

***Ridgewood Trails***

*Community Development District*

*May 6, 2026*

# *AGENDA*

# Ridgewood Trails Community Development District

475 West Town Place

Suite 114

St. Augustine, Florida 32092

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

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April 29, 2026

Board of Supervisors  
Ridgewood Trails Community Development District

Dear Board Members:

The Audit Committee Meeting of the Board of Supervisors of the Ridgewood Trails Community Development District is scheduled for **Wednesday, May 6, 2026 at 6:00 p.m.** at the Azalea Ridge Amenity Center, 1667 Azalea Ridge Boulevard, Middleburg, Florida 32068. Immediately following will be the regular business meeting.

## Audit Committee Meeting

- I. Roll Call
- II. Review and Ranking of Proposals Received in Response to the RFP
  - A. Dimov
  - B. Grau and Associates
- III. Other Business
- IV. Adjournment

## Regular Meeting

- I. Roll Call
- II. Public Comments (for agenda items listed below)
- III. Consideration of Committee Rankings of Proposals to Perform the Audit for Fiscal Year 2026
- IV. Discussion of Suspension Letter
- V. Consideration of Proposals:
  - A. Elliptical Machine

- B. Riverside Management Services for Fiscal Year 2027
  - C. Hi Tech for Security System
  - D. Lake Doctors
  - E. Waste Pro
- VI. Ratification of Pinch a Penny Addendum
- VII. Consideration of Capital Reserve Study Proposals
- A. Community Advisors
  - B. Reserve Advisors
  - C. Reserve Study Institute
- VIII. Consideration of Resolution 2026-02, Approving the Proposed Budget for Fiscal Year 2027 and Setting a Public Hearing Date for Adoption (September 2, 2026)
- IX. Consideration of Resolution 2026-03, Setting a Public Hearing on Amended and Restated Rules of Procedure
- X. Staff Reports
- A. Attorney
  - B. Engineer
  - C. Manager
    - 1. Annual Form 1 Filing & Annual Ethics Training
    - 2. Report on the Number of Registered Voters (1,206)
    - 3. 2026 General Elections
  - D. Operation Manager
  - E. Amenity Manager
    - 1. Report
    - 2. Brightview QSA
- XI. Supervisor's Requests and Public Comments
- XII. Approval of Consent Agenda

- A. Approval of the Minutes of the March 4, 2026 Meeting
  - B. Acceptance of the Minutes of the March 4, 2026 Audit Committee Meeting
  - C. Balance Sheet & Income Statement
  - D. Assessment Receipt Schedule
  - E. Approval of Check Register
- XIII. Next Meeting Scheduled for: July 1, 2026 @ 6:00 p.m. at the Azalea Ridge Amenity Center
- XIV. Adjournment

**Board Oversight**

*Supervisor Edson – Landscape*

*Supervisor Alba – Security & Technology*

*Supervisor Schumacher – Maintenance*

*Supervisor Miller – Athletics*

*Supervisor Wetherbee - Aquatics*

*SECOND ORDER OF BUSINESS*

**RIDGEWOOD TRAILS CDD**  
**AUDITOR SELECTION**  
**EVALUATION CRITERIA**

1. *Ability of Personnel.* (20 Points)

(E.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.)

2. *Proposer's Experience.* (20 Points)

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation of respondent, etc.)

3. *Understanding of Scope of Work.* (20 Points)

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. *Ability to Furnish the Required Services.* (20 Points)

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required. (E.g., the existence of any natural disaster plan for business operations)

5. *Price.* (20 Points)

Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.

*FIFTH ORDER OF BUSINESS*

*A.*

Search

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Ellipticals

Exercise Bikes

Rowing & Ski Machines

Stair Climbers / Steppers

Treadclimbers

Treadmills

**STRENGTH EQUIPMENT**

Benches

Free Weights

Gym Accessories

Plate Loaded

Cages, Racks & Rigs

Selectorized (Pin Loaded)

Storage Racks

Gym Systems

Core & Ab Equipment

VKR / Pull Up / Dip Stations

**OTHER GYM EQUIPMENT**

Flooring

Mobility & Recovery

Saunas & Cold Plunges

Vibration Platforms

**SHOP BY BRAND**

Body-Solid

Bowflex

Cybex

Dynamic Fluid Fitness

Expresso Fitness

# LIFE FITNESS 95X INSPIRE ELLIPTICAL CROSS-TRAINER (REMANUFACTURED)

## \$3,899.00

★★★★★ 5.0 (3 reviews)

Available to Order

☆ **Condition:** Remanufactured

▣ **Grade:** Commercial [\(More Info\)](#)

🛡️ **Warranty:** 1 Year Parts & On-Site Labor w/Ext. Warranty Options [\(More Info\)](#)

📦 **Ships:** Fully Assembled

🕒 **Processing Time:** Ships from our Warehouse in 3-5 Weeks + Transit Time [\(More Info\)](#)

# **Product Code:** 95xinspire

### 1 Warranty

5 Years Parts & Labor (Commercial) (\$1,249.00)

### 1 Accessories / Add Ons

Mat [?](#)

Life TV [?](#)

### 2 Power Requirement

Voltage [?](#)

110V Standard X

### 4 Assembly & Room Of Choice Installation Needed?

Curbside Delivery Only

**TOTAL WITH OPTIONS**




FreeMotion
French Fitness
GoldenDesigns
Hammer Strength
Jacobs Ladder
Life Fitness
Marpo Kinetics
Matrix
Monark
Nautilus
Nustep
Octane Fitness
Power Plate
PowerBlock
Precor
Schwinn
SciFit
SportsArt
Stairmaster
Star Trac
Technogym
Throwdown
Total Gym
True Fitness
Versaclimber
Woodway USA

**\$5,148.00**

1

 Add to Cart

Shipping calculated at checkout.  
As low as \$162.46/mo (options at checkout) 



## Description

Featuring an innovative design and revolutionary Quiet Drive technology, the 95X Inspire Elliptical Cross-Trainer combines form with function to provide your users performance in an engaging new design. Designed to offer a total-body workout utilizing superior biomechanics and a natural fluid motion, the 95X Inspire Elliptical Cross-Trainer adds comfort while delivering an exceptional exercise experience. Integrated 7" Inspire Console with touch screen technology. iPod and iPhone compatibility.

Check out our easy to read [Life Fitness Elevation Series Console Comparisons!](#)

## Our Remanufacturing Process



## Features

- Brand: Life Fitness
- Exercise Programs: Quick Start, Manual, Random, Hill, Cardio, Fat Burn, Heart Rate Hill, Heart Rate Interval, Extreme Heart Rate, Around the World, Cascades, Foothills, Kilimanjaro, Navy PRT, Fit Test, Custom Workouts (8), Create Your Own Workouts (2), Cross-trainer Aerobics, Cross-trainer Reverse, Speed Training, Speed Interval Training, Time Goal, Calorie Goal, Distance Goal, Distance Climbed Goal, Time in Zone Goal, Pace Goal, Customized Cool Down
- Display Readout: Speed, Resistance Level, Heart Rate, Pace, Elapsed Time, Time Remaining, Time in Zone, Time of Day, Distance, Distance Climbed, Distance Remaining, Calories, Calories Per Hour, Watts, METs, Custom Messaging, Workout Profile
- Languages: 19
- Resistance: 25 Levels
- Stride Length: 20"
- Reading Rack and Accessory Tray
- Pedal Spacing: 2.8"
- iPod Compatible
- Power Requirement: Corded (115V, 15AMP)

## Tech Specs

- Max User Weight: 400 lbs
- Weight: 452 lbs
- Dimensions: 88" L x 31" W 65" H

## Warranty

1 Year Parts & Labor Warranty Standard

Extended Warranty Options up to 5 Years Parts & Labor Available: See Product Warranty Options for Pricing

 California Residents see Prop 65 WARNING

## Customer Reviews

5.0 3 reviews

Product reviews (3) Store reviews (459)

Y

Pictures first ▾



**Charlie G.**

09/01/2024

Good quality product



**James M.**

03/05/2019

### So close to running!

I used this machine the last time I traveled for work at the hotel gym and I loved it! My knees are not what they used to be and this felt like running, without the impact!!



**David O.**

04/03/2015

### Very good machine

Near new machine which works beautifully.

## YOU MAY ALSO LIKE

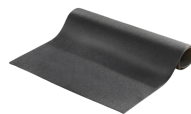
 Remanufactured



Life Fitness 91xi Elliptical  
Cross-Trainer

Price USD: \$3,899.00

 New



French Fitness 3'x7.5' PVC  
Foam Treadmill Floor Mat

As high as: \$199.00  
Price USD: \$70.00

 Remanufactured



Precor EFX 883 Elliptical  
w/Converging Crossramp +  
p82 Console

Price USD: \$4,499.00

 Remanufactured



Technogym Synchro Excite  
700 Elliptical w/Unity 2.0  
Console

Price USD: \$4,399.00

**Browse for more gym equipment in the same category as this item:**

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Treadclimbers

Treadmills

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Benches

Free Weights

Gym Accessories

Plate Loaded

Cages, Racks & Rigs

Selectorized (Pin Loaded)

Storage Racks

Gym Systems

Core & Ab Equipment

VKR / Pull Up / Dip Stations

**OTHER GYM EQUIPMENT**

Flooring

Mobility & Recovery

Saunas & Cold Plunges

Vibration Platforms

**SHOP BY BRAND**

Body-Solid

Bowflex

Cybox

Dynamic Fluid Fitness

Expresso Fitness

# LIFE FITNESS DISCOVER SI FLEXSTRIDER (REMANUFACTURED)

## \$5,099.00

Available to Order

☆ **Condition:** Remanufactured

▮ **Grade:** Commercial [\(More Info\)](#)

🛡️ **Warranty:** 1 Year Parts & On-Site Labor w/Ext. Warranty Options [\(More Info\)](#)

📦 **Ships:** Fully Assembled

🕒 **Processing Time:** Ships from our Warehouse in 3-5 Weeks + Transit Time [\(More Info\)](#)

# **Product Code:** lfdiscsiflexstrider

### 1 Warranty

5 Years Parts & Labor (Commercial) (\$1,249.00)

### 1 Accessories / Add Ons

Mat ?

### 2 Power Requirement

Voltage ?

110V Standard X

### 4 Assembly & Room Of Choice Installation Needed?

Curbside Delivery Only

**TOTAL WITH OPTIONS**

## \$6,348.00

1

Add to Cart

Shipping calculated at checkout.

FreeMotion
French Fitness
GoldenDesigns
Hammer Strength
Jacobs Ladder
Life Fitness
Marpo Kinetics
Matrix
Monark
Nautilus
Nustep
Octane Fitness
Power Plate
PowerBlock
Precor
Schwinn
SciFit
SportsArt
Stairmaster
Star Trac
Technogym
Throwdown
Total Gym
True Fitness
Versaclimber
Woodway USA

As low as \$212.46/mo (options at checkout) ⓘ



## Description

### Life Fitness Discover SI Flexstrider

The premium Elevation Series FlexStrider Variable-Stride Trainer lets exercisers find the stride that best fits their workout. On the fly, stride length adjustability and biomechanically proven motion makes the FlexStrider Trainer one of the best low-impact, total-body workouts for your exercisers. A variety of intuitive console choices provide entertainment, workout tracking and detailed product use information.

Check out our easy to read [Life Fitness Elevation Series Console Comparisons!](#)

## Our Remanufacturing Process



## Features

- Brand: Life Fitness
- Adjustable Levelers: Rear
- Cup Holders: 1
- Frame: Welded
- Integrated Accessory Tray: Yes
- Pedals: Oversized Non-slip Pedals
- Resistance Levels: 26
- Roll Wheels: Front
- Easy To Remove Headphone Jack: Yes
- Heart Rate Monitoring:
- Integrated Reading Rack: Yes
- On the Fly Programming: Yes
- Plug In Accessory: Yes
- Resistance Controls: Moving handlebars, Console
- Support Handlebars: No

### Service Enhancements

- Flash Programmable with USB: Yes
- Manager Menu Options: Yes

### DISCOVER SI CONSOLE SPECIFICATIONS

- Console Screen Type: LCD surface capacitive touch screen

Discover SE3 LCD Touch Screen Size: 16" diagonal (Bikes, Cross-Trainer, FlexStrider, PowerMill, GSC Trainer); 16:9 ratio

LCD Touch Screen Power Requirement: 20.5 -25.5 VDC @ 3.5 A

Ports: Type RJ45, interchangeable Network ready connection and Fitness Entertainment port (power compliant with FitLinxx CSAFE specification dated August 4, 2004: 4.75VDC to 10VDC; maximum current of 85mA).

Headphone Jack: 3.5mm Stereo

Ambient Temperature Range (Operating): 10C - 40c (nominal 25C)

Temperature Range (Storage / Shipping): -20C - 60C (key limiting item: LCD Touch Screen)

Humidity Range (Operating): 5% - 85% RH (nominal 40% RH, non-condensing)

Heart Rate Monitoring Systems: Patented Lifepulse™ digital contact heart rate and Polar® telemetry-compatible heart rate monitoring system

Resistance Levels: (FlexStrider & PowerMill): 26 (0 - 25) (speed independent for cross-trainer and FlexStrider)

USB Device Charging: Can be used in combination with Apple 30-pin, Apple Lightning and Android micro-USB cables to charge compatible devices.

Broadcast Receiver Capabilities:

NTSC/ATSC or PAL/DVB-T/DVB-T2 or NTSC/ISDB-T (three separate tuners).

Japan has its own tuner due to conditional access card (B-CAS).

NTSC/ATSC supports PAL-M and PAL-N (unique PAL encoding for Argentina, Brazil, Paraguay, and Uruguay where no digital broadcasting is available).

PAL/SECAM/DVB-T/DVB-T2 tuner supports PAL, PAL-M, PAL-N, SECAM-B/G, SECAM- D/K and DVB-T/-T2.

Shipping Dimensions (L x W x H): 7.5 in x 23 in x 19.5 in (190.50 mm x 584 mm x 495 mm)

Shipping Weight: 20.4 lbs. (9.25 kg)

Dimensions (L x W x H): 4.53 in x 16.5 in x 15.4 in (115 mm x 419 mm x 390 mm)

Weight: 13 lbs. (5.89 kg)

## Workouts

Goals Based:

Time, Distance, Calories (Flat Terrain, Hill Terrain, Rolling Hills, Random Terrain)

Heart Rate (Moderate Burn, Vigorous Burn, Fixed Time Interval, Variable Time Interval)

Starter Interval

Fitness Tests: Life Fitness Fit Test

Interactive Courses (varies)

## Tech Specs

Step-Up Height: 10.5" (26.67 cm)

Stride Length Max: 36 in (92 cm)

Stride Length Min: 0

Auto Start: No

Power Requirements: AC Power line 115 volt, 15 amp (voltage may vary outside U.S.), Self-powered

Compatible Devices: iOS 4.3 & above, Android

Welded Steel Frame, Front Roller Lift Wheels and Rear Levelers: Yes

Wheels: Front Wheels for Easy Mobility

Max User Weight: 400 lb (182 kg)

Weight: 564 lb (256 kg)

Stationary FootPrint: 64.5" L x 31.5" W x 67.5" H (164 cm x 80 cm x 171 cm)

Active Footprint (when at maximum range of motion): 102.5" L x 34" W x 67.5" H (260 cm x 86 cm x 171 cm)

# Warranty

1 Year Parts & Labor Warranty Standard

Extended Warranty Options up to 5 Years Parts & Labor Available: See Product Warranty Options for Pricing

 California Residents see Prop 65 WARNING

# Customer Reviews

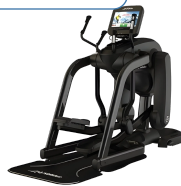
Product reviews (0) Store reviews (459)

 Pictures first 

This product hasn't received any reviews yet

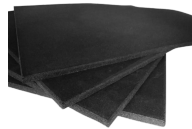
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 Remanufactured



Life Fitness Discover SE  
95FS Elevation Flexstrider  
Price USD: \$4,899.00

 New



French Fitness Rubber  
Square Gym Flooring  
(39.37"x39.37" ea)  
~~As high as: \$99.00~~  
Price USD: \$48.00

 Remanufactured



Matrix A5X Suspension  
Ascent Trainer (Black  
Display)  
Price USD: \$4,299.00

 Remanufactured



True Fitness CS900  
Elliptical w/ Transcend 16  
Console  
Price USD: \$4,499.00

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[Life Fitness](#) > [Life Fitness Ellipticals](#)

[Life Fitness](#)



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Search

Home > Cardio Equipment > Ellipticals > Octane Fitness Pro 350 Elliptical (Remanufactured)

CARDIO EQUIPMENT

Ellipticals

Exercise Bikes

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Stair Climbers / Steppers

Treadclimbers

Treadmills

STRENGTH EQUIPMENT

Benches

Free Weights

Gym Accessories

Plate Loaded

Cages, Racks & Rigs

Selectorized (Pin Loaded)

Storage Racks

Gym Systems

Core & Ab Equipment

VKR / Pull Up / Dip Stations

OTHER GYM EQUIPMENT

Flooring

Mobility & Recovery

Saunas & Cold Plunges

Vibration Platforms

SHOP BY BRAND

Body-Solid

Bowflex

Cybox

Dynamic Fluid Fitness

Expresso Fitness

OCTANE FITNESS PRO 350 ELLIPTICAL (REMANUFACTURED)

\$3,499.00

Available to Order

☆ Condition: Remanufactured

▮ Grade: Commercial (More Info)

🛡️ Warranty: 1 Year Parts & On-Site Labor w/Ext. Warranty Options (More Info)

📦 Ships: Fully Assembled

🕒 Processing Time: Ships from our Warehouse in 3-5 Weeks + Transit Time (More Info)

# Product Code: octanepro350

1 Warranty

5 Years Parts & Labor (Commercial) (\$1,249.00)

1 Accessories / Add Ons

Mat ?

3 Assembly & Room Of Choice Installation Needed?

Curbside Delivery Only

TOTAL WITH OPTIONS

\$4,748.00

1

Add to Cart

Shipping calculated at checkout.

As low as \$145.79/mo (options at checkout) ?



FreeMotion
French Fitness
GoldenDesigns
Hammer Strength
Jacobs Ladder
Life Fitness
Marpo Kinetics
Matrix
Monark
Nautilus
Nustep
Octane Fitness
Power Plate
PowerBlock
Precor
Schwinn
SciFit
SportsArt
Stairmaster
Star Trac
Technogym
Throwdown
Total Gym
True Fitness
Versaclimber
Woodway USA

## Description

The Octane Fitness Pro 350 has a 19.5 inch stride length and has a signature body-mapping ergonomics and quad link drive system that make the Octane smooth, quiet and comfortable. A self-powered generator brake offers fluid motion, a wide resistance range and the flexibility to place the machines in your facility without the need for a power source nearby. Plus, the convenient, easy-access design enables you to floor Octane elliptical closely side-by-side, with entry and exit points safely in the rear. The Pro350 accommodates users up to 400 pounds and delivers solid reliable performance.

## Our Remanufacturing Process



## Features


- Brand: Octane Fitness
- Forward-thinking design: Safely enclosed all moving parts and provides quiet operation
- Intuitive, innovative electronics: Heartlogic intelligence with digital contact heart sensors
- X-Mode and Glutekicker: Prompt users to kick up the intensity with ultimate cross training positions
- Armblander: Powerful program combines interval and strength training with rigorous resistance session
- Comfortable stride length: 19.5"
- 2" Pedal spacing and oversized pedals mimic human biomechanics
- 25 resistance levels: Great workout for all users
- Self-powered generator brake: For smooth fluid motion
- Stationary handlebars-provide extra security
- Heavy duty: Reinforced welded steel frame accommodates users up to 400 lbs
- Space efficient footprint: Makes the most of your floorspace

 California Residents see Prop 65 WARNING

## Customer Reviews

Product reviews (0) Store reviews (459)



Pictures first 

This product hasn't received any reviews yet

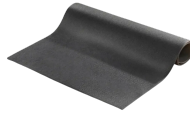
## YOU MAY ALSO LIKE

Remanufactured



Octane Pro 3500 Elliptical  
Price USD: \$3,499.00

New



French Fitness 3'x6.5' PVC  
Foam Elliptical Floor Mat  
~~As high as: \$99.00~~  
Price USD: \$65.00

Remanufactured



Matrix A5X Suspension  
Ascent Trainer (White  
Display)  
Price USD: \$4,099.00

Remanufactured



True Fitness CS800  
Elliptical  
Price USD: \$4,099.00

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Treadmills

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Benches

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Saunas & Cold Plunges

Vibration Platforms

**SHOP BY BRAND**

Body-Solid

Bowflex

Cybox

Dynamic Fluid Fitness

Expresso Fitness

Home > Cardio Equipment > Ellipticals > **SciFit SX 1000 Elliptical (Remanufactured)**

# SCIFIT SX 1000 ELLIPTICAL (REMANUFACTURED)

## \$3,799.00

Available to Order

☆ **Condition:** Remanufactured

📄 **Grade:** Commercial [\(More Info\)](#)

🛡️ **Warranty:** 1 Year Parts & On-Site Labor w/Ext. Warranty Options [\(More Info\)](#)

📦 **Ships:** Fully Assembled

🕒 **Processing Time:** Ships from our Warehouse in 3-5 Weeks + Transit Time [\(More Info\)](#)

# **Product Code:** sx1000

### 1 Warranty

5 Years Parts & Labor (Commercial) (\$1,249.00)

### 1 Accessories / Add Ons

Mat ?

### 3 Assembly & Room Of Choice Installation Needed?

Curbside Delivery Only

### TOTAL WITH OPTIONS

## \$5,048.00

1

Add to Cart

Shipping calculated at checkout.

As low as \$158.29/mo (options at checkout) ?



FreeMotion
French Fitness
GoldenDesigns
Hammer Strength
Jacobs Ladder
Life Fitness
Marpo Kinetics
Matrix
Monark
Nautilus
Nustep
Octane Fitness
Power Plate
PowerBlock
Precor
Schwinn
SciFit
SportsArt
Stairmaster
Star Trac
Technogym
Throwdown
Total Gym
True Fitness
Versaclimber
Woodway USA

## Description

The SciFit SX 1000 Elliptical is the perfect addition to any commercial facility or tremendous for home use, the innovative SciFit Club Ellipticals provide a "Non-Impact", elliptical workout that offers an great alternative to the traditional treadmill and other cardiovascular training equipment.

## Our Remanufacturing Process



## Features

Brand: SciFit

Models: SX1000 or SX7000 (adds BioFlex footbed pivots)

Resistance: 5-2500 watts

Footplates: 15" x 7" rubber cushion with front and side safety edges.

Warranty: Club Warranty: Lifetime Frame / 3 years parts / 1 year labor limited warranty

Pedal at lowest point: 9" from ground

Pedal at highest point: 15" from ground

Power Requirements: Self Powered, Cordless. [It uses an Alternator and Battery for Power](#)

## Tech Specs

Weight: SX 1000/225 lbs - SX 7000/235 lbs

Dimensions: 60" L x 25" W x 70" H

## Warranty

1 Year Parts & Labor Warranty Standard

Extended Warranty Options up to 5 Years Parts & Labor Available: See Product Warranty Options for Pricing

**⚠ California Residents see Prop 65 WARNING**

## Customer Reviews

Product reviews (0) Store reviews (459)



Pictures first ▾

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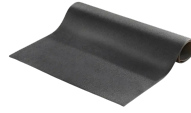
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 New



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Life Fitness Integrity Series Elliptical CLSX  
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Precor EFX 833 Elliptical w/Converging Crossramp + p30 Console  
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*B.*

# RIVERSIDE MANAGEMENT SERVICES, INC.

50 Ellis Street, Suite 208, St. Augustine, FL 32095

April 27, 2026

Marilee Giles  
Ridgewood Trails Community Development District  
475 West Town Place, Suite 114  
World Golf Village  
St. Augustine, Florida 32092

Re: FY2027 Facility Manager, Field Operations Management, Pool Service, Janitorial, Facility Assistant and Lifeguards.

Dear Marilee:

Please consider this proposal for Riverside Management Services, Inc. to continue providing the following services for the Ridgewood Trails Community Development District:

<u>Services</u>	<u>FY2026 Budget</u>	<u>FY2026 Fees</u>	<u>FY2027 Proposed Fees</u>
Facility Manager (24hrs/wk)	\$45,020	\$45,020	\$47,721
Field Operations Manager	\$27,074	\$27,074	\$28,698
Pool Maintenance (Pools-2)	\$20,845	\$20,845	\$22,617
Janitorial Service (Facilities - 2)	\$12,486	\$12,486	\$13,235
Lifeguard Services (934 hrs)	\$20,462	\$20,462	\$21,485
Facility Assistant	\$7,500	\$7,500	\$7,500
Maintenance		\$45/Hour	\$50/hour

The proposed fees for Facility Manager, Operations Manager, Pool Service and Janitorial Service reflect a cost-of-living increase. The amount for Lifeguard Services reflects a \$1.50 per hour increase to offset the impact of the mandated minimum wage increase of \$1.00, taxes, insurance and cost of living increase. The ownership and management at Riverside Management Services, Inc. would like to thank the Board of Supervisors in advance for your consideration of our request to continue to provide these services to your community.

Sincerely,

*Alison Mossing*

Alison Mossing  
Vice President

*C.*

**Exhibit A**

**HI-TECH SYSTEM ASSOCIATES, INC.  
2498 Centerville Road  
Tallahassee, FL 32308  
(850) 385-7649**

**STANDARD COMMERCIAL SECURITY AGREEMENT**

Date: 5/1/2026

Subscriber's Name: Ridgewood Trails

Telephone No.: \_\_\_\_\_

Address: 1667 Azalea Ridge Blvd Middleburg, FL 32068

Cell Phone No.: \_\_\_\_\_

1. HI-TECH SYSTEM ASSOCIATES, INC. (hereinafter referred to as "HI-TECH", "HSA" or "ALARM COMPANY") agrees to sell, install, and program, at Subscriber's premises, and Subscriber agrees to buy an electronic security system consisting of the equipment and services described in the **attached Schedule of Equipment and Services**.

Purchase Price: \$ 0  
Taxes: \$ 0  
Total: \$ 0  
Down Payment: \$ 0  
Balance due upon completion of installation: \$ 0

2. **DESCRIPTION OF EQUIPMENT AND SERVICES:**

- Check Services Provided:  
 Monitoring Center Services  Service  Inspection  Remote Subscriber Access/Cameras  Access Control Administration  
 Alarm Signal Verification  Guard Response  Self-Monitoring  Cyber Security: Compliant Encryption  
 Alarm.com: (See Attached Alarm.com Rider)  Other: (See Attached Schedule of Equipment and Services.)

3. **PASSCODE TO CPU SOFTWARE REMAINS PROPERTY OF HI-TECH:** Provided Subscriber performs this agreement for the full term, upon termination HI-TECH shall at its option provide to Subscriber the passcode to the CPU software or change the passcode to the manufacturer's default code. Software programmed by HI-TECH is the intellectual property of HI-TECH and any unauthorized use of same, including derivative works, is strictly prohibited and may violate Federal Copyright Laws, Title 17 of the United States Code, and may subject violator to civil and criminal penalties. The Equipment shall remain Subscriber's personal property and shall not be considered a fixture, or an addition to, alteration, conversion, improvement, modernization, remodeling, repair or replacement of any part of the realty, and Subscriber shall not permit the attachment thereto of any apparatus not furnished by HI-TECH. HI-TECH's signs and decals remain the property of HI-TECH and must be removed upon termination of this agreement.

4. **CHECK BOX FOR APPROPRIATE SERVICES: Only services selected are included:**

**SERVICES AND RECURRING CHARGES: All charges are billed in advance and are plus tax, if applicable [select one option]:**  
Billing shall be:  Monthly  Quarter Annually  Semi-Annually  Annually

(a) **MONITORING CENTER CHARGES:** Subscriber agrees to pay HI-TECH:

- (i) The sum of \$ \_\_\_\_\_, payable in advance for the installation and programming of the communication software and communication devices if separate from the alarm panel if not already installed.  
 (ii) The sum of \$ \_\_\_\_\_ per month for the monitoring of the Security System for the term of this agreement.

(b) **SERVICE (Select i or ii)**

(i) Subscriber agrees to pay HI-TECH on a per call basis. If this agreement provides for service on a per call basis, Subscriber agrees to pay HI-TECH for all parts and labor at time of service. Subscriber is not obligated to call HI-TECH for per call service and HI-TECH is under no duty to provide service except its warranty service during warranty period. Service by anyone other than HI-TECH during warranty period relieves HI-TECH of any further obligations under the Limited Warranty. **Subscriber to initial for per call service option:** \_\_\_\_\_

(ii) Subscriber agrees to pay HI-TECH for service of the security equipment the sum of \$ 40 per month for the term of this agreement.

(c) **INSPECTION AND TESTING:** Subscriber agrees to pay HI-TECH \$ \_\_\_\_\_ per month for the term of this agreement for inspection service. If this option is selected HI-TECH will make \_\_\_\_\_ inspection(s) per year. Unless otherwise noted in the Schedule of Equipment and Services inspection service includes testing of all accessible components to insure proper working order. If the system is UL Certified, the inspection will comply with UL requirements. HI-TECH will notify Subscriber 3 days in advance of inspection date. It is Subscriber's responsibility to reschedule or permit access. Testing at inspection tests only that components are in proper working order at time of inspection unless otherwise reported to Subscriber at time of inspection. Inspection does not include repair. If sprinkler alarm or other device monitoring water flow is inspected the inspection does not include inspection or testing of sufficiency of water supply, for which HI-TECH has no responsibility or liability.

(d) **ALARM SIGNAL VERIFICATION:** Subscriber agrees to pay HI-TECH the sum of \$ \_\_\_\_\_ per month for the term of this agreement. If Subscriber selects Alarm Signal Verification as a service to be provided, or if Alarm Signal Verification is required by law, HI-TECH or its designated Monitoring Center shall verify the alarm signal by electronic telephone communication, video verification or such other verification system deemed appropriate by HI-TECH or as required by local law and only verified alarm conditions shall be communicated to police or fire department.

(e) **REMOTE SUBSCRIBER ACCESS / VIDEO STREAMING DATA [VSD] / CCTV / AUDIO / SELF-MONITORING:** Subscriber agrees to pay HI-TECH the

sum of \$ \_\_\_\_\_ per month for the term of this agreement. Select remote access / video / audio services to be provided:

- Recording Device     Monitoring Center Remote Video / Audio Monitoring for Live Streaming
- Video Clips Monitored Upon Alarm Activation Only     Verification Recorded Video Clips     Cloud Service Data Storage and Retrieval
- Remote Access By Subscriber     Video Data to Subscriber's Smart Phone     Self-Monitoring     Audio     Other (describe):

**(f) ACCESS CONTROL ADMINISTRATION SERVICES:** Subscriber agrees to pay HI-TECH the sum of \$ 130.00 per month for the term of this agreement. Select Access Control Administration services to be provided:

- Remote Access Administration     On-Site Administration     Data Storage     Data Backup

**(g) GUARD RESPONSE:** Subscriber agrees to pay HI-TECH the sum of (select payment method) \$ \_\_\_\_\_ per month for the term of this agreement (or \$ \_\_\_\_\_ plus tax payable per guard response).

**(h) SELF-MONITORING:** Subscriber agrees to pay HI-TECH the sum of \$ \_\_\_\_\_ per month for the term of this agreement, for self-monitoring services. Self-Monitoring is provided by third party vendors who facilitate signals and data from Subscriber's alarm system to Subscriber's Internet or Cellular connected device. Unless Subscriber has selected Monitoring Center Services, signals from Subscriber's security system will not be monitored by and no signals will be received by any professional Monitoring Center.

**(i) CYBER SECURITY: COMPLIANT ENCRYPTION:** Subscriber agrees to pay HI-TECH the sum of \$ \_\_\_\_\_ per month for the term of this agreement for cyber security encryption services as specified in the Schedule of Equipment and Services. Cyber security compliance and conformance programs include guidelines in Underwriters Laboratory (UL), 2090 Cybersecurity Assurance Program or the National Institute of Standards and Technology (NIST) Cybersecurity Framework (CSF). Encryption services are currently available for installation, inspection and monitoring of Camera and Access Control equipment which meets Advanced Encryption Standard specifications for encryption of electronic data established by the US National Institute of Standards and Technology [NIST], UL or any other established criteria for encryption.

**IN LIEU OF SEPARATE RECURRING CHARGES IN PARAGRAPHS 4(a)-(i) ABOVE, SUBSCRIBER SHALL PAY \$ 170.00 PER MONTH WHICH INCLUDES ALL THE CHECKED SERVICES IN PARAGRAPHS 4(a)-(i).**

**5. TERM OF AGREEMENT / RENEWAL:** The term of this agreement shall be for a period of 60 months and shall automatically renew month to month thereafter under the same terms and conditions, unless either party gives written notice to the other of their intention not to renew the agreement at least 30 days prior to the expiration of any term. After the expiration of one year from the date hereof HI-TECH shall be permitted from time to time to increase all charges by an amount not to exceed nine percent each year and Subscriber agrees to pay such increase. HI-TECH may invoice Subscriber in advance monthly, quarterly, or annually at HI-TECH's option. Unless otherwise specified herein, all recurring charges for 4(a)-(i) services shall commence on the first day of the month next succeeding the date hereof, all payments being due on the first day of the month.

**6. MONITORING CENTER SERVICES:** Upon receipt of an alarm signal, video or audio transmission, from Subscriber's security system, HI-TECH or its designee Monitoring Center shall make every reasonable effort to notify Subscriber and the appropriate municipal police or fire department [First Responders] depending upon the type of signal received. Not all signals or transmissions will require notification to the authorities and Subscriber may obtain a written response policy from HI-TECH. No response shall be required for supervisory, loss of communication pathway, trouble or low battery signals. Subscriber acknowledges that signals transmitted from Subscriber's premises directly to municipal police or fire departments are not monitored by personnel of HI-TECH or HI-TECH's designee Monitoring Center and HI-TECH does not assume any responsibility for the manner in which such signals are monitored or the response, if any, to such signals. Subscriber acknowledges that signals and transmissions are transmitted over telephone lines, wire, air waves, internet, VOIP, radio or cellular, or other modes of communication, and pass through communication networks wholly beyond the control of HI-TECH and are not maintained by HI-TECH except HI-TECH may own the radio network, and HI-TECH shall not be responsible for any failure which prevents transmission signals from reaching the Monitoring Center or damages arising therefrom, or for data corruption, theft or viruses to Subscriber's computers if connected to the alarm communication equipment. Subscriber agrees to furnish HI-TECH with a written Call List of names and telephone numbers of those persons Subscriber wishes to receive notification of alarm signals. Unless otherwise provided in the Call List, HI-TECH will make a reasonable effort to contact the first person reached or notified on the list either via telephone call, text or email message. No more than one call to the list shall be required and any form of notification provided for herein, including leaving a message on an answering machine, shall be deemed reasonable compliance with HI-TECH's notification obligation. All changes and revisions shall be supplied to HI-TECH in writing. Subscriber authorizes HI-TECH to access the control panel to input or delete data and programming. If the equipment contains video or listening devices permitting Monitoring Center to monitor video or sound then upon receipt of an alarm signal, Monitoring Center shall monitor video or sound for so long as Monitoring Center, in its sole discretion, deems appropriate to confirm an alarm or emergency condition. If Subscriber requests HI-TECH to remotely activate or deactivate the system, change combinations, openings or closings, or re-program system functions, Subscriber shall pay HI-TECH \$90.00 for each such service. HI-TECH may, without prior notice, suspend or terminate its services, in HI-TECH's sole discretion, in event of Subscriber's default in performance of this agreement or in event Monitoring Center facility or communication network is nonoperational or Subscriber's alarm system is sending excessive false alarms or runaway signals. Monitoring Center is authorized to record and maintain audio and video transmissions, data and communications, and shall be the exclusive owner of such property. All Subscriber information and data shall be maintained confidentially by HI-TECH.

**7. REPAIR SERVICE:** Repair service pursuant to paragraph 4(b)(ii), includes all parts and labor, and HI-TECH shall service upon Subscriber's request the security system installed in Subscriber's premises between the hours of 9 a.m. and 5 p.m. Monday through Friday, within reasonable time after receiving notice from Subscriber that service is required, exclusive of Saturdays, Sundays and legal holidays. All repairs, replacement or alteration of the security system made by reason of alteration to Subscriber's premises, or caused by unauthorized intrusion, water, insects, vermin, lightning or electrical surge, or caused by any means other than normal usage, wear and tear, shall be made at the cost of the Subscriber. Batteries, electrical surges, lightning damage, software upgrades and repairs, communication devices no longer supported by communication pathways, obsolete components and components exceeding manufacturer's useful life are not included in service and will be repaired or replaced at Subscriber's expense payable at time of service. No apparatus or device shall be attached to or connected with the security system as originally installed without HI-TECH's written consent.

**8. SUBSCRIBER REMOTE ACCESS:** If Remote Access is included in the Schedule of Equipment and Services to be installed and services provided by HI-TECH, the equipment will transmit data via Subscriber's high speed Internet, cellular or radio communication service from remote device supplied by HI-TECH or Subscriber's Internet or wireless connection device which is compatible with HI-TECH's remote services. HI-TECH will grant access to server permitting Subscriber to monitor the security system, access the system to arm, disarm and bypass zones on the system, view the remote video camera(s) and control other remote automation devices that may be installed or, when system design permits, connect the system to the Internet, over which HI-TECH has no control. The remote services server is provided either by HI-TECH or a third party. HI-TECH shall install the camera(s) in a permissible legal location in Subscriber's premises to permit Subscriber viewing. HI-TECH shall have no responsibility for failure of data transmission, corruption or unauthorized access by hacking or otherwise and shall not monitor or view the camera data. Electronic data may not be encrypted and wireless components of the alarm system may not meet Advanced Encryption Standard specifications for encryption of electronic data established by the US National Institute of Standards and Technology [NIST] or any other established criteria for encryption and HI-TECH shall have no liability for access to the alarm system by others.

**9. WIRELESS AND INTERNET ACCESS CAPABILITIES:** Subscriber is responsible for supplying high-speed Internet access and/or wireless services at Subscriber's premises. HI-TECH does not provide Internet service, maintain Internet connection, wireless access or communication pathways, computer, smart phone, electric current connection or supply, or in all cases the remote video server. In consideration of Subscriber making its monthly payments for remote access to the system, HI-TECH will

authorize Subscriber access. HI-TECH is not responsible for Subscriber's access to the Internet or any interruption of service or down time of remote access caused by loss of Internet service, radio or cellular or any other mode of communication used by Subscriber to access the system. Subscriber acknowledges that Subscriber's security system can be compromised if the codes or devices used for access are lost or accessed by others and HI-TECH shall have no liability for such third party unauthorized access. HI-TECH is not responsible for the security or privacy of any wireless network system or router. Wireless systems can be accessed by others, and it is the Subscriber's responsibility to secure access to the system with pass codes and lock out codes. HI-TECH is not responsible for access to wireless networks or devices that may not be supported by communication carriers and upgrades to Subscriber's system will be at Subscriber's expense. If Subscriber is Self-Monitoring, no signals will be received unless Subscriber has access to the selected mode of communication pathway such as cellular, radio or Internet service.

**10. ACCESS CONTROL SYSTEM OPERATION AND LIMITATIONS / ACCESS CONTROL ADMINISTRATION:** If Access Control is selected as a service to be provided and included in the Schedule of Equipment and Services, Access Control equipment shall be connected to a computer supplied by the Subscriber and connected to Subscriber's computer network. If data storage or backup is a selected service HI-TECH or its designee shall store and/or backup data received from Subscriber's system for a period of one year. HI-TECH shall have no liability for data corruption or inability to retrieve data even if caused by HI-TECH's negligence. Subscriber's data shall be maintained confidential and shall be retrieved and released only to Subscriber or upon Subscriber's authorization or by legal process. Internet access is not provided by HI-TECH and HI-TECH has no responsibility for such access or IP address service. HI-TECH shall have no liability for unauthorized access to the system through the Internet or other communication networks or data corruption or loss for any reason whatsoever. If Access Control Administration is selected as a service to be provided HI-TECH will maintain the data base for the operation of the Access Control System. Subscriber will advise HI-TECH of all change in personnel and/or changes in access levels of authorization and restrictions, providing access card serial numbers or biometric data and such information that Subscriber deems necessary to identify personnel. All communication by Subscriber to HI-TECH regarding personnel access must be in writing via email or fax to addresses designated by HI-TECH. HI-TECH shall have remote Internet access to the Subscriber's designated access control computer to program and make data base updates to the system. Subscriber is responsible for maintaining its computer and computer network and Internet access.

**11. AUDIO / VIDEO SYSTEM OPERATION AND LIMITATIONS:** If Audio / Video System is selected as a service to be provided and included in the Schedule of Equipment and Services, and if video equipment is attached to a recorder, it shall not be used for any other purpose. HI-TECH shall be permitted to access and make changes to the system's operation on site and over the internet. If data storage is selected service, HI-TECH shall store data received from Subscriber's system for one year. HI-TECH shall have no liability for data corruption or inability to retrieve data even if caused by HI-TECH's negligence. Subscriber's data shall be maintained confidential and shall be retrieved and released only to Subscriber or upon Subscriber's authorization or by legal process. Telephone or internet access is not provided by HI-TECH and HI-TECH has no responsibility for such access or IP address service. If system has remote access HI-TECH is not responsible for the security or privacy of any wireless network system or router, and it is the Subscriber's responsibility to secure access to the system with pass codes and lock outs. HI-TECH shall have no liability for unauthorized access to the system through the internet or other communication networks or data corruption or loss for any reason whatsoever. If audio or video devices are installed, Subscriber has been advised to independently ascertain that the audio or video devices are used lawfully. HI-TECH has made no representations and has provided no advice regarding the use of audio or video devices, and it is Subscriber's sole responsibility to use the camera and audio devices lawfully.

**12. GUARD RESPONSE:** If guard response is specified as a service to be provided, upon receipt of an alarm signal, HI-TECH or its subcontractor shall as soon as may be practical send one or more of its guards to the Subscriber's premises. Unless the guard determines that the alarm is a false alarm and that no situation requiring police or fire department services exist, the guard shall notify the Monitoring Center or police or fire department directly that an emergency situation exists and wait up to 15 minutes for the municipal police or fire department personnel or Subscriber to arrive at the premises and if permitted by the police shall assist in making a search of the premises to determine the cause of the alarm condition. If provided with keys to the premises the guard shall endeavor to secure the premises and repair the security equipment. However, Subscriber acknowledges that the guard is not required to enter the premises or to render any service to the security equipment and shall not be required to remain stationed at Subscriber's premises for more than 15 minutes after initial arrival. Subscriber authorizes the guard to take such action the guard deems necessary to secure the premises and reset the alarm, though Subscriber acknowledges that the guard may not be able to or may not have sufficient time to secure the premises or reset the alarm and put same in working order. If Subscriber requests HI-TECH to station its guard at the premises for more than 30 minutes, and HI-TECH has sufficient personnel to provide such service, and HI-TECH makes no such representation that its personnel will be available, then Subscriber agrees to pay HI-TECH \$95.00 per half hour plus tax for such service. Subscriber agrees to confirm the request to HI-TECH to provide extended guard service by email, text or recorded conversation to HI-TECH at the time request is made and HI-TECH is authorized to ignore any request not confirmed within 15 minutes.

### LIMITED WARRANTY ON SALE

**13.** In the event that any part of the security equipment becomes defective, HI-TECH agrees to make all repairs and replacement of parts without costs to the Subscriber for a period of ninety (90) days from the date of installation. HI-TECH reserves the option to either replace or repair the alarm equipment, and reserves the right to substitute materials of equal quality at time of replacement or to use reconditioned parts in fulfillment of this warranty. This warranty does not include batteries, electrical surges, lightning damage, software upgrades and repairs, communication devices that are no longer supported by communication pathways, obsolete components, and components exceeding manufacturer's useful life. HI-TECH is not the manufacturer of the equipment and other than HI-TECH's limited warranty Subscriber agrees to look exclusively to the manufacturer of the equipment for repairs under its warranty coverage if any. **Except as set forth in this agreement, HI-TECH makes no express warranties as to any matter whatsoever, including, without limitation to, unless prohibited by law, the condition of the equipment, its merchantability, or its fitness for any particular purpose and HI-TECH shall not be liable for consequential damages.** HI-TECH does not represent nor warrant that the security system may not be compromised or circumvented, or that the system will prevent any loss by burglary, hold-up, or otherwise; or that the system will in all cases provide the protection for which it is installed. **HI-TECH expressly disclaims any implied warranties, including implied warranties of merchantability or fitness for a particular purpose.** The warranty does not cover any damage to material or equipment caused by accident, misuse, attempted or unauthorized repair service, modification, or improper installation by anyone other than HI-TECH. Subscriber acknowledges that any affirmation of fact or promise made by HI-TECH shall not be deemed to create an express warranty unless included in this agreement in writing; that Subscriber is not relying on HI-TECH's skill or judgment in selecting or furnishing a system suitable for any particular purpose and that there are no warranties which extend beyond those on the face of this agreement, and that HI-TECH has offered additional and more sophisticated equipment for an additional charge which Subscriber has declined. Subscriber's exclusive remedy for HI-TECH's breach of this agreement or negligence to any degree under this agreement is to require HI-TECH to repair or replace, at HI-TECH's option, any equipment which is non-operational. This Limited Warranty is independent of and in addition to service contracted under paragraph 4(b)(ii) of this agreement. This Limited Warranty gives you specific legal rights and you may also have other rights which vary from state to state. If required by law, HI-TECH will procure all permits required by local law and will provide a Certificate of Workman's Compensation prior to starting work.

### GENERAL PROVISIONS

**14. DELAY IN DELIVERY / INSTALLATION / RISK OF LOSS OF MATERIAL:** HI-TECH shall not be liable for any damage or loss sustained by Subscriber as a result of delay in delivery and/or installation of equipment, equipment failure, or for interruption of service due to electric failure, strikes, walk-outs, war, acts of God, or other causes, including HI-TECH's negligence or failure to perform any obligation. The estimated date work is to be substantially completed is not a definite completion date and time is not of the essence. In the event the work is delayed through no fault of HI-TECH, HI-TECH shall have such additional time for performance as may be reasonably necessary under the circumstances. Subscriber agrees to pay HI-TECH the sum of \$1,000 per day for each business day the work is re-scheduled or delayed by Subscriber or others engaged by Subscriber through no fault of HI-TECH on less than 24 hour notice to HI-TECH. If installation is delayed for more than one year from date hereof by Subscriber or other contractors engaged by Subscriber and through no fault of HI-TECH, Subscriber agrees to pay an additional 5% of the contract Purchase Price upon

installation. Subscriber assumes all risk of loss of material once delivered to the job site. Should HI-TECH be required by existing or hereafter enacted law to perform any service or furnish any material not specifically covered by the terms of this agreement Subscriber agrees to pay HI-TECH for such service or material.

**15. TESTING OF SECURITY SYSTEM:** The parties hereto agree that the security equipment, once installed, is in the exclusive possession and control of the Subscriber, and it is Subscriber's sole responsibility to test the operation of the security equipment and to notify HI-TECH if any equipment is in need of repair. Service, if provided, is pursuant to paragraphs 4 and 7. HI-TECH shall not be required to service the security equipment unless it has received notice from Subscriber, and upon such notice, HI-TECH shall, during the warranty or repair service plan period, service the security equipment to the best of its ability within 36 hours, exclusive of Saturday, Sunday and legal holidays, during the business hours of 8 a.m. and 5 p.m. Subscriber agrees to test and inspect the security equipment and to advise HI-TECH of any defect, error or omission in the security equipment. In the event Subscriber complies with the terms of this agreement and HI-TECH fails to repair the security equipment within 36 hours after notice is given, excluding Saturdays, Sundays, and legal holidays, Subscriber agrees to send notice that the security equipment is in need of repair to HI-TECH, in writing, by certified or registered mail, return receipt requested, and Subscriber shall not be responsible for payments due while the security equipment remains inoperable. In any lawsuit between the parties in which the condition or operation of the security equipment is in issue, the Subscriber shall be precluded from raising the issue that the security equipment was not operating unless the Subscriber can produce a post office certified or registered receipt signed by HI-TECH, evidencing that warranty service was requested by Subscriber.

**16. CARE AND SERVICE OF SECURITY SYSTEM:** Subscriber agrees not to tamper with, remove or otherwise interfere with the Security System which shall remain in the same location as installed. All repairs, replacement or alteration of the security system made by reason of alteration to Subscriber's premises, or caused by unauthorized intrusion, lightning or electrical surge, or caused by any means other than normal usage, wear and tear, shall be made at the cost of the Subscriber. Batteries, electrical surges, lightning damage, software upgrades and repairs, communication devices that are no longer supported by communication pathways, obsolete components and components exceeding manufacturer's useful life, are not included in warranty or service under paragraph 4(b) (ii) and will be repaired or replaced at Subscriber's expense payable at time of service. No apparatus or device shall be attached to or connected with the security system as originally installed without HI-TECH's written consent.

**17. ALTERATION OF PREMISES FOR INSTALLATION:** HI-TECH is authorized to make preparations such as drilling holes, driving nails, making attachments or doing any other thing necessary in HI-TECH's sole discretion for the installation and service of the security system, and HI-TECH shall not be responsible for any condition created thereby as a result of such installation, service, or removal of the security system, and Subscriber represents that the owner of the premises, if other than Subscriber, authorizes the installation of the security system under the terms of this agreement.

**18. SUBSCRIBER'S DUTY TO SUPPLY ELECTRIC AND TELEPHONE SERVICE:** Subscriber agrees to furnish, at Subscriber's expense, all 110 Volt AC power, electrical outlet, ARC Type circuit breaker and dedicated receptacle, Internet connection, high-speed broadband cable or DSL and IP Address, telephone hook-ups, RJ31x Block or equivalent, as deemed necessary by HI-TECH.

**19. LIEN LAW:** HI-TECH or any subcontractor engaged by HI-TECH to perform the work or furnish material who is not paid may have a claim against purchaser or the owner of the premises if other than the purchaser which may be enforced against the property in accordance with the applicable lien laws.

**20. INDEMNITY / WAIVER OF SUBROGATION RIGHTS / ASSIGNMENTS:** Subscriber agrees to defend, advance expenses for litigation and arbitration, including investigation, legal and expert witness fees, indemnify and hold harmless HI-TECH, its employees, agents and subcontractors, from and against all claims, lawsuits, including those brought by third-parties or by Subscriber, including reasonable attorneys' fees and losses, asserted against and alleged to be caused by HI-TECH's performance, negligence or failure to perform any obligation under or in furtherance of this agreement. Parties agree that there are no third-party beneficiaries of this agreement. Subscriber on its behalf and any insurance carrier waives any right of subrogation Subscriber's insurance carrier may otherwise have against HI-TECH or HI-TECH's subcontractors arising out of this agreement or the relation of the parties hereto. Subscriber shall not be permitted to assign this agreement without written consent of HI-TECH, which shall not unreasonably be withheld. HI-TECH shall have the right to assign this agreement to a company licensed to perform the services and shall be relieved of any obligations herein upon such assignment.

**21. EXCULPATORY CLAUSE:** HI-TECH and Subscriber agree that HI-TECH is not an insurer and no insurance coverage is offered herein. The security system, equipment, and HI-TECH's services are designed to detect and reduce certain risks of loss, though HI-TECH does not guarantee that no loss or damage will occur. HI-TECH is not assuming liability, and, therefore, shall not be liable to Subscriber or any other third party for any loss, economic or non-economic, in contract or tort, data corruption or inability to retrieve data, personal injury or property damage sustained by Subscriber as a result of equipment failure, human error, burglary, theft, hold-up, fire, smoke, water or any other cause whatsoever, regardless of whether or not such loss or damage was caused by or contributed to by HI-TECH's breach of contract, negligent performance to any degree in furtherance of this agreement, any extra contractual or legal duty, strict products liability, or negligent failure to perform any obligation pursuant to this agreement or any other legal duty, except for intentional willful misconduct.

**22. INSURANCE / ALLOCATION OF RISK:** Subscriber shall maintain a policy of Comprehensive General Liability and Property Insurance for liability, casualty, fire, theft, and property damage under which Subscriber is named as insured and HI-TECH is named as additional insured and which shall cover any loss or damage HI-TECH's services are intended to detect to one hundred percent of the insurable value or potential risk. The parties intend that the Subscriber assume all potential risk and damage that may arise by reason of failure of the equipment, system or HI-TECH's services and that Subscriber will look to its own insurance carrier for any loss or assume the risk of loss. HI-TECH shall not be responsible for any portion of any loss or damage which is recovered or recoverable by Subscriber from insurance covering such loss or damage or for such loss or damage against which Subscriber is indemnified or insured. Subscriber and all those claiming rights under Subscriber waive all rights against HI-TECH and its subcontractors for loss or damages caused by perils intended to be detected by HI-TECH's services or covered by insurance to be obtained by Subscriber, except such rights as Subscriber or others may have to the proceeds of insurance.

**23. LIMITATION OF LIABILITY:** SUBSCRIBER AGREES THAT SHOULD THERE ARISE ANY LIABILITY ON THE PART OF HI-TECH AS A RESULT OF HI-TECH'S BREACH OF THIS CONTRACT, NEGLIGENT PERFORMANCE TO ANY DEGREE OR NEGLIGENT FAILURE TO PERFORM ANY OF HI-TECH'S OBLIGATIONS PURSUANT TO THIS AGREEMENT OR ANY OTHER LEGAL DUTY, EQUIPMENT FAILURE, HUMAN ERROR, OR STRICT PRODUCTS LIABILITY, WHETHER ECONOMIC OR NON-ECONOMIC, IN CONTRACT OR IN TORT, THAT HI-TECH'S LIABILITY SHALL BE LIMITED TO THE SUM OF \$250.00 OR 6 TIMES THE MONTHLY PAYMENT FOR SERVICES BEING PROVIDED AT TIME OF LOSS, WHICHEVER IS GREATER. IF SUBSCRIBER WISHES TO INCREASE HI-TECH'S AMOUNT OF LIMITATION OF LIABILITY, SUBSCRIBER MAY, AS A MATTER OF RIGHT, AT ANY TIME, BY ENTERING INTO A SUPPLEMENTAL AGREEMENT, OBTAIN A HIGHER LIMIT BY PAYING AN ANNUAL PAYMENT CONSONANT WITH HI-TECH'S INCREASED LIABILITY. THIS SHALL NOT BE CONSTRUED AS INSURANCE COVERAGE.

SUBSCRIBER ACKNOWLEDGES THAT THIS AGREEMENT CONTAINS EXCULPATORY CLAUSE, INDEMNITY, INSURANCE, ALLOCATION OF RISK AND LIMITATION OF LIABILITY PROVISIONS.

**24. LEGAL ACTION / BREACH / LIQUIDATED DAMAGES / AGREEMENT TO BINDING ARBITRATION:** The parties agree that due to the nature of the services to be provided by HI-TECH, the payments to be made by the Subscriber for the term of this agreement form an integral part of HI-TECH's anticipated profits; that in the event of Subscriber's default it would be difficult if not impossible to fix HI-TECH's actual damages. Therefore, in the event Subscriber defaults in any payment or charges to be paid to HI-TECH, Subscriber shall be immediately liable for any unpaid installation and invoiced charges plus 80% of the balance of all payments for the entire term of this agreement as LIQUIDATED DAMAGES and HI-TECH shall be permitted to terminate all its services, including but not limited to terminating monitoring service, under this agreement and to remotely re-program or delete any programming without relieving Subscriber of any obligation herein.

SUBSCRIBER ACKNOWLEDGES THAT THIS AGREEMENT CONTAINS A LIQUIDATED DAMAGE CLAUSE.

The prevailing party in any litigation or arbitration is entitled to recover its reasonable legal fees from the other party. In any action commenced by HI-TECH against Subscriber, Subscriber shall not be permitted to interpose any counterclaim. SUBSCRIBER AGREES THAT SUBSCRIBER MAY BRING CLAIMS AGAINST HI-TECH ONLY IN SUBSCRIBER'S INDIVIDUAL CAPACITY, AND NOT AS A CLASS ACTION PLAINTIFF OR CLASS ACTION MEMBER IN ANY PURPORTED CLASS OR REPRESENTATIVE PROCEEDING. ANY DISPUTE BETWEEN THE PARTIES OR ARISING OUT OF THIS AGREEMENT, INCLUDING ISSUES OF ARBITRABILITY, SHALL, AT THE OPTION OF ANY PARTY, BE DETERMINED BY BINDING AND FINAL ARBITRATION BEFORE A SINGLE ARBITRATOR ADMINISTERED BY ARBITRATION SERVICES INC., ITS SUCCESSORS OR ASSIGNS, PURSUANT TO ITS ARBITRATION RULES AT WWW.ARBITRATIONSERVICESINC.COM AND THE

FEDERAL ARBITRATION ACT, EXCEPT THAT NO PUNITIVE OR CONSEQUENTIAL DAMAGES MAY BE AWARDED. The arbitrator shall be bound by the terms of this agreement and is authorized to conduct proceedings by telephone, video, submission of papers or in-person hearing. By agreeing to this arbitration provision you are waiving your right to a trial before a judge or jury, waiving your right to appeal the arbitration award and waiving your right to participate in a class action. Service of process or papers in any legal proceeding or arbitration between the parties may be made by First-Class Mail delivered by the U.S. Postal Service addressed to the party's address in this agreement or another address provided by the party in writing to the party making service. The parties submit to the jurisdiction and laws of Florida, except for arbitration which is governed by the FAA and agree that any litigation or arbitration between the parties may be commenced and maintained in the county where HI-TECH's principal place of business is located or Nassau County, New York. The parties waive trial by jury in any action between them unless prohibited by law. Any action between the parties must be commenced within one year of the accrual of the cause of action or shall be barred. All actions or proceedings by either party must be based on the provisions of this agreement. Any other action that Subscriber may have or bring against HI-TECH in respect to other services rendered in connection with this agreement shall be deemed to have merged in and be restricted to the terms and conditions of this agreement.

SUBSCRIBER ACKNOWLEDGES THAT THIS AGREEMENT CONTAINS AN AGREEMENT TO ARBITRATE DISPUTES AND THAT ARBITRATION IS BINDING AND FINAL AND THAT SUBSCRIBER IS WAIVING SUBSCRIBER'S RIGHT TO TRIAL IN A COURT OF LAW AND OTHER RIGHTS.

**25. HI-TECH'S RIGHT TO SUBCONTRACT SPECIAL SERVICES:** Subscriber agrees that HI-TECH is authorized and permitted to subcontract any services to be provided by HI-TECH to third parties who may be independent of HI-TECH, and that HI-TECH shall not be liable for any loss or damage sustained by Subscriber by reason of fire, theft, burglary or any other cause whatsoever caused by the negligence of third parties. Subscriber appoints HI-TECH to act as Subscriber's agent with respect to such third parties, except that HI-TECH shall not obligate Subscriber to make any payments to such third parties. Subscriber acknowledges that this agreement, and particularly those paragraphs relating to HI-TECH's disclaimer of warranties, exemption from liability, even for its negligence, limitation of liability and indemnification, inure to the benefit of and are applicable to any assignees, subcontractors, manufacturers, vendors and Monitoring Center of HI-TECH.

**26. MOLD, OBSTACLES AND HAZARDOUS CONDITIONS:** Subscriber shall notify HI-TECH in writing of any undisclosed, concealed or hidden conditions in any area where installation is planned, and Subscriber shall be responsible for removal of such conditions. In the event HI-TECH discovers the presence of suspected asbestos or other hazardous material, HI-TECH shall stop all work immediately and notify Subscriber. It shall be Subscriber's sole obligation to remove such conditions from the premises, and if the work is delayed due to the discovery of suspected asbestos or other hazardous material or conditions then an extension of time to perform the work shall be allowed and Subscriber agrees to compensate HI-TECH for any additional expenses caused by the delay but not less than \$1000.00 per day until work can resume. If HI-TECH, in its sole discretion, determines that continuing the work poses a risk to HI-TECH or its employees or agents, HI-TECH may elect to terminate this agreement on 3 day notice to Subscriber and Subscriber shall compensate HI-TECH for all services rendered and material provided to date of termination. HI-TECH shall be entitled to remove all its equipment and uninstalled equipment and material from the job site. Under no circumstances shall HI-TECH be liable to Subscriber for any damage caused by mold or hazardous conditions or remediation thereof.

**27. NON-SOLICITATION:** Subscriber agrees that it will not solicit for employment for itself, or any other entity, or employ, in any capacity, any employee of HI-TECH assigned by HI-TECH to perform any service for or on behalf of Subscriber for a period of two years after HI-TECH has completed providing service to Subscriber. In the event of Subscriber's violation of this provision, in addition to injunctive relief, HI-TECH shall recover from Subscriber an amount equal to such employee's salary based on the average three months preceding employee's termination of employment with HI-TECH, times twelve, together with HI-TECH's counsel and expert witness fees.

**28. FALSE ALARMS / PERMIT FEES / WITNESS FEES:** Subscriber is responsible for all alarm permits and fees, agrees to file for and maintain any permits required by applicable law and indemnify or reimburse HI-TECH for any fees or fines relating to permits or false alarms. HI-TECH shall have no liability for permit fees, false alarms, false alarm fines, the manner in which police or fire department responds, or the refusal of the police or fire department to respond. In the event of termination of police or fire department response this agreement shall nevertheless remain in full force and Subscriber shall remain liable for all payments provided for herein. In the event Subscriber or any third party subpoenas or summons HI-TECH requiring any services or appearances, Subscriber agrees to pay HI-TECH \$150 per hour for such services and appearances. Subscriber shall reimburse HI-TECH for any Monitoring Center charges for excessive, run-a-way or false alarm signals.

**29. SECURITY INTEREST / COLLATERAL:** To secure Subscriber's obligations under this agreement Subscriber grants HI-TECH a security interest in the security equipment installed by HI-TECH and HI-TECH is authorized to file a financing statement.

**30. CREDIT INVESTIGATION:** Subscriber and any guarantor authorize HI-TECH to conduct credit investigations from time to time to determine Subscriber's and guarantor's credit worthiness.

**31. FULL AGREEMENT / SEVERABILITY:** This agreement along with the Schedule of Equipment and Services constitute the full understanding of the parties and may not be amended, modified or canceled, except in writing signed by both parties. Subscriber acknowledges and represents that Subscriber has not relied on any representation, assertion, guarantee, warranty, collateral agreement or other assurance, except those set forth in this Agreement. Subscriber hereby waives all rights and remedies, at law or in equity, arising, or which may arise, as the result of Subscriber's reliance on such representation, assertion, guarantee, warranty, collateral agreement or other assurance. To the extent this agreement is inconsistent with any other document or agreement, whether executed prior to, concurrently with or subsequent to this agreement the terms of this agreement shall govern. This agreement shall run concurrently with and shall not terminate or supersede any existing agreement between the parties unless specified herein. Should any provision of this agreement be deemed void, the remaining parts shall be enforceable.

**SUBSCRIBER ACKNOWLEDGES RECEIVING A FULLY EXECUTED COPY OF THIS AGREEMENT AND SCHEDULE OF EQUIPMENT AND SERVICES AT TIME OF EXECUTION.**

**HI-TECH SYSTEM ASSOCIATES, INC.:**

**SUBSCRIBER:** \_\_\_\_\_

Signature by Authorized Officer Title of Person Signing

By: Brian Jones Brian Jones  
Signature

Print Name of Subscriber Tax ID or EIN

Subscriber's Email Address: ridgewoodtrailsmgr@rmsnf.com

The undersigned personally guarantees Subscriber's performance of this agreement and agrees to be bound by all terms as a party herein.

Signature (Name Must Be Printed Below) SS#

Print Name Residence Address

## **www.alarm.com**

### **Terms & Conditions**

Alarm.com provides user interfaces for monitoring and controlling security systems. This document sets forth the Terms and Conditions under which you may use the Service. The Service includes this web site, voice site, and mobile site (the "User Interfaces") and the corresponding email and phone notifications known as the Alarm.com Network (the "Alarm.com Network"). Please read this page carefully. By accessing, browsing or using the Services or downloading any content from the Services, you acknowledge that you have read, understood and agree to be bound by these terms and to comply with all applicable laws and regulations. If you do not agree to these terms, do not access, browse or use the Services or download any content from the Services. We may revise these Terms and Conditions at any time by updating this posting. You should visit this page periodically to review the Terms and Conditions, because they are binding on you. If you violate any of these Terms or Conditions, your permission to use the Service automatically terminates.

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### **Modifications**

Alarm.com reserves the right to modify the Service, and the rules and regulations governing its use, at any time. Modifications will be posted on the Web Site, and users are deemed to be apprised of and bound by any changes to the Service. Alarm.com may make changes in the products and/or services described on the Service at any time.

### **Links**

From time to time, we may post links that will allow you to leave the User Interfaces and, in the future, we may offer links that will allow you to leave the Services. The linked sites are not under the control of Alarm.com, and the content available on the sites linked to the Service do not necessarily reflect the opinion of Alarm.com. Alarm.com is providing these links as a convenience to you, and access to any other sites linked to the Service is at your own risk. Alarm.com assumes no responsibility for the content of such linked sites. The inclusion of any link does not imply a recommendation or endorsement by Alarm.com of the linked site.

### **Security**

You are responsible for maintaining the confidentiality of your login and password, and you are responsible for all uses of your login, password, and PINS, and any and all related charges, whether or not authorized by you.

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Your commercial dealings with advertisers and/or vendors found on or through the Service (each, a "Vendor"), including payment and delivery of goods or services, and any other terms, conditions, warranties or representations associated with such dealings, are solely between you and such Vendor. You agree that Alarm.com shall not be responsible or liable for any loss or damage of any sort incurred as the result of any such dealings or as the result of the presence of such Vendors on the Service.

### **Location**

The Service is operated by Alarm.com from its offices in the United States. Alarm.com makes no representation that the information located on the Service is appropriate or available for use in other locations, and access to the Service from territories where the content of the Service may be illegal is prohibited. Those who choose to access the Service from other locations do so on their own initiative and are responsible for compliance with applicable local laws. Any claims relating to the information available on the Service will be governed by the laws of the Commonwealth of Virginia, U.S.A., excluding the application of its conflicts of law rules.

### **Violations and Additional Policies**

Alarm.com reserves the right to seek all remedies available at law and in equity for violations of these Terms and Conditions, including the right to block access from a particular Internet address or phone number to the Service. Alarm.com may terminate this Agreement and/or your access to the Service at any time for any reason or no reason.

**HI-TECH SYSTEM ASSOCIATES, INC.**  
**2498 Centerville Road**  
**Tallahassee, FL 32308**  
**(850) 385-7649**

**RIDER FOR ALARM.COM AND OvrC PRODUCTS AND SERVICES**

This Rider supplements the Agreement between the parties for alarm/security services and governs Subscriber's relationship with Alarm.com and/or OvrC. This Rider is for services and products furnished by Alarm.com and/or OvrC, including the following:

**CHECK BOX FOR APPROPRIATE SERVICES:**

**SERVICES AND CHARGES: Only services selected are included:**

**Alarm.Com:**

- Alarm.com Interactive Security  Alarm.com Video Monitoring
- Standard Storage
- Alarm.com Access
- Energy Management
- Home Automation
- Wellness
- Additional Storage  Cancellation Option\*
- Lights  Locks  Remote Control  Automation & Triggers
- Thermostat
- Seamless Integration
- Smart Device Apps

**OvrC:**

- Firmware Updates
- Auto Reboot Service
- Reactive Service up to 24 hour response time
- Text Support (M-S, 8-5) 2-4 hour response time
- Email Support (M-S, 8-5) 2-4 hour response time
- Phone Support (M-F 8-5) 2-4 hour response time
- Proactive Remote Service (Response to down notifications)
- 20% Onsite Service Ticket Discount
- Text Support 24/7 less than 1 hour response time
- Email Support 24/7 less than 1 hour response time
- Phone Support 24/7 less than 1 hour response time
- Reactive Service up to 72 business hour response time
- Network Profiles
- Control App  Configured Commands
- One Touch Reboot  System Insight

\*Subscriber acknowledges that if the Cancellation Option is used, by clicking the Cancellation Option the alarm signal will be cancelled and the Monitoring Center will not notify first responders. If the Monitoring Center has already notified first responders, it may not withdraw the notice even if you have clicked on the cancellation option.

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Annexed hereto and made a part hereof are the Alarm.com terms and conditions. By accepting Alarm.com products and services you accept these terms and conditions which govern your relationship with Alarm.com. The Alarm.com terms and conditions may change from time to time and you accept all such changes which terms and conditions can be found at [www.alarm.com](http://www.alarm.com). Your relationship with HI-TECH SYSTEM ASSOCIATES, INC. is governed by your contract with HI-TECH SYSTEM ASSOCIATES, INC.

- By checking this box you agree to the Alarm.com terms and conditions found at: [www.alarm.com](http://www.alarm.com).
- By checking this box you agree to the OvrC terms and conditions found at: <https://www.ovrc.com/policies.html>

\_\_\_\_\_  
Subscriber's Signature

Dated: \_\_\_\_\_



### Company Contact Info

(850) 385-7649

[www.HiTechFlorida.com](http://www.HiTechFlorida.com)

Support@HiTechFlorida.com

### Registering Your Alarm System with Local Police

By initialing the subscriber acknowledges and agrees that it is their sole responsibility to obtain and maintain any necessary alarm registration permits required by the city or local jurisdiction for central station monitored alarm accounts. The subscriber understands that failure to register or renew such permits may result in the city or local authorities refusing to respond to alarm activations or imposing charges for false alarms. The subscriber agrees to comply with all applicable permit requirements and regulations, and shall be responsible for any fees, penalties, or charges incurred as a result of non-compliance.

\_\_\_\_\_ Initials

**Below is a list of current jurisdictions that require central station monitored alarm systems to be registered. If your home or business is in one of these jurisdictions and you have our central station monitored response please use the correct link to register your alarm system.**

#### Jacksonville

[https://www.cityalarmpermit.com/FAMS/Citizen/City/Jacksonville/ATB\\_Login.aspx](https://www.cityalarmpermit.com/FAMS/Citizen/City/Jacksonville/ATB_Login.aspx)

#### Clay County

<https://www.claycountygov.com/departments/zoning/applications/alarm-registration>

#### Nassau County

<http://nassauso.com/programs/alarm-registration/>

#### Saint Johns

<https://www.sjso.org/i-want-to/register-an-alarm/>

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_



## Certificate Of Completion

Envelope Id: 0F181EEF-63B2-8555-8346-09271E08E25D

Status: Sent

Subject: Hi-Tech Agreement

Source Envelope:

Document Pages: 22

Signatures: 2

Envelope Originator:

Certificate Pages: 2

Initials: 0

Brian Jones

AutoNav: Enabled

2498 Centerville Rd

Envelopeld Stamping: Enabled

Tallahassee, FL 32308

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

brian@hitechflorida.com

IP Address: 2605:59c0:175b:

## Record Tracking

Status: Original

Holder: Brian Jones

Location: DocuSign

4/23/2026 6:44:18 AM

brian@hitechflorida.com

## Signer Events

### Signature

### Timestamp

Brian Jones

brian@hitechflorida.com

Sales Integrator

Hi-Tech Systems Associates, Inc

Security Level: Email, Account Authentication  
(None)

Sent: 4/23/2026 6:46:54 AM

Viewed: 4/23/2026 6:47:12 AM

Signed: 4/23/2026 6:58:32 AM

Signature Adoption: Pre-selected Style

Using IP Address:

2605:59c0:175b:db10:59ea:62c:1595:2a26

### Electronic Record and Signature Disclosure:

Not Offered via Docusign

Ridgewood Trails CDD

ridgewoodtrailsmgr@rmsnf.com

Security Level: Email, Account Authentication  
(None)

Sent: 4/23/2026 6:58:34 AM

Viewed: 4/23/2026 10:53:45 AM

### Electronic Record and Signature Disclosure:

Not Offered via Docusign

## In Person Signer Events

### Signature

### Timestamp

## Editor Delivery Events

### Status

### Timestamp

## Agent Delivery Events

### Status

### Timestamp

## Intermediary Delivery Events

### Status

### Timestamp

## Certified Delivery Events

### Status

### Timestamp

## Carbon Copy Events

### Status

### Timestamp

Kelsey Jones

kelsey@hitechflorida.com

Security Level: Email, Account Authentication  
(None)

### Electronic Record and Signature Disclosure:

Not Offered via Docusign

## Witness Events

### Signature

### Timestamp

## Notary Events

### Signature

### Timestamp

## Envelope Summary Events

### Status

### Timestamps

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	4/23/2026 6:46:54 AM
Envelope Updated	Security Checked	4/23/2026 6:51:05 AM
Envelope Updated	Security Checked	4/23/2026 6:51:05 AM
Envelope Updated	Security Checked	4/23/2026 6:51:05 AM
Certified Delivered	Security Checked	4/23/2026 10:53:45 AM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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*D.*



**Corporate Office**  
4651 Salisbury Rd, Suite 155  
Jacksonville, FL 32256  
(904) 431-3914

April 3, 2026

**Ridgewood Trails CDD | 718416**

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

Dear Mrs. Rodgers,

The anniversary date of your Lake Doctors, Inc., Water Management Program for this upcoming fiscal year is on **October 1st, 2026**. Due to the rising costs of professionally managing your account, which includes aquatic herbicides, vehicles, equipment, insurance and supplies, we would like to ask for a modest, less than 3%, adjustment to your monthly investment amount, from **\$710.00** monthly to **\$730.00** monthly.

If you have any questions or concerns regarding the proposed adjustment for your water management program, please feel free to give me a call at (904)228-8006 or contact me by email at [jesse.mason@lakedoctors.com](mailto:jesse.mason@lakedoctors.com). Otherwise, no action is required at this time.

As always, we will continue to focus on providing superior service, prompt response to questions or concerns and great care for the health of your ponds.

On behalf of our Jacksonville Lake Doctors Team, we truly appreciate your business and we look forward to continuing to work for you and the homeowners of Ridgewood Trails.

Respectfully,

Jesse E. Mason  
Sales Manager





## Water Management Agreement

This Agreement, made this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ is between The Lake Doctors, Inc., a Florida corporation ("the Company") and the following "Customer"

**PROPERTY NAME (Community/Business/Individual)** \_\_\_\_\_

**MANAGEMENT COMPANY** \_\_\_\_\_

**INVOICING ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_ **PHONE ( )** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

The parties hereto agree to follows:

- A. The Company agrees to manage certain lakes and/or waterways for a period of twelve (12) months from the date of execution of this Agreement in accordance with the terms and conditions of this Agreement in the following location(s):

**Eight (8) Ponds associated with Ridgewood Trails CDD in Middleburg, Florida.**

Includes a minimum of twelve (12) inspections and/or treatments, as necessary, for control and prevention of noxious aquatic weeds/algae.

