

**VILLA SOL  
COMMUNITY DEVELOPMENT  
DISTRICT**

**AGENDA PACKAGE**

**AUGUST 9, 2022**

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313 CAMPUS STREET  
CELEBRATION, FLORIDA 34747

## Villa Sol Community Development District

### Board Members

Ramon Bermudez, Chairman  
Servando Comas, Vice Chairman  
Mark Gosdin, Assistant Secretary  
Michael Edgecombe, Assistant Secretary  
Camilo Nin, Assistant Secretary

### Staff

Gabriel Mena, District Manager  
Scott Clark, District Counsel  
Peter Armans, District Engineer  
Freddy Blanco, Field Manager

### Meeting Agenda Tuesday, August 9, 2022 – 1:00 p.m.

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1. **Call to Order and Roll Call**
2. **Pledge of Allegiance**
3. **Audience Comments on Agenda Items (Limited to a Maximum of 3 Minutes)**
4. **Business Matters**
  - A. Consideration of Scope of Service for Landscape Services Request for Proposals
  - B. Acceptance of the Fiscal Year 2023 Meeting Schedule
5. **District Engineer**
  - A. Dewberry Annual Inspection Report
6. **District Counsel**
7. **District Manager's Report**
  - A. Acceptance of the Regular Meeting Minutes of July 12, 2022
  - B. Acceptance of Financial Statements of June 2022
  - C. Approval of Check Register of June 2022
  - D. Resident Behavior in Villa Sol
8. **Field Operations**
  - A. Field Reports
  - B. Brightview Proposals
  - C. Exercise Systems Proposal
  - D. Specialty Floor Products - Premier Tuff Interlocking Floor Tiles
9. **Requests & Comments**
10. **Adjournment**

**Next Meeting is Scheduled for September 13, 2022, at 5:00 p.m.**

# **Section 4**

# **Business Matters**

# **Subsection 4A**

## **Scope of Services**

## EXHIBIT B

**Scope of Services**

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

**1. PROJECT SCOPE**

The Contractor shall provide landscape, irrigation and general grounds maintenance for Villa Sol. The following is a project overview describing the various community development districts within Villa Sol and the limits of work.

### **1.1 General Overview**

Villa Sol, located in the northern part of Osceola County adjacent to the intersection of E Osceola Parkway and Simpson Road, is a planned multi-use development that will develop into a community of commercial, institutional, residential, and public uses.

### **1.2 Community Development Districts (CDD)**

The CDD areas to be included in this maintenance Scope of Services are generally defined as all the public lands within the District. These areas and elements include public parks, roadway shoulder areas (landscape, irrigation, and sidewalks), stormwater management ponds, roadway bridges, culverts and headwalls, fences pergola, downtown shade structures, water feature fountain, floating docks, boardwalks and other miscellaneous and related facilities, systems or elements.

## **2. GENERAL CONTRACTOR REQUIREMENTS AND PROCEDURES**

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

### **2.1 Operation Procedures**

The Contractor shall perform the basic services outlined within the Scope of Services between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday, unless specified otherwise or directed by the Owner. In addition, operation of leaf blowers shall be prohibited between the hours of 7:00 a.m. and 9:00 a.m. The Contractor may submit a request for additional operation time, in response to poor weather conditions, to be reviewed for approval by the Owner. The Owner will designate where Contractor's crew will take breaks, lunches, and use restroom facilities. Employee personnel vehicles will be parked only in areas designated by the Owner.

### **2.2 Key Personnel**

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

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

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

### **2.3 Personnel Dress Code**

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

### **2.4 Personnel Conduct**

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

### **2.5 Safety Program**

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

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

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

### **2.6 Facility Location**

The District does not provide storage for any tools, materials, equipment, trucks, trailers or other landscape related equipment.

