00pm
13th	Family Movie	6:00pm
14th	Paint & Sip with Joe	6:00pm-9:00pm
15th	FALL YARD SALE	8:00AM-12:00PM
16th	The Lodge Stand Up Comedy	7:00pm-8:45pm
17TH	Story Time	10:00am-11:00am
18th	Family Movie Land Before Time- Journey Through the Mist	10:00am
18th	Bunco	7:00pm
19th	Food Truck	5:00pm-8:00pm
20th	Family Movie	6:00pm
21st	October Fest	6:00pm-9:00pm
22nd	Tennis Class with Mr. Watson	9:00am-11:00am
23rd	Crafts with Marilyn	1:00pm-
24th	Story Time	10:00am-11:00am
25th	Family Movie Land Before Time-The Secret of Saurus Rock	10:00am
25th	HOA Meeting	6:30pm
27th	Family Movie	6:00pm
28th/29	Haunted House/Trail	7:00PM-9:00pm
31th	Halloween Costume Parade	5:00pm-8:30pm

	November	
DATE	EVENTS	TIME
1st	Family Movie	10:00am
2nd	Food Truck	5:00pm-8:00pm
7th	CDD Meeting	9:30am-2:00pm
3rd	Family Movie Night	6:00pm
4th	Karaoke with Ray	6:00pm
5th	Flordia Jazz Event	2:00pm-4:00pm
5th	Tennis Class with Watson	9:00am
7th	Story Time	10:00am-11:00am
7th	CDD Meeting	9:30am-2:00pm
8th	Family Movie	10:00am
9th	Line Dance with Simone	7:00pm-8:45pm
9th	Food Truck	5:00pm-8:00pm
10th	Family Movie Night	6:00pm
14th	Story Time	10:00am-11:00am
14th	ARC	6:30pm
15th	Family Movie	10:00am
15th	HOA Meeting	6:30pm
16th	Food Truck	5:00pm-8:00pm
17th	Family Movie Night	6:00pm
18th	Paint & Sip with Mr. Joe	6:00pm
19th	Annual Art & Craft Fair	10:00am-3:00pm
20th	Comedy with James	7:00pm
22nd	Family Movie	10:00am
28th	ARC Meeting	6:30pm
29th	Family Movie	10:00am

DECEMBER		
DATE	EVENT	TIME
3rd	Tree Lighting/Santa Arrival	3:00pm
5th	Story Time	10:00am-11:00am
6th	Family Movie	10:00am
7th	Food Truck	5:00pm-8:00pm
8th	Family Movie Night	6:00pm
10th	Christmas Show with Aga	3pm-4pm
12th	Story Time	10:00am-11:00am
12th	ARC Meeting	6:30pm
13th	Family Move	10:00am
13th	HOA MEETING	6:30pm
14th	Food Truck	5:00pm-8:00pm
14th	Line Dance with Simon	7:00pm-8:45pm
15th	Best Decorated Holiday House (drive by) Prize	7:00pm-8:45pm
17th	Breakfast with Santa	10:00am-12:00pm
18th	Comedy with James	7:00pm
19th	Story Time	10:00am-11:00am
20th	Family Movie	10:00am
20th	Bunco	7:00pm
21st	Gingerbread house/cookie craft	1:00pm
22nd	Family Movie Night	6:00pm
23rd	Karaoke with Ray Christmas Event	6:00pm
26TH	ARC Meeting	6:00pm
27th	Family Movie	10:00am
28th	Bounce in the new Year	12:00pm-3:00pm
29th	Family Movie Night	6:00pm