- B. Customer agrees to pay the Company the following sum for specified aquatic management services:

1.	Underwater and Floating Vegetation Control Program	<b>\$ 950.00 Monthly</b>
2.	Shoreline Grass and Brush Control Program	\$ INCLUDED
3.	Free Callback Service and Additional Treatments, if required	\$ INCLUDED
4.	Water Testing and Analysis, as needed	\$ INCLUDED
5.	Monthly Detailed Service Reports	\$ INCLUDED
<b>Total of Services Accepted</b>		<b>\$ 950.00 Monthly</b>

**\$950.00 of the above sum-total shall be due and payable upon execution of this Agreement;** the balance shall be payable in advance in monthly installments of **\$950.00** plus any additional costs such as sales taxes, permitting fees, monitoring, reporting, water testing and related costs mandated by any governmental or regulatory body related to service under this Agreement.

- C. The Company uses products which, in its sole discretion, are intended to provide effective and safe results.
- D. The Company agrees to commence treatment within **thirty (30) days**, weather permitting, from the date of receipt of this executed Agreement plus initial deposit and/or required government permits.
- E. The offer contained herein is withdrawn and this Agreement shall have no further force and effect unless executed and returned by Customer to the Company on or before **September 30th, 2026**.
- F. The Terms and Conditions appearing on the reverse side form an integral part of this Agreement, and Customer hereby acknowledges that it has read and is familiar with the contents thereof.

### CUSTOMER PREFERENCES

**INVOICE FREQUENCY:** \_\_\_ MONTHLY \_\_\_ EVERY OTHER MONTH \_\_\_ QUARTERLY \_\_\_ SEMI-ANNUAL \_\_\_ ANNUAL

**INVOICE TIMING:** \_\_\_ BEGINNING OF THE MONTH \_\_\_ WITH SERVICE COMPLETION

**EMAIL INVOICE:** \_\_\_ YES \_\_\_ NO | *If yes, provide invoice email:* \_\_\_\_\_

**EMAIL WORK ORDER:** \_\_\_ YES \_\_\_ NO | *If yes, provide work order email:* \_\_\_\_\_

**THIRD PARTY COMPLIANCE/REGISTRATION:** \_\_\_ YES \_\_\_ NO

**THIRD PARTY INVOICING PORTAL\*\*:** \_\_\_ YES \_\_\_ NO

**REQUESTED START MONTH:** \_\_\_\_\_ | **PURCHASE ORDER #:** \_\_\_\_\_

**THE LAKE DOCTORS, INC.**

**Jesse E. Mason, Sales Manager**

**CUSTOMER:**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

## TERMS AND CONDITIONS

- 1) The Underwater and Floating Vegetation Control Program will be conducted in a manner consistent with good water management practice using the following methods and techniques when applicable.
  - a) Periodic treatments to maintain control of noxious submersed, floating and emersed aquatic vegetation and algae. Customer understands that some beneficial vegetation may be required in a body of water to maintain a balanced aquatic ecological system.
  - b) Determination of dissolved oxygen levels prior to treatment, as deemed necessary, to ensure that oxygen level is high enough to allow safe treatment. Additional routine water analysis and/or bacteriological analysis may be performed if required for success of the water management program.
  - c) Where applicable, treatment of only one-half or less of the entire body of water at any one time to ensure safety to fish and other aquatic life. However, the Company shall not be liable for loss of any exotic or non-native fish or vegetation. Customer must also notify the Company in writing if any exotic fish exist in lake or pond prior to treatment.
  - d) Customer understands and agrees that for the best effectiveness and environmental safety, materials used by the Company may be used at rates equal to or lower than maximum label recommendations.
  - e) Triploid grass carp stocking, if included, will be performed at stocking rates determined the Florida Fish and Wildlife Conservation Commission permit guidelines.
  - f) Customer agrees to provide adequate access. Failure to provide adequate access may require re-negotiation or termination of this Agreement.
  - g) Control of some weeds may take 30-90 days depending upon species, materials used and environmental factors.
  - h) When deemed necessary by the Company and approved by Customer, the planting and/or nurturing of certain varieties of plants, which for various reasons, help to maintain ecological balance.
- 2) Under the Shoreline Grass and Brush Control Program, the Company will treat border vegetation to the water's edge including, but not limited to torpedogras, cattails, and other emergent vegetation such as woody brush and broadleaf weeds. Many of species take several months or longer to fully decompose. Customer is responsible for any desired physical cutting and removal.
- 3) Customer agrees to inform the Company in writing if any lake or pond areas have been or are scheduled to be mitigated (planted with required or beneficial aquatic vegetation). the Company assumes no responsibility for damage to aquatic plants if Customer fails to provide such information in a timely manner. Emergent weed control may not be performed within mitigated areas, new or existing, unless specifically stated by separate contract or modification of this Agreement. Customer also agrees to notify the Company, in writing, of any conditions which may affect the scope of work and Customer agrees to pay any resultant higher direct costs incurred.
- 4) If services specify trash/debris removal, the Company will perform the following: removal of casual trash such as cups, plastic bags and other man-made materials up to a 5 gallon bucket but only during regularly scheduled service visits. Large or dangerous items such as biohazards and landscape debris will not be included.
- 5) Customer agrees to reimburse the Company for all processing fees for registering with third party companies for compliance monitoring services and/or invoicing portal fees. Fees will be reimbursed via an additional invoice per the Company's discretion.
- 6) If at any time during the term of this Agreement, Customer reasonably believes the Company is not performing in a satisfactory manner, or in accordance with the terms of this Agreement, Customer shall give the Company written notice stating with particularity the reasons for Customer's dissatisfaction. The Company shall investigate and attempt to address Customer's concerns. If, after 30 days from the giving of the original notice, Customer continues to reasonably believe the Company's performance is unsatisfactory, Customer may terminate this Agreement by giving written notice ("Second Notice") to the Company and paying all monies owing to the effective date of termination, which shall be the last day of the month in which the Second Notice is received by the Company. Customer may not terminate this Agreement before the end of the term except for cause in accordance with this paragraph.
- 7) If Customer discontinues or terminates service under this Agreement except for cause in accordance with paragraph 6, Company shall be entitled to collect as an early termination fee, and not as a penalty, an amount equal to, the lesser of, three (3) times the monthly service fee, or the number of months remaining in the term multiplied by the monthly service fee. The Company may declare the termination fee owed in a single payment due within ten (10) days of written demand.
- 8) Federal and State regulations require that various water time-use restrictions be observed during and following some treatments. The Company will notify Customer of such restrictions. It is Customer's responsibility to observe the restrictions throughout the required period. Customer understands and agrees that, notwithstanding any other provision of the Agreement, the Company does not assume any liability for failure by any party to be notified of, or to observe, such regulations or restrictions.
- 9) The Company shall maintain the following insurance coverage and limits: (a) Workman's Compensation with statutory limits; (b) Automobile Liability; (c) Comprehensive General Liability, including Pollution Liability, Property Damage, Completed Operations and Product Liability. A Certificate of Insurance will be provided upon request. A Certificate of Insurance naming Customer as "Additional Insured" may be provided at Customer's request. Customer agrees to pay for any additional costs of insurance requirements over and above the standard insurance provided by the Company.
- 10) The Company agrees to indemnify, defend and hold harmless Customer from and against any and all liability for any loss, injury or damage, including, without limitation, all costs, expenses, court costs and reasonable attorneys' fees, imposed on Customer by any person caused by or that results from the gross negligence or willful misconduct of the Company, its employees or agents. Customer hereby agrees to indemnify, defend and hold the Company harmless from and against any and all liability for any loss, injury or damage, including, without limitation, all costs, expenses, court costs and reasonable attorneys' fees, imposed on the Company by any person whomsoever that occurs on or about Customer's premises, except for any such loss, injury or damage that is caused by or results solely from the gross negligence or willful misconduct of the Company its employees or agents.
- 11) IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES, INCLUDING BUT NOT LIMITED TO LOST PROFITS, SAVINGS OR REVENUE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. Customer agrees that the Company's liability under this Agreement shall be limited to six (6) times the monthly fee, which amount shall be Customer's maximum remedy regardless of the legal theory used to determine that the Company is liable for the injury or loss (including, without limitation, negligence breach of contract breach of warranty and product liability).
- 12) Neither party shall be responsible for damages, penalties or otherwise for any failure or delay in performance of any of its obligations hereunder caused by strikes, riots, war, acts of God, accidents, governmental orders and regulations, curtailment or failure to obtain sufficient material, or other force majeure condition (whether or not of the same class or kind as those set forth above) beyond its reasonable control and which, by the exercise of due diligence, it is unable to overcome. Should the Company be prohibited, restricted or otherwise prevented or impaired from rendering specified services by any condition, the Company shall notify Customer of said condition and of the excess direct costs arising therefrom. Customer shall have thirty (30) days after receipt of notice to notify the Company in writing of any inability to comply with excess direct costs as requested by the Company.
- 13) Customer warrants that it is authorized to execute this Agreement on behalf of the riparian owner. If a legal entity, the person executing this Agreement on behalf of Customer represents that Customer is duly organized and existing, and is in good standing, under the laws of the jurisdiction of its organization and that execution, delivery, and performance of this Agreement has been duly authorized by all appropriate corporate action.
- 14) The Company covenants to perform and complete the services hereunder in a timely, competent and workmanlike manner and in accordance with the specifications and requirements set forth in this Agreement. THE COMPANY HEREBY EXPRESSLY DISCLAIMS, AND CUSTOMER HEREBY WAIVES, RELEASES AND RENOUNCES, ALL OTHER WARRANTIES AND CLAIMS EXPRESS OR IMPLIED, ARISING BY LAW OR OTHERWISE, WITH RESPECT TO SERVICES OR PRODUCTS PROVIDED BY THE COMPANY.
- 15) Customer understands that, for convenience, the annual cost of service is spread over a twelve-month period and that individual monthly billings do not reflect the fluctuating seasonal costs of service. If the Company permits Customer to temporarily put its account activity on hold, an additional start-up charge may be required due to aquatic re-growth.
- 16) The Company agrees to hold Customer harmless from any loss, damage or claims arising out of the sole negligence of the Company. However, the Company shall in no event be liable to Customer or others for indirect, special or consequential damages resulting from any cause whatsoever.
- 17) Upon completion of the term of this Agreement, or any extension thereof, this Agreement shall be automatically extended for a period equal to its original term unless terminated by either party by written notice delivered prior to the end of the term. The Company may adjust the monthly investment amount after the original term to reflect any changes to cost of materials, inputs, and labor. The Company will submit written notification to Customer 30 days prior to effective date of adjustment. If Customer is unable to comply with the adjustment, the Company shall be notified immediately in order to seek a resolution. The Company may cancel this Agreement for any reason upon 30-day written notice to Customer.
- 18) Should Customer become delinquent, the Company may place the account on hold for non-payment and Customer will continue to be responsible for the continuing monthly amount even if the account is placed on hold. The Company may, at its sole discretion, choose to suspend services and charge the Customer 25% of the monthly equivalent invoice amount for three (3) consecutive months, herein referred to as the Credit Hold Period, or until Customer pays all invoices due, whichever comes earlier. Regular Service may be reinstated once the entire past due balance has been received in full. Should the Customer remain delinquent at the end of the Credit Hold Period, Company shall be entitled to bring action for collection of monies due and owing under this Agreement. Customer agrees to pay collection costs, including, but not limited to, reasonable attorneys fee (including those on appeal) and court costs, and all other expenses incurred by the Company resulting from such collection action. The Company reserves the right at any time to charge interest on unpaid amounts at the rate of eighteen percent (18%) per year. Customer hereby irrevocably submits to the exclusive personal jurisdiction of the state and federal courts of Duval County, Florida for the adjudication of all disputes or questions hereunder.
- 19) This Agreement constitutes the entire agreement of the parties hereto and shall be valid upon acceptance by the Company Corporate Office. No oral or written alterations or modifications of the terms contained herein shall be valid unless made in writing and accepted by an authorized representative of both the Company and Customer. This Agreement is assignable by Customer only with the prior written consent of the Company.

*E.*



RESIGNS/RENEWALS  
 NEW OWNER

# Service Agreement

TEMPORARY  
 PERMANENT

## A. CUSTOMER SITE INFORMATION

Site Name:			Effective Date:	Account #:
Service Address:			Service Area:	Salesperson:
City/State:		Zip Code:	Contact Name:	
Email:	Telephone:		Fax:	Mobile:

## B. BILLING INFORMATION

Billing Name:			P.O. # Required? Y / N	
Billing Address:			Billing Cycle:	Customer Payment:
City/State:		Zip Code:	Contact Name:	
Email:	Telephone:		Fax:	Mobile:

## C. EQUIPMENT / SERVICE SPECIFICATIONS

Qty	Service Type	Material	Size	Freq.	Compact Y/N	Locks	Wheels	Gates	Rate
									<input type="checkbox"/> Month <input type="checkbox"/> Haul
									<input type="checkbox"/> Month <input type="checkbox"/> Haul

## OLD SCHEDULE OF SERVICE

									<input type="checkbox"/> Month <input type="checkbox"/> Haul
									<input type="checkbox"/> Month <input type="checkbox"/> Haul

## D. ADDITIONAL FEES

Lockbar:	Casters:	Delivery:	Relocate:
Franchise Fee:		Disposal Per Ton:	
Additional Yardage Fee:	Extra Pickup:	Roll off box not active after _____ days. _____ per day service charge.	
A fuel recovery and environmental compliance cost recovery charge, calculated as a percentage of the Charge(s), will be included on your invoice.		Roll-Off container will have a per pull charge and a minimum of _____ tons disposal charge.	
		Dry Run Fee:	

"LOCATION STAMP HERE"

Other Instructions: \_\_\_\_\_

Special Service: \_\_\_\_\_

THE UNDERSIGNED INDIVIDUAL SIGNING THIS AGREEMENT ON BEHALF OF THE CUSTOMER ACKNOWLEDGES THAT HE/SHE HAS READ AND UNDERSTANDS THE TERMS AND CONDITIONS OF THIS AGREEMENT, ON THE REVERSE SIDE, AND THAT HE/SHE HAS THE AUTHORITY TO SIGN ON BEHALF OF THE CUSTOMER.

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Waste Pro Representative \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

TERMS & CONDITIONS ON THE REVERSE

\_\_\_\_\_ WP / Manager Initials  
7/2023

1. **SERVICE RENDERED; WASTE MATERIALS.** Customer grants Company the exclusive right to provide equipment and services to collect and dispose of and/or recycle all of Customer's Waste Materials for the full Term as set forth in Section 2. For purposes of this Agreement, "Waste Materials" means all non-hazardous putrescible and non-putrescible solid waste and recyclable materials generated by Customer or at Customer's Service Address. Waste Materials includes Special Waste, such as industrial process wastes, asbestos containing material, petroleum contaminated soils, treated/de-characterized wastes, and demolition debris, provided that Customer has completed a Waste Profile for such Special Waste which Company has approved in writing. Waste Materials specifically excludes, and Customer agrees not to deposit or permit deposit for collection of, any radioactive, volatile, corrosive, flammable, explosive, biomedical, infectious, biohazardous, regulated medical or hazardous waste, toxic substance or material, as defined by, characterized or listed under any federal, state, or local laws or regulators, or Special Waste not approved in writing by Company (collectively, "Excluded Materials"). Title to and liability for Excluded Materials shall remain with Customer at all times.

**LOADING RESTRICTIONS.** Customer must adhere to recommended safety precautions when loading container. This includes, but is not limited to, weight restrictions, capacity limits, and material restrictions as stated above. Materials must be loaded into the container in order to be removed. Customer shall not compact the contents of Company's container when loading it or after Waste Materials are placed in it. Service will not be rendered until these requirements are met.

2. **A. TERM (Permanent).** The initial term of this Agreement is sixty (60) months from the Effective Date set forth above. This Agreement shall automatically renew thereafter for additional periods of sixty (60) months each unless either party gives to the other party written notice of its intention to not renew at ninety (90) days prior to the end of the then-existing term.

**B. TERM (Temporary).** This agreement shall remain in force for the duration of the project.

For purposes of this Agreement, "Term" shall mean either the initial sixty (60) month term, any renewal term, or the term of the project, whichever the case may be.

3. **SERVICES GUARANTY.** If Company fails to perform the services described within ten (10) business days of its receipt of written demand from Customer, Customer may terminate this Agreement as provided in Section 9, with the payment of all monies due through the termination date.

4. **CHARGES; PAYMENTS; ADJUSTMENTS.** Upon receipt of the invoice, Customer shall pay for the services and/or equipment (including repair and maintenance) furnished by Company in accordance with the charges on the reverse side, as adjusted over the Term as noted herein. Company reserves the right to charge a late fee no greater than that allowed by law on balances not paid within thirty (30) days of the date of the invoice. Customer agrees that Company may increase the amounts charged for the services rendered under this Agreement to adjust for increases in the Consumer Price Index. Customer also agrees to pay liquidated damages of \$100.00 for every Customer waste tire that is found at the disposal facility. Because disposal, fuel, materials, and operations costs constitute a significant portion of the costs of the services provided, Customer agrees that Company may increase the amounts charged to account for increases in transportation costs due to changes in location of the disposal facility. Customer also agrees that Company may also increase the amounts charged to account for increases in the average weight per container yard of Waste Materials, increases in Company's costs due to changes in taxes, fees or other governmental charges assessed against or passed through to Company (other than income or real property taxes), whether those increases are directly or indirectly associated with Customer's specific account, and changes in the values associated with recyclable materials. Other pricing changes will be effective only with the consent of the Customer, either written or oral, with the other provisions of the Agreement remaining in full force and effect. Company reserves the right to charge an additional fee if the following additional services are provided to Customer: Enclosure Charge, Services on High Demand Days, Pull/Push Out Services, Container Relocation Fee, or Seasonal Restart Fee. Company reserves the right to charge a fee no greater than that allowed by law on all Customer checks returned for insufficient funds. The Company may increase the charges to the Customer in the event that the weight of Customer's Waste Materials exceeds seventy-five (75) pounds per cubic yard.

5. **SERVICE ADDRESS CHANGE.** If Customer changes its service address during the Term, this Agreement shall remain valid and enforceable as to services rendered at Customer's new service location if such location is within Company's service area.

6. **EQUIPMENT, ACCESS.** All equipment furnished by Company shall remain the property of Company; however, Customer shall have care, custody and control of the equipment and shall bear responsibility and liability for all loss or damage to the equipment and to its contents while at Customer's location. Customer shall not compact, overload, move or alter the equipment and shall use the equipment only for its intended purpose. At the termination of this Agreement, Customer shall return the equipment to Company in the condition in which it was provided, normal wear and tear excepted. Customer shall provide unobstructed access to the equipment on the scheduled collection day. Customer shall pay, if charged by Company, an additional fee for any service modifications caused by or resulting from Customer's failure to provide access. Company shall not be responsible for any damage to Customer's property, including

pavement, subsurface, curbing, resulting from Company's provision of services hereunder. Customer warrants that Customer's right of way is sufficient to bear the weight of Company's equipment and vehicles.

7. **INDEMNITY.** The Company agrees to indemnify, defend and save Customer harmless from and against any and all liability which Customer may be responsible for or pay out as a result of bodily injuries (including death), property damage, or any violation or alleged violation of law, to the extent caused by any negligent act, negligent omission or willful misconduct of the Company or its employees, which occurs (1) during the collection or transportation of Customer's Waste Materials, or (2) as a result of the disposal of Customer's Waste Materials, after the date of this Agreement, in a facility owned by a subsidiary of Waste Pro provided that the Company's indemnification obligations will not apply to occurrences involving Excluded Materials. Customer agrees to indemnify, defend and save the Company harmless from and against any and all liability which the Company may be responsible for or pay out as a result of bodily injuries (including death), property damage, or any violation or alleged violation of law to the extent caused by Customer's breach of this Agreement or by a negligent act, negligent omission or willful misconduct of the Customer or its employees, agent or contractors in the performance of this Agreement or Customer's use, operation or possession of any equipment furnished by the Company.

8. **RIGHT OF FIRST REFUSAL.** Customer grants Company a right of first refusal as to any offer of services similar to those provided hereunder which Customer receives (or intends to make) upon completion of the Term of this Agreement. Customer shall give Company prompt written notice of any such offer and a reasonable opportunity to respond to it. Additionally, if Customer desires to recycle, Company has the right of first refusal as to that service.

9. **DEFAULT.** If, during the Term, either party shall materially breach any provision of this Agreement, the non-breaching party may provide written notice of such breach to the breaching party and demand the breaching party cure such breach within ten business (10) days. Upon any such failure to cure within the cure period provided herein, the non-breaching party may terminate this Agreement by giving the breaching party written notice of such termination, which shall become effective upon receipt of such notice. If the breach is non-payment by Customer, Company may elect to suspend services until the past due amounts have been paid, with this election being an additional remedy, not to the exclusion of the termination right described herein.

10. **ARBITRATION.** Customer agrees that, upon the request of Company, any dispute or controversy between the parties that in any way arises out of or relates to this Agreement or Company's provision of goods or services to the Customer will be determined by binding arbitration that is conducted consistent with (but not through) the guidelines of the Commercial Arbitration Rules of the American Arbitration Association. Judgment upon any arbitration award shall be final and binding and may be entered in any court having jurisdiction. If a court of competent jurisdiction, or an arbitrator with authority to adjudicate the matter, should declare all or any part of this arbitration provision invalid or unenforceable, then the remainder of this arbitration provision shall be valid and enforceable to the fullest extent permitted by law. *In the absence of this arbitration provision, you may have otherwise had an opportunity to litigate claims in court and/or to have claims decided by a jury.* Within thirty (30) days of receipt of this arbitration provision, Customer can elect to opt out of this provision (that is, to exclude it from this Agreement) by sending a written notice to Company by certified mail to Waste Pro USA, Inc., 2101 West SR 434, Suite 315, Attention Corporate Counsel, Longwood, FL 32779 stating that Customer wishes to opt out of this arbitration provision.

11. **MISCELLANEOUS.** (a) Except for the obligation to make payments hereunder, neither party shall be in default for its failure to perform or delay in performance caused by events or significant threats of events beyond its reasonable control, whether or not foreseeable, including, but not limited to, strikes, labor trouble, riots, imposition of laws or governmental orders, fires, acts of war or terrorism, acts of God, and the inability to obtain equipment; and the affected party shall be excused from performance during the occurrence of such events; (b) The rights and obligations under this Agreement cannot be assigned or transferred by Customer, including assignment or transfer to a third party agent of Customer such as a property management company or broker, without the prior written consent of Company, which may be withheld in Company's sole and absolute discretion; (c) This Agreement represents the entire agreement between the parties and supersedes any and all other agreement, whether written or oral, that may exist between the parties; (d) This Agreement shall be construed in accordance with the law of the state in which the services are provided; and (e) If any provision of this Agreement is declared invalid or unenforceable, then such provision shall be severed from and shall not affect the remainder of this Agreement. In the event Company successfully enforces its rights against Customer under this Agreement, Customer shall pay Company's attorneys' fees and costs.

\_\_\_\_\_ Customer Initials

*SIXTH ORDER OF BUSINESS*

**ADDENDUM TO POOL GUTTER RAIL RESURFACING SERVICES PROPOSAL BETWEEN THE RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT K & K WHITE LLC**

<b>District:</b>	Ridgewood Trails Community Development District	<b>Contractor:</b>	K & K White LLC d/b/a Pinch A Penny
<b>Mailing Address:</b>	475 West Town Place, Suite 114 St. Augustine, Florida 32092	<b>Mailing Address:</b>	9715 Crosshill Blvd. Unit 105 Jacksonville, Florida 32222
<b>Phone:</b>	(904) 940-5850	<b>Phone:</b>	(904) 214-3640

The following provisions govern the proposal submitted by the Contractor, and attached hereto as **Exhibit A** (hereinafter referred to as the “Proposal,” and as modified by this Addendum, the “Agreement”) for pool gutter rail resurfacing services (“Services”):

1. Compensation due from the District for the Services and materials identified in the Proposal shall total **Five Thousand Nine Hundred Fifty-Six Dollars and 80/100 Cents (\$5,956.80)**. Payment shall be made upon Contractor’s completion and District’s acceptance of the Services.
2. The Contractor or any subcontractor performing the work described in this Agreement shall maintain throughout the term of this Agreement the following insurance:
  - a. Commercial General Liability Insurance covering the Contractor’s legal liability for bodily injuries, with limits of not less than \$1,000,000 combined single limit bodily injury and property damage liability, including Independent Contractors Coverage for bodily injury and property damage in connection with subcontractors’ operation; and,
  - b. If any automobiles are to be used on the District’s property, Automobile Liability Insurance for bodily injuries in limits of not less than \$1,000,000 combined single limit bodily injury and for property damage, providing coverage for any accident arising out of or resulting from the operation, maintenance, or use by the Contractor of any owned, non-owned, or hired automobiles, trailers, or other equipment required to be licensed.

Insurance coverage shall be from a reputable insurance carrier, licensed to conduct business in the State of Florida.

3. To the extent that the Contractor provides any materials or workmanship under this Agreement to the District, the Contractor warrants to the District that the materials that are furnished under this Agreement shall be new, and that the workmanship and materials shall be of good quality, and free from faults and defects. If any such workmanship or materials are found to be defective, deficient, or not in accordance with the Agreement, and without intending to limit any other remedies, the Contractor shall correct, remove, and replace such workmanship or materials promptly at the Contractor’s expense after receipt of a written notice from the District. To the extent that manufacturers’ warranties are available, such manufacturers’ warranties shall extend for the duration of their respective terms, and the Contractor hereby assigns all manufacturers’ warranties, if any, to the District, and shall provide evidence of the same. None of the warranties set forth herein shall cover abuse or abnormal damage occurring after completion of the Services and not as a result of the acts or omissions of Contractor (or manufacturers, as applicable). In addition to all manufacturers’ warranties for materials purchased for purposes of this Agreement, which Contractor shall assign to the District, the Services, all labor, and materials provided by the Contractor pursuant to this Agreement shall be warranted for workmanship for a period of ninety (90) days after final completion and acceptance by the District.
4. Contractor shall use reasonable care in performing the Services and shall be responsible for any harm of any kind to persons or property resulting from Contractor’s actions or inactions. Contractor shall defend, indemnify, and hold harmless the District and the District’s officers, staff, representatives, and agents, from any and all liabilities, damages, claims, losses, costs, or harm of any kind, including, but not limited to, reasonable attorney’s fees, paralegal fees and expert witness fees and costs, to the extent caused, wholly or in part, by any acts or omissions of the Contractor and persons employed or utilized by the Contractor in the performance of the Agreement.

5. In all matters relating to the Agreement, the Contractor shall be acting as an independent contractor. Neither the Contractor nor employees of the Contractor, if any, are employees of the District under the meaning or application of any Federal or State Unemployment or Insurance Laws or Old Age Laws or otherwise. The Contractor agrees to assume all liabilities or obligations imposed by any one or more of such laws with respect to employees of the Contractor, if there are any, in the performance of the Agreement. The Contractor shall not have any authority to assume or create any obligation, express or implied, on behalf of the District and the Contractor shall have no authority to represent the District as an agent, employee, or in any other capacity.
6. In performing its obligations under the Agreement, Contractor and each of its employees, agents, subcontractors, or anyone directly or indirectly employed by Contractor shall comply with, and all Services rendered shall comply with, all applicable laws, ordinances, rules, regulations, and orders of any public or governmental authority having appropriate jurisdiction. Contractor shall initiate, maintain, and supervise all safety precautions and programs in connection with its obligations herein. Contractor shall take all reasonable precautions for the safety of and shall provide all reasonable protection to prevent damage, injury, or loss to all of its employees, agents and subcontractors performing its obligations herein and other persons who may be affected, and any material, equipment, and other property.
7. Contractor agrees that nothing in the Agreement shall be deemed as a waiver of the District's sovereign immunity or the District's limits of liability as set forth in Section 768.28, *Florida Statutes* or other law, and nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under such limitations of liability or by operation of law.
8. Contractor understands and agrees that all documents of any kind provided to the District in connection with the Agreement may be public records, and, accordingly, Contractor agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, *Florida Statutes*. Contractor acknowledges that the designated public records custodian for the District is Marilee Giles ("Public Records Custodian"). Among other requirements and to the extent applicable by law, the Contractor 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*; 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 Contractor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Contractor'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 Contractor, the Contractor 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 CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, *FLORIDA STATUTES*, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 250 INTERNATIONAL PARKWAY, SUITE 208, LAKE MARY, FLORIDA 32746, PHONE: (904) 940-5899, OR EMAIL: MGILES@GMSNF.COM.COM.**

9. The Contractor shall comply with and perform all applicable provisions of Section 448.095, *Florida Statutes*. Accordingly, to the extent required by Florida Statute, Contractor shall register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees. The District may terminate this Agreement immediately for cause if there is a good faith belief that the Contractor has knowingly violated Section 448.09(1), *Florida Statutes*. By entering into this Agreement, the Contractor represents that no public employer has terminated a contract with the Contractor under Section 448.095(2)(c), *Florida Statutes*, within the year immediately preceding the date of this Agreement.

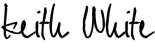
- 10. The Agreement may be terminated immediately by the District for cause, or for any or no reason upon 30 days written notice by either party. Contractor shall not be entitled to lost profits or any other damages of any kind resulting from any such termination by the District, provided however that Contractor shall be entitled to payment for any Services provided through the effective date of termination, subject to any offsets.
- 11. The Contractor agrees to comply with Section 20.055(5), *Florida Statutes*, to cooperate with the inspector general in any investigation, audit, inspection, review or hearing pursuant such section and to incorporate in all subcontracts the obligation to comply with Section 20.055(5), *Florida Statutes*.
- 12. The Contractor acknowledges that, in addition to all laws and regulations that apply to this Agreement, the following provisions of Florida law (“Public Integrity Laws”) apply to this Agreement:
  - a. Section 287.133, Florida Statutes, titled Public entity crime; denial or revocation of the right to transact business with public entities;
  - b. Section 287.134, Florida Statutes, titled Discrimination; denial or revocation of the right to transact business with public entities;
  - c. Section 287.135, Florida Statutes, titled Prohibition against contracting with scrutinized companies;
  - d. Section 287.137, Florida Statutes, titled Antitrust violations; denial or revocation of the right to transact business with public entities; denial of economic benefits; and
  - e. Section 287.138, Florida Statutes, titled Contracting with entities of foreign countries of concern prohibited.

The Contractor acknowledges that the Public Integrity Laws prohibit entities that meet certain criteria from bidding on or entering into or renewing a contract with governmental entities, including with the District (“Prohibited Criteria”). The Contractor acknowledges that the District may terminate this Agreement if the Contractor is found to have met the Prohibited Criteria or violated the Public Integrity Laws.

The Contractor certifies that in entering into this Agreement, neither it nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity, meets any of the Prohibited Criteria, and in the event such status changes, Contractor shall immediately notify the District. By entering into this Agreement, Contractor agrees that any renewal or extension of this Contract shall be deemed a recertification of such status.

- 13. The Contractor does not use coercion for labor or services as defined in Section 787.06, Florida Statutes, and the Contractor has complied, and agrees to comply, with the provisions of Section 787.06, Florida Statutes.
- 14. To the extent any of the provisions of this Addendum are in conflict with the provisions of the Proposal, this Addendum controls.
- 15. The Agreement shall be deemed effective as of the date of the full execution of this Addendum.

**K & K WHITE LLC d/b/a  
PINCH A PENNY**

Signed by:  
  
 By: Keith White  
 Its: Owner  
 Date: 2026-03-24

**RIDGEWOOD TRAILS COMMUNITY  
DEVELOPMENT DISTRICT**

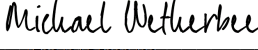
Signed by:  
  
 Chairperson, Board of Supervisors  
 Date: 2026-03-10

Exhibit A



Ridgewood Trails CDD Azalea Ridge  
1667 Azalea ridge Blvd  
Middleburg , FL 32068

9715 Crosshill Boulevard, #105  
Jacksonville, FL 32222  
(904) 6190939

**Job Description**

This is a quote to resurface the Gutter rail around large pool.

<b>H2O Deck Mix</b>	▼
<b>Resurface/Pool Reno Labor</b>	▼

**Tax 7.5%: \$38.76**  
**Total: \$5,995.56**  
**Deposit: \$0.00**

**Estimate created 2/24/2026 - Valid until 3/11/2026**

**Standard Terms & Conditions**

Terms and Conditions

These terms and conditions ("Terms") are binding as between the property owner/ responsible party identified on page 1 ("Customer") and the business entity operating the Pinch A Penny franchise at the location noted on page 1 ("Pinch A Penny") for Pool Remodel ("Services").

1. Customer warrants and guarantees that Pinch A Penny and its subcontractors shall have access to Customer's property during provision of Services and any warranty repairs.
2. Customer shall supply the electrical outlets necessary to operate any required power equipment. Customer shall supply tap water in adequate amounts, if necessary.
3. Customer agrees for itself and on behalf of any of Customer's dependents, directors, officers, representatives, agents, employees, invitees or guests, that under no circumstances shall Pinch A Penny, LLC, its parents, subsidiary, affiliates, or any of their directors, officers, employees, agents, or representatives (collectively, "PAP"), or Pinch A Penny, its directors, officers, employees, agents or representatives, be liable to Customer, or Customer's dependents, directors, officers, representatives, agents, employees, invitees or guests for any lost profits, revenues, or indirect, special, punitive, compensatory, incidental, or consequential damages of any nature that arise out of the services provided under any theory of liability.
4. Customer acknowledges that Pinch A Penny is an independently owned and operated business operating under a franchise license with Pinch A Penny, LLC. Customer agrees, for itself and on behalf of any of its dependents, directors, officers, representatives, agents, employees, invitees or guests, that under no circumstances shall PAP be liable under any theory for claims, losses, expenses, fees, or damages related to or that in any way arise out of the acts, errors, or omissions of its franchisees.

5. In the event of litigation, including appellate proceedings, the losing party shall reimburse the prevailing party on demand for all costs and expenses including reasonable attorney fees incurred by the prevailing party.

6. These Terms combined with the information on page 1 constitute the entire Agreement. Any changes, alterations, or deviations must be made in writing and signed by Customer and Pinch A Penny. Any representation, promise, condition inducement, or warranty, express or implied, not included in this Agreement shall not be binding upon any party. The Agreement is governed by Florida law. Customer and Pinch A Penny agree that Pinch A Penny, LLC, its parents, subsidiary, and affiliates are all express third-party beneficiaries of this Agreement and as such, the Agreement is enforceable by each of them individually or collectively.

*SEVENTH ORDER OF BUSINESS*

*A.*



Ridgewood Trails  
Community Development District  
Capital Reserve Study Update

**Empowering Financially-Sustainable Communities**

*Reserve Studies | Structural Integrity Reserve Studies | Pre-Construction Planning*

- |                                     |  |                                     |                               |
|-------------------------------------|--|-------------------------------------|-------------------------------|
| <input checked="" type="checkbox"/> | <b>Homeowners Associations</b>               | <input checked="" type="checkbox"/> | <b>Commercial Buildings</b>   |
| <input checked="" type="checkbox"/> | <b>Condominium Associations</b>              | <input checked="" type="checkbox"/> | <b>Schools &amp; Museums</b>  |
| <input checked="" type="checkbox"/> | <b>Active Adult Communities</b>              | <input checked="" type="checkbox"/> | <b>Marinas and Waterfront</b> |
| <input checked="" type="checkbox"/> | <b>Community Development Districts (CDD)</b> | <input checked="" type="checkbox"/> | <b>Religious Facilities</b>   |

Presented by  
**Charlie Sheppard PRA, RS, CCI**  
[CSheppard@communityadvisors.com](mailto:CSheppard@communityadvisors.com)  
904-303-3275



Visit Our Website!

# Table of Contents

- 3** Introduction
- 7** Purpose of a Reserve Study
- 8** Services Offered
- 9** Scope of Work
- 10** Terms of Service
- 13** Contact Us



# About Community Advisors

***Established in 2009, Community Advisors, based in Jacksonville, Florida, specializes in capital reserve planning and property inspections across the Southern and Mid-Atlantic States. With over 1,000 completed studies, we serve a wide range of properties, including homeowners associations, condominiums, CDD's, schools, and commercial buildings.***

## Our Commitment

*We provide long-term financial planning to minimize the risk of special assessments and deferred maintenance, helping to protect property values.*

## Why Choose Us?

*Using advanced software, we deliver clear, customized reports with various funding methods. As experienced builders, we understand construction and maintenance needs, ensuring you're fully prepared to protect your investment.*

## Our Partnerships

*We're proud members of the Association of Professional Reserve Analysts (APRA), Community Associations Institute (CAI), and the Association of Construction Inspectors (ACI), demonstrating our commitment to industry standards.*



# Mission and Vision



## Mission

**Develop a solid relationship with our clients that provides guidance on property maintenance, repair and capital replacements to insure stable and effective reserve funds are available when needed.**

## Vision

**Our forward thinking approach keeps assessments moderate, maintains property values and avoids special assessments or loans.**



# We Have Worked With:

## 1 Community Development Districts

*Tolomato, (Nocatee)*  
*Amelia Concourse*  
*Tisons Landing*  
*Amelia Walk*  
*South Village*  
*Sampson Creek*  
*Middle Village*  
*Ridgewood Trails*  
*Glen St. Johns*  
*Bartram Springs*  
*Bainbridge*

*Parkland Preserve*  
*Cross Creek*  
*Six Mile Creek*  
*Dunes Utility*  
*Double Branch*  
*Pine Ridge Plantation*  
*Brandy Creek*  
*Turnbull Creek*  
*Arlington Ridge*  
*Magnolia West*

*Rivers Edge*  
*Aberdeen*  
*Durbin Crossing*  
*St. Johns Forrest*  
*Bannon Lakes*  
*Deer Run*  
*Trails*  
*Southaven*  
*Madeira Beach*  
*Armstrong*

## 2 Communities

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

# We Have Worked With:

## 3 Condominiums

*Carlton Dunes - Amelia Island, FL*  
*Spyglass Villas - Amelia Island, FL*  
*Ocean Club Villas - Amelia Island, FL*  
*Sand Dollar Condo - Amelia Island, FL*  
*Captain's Court - Amelia Island, FL*  
*Dunes Club Villas - Amelia Island, FL*  
*Villas at Summer Bch - Amelia Island, FL*  
*Beachwood Villas - Amelia Island, FL*  
*Coastal Cottages - Amelia Island, FL*  
*Harrison Cove - Amelia Island, FL*  
*Marina San Pablo - Jacksonville, FL*  
*Laterra at World Golf - St. Augustine, FL*  
*Surf Club III - Palm Coast, FL*

*The Peninsula - Jacksonville, FL*  
*The Plaza at Berkman Plaza - Jacksonville, FL*  
*1661 Riverside - Jacksonville, FL*  
*Seascape - Jacksonville Beach, FL*  
*Southshore Condominium - Jacksonville Beach, FL*  
*Ocean Villas at Serenata Beach - St. Augustine, FL*  
*Watermark - Jacksonville Beach, FL*  
*Oceanic Condominium - Jacksonville Beach, FL*  
*Ocean 14 Condominium - Jacksonville Beach, FL*  
*Serena Point Condominium - Jacksonville Beach, FL*  
*Oceania Condominium - Jacksonville Beach, FL*  
*Cumberland On Church - Nashville, TN*

## 4 Active Adult Communities

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

## 5 Religious/Schools

*St. Mark's Episcopal Church - Brunswick, GA*  
*Memorial Presbyterian - St. Augustine, FL*  
*Grace Mem. Presbyterian - St. Augustine, FL*  
*Trinity Episcopal Church - St. Augustine, FL*  
*St. Mark's Towers - Brunswick, GA*  
*Isle of Faith Methodist - Jacksonville, FL*  
*Deermeadows Baptist - Jacksonville, FL*  
*Frederica Academy - St. Simons Island, GA*  
*Fishburne Military School - Waynesboro, VA*  
*The Greenwood School - Jacksonville, FL*

# A Reserve Study Consists of:

1

## Physical Analysis

*Onsite evaluation of all components owned or maintained by the Association/District ( roofs, streets, pools, Etc.) to determine component quantity, condition and remaining life. Our years of experience are critical for this step!*

2

## Financial Analysis

*Creates a long-term plan that provides adequate funding for all reserve component with as moderate contributions as possible.*

3

## Following the Plan

*Your report is easy to read with a detailed inventory of your major components that we verify with you. This maintains a historic record of replacements that tracks cost and facilitates report updates. We are available to review the report and address any concerns.*



Services Offered							
	Level I <i>Full Reserve Study</i>		Level II <i>Reserve Study Update</i>		Level III <i>Financial Update</i>		<i>Structural Integrity Reserve Study (SIRS)</i>
<b><u>Field Observations</u></b>							
Vist Your Community	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		No		<input checked="" type="checkbox"/>
Meet Board of Directors/Manager	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		Available		<input checked="" type="checkbox"/>
Observe Association Assets	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		N/A		<i>Specific Components</i>
Quantify Components	<input checked="" type="checkbox"/>		<i>Completed in Original Report</i>		<i>Completed in Original Report</i>		<i>Specific Components</i>
Establish Component Inventory	<input checked="" type="checkbox"/>		<i>Completed in Original Report</i>		<i>Completed in Original Report</i>		<i>Specific Components</i>
Determine Component Condition/Remaining Life	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<i>Based on Association Input</i>		<i>Specific Components</i>
<b><u>Report Generation</u></b>							
Apply Component Life Projections	<i>Typical For Location</i>		<i>Typical For Location</i>		<i>Typical For Location</i>		<i>Typical For Location</i>
Use Local Replacement Cost	<i>Local Vendor Cost</i>		<i>Local Vendor Cost</i>		<i>Local Vendor Cost</i>		<i>Local Vendor Cost</i>
General Remaining Life Projections	<i>Based on Experience</i>		<i>Based on Experience</i>		<i>Based on Experience</i>		<i>Based on Experience</i>
Test Various Funding Plans	<i>Cash Flow or Component</i>		<i>Cash Flow or Component</i>		<i>Cash Flow or Component</i>		<i>Cash Flow or Component</i>
Funding Plan	<i>Custom Made</i>		<i>Custom Made</i>		<i>Custom Made</i>		<i>Custom Made</i>
<b><u>Data Output</u></b>							
Provide Custom Funding Plan	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Include Various Charts	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Easy to Read Format	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Photos of Major Components	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Report Delivered In PDF File	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
CAI & APRA Standards Followed	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<i>Florida Statute Requirements</i>
<b><u>Support</u></b>							
Meeting to Review Report Subject to Availability	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Phone/Video Support available	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
A Report Revision Included	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Your Report Stored in Our Data Base	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
24/7 Support	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

March 23, 2026

Governmental Management Services

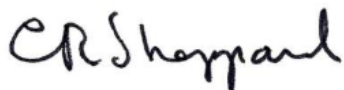
West Town Place Ste: 114

St. Augustine, FL 32092

Reserve Study Report for Ridgewood Trails Community Development District

Our scope of work includes producing an updated reserve study based on the previous version dated 1/15/2021 updating component condition, replacement cost and life projections.

New components added to the study include: 2 playgrounds, fitness room, parking lots, signage, sidewalks/walkways, ponds, mailboxes, book library, shed, pool furniture, fencing, and other components observed during the onsite visit.



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

**A. Physical Analysis**

- The site visit includes meeting with your representative to discuss any maintenance or operational concerns. We observe major components to determine quantity, age, condition and remaining useful life. Quantities are determined by field measurement and internet measurement tools or aerial measurement services.
- Building walls, trim and other features are observed from ground level. Flat roofs are observed only if safe fixed stair access is available. Pitched roofs are observed from ground level. Building Systems are not operated.
- Underground components or utility lines are not evaluated, however, allowances for replacement can be included.
- Upon completion of the site visit, an inventory of major components is established which includes quantity, replacement cost and remaining useful life. We recommend you review this information and provide historical costs and previous replacement time for any components.
- CA assumes the accuracy of any information and data that you provide, without CA performing any independent verification of the information and data provided.
- You agree to provide CA with all available documents and information, including but not limited to, historical and financial information, the governing documents, and any other information requested and deemed necessary to complete the inspection and report of your property. You also agree to provide CA with access to all common areas of the property.

**B. Financial Analysis**

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

**C. Your Reserve Study Includes**

- Executive summary with current funding status, fund balances and assumptions.
- Cash Flow includes a 30-Year cash flow projection or a one-year component funding projection.
- Inventory of major components with replacement cost, useful and remaining life projections.
- Various charts and photographs of major components.
- Completed Report is sent via email in a PDF file. Printed & bound copies available at additional cost.
- CA's report contains opinions of estimated replacement costs or deferred maintenance expenses and remaining useful lives, which are neither a guarantee of the actual costs or expenses of replacement or deferred maintenance nor a guarantee of remaining useful lives of any property element.
- Your use of the report issued is limited to only its stated purposes. You acknowledge that CA is the exclusive owner of all intellectual property rights in and relating to its report. You hereby acknowledge that any use or reliance by you on the report for any unauthorized purpose is at your own risk and that you will be liable for the consequences of any unauthorized use or distribution of the report. Use or possession of the report by any unauthorized third party is prohibited. You may show the report in its entirety to the following third parties: members of your organization (including your directors, officers, members, tenants and prospective purchasers), your accountants, attorneys, financial institutions and property managers who need to review the information contained herein, and any other third party who has a right to inspect the report under applicable law including, but not limited, to any government entity or agency, or any utility companies. Without the written consent of CA, you shall not disclose the report to any other third party. By engaging our services, you agree that the report contains intellectual property developed and owned solely by CA and agree that you will not reproduce or distribute the report to any party that conducts reserve studies.

**D. Payment Agreement and Terms**

- One revision with limited adjustments is included for your report after your review within 30 days of issue. Additional revisions are invoiced for \$350.00 per issue. One site visit with a meeting is included. Additional site visits are invoiced at \$500.00 plus travel expenses each.
- To maintain excellent customer service and the requested delivery schedules CA asks that your acceptance of this proposal is made within 30 days. Signed proposals received after 30 days are subject to revision of delivery time and cost. If indicated a deposit fee may be required with the signed agreement to place your project in our production schedule and begin your study. A progress payment may be requested upon completion of the site visit depending on the size of the project. The remaining fee is due on receipt of the report. Payments not received 30 days after the invoice date are assessed at 1.5% interest per month. After 90 days have passed, due payments will be subject to additional charges for collection including attorney fees and other reasonable costs incurred by CA. Returned checks will be invoiced at \$25.00 each.
- CA's financial analysis is based on information provided by you, which CA assumes is accurate. Your report is a guide to be used for future capital component replacement planning, not a complete property inspection analysis.

**E. Additional Terms**

- CA performs its services as an independent contractor in accordance with its professional practice standards and its compensation is not contingent upon its conclusions.
- CA cannot and shall not provide an opinion on, nor is CA responsible for, your property's conformity to specific governmental code requirements for fire, building, earthquake, occupancy or otherwise.
- CA is not responsible for any conditions that have changed, or changes to your property, between the time of its inspection and the issuance of its report.
- CA does not investigate, nor assume any responsibility for, any existence or impact of any hazardous materials or structural defects that are latent or hidden defects that may or may not be present on or within your property.
- Except to the extent resulting from CA's willful misconduct in connection with the performance of its obligations under this Agreement, you agree to indemnify, defend, and hold Community Advisors, LLC and its affiliates, officers, managers, employees, agents, successors and assigns (each, an "CA Party") harmless from and against (and promptly reimburse each CA Party for) any and all losses, claims, actions, demands, judgments, orders, damages, expenses or liabilities, including, without limitation, reasonable attorneys' fees, asserted against or to which any CA Party may become subject in connection with this engagement, including, without limitation, as a result of any false, misleading or incomplete information which CA relied upon that was supplied by you or others under your direction, or which may result from any improper use or reliance on CA's report by you or third parties under your control or direction or to whom you provided such report.
- THE MAXIMUM LIABILITY (IF ANY) OF COMMUNITY ADVISORS, LLC WITH RESPECT TO THIS AGREEMENT AND COMMUNITY ADVISOR, LLC'S OBLIGATIONS HEREUNDER IS LIMITED TO THE AMOUNT OF FEES ACTUALLY RECEIVED BY COMMUNITY ADVISORS, LLC FROM YOU FOR THE SERVICES AND REPORT PERFORMED BY COMMUNITY ADVISORS, LLC AT YOUR PROPERTY UNDER THIS AGREEMENT, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR OTHERWISE. NOTWITHSTANDING ANY OTHER PROVISION IN THIS AGREEMENT TO THE CONTRARY, YOU AGREE THAT COMMUNITY ADVISORS, LLC SHALL NOT BE LIABLE FOR ANY GENERAL, DIRECT, SPECIAL, EXEMPLARY, PUNITIVE, INCIDENTAL OR CONSEQUENTIAL DAMAGES.
- CA disclaims all representations and warranties whatsoever, express or implied or of any nature, with regard to the services and its report, including without limitation, merchantability or fitness for a particular purpose.
- This Agreement shall be governed in all respects by the laws of the state of Florida. Both Parties consent to jurisdiction under the state and federal courts within Duval County, Florida, and the prevailing party shall be entitled to recover all cost, fees, and expenses incurred in such action from the other party.

- **Waiver of Jury Trial.** The Parties knowingly and intentionally, irrevocably and unconditionally, waive any and all right to a trial by jury in any litigation arising out of or concerning this Agreement.
- Should any portion of this Agreement be deemed unenforceable by a court of competent jurisdiction, the remaining portions shall remain unaffected and be interpreted as if such unenforceable portions were initially deleted.
- If CA is ever, at any time in the future, called and/or required to be a witness; to answer discovery in any formal legal action; to provide deposition testimony; to provide testimony at trial; to make any filings in a legal proceeding; to provide information, respond in writing, or to communicate formally with any governmental entity or judicial forum; to participate in any mediation or arbitration; or to otherwise participate in any legal proceeding due to CA's services and/or written reports provided to you, then you agree to reimburse CA for its time at a rate of \$200.00 per hour for each hour that CA, including any employees, must dedicate to such matter, issue, or event. CA will provide you with an invoice for its time dedicated to such matter, issue, or event, and payment is due from you 30 days after the invoice date. Payments not received 30 days after the invoice date are assessed 1.5% interest per month. After 90 days have passed, due payments will be subject to additional charges for collection including attorney fees and other reasonable costs incurred by CA. Returned checks will be invoiced at \$25.00 each.
- This Agreement constitutes the entire agreement of the Parties with respect to the scope of work and supersedes all prior agreements, both written or oral, made or entered into by the Parties. Neither party has relied upon any representation not contained in this Agreement. This Agreement may not be amended or modified in any way except by an instrument in writing executed by each party.
- This Agreement is not assignable by either party.
- Neither party is liable to the other for any failure to perform due to causes beyond its reasonable control including, but not limited to, acts of God, acts of civil authorities, acts of military authorities, riots, acts of nature and natural disasters, embargo, fire, flood, pandemic and other acts which may be due to unforeseen circumstances, provided, however, that you shall not be relieved from your obligations to make any payment(s) to CA when due hereunder.
- This Agreement is made solely and specifically between, and for the benefit of, the Parties hereto, and no other person shall have any rights, interest or claims hereunder or be entitled to any benefits under or on account of this Agreement as a third-party beneficiary or otherwise. You hereby for yourself and other parties claiming under you, release and discharge CA from and against all claims arising from the hazards covered by your insurance, it being expressly agreed and understood that no insurance company or insurer will have any right of subrogation against CA.
- This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which together will constitute one and the same instrument. Facsimile, e-mail, or other electronic transmission and electronic signatures are acceptable to bind the Parties.

This Agreement for consulting services is accepted on the below-listed date and by your signature below

**Professional Fee:** \$2,800.00

**Deposit Required:** No Deposit Required

Name Of District: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

# Lets Partner!



**Charlie Sheppard PRA, RS, CCI**  
**CSheppard@communityadvisors.com**  
**904-303-3275**



**Visit Our Website!**

*B.*



Long-term thinking. Everyday commitment.

*Michael Silvaes, Account Specialist*

*(813) 536-7198*

*michael@reserveadvisors.com*

# Property Wellness Reserve Study Program Proposal Level II Reserve Study

Ridgewood Trails Community Development  
District  
Middleburg, FL



## Reserve Advisors

### Your Property Wellness Consultants



### Our Property Wellness Reserve Study Program

Your home is the most expensive personal property you will ever own. The responsibility for preserving its value reaches beyond your home to include the spaces you share with your neighbors. Structures, systems, streets and amenities must be maintained to protect the value of your investment. But the required responsibility often stretches beyond individual knowledge and expertise. That's why associations turn to Reserve Advisors. As your property wellness consultants, our reserve study helps associations understand their assets, expected lifespans, and both the budgets and maintenance needed to keep them in great working order.



## A Proactive Property Wellness Program

Our engineers provide a thorough evaluation of your property and shared assets, and create a strong, informed plan to maximize your community's physical and financial wellness for the long haul. Because proactive care ensures that your shared property is cared for the way you would care for your home. We have been helping communities thrive for over 30 years. But the job we are obsessed with is making sure you and your neighbors have what you need to protect your property today and prevent costly and avoidable repairs tomorrow. It is the best way to care for the place that makes you feel welcome, safe, secure and proud.



### Threshold Funding Strategy

The most stable and equitable approach to funding reserves, this strategy aggregates all future expenditures and calculates annual reserve contributions such that the reserve balance never falls below a minimum threshold.

## Helping Communities Thrive for Over 30 Years

With a team of 60+ engineers whose engineering backgrounds include civil, structural, mechanical, and more, we have over 350 years of combined experience conducting reserve studies for common interest realty associations nationwide. Our service area is one of the largest in the industry, and we pride ourselves on delivering unbiased recommendations that give communities the plans they need to ensure the future well-being of the property.

**37,000+**  
**RESERVE STUDIES CONDUCTED**

**19,000+**  
**ASSOCIATIONS SERVED**

**3,950,000+**  
**RESIDENTS SERVED**

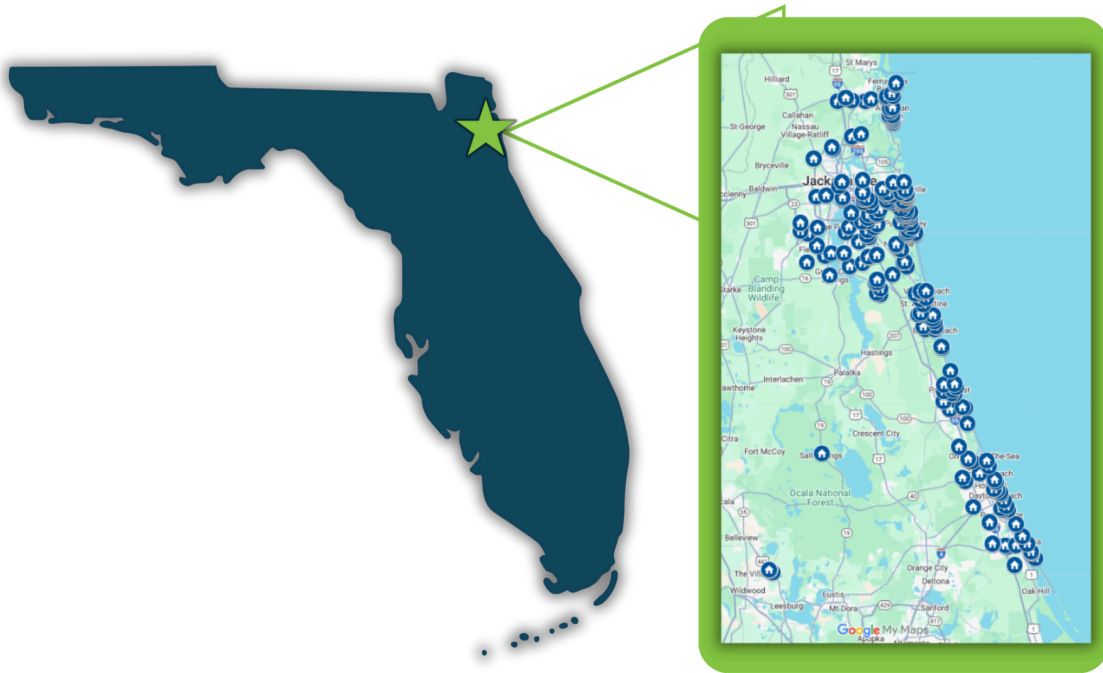
## Industry Leadership

We were instrumental in pioneering the Community Association Institute's (CAI) Reserve Study Standards, and were influential in revising these standards in 2023 through our participation in an industry task force. This diverse group included reserve specialists, professional managers, community board members, attorneys, and accountants. Additionally, we continue to shape best practices in the field through active involvement with the Foundation for Community Association Research (FCAR), including chairing the Reserve Study Best Practices Report.

As a national member of CAI, we are actively involved in over 30 chapters nationwide, regularly supporting the organization's members through structured education, speaking engagements, and publications for managers and board members. Our leadership team members, Michelle Baldry and Matt Kuisle, are board members of FCAR and CAI, respectively. In addition to complying with legislative requirements specific to reserve studies, we are compliant with and/or accredited by:

- Association of Professional Reserve Analysts (APRA)
- Community Associations Institute (CAI)
- American Institute of Certified Public Accountants (AICPA)

## Your Trusted Neighborhood Partner



## Hear What Our Clients Say



"This is our second reserve study (update) with Reserve Advisors. They are professional and very thorough. They helped the Association get on track with reserves and to develop a plan that covers the state mandated SIRS with realistic costs. We plan to continue to use them in future studies."

**Lisa Duritsch, Board President**  
*The Beacon on 3rd Street Condominium Association, Inc.*



"I greatly appreciated Reserve Advisors' level of engagement with our HOA officers throughout the entire process from our initial meeting, through their site visit and the publication of our study. Fred was very thorough and detailed and he addressed all our concerns and issues as well as presented solid, realistic, and executable recommendations."

**James Holland, Vice President & Treasurer**  
*Fallstone of Alexandria Homeowners Association*

# Level II Reserve Study Update With Site-Visit



	LEVEL I	LEVEL II	LEVEL III
	FULL RESERVE STUDY	RESERVE STUDY UPDATE WITH SITE-VISIT	RESERVE STUDY WITHOUT SITE-VISIT
		<b>RESERVE STUDY PROCESS</b>	
ONSITE VISUAL INSPECTION	✓	✓	
PRE-INSPECTION MEETING	✓	✓	
COMPONENT INVENTORY PLUS COMPONENT QUANTITIES & MEASUREMENTS	Established	Re-Assessed/Evaluated	Reflects prior study
CONDITION ASSESSMENTS	Based on visual observation	Based on visual observation	As reported by association
USEFUL LIFE ESTIMATES	Based on engineer's condition assessment	Based on engineer's condition assessment	Based on client's reported condition
VALUATION/COST ESTIMATES VIA PROPRIETARY BID DATABASE	Established for each reserve component	Re-evaluated for each reserve component	Re-evaluated for each reserve component
		<b>KEY DELIVERABLES</b>	
MEETS AND EXCEEDS CAI'S NATIONAL RESERVE STUDY STANDARDS	✓	✓	✓
PRIORITIZED LIST OF CAPITAL EXPENDITURES	✓	✓	✓
CUSTOMIZED RECOMMENDED FUNDING PLAN(S)	✓	✓	✓
RECOMMENDED PREVENTATIVE MAINTENANCE ACTIVITIES	✓	✓	
INCLUSION OF LONG-LIVED ASSETS	✓	✓	✓
ELECTRONIC REPORT	Comprehensive report with component detail	Comprehensive report with component detail	Executive summary overview
EXCEL SPREADSHEETS	✓	✓	✓
SUPPORT WITH IMPLEMENTATION OF REPORT	✓	✓	✓
COMPLIMENTARY REPORT REVISION	✓	✓	
UNCONDITIONAL POST-STUDY SUPPORT AT NO ADDITIONAL COST INCLUDING REPORT PRESENTATION	✓	✓	✓
		★ RECOMMENDED SERVICE LEVEL	

Utilizing the inventory and quantification from your current study, we are proposing a Level II Reserve Study Update with Site Visit. We reassess and verify the component inventory and quantities. Moreover, our dedicated reserve specialist will conduct a thorough visual inspection, evaluate the rate of deterioration between studies and re-evaluate the remaining useful lives of every component, considering the current conditions and projected replacement costs in the prevailing economic climate. This is the most economical approach to ensuring your community's reserve funding outlook remains aligned with the financial demands of preserving its common property.

# Property Wellness Reserve Study Program

**Reserve Advisors will perform a Level II Reserve Study** in accordance with Community Associations Institute (CAI) National Reserve Study Standards. Your reserve study is comprised of the following:

**Physical Analysis:** If applicable, the reserve study consultant will update the list of reserve components to reflect any changes to the property since the previous reserve study. We will conduct a new condition assessment or physical evaluation for each reserve component and the current condition of each will be documented with photographs. We will update life and valuation estimates to determine estimated useful lives, remaining useful lives and current cost of repair or replacement.

**Financial Analysis:** The reserve study consultant will identify the current reserve fund status in terms of cash value and prepare a customized funding plan. The funding plan outlines recommended annual reserve contributions to offset the future cost of capital projects over the next 30 years.

## Property Description

Ridgewood Trails Community Development District comprises 691 units and 4 buildings. We've identified and will include the following reserve components:

Access Drives, Parking Areas, and/or Driveways, Fences, Monuments, Post or Pole Lights, Sidewalks, Pond(s), Playground(s), Clubhouse(s), Fitness Room(s), Meeting Room(s), Pool(s) including Fence, Deck, Mechanicals, etc., Gates,, and other property specifically identified that you'd like us to include.

*Scope of work includes all property owned-in-common as defined in your association's declaration and other property specifically identified that you'd like us to include.*

# Key Elements of Your Property Wellness Reserve Study Program

## Reserve Advisors' Exclusive Tools

Reserve Advisors' exclusive tools allow you to make informed decisions to maintain your association's long-term physical and financial health.



### Reserve Expenditures

View your community's entire schedule of prioritized expenditures for the next 30 years on one easy-to-read spreadsheet.

[View Example](#)



### Funding Plan

Establishes the most stable and equitable recommended annual reserve contributions necessary to meet your future project needs.

[View Example](#)



### Reserve Funding Graph

Highlights your community's current financial health and provides visibility to your projected cash flow over the next 30 years.

[View Example](#)



### Component Specific Details

Including photographic documentation of conditions, project specific best practices outlining the scope of future projects, and preventative maintenance activities to maximize component useful lives.

[View Example](#)



### Excel Spreadsheets

Empowering you to make more informed decisions by adjusting project schedules, future costs, and annual contributions in real time.

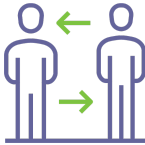
## For Confidence in All Decisions



### Personalized Experience Guarantee

As your trusted advisor, we are committed to providing clarity on the true cost of property ownership through a comprehensive capital planning solution and unmatched advisory services. If the experience we provide fails to live up to your expectations, contact us at any time for a refund.

Your property is your biggest investment. **Here's why we're the right partner to protect it.**



### Full Engagement

It's our job to understand your specific concerns and to discuss your priorities in order to ensure your experience exceeds expectations.



### Detailed Understanding

We will do whatever it takes to ensure you have complete confidence in interpreting and putting into practice our findings and recommendations.



### Ongoing Support

Unlike other firms, we provide current and future boards with additional insight, availability to answer questions and guidance well beyond report delivery.



RA is comprised of a highly professional team with the depth of knowledge, access to extensive research resources, and sensitive interpersonal skills needed to collaborate with our community group comprised of board members and ad-hoc committee members to produce a detailed and relevant reserve study vital to keeping our community in a strong fiscal position as we plan for the future. Our engineer did an excellent job preparing the community for the site visit, listening to and incorporating information shared by our stakeholders, and leading them through a virtual meeting review of the completed study, answering questions and noting tweaks needed to finalize the reserve study for the community.

**Ellen C. | Treasurer**



# The Time to Protect Your Property's Long-Term Health is Now

## To Start Your Property Wellness Reserve Study Program Today:

### 1. Select the service options below to confirm scope of engagement

Service	Price
Reserve Study Update With Site Visit (Level II)	\$5,750.00
<b>Your Reserve Study Includes:</b> <ul style="list-style-type: none"> <li>• <b>Pre-project Collaboration:</b> Meeting with management and the board on community priorities and goals.</li> <li>• <b>Unlimited Virtual Support:</b> Free Study Presentation after report delivery. Available for the lifetime of your community.</li> <li>• <b>Excel Financial Management Tool:</b> Fully editable spreadsheet to run scenarios &amp; track actual expenditures.</li> <li>• <b>Preventative Maintenance Guidance:</b> Clear maintenance schedules and practical steps your team can implement right away.</li> <li>• <b>Revision Period:</b> One complimentary update within 6 months of delivery.</li> <li>• <b>Dedicated Expertise:</b> Your community is supported by a full-time Reserve Advisors engineer, backed by our quality assurance team to ensure accuracy and peace of mind.</li> </ul>	
We provide ongoing, tailored support - at no additional cost. We'll meet with you to walk through your study, explain key recommendations, and answer any questions, ensuring you have the knowledge and confidence to make informed decisions for your community's long-term success.	

**Total                      \$5,750.00**

### 2. Sign below

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

Date: \_\_\_\_\_

For: Ridgewood Trails Community Development  
District

Ref: 260954

**3. Pay 50% retainer.** An invoice will be emailed to you upon project authorization.

**Mailing Address**  
Reserve Advisors, LLC  
PO Box 88955  
Milwaukee, WI 53288-8926

**ACH**  
**Send Remittances** to 'accounting@reserveadvisors.com' at time of payment  
**Checking Account Number:** 151391168  
**Routing Number:** 075905787  
**Financial Institution:** First Business Bank  
17335 Golf Parkway, Suite 150 | Brookfield, WI 53045

*You will receive your electronic report approximately four (4) weeks after our inspection, based on timely receipt of all necessary information from you. Authorization to inspection time varies depending on demand for our services. This proposal, dated 4/6/2026, is valid for 90 days, and may be executed and delivered by facsimile, portable document format (.pdf) or other electronic signature pages, and in any number of counterparts, which taken together shall be deemed one and the same instrument. One complimentary hard copy report is available upon request.*

## Professional Service Conditions

Our Services - Reserve Advisors, LLC ("RA") performs its services as an independent contractor in accordance with our professional practice standards and its compensation is not contingent upon our conclusions. The purpose of our reserve study is to provide a budget planning tool that identifies the current status of the reserve fund, and an opinion recommending an annual funding plan, to create reserves for anticipated future replacement expenditures of the subject property. The purpose of our energy benchmarking services is to track, collect and summarize the subject property's energy consumption over time for your use in comparison with other buildings of similar size and establishing a performance baseline for your planning of long-term energy efficiency goals. The purpose of our Milestone Phase I is to evaluate the structural integrity of the building on the subject property and provide an inspection report summarizing our findings related to structural issues, or lack thereof. The purpose of our Insurance Appraisal is to identify the reconstruction cost value to ensure appropriate property insurance coverage.

In each case, our inspection and analysis of the subject property is limited to visual observations, is noninvasive and is not meant to nor does it include investigation into statutory, regulatory or code compliance. RA inspects sloped roofs from the ground and inspects flat roofs where safe access (stairs or ladder permanently attached to the structure) is available. Our energy benchmarking services with respect to the subject property is limited to collecting energy and utility data and summarizing such data in the form of an Energy Star Portfolio Manager Report or any other similar report, and hereby expressly excludes any recommendations with respect to the results of such energy benchmarking services or the accuracy of the energy information obtained from utility companies and other third-party sources with respect to the subject property. Our Milestone Phase I inspections are limited to a visual examination of habitable and uninhabitable areas of the building, including the primary structural members and systems. The inspection aims to determine the presence of substantial structural deterioration, and unsafe or dangerous conditions with the structure. The reserve report, Milestone Phase I report, and any energy benchmarking report (i.e., any Energy Star Portfolio Manager Report) (including any subsequent revisions thereto pursuant to the terms hereof, collectively, the "Report") are based upon a "snapshot in time" at the moment of inspection. RA may note visible physical defects in the Report. The inspection is made by employees generally familiar with real estate and building construction. Except to the extent readily apparent to RA, RA cannot and shall not opine on the structural integrity of or other physical defects in the property under any circumstances. Without limitation to the foregoing, RA cannot and shall not opine on, nor is RA responsible for, the subject property's conformity to specific governmental code requirements for fire, building, earthquake, occupancy or otherwise.

RA is not responsible for conditions that have changed between the time of inspection and the issuance of the Report. RA does not provide any invasive testing whatsoever (including, without limitation, on any mechanical systems that provide energy to the property), nor can RA opine on any system components that are not easily accessible during the inspection. RA does not investigate, nor assume any responsibility for any existence or impact of any hazardous materials, such as asbestos, urea-formaldehyde foam insulation, other chemicals, toxic wastes, environmental mold or other potentially hazardous materials or structural defects that are latent or hidden defects which may or may not be present on or within the property. RA does not make any soil analysis or geological study as part of its services, nor does RA investigate vapor, water, oil, gas, coal, or other subsurface mineral and use rights or such hidden conditions, and RA assumes no responsibility for any such conditions. The Report may contain opinions of estimated replacement costs or deferred maintenance expenses and remaining useful lives, which are neither a guarantee of the actual costs or expenses of replacement or deferred maintenance nor a guarantee of remaining useful lives of any property element.

RA assumes, without independent verification, the accuracy of all data provided to it. Except to the extent resulting from RA's willful misconduct in connection with the performance of its obligations under this agreement, you agree to indemnify, defend, and hold RA and its affiliates, officers, managers, employees, agents, successors and assigns (each, an "RA Party") harmless from and against (and promptly reimburse each RA Party for) any and all losses, claims, actions, demands, judgments, orders, damages, expenses or liabilities, including, without limitation, reasonable attorneys' fees, asserted against or to which any RA Party may become subject in connection with this engagement, including, without limitation, as a result of any false, misleading or incomplete information which RA relied upon that was supplied by you or others under your direction, or which may result from any improper use or reliance on the Report by you or third parties under your control or direction or to whom you provided the Report. NOTWITHSTANDING ANY OTHER PROVISION HEREIN TO THE CONTRARY, THE AGGREGATE LIABILITY (IF ANY) OF RA WITH RESPECT TO THIS AGREEMENT AND RA'S OBLIGATIONS HEREUNDER IS LIMITED TO THE AMOUNT OF THE FEES ACTUALLY RECEIVED BY RA FROM YOU FOR THE SERVICES AND REPORT PERFORMED BY RA UNDER THIS AGREEMENT, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR OTHERWISE. YOUR REMEDIES SET FORTH HEREIN ARE EXCLUSIVE AND ARE YOUR SOLE REMEDIES FOR ANY FAILURE OF RA TO COMPLY WITH ITS OBLIGATIONS HEREUNDER OR OTHERWISE. RA SHALL NOT BE LIABLE FOR ANY SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL, PUNITIVE OR EXEMPLARY DAMAGES OF ANY KIND, INCLUDING, BUT NOT LIMITED TO, ANY LOST PROFITS AND LOST SAVINGS, LOSS OF USE OR INTERRUPTION OF BUSINESS, HOWEVER CAUSED, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), BREACH OF WARRANTY, STRICT LIABILITY OR OTHERWISE, EVEN IF RA HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT WILL RA BE LIABLE FOR THE COST OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES. RA DISCLAIMS ALL REPRESENTATIONS AND WARRANTIES WHATSOEVER, EXPRESS OR IMPLIED OR OF ANY NATURE, WITH REGARD TO THE SERVICES AND THE REPORT, INCLUDING, WITHOUT LIMITATION, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

## Professional Service Conditions - Continued

**Report** - RA will complete the services in accordance with the Proposal. The Report represents a valid opinion of RA's findings and recommendations with respect to the reserve study or Milestone Phase I, as applicable, and is deemed complete. RA will consider any additional information made available to RA within 6 months of issuing the Report and issue a revised Report based on such additional information if a timely request for a revised Report is made by you. RA retains the right to withhold a revised Report if payment for services was not tendered in a timely manner. All information received by RA and all files, work papers or documents developed by RA during the course of the engagement shall remain the property of RA and may be used for whatever purpose it sees fit. RA reserves the right to, and you acknowledge and agree that RA may, use any data provided by you in connection with the services, or gathered as a result of providing such services, including in connection with creating and issuing any Report, in a de-identified and aggregated form for RA's business purposes.

**Your Obligations** - You agree to provide us access to the subject property for an inspection. You agree to provide RA all available, historical and budgetary information, the governing documents, and other information that we request and deem necessary to complete the Report. Additionally, you agree to provide historical replacement schedules, utility bills and historical energy usage files that RA requests and deems necessary to complete the energy benchmarking services, and you agree to provide any utility release(s) reasonably requested by RA permitting RA to obtain any such data and/or information from any utility representative or other third party. You agree to pay actual attorneys' fees and any other costs incurred to collect on any unpaid balance for RA's services.

**Use of Our Report and Your Name** - Use of the Report is limited to only the purpose stated herein. You acknowledge that RA is the exclusive owner of all intellectual property rights in and relating to the Report. You hereby acknowledge that any use or reliance by you on the Report for any unauthorized purpose is at your own risk and that you will be liable for the consequences of any unauthorized use or distribution of the Report. Use or possession of the Report by any unauthorized third party is prohibited. The Report in whole or in part **is not and cannot be** used as a design specification for design engineering purposes or as an appraisal. You may show the Report in its entirety to the following third parties: members of your organization (including your directors, officers, tenants and prospective purchasers), your accountants, attorneys, financial institutions and property managers who need to review the information contained herein, and any other third party who has a right to inspect the Report under applicable law including, but not limited to, any government entity or agency, or any utility companies. Without the written consent of RA, you shall not disclose the Report to any other third party. By engaging our services, you agree that the Report contains intellectual property developed (and owned solely) by RA and agree that you will not reproduce or distribute the Report **to any party that conducts reserve studies without the written consent of RA.**

RA will include (and you hereby agree that RA may include) your name in our client lists. RA reserves the right to use (and you hereby agree that RA may use) property information to obtain estimates of replacement costs, useful life of property elements or otherwise as RA, in its sole discretion, deems appropriate.

**Payment Terms, Due Dates and Interest Charges** - The retainer payment for any reserve study, Milestone Phase I inspection, and/or combined services is due upon execution of this agreement and prior to the inspection by RA, and any balance is due net 30 days from the Report shipment date. If only energy benchmarking services are performed by RA, then the retainer payment is due upon execution of this agreement and any balance is due net 30 days from the Report shipment date. In any case, any balance remaining 30 days after delivery of the Report shall accrue an interest charge of 1.5% per month. Unless this agreement is earlier terminated by RA in the event you breach or otherwise fail to comply with your obligations under this agreement, RA's obligations under this agreement shall commence on the date you execute and deliver this agreement and terminate on the date that is 6 months from the date of delivery of the Report by RA. Notwithstanding anything herein to the contrary, each provision that by its context and nature should survive the expiration or early termination of this agreement shall so survive, including, without limitation, any provisions with respect to payment, intellectual property rights, limitations of liability and governing law. We reserve the right to limit or decline refunds in our sole discretion. Refunds vary based on the applicable facts and circumstances.