### **2.7 Subcontractors**

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

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

## 2.8 Consultants

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

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

## 2.9 Document Control and Data Maintenance

### 2.9.1 Document Control

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

### 2.9.2 Data Maintenance

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

### 2.9.3 Highlight Report

The Contractor shall provide to the Field Manager a highlight report, with pictures and details, identifying monthly maintenance and unscheduled maintenance activities for the previous month. The highlight report shall be provided 15 days prior to each Board meeting and shall contain information helpful to the District and its staff as it relates to all landscape maintenance issues. **The Contractor will attend CDD meetings Quarterly or upon request.**

### 2.9.4 Data Dispersal

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

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



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

#### **2.10 Verification of Data**

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

#### **2.11 Ownership of Data**

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

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

#### **2.12 Quality Control**

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

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

### **3. COORDINATION**

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

**3.1 General Coordination**

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

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

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

- CDD District Manager
- CDD District Engineer
- CDD District Representative
- CDD Aquatic Weed Control Maintenance Contractor
- Florida Gas Transmission Co.
- Toho Water Authority
- Osceola County and its various departments
- Florida Department of Transportation
- SFWMD
- Adjacent property Owners, as directed by the Owner

**3.2 Contractor's Project Manager**

Contractor shall designate an onsite representative who will be responsible for overall supervision of the Contractor's work force on the Project and shall act as the single point of contact, between the Owner and the Contractor. This individual shall maintain at all times a means of being contacted by the Owner (beeper or cellular phone) and shall respond to such calls within twenty minutes of contact. This individual shall be responsible for maintaining the Contractor's schedule of activities and notifying the Owner of this daily schedule, for quality control of the Contractor's services, and for arranging and supervising unscheduled service requests by Owner.

**4. SCHEDULED OPERATIONS AND MAINTENANCE**

The Contractor shall meet all requirements associated with turf care, shrubs/ground cover care, tree care, irrigation system, and litter removal, as required in this Agreement. The Contractor shall make a complete site inspection of Villa Sol specifically the areas of CDD maintenance. Attachment D

includes maps identifying the general limits of CDD maintenance by area. All landscaping within the CDD areas shall be maintained by this Contractor in accordance with the following requirements:

#### 4.1 Turf Care

##### 4.1.1 Mowing

- a. All St. Augustine turf, located in developed areas, shall be mowed once per week from April 1 through October 31 and once every other week from November 1 through February 28. Mowing of St. Augustine turf shall be performed at a minimum frequency of **41 times** a year. All Bahia turf, located in developed areas, including lake banks, shall be mowed once per week from May 1 through October 31 and once every other week from November 1 through April 30. Mowing of Bahia turf shall be performed at a minimum frequency of **36 times** a year.
- b. St. Augustine turf areas shall be cut to a height of no more than four and one-half (4.5) inches nor less than three and one-half (3.5) inches, to foster photosynthesis and healthy root development. Bahia turf areas shall be cut to a height of no more than four (4) inches nor less than three (3) inches, to foster photosynthesis and healthy root development.
- c. Mower blades shall be kept sharp at all times to prevent tearing of grass blades.
- d. Mulching type-mowing equipment is preferred and no side discharges are permitted on walk-behind mowers.
- e. Visible clippings after mowing shall be removed to prevent thatch build up.
- f. Various mowing patterns shall be employed to prevent ruts in the turf caused by mowers.
- g. All clippings shall be kept out of ornamental beds, off all sidewalks, roadways, and waterways.

##### 4.1.2 Edging

- a. Hard surface edging is to be defined as outlining and/or removing turf from along all sidewalks and curbs, and soft surface edging is to be defined as outlining and/or removing turf from all trees rings and planting beds, etc. by the use of a mechanical edger.
- b. All hard surface edging shall be performed to maintain straight and sharp edges between curbs/sidewalks and turf areas. **Edging shall be completed the same day and at the same frequency that an area is mowed.**
- c. All soft surface edging shall be performed neatly to maintain the shape and configuration of all planting areas in a clean manner and free of imperfections. **Soft surface edging shall take place 2 times per month April through October and monthly November through February.** All plant bed edges shall be maintained to the curves, as originally designed.