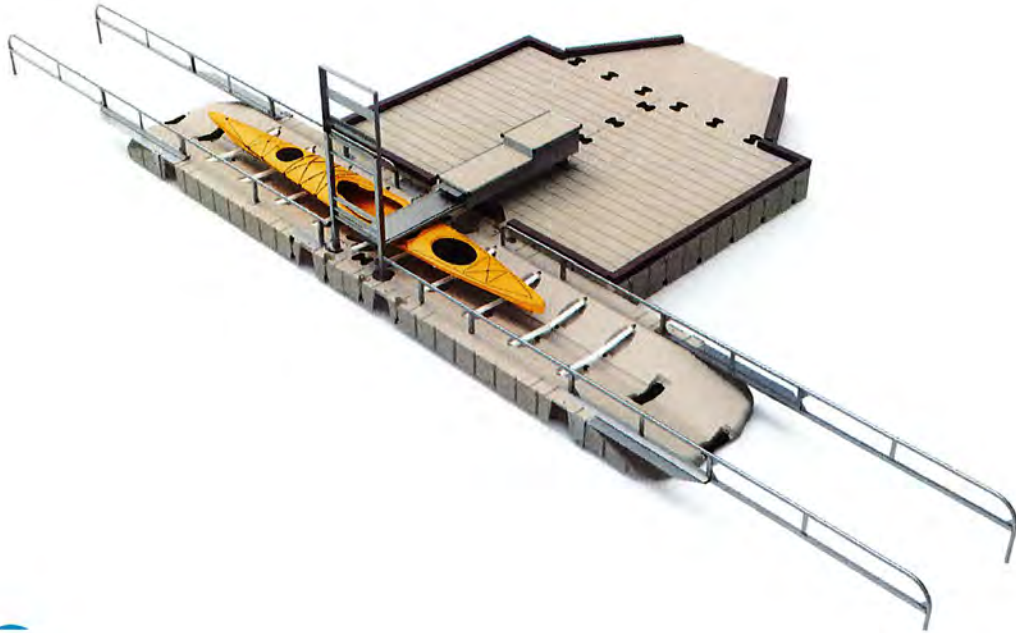
## Sean Craft

---

**From:** Scott Diver <supervisorwlp1@gmail.com>  
**Sent:** Friday, September 30, 2022 1:36 PM  
**To:** Sean Craft  
**Cc:** Judy Diver  
**Subject:** [EXTERNAL]Kayaks, Canoes, Dock, Launch, Etc  
**Attachments:** KayakCart.jpg; CanoeOnCart.jpg; kayak stabilizer.jpeg

**NOTICE: This email originated from outside of the organization.**  
Do not click links or open attachments unless you recognize the sender and know the content is safe. Please use the Phish Alert! button to report suspicious messages.

[EZ Launch®, Drive through ADA - EZ Dock \(ez-dock.com\)](https://ez-dock.com)













# Tab 12

---

**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.

The **continued** meeting of the Board of Supervisors of the Preserve at Wilderness Lake Community Development District was held on **Tuesday, October 11, 2022, at 1:01 p.m.** at The Preserve at Wilderness Lake Lodge, located at 21320 Wilderness Lake Blvd., Land O' Lakes, FL 34637.

Present and constituting a quorum:

Holly Ruhlig	<b>Board Supervisor, Chairman</b>
Bryan Norrie	<b>Board Supervisor, Vice Chairman</b>
Scott Diver	<b>Board Supervisor, Assistant Secretary</b>
Beth Edwards	<b>Board Supervisor, Assistant Secretary</b>
Heather Hepner	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Matthew Huber	<b>Regional District Manager, Rizzetta &amp; Company</b>
Jayna Cooper	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Sean Craft	<b>Community Manager, Rizzetta &amp; Company, Inc.</b>
Michael Rodriguez	<b>Representative, Rizzetta Amenity Services</b>
Lucianno Mastrianni	<b>Representative, Rizzetta Amenity Services</b>

Audience	<b>Present</b>
----------	----------------

**FIRST ORDER OF BUSINESS**

**Call to Order /Pledge of Allegiance**

Mr. Huber called the meeting to order confirming a quorum for the meeting.

**SECOND ORDER OF BUSINESS**

**Discussion Regarding Amenity Services**

Mr. Huber opened the floor for a discussion on Amenity Services. Ms. Edwards stated that she had the following areas of concern:

- Events – training and support needed from Rizzetta Corporate with any new person that comes in, but especially a role like events.
- Nature's News – technology, advertising/promoting
- Scheduling – particularly management and maintenance
- Hurricane preparations
- Disconnect between corporate and lodge staff

Mr. Mastrianni addressed the Board's concerns. He stated that Evelyn has had and

continues to have training. Dennis had approval for a 4-day work week from Mr. Shaffery and Mr. Gruhl. He stated that the scheduling is being worked on currently. Mr. Mastrionni stated that he working to correct HR issues within the lodge.