**Miscellaneous** - Neither party shall be liable for any failures or delays in performance due to fire, flood, strike or other labor difficulty, act of God, act of any governmental authority, riot, embargo, fuel or energy shortage, pandemic, wrecks or delays in transportation, or due to any other cause beyond such party's reasonable control; provided, however, that you shall not be relieved from your obligations to make any payment(s) to RA as and when due hereunder. In the event of a delay in performance due to any such cause, the time for completion or date of delivery will be extended by a period of time reasonably necessary to overcome the effect of such delay. You may not assign or otherwise transfer this agreement, in whole or in part, without the prior written consent of RA. RA may freely assign or otherwise transfer this agreement, in whole or in part, without your prior consent. This agreement shall be governed by the laws of the State of Wisconsin without regard to any principles of conflicts of law that would apply the laws of another jurisdiction. Any dispute with respect to this agreement shall be exclusively venued in Milwaukee County Circuit Court or in the United States District Court for the Eastern District of Wisconsin. Each party hereto agrees and hereby waives the right to a trial by jury in any action, proceeding or claim brought by or on behalf of the parties hereto with respect to any matter related to this agreement.

# Village Homeowners Association, Inc.

January 1, 2025 • Madison, USA

FULL RESERVE STUDY



Village Homeowners Association, Inc.  
Madison, USA

Dear Board of Directors of Village Homeowners Association, Inc.:

At the direction of the Board that recognizes the need for proper reserve planning, we have conducted a *Full Reserve Study* of Village Homeowners Association, Inc. in Madison, USA and submit our findings in this report. The effective date of this study is the date of our visual, noninvasive inspection, January 1, 2025.

This *Full Reserve Study* exceeds the Association of Professional Reserve Analysts (APRA) standards fulfilling the requirements of a “Level I Full Reserve Study.”

An ongoing review by the Board and an Update of this Reserve Study are necessary to ensure an equitable funding plan since a Reserve Study is a snapshot in time. We recommend the Board budget for an Update to this Reserve Study in two years. We look forward to continuing to help Village Homeowners Association, Inc. plan for a successful future.

As part of our long-term thinking and everyday commitment to our clients, we are available to answer any questions you may have regarding this study.

Respectfully submitted on January 23, 2025 by

*Reserve Advisors, LLC*

Visual Inspection and Report by: RESERVE ADVISORS ENGINEER

Review by: DIRECTOR OF QUALITY ASSURANCE, RS<sup>1</sup>, PRA<sup>2</sup>, Director of Quality Assurance

**Our report and experience backed by our  
Personalized Experience Guarantee.**

Our trusted advisors work with you to tailor a reserve study that ensures clarity on the true cost of property ownership, providing you with peace of mind and expert guidance every step of the way.

<sup>1</sup> RS (Reserve Specialist) is the reserve provider professional designation of the Community Associations Institute (CAI) representing America's more than 300,000 condominium, cooperative and homeowners associations.

<sup>2</sup> PRA (Professional Reserve Analyst) is the professional designation of the Association of Professional Reserve Analysts. Learn more about APRA at <http://www.apra-usa.com>.



**NEW TO RESERVE STUDIES?**



**ACCESS OUR  
QUICK START GUIDE**



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# 1. RESERVE STUDY EXECUTIVE SUMMARY

**Client:** Village Homeowners Association, Inc. (Village)

**Location:** Madison, USA

**Reference:** 123456

**Property Basics:** Village Homeowners Association, Inc. is a planned unit development responsible for the common elements shared by 224 single family homeowners. The development was built in 2000 and contains asphalt pavement street systems, gate systems and an amenity center including playground equipment, sport courts and a pool facility.

**Reserve Components Identified:** 32 Reserve Components.

**Inspection Date:** January 1, 2025.

**Funding Goal:** The Funding Goal of this Reserve Study is to maintain reserves above an adequate, not excessive threshold during one or more years of significant expenditures. Our recommended Funding Plan recognizes these threshold funding years in 2035 and 2055 due to repaving of the side streets.

**Methodology:** We use the Cash Flow Method to compute the Reserve Funding Plan. This method offsets future variable Reserve Expenditures with existing and future stable levels of reserve funding. Our application of this method also considers:

- Current and future local costs of replacement
- 2.7% anticipated annual rate of return on invested reserves
- 3.0% future Inflation Rate for estimating Future Replacement Costs

**Sources for Local Costs of Replacement:** Our proprietary database, historical costs and published sources, i.e., R.S. Means, Incorporated.

**Unaudited Cash Status of Reserve Fund:**

- \$300,000 as of January 1, 2025
- 2025 budgeted Reserve Contributions of \$30,400
- A potential deficit in reserves might occur by 2028 based upon continuation of the most recent annual reserve contribution of \$30,400 and the identified Reserve Expenditures.

**Project Prioritization:** We note anticipated Reserve Expenditures for the next 30 years in the **Reserve Expenditures** tables and include a **Five-Year Outlook** table following the **Reserve Funding Plan** in Section 3. We recommend the Association prioritize the following projects in the next five years based on the conditions identified:

- Sport court color coats (We note cracks at these surfaces requiring near term repairs. Deferral of this project may result in a safety liability for the Association.)
- Steel fence paint finishes (We note finish deterioration at the steel fences throughout the community. Deferral of this expense may result in the need for complete replacement of the fences)
- Asphalt pavement on arterial streets through the community. Cracks at the arterial streets are needed in the near term. Repairs associated with repairs in future years.

The executive summary puts your community's financial roadmap and near-term priorities front and center, making it easy for all stakeholders to quickly understand the community's financial and physical needs.

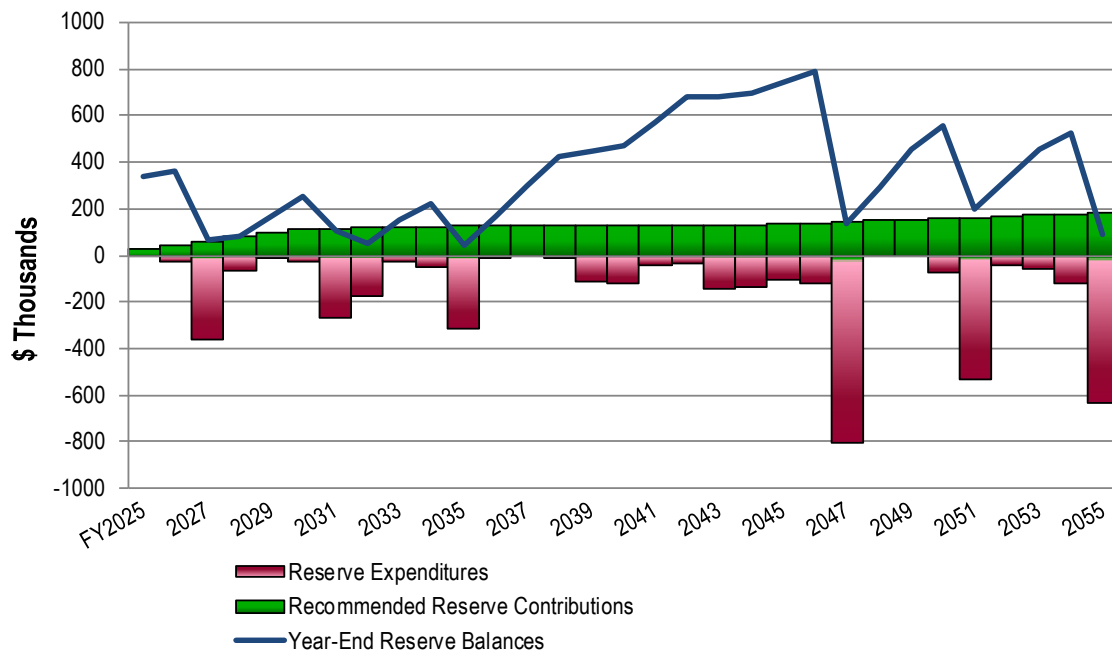


**Recommended Reserve Funding:** We recommend the following in order to achieve a stable and equitable Cash Flow Methodology Funding Plan:

- Phased increases of \$16,000 each year, from 2026 through 2030
- Inflationary increases from 2031 through 2035
- Stable contributions of \$127,900 from 2036 through 2043
- Inflationary increases thereafter through 2055, the limit of this study's Cash Flow Analysis
- Initial adjustment in Reserve Contributions of \$16,000 represents an average monthly increase of \$5.95 per owner and about a seven percent (7.4%) adjustment in the 2025 Total Budget of \$215,000.

Village  
Recommended Reserve Funding Table and Graph

Year	Reserve Contributions (\$)	Reserve Balances (\$)	Year	Reserve Contributions (\$)	Reserve Balances (\$)	Year	Reserve Contributions (\$)	Reserve Balances (\$)
2026	46,400	365,241	2036	127,900	165,564	2046	139,800	786,549
2027	62,400	69,789	2037	127,900	299,661	2047	144,000	139,545
2028	78,400	84,684	2038	127,900	423,053	2048	148,300	293,615
2029	94,400	167,246	2039	127,900	451,250	2049	152,700	456,304
2030	110,400	255,101	2040	127,900	470,395	2050	157,300	556,058
2031	113,700	105,438	2041	127,900	569,542	2051	162,000	199,490
2032	117,100	53,263	2042	127,900	682,551	2052	166,900	331,030
2033	120,600	148,112	2043	127,900	682,057	2053	171,900	453,946
2034	124,200	225,351	2044	131,700	698,832	2054	177,100	526,823
2035	127,900	40,183	2045	135,700	745,402	2055	182,400	86,489



**Threshold reserve funding ensures stable and the most equitable contributions over time, while reducing the risk of inadequate reserve funds over the next 30 years.**



## 2. RESERVE STUDY REPORT

At the direction of the Board that recognizes the need for proper reserve planning, we have conducted a *Reserve Study* of

**Village Homeowners Association, Inc.**

**Madison, USA**

and submit our findings in this report. The effective date of this study is the date of our visual, noninvasive inspection, January 1, 2025.

We present our findings and recommendations in the following report sections and spreadsheets:

- **Identification of Property** - Segregates all property into several areas of responsibility for repair or replacement
- **Reserve Expenditures** - Identifies reserve components and related quantities, useful lives, remaining useful lives and future reserve expenditures during the next 30 years
- **Reserve Funding Plan** - Presents the recommended Reserve Contributions and year-end Reserve Balances for the next 30 years
- **Five-Year Outlook** - Identifies reserve components and anticipated reserve expenditures during the first five years
- **Reserve Component Detail** - Describes the reserve components, includes photographic documentation of the condition of various property elements, describes our recommendations for repairs or replacement, and includes detailed solutions and procedures for replacements for the benefit of current and future board members
- **Methodology** - Lists the national standards, methods and procedures used to develop the Reserve Study
- **Definitions** - Contains definitions of terms used in the Reserve Study, consistent with national standards
- **Professional Service Conditions** - Describes Assumptions and Professional Service Conditions
- **Credentials and Resources**

## IDENTIFICATION OF PROPERTY

Our investigation includes Reserve Components or property elements as set forth in your Declaration or which were identified as part of your request for proposed services. The Expenditure tables in Section 3 list the elements contained in this study. Our analysis begins by segregating property elements by responsibility for repair and replacement.

Our process of identifying property elements and the management team understand whether repairs are covered by reserves or the operating budget and assists in preparing the funding mechanism for each asset segregated classes of property from our review of the information provided by the Association and through conversations with Management and the Board. These classes of property include:

- Reserve Components
- Long-Lived Property Elements
- Operating Budget Funded Repairs and Replacements
- Property Maintained by Owners
- Property Maintained by Others

We advise the Board conduct an annual review of these classes of property to confirm its policy concerning the manner of funding, i.e., from reserves or the operating budget. Reserve Components are defined by CAI as property elements with:

- Village responsibility
- Limited useful life expectancies
- Predictable remaining useful life expectancies
- Replacement cost above a minimum threshold

The following tables depict the items excluded from the Reserve Expenditure plan:

## Excluded Components

for  
**Village**  
**Homeowners Association, Inc.**  
Madison, USA

<b>Operating Budget Components</b>
<p>Repairs normally funded through the Operating Budget and Expenditures less than \$3,200 (These relatively minor expenditures have a limited effect on the recommended Reserve Contributions.)</p> <p>The operating budget provides money for the repair and replacement of certain Reserve Components. The Association may develop independent criteria for use of operating and reserve funds.</p>
<ul style="list-style-type: none"> <li>• Disc Golf Course</li> <li>• Doors, Pool House</li> <li>• Drainage Swales, Railings and Bollards</li> <li>• Greenbelt and Drainage Area</li> <li>• Irrigation System, Controllers</li> <li>• Landscape</li> <li>• Lifeguard Room and Storage Areas, Pool House</li> <li>• Marquee Sign</li> <li>• Paint Finishes, Touch Up</li> <li>• Pipes, Interior Building, Domestic Water, Sanitary Waste and Vent, Pool House</li> <li>• Retaining Walls, Masonry<sup>1</sup></li> <li>• Signage, Traffic and Street Identification</li> <li>• Tennis Court, Wind Screens</li> <li>• Walls, Masonry, Pool House</li> </ul>
<p><sup>1</sup> We recommend inspections and repairs of these walls in lieu of complete replacement in aggregate.</p>

<b>Long-Lived Components</b>		
<p>These elements may not have predictable Remaining Useful Lives or their replacement may occur beyond the scope of this study. The operating budget should fund infrequent repairs. Funding untimely or unexpected replacements from reserves will necessitate increases to Reserve Contributions. Periodic updates of this Reserve Study will help determine the merits of adjusting the Reserve Funding Plan.</p>	<b>Useful Life</b>	<b>Estimated Cost</b>
• Electrical System, Common	to 70+	N/A
• Foundation, Pool House	Indeterminate	N/A
• Pool Structure	to 65	N/A
• Structural Frame, Pool House	Indeterminate	N/A

## **Excluded Components**

for  
Village  
Homeowners Association, Inc.  
Madison, USA

### **Owners Responsibility Components**

Certain items have been designated as the responsibility of the Owners to repair or replace at their cost, including items billed back.

- Fences between Lot Lines
- Homes and Lots
- Sidewalks

### **Others Responsibility Components**

Certain items have been designated as the responsibility of Others to repair or replace.

- Light Poles and Fixtures<sup>1</sup>
- Mailbox Stations<sup>2</sup>
- Pipes, Subsurface Utilities<sup>3</sup>

<sup>1</sup> Electric Company

<sup>2</sup> United States Postal Service

<sup>3</sup> City of Madison

### **3. RESERVE EXPENDITURES and FUNDING PLAN**

The tables following this introduction present:

#### **Reserve Expenditures**

- Line item numbers
- Total quantities
- Quantities replaced per phase (in a single year)
- Reserve component inventory
- Estimated first year of event (i.e., replacement, application, etc.)
- Life analysis showing
  - useful life
  - remaining useful life
- 2025 local cost of replacement
  - Per unit
  - Per phase
  - Replacement of total quantity
- Percentage of future expenditures anticipated during the next 30 years
- Schedule of estimated future costs for each reserve component including inflation

#### **Reserve Funding Plan**

- Reserves at the beginning of each year
- Total recommended reserve contributions
- Estimated interest earned from invested reserves
- Anticipated expenditures by year
- Anticipated reserves at year end
- Predicted reserves based on current funding level

#### **Five-Year Outlook**

- Line item numbers
- Reserve component inventory of only the expenditures anticipated to occur within the first five years
- Schedule of estimated future costs for each reserve component anticipated to occur within the first five years

The purpose of a Reserve Study is to provide an opinion of reasonable annual Reserve Contributions. Prediction of exact timing and costs of minor Reserve Expenditures typically will not significantly affect the 30-year cash flow analysis. Adjustments to the times and/or costs of expenditures may not always result in an adjustment in the recommended Reserve Contributions.

Financial statements prepared by your association, by you or others might rely in part on information contained in this section. For your convenience, we have provided an electronic data file containing the tables of ***Reserve Expenditures*** and ***Reserve Funding Plan***.

# RESERVE EXPENDITURES

Village  
Homeowners Association, Inc.  
Madison, USA

**Explanatory Notes:**

- 1) **3.0%** is the estimated Inflation Rate for estimating Future Replacement Costs.
- 2) **FY2025** is Fiscal Year beginning January 1, 2025 and ending December 31, 2025.

Line Item	Total Quantity	Per Phase Quantity	Units	Reserve Component Inventory	Estimated 1st Year of Event	Life Analysis, Years		Costs, \$			Percentage of Future Expenditures	RUL = 0 FY2025	1 2026	2 2027	3 2028	4 2029	5 2030	6 2031	7 2032	8 2033	9 2034	10 2035	11 2036	12 2037	13 2038	14 2039	15 2040
						Useful	Remaining	Unit (2025)	Per Phase (2025)	Total (2025)																	
<b>Property Site Elements</b>																											
4.020	38,850	38,850	Square Yards	Asphalt Pavement, Crack Repair, Patch and Seal Coat (Quantity Varies by Year)	2027	3 to 5	2	1.45	56,333	56,333	16.9%		59,763				67,264				75,706					85,208	
4.040	18,310	18,310	Square Yards	Asphalt Pavement, Mill and Overlay with 10% Patching, Arterial Streets	2027	15 to 20	2	14.70	269,157	269,157	6.5%		285,549														
4.041	20,540	10,270	Square Yards	Asphalt Pavement, Mill and Overlay with 10% Patching, Side Streets, Phased	2031	15 to 20	6 to 10	14.70	150,969	301,938	8.7%						180,265				202,890						
4.042	18,310	18,310	Square Yards	Asphalt Pavement, Mill and Overlay with 20% Patching, Arterial Streets	2047	15 to 20	22	16.70	305,777	305,777	13.2%																
4.043	20,540	10,270	Square Yards	Asphalt Pavement, Mill and Overlay with 20% Patching, Side Streets, Phased	2051	15 to 20	26 to 30	16.70	171,509	343,018	17.8%																
4.110	22,300	558	Linear Feet	Concrete Curbs, Partial (2025 is Reduced Scope)	2027	to 65	2 to 30+	31.00	17,283	691,300	5.2%		18,335				20,636				23,226				26,141		
4.220	410	410	Linear Feet	Fences, Chain Link, Amenity Center	2032	to 25	7	23.00	9,430	9,430	0.3%							11,598									
4.240	380	380	Linear Feet	Fences, Steel, East Entrance Area, Paint Finishes (Incl. Gates)	2026	6 to 8	1	12.00	4,560	4,560	0.8%	4,697	<b>Age, condition, history of repairs and maintenance, and local conditions form the foundation for timing of each capital project.</b>						5,776						7,104		
4.245	340	340	Linear Feet	Fences, Steel, East Entrance Area, Replacement	2040	to 35	15	63.00	21,420	21,420	0.8%														33,372		
4.310	1	1	Panel	Gate Entry System (Incl. Gate Security System)	2030	to 10	5	9,500.00	9,500	9,500	1.0%														14,801		
4.320	4	4	Each	Gate Operators	2030	to 10	5	3,700.00	14,800	14,800	1.6%						17,157								23,058		
4.330	4	4	Each	Gates	2040	to 30	15	5,500.00	22,000	22,000	0.8%														34,275		
4.420	1	1	Allowance	Irrigation System	2046	to 40	21	55,000.00	55,000	55,000	2.3%																
4.560	10	10	Each	Light Poles and Fixtures, Amenity Center	2032	to 25	7	2,650.00	26,500	26,500	0.7%								32,592								
4.640	9,600	9,600	Square Feet	Perimeter Walls, Masonry, Inspections and Repairs	2033	8 to 12	8	1.30	12,480	12,480	1.5%									15,809							
4.660	1	1	Allowance	Playground Equipment	2028	15 to 20	3	60,000.00	60,000	60,000	3.9%				65,564												
4.800	1	1	Allowance	Signage, Entrance Monument, Renovation	2036	15 to 20	11	3,800.00	3,800	3,800	0.3%											5,260					
4.830	1,100	1,100	Square Yards	Sport Courts, Color Coat (Quantity Varies by Year)	2026	4 to 6	1	8.75	9,625	9,625	1.6%	9,914							11,838						14,135		
4.840	360	360	Linear Feet	Sport Courts, Fences	2032	to 25	7	50.00	18,000	18,000	0.5%								22,138								
4.850	6	6	Each	Sport Courts, Light Poles and Fixtures	2032	to 35	7	3,300.00	19,800	19,800	0.6%								24,352								
4.860	280	280	Square Yards	Sport Courts, Surface Replacement (Basketball)	2044	to 40	19	95.00	26,600	26,600	1.1%																
4.861	820	820	Square Yards	Sport Courts, Surface Replacement (Tennis)	2032	20 to 25	7	45.00	36,900	36,900	1.0%								45,382								
<b>Pool and Pool House Elements</b>																											
6.200	5,100	5,100	Square Feet	Concrete Deck, Inspections, Partial Replacements and Repairs	2034	8 to 12	9	1.50	7,650	7,650	0.9%										9,982						
6.400	460	460	Linear Feet	Fences, Steel, Paint Finishes	2026	6 to 8	1	11.75	5,405	5,405	1.0%	5,567							6,847							8,421	
6.405	460	460	Linear Feet	Fences, Steel, Replacement	2047	to 35	22	65.00	29,900	29,900	1.3%																
6.500	1	1	Allowance	Furniture	2029	to 12	4	13,500.00	13,500	13,500	1.5%				15,194												
6.800	3,800	3,800	Square Feet	Pool Finishes, Plaster	2034	8 to 12	9	8.50	32,300	32,300	4.0%										42,144						
6.860	2	2	Each	Rest Rooms, Renovations	2026	to 20	1	4,500.00	9,000	9,000	0.6%	9,270															
6.870	29	29	Squares	Roof Assembly, Asphalt Shingles	2041	15 to 20	16	450.00	13,050	13,050	0.5%																
6.880	1	1	Allowance	Security and Access Systems	2032	to 10	7	15,900.00	15,900	15,900	1.8%								19,555								
6.890	500	500	Square Feet	Shade Structure	2035	15 to 20	10	22.00	11,000	11,000	0.9%										14,783						
6.990	1	1	Allowance	Walls, Paint Finishes	2032	8 to 10	7	3,200.00	3,200	3,200	0.4%								3,936								
<b>Anticipated Expenditures, By Year (\$4,425,662 over 30 years)</b>												0	29,448	363,647	65,564	15,194	28,170	268,165	171,389	28,433	52,126	316,605	5,260	0	14,135	111,349	121,031

The sample unit costs shown herein are not applicable to estimate an actual reserve study.

## RESERVE EXPENDITURES

**Village**  
**Homeowners Association, Inc.**  
Madison, USA

Line Item	Total Quantity	Per Phase Quantity	Units	Reserve Component Inventory	Estimated 1st Year of Event	Life Analysis, Years		Costs, \$			Percentage of Future Expenditures	16 2041	17 2042	18 2043	19 2044	20 2045	21 2046	22 2047	23 2048	24 2049	25 2050	26 2051	27 2052	28 2053	29 2054	30 2055
						Useful	Remaining	Unit (2025)	Per Phase (2025)	Total (2025)																
<b>Property Site Elements</b>																										
4.020	38,850	38,850	Square Yards	Asphalt Pavement, Crack Repair, Patch and Seal Coat (Quantity Varies by Year)	2027	3 to 5	2	1.45	56,333	56,333	16.9%			95,902			107,939				121,486				136,734	
4.040	18,310	18,310	Square Yards	Asphalt Pavement, Mill and Overlay with 10% Patching, Arterial Streets	2027	15 to 20	2	14.70	269,157	269,157	6.5%															
4.041	20,540	10,270	Square Yards	Asphalt Pavement, Mill and Overlay with 10% Patching, Side Streets, Phased	2031	15 to 20	6 to 10	14.70	150,969	301,938	8.7%															
4.042	18,310	18,310	Square Yards	Asphalt Pavement, Mill and Overlay with 20% Patching, Arterial Streets	2047	15 to 20	22	16.70	305,777	305,777	13.2%						585,900									
4.043	20,540	10,270	Square Yards	Asphalt Pavement, Mill and Overlay with 20% Patching, Side Streets, Phased	2051	15 to 20	26 to 30	16.70	171,509	343,018	17.8%										369,875				416,297	
4.110	22,300	558	Linear Feet	Concrete Curbs, Partial (2025 is Reduced Scope)	2027	to 65	2 to 30+	31.00	17,283	691,300	5.2%			29,422			33,115				37,271				41,949	
4.220	410	410	Linear Feet	Fences, Chain Link, Amenity Center	2032	to 25	7	23.00	9,430	9,430	0.3%															
4.240	380	380	Linear Feet	Fences, Steel, East Entrance Area, Paint Finishes (Incl. Gates)	2026	6 to 8	1	12.00	4,560	4,560	0.8%						8,737							10,746		
4.245	340	340	Linear Feet	Fences, Steel, East Entrance Area, Replacement	2040	to 35	15	63.00	21,420	21,420	0.8%															
4.310	1	1	Panel	Gate Entry System (Incl. Gate Security System)	2030	to 10	5	9,500.00	9,500	9,500	1.0%										19,891					
4.320	4	4	Each	Gate Operators	2030	to 10	5	3,700.00	14,800	14,800	1.6%										30,988					
4.330	4	4	Each	Gates	2040	to 30	15	5,500.00	22,000	22,000	0.8%															
4.420	1	1	Allowance	Irrigation System	2046	to 40	21	55,000.00	55,000	55,000	2.3%						102,316									
4.560	10	10	Each	Light Poles and Fixtures, Amenity Center	2032	to 25	7	2,650.00	26,500	26,500	0.7%															
4.640	9,600	9,600	Square Feet	Perimeter Walls, Masonry, Inspections and Repairs	2033	8 to 12	8	1.30	12,480	12,480	1.5%			21,246								28,553				
4.660	1	1	Allowance	Playground Equipment	2028	15 to 20	3	60,000.00	60,000	60,000	3.9%					108,367										
4.800	1	1	Allowance	Signage, Entrance Monument, Renovation	2036	15 to 20	11	3,800.00	3,800	3,800	0.3%														9,224	
4.830	1,100	1,100	Square Yards	Sport Courts, Color Coat (Quantity Varies by Year)	2026	4 to 6	1	8.75	9,625	9,625	1.6%				16,878					20,153						
4.840	360	360	Linear Feet	Sport Courts, Fences	2032	to 25	7	50.00	18,000	18,000	0.5%															
4.850	6	6	Each	Sport Courts, Light Poles and Fixtures	2032	to 35	7	3,300.00	19,800	19,800	0.6%															
4.860	280	280	Square Yards	Sport Courts, Surface Replacement (Basketball)	2044	to 40	19	95.00	26,600	26,600	1.1%				46,643											
4.861	820	820	Square Yards	Sport Courts, Surface Replacement (Tennis)	2032	20 to 25	7	45.00	36,900	36,900	1.0%															
<b>Pool and Pool House Elements</b>																										
6.200	5,100	5,100	Square Feet	Concrete Deck, Inspections, Partial Replacements and Repairs	2034	8 to 12	9	1.50	7,650	7,650	0.9%				13,414										18,028	
6.400	460	460	Linear Feet	Fences, Steel, Paint Finishes	2026	6 to 8	1	11.75	5,405	5,405	1.0%							10,357							12,737	
6.405	460	460	Linear Feet	Fences, Steel, Replacement	2047	to 35	22	65.00	29,900	29,900	1.3%							57,291								
6.500	1	1	Allowance	Furniture	2029	to 12	4	13,500.00	13,500	13,500	1.5%	21,664											30,887			
6.800	3,800	3,800	Square Feet	Pool Finishes, Plaster	2034	8 to 12	9	8.50	32,300	32,300	4.0%				56,638										76,117	
6.860	2	2	Each	Rest Rooms, Renovations	2026	to 20	1	4,500.00	9,000	9,000	0.6%						16,743									
6.870	29	29	Squares	Roof Assembly, Asphalt Shingles	2041	15 to 20	16	450.00	13,050	13,050	0.5%	20,941														
6.880	1	1	Allowance	Security and Access Systems	2032	to 10	7	15,900.00	15,900	15,900	1.8%		26,280									35,319				
6.890	500	500	Square Feet	Shade Structure	2035	15 to 20	10	22.00	11,000	11,000	0.9%														26,700	
6.990	1	1	Allowance	Walls, Paint Finishes	2032	8 to 10	7	3,200.00	3,200	3,200	0.4%		5,289									7,108				
<b>Anticipated Expenditures, By Year (\$4,425,662 over 30 years)</b>												42,605	31,569	146,571	133,573	108,367	119,059	803,340	0	0	71,031	528,632	42,427	59,440	117,628	630,904

The sample unit costs shown herein are not applicable to estimate an actual reserve study.

You receive the expenditure and funding plan tables in Excel. Management and the Board can easily adjust project costs, timelines, and annual funding and see the results in real-time.

# RESERVE FUNDING PLAN

Our reports evaluate current reserve funds and return on investments in order to create the most stable recommended annual reserve contributions.

**CASH FLOW ANALYSIS**  
**Village**  
**Homeowners Association, Inc.**

Individual Reserve Budgets & Cash Flows for the Next 30 Years

Madison, USA	FY2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
<b>Reserves at Beginning of Year</b> (Note 1)	300,000	338,910	365,241	69,789	84,684	167,246	255,101	105,438	53,263	148,112	225,159	39,986	165,360	299,451	422,838	451,028
<b>Total Recommended Reserve Contributions</b> (Note 2)	30,400	46,400	62,400	78,400	94,400	110,400	113,700	117,100	120,600	124,200	127,900	127,900	127,900	127,900	127,900	127,900
<b>Estimated Interest Earned, During Year</b> (Note 3)	8,510	9,379	5,795	2,058	3,356	5,626	4,802	2,114	2,682	4,972	3,532	2,735	6,191	9,621	11,640	12,271
<b>Anticipated Expenditures, By Year</b>	0	(29,448)	(363,647)	(65,564)	(15,194)	(28,170)	(268,165)	(171,389)	(28,433)	(52,126)	(316,605)	(5,260)	0	(14,135)	(111,349)	(121,031)
<b>Anticipated Reserves at Year End</b>	<u>\$338,910</u>	<u>\$365,241</u>	<u>\$69,789</u>	<u>\$84,684</u>	<u>\$167,246</u>	<u>\$255,101</u>	<u>\$105,438</u>	<u>\$53,263</u>	<u>\$148,112</u>	<u>\$225,159</u>	<u>\$39,986</u>	<u>\$165,360</u>	<u>\$299,451</u>	<u>\$422,838</u>	<u>\$451,028</u>	<u>\$470,169</u>
Predicted Reserves based on 2025 funding level of:	\$30,400	338,910	349,025	20,703	(14,376)						(NOTE 5)					

(continued)

Individual Reserve Budgets & Cash Flows for the Next 30 Years, Continued

	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	2052	2053	2054	2055
<b>Reserves at Beginning of Year</b>	470,169	569,310	682,312	681,811	698,322	744,879	786,013	138,994	293,049	455,723	555,460	198,876	330,400	453,298	525,812
<b>Total Recommended Reserve Contributions</b>	127,900	127,900	127,900	131,700	135,700	139,800	144,000	148,300	152,700	157,300	162,000	166,900	171,900	177,100	182,400
<b>Estimated Interest Earned, During Year</b>	13,846	16,672	18,170	18,384	19,224	20,392	12,321	5,755	9,974	13,469	10,048	7,050	10,439	13,042	8,142
<b>Anticipated Expenditures, By Year</b>	(42,605)	(31,569)	(146,571)	(133,573)	(108,367)	(119,059)	(803,340)	0	0	(71,031)	(528,632)	(42,427)	(59,440)	(117,628)	(630,904)
<b>Anticipated Reserves at Year End</b>	<u>\$569,310</u>	<u>\$682,312</u>	<u>\$681,811</u>	<u>\$698,322</u>	<u>\$744,879</u>	<u>\$786,013</u>	<u>\$138,994</u>	<u>\$293,049</u>	<u>\$455,723</u>	<u>\$555,460</u>	<u>\$198,876</u>	<u>\$330,400</u>	<u>\$453,298</u>	<u>\$525,812</u>	<u>\$85,450</u>

NOTES 4&5

**Explanatory Notes:**

- 1) Year 2025 starting reserves are as of January 1, 2025; FY2025 starts January 1, 2025 and ends December 31, 2025.
- 2) Reserve Contributions for 2025 are budgeted; 2026 is the first year of recommended contributions.
- 3) 2.7% is the estimated annual rate of return on invested reserves.
- 4) Accumulated year 2055 ending reserves consider the age, size, overall condition and complexity of the property.
- 5) Threshold Funding Years (reserve balance at critical point).

Interested in modeling alternate funding recommendations? The Excel spreadsheets included in your report let you change annual reserve contributions, interest rates, and inflation when creating alternate funding scenarios.

## FIVE-YEAR OUTLOOK

**Village  
Homeowners Association, Inc.**  
Madison, USA

**Easily focus on near-term major projects and priorities with the 5-Year Outlook table.**

Line Item	Reserve Component Inventory	RUL = 0 FY2025	1 2026	2 2027	3 2028	4 2029	5 2030
<b><u>Property Site Elements</u></b>							
4.020	Asphalt Pavement, Crack Repair, Patch and Seal Coat (Quantity Varies by Year)			59,763			
4.040	Asphalt Pavement, Mill and Overlay with 10% Patching, Arterial Streets			285,549			
4.110	Concrete Curbs, Partial (2025 is Reduced Scope)			18,335			
4.240	Fences, Steel, East Entrance Area, Paint Finishes (Incl. Gates)		4,697				
4.310	Gate Entry System (Incl. Gate Security System)						11,013
4.320	Gate Operators						17,157
4.660	Playground Equipment				65,564		
4.830	Sport Courts, Color Coat (Quantity Varies by Year)		9,914				
<b><u>Pool and Pool House Elements</u></b>							
6.400	Fences, Steel, Paint Finishes		5,567				
6.500	Furniture						15,194
6.860	Rest Rooms, Renovations		9,270				
<b>Anticipated Expenditures, By Year (\$502,023 over 5 years)</b>		0	29,448	363,647	65,564	15,194	28,170

## 4. RESERVE COMPONENT DETAIL

The Reserve Component Detail of this *Full Reserve Study* includes enhanced solutions and procedures for select significant components. This section describes the Reserve Components, documents specific problems and condition assessments, and may include detailed solutions and procedures for necessary capital repairs and replacements for the benefit of current and future board members. We advise the Board use this information to help define the scope and procedures for repair or replacement when soliciting bids or proposals from contractors. *However, the Report in whole or part is not and should not be used as a design specification or design engineering service.*

### Property Site Elements

#### Asphalt Pavement, Repaving

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**Line Items:** 4.040 through 4.043

**Quantity:** Approximately 38,850 square yards including the amenity center parking

**History:** Original

**Condition:** Fair overall. The streets exhibit cracks and settlement with a higher frequency of these conditions occurring at arterial streets and lower elevation sections of the community which experience higher amounts of storm water runoff.



Street system overview (arterial street)



Repaired longitudinal cracks at centerline and edge

Get more from your reserve study. Detailed condition assessments provide valuable insights for management and your board, helping you evaluate project bids, understand property conditions with photo-based documentation, reduce total cost of ownership through timely maintenance, and more.

Narrative throughout report reduced for brevity



Detailed photographs document early signs of problems so you can address them before they escalate.



Repaired and unrepaired cracks near gates

Alligator cracks



Alligator cracks

Repaired edge cracks



High frequency of cracks

High frequency of cracks

**Narrative throughout report reduced for brevity**



**Pavement deterioration**



**Large patch**



**Crack repairs at cul-de-sac**



**Large patch at cul-de-sac**



**Overview of side street**

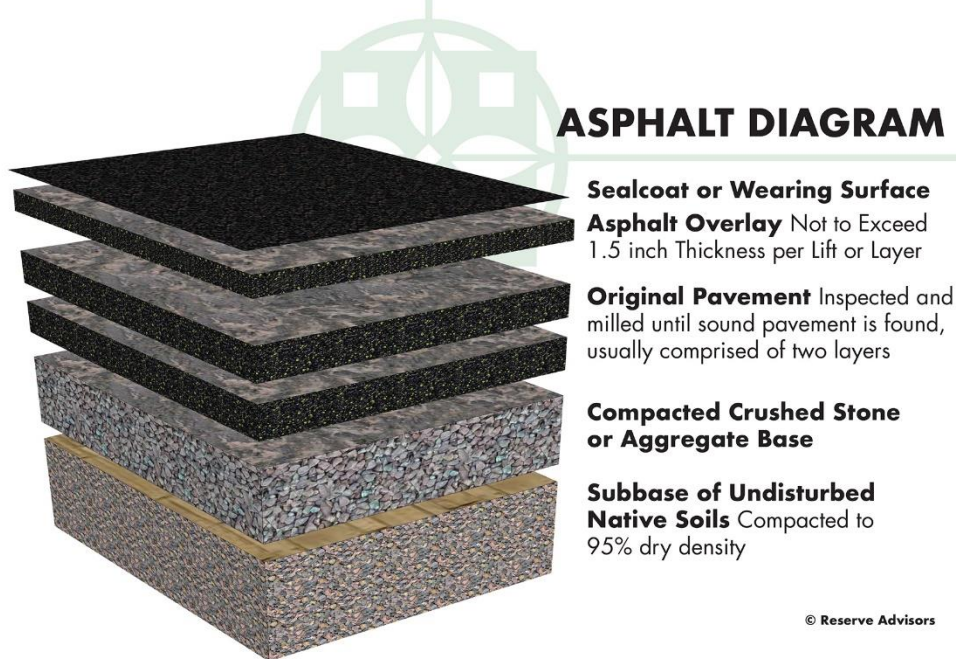


**Side street pavement in good condition**

***Useful Life:*** 15- to 20-years

**Narrative throughout report reduced for brevity**

**Component Detail Notes:** The initial installation of asphalt uses at least two lifts, or two separate applications of asphalt, over the base course. The first lift is the binder course. The second lift is the wearing course. The wearing course comprises a finer aggregate for a smoother more watertight finish. The following diagram depicts the typical components although it may not reflect the actual configuration at Village:



The manner of repaving is either a mill and overlay or total replacement. A mill and overlay is a method of repaving where cracked, worn and failed pavement is mechanically removed or milled until sound pavement is found. A new layer of asphalt is overlaid atop the remaining base course of pavement. Total replacement includes the removal of all existing asphalt down to the base course of aggregate and native soil followed by the application of two or more new lifts of asphalt. We recommend mill and overlay on asphalt pavement that exhibits normal deterioration and wear. We recommend total replacement of asphalt pavement that exhibits severe deterioration, inadequate drainage, pavement that has been overlaid multiple times in the past or where the configuration makes overlayment not possible. Based on the apparent visual condition and configuration of the asphalt pavement, we recommend the mill and overlay method for repaving at the Association.

**Preventative Maintenance Notes:** We note the following select recommended preventative maintenance activities to maximize the remaining useful life:

- Annually:
  - Inspect for settlement, large cracks and trip hazards, and ensure proper drainage
  - Repair areas which could cause vehicular damage such as potholes
- As needed:
  - Perform crack repairs and patching

**Narrative throughout report reduced for brevity**



**Priority/Criticality:** Defer only upon opinion of independent professional or engineer

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. Our cost for milling and overlayment in the near term includes area patching of up to ten percent (10%) whereas our subsequent costs for milling and overlayment include area patching up to twenty percent (20%). The exact amounts of area patching may vary between phases and street locations in the community, however we consider the amounts allocated in **Reserve Expenditures** sufficient to budget the necessary Reserves.

## Gate Entry System

---

**Line Item:** 4.310

**Quantity:** One panel

**History:** Unknown age

**Condition:** Reported in satisfactory condition

**Useful Life:** Up to 10 years

**Preventative Maintenance Notes:** We recommend the Association obtain and adhere to the manufacturer's recommended maintenance plan. The required preventative maintenance may vary in frequency and scope based on the unit's age, operational condition, or changes in technology. We note the following select recommended preventative maintenance activities to maximize the remaining useful life:

- Monthly:
  - Inspect panel for damage and ensure the panel is mounted securely, tighten or replace any loose or damaged fasteners.
  - Inspect panel for proper operation of buttons, displays, microphone and speaker.
- Annually:
  - Check power connections, and if applicable, functionality of battery power supply systems

**Priority/Criticality:** Per Board discretion

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

## Gates and Operators

---

**Line Items:** 4.320 and 4.330

**Quantity:** Four gates and four operators

**Narrative throughout report reduced for brevity**

**History:** The gate operators are approximately four years of age and the age of the gates is unknown

**Condition:** Good overall



**Preventative maintenance recommendations help you effectively maintain your assets, maximize their useful life, and reduce the total cost of ownership.**

Sliding gate operator

**Useful Life:** Up to 10 years for the gates

**Preventative Maintenance Notes:** The required preventative maintenance may vary in frequency and scope based on the unit’s age, operational condition, or changes in technology. We note the following select recommended preventative maintenance activities to maximize the remaining useful life:

- Semi-annually:
  - Ensure gates operate freely
  - Inspect for any wear, rust and loose fasteners
  - Inspect and correct tension in belts and chains, and lubricate hinges and chains as necessary
  - Check alignment of pulleys
  - Check for no oil leakage at the gear box
  - Check the control board for water damage. Clean and remove insects and other pests as needed.
  - Check all wiring for insulation damage and loose connections. If applicable, check functionality of battery power supply systems

**Priority/Criticality:** Per Board discretion

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

**Narrative throughout report reduced for brevity**

## **Irrigation System**

---

**Line Item:** 4.420

**History:** Original

**Condition:** Good overall and Management does not report any deficiencies

**Useful Life:** Up to 40 years

**Component Detail Notes:** Irrigation systems typically include the following components:

- Electronic controls (timer)
- Impact rotors
- Network of supply pipes
- Pop-up heads
- Valves

Village should anticipate interim and partial replacements of the system network supply pipes and other components as normal maintenance to maximize the useful life of the irrigation system. The Association should fund these ongoing seasonal repairs through the operating budget.

**Preventative Maintenance Notes:** We note the following select recommended preventative maintenance activities to maximize the remaining useful life:

- Semi-annually:
  - Conduct seasonal repairs which includes valve repairs, controller repairs, partial head replacements and pipe repairs
  - Blow out irrigation water lines and drain building exterior faucets each fall if applicable

**Priority/Criticality:** Defer only upon opinion of independent professional or engineer

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

## **Perimeter Walls, Masonry**

---

**Line Item:** 4.640

**Quantity:** 9,600 square feet of surface area at the east perimeter of the community

**History:** Original

**Condition:** Good overall with isolated and minor mortar deterioration evident

**Narrative throughout report reduced for brevity**



**Front side of masonry perimeter wall (note proximity to tree roots)**



**Topside of masonry perimeter wall with minor mortar deterioration**

**Useful Life:** Indefinitely long with periodic inspections and repairs every 8- to 12-years to forestall deterioration.

**Component Detail Notes:** Common types of masonry deterioration include efflorescence, spalling and cracking. Repointing is a process of raking and cutting out defective mortar and replacing it with new mortar.

**Preventative Maintenance Notes:** We note the following select recommended preventative maintenance activities to maximize the remaining useful life:

- As-needed:
  - Inspect for significant brick damage or spalling, numerous locations of mortar deterioration and excessive efflorescence. If these conditions exist, perform near term repairs and remediation, utilizing reserve funds if project scope warrants.
  - Ensure irrigation heads are directed away from the walls

**Priority/Criticality:** Not recommended to defer

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

## **Playground Equipment**

---

**Line Item:** 4.660

**History:** Unknown age

**Condition:** Fair overall. The playsets exhibit wood deterioration. The swing set exhibits rust at fasteners and connections.

**Narrative throughout report reduced for brevity**



**Small playset**



**Large playset**



**Missing spindle at playset railing**



**Weathered wood at playset bridge**

**Useful Life:** 15- to 20-years

**Component Detail Notes:** Safety is the major purpose for maintaining playground equipment. We recommend an annual inspection of the playground equipment to identify and repair as normal maintenance loose connections and fasteners or damaged elements. We suggest the Association learn more about the specific requirements of playground equipment at [PlaygroundSafety.org](http://PlaygroundSafety.org). We recommend the use of a specialist for the design or replacement of the playground equipment environment.

**Preventative Maintenance Notes:** We note the following select recommended preventative maintenance activities to maximize the remaining useful life:

- Annually:
  - Inspect and repair loose connections and fasteners or damaged elements
  - Inspect for safety hazards and adequate coverage of ground surface cover

**Priority/Criticality:** Defer only upon opinion of independent professional or engineer

**Narrative throughout report reduced for brevity**

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. We include an allowance in the unit cost for replacement of the safety surface and border. Our cost includes replacement of the current equipment with a metal or composite based play structure. Replacement of the current equipment with wood equipment will likely result in a shorter overall useful life, therefore increasing the overall cost of ownership of the playground.

## **Sport Courts, Color Coat**

---

**Line Item:** 4.830

**Quantity:** 1,100 square yards comprising one basketball court and one tennis court

**History:** Original

**Condition:** Fair overall. The courts exhibit cracks and color coat deterioration throughout both surfaces.



**Basketball court overview**



**Color coat deterioration throughout basketball court**



**Color coat deterioration and evidence of ponded water**



**Typical cracks at tennis court edge**

**Narrative throughout report reduced for brevity**



Cracks at tennis court playing surface



Wide cracks at tennis court

**Useful Life:** Four- to six-years

**Component Detail Notes:** Prior to the application of the color coat, the Association should require the contractor to rout and fill all cracks with hot emulsion. This deters water infiltration and further deterioration of the asphalt playing surface.

**Priority/Criticality:** Per Board discretion

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

## Pool and Pool House Elements



Pool house, front and side elevations



Pool house, pool side elevations

## Concrete Deck

---

**Line Item:** 6.200

**Quantity:** 5,100 square feet

**Narrative throughout report reduced for brevity**

**History:** Original

**Condition:** Fair condition with cracks and settlement throughout. We recommend a near term repair to perform crack repairs or partially replace deteriorated sections of the pool deck.



**Pool and deck overview**



**Significant pool deck cracks**



**Repaired crack and settlement**



**Unrepaired cracks throughout section of pool deck**

**Useful Life:** The useful life of a concrete pool deck is up to 60 years or more with timely repairs. We recommend the Association conduct inspections, partial replacements and repairs to the deck every 8- to 12-years.

**Preventative Maintenance Notes:** We note the following select recommended preventative maintenance activities to maximize the remaining useful life:

- Semi-annually:
  - Inspect and repair large cracks, trip hazards, and possible safety hazards
  - Inspect and repair pool coping for cracks, settlement, heaves or sealant deterioration

**Narrative throughout report reduced for brevity**

- Repair concrete spalling and conduct coating repairs in areas with delamination
- Schedule periodic pressure cleanings as needed

**Priority/Criticality:** Defer only upon opinion of independent professional or engineer

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. We recommend the Association budget for the following per event:

- Selective cut out and replacements of up to ten percent (10%) of concrete
- Crack repairs as needed
- Mortar joint repairs
- Caulk replacement

## Pool Finishes, Plaster and Tile

---

**Line Item:** 6.800

**Quantity:** 3,800 square feet based on the horizontal surface area. This quantity includes the wading pool.

**History:** Approximately one year of age

**Condition:** Good overall



**Main pool overview**



**Pool structure with plaster pool finish**

**Narrative throughout report reduced for brevity**



**Wading pool**



**Partial coping repair**

**Useful Life:** 8- to 12-years for the plaster and 15- to 25-years for the tile and coping

**Preventative Maintenance Notes:** We note the following select recommended preventative maintenance activities to maximize the remaining useful life:

- Semi-annually:
  - Inspect and patch areas of significant plaster delamination, coping damage and structure cracks
  - Inspect main drain connection and anti-entrapment covers, pressure test circulation piping and valves
  - Test handrails and safety features for proper operation

**Priority/Criticality:** Defer only upon opinion of independent professional or engineer

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. We recommend the Association budget for full tile and coping replacement every other plaster replacement event. Removal and replacement of the finish provides the opportunity to inspect the pool structures and to allow for partial repairs of the underlying concrete surfaces as needed. To maintain the integrity of the pool structures, we recommend the Association budget for the following:

- Removal and replacement of the plaster finishes
- Partial replacements of the scuppers and coping as needed
- Replacement of tiles as needed
- Replacement of joint sealants as needed
- Concrete structure repairs as needed

**Narrative throughout report reduced for brevity**

## Rest Rooms

---

**Line Item:** 6.580

**Quantity:** The rest room components include:

- Paint finishes on the walls and ceiling
- Light fixtures
- Plumbing fixtures
- Metal partition and railings

**History:** Components are likely original

**Condition:** Fair overall



**Rest room plumbing fixtures and partitions**

**Useful Life:** Renovation up to every 20 years

**Priority/Criticality:** Per Board discretion

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

## Roof Assembly, Asphalt Shingles

---

**Line Item:** 6.870

**Quantity:** Approximately 29 squares<sup>1</sup>

**History:** Approximately three years of age

**Condition:** Good overall. Management does not inform us of water infiltration.

<sup>1</sup> We quantify the roof area in squares where one square is equal to 100 square feet of surface area.

**Narrative throughout report reduced for brevity**



**Dimensional asphalt shingle roof assembly in good condition**

**Useful Life:** 15- to 20-years

**Component Detail Notes:** Contractors use one of two methods for replacement of sloped roofs, either an overlayment or a tear-off. Overlayment is the application of new shingles over an existing roof. However, there are many disadvantages to overlayment including hidden defects of the underlying roof system, absorption of more heat resulting in accelerated deterioration of the new and old shingles, and an uneven visual appearance. Therefore, we recommend only the tear-off method of replacement. The tear-off method of replacement includes removal of the existing shingles, flashings if required and underlayments.

**Preventative Maintenance Notes:** We recommend the Association maintain a service and inspection contract with a qualified professional and record all documentation of repairs conducted. We note the following select recommended preventative maintenance activities to maximize the remaining useful life:

- Annually:
  - Record any areas of water infiltration, flashing deterioration, damage or loose shingles
  - Implement repairs as needed if issues are reoccurring
  - Trim tree branches that are near or in contact with roof
- As-needed:
  - Ensure proper ventilation and verify vents are clear of debris and not blocked from attic insulation

**Priority/Criticality:** Defer only upon opinion of independent professional or engineer

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

**Narrative throughout report reduced for brevity**

## Reserve Study Update

An ongoing review by the Board and an Update of this Reserve Study are necessary to ensure an equitable funding plan since a Reserve Study is a snapshot in time. Many variables change after the study is conducted that may result in significant overfunding or underfunding the reserve account. Variables that may affect the Reserve Funding Plan include, but are not limited to:

- Deferred or accelerated capital projects based on Board discretion
- Changes in the interest rates on reserve investments
- Changes in the *local* construction inflation rate
- Additions and deletions to the Reserve Component Inventory
- The presence or absence of maintenance programs
- Unusually mild or extreme weather conditions
- Technological advancements

Periodic updates incorporate these variable changes since the last Reserve Study or Update. We recommend the Board budget for an Update to this Reserve Study every three years. Budgeting for an Update demonstrates the Board's objective to continue fulfilling its fiduciary responsibility to maintain the commonly owned property and to fund reserves appropriately.

## 5. METHODOLOGY

Reserves for replacement are the amounts of money required for future expenditures to repair or replace Reserve Components that wear out before the entire facility or project wears out. Reserving funds for future repair or replacement of the Reserve Components is also one of the most reliable ways of protecting the value of the property's infrastructure and marketability.

Village can fund capital repairs and replacements in any combination of the following:

1. Increases in the operating budget during years when the shortages occur
2. Loans using borrowed capital for major replacement projects
3. Level monthly reserve assessments annually adjusted upward for inflation to increase reserves to fund the expected major future expenditures
4. Special assessments

We do not advocate special assessments or loans unless near term circumstances dictate otherwise. Although loans provide a gradual method of funding a replacement, the costs are higher than if the Association were to accumulate reserves ahead of the actual replacement. Interest earnings on reserves also accumulate in this process of saving or reserving for future replacements, thereby defraying the amount of gradual reserve collections. We advocate the third method of *Level Monthly Reserve Assessments* with relatively minor annual adjustments. The method ensures that Owners pay their "fair share" of the weathering and aging of the commonly owned property each year. Level reserve assessments preserve the property and enhance the resale value of the homes.

This Reserve Study is in compliance with and exceeds the National standards<sup>1</sup> set forth by the Association of Professional Reserve Analysts (APRA) fulfilling the requirements of a "Level III Reserve Study Update No-Site-Visit." These standards require a Reserve Component to have a "predictable remaining Useful Life." Estimating Remaining Useful Lives and Reserve Expenditures beyond 30 years is often indeterminate. Long-Lived Property Elements are necessarily excluded from this analysis. We considered the following factors in our analysis:

- The Cash Flow Method to compute, project and illustrate the 30-year Reserve Funding Plan
- Local<sup>2</sup> costs of material, equipment and labor
- Current and future costs of replacement for the Reserve Components
- Costs of demolition as part of the cost of replacement
- Local economic conditions and a historical perspective to arrive at our estimate of long-term future inflation for construction costs in Madison, USA at an annual inflation rate<sup>3</sup>. Isolated or regional markets of greater

<sup>1</sup> Identified in the APRA "Standards - Terms and Definitions" and the CAI "Terms and Definitions".

<sup>2</sup> See Credentials for additional information on our use of published sources of cost data.

<sup>3</sup> Derived from Marshall & Swift, historical costs and the Bureau of Labor Statistics.

construction (development) activity may experience slightly greater rates of inflation for both construction materials and labor.

- The past and current maintenance practices of Village and their effects on remaining useful lives
- Financial information provided by the Association pertaining to the cash status of the reserve fund and budgeted reserve contribution
- The anticipated effects of appreciation of the reserves over time in accord with a return or yield on investment of your cash equivalent assets. (We did not consider the costs, if any, of Federal and State Taxes on income derived from interest and/or dividend income).
- The Funding Plan excludes necessary operating budget expenditures. It is our understanding that future operating budgets will provide for the ongoing normal maintenance of Reserve Components.

Updates to this Reserve Study will continue to monitor historical facts and trends concerning the external market conditions.



## 6. CREDENTIALS

### HISTORY AND DEPTH OF SERVICE

Founded in 1991, Reserve Advisors is the leading provider of reserve studies, insurance appraisals, developer turnover transition studies, expert witness services, and other engineering consulting services. Clients include community associations, resort properties, hotels, clubs, non-profit organizations, apartment building owners, religious and educational institutions, and office/commercial building owners in 48 states, Canada and throughout the world.

The **architectural engineering consulting firm** was formed to take a leadership role in helping fiduciaries, boards, and property managers manage their property like a business with a long-range master plan known as a Reserve Study.

Reserve Advisors employs the **largest staff of Reserve Specialists** with bachelor's degrees in engineering dedicated to Reserve Study services. Our founders are also founders of Community Associations Institute's (CAI) Reserve Committee that developed national standards for reserve study providers. One of our founders is a Past President of the Association of Professional Reserve Analysts (APRA). Our vast experience with a variety of building types and ages, on-site examination and historical analyses are keys to determining accurate remaining useful life estimates of building components.

**No Conflict of Interest** - As consulting specialists, our **independent opinion** eliminates any real or perceived conflict of interest because we do not conduct or manage capital projects.

### TOTAL STAFF INVOLVEMENT

Several staff members participate in each assignment. The responsible advisor involves the staff through a Team Review, exclusive to Reserve Advisors, and by utilizing the experience of other staff members, each of whom has served hundreds of clients. We conduct Team Reviews, an internal quality assurance review of each assignment, including: the inspection; building component costing; lifing; and technical report phases of the assignment. Due to our extensive experience with building components, we do not have a need to utilize subcontractors.

### OUR GOAL

To help our clients fulfill their fiduciary responsibilities to maintain property in good condition.

### VAST EXPERIENCE WITH A VARIETY OF BUILDINGS

Reserve Advisors has conducted reserve studies for a multitude of different communities and building types. We've analyzed thousands of buildings, from as small as a 3,500-square foot day care center to a 2,600,000-square foot 98-story highrise. We also routinely inspect buildings with various types of mechanical systems such as simple electric heat, to complex systems with air handlers, chillers, boilers, elevators, and life safety and security systems.

We're familiar with all types of building exteriors as well. Our well-versed staff regularly identifies optimal repair and replacement solutions for such building exterior surfaces such as adobe, brick, stone, concrete, stucco, EIFS, wood products, stained glass and aluminum siding, and window wall systems.

### OLD TO NEW

Reserve Advisors' experience includes ornate and vintage buildings as well as modern structures. Our specialists are no strangers to older buildings. We're accustomed to addressing the unique challenges posed by buildings that date to the 1800's. We recognize and consider the methods of construction employed into our analysis. We recommend appropriate replacement programs that apply cost effective technologies while maintaining a building's character and appeal.



## RESOURCES

Reserve Advisors utilizes numerous resources of national and local data to conduct its Professional Services. A concise list of several of these resources follows:

**Association of Construction Inspectors**, (ACI) the largest professional organization for those involved in construction inspection and construction project management. ACI is also the leading association providing standards, guidelines, regulations, education, training, and professional recognition in a field that has quickly become important procedure for both residential and commercial construction, found on the web at [www.iami.org](http://www.iami.org).

**American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.**, (ASHRAE) the American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc., devoted to the arts and sciences of heating, ventilation, air conditioning and refrigeration; recognized as the foremost, authoritative, timely and responsive source of technical and educational information, standards and guidelines, found on the web at [www.ashrae.org](http://www.ashrae.org). Reserve Advisors actively participates in its local chapter and holds individual memberships.

**Community Associations Institute**, (CAI) America's leading advocate for responsible communities noted as the only national organization dedicated to fostering vibrant, responsive, competent community associations. Their mission is to assist community associations in promoting harmony, community, and responsible leadership.

**Marshall & Swift / Boeckh**, (MS/B) the worldwide provider of building cost data, co-sourcing solutions, and estimating technology for the property and casualty insurance industry found on the web at [www.marshallswift.com](http://www.marshallswift.com).

**R.S. Means CostWorks**, North America's leading supplier of construction cost information. As a member of the Construction Market Data Group, Means provides accurate and up-to-date cost information that helps owners, developers, architects, engineers, contractors and others to carefully and precisely project and control the cost of both new building construction and renovation projects found on the web at [www.rsmeans.com](http://www.rsmeans.com).

Reserve Advisors' library of numerous periodicals relating to reserve studies, condition analyses, chapter community associations, and historical costs from thousands of capital repair and replacement projects, and product literature from manufacturers of building products and building systems.

## 7. DEFINITIONS

Definitions are derived from the standards set forth by the Community Associations Institute (CAI) representing America's 305,000 condominium and homeowners associations and cooperatives, and the Association of Professional Reserve Analysts, setting the standards of care for reserve study practitioners.

**Cash Flow Method** - A method of calculating Reserve Contributions where contributions to the reserve fund are designed to offset the variable annual expenditures from the reserve fund. Different Reserve Funding Plans are tested against the anticipated schedule of reserve expenses until the desired funding goal is achieved.

**Component Method** - A method of developing a Reserve Funding Plan with the total contribution is based on the sum of the contributions for individual components.

**Current Cost of Replacement** - That amount required today derived from the quantity of a *Reserve Component* and its unit cost to replace or repair a Reserve Component using the most current technology and construction materials, duplicating the productive utility of the existing property at current *local* market prices for *materials*, *labor* and manufactured equipment, contractors' overhead, profit and fees, but without provisions for building permits, overtime, bonuses for labor or premiums for material and equipment. We include removal and disposal costs where applicable.

**Fully Funded Balance** - The Reserve balance that is in direct proportion to the fraction of life "used up" of the current Repair or Replacement cost similar to Total Accrued Depreciation.

**Funding Goal (Threshold)** - The stated purpose of this Reserve Study is to determine the adequate, not excessive, minimal threshold reserve balances.

**Future Cost of Replacement** - *Reserve Expenditure* derived from the inflated current cost of replacement or current cost of replacement as defined above, with consideration given to the effects of inflation on local market rates for materials, labor and equipment.

**Long-Lived Property Component** - Property component of Village responsibility not likely to require capital repair or replacement during the next 30 years with an unpredictable remaining Useful Life beyond the next 30 years.

**Percent Funded** - The ratio, at a particular point of time (typically the beginning of the Fiscal Year), of the actual (or projected) Reserve Balance to the Fully Funded Balance, expressed as a percentage.

**Remaining Useful Life** - The estimated remaining functional or useful time in years of a *Reserve Component* based on its age, condition and maintenance.

**Reserve Component** - Property elements with: 1) Village responsibility; 2) limited Useful Life expectancies; 3) predictable Remaining Useful Life expectancies; and 4) a replacement cost above a minimum threshold.

**Reserve Component Inventory** - Line Items in **Reserve Expenditures** that identify a *Reserve Component*.

**Reserve Contribution** - An amount of money set aside or *Reserve Assessment* contributed to a *Reserve Fund* for future *Reserve Expenditures* to repair or replace *Reserve Components*.

**Reserve Expenditure** - Future Cost of Replacement of a Reserve Component.

**Reserve Fund Status** - The accumulated amount of reserves in dollars at a given point in time, i.e., at year end.

**Reserve Funding Plan** - The portion of the Reserve Study identifying the *Cash Flow Analysis* and containing the recommended Reserve Contributions and projected annual expenditures, interest earned and reserve balances.

**Reserve Study** - A budget planning tool that identifies the current status of the reserve fund and a stable and equitable Funding Plan to offset the anticipated future major common area expenditures.

**Useful Life** - The anticipated total time in years that a *Reserve Component* is expected to serve its intended function in its present application or installation.



## 8. PROFESSIONAL SERVICE CONDITIONS

**Our Services** - Reserve Advisors, LLC ("RA") performs its services as an independent contractor in accordance with our professional practice standards and its compensation is not contingent upon our conclusions. The purpose of our reserve study is to provide a budget planning tool that identifies the current status of the reserve fund, and an opinion recommending an annual funding plan, to create reserves for anticipated future replacement expenditures of the subject property. The purpose of our energy benchmarking services is to track, collect and summarize the subject property's energy consumption over time for your use in comparison with other buildings of similar size and establishing a performance baseline for your planning of long-term energy efficiency goals.

Our inspection and analysis of the subject property is limited to visual observations, is noninvasive and is not meant to nor does it include investigation into statutory, regulatory or code compliance. RA inspects sloped roofs from the ground and inspects flat roofs where safe access (stairs or ladder permanently attached to the structure) is available. Our energy benchmarking services with respect to the subject property is limited to collecting energy and utility data and summarizing such data in the form of an Energy Star Portfolio Manager Report or any other similar report, and hereby expressly excludes any recommendations with respect to the results of such energy benchmarking services or the accuracy of the energy information obtained from utility companies and other third-party sources with respect to the subject property. The reserve report and any energy benchmarking report (i.e., any Energy Star Portfolio Manager Report) (including any subsequent revisions thereto pursuant to the terms hereof, collectively, the "Report") are based upon a "snapshot in time" at the moment of inspection. RA may note visible physical defects in the Report. The inspection is made by employees generally familiar with real estate and building construction. Except to the extent readily apparent to RA, RA cannot and shall not opine on the structural integrity of or other physical defects in the property under any circumstances. Without limitation to the foregoing, RA cannot and shall not opine on, nor is RA responsible for, the property's conformity to specific governmental code requirements for fire, building, earthquake, occupancy or otherwise.

RA is not responsible for conditions that have changed between the time of inspection and the issuance of the Report. RA does not provide invasive testing on any mechanical systems that provide energy to the property, nor can RA opine on any system components that are not easily accessible during the inspection. RA does not investigate, nor assume any responsibility for any existence or impact of any hazardous materials, such as asbestos, urea-formaldehyde foam insulation, other chemicals, toxic wastes, environmental mold or other potentially hazardous materials or structural defects that are latent or hidden defects which may or may not be present on or within the property. RA does not make any soil analysis or geological study as part of its services, nor does RA investigate vapor, water, oil, gas, coal, or other subsurface mineral and use rights or such hidden conditions, and RA assumes no responsibility for any such conditions. The Report contains opinions of estimated replacement costs or deferred maintenance expenses and remaining useful lives, which are neither a guarantee of the actual costs or expenses of replacement or deferred maintenance nor a guarantee of remaining useful lives of any property element.

RA assumes, without independent verification, the accuracy of all data provided to it. Except to the extent resulting from RA's willful misconduct in connection with the performance of its obligations under this agreement, you agree to indemnify, defend, and hold RA and its affiliates, officers, managers, employees, agents, successors and assigns (each, an "RA Party") harmless from and against (and promptly reimburse each RA Party for) any and all losses, claims, actions, demands, judgments, orders, damages, expenses or liabilities, including, without limitation, reasonable attorneys' fees, asserted against or to which any RA Party may become subject in connection with this engagement, including, without limitation, as a result of any false, misleading or incomplete information which RA relied upon that was supplied by you or others under your direction, or which may result from any improper use or reliance on the Report by you or third parties under your control or direction or to whom you provided the Report. NOTWITHSTANDING ANY OTHER PROVISION HEREIN TO THE CONTRARY, THE AGGREGATE LIABILITY (IF ANY) OF RA WITH RESPECT TO THIS AGREEMENT AND RA'S OBLIGATIONS HEREUNDER IS LIMITED TO THE AMOUNT OF THE FEES ACTUALLY RECEIVED BY RA FROM YOU FOR THE SERVICES AND REPORT PERFORMED BY RA UNDER THIS AGREEMENT, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR OTHERWISE. YOUR REMEDIES SET FORTH HEREIN ARE EXCLUSIVE AND ARE YOUR SOLE REMEDIES FOR ANY FAILURE OF RA TO COMPLY WITH ITS OBLIGATIONS HEREUNDER OR OTHERWISE. RA SHALL NOT BE LIABLE FOR ANY SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL, PUNITIVE OR EXEMPLARY DAMAGES OF ANY KIND, INCLUDING, BUT NOT LIMITED TO, ANY LOST PROFITS AND LOST SAVINGS, LOSS OF USE OR INTERRUPTION OF BUSINESS, HOWEVER CAUSED, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), BREACH OF WARRANTY, STRICT LIABILITY OR OTHERWISE, EVEN IF RA HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT WILL RA BE LIABLE FOR THE COST OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES. RA DISCLAIMS ALL REPRESENTATIONS AND WARRANTIES WHATSOEVER, EXPRESS OR IMPLIED OR OF ANY NATURE, WITH REGARD TO THE SERVICES AND THE REPORT, INCLUDING, WITHOUT LIMITATION, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

**Report** - RA will complete the services in accordance with the Proposal. The Report represents a valid opinion of RA's findings and recommendations with respect to the reserve study and is deemed complete. RA will consider any additional information made available to RA within 6 months of issuing the Report and issue a revised Report based on such additional information if a timely request for a revised Report is made by you. RA retains the right to withhold a revised Report if payment for services was not tendered in a timely manner. All information received by RA and all files, work papers or documents developed by RA during the course of the engagement shall remain the property of



RA and may be used for whatever purpose it sees fit. RA reserves the right to, and you acknowledge and agree that RA may, use any data provided by you in connection with the services, or gathered as a result of providing such services, including in connection with creating and issuing any Report, in a de-identified and aggregated form for RA's business purposes.

**Your Obligations** - You agree to provide us access to the subject property for an inspection. You agree to provide RA all available, historical and budgetary information, the governing documents, and other information that we request and deem necessary to complete the Report. Additionally, you agree to provide historical replacement schedules, utility bills and historical energy usage files that RA requests and deems necessary to complete the energy benchmarking services, and you agree to provide any utility release(s) reasonably requested by RA permitting RA to obtain any such data and/or information from any utility representative or other third party. You agree to pay actual attorneys' fees and any other costs incurred to collect on any unpaid balance for RA's services.

**Use of Our Report and Your Name** - Use of the Report is limited to only the purpose stated herein. You acknowledge that RA is the exclusive owner of all intellectual property rights in and relating to the Report. You hereby acknowledge that any use or reliance by you on the Report for any unauthorized purpose is at your own risk and that you will be liable for the consequences of any unauthorized use or distribution of the Report. Use or possession of the Report by any unauthorized third party is prohibited. The Report in whole or in part **is not and cannot be used as a design specification for design engineering purposes or as an appraisal**. You may show the Report in its entirety to the following third parties: members of your organization (including your directors, officers, tenants and prospective purchasers), your accountants, attorneys, financial institutions and property managers who need to review the information contained herein, and any other third party who has a right to inspect the Report under applicable law including, but not limited to, any government entity or agency, or any utility companies. Without the written consent of RA, you shall not disclose the Report to any other third party. By engaging our services, you agree that the Report contains intellectual property developed (and owned solely) by RA and agree that you will not reproduce or distribute the Report **to any party that conducts reserve studies without the written consent of RA**.

RA will include (and you hereby agree that RA may include) your name in our client lists. RA reserves the right to use (and you hereby agree that RA may use) property information to obtain estimates of replacement costs, useful life of property elements or otherwise as RA, in its sole discretion, deems appropriate.

**Payment Terms, Due Dates and Interest Charges** - If reserve study and energy benchmarking services are performed by RA, then the retainer payment is due upon execution of this agreement and prior to the inspection by RA, and any balance is due net 30 days from the Report shipment date. If only energy benchmarking services are performed by RA, then the retainer payment is due upon execution of this agreement and any balance is due net 30 days from the Report shipment date. In any case, any balance remaining 30 days after delivery of the Report shall accrue an interest charge of 1.5% per month. Unless this agreement is earlier terminated by RA in the event you breach or otherwise fail to comply with your obligations under this agreement, RA's obligations under this agreement shall commence on the date you execute and deliver this agreement and terminate on the date that is 6 months from the date of delivery of the Report by RA. Notwithstanding anything herein to the contrary, each provision that by its context and nature should survive the expiration or early termination of this agreement shall so survive, including, without limitation, any provisions with respect to payment, intellectual property rights, limitations of liability and governing law. We reserve the right to limit or decline refunds in our sole discretion. Refunds vary based on the applicable facts and circumstances.

**Miscellaneous** – Neither party shall be liable for any failures or delays in performance due to fire, flood, strike or other labor difficulty, act of God, act of any governmental authority, riot, embargo, fuel or energy shortage, pandemic, wrecks or delays in transportation, or due to any other cause beyond such party's reasonable control; provided, however, that you shall not be relieved from your obligations to make any payment(s) to RA as and when due hereunder. In the event of a delay in performance due to any such cause, the time for completion or date of delivery will be extended by a period of time reasonably necessary to overcome the effect of such delay. You may not assign or otherwise transfer this agreement, in whole or in part, without the prior written consent of RA. RA may freely assign or otherwise transfer this agreement, in whole or in part, without your prior consent. This agreement shall be governed by the laws of the State of Wisconsin without regard to any principles of conflicts of law that would apply the laws of another jurisdiction. Any dispute with respect to this agreement shall be exclusively venued in Milwaukee County Circuit Court or in the United States District Court for the Eastern District of Wisconsin. Each party hereto agrees and hereby waives the right to a trial by jury in any action, proceeding or claim brought by or on behalf of the parties hereto with respect to any matter related to this agreement.

*C.*

Your property's future starts with  
**A Reserve Study Today.**

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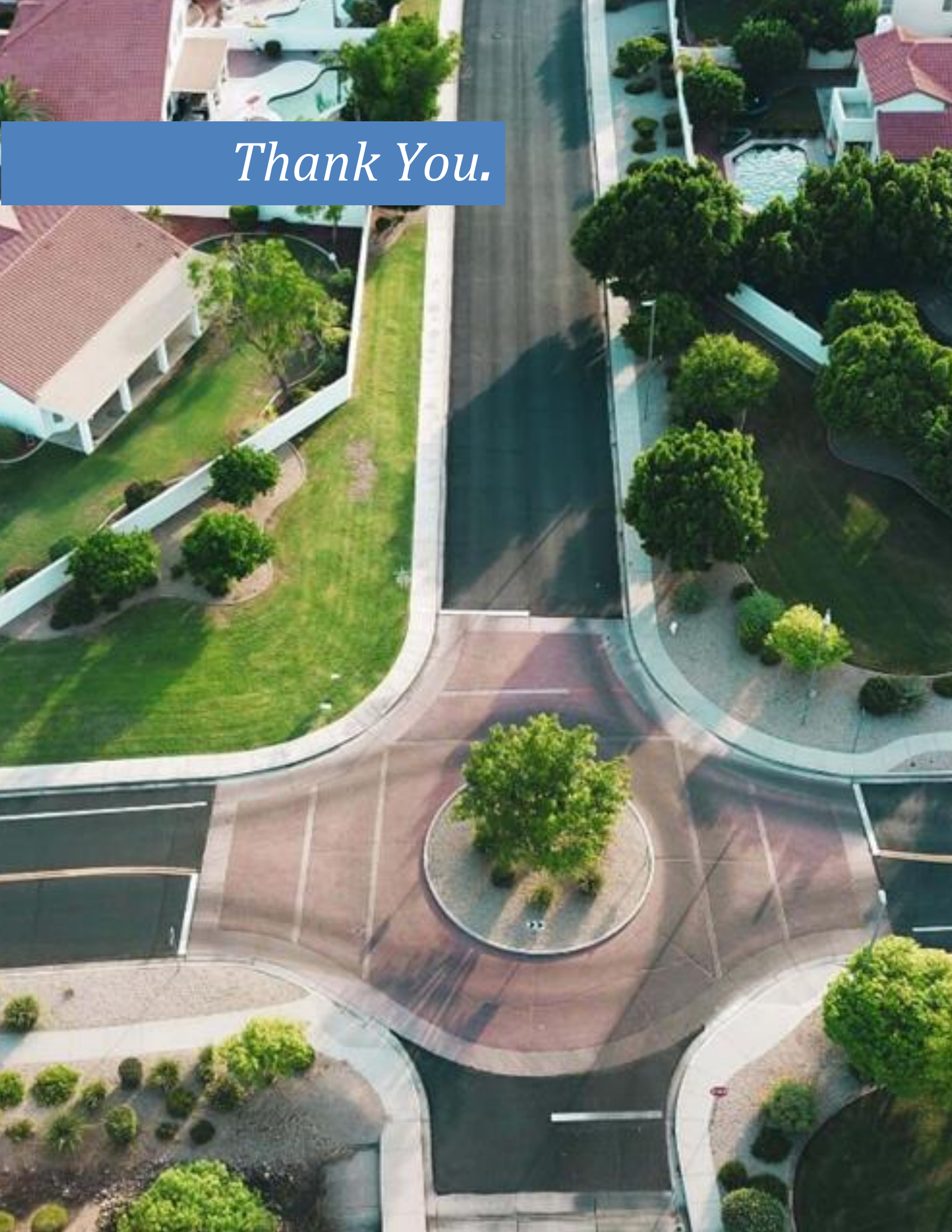
We prepare conservative reserve studies so you can make informed decisions on setting aside the financial resources to maintain your property the way you want over time.