i. **AT NO TIMES SHALL CHEMICAL EDGING BE USED TO EDGE LANDSCAPE BEDS OR TREE RINGS**

- d. The edging equipment shall be equipped with manufactures guard to deflect hazardous debris. String or lined trimmers shall not be used.
- e. All sidewalks, streets, and roadways shall be immediately swept, blown, or vacuumed to maintain a clean, well-groomed appearance, clippings shall not be blown or swept into drainage basins or ponds.
- f. The proper safety precautions shall be taken when edging (i.e., safety vest, signage, warning light, etc.), along roadways as required by federal, state or local law, as deemed necessary by the Contractor and/or as directed by the Owner.

4.1.3 Trimming

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

4.1.4 Weed and Disease Control

- a. The Contractor shall be responsible for developing a Horticulture Plan that will provide Villa Sol with turf that is generally weed free. The use of pre-emergent herbicides is encouraged to attain the best results. Any reapplications required, in the Owner's opinion, shall be provided at the Contractor's own expense. Weeding shall be preformed to a level that is acceptable to the Owner. Additional requirements for weed control are defined in paragraph 4.2.2.
- b. Turf areas shall be continuously monitored for infestations of disease/fungus, and weeds and treated immediately for proper control. Contractor shall provide a monthly monitoring report of these activities to the Owner.
- c. All state and Federal regulations governing the use/application of chemicals shall be strictly adhered to. Contractor assumes all related liability for adhering to these regulations.
- d. Contractor shall provide MSDS sheets for all chemicals to the Owner prior to start of the contract. Contractor shall also provide MSDS sheets for any changes in chemical use to the Owner, prior to application, throughout the entire contract period.

4.1.5 Fertilization

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

- a. A custom blended granular fertilizer, that has at least 50% or greater slow-release Nitrogen, shall be applied at least four (4) times per year (February, April, June, and October) for St. Augustine. Irrigated Bahia turf stands shall be fertilized three (2) times per year (March and November). Analysis, scheduled applications, and application rates per 1000 s.f. shall be approved by the Owner and at a minimum include a full trace element package of iron, magnesium, zinc and calcium. Analysis may be different depending on the season of application and should always meet the specific site conditions. The maximum application rate shall be 1 lb. of Nitrogen per 1000 s.f. per application. Any reapplications required, in the Owner's opinion, shall be provided at the Contractor's own expense.
- b. The Owner reserves the right to make reasonable adjustments to the specifications, timing, rate of application and elementary composition according to actual horticultural conditions at the time.
- c. A state inspection of analysis along with an actual certified fertilizer label, legible and otherwise suitable condition for filing, must be submitted for approval.
- d. To maintain uniform turf color, fertilization shall be completed within three (3) working days for in its entirety.
- e. **All fertilizers shall be kept out of canals and stormwater retention ponds and be removed immediately from all sidewalks and roadways. Any staining to sidewalks will be the Contractors responsibility to remove at their own cost.**
- f. A report containing bag usage and tonnage per area shall be submitted immediately following fertilization.
- g. All state and federal regulations governing the use/application chemicals shall be strictly adhered to. Contractor assumes all related liability for adhering to or failing to adhere to these regulations.
- h. Contractor shall provide MSDS sheets for all chemicals to the Owner prior to start of contract. Contractor shall also provide MSDS sheets for any changes in chemical use to the Owner, prior to application, throughout the entire contract period.

#### 4.1.6 Pest Control

- a. The Contractor shall use BMP practices and standards for scouting and control of insects monthly in St. Augustine turf. Applications are **As Needed** to control and stop the spread/infestation of turf damaging insects. Any reapplications required, in the Owner's opinion, shall be provided at the

Contractor's own expense. Turf that is lost due to negligence will be replaced at the cost of the Contractor.