Ms. Ruhlig expressed the following concerns:

- Advance notice has not been given.
- The need to find creative ways to let the community know what is going on.
- Too many vendor events and not enough resident drive events.
- Events not being planned for all groups (i.e., teens, families, retirees, young children, adults, etc.)

Ms. Edwards suggested that Evelyn reach out to residents who have volunteered in the past.

Mr. Diver expressed that he felt that the GM position/person in the position was successful and feels that Rizzetta forced “this person” out and things have progressively declined over the last 6 months with amenities in general. He stated that someone needs to step-up and fix it, or the Board will find somebody that will. Mr. Diver stated that the used to enjoy different events with family and friends that are no longer happening.

Ms. Hepner stated that she attends as many events as possible. She stated that the big missing piece is residents not knowing about them. She is concerned about the events budget at \$2,500/month and feels the events budget should be revisited. Ms. Hepner feels that the events have been on the decline even with the previous GM.

Ms. Edwards stated that if the events budget is increased than it will have to be decided from where to take the monies.

Mr. Norrie spoke about Breakfast with Santa, and the Fishing Tournament. He stated that he wanted to make sure that everything/staples are not being forgotten about. Mr. Norrie also requested a hurricane Standard Operating Procedure be shared with the Board members.

### **THIRD ORDER OF BUSINESS**

### **Audience Comments**

Mr. Huber asked if there were any audience comments. There were none.

### **FOURTH ORDER OF BUSINESS**

### **Adjournment**

Mr. Huber stated that if there was no further business to come before the Board then a motion to adjourn would be in order.

<p>On a Motion by Ms. Edwards, seconded by Mr. Norrie, with all in favor, the Board of Supervisors adjourned the meeting at 2:27 p.m. for the Preserve at Wilderness Lake Community Development</p>
---

District.

---

Assistant Secretary

---

Chairman/Vice Chairman

DRAFT

# Tab 13



Rizzetta & Company

### UPCOMING DATES TO REMEMBER

- **Next Regular Meeting:** December 7, 2022, at 9:30 a.m.
- **Next Election (Seats 1 & 2):** November 8, 2022

## District Manager's Report

November 2

# 2022

**Deerfield Pond Informational Meeting:** Coordinated informational meeting with Deerfield HOA, Lodge Management, & GHS to address residents' questions about the littoral shelf and SWFWMD permitting requirements.

**Rules & Regulations:** Coordinated meeting with Lodge Management and Board member to draft revisions to current Lodge rules and regulations.

**Deerfield Conservation Area Cutback:** Followed up with HOA management team to address residents' questions about cutting back the conservation area behind Deerfield.

**Social Media:** Coordinated conference call with District Management and District Counsel regarding District use of social media.

**Letters to Residents:** Mailed letter to resident regarding trimming a CDD owned hedge.

T  
H  
E  
  
P  
R  
E  
S  
E  
R  
V  
E  
  
A  
T  
  
W  
I  
L  
D  
E  
R  
N  
E  
S  
S  
  
L  
A  
K  
E  
  
C  
D  
D



# Tab 14

**Summary of Financial Assumptions**

The below table contains a partial summary of information provided by Preserve at Wilderness Lake CDD for the Preserve at Wilderness Lake CDD funding study. For the purpose of this report, an annual operating budget was set to \$0, as this report focuses only on reserve items.

<i>Fiscal Calendar Year Begins</i>	<i>October 1</i>
<i>Reserve Study by Fiscal Calendar Year Starting</i>	<i>October 1, 2021</i>
<i>Funding Study Length</i>	<i>30 Years</i>
<i>Number of Assessment Paying Owners</i>	<i>958</i>
<i>Reserve Balance as of October 1, 2021<sup>1</sup></i>	<i>\$ 1,048,941</i>
<i>Annual Inflation Rate</i>	<i>2.50%</i>
<i>Tax Rate on Reserve Interest</i>	<i>0.00%</i>
<i>Minimum Reserve Account Balance</i>	<i>\$ 0</i>
<i>Assessment Change Period</i>	<i>1 Year</i>
<i>Annual Operating Budget</i>	<i>\$ 0</i>

<sup>1</sup> See "Financial Condition of District" in this report.