**Traditional Reserve Study Proposal**  
Ridgewood Trails Community Development District  
March 10, 2026

**Proposal Number: 26.03.10.081**

<b>20+</b> Years Combined Experience	<b>7,901</b> Components Evaluated	<b>\$2,193,019,666</b> Funding Guidance Provided
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*Thank You.*



## THANK YOU FOR YOUR TRUST

March 10, 2026

Ridgewood Trails Community Development District  
C/O Marilee Giles, District Manager  
Government Management Services (GMS)  
475 West Town Place, Suite 114  
St. Augustine, FL 322092

Dear Ms. Giles:

We are pleased to submit this reserve study proposal for Ridgewood Trails Community Development District (the "Association") to you.

Our mission is to provide you with a conservative reserve study, giving you the best opportunity to set aside the financial resources needed to maintain your property's appearance and value over time.

We want you to feel comfortable and confident in the quality of our work. That is why we show you our sample report before you even consider doing business with us. We recommend that you review this because we prefer to lose your business than provide you with services that do not meet your objectives.

We always ask for more time than we think we need in our proposals because we prefer that you be pleasantly surprised when we deliver early rather than being disappointed if we were to be late.

Sound fair and reasonable?

Sincerely,



Glenn M. Tyndall, Jr., CPA, PRA, CEO and Founder



## **EXECUTIVE SUMMARY**

### **Introduction**

A reserve study is a capital budgeting tool that is designed to establish a funding plan to offset the deterioration of a property that happens over time.

### **Objective**

Our mission is to prepare conservative reserve studies so you can make informed decisions on setting aside the financial resources to maintain your property the way you want over time.

### **Methodology**

A reserve study may include:

- An onsite visit with a non-invasive, visual inspection only.
- Representative sampling of components to take their counts and measurements.
- A photographic inventory of components.
- A financial analysis that includes a funding plan.

A reserve study does not include:

- A guarantee that no special assessments will be required in the future.
- Invasive, destructive testing, or forensic testing.
- Design, build, engineering, architectural, or appraisal services.
- Recommendations on repairs to be done or 3<sup>rd</sup> party contractors to be used.

### **Findings**

Our findings will be presented in a reserve study report, and we try to be conservative in our estimates. We will provide a sample report for the services requested before you even consider doing business with us. We prefer to lose your business rather than to profit from delivering to you a service that you do not need or that you will not be 100% satisfied with. **That's why we strongly recommend reviewing this sample report to ensure our report will meet your needs and objectives before you engage us for services.**

### **Recommendations**

We will give you our opinion on funding, although our opinion is one of many. Therefore, when possible, we will incorporate the changes requested by you as management or the Board as it's your study and you should have the peace of mind to know that we will incorporate your goals into the study when possible.

### **Fee For Service**

See the end of this proposal for our fees for services.

*When Needed.*



**EXECUTIVE AND SENIOR PROFESSIONALS**



**GLENN M. TYNDALL JR., CPA**  
*Founder & CEO*



**MICHAEL H. RUSS JR.**  
*Senior Reserve Study Analyst*

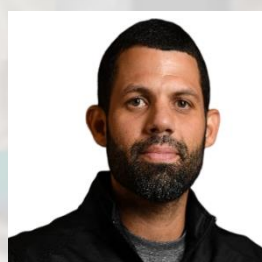
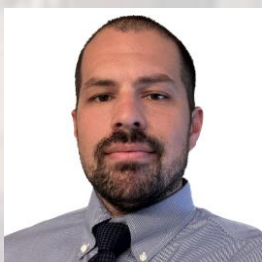
**Founder:** Glenn Tyndall, Jr., CPA  
B.B.A, University of North Florida

**Bio:** Mr. Tyndall founded Reserve Study Institute after working in public accounting for more than 15 years, which included over a decade as the principal of a CPA firm in which he provided clients with audit, tax, and consulting services. He has worked with community associations, non-profits, labor unions, trade associations, property and casualty insurers, real estate companies, and high-net-worth individuals.

**Senior:** Michael H. Russ, Jr.  
Economics, Florida State College

**Bio:** Mr. Russ began consulting with Reserve Study Institute, LLC after experience in construction and the financial services industry. Mr. Russ established the residential construction firm, Florida Construction Industries, Inc. Mr. Russ has also worked as a financial advisor at National Financial Services Group, a leading global financial services firm, in which he conducted financial and investment analyses and prepared and reviewed complex financial models for corporate and high net worth clients.

**Analysts:** Jenny Serrato, Financial Reporting Analyst  
Daniel Coons, Reserve Study Analyst  
Mike Gamez, Reserve Study Analyst  
Angel Gamez, Reserve Study Analyst



# How We Help You.



TODAY'S HIGHLIGHTS

**Discussion Outline**

- Brief Introduction
- Personal Storyline
- Insights on Public Safety
- Operational Models of Institutions
- Practical Steps to Improving Safety
- Learning for Institutions
- Final Remarks

Program Organized by [Organization Name]

BASED ON A SURVEY

**85.00%**

85% of respondents do not believe a...  
...before being in debt.

Presentations on...  
...institutions.

Program Organized by [Organization Name]

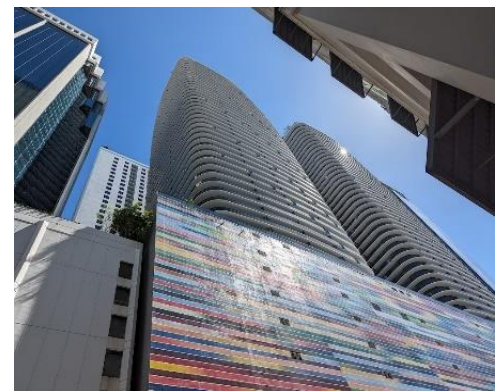
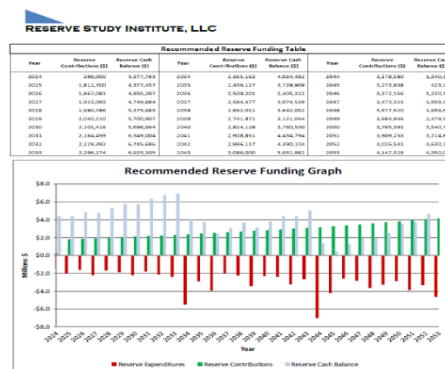
85.00%

Discussion Outline

- Introduction
- Personal Storyline
- Insights on Public Safety
- Operational Models of Institutions
- Practical Steps to Improving Safety
- Learning for Institutions
- Final Remarks

## HOW DOES OUR COMPANY HELP YOU

- 1 **Comprehensive Expertise:** Benefit from our comprehensive expertise, including a CPA on staff for financial insight and field analysts with backgrounds in the construction or related industries. The firm is a member of the Association of Professional Reserve Analysts (APRA).
- 2 **Conservative Estimates:** Rely on our commitment to providing conservative estimates, ensuring a productive approach to financial planning for your community association.
- 3 **Specialist Recommendations:** When our field analysts reach their professional limits, we transparently recommend you contact third-party specialists to help ensure the most accurate and reliable results.
- 4 **Client-Centric Approach:** Experience a client-centric approach where your feedback matters; we actively engage with clients, updating studies based on their input to ensure relevancy and accuracy.
- 5 **Clear Communication:** Enjoy clear and consistent communication throughout the process, ensuring you are informed and confident in every step of the reserve study.
- 6 **Reader-Friendly Reports:** Receive reader-friendly reports that stand out for their clarity and accessibility, avoiding the common pitfalls of overly complex documents from other reserve study companies.
- 7 **Responsive Updates:** We prioritize timely updates, responding to client needs, and making necessary changes to keep your reserve study current and actionable.



*See Our Experience.*



**THE COMPONENT'S WE'VE EVALUATED**

Experience matters so we want to show you some of the components we've evaluated in the past in other reserve studies so you have peace of mind knowing we have the experience to help you with your study.

<p><b>7,901 Components Evaluated</b></p>	<p><b>By Our Professionals for Our Clients</b></p>
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**Homeowners' Associations**

Homeowners' Associations (HOA's) are usually are usually not responsible for the homes. They include components such as signage, roads, and sidewalks. Some even offer amenities which can include clubhouses, pools, and other recreational elements.



**Condominiums and Townhomes**

Condos and Townhomes usually include all the elements of an HOA, however, the association is responsible for all common areas and building exteriors. This can include roofs, exterior painting, balconies, and much more.



**High-Rise Towers**

A building that is 15 stories or more is considered a tower. Aside from the sheer mass, towers have unique components not found in HOA's and Condos, such as cooling towers, domestic water pumps, heat exchangers, and more.



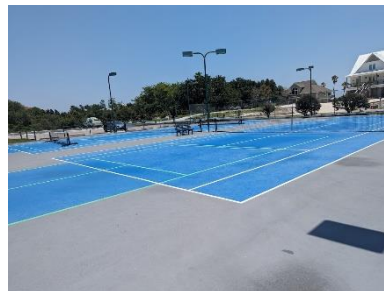
**General Site Elements**

General site elements are components that are located around the property but are not part of the building. These components include entrance gates, roads, and sidewalks to name a few.



**Recreational Elements**

Recreational elements are amenities the association is responsible for. This varies between every association and may include playgrounds, tennis courts, and pools.



**Mechanical Elements**

Mechanical elements can be found in every type of study. This can include HVAC, generators, fire suppression systems and elevator equipment.



**Waterfront Elements**

Waterfront elements can be very costly and require long-term budgeting. Some of the elements may include docks, seawalls, and even boats for associations located on islands.



**Specialty Elements**

Each association is unique and oftentimes has specialty components. Some specialty elements associations have reserved for bridge repair and replacement, heavy equipment, and even a sewer treatment plant.



*Our Clients Talk.*



What is it like working with us?  
*See What Our Clients Say About Their Experiences.*

We want you to have peace of mind of knowing that we have the processes in place so you receive results similar to our past clients.

*"If every vendor I did business with was as adept as Reverse Study Institute, every day for Alliance would be more profitable. These days we spend more time managing people despite our #1 task being managing real estate."*

-Mr. Leigh Hoffman, Owner  
Alliance Property Systems, Inc.

*"Thanks for all the help you and your team provided our communities."*

-Mr. Ryan Barlingar, LCAM  
P&R Housing Management Corporation

*"Please accept my humble thanks and appreciation for your recent completion of our HOA's Reserve Study. Your professionalism and comprehensive work made this process far easier for our Board of Directors and Community, than we could ever have imagined."*

*We dealt primarily with two individuals and their work was outstanding. Mike Russ was available at short notice and responded in a timely manner. Glen Tyndall "Shepherded & Managed" all entries to the Study and kept the process on schedule.*

*We couldn't have anticipated their willingness to adjust to our requests for additional information in such a timely and efficient manner. Thanks again for your efforts and assistance."*

-Mr. Rob Cowan, Treasurer  
The Palms at Nocatee Homeowner's Association, Inc.

*"That was quick!"*

-Mr. Malcolm Ross Cummings,  
Board Member and Treasurer  
Saphire Cove Homeowner's  
Association, Inc.

*"Thanks so much Glen. You have been responsive, professional and efficient! Thank you! Your much appreciated."*

-Mr. Tony Mastrocola, LCAM  
Sentry Management, Inc.

*"Thank you so very much. Appreciate the flexibility this first go-round."*

-Ms. Catherine Carter, Board  
Treasurer  
Canterbury Lake Estates  
Property Owners Association,  
Inc

# RESERVE STUDY INSTITUTE, LLC

*"Your firm turned around our study so quick."*

-Mr. Malcolm Ross Cummings, Board Member and Treasurer  
Saphire Cove Homeowner's Association, Inc.

*"Thanks so much for the efficiency you have shown."*

-Mr. Tony Mastrocola, LCAM  
Sentry Management, Inc.

*"Wow this is fantastic. Thank you! Your proposal makes sense and no further questions. Per the request of the board I reached out to two other companies, but you are the first to respond and your proposal is perfect with all the details. I will let the board know that you responded so quickly and send them your proposal".*

-Ms. Sharon Hill, Community Association Manager  
Specialty Management Company

*"Thank you Glenn!! You are always on the ball, I can't recommend you enough."*

-Ms. Anais Serrano, Community Association Management  
Leland Management, Inc.

*"I really appreciate the sample of the reserve study, I will save it and I definitely need this for several Associations."*

Ms. Karen Preston, LCAM  
Sunrise Management, Inc.

*"This is great information; I will share with my Boards."*

-Ms. Shanique Thompson, LCAM  
Phoenix Management Services, Inc.

*"Thanks for your efforts and the updates. Appreciate all your efforts, and those of Mike Russ. Very professional and comprehensive report."*

-Mr. Rob Cowan, Treasurer  
The Palms at Nocatee Homeowner's Association, Inc.

*"Thanks for the quick response. I'll be working on our next budget in the next couple of weeks and this report will aid greatly."*

-Mr. Walter Wiley, Board Treasurer  
Woodland Lakes Homeowners Association, Inc.

*"You're highly organized. Let's keep doing business together. Like your firm, mine gets no additional revenue chasing people to coordinate."*

-Mr. Leigh Hoffman, Owner  
Alliance Property Systems, Inc.

*"Thank you for the thorough report your team has provided to us."*

-Mr. Brook Ladd, Board Vice President  
Baytree Villas Home Owners Association, Inc.

*"Thanks for your excellent work."*

-Ms. Joanna Patricia Fang, General Executive Manager  
First Way Property Management Services, LLC

*"Thank you, Glenn, I appreciate your diligent responsiveness!"*

-Mr. Alberto Collins, LCAM  
Infinity Community Management, Inc.

## **FREQUENTLY ASKED QUESTIONS (FAQs)**

**Q: Does a representative have to be on-site?**

**A:** We recommend that someone be onsite because it improves the quality of our services. However, while preferable, it is not required.

**Q: How long until we receive a report?**

**A:** We always ask for more time than we think we need in our proposal because we want you to be pleasantly surprised when we are early rather than disappointed if we were to be late.

**Q: Can we reserve money in case of hurricane damage?**

**A:** Absolutely. We can generally reserve intangible items like hurricane damage, general contingency, or litigation reserves. However, we will only do this at your direction as we do not reserve for items that we cannot see like this without explicit direction.

**Q: Do you have a vendor you recommend for a project?**

**A:** No. Reserve Study Institute does not provide recommendations for ethical reasons.

**Q: What do we do if we feel that the cost, remaining useful life, or quantity total should be changed?**

**A:** After receiving the draft, we offer a complimentary editing process within a reasonable amount of time.

**Q: Why is there a recommendation to get a quote from a third-party vendor?**

**A:** Many components have variables that we cannot account for. For example, we do not account for any code violations. Using the wrong nail on a roof could be a code violation and require replacement.

Another example is shoreline restoration. There are many ways to restore a shoreline including grading, geotubing, netting, vegetation, and installing seawalls or rip rap. In this case, we find it best to consult with a certified expert to find what is best for your community.

**Q: Can we reserve for repairs for certain items?**

**A:** Yes. There are multiple ways to do this. One is by using the historical data of the repairs that have been done and basing the future repairs on that. Another way is to take a percentage of the total replacement cost and reserve that over a period of time.

For example, there was a study that had approximately \$7 million in bridges. Taking 15% of that over 10 years allows them to reserve approximately \$1 million for repairs every 10 years. This number should also be adjusted based on the age of the structure.

*The Agreement.*



## **AGREEMENT**

The content provided in the previous sections of this proposal is intended for informational purposes only and does not constitute a legally binding agreement. The legally binding terms and conditions of our services are exclusively outlined in this legal agreement section of the proposal. Clients are advised to carefully review and adhere to the terms set forth in this section of the proposal for the establishment of a contractual agreement with Reserve Study Institute, LLC. This disclaimer helps to distinguish the preliminary information, which is not legally binding, from the specific terms and conditions outlined in this agreement section, which hold legal significance.

## **SCOPE OF SERVICES**

### **Our Responsibilities**

Reserve Study Institute, LLC will perform its services as an independent contractor in accordance with our professional practice standards. Our compensation is not contingent upon our conclusions.

### **Levels of Service**

We offer the following Reserve Study Levels of Service to Associations:

**Level 1** – Reserve Study Level 1 with an on-site visual inspection and assessment of property condition. This level of service is offered to clients undertaking their first reserve study, and to Associations in need of a comprehensive review and audit of a previous reserve study. The Association's asset component list and associated measurements are reviewed. Reporting detail includes comprehensive reporting with a full detailed component inventory, photographs, observations and recommendations, life and valuation estimates, fund status, and funding plan.

*If this proposal is for the Association's initial reserve study, or a previous reserve study cannot be made available to us, then this level of service is required.*

**Level 2** – Reserve Study Level 2 update with an on-site visual inspection and property condition assessment. Level 2 reserve studies are for Associations that want to update a previous study. Most Associations will request a Level 2 report in the third year after the last site-visit-based reserve study. Reporting detail includes comprehensive reporting with a full detailed component inventory, photographs, observations and recommendations, life and valuation estimates, fund status, and funding plan.

**Level 3** – Reserve Study Level 3 update with no on-site inspection or property condition assessment. This report is typically requested in the years immediately following a reserve study with an on-site review. A prior reserve study is required to establish the basis for the verification and quantification of the component inventory. Reporting detail is standard and includes component inventory, life and valuation estimates, fund status, and funding plan. No condition assessment or photo inventory will be included in the report.

Our inspection and analysis of the subject property is limited to visual observations and is noninvasive when we conduct Level 1 or Level 2 studies. Level 3 studies do not include a site visit for inspection. We will inspect sloped roofs from the ground. We will inspect flat roofs where safe access where safe access

(stairs or ladder permanently attached to the structure) is available. The report is based upon a “snapshot in time” at the moment of our observations. Conditions can change between the time of inspection and the issuance of our report. Reserve Study Institute, LLC does not investigate, nor assume, any responsibility for any existence or impact of any hazardous materials, structural, or latent or hidden defects which may not be present on or within the property. Our opinions of estimated costs and remaining useful lives are not a guarantee of the actual costs of replacement, a warranty of the common elements or other property elements, or a guarantee of remaining useful lives. We are not licensed architects or engineers.

## **Services Available**

### **Traditional Reserve Study**

A Traditional Reserve Study is a comprehensive financial analysis conducted for a property that is for internal, budgetary purposes only. This study assesses the association's long-term capital needs by evaluating the condition and estimated useful life of various physical components, such as roofs, pavements, common areas, and building systems. The goal is to create a detailed reserve plan that outlines anticipated future repair and replacement costs, ensuring that adequate funds are set aside over time to cover these expenses.

### **Reporting Method**

The Association will have the option to select from either a pooled (cash flow) method of reporting and/or a straight-line (component) method of reporting. The Association or its representative must prepare the allocations on a straight-line method in accordance with our components. We will not assist the Association with that process as it requires significant judgment. The Associations' reserve accounts will almost always differ from the reserve components identified in the reserve study. Therefore, we do not guarantee to correspond our study report to the Association's accounting records. **The pooled method of funding will be used unless the straight-line method is requested in writing at the time proposal acceptance is received.**

### **Your Responsibility**

You agree to provide us with access to the subject property during our on-site visual inspection and tour. The Association, management, and/or the Board are responsible for assigning an appropriate individual as our primary point of contact to coordinate the reserve study and to provide to us to the best of their ability and if reasonably available, historical and budgetary information, the governing documents, and other information that we request and deem necessary to complete our Study. You agree to pay reasonable attorneys' fees and any other costs incurred in the event we have to initiate litigation to collect any unpaid balance for our services. Management and the Board may be required to sign a representation letter that acknowledges the review and approval of the report.

### **Assumptions and Indemnification**

We assume, without independent verification, the accuracy of all data provided to us. You agree to indemnify and hold us harmless against and from any and all losses, claims, actions, damages, expenses,

liabilities, including reasonable attorney's fees, to which we may become subject in connection with this engagement, because of any false, misleading, or incomplete information that we have relied upon as supplied by you or others under your direction, or which may result from any improper use or reliance on the report by you or third parties under your control or direction. Your obligation for indemnification reimbursement and reimbursement shall extend to any controlling person of Reserve Study Institute, LLC, including any director, officer, employee, affiliate, or agent. Liability of Reserve Study Institute, LLC and its employees, affiliates, and agents for errors and omissions, if any, in this work is limited to the amount of its compensation for the work performed in this engagement. We are not licensed architects or engineers.

### **Report**

Reserve Study Institute, LLC will complete the services in accordance with this Proposal based on your selection of Service Level and Reporting Detail. We will consider any additional information made available to us in the interest of promptly issuing a Final Report. However, the Report represents a valid opinion of our findings and recommendations and is deemed complete after we receive the signed management representation letter. We retain the right to withhold the Draft Report or Final Report if payment for services is not rendered in a timely manner.

### **Retention and Propriety of Work Papers**

All files, work papers, or documents developed (the "work papers") by us during the course of the engagement is proprietary and remain our property. In all cases, we will retain our work papers for a period of three (3) years.

### **Restricted Use of Our Report**

The use of our Report is limited to only the purpose stated herein. Any use or reliance for any other purpose, by you or third parties, is invalid. Our Reserve Study Report, in whole or part, is not and cannot be used as a design specification, design engineering services, or an appraisal. You may show our report in its entirety to those third parties who need to review the information contained herein. The Client and other third parties viewing this report should not reference our name or our report, in whole or in part, in any document prepared and/or distributed to third parties without our written consent. This report contains intellectual property developed by Reserve Study Institute, LLC specific to this engagement and cannot be reproduced or distributed to those who conduct reserve studies without the expressed written consent of Reserve Study Institute, LLC.

### **Client Confidentiality**

By entering into his agreement, you grant us the rights and a perpetual license to use, reproduce, display, and distribute your association's name, logo, testimonials, and related information ("Client Information") for various purposes, including but not limited to creating training materials, advertising, promotions, testimonials, software development, and other commercial and non-commercial activities without compensation. However, we will maintain the confidentiality of all conversations, documents provided to us, and the contents of our reports, subject to legal or administrative processes or proceedings. These conditions can only be modified by written documents executed by both parties.

### **Software Development Disclaimer**

Throughout the course of our engagement, you may come into contact with software, applications, or other intellectual property under development by us. It is essential to clarify that our collaboration does not constitute a joint venture, partnership, or any shared ownership in the development process. All rights, including but not limited to copyrights, trademarks, and intellectual property rights, associated

with the software and related materials remain the sole and exclusive property of Reserve Study Institute, LLC and its affiliates, subsidiaries, successors, assigns, and heirs. Any feedback, suggestions, or ideas provided by you in the course of our collaboration do not grant you any ownership or rights in the developed software. This disclaimer serves to make explicit that the software, its components, and associated intellectual property are proprietary assets and our property, and you shall have no claims or rights to assert ownership, authorship, or any form of intellectual property rights therein. Our collaboration is not intended to create any obligations on our part to share ownership or provide any proprietary rights in the developed software or any other intellectual property we develop.

## **PROPOSED TIMELINE**

This proposal is valid for thirty (30) days from the day it is prepared. Price, timeline, terms, and availability may be subject to change thereafter.

We intend to have our Draft Report to you for review and approval on or around **July 15, 2026**. All documentation requested will need to be provided by the Association's representative to us at least sixty (60) days prior to the date we anticipate having the Draft Report to you. If an onsite visit is necessary, then we require the onsite visit at least sixty (60) days before the date we anticipate having the Draft Report to you. You will be given a period of thirty (30) days from the date of receipt of the initial report to review and provide any edits, comments, or issues to us. In the absence of any response, edits, or issues raised, the report shall be deemed accepted as presented and we reserve the right to issue a final signed copy of the report. All edits, comments, or issues pertaining to the report must be presented in writing in a single email within the specified thirty (30) day review period. We shall not be obligated to consider or address edits submitted in a piecemeal fashion or through multiple, separate communications. This clause ensures that all edits are presented in an organized manner and helps us efficiently process these edits.

Our proposed timeline is based on the anticipated cooperation from your personnel. You agree to indemnify us if we are unable to meet the proposed timeline if you require rescheduling or rescheduling due to inclement weather, transportation issues (such as canceled or delayed flights), or any other issues that are reasonably beyond our control. We will attempt to reschedule any onsite visits, if necessary, and complete our services as soon as reasonably possible. However, you understand that if rescheduling is needed for any reason, we provide no assurance or guarantee of when we will be able to reschedule given that we may have other client commitments. Our Final Report will be issued to you in electronic format only.

### **Multiple Reports Needed**

Our report is designed to yield one (1) reserve contribution for all components included in that report. Unless otherwise noted, this proposal will have one (1) recommended contribution amount for one (1) client. If there are multiple associations, multiple neighborhoods with separate budgets, or some components are not shared equally by all owners, then separate reports will be needed. We will proceed with producing one (1) report as per this proposal unless we receive written authorization via email to proceed at an agreed-upon fee for service for the additional work in the event multiple reports are needed.

### **Not Engineers or Architects**

Reserve Study Institute, LLC is not a licensed architectural or engineering firm and this proposal is not for design, build, construction, or engineering purposes.

## **FEES AND BILLING**

### **Billing and Fee for Services and Conditions**

The retainer, if any, is due upon acceptance of the proposal for services, and no work will commence until the retainer has been received by Reserve Study Institute, LLC. The Association may be progress billed as work proceeds with payment due immediately upon request as outlined in the fee schedule summary on the signature page of this proposal. Otherwise, the payment of all fees is due when we deliver or try to deliver the receipt of the Draft Report by email.

We do **NOT** charge any out-of-pocket costs for mileage, travel, lodging, or meals for a single trip. However, if a second trip is required through no fault of Reserve Study Institute, LLC, additional charges for travel, lodging, and other associated costs will apply. Mileage will be reimbursed based on IRS-approved mileage rates at the time of travel if a second trip is required. We reserve the right to suspend all work if there is an outstanding balance of more than thirty (30) days from the date of the invoice. Any outstanding balance after thirty (30) days from the date of the invoice will also be subject to an interest charge of 1.5% per month. Any litigation necessary to collect an unpaid balance shall be venued in Duval County of Florida. The Association will be responsible for payment of reasonable attorney fees to Reserve Study Institute, LLC in the event of litigation to collect any unpaid balances and reserves the right to charge the Association any and all fees, including mileage, meals, lodging, and other associated out-of-pocket costs incurred during the first trip in the event collections proceeding are initiated due to a delay in timely payment.

## **SUMMARY**

We look forward to working with your Association on this effort, and should you have any questions regarding our proposal, please contact our office at (904) 568-2839.

Respectfully Submitted,



Reserve Study Institute, LLC  
Jacksonville, Florida



# RESERVE STUDY INSTITUTE, LLC

## Acceptance of Proposal

Please select one box below to indicate the service selected:

<i>Fee Schedule for Service Level</i>			
Service Includes	Traditional Reserve Study		
	Level 1	Level 2	Level 3
Full Reserve Study	✓		
Establish Reserve Quantities	✓		
Establish Component List	✓		
Site Visit	✓	✓	
Condition Assessment	✓	✓	
Photo Inventory	✓	✓	
Component Inventory	✓	✓	✓
Life & Value Estimates	✓	✓	✓
Reserve Funding Plan	✓	✓	✓
When Payment Due	Fee for Service		
Retainer Prior to Start	N/A	N/A	N/A
Due Upon Draft Report	\$ 2,790	N/A	N/A
<b>Total Fee For Service</b>	<b>\$ 2,790</b>	<b>N/A</b>	<b>N/A</b>
Select One to Select Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**NOTE:** A Level I/Initial Study is required if no previous study is available.

I have read, understand, and accept the terms of the proposal and acknowledge that I have the authority to legally bind the Association to this agreement. I hereby acknowledge that I understand Reserve Study Institute, LLC is not operating as a licensed engineering or architectural firm.

**ASSOCIATION REPRESENTATIVE:**

\_\_\_\_\_

**Name**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Title**

*Only When Ready.*





**Full Reserve Study  
For  
XYZ Condominium Association, Inc.  
City, Florida  
August 3, 2020**

**Report Number: 2022.08.03.654**

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## REPORT SUMMARY

As a member of the Association's Board of Directors, you are responsible for maintaining common areas of the Association's physical property. This report is intended to assist you in the development of the Association's capital budget for current and future reserve fund contributions. The goal of the study is to assist you in maintaining the Association's reserve above an adequate, but not excessive, threshold during one or more years of significant expenditures.

We present our findings and recommendations in the following report sections:

- **Executive Summary** – Provides a snapshot of the Association's reserve study, highlighting significant findings and conclusions.
- **Physical Analysis** – Includes list of the reserve components, useful life, remaining useful life, and a schedule of items excluded from the study.
- **Financial Analysis** – Includes the percent funded, 30-year reserve expense forecast, and the recommended funding plan.
- **Photographs** – Schedule of photographs of components taken during site visit.
- **Methodology** – Details the process of developing the Reserve Study, which includes descriptions of the methods, materials, and guidelines used preparation of physical and financial analysis of the study.
- **Statement of Limitations and Assumptions** – Describes the limitations and assumptions made when conducting this study and in preparation of this report.
- **Professional Experience** – Contains the professional experience of the individuals who prepared this study.
- **Glossary** – Contains definitions of terms used in the Reserve Study.

## Executive Summary

### General Information

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**Association Name:** XYZ Condominium Association, Inc. (XYZ Condo)

**Location:** City, FL

**Project Description:** Condominium

**Type of Study:** Level 1 – Reserve Study

**Site Visit:** July 1, 2020

**Number of Units:** 431

### Project Summary

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**Funding Strategy Recommended:** The Funding Goal of this Reserve Study is to maintain reserve above an adequate, not excessive threshold during years of significant expenditures.

<i>Inflation Rate</i> <sup>1</sup>	2.52%
<i>Interest Rate</i> <sup>2</sup>	0.19%
<i>Cash Status of the Reserve Fund Balance</i> <sup>3</sup>	\$1,555,510
<i>Full Funded Balance</i>	\$2,760,038
<i>Percent Funded</i>	56%
<i>Special Assessments</i>	None

<sup>1</sup> Inflation rate is based upon the average annual increase of the Consumer Price Index (CPI) over the last 30-years as published by the US Bureau of Labor Statistics ([www.labor.gov](http://www.labor.gov))

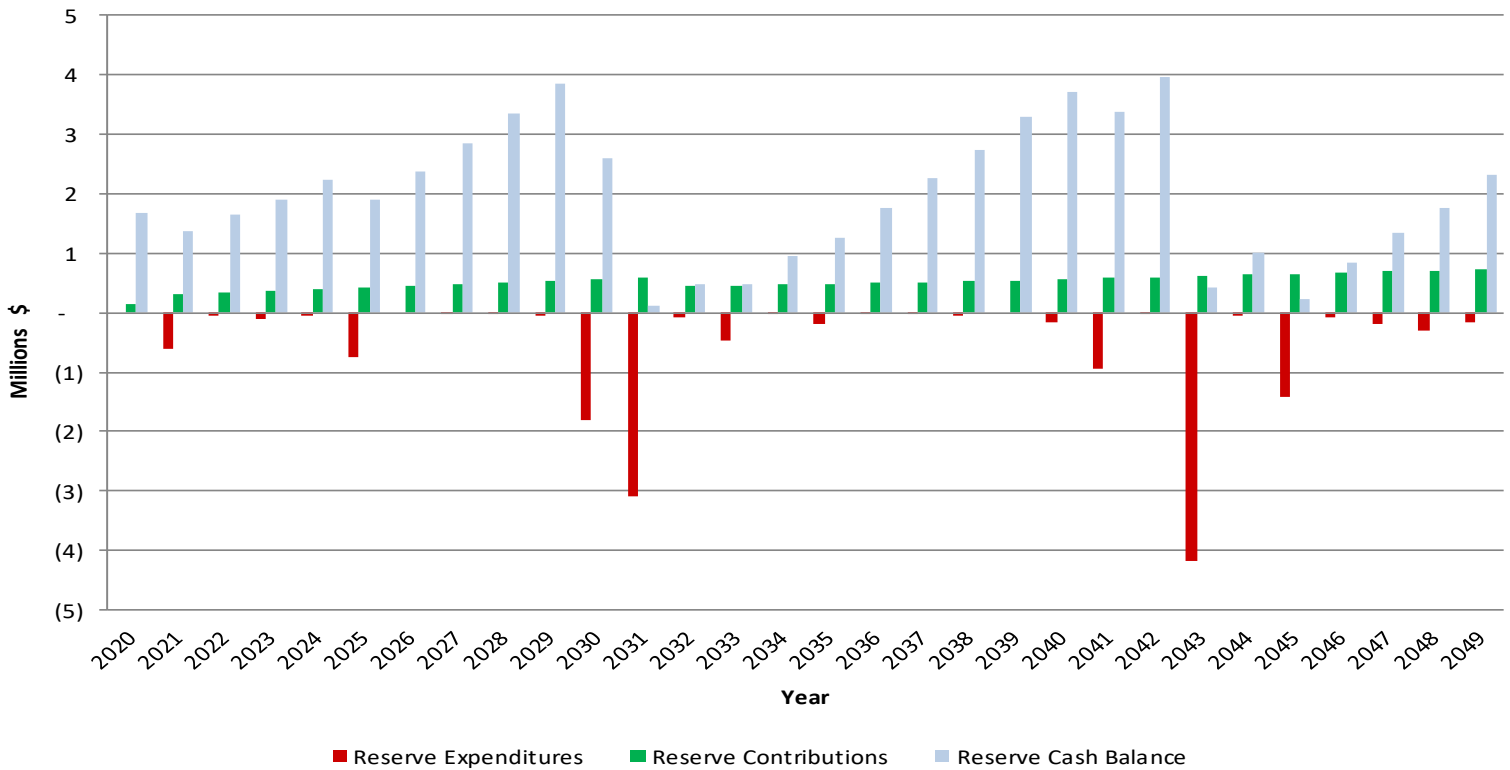
<sup>2</sup> Interest rate is based on 3-year Treasury Note as published by the U.S. Treasury ([www.treasury.gov](http://www.treasury.gov))

<sup>3</sup> Information in relation to the association's finances were supplied by the association's representative and is not audited. Balance as of July 8, 2020.

**Recommended Reserve Funding:** The Association budgeted \$262,500 for reserve contributions in 2020. We recommend that the Association adopt reserve contributions of \$300,000 in 2021 with steady annual increases of \$30,000 until 2031 to fund anticipated elevator and painting and waterproofing exterior stucco of buildings in 2030 and 2031, respectively. The Association can then reduce reserve contributions to \$445,500 and increase 3% annually thereafter. The Association will have funded the most significant anticipated expenditures related to painting and waterproofing exterior stucco of buildings. The goal of this particular reserve funding plan is to prevent the year end reserve balance from falling below \$416,000 during threshold funding years. The recommended year 2021 reserve contribution of \$300,000 is equivalent to an average monthly contribution of \$58.01 per owner.

Recommended Reserve Funding Table								
Year	Reserve Contributions (\$)	Reserve Cash Balance (\$)	Year	Reserve Contributions (\$)	Reserve Cash Balance (\$)	Year	Reserve Contributions (\$)	Reserve Cash Balance (\$)
2022	131,250	1,689,840	2032	570,000	2,650,644	2042	564,346	3,867,332
2023	300,000	1,378,846	2033	600,000	240,817	2043	581,276	3,548,544
2024	330,000	1,659,589	2034	445,500	604,127	2044	598,715	4,146,275
2025	360,000	1,906,735	2035	458,865	614,048	2045	616,676	782,246
2026	390,000	2,247,237	2036	472,631	1,080,563	2046	635,176	1,367,402
2027	420,000	1,922,382	2037	486,810	1,397,301	2047	654,232	665,563
2028	450,000	2,373,182	2038	501,414	1,895,342	2048	673,859	1,271,307
2029	480,000	2,852,269	2039	516,457	2,402,136	2049	694,074	1,789,808
2030	510,000	3,350,230	2040	531,950	2,886,311	2050	714,897	2,215,702
2031	540,000	3,860,184	2041	547,909	3,440,225	2051	736,344	2,804,298

**Recommended Reserve Funding Graph**



Respectfully submitted on August 3, 2020 by  
RESERVE STUDY INSTITUTE, LLC

Michael H. Russ Jr., Reserve Analyst  
Visual Inspection and Report by: Michael H. Russ, Jr.

## **PHYSICAL ANALYSIS**

The Physical Analysis section details the reserve components and also provides information about items excluded from the reason study. Our recommendation is but one scenario, and is not intended to represent the only means of achieving the association's goals. We recommend that the Board of Directors use the following information as a guide in planning for their future objectives.

### **Identification of Reserve Components**

We have segregated classes of property from our review of the information provided by the Association and through conversations with Management and the Board. These classes of property:

- Reserve Components
- Excluded Components
- Repairs and Replacements Funded from Operating Budget
- Property Maintained by Owners
- Property Maintained by Others

### **Reserve Components**

The following table identifies all Reserve Components that meet the criteria to be included in the study that we identified.

## RESERVE COMPONENT INVENTORY

Category	Component	Quantity	Unit of Measure	Useful Life	Remaining Useful Life	Unit Cost	Current Cost	Current Fully Funded Balance
Building Elements	Exterior Stucco, Paint and Waterproofing	360,000	Square Feet	10 to 12	11	\$6.50	\$2,340,000	\$195,000
Building Elements	Elevators	18	Each	20 to 30	10	\$75,000.00	\$1,350,000	\$900,000
Building Elements	Carpet	70,000	Square Feet	to 20	1	\$8.00	\$560,000	\$532,000
Building Elements	Roof, Flat	675	Squares	20 to 30	5	\$900.00	\$607,500	\$506,250
Building Elements	Air Conditioner, Roof	3	Each	15 to 20	3	\$1,500.00	\$4,500	\$3,825
Building Elements	Guard Rail, Aluminum	432	Each	30 to 40	13	\$750.00	\$324,000	\$218,700
Building Elements	Backflow Preventor	3	Each	to 25	2	\$8,000.00	\$24,000	\$22,080
Building Elements	Fire Safety Guillotine	9	Each	to 25	1	\$1,500.00	\$13,500	\$12,960
Building Elements	Entry Door, Steel	9	Each	25 to 35	2	\$1,000.00	\$9,000	\$8,486
Building Elements	Pump Station	9	Each	15 to 20	12	\$7,000.00	\$63,000	\$25,200
General Site Elements	Parking Garage, Lattice, Wood and Vinyl	9,000	Square Feet	25 to 30	4	\$3.00	\$27,000	\$23,400
General Site Elements	Security House, Concrete and Stucco	300	Square Feet	50 to 100	25	\$100.00	\$30,000	\$22,500
General Site Elements	Air Conditioner, Security House	1	Each	15 to 20	7	\$5,000.00	\$5,000	\$3,250
General Site Elements	Playground Equipment	1	Each	to 30	18	\$15,000.00	\$15,000	\$6,000
General Site Elements	Floating Dock, Wood	320	Square Feet	to 15	2	\$15.00	\$4,800	\$4,160
General Site Elements	Floating Dock, Platform	1	Each	30 to 40	20	\$12,000.00	\$12,000	\$6,000
General Site Elements	Floating Dock, Ramp, Aluminum	1	Each	to 50	20	\$10,000.00	\$10,000	\$6,000
General Site Elements	Tennis Court, Hard Court	14,400	Square Feet	7 to 10	5	\$1.25	\$18,000	\$9,000
General Site Elements	Tennis Court, Lights	8	Each	15 to 20	3	\$1,250.00	\$10,000	\$8,500
General Site Elements	Fence, Chain Link and Windshield	750	Linear Feet	to 25	4	\$29.00	\$21,750	\$18,270
General Site Elements	Exterior Parking Lights and Light Poles	22	Each	15 to 20	10	\$1,800.00	\$39,600	\$19,800
General Site Elements	Concrete Curbs and Sidewalks, Partial	303	Square Feet	to 65	5	\$8.00	\$2,424	\$2,238
General Site Elements	Asphalt Pavement, Mill and Overlay, Phased	5,833	Square Yard	20 to 25	3	\$12.00	\$70,000	\$61,600
General Site Elements	Asphalt Pavement, Crack Repair, Seal, and Coat	5,833	Square Yard	3 to 5	5	\$1.70	\$9,917	\$0
General Site Elements	Fire Sprinkler Station	1	Each	20 to 30	1	\$25,000.00	\$25,000	\$24,167
General Site Elements	Lift Station	2	Each	15 to 20	9	\$15,000.00	\$30,000	\$16,500
General Site Elements	Signage, Front	2	Each	30 to 50	15	\$7,000.00	\$14,000	\$9,800
General Site Elements	Security Automatic Gate, Aluminum	7	Each	30	20	\$6,000.00	\$42,000	\$14,000
General Site Elements	Security Automatic Gates Motor	3	Each	15 to 25	5	\$4,000.00	\$12,000	\$9,600
General Site Elements	Fencing, Aluminum	800	Linear Feet	30	15	\$45.00	\$36,000	\$18,000
Pool Elements	Pool and Hotub, Re-Marcite	800	Square Feet	15	14	\$7.00	\$5,600	\$373
Pool Elements	Pool Pump and Heater System	1	Each	15 to 20	10	\$25,000.00	\$25,000	\$12,500
Pool Elements	Pool Area, Pavers, Stone, Partial	225	Square Feet	50	5	\$10.00	\$2,250	\$2,025
Pool Elements	Gazebo, Wood	208	Square Feet	15 to 25	5	\$50.00	\$10,400	\$8,320
Pool Elements	Outdoor Kitchen and BBQ, Replacement	1	Each	30	2	\$12,000.00	\$12,000	\$11,200
Pool Elements	Bathrooms	2	Each	30	28	\$20,000.00	\$40,000	\$2,667
Fitness Center Elements	Fitness Equipment	10	Each	15 to 20	15	\$3,000.00	\$30,000	\$7,500
Fitness Center Elements	Air Conditioner	1	Each	15 to 20	8	\$5,000.00	\$5,000	\$3,667
Clubhouse Elements	Kitchen, Replacement	1	Each	30	26	\$15,000.00	\$15,000	\$2,000
Clubhouse Elements	Air Conditioner	1	Each	15 to 20	10	\$5,000.00	\$5,000	\$2,500
Other Elements	Reserve Study Update without Site Visit	1	Allowance	1	1	\$1,500.00	\$1,500	\$0

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**TOTALS**    \$5,881,741    \$2,760,038

## **Excluded Components**

Excluded Components do not have predictable Remaining Useful Lives within the scope of this study – i.e., within 30 years. The Board should budget for infrequent repairs for these items from the Operating Fund. We identify the following Excluded Elements as excluded from reserve funding at this time.

- **Concrete Sidewalks, Replacement** – Concrete sidewalks have a useful life expectancy of up to 65 years. Although the replacement costs are not included in this study, we have included periodic repairs and maintenance and made an adjustment for premature failure to be conservative since the costs are significant.
- **Pipes, Subsurface Utilities, Lateral** – Subsurface pipes and other elements have a useful life that is greater than 30 years and is generally unpredictable as to when repairs and replacement will be required.

## **Repairs and Replacement Funded from Operating Budget**

- General Maintenance to the Common Elements
- Expenditures less than \$10,000 (except for reserve study expense)
- Landscaping
- Light Fixtures, Interior
- Irrigation Repairs and Maintenance
- Fitness Equipment Repairs and Maintenance
- F.O.B. readers, Repairs and Replacement
- Gazebo Repairs, Partial
- Gazebo Maintenance
- Paint Finishes, Touch Up
- Pipes, Interior Building, Water and Sewer, Manifold
- Pipes, Subsurface Utilities, Laterals, Inspections
- Playground Maintenance
- Pool Maintenance
- Pool Repairs, Partial
- Pool Furniture
- Smoke Detectors and Alarms
- Tree Trimming
- Other Repairs Normally Funded Through the Operating Budget

## **Property Maintained by Owners**

- Windows and Entry Doors
- Interior of Unit
- Air Conditioning Units

## **Property Maintained by Others**

- Boat Slips (Other)
- Water Ways, Lakes, and Canals (Miami-Dade County)

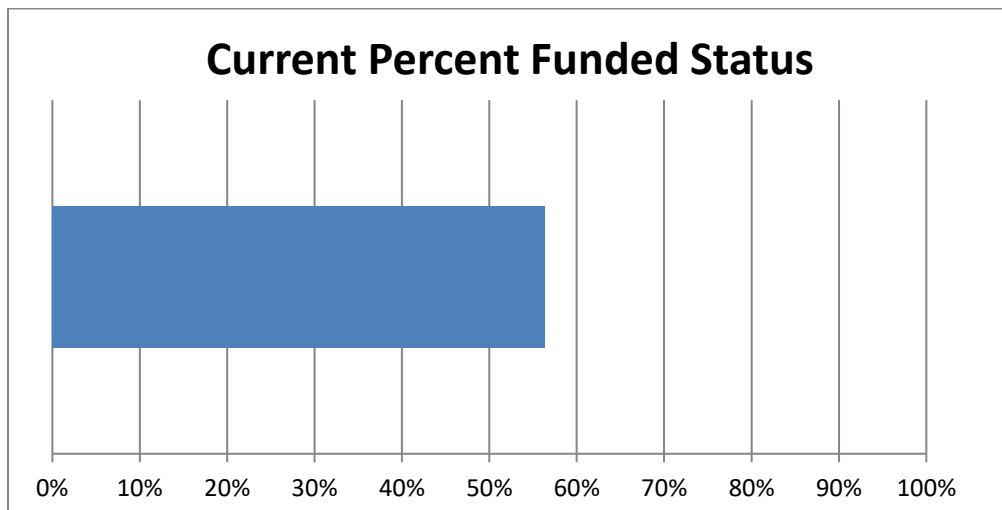
## FINANCIAL ANALYSIS

This section of the report is intended to provide the association with the awareness to adequately plan for the ongoing major maintenance, repair and replacement of their common property components. Our recommendation is but one scenario, and is not intended to represent the only means of achieving the association’s goals. We recommend that the Board of Directors use the following information as a guide in planning for their future objectives.

### Percent Funded

Percent Funded measures the strength of the Reserve Fund at the beginning of each fiscal year. Percent Funded is the industry measure of how well prepared an association is to meet its current and future repair and replacement obligations and how likely the Association is to require a special assessment to fund major repairs and replacements. Percent funding ranges from weak to strong as follows:

- Less than 30% funded is considered weak
- Between 30% and 70% funded is considered fair
- Greater than 70% funded is considered strong
- 100% or more is considered ideal



The Association’s Current Percent Funded Status is 56% funded, which indicates that the Association is starting with what is considered a fair level reserve funds. However, we recommend increased budgeted reserve assessments current percent funded is at least 100%.

**Reserve Expenditures**

Category	Component	Years 1 - 10										
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
Building Elements	Exterior Stucco, Paint and Waterproofing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Elevators	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Carpet	\$0	\$574,126	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Roof, Flat	\$0	\$0	\$0	\$0	\$0	\$688,088	\$0	\$0	\$0	\$0	\$0
Building Elements	Air Conditioner, Roof	\$0	\$0	\$0	\$4,849	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Guard Rail, Aluminum	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Backflow Preventor	\$0	\$0	\$25,226	\$25,862	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Fire Safety Guillotine	\$0	\$13,841	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Entry Door, Steel	\$0	\$0	\$9,460	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Pump Station	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Parking Garage, Lattice, Wood and Vinyl	\$0	\$0	\$0	\$0	\$29,829	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Security House, Concrete and Stucco	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Air Conditioner, Security House	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,953	\$0	\$0	\$0
General Site Elements	Playground Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Floating Dock, Wood	\$0	\$0	\$5,045	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Floating Dock, Platform	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Floating Dock, Ramp, Aluminum	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Tennis Court, Hard Court	\$0	\$0	\$0	\$0	\$0	\$20,388	\$0	\$0	\$0	\$0	\$0
General Site Elements	Tennis Court, Lights	\$0	\$0	\$0	\$10,776	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Fence, Chain Link and Windshield	\$0	\$0	\$0	\$0	\$24,029	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Exterior Parking Lights and Light Poles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Concrete Curbs and Sidewalks, Partial	\$0	\$0	\$0	\$0	\$0	\$2,746	\$0	\$0	\$0	\$0	\$0
General Site Elements	Asphalt Pavement, Mill and Overlay, Phased	\$0	\$0	\$0	\$75,432	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Asphalt Pavement, Crack Repair, Seal, and Coar	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,104	\$0	\$0
General Site Elements	Fire Sprinkler Station	\$0	\$25,631	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Lift Station	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$37,540
General Site Elements	Signage, Front	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Security Automatic Gate, Aluminum	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Security Automatic Gates Motor	\$0	\$0	\$0	\$0	\$0	\$13,592	\$0	\$0	\$0	\$0	\$0
General Site Elements	Fencing, Aluminum	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Elements	Pool and Hotub, Re-Marcite	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Elements	Pool Pump and Heater System	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Elements	Pool Area, Pavers, Stone, Partial	\$0	\$0	\$0	\$0	\$0	\$2,548	\$0	\$0	\$0	\$0	\$0
Pool Elements	Gazebo, Wood	\$0	\$0	\$0	\$0	\$0	\$11,780	\$0	\$0	\$0	\$0	\$0
Pool Elements	Outdoor Kitchen and BBQ, Replacement	\$0	\$0	\$12,613	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Elements	Bathrooms	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fitness Center Elements	Fitness Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fitness Center Elements	Air Conditioner	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,103	\$0	\$0
Clubhouse Elements	Kitchen, Replacement	\$0	\$0	\$0	\$0	\$0	\$16,990	\$0	\$0	\$0	\$0	\$0
Clubhouse Elements	Air Conditioner	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Elements	Reserve Study Update without Site Visit	\$0	\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTALS</b>		\$0	\$615,098	\$52,344	\$116,919	\$53,858	\$756,132	\$0	\$5,953	\$18,207	\$37,540	\$0

Years 11 - 20

Category	Component	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039
Building Elements	Exterior Stucco, Paint and Waterproofing	\$0	\$3,077,731	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Elevators	\$1,731,925	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Carpet	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Roof, Flat	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Air Conditioner, Roof	\$0	\$0	\$0	\$0	\$0	\$6,539	\$6,704	\$6,873	\$0	\$0
Building Elements	Guard Rail, Aluminum	\$0	\$0	\$0	\$447,918	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Backflow Preventor	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Fire Safety Guillotine	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Entry Door, Steel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Pump Station	\$0	\$0	\$84,952	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Parking Garage, Lattice, Wood and Vinyl	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Security House, Concrete and Stucco	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Air Conditioner, Security House	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Playground Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$23,488	\$0
General Site Elements	Floating Dock, Wood	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,331	\$0	\$0
General Site Elements	Floating Dock, Platform	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Floating Dock, Ramp, Aluminum	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Tennis Court, Hard Court	\$0	\$0	\$0	\$0	\$0	\$26,156	\$0	\$0	\$0	\$0
General Site Elements	Tennis Court, Lights	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,659	\$0
General Site Elements	Fence, Chain Link and Windshield	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Exterior Parking Lights and Light Poles	\$50,803	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Concrete Curbs and Sidewalks, Partial	\$3,110	\$0	\$0	\$0	\$0	\$3,522	\$0	\$0	\$0	\$0
General Site Elements	Asphalt Pavement, Mill and Overlay, Phased	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Asphalt Pavement, Crack Repair, Seal, and Coal	\$0	\$0	\$0	\$13,709	\$0	\$0	\$0	\$0	\$15,528	\$0
General Site Elements	Fire Sprinkler Station	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Lift Station	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Signage, Front	\$0	\$0	\$0	\$0	\$0	\$20,343	\$0	\$0	\$0	\$0
General Site Elements	Security Automatic Gate, Aluminum	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Security Automatic Gates Motor	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Fencing, Aluminum	\$0	\$0	\$0	\$0	\$0	\$52,311	\$0	\$0	\$0	\$0
Pool Elements	Pool and Hotub, Re-Marcite	\$0	\$0	\$0	\$0	\$7,937	\$0	\$0	\$0	\$0	\$0
Pool Elements	Pool Pump and Heater System	\$32,073	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Elements	Pool Area, Pavers, Stone, Partial	\$2,887	\$0	\$0	\$0	\$0	\$3,269	\$0	\$0	\$0	\$0
Pool Elements	Gazebo, Wood	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Elements	Outdoor Kitchen and BBQ, Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Elements	Bathrooms	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fitness Center Elements	Fitness Equipment	\$0	\$0	\$0	\$0	\$0	\$43,593	\$0	\$0	\$0	\$0
Fitness Center Elements	Air Conditioner	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Clubhouse Elements	Kitchen, Replacement	\$0	\$0	\$0	\$0	\$0	\$21,796	\$0	\$0	\$0	\$0
Clubhouse Elements	Air Conditioner	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Elements	Reserve Study Update without Site Visit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTALS</b>		<b>\$1,820,798</b>	<b>\$3,077,731</b>	<b>\$84,952</b>	<b>\$461,627</b>	<b>\$7,937</b>	<b>\$177,529</b>	<b>\$6,704</b>	<b>\$14,204</b>	<b>\$54,675</b>	<b>\$0</b>

Years 12 - 30

Category	Component	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049
Building Elements	Exterior Stucco, Paint and Waterproofing	\$0	\$0	\$0	\$4,150,162	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Elevators	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Carpet	\$0	\$944,927	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Roof, Flat	\$0	\$0	\$0	\$0	\$0	\$1,132,490	\$0	\$0	\$0	\$0
Building Elements	Air Conditioner, Roof	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Guard Rail, Aluminum	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Backflow Preventor	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$47,026	\$48,212	\$49,429
Building Elements	Fire Safety Guillotine	\$0	\$0	\$0	\$0	\$0	\$0	\$25,801	\$0	\$0	\$0
Building Elements	Entry Door, Steel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$17,635	\$0	\$0
Building Elements	Pump Station	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$123,443	\$0	\$0
General Site Elements	Parking Garage, Lattice, Wood and Vinyl	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$55,607
General Site Elements	Security House, Concrete and Stucco	\$0	\$0	\$0	\$0	\$0	\$55,925	\$0	\$0	\$0	\$0
General Site Elements	Air Conditioner, Security House	\$0	\$0	\$8,650	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Playground Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Floating Dock, Wood	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Floating Dock, Platform	\$19,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Floating Dock, Ramp, Aluminum	\$16,459	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Tennis Court, Hard Court	\$0	\$0	\$0	\$0	\$0	\$33,555	\$0	\$0	\$0	\$0
General Site Elements	Tennis Court, Lights	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Fence, Chain Link and Windshield	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$44,795
General Site Elements	Exterior Parking Lights and Light Poles	\$0	\$0	\$0	\$0	\$0	\$73,822	\$0	\$0	\$0	\$0
General Site Elements	Concrete Curbs and Sidewalks, Partial	\$3,990	\$0	\$0	\$0	\$0	\$4,519	\$0	\$0	\$0	\$0
General Site Elements	Asphalt Pavement, Mill and Overlay, Phased	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$140,619	\$0
General Site Elements	Asphalt Pavement, Crack Repair, Seal, and Coat	\$0	\$0	\$0	\$17,588	\$0	\$0	\$0	\$0	\$19,921	\$0
General Site Elements	Fire Sprinkler Station	\$0	\$0	\$0	\$0	\$0	\$46,605	\$47,780	\$0	\$0	\$0
General Site Elements	Lift Station	\$0	\$0	\$0	\$0	\$54,549	\$0	\$0	\$0	\$0	\$0
General Site Elements	Signage, Front	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Security Automatic Gate, Aluminum	\$69,126	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Security Automatic Gates Motor	\$19,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Fencing, Aluminum	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Elements	Pool and Hotub, Re-Marcite	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,533
Pool Elements	Pool Pump and Heater System	\$0	\$0	\$0	\$0	\$0	\$46,605	\$0	\$0	\$0	\$0
Pool Elements	Pool Area, Pavers, Stone, Partial	\$3,703	\$0	\$0	\$0	\$0	\$4,194	\$0	\$0	\$0	\$0
Pool Elements	Gazebo, Wood	\$17,117	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Elements	Outdoor Kitchen and BBQ, Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Elements	Bathrooms	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$80,354	\$0
Fitness Center Elements	Fitness Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fitness Center Elements	Air Conditioner	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,044	\$0
Clubhouse Elements	Kitchen, Replacement	\$0	\$0	\$0	\$0	\$0	\$27,963	\$0	\$0	\$0	\$0
Clubhouse Elements	Air Conditioner	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,044	\$0
Other Elements	Reserve Study Update without Site Visit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTALS</b>		<b>\$149,895</b>	<b>\$944,927</b>	<b>\$8,650</b>	<b>\$4,167,750</b>	<b>\$54,549</b>	<b>\$1,425,678</b>	<b>\$73,581</b>	<b>\$188,104</b>	<b>\$309,194</b>	<b>\$161,364</b>

**Reserve Funding Plan**

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
<b>Beginning Balance</b>	\$1,555,510	\$1,689,840	\$1,377,653	\$1,658,190	\$1,904,652	\$2,244,732	\$1,912,546	\$2,363,346	\$2,842,334	\$3,339,995
<b>Recommended Reserve Contribution</b>	\$131,250	\$300,000	\$330,000	\$360,000	\$390,000	\$420,000	\$450,000	\$480,000	\$510,000	\$540,000
<b>Estimated Interest Earned</b>	\$3,080	\$2,911	\$2,881	\$3,381	\$3,938	\$3,946	\$800	\$4,941	\$5,868	\$6,823
<b>Special Assessments / Other</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Anticipated Reserve Expenditures</b>	\$0	(\$615,098)	(\$52,344)	(\$116,919)	(\$53,858)	(\$756,132)	\$0	(\$5,953)	(\$18,207)	(\$37,540)
<b>Ending Balance</b>	\$1,689,840	\$1,377,653	\$1,658,190	\$1,904,652	\$2,244,732	\$1,912,546	\$2,363,346	\$2,842,334	\$3,339,995	\$3,849,278

	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039
<b>Beginning Balance</b>	\$3,849,278	\$2,604,605	\$129,469	\$490,606	\$488,774	\$954,838	\$1,266,227	\$1,763,813	\$2,269,894	\$2,751,935
<b>Recommended Reserve Contribution</b>	\$570,000	\$600,000	\$445,500	\$458,865	\$472,631	\$486,810	\$501,414	\$516,457	\$531,950	\$547,909
<b>Estimated Interest Earned</b>	\$6,125	\$2,595	\$589	\$930	\$1,370	\$2,108	\$2,876	\$3,828	\$4,766	\$5,749
<b>Special Assessments / Other</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Anticipated Reserve Expenditures</b>	(\$1,820,798)	(\$3,077,731)	(\$84,952)	(\$461,627)	(\$7,937)	(\$177,529)	(\$6,704)	(\$14,204)	(\$54,675)	\$0
<b>Ending Balance</b>	\$2,604,605	\$129,469	\$490,606	\$488,774	\$954,838	\$1,266,227	\$1,763,813	\$2,269,894	\$2,751,935	\$3,305,593

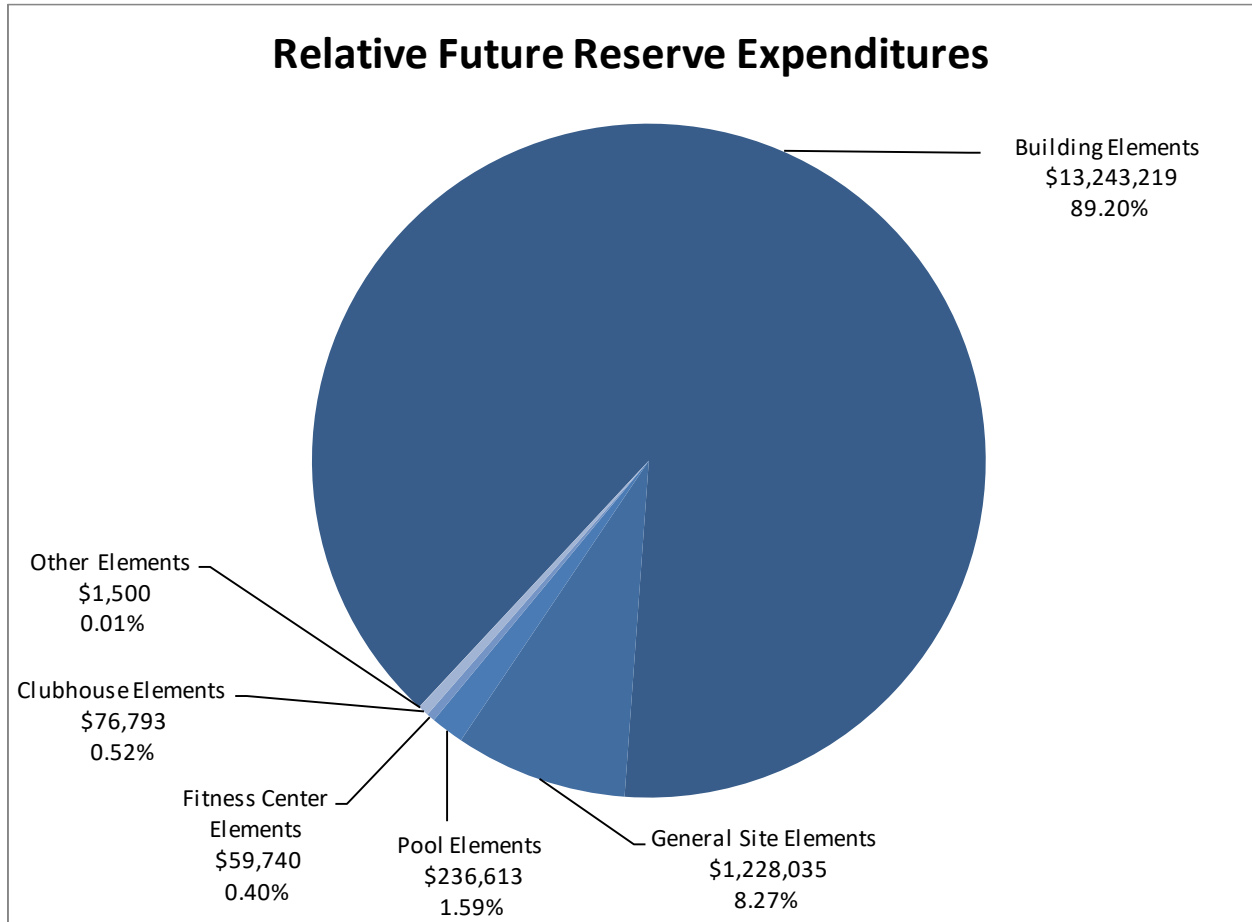
	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049
<b>Beginning Balance</b>	\$3,305,593	\$3,726,718	\$3,369,802	\$3,966,830	\$419,919	\$1,001,896	\$231,620	\$832,908	\$1,340,942	\$1,749,577
<b>Recommended Reserve Contribution</b>	\$564,346	\$581,276	\$598,715	\$616,676	\$635,176	\$654,232	\$673,859	\$694,074	\$714,897	\$736,344
<b>Estimated Interest Earned</b>	\$6,674	\$6,735	\$6,963	\$4,163	\$1,349	\$1,171	\$1,010	\$2,063	\$2,933	\$3,870
<b>Special Assessments / Other</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Anticipated Reserve Expenditures</b>	(\$149,895)	(\$944,927)	(\$8,650)	(\$4,167,750)	(\$54,549)	(\$1,425,678)	(\$73,581)	(\$188,104)	(\$309,194)	(\$161,364)
<b>Ending Balance</b>	\$3,726,718	\$3,369,802	\$3,966,830	\$419,919	\$1,001,896	\$231,620	\$832,908	\$1,340,942	\$1,749,577	\$2,328,427

**Notes:**

- (1) Beginning balance of reserve was provided by management and includes reserve fund balances as of July 8, 2020.
- (2) Inflation rate of 2.52% and interest rate on Investments of 0.19% were used for this study.
- (3) 2020 reserve contribution was budgeted by the Association.
- (4) 2043 is threshold funding year due to significant expenditures.

**Major Expenditures**

The relative cost of total reserve expenses is summarized in the chart below to give the Board perspective on the relative size and importance of key reserve items.



As illustrated above, the Association’s largest future expense are general site elements of which \$13.2 million is needed to paint and waterproof approximately 360,000 square feet of exterior stucco of buildings and maintain 18 elevators.

The next highest propriety categories are the general site and pool elements, respectively.

The Association may be able to mill and overlay the asphalt pavement prior to replacement. Milling and overlaying asphalt pavement is significantly less expensive than replacement, with approximately the same useful life if the asphalt pavement is maintained properly.

We recommend the Association carefully plan for these expenses and advise us promptly of any changes to the Associations budget plans related to both the timing of these items and cost of these items so that we can incorporate the necessary adjustments into future studies for the Associations to assist the Board in its capital budget process.

## Condition Assessment

The following is a condition assessment of certain reserve components:

### Building Elements

- **Exterior Stucco, Paint and Waterproofing** – 360,000 square feet of exterior area of property that needs to be painted and kept clean and water-tight to ensure the structural integrity of the property. Very good condition.
- **Elevators** – Each building has a dual elevator system. Routine maintenance being performed. Very good condition.
- **Carpet** – 70,000 square feet in total of all the buildings. Carpet appears to be original. Replacements soon would be expected due to its useful lifespan ending. Poor condition.
- **Roof, Flat** – Approximately 675 Squares of flat roofing in total for the 9 building. Flat roofs hold water and proper maintenance and inspections are required. No leaks at time of inspection.
- **Air Conditioner, Roof** – 9 roof top air conditioning units, phased replacement has started and the last units are in need of replacement as they are at the end of their useful lives. Excellent to poor condition, depending on age.
- **Guard Rail, Aluminum** – Approximately 6,100 linear feet of guard railing on the balconies to ensure the safety of the residence and guest. These are partly covered, which maximizes their useful lives. Inspections and repairs are highly recommended.
- **Backflow Preventor** – Back flow preventors are starting to be phased replacement. Items at the end of their useful lives show signs of rust and damage. Excellent to poor condition, depending on age.
- **Fire Safety Guillotine** – This is a fire safety tool that is located at the trash chutes. This helps prevent a rapid spread of fire by cutting off airflow from ground floor. These show signs of rust and corrosion and may fail a fire safety inspection based on their condition. Poor condition.
- **Entry Door, Steel** – 9 steel case doors located at each trash area are in poor condition due to corrosion at the base of the door and jamb.
- **Pump Station** – Located in each building used to regulate the pressure and raise the water up and into each unit. Repairs and upgrades to this system have been useful in extending the useful life. Pump stations appear well maintained and in very good condition.

### General Site Elements

- **Parking Garage, Lattice, Wood and Vinyl** – The lattice divides the enclosed parking garage from the street for security and also appearance. These are starting to rot and break off, expect replacement or failure soon due to this ending its useful life.
- **Security House, Concrete and Stucco** – Security house looks to be in good condition and maintained well. Good condition.
- **Air Conditioner, Security House** – This air conditioner is in fair condition.

- **Playground Equipment** – Playground made from coated steel and plastic molded resin. Good condition.
- **Floating Dock, Wood** – The floating dock wooden deck can be replaced without the need to replace the entire floating dock platform. The wooden decking and rails are in poor condition with partial repairs already started.
- **Floating Dock, Platform** – 20' x 16' floating dock with guard rails. Good condition not appearing to be taking on any water and piers seem to be in good condition as well.
- **Floating Dock, Ramp, Aluminum** – Aluminum ramp used to access the floating dock. Very good condition.
- **Tennis Court, Hard Court** – Both Tennis courts were very well maintained and will extend useful life as a result. Good condition
- **Tennis Court, Lights** – These lights primarily light only the tennis courts and show signs of rust on the poles and would consider replacement in the upcoming years. Good to fair condition.
- **Fence, Chain link and Windshield** – This defines the tennis areas and helps knock the wind down for the players. Deferred maintenance required. Fair condition.
- **Exterior Parking Lights and Light Poles** – These lights help light the parking spaces. Very good condition.
- **Concrete Curbs and Sidewalks, Partial** – Concrete repairs on this property are starting to happen as vegetation growth is starting to break concrete curbs and some areas on the sidewalks as well. These areas were marked where the condition was very poor and failing.
- **Asphalt Pavement, Mill and Overlay, Phased** – The asphalt areas are for the parking spaces not directly located in the concrete parking garage. The asphalt has reached the end of its useful life.
- **Asphalt Pavement, Crack Repair, Seal, and Coat** – This is a maintenance aspect of asphalt to help extend the useful life of the entire asphalt roads and parking spots. Lots of repairs on the asphalt was noticed. Consider mill and overlay soon.
- **Fire Sprinkler Station** – These pump systems supply water in case of a fire inside one of the buildings. One is in need of replacement while the other was replaced recently. Very poor condition on one and excellent condition on the recently replaced unit.
- **Lift Station** – This removes waste water and sewage from the buildings and pumps into the city's sewage system. Was in working order at time of inspection. Good overall.
- **Signage, Front** – Metal signage at the entrance along the concrete walls. Very good condition.
- **Security Automatic Gate, Aluminum** – Gates that open to allow vehicle and person access into and out of the community. Good overall condition.
- **Security Automatic Gates Motor** – These motors open and close the gates at the entry and exit points along the property. All working and in good condition
- **Fencing, Aluminum** – Along the East side of the property and located at one side of the parking garage used to define and secure the property and residence. Average condition.

## Pool Elements

- **Pool and Hot Tub, Re-Marcite** – Pool surface that is visible. Very good condition.
- **Pool Pump and Heater System** – These control the water in and out of the pool and also heats the entire system for added comfort. Good condition with little rust or corrosion.
- **Pool Area, Pavers, Stones, Partial** – Stone pavers around most of the common areas around the office, gym, pool, outdoor kitchen, and hot tub. Very good condition.
- **Gazebo, Wood** – This wood gazebo sits above the hot tub area. Fair condition.
- **Outdoor Kitchen and BBQ, Replacement** – This kitchen area was in need of repair or total replacement. Poor condition.
- **Bathrooms** – Bathrooms from off the pool area and also the house keeping area. Good condition.

## Fitness Center Elements

- **Fitness Equipment** – The fitness equipment is a total combination of free weights and machines. The machines seemed to be in great condition, the free weights were wrapped up at time of inspection due to COVID-19.
- **Air Conditioner** – Located in the housekeeping and racquet ball areas as well as the gated area out front of the entrance into the community. Average to good condition

## Clubhouse Elements

- **Kitchen, Replacement** – Kitchens were just updated in the clubhouse meeting room, housekeeping areas. Very good overall condition.
- **Air Conditioner** – Located in the housekeeping and racquet ball areas as well as the gated area out front of the entrance into the community. Average to good working condition.

## Other Elements

- **Reserve Study Update** – Reserve study is a snapshot in time that will require annual updates because factors and assumptions of the study can result in overfunding or underfunding of reserves. These factors include additions or disposals of reserve components, changes in inflation rate, changes in interest rate on investment income, and acceleration or deceleration of capital projects at the discretion of the Board.

## PHOTOGRAPHS

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**ID:** 001

**Item Description:**  
Entrance signage



**ID:** 002

**Item Description:**  
Security House at entrance



**ID:** 003

**Item Description:**  
Clubhouse meeting room off pool area



**ID:** 004

**Item Description:**

Clubhouse with landscaping



*Landscaping budgeted from operations.*

**ID:** 005

**Item Description:**

Pavers at clubhouse



*Pavers have a useful life of up to 50 years, excluded from study. Repairs included in operating budget.*

**ID:** 006

**Item Description:**

Clubhouse kitchen



**ID:** 007

**Item Description:**

Electric and plumbing elements of pool and hot tub



**ID:** 008

**Item Description:**

Pool filters



**ID:** 009

**Item Description:**

Pool and hot tub heaters



**ID:** 010

**Item Description:**  
Air handlers



**ID:** 011

**Item Description:**  
Pool pump

**Notes:**  
Good condition



**ID:** 012

**Item Description:**  
Condensers on south side of clubhouse



**ID:** 013

**Item Description:**  
Pool at clubhouse



**ID:** 014

**Item Description:**  
Pavers at pool

*Pavers have a useful life of up to 50 years, excluded from study. Repairs included in operating budget.*



**ID:** 015

**Item Description:**  
Outdoor kitchen and seating area

**Note:**  
Damage to granite counter tops noted.



ID: 016

**Item Description:**  
Playground



ID: 017

**Item Description:**  
Bathrooms at pool area



ID: 018

**Item Description:**  
Fire safety pump house

*Concrete foundation has a useful life of up to 65 years, excluded from study.*



**ID:** 019

**Item Description:**

Asphalt street

**Notes:**

Noted cracking and defects forming in asphalt and concrete curbs.



**ID:** 020

**Item Description:**

Second Fire safety pump house

**Notes:**

Rust has begun to set in and this pump system is reaching the end of its useful life.



**ID:** 021

**Item Description:**

Clean water pump station

**Notes:**

Used to create water pressure for each building.



**ID:** 022

**Item Description:**

Gazebo over hot tub area



**ID:** 023

**Item Description:**

New roof top air conditioner



**ID:** 024

**Item Description:**

Old roof top air conditioner



**ID:** 025

**Item Description:**  
Concrete parking garage



**ID:** 026

**Item Description:**  
Tennis courts with fence and windscreen



**ID:** 027

**Item Description:**  
Fitness equipment



**ID:** 028

**Item Description:**  
Parking garage lattice



**ID:** 029

**Item Description:**  
Floating dock



**ID:** 030

**Item Description:**  
Back flow preventor



**ID:** 031

**Item Description:**  
Lift Station



**ID:** 032

**Item Description:**  
Fire safety guillotine



**ID:** 033

**Item Description:**  
Carpet hallways



**ID:** 034

**Item Description:**

Aluminum access ramp to floating dock platform



**ID:** 035

**Item Description:**

Elevators for each building



**ID:** 036

**Item Description:**

Building Exterior



**ID:** 037

**Item Description:**  
Building exterior



**ID:** 038

**Item Description:**  
Tennis court lights

**Note:**  
Rust has begun to set in on this lighting system and reaching the end of its useful life.



**ID:** 039

**Item Description:**  
Flat roof on each building

**Note:**  
Flat roofs tend to hold water and require more attention than sloped roofs



**ID:** 040

**Item Description:**

Kitchen in housekeeping area

**Note:**

Newly renovated



**ID:** 041

**Item Description:**

Exterior with light pole



## METHODOLOGY

This Reserve Study has been prepared to provide guidance to the Board of Directors to adequately prepare the Association to meet financial obligations with major maintenance, repair, and replacement of common element components. These financial obligations are best met through periodic contributions gradually instead of raising large sums of money through alternative means.