- i. **Please provide a cost per Acre for Top Choice Fire Ant control.**
- b. Turf areas shall be continuously monitored for infestations of insects and treated immediately for proper control. Contractor shall provide a monthly monitoring report of these activities to the Owner.
- c. All state and federal regulations governing the use/application chemicals shall be strictly adhered to. Contractor assumes all related liability for adhering to or failing to adhere to these regulations.
- d. Contractor shall provide MSDS sheets for all chemicals to the Owner prior to start of Agreement. Contractor shall also provide MSDS sheets for any changes in chemical use to the Owner, prior to application, throughout the entire term of the Agreement.

#### 4.1.7 pH Adjustment

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

## 4.2 **Shrubs/Ground Cover Care**

### 4.2.1 Pruning

- a. Detailing of planted areas shall be performed in a sectional method, with the frequency of once every four weeks. Detailing includes trimming, pruning, and shaping of all shrubbery, ornamentals and ground cover, removal of under story tree suckers, removal of unwanted vegetation, and the fluffing of bark or chips. Contractor shall provide to the Owner a sectional detailing operation map for review and approval within 30 days after the Contractor's notice-to-proceed.
- b. Shrubs shall be hand clipped to remove only the top excess growth. Hedge sheering shall not be performed until shrub rows are completely full and have obtained at least 3' full height. Pruning sides of shrubs shall be avoided to allow the mass to naturally fill.
- c. No pruning shall be performed on live wood that alters the shape and fullness with respect to the intended character of the plantings. Any shrub damage from equipment, other negligent activities, or improper pruning shall be replaced by the Contractor at no additional cost to the Owner.
- d. Shrubs shall be pruned according to Owner's specific instructions.

- e. Summer flowering shrubs shall be pruned yearly during late winter/early spring (late February - April). Rejuvenation pruning may be needed to reset height of Summer flowering shrubs such as Golden Thryallis and Fire Bush.
- f. Spring flowering shrubs shall be pruned yearly after blooming.
- g. Broad leaf evergreen shrubs shall be hand-pruned yearly to maintain their natural appearance after the new growth has hardened off.
- h. Conifers shall be pruned yearly after the foliage of the new growth has changed color.
- i. Ground covers shall be edged and pruned to contain them within the planting beds.
- 1) **Native Grasses shall be trimmed 2 times per year in April and October. Any grasses abutting sidewalks will be trimmed as needed to keep them off the walkway.**
- j. The main stem of shrubs or vine-like plants planted near fences shall be secured to the fence with plastic tie material to allow new growth to be guided as directed by the Owner.
- k. All clippings shall be removed from all sidewalks, roadways, and waterways, and disposed off-site.
- l. A schedule for pruning shall be submitted within 30 calendar days of the notice-to-proceed with the Services for Owner's approval.
- m. Selective pruning, balling and shaping shall be performed as needed to expose landscape lights and remove all dead wood.

#### 4.2.2 Weeding

- a. The Contractor shall be required to maintain all mulched areas free of weeds, to a level that is acceptable to the Owner, by hand pulling or chemical means, as environmental, horticultural, and weather conditions permit. An appropriate combination of "pre" and "post" emergent is strongly recommended. Weeding shall be performed weekly (52 times). Any reapplications required, in the Owner's opinion, shall be provided at the Contractor's own expense. Weeds around impervious surfaces shall be sprayed as soon as observed. All weeds collected shall be removed and disposed off-site. Weeds that are three (3) inches or greater need to be hand pulled. The expectation is beds remain generally weed free on a weekly basis.
- b. All state and federal regulations governing the use/application chemicals shall be strictly adhered to. Contractor assumes all related liability for adhering to or failing to adhere to these regulations.