**Recommended Payment Schedule**

The below table contains the recommended schedule of payments for the next six years. The projected life expectancy of the major components and the funding needs of the reserves of the District are based upon the District performing appropriate routine and preventative maintenance for each major component. Failure to perform such maintenance can negatively impact the remaining useful life of the major components and can dramatically increase the funding needs of the reserves of the District.

**Proposed Assessments**

Fiscal Calendar Year	Owner Total Annual Assessment	District Annual Reserve Assessment	Proposed Reserve Balance
2021	\$ 254	\$ 242,900	\$ 1,056,629
2022	\$ 260	\$ 248,973	\$ 1,184,241
2023	\$ 266	\$ 255,197	\$ 1,231,745
2024	\$ 273	\$ 261,577	\$ 1,205,005
2025	\$ 280	\$ 268,116	\$ 1,218,064
2026	\$ 287	\$ 274,819	\$ 1,125,793

\* Annual Reserve Payments have been manually modified.

Payments have been modified to smooth payments over time.

Fiscal Year beginning October 1, 2021

# **Tab 15**



# Quarterly Compliance Audit Report

---

## Preserve at Wilderness Lake

**Date:** September 2022 - 3rd Quarter

**Prepared for:** Scott Brizendine

**Developer:** Rizzetta

**Insurance agency:**



**Preparer:**

Jason Morgan - *Campus Suite Compliance*

*ADA Website Accessibility and Florida F.S. 189.069 Requirements*

# Table of Contents

---

## **Compliance Audit**

Overview	2
<i>Compliance Criteria</i>	2
<i>ADA Accessibility</i>	2
Florida Statute Compliance	3
Audit Process	3

## **Audit results**

ADA Website Accessibility Requirements	4
Florida F.S. 189.069 Requirements	5

## **Helpful information:**

Accessibility overview	6
ADA Compliance Categories	7
Web Accessibility Glossary	11

---

# Compliance Audit Overview

The Community Website Compliance Audit (CWCA) consists of a thorough assessment of Florida Community Development District (CDD) websites to assure that specified district information is available and fully accessible. Florida Statute Chapter 189.069 states that effective October, 2015, every CDD in the state is required to maintain a fully compliant website for reporting certain information and documents for public access.

The CWCA is a reporting system comprised of quarterly audits and an annual summary audit to meet full disclosure as required by Florida law. These audits are designed to assure that CDDs satisfy all compliance requirements stipulated in Chapter 189.069.

## Compliance Criteria

The CWCA focuses on the two primary areas – website accessibility as defined by U.S. federal laws, and the 16-point criteria enumerated in [Florida Statute Chapter 189.069](#).



### ADA Website Accessibility

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines – [WCAG 2.1](#), which is the international standard established to keep websites barrier-free and the recognized standard for ADA-compliance.



## Florida Statute Compliance

Pursuant to F.S. [189.069](#), every CDD is required to maintain a dedicated website to serve as an official reporting mechanism covering, at minimum, 16 criteria. The information required to report and have fully accessible spans: establishment charter or ordinance, fiscal year audit, budget, meeting agendas and minutes and more. For a complete list of statute requirements, see page 3.

## Audit Process

The Community Website Compliance Audit covers all CDD web pages and linked PDFs.\* Following the [WCAG 2.1](#) levels A, AA, and AAA for web content accessibility, a comprehensive scan encompassing 312 tests is conducted for every page. In addition, a human inspection is conducted to assure factors such as navigation and color contrasts meet web accessibility standards. See page 4 for complete accessibility grading criteria.

In addition to full ADA-compliance, the audit includes a 16-point checklist directly corresponding with the criteria set forth in Florida Statute Chapter 189.069. See page 5 for the complete compliance criteria checklist.