The Association can fund repairs and replacements in any combination of the following:

- Increases in the operating budget during years when the shortages occur
- Loans using borrowed capital for major replacements projects
- Level monthly reserve assessments annually adjusted upward for inflation to increase reserves to fund the expected major future replacements
- Special assessments

We do not advocate special assessments or loans unless near term circumstances dictate otherwise. Although loans provide a gradual method of funding a replacement, the costs are higher than if the Association were to accumulate reserves ahead of the actual replacement. Interest earnings on reserves also accumulate in this process of saving or reserving for future replacements, thereby defraying the amount of gradual reserve collections. We advocate the third method of level monthly reserve assessments with relatively minor annual adjustments for the following reasons:

- Ensuring an equitable funding plan such that owners pay their “fair share” of the weathering and aging of the commonly owned property each year
- Level reserve assessments preserve the property
- Preservation of the market value of owners’ properties
- Compliance with governing documents, statutes, mortgages, and the like
- Reduction (but not elimination) of risk of need for loans or special assessments

A reserve study is composed of two parts: the physical analysis and financial analysis. The physical analysis is a result of the onsite visit in which a visual observation of the property is conducted to collect data and review of data specific to the property’s reserve components, common areas, and limited common areas. Through this site visit and the use of source materials, we have quantified and established the reserve component inventory and assessed the physical condition of the Association’s reserve components. This information from the physical analysis is used to estimate the timing and cost of future anticipated expenses.

The financial analysis evaluates the condition of the Association’s reserve fund in relation to its income and anticipated expenses. To adequately forecast these expenditures over the 30-year projection period, current costs, projected inflation, and interest rates must be established. Recommendations are

then provided to establish a reserve fund that addresses anticipated expenses, without having to resort to special assessments.

These standards require a Reserve Component to have a “predictable remaining Useful Life.” Estimating Remaining Useful Lives and Reserve Expenditures beyond 30 years is often indeterminate. Long-Lived Property Elements are necessarily excluded from this analysis. We consider the following factors in our analysis.

- The Cash Flow Method to compute, project, and illustrate the 30-year Reserve Funding Plan.
- Local costs of materials, equipment, and labor.
- Current and future costs of replacement for the Reserve Components.
- Costs of demolition as part of the cost of replacement.
- Local economic conditions and a historic perspective to arrive at our estimate of long-term future inflation for construction costs in Jacksonville, Florida at an annual inflation rate of 1.8%. Isolated or regional markets of greater construction (development) activity may experience slightly greater rates of inflation for both construction materials and labor.
- The past and current maintenance practices of the Association and their effects on remaining useful lives.
- The Funding Plan excludes necessary operating budget expenditures. It is our understanding that future operating budgets will provide for the ongoing normal maintenance of Reserve Components.

## **Physical Analysis**

The Physical Analysis is the foundation of this Reserve Study, and the methods we used to conduct the Physical Analysis are outlined below.

### **Identification of Reserve Components**

We identified major classes of property and then identified common elements that are likely to require capital repair or replacement for inclusion in the Financial Analysis. We identified reserve components from the Association’s Declaration and reviewed information provided to us and from conversations with Association’s management and the Board. We identified the following classes of property:

- 1) **Reserve Components** – Reserve components are elements that meet the Component Criteria in this section and are included in the Reserve Funding Plan of this study.
- 2) **Excluded Property Components** – These elements are the responsibility of the Association but are excluded from the study because they may require infrequent repairs and replacements, have unpredictable useful lives, or have useful lives that are greater than the scope of this study.

The Association budget for the repairs and replacements of these items from the operating budget.

- 3) **Operating Budget Funded Repairs and Replacements** – Operating budget provides funds for the repair and replacement of some items that meet the criteria of a Reserve Component but the Board has indicated will be funded from operations. These items are excluded from the Reserve Funding Plan of this study. If the Board elects to fund these items through the reserve budget, then we should be notified to include in a future study.
- 4) **Property Maintained by Owners** – Certain items have been designated as being the responsibility of the owners are excluded from the Reserve Funding Plan of this study
- 5) **Property Maintained by Others** – Certain items that are the responsibility of other entities (ex., municipalities and local governments) are excluded from the Reserve Funding Plan of this Study.

The Board should conduct an annual review of these classes of property to confirm its policy concerning the manner of funding from reserves or from the operating budget.

### **Site Visit**

A site visit is conducted to assess the general condition of the property and its common areas. The onsite observation is visual in nature; no invasive or destructive testing is conducted. Sloped roofs, if any, are inspected from the ground for the safety of our personnel. Observations are recorded using a representative sampling of the Association's common areas and reserve components. The component inventory and associated field measurements are also substantiated as part of the site visit.

### **Component Criteria**

The components assessed in this study must meet four criteria to be included:

1. The components must be the responsibility of the Association for repair and maintenance
2. Replacement cost above a minimum threshold
3. The component must have a limited and predictable useful life
4. The useful life of the component must be within the projection period (i.e., not more than 30 years)

Damage to components associated with settlement, fire, earthquakes, flooding, extreme weather, other natural disasters and events, and misuse is not considered predictable or measurable, and are thus not included or allowed for in this study.

### **Determining Useful Life**

The useful life of a reserve component relates to the number of years it is expected to last assuming reasonable care and maintenance. The prediction of reserve and building component life can be

considered no more than an informed estimate based upon information made available at the time of preparation of this report. The useful life is estimated based on information from various sources which include:

- Historical data and information provided by the Association
- Consultation with management groups and construction industry professionals
- Manufacturer recommendations and industry guidelines
- Published service life data
- Manufacturers' and suppliers' data

### **Determining Remaining Useful Life**

The remaining useful life of a reserve component relates to the number of years it is anticipated to be functional or useful. The remaining useful life is estimated based on information from various sources which include:

- Age or years in service
- Physical condition
- Frequency and quality of care and maintenance
- Environmental and weather affects
- Design and quality of materials used

In addition to deterioration or anticipated failure of components, the remaining useful lives may be impacted by obsolesces. The accuracy of the estimate is contingent upon reliable information made available at the time of the report's development. It is important to note that even with the highest degree of diligence and experience, outcomes will vary, and no guarantee can be given as to the timing or service life of the reserve components. All service life assessments in this report are based on the assumption that installation is carried out in accordance with manufacturer's recommendations and installation instructions, together with industry standards of workmanship. Consideration is given to visible design and signs of improper installation of components that will have an impact upon the anticipated service life of the component

### **Maintenance Assumptions**

The Board has some flexibility in choosing to pay for repairs and replacements from the operating or reserve funds. For items the Association has elected to pay from the operating fund as represented by the Association's management, we have excluded these items from this study.

### **Financial Analysis**

The Financial Analysis is based on the information gathered during the Physical Analysis and represents the long-term capital funding plan the Board can use to determine the level of reserve assessments for the Association. The methods we used to conduct the Financial Analysis are outlined below.

### **Determining Replacement Costs**

Determining the replacement costs of components is accomplished in several ways which include:

- Consulting with local vendors, manufacturers, and contractors
- Comparisons can also be made to other associations of similar size and geographic location
- Using collaborative efforts by construction industry professionals

Once the current repair or replacement cost of each asset is estimated, it must be adjusted for future costs. Future costs include inflation and account for some market variability, and represent the anticipated cost of the asset at the end of its useful life when it is scheduled for repair or replacement.

### **Inflation Rate**

The effect of inflation on the cost of reserve components is a key factor in the financial projections. We have used the 30-year average annual increase in the Consumer Price Index (CPI) as published by the U.S. Bureau of Labor Statistics. This rate reflects a realistic appreciation of future costs for reserve components and assists the Association in adequately budgeting for increasing cost.

### **Interest Rate**

The interest rate used in this report is formulated on a conservative rate of return based on the rate of return of three-year U.S. Treasury bill. We offer no guarantee or opinion in relation to investment decisions made by the Association or the rate of return achieved.

### **Current Reserve Balance**

The analysis, recommendations, and financial projections made within this report are heavily reliant on information provided by the Association and its representatives. The starting reserve fund balance (current or projected) and member contribution totals are supplied by these sources. This information has not been audited nor have the financial projections or recommendations.

### **Percent Funded**

Percent funded is calculated by dividing the Association's current reserve fund balance by the fully funded balance. The percent funded measures how well prepared an Association is to meet its current and future repair and replacement obligations. Percent funded highlights the strength of the association's reserve account in relation to the anticipated costs of repair and replacement.

### **Recommended Funding Plan**

We recommend a funding plan that maintains reserve above an adequate, though not excess threshold during years of significant expenditures. We recommend regular reserve fund contributions and gradual increasing reserving over time to fund expenses for future repairs and replacements whenever possible. Sometimes we adjust reserve assessments up or down to account for items that include, but are not limited to, catching up reserves that are not fully funded or to prepare the Association adequately from one or more years of significant expenses. The reserve funding recommendation is designed to distribute the anticipated costs of maintaining common property components equitable to all owners over the 30-year projection period to the extent reasonable possible.

## **STATEMENT OF LIMITATIONS AND ASSUMPTIONS**

As a guideline for establishing and spending reserves, we assumed that the Reserve Study will be regularly updated to account for the Association's changing physical, financial, technological, and regulatory conditions. As such, this report is valid at the date shown and Reserve Study Institute, LLC, cannot be held responsible for subsequent changes including, but not limited to, physical, chemical, economic, technological, or regulatory conditions over which we have no control.

This Reserve Study is based on non-invasive visual observation of the Association's property. No invasive or destructive testing, or testing of materials was conducted during the inspections, or at any other time during the preparation of this report. Accordingly, we do not opine on, nor are we responsible for, the structure integrity of the property including its conformity to specific governmental code requirements, such as fire, building and safety, earthquake, and occupancy, or any physical defects that were not readily apparent during the inspection. Also, it is assumed that all building and ancillary components have been designed and constructed properly and that life cycles will approximate normal industry performance standards. Reserve Study Institute, LLC shall not be responsible for accurate determination of remaining life expectancies of components that may have been improperly designed and constructed. Our opinions of the remaining useful lives of the property elements do not represent a guarantee or warranty of performance of the products, materials, and workmanship.

Cost estimates used represent a preliminary opinion only and are neither a quote nor a warranty of actual costs that may be incurred. These estimates are based on typical cost data that may not fully characterize the scope of the underlying property conditions. It should be anticipated that actual cost outcomes will be impacted by varying physical and economic conditions, maintenance practices, changes in technology, and future regulatory actions.

The projected values and recommendations included in this study are strictly estimated representations of true values. The more distant the year, the lower the probability the values are accurate. The model is sensitive to initial expenses – especially when inflated over 30 years – thus, depending on the economic climate, the recommended reserve assessments may need to be increased or decreased.

We did not make any soil analysis or geological study with this report; nor were any water, oil, gas, coal, or other subsurface mineral and use rights or conditions investigated. Substances such as asbestos, urea-formaldehyde, other chemicals, toxic wastes, environmental mold or other potentially hazardous materials, if present, adversely affect the validity of this study. Our opinions are predicated on the assumption that there are no hazardous materials on or in the property. We assume no responsibility for any such conditions. We are not qualified to detect such substances, quantify the impact, or develop the remedial cost.

We make no representation or warranty, expressed or implied, with respect to the contents of this report or any part thereof and cannot accept any legal responsibility or liability for any inaccuracies, errors or omissions contained in this report or any part thereof. Our best professional judgment has

been used, however certain facts forming the basis of this report are subject to professional interpretation and differing conclusions could be reached.

We have relied on the Association's management and the Board of Directors to disclose pertinent financial status of the Association. Assumptions regarding interest earned and inflation have been made according to the current financial trends and rates. Component and material quantities were determined by observation during the site visit.

This reserve study should be reviewed carefully as it may not include, nor are our methods designed to include, all common and limited common element components that will require major maintenance, repair, or replacement in future years, and may not include regular contributions to a reserve account for the cost of such maintenance, repair, or replacement. We have relied on the Association's management and/or the Board of Directors to disclose to us any and all reserve components or assets that are the responsibility of the Association to maintain during the onsite visit. The failure to include a component, may, under some circumstances, require the Board to levy a special assessment for owners' shares of common expenses for the cost of major maintenance, repair, or replacement of a reserve component.

We assume, without independent verification, the accuracy of all data provided to us. We performed no procedures to detect false, misleading, or incomplete information, or violations of any rules, regulations, or laws.

**Restricted Use of Our Report** – This report is intended for use by the Association's management and the Board of Directors and is limited to only the purpose stated herein. Any use or reliance for any other purpose, by the Association's management, the Board of Directors, or third parties, is invalid. The Association's management and Board of Directors, or any other third parties viewing this report, should not reference our name or our report, in whole or in part, in any document prepared and/or distributed to third parties. This report contains intellectual property developed by Reserve Study Institute, LLC specific to this engagement and cannot be reproduced or distributed to those who conduct reserve studies without the expressed written consent of Reserve Study Institute, LLC.

**Client Confidentiality** – We will maintain the confidentiality of all conversations, documents provided to us, and the contents of our reports, subject to legal or administrative process or proceedings, though we reserve the right to include the Association's name in our client lists.

## **PROFESSIONAL EXPERIENCE**

**MICHAEL H. RUSS, JR.**  
**Reserve Analyst**

Michael H. Russ a reserve analyst at the Reserve Study Institute, LLC. He is responsible for preparing both the physical analysis and financial analysis of Reserve Studies. Mr. Russ is also responsible for inspection and analysis of the condition of clients' properties and recommending solutions to prolong the lives of the components. He also forecasts capital expenditures for the repairs or replacement of the property components and prepares technical reports on assignments for condominiums, townhomes, homeowners' associations, other associations, and properties.

### **Professional Experience**

Before founding Reserve Study Institute, LLC, Mr. Russ founded Florida Construction Industries, a construction firm based in Jacksonville, Florida. Mr. Russ also served as a financial Advisor for National Financial Services where he conducted examined financial projections, conducted cash flow analysis, evaluated various investment alternatives considering risk and inflation, also managed employee benefits for high-net-worth individuals and corporate clients.

The following highlights some of his professional experience:

- Stone House Kitchens Consultant and Project Manager
- Florida Construction Industries Founder
- Advisor at National Financial Services Group
- Property Manager
- Advisor at National Financial Brokerage
- Former Home Inspector
- Volunteer CFO at Limbitless, Inc., A Non-Profit Organization

### **Education**

Florida State College, Jacksonville, FL

### **Professional Affiliations/Designations**

215 Licenses for Annuities, Life Insurance and Health Insurance  
ADA Americans with Disabilities Act Certified  
NEFBA Certified North East Florida Builders Association

## GLOSSARY

**Cash Flow Method** – A method of calculating Reserve contributions to the reserve fund designed to offset the variable annual expenditures from the reserve fund. Difference Reserve Funding Plans are tested against the anticipated schedule of reserve expenses until the desired funding goal is achieved.

**Component** – Also referred to as an “Asset.” Individual line items in the Reserve Study developed or updated in the physical analysis. Components typically meet four requirements: 1) Association’s responsibility, 2) limited useful lives, 3) predictable useful lives, and 4) above a minimum threshold cost.

**Component Inventory** – The task of selecting and quantifying reserve components, which can be accomplished through on-site visual observations, review of Association design and organizational documents, a review of established association precedents, and discussion with appropriate Association representatives.

**Component Method** – A method of developing a Reserve Funding Plan with the total contributions is based on the sum of the contributions for individual components.

**Current Cost of Replacement** – The amount required today derived from the quantity of a Reserve Component and its unit cost to replace or repair a Reserve Component using the most current technology and construction materials, duplicating the productive utility of the existing property at current local market prices for materials, labor, and manufactured equipment, contractors’ overhead, profit, and fees, but without provisions for building permits, overtime, bonuses for labor or premiums for material and equipment. We include removal and disposal costs where applicable.

**Deficit** – An actual or projected reserve balance that is less than the fully funded balance.

**Effective Age** – The difference between Useful Life (UL) and Remaining Useful Life (RUL)

**Financial Analysis** – The portion of the Reserve Study where current status of the reserves (measured as cash or percent funded) and a recommended reserve contribution rate (reserve funding plan) are derived, and the projected reserve income and expenses over time is presented.

**Fully Funded Balances** – The Reserve balance that is in direct proportion to the fraction of life “used up” of the current Repair or Replacement costs similar to Total Accrued Depreciation.

**Funding Goal (Threshold)** – The stated purpose of this Reserve Study is to determine the adequate, not excessive, minimal threshold reserve balances.

**Future Costs of Replacement** – Reserve Expenditure derived from the inflated current cost of replacement or current cost of replacement as defined above, with consideration given to the effects of inflation on local market rates for materials, labor, and equipment.

**Long-Lived Property Component** – Property component of the Association responsibility not likely to require capital repair or replacement during the next 30 years with an unpredictable remaining Useful Life beyond the next 30 years.

**Percent Funded** – The ratio, at a particular point of time (typically the beginning of the Fiscal Year), of the actual (or projected) Reserve Balance to the Fully Funded Balance, expressed as a percentage.

**Physical Analysis** – The portion of the Reserve Study where the component evaluation, condition assessment, and life and valuation estimate tasks are performed.

**Remaining Useful Life (RUL)** – The estimated remaining functional or useful time in years of a Reserve Component based on its age, condition, and maintenance.

**Reserve Balance** – Actual or projected funds as of a particular point in time (typically the beginning and ending of the fiscal year) that the Association has identified for use to defray the future repair or replacement of those major components that the Association is obligated to maintain. Reserve balance is also commonly referred to as “reserves,” “reserve accounts”, or “cash reserves.” In this report, the reserve balance is based on information provided by management and is not audited.

**Reserve Component** – Property elements with: 1) the Association’s responsibility; 2) limited Useful Life expectancies; 3) predictable Remaining Useful Life expectancies; and 4) a replacement cost above a minimum threshold.

**Reserve Component Inventory** – Line Items in Reserve Expenditures that identify a Reserve Component.

**Reserve Contribution** – An amount of money set aside or Reserve Assessment contributed to a Reserve Fund for future Reserve Expenditures to repair or replace Reserve Components.

**Reserve Expenditure** – Future Cost of Replacement of a Reserve Component.

**Reserve Funding Plan** – The portion of Reserve Study identify the Cash Flow Analysis and containing the recommended Reserve Contributions and projected annual expenditures, interest earned, and reserve balances.

**Reserve Study** – A budget planning tool that identifies both the current status of the reserve fund and a stable and equitable Funding Plan designed to offset the anticipated future major common area expenditures. The Reserve Study consists of two parts: 1) Physical Analysis and 2) Financial Analysis.

**Special Assessment** – An assessment levied on the members of an Association by the Board of Directors in addition to regular assessments.

**Surplus** – An actual or projected reserve balance that is greater than the fully funded balance.

**Useful Life (UL)** – The estimated total time, in years, that a Reserve Component is expected to serve its intended function in its present application or installation.

# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the  
requester. Do not  
send to the IRS.

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	<b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) <b>RESERVE STUDY INSTITUTE, LLC</b>	
	<b>2</b> Business name/disregarded entity name, if different from above.	
	<b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input checked="" type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>
	<b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/>	
	<b>5</b> Address (number, street, and apt. or suite no.). See instructions. <b>13364 BEACH BLVD #403</b>	Requester's name and address (optional)
	<b>6</b> City, state, and ZIP code <b>JACKSONVILLE, FL 32224</b>	
	<b>7</b> List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number									
			-						
or									
Employer identification number									
8	4	-	1	7	9	4	8	2	3

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person <i>Glen T. Smith</i>	Date <b>4/15/2024</b>
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## General Instructions

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

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



THE HARTFORD  
BUSINESS SERVICE CENTER  
3600 WISEMAN BLVD  
SAN ANTONIO TX 78251

August 29, 2025

For Informational Purposes  
13364 BEACH BLVD UNIT 403  
JACKSONVILLE FL 32224-0266

### Account Information:

Policy Holder Details :	Reserve Study Institute LLC
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### Contact Us

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#### Need Help?

Chat online or call us at  
(866) 467-8730.

We're here Monday - Friday.

Enclosed please find a Certificate Of Insurance for the above referenced Policyholder. Please contact us if you have any questions or concerns.

Sincerely,

Your Hartford Service Team



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
08/29/2025

**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 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> NUTMEG INS AGENCY INC/PHS 76210797 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (888) 925-3137		<b>FAX (A/C, No):</b>
	<b>E-MAIL ADDRESS:</b>		
	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC#</b>
<b>INSURED</b> Reserve Study Institute LLC 13364 BEACH BLVD UNIT 403 JACKSONVILLE FL 32224-0266	<b>INSURER A :</b> Hartford Underwriters Insurance Company		30104
	<b>INSURER B :</b> Hartford Fire and Its P&C Affiliates		00914
	<b>INSURER C :</b>		
	<b>INSURER D :</b>		
	<b>INSURER E :</b>		
	<b>INSURER F :</b>		

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY			76 SBU AU2L2E	09/19/2025	09/19/2026	EACH OCCURRENCE	\$1,000,000
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
	General Liability						MED EXP (Any one person)	\$10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	\$1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE	\$2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG	\$2,000,000
A	<b>AUTOMOBILE LIABILITY</b>			76 SBU AU2L2E	09/19/2025	09/19/2026	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
	ANY AUTO						BODILY INJURY (Per person)	
	ALL OWNED AUTOS	<input type="checkbox"/>	SCHEDULED AUTOS				BODILY INJURY (Per accident)	
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/>	NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident)	
	UMBRELLA LIAB EXCESS LIAB						EACH OCCURRENCE	
	DED	RETENTION \$					AGGREGATE	
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>			76 WEG AU2L5U	09/19/2025	09/19/2026	<input checked="" type="checkbox"/> PER STATUTE	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	N/A				E.L. EACH ACCIDENT	\$500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE -EA EMPLOYEE	\$500,000
							E.L. DISEASE - POLICY LIMIT	\$500,000
A	Employment Practices Liability Insurance			76 SBU AU2L2E	09/19/2025	09/19/2026	Each Claim Limit	\$25,000
							Annual Aggregate Limit	\$25,000

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

Those usual to the Insured's Operations.

**CERTIFICATE HOLDER**

For Informational Purposes  
 13364 BEACH BLVD UNIT 403  
 JACKSONVILLE FL 32224-0266

**CANCELLATION**

**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

*Susan S. Castaneda*

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*EIGHTH ORDER OF BUSINESS*

**RESOLUTION 2026-02**  
**[FY 2027 BUDGET APPROVAL RESOLUTION]**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGET(S) FOR FY 2027; SETTING A PUBLIC HEARING THEREON AND DIRECTING PUBLICATION; ADDRESSING TRANSMITTAL AND POSTING REQUIREMENTS; ADDRESSING SEVERABILITY AND EFFECTIVE DATE.**

**WHEREAS**, for the fiscal year beginning October 1, 2026, and ending September 30, 2027 (“**FY 2027**”), the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the Ridgewood Trails Community Development District (“**District**”) prior to June 15, 2026, the proposed budget(s) attached hereto as **Exhibit A (“Proposed Budget”)**; and

**WHEREAS**, the Board now desires to set the required public hearing on the Proposed Budget.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT:**

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget attached hereto as **Exhibit A** is hereby approved preliminarily.

2. **SETTING A PUBLIC HEARING; DIRECTING PUBLICATION.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, time, and location, and District staff is directed to provide notice of the same in accordance with Florida law:

DATE: September 2, 2026  
TIME: 6:00 PM  
LOCATION: Azalea Ridge Amenity Center  
1667 Azalea Ridge Boulevard  
Middleburg, Florida 32068

3. **TRANSMITTAL TO LOCAL GENERAL PURPOSE GOVERNMENT; POSTING OF PROPOSED BUDGET.** The District Manager is hereby directed to (i) submit a copy of the Proposed Budget to the applicable local general-purpose government(s) at least 60 days prior to its adoption, and (ii) post the approved Proposed Budget on the District’s website in accordance with Chapter 189, Florida Statutes.

4. **SEVERABILITY; EFFECTIVE DATE.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof. This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 6th DAY OF May, 2026.**

ATTEST:

**RIDGEWOOD TRAILS COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

**Exhibit A:** Proposed Budget

**Exhibit A**  
Proposed Budget

***Ridgewood Trails***  
***Community Development District***

***Proposed Budget***

***FY 2027***

**May 6, 2026**



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9 Capital Reserve Fund

10 Assessment Schedule

**Ridgewood Trails**  
**Community Development District**  
**Proposed Budget**  
**General Fund**

Description	Adopted Budget FY2026	Actuals Thru 3/31/26	Projected Next 6 Months	Projected Thru 9/30/26	Proposed Budget FY 2027
<b>REVENUES:</b>					
Special Assessments - On Roll	\$664,302	\$655,473	\$8,829	\$664,302	\$664,302
Interest/Miscellaneous Income	12,000	9,427	8,000	17,427	12,000
Rental Revenue	3,686	4,950	2,600	7,550	5,000
Carry Forward Surplus	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$679,988</b>	<b>\$669,850</b>	<b>\$19,429</b>	<b>\$689,279</b>	<b>\$681,302</b>
<b>EXPENDITURES:</b>					
<b>Administrative:</b>					
Supervisor Fees	\$8,000	\$2,800	\$3,000	\$5,800	\$8,000
FICA Taxes	612	214	230	444	612
Engineer	3,200	-	3,200	3,200	3,840
Attorney	20,000	3,194	10,806	14,000	20,000
Annual Audit	3,380	-	3,380	3,380	3,600
Assessment Administration	5,854	5,854	-	5,854	6,205
Arbitrage Rebate	600	-	600	600	600
Dissemination Agent	1,180	590	590	1,180	1,251
Trustee Fees	4,434	4,718	-	4,718	4,800
District Management Fees	53,886	26,943	26,943	53,886	57,119
Information Technology	2,003	1,002	1,002	2,003	2,123
Website Maintenance	1,336	668	668	1,336	1,416
Telephone	350	105	245	350	350
Postage & Delivery	800	132	668	800	1,500
General Liability and Public Officials Insurance	9,301	8,763	-	8,763	9,640
Printing & Binding	1,000	166	834	1,000	1,200
Legal Advertising	1,800	200	1,001	1,200	1,800
Other Current Charges	907	487	480	967	1,000
Office Supplies	100	102	5	107	100
Dues, Licenses & Subscriptions	175	175	-	175	175
<b>TOTAL ADMINISTRATIVE</b>	<b>\$118,919</b>	<b>\$56,113</b>	<b>\$53,650</b>	<b>\$109,763</b>	<b>\$125,332</b>

**Ridgewood Trails**  
**Community Development District**  
**Proposed Budget**  
**General Fund**

Description	Adopted Budget FY2026	Actuals Thru 3/31/26	Projected Next 6 Months	Projected Thru 9/30/26	Proposed Budget FY 2027
<b>Operations &amp; Maintenance</b>					
<b>Amenity Center</b>					
Property Insurance	\$17,635	\$15,283	\$-	\$15,283	\$17,635
Amenity Manager	45,020	22,510	22,510	45,020	47,721
Facility Assistant	7,500	-	5,800	5,800	7,500
General Facility Maintenance	12,190	4,791	7,399	12,190	13,409
Repair and Replacements	30,000	13,312	16,688	30,000	30,000
Lifeguards	20,462	1,274	19,188	20,462	21,485
Pool Maintenance	20,845	12,398	11,043	23,441	22,617
Pool Chemicals	18,647	4,247	14,400	18,647	18,647
Water & Sewer	13,000	4,422	7,000	11,422	15,000
Electric	16,100	7,323	8,185	15,508	17,000
Internet/Cable	7,980	3,066	1,896	4,962	3,840
ESPN	-	555	1,110	1,665	2,220
Janitorial	12,486	6,243	6,243	12,486	13,235
Janitorial Supplies	2,500	631	1,869	2,500	2,500
Security System	8,647	5,230	3,481	8,711	8,733
Refuse Service	3,180	1,702	1,740	3,442	3,600
Special Events	5,000	2,957	2,043	5,000	5,000
Pool Permit	475	-	475	475	475
Pest Control	1,200	565	575	1,140	1,200
Access Cards	750	-	750	750	750
Contingency	-	-	5,000	5,000	-
<b>Total Amenity Center</b>	<b>\$243,617</b>	<b>\$106,510</b>	<b>\$137,395</b>	<b>\$243,905</b>	<b>\$252,567</b>
<b>Grounds Maintenance</b>					
Operations Management	\$27,074	\$13,537	\$13,537	\$27,074	\$28,698
Electric	3,000	1,368	1,500	2,868	3,200
Water	8,300	6,103	6,000	12,103	16,500
Repairs & Maintenance	20,000	16,602	16,800	33,402	35,000
Landscape Maintenance	143,582	64,222	64,222	128,444	143,582
Lake Maintenance	9,020	4,260	4,152	8,412	11,400
Irrigation Repairs	3,000	-	3,000	3,000	3,000
Contingency	-	-	5,000	5,000	-
<b>Total Grounds Maintenance</b>	<b>\$213,976</b>	<b>\$106,092</b>	<b>\$114,211</b>	<b>\$220,303</b>	<b>\$241,380</b>
<b>TOTAL EXPENDITURES</b>	<b>\$576,512</b>	<b>\$268,714</b>	<b>\$305,257</b>	<b>\$573,970</b>	<b>\$619,278</b>
<b>Other Sources and (Uses)</b>					
Capital Reserve Transfer Out	\$(51,651)	\$(51,651)	\$-	(51,651)	\$(62,024)
Capital Reserve Transfer increase	(51,825)	(51,825)	-	(51,825)	-
<b>Total Other Sources and (Uses)</b>	<b>\$(103,476)</b>	<b>\$(103,476)</b>	<b>\$-</b>	<b>\$(103,476)</b>	<b>\$(62,024)</b>
<b>Other Sources/(Uses)</b>					
Transfer In/(Out)	-	-	-	-	-
<b>TOTAL OTHER SOURCES/(USES)</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$-</b>	<b>\$297,660</b>	<b>\$(285,828)</b>	<b>\$11,832</b>	<b>\$-</b>

**Ridgewood Trails**  
**Community Development District**  
**Budget Narrative**

**REVENUES**

**Special Assessments-Tax Roll**

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

**Interest/Miscellaneous Income**

The District earns interest on the monthly average collected balance for each of their investment accounts.

**Rentals Revenues**

Income received from residents for rental of clubroom or patio.

**Expenditures - Administrative**

**Supervisors Fees**

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

**FICA Taxes**

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

**District Engineering Fees**

The District's engineer, Alliant Engineering, Inc., will provide general engineering services to the District, i.e. attendance and preparation for monthly board meetings, review of invoices, and other specifically requested assignments.

**Attorney**

The District's Attorney, Kutak Rock LLP, will be providing general legal services to the District, i.e., attendance and preparation for monthly Board meetings, review of contracts, review of agreements and resolutions, and other research assigned as directed by the Board of Supervisors and the District Manager.

**Annual Audit**

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is based on contracted fees.

**Assessment Roll Administration**

GMS, LLC provides assessment services for closing lot sales, assessment roll services with the local Tax Collector and financial advisory services.

**Arbitrage Rebate**

The District is required to have an annual arbitrage rebate calculation prepared for the District's Series 2007A/B Special Assessment Bonds.

**Dissemination Agent**

The District is required by the Security and Exchange Commission to comply with Rule 15(c)(2)-12(b)(5), which relates to additional reporting requirements for un-rated bond issues.

**Trustee Fees**

The District bonds will be held and administered by a Trustee. This represents the trustee annual fee.

**District Management Fees**

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services, LLC. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement.

**Information Technology**

The District processes all of its financial activities, i.e. accounts payable, financial statements, etc. on a main frame computer leased by GMS, LLC.

**Website Maintenance**

Per Chapter 2014-22, Laws of Florida, all Districts must have a website to provide detailed information on the CDD as well as links to useful websites regarding Compliance issues. This website will be maintained by GMS, LLC and updated monthly.

**Telephone**

New internet and Wi-Fi service for Office.

**Postage and Delivery**

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

**Ridgewood Trails**  
**Community Development District**  
**Budget Narrative**

**Expenditures - Administrative (continued)**

**General Liability and Public Officials Insurance**  
 The District's General Liability & Public Officials Liability Insurance policy is with a qualified entity that specializes in providing insurance coverage to governmental agencies. The amount is based upon similar Community Development Districts.

**Printing and Binding**  
 Copies used in the preparation of agenda packages, required mailings, and other special projects.

**Legal Advertising**  
 The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation.

**Bank Fees and Other Charges**  
 This includes monthly bank charges and any other miscellaneous expenses that incur during the year.

**Office Supplies**  
 Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects.

**Due, Licenses & Subscriptions**  
 The District is required to pay an annual fee to the Florida Department of Commerce for \$175.

**Expenditures - Amenity Center**

**Property Insurance**  
 The District's Property Insurance policy is with Egis Insurance & Risk Advisors. Egis specializes in providing insurance coverage to governmental agencies.

**Amenity Manager**  
 The District has contracted with Riverside Management Services to staff the amenity center and manage the day to day operations in accordance with their contract.

**Facility Assistant**  
 The District has contracted with Riverside Management Services to provide part-time staffing to supplement Amenity Manager.

**General Facility Maintenance**  
 Cost of routine repairs and maintenance to the Amenity Center.

**Repair and Replacements**  
 Represents any unanticipated cost associated with the operation and maintenance of the Districts Amenity Center such as replacing or repairing broken or worn out things around the facility such as broken gates, doors, holes in wall, painting etc.

**Lifeguards**  
 The District has contracted with Riverside Management Services, Inc. to provide lifeguard services during pool operation season.

**Pool Maintenance**  
 The District has contracted with Riverside Management Services, Inc. to provide pool maintenance services three (3) days a week. Services include vacuuming, skimming tiles, brushing tiles, pool and equipment inspections, cleaning of filters and any necessary emergency calls.

Vendor	Description	Monthly	Annual
RMS	Pool Maintenance	\$1,885	\$22,617

**Pool Chemicals**  
 Represents the estimated cost for chemicals utilized for the swimming pool at the Amenity Center for services provided by RMS. Also covers the cost for chemicals for the new pool for services provided by Hawkins.

Vendor	Description	Monthly	Annual
Hawkins	Pool Chemicals	\$1,294	\$15,525
RMS	Pool Chemicals	\$125	\$1,500
Contingency		\$135	\$1,622
	<b>Total</b>	<b>\$1,554</b>	<b>\$18,647</b>

**Ridgewood Trails**  
**Community Development District**  
**Budget Narrative**

<b>Expenditures – Amenity Center (continued)</b>
--

**Water and Sewer**

This includes the cost of water and sewer for the Amenity Center provided by Clay County Utility Authority.

Account#	Address	Monthly	Annual
00564735	1667 Azalea Ridge Blvd Amenity Center	\$680	\$8,160
00517174	1667 Azalea Ridge Blvd Amenity Center	\$150	\$1,800
00517175	1667 Azalea Ridge Blvd Irrigation	\$65	\$780
00517176	1667 Azalea Ridge Blvd Recl Irrigation	\$55	\$660
	Contingency	\$300	\$3,600
	<b>Total</b>	<b>\$1,250</b>	<b>\$15,000</b>

**Electric**

The item includes the cost of electricity for the Amenity Center Clay Electric Cooperative Inc.

Account#	Address	Monthly	Annual
8874493	1667 Azalea Ridge Blvd	\$1,225	\$14,700
	Contingency	\$192	\$2,300
	<b>Total</b>	<b>\$1,417</b>	<b>\$17,000</b>

**Internet/Cable**

The District has accounts with Comcast to provide cable television services for the Amenity Center.

**ESPN**

The District provides ESPN in amenity center.

**Janitorial**

The District has contracted with Riverside Management Services, Inc. to provide janitorial services for the Amenity Center. The services are 3 days per week and include sweeping and mopping floors if necessary, clean sinks, mirrors, fixtures, toilets and urinals, cleaning interior windows, baseboards, clean fitness equipment, remove trash and replace liners, clean pool deck.

Vendor	Description	Monthly	Annual
RMS	Janitorial	\$1,103	\$13,235

**Janitorial Supplies**

All supplies needed for janitorial services of the Amenity Center.

**Security System**

Cost of services for security camera, access control system, and financing for security cameras.

Vendor	Description	Monthly	Annual
Newlane Finance	Security Cameras	\$395	\$4,741
Vector Security	Cameras	\$150	\$1,801
Hi-Tech System	Access Control+Cloud	\$35	\$420
Hi-Tech System	Cloud Access	\$135	\$1,620
FUSUS	Real Time Crime Ctr	\$13	\$150
	<b>Total</b>	<b>\$728</b>	<b>\$8,733</b>

**Refuse Services**

This item includes the cost of garbage disposal for the District. Contracted with Waste Pro.

**Special Events**

This item represents the estimated cost to host any special events for the community throughout the Fiscal Year.

**Pool Permit**

Represents Permit Fees paid to the Florida Department of Health for the swimming pool permits.

**Pest Control**

Annual service for pool bathrooms and fitness room. Services provided by Florida Pest Control.

**Access Cards**

Represents the anticipated cost of access cards to the District's Amenity Center.

**Capital Reserve**

Funding for new recreation projects.

**Ridgewood Trails**  
**Community Development District**  
**Budget Narrative**

<b>Expenditures - Ground Maintenance</b>
--

**Operations Management**

The District is currently contracted with Riverside Management Services, Inc. to oversee the day to day operations of the Grounds in the CDD.

**Electric**

The item includes the cost of electricity for the common area at Ridgewood Trails provided by Clay Electric Cooperative Inc.

Account#	Address	Monthly	Annual
9065441	1799 Azalea Ridge Blvd Ne Corner Sign	\$55	\$660
9011950	4214 Warm Springs Way Sign Lights Irrig	\$50	\$600
9047502	4226 Warm Springs Way Entrance Sign	\$50	\$600
9047503	1595 Azalea Ridge Blvd Pond Fountain	\$50	\$600
	Contingency	\$62	\$740
	<b>Total</b>	<b>\$267</b>	<b>\$3,200</b>

**Water**

This includes the cost of water for the common area at Ridgewood Trails provided by Clay County Utility Authority.

Account#	Address	Monthly	Annual
00569294	1799-2 Azalea Ridge Blvd Irrigation	\$850	\$10,200
00560605	4214 Warm Springs Way	\$55	\$660
00579216	4458 Warm Springs Way	\$55	\$660
00579217	4355 Warm Springs Way	\$55	\$660
00579219	4268 Warm Springs Way	\$55	\$656
00567767	4164 Fishing Creek Lane Reclaimed	\$35	\$420
00567766	4166 Green River Place Reclaimed	\$35	\$420
00567764	1610 Azalea Ridge Blvd Reclaimed	\$35	\$420
00567762	1601 Azalea Ridge Road reclaimed	\$35	\$420
00567760	3891 Bronco Road Reclaimed	\$35	\$420
00567759	4217 Packer Meadow Way Reclaimed	\$35	\$420
	Contingency	\$95	\$1,144
	<b>Total</b>	<b>\$1,375</b>	<b>\$16,500</b>

**Repairs and Maintenance**

Represents the costs associated with any miscellaneous field maintenance of the District.

**Landscape Maintenance**

The District's cost to provide landscaping services to all the common areas within the community. Contingency amount for cost such as sod replacement and tree maintenance.

Vendor	Description	Monthly	Annual
Brightview	Landscape service	\$11,132	\$133,582
Brightview	Contingency	\$833	\$10,000
	<b>Total</b>	<b>\$11,965</b>	<b>\$143,582</b>

**Lake Maintenance**

The District's cost to provide monthly water management services to all the lakes throughout the community.

Vendor	Description	Monthly	Annual
The Lake Doctor Inc		\$950	\$11,400
	<b>Total</b>	<b>\$950</b>	<b>\$11,400</b>

**Irrigation Repairs**

The estimated cost to make repairs to the community's irrigation system when damaged.

# Ridgewood Trails

## Community Development District

### Proposed Budget Debt Service Series 2007 Capital Improvement Revenue Bonds

Description	Adopted Budget FY2026	Actuals Thru 3/31/26	Projected Next 6 Months	Projected Thru 9/30/26	Proposed Budget FY 2027
<b>REVENUES:</b>					
Special Assessments-On Roll	\$13,359	\$13,181	\$178	\$13,359	\$13,359
Interest Earnings	600	397	300	697	600
Carry Forward Surplus <sup>(1)</sup>	8,264	\$7,887	-	7,887	10,163
<b>TOTAL REVENUES</b>	<b>\$22,223</b>	<b>\$21,466</b>	<b>\$478</b>	<b>\$21,943</b>	<b>\$24,122</b>
<b>EXPENDITURES:</b>					
Interest 11/1	\$3,390	\$3,390	\$-	\$3,390	\$3,249
Interest 5/1	3,390	-	3,390	3,390	3,249
Principal 5/1	5,000	-	5,000	5,000	5,000
<b>TOTAL EXPENDITURES</b>	<b>\$11,780</b>	<b>\$3,390</b>	<b>\$8,390</b>	<b>\$11,780</b>	<b>\$11,498</b>
<b>Other Sources/(Uses)</b>					
Interfund transfer In/(Out)	\$-	\$-	\$-	\$-	\$-
<b>TOTAL OTHER SOURCES/(USES)</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>
<b>TOTAL EXPENDITURES</b>	<b>\$11,780</b>	<b>\$3,390</b>	<b>\$8,390</b>	<b>\$11,780</b>	<b>\$11,498</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$10,443</b>	<b>\$18,076</b>	<b>\$(7,912)</b>	<b>\$10,163</b>	<b>\$12,624</b>

<sup>(1)</sup> Carry Forward is Net of Reserve Requirement

Interest Due 11/1/27                      \$3,108

# Ridgewood Trails

## Community Development District

### AMORTIZATION SCHEDULE

#### Debt Service Series 2007 Capital Improvement Revenue Bonds

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
11/01/26	115,000	5.650%	-	3,249	3,248.75
05/01/27	115,000	5.650%	5,000	3,249	
11/01/27	110,000	5.650%	-	3,108	11,356.25
05/01/28	110,000	5.650%	5,000	3,108	
11/01/28	105,000	5.650%	-	2,966	11,073.75
05/01/29	105,000	5.650%	10,000	2,966	
11/01/29	95,000	5.650%	-	2,684	15,650.00
05/01/30	95,000	5.650%	10,000	2,684	
11/01/30	85,000	5.650%	-	2,401	15,085.00
05/01/31	85,000	5.650%	10,000	2,401	
11/01/31	75,000	5.650%	-	2,119	14,520.00
05/01/32	75,000	5.650%	10,000	2,119	
11/01/32	65,000	5.650%	-	1,836	13,955.00
05/01/33	65,000	5.650%	10,000	1,836	
11/01/33	55,000	5.650%	-	1,554	13,390.00
05/01/34	55,000	5.650%	10,000	1,554	
11/01/34	45,000	5.650%	-	1,271	12,825.00
05/01/35	45,000	5.650%	10,000	1,271	
11/01/35	35,000	5.650%	-	989	12,260.00
05/01/36	35,000	5.650%	10,000	989	
11/01/36	25,000	5.650%	-	706	11,695.00
05/01/37	25,000	5.650%	10,000	706	
11/01/37	15,000	5.650%	-	424	11,130.00
05/01/38	15,000	5.650%	15,000	424	15,423.75
<b>Total</b>			<b>\$115,000</b>	<b>\$46,613</b>	<b>\$161,613</b>

**Ridgewood Trails**  
**Community Development District**  
**Proposed Budget**  
**Capital Reserve Fund**

Description	Adopted Budget FY2026	Actuals Thru 3/31/26	Projected Next 6 Months	Projected Thru 9/30/26	Proposed Budget FY 2027
<b>REVENUES:</b>					
Interest Income	\$6,000	\$3,943	\$4,440	\$8,383	\$7,000
Carry Forward Balance	207,334	208,612	-	208,612	308,087
<b>TOTAL REVENUES</b>	<b>\$213,334</b>	<b>\$212,555</b>	<b>\$4,440</b>	<b>\$216,995</b>	<b>\$315,087</b>
<b>EXPENDITURES:</b>					
Capital Outlay	\$30,000	\$-	\$-	\$-	\$30,000
Other Current Charges	500	263	360	623	650
Repair & Maintenance	30,000	1,761	10,000	11,761	30,000
<b>TOTAL EXPENDITURES</b>	<b>\$60,500</b>	<b>\$2,023</b>	<b>\$10,360</b>	<b>\$12,383</b>	<b>\$60,650</b>
<b>Other Sources/(Uses)</b>					
Transfer in/(Out)	\$103,476	\$103,476	\$-	\$103,476	\$62,024
<b>TOTAL OTHER SOURCES/(USES)</b>	<b>\$103,476</b>	<b>\$103,476</b>	<b>\$-</b>	<b>\$103,476</b>	<b>\$62,024</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$256,310</b>	<b>\$314,007</b>	<b>\$(5,920)</b>	<b>\$308,087</b>	<b>\$316,461</b>

**Ridgewood Trails**  
**Community Development District**  
**Non-Ad Valorem Assessments Comparison**  
**2026-2027**

Neighborhood	O&M Units	Bonds 2007 Units	Annual Maintenance Assessments			Annual Debt Assessments			Total Assessed Per Unit		
			FY 2027	FY2026	Increase/ (decrease)	FY 2027	FY2026	Increase/ (decrease)	FY 2027	FY2026	Increase/ (decrease)
50	470	9	<b>\$963.05</b>	\$963.05	<b>\$0.00</b>	<b>\$761.14</b>	\$761.14	<b>\$0.00</b>	<b>\$1,724.19</b>	\$1,724.19	<b>\$0.00</b>
60	221	8	<b>\$1,149.65</b>	\$1,149.65	<b>\$0.00</b>	<b>\$920.15</b>	\$920.15	<b>\$0.00</b>	<b>\$2,069.80</b>	\$2,069.80	<b>\$0.00</b>
Total	691	17									

*NINTH ORDER OF BUSINESS*

**RESOLUTION 2026-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT TO DESIGNATE DATE, TIME AND PLACE OF PUBLIC HEARING AND AUTHORIZATION TO PUBLISH NOTICE OF SUCH HEARING FOR THE PURPOSE OF ADOPTING RULES OF PROCEDURE; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the Ridgewood Trails Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

**WHEREAS**, the Board of Supervisors of the District (“Board”) is authorized by Section 190.011(5), *Florida Statutes*, to adopt rules and orders pursuant to Chapter 120, *Florida Statutes*.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1.** A Public Hearing will be held to adopt Rules of Procedure on September 2, 2026, at 6:00 p.m., at the Azalea Ridge Amenity Center, 1667 Azalea Ridge Boulevard, Middleburg, Florida 32068.

**SECTION 2.** The District Secretary is directed to publish notice of the hearing in accordance with Section 120.54, *Florida Statutes*.

**SECTION 3.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 6<sup>th</sup> day of May 2026.

ATTEST:

**RIDGEWOOD TRAILS COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

**RULES OF PROCEDURE  
COMMUNITY DEVELOPMENT DISTRICT  
RULE NO.**

EFFECTIVE AS OF \_\_\_\_\_, 2026

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**Deleted:** Rule 1.0 → General. → 2 ¶  
 Rule 1.1 → Board of Supervisors; Officers and Voting. → 3 ¶  
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**Rule 1.0 General.**

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- (1) The \_\_\_\_\_ Community Development District (the “**District**”) was created pursuant to the provisions of Chapter 190 of the Florida Statutes, and was established to provide for the ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these rules (the “**Rules**”) is to describe the general operations of the District.
- (2) Definitions located within any section of these Rules shall be applicable within all other sections, unless specifically stated to the contrary.
- (3) Unless specifically permitted by a written agreement with the District, the District does not accept documents filed by e-mail or facsimile transmission. Filings are only accepted during normal business hours.
- (4) A Rule of the District shall be effective upon adoption by affirmative vote of the District Board. After a Rule becomes effective, it may be repealed or amended only through the rulemaking procedures specified in these Rules. Notwithstanding, the District may immediately suspend the application of a Rule if the District determines that the Rule conflicts with Florida law. In the event that a Rule conflicts with Florida law and its application has not been suspended by the District, such Rule should be interpreted in the manner that best effectuates the intent of the Rule while also complying with Florida law. If the intent of the Rule absolutely cannot be effectuated while complying with Florida law, the Rule shall be automatically suspended.

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Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.  
Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

**Rule 1.1 Board of Supervisors; Officers and Voting.**

- (1) Board of Supervisors. The Board of Supervisors of the District (the “**Board**”) shall consist of five (5) members. Members of the Board (“**Supervisors**”) appointed by ordinance or rule or elected by landowners must be citizens of the United States of America and residents of the State of Florida. Supervisors elected or appointed by the Board to elector seats must be citizens of the United States of America, residents of the State of Florida and of the District and registered to vote with the Supervisor of Elections of the county in which the District is located and for those elected, shall also be qualified to run by the Supervisor of Elections. The Board shall exercise the powers granted to the District under Florida law.
  - (a) Supervisors shall hold office for the term specified by Section 190.006 of the Florida Statutes. If, during the term of office, any Board member(s) vacates their office, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the term(s). If three or more vacancies exist at the same time, a quorum, as defined herein, shall not be required to appoint replacement Board members.
  - (b) Three (3) members of the Board shall constitute a quorum for the purposes of conducting business, exercising powers and all other purposes. A Board member shall be counted toward the quorum if physically present at the meeting, regardless of whether such Board member is prohibited from, or abstains from, participating in discussion or voting on a particular item.
  - (c) Action taken by the Board shall be upon a majority vote of the members present, unless otherwise provided in the Rules or required by law. Subject to Rule 1.3(10), a Board member participating in the Board meeting by teleconference or videoconference shall be entitled to vote and take all other action as though physically present.
  - (d) Unless otherwise provided for by an act of the Board, any one Board member may attend a mediation session on behalf of the Board. Any agreement resulting from such mediation session must be approved pursuant to subsection (1)(c) of this Rule.
- (2) Officers. At the first Board meeting held after each election where the newly elected members take office, the Board shall select a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, and Treasurer.
  - (a) The Chairperson must be a member of the Board. If the Chairperson resigns from that office or ceases to be a member of the Board, the Board shall select a Chairperson. The Chairperson serves at the pleasure of the Board. The Chairperson shall be authorized to execute resolutions and contracts on the District’s behalf. The Chairperson shall convene and conduct all meetings of the Board. In the event the Chairperson is unable to attend a

meeting, the Vice-Chairperson shall convene and conduct the meeting. The Chairperson or Vice-Chairperson may delegate the responsibility of conducting the meeting to the District's manager ("**District Manager**") or District Counsel, in whole or in part.

- (b) The Vice-Chairperson shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. The Vice-Chairperson has the authority to execute resolutions and contracts on the District's behalf in the absence of the Chairperson. If the Vice-Chairperson resigns from office or ceases to be a member of the Board, the Board shall select a Vice-Chairperson. The Vice-Chairperson serves at the pleasure of the Board.
- (c) The Secretary of the Board serves at the pleasure of the Board and need not be a member of the Board. The Secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. An employee of the District Manager may serve as Secretary. The Secretary shall be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (d) The Treasurer need not be a member of the Board but must be a resident of the State of Florida. The Treasurer shall perform duties described in Section 190.007(2) and (3) of the Florida Statutes, as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board. The Treasurer shall either be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (e) In the event that both the Chairperson and Vice-Chairperson are absent from a Board meeting and a quorum is present, the Board may designate one of its members or a member of District staff to convene and conduct the meeting. In such circumstances, any of the Board members present are authorized to execute agreements, resolutions, and other documents approved by the Board at such meeting. In the event that the Chairperson and Vice-Chairperson are both unavailable to execute a document previously approved by the Board, the Secretary or any Assistant Secretary may execute such document.
- (f) The Board may assign additional duties to District officers from time to time, which include, but are not limited to, executing documents on behalf of the District.

(g) The Chairperson, Vice-Chairperson, and any other person authorized by District Resolution may sign checks and warrants for the District, countersigned by the Treasurer or other persons authorized by the Board.

(3) Committees. The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, review of bids, proposals, and qualifications, contract negotiations, personnel matters, and budget preparation.

(4) Record Book. The Board shall keep a permanent record book entitled “**Record of Proceedings**,” in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates, and corporate acts. The Records of Proceedings shall be located at a District office and shall be available for inspection by the public.

(5) Meetings. For each fiscal year, the Board shall establish a schedule of regular meetings, which shall be published in a newspaper of general circulation within the county or counties in which the District is located and filed with the local general-purpose governments within whose boundaries the District is located. All meetings of the Board and committees serving an advisory function shall be open to the public in accord with the provisions of Chapter 286 of the Florida Statutes.

~~(6) Votes Required. No Board member who is present at any meeting of the District Board at which an official decision, ruling, or other official act is to be taken or adopted may abstain from voting in regard to any such decision, ruling, or act; and a vote shall be recorded or counted for each such Board member present, except when, with respect to any such member, there is, or appears to be, a possible conflict of interest under the provisions of s. 112.311, s. 112.313, or s. 112.3143 of the Florida Statutes.~~

(7) Voting Conflict of Interest. The Board shall comply with Section 112.3143 of the Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. For the purposes of this section, “voting conflict of interest” shall be governed by the Florida Constitution and Chapters 112 and 190 of the Florida Statutes, as amended from time to time. Generally, a voting conflict exists when a Board member is called upon to vote on an item which would inure to the Board member’s special private gain or loss or the Board member knows would inure to the special private gain or loss of a principal by whom the Board member is retained, the parent organization or subsidiary of a corporate principal, a business associate, or a relative including only a father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law.

(a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board’s

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Secretary prior to participating in any discussion with the Board on the matter. The member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes.

If the Board member was elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, the Board member may vote or abstain from voting on the matter at issue. If the Board member was elected by electors residing within the District, the Board member is prohibited from voting on the matter at issue. In the event that the Board member intends to abstain or is prohibited from voting, such Board member shall not participate in the discussion on the item subject to the vote.

The Board's Secretary shall prepare a Memorandum of Voting Conflict (Form 8B) which shall then be signed by the Board member, filed with the Board's Secretary, and provided for attachment to the minutes of the meeting within fifteen (15) days of the meeting.

- (b) If a Board member inadvertently votes on a matter and later learns he or she has a conflict on the matter, the member shall immediately notify the Board's Secretary. Within fifteen (15) days of the notification, the member shall file the appropriate Memorandum of Voting Conflict, which will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The Memorandum of Voting Conflict shall immediately be provided to other Board members and shall be read publicly at the next meeting held subsequent to the filing of the Memorandum of Voting Conflict. The Board member's vote is unaffected by this filing.
- (c) It is not a conflict of interest for a Board member, the District Manager, or an employee of the District to be a stockholder, officer or employee of a landowner or of an entity affiliated with a landowner.
- (d) In the event that a Board member elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, has a continuing conflict of interest, such Board member is permitted to file a Memorandum of Voting Conflict at any time in which it shall state the nature of the continuing conflict. Only one such continuing Memorandum of Voting Conflict shall be required to be filed for each term the Board member is in office.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 112.3143, 190.006, 190.007, [286.012](#), Fla. Stat.

**Rule 1.2 District Offices; Public Information and Inspection of Records; Policies; Service Contract Requirements; Financial Disclosure Coordination.**

- (1) District Offices. Unless otherwise designated by the Board, the official District office shall be the District Manager's office identified by the District Manager. If the District Manager's office is not located within the county in which the District is located, the Board shall designate a local records office within such county which shall at a minimum contain, but not be limited to, the following documents:
- (a) Agenda packages for prior 24 months and next meeting;
  - (b) Official minutes of meetings, including adopted resolutions of the Board;
  - (c) Names and addresses of current Board members and District Manager, unless such addresses are protected from disclosure by law;
  - (d) Adopted engineer's reports;
  - (e) Adopted assessment methodologies/reports;
  - (f) Adopted disclosure of public financing;
  - (g) Limited Offering Memorandum for each financing undertaken by the District;
  - (h) Proceedings, certificates, bonds given by all employees, and any and all corporate acts;
  - (i) District policies and rules;
  - (j) Fiscal year end audits; and
  - (k) Adopted budget for the current fiscal year.

The District Manager shall ensure that each District records office contains the documents required by Florida law.

- (2) Public Records. District public records include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received in connection with the transaction of official business of the District. All District public records not otherwise restricted by law may be copied or inspected at the District Manager's office during regular business hours. Certain District records can also be inspected and copied at the District's local records office during regular business hours. All written public records requests shall be directed to the Secretary who by these rules is appointed as the

District's records custodian. Regardless of the form of the request, any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records, or prepare opinions regarding District policies, in response to a public records request.

- (3) Service Contracts. Any contract for services, regardless of cost, shall include provisions required by law that require the contractor to comply with public records laws. The District Manager shall be responsible for initially enforcing all contract provisions related to a contractor's duty to comply with public records laws.
  
- (4) Fees; Copies. Copies of public records shall be made available to the requesting person at a charge of \$0.15 per page for one-sided copies and \$0.20 per page for two-sided copies if not more than 8 ½ by 14 inches. For copies of public records in excess of the sizes listed in this section and for outside duplication services, the charge shall be equal to the actual cost of reproduction. Certified copies of public records shall be made available at a charge of one dollar (\$1.00) per page. If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, the District may charge, in addition to the duplication charge, a special service charge that is based on the cost the District incurs to produce the records requested. This charge may include, but is not limited to, the cost of information technology resource, employee labor, and fees charged to the District by consultants employed in fulfilling the request. In cases where the special service charge is based in whole or in part on the costs incurred by the District due to employee labor, consultant fees, or other forms of labor, those portions of the charge shall be calculated based on the lowest labor cost of the individual(s) who is/are qualified to perform the labor, taking into account the nature or volume of the public records to be inspected or copied. The charge may include the labor costs of supervisory and/or clerical staff whose assistance is required to complete the records request, in accordance with Florida law. For purposes of this Rule, the word "**extensive**" shall mean that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested material. In cases where extensive personnel time is determined by the District to be necessary to safeguard original records being inspected, the special service charge provided for in this section shall apply. If the total fees, including but not limited to special service charges, are anticipated to exceed twenty-five dollars (\$25.00), then, prior to commencing work on the request, the District will inform the person making the public records request of the estimated cost, with the understanding that the final cost may vary from that estimate. If the person making the public records request decides to proceed with the request, payment of the estimated cost is required in advance. Should the person fail to pay the estimate, the District is under no duty to produce the requested records. After the request has been fulfilled, additional payments or credits may be

due. The District is under no duty to produce records in response to future records requests if the person making the request owes the District for past unpaid duplication charges, special service charges, or other required payments or credits.

- (5) Records Retention. The Secretary of the District shall be responsible for retaining the District's records in accordance with applicable Florida law.
- (6) Policies. The Board may adopt policies related to the conduct of its business and the provision of services either by resolution or motion.
- (7) Financial Disclosure Coordination. Unless specifically designated by Board resolution otherwise, the Secretary shall serve as the Financial Disclosure Coordinator ("**Coordinator**") for the District as required by the Florida Commission on Ethics ("**Commission**"). The Coordinator shall create, maintain and update a list of the names, e-mail addresses, physical addresses, and names of the agency of, and the office or position held by, all Supervisors and other persons required by Florida law to file a statement of financial interest due to his or her affiliation with the District ("**Reporting Individual**"). The Coordinator shall provide this list to the Commission by February 1 of each year, which list shall be current as of December 31 of the prior year. Each Supervisor and Reporting Individual shall promptly notify the Coordinator in writing if there are any changes to such person's name, e-mail address, or physical address. Each Supervisor and Reporting Individual shall promptly notify the Commission in the manner prescribed by the Commission if there are any changes to such person's e-mail address.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 112.31446(3), 112.3145(8)(a)1., 119.07, 119.0701, 190.006, Fla. Stat.

**Rule 1.3 Public Meetings, Hearings, and Workshops.**

(1) Notice. Except in emergencies, or as otherwise authorized or required by statute or these Rules, at least seven (7) days', but not more than thirty (30) days' public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation within the county or counties in which the District is located. A newspaper is deemed to be a newspaper of "general circulation" in the county in which the District is located if such newspaper has been in existence for two (2) years at the time of publication of the applicable notice (unless no newspaper within the county has been published for such length) and satisfies the criteria of section 50.011(1) of the Florida Statutes, or if such newspaper is a direct successor of a newspaper which has been so published, as such provisions may be amended from time to time by law. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published as provide in Chapter 50 of the Florida Statutes, and such notice published consistent therewith shall satisfy the requirement to give at least seven (7) days' public notice as required herein. Each Notice shall state, as applicable:

- (a) The date, time and place of the meeting, hearing or workshop;
- (b) A brief description of the nature, subjects, and purposes of the meeting, hearing, or workshop;
- (c) The District office address for the submission of requests for copies of the agenda, as well as a contact name and telephone number for verbal requests for copies of the agenda; and
- (d) The following or substantially similar language: "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 \_\_\_\_\_. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770 or 1 (800) 955-8771, who can aid you in contacting the District Office."
- (e) The following or substantially similar language: "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."

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**Deleted:** at least once a week for the preceding year, offering at least 25% of its words in the English language, qualifies as a periodicals material for postal purposes in the county in which the District is located, is for sale to

**Deleted:** public generally, is available to

**Deleted:** public generally for the publication of official or other notices, and is customarily containing information of a public character or of interest

**Deleted:** of value to the residents or owners

**Deleted:** property in the county where

**Deleted:** or of interest or of value to the general public

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- (f) The following or substantially similar language: “The meeting [or hearing or workshop] may be continued in progress without additional notice to a time, date, and location stated on the record.”

The date, time, and place of each meeting, hearing, or workshop of the Board shall additionally be posted on the District’s website at least seven (7) days prior to such meeting, hearing, or workshop.

- (2) Mistake. In the event that a meeting is held under the incorrect assumption that notice required by law and these Rules has been given, the Board at its next properly noticed meeting shall cure such defect by considering the agenda items from the prior meeting individually and anew.
- (3) Agenda. The District Manager, under the guidance of District Counsel and the Chairperson or Vice-Chairperson, shall prepare an agenda of the meeting/hearing/workshop. The agenda and any meeting materials available in an electronic format, excluding any i) confidential and ii) confidential and exempt information, shall be available to the public at least seven (7) days before the meeting/hearing/workshop, except in an emergency. Meeting materials shall be defined as, and limited to, the agenda, meeting minutes, resolutions, and agreements of the District that District staff deems necessary for Board approval. Inclusion of additional materials for Board consideration other than those defined herein as “meeting materials” shall not convert such materials into “meeting materials.” For good cause, the agenda may be changed after it is first made available for distribution, and additional materials may be added or provided under separate cover at the meeting. The requirement of good cause shall be liberally construed to allow the District to efficiently conduct business and to avoid the expenses associated with special meetings.

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The District may, but is not required to, use the following format in preparing its agenda for its regular meetings:

- Call to order
- Roll call
- Public comments
- Organizational matters
- Review of minutes
- Specific items of old business
- Specific items of new business
- Staff reports
  - (a) District Counsel
  - (b) District Engineer
  - (c) District Manager
    - 1. Financial Report
    - 2. Approval of Expenditures
- Supervisor’s requests and comments

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Adjournment

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- (4) Minutes. The Secretary shall be responsible for preparing and keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting. The Secretary may work with other staff members in preparing draft minutes for the Board's consideration.
- (5) Special Requests. Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or Secretary at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.
- (6) Emergency Meetings. The Chairperson, or Vice-Chairperson if the Chairperson is unavailable, upon consultation with the District Manager and District Counsel, if available, may convene an emergency meeting of the Board without first having complied with sections (1) and (3) of this Rule, to act on emergency matters that may affect the public health, safety, or welfare. Whenever possible, the District Manager shall make reasonable efforts to provide public notice and notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. Notice of the emergency meeting must be provided both before and after the meeting on the District's website, if it has one. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one newspaper of general circulation within the county in which the District is located. After an emergency meeting, the Board shall publish in a newspaper of general circulation within the county in which the District is located, the time, date and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.
- (7) Public Comment. The Board shall set aside a reasonable amount of time at each meeting for public comment and members of the public shall be permitted to provide comment on any proposition before the Board. The portion of the meeting generally reserved for public comment shall be identified in the agenda. Policies governing public comment may be adopted by the Board in accordance with Florida law.
- (8) Budget Hearing. Notice of hearing on the annual budget(s) shall be in accord with Section 190.008 of the Florida Statutes. Once adopted in accord with Section 190.008 of the Florida Statutes, the annual budget(s) may be amended from time to time by action of the Board, or as otherwise provided in the resolution approving the annual budget(s). Approval of invoices by the Board in excess of the funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.

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- (9) Public Hearings. Notice of required public hearings shall contain the information required by applicable Florida law and by these Rules applicable to meeting notices and shall be mailed and published as required by Florida law. The District Manager shall ensure that all such notices, whether mailed or published, contain the information required by Florida law and these Rules and are mailed and published as required by Florida law. Public hearings may be held during Board meetings when the agenda includes such public hearing.
- (10) Participation by Teleconference/Videoconference. District staff may participate in Board meetings by teleconference or videoconference. Board members may also participate in Board meetings by teleconference or videoconference if in the good judgment of the Board extraordinary circumstances exist; provided however, at least three Board members must be physically present at the meeting location to establish a quorum. Such extraordinary circumstances shall be presumed when a Board member participates by teleconference or videoconference, unless a majority of the Board members physically present determines that extraordinary circumstances do not exist.
- (11) Board Authorization. The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members during the meeting. Unless such procedure is waived by the Board, approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, and an affirmative vote by the majority of the Board members present. Any Board member, including the Chairperson, can make or second a motion.
- (12) Continuances. Any meeting or public hearing of the Board may be continued without re-notice or re-advertising provided that:
- (a) The Board identifies on the record at the original meeting a reasonable need for a continuance;
  - (b) The continuance is to a specified date, time, and location publicly announced at the original meeting; and
  - (c) The public notice for the original meeting states that the meeting may be continued to a date and time and states that the date, time, and location of any continuance shall be publicly announced at the original meeting and posted at the District Office immediately following the original meeting.
- (13) Attorney-Client Sessions. An Attorney-Client Session is permitted when the District's attorneys deem it necessary to meet in private with the Board to discuss pending litigation to which the District is a party before a court or administrative agency or as may be authorized by law. The District's attorney must request such session at a public meeting. Prior to holding the Attorney-Client Session, the District must give reasonable public notice of the time and date of the session and

the names of the persons anticipated to attend the session. The session must commence at an open meeting in which the Chairperson or Vice-Chairperson announces the commencement of the session, the estimated length of the session, and the names of the persons who will be attending the session. The discussion during the session is confined to settlement negotiations or strategy related to litigation expenses or as may be authorized by law. Only the Board, the District's attorneys (including outside counsel), the District Manager, and the court reporter may attend an Attorney-Client Session. During the session, no votes may be taken and no final decisions concerning settlement can be made. Upon the conclusion of the session, the public meeting is reopened, and the Chairperson or Vice-Chairperson must announce that the session has concluded. The session must be transcribed by a court-reporter and the transcript of the session filed with the District Secretary within a reasonable time after the session. The transcript shall not be available for public inspection until after the conclusion of the litigation.

- (14) Security and Firesafety Board Discussions. Portions of a meeting which relate to or would reveal a security or firesafety system plan or portion thereof made confidential and exempt by section 119.071(3)(a), Florida Statutes, are exempt from the public meeting requirements and other requirements of section 286.011, Florida Statutes, and section 24(b), Article 1 of the State Constitution. Should the Board wish to discuss such matters, members of the public shall be required to leave the meeting room during such discussion. Any records of the Board's discussion of such matters, including recordings or minutes, shall be maintained as confidential and exempt records in accordance with Florida law.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 189.069(2)(a)16, 190.006, 190.007, 190.008, 286.0105, 286.011, 286.0113, 286.0114, Fla. Stat.

**Rule 1.4 Internal Controls to Prevent Fraud, Waste and Abuse**

(1) Internal Controls. The District shall establish and maintain internal controls designed to:

(a) Prevent and detect “**fraud**,” “**waste**” and “**abuse**” as those terms are defined in section 11.45(1),

(b) Florida Statutes; and

(c) Promote and encourage compliance with applicable laws, rules contracts, grant agreements, and best practices; and

(d) Support economical and efficient operations; and

(e) Ensure reliability of financial records and reports; and

(f) Safeguard assets.

(2) Adoption. The internal controls to prevent fraud, waste and abuse shall be adopted and amended by the District in the same manner as District policies.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 218.33(3), Fla. Stat.

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**Rule 2.0 Rulemaking Proceedings.**

(1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to these Rules, in accordance with the requirements of Section 190.011(5) of the Florida Statutes, and Chapter 120 of the Florida Statutes, including but not limited to Section 120.81(2)(b) of the Florida Statutes. Rulemaking proceedings shall be deemed to have been initiated upon publication of a Notice of Rule Development by the District as required by Section 2 of this Rule. A “**rule**” is a District statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of the District. Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190 of the Florida Statutes. Policies adopted by the District which do not consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings.

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(2) Requirements of a Rule. All District rules as drafted shall:

(a) Contain only one subject;

(b) Include readable language, meaning it avoids i) the use of obscure words and unnecessarily long or complicated constructions, and ii) the use of unnecessary technical or specialized language that is understood only by members of particular trades or professions;

(c) Be indefinite such that the rule does not include a provision whereby the rule, or a portion thereof, automatically expires or is repealed on a specific date or at the end of a specified period, unless otherwise expressly authorized by law; and

(d) Only incorporate material by reference in compliance with Section 120.54(1)(i) of the Florida Statutes.

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Moved (insertion) [3]

(3) Statement of Estimated Regulatory Costs. Before adopting, amending, or repealing any rule, other than an emergency rule, the District may prepare a statement of estimated regulatory costs (“SERC”) based on the factors set forth in Section 120.541(2) of the Florida Statutes. The District shall prepare a SERC for a proposed rule if in accordance with the requirements of Section 120.541(2) of the Florida Statutes if: i) the proposed rule will have an adverse economic impact on small business; or ii) the proposed rule is likely to directly or indirectly increase regulatory costs in excess of \$200,000 in the aggregate in the state within one (1) year after implementation of the rule.

(4) Notice of Rule Development.

(a) Except when the intended action is the repeal of a rule, the District shall provide notice of the development of a proposed rule (“Notice of Rule Development”) setting forth the following:

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**Deleted:** in a newspaper of general circulation in the District before providing notice of a proposed rule as required by section (3) of this Rule. Consequently, the Notice of Rule Development shall be published at least twenty-nine (29) days prior to the public hearing on the proposed Rule. The Notice of Rule Development shall indicate

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(i) the subject area to be addressed by rule development;

(ii) A short, plain explanation of the purpose and effect of the proposed rule;

(iii) The grant of rulemaking authority for the proposed rule;

(iv) The law being implemented;

(v) The proposed rule number; and

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(vi) If available, either the preliminary text of the proposed rule and any incorporated documents, or a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft of such rule or documents.

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(b) The Notice of Rule Development shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days prior to the Notice of Rulemaking required by Section 5 of this Rule, and at least thirty-five (35) days prior to the intended action.

**Deleted:** →→→→(b)→ All rules as drafted shall be consistent with Sections 120.54(1)(g) and 120.54(2)(b) of the Florida Statutes.  
¶  
(3)

(5) Notice of Rulemaking.

**Deleted:** Proceedings and Proposed Rules

(a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall provide notice of its intended action (the “Notice of Rulemaking”) setting forth the following:

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(i) A short, plain explanation of the purpose and effect of the proposed rule;

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(ii) The proposed rule number;

(iii) A summary of the proposed rule or amendment;

(v) The grant of rulemaking authority for the proposed rule;

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(vi) The law being implemented or interpreted;

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(vii) The name, e-mail address, and telephone number of the agency employee who may be contacted regarding the intended action;

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- (viii) A concise summary of the District’s statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2) of the Florida Statutes, ~~that describes the regulatory impact of the rule in readable language;~~
- (ix) The District’s website where the statement of estimated regulatory costs can be viewed, in its entirety, if one has been prepared;
- (x) A statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice;
- (xi) A statement as to whether, based on the SERC or other information expressly relied upon and described by the District if no statement of regulatory costs is required, the proposed rule is expected to require legislative ratification pursuant to Section 120.541(3) of the Florida Statutes;
- (x) The date, time, and location of the public hearing on the proposed rule;
- (xi) The name, address, and telephone number of the District contact person who can provide information about the public hearing; and
- (xii) A reference to both the date on which and the place where the Notice of Rule Development required by Section 4 of this Rule appeared, except when the intended action is the repeal of a rule.

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(b) The Notice of Rulemaking shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days after the Notice of Rule Development required by Section 4 of this Rule, and at least twenty-eight (28) days prior to the intended action. If the Notice of Rulemaking is not published within one-hundred eighty (180) days of the publication of the Notice of Rule Development, then the District’s Board shall approve a concise statement at least seven (7) days prior to the conclusion of the one-hundred eighty (180) day timeframe identifying the reason for the delay, which may be supplemented quarterly until the District has adopted the proposed rule.

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(c) The Notice of Rulemaking shall be mailed or delivered electronically to all persons named in the proposed rule and to all persons who, at least fourteen (14) days before publication of the notice, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice of the District’s rulemaking proceedings. Such persons must furnish a mailing address or e-

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- Deleted:** by mail
- Deleted:** District
- Deleted:** to adopt, amend, or repeal a rule.

mail address, and may be required to pay the cost of copying and mailing as applicable.

(d) As of the date of publication of the Notice of Rulemaking, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the proposed rule, including all material proposed to be incorporated by reference.

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(6) Modification of Rules.

(a) Technical Changes.

(i) Prior to rule adoption, the District shall publish a notice of correction (“Notice of Correction”) if any of the information that is required to be included in the Notice of Rulemaking, including technical changes that correct citations or grammatical, typographical or similar errors that do not otherwise affect the substance of the rule, is omitted or is incorrect. A Notice of Correction cannot be used to make substantive changes to the rule text. The Notice of Correction shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days prior to the intended action.

(ii) After rule adoption, a technical change to a rule may be approved at any time by the District. Promptly thereafter, a Notice of Correction shall be published by the District in the manner set forth in Section 6(a)(i) of this Rule.

(b) Substantive Changes.

(i) Prior to rule adoption, the District shall publish a notice of change (“Notice of Change”) if there is any substantive change, other than a technical change that corrects citations or grammatical, typographical or similar errors that do not otherwise affect the substance of the rule, to a proposed rule, including any material incorporated by reference, or to a SERC. The Notice of Change must address a summary of the change and shall be published in a newspaper of general circulation within the county or counties in which the District is located at least twenty-one (21) days prior to the intended action. The Notice of Change shall also be sent to those persons set forth in Section 5(C) of this Rule that have made requests of the District for advance notice of its rulemaking proceedings. Any substantive change must be either be:

1. Supported by the record of the public hearing held on the proposed rule;

- \_\_\_\_\_ 2. In response to written materials submitted to the District; or
- \_\_\_\_\_ 3. In response to an objection with the proposed rule by the District Board.

\_\_\_\_\_ (ii) After rule adoption, a substantive change to a rule shall be effectuated by initiating rulemaking as set forth in this Rule.

(7) Withdrawal of Proposed Rules.

\_\_\_\_\_ (a) Prior to the adoption of a rule, the District may elect to withdraw the proposed rule in whole or in part. After a rule has become effective, the District may only amend or repeal the rule through initiating the rulemaking procedures set forth in this Rule.