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

#### 4.2.3 Fertilization

- a. A custom blend fertilizer shall be applied at least three (3) times per year (February, May, and October). Analysis shall include a trace element of iron, magnesium, zinc, and calcium. Analysis and program should be structured to meet the specific site conditions. Reapplications, if required in the Owner's opinion, shall be provided at the Contractor's own expense.
- b. Granular Fertilizer shall be applied at a rate of 1 pounds of nitrogen per 1,000 SF of bed area.
- c. Fertilizers shall have the following:
  1. Fifty- percent nitrogen derived from ammonium sulfate; 50% from controlled release.
  2. A ratio of nitrogen to potassium at 1 to 1.
  3. Two percent iron - minimum.
  4. Two percent magnesium - minimum.
  5. One percent magnesia - minimum.
  6. Three percent phosphorous - minimum.
  7. Include elements of calcium, boron, copper, zinc, and phosphor.
- d. Alternative fertilizer analysis may be approved by the Owner if the Contractor substantiates reasons for healthier plant growth.
- e. Granular fertilizer shall be applied by hand or hand operated broadcast spreader insuring uniform coverage. Fertilization shall be completed within three (3) working days.
- f. A state inspection of analysis along with an actual label in legible and otherwise suitable condition for filing shall be submitted for approval.
- g. All fertilizer shall be kept out of canals and lakes and be removed immediately from all sidewalks, pedestrian areas and roadways.
- h. A report containing name of product applied, mix ratio, rate of application, amount of product applied, and location of application shall be submitted immediately following fertilization.
- i. All state and federal regulations governing the use/application chemicals shall be strictly adhered to. Contractor assumes all related liability for adhering to or failing to adhere to these regulations.
- j. Contractor shall provide MSDS sheets for all chemicals to the Owner prior to start of the contract. Contractor shall also provide MSDS sheets for any



changes in chemical use to the Owner, prior to application, throughout the entire contract period.

#### 4.2.4 Pest and Disease Control

- a. The Owner shall be notified one week prior to any chemical application. All over spray shall be prevented and contact with any pedestrians, their property or pets shall be strictly avoided.
- b. All landscape areas shall be continuously monitored for infestations of insects and disease/fungus and treated immediately for proper control. Contractor shall provide a monthly monitoring report of these activities to the Owner.
- c. The Contractor shall use BMP practices and standards for scouting and control of insects in all landscape beds. Treatments will be required as needed to control pests and disease. The Contractor is responsible for diagnosing and controlling pest and disease, any plant material lost due to negligence will be replaced at the Contractor's expense.
- d. Use manufacturers' instructions for proper applications. Operating personnel shall be knowledgeable for monitoring and identification and licensed for application. All chemicals shall be used in strict accordance with federal, state, and county directives on environmental control and carry an EPA approval number.
- e. All state and federal regulations governing the use/application chemicals shall be strictly adhered to. Contractor assumes all related liability for adhering to or failing to adhere to these regulations.
- f. Contractor shall provide MSDS sheets for all chemicals to the Owner prior to start of the Agreement. Contractor shall also provide MSDS sheets for any changes in chemical use to the Owner, prior to application, throughout the entire term of the Agreement.

#### 4.2.5 Mulching (**Invoiced Separately**)

Premium grade pine nugget mulch shall be installed one (1) time a year in October/November at a depth of 1½" to 2". Mulch more than 2" shall be removed from the planting areas. **Mulch quantities will be determined by the Contractor during the proposal process. Any shortages in material will be installed by the Contractor at their cost. Mulch applications will be invoiced at time of service. The District reserves the right to subcontract the mulch applications.**

#### 4.2.6 pH Adjustment

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

### 4.3 **Tree Care**

Tree care shall pertain to all trees located in CDD common areas, identified on the Maintenance Map, only throughout Villa Sol.