\* **NOTE:** Because many CDD websites have links to PDFs that contain information required by law (meeting agendas, minutes, budgets, miscellaneous and ad hoc documents, etc.), audits include an examination of all associated PDFs. **PDF remediation** and ongoing auditing is critical to maintaining compliance.



# ADA Website Accessibility

Result: **PASSED**

## Accessibility Grading Criteria

Passed	Description
Passed	<b>Website errors*</b> 2 WCAG 2.1 errors appear on website pages causing issues**
Passed	<b>Keyboard navigation</b> The ability to navigate website without using a mouse
Passed	<b>Website accessibility policy</b> A published policy and a vehicle to submit issues and resolve issues
Passed	<b>Color contrast</b> Colors provide enough contrast between elements
Passed	<b>Video captioning</b> Closed-captioning and detailed descriptions
Passed	<b>PDF accessibility</b> Formatting PDFs including embedded images and non-text elements
Passed	<b>Site map</b> Alternate methods of navigating the website

\*Errors represent less than 5% of the page count are considered passing

\*\*Error reporting details are available in your Campus Suite Website Accessibility dashboard





# Florida F.S. 189.069 Requirements

Result: **PASSED**

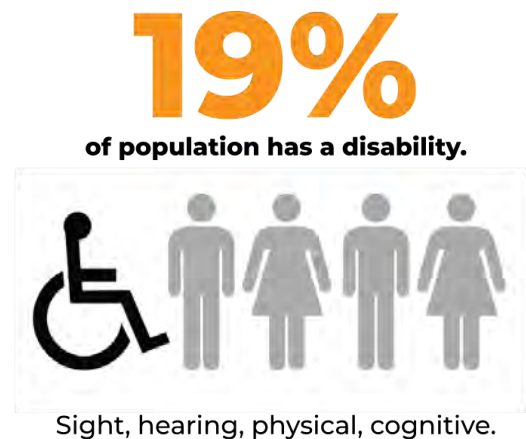
## Compliance Criteria

Passed	Description
Passed	Full Name and primary contact specified
Passed	Public Purpose
Passed	Governing body Information
Passed	Fiscal Year
Passed	Full Charter (Ordinance and Establishment) Information
Passed	CDD Complete Contact Information
Passed	District Boundary map
Passed	Listing of taxes, fees, assessments imposed by CDD
Passed	Link to Florida Commission on Ethics
Passed	District Budgets (Last two years)
Passed	Complete Financial Audit Report
Passed	Listing of Board Meetings
Passed	Public Facilities Report, if applicable
Passed	Link to Financial Services
Passed	Meeting Agendas for the past year, and 1 week prior to next

# Accessibility overview

## Everyone deserves equal access.

With nearly 1-in-5 Americans having some sort of disability – visual, hearing, motor, cognitive – there are literally millions of reasons why websites should be fully accessible and compliant with all state and federal laws. Web accessibility not only keeps board members on the right side of the law, but enables the entire community to access all your web content. The very principles that drive accessible website design are also good for those without disabilities.



## The legal and right thing to do

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines, WCAG 2.1, the international standard established to keep websites barrier-free. Plain and simple, any content on your website must be accessible to everyone.



# ADA Compliance Categories

Most of the problems that occur on a website fall in one or several of the following categories.



## Contrast and colors

Some people have vision disabilities that hinder picking up contrasts, and some are color blind, so there needs to be a distinguishable contrast between text and background colors. This goes for buttons, links, text on images – everything. Consideration to contrast and color choice is also important for extreme lighting conditions.

*Contract checker:* <http://webaim.org/resources/contrastchecker>



## Using semantics to format your HTML pages

When web page codes are clearly described in easy-to-understand terms, it enables broader sharing across all browsers and apps. This ‘friendlier’ language not only helps all the users, but developers who are striving to make content more universal on more devices.



## Text alternatives for non-text content

Written replacements for images, audio and video should provide all the same descriptors that the non-text content conveys. Besides helping with searching, clear, concise word choice can make vivid non-text content for the disabled.