\_\_\_\_\_ (b) Prior to the adoption of a rule, the District shall withdraw the proposed rule if the District has either failed to adopt such rule within one-hundred eighty (180) days of the publication of the Notice of Rule Development required by Section 4 of this Rule or to approve a concise statement at least seven (7) days prior to the conclusion of the one-hundred eighty (180) day timeframe identifying the reason for the delay, which may be supplemented quarterly until the District has adopted the proposed rule.

\_\_\_\_\_ (c) In the event of a withdrawal of a proposed rule, the District shall publish a notice (“**Notice of Rule Withdrawal**”) in a newspaper of general circulation within the county or counties in which the District is located, and shall provide notice to those persons set forth in Section 5(c) of this Rule that have made requests of the District for advance notice of its rulemaking proceedings.

\_\_\_\_\_ (d) Within fifteen (15) days after the end of each calendar quarter, the District shall compile and post on its website a list of each failure to publish a Notice of Rulemaking within the timeframe prescribed by Section 5(b) of this Rule, which list shall include the information set forth in Section 120.54(3)(d)(7) of the Florida Statutes. The District is only required to provide such posting in any calendar quarter(s) in which there is an actual failure to timely publish a Notice of Rulemaking, if any.

(8) Rule Development Workshops.

(a) Whenever requested in writing by any affected person, the District must conduct a rule development workshop prior to proposing rules for adoption for the purposes of rule development or information gathering for the preparation of the SERC, unless the Chairperson explains in writing why a workshop is unnecessary. The District may initiate a rule development workshop, but is not required to do so.

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(b) If a workshop is held, the District must ensure that the person(s) responsible for preparing the rule and the SERC, if applicable, are available to explain the District's proposed rule and to respond to questions or comments regarding the rule being developed.

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(c) The notice of any workshop shall be published in a newspaper of general circulation within the county or counties in which the District is located at least fourteen (14) days prior to the workshop setting forth the following:

(i) The place, date, and time of the workshop;

(ii) The subject area that will be addressed; and

(iii) The District Manager's contact information.

(9) Petitions to Initiate Rulemaking.

(a) All Petitions to Initiate Rulemaking **Proceedings** must contain the name, address, and telephone number of the petitioner, the specific action requested, the specific reason for adoption, amendment, or repeal, the date submitted, the text of the proposed rule, and the facts showing that the petitioner is regulated by the District or has a substantial interest in the rulemaking. District staff shall forward a copy of the petition to the District's Board within seven (7) days of its receipt.

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(b) If the petition is directed to an adopted rule, within thirty (30) days following the date of filing a petition, the District shall either i) initiate rulemaking proceedings, ii) otherwise comply with the requested action, or iii) deny the petition with a written statement of its reasons for the denial.

**Deleted:** Not later than sixty (60) calendar days following the date of filing a petition, the Board shall initiate rulemaking proceedings or deny the petition with a written statement of its reasons for the denial. If the petition is directed to an existing policy that the District has not formally adopted as a rule, the District may, in its discretion, notice and hold a public hearing on the petition to consider the comments of the public directed to the policy, its scope and application, and to consider whether the public interest is served adequately by the application of the policy on a case-by-case basis, as contrasted with its formal adoption as a rule. However, this section shall not be construed as requiring the District to adopt a rule to replace a policy.

(c) If the petition is directed to an unadopted rule, within thirty (30) days following the date of filing a petition, the District shall either i) initiate rulemaking, or ii) set a public hearing to consider whether the public interest is served adequately by the application of the proposed rule on a case-by-case basis, as contrasted with its formal adoption as a rule.

**Deleted:** ~~Rulemaking Materials.~~ After the publication of the notice referenced in section (3) of this Rule, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the following materials:

(i) If the District elects to hold a public hearing, notice of the public hearing ("Notice of Rulemaking Petition Public Hearing") shall be published in a newspaper of general circulation within the county or counties in which the District is located. The public hearing shall be held by the District within thirty (30) days after publication of the Notice of Rulemaking Petition Public Hearing.

(a) → The text of the proposed rule, or any amendment or repeal of any existing rules;

(ii) Not later than thirty (30) days following the date of the public hearing held pursuant to Section 9(c)(i) of this Rule, the District

A detailed written statement of the facts and circumstances justifying the  
→ proposed rule;

shall either i) initiate rulemaking proceedings, ii) otherwise comply with the requested action, or iii) deny the petition with a written statement of its reasons for the denial.

1. If the District decides to initiate rulemaking it shall proceed with the rulemaking process as set forth in this Rule.

2. If the District decides to not initiate rulemaking or otherwise comply with the requested action, the District shall publish a statement of its reasons for not initiating rulemaking or otherwise complying with the requested action and of any changes it will make in the scope or application of the unadopted rule (the “**Notice of Denial of Rulemaking Petition**”). The Notice of Denial of Rulemaking Petition shall be published in a newspaper of general circulation within the county or counties in which the District is located.

(d) Nothing in this Rule shall be construed as requiring the District to adopt, amend, or repeal a rule as initiated by petition.

(10) Public Hearing.

(a) The District may, or, upon the written request of any affected person received within twenty-one (21) days after the date of publication of the **Notice of Rulemaking**, shall, provide a public hearing for the presentation of evidence, argument, and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay, or disruption of the proceedings. When a public hearing is held, the District shall ensure that staff is available to explain the proposed rule and to respond to questions or comments regarding the proposed rule. Written statements may be submitted by any person prior to or at the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.

(b) The District shall publish notice of the public hearing (“**Notice of Public Hearing**”) in a newspaper of general circulation within the county or counties in which the District is located, either in the text of the Notice of Rulemaking or in a separate publication at least seven (7) days before the scheduled public hearing. The Notice of Public Hearing shall include the following information:

(i) The date, time, and location of the public hearing; and

(ii) The name, address, and telephone number of the District contact person who can provide information about the public hearing.

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**Deleted:** → A copy of the statement of estimated regulatory costs if required by Section 120.541 of the Florida Statutes; and ¶

¶ (d) - The published notice. ¶

¶ (7) - Hearing.

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**Deleted:** The District shall publish notice of the public hearing in a newspaper of general circulation within the District either in the text of the notice described in section (3) of this Rule or in a separate publication at least seven (7) days before the scheduled public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing....

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(11) Emergency Rule Adoption.

(a) The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety, or welfare exists which requires immediate action, or if the Legislature authorizes the District to adopt emergency rules. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District.

**Deleted:** Prior to the adoption of an emergency rule, the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of emergency rules shall be published as soon as possible in a newspaper of general circulation in the District.

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(b) At the time or prior to the adoption of an emergency rule, the District shall post on its website a notice regarding its adoption of the emergency rule (the "Notice of Emergency Rule") which includes the specific facts and reasons for finding an immediate danger to the public health, safety, or welfare and its reasons for concluding that procedure used is fair under the circumstances. The Notice of Emergency Rule shall thereafter be promptly published in a newspaper of general circulation within the county or counties in which the District is located, and shall include the following information:

(i) The full text of the rule(s); and

(ii) The District's findings of immediate danger, necessity, and procedural fairness or a citation to the grant of emergency rulemaking authority.

(c) An emergency rule shall be effective immediately upon adoption by the District, or on a date less than twenty (20) days thereafter if specified in the emergency rule if the District finds that a later effective date is necessary because of immediate danger to the public health, safety, or welfare. An emergency rule may not be effective for a period of more than ninety (90) days after adoption and may not be renewable, unless the District has initiated rulemaking to adopt rules addressing the subject of the emergency rule and either i) a challenge to the proposed rules has been filed and remains pending or ii) the proposed rules are awaiting ratification by the Legislature, if applicable. Nothing in this paragraph prohibits the District from adopting a rule identical to the emergency rule through the non-emergency rulemaking procedures set forth in this Rule.

(i) If an emergency rule is being renewed in accordance with Section 11(d) of this Rule, notice of the renewal of the emergency rule (the "Notice of Renewal of Emergency Rule") shall be published before the expiration of the existing emergency rule. The Notice of Renewal of Emergency Rule shall be published in a newspaper of general circulation within the county or counties in which the

District is located and shall include the specific facts and reasons for such renewal.

(ii) For emergency rules with an effective period of longer than ninety (90) days which are intended to replace an existing rule, the Rulemaking Record for the existing rule, as required by Section 13 of this Rule, shall specifically identify the emergency rule that is intended to supersede the existing rule as well as the date that the emergency rule was adopted by the District.

(d) The District may supersede an emergency rule in effect through the adoption of another emergency rule before the superseded rule expires. The District shall post on its website and publish a Notice of Emergency Rule, in accordance with Section 11(b) of this Rule, identifying the reason for adopting the superseding rule. The superseding rule shall not be in effect longer than the duration of the effective period of the superseded rule.

(e) The District may make technical changes to an emergency rule within the first seven (7) days after the rule is adopted, and such changes shall be published in a Notice of Correction as set forth in Section 6(a) of this Rule.

(f) The District may repeal an emergency rule before it expires by publishing a notice (“**Notice of Repeal of Emergency Rule**”) in a newspaper of general circulation within the county or counties in which the District is located. The Notice of Repeal of Emergency Rule shall include the following information:

(i) The full text of the emergency rule and a summary thereof;

(ii) The rule number; and

(iii) A short and plain explanation as to why the conditions specified in the Notice of Emergency Rule no longer require the emergency rule.

(12) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54(2)(d) of the Florida Statutes, except that any notices required under Section 120.54(2)(d) of the Florida Statutes, may be published in a newspaper of general circulation within the county or counties in which the District is located.

(13) Rulemaking Record. In all rulemaking proceedings, the District shall compile and maintain a rulemaking record (“**Rulemaking Record**”) which shall be on file with the District at least twenty-one (21) days prior to the proposed adoption date of the rule. The Rulemaking Record shall include, as applicable:

(a) A copy of the rule;

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(b) Any material incorporated by reference in the rule;

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(c) A detailed written statement of the facts and circumstances justifying the proposed rule;

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(d) Any SERC for the rule, if required by Section 120.54(3)(b)1. of the Florida Statutes or otherwise prepared, and any information created or used by the District in determining whether a SERC is required;

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(e) A statement of the extent to which the proposed rule relates to federal standards on rules on the same subject;

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→ (d)

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(f) The Notice of Rule Development, Notice of Rulemaking, and notice(s) of any workshops held pursuant to Section 8 of this Rule; and

Deleted: → (e) → All written comments received by the District and responses to those written comments; and ¶

¶

→ (f) → All notices

(g) If an emergency rule is intended to supersede an existing rule, the emergency rule number and the date that the emergency rule was adopted by the District.

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(14) Petitions to Challenge Rules.

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(a) Any person substantially affected by a proposed or existing rule may seek an administrative determination of the invalidity of the rule on the ground that the rule is an invalid exercise of the District's authority.

(i) A petition alleging the invalidity of a proposed rule shall be filed within twenty-one (21) days after the date of publication of Notice of Rulemaking, within ten (10) days after the final public hearing is held on the proposed rule; within twenty (20) days after the SERC or revised SERC has been prepared and made available as provided in Section 120.541(1)(d) of the Florida Statutes, if applicable; or within twenty (20) days after the date of publication of the Notice of Rule Withdrawal required by Section 7(c) of this Rule.

(ii) A petition alleging the invalidity of an existing rule may be filed at any time during which the rule is in effect.

(b) The petition seeking an administrative determination must state with particularity the provisions alleged to be invalid with sufficient explanation of the facts or grounds for the alleged invalidity and facts sufficient to show that the person challenging a proposed or existing rule is substantially affected by it. A person who is not substantially affected by the proposed rule as initially noticed, but who is substantially affected by the rule as a result of a change, may challenge any provision of the resulting proposed rule.

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(c) The petition shall be filed with the District. Within ten (10) days after receiving the petition, or seven (7) days if the challenge relates to an emergency rule, the Chairperson shall, if the petition complies with the requirements of subsection (b) of this section, designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer who shall conduct a hearing within thirty (30) days thereafter, or fourteen (14) days if the challenge relates to an emergency rule, unless the petition is withdrawn or a continuance is granted by agreement of the parties. The failure of the District to follow the applicable rulemaking procedures or requirements in this Rule shall be presumed to be material; however, the District may rebut this presumption by showing that the substantial interests of the petitioner and the fairness of the proceedings have not been impaired.

(d) At the hearing, the petitioner and the District shall be adverse parties. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.

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**Deleted:** (d) → Within 30 days after the hearing, the hearing officer shall render a decision and state the reasons therefor in writing. ¶

(e) Hearings held under this section shall be de novo in nature. For proposed rules, the petitioner has the burden to prove by a preponderance of the evidence that it would be substantially affected by the proposed rule, and the District has the burden to prove by a preponderance of the evidence that the proposed rule is not an invalid exercise of delegated legislative authority as to the objections raised. For existing rules, the petitioner has a burden of proving by a preponderance of the evidence that the existing rule is an invalid exercise of District authority as to the objections raised. During the hearing, the hearing officer may:

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- (i) Administer oaths and affirmations;
- (ii) Rule upon offers of proof and receive relevant evidence;
- (iii) Regulate the course of the hearing, including any pre-hearing matters;
- (iv) Enter orders; and
- (v) Make or receive offers of settlement, stipulation, and adjustment.

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(f) Within thirty (30) days after the hearing, or fourteen (14) days of the challenge relate to an emergency rule, the hearing officer shall render a decision and state the reasons therefor in writing. The hearing officer's order shall be considered final agency action. The hearing officer may declare all or part of a proposed or existing rule invalid. For a proposed rule, the proposed rule or provision thereof declared invalid shall not be adopted unless the decision of the hearing officer is reversed on appeal. In

**Deleted:** (f) → The petitioner and the District shall be adverse parties. ...

the event part of a proposed rule is declared invalid, the District may, in its sole discretion, withdraw the proposed rule in its entirety. For an existing rule, the rule or part thereof declared invalid shall become void when the time for filing an appeal expires. In the event that a proposed or existing rule has been declared invalid in whole or part, the District shall promptly publish notice of such occurrence published in a newspaper of general circulation within the county or counties in which the District is located.

(15) **Variations and Waivers.** A “**variance**” means a decision by the District to grant a modification to all or part of the literal requirements of a rule to a person who is subject to the rule. A “**waiver**” means a decision by the District not to apply all or part of a rule to a person who is subject to the rule. Variations and waivers from District rules may be granted subject to the following:

(a) Variations and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person, and when application of the rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, “**substantial hardship**” means a demonstrated economic, technological, legal, or other type of hardship to the person requesting the variance or waiver. For purposes of this section, “**principles of fairness**” are violated when the literal application of a rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.

(b) A person who is subject to regulation by a District rule may file a petition with the District, requesting a variance or waiver from the District’s rule. Each petition shall specify:

- (i) The rule from which a variance or waiver is requested;
- (ii) The type of action requested;
- (iii) The specific facts that would justify a waiver or variance for the petitioner; and
- (iv) The reason why the variance or the waiver requested would serve the purposes of the underlying statute.

(c) The District shall review the petition and may request only that information needed to clarify the petition or to answer new questions raised by or directly related to the petition. If the petitioner asserts that any request for additional information is not authorized by law or by rule of the District, the District shall proceed, at the petitioner’s written request, to process the petition.

**Moved up [5]:** Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.

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- (d) The Board shall grant or deny a petition for variance or waiver and shall announce such disposition at a publicly held meeting of the Board, within ninety (90) days after receipt of the original petition, the last item of timely requested additional material, or the petitioner's written request to finish processing the petition. The District's statement granting or denying the petition shall contain a statement of the relevant facts and reasons supporting the District's action. The District shall maintain a record of the type and disposition of each petition filed.

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(16) Review of Adopted Rules.

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- (a) By January 1, 2026, District staff shall prepare a report that summarizes the District's existing rules anticipated to be reviewed during the current fiscal year, if any, and the recommended action on each rule (the "Existing Rule Review Report"). The Existing Rule Review Report shall be presented to the District's Board at a noticed Board meeting as soon as practicable after preparation by District staff. District staff shall continue to annually prepare an updated Existing Rule Review Report by January 1 of each year until all District rules have been reviewed. The District is not bound to review its existing rules in accordance with the schedule set forth in an Existing Rule Review Report, but is required to complete the review of at least twenty (20%) percent of its existing rules per year until all existing rules have been reviewed in accordance with this Section. In any event, all existing rules of the District shall be reviewed by July 1, 2030.
- (b) Any new rule adopted after July 1, 2025, must be reviewed in the fifth year following adoption. Such review must be completed before the day that marks the sixth year since the adoption of the rule.
- (c) In conducting its rule review process, the District shall determine whether each rule:
- (i) Is a valid exercise of delegated legislative authority;
  - (ii) Has current statutory authority;
  - (iii) Reiterates or paraphrases statutory material;
  - (iv) Is in proper form;
  - (v) Is consistent with expressed legislative intent pertaining to the specific provisions of law which the rule implements;
  - (vi) Requires a technical or substantive update to reflect current use; and

- (vii) Requires updated references to statutory citations and incorporated materials.
- (d) By April 1 of each year in which a rule review is being undertaken, the District shall adopt a resolution evidencing the completion of rule review and authorizing one of the following actions relative to its rule review (the “Rule Review Resolution”):
- (i) If the District determines that no change is necessary, the District Rule Review Resolution shall include the following information:
1. A copy of the reviewed rule;
  2. A written statement of its intended action; and
  3. Its assessment of factors specified in Section 16(c) of this Rule.
- (ii) If the District determines that one or more technical changes are necessary, the District Rule Review Resolution shall include the following information:
1. A copy of the reviewed rule and the recommended technical change or changes coded by underlining new text and striking through deleted text;
  2. A written statement of its intended action;
  3. Its assessment of the factors specified in Section 16(c) of this Rule; and
  4. The facts and circumstances justifying the technical change or changes to the reviewed rule.
- (iii) If the District determines that the rule requires a substantive change, the District shall promptly initiate rulemaking in accordance with this Rule to make all changes, including any technical changes, and the District Rule Review Resolution shall include the following information:
1. A copy of the reviewed rule;
  2. The recommended change or changes coded by underlining new text and striking through deleted text;
  3. A written statement of its intended action; and

4. Its assessment of factors specified in Section 16(c) of this Rule.

(iv) If the District determines that the rule should be repealed, the District shall promptly initiate the repeal the rule in accordance with this Rule, and the District Rule Review Resolution shall include the following information:

1. A written statement of its intended action; and

2. Its assessment of factors specified in subsection 16(c) of this Rule.

(e) The rule review is completed upon the District's adoption of the Rule Review Resolution and, if there is a substantive change or repeal of a rule approved the Board, the timely commencement of the rulemaking or rule repeal process set forth in this Rule. Promptly after completion of the rule review, the District shall publish a notice of the completed rule review ("Notice of Completed Rule Review") in a newspaper of general circulation within the county or counties in which the District is located. The Notice of Completed Rule Review shall identify the action taken by the District with respect to the reviewed rule.

(17) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be subject to rulemaking proceedings. ▼

Specific Authority: §§ 190.011(5), 190.011(15), 190.035, Fla. Stat.

Law Implemented: §§ [120.54](#), [120.542](#), [120.5435](#), [120.56](#), [120.81\(2\)](#), 190.011(5), 190.035(2), Fla. Stat.

**Deleted:** Policies adopted by the District which do not consist of rates, fees, rentals or other charges may be, but are not required to be, implemented through rulemaking proceedings. ...

**Rule 3.0 Competitive Purchase.**

- (1) Purpose and Scope. In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017 of the Florida Statutes, the following provisions shall apply to the purchase of Professional Services, insurance, construction contracts, design-build services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Board Authorization. Except in cases of an Emergency Purchase, a competitive purchase governed by these Rules shall only be undertaken after authorization by the Board.
- (3) Definitions.
  - (a) **“Competitive Solicitation”** means a formal, advertised procurement process, other than an Invitation to Bid, Request for Proposals, or Invitation to Negotiate, approved by the Board to purchase commodities and/or services which affords vendors fair treatment in the competition for award of a District purchase contract.
  - (b) **“Continuing Contract”** means a contract for Professional Services entered into in accordance with Section 287.055 of the Florida Statutes, between the District and a firm, whereby the firm provides Professional Services to the District for projects in which the costs do not exceed two million dollars (\$2,000,000), for a study activity when the fee for such Professional Services to the District does not exceed two hundred thousand dollars (\$200,000), or for work of a specified nature as outlined in the contract with the District, with no time limitation except that the contract must provide a termination clause (for example, a contract for general District engineering services). Firms providing Professional Services under Continuing Contracts shall not be required to bid against one another.
  - (c) **“Contractual Service”** means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors. Contractual Services do not include auditing services, Maintenance Services, or Professional Services as defined in Section 287.055(2)(a) of the Florida Statutes, and these Rules. Contractual Services also do not include any contract for the furnishing of labor or materials for the construction, renovation, repair, modification, or demolition of any facility, building, portion of building, utility, park, parking lot, or structure or other improvement to real property entered into pursuant to Chapter 255 of the Florida Statutes, and Rules 3.5 or 3.6.
  - (d) **“Design-Build Contract”** means a single contract with a Design-Build Firm for the design and construction of a public construction project.

- (e) **“Design-Build Firm”** means a partnership, corporation or other legal entity that:
- (i) Is certified under Section 489.119 of the Florida Statutes, to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or
  - (ii) Is certified under Section 471.023 of the Florida Statutes, to practice or to offer to practice engineering; certified under Section 481.219 of the Florida Statutes, to practice or to offer to practice architecture; or certified under Section 481.319 of the Florida Statutes, to practice or to offer to practice landscape architecture.
- (f) **“Design Criteria Package”** means concise, performance-oriented drawings or specifications for a public construction project. The purpose of the Design Criteria Package is to furnish sufficient information to permit Design-Build Firms to prepare a bid or a response to the District’s Request for Proposals, or to permit the District to enter into a negotiated Design-Build Contract. The Design Criteria Package must specify performance-based criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project. Design Criteria Packages shall require firms to submit information regarding the qualifications, availability, and past work of the firms, including the partners and members thereof.
- (g) **“Design Criteria Professional”** means a firm who holds a current certificate of registration under Chapter 481 of the Florida Statutes, to practice architecture or landscape architecture, or a firm who holds a current certificate as a registered engineer under Chapter 471 of the Florida Statutes, to practice engineering, and who is employed by or under contract to the District to provide professional architect services, landscape architect services, or engineering services in connection with the preparation of the Design Criteria Package.
- (h) **“Emergency Purchase”** means a purchase necessitated by a sudden unexpected turn of events (for example, acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds that the delay incident to competitive purchase would be detrimental to the interests of the District. This includes, but is not limited to, instances where

the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety, or welfare.

- (i) **“Invitation to Bid”** is a written solicitation for sealed bids with the title, date, and hour of the public bid opening designated specifically and defining the commodity or service involved. It includes printed instructions prescribing conditions for bidding, qualification, evaluation criteria, and provides for a manual signature of an authorized representative. It may include one or more bid alternates.
- (j) **“Invitation to Negotiate”** means a written solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or services.
- (k) **“Negotiate”** means to conduct legitimate, arm’s length discussions and conferences to reach an agreement on a term or price.
- (l) **“Professional Services”** means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of Florida, or those services performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper, in connection with the firm’s or individual’s professional employment or practice.
- (m) **“Proposal (or Reply or Response) Most Advantageous to the District”** means, as determined in the sole discretion of the Board, the proposal, reply, or response that is:
  - (i) Submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements, who has the integrity and reliability to assure good faith performance;
  - (ii) The most responsive to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation as determined by the Board; and
  - (iii) For a cost to the District deemed by the Board to be reasonable.
- (n) **“Purchase”** means acquisition by sale, rent, lease, lease/purchase, or installment sale. It does not include transfer, sale, or exchange of goods, supplies, or materials between the District and any federal, state, regional or local governmental entity or political subdivision of the State of Florida.
- (o) **“Request for Proposals”** or **“RFP”** is a written solicitation for sealed proposals with the title, date, and hour of the public opening designated and

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requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, qualifications, proposal instructions, work detail analysis, and evaluation criteria as necessary.

- (p) **“Responsive and Responsible Bidder”** means an entity or individual that has submitted a bid that conforms in all material respects to the Invitation to Bid and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. **“Responsive and Responsible Vendor”** means an entity or individual that has submitted a proposal, reply, or response that conforms in all material respects to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an entity or individual is a Responsive and Responsible Bidder (or Vendor), the District may consider, in addition to factors described in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the following:
- (i) The ability and adequacy of the professional personnel employed by the entity/individual;
  - (ii) The past performance of the entity/individual for the District and in other professional employment;
  - (iii) The willingness of the entity/individual to meet time and budget requirements;
  - (iv) The geographic location of the entity’s/individual’s headquarters or office in relation to the project;
  - (v) The recent, current, and projected workloads of the entity/individual;
  - (vi) The volume of work previously awarded to the entity/individual;
  - (vii) Whether the cost components of the bid or proposal are appropriately balanced; and
  - (viii) Whether the entity/individual is a certified minority business enterprise.
- (q) **“Responsive Bid,” “Responsive Proposal,” “Responsive Reply,”** and **“Responsive Response”** all mean a bid, proposal, reply, or response which conforms in all material respects to the specifications and conditions in the

Invitation to Bid, Request for Proposals, Invitations to Negotiate, or Competitive Solicitation document and these Rules, and the cost components of which, if any, are appropriately balanced. A bid, proposal, reply or response is not responsive if the person or firm submitting it fails to meet any material requirement relating to the qualifications, financial stability, or licensing of the bidder.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.  
**Law Implemented:** §§ 190.033, 255.20, 287.055, Fla. Stat.

**Rule 3.1 Procedure Under the Consultants' Competitive Negotiations Act.**

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- (1) Scope. The following procedures are adopted for the selection of firms or individuals to provide Professional Services exceeding the thresholds herein described, for the negotiation of such contracts, and to provide for protest of actions of the Board under this Rule. As used in this Rule, “**Project**” means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FIVE, or for a planning study activity when the fee for Professional Services is estimated by the District to exceed the threshold amount provided in Section 287.017 for CATEGORY TWO, as such categories may be amended or adjusted from time to time.
- (2) Qualifying Procedures. In order to be eligible to provide Professional Services to the District, a consultant must, at the time of receipt of the firm’s qualification submittal:
  - (a) Hold all required applicable state professional licenses in good standing;
  - (b) Hold all required applicable federal licenses in good standing, if any;
  - (c) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the consultant is a corporation; and
  - (d) Meet any qualification requirements set forth in the District’s Request for Qualifications.

Evidence of compliance with this Rule may be submitted with the qualifications, if requested by the District. In addition, evidence of compliance must be submitted any time requested by the District.

- (3) Public Announcement. Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when Professional Services are required for a Project or a Continuing Contract by publishing a notice providing a general description of the Project, or the nature of the Continuing Contract, and the method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation within the county or counties in which the District is located and in such other places as the District deems appropriate. The notice must allow at least fourteen (14) days for submittal of qualifications from the date of publication. The District may maintain lists of consultants interested in receiving such notices. These consultants are encouraged to submit annually statements of qualifications and performance data. The District shall make reasonable efforts to provide copies of any notices to such consultants, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process. The Board has

the right to reject any and all qualifications, and such reservation shall be included in the published notice. Consultants not receiving a contract award shall not be entitled to recover from the District any costs of qualification package preparation or submittal.

(4) Competitive Selection.

- (a) The Board shall review and evaluate the data submitted in response to the notice described in section (3) of this Rule regarding qualifications and performance ability, as well as any statements of qualifications on file. The Board shall conduct discussions with, and may require public presentation by consultants regarding their qualifications, approach to the Project, and ability to furnish the required services. The Board shall then select and list the consultants, in order of preference, deemed to be the most highly capable and qualified to perform the required Professional Services, after considering these and other appropriate criteria:
  - (i) The ability and adequacy of the professional personnel employed by each consultant;
  - (ii) Whether a consultant is a certified minority business enterprise;
  - (iii) Each consultant's past performance;
  - (iv) The willingness of each consultant to meet time and budget requirements;
  - (v) The geographic location of each consultant's headquarters, office and personnel in relation to the project;
  - (vi) The recent, current, and projected workloads of each consultant; and
  - (vii) The volume of work previously awarded to each consultant by the District.
- (b) Nothing in these Rules shall prevent the District from evaluating and eventually selecting a consultant if less than three (3) Responsive qualification packages, including packages indicating a desire not to provide Professional Services on a given Project, are received.
- (c) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

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(d) Notice of the rankings adopted by the Board, including the rejection of some or all qualification packages, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Request for Qualifications. The notice shall include the following statement: Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules, or wording to that effect. Protests of the District's ranking decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

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(5) Competitive Negotiation.

(a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as most qualified to perform the required Professional Services at a rate or amount of compensation which the Board determines is fair, competitive, and reasonable.

(b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that "wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting." In addition, any professional service contract under which such a certificate is required, shall contain a provision that "the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs."

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(c) Should the District be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached, those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.

(d) Should the District be unable to negotiate a satisfactory agreement with one of the top three (3) ranked consultants, additional firms shall be selected by the District, in order of their competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

- (6) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (7) Continuing Contract. Nothing in this Rule shall prohibit a Continuing Contract between a consultant and the District.
- (8) Emergency Purchase. The District may make an Emergency Purchase without complying with these Rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 119.0701, 190.011(3), 190.033, 287.055, Fla. Stat.

**Rule 3.2 Procedure Regarding Auditor Selection.**

In order to comply with the requirements of Section 218.391 of the Florida Statutes, the following procedures are outlined for selection of firms or individuals to provide Auditing Services and for the negotiation of such contracts. “Auditing Services” means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy. For audits required under Chapter 190 of the Florida Statutes but not meeting the thresholds of Chapter 218 of the Florida Statutes, the District need not follow these procedures but may proceed with the selection of a firm or individual to provide Auditing Services and for the negotiation of such contracts in the manner the Board determines is in the best interests of the District.

(1) Establishment of Auditor Selection Committee. Prior to a public announcement under section (3) of this Rule that Auditing Services are required, the Board shall establish an auditor selection committee (“Committee”), the primary purpose of which is to assist the Board in selecting an auditor to conduct the annual financial audit required by Section 218.39 of the Florida Statutes. The Committee shall include at least three individuals, at least one of which must also be a member of the Board. The establishment and selection of the Committee must be conducted at a publicly noticed and held meeting of the Board. The Chairperson of the Committee must be a member of the Board. An employee, a chief executive officer, or a chief financial officer of the District may not serve as a member of the Committee; provided however such individual may serve the Committee in an advisory capacity.

(2) Establishment of Minimum Qualifications and Evaluation Criteria. Prior to a public announcement under section (3) of this Rule that Auditing Services are required, the Committee shall meet at a publicly noticed meeting to establish minimum qualifications and factors to use for the evaluation of Auditing Services to be provided by a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.

- (a) Minimum Qualifications. In order to be eligible to submit a proposal, a firm must, at all relevant times including the time of receipt of the proposal by the District:
- (i) Hold all required applicable state professional licenses in good standing;
  - (ii) Hold all required applicable federal licenses in good standing, if any;

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→ (a) → "Auditing Services" means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.

→ (b) → "Committee" means the auditor selection committee appointed by the Board as described in section (2) of this Rule.

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- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation; and
- (iv) Meet any pre-qualification requirements established by the Committee and set forth in the RFP or other specifications.

If requested in the RFP or other specifications, evidence of compliance with the minimum qualifications as established by the Committee must be submitted with the proposal.

- (b) Evaluation Criteria. The factors established for the evaluation of Auditing Services by the Committee shall include, but are not limited to:
  - (i) Ability of personnel;
  - (ii) Experience;
  - (iii) Ability to furnish the required services; and
  - (iv) Such other factors as may be determined by the Committee to be applicable to its particular requirements.

The Committee may also choose to consider compensation as a factor. If the Committee establishes compensation as one of the factors, compensation shall not be the sole or predominant factor used to evaluate proposals.

(3) Public Announcement. After identifying the factors to be used in evaluating the proposals for Auditing Services as set forth in section (2) of this Rule, the Committee shall publicly announce the opportunity to provide Auditing Services. Such public announcement shall include a brief description of the audit and how interested firms can apply for consideration and obtain the RFP. The notice shall appear in at least one (1) newspaper of general circulation within the county or counties in which the District is located. The public announcement shall allow for at least seven (7) days for the submission of proposals.

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(4) Request for Proposals. The Committee shall provide interested firms with a Request for Proposals (“RFP”). The RFP shall provide information on how proposals are to be evaluated and such other information the Committee determines is necessary for the firm to prepare a proposal. The RFP shall state the time and place for submitting proposals, which may be submitted either electronically or via hard copy as determined by the District and provided for in the RFP. For the avoidance of doubt, the Proposals shall not be required to be publicly opened at the date, time, and place provided for in the RFP relative to the submission of Proposals.

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(5) Committee's Evaluation of Proposals and Recommendation. The Committee shall meet at a publicly held meeting that is publicly noticed for a reasonable time in advance of the meeting to evaluate all qualified proposals and may, as part of the evaluation, require that each interested firm provide a public presentation where the Committee may conduct discussions with the firm, and where the firm may present information, regarding the firm's qualifications. At the public meeting, the Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to subsection (2)(b) of this Rule. If fewer than three firms respond to the RFP or if no firms respond to the RFP, the Committee shall recommend such firm as it deems to be the most highly qualified. Notwithstanding the foregoing, the Committee may recommend that any and all proposals be rejected.

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(6) Board Selection of Auditor.

- (a) Where compensation was not selected as a factor used in evaluating the proposals, the Board shall negotiate with the firm ranked first and inquire of that firm as to the basis of compensation. If the Board is unable to negotiate a satisfactory agreement with the first ranked firm at a price deemed by the Board to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the Board shall immediately begin negotiations with the second ranked firm. If a satisfactory agreement with the second ranked firm cannot be reached, those negotiations shall be terminated and negotiations with the third ranked firm shall be undertaken. The Board may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. If the Board is unable to negotiate a satisfactory agreement with any of the selected firms, the Committee shall recommend additional firms in order of the firms' respective competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.
- (b) Where compensation was selected as a factor used in evaluating the proposals, the Board shall select the highest-ranked qualified firm or document in its public records the reason for not selecting the highest-ranked qualified firm.
- (c) In negotiations with firms under this Rule, the Board may allow the District Manager, District Counsel, or other designee to conduct negotiations on its behalf.
- (d) Notwithstanding the foregoing, the Board may reject any or all proposals. The Board shall not consider any proposal, or enter into any contract for Auditing Services, unless the proposed agreed-upon compensation is

reasonable to satisfy the requirements of Section 218.39 of the Florida Statutes, and the needs of the District.

(7) Contract. Any agreement reached under this Rule shall be evidenced by a written contract, which may take the form of an engagement letter signed and executed by both parties. The written contract shall include all provisions and conditions of the procurement of such services and shall include, at a minimum, the following:

- (a) A provision specifying the services to be provided and fees or other compensation for such services;
- (b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract;
- (c) A provision setting forth deadlines for the auditor to submit a preliminary draft audit report to the District for review and to submit a final audit report no later than June 30 of the fiscal year that follows the fiscal year for which the audit is being conducted;
- (d) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed. The maximum contract period including renewals shall be five (5) years. A renewal may be done without the use of the auditor selection procedures provided in this Rule but must be in writing.
- (e) Provisions required by law that require the auditor to comply with public records laws.

(8) Notice of Award. Once a negotiated agreement with a firm or individual is reached, or the Board authorizes the execution of an agreement with a firm where compensation was a factor in the evaluation of proposals, notice of the intent to award, including the rejection of some or all proposals, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the RFP. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests regarding the award of contracts under this Rule shall be as provided for in Rule 3.11. No proposer shall be entitled to recover any costs of proposal preparation or submittal from the District.

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Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.  
Law Implemented: §§ 119.0701, 218.33, 218.391, Fla. Stat.

**Rule 3.3 Purchase of Insurance.**

(1) Scope. The purchases of life, health, accident, hospitalization, legal expense, or annuity insurance, or all of any kinds of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by this Rule. This Rule does not apply to the purchase of any other type of insurance by the District, including but not limited to liability insurance, property insurance, and directors and officers insurance. Nothing in this Rule shall require the District to purchase insurance.

(2) Procedure. For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:

(a) The Board shall cause to be prepared a Notice of Invitation to Bid.

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(b) Notice of the Invitation to Bid shall be advertised at least once in a newspaper of general circulation within the county or counties in which the District is located. The notice shall allow at least fourteen (14) days for submittal of bids.

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(c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid. The District shall make reasonable efforts to provide copies of any notices to such persons, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process.

(d) Bids shall be opened at the time and place noted in the Invitation to Bid.

(e) If only one (1) response to an Invitation is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.

(f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.

(g) Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies that have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, the cost, if any, to the District officers, employees, or their dependents, the geographic location of the company's headquarters and offices in relation to the District, and the ability of the company to guarantee

premium stability may be considered. A contract to purchase insurance shall be awarded to that company whose response to the Invitation to Bid best meets the overall needs of the District, its officers, employees, and/or dependents.

(h) Notice of the intent to award, including rejection of some or all bids, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules.” or wording to that effect. Protests of the District’s procurement of insurance under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.  
Law Implemented: § 112.08, Fla. Stat.

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**Rule 3.4 Pre-qualification**

(1) Scope. In its discretion, the District may undertake a pre-qualification process in accordance with this Rule for vendors to provide construction services, goods, supplies, and materials, Contractual Services, and maintenance services.

(2) Procedure. When the District seeks to pre-qualify vendors, the following procedures shall apply:

(a) The Board shall cause to be prepared a Request for Qualifications.

(b) For construction services exceeding the thresholds described in Section 255.20 of the Florida Statutes, the Board must advertise the proposed pre-qualification criteria and procedures and allow at least seven (7) days' notice of the public hearing for comments on such pre-qualification criteria and procedures. At such public hearing, potential vendors may object to such pre-qualification criteria and procedures. Following such public hearing, the Board shall formally adopt pre-qualification criteria and procedures prior to the advertisement of the Request for Qualifications for construction services.

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(c) The Request for Qualifications shall be advertised at least once in a newspaper of general circulation within the county or counties in which the project is located. The notice shall allow at least seven (7) days for submittal of qualifications for goods, supplies and materials, Contractual Services, maintenance services, and construction services under two hundred fifty thousand dollars (\$250,000). The notice shall allow at least twenty-one (21) days for submittal of qualifications for construction services estimated to cost over two hundred fifty thousand dollars (\$250,000) and thirty (30) days for construction services estimated to cost over five hundred thousand dollars (\$500,000).

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(d) The District may maintain lists of persons interested in receiving notices of Requests for Qualifications. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any pre-qualification determination or contract awarded in accordance with these Rules and shall not be a basis for a protest of any pre-qualification determination or contract award.

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(e) If the District has pre-qualified vendors for a particular category of purchase, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies or responses in response to the applicable Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

- \_\_\_\_\_ (f) In order to be eligible to submit qualifications, a firm or individual must, at the time of receipt of the qualifications:
- (i) Hold all required applicable state professional licenses in good standing;
  - (ii) Hold all required applicable federal licenses in good standing, if any;
  - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
  - (iv) Meet any special pre-qualification requirements set forth in the Request for Qualifications.

Evidence of compliance with these Rules must be submitted with the qualifications if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the qualifications.

- \_\_\_\_\_ (g) Qualifications shall be presented to the Board, or a committee appointed by the Board, for evaluation in accordance with the Request for Qualifications and this Rule. Minor variations in the qualifications may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature.

- \_\_\_\_\_ (h) All vendors determined by the District to meet the pre-qualification requirements shall be pre-qualified. To assure full understanding of the responsiveness to the requirements contained in a Request for Qualifications, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion and revision of qualifications. For construction services, any contractor pre-qualified and considered eligible by the Department of Transportation to bid to perform the type of work the project entails shall be presumed to be qualified to perform the project.

- \_\_\_\_\_ (i) The Board shall have the right to reject all qualifications if there are not enough to be competitive or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of qualification preparation or submittal from the District.

- \_\_\_\_\_ (j) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

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(k) Notice of intent to pre-qualify, including rejection of some or all qualifications, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Request for Qualifications. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests of the District’s pre-qualification decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11; provided however, protests related to the pre-qualification criteria and procedures for construction services shall be resolved in accordance with section (2)(b) of this Rule and Section 255.20(1)(b) of the Florida Statutes.

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(2) Suspension, Revocation, or Denial of Qualification

(a) The District, for good cause, may deny, suspend, or revoke a prequalified vendor’s pre-qualified status. A suspension, revocation, or denial for good cause shall prohibit the vendor from bidding on any District construction contract for which qualification is required, shall constitute a determination of non-responsibility to bid on any other District construction or maintenance contract, and shall prohibit the vendor from acting as a material supplier or subcontractor on any District contract or project during the period of suspension, revocation, or denial. Good cause shall include the following:

(i) One of the circumstances specified under Section 337.16(2), Fla. Stat., has occurred.

(ii) Affiliated contractors submitted more than one proposal for the same work. In this event the pre-qualified status of all of the affiliated bidders will be revoked, suspended, or denied. All bids of affiliated bidders will be rejected.

(iii) The vendor made or submitted false, deceptive, or fraudulent statements, certifications, or materials in any claim for payment or any information required by any District contract.

(iv) The vendor or its affiliate defaulted on any contract or a contract surety assumed control of financial responsibility for any contract of the vendor.

(v) The vendor’s qualification to bid is suspended, revoked, or denied by any other public or semi-public entity, or the vendor has been the

subject of a civil enforcement proceeding or settlement involving a public or semi-public entity.

- (vi) The vendor failed to comply with contract or warranty requirements or failed to follow District direction in the performance of a contract.
- (vii) The vendor failed to timely furnish all contract documents required by the contract specifications, special provisions, or by any state or federal statutes or regulations. If the vendor fails to furnish any of the subject contract documents by the expiration of the period of suspension, revocation, or denial set forth above, the vendor's pre-qualified status shall remain suspended, revoked, or denied until the documents are furnished.
- (viii) The vendor failed to notify the District within 10 days of the vendor, or any of its affiliates, being declared in default or otherwise not completing work on a contract or being suspended from qualification to bid or denied qualification to bid by any other public or semi-public agency.
- (ix) The vendor did not pay its subcontractors or suppliers in a timely manner or in compliance with contract documents.
- (x) The vendor has demonstrated instances of poor or unsatisfactory performance, deficient management resulting in project delay, poor quality workmanship, a history of payment of liquidated damages, untimely completion of projects, uncooperative attitude, contract litigation, inflated claims or defaults.
- (xi) An affiliate of the vendor has previously been determined by the District to be non-responsible, and the specified period of suspension, revocation, denial, or non-responsibility remains in effect.
- (xii) The vendor or affiliate(s) has been convicted of a contract crime.

  1. The term "**contract crime**" means any violation of state or federal antitrust laws with respect to a public contract or any violation of any state or federal law involving fraud, bribery, collusion, conspiracy, or material misrepresentation with respect to a public contract.
  2. The term "**convicted**" or "**conviction**" means a finding of guilt or a conviction of a contract crime, with or without an adjudication of guilt, in any federal or state trial court of

record as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

- (b) A denial, suspension, or revocation shall prohibit the vendor from being a subcontractor on District work during the period of denial, suspension, or revocation, except when a prime contractor's bid has used prices of a subcontractor who becomes disqualified after the bid, but before the request for authorization to sublet is presented.
- (c) The District shall inform the vendor in writing of its intent to deny, suspend, or revoke its pre-qualified status and inform the vendor of its right to a hearing, the procedure which must be followed, and the applicable time limits. If a hearing is requested within 10 days after the receipt of the notice of intent, the hearing shall be held within 30 days after receipt by the District of the request for the hearing. The decision shall be issued within 15 days after the hearing.
- (d) Such suspension or revocation shall not affect the vendor's obligations under any preexisting contract.
- (e) In the case of contract crimes, the vendor's pre-qualified status under this Rule shall be revoked indefinitely. For all violations of Rule 3.4(3)(a) other than for the vendor's conviction for contract crimes, the revocation, denial, or suspension of a vendor's pre-qualified status under this Rule shall be for a specific period of time based on the seriousness of the deficiency.

Examples of factors affecting the seriousness of a deficiency are:

- (i) Impacts on project schedule, cost, or quality of work;
- (ii) Unsafe conditions allowed to exist;
- (iii) Complaints from the public;
- (iv) Delay or interference with the bidding process;
- (v) The potential for repetition;
- (vi) Integrity of the public contracting process;
- (vii) Effect on the health, safety, and welfare of the public.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.  
Law Implemented: §§ 190.033, 255.0525, 255.20, Fla. Stat.

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**Rule 3.5 Construction Contracts, Not Design-Build.**

- (1) Scope. All contracts for the construction or improvement of any building, structure, or other public construction works authorized by Chapter 190 of the Florida Statutes, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20 of the Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and the procedures of Section 255.20 of the Florida Statutes, as the same may be amended from time to time. A project shall not be divided solely to avoid the threshold bidding requirements.
  
- (2) Procedure. When a purchase of construction services is within the scope of this Rule, the following procedures shall apply:
  - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
  
  - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the county or counties in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, proposals, replies, or responses, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of bids, proposals, replies, or responses. If the Board has previously pre-qualified contractors pursuant to Rule 3.4 and determined that only the contractors that have been pre-qualified will be permitted to submit bids, proposals, replies, and responses, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation need not be published. Instead, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be sent to the pre-qualified contractors by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service.
  
  - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, or to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

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\_\_\_\_\_ (d) If the District has pre-qualified providers of construction services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses to Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations.

\_\_\_\_\_ (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:

- (i) Hold all required applicable state professional licenses in good standing;
- (ii) Hold all required applicable federal licenses in good standing, if any;
- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the bidder is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to, reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response, if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

\_\_\_\_\_ (f) Bids, proposals, replies, and responses, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or

Competitive Solicitation and these Rules. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.

- (g) The lowest Responsive Bid submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No contractor shall be entitled to recover any costs of bid, proposal, response, or reply preparation or submittal from the District.
- (i) The Board may require potential contractors to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (i) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase construction services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of construction services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the construction services without further competitive selection processes.
- (k) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board

**Moved down [6]:** Protests of the District's purchase of construction services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

**Deleted:** (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses, shall be provided in writing to all contractors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect.

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with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

- (1) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of construction services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (3) Sole Source; Government. Construction services that are only available from a single source are exempt from this Rule. Construction services provided by governmental agencies are exempt from this Rule. This Rule shall not apply to the purchase of construction services, which may include goods, supplies, or materials, that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules. A contract for construction services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
- (4) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (5) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting.
- (6) Exceptions. This Rule is inapplicable when:
  - (a) The project is undertaken as repair or maintenance of an existing public facility;
  - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
  - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contract; or

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- (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

**Rule 3.6 Construction Contracts, Design-Build.**

- (1) Scope. The District may utilize Design-Build Contracts for any public construction project for which the Board determines that use of such contract is in the best interest of the District. When letting a Design-Build Contract, the District shall use the following procedure:
- (2) Procedure.
  - (a) The District shall utilize a Design Criteria Professional meeting the requirements of Section 287.055(2)(k) of the Florida Statutes, when developing a Design Criteria Package, evaluating the proposals and qualifications submitted by Design-Build Firms, and determining compliance of the project construction with the Design Criteria Package. The Design Criteria Professional may be an employee of the District, may be the District Engineer selected by the District pursuant to Section 287.055 of the Florida Statutes, or may be retained pursuant to Rule 3.1. The Design Criteria Professional is not eligible to render services under a Design-Build Contract executed pursuant to the Design Criteria Package.
  - (b) A Design Criteria Package for the construction project shall be prepared and sealed by the Design Criteria Professional. If the project utilizes existing plans, the Design Criteria Professional shall create a Design Criteria Package by supplementing the plans with project specific requirements, if any.
  - (c) The Board may either choose to award the Design-Build Contract pursuant to the competitive proposal selection process set forth in Section 287.055(9) of the Florida Statutes, or pursuant to the qualifications-based selection process pursuant to Rule 3.1.
    - (i) Qualifications-Based Selection. If the process set forth in Rule 3.1 is utilized, subsequent to competitive negotiations, a guaranteed maximum price and guaranteed completion date shall be established.
    - (ii) Competitive Proposal-Based Selection. If the competitive proposal selection process is utilized, the Board, in consultation with the Design Criteria Professional, shall establish the criteria, standards and procedures for the evaluation of Design-Build Proposals based on price, technical, and design aspects of the project, weighted for the project. After a Design Criteria Package and the standards and procedures for evaluation of proposals have been developed, competitive proposals from qualified firms shall be solicited pursuant to the design criteria by the following procedure:

1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation within the county in which the project is located. The notice shall allow at least twenty-one (21) days for submittal of sealed proposals, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of proposals.

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2. The District may maintain lists of persons interested in receiving notices of Requests for Proposals. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

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3. In order to be eligible to submit a proposal, a firm must, at the time of receipt of the proposals:

- a. Hold the required applicable state professional licenses in good standing, as defined by Section 287.055(2)(h) of the Florida Statutes;
- b. Hold all required applicable federal licenses in good standing, if any;
- c. Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation;
- d. Meet any special pre-qualification requirements set forth in the Request for Proposals and Design Criteria Package.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may

be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the proposal if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the proposal.

4. The proposals, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. In consultation with the Design Criteria Professional, the Board shall evaluate the proposals received based on evaluation criteria and procedures established prior to the solicitation of proposals, including but not limited to qualifications, availability, and past work of the firms and the partners and members thereof. The Board shall then select no fewer than three (3) Design-Build Firms as the most qualified.
5. The Board shall have the right to reject all proposals if the proposals are too high, or rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of proposal preparation or submittal from the District.
6. If less than three (3) Responsive Proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no Responsive Proposals are received, the District may proceed with the procurement of design-build services in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the design-build services without further competitive selection processes.
7. Notice of the rankings adopted by the Board, including the rejection of some or all proposals, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of

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the Board meeting where the proposals were evaluated if so provided for in the Design Criteria Package. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests of the District’s rankings under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

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8. The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards and shall establish a price which the Board determines is fair, competitive and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the second most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the third most qualified firm. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the third most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached or the list of firms is exhausted.
9. After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.
10. The Design Criteria Professional shall evaluate the compliance of the detailed working drawings and project construction with the Design Criteria Package and shall provide the Board with a report of the same.

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- (3) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.

- (4) Emergency Purchase. The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified Design-Build Firm available at the time. The fact that an Emergency Purchase has occurred shall be noted in the minutes of the next Board meeting.
- (5) Exceptions. This Rule is inapplicable when:
- (a) The project is undertaken as repair or maintenance of an existing public facility;
  - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
  - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contractor; or
  - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

**Rule 3.7 Payment and Performance Bonds.**

- (1) Scope. This Rule shall apply to contracts for the construction of a public building, for the prosecution and completion of a public work, or for repairs upon a public building or public work and shall be construed in addition to terms prescribed by any other Rule that may also apply to such contracts.
- (2) Required Bond. Upon entering into a contract for any of the services described in section (1) of this Rule in excess of \$200,000, the Board shall require that the contractor, before commencing the work, execute and record a payment and performance bond, or other acceptable surety, in an amount equal to the contract price. Notwithstanding the terms of the contract or any other law, the District may not make payment to the contractor until the contractor has provided to the District a certified copy of the recorded bond.
- (3) Discretionary Bond. At the discretion of the Board, upon entering into a contract for any of the services described in section (1) of this Rule for an amount not exceeding \$200,000, the contractor may be exempted from executing a payment and performance bond.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.  
Law Implemented: § 255.05, Fla. Stat.

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**Rule 3.8 Goods, Supplies, and Materials.**

(1) Purpose and Scope. All purchases of goods, supplies, or materials exceeding the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, shall be purchased under the terms of this Rule. Contracts for purchases of “**goods, supplies, and materials**” do not include printing, insurance, advertising, or legal notices. A contract involving goods, supplies, or materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.

(2) Procedure. When a purchase of goods, supplies, or materials is within the scope of this Rule, the following procedures shall apply:

(a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

(b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county or counties in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.

(c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, or Competitive Solicitations. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

(d) If the District has pre-qualified suppliers of goods, supplies, and materials, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses.

(e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:

(i) Hold all required applicable state professional licenses in good standing;

(ii) Hold all required applicable federal licenses in good standing, if any;

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- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

Any firm or individual whose principal place of business is outside the State of Florida must also submit a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that foreign state to business entities whose principal places of business are in that foreign state, in the letting of any or all public contracts. Failure to submit such a written opinion or submission of a false or misleading written opinion may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and this Rule. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid, after taking into account the preferences provided for in this subsection, submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be accepted. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which does not grant a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of

Florida shall be awarded a preference of five (5) percent. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which grants a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference equal to the preference granted by such foreign state.

To assure full understanding of the responsiveness to the solicitation requirements contained in an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.

- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.
- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules.” or wording to that effect. Protests of the District’s purchase of goods, supplies, and materials under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase goods, supplies, or materials, or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of goods, supplies, and materials, in the manner the Board determines is in the best interests of the District, which

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may include but is not limited to a direct purchase of the goods, supplies, and materials without further competitive selection processes.

- (3) Goods, Supplies, and Materials included in a Construction Contract Awarded Pursuant to Rule 3.5 or 3.6. There may be occasions where the District has undergone the competitive purchase of construction services which contract may include the provision of goods, supplies, or materials. In that instance, the District may approve a change order to the contract and directly purchase the goods, supplies, and materials. Such purchase of goods, supplies, and materials deducted from a competitively purchased construction contract shall be exempt from this Rule.
- (4) Exemption. Goods, supplies, and materials that are only available from a single source are exempt from this Rule. Goods, supplies, and materials provided by governmental agencies are exempt from this Rule. A contract for goods, supplies, or materials is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process. This Rule shall not apply to the purchase of goods, supplies or materials that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules.
- (5) Renewal. Contracts for the purchase of goods, supplies, and/or materials subject to this Rule may be renewed for a maximum period of five (5) years.
- (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 189.053, 190.033, 287.017, 287.084, Fla. Stat.

**Rule 3.9 Maintenance Services.**

- (1) Scope. All contracts for maintenance of any District facility or project shall be set under the terms of this Rule if the cost exceeds the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR. A contract involving goods, supplies, and materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of maintenance services is within the scope of this Rule, the following procedures shall apply:
- (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
  - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the county or counties in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
  - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
  - (d) If the District has pre-qualified suppliers of maintenance services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, and responses.
  - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
    - (i) Hold all required applicable state professional licenses in good standing;
    - (ii) Hold all required applicable federal licenses in good standing, if any;
    - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of

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the Florida Statutes, if the vendor is a corporation; and

- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and these Rules. Minor variations in the bids, proposals, replies, and responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid submitted in response to an Invitation to Bid by a Responsive and Responsible Bidder shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate or Competitive Solicitation the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, or responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No Vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.

- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
  - (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of maintenance services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
  - (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase the maintenance services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of maintenance services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the maintenance services without further competitive selection processes.
- (3) Exemptions. Maintenance services that are only available from a single source are exempt from this Rule. Maintenance services provided by governmental agencies are exempt from this Rule. A contract for maintenance services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
  - (4) Renewal. Contracts for the purchase of maintenance services subject to this Rule may be renewed for a maximum period of five (5) years.
  - (5) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
  - (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

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Specific Authority: §§ 190.011(5), 190.011(15), 190.033, Fla. Stat.  
 Law Implemented: §§ 119.0701, 190.033, 287.017, Fla. Stat.

**Rule 3.10 Contractual Services.**

- (1) Exemption from Competitive Purchase. Pursuant to Section 190.033(3) of the Florida Statutes, Contractual Services shall not be subject to competitive purchasing requirements. If an agreement is predominantly for Contractual Services, but also includes maintenance services or the purchase of goods and services, the contract shall not be subject to competitive purchasing requirements. Regardless of whether an advertisement or solicitation for Contractual Services is identified as an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, no rights or remedies under these Rules, including but not limited to protest rights, are conferred on persons, firms, or vendors proposing to provide Contractual Services to the District.
- (2) Contracts; Public Records. In accordance with Florida law, each contract for Contractual Services shall include provisions required by law that require the contractor to comply with public records laws.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.  
Law Implemented: §§ 119.0701, 190.011(3), 190.033, Fla. Stat.

**Rule 3.11 Protests with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9.**

The resolution of any protests with respect to proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9 shall be in accordance with this Rule.

(1) Filing.

- (a) With respect to a protest regarding qualifications, specifications, documentation, or other requirements contained in a Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation issued by the District, the notice of protest shall be filed in writing within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the first advertisement of the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's intended decision. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- (b) Except for those situations covered by subsection (1)(a) of this Rule, any firm or person who is affected adversely by a District's ranking or intended award under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9 and desires to contest the District's ranking or intended award, shall file with the District a written notice of protest within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after receipt of the notice of the District's ranking or intended award, or after posting on the District's website if so provided for in the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's ranking or intended award. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- (c) If the requirement for the posting of a protest bond and the amount of the protest bond, which may be expressed by a percentage of the contract to be

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awarded or a set amount, is disclosed in the District's competitive solicitation documents for a particular purchase under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9, any person who files a notice of protest must post the protest bond. The amount and form of the protest bond shall be determined by District staff after consultation with the Board and within the limits, if any, imposed by Florida law. In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses, and attorney's fees associated with hearing and defending the protest. In the event the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor.

(d) The District does not accept documents filed by e-mail or facsimile transmission. Filings are only accepted during normal business hours.

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(2) Contract Execution. Upon receipt of a notice of protest which has been timely filed, the District shall not execute the contract under protest until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances showing that delay incident to protest proceedings will jeopardize the funding for the project, will materially increase the cost of the project, or will create an immediate and serious danger to the public health, safety, or welfare, the contract may be executed.

(3) Informal Proceeding. If the Board determines a protest does not involve a disputed issue of material fact, the Board may, but is not obligated to, schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be sent via e-mail (with a delivery and read receipt), United States Mail, or hand delivery to the protestor and any substantially affected persons or parties not less than three (3) calendar days prior to such informal proceeding. Within thirty (30) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal, and policy grounds for its decision.

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(4) Formal Proceeding. If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided for in section (3) of this Rule, the District shall schedule a formal hearing to resolve the protest. The Chairperson shall designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer to conduct the hearing. The hearing officer may:

- (a) Administer oaths and affirmations;
- (b) Rule upon offers of proof and receive relevant evidence;
- (c) Regulate the course of the hearing, including any pre-hearing matters;

- (d) Enter orders; and
- (e) Make or receive offers of settlement, stipulation, and adjustment.

The hearing officer shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action. The District shall allow each party fifteen (15) days in which to submit written exceptions to the recommended order. The District shall issue a final order within sixty (60) days after the filing of the recommended order.

(5) Rejection of all Qualifications, Bids, Proposals, Replies and Responses after Receipt of Notice of Protest. If the Board determines there was a violation of law, defect, or an irregularity in the competitive solicitation process, the Bids, Proposals, Replies, and Responses are too high, or if the Board determines it is otherwise in the District's best interest, the Board may reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew. If the Board decides to reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew, any pending protests shall automatically terminate.

**Moved down [7]:** Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings. ¶

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(6) Judicial Review. A party who is adversely affected by final District action is entitled to judicial review. Judicial review shall be sought in the county where the District is located. All proceedings shall be instituted by filing a notice of appeal or petition for review in accordance with the Florida Rules of Appellate Procedure within thirty (30) calendar days after the rendition of the decision being appealed. The filing of an appeal does not itself stay enforcement of the final District decision. Judicial review of any District action shall be confined to the record transmitted. The record for judicial review shall be compiled in accordance with the Florida Rules of Appellate Procedure. Failure to file a notice of appeal or petition for review within the time prescribed herein shall constitute a waiver of judicial review proceedings.

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(7) Intervenors. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.

**Moved (insertion) [7]**

(8) Settlement. Nothing herein shall preclude the settlement of any protest under this Rule at any time.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.  
Law Implemented: §§ 120.69(2)(a), 190.033, Fla. Stat.

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*TENTH ORDER OF BUSINESS*

*C.*

2.



# Chris H. Chambless

Supervisor of Elections  
Clay County, Florida

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April 15, 2026

Ridgewood Trails Community Development District  
Attn.: Katie S. Buchanan  
107 West College Avenue  
Tallahassee, Florida 32301

Dear Ms. Buchanan:

I have queried the number of eligible voters residing within the Ridgewood Trails Community Development District as of April 15, 2026. At this time, there are 1,206 registered voters residing within the district.

Please provide the contact information and term expiration dates for the current CDD Board Members. I can be reached via the contact information at the bottom of this page or via email at [Kayla.ONeal@ClayElections.gov](mailto:Kayla.ONeal@ClayElections.gov).

In an effort to keep our records updated please notify us of any changes to the Board due to resignations or appointments.

*Thank you,*

*Kayla O'Neal*

Clay County Supervisor of Elections Office  
P.O. Box 337 | 500 North Orange Ave.  
Green Cove Springs, FL 32043  
(904) 269-6350 Fax (904) 284-0935

3.

**EXHIBIT A**

NOTICE OF QUALIFYING PERIOD FOR CANDIDATES  
FOR THE BOARD OF SUPERVISORS OF THE  
RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given that the qualifying period for candidates for the office of Supervisor of the Ridgewood Trails Community Development District will commence at noon on June 8, 2026, and close at noon on June 12, 2026. Candidates must qualify for the office of Supervisor with the Clay County Supervisor of Elections located at 500 N. Orange Ave., Green Cove Springs, FL 32043 Phone (904) 269-6350. All candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a “qualified elector” of the District, as defined in Section 190.003, *Florida Statutes*. A “qualified elector” is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Clay County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

The Ridgewood Trails Community Development District has two (2) seats up for election, specifically seats 2 and 4. Each seat carries a four-year term of office. Elections are nonpartisan and will be held at the same time as the general election on November 3, 2026, and in the manner prescribed by law for general elections.

For additional information, please contact the Clay County Supervisor of Elections.

**Publish on or before May 25, 2026.**

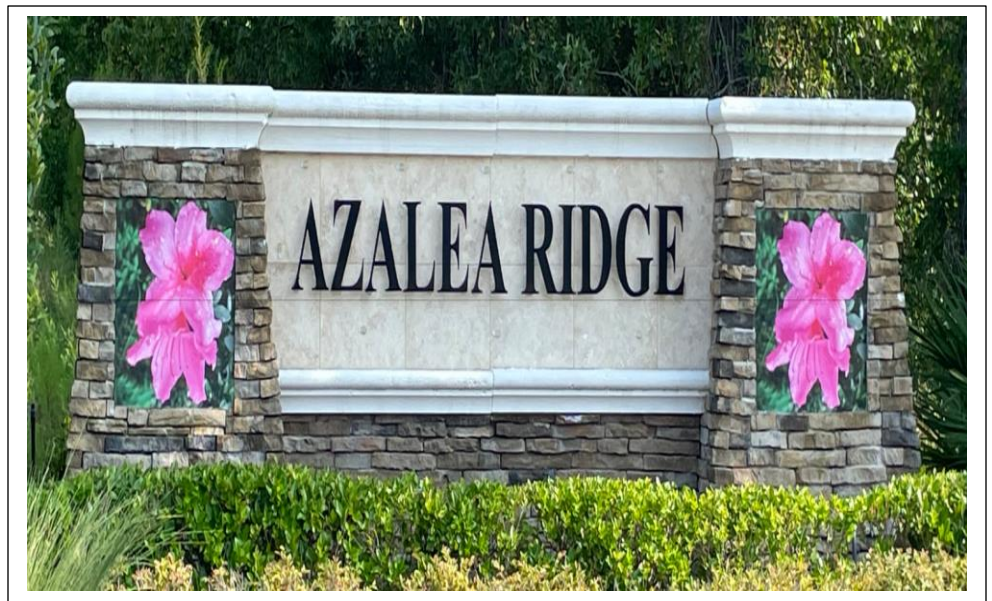
*E.*

*1.*

5/6/2026

# *Azalea Ridge at Ridgewood Trails*

Community Development District  
Amenity Management Report



**Rob Alba**

AMENITY MANAGER  
RIVERSIDE MANAGEMENT SERVICES, INC.

Ridgewood Trails  
Community Development District

*Amenity Management Report*

May 6, 2026

To: Board of Supervisors

From: Rob Alba  
Amenity Manager

RE: Azalea Ridge Amenity Management Report – May 6, 2026

The following is a summary of items related to the field operations, maintenance, and amenity management of Azalea Ridge.



# Community Updates

## **MANAGER**

- *Access Card Forms Digitized*
- *Access Card Audit Completed*
- *Cost Updates from Vendors for Next Fiscal Year*
- *Working on suspension tracker updates*
- *Capital reserve study update*

## **MAINTENANCE**

- *Fence and gate between large and small pool in progress*
- *Cleaned and washed slide interior and tower*
- *Pressure wash project from entry to amenity*
- *Installed temporary power with external raceways and outlets in shed*
- *Installed air conditioner window unit in shed*
- *Installed new first aid kit in lifeguard shack*
- *Fixed two loose dog waste station posts*
- *Gutter skim coat project completed in large pool*
- *“No motor Vehicles” signs installed at Bronco playground*

## **UP COMING MAINTENANCE**

- *Build and install larger book library*
- *Install pool rules signs*
- *Install wildlife signs*
- *Install fiberoptic line to lifeguard shack*

## **EVENTS**

*Beginning of Summer Bash- Planning Phase*

*Community Yard Sale April 11<sup>th</sup> & 12<sup>th</sup>*

*Spring Fling- March 21<sup>st</sup>*

*Summer Saturday Movie Nights*

## **ROOM RENTALS**

- *Total number of rentals for March and April (5)*
- *Total number of rentals for May and June (2)*





## *Conclusion*

For any questions or comments regarding the above information please contact Rob Alba, Amenity Manager, at [Ridgewoodtrailsmgr@rmsnf.com](mailto:Ridgewoodtrailsmgr@rmsnf.com).

Respectfully,

*Rob Alba*



2.



# Quality Site Assessment

Prepared for: Ridgewood Trails CDD

## General Information

- DATE:** Tuesday, Apr 21, 2026
- NEXT QSA DATE:** Monday, Jul 20, 2026
- CLIENT ATTENDEES:** Karen Fisher
- BRIGHTVIEW ATTENDEES:** Karen Fisher

## Customer Focus Areas

Entrances, Pool area

### Quality you can count on.

<b>7</b> Seven Standards of Excellence	<b>1</b>  Site Cleanliness	<b>2</b>  Weed Free	<b>3</b>  Green Turf
	<b>4</b>  Crisp Edges	<b>5</b>  Spectacular Flowers	<b>6</b>  Uniformly Mulched Beds

### Carryover Items



- 1** The palms throughout the property have sustained cold damage, our current assessment is that they will recover, though it could take 2-4 months before we see noticeable improvements.
- 2** Some plant material on the main entrance island have sustained cold damage. Our current assessment is that they will recover.
- 3** The Drift Roses at the end of Azalea Ridge Blvd. have sustained cold damage. They may somewhat recover however, these Roses were in decline prior to the cold event and should be replaced with a different plant variety. Will be submitting a proposal for this area.

### Maintenance Items



- 1** All Palms Trees with the exception of one Queen Palm on the right side of the main entrance are showing strong signs of improvement following the winter freezes.
- 2** Beds along the main entrance are looking sharp.
- 3** Amenity Center maintenance is in neat order. Plant material has recovered well following the winter freezes.
- 4** Drift Roses at the Amenity Center are looking fantastic.

### Maintenance Items

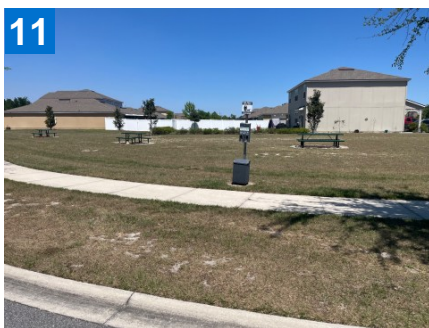


- 5** Walkways throughout the community are neatly blown off and crack weed free.
- 6** Common area beds are clean and weed free throughout and bed lines are well defined.
- 7** Tree canopies throughout are lifted and sucker free.
- 8** A dead Pine tree was observed at the common area across from 1608 Azalea Ridge Blvd.

# QUALITY SITE ASSESSMENT

## Ridgewood Trails CDD

### Maintenance Items



**9** Small field across from the secondary entrance is properly maintained.

**10** Ornamental grasses are starting to flush back out following seasonal cut backs and trimming operations are in rotation.

**11** Pocket Parks throughout are in rotation.

**12** Hard edging throughout is in rotation.

# QUALITY SITE ASSESSMENT

## Ridgewood Trails CDD

### Maintenance Items



**13** Secondary entrance mail kiosk area is well maintained.

**14** Pond on Warm Springs Way - Pond maintenance is in rotation.

**15** JEA Station at the end of Warm Springs Way is properly maintained.

*TWELFTH ORDER OF BUSINESS*

*A.*

**MINUTES OF MEETING  
RIDGEWOOD TRAILS  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Ridgewood Trails Community Development District was held Wednesday, **March 4, 2026** at 6:02 p.m. at the Azalea Ridge Amenity Center, 1667 Azalea Ridge Boulevard, Middleburg, Florida.

Present and constituting a quorum were:

Michael Wetherbee	Chairman
Jacqui Proctor Miller	Vice Chairperson
Cassie Alba	Assistant Secretary
Scott Edson	Assistant Secretary
Tom Schumacher	Assistant Secretary

Also present were:

Marilee Giles	District Manager
Katie Buchanan	District Counsel by telephone
Jay Soriano	GMS
Rob Alba	RMS
Karen Fisher	Brightview by telephone

*The following is a summary of the discussions and actions taken at the March 4, 2026 meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Giles called the meeting to order at 6:02 p.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There being no comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Acceptance of Audit Committee’s Recommendation of Audit Criteria and Authorization for Staff to Publish an RFP for Auditing Services**

On MOTION by Ms. Alba seconded by Mr. Schumacher with all in favor the recommendation of the audit committee of the audit criteria was accepted and staff was authorized to issue an RFP for audit services.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2026-01 Requesting the Clay County Supervisor of Elections to Conduct the District’s General Election**

Ms. Giles stated this resolution is the board seeking to implement section 190.006, Florida Statutes and to instruct the supervisor of elections for Clay County to conduct the district’s general election. Two seats expire this year, seat 2 Michael Wetherbee and seat 4 Jacqui Miller. There is a qualifying period in June and I will bring it up at each meeting leading up to that.

On MOTION by Ms. Alba seconded by Mr. Schumacher with all in favor Resolution 2026-01 was approved.

*\*Ms. Fisher joined the meeting at this time by telephone.*

**FIFTH ORDER OF BUSINESS**

**Board Discussion and Guidance for Preparation of Proposed Fiscal Year 2027 Budget**

Ms. Giles stated this is board discussion and guidance for preparation of the proposed fiscal year 2027 budget. We will approve the proposed budget at your May 6<sup>th</sup> meeting and adopt the budget July 1<sup>st</sup>. Staff will work with the accountant to put together the proposed budget; we will review all the existing contracts and include any increases in the contracts. Onsite staff will work with waste management and other contracts that we have locally to make sure the prices are firm or if they intend to have an increase.

Mr. Edson asked does everything look good so far?

Ms. Giles stated the capital reserve study was completed in 2021 and it recommends \$38,521 to be put in your capital reserve fund. You will see after staff goes over a proposal for the pool that this is a good time to have that discussion of what you want to see put in the reserve fund going into FY27 budget. The reserve study is five years old and definitely outdated and has not kept up with inflation. Under the staff reports I want to revisit that but you can always go higher on your proposed budget in May and lower it at adoption. The balance in the capital reserve is just over \$209,000. Later in the agenda is a proposal for \$100,000 to resurface the pool. Staff will always encourage you to put a little extra in the capital reserve. If there is specific guidance you want to give staff tonight for the 2027 budget we are happy to take that back and work with your accountant.

Mr. Edson stated we are going to have to consider after this proposal. There are things I want to bring up in the future such as the sidewalks between the pool all the way out to Long Bay. There are numerous places of cracking.

Mr. Wetherbee stated new stuff we need to think about and take care of what we have.

**SIXTH ORDER OF BUSINESS**

**Consideration of Revised Amenity Facility Policy**

Ms. Giles stated these are the changes you asked staff to make in the amenity rules and policies.

Ms. Miller asked do the residents only see this when they want to rent or do we send this out? Mr. Alba stated I can send this in the community eblast; it will be on the district website when you approve it and when they do a rental application.

On MOTION by Mr. Wetherbee seconded by Mr. Edson with all in favor the revised amenity policy was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Proposals:**

- A. Pool Resurfacing**
  - 1. Blue Solutions**
  - 2. CBUSS**
  - 3. Pinch A Penny**

Mr. Alba stated the large pool is having issues with the surface it is starting to expire more quickly than expected. I have proposals with a couple different options.

Mr. Alba reviewed the proposals from all three vendors and the board took the following action.

On MOTION by Mr. Wetherbee seconded by Ms. Alba with all in favor the proposal from Pinch-A-Penny for skim coat of the gutter only in an amount not to exceed \$6,200 was approved.

**B. Pressure Washing**

Mr. Alba stated the board had asked for a proposal for pressure washing the sidewalk from the amenity center to the entryway.

On MOTION by Mr. Schumacher seconded by Ms. Miller with all in favor the proposal from Riverside Management Services in the amount of \$3,500 was approved.

**C. Mulch**

Mr. Alba stated we delayed this from the last meeting to relook at the mulch proposal and whether we are going to add the additional mulch or remove mulch from an area that is already under contract that doesn't really need it and spread it out amongst the other areas.

Mr. Soriano stated they will spread the mulch a little more to cover those areas that are bare and if there is not enough then this is the highest we are looking at paying.

Ms. Giles stated you can approve the proposal and staff will work with Karen Fisher or you can approve the proposal and authorize staff to work with a supervisor to make those decisions as they go through that, it is up to the board.

On MOTION by Mr. Edson seconded by Mr. Wetherbee with all in favor the proposal from Brightview for mulch in the amount of \$4,028.28 was approved and staff was authorized to work with Karen Fisher on the locations.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Buchanan stated the session is wrapping up the end of next week. There is still one bill that would impact CDDs and it allows for an election recall process. If there was a board member who was elected through the supervisor of elections process, and non-performance of

duties are met then you can have a petition circulated amongst the community and ultimately filed with the government to have a supervisor recalled.

**B. Engineer**

There being none, the next item followed.

**C. Manager**

There being none, the next item followed.

**D. Operation Manager's Report –Report**

**E. Amenity Manager**

**1. Landscape Report**

Ms. Fisher stated it looks like we just had some minor cold damage to some plant material, the palms did get hit, the assessment at the time was that they should recover but will take two to four months to see the improvement. We will keep an eye on those. The plant material looks okay. Is there anything you want to propose for the area in photo no. 9.