#### 4.3.1 Pruning

- a. Removal of dead limbs and branches, **up to fifteen (15) feet**, from all Common Area trees shall occur at a minimum of two times per year, once in February and again in August, or as directed by the Owner. This can be achieved by using a pole saw from the ground. No pruning should be performed on live wood that would affect the fullness with respect to the intended character of the plantings. Any tree damaged from equipment, other negligent activities or improper pruning shall be replaced by the Contractor at no additional cost to the Owner.
- b. All Common Area trees shall be pruned over roadways on an as needed basis to a minimum height of 15' to allow for emergency vehicle access and minimum height of 8' over sidewalks for pedestrian access. Lifting of trees shall be kept consistent for proper tree character.
- c. Remove all sucker growth from base of trees on a regular basis. Remove any limbs, which in the Owner's opinion, poses a threat to public safety. Provide specific pruning practices, unless otherwise directed by the Owner, for the following items:
  - Oaks - Generally prune trees to maintain the desired uniform appearance by thinning or tipping. No topping shall be performed on oak trees. Branches are encouraged to hang over walks with adequate pedestrian and bicycle clearance.
  - **Crape myrtles shall be pruned upon Owner request only. The District reserves the right to subcontract these services out.**
  - Wax Myrtle - Wax Myrtles shall be tipped mildly in January, cleaned at the base to 2' clear trunk and dead wood removed.
  - Holly - Burford Hollies shall be kept full headed and pruned only to bring clear trunk level to 2' above ground cover level. All holly trees shall be hand-clipped (not hedged) for naturally formed appearance. Sever shearing into "pyramids or lollipops" shall be avoided.
  - Ligustrum - Hand clipped for natural form. **Severe shearing into "globes" shall be avoided, unless directed by the Owner.**
  - Magnolias - Prune only sucker growth and to maintain an attractive, clear trunk appearance.
  - **All Palms over 15' OA will be trimmed upon Owner request only. Palm trees under 15' OA will be trimmed as needed, removing dead fronds and seed pods. The District reserves the right to subcontract palm trimming services over 15' OA out.**
- d. Trees located in buffer areas shall be pruned twice (2) a year. These trees shall be pruned to promote dense canopy for screening and to provide a neat appearance. The Owner shall provide specific instructions for pruning trees in buffer areas. **Vertical push backs, up to 15 feet will take place behind homes that abut CDD maintained areas.**

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

#### 4.3.2 Fertilizer

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

#### 4.3.3 Pest Control

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

#### 4.3.4 Mulch

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

#### 4.3.5 pH Adjustment

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

#### 4.3.6 Hand Watering

- a. Contractor shall provide hand watering for all planted trees, located along the residential streets that are not fully covered by any irrigation. Contractor shall provide an average of 50 gallons of water, per tree, per daily application, three (3) days a week for the first four (4) months, 30 gallons of water, per tree, per daily application, two (2) days a week for the next four (4) months and 10 gallons of water, per tree, per daily application, two (2) days a week for the last four (4) months of this Installation of three bubblers off of home owner's irrigation system to avoid hand watering.
- b. Water source for all hand watering shall be reuse and shall be provided to the Contractor, by the Owner, with a 2" service.
- c. Contractor shall be responsible to decrease or increase hand watering application rates for the health and survival of the trees. Any trees that decline beyond acceptance to the Owner or die due to lack of watering shall

be replaced at the Contractor's own expense, as per paragraph 2.12. If the Contractor believes the water application rates need to increase for the health and survival of the trees, the Contractor must initiate the increased rate by contacting the Owner. Any increase in hand watering applications beyond the requirements of this Scope shall be considered unscheduled maintenance.