*Helpful article:* <http://webaim.org/techniques/alttext>



## Ability to navigate with the keyboard

Not everyone can use a mouse. Blind people with many with motor disabilities have to use a keyboard to make their way around a website. Users need to be able to interact fully with your website by navigating using the tab, arrows and return keys only. A “skip navigation” option is also required. Consider using [WAI-ARIA](#) for improved accessibility, and properly highlight the links as you use the tab key to make sections.

**Helpful article:** [www.nngroup.com/articles/keyboard-accessibility](http://www.nngroup.com/articles/keyboard-accessibility)

**Helpful article:** <http://webaim.org/techniques/skipnav>



## Easy to navigate and find information

Finding relevant content via search and easy navigation is a universal need. Alt text, heading structure, page titles, descriptive link text (no ‘click here’ please) are just some ways to help everyone find what they’re searching for. You must also provide multiple ways to navigate such as a search and a site map.

**Helpful article:** <http://webaim.org/techniques/sitertools/>



## Properly formatting tables

Tables are hard for screen readers to decipher. Users need to be able to navigate through a table one cell at a time. In addition to the table itself needing a caption, row and column headers need to be labeled and data correctly associated with the right header.

**Helpful article:** <http://webaim.org/techniques/tables/data>



## **Making PDFs accessible**

PDF files must be tagged properly to be accessible, and unfortunately many are not. Images and other non-text elements within that PDF also need to be ADA-compliant. Creating anew is one thing; converting old PDFs – called PDF remediation – takes time.

*Helpful articles:* <http://webaim.org/techniques/acrobat/acrobat>



## **Making videos accessible**

Simply adding a transcript isn't enough. Videos require closed captioning and detailed descriptions (e.g., who's on-screen, where they are, what they're doing, even facial expressions) to be fully accessible and ADA compliant.

*Helpful article:* <http://webaim.org/techniques/captions>



## **Making forms accessible**

Forms are common tools for gathering info and interacting. From logging in to registration, they can be challenging if not designed to be web-accessible. How it's laid out, use of labels, size of clickable areas and other aspects need to be considered.

*Helpful article:* <http://webaim.org/techniques/forms>



## **Alternate versions**

Attempts to be fully accessible sometimes fall short, and in those cases, alternate versions of key pages must be created. That is, it is sometimes not feasible (legally, technically) to modify some content. These are the 'exceptions', but still must be accommodated.



## **Feedback for users**

To be fully interactive, your site needs to be able to provide an easy way for users to submit feedback on any website issues. Clarity is key for both any confirmation or error feedback that occurs while engaging the page.



## **Other related requirements**

### ***No flashing***

Blinking and flashing are not only bothersome, but can be disorienting and even dangerous for many users. Seizures can even be triggered by flashing, so avoid using any flashing or flickering content.

### ***Timers***

Timed connections can create difficulties for the disabled. They may not even know a timer is in effect, it may create stress. In some cases (e.g., purchasing items), a timer is required, but for most school content, avoid using them.

### ***Fly-out menus***

Menus that fly out or down when an item is clicked are helpful to dig deeper into the site's content, but they need to be available via keyboard navigation, and not immediately snap back when those using a mouse move from the clickable area.

### ***No pop-ups***

Pop-up windows present a range of obstacles for many disabled users, so it's best to avoid using them altogether. If you must, be sure to alert the user that a pop-up is about to be launched.

# Web Accessibility Glossary

Assistive technology	Hardware and software for disabled people that enable them to perform tasks they otherwise would not be able to perform (e.g., a screen reader)
WCAG 2.0	Evolving web design guidelines established by the W3C that specify how to accommodate web access for the disabled
504	Section of the Rehabilitation Act of 1973 that protects civil liberties and guarantees certain rights of disabled people
508	An amendment to the Rehabilitation Act that eliminates barriers in information technology for the disabled
ADA	American with Disabilities Act (1990)
Screen reader	Software technology that transforms the on-screen text into an audible voice. Includes tools for navigating/accessing web pages.
Website accessibility	Making your website fully accessible for people of all abilities
W3C	World Wide Web Consortium – the international body that develops standards for using the web