Mr. Alba stated now that we have a playground in this area there may be a concern installing irrigation. We have bubblers out there but nothing for sod. We just got done with construction so there is not a lot of growth there.

Mr. Soriano stated if we get a lot of requests from residents using the area, we will talk to Karen and bring back proposals.

Ms. Fisher left the telephone conference at this time.

**2. Amenity Manager**

Mr. Alba gave an overview of his report and stated I'm getting a lot of complaints about the elliptical in the gym.

Mr. Wetherbee stated get some proposals for replacement.

Mr. Alba presented a proposal for running wire through a conduit for the gate in the amount of \$2,928.98.

On MOTION by Ms. Alba seconded by Ms. Miller with all in favor the proposal from High Tech for wiring and conduit for gate access in the amount of \$2,928.98 was approved.

Mr. Alba gave an overview of upcoming events.

**NINTH ORDER OF BUSINESS**

**Supervisor's Requests and Public Comments**

Mr. Edson stated between the two meetings I had a trip with Karen and Rob and it was eye opening to see some of the problems. Irrigation was a big problem.

Jay, I suggest that we not have a bushhog this year in the fall by the fence because if we do it now it is going to grow back during the summer and it is not going to look like we have done anything.

I walk from Freedom to the amenity center and back at least five days a week. I accept the responsibility as much as any supervisor but everyone should be aware that there was a bicycle there for many months and it took the HOA president of Freedom to call us out on it, and I reacted to it because I walk it four or five times a week and I didn't do anything about it. The bike was not chained but there was a lock on it. We removed the bike. My point is that it was probably something we all saw and didn't do anything about. If we see things we need to react to it.

We can make a good case for Freedom that when you moved into Freedom you knew that this was part of it and you knew you were going to pay. We also can make a case for Freedom that not very many people in Freedom use a lot of the activities. We use the road and may use the sidewalk but we don't really use the pool. I have a suggestion and there are three people here tonight from this area and two of us from Freedom. I would like to propose that for years 28, 29 and 30 that Freedom would be exempt from any increase made on the taxes for those three years. You are going to say, I don't know if I agree with that but how much would it cost? There are 132 lots in Freedom and if you were to increase it by \$100, that is \$13,000 that you wouldn't get. I don't know that we are going to increase it by \$100 but if we did and that is not this year it would be for 28, 29 and 30. My proposal is that we exempt Freedom from increases for those three years. They are still going to pay what they have been paying, they are still going to pay whatever you are supposed to pay at the end of 2026 but for those next three years they would be exempt. After 2030 it would go back just like it was. That may sound unfair to the board members who are in this area but I represent both areas and I'm trying to be fair. I do not think it is fair what we have right now and I see this as a small gesture on our part to try to even things out.

Mr. Edson moved to exempt Freedom from any increases for the years 28, 29, 30 and there being no second, the motion died for lack of a second.

Ms. Buchanan stated we have talked about this subject before but procedurally because it wasn't on the agenda and it would be such a large change I don't think you can vote on it tonight because you haven't given someone who might be interested advance warning and the ability to come and provide comment to the board.

Mr. Edson stated I agree and I understand. I never put anything on the agenda. I suggested to put something like this on the agenda and it didn't make it and I will not be at the next meeting. We can put it on the September agenda.

Mr. Wetherbee stated that wouldn't be just up to the board, wouldn't that be up to both communities?

Ms. Buchanan stated the CDD assessments are determined by the board of supervisors. The body you are serving on now is the one that makes the decision about the CDD assessment level. I do think that if we go back to conversations that we had in years past, although Freedom may not choose to access the amenities similar to someone else in the community they do have the same access privileges. That is why the board has traditionally always assessed all the units similarly.

Mr. Edson stated distance is a factor.

Ms. Buchanan stated everyone has access to it. You may not be able to walk to it as well as other residents, but it is certainly there.

Mr. Edson stated we only have one playground and the reason is we are trying to keep the playground closest to the kids. The same applies to Freedom we are not close to this. I'm not trying to get into a contest of we do or don't use it; we knew this when we moved into Freedom, everyone did, but I am trying to make it fair. Can we put this on the July agenda?

Ms. Giles stated I will work with Katie on how to word that item on the agenda.

**TENTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

**A. Approval of the Minutes of the January 7, 2026 Meeting**

On MOTION by Mr. Wetherbee seconded by Ms. Alba with all in favor the minutes of the January 7, 2026 meeting were approved as presented.

- B. Balance Sheet & Income Statement**
- C. Assessment Receipt Schedule**
- D. Approval of Check Register**

On MOTION by Ms. Miller seconded by Ms. Alba with all in favor the balance of the consent agenda items was approved.

**ELEVENTH ORDER OF BUSINESS**

**Next Meeting Scheduled for Wednesday, May 6, 2026 at 6:00 p.m. at the Azalea Ridge Amenity Center, 1667 Azalea Ridge Boulevard, Middleburg, Florida**

Ms. Giles stated the next meeting is scheduled for May 6, 2026 at the same location.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Alba seconded by Mr. Wetherbee with all in favor the meeting adjourned at 7:43 p.m.

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman/Vice Chairman

*B.*

**MINUTES OF MEETING  
RIDGEWOOD TRAILS  
COMMUNITY DEVELOPMENT DISTRICT**

The Ridgewood Trails Community Development District audit committee was held Wednesday, **March 4, 2026** at 6:00 p.m. at the Azalea Ridge Amenity Center, 1667 Azalea Ridge Boulevard, Middleburg, Florida.

Present were:

Michael Wetherbee  
Jacqui Proctor Miller  
Cassie Alba  
Scott Edson  
Tom Schumacher  
Marilee Giles  
Katie Buchanan by telephone

*The following is a summary of the discussions and actions taken at the March 4, 2026 meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Giles called the audit committee meeting to order at 6:00 p.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Review and Selection of Audit RFP Criteria**

Ms. Giles stated this evaluation criteria meets the statutory requirements with the five criteria, ability of personnel, experience, understanding scope of work, ability to perform the required services and price.

On MOTION by Ms. Miller seconded by Mr. Wetherbee with all in favor the audit evaluation criteria as was approved.
--

**THIRD ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Wetherbee seconded by Mr. Edson with all in favor the meeting adjourned at 6:02 p.m.

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Secretary/Assistant Secretary

---

Chairman/Vice Chairman

*C.*

***Ridgewood Trails***  
***Community Development District***

***Unaudited Financial Reporting***  
***March 31, 2026***



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**Ridgewood Trails**  
**Community Development District**  
**Combined Balance Sheet**  
**March 31, 2026**

	<i>General Fund</i>	<i>Capital Reserve Fund</i>	<i>Debt Service Fund</i>	<i>Capital Project Fund</i>	<i>Totals Governmental Funds</i>
<b>Assets:</b>					
<b>Cash:</b>					
Operating Account	\$ 69,221	\$ 67,675	\$ -	\$ -	\$ 136,896
Assessments Receivable	-	-	-	-	-
Due from Other	-	-	-	-	-
Due from Capital Reserve	-	-	-	-	-
<b>Investments:</b>					
State Board of Administration (SBA)	487,451	246,332	-	-	733,783
US Bank - Custody Account	57,587	-	-	-	57,587
<b>Series 2007</b>					
Reserve A	-	-	11,179	-	11,179
Interest A	-	-	-	-	-
Revenue A	-	-	18,076	-	18,076
Prepayment A	-	-	-	-	-
Deferred Costs	-	-	-	1,279	1,279
Prepaid Expenses	1,088	-	-	-	1,088
Deposits	2,803	-	-	-	2,803
<b>Total Assets</b>	<b>\$ 618,149</b>	<b>\$ 314,007</b>	<b>\$ 29,254</b>	<b>\$ 1,279</b>	<b>\$ 962,690</b>
<b>Liabilities:</b>					
Accounts Payable	\$ 11,273	\$ -	\$ -	\$ -	\$ 11,273
Accrued Expenses	-	-	-	-	-
Due to Other	-	-	-	-	-
Due to General Fund	-	-	-	-	-
<b>Total Liabilities</b>	<b>\$ 11,273</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,273</b>
<b>Fund Balance:</b>					
<b>Nonspendable:</b>					
Prepaid Items	\$ 1,088	\$ -	\$ -	\$ -	\$ 1,088
Deposits	2,803	-	-	-	2,803
<b>Restricted for:</b>					
Debt Service	-	-	29,254	-	29,254
Capital Project	-	-	-	1,279	1,279
<b>Assigned for:</b>					
Capital Reserve Fund	-	314,007	-	-	314,007
Unassigned	602,986	-	-	-	602,986
<b>Total Fund Balances</b>	<b>\$ 606,876</b>	<b>\$ 314,007</b>	<b>\$ 29,254</b>	<b>\$ 1,279</b>	<b>\$ 951,417</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 618,149</b>	<b>\$ 314,007</b>	<b>\$ 29,254</b>	<b>\$ 1,279</b>	<b>\$ 962,690</b>

**Ridgewood Trails**  
**Community Development District**  
**General Fund**

**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending March 31, 2026**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 03/31/26	Thru 03/31/26	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 664,302	\$ 655,473	\$ 655,473	\$ -
Interest Earned/Misc. Income	12,000	6,000	9,427	3,427
Rental Revenue	3,686	1,843	4,950	3,107
<b>Total Revenues</b>	<b>\$ 679,988</b>	<b>\$ 663,316</b>	<b>\$ 669,850</b>	<b>\$ 6,534</b>

**Expenditures:**

**General & Administrative:**

Supervisor Fees	\$ 8,000	\$ 2,800	\$ 2,800	\$ -
PR-FICA	612	214	214	-
Engineering	3,200	1,600	-	1,600
Attorney	20,000	10,000	3,194	6,806
Annual Audit	3,380	-	-	-
Assessment Administration	5,854	5,854	5,854	-
Arbitrage Rebate	600	-	-	-
Dissemination Agent	1,180	590	590	-
Trustee Fees	4,434	4,434	4,718	(284)
Management Fees	53,886	26,943	26,943	-
Information Technology	2,003	1,002	1,002	-
Website Maintenance	1,336	668	668	-
Telephone	350	175	105	70
Postage & Delivery	800	400	132	268
Insurance General Liability	9,301	9,301	8,763	538
Printing & Binding	1,000	500	166	334
Legal Advertising	1,800	900	200	701
Other Current Charges	907	454	487	(33)
Office Supplies	100	100	102	(2)
Dues, Licenses & Subscriptions	175	175	175	-
<b>Total General &amp; Administrative</b>	<b>\$ 118,919</b>	<b>\$ 66,110</b>	<b>\$ 56,113</b>	<b>\$ 9,997</b>

**Ridgewood Trails**  
**Community Development District**  
**General Fund**

**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending March 31, 2026**

	Adopted Budget	Prorated Budget Thru 03/31/26	Actual Thru 03/31/26	Variance
<b><i>Operations &amp; Maintenance</i></b>				
<b>Amenity Center Expenditures</b>				
Insurance	\$ 17,635	\$ 17,635	\$ 15,283	\$ 2,352
Amenity Manager	45,020	22,510	22,510	-
Facility Assistant	7,500	3,750	-	3,750
General Facility Maintenance	12,190	6,095	4,791	1,304
Repairs & Replacements	30,000	15,000	13,312	1,688
Lifeguards	20,462	10,231	1,274	8,957
Pool Maintenance	20,845	10,423	12,398	(1,976)
Pool Chemicals	18,647	9,324	4,247	5,077
Water & Sewer	13,000	6,500	4,422	2,078
Electric	16,100	8,050	7,323	727
Internet/Cable	7,980	3,990	3,066	924
ESPN	-	-	555	(555)
Janitorial	12,486	6,243	6,243	-
Janitorial Supplies	2,500	1,250	631	619
Security System	8,647	4,323	5,230	(907)
Refuse Service	3,180	1,590	1,702	(112)
Special Events	5,000	2,957	2,957	-
Pool Permit	475	238	-	238
Pest Control	1,200	600	565	35
Access Cards	750	-	-	-
<b>Subtotal Amenity Center Expenditures</b>	<b>\$ 243,617</b>	<b>\$ 130,708</b>	<b>\$ 106,510</b>	<b>\$ 24,199</b>
<b>Grounds Maintenance Expenditures</b>				
Operations Management	\$ 27,074	\$ 13,537	\$ 13,537	\$ -
Electric	3,000	1,500	1,368	132
Water	8,300	4,150	6,103	(1,953)
Repairs & Maintenance	20,000	16,602	16,602	-
Landscape Maintenance	143,582	71,791	64,222	7,569
Lake Maintenance	9,020	4,510	4,260	250
Irrigation Repairs	3,000	1,500	-	1,500
<b>Subtotal Grounds Maintenance Expenditures</b>	<b>\$ 213,976</b>	<b>\$ 113,590</b>	<b>\$ 106,092</b>	<b>\$ 7,498</b>
<b>Total Operations &amp; Maintenance</b>	<b>\$ 457,593</b>	<b>\$ 244,297</b>	<b>\$ 212,601</b>	<b>\$ 31,696</b>
<b>Total Expenditures</b>	<b>\$ 576,512</b>	<b>\$ 310,407</b>	<b>\$ 268,714</b>	<b>\$ 41,693</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 103,476</b>	<b>\$ 352,910</b>	<b>\$ 401,136</b>	<b>\$ 48,227</b>
<b>Other Financing Sources/(Uses)</b>				
Capital Reserve Transfer out	\$ (103,476)	\$ (103,476)	\$ (103,476)	\$ -
<b>Subtotal Other Financing Sources/(Uses)</b>	<b>\$ (103,476)</b>	<b>\$ (103,476)</b>	<b>\$ (103,476)</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ 0</b>	<b>\$ 249,434</b>	<b>\$ 297,660</b>	<b>\$ 48,227</b>
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 309,216</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 606,876</b>	

**Ridgewood Trails**  
**Community Development District**  
**Capital Reserve Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending March 31, 2026**

	Adopted Budget	Prorated Budget Thru 03/31/26	Actual Thru 03/31/26	Variance
<b>Revenues</b>				
Interest	\$ 6,000	\$ 3,000	\$ 3,943	943
<b>Total Revenues</b>	<b>\$ 6,000</b>	<b>\$ 3,000</b>	<b>\$ 3,943</b>	<b>\$ 943</b>
<b>Expenditures:</b>				
Capital Reserves	\$ 30,000	\$ -	\$ -	\$ -
Other Current Charges	500	250	263	(13)
Repair & Replacement	30,000	15,000	1,761	13,239
<b>Total Expenditures</b>	<b>\$ 60,500</b>	<b>\$ 15,250</b>	<b>\$ 2,023</b>	<b>\$ 13,227</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (54,500)</b>	<b>\$ (12,250)</b>	<b>\$ 1,919</b>	<b>\$ 14,169</b>
<b>Other Financing Sources/(Uses)</b>				
Capital Reserve Transfer In	\$ 103,476	\$ 103,476	\$ 103,476	\$ -
<b>Total Other Financing Sources (Uses)</b>	<b>\$ 103,476</b>	<b>\$ 103,476</b>	<b>\$ 103,476</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ 48,976</b>	<b>\$ 91,226</b>	<b>\$ 105,395</b>	<b>\$ 14,169</b>
<b>Fund Balance - Beginning</b>	<b>\$ 207,334</b>		<b>\$ 208,612</b>	
<b>Fund Balance - Ending</b>	<b>\$ 256,310</b>		<b>\$ 314,007</b>	

**Ridgewood Trails**  
**Community Development District**  
**Debt Service Fund Series - 2007A**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending March 31, 2026**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 03/31/26	Thru 03/31/26	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 13,359	\$ 13,181	\$ 13,181	\$ -
Interest Income	600	300	397	97
<b>Total Revenues</b>	<b>\$ 13,959</b>	<b>\$ 13,481</b>	<b>\$ 13,579</b>	<b>\$ 97</b>
<b>Expenditures:</b>				
Interest - 11/1	\$ 3,390	\$ 3,390	\$ 3,390	\$ -
Interest - 5/1	3,390	-	-	-
Principal - 5/1	5,000	-	-	-
<b>Total Expenditures</b>	<b>\$ 11,780</b>	<b>\$ 3,390</b>	<b>\$ 3,390</b>	<b>\$ -</b>
<b>Other Financing Sources/(Uses):</b>				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 2,179</b>		<b>\$ 10,189</b>	
<b>Net Change in Fund Balance</b>	<b>\$ 2,179</b>	<b>\$ -</b>	<b>\$ 10,189</b>	<b>\$ -</b>
<b>Fund Balance - Beginning</b>	<b>\$ 8,264</b>		<b>\$ 19,065</b>	
<b>Fund Balance - Ending</b>	<b>\$ 10,443</b>		<b>\$ 29,254</b>	

**Ridgewood Trails**  
**Community Development District**  
**Capital Projects Fund Series - 2007A**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending March 31, 2026**

	Actual
	Thru 03/31/26
<b>Revenues</b>	
Interest Income	\$ 22
<b>Total Revenues</b>	<b>\$ 22</b>
<b>Expenditures:</b>	
Capital Outlay	\$ -
<b>Total Expenditures</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 22</b>
<b>Other Financing Sources/(Uses)</b>	
Transfer In/(Out)	\$ -
<b>Total Other Financing Sources (Uses)</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ 22</b>
<b>Fund Balance - Beginning</b>	<b>\$ 1,257</b>
<b>Fund Balance - Ending</b>	<b>\$ 1,279</b>

**Ridgewood Trails**  
**Community Development District**  
**Month to Month**

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>Revenues:</b>													
Special Assessments - Tax Roll	\$ -	\$ 53,025	\$ 585,970	\$ 3,629	\$ 2,094	\$ 10,756	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 655,473
Interest Earned/Misc. Income	783	675	677	1,985	2,208	3,099	-	-	-	-	-	-	9,427
Rental Revenue	400	-	-	1,050	-	3,500	-	-	-	-	-	-	4,950
<b>Total Revenues</b>	<b>\$ 1,183</b>	<b>\$ 53,700</b>	<b>\$ 586,646</b>	<b>\$ 6,663</b>	<b>\$ 4,302</b>	<b>\$ 17,355</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 669,850</b>

**Expenditures:**

**General & Administrative:**

Supervisor Fees	\$ -	\$ 800	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,800
PR-FICA	-	61	-	77	-	77	-	-	-	-	-	-	214
Engineering	-	-	-	-	-	-	-	-	-	-	-	-	-
Attorney	758	1,326	278	834	-	-	-	-	-	-	-	-	3,194
Annual Audit	-	-	-	-	-	-	-	-	-	-	-	-	-
Assessment Administration	5,854	-	-	-	-	-	-	-	-	-	-	-	5,854
Arbitrage Rebate	-	-	-	-	-	-	-	-	-	-	-	-	-
Dissemination Agent	98	98	98	98	98	98	-	-	-	-	-	-	590
Trustee Fees	1,129	-	-	3,589	-	-	-	-	-	-	-	-	4,718
Management Fees	4,491	4,491	4,491	4,491	4,491	4,491	-	-	-	-	-	-	26,943
Information Technology	167	167	167	167	167	167	-	-	-	-	-	-	1,002
Website Maintenance	111	111	111	111	111	111	-	-	-	-	-	-	668
Telephone	-	22	-	66	-	17	-	-	-	-	-	-	105
Postage & Delivery	8	6	60	32	20	6	-	-	-	-	-	-	132
Insurance General Liability	8,763	-	-	-	-	-	-	-	-	-	-	-	8,763
Printing & Binding	24	18	9	8	75	32	-	-	-	-	-	-	166
Legal Advertising	46	-	46	-	49	58	-	-	-	-	-	-	200
Other Current Charges	77	79	68	85	100	78	-	-	-	-	-	-	487
Office Supplies	0	0	0	0	1	101	-	-	-	-	-	-	102
Dues, Licenses & Subscriptions	175	-	-	-	-	-	-	-	-	-	-	-	175
<b>Total General &amp; Administrative</b>	<b>\$ 21,701</b>	<b>\$ 7,180</b>	<b>\$ 5,328</b>	<b>\$ 10,558</b>	<b>\$ 5,112</b>	<b>\$ 6,234</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 56,113</b>

**Ridgewood Trails**  
**Community Development District**  
**Month to Month**

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>Operations &amp; Maintenance</b>													
<b>Amenity Center Expenditures</b>													
Insurance	\$ 15,283	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,283
Amenity Manager	3,752	3,752	3,752	3,752	3,752	3,752	-	-	-	-	-	-	22,510
Facility Assistant	-	-	-	-	-	-	-	-	-	-	-	-	-
General Facility Maintenance	336	748	773	1,151	1,035	748	-	-	-	-	-	-	4,791
Repairs & Replacements	2,253	1,803	545	2,143	1,349	5,220	-	-	-	-	-	-	13,312
Lifeguards	-	-	-	-	-	1,274	-	-	-	-	-	-	1,274
Pool Maintenance	3,713	1,737	1,737	1,737	1,737	1,737	-	-	-	-	-	-	12,398
Pool Chemicals	-	1,776	1,251	362	107	751	-	-	-	-	-	-	4,247
Water & Sewer	952	646	915	928	981	-	-	-	-	-	-	-	4,422
Electric	1,376	1,304	1,137	1,184	1,224	1,097	-	-	-	-	-	-	7,323
Internet/Cable	659	688	521	640	242	315	-	-	-	-	-	-	3,066
ESPN	-	-	-	185	185	185	-	-	-	-	-	-	555
Janitorial	1,041	1,041	1,041	1,041	1,041	1,041	-	-	-	-	-	-	6,243
Janitorial Supplies	234	117	-	164	117	-	-	-	-	-	-	-	631
Security System	716	2,050	723	580	580	580	-	-	-	-	-	-	5,230
Refuse Service	278	278	280	287	288	290	-	-	-	-	-	-	1,702
Special Events	207	603	122	-	1,132	892	-	-	-	-	-	-	2,957
Pool Permit	-	-	-	-	-	-	-	-	-	-	-	-	-
Pest Control	93	93	93	96	96	96	-	-	-	-	-	-	565
Access Cards	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Subtotal Amenity Center Expenditures</b>	<b>\$ 30,892</b>	<b>\$ 16,635</b>	<b>\$ 12,890</b>	<b>\$ 14,249</b>	<b>\$ 13,867</b>	<b>\$ 17,977</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 106,510</b>
<b>Grounds Maintenance Expenditures</b>													
Operations Management	\$ 2,256	\$ 2,256	\$ 2,256	\$ 2,256	\$ 2,256	\$ 2,256	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,537
Electric	224	228	228	230	230	228	-	-	-	-	-	-	1,368
Water	1,434	896	1,581	1,347	845	-	-	-	-	-	-	-	6,103
Repairs & Maintenance	5,614	1,505	1,045	2,890	3,484	2,063	-	-	-	-	-	-	16,602
Landscape Maintenance	10,704	10,704	10,704	10,704	10,704	10,704	-	-	-	-	-	-	64,222
Lake Maintenance	710	710	710	710	710	710	-	-	-	-	-	-	4,260
Irrigation Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Subtotal Grounds Maintenance Expenditures</b>	<b>\$ 20,943</b>	<b>\$ 16,299</b>	<b>\$ 16,524</b>	<b>\$ 18,137</b>	<b>\$ 18,228</b>	<b>\$ 15,962</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 106,092</b>
<b>Total Operations &amp; Maintenance</b>	<b>\$ 51,835</b>	<b>\$ 32,934</b>	<b>\$ 29,414</b>	<b>\$ 32,386</b>	<b>\$ 32,094</b>	<b>\$ 33,939</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 212,601</b>
<b>Reserves</b>													
Capital Reserve Transfer Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (103,476)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (103,476)
<b>Total Reserves</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (103,476)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (103,476)</b>
<b>Total Expenditures</b>	<b>\$ 73,536</b>	<b>\$ 40,113</b>	<b>\$ 34,742</b>	<b>\$ 42,943</b>	<b>\$ 37,207</b>	<b>\$ (63,303)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 268,714</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (72,353)</b>	<b>\$ 13,587</b>	<b>\$ 551,905</b>	<b>\$ (36,280)</b>	<b>\$ (32,905)</b>	<b>\$ 80,658</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 401,136</b>

**Ridgewood Trails**  
**Community Development District**  
**Long Term Debt Report**

Series 2007A Capital Improvement Revenue Bonds	
Interest Rate:	5.65%
Maturity Date:	5/1/2038
Reserve Fund Definition	6.949% of Outstanding Bonds
Reserve Fund Requirement	\$8,339
Reserve Fund Balance	\$11,179
Bonds Outstanding - 6/1/2019	\$150,000
Less: May 1, 2020 (Mandatory)	(5,000)
Less: May 1, 2021 (Mandatory)	(5,000)
Less: May 1, 2022 (Mandatory)	(5,000)
Less: May 1, 2023 (Mandatory)	(5,000)
Less: May 1, 2024 (Mandatory)	(5,000)
Less: May 1, 2025 (Mandatory)	(5,000)
<b>Current Bonds Outstanding</b>	<b>\$120,000</b>

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# Ridgewood Trails

## Community Development District

### Fiscal Year 2026 Assessments Receipts Summary

ASSESSED	# UNITS ASSESSED	SERIES 2007A DEBT ASMT ASSESSED	O&M ASSESSED	TOTAL ASSESSED
NET TAX ROLL ASSESSED	691	13,358.77	664,303.78	677,662.55
<b>TOTAL NET ASSESSMENTS</b>	<b>691</b>	<b>13,358.77</b>	<b>664,303.78</b>	<b>677,662.55</b>

SUMMARY OF TAX ROLL RECEIPTS				
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	SERIES 2007A DEBT RECEIPTS	O&M RECEIPTS	TOTAL RECEIVED
1	11/6/25	75.26	3,742.41	3,817.67
2	11/13/25	474.20	23,581.17	24,055.37
3	11/25/25	516.85	25,701.69	26,218.54
4	12/8/25	11,563.71	575,039.43	586,603.14
5	12/18/25	219.80	10,930.41	11,150.21
6	1/15/26	72.97	3,628.76	3,701.73
7	2/11/26	42.11	2,093.80	2,135.91
8	3/6/26	216.29	10,755.78	10,972.07
9	4/14/26	136.22	6,774.17	6,910.39
		-	-	-
		-	-	-
		-	-	-
<b>TOTAL TAX ROLL RECEIPTS</b>		<b>13,317.44</b>	<b>662,247.59</b>	<b>675,565.03</b>

PERCENT COLLECTED	DEBT	O&M	TOTAL
TOTAL PERCENT COLLECTED	99.69%	99.69%	99.69%

*E.*

# Ridgewood Trails

## COMMUNITY DEVELOPMENT DISTRICT

Fiscal Year 2026

### Check Register

Fund	Date	Check Numbers	Amount	
<b>General Fund</b>				
	2/1/26 - 2/28/26	2935-2952	\$23,751.94	
	3/1/2026 - 3/31/26	2953-2969	\$84,943.57	
				\$108,695.51
<b>Capital Reserve</b>				
	2/1/26 - 2/28/26		\$0.00	
	3/1/2026 - 3/31/26		\$0.00	\$0.00
<b>Autopayments</b>				
	2/2/26	Clay Electric	1,361.46	
	2/6/26	Waste Pro	288.30	
	2/9/26	CCUA	\$2,275.08	
	2/11/26	Comcast	315.14	
	2/25/26	Newlane Finance	395.12	
	3/3/26	Clay Electric	1,453.92	
	3/6/26	Waste Pro	290.30	
	3/6/26	IRS FICA tax payment	153.00	
	3/11/26	Comcast	315.14	
	3/16/26	CCUA	1,825.60	
	3/16/26	Endorsement Staps	39.17	
	3/16/26	Deposit Slips	61.17	
	3/25/26	Newlane Finance	395.12	
	3/31/26	Clay Electric	1,325.61	
				\$10,494.13
<b>TOTAL</b>				<b>\$119,189.64</b>

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
2/11/26	00119	1/28/26 9661411	202601 330-53800-46000	IRRIGATION INSPECT RPR BRIGHTVIEW LANDSCAPE SERVICES INC	*	395.34	395.34 002935
2/11/26	00119	1/28/26 9661412	202601 330-53800-46000	RPLC IRRIG BATTERY VALVE BRIGHTVIEW LANDSCAPE SERVICES INC	*	725.00	725.00 002936
2/11/26	00119	1/28/26 9661413	202601 330-53800-46000	TROUBLESHOOT ELECTRICAL BRIGHTVIEW LANDSCAPE SERVICES INC	*	425.00	425.00 002937
2/11/26	00119	1/28/26 9661416	202601 330-53800-46000	IRRIGATION INSPECT RPR BRIGHTVIEW LANDSCAPE SERVICES INC	*	376.66	376.66 002938
2/11/26	00003	2/01/26 286	202602 310-51300-34000	FEB MANAGEMENT FEES	*	4,490.50	
		2/01/26 286	202602 310-51300-35200	FEB WEBSITE ADMIN	*	111.33	
		2/01/26 286	202602 310-51300-35100	FEB INFO TECH	*	166.92	
		2/01/26 286	202602 310-51300-31300	FEB DISSEM AGENT SRVCS	*	98.33	
		2/01/26 286	202602 310-51300-51000	OFFICE SUPPLIES	*	.51	
		2/01/26 286	202602 310-51300-42000	POSTAGE	*	19.78	
		2/01/26 286	202602 310-51300-42500	COPIES	*	75.45	
				GOVERNMENTAL MANAGEMENT SERVICES			4,962.82 002939
2/11/26	00126	2/01/26 437202	202602 320-57200-34510	ACCESS CONTROL - FEB HI-TECH SYSTEM ASSOCIATES	*	35.00	35.00 002940
2/11/26	00117	1/31/26 3690200	202512 310-51300-31500	DEC GENERAL SERVICES KUTAK ROCK LLP	*	227.50	227.50 002941
2/11/26	00042	2/01/26 343979B	202602 330-53800-46400	FEB LAKE MAINTENANCE THE LAKE DOCTORS INC	*	710.00	710.00 002942
2/11/26	00039	2/01/26 446	202602 320-57200-34200	FEB JANITORIAL SERVICES	*	1,040.50	

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT ACCT#	SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
2/01/26	446	2/01/26	446	FEB	202602	320-57200-46500	FEB POOL MAINTENANCE	*	1,737.08		
2/01/26	446	2/01/26	446	FEB	202602	330-53800-34000	FEB CONTRACT ADMIN	*	2,256.17		
2/01/26	446	2/01/26	446	FEB	202602	320-57200-46200	FEB FACILITY MANAGEMENT	*	3,751.67		
RIVERSIDE MANAGEMENT SERVICES INC										8,785.42	002943
2/19/26	00039	2/13/26	447	JAN	202601	320-57200-46100	JAN AMENITY GEN MAINT	*	1,151.18		
2/13/26	447	2/13/26	447	JAN	202601	320-57200-46000	JAN AMENITY RPR & RPLC	*	2,142.69		
2/13/26	447	2/13/26	447	JAN	202601	320-57200-52200	JAN JANITORIAL SUPPLIES	*	163.99		
2/13/26	447	2/13/26	447	JAN	202601	330-53800-46000	JAN FIELD RPR & MAINT	*	967.88		
RIVERSIDE MANAGEMENT SERVICES INC										4,425.74	002944
2/19/26	00130	2/05/26	62185964	FEB	202602	320-57200-43200	FEB RODENT CONTROL	*	95.76		
TURNER PEST CONTROL LLC										95.76	002945
2/26/26	00160	2/23/26	02232026	CK#1043	202602	300-36900-10100	DEPOSIT REFUND	*	250.00		
ALLYSON BRISBANE										250.00	002946
2/26/26	00158	2/20/26	31720	BACKFLOW TEST/CERTIFIED	202602	330-53800-46000		*	532.21		
P3 SERVICES OF FL LLC										532.21	002947
2/26/26	00119	2/23/26	9683226	INSTALLED ROTOR HEADS	202602	330-53800-46000		*	165.80		
BRIGHTVIEW LANDSCAPE SERVICES INC										165.80	002948
2/26/26	00119	2/23/26	9683227	RPLC IRRIG CONTROLLER	202602	330-53800-46000		*	380.94		
BRIGHTVIEW LANDSCAPE SERVICES INC										380.94	002949
2/26/26	00119	2/23/26	9683228	INOPERABLE IRRIG VALVES	202602	330-53800-46000		*	640.00		
BRIGHTVIEW LANDSCAPE SERVICES INC										640.00	002950
2/26/26	00119	2/23/26	9683229	RPLC IRRIG VALVE	202602	330-53800-46000		*	468.65		
BRIGHTVIEW LANDSCAPE SERVICES INC										468.65	002951

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
2/26/26	00118	2/19/26 77472516	202602 320-57200-34510 3/1-3/31/26 SEC MONITOR	VECTOR SECURITY INC	*	150.10	150.10 002952
TOTAL FOR BANK A						23,751.94	
TOTAL FOR REGISTER						23,751.94	

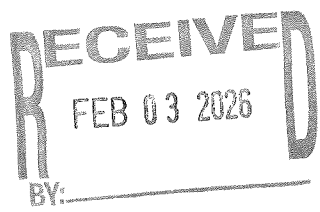


# INVOICE

**Sold To:** 24319930  
 Ridgewood Trails CDD  
 475 W Town Pl Ste 114  
 St Augustine FL 32092

**Customer #:** 24319930  
**Invoice #:** 9661411  
**Invoice Date:** 1/28/2026  
**Sales Order:** 8819989  
**Cust PO #:**

**Project Name:** Ridgewood Trails - Irrigation inspection repair proposal  
**Project Description:** Irrigation inspection completed on 12/11/2025

Job Number	Description	Qty	UM	Unit Price	Amount
346100568	Ridgewood Trails CDD				
	Rotor	1.000	EA	62.00	62.00
	6" Spray head	1.000	EA	41.66	41.66
	Nozzle	3.000	EA	10.00	30.00
	1/2" Lateral lien repair (located on Zone 6 along the sidewa	1.000	EA	130.84	130.84
	1" Lateral line repair (Located in the field behind amenity	1.000	EA	130.84	130.84
Approved Ridgewood Trails CDD Field Repairs and Maintenance 1.330.53800.46000 <i>Rob Alba</i> 02.03.2026  					
<b>Total Invoice Amount</b>					<b>395.34</b>
<b>Taxable Amount</b>					
<b>Tax Amount</b>					
<b>Balance Due</b>					<b>395.34</b>

**Terms:** Net 15 Days

If you have any questions regarding this invoice, please call 904 292-0716

*Please detach stub and remit with your payment*

## Payment Stub

Customer Account #: 24319930  
 Invoice #: 9661411  
 Invoice Date: 1/28/2026

<b>Amount Due: \$ 395.34</b>
------------------------------

*Thank you for allowing us to serve you*

Please reference the invoice # on your check and make payable to

Ridgewood Trails CDD  
 475 W Town Pl Ste 114  
 St Augustine FL 32092

BrightView Landscape Services, Inc.  
 P.O. Box 740655  
 Atlanta, GA 30374-0655



## Proposal for Extra Work at Ridgewood Trails CDD

Property Name	Ridgewood Trails CDD	Contact	Jay Soriano
Property Address	1667 Azalea Ridge Blvd Middleburg, FL 32068	To	Ridgewood Trails CDD
		Billing Address	475 W Town Pl Ste 114 St Augustine, FL 32092

Project Name      Ridgewood Trails - Irrigation inspection repair proposal

Project Description      Irrigation inspection completed on 12/11/2025

### Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
1.00	EACH	Rotor	\$62.00	\$62.00
1.00	EACH	6' Spray head	\$41.66	\$41.66
3.00	EACH	Nozzle	\$10.00	\$30.00
1.00	EACH	1/2" Lateral line repair (located on Zone 6 along the sidewalk at entrance Blanding)	\$130.84	\$130.84
1.00	EACH	1" Lateral line repair (located in the field behind amenity center)	\$130.84	\$130.84

For internal use only

**SO#**                      8819989  
**JOB#**                    346100568  
**Service Line**            150

**Total Price**                      \$395.34

**THIS IS NOT AN INVOICE**

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President  
 11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

## TERMS & CONDITIONS

- 1 The Contractor shall recognize and perform in accordance with written terms written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
- 2 Work Force Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
- 3 License and Permits Contractor shall maintain a Landscape Contractor's license if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
- 4 Taxes Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET) where applicable.
- 5 Insurance Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
- 6 Liability Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
- 7 Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
- 8 Subcontractors Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
- 9 Additional Services Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
- 10 Access to Jobsite Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
- 11 Payment Terms Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price, and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise agreed to in writing.
- 12 Termination This Work Order may be terminated by the either party with or without cause upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
- 13 Assignment The Customer and the Contractor respectively bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls or is controlled by or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all, or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
- 14 Disclaimer This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means at or about the time this proposal was prepared. The price quoted in this proposal for the work described is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein or liable for any accidents/incidents resulting from conditions that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural and/or landscape design services (Design Services) are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

- 15 Cancellation Notice of Cancellation of work must be received in writing before the crew is dispatched to the location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

- 16 Tree & Stump Removal: Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to, concrete brick filled trunks, metal rods, etc. If requested, mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as, but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
- 17 Waiver of Liability: Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboriculture) standards will require a signed waiver of liability.

**Acceptance of this Contract:**

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

**NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY.**

**Customer:**

	<b>Property Manager</b>
Signature: _____	Title: _____
<b>Jay Soriano</b>	<b>January 26, 2026</b>
Printed Name: _____	Date: _____

**BrightView Landscape Services, Inc. "Contractor"**

	<b>Irrigation Manager</b>
Signature: _____	Title: _____
<b>Gonzalo M. Castellon</b>	<b>January 26, 2026</b>
Printed Name: _____	Date: _____

Job #:	346100568		
SO #:	8819989	Proposed Price:	<b>\$395.34</b>

## Indra Dudley

---

**From:** Karen Fisher  
**Sent:** Friday, January 23, 2026 4:01 PM  
**To:** Indra Dudley  
**Cc:** Gonzalo Castellon  
**Subject:** FW: Ridgewood Trails/Azalea Ridge Updated Irrigation Inspection and Proposals

Approved SO's - 8837252, 8819989, 8820001 and 8820007.

Thank you,

**Karen Fisher**  
Account Manager  
BrightView Landscapes, LLC

11530 Davis Creek Ct  
Jacksonville, FL 32256  
C. 904.510.2605  
[Karen.Fisher@brightview.com](mailto:Karen.Fisher@brightview.com)

## BrightView

**From:** Rob Alba <[ridgewoodtrailsmgr@rmsnf.com](mailto:ridgewoodtrailsmgr@rmsnf.com)>  
**Sent:** Friday, January 23, 2026 11:24 AM  
**To:** Karen Fisher <[Karen.Fisher@brightview.com](mailto:Karen.Fisher@brightview.com)>  
**Subject:** Re: Ridgewood Trails/Azalea Ridge Updated Irrigation Inspection and Proposals

Proposal #'s 8837252, 8819989, 8820001 and 8820007 all approved. Thank you for taking the time to look over everything. Let Austin know I have one of his tools in the maintenance closet. Looks like a hand held detector for underground electrical pulses. If I don't hear from you again today, have a wonderful weekend.

On Fri, Jan 23, 2026 at 8:59 AM Karen Fisher <[Karen.Fisher@brightview.com](mailto:Karen.Fisher@brightview.com)> wrote:

Morning Rob,

Attached are the updated proposals from the December inspection along with a proposal following this month's inspection.

There should be one more proposal coming soon for Bronco Rd. and the updated zone map



# INVOICE

**Sold To:** 24319930  
 Ridgewood Trails CDD  
 475 W Town Pl Ste 114  
 St Augustine FL 32092

**Customer #:** 24319930  
**Invoice #:** 9661412  
**Invoice Date:** 1/28/2026  
**Sales Order:** 8820001  
**Cust PO #:**

**Project Name:** Ridgewood Trails - Proposal to replace irrigation Battery Valve  
**Project Description:** Located next to the reclaim meter in front of Amenity Center

Job Number	Description	Qty	UM	Unit Price	Amount
346100568	BV runs the drip for the hedge line in front of the Amenity Center and rotors for the sod in front.				
	Ridgewood Trails CDD Node 200 (Battery Valve)	1.000	EA	425.00	425.00
	Solenoid	2.000	EA	150.00	300.00
	Approved Ridgewood Trails CDD Field Repairs and Maintenance 1.330.53800.46000 <i>Rob Alba</i> 02.03.2026				
<b>Total Invoice Amount</b>					<b>725.00</b>
<b>Taxable Amount</b>					
<b>Tax Amount</b>					
<b>Balance Due</b>					<b>725.00</b>

**Terms:** Net 15 Days

If you have any questions regarding this invoice, please call 904 292-0716

*Please detach stub and remit with your payment*

## Payment Stub

Customer Account #: 24319930  
 Invoice #: 9661412  
 Invoice Date: 1/28/2026

**Amount Due: \$ 725.00**

*Thank you for allowing us to serve you*

Please reference the invoice # on your check and make payable to

Ridgewood Trails CDD  
 475 W Town Pl Ste 114  
 St Augustine FL 32092

BrightView Landscape Services, Inc.  
 P.O. Box 740655  
 Atlanta, GA 30374-0655



## Proposal for Extra Work at Ridgewood Trails CDD

Property Name	Ridgewood Trails CDD	Contact	Jay Soriano
Property Address	1667 Azalea Ridge Blvd Middleburg, FL 32068	To	Ridgewood Trails CDD
		Billing Address	475 W Town Pl Ste 114 St Augustine, FL 32092

Project Name      Ridgewood Trails - Proposal to replace irrigation Battery Valve

Project Description      Located next to the reclaim meter in front of Amenity Center

### Scope of Work

BV runs the drip for the hedge line in front of the Amenity Center and rotors for the sod in front.

QTY	UoM/Size	Material/Description	Unit Price	Total
1.00	EACH	Node 200 (Battery Valve)	\$425.00	\$425.00
2.00	EACH	Solenoid	\$150.00	\$300.00

For internal use only

SO#                      8820001  
 JOB#                  346100568  
 Service Line            150

**Total Price                      \$725 00**

**THIS IS NOT AN INVOICE**

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President  
 11530 Davis Creek Court, Jacksonville FL 32256 ph. (904) 292-0716 fax (904) 292-1014

## TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. Work Force Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified and shall be legally authorized to work in the U.S.
3. License and Permits Contractor shall maintain a Landscape Contractor's license if required by State or local law and will comply with all other license requirements of the City, State and Federal Governments as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
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6. Liability Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions (fire, earthquake, etc.) and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
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14. Disclaimer This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means at or about the time this proposal was prepared. The price quoted in this proposal for the work described is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

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Customer:

	<b>Property Manager</b>
Signature _____	Title _____
<b>Jay Sorlano</b>	<b>January 26, 2026</b>
Printed Name _____	Date _____

BrightView Landscape Services, Inc. "Contractor"

	<b>Irrigation Manager</b>
Signature _____	Title _____
<b>Gonzalo M. Castellon</b>	<b>January 26, 2026</b>
Printed Name _____	Date _____

Job #:	346100568		
SO #:	8820001	Proposed Price:	\$725.00

## Indra Dudley

---

**From:** Karen Fisher  
**Sent:** Friday, January 23, 2026 4:01 PM  
**To:** Indra Dudley  
**Cc:** Gonzalo Castellon  
**Subject:** FW: Ridgewood Trails/Azalea Ridge Updated Irrigation Inspection and Proposals

Approved SO's - 8837252, 8819989, 8820001 and 8820007.

Thank you,

**Karen Fisher**  
Account Manager  
BrightView Landscapes, LLC

11530 Davis Creek Ct  
Jacksonville, FL 32256  
C. 904.510.2605  
[Karen.Fisher@brightview.com](mailto:Karen.Fisher@brightview.com)

## BrightView

**From:** Rob Alba <[ridgewoodtrailsmgr@rmsnf.com](mailto:ridgewoodtrailsmgr@rmsnf.com)>  
**Sent:** Friday, January 23, 2026 11:24 AM  
**To:** Karen Fisher <[Karen.Fisher@brightview.com](mailto:Karen.Fisher@brightview.com)>  
**Subject:** Re: Ridgewood Trails/Azalea Ridge Updated Irrigation Inspection and Proposals

Proposal #'s 8837252, 8819989, 8820001 and 8820007 all approved. Thank you for taking the time to look over everything. Let Austin know I have one of his tools in the maintenance closet. Looks like a hand held detector for underground electrical pulses. If I don't hear from you again today, have a wonderful weekend.

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There should be one more proposal coming soon for Bronco Rd. and the updated zone map.



# INVOICE

**Sold To:** 24319930  
 Ridgewood Trails CDD  
 475 W Town Pl Ste 114  
 St Augustine FL 32092

**Customer #:** 24319930  
**Invoice #:** 9661413  
**Invoice Date:** 1/28/2026  
**Sales Order:** 8820007  
**Cust PO #:**

**Project Name:** Ridgewood Trails - Proposal to troubleshoot electrical on irrigation Zones not working  
**Project Description:** Located on the Amenity clock near the A/C units in the right side

Job Number	Description	Qty	UM	Unit Price	Amount
346100568	Ridgewood Trails CDD Tech labor to investigate and diagnose Zones 22, 23, 24, 25	5.000	HR	85.00	425.00
	Approved Ridgewood Trails CDD Field Repairs and Maintenance 1.330.53800.46000 <i>Rob Alba</i> 02.03.2026				
	 BY: _____				
				<b>Total Invoice Amount</b>	425.00
				<b>Taxable Amount</b>	
				<b>Tax Amount</b>	
				<b>Balance Due</b>	425.00

**Terms: Net 15 Days**

If you have any questions regarding this invoice, please call 904 292-0716

*Please detach stub and remit with your payment*

### Payment Stub

Customer Account #: 24319930  
 Invoice #: 9661413  
 Invoice Date: 1/28/2026

**Amount Due: \$ 425.00**

*Thank you for allowing us to serve you*

Please reference the invoice # on your check and make payable to

Ridgewood Trails CDD  
 475 W Town Pl Ste 114  
 St Augustine FL 32092

BrightView Landscape Services, Inc.  
 P.O. Box 740655  
 Atlanta, GA 30374-0655



### Proposal for Extra Work at Ridgewood Trails CDD

Property Name	Ridgewood Trails CDD	Contact	Jay Soriano
Property Address	1667 Azalea Ridge Blvd Middleburg, FL 32068	To	Ridgewood Trails CDD
		Billing Address	475 W Town Pl Ste 114 St Augustine, FL 32092
Project Name	Ridgewood Trails - Proposal to troubleshoot electrical on irrigation Zones not working		
Project Description	Located on the Amenity clock near the A/C units in the right side		

#### Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
5.00	HOUR	Tech labor to investigate and diagnose Zones 22, 23, 24, 25 not working	\$85.00	\$425.00

For internal use only

SO# 8820007  
 JOB# 346100568  
 Service Line 150

**Total Price \$425.00**

**THIS IS NOT AN INVOICE**

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President  
11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

## TERMS & CONDITIONS

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- 3 License and Permits Contractor shall maintain a Landscape Contractor's license if required by State or local law and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
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- 5 Insurance Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer as specified in writing prior to commencement of work. If not specified Contractor will furnish insurance with \$1,000,000 limit of liability.
- 6 Liability Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
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- 12 Termination This Work Order may be terminated by the either party with or without cause upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
- 13 Assignment The Customer and the Contractor respectively bind themselves their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls is controlled by or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
- 14 Disclaimer This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means at or about the time this proposal was prepared. The price quoted in this proposal for the work described is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein or liable for any incidents/accidents resulting from conditions that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

- 15 Cancellation Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

- 16 Tree & Stump Removal Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as but not limited to concrete back filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
- 17 Waiver of Liability Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboriculture) standards will require a signed waiver of liability.

**Acceptance of this Contract**

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

**NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY.**

Customer:

	<b>Property Manager</b>
Signature _____	Title _____
<b>Jay Soriano</b>	<b>January 26, 2026</b>
Printed Name _____	Date _____

BrightView Landscape Services, Inc. ("Contractor")

	<b>Account Manager</b>
Signature _____	Title _____
<b>Karen E Fisher</b>	<b>January 26, 2026</b>
Printed Name _____	Date _____

<b>Job #:</b>	<b>346100568</b>		
<b>SO #:</b>	<b>8820007</b>	<b>Proposed Price:</b>	<b>\$425.00</b>

## Indra Dudley

---

**From:** Karen Fisher  
**Sent:** Friday, January 23, 2026 4:01 PM  
**To:** Indra Dudley  
**Cc:** Gonzalo Castellon  
**Subject:** FW: Ridgewood Trails/Azalea Ridge Updated Irrigation Inspection and Proposals

Approved SO's - 8837252, 8819989, 8820001 and 8820007.

Thank you,

**Karen Fisher**  
Account Manager  
BrightView Landscapes, LLC

11530 Davis Creek Ct  
Jacksonville, FL 32256  
C. 904.510.2605  
[Karen.Fisher@brightview.com](mailto:Karen.Fisher@brightview.com)

# BrightView

**From:** Rob Alba <[ridgewoodtrailsmgr@rmsnf.com](mailto:ridgewoodtrailsmgr@rmsnf.com)>  
**Sent:** Friday, January 23, 2026 11:24 AM  
**To:** Karen Fisher <[Karen.Fisher@brightview.com](mailto:Karen.Fisher@brightview.com)>  
**Subject:** Re: Ridgewood Trails/Azalea Ridge Updated Irrigation Inspection and Proposals

Proposal #'s 8837252, 8819989, 8820001 and 8820007 all approved. Thank you for taking the time to look over everything. Let Austin know I have one of his tools in the maintenance closet. Looks like a hand held detector for underground electrical pulses. If I don't hear from you again today, have a wonderful weekend.

On Fri, Jan 23, 2026 at 8:59 AM Karen Fisher <[Karen.Fisher@brightview.com](mailto:Karen.Fisher@brightview.com)> wrote:

Morning Rob,

Attached are the updated proposals from the December inspection along with a proposal following this month's inspection.

There should be one more proposal coming soon for Bronco Rd. and the updated zone map.



# INVOICE

**Sold To:** 24319930  
 Ridgewood Trails CDD  
 475 W Town Pl Ste 114  
 St Augustine FL 32092

**Customer #:** 24319930  
**Invoice #:** 9661416  
**Invoice Date:** 1/28/2026  
**Sales Order:** 8837252  
**Cust PO #:**

**Project Name:** Ridgewood Trails - Irrigation inspection repair proposal  
**Project Description:** Irrigation inspection completed on 1/19/26

Job Number	Description	Qty	UM	Unit Price	Amount
346100568	Ridgewood Trails CDD 6" Spray head	1.000	EA	41.66	41.66
	Nozzle	1.000	EA	10.00	10.00
	Node 100 (located on Bronco Rd at the park Node is not ope	1.000	EA	325.00	325.00
	Approved Ridgewood Trails CDD Field Repairs and Maintenance 1.330.53800.46000 <i>Rob Alba</i> 02.03.2026				
	 BY: _____				
				<b>Total Invoice Amount</b>	<b>376.66</b>
				<b>Taxable Amount</b>	
				<b>Tax Amount</b>	
				<b>Balance Due</b>	<b>376.66</b>

**Terms:** Net 15 Days

If you have any questions regarding this invoice, please call 904 292-0716

*Please detach stub and remit with your payment*

## Payment Stub

Customer Account #: 24319930  
 Invoice #: 9661416  
 Invoice Date: 1/28/2026

<b>Amount Due: \$ 376.66</b>
------------------------------

*Thank you for allowing us to serve you*

Please reference the invoice # on your check and make payable to

Ridgewood Trails CDD  
 475 W Town Pl Ste 114  
 St Augustine FL 32092

BrightView Landscape Services, Inc.  
 P.O. Box 740655  
 Atlanta, GA 30374-0655



## Proposal for Extra Work at Ridgewood Trails CDD

Property Name	Ridgewood Trails CDD	Contact	Jay Soriano
Property Address	1667 Azalea Ridge Blvd Middleburg, FL 32068	To	Ridgewood Trails CDD
		Billing Address	475 W Town Pl Ste 114 St Augustine, FL 32092

Project Name      Ridgewood Trails - Irrigation inspection repair proposal

Project Description    Irrigation inspection completed on 1/19/26

### Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
1.00	EACH	6" Spray head	\$41.66	\$41.66
1.00	EACH	Nozzle	\$10.00	\$10.00
1.00	EACH	Node 100 (located on Bronco Rd at the park - Node is not operating)	\$325.00	\$325.00

For Internal use only

SO#                    8837252  
 JOB#                346100568  
 Service Line        150

**Total Price                    \$376.66**

**THIS IS NOT AN INVOICE**

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President  
 11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

## TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. Work Force: Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified and shall be legally authorized to work in the U.S.
3. License and Permits: Contractor shall maintain a Landscape Contractor's license if required by State or local law and will comply with all other license requirements of the City, State and Federal Governments as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. Taxes: Contractor agrees to pay all applicable taxes including sales or General Excise Tax (GET) where applicable.
5. Insurance: Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law of Customer as specified in writing prior to commencement of work. If not specified Contractor will furnish insurance with \$1,000,000 limit of liability.
6. Liability: Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions (fire, earthquake, etc.) and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. Subcontractors: Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. Additional Services: Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders and will become an extra charge over and above the estimate.
10. Access to Jobsite: Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
11. Payment Terms: Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise agreed to in writing.
12. Termination: This Work Order may be terminated by the either party with or without cause upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
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Customer:

	<b>Property Manager</b>
Signature _____	Title _____
<b>Jay Soriano</b>	<b>January 26, 2026</b>
Printed Name _____	Date _____

<b>BrightView Landscape Services, Inc. "Contractor"</b>	
	<b>Irrigation Manager</b>
Signature _____	Title _____
<b>Gonzalo M. Castellon</b>	<b>January 26, 2026</b>
Printed Name _____	Date _____

<b>Job #:</b>	<b>346100568</b>		
<b>SO #:</b>	<b>8837252</b>	<b>Proposed Price:</b>	<b>\$376.00</b>

## Indra Dudley

---

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**Sent:** Friday, January 23, 2026 4:01 PM  
**To:** Indra Dudley  
**Cc:** Gonzalo Castellon  
**Subject:** FW: Ridgewood Trails/Azalea Ridge Updated Irrigation Inspection and Proposals

Approved SO's - 8837252, 8819989, 8820001 and 8820007.

Thank you,

**Karen Fisher**  
Account Manager  
BrightView Landscapes, LLC

11530 Davis Creek Ct  
Jacksonville, FL 32256  
C. 904.510.2605  
[Karen.Fisher@brightview.com](mailto:Karen.Fisher@brightview.com)

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**Governmental Management Services, LLC**

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

**Invoice**

**Invoice #:** 286

**Invoice Date:** 2/1/26

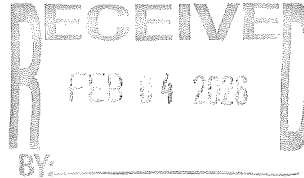
**Due Date:** 2/1/26

**Case:**

**P.O. Number:**

**Bill To:**

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



Description	Hours/Qty	Rate	Amount
Management Fees - February 2026		4,490.50	4,490.50
Website Administration - February 2026		111.33	111.33
Information Technology - February 2026		166.92	166.92
Dissemination Agent Services - February 2026		98.33	98.33
Office Supplies		0.51	0.51
Postage		19.78	19.78
Copies		75.45	75.45
<b>Total</b>			<b>\$4,962.82</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$4,962.82</b>



Tallahassee, FL 32308  
 2498 Centerville Rd.

**Invoice**

Invoice #: 437202  
 Invoice Date: 02/01/2026  
 Completed: 02/01/2026  
 Terms: Due on Aging Date  
 Bid#:

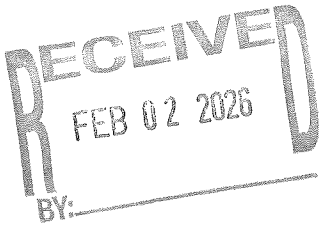
**Bill to:**  
 Ridgewood CDD  
 475 West Town Place  
 Suite 114  
 Saint Augustine, FL 32092  
[Click Here to Pay Online!](#)

475 West Town Place

**HiTechFlorida.com**

Description	Qty	Rate	Amount
2-11885-AC-1 - Access Control System - Ridgewood Trails CDD - 1667 Azalea Ridge Blvd, Middleburg, FL			
Hi-Tech Commercial Access 1	1.00	\$20.00	20.00
OvrC Pro Monitoring	1.00	\$15.00	15.00
Sales Tax			0.00

Approved  
 Ridgewood Trails CDD  
 Security  
 1.320.57200.34510  
*Rob Alba*  
 02.02.2026



Tech Resolution Note:  
 Thank you for choosing Hi-Tech!

To review or pay your account online, please visit our online bill payment portal at [Hi-Tech Customer Portal](#). You will need your customer number and billing zip code to create a new login.

<b>Total</b>	\$35.00
<b>Payments</b>	\$0.00
<b>Balance Due</b>	\$35.00

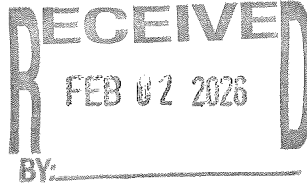
**Support@hitechflorida.com**  
**Office: 850-385-7649**

**KUTAK ROCK LLP**  
**TALLAHASSEE, FLORIDA**  
Telephone 404-222-4600  
Facsimile 404-222-4654

**Check Remit To:**  
Kutak Rock LLP  
PO Box 30057  
Omaha, NE 68103-1157

Federal ID 47-0597598

January 31, 2026



Reference: Invoice No. 3690200  
Client Matter No. 17623-1  
Notification Email: [eftgroup@kutakrock.com](mailto:eftgroup@kutakrock.com)

Mr. Jim Oliver  
Ridgewood Trails CDD  
Governmental Management Services – St. Augustine  
Suite 114  
475 West Town Place  
St. Augustine, FL 32092

Invoice No. 3690200  
17623-1

---

Re: General

For Professional Legal Services Rendered

12/17/25	K. Buchanan	0.40	130.00	Review meeting minutes
12/30/25	K. Buchanan	0.30	97.50	Review open items
TOTAL HOURS		0.70		
TOTAL FOR SERVICES RENDERED				\$227.50
TOTAL CURRENT AMOUNT DUE				<u>\$227.50</u>

**MAKE CHECK PAYABLE TO:**



**The Lake Doctors, Inc.**  
Aquatic Management Services  
Post Office Box 162134  
Altamonte Springs, FL 32716  
(904) 262-5500

**PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD**



CARD NUMBER	EXP. DATE
SIGNATURE	AMOUNT PAID

**ADDRESSEE**

Please check if address below is incorrect and indicate change on reverse side

RIDGEWOOD TRAILS CDD  
Taylor Tennison  
475 West Town Pl  
SUITE 114  
St Augustine, FL 32092

ACCOUNT NUMBER	DATE	BALANCE
718416	2/1/2026	\$710.00

The Lake Doctors  
Post Office Box 162134  
Altamonte Springs, FL 32716

000000006621300100000003439790000007100003

Please return this invoice with your payment and notify us of any changes to your contact information.

**RIDGEWOOD TRAILS CDD**                      **3813 Great Falls Loop Middleburg, FL 32068**  
**Invoice Due Date 2/11/2026**                      **Invoice 343979B**                      **PO #**

Invoice Date	Description	Quantity	Amount	Tax	Total
2/1/2026	Water Management - Monthly		\$710.00	\$0.00	\$710.00

Please remit payment for this month's invoice.

Approved  
Ridgewood Trails CDD  
Lake Maintenance  
1.330.53800.46400  
*Rob Alba*  
02.02.2026

Please provide remittance information when submitting payments, otherwise payments will be applied to the oldest outstanding invoices.

**Credits**                      \$0.00  
**Adjustment**                      \$0.00

**AMOUNT DUE**

<b>Total Account Balance including this invoice:</b>	\$710.00	<b>This Invoice Total:</b>	\$710.00
--	----------	----------------------------	----------

**Click the "Pay Now" link to submit payment by ACH**

<b>Customer #:</b> 718416	<b>Corporate Address</b>
<b>Portal Registration #:</b> 98B142AF	4651 Salisbury Rd, Suite 155
<b>Customer E-mail(s):</b> RIDGEWOODTRAILSMGR@RMSNF.COM	Jacksonville, FL 32256
<b>Customer Portal Link:</b> www.lakedoctors.com/contact-us/	

Set Up Customer Portal to pay invoices online, set up recurring payments, view payment history, and edit contact information

**Riverside Management Services, Inc**  
 475 West Town Place  
 Suite 114  
 St. Augustine, FL 32092

# Invoice

**Invoice #:** 446  
**Invoice Date:** 2/1/2026  
**Due Date:** 2/1/2026  
**Case:**  
**P.O. Number:**

**Bill To:**  
 Ridgewood Trails CDD  
 475 West Town Place Suite 114  
 St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
1.320.57200.34200 - Janitorial Services - February 2026		1,040.50	1,040.50
1.320.57200.46500 - Pool Maintenance Service - February 2026		1,737.08	1,737.08
1.330.53800.34000 - Contract Administration - February 2026		2,256.17	2,256.17
1.320.57200.46200 - Facility Management - Ridgewood Trails - February 2026		3,751.67	3,751.67

**RECEIVED**  
 FEB 05 2026  
 BY: \_\_\_\_\_

*Alison Moring*  
 2-5-26

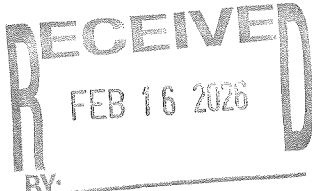
<b>Total</b>	<b>\$8,785.42</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$8,785.42</b>

**Riverside Management Services, Inc**  
 475 West Town Place  
 Suite 114  
 St. Augustine, FL 32092

# Invoice

Invoice #: 447  
 Invoice Date: 2/13/2026  
 Due Date: 2/13/2026  
 Case:  
 P.O. Number:

**Bill To:**  
 Ridgewood Trails CDD  
 475 West Town Place Suite 114  
 St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Facility Maintenance January 1 - January 31, 2026	60.21	40.00	2,408.40
Maintenance Supplies		2,017.34	2,017.34
 \$1,151.18 Amenity General Maintenance 1.320.57200.46100			
 \$2,142.69 Amenity Repairs & Replacement 1.320.57200.46000			
 \$163.99 Janitorial Supplies 1.320.57200.52200			
 \$967.88 Field Repairs & Maintenance 1.330.53800.46000			
 \$4,425.74 Ridgewood Trails CDD Approved <i>Rob Alba</i> 02.16.2026			
 <i>Alison Moring</i> 2-16-26			

<b>Total</b>	<b>\$4,425.74</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$4,425.74</b>

**RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF JANUARY 2026**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
1/2/26	6	R.A.	Took down Christmas decorations at amenity center, entryway signs, sorted and stored all Christmas decorations in bins, moved all bins to shed loft, remove debris around amenity center, pool deck, parking lot, field and roadways, checked and changed trash receptacles, picked up supplies
1/2/26	4	C.W.	Took down Christmas décor, cleaned amenity center from events, organized lifeguard shed, removed debris from roadways and entrances
1/8/26	2.88	L.C.	Replaced valve in women's restroom toilet, removed debris around amenity center, pool, parking lot, playgrounds and roadways, checked and changed trash receptacles, emptied and restocked dog waste receptacles
1/9/26	2	L.C.	Straightened and organized pool deck furniture, blew leaves and debris off pool deck, removed debris from pool deck and parking lot, checked and changed trash receptacles
1/15/26	2.5	R.A.	Cut rebar for bike rack install, picked up supplies, gathered all supplies and equipment for install job and reviewed locations for installation, removed debris around community and entrances
1/15/26	8	L.C.	Installed bike racks around property by digging holes and concreated, cut rebar for bike racks, straightened and organized pool deck furniture, removed debris around pool deck, parking lot, common areas and roadways, checked and changed trash receptacles, emptied and restocked dog waste receptacles, picked up supplies
1/16/26	2	L.C.	Decorated amenity center, cleaned maintenance area, straightened and organized pool deck furniture, removed debris around amenity center
1/21/26	1	C.W.	Blew leaves and debris off pool deck and walkways, straightened and organized pool deck furniture, removed debris from parking lot and bushes
1/22/26	2	R.A.	Worked on removing pavers and pouting concrete footers, milled and cut lumber to assemble new door for community message boards
1/22/26	7.68	L.C.	Removed pool ladder and pavers for repair, poured concrete footers for pool ladder replacement, removed debris around amenity center and community, checked and changed trash receptacles, picked up supplies
1/22/26	6.15	B.W.	Removed and repair of pool ladder and message board
1/26/26	2	R.A.	Checked pool chemicals, completed concrete around pool ladder cups and allowed to dry
1/27/26	4	R.A.	Installed and mounted wireless access point for gym, configured network setting and password for gym wireless access point, finished assembling message board door frame, checked pool chemicals, met with vendor regarding pool resurface estimate
1/28/26	4	R.A.	Checked pool deck ladder after concrete set and removed left over paver base, started install of broken pool deck tiles at ladder, started routing coax cable for television antenna installation, checked pool chemicals, removed debris around amenity center and pool deck, picked up supplies
1/29/26	2.8	R.A.	Updated message boards, checked pool chemicals, met with vendor regarding pool resurface estimate
1/30/26	3.2	R.A.	Checked pool chemicals, worked on television antenna mounting, removed debris around amenity center, pool, parking lot, entry ways and common areas, checked and changed all trash receptacles, emptied and restocked all dog waste receptacles

**TOTAL**      60.21

**MILES**      0

\*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

**MAINTENANCE BILLABLE PURCHASES**

Period Ending 2/05/26

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
RT RIDGEWOOD TRAILS				
	12/25/25	Constant Contact Annual	481.62	R.A.
	1/7/26	Toilet Paper 18pk (2)	57.45	R.A.
	1/9/26	11" Cable Ties 500pk	56.27	R.A.
	1/14/26	50oz Soft Soap Refill (4)	32.11	R.A.
	1/15/26	50lb. Fast Set Concrete (6)	47.33	R.A.
	1/15/26	1/2"x2' Rebar	5.67	R.A.
	1/15/26	TV Antenna Outdoor Kit	247.24	R.A.
	1/15/26	TP-Link Wireless Access Point	123.61	R.A.
	1/22/26	Flat Corner Brace 2pk (3)	20.60	R.A.
	1/22/26	50lb Concrete	7.89	R.A.
	1/22/26	2x4-92-5/8" (2)	8.83	R.A.
	1/28/26	55 Gal Trash Bags 40ct	26.89	R.A.
	1/28/26	13 Gallon Trash Bags 110ct (2)	47.54	R.A.
	1/29/26	Alum Fence Picket Bracket Kit (2)	47.36	R.A.
	1/29/26	Core Drill Bit 6"x9-1/2"	60.02	R.A.
	1/30/26	Pull Plate for Exit Door	7.97	R.A.
	1/30/26	36" Panic Bar for Exit Door	142.29	R.A.
	1/30/26	2"x2" 8FT Steel Fence Post (2)	74.47	R.A.
	1/30/26	Heavy Duty Bracket Connectors 10pk (2)	55.84	R.A.
	1/30/26	2"x2"x75" Steel Fence Post and Base Plate	76.59	R.A.
	2/2/26	1/2" Elbow 90	2.83	R.A.
	2/2/26	1/2" 2-1/2 Galv Nipple	2.19	R.A.
	2/2/26	1/2" Sharkbite Female	9.43	R.A.
	2/2/26	Reset Combo Lock (4)	52.49	R.A.
	2/2/26	Safety Hasp	10.68	R.A.
	2/2/26	Satin Base Paint Quart Size	19.64	R.A.
	2/2/26	1/2"x3FT Galv Pipe with Nipple (2)	35.10	R.A.
	2/2/26	1/2" Galv Pipe Straps 10pk	3.81	R.A.
	2/2/26	SS Key Padlock	29.56	R.A.
	2/2/26	6FT x 8 FT Top Fence Panel	204.94	R.A.
	2/2/26	1/2" Stainless Steel Shut off Ball Valve	19.09	R.A.
		<b>TOTAL</b>	<b><u>\$2,017.34</u></b>	



**PAYMENT ADDRESS:**  
 Turner Pest Control LLC • P.O. Box 600323 • Jacksonville, Florida 32260-0323  
 904-365-5300 • Toll Free: 800-225-5305 • turnerpest.com

Turner Pest Control LLC  
 PO Box 600323  
 Jacksonville, FL 32260-0323  
 904-355-5300

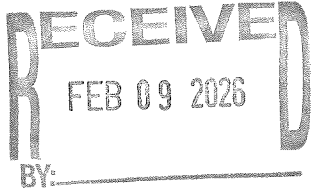

## Service Slip/Invoice

INVOICE:	621859640
DATE:	02/05/2026
ORDER:	621859640

Bill To: [761826]  
 Ridgewood Trails CDD  
 3813 Greatfall Loop  
 Middleburg, FL 32068

Work Location: [761826] 904-214-3346  
 Ridgewood Trails CDD  
 3813 Greatfall Loop  
 Middleburg, FL 32068

Work Date	Time	Target Pest	Technician	Time In
02/05/2026	02:57 PM			02:57 PM
Purchase Order	Terms	Last Service	Map Code	Time Out
	NET 30	02/05/2026		03:20 PM

Service	Description	Price
CPCSMART	SMART Rodent Control Program	\$95.76
		<b>SUBTOTAL</b> \$95.76
		TAX \$0.00
		AMT. PAID \$0.00
		<b>TOTAL</b> \$95.76
Approved Ridgewood Trails CDD Pest Control 1.320.57200.43200 <i>Rob Alba</i> 02.09.2026		<b>AMOUNT DUE</b> \$95.76
		 _____ TECHNICIAN SIGNATURE
		_____ CUSTOMER SIGNATURE

Balances outstanding over 30 days from the date of service may be subject to a late fee of the lesser of 1.5% per month (18% per year) or the maximum allowed by law. Customer agrees to pay accrued expenses in the event of collection.

Hereby acknowledge the satisfactory completion of all services rendered, and agree to pay the cost of services as specified above.

**PLEASE PAY FROM THIS INVOICE**

**Azalea Ridge - Ridgewood Trails CDD - Refund Request**

Name	Check #	Check Amount	Rental Fee Amount	Security Deposit	Refund Amount	Notes
1 Allyson Brisbane 1816 Woodland Glen Rd Middleburg FL 32068	1043	\$250.00		\$250.00	\$250.00	refund request 02.23.26

Prepared By: Rob Alba  
 On this Date: 2/23/2026  
 Number of Refunds: 1  
 Total Refund Amount: \$250.00



# Bob's Backflow & Plumbing Services

4640 Subchaser Ct., Ste 113  
 Jacksonville, FL 32244

Phone # (904) 268-8009

Fax # (904) 292-4403

# INVOICE

31720

Invoice Date

2/20/2026

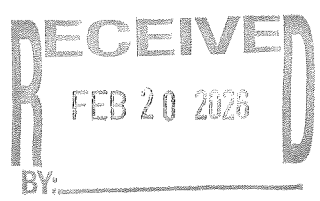
Bill To
Ridgewood Trails CDD 1667 Azalea Ridge Blvd Middleburg, FL 32068

Job Location
Ridgewood Trails CDD 1667 Azalea Ridge Blvd Middleburg, FL 32068



P.O. Number	Terms	Due Date
	Net 30	3/22/2026

Serviced	Description	Quantity	Price Each	Amount
2/19/2026	1" Wilkins 975XL2 S#: 3860138- Irrigation Labor to replace the #1 & #2 check rubbers, RV rubber kit, clean, flush, test, certify, and insulate Wilkins RK34-950XLR 950/975 Double Check Kit .75'-1' Wilkins RK34-975RV 975 Relief Valve Kit 3/4'-1' Insulation to protect the device against future freeze damage. Backflow Test: Backflow Test/ Certified and submitted to proper Water Utility Provider - PASSED	2  1 1 1 1	100.00  75.37 61.84 60.00 0.00	200.00  75.37 61.84 60.00 0.00
2/14/2026	Below is the original testing on 2/14  Backflow Test: Backflow Test/ Certified and submitted to proper Water Utility Provider 1" Wilkins 975XL Serial# 3860138 1" Wilkins 975XL2 Serial# 3860084 - PASSED 2" Wilkins 975XL2 Serial# 4466599 - PASSED  Approved Ridgewood Trails CDD Field Repairs and Maintenance 1.330.53800.46000 Rob Alba 02.20.2026	3	45.00	135.00



Thank you for your business. We appreciate your prompt payment.  
 Please make checks payable to Bob's Backflow and include your invoice number.

<b>Total</b>	\$532.21
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$532.21

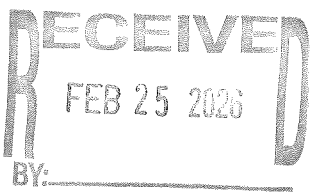


**INVOICE**

**Sold To:** 24319930  
 Ridgewood Trails CDD  
 475 W Town Pl Ste 114  
 St Augustine FL 32092

**Customer #:** 24319930  
**Invoice #:** 9683226  
**Invoice Date:** 2/23/2026  
**Sales Order:** 8846999  
**Cust PO #:**

**Project Name:** Ridgewood Trails - Irrigation inspection repair proposal  
**Project Description:** Irrigation inspection completed on 2/4/26

Job Number	Description	Qty	UM	Unit Price	Amount
346100568	Ridgewood Trails CDD				
	Rainbird 5006" Installed- Rotor heads	2.000	EA	63.60	127.20
	Nozzle & Shrub Nut (on exist.riser) Installed- Pop-up Spray	4.000	EA	9.65	38.60
	Approved Ridgewood Trails CDD Field Repairs and Maintenance 1.330.53800.46000 <i>Rob Alba</i> 02.25.2026				
					
<b>Total Invoice Amount</b>					<b>165.80</b>
<b>Taxable Amount</b>					
<b>Tax Amount</b>					
<b>Balance Due</b>					<b>165.80</b>

**Terms:** Net 15 Days

If you have any questions regarding this invoice, please call 904 292 0716

*Please detach stub and remit with your payment*

**Payment Stub**

Customer Account #: 24319930  
 Invoice #: 9683226  
 Invoice Date: 2/23/2026

<b>Amount Due: \$ 165.80</b>
------------------------------

*Thank you for allowing us to serve you*

Please reference the invoice # on your check and make payable to

Ridgewood Trails CDD  
 475 W Town Pl Ste 114  
 St Augustine FL 32092

BrightView Landscape Services, Inc.  
 P.O. Box 740655  
 Atlanta, GA 30374-0655



### Proposal for Extra Work at Ridgewood Trails CDD

Property Name	Ridgewood Trails CDD	Contact	Jay Soriano
Property Address	1667 Azalea Ridge Blvd Middleburg, FL 32068	To	Ridgewood Trails CDD
		Billing Address	475 W Town Pl Ste 114 St Augustine, FL 32092

Project Name      Ridgewood Trails - Irrigation inspection repair proposal  
Project Description      Irrigation inspection completed on 2/4/26

#### Scope of Work

QTY	UoM/Size	Material/Description
2.00	EACH	Rainbird 5006" Installed- Rotor heads
4.00	EACH	Nozzle & Shrub Nut (on exist. riser) Installed- Pop-up Spray Head

For internal use only

SO#                    8846999  
JOB#                 346100568  
Service Line        150

**Total Price                    \$165.80**

**THIS IS NOT AN INVOICE**

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President  
11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

## TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automobile Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquakes, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. **Additional Services:** Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
10. **Access to Jobsite:** Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
11. **Payment Terms:** Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise agreed to in writing.
12. **Termination:** This Work Order may be terminated by the either party with or without cause upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. **Assignment:** The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
14. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means at or about the time this proposal was prepared. The price quoted in this proposal for the work described is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

15. **Cancellation:** Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

16. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible for damage done to underground utilities such as but not limited to cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
17. **Waiver of Liability:** Requests for crown thinning in excess of twenty five percent (25%) or work not in accordance with ISA (International Society of Arboriculture) standards will require a signed waiver of liability.