#### **4.4 Irrigation System**

##### 4.4.1 General Requirements

- a. The Contractor shall be responsible for continual, full operation of all system parts. Any plant damage resulting from non-operation of system, over-watering, or insufficient watering due to maintenance neglect shall be the Contractor's responsibility, as per Section 2.12. Contractor shall replace damaged materials or reimburse the Owner for the cost of replacement or repairs as directed by the Owner. The District will not incur costs for irrigation repairs on heads, PVC fittings, drip line, drip fittings and service lines/zone lines. Mainline and lateral lines, over 2", valves, electrical work and clocks will be proposed to the District prior to repairs being completed. Invoices need to show line items of material and separate labor costs by hour.
- b. The Contractor shall be responsible for repairs to the system caused by the Contractor or by the Contractor's neglect for the term of this Agreement.
- c. Automatic irrigation system will be programmed as needed, by the Contractor, to provide watering frequency sufficient to replace soil moisture below the root zone. Any adjustments made for new turf or ornamental installs, dry or oversaturated turf areas need to be communicated to Field Manager.
- e. Any modifications to the irrigation system shall be submitted in writing for approval. Approval will be in writing to the Contractor. If the original request is not satisfactory to the Owner, an alternate plan may be requested. A detailed sketch for record documents will also be supplied to the Owner, prior to work commencing.

##### 4.4.2 Monitoring/Adjustments

- a. The Contractor shall inspect the entire operation of the system **no less than once every month, or 12 times per year**. A written report shall be furnished to the Owner at the completion of each inspection. During this inspection, the Contractor shall perform the following:
  - Activate each zone of the existing system.
  - Ensure the operation and coverage is sufficient for proper healthy landscape growing conditions.
  - Fix any broken pipes, fittings or irrigation heads the same day of inspection.

- b. If applicable, the Contractor shall have access to the system's computer printout data log of daily irrigation operation activities. The Contractor shall not rely solely on the data and is responsible for making any adjustments required to the controllers to ensure the desired moisture level is being provided for all plantings as they relate to seasonal changes, weather conditions, and soil conditions.
- c. Spray patterns for all irrigation heads shall be adjusted, if required, when detected by the Contractor or as directed by the Owner.
- d. Any adjustments to the spray nozzles spray patterns, controllers, etc. required to provide optimum growth of the landscape shall be provided on an as needed basis as part of the base Scope of Services.
- e. If applicable, test satellite controller and cluster control unit, (CCU) ground rods once a year for conformance to manufacture's specifications and provide a report to the Owner.

#### 4.4.3 Valve/Valve Boxes

- a. Provide any miscellaneous cleaning of valves for proper functioning on an as needed basis.
- b. Ensure that all valve boxes remain flush and level with grade. The valve boxes shall be kept free of any overgrowth of plant material or sod. The interior of each box shall be kept clean.

## 4.5 Litter Removal

### 4.5.1 Landscape Areas

Any litter found in planting beds or in turf areas shall be collected and disposed of off-site prior to each mowing cycle. Including, but not limited to palm boots, Magnolia leaf debris and fruits, downed limbs and sticks, etc.

### 4.5.2 Road Rights-of-Way, Ponds, and Parks

Contractor shall monitor all road right-of-ways, stormwater ponds and parks during service visits to collect any litter and dispose the litter off-site.

## 5. UNSCHEDULED MAINTENANCE AND REPAIRS

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

**5.1 General**

The Contractor shall be responsible for all repairs within all limits of work, within the Villa Sol Community unless otherwise directed by the Owner. Repairs that result from the Contractor's failure to properly perform the Services under this Scope of Services shall not be considered an Additional Service and therefore shall not warrant additional compensation to the Contractor. Repairs that, in the Contractor and Owner's opinion are not as a result of Contractor negligence shall be deemed an Additional Service and shall, at the Owner's election, be made by the Contractor upon receipt of a Work Authorization from the Owner. When the Contractor determines that a repair is necessary, the Contractor shall submit to the Owner a Work Authorization form together with the Contractor's estimate of the cost to perform the repair. Whenever possible, this Work Authorization and cost estimate should be sent to the Owner seven (7) calendar days in advance of the Contractor performing the Services. The Owner shall return one executed copy of the Work Authorization form and shall indicate the method of compensation. In the event the Services are to be provided on a unit price or time and material basis, within seven (7) calendar days upon completion of the Services, the Contractor shall submit to the Owner, an itemized listing of the Contractor's costs to perform the Services including all unit quantity items or labor, equipment, materials, and Subcontractor's accordingly. The itemized listing shall be presented in a format acceptable to the Owner and if requested by the Owner shall include copies of invoices from others providing work or materials on the repair.