Acceptance of this Contract:

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

**NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY.**

CUSTOMER

Signature

Title

Property Manager

Jay Soriano  
Printed Name

Date

February 05, 2026

BrightView Landscape Services, Inc. "Contractor"

Signature

Title

Irrigation Manager

Juwan Lamar Dupree  
Printed Name

Date

February 05, 2026

Job #: 346100568

SO #: 8846999

Proposed Price: \$165.80

## Indra Dudley

---

**From:** Karen Fisher  
**Sent:** Thursday, February 12, 2026 7:22 PM  
**To:** Indra Dudley; Juwan Dupree  
**Cc:** Gonzalo Castellon  
**Subject:** FW: Azalea/Ridgewood Trails Irrigation Inspection Report and Repair Proposals  
**Attachments:** Ridgewood Trails - Irrigation inspection repair proposal SO 8846999.pdf; Ridgewood Trails - Proposal to replace irrigation controller due to navigate buttons not working SO 8847014.pdf; Ridgewood Trails - Proposal to locate and diagnose inoperable irrigation valves SO 8847028.pdf; Ridgewood Trails - Proposal to replace irrigation valve that is stuck on SO 8847035.pdf

Ridgewood/Azalea Ridge Approval below...

SOs ending in – 6999, 7028, 7014, 7035.

Thank you,

**Karen Fisher**  
Account Manager  
BrightView Landscapes, LLC

11530 Davis Creek Ct  
Jacksonville, FL 32256  
C. 904.510.2605  
[Karen.Fisher@brightview.com](mailto:Karen.Fisher@brightview.com)

**BrightView** 

**From:** Rob Alba <[ridgewoodtrailsmgr@rmsnf.com](mailto:ridgewoodtrailsmgr@rmsnf.com)>  
**Sent:** Thursday, February 12, 2026 6:52 PM  
**To:** Karen Fisher <[Karen.Fisher@brightview.com](mailto:Karen.Fisher@brightview.com)>  
**Subject:** Re: Azalea/Ridgewood Trails Irrigation Inspection Report and Repair Proposals

Good Evening Karen,

I apologize, I dropped the ball reviewing these proposals. All are approved. Please proceed.

On Thu, Feb 5, 2026 at 2:56 PM Karen Fisher <[Karen.Fisher@brightview.com](mailto:Karen.Fisher@brightview.com)> wrote:

Afternoon Rob,

Attached is your latest irrigation inspection report (looks like they scanned the Entrance Clock on Blanding an extra time/added a note to it).

Also attached are a few repair proposals.

Zone 7, flow controls not working so Austin shut off the water at the Backflow.

Please let me know if you have any questions or concerns.

Thank you,

**Karen Fisher**

Account Manager

BrightView Landscapes, LLC

11530 Davis Creek Ct

Jacksonville, FL 32256

C. 904.510.2605

[Karen.Fisher@brightview.com](mailto:Karen.Fisher@brightview.com)



Thank you,

Rob Alba

Amenity Manager



# INVOICE

**Sold To:** 24319930  
 Ridgewood Trails CDD  
 475 W Town Pl Ste 114  
 St Augustine FL 32092

**Customer #:** 24319930  
**Invoice #:** 9683227  
**Invoice Date:** 2/23/2026  
**Sales Order:** 8847014  
**Cust PO #:**

**Project Name:** Ridgewood Trails - Proposal to replace irrigation controller due to navigate buttons not working  
**Project Description:** The controller at the entrance on Long Bay needs replaced, the navigation buttons do not respond

Job Number	Description	Qty	UM	Unit Price	Amount
346100568	Ridgewood Trails CDD				
	RainBird ESP-ME 3	1.000	EA	210.94	210.94
	Tech labor to install/replace irrigation controller	2.000	HR	85.00	170.00
	Approved Ridgewood Trails CDD Field Repairs and Maintenance 1.330.53800.46000 <i>Rob Alba</i> 02.25.2026				
<b>Total Invoice Amount</b>					<b>380.94</b>
<b>Taxable Amount</b>					
<b>Tax Amount</b>					
<b>Balance Due</b>					<b>380.94</b>

**Terms:** Net 15 Days

If you have any questions regarding this invoice, please call 904 292-0716

*Please detach stub and remit with your payment*

### Payment Stub

Customer Account #: 24319930  
 Invoice #: 9683227  
 Invoice Date: 2/23/2026

**Amount Due: \$ 380.94**

*Thank you for allowing us to serve you*

Please reference the invoice # on your check and make payable to

Ridgewood Trails CDD  
 475 W Town Pl Ste 114  
 St Augustine FL 32092

BrightView Landscape Services, Inc.  
 P.O. Box 740655  
 Atlanta, GA 30374-0655



## Proposal for Extra Work at Ridgewood Trails CDD

Property Name	Ridgewood Trails CDD	Contact	Jay Soriano
Property Address	1667 Azalea Ridge Blvd Middleburg, FL 32068	To	Ridgewood Trails CDD
		Billing Address	475 W Town Pl Ste 114 St Augustine, FL 32092

Project Name      Ridgewood Trails - Proposal to replace irrigation controller due to navigate buttons not working

Project Description      The controller at the entrance on Long Bay needs replaced, the navigation buttons do not respond

### Scope of Work

QTY	UoM/Size	Material/Description
1.00	EACH	RainBird ESP-ME 3
2.00	HOUR	Tech labor to install/replace irrigation controller

For internal use only

SO#                    8847014  
JOB#                 346100568  
Service Line        150

**Total Price                    \$380.94**

**THIS IS NOT AN INVOICE**

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President  
11530 Davis Creek Court, Jacksonville, FL 32256 ph (904) 292-0716 fax (904) 292-1014

**TERMS & CONDITIONS**

1. The Contractor shall recognize and perform in accordance with written terms written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. Work Force Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified and shall be legally authorized to work in the U.S.
3. License and Permits Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. Taxes Contractor agrees to pay all applicable taxes including sales or General Excise Tax (GET), where applicable.
5. Insurance Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit liability.
6. Liability Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. Subcontractors Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. Additional Services Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
10. Access to Jobsite Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
11. Payment Terms Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise agreed to in writing.
12. Termination This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. Assignment The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
14. Disclaimer This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

15. Cancellation Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

16. Tree & Stump Removal Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to, concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
17. Waiver of Liability Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboriculture) standards will require a signed waiver of liability.

Acceptance of the Contract:  
By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

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Customer:

Signature \_\_\_\_\_ Title **Property Manager**  
 Jay Sorlano \_\_\_\_\_ **February 05, 2026**  
 Printed Name \_\_\_\_\_ Date

BrightView Landscape Services, Inc. "Contractor"  
 Signature \_\_\_\_\_ Title **Irrigation Manager**  
 Juwan Lamar Dupree \_\_\_\_\_ **February 05, 2026**  
 Printed Name \_\_\_\_\_ Date

Job #: **346100568**  
 SO #: **8847014** Proposed Price: **\$380.94**

## Indra Dudley

---

**From:** Karen Fisher  
**Sent:** Thursday, February 12, 2026 7:22 PM  
**To:** Indra Dudley; Juwan Dupree  
**Cc:** Gonzalo Castellon  
**Subject:** FW: Azalea/Ridgewood Trails Irrigation Inspection Report and Repair Proposals  
**Attachments:** Ridgewood Trails - Irrigation inspection repair proposal SO 8846999.pdf; Ridgewood Trails - Proposal to replace irrigation controller due to navigate buttons not working SO 8847014.pdf; Ridgewood Trails - Proposal to locate and diagnose inoperable irrigation valves SO 8847028.pdf; Ridgewood Trails - Proposal to replace irrigation valve that is stuck on SO 8847035.pdf

Ridgewood/Azalea Ridge Approval below...

SOs ending in – 6999, 7028, 7014, 7035.

Thank you,

**Karen Fisher**  
Account Manager  
BrightView Landscapes, LLC

11530 Davis Creek Ct  
Jacksonville, FL 32256  
C. 904.510.2605  
[Karen.Fisher@brightview.com](mailto:Karen.Fisher@brightview.com)

**BrightView** 

**From:** Rob Alba <[ridgewoodtrailsmgr@rmsnf.com](mailto:ridgewoodtrailsmgr@rmsnf.com)>  
**Sent:** Thursday, February 12, 2026 6:52 PM  
**To:** Karen Fisher <[Karen.Fisher@brightview.com](mailto:Karen.Fisher@brightview.com)>  
**Subject:** Re: Azalea/Ridgewood Trails Irrigation Inspection Report and Repair Proposals

Good Evening Karen,

I apologize, I dropped the ball reviewing these proposals. All are approved. Please proceed.

On Thu, Feb 5, 2026 at 2:56 PM Karen Fisher <[Karen.Fisher@brightview.com](mailto:Karen.Fisher@brightview.com)> wrote:

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**Karen Fisher**

Account Manager

BrightView Landscapes, LLC

11530 Davis Creek Ct

Jacksonville, FL 32256

C. 904.510.2605

[Karen.Fisher@brightview.com](mailto:Karen.Fisher@brightview.com)



--

Thank you,

Rob Alba

Amenity Manager



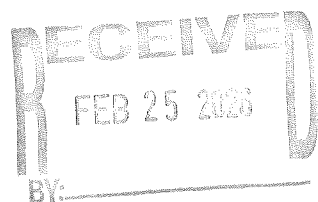
# INVOICE

**Sold To:** 24319930  
 Ridgewood Trails CDD  
 475 W Town Pl Ste 114  
 St Augustine FL 32092

**Customer #:** 24319930  
**Invoice #:** 9683228  
**Invoice Date:** 2/23/2026  
**Sales Order:** 8847028  
**Cust PO #:**

**Project Name:** Pine Ridge - Proposal to locate and diagnose inoperable irrigation valves  
**Project Description:** Zone 3 at the entrance clock at Blanding / Zone 15 at the Pool Clock

Job Number	Description	Qty	UM	Unit Price	Amount
346100568	Zones are not operating from the irrigation controller				
	Ridgewood Trails CDD				
	Tech labor to locate and diagnose inoperable valve	4.000	HR	85.00	340.00
	Solenoid	2.000	EA	150.00	300.00
	Approved Ridgewood Trails CDD Field Repairs and Maintenance 1.330.53800.46000 <i>Rob Alba</i> 02.03.2026				
				<b>Total Invoice Amount</b>	<b>640.00</b>
				<b>Taxable Amount</b>	
				<b>Tax Amount</b>	
				<b>Balance Due</b>	<b>640.00</b>



**Terms:** Net 15 Days

If you have any questions regarding this invoice, please call 904 292-0716

*Please detach stub and remit with your payment*

## Payment Stub

Customer Account #: 24319930  
 Invoice #: 9683228  
 Invoice Date: 2/23/2026

<b>Amount Due: \$ 640.00</b>
------------------------------

*Thank you for allowing us to serve you*

Please reference the invoice # on your check and make payable to

Ridgewood Trails CDD  
 475 W Town Pl Ste 114  
 St Augustine FL 32092

BrightView Landscape Services, Inc.  
 P.O. Box 740655  
 Atlanta, GA 30374-0655



### Proposal for Extra Work at Ridgewood Trails CDD

Property Name	Ridgewood Trails CDD	Contact	Jay Soriano
Property Address	1667 Azalea Ridge Blvd Middleburg, FL 32068	To	Ridgewood Trails CDD
		Billing Address	475 W Town Pl Ste 114 St Augustine, FL 32092

Project Name      Ridgewood Trails - Proposal to locate and diagnose inoperable irrigation valves  
Project Description      Zone 3 at the entrance clock at Blanding / Zone 15 at the Pool Clock

#### Scope of Work

Zones are not operating from the irrigation controller

QTY	UoM/Size	Material/Description
4.00	HOUR	Tech labor to locate and diagnose inoperable valve
2.00	EACH	Solenoid

For internal use only

SO#                    8847028  
JOB#                 346100568  
Service Line         150

**Total Price                    \$640.00**

**THIS IS NOT AN INVOICE**

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President  
11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

## TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. Work Force: Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. License and Permits: Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. Taxes: Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. Insurance: Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. Liability: Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. Subcontractors: Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. Additional Services: Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
10. Access to jobsite: Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
11. Payment Terms: Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise agreed to in writing.
12. Termination: This Work Order may be terminated by the either party with or without cause upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. Assignment: The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities consolidation, change of control or corporate reorganization.
14. Disclaimer: This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means at or about the time this proposal was prepared. The price quoted in this proposal for the work described is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

15. Cancellation: Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

16. Tree & Stump Removal: Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
17. Waiver of Liability: Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.

**Acceptance of this Contract**

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

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**Customer**

	<b>Property Manager</b>
Signature	Title
Jay Soriano	February 05, 2026
Printed Name	Date

**BrightView Landscape Services, Inc. Contractor**

	<b>Irrigation Manager</b>
Signature	Title
Juwan Lamar Dupree	February 05, 2026
Printed Name	Date
Job #:	346100568
SO #:	8847028
Proposed Price:	\$640.00

## Indra Dudley

---

**From:** Karen Fisher  
**Sent:** Thursday, February 12, 2026 7:22 PM  
**To:** Indra Dudley; Juwan Dupree  
**Cc:** Gonzalo Castellon  
**Subject:** FW: Azalea/Ridgewood Trails Irrigation Inspection Report and Repair Proposals  
**Attachments:** Ridgewood Trails - Irrigation inspection repair proposal SO 8846999.pdf; Ridgewood Trails - Proposal to replace irrigation controller due to navigate buttons not working SO 8847014.pdf; Ridgewood Trails - Proposal to locate and diagnose inoperable irrigation valves SO 8847028.pdf; Ridgewood Trails - Proposal to replace irrigation valve that is stuck on SO 8847035.pdf

Ridgewood/Azalea Ridge Approval below...

SOs ending in – 6999, 7028, 7014, 7035.

Thank you,

**Karen Fisher**  
Account Manager  
BrightView Landscapes, LLC

11530 Davis Creek Ct  
Jacksonville, FL 32256  
C. 904.510.2605  
[Karen.Fisher@brightview.com](mailto:Karen.Fisher@brightview.com)

**BrightView** 

**From:** Rob Alba <[ridgewoodtrailsmgr@rmsnf.com](mailto:ridgewoodtrailsmgr@rmsnf.com)>  
**Sent:** Thursday, February 12, 2026 6:52 PM  
**To:** Karen Fisher <[Karen.Fisher@brightview.com](mailto:Karen.Fisher@brightview.com)>  
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On Thu, Feb 5, 2026 at 2:56 PM Karen Fisher <[Karen.Fisher@brightview.com](mailto:Karen.Fisher@brightview.com)> wrote:

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Zone 7, flow controls not working so Austin shut off the water at the Backflow.

Please let me know if you have any questions or concerns.

Thank you,

**Karen Fisher**

Account Manager

BrightView Landscapes, LLC

11530 Davis Creek Ct

Jacksonville, FL 32256

C. 904.510.2605

[Karen.Fisher@brightview.com](mailto:Karen.Fisher@brightview.com)



--

Thank you,

**Rob Alba**

Amenity Manager

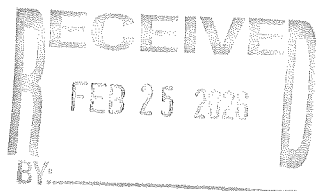


# INVOICE

**Sold To:** 24319930  
 Ridgewood Trails CDD  
 475 W Town Pl Ste 114  
 St Augustine FL 32092

**Customer #:** 24319930  
**Invoice #:** 9683229  
**Invoice Date:** 2/23/2026  
**Sales Order:** 8847035  
**Cust PO #:**

**Project Name:** Ridgewood Trails - Proposal to replace irrigation valve that is stuck on  
**Project Description:** Located on Zone 7 - Valve is stuck on, flow control does not operate, valve is needing replaced

Job Number	Description	Qty	UM	Unit Price	Amount
346100568	Ridgewood Trails CDD Rainbird PEB 1" Installed- Valve	1.000	EA	468.65	468.65
	Approved Ridgewood Trails CDD Field Repairs and Maintenance 1.330.53800.46000 <i>Rob Alba</i> 02.25.2026				
					
				<b>Total Invoice Amount</b>	<b>468.65</b>
				<b>Taxable Amount</b>	
				<b>Tax Amount</b>	
				<b>Balance Due</b>	<b>468.65</b>

**Terms:** Net 15 Days

If you have any questions regarding this invoice, please call 904 292-0716

*Please detach stub and remit with your payment*

### Payment Stub

Customer Account #: 24319930  
 Invoice #: 9683229  
 Invoice Date: 2/23/2026

<b>Amount Due: \$ 468.65</b>
------------------------------

*Thank you for allowing us to serve you*

Please reference the invoice # on your check and make payable to

Ridgewood Trails CDD  
 475 W Town Pl Ste 114  
 St Augustine FL 32092

BrightView Landscape Services, Inc.  
 P.O. Box 740655  
 Atlanta, GA 30374-0655



### Proposal for Extra Work at Ridgewood Trails CDD

Property Name	Ridgewood Trails CDD	Contact	Jay Soriano
Property Address	1667 Azalea Ridge Blvd Middleburg, FL 32068	To	Ridgewood Trails CDD
		Billing Address	475 W Town Pl Ste 114 St Augustine, FL 32092

Project Name      Ridgewood Trails - Proposal to replace irrigation valve that is stuck on

Project Description      Located on Zone 7 - Valve is stuck on, flow control does not operate, valve is needing replaced

#### Scope of Work

QTY	UoM/Size	Material/Description
1.00	EACH	Rainbird PEB 1" Installed- Valve

For internal use only

SO#                    8847035  
JOB#                   346100568  
Service Line            150

**Total Price                    \$468.65**

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11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

### TERMS & CONDITIONS

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4. **Taxes** Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. **Insurance** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability** Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
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12. **Termination** This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. **Assignment** The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls or is controlled by or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities consolidation, change of control or corporate reorganization.
14. **Disclaimer** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means at or about the time this proposal was prepared. The price quoted in this proposal for the work described is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

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Contractor:

		<b>Property Manager</b>
Signature	Print	
Jay Soriano		February 05, 2026
Printed Name	Date	
BrightView Landscape Services, Inc. "Contractor"		
		<b>Irrigation Manager</b>
Signature	Print	
Juwan Lamar Dupree		February 05, 2026
Printed Name	Date	
Job #:	346100568	
SO #:	8847035	<b>Proposed Price: \$468.65</b>

## Indra Dudley

---

**From:** Karen Fisher  
**Sent:** Thursday, February 12, 2026 7:22 PM  
**To:** Indra Dudley; Juwan Dupree  
**Cc:** Gonzalo Castellon  
**Subject:** FW: Azalea/Ridgewood Trails Irrigation Inspection Report and Repair Proposals  
**Attachments:** Ridgewood Trails - Irrigation inspection repair proposal SO 8846999.pdf; Ridgewood Trails - Proposal to replace irrigation controller due to navigate buttons not working SO 8847014.pdf; Ridgewood Trails - Proposal to locate and diagnose inoperable irrigation valves SO 8847028.pdf; Ridgewood Trails - Proposal to replace irrigation valve that is stuck on SO 8847035.pdf

Ridgewood/Azalea Ridge Approval below...

SOs ending in – 6999, 7028, 7014, 7035.

Thank you,

**Karen Fisher**  
Account Manager  
BrightView Landscapes, LLC

11530 Davis Creek Ct  
Jacksonville, FL 32256  
C. 904.510.2605  
[Karen.Fisher@brightview.com](mailto:Karen.Fisher@brightview.com)



**From:** Rob Alba <[ridgewoodtrailsmgr@rmsnf.com](mailto:ridgewoodtrailsmgr@rmsnf.com)>  
**Sent:** Thursday, February 12, 2026 6:52 PM  
**To:** Karen Fisher <[Karen.Fisher@brightview.com](mailto:Karen.Fisher@brightview.com)>  
**Subject:** Re: Azalea/Ridgewood Trails Irrigation Inspection Report and Repair Proposals

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Please let me know if you have any questions or concerns.

Thank you,

**Karen Fisher**

Account Manager

BrightView Landscapes, LLC

11530 Davis Creek Ct

Jacksonville, FL 32256

C. 904.510.2605

[Karen.Fisher@brightview.com](mailto:Karen.Fisher@brightview.com)



--

Thank you,

Rob Alba

Amenity Manager



9456 Phillips Highway, Suite 1  
Jacksonville, FL 32256

**Account Information**

Invoice Number: 77472516  
 Invoice Date: 02/19/2026  
 Branch: 72  
 Account Number: 6433093  
 Due Date: 03/21/2026

**Account Activity**

Description	Qty	Unit Amt	Extended Amt	Tax Amt	Total Amt
PRIOR BALANCE, INCLUDING PAYMENTS RECEIVED AS OF 02/19/2026. PLEASE DISREGARD IF PAID.					150.10
RIDGEWOOD TRAILS DE 1667 AZALEA RIDGE 32068 Service From: 03/01/2026 To: 03/31/2026 RECURRING SERVICES			150.10	0.00	150.10
Approved Ridgewood Trails CDD Security 001.320.57200.34510 <i>Rob Alba</i> 2.25.26					
<b>RECEIVED</b> FEB 25 2026					
<b>Extended Total</b>			<b>Invoice Total</b>	<b>Prior Balance</b>	<b>Total Due</b>
\$150.10			\$150.10	\$150.10	\$300.20

**Important Messages**

**Sales scams are on the rise. Learn how to protect yourself.**

[www.vectorsecurity.com/sales-scam](http://www.vectorsecurity.com/sales-scam)

For all inquiries call your local branch phone number: 1-904-265-7890

Please detach and return below portion with your payment  
DO NOT SEND CORRESPONDENCE WITH YOUR PAYMENT

MS9GW7JF



9456 Phillips Highway, Suite 1  
Jacksonville, FL 32256

**VECTOR SECURITY.**

Address Service Requested

RIDGEWOOD TRAILS DEVELOPMENT D  
475 WEST TOWN PLACE SUITE 114  
SAINT AUGUSTINE FL 32092-3649

**Invoice**

Customer Name: RIDGEWOOD TRAILS DEVELOPMENT D  
 Invoice Number: 77472516  
 Invoice Date: 02/19/2026  
 Account Number: 6433093  
 Due Date: 03/21/2026  
 Amount Due: \$300.20

Amount Enclosed: \$  
 Please write your account number on your check. Thank you in advance for your prompt payment. Use the enclosed envelope and make checks payable to:

VECTOR SECURITY, INC.  
PO BOX 89462  
CLEVELAND, OHIO 44101-6462



Check box and fill out reverse side to correct billing address.

00000000720000000643309390077472516000000000300208

## How to Reach Customer Care

- For inquiries or online payments: [www.vectorsecurity.com](http://www.vectorsecurity.com)
- By phone: 1-904-265-7890
- For inquiries by mail: 9456 Phillips Highway, Suite 1, Jacksonville, FL 32256
- For payments by check: PO Box 89462, Cleveland, OH 44101-6462



## KNOCK, KNOCK.

Sales scams may be happening in your area, but there are things you can do to protect yourself.

In these scams, people claiming to be with Vector Security knock on your door and try to gain access to your home. They'll tell you they need to inspect your system or offer you an upgrade. These people may even wear Vector Security apparel.

Unless you have a scheduled appointment, ask for ID from anyone claiming they are with Vector Security. If you encounter suspicious activity, here are some tips:

- Ask for identification; don't let anyone into your home.
- Contact us at [protectme@vectorsecurity.com](mailto:protectme@vectorsecurity.com).
- Do not sign any contracts presented to you.

For more information:  
[vectorsecurity.com/sales-scam](http://vectorsecurity.com/sales-scam)

vec-147614

## Has your billing address or phone number changed?

Please provide your new billing address and/or telephone number and return this portion with your payment. Your records will be updated upon receipt.

Contact Name: _____	Old Phone Number: (____) _____ - _____
New Address: _____	New Phone Number: (____) _____ - _____
City: _____ State: _____ Zip: _____	Effective Date: _____
Effective Date: _____	Email Address: _____
	Signature: _____

Vector Security is a registered trademark of Vector Security, Inc. Licenses: AK 14-063, 904141; AL AESBL 817, 44814, A-0329, A-0805; AR CMPY.1495, 0179570423; AZ ROC218982, 18365-0; CA ACO6152, 914676; DC 65003740, ECS903143; DE FAL-0196, FAL-0253, 85-47, CSRSL-0043, 1989004898; FL EF20000395, EF20001159; GA LVA206059; HI CT-27082; IA AS-0107, C118764; IL 127-001300; LA F317, F2142, F2144, 54974; MA 1492 C, SS-001909; MD 21PLU-SS2089; MI 3601300475; MS 23481-SC; NC 25467-SP-LV, 1592-CSA, 528676-CSA; ND 37153; NJ Burglar Alarm Business Lic. 34BA00023500, NJ Fire Alarm Business Lic. 34FA00021100, NJ Locksmith Business Lic. 34LS00070600, NJ FBL Business Lic. 34AL00000400, 13VH00292300, 606936, 854 So. White Horse Pike Suite 1, Hammonton, NJ 08037; NM 411855, 17-0133; NV 0066031, F437; NY 12000234360; OH 53-50-1081; OK AC559; OR 194571; PA 004997; RI 4794, 2903, 30394, AFC-9185; SC BAC.5590, FAC.3419; TN 444, 1341, 1551, 1552; TX B11645, ACR-1768, APS-2023744; UT 4759383-6501; VA DCJS #11-2048, 2705020459A; VT T1-2348; WA VECTOSI957PE; WV WV043469; WY LV-A-18634. In Alabama, complaints may be forwarded to the license board at the following address and telephone number: Alabama Electronic Security Board of Licensure, 7956 Vaughn Road, Suite 392, Montgomery, AL 36116, (334) 264-9388. In Arkansas, licensing is regulated by the Arkansas Board of Private Investigators and Private Security Agencies, #1 State Police Plaza Drive, Little Rock, AR 72209, (501) 618-8600. In California, alarm company operators are licensed and regulated by the Bureau of Security and Investigative Services, Department of Consumer Affairs, Sacramento, CA 95834. In New York, licensed by the N.Y.S. Department of State. In North Carolina, licensing is regulated by the North Carolina Alarm Systems Licensing Board, 4901 Glenwood Ave, Suite 200, Raleigh, NC 27612, (919) 788-5320. In Texas, licensing is regulated by the Texas Department of Public Safety, Private Security Bureau, P.O. Box 4087, Austin, TX 78773, (512) 424-7710. License information additionally available at [www.vectorsecurity.com](http://www.vectorsecurity.com).

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
3/10/26	00119	10/01/25 9705595	202510 330-53800-46200		OCT LANDSCAPE MAINTENANCE BRIGHTVIEW LANDSCAPE SERVICES INC	*	10,703.68	10,703.68 002953
3/10/26	00119	1/01/26 9705600	202601 330-53800-46200		JAN LANDSCAPE MAINTENANCE BRIGHTVIEW LANDSCAPE SERVICES INC	*	10,703.68	10,703.68 002954
3/10/26	00119	12/01/25 9705599	202512 330-53800-46200		DEC LANDSCAPE MAINTENANCE BRIGHTVIEW LANDSCAPE SERVICES INC	*	10,703.68	10,703.68 002955
3/10/26	00119	2/01/26 9705631	202602 330-53800-46200		FEB LANDSCAPE MAINTENANCE BRIGHTVIEW LANDSCAPE SERVICES INC	*	10,703.68	10,703.68 002956
3/10/26	00119	2/25/26 9688782	202602 330-53800-46000		ADD BUBBLER BRIGHTVIEW LANDSCAPE SERVICES INC	*	234.00	234.00 002957
3/10/26	00119	3/01/26 9705632	202603 330-53800-46200		MAR LANDSCAPE MAINTENANCE BRIGHTVIEW LANDSCAPE SERVICES INC	*	10,703.68	10,703.68 002958
3/10/26	00015	2/19/26 2026-312	202602 310-51300-48000		3/4 AUDIT COMMIT/BOS MTG OSTEEN MEDIA GROUP - CLAY TODAY	*	49.35	49.35 002959
3/10/26	00126	3/01/26 438704	202603 320-57200-34510		MAR SERCURITY SERVICES HI-TECH SYSTEM ASSOCIATES	*	35.00	35.00 002960
3/10/26	00042	3/01/26 351798B	202603 330-53800-46400		MAR LAKE MAINTENANCE THE LAKE DOCTORS INC	*	710.00	710.00 002961
3/13/26	00003	3/01/26 287	202603 310-51300-34000		MAR MANAGEMENT FEES	*	4,490.50	
		3/01/26 287	202603 310-51300-35200		MAR WEBSITE ADMIN	*	111.33	
		3/01/26 287	202603 310-51300-35100		MAR INFO TECH	*	166.92	
		3/01/26 287	202603 310-51300-31300		MAR DISSEM AGENT SRVCS	*	98.33	
		3/01/26 287	202603 310-51300-51000		OFFICE SUPPLIES	*	.24	

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
3/01/26		287		202603	310	51300	42000			*	5.92		
			POSTAGE										
3/01/26		287		202603	310	51300	42500			*	31.50		
			COPIES										
3/01/26		287		202603	310	51300	41000			*	16.70		
			TELEPHONE										
GOVERNMENTAL MANAGEMENT SERVICES												4,921.44	002962
3/13/26	99999	3/13/26	VOID	202603	000	00000	00000			C	.00		
			VOID CHECK										
*****INVALID VENDOR NUMBER*****												.00	002963
3/13/26	00039	3/01/26	448	202603	320	57200	34200			*	1,040.50		
			MAR JANITORIAL SERVICES										
3/01/26		448		202603	320	57200	46500			*	1,737.08		
			MAR POOL MAINT SERVICES										
3/01/26		448		202603	330	53800	34000			*	2,256.17		
			MAR CONTRACT ADMIN										
3/01/26		448		202603	320	57200	46200			*	3,751.67		
			MAR FACILITY MANAGEMENT										
3/01/26		448A		202601	320	57200	52100			*	113.69		
			JAN P CHEM-TRICHLOR										
3/01/26		448A		202601	320	57200	52100			*	6.11		
			JAN P CHEM-PHOSPHATE RMVR										
3/01/26		448A		202601	320	57200	52100			*	2.84		
			JAN P CHEM-DE POWDER										
3/01/26		448A		202601	320	57200	52100			*	12.23		
			JAN P CHEM-MURIATIC ACID										
3/01/26		448A		202601	320	57200	52100			*	52.10		
			JAN P CHEM-YELLOW TREAT										
3/01/26		448B		202602	320	57200	52100			*	5.23		
			FEB P CHEM-LIQUID BLEACH										
3/01/26		448B		202602	320	57200	52100			*	12.23		
			FEB P CHEM-MURIATIC ACID										
3/01/26		448B		202602	320	57200	52100			*	1.42		
			FEB P CHEM-DE POWDER										
3/01/26		448B		202602	320	57200	52100			*	2.04		
			FEB P CHEM-PHOSPHATE RMVR										
3/01/26		448B		202602	320	57200	52100			*	84.32		
			FEB P CHEM-TILE SOAP										
3/01/26		448B		202602	320	57200	52100			*	1.63		
			FEB P CHEM-YELLOW TREAT										
RIVERSIDE MANAGEMENT SERVICES INC												9,079.26	002964
3/13/26	00130	3/10/26	62197369	202603	320	57200	43200			*	95.76		
			MAR RODENT CONTROL										
TURNER PEST CONTROL LLC												95.76	002965

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #	
3/20/26	00119	11/01/25 9705598	202511 330-53800-46200	NOV LANDSCAPE MAINTENANCE	*	10,703.68		
							BRIGHTVIEW LANDSCAPE SERVICES INC	10,703.68 002966
3/20/26	00143	3/11/26 7357406	202603 320-57200-52100	POOL CHEMICALS - MAR	*	766.00		
		3/11/26 7357406	202603 320-57200-52100	CREDIT MEMO INV#7357645	*	15.00-		
							HAWKINS INC	751.00 002967
3/20/26	00039	3/12/26 449	202602 320-57200-46100	FEB AMENITY GEN MAINT	*	1,035.42		
		3/12/26 449	202602 320-57200-46000	FEB AMENITY RPR & RPLC	*	1,348.80		
		3/12/26 449	202602 320-57200-52200	FEB JANITORIAL SUPPLIES	*	116.89		
		3/12/26 449	202602 330-53800-46000	FEB FIELD RPR & MAINT	*	1,062.15		
		3/12/26 449	202602 320-57200-49500	FEB SPECIAL EVENT	*	1,132.32		
							RIVERSIDE MANAGEMENT SERVICES INC	4,695.58 002968
3/27/26	00118	3/22/26 77630322	202603 320-57200-34510	4/1-4/30/26 SEC MONITOR	*	150.10		
							VECTOR SECURITY INC	150.10 002969
						TOTAL FOR BANK A	84,943.57	
						TOTAL FOR REGISTER	84,943.57	



**INVOICE**

Ridgewood Trails CDD  
475 W Town Pl Ste 114  
St Augustine FL 32092

**Customer #:** 24319930  
**Invoice #:** 9705595  
**Invoice Date:** 10/1/2025  
**Cust PO #:**

Job Number	Description	Amount
346100568	Ridgewood Trails CDD Exterior Maintenance For October  Approved Ridgewood Trails CDD Landscape Maintenance 1.330.53800.46200 <i>Rob Alba</i> 03.02.2026  <b>RECEIVED</b> MAR 02 2026 BY: _____	10,703.68
<b>Total invoice amount</b>		<b>10,703.68</b>
<b>Tax amount</b>		
<b>Balance due</b>		<b>10,703.68</b>

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 904-292-0716

*Please detach stub and remit with your payment*

Did you know that BrightView now offers auto ACH as a payment method? Discover the convenience and safety of automatic ACH bill payment for your recurring billing. Please contact [autopay@brightview.com](mailto:autopay@brightview.com) or your branch point of contact for more information on how to sign up on Auto Pay.

**Payment Stub**

Customer Account#: 24319930  
Invoice #: 9705595  
Invoice Date: 10/1/2025

<b>Amount Due:</b>	<b>\$10,703.68</b>
--------------------	--------------------

*Thank you for allowing us to serve you*

Please reference the invoice # on your check  
and make payable to:

BrightView Landscape Services, Inc.  
P.O. Box 740655  
Atlanta, GA 30374-0655

Ridgewood Trails CDD  
475 W Town Pl Ste 114  
St Augustine FL 32092

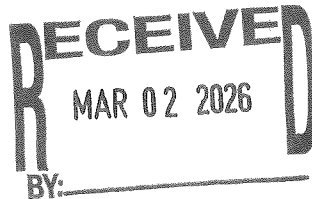


**INVOICE**

Ridgewood Trails CDD  
475 W Town Pl Ste 114  
St Augustine FL 32092

**Customer #:** 24319930  
**Invoice #:** 9705600  
**Invoice Date:** 1/1/2026  
**Cust PO #:**

Job Number	Description	Amount
346100568	Ridgewood Trails CDD Exterior Maintenance For January  Approved Ridgewood Trails CDD Landscape Maintenance 1.330.53800.46200 <i>Rob Alba</i> 03.02.2026	10,703.68
<b>Total invoice amount</b>		<b>10,703.68</b>
<b>Tax amount</b>		
<b>Balance due</b>		<b>10,703.68</b>



Terms: Net 15 Days

If you have any questions regarding this invoice, please call 904-292-0716

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**Payment Stub**

Customer Account#: 24319930  
Invoice #: 9705600  
Invoice Date: 1/1/2026

<b>Amount Due:</b>	<b>\$10,703.68</b>
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*Thank you for allowing us to serve you*

Please reference the invoice # on your check  
and make payable to:

BrightView Landscape Services, Inc.  
P.O. Box 740655  
Atlanta, GA 30374-0655

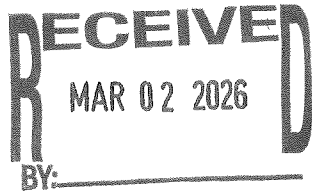
Ridgewood Trails CDD  
475 W Town Pl Ste 114  
St Augustine FL 32092



**INVOICE**

Ridgewood Trails CDD  
475 W Town Pl Ste 114  
St Augustine FL 32092

**Customer #:** 24319930  
**Invoice #:** 9705599  
**Invoice Date:** 12/1/2025  
**Cust PO #:**

Job Number	Description	Amount
346100568	Ridgewood Trails CDD Exterior Maintenance For December  Approved Ridgewood Trails CDD Landscape Maintenance 1.330.53800.46200 <i>Rob Alba</i> 03.02.2026  	10,703.68
<b>Total invoice amount</b>		<b>10,703.68</b>
<b>Tax amount</b>		
<b>Balance due</b>		<b>10,703.68</b>

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 904-292-0716

*Please detach stub and remit with your payment*

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**Payment Stub**

Customer Account#: 24319930  
Invoice #: 9705599  
Invoice Date: 12/1/2025

<b>Amount Due:</b>	<b>\$10,703.68</b>
--------------------	--------------------

*Thank you for allowing us to serve you*

Please reference the invoice # on your check  
and make payable to:

BrightView Landscape Services, Inc.  
P.O. Box 740655  
Atlanta, GA 30374-0655

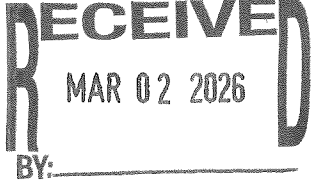
Ridgewood Trails CDD  
475 W Town Pl Ste 114  
St Augustine FL 32092

# INVOICE



Ridgewood Trails CDD  
475 W Town Pl Ste 114  
St Augustine FL 32092

Customer #: 24319930  
Invoice #: 9705631  
Invoice Date: 2/1/2026  
Cust PO #:

Job Number	Description	Amount
346100568	Ridgewood Trails CDD Exterior Maintenance For February  Approved Ridgewood Trails CDD Landscape Maintenance 1.330.53800.46200 <i>Rob Alba</i> 03.02.2026   BY: _____	10,703.68
<b>Total invoice amount</b>		<b>10,703.68</b>
<b>Tax amount</b>		
<b>Balance due</b>		<b>10,703.68</b>

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 904-292-0716

*Please detach stub and remit with your payment*

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## Payment Stub

Customer Account#: 24319930  
Invoice #: 9705631  
Invoice Date: 2/1/2026

Amount Due:	\$10,703.68
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*Thank you for allowing us to serve you*

Please reference the invoice # on your check  
and make payable to:

BrightView Landscape Services, Inc.  
P.O. Box 740655  
Atlanta, GA 30374-0655

Ridgewood Trails CDD  
475 W Town Pl Ste 114  
St Augustine FL 32092



# INVOICE

**Sold To:** 24319930  
 Ridgewood Trails CDD  
 475 W Town Pl Ste 114  
 St Augustine FL 32092

**Customer #:** 24319930  
**Invoice #:** 9688782  
**Invoice Date:** 2/25/2026  
**Sales Order:** 8837911  
**Cust PO #:**

**Project Name:** Ridgewood Trails - Proposal to add a Bubbler to Bronco Rd Park  
**Project Description:** Located at new tree

Job Number	Description	Qty	UM	Unit Price	Amount
346100568	At the park on Bronco Rd a line needs to be ran to a new tree in the area. The closest water source is a existing pipe over to the new tree.				
	Ridgewood Trails CDD				
	1/2" Flex pipe	30.000	FT	2.00	60.00
	1/2" Tee	1.000	EA	2.00	2.00
	1/2" Street Ell	1.000	EA	2.00	2.00
	Tech labor to add new bubbler	2.000	HR	85.00	170.00
	Approved Ridgewood Trails CDD Field Repairs and Maintenance 1.330.53800.46000 <i>Rob Alba</i> 03.02.2026				
	 BY: _____				
				<b>Total Invoice Amount</b>	<b>234.00</b>
				<b>Taxable Amount</b>	
				<b>Tax Amount</b>	
				<b>Balance Due</b>	<b>234.00</b>

**Terms:** Net 15 Days

If you have any questions regarding this invoice, please call 904 292-0716

*Please detach stub and remit with your payment*

### Payment Stub

Customer Account #: 24319930  
 Invoice #: 9688782  
 Invoice Date: 2/25/2026

**Amount Due: \$ 234.00**

*Thank you for allowing us to serve you*

Please reference the invoice # on your check and make payable to

Ridgewood Trails CDD  
 475 W Town Pl Ste 114  
 St Augustine FL 32092

BrightView Landscape Services, Inc.  
 P.O. Box 740655  
 Atlanta, GA 30374-0655



## Proposal for Extra Work at Ridgewood Trails CDD

Property Name	Ridgewood Trails CDD	Contact	Jay Soriano
Property Address	1667 Azalea Ridge Blvd Middleburg, FL 32068	To	Ridgewood Trails CDD
		Billing Address	475 W Town Pl Ste 114 St Augustine, FL 32092

Project Name      Ridgewood Trails - Proposal to add a Bubbler to Bronco Rd Park

Project Description    Located at new tree

### Scope of Work

At the park on Bronco Rd a line needs to be ran to a new tree in the area. The closest water source is a existing pipe over to the new tree.

QTY	UoM/Size	Material/Description	Unit Price	Total
30.00	FEET	1/2" Flex pipe	\$2.00	\$60.00
1.00	EACH	1/2" Tee	\$2.00	\$2.00
1.00	EACH	1/2" Street El	\$2.00	\$2.00
2.00	HOUR	Tech labor to add new bubbler	\$85.00	\$170.00

For internal use only

SO#                    8837911  
 JOB#                346100568  
 Service Line        150

**Total Price                    \$234.00**

**THIS IS NOT AN INVOICE**

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President  
 11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

## TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license if required by State or local law and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. **Additional Services:** Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders and will become an extra charge over and above the estimate.
10. **Access to Jobsite:** Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
11. **Payment Terms:** Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise agreed to in writing.
12. **Termination:** This Work Order may be terminated by the either party with or without cause upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. **Assignment:** The Customer and the Contractor respectively bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls is controlled by or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
14. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means at or about the time this proposal was prepared. The price quoted in this proposal for the work described is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer, directly to the designer involved.

15. **Cancellation:** Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

6. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to, concrete block filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
17. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.

**Acceptance of this Contract**

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

**NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY.**

Customer:

	<b>Property Manager</b>
Signature _____	Title _____
<b>Jay Soriano</b>	<b>January 30, 2026</b>
Printed Name _____	Date _____

<b>BrightView Landscape Services, Inc. "Contractor"</b>	
	<b>Irrigation Manager</b>
Signature _____	Title _____
<b>Gonzalo M. Castellon</b>	<b>January 30, 2026</b>
Printed Name _____	Date _____

<b>Job #:</b>	<b>346100568</b>		
<b>SD #:</b>	<b>8837911</b>	<b>Proposed Price:</b>	<b>\$234.00</b>

## Indra Dudley

---

**From:** Karen Fisher  
**Sent:** Thursday, January 29, 2026 2:07 PM  
**To:** Juwan Dupree  
**Cc:** Indra Dudley; Rodney Hicks  
**Subject:** FW: Remaining Bronco Park Proposal

Approved SO #8837911

**Karen Fisher**  
Account Manager  
BrightView Landscapes, LLC  
  
11530 Davis Creek Ct  
Jacksonville, FL 32256  
C. 904.510.2605  
[Karen.Fisher@brightview.com](mailto:Karen.Fisher@brightview.com)



**From:** Rob Alba <[ridgewoodtrailsmgr@rmsnf.com](mailto:ridgewoodtrailsmgr@rmsnf.com)>  
**Sent:** Thursday, January 29, 2026 2:03 PM  
**To:** Karen Fisher <[Karen.Fisher@brightview.com](mailto:Karen.Fisher@brightview.com)>  
**Subject:** Re: Remaining Bronco Park Proposal

Thank you! Approved. Please move forward.

On Thu, Jan 29, 2026 at 1:38 PM Karen Fisher <[Karen.Fisher@brightview.com](mailto:Karen.Fisher@brightview.com)> wrote:

Afternoon Rob,

Found it unsent in my drafts, sorry about that, thank you for asking!

Attached is the remaining proposal for Bronco Rd. Park.

Please let me know if you have any questions.



**INVOICE**

Ridgewood Trails CDD  
475 W Town Pl Ste 114  
St Augustine FL 32092

**Customer #:** 24319930  
**Invoice #:** 9705632  
**Invoice Date:** 3/1/2026  
**Cust PO #:**

Job Number	Description	Amount
346100568	Ridgewood Trails CDD Exterior Maintenance For March  Approved Ridgewood Trails CDD Landscape Maintenance 1.330.53800.46200 <i>Rob Alba</i> 03.02.2026  <b>RECEIVED</b> MAR 02 2026 BY: _____	10,703.68
<b>Total invoice amount</b>		10,703.68
<b>Tax amount</b>		
<b>Balance due</b>		10,703.68

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 904-292-0716

*Please detach stub and remit with your payment*

Did you know that BrightView now offers auto ACH as a payment method? Discover the convenience and safety of automatic ACH bill payment for your recurring billing. Please contact [autopay@brightview.com](mailto:autopay@brightview.com) or your branch point of contact for more information on how to sign up on Auto Pay.

**Payment Stub**

Customer Account#: 24319930  
Invoice #: 9705632  
Invoice Date: 3/1/2026

<b>Amount Due:</b>	<b>\$10,703.68</b>
--------------------	--------------------

*Thank you for allowing us to serve you*

Please reference the invoice # on your check  
and make payable to:

BrightView Landscape Services, Inc.  
P.O. Box 740655  
Atlanta, GA 30374-0655

Ridgewood Trails CDD  
475 W Town Pl Ste 114  
St Augustine FL 32092

# CLAY TODAY

A Division of Osteen Media Group

## INVOICE

Invoice Number: 2026-312669  
Invoice Date: 2/19/2026  
Due Date: 3/18/2026

Clay Today  
3513 US Hwy 17  
Fleming Island, FL 32003  
904-264-3200

**BILL TO**  
Sarah Sweeting  
Ridgewood Trails C.D.D.  
475 W Town Pl  
#114  
SAINT AUGUSTINE, FL 32092

**Advertiser**  
Ridgewood Trails C.D.D.

**Customer ID**  
21794

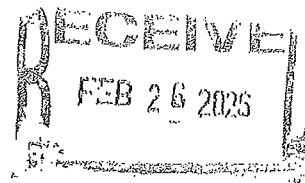
Invoice Notes	PO #	Pub.	Issue	Year	Ad Title	Ad Size	Color	Ad Inch	Net
Legal # 190174	Notice of Audit Committee Meeting March 4, 2026	CT - Clay Today	Feb 19	2026		Column Inch	Black & White	4,7000	\$49.35
<b>Total:</b>									<b>\$49.35</b>

Please mail payments to:  
Osteen Media Group  
3513 US Hwy 17  
Fleming Island Florida 32003

Please call the office at 904-264-3200 if you would like to pay by credit card.

Affidavit attached to this invoice.

Please pay from this invoice. Email for inquiries or questions - [legal@claytodayonline.com](mailto:legal@claytodayonline.com). Thank you for your business.



# CLAY TODAY

## PUBLISHER AFFIDAVIT

PUBLISHER AFFIDAVIT  
CLAY TODAY  
Published Weekly  
Fleming Island, Florida

STATE OF FLORIDA  
COUNTY OF CLAY

Before the undersigned authority personally appeared Hugh Osteen, who on oath says that he is the publisher of the "Clay Today" newspaper published weekly at Fleming Island in Clay County, Florida; that the attached copy of advertisement being a Notice of Audit Committee Meeting

In the matter of March 4, 2026

LEGAL: 190174

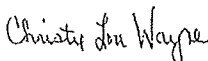
Was published in said newspaper in the issues:

2/19/2026

Affiant further says that said "Clay Today" is a newspaper published at Fleming Island, in said Clay County, Florida, and that the said newspaper has heretofore been continuously published in said Clay County, Florida, Weekly, and has been entered as Periodical material matter at the post Office in Orange Park, in said Clay County, Florida, for period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



Sworn to me and subscribed before me 02/19/2026



NOTARY PUBLIC, STATE OF FLORIDA

3513 US HWY 17 Fleming Island FL 32003  
Telephone (904) 264-3200  
FAX (904) 264-3285  
E-Mail: legal@claytodayonline.com  
Christie Wayne clustic@ostecmediagroup.com

## Notice of Audit Committee Meeting

### Ridgewood Trails

### Community Development District

The Audit Committee meeting of the Board of Supervisors of the Ridgewood Trails Community Development District will be held on Wednesday, March 4, 2026 at 6:00 p.m. at the Azalea Ridge Amenity Center, 1667 Azalea Ridge Boulevard, Middleburg, Florida 32068. Immediately following will be the Regular Meeting. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for the meeting may be obtained from the District Manager, at 476 West Town Place, Suite 114, St. Augustine, Florida 32092 (and phone (904) 940-5850). The meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

Any person requiring special accommodations at the meeting because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least two calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office.

Each person who decides to appeal any action taken at the meeting 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 such appeal is to be based.

Marilee Gillis  
District Manager  
Legal 190174 Published 2/19/2026 in  
Clay County's Clay Today newspaper



Tallahassee, FL 32308  
2498 Centerville Rd.

**Invoice**

Invoice #: 438704  
Invoice Date: 03/01/2026  
Completed: 03/02/2026  
Terms: Due On Receipt  
Bid#:

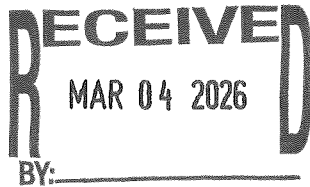
Bill to:  
Ridgewood CDD  
475 West Town Place  
Suite 114  
Saint Augustine, FL 32092  
[Click Here to Pay Online!](#)

475 West Town Place

**HiTechFlorida.com**

Description	Qty	Rate	Amount
<i>2-11885-AC-1 - Access Control System - Ridgewood Trails CDD - 1667 Azalea Ridge Blvd, Middleburg, FL</i>			
Hi-Tech Commercial Access 1	1.00	\$20.00	20.00
OvrC Pro Monitoring	1.00	\$15.00	15.00
Sales Tax			0.00

Approved  
Ridgewood Trails CDD  
Security  
001.320.57200.34510  
*Rob Alba*  
3.4.26



Tech Resolution Note:

Thank you for choosing Hi-Tech

To review or pay your account online, please visit our online bill payment portal at [Hi-Tech Customer Portal](#). You will need your customer number and billing zip code to create a new login.

<b>Total</b>	\$35.00
<b>Payments</b>	\$0.00
<b>Balance Due</b>	\$35.00

**Support@hitechflorida.com**  
**Office: 850-385-7649**

MAKE CHECK PAYABLE TO:



The Lake Doctors, Inc.  
Aquatic Management Services  
Post Office Box 162134  
Altamonte Springs, FL 32716  
(904) 262-5500

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD



CARD NUMBER                      EXP. DATE  
SIGNATURE                          AMOUNT PAID

ADDRESSEE

Please check if address below is incorrect and indicate change on reverse side

RIDGEWOOD TRAILS CDD  
Taylor Tennison  
475 West Town Pl  
SUITE 114  
St Augustine, FL 32092

ACCOUNT NUMBER	DATE	BALANCE
718416	3/1/2026	\$710.00

The Lake Doctors  
Post Office Box 162134  
Altamonte Springs, FL 32716

00000000662130010000003517980000007100006

Please return this invoice with your payment and notify us of any changes to your contact information.

**RIDGEWOOD TRAILS CDD**

**3813 Great Falls Loop Middleburg, FL 32068**

**Invoice Due Date 3/11/2026**

**Invoice 351798B**

**PO #**

Invoice Date	Description	Quantity	Amount	Tax	Total
3/1/2026	Water Management - Monthly		\$710.00	\$0.00	\$710.00

Please remit payment for this month's invoice.

Approved  
Ridgewood Trails CDD  
Lake Maintenance  
1.330.53800.46400  
*Rob Alba*  
03.02.2026

**RECEIVED**  
MAR 02 2026  
BY: \_\_\_\_\_

Please provide remittance information when submitting payments, otherwise payments will be applied to the oldest outstanding invoices.

**Credits**                      \$0.00  
**Adjustment**                      \$0.00

**AMOUNT DUE**

**Total Account Balance including this invoice:**

\$710.00

**This Invoice Total:**

\$710.00

**Click the "Pay Now" link to submit payment by ACH**

**Customer #:** 718416  
**Portal Registration #:** 98B142AF  
**Customer E-mail(s):** RIDGEWOODTRAILSMGR@RMSNF.COM  
**Customer Portal Link:** www.lakedoctors.com/contact-us/

**Corporate Address**  
4651 Salisbury Rd, Suite 155  
Jacksonville, FL 32256

Set Up Customer Portal to pay invoices online, set up recurring payments, view payment history, and edit contact information

**Governmental Management Services, LLC**

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

**Invoice**

**Invoice #:** 287

**Invoice Date:** 3/1/26

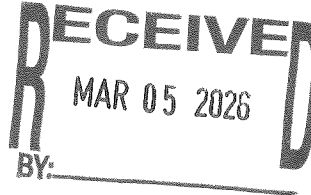
**Due Date:** 3/1/26

**Case:**

**P.O. Number:**

**Bill To:**

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



Description	Hours/Qty	Rate	Amount
Management Fees - March 2026		4,490.50	4,490.50
Website Administration - March 2026		111.33	111.33
Information Technology - March 2026		166.92	166.92
Dissemination Agent Services - March 2026		98.33	98.33
Office Supplies		0.24	0.24
Postage		5.92	5.92
Copies		31.50	31.50
Telephone		16.70	16.70

**Total** \$4,921.44

**Payments/Credits** \$0.00

**Balance Due** \$4,921.44

**Riverside Management Services, Inc**  
 475 West Town Place  
 Suite 114  
 St. Augustine, FL 32092

# Invoice

**Invoice #:** 448  
**Invoice Date:** 3/1/2026  
**Due Date:** 3/1/2026  
**Case:**  
**P.O. Number:**

**Bill To:**  
 Ridgewood Trails CDD  
 475 West Town Place Suite 114  
 St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
1.320.57200.34200 - Janitorial Services - March 2026		1,040.50	1,040.50
1.320.57200.46500 - Pool Maintenance Service - March 2026		1,737.08	1,737.08
1.330.53800.34000 - Contract Administration - March 2026		2,256.17	2,256.17
1.320.57200.46200 - Facility Management - Ridgewood Trails - March 2026		3,751.67	3,751.67
Pool Chemicals - Trichlor - January 2026		113.69	113.69
Pool Chemicals - Phosphate Remover - January 2026		6.11	6.11
Pool Chemicals - DE Powder - January 2026		2.84	2.84
Pool Chemicals - Muriatic Acid - January 2026		12.23	12.23
Pool Chemicals - Yellow Treat - January 2026		52.10	52.10
Pool Chemicals - Liquid Bleach - February 2026		5.23	5.23
Pool Chemicals - Muriatic Acid - February 2026		12.23	12.23
Pool Chemicals - DE Powder - February 2026		1.42	1.42
Pool Chemicals - Phosphate Remover - February 2026		2.04	2.04
Pool Chemicals - Tile Soap - February 2026		84.32	84.32
Pool Chemicals - Yellow Treat - February 2026		1.63	1.63

**RECEIVED**  
 MAR 05 2026  
 BY: \_\_\_\_\_

*Alison Moring*  
 3-5-26

**Total** \$9,079.26

**Payments/Credits** \$0.00

**Balance Due** \$9,079.26



**PAYMENT ADDRESS:**  
 Turner Pest Control LLC • P.O. Box 600323 • Jacksonville, Florida 32260-0323  
 904-365-5300 • Toll Free: 800-226-5306 • turnerpest.com

Turner Pest Control LLC  
 PO Box 600323  
 Jacksonville, FL 32260-0323  
 904-355-5300

## Service Slip/Invoice

INVOICE:	621973696
DATE:	03/10/2026
ORDER:	621973696

Bill To: [761826]  
 Ridgewood Trails CDD  
 3813 Greatfall Loop  
 Middleburg, FL 32068

Work Location: [761826] 904-214-3346  
 Ridgewood Trails CDD  
 3813 Greatfall Loop  
 Middleburg, FL 32068

Work Date	Time	Target Pest	Technician	Time In
03/10/2026	11:11 AM			11:11 AM
Purchase Order	Terms	Last Service	Map Code	Time Out
	NET 30	03/10/2026		11:59 AM

Service	Description	Price
CPCSMART	SMART Rodent Control Program	\$95.76
Approved Ridgewood Trails CDD Pest Control 1.320.57200.43200 <i>Rob Alba</i> 03.11.2026		<b>RECEIVED</b> <b>MAR 11 2026</b> BY: _____
		<b>SUBTOTAL</b> \$95.76
		TAX \$0.00
		AMT. PAID \$0.00
		<b>TOTAL</b> \$95.76
		<b>AMOUNT DUE</b> \$95.76
		 _____ TECHNICIAN SIGNATURE
		_____ CUSTOMER SIGNATURE

Balances outstanding over 30 days from the date of service may be subject to a late fee of the lesser of 1.5% per month (18% per year) or the maximum allowed by law. Customer agrees to pay accrued expenses in the event of collection.

Thereby acknowledge the satisfactory completion of all services rendered, and agree to pay the cost of services as specified above.

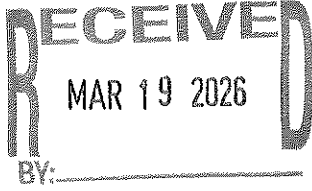
**PLEASE PAY FROM THIS INVOICE**



**INVOICE**

Ridgewood Trails CDD  
475 W Town Pl Ste 114  
St Augustine FL 32092

**Customer #:** 24319930  
**Invoice #:** 9705598  
**Invoice Date:** 11/1/2025  
**Cust PO #:**

Job Number	Description	Amount
346100568	Ridgewood Trails CDD Exterior Maintenance For November  Approved Ridgewood Trails CDD Landscape Maintenance 1.330.53800.46200 <i>Rob Alba</i> 03.19.2026  	10,703.68
<b>Total invoice amount</b>		<b>10,703.68</b>
<b>Tax amount</b>		
<b>Balance due</b>		<b>10,703.68</b>

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 904-292-0716

*Please detach stub and remit with your payment*

Did you know that BrightView now offers auto ACH as a payment method? Discover the convenience and safety of automatic ACH bill payment for your recurring billing. Please contact [autopay@brightview.com](mailto:autopay@brightview.com) or your branch point of contact for more information on how to sign up on Auto Pay.

**Payment Stub**

Customer Account#: 24319930  
Invoice #: 9705598  
Invoice Date: 11/1/2025

<b>Amount Due:</b>	<b>\$10,703.68</b>
--------------------	--------------------

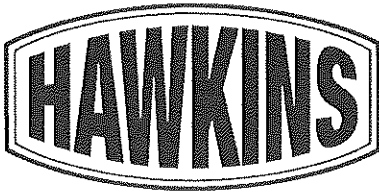
*Thank you for allowing us to serve you*

Please reference the invoice # on your check  
and make payable to:

Ridgewood Trails CDD  
475 W Town Pl Ste 114  
St Augustine FL 32092

BrightView Landscape Services, Inc.  
P.O. Box 740655  
Atlanta, GA 30374-0655

Original



Hawkins, Inc.
2381 Rosegate
Roseville, MN 55113
Phone: (612) 331-6910

INVOICE

Total Invoice \$766.00
Invoice Number 7357406
Invoice Date 3/11/26
Sales Order Number/Type 5088026 SL
Branch Plant 74
Shipment Number 6114989

Sold To: 531351
Accounts Payable
RIDGEWOOD TRAILS CDD
475 W Town PI STE 114
St Augustine FL 32092-3649

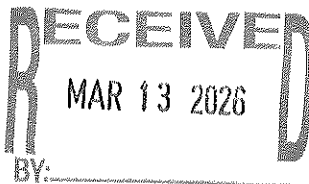
Ship To: 531352
RIDGEWOOD TRAILS CDD
1667 Azalea Ridge Blvd
Middleburg FL 32068

Table with columns: Net Due Date, Terms, FOB Description, Ship Via, Customer P.O.#, P.O. Release, Sales Agent #, Line #, Item Number, Item Name/Description, Tax, Qty Shipped, Trans UOM, Unit Price, Price UOM, Weight Net/Gross, Extended Price. Includes items like Azone - EPA Reg. No. 7870-1, Fuel Surcharge Freight, and Filter Aid EP SP Grade.

\*\*\*\*\* Receive Your Invoice Via Email \*\*\*\*\*

Please contact our Accounts Receivable Department via email at Credit.Dept@HawkinsInc.com or call 612-331-6910 to get it setup on your account.

Approved
Ridgewood Trails CDD
Pool Chemicals
1.320.57200.46500
Courtney Rodgers
03.13.2026



Summary table with columns: Page 1 of 1, Tax Rate 0 %, Sales Tax \$0.00, Invoice Total \$766.00

No Discounts on Freight
IMPORTANT: All products are sold without warranty of any kind and purchasers will, by their own tests, determine suitability of such products for their own use.

CHECK REMITTANCE:
Hawkins, Inc.
P.O. Box 860263
Minneapolis, MN 55486-0263
WIRING CONTACT INFORMATION:
Email: Credit.Dept@HawkinsInc.com
Phone Number: (612) 331-6910
Fax Number: (612) 225-6702

FINANCIAL INSTITUTION:
US Bank
800 Nicollet Mall
Minneapolis, MN 55402

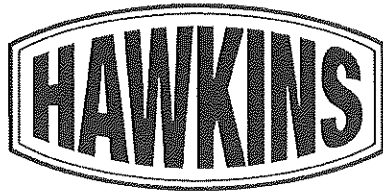
Account Name: Hawkins, Inc.
Account #: 180120759469
ABA/Routing #: 091000022
Swift Code#: USBKUS44INT
Type of Account: Corporate Checking

ACH PAYMENTS:
CTX (Corporate Trade Exchange) is our preferred method. Please remember to include in the addendum the document numbers pertaining to the payment.

CASH IN ADVANCE/EFT PAYMENTS:
Please list the Hawkins, Inc. sales order number or your purchase order number if the invoice has not been processed yet.

This contractor and subcontractor shall abide by the requirements of 41 CFR §60-1.4(a), 60-300.6(a) and 60-741.6(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin.

Original



Hawkins, Inc.  
2381 Rosegate  
Roseville, MN 55113  
Phone: (612) 331-6910

# CREDIT MEMO

Total Invoice	( <b>\$15.00</b> )
Invoice Number	7357645
Invoice Date	3/11/26
Sales Order Number/Type	5088059 CO
Branch Plant	74
Shipment Number	6115033

Sold To: 531351  
Accounts Payable  
RIDGEWOOD TRAILS CDD  
475 W Town PI STE 114  
St Augustine FL 32092-3649

Ship To: 531352  
RIDGEWOOD TRAILS CDD  
1667 Azalea Ridge Blvd  
Middleburg FL 32068

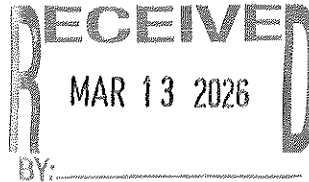
Net Due Date	Terms	FOB Description	Ship Via	Customer P.O.#	P.O. Release	Sales Agent #			
4/10/26	Net 30	COL Origin	HWTG	EMPTIES		387			
Line #	Item Number	Item Name/ Description	Tax	Qty Shipped	Trans UOM	Unit Price	Price UOM	Weight Net/Gross	Extended Price
1.001	699922	15 GA Blu/Black Deldrum DELDRM 1H1/X1.9/250	N	1.0000- 1.0000-	DD DD	\$15.0000	DD	10.0- LB 10.0- GW	(\$15.00)

Related Order #: 04990026

\*\*\*\*\* Receive Your Invoice Via Email \*\*\*\*\*

Please contact our Accounts Receivable Department via email at Credit.Dept@HawkinsInc.com or call 612-331-6910 to get it setup on your account.

Approved  
Ridgewood Trails CDD  
Pool Chemicals  
1.320.57200.46500  
*Courtney Rodgers*  
03.13.2026



Page 1 of 1

Tax Rate      Sales Tax  
0 %              \$0.00

Invoice Total                      (**\$15.00**)

**No Discounts on Freight**  
**IMPORTANT:** All products are sold without warranty of any kind and purchasers will, by their own tests, determine suitability of such products for their own use. Seller warrants that all goods covered by this invoice were produced in compliance with the requirements of the Fair Labor Standards Act of 1938, as amended. Seller specifically disclaims and excludes any warranty of merchantability and any warranty of fitness for a particular purpose.  
**NO CLAIMS FOR LOSS, DAMAGE OR LEAKAGE ALLOWED AFTER DELIVERY IS MADE IN GOOD CONDITION.**

CHECK REMITTANCE:  
Hawkins, Inc.  
P.O. Box 860263  
Minneapolis, MN 55486-0263  
  
WIRING CONTACT INFORMATION:  
Email: Credit.Dept@HawkinsInc.com  
  
Phone Number: (612) 331-6910  
Fax Number: (612) 225-6702

FINANCIAL INSTITUTION:  
US Bank  
800 Nicollet Mall  
Minneapolis, MN 55402

Account Name: Hawkins, Inc.  
Account #: 180120759469  
ABA/Routing #: 091000022  
Swift Code#: USBKUS44IMT  
Type of Account: Corporate Checking

ACH PAYMENTS:  
CTX (Corporate Trade Exchange) is our preferred method. Please remember to include in the addendum the document numbers pertaining to the payment.  
For other than CTX, the remit to information may be emailed to Credit.Dept@HawkinsInc.com

CASH IN ADVANCE/EFT PAYMENTS:  
Please list the Hawkins, Inc. sales order number or your purchase order number if the invoice has not been processed yet.

This contractor and subcontractor shall abide by the requirements of 41 CFR §50-1.4(a), 60-300.5(a) and 60-741.6(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

[www.hawkinsinc.com](http://www.hawkinsinc.com)

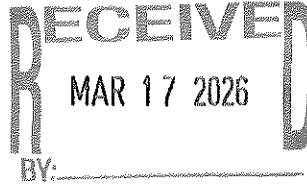
Job# 2439552

**Riverside Management Services, Inc**  
 475 West Town Place  
 Suite 114  
 St. Augustine, FL 32092

# Invoice

Invoice #: 449  
 Invoice Date: 3/12/2026  
 Due Date: 3/12/2026  
 Case:  
 P.O. Number:

**Bill To:**  
 Ridgewood Trails CDD  
 475 West Town Place Suite 114  
 St. Augustine, FL 32092



Description	Hours/Qty	Rate	Amount
Facility Maintenance February 1 - February 28, 2026	39.23	45.00	1,765.35
Maintenance Supplies		1,851.43	1,851.43
October - January Hourly Rate True Up		1,078.80	1,078.80
 \$1,035.42 Amenity General Maintenance 1.320.57200.46100			
 \$1,348.80 Amenity Repairs & Replacement 1.320.57200.46000			
 \$116.89 Janitorial Supplies 1.320.57200.52200			
 \$1,062.15 Field Repairs & Maintenance 1.330.53800.46000			
 \$1,132.32 Special Event 1.320.57200.49500			
 \$4,695.58 Ridgewood Trails CDD Approved <i>Courtesy Rodgers</i> 03.16.26			
<b>Total</b>			<b>\$4,695.58</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$4,695.58</b>

*Alison Moring*  
 3-17-26

RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT  
 MAINTENANCE BILLABLE HOURS  
 FOR THE MONTH OF FEBRUARY 2026

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
2/2/26	4	R.A.	Worked on small pool outside shower pipe that burst, replaced faulty shut off valve at shower base, replaced thin wall plastic piping with galvanized steel plumbing, shut off water supply to both exterior showers, picked up supplies, checked pool chemicals, replaced all message boards locks and dumpster lock
2/2/26	4.13	C.W.	Fixed broken shower lines, replaced pipe and switches, installed three new locks on message boards, colored matched paint and painted new message board, installed new lock on dumpster, straightened and organized pool deck furniture, removed debris around pool deck and parking lot, cleaned out work truck
2/4/26	2.5	R.A.	Finished installing and tuning television antenna, finished installing message board door near amenity center, checked pool chemicals
2/4/26	1.5	C.W.	Washed message board and reinstalled it, removed old hinge and installed new one, installed new lock on message board, removed debris from dumpster area and around amenity center
2/10/26	2	R.A.	Checked pool chemicals, straighten and organize pool furniture, removed debris around pool deck, common areas, amenity center and entry ways, checked and changed trash receptacles, emptied and restocked dog waste receptacles
2/10/26	2	C.W.	Cut and disposed of tetherball stand, removed debris around pool deck and parking lot, checked and changed all trash receptacles, emptied and restocked all dog waste receptacles
2/11/26	0.5	C.W.	Removed debris from parking lot, checked and changed all trash receptacles
2/12/26	7	R.A.	Installed new playground rules signs at all playgrounds, made minor fence repairs at the bronco playground tightening loose slats, cut two by fours and assembled temp frame for gate entrance, core drilled concrete slab sixteen inches deep for post installation, installed gate frame, fence posts and cemented in place, checked pool chemicals, picked up supplies
2/16/26	4	R.A.	Measured and cut fence panel for left wing of gym entry gate, cut and trimmed brackets/fence panel to mount together, installed fence panel and brackets to wall and fence post for left wing of gym entry gate, picked up tools and cleaned up area, checked pool chemicals
2/16/26	1	C.W.	Filled burnout hole with rock and dirt, cleaned bed of truck from dirt and concrete, removed abandoned bike, removed debris from roadways and waterways
2/17/26	1.5	R.A.	Set up tables and chairs in amenity center, straightened and organized pool deck furniture, removed debris around amenity center, pool deck and parking lot, checked pool chemicals
2/19/26	4	R.A.	Installed key box organizer, started labeling and organizing facility keys, checked pool chemicals, removed debris around amenity center, pool deck, parking lot, common areas and entry ways, checked and changed all trash receptacles, emptied and restocked dog waste receptacles
2/26/26	3.6	R.A.	Worked on gym gate, checked pool chemicals, set up new event equipment to verify operation, located all drainage easements for ponds two, three, six, seven and eight, drove community and verified easement locations
2/27/26	1.5	C.W.	Checked and changed all trash receptacles, emptied and restocked dog waste receptacles, removed debris around amenity center, pool deck and parking lot
<b>TOTAL</b>	<u><u>39.23</u></u>		
<b>MILES</b>	<u><u>0</u></u>		*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445





9456 Phillips Highway, Suite 1  
Jacksonville, FL 32256

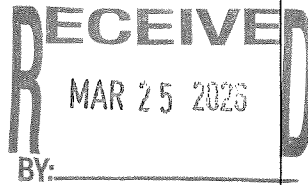
### Account Information

Invoice Number: 77630322  
Invoice Date: 03/22/2026  
Branch: 72  
Account Number: 6433093  
Due Date: 04/21/2026

### Account Activity

Description	Qty	Unit Amt	Extended Amt	Tax Amt	Total Amt
RIDGEWOOD TRAILS DE 1667 AZALEA RIDGE 32068 Service From: 04/01/2026 To: 04/30/2026 RECURRING SERVICES			150.10	0.00	150.10

Approved  
Ridgewood Trails CDD  
Security  
001.320.57200.34510  
*Courtney Rodgers*  
03.25.2026



Extended Total	Tax Total	Invoice Total	Prior Balance	Total Due
\$150.10	\$0.00	\$150.10	\$0.00	\$150.10

### Important Messages

**Sales scams are on the rise. Learn how to protect yourself.**  
[www.vectorsecurity.com/sales-scam](http://www.vectorsecurity.com/sales-scam)

For all inquiries call your local branch phone number: 1-904-265-7890

Please detach and return below portion with your payment  
DO NOT SEND CORRESPONDENCE WITH YOUR PAYMENT

MS9GW7JF



9456 Phillips Highway, Suite 1  
Jacksonville, FL 32256

VECTOR SECURITY

Address Service Requested

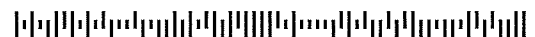
RIDGEWOOD TRAILS DEVELOPMENT D  
475 WEST TOWN PLACE SUITE 114  
SAINT AUGUSTINE FL 32092-3649

### Invoice

Customer Name: RIDGEWOOD TRAILS DEVELOPMENT D  
Invoice Number: 77630322  
Invoice Date: 03/22/2026  
Account Number: 6433093  
Due Date: 04/21/2026  
Amount Due: \$150.10

Amount Enclosed: \$ \_\_\_\_\_  
Please write your account number on your check. Thank you in advance for your prompt payment. Use the enclosed envelope and make checks payable to:

VECTOR SECURITY, INC.  
PO BOX 89462  
CLEVELAND, OHIO 44101-6462



Check box and fill out reverse side to correct billing address.

00000000720000000643309390077630322000000000150108

**How to Reach Customer Care**

- For inquiries or online payments: [www.vectorsecurity.com](http://www.vectorsecurity.com)
- By phone: 1-904-265-7890
- For inquiries by mail: 9456 Phillips Highway, Suite 1, Jacksonville, FL 32256
- For payments by check: PO Box 89462, Cleveland, OH 44101-6462



**KNOCK, KNOCK.**

Sales scams may be happening in your area, but there are things you can do to protect yourself.

In these scams, people claiming to be with Vector Security knock on your door and try to gain access to your home. They'll tell you they need to inspect your system or offer you an upgrade. These people may even wear Vector Security apparel.

Unless you have a scheduled appointment, ask for ID from anyone claiming they are with Vector Security. If you encounter suspicious activity, here are some tips:

- Ask for identification; don't let anyone into your home.
- Contact us at [protectme@vectorsecurity.com](mailto:protectme@vectorsecurity.com).
- Do not sign any contracts presented to you.

For more information:  
[vectorsecurity.com/sales-scam](http://vectorsecurity.com/sales-scam)

vec-147614

**Has your billing address or phone number changed?**

Please provide your new billing address and/or telephone number and return this portion with your payment. Your records will be updated upon receipt.

Contact Name: _____	Old Phone Number: (____) _____ - _____
New Address: _____	New Phone Number: (____) _____ - _____
City: _____ State: _____ Zip: _____	Effective Date: _____
Effective Date: _____	Email Address: _____
	Signature: _____

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