**5.2 Damaged Facilities**

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

**5.2.2 Irrigation Repairs**

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

**5.3 Emergency Repairs**

- 5.3.1 If the repair to a damaged facility is deemed an emergency and immediate repair is judged necessary by either the Contractor, District Manager, District Engineer, or Owner, upon receipt of authorization by the Owner, the Contractor shall proceed with providing all materials, labor and equipment on a time and material basis necessary to make the repair and restore the facilities. If the repair is required due to Contractor's negligence, the Owner shall back charge the Contractor for the repair.
- 5.3.2 The Contractor shall provide any emergency repairs to the irrigation system immediately once detected by the Contractor, or within 8 hours of notification from the Owner. If the emergency repairs are due to Contractor negligence, the Contractor shall provide these repairs at its own expense. If these repairs are beyond the Contractor's control within the Scope of Services, the Contractor shall provide the repairs and submit an invoice on a time and material basis.
- 5.3.3 Emergency repairs, as agreed by the Owner, are the only repairs that will not require a Work Authorization from the Owner.

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

**5.4 Unscheduled Maintenance**

The Contractor shall provide occasional unscheduled maintenance that is in Addition to the base Scope of Services. The Contractor shall receive a Work Authorization from the Owner and shall respond and complete the request within two weeks or a mutually agreeable time with the Owner. The Contractor's cost estimate to provide the work shall be approved by the Owner prior to commencement. The Contractor shall be available and willing to provide the following unscheduled maintenance services:

- Raise the height of irrigation heads.
- Provide proposals for landscape material, replacements, or repairs due to vandalism or acts of God.
- Provide site clean up (litter removal, etc.) before and after community special events.
- Provide mowing of undeveloped areas.
- Provide, in late October of each year, over-seeding in undeveloped Bahia areas with Winter Rye. The Contractor shall provide seeding mix to the Owner for approval prior to application. Any reapplications required, in the Owner's opinion, due to poor germination or inconsistent coverage shall be provided at the Contractor's own expense.
- Provide selective weeding and pruning for existing wooded areas.
- Provide repairs to satellite controller and CCU ground rods.
- Provide repairs to the satellite controllers and the CCU system.

**5.5 Seasonal Color Rotations**

The Contractor will provide proposals for four (4) Seasonal Color rotations. The annual flowers will need to be 4"-6" premium grade plants. Proposals will need to be provided in the months of February, May, August, and November. Installations will take place in March, June, September, and December. Annual soils will need to be replaced two (2) times per year

and included in the February and August proposals. The Contractor will warranty the Seasonal Color rotations for the 3 months the plants are in the ground, ensuring continual flowering, fertilization, pest/disease control and proper watering times. The Contractor is encouraged to communicate flower selections with District Management Staff prior to installation.

**6. ADMINISTRATION/MAINTENANCE/OPERATIONS PROGRAM**

The Contractor shall develop policies and procedures and implement an Administration, Operation, and Maintenance Program. That program shall include, but not be limited to, the following:

**6.1 General**

6.1.1 This program shall be a comprehensive narrative and where applicable, graphic/diagrammatic explanation of policies and procedures, which shall govern the Contractor's Services provided under this Agreement as generally outlined in this Scope of Services. The program document shall contain key information relative to the major components described below.

The program document shall be presented in a three-ring binder using standard 8 ½ x 11 pages, single-spaced for text, graphics, and/or diagrams, and with, if necessary, 11x17 pages for diagrams and/or graphics that fold out if necessary. The document shall include as a minimum, a table of contents, section dividers, numbered pages, issuance date on each page, and appendices as required. Each copy shall be numbered and a log shall be kept by the Contractor of document holders (refer to Section 2.9.3, Data dispersal).

6.1.2 The program document shall be kept up-to-date at all times by the Contractor. Revisions to the document shall be indicated by footnote on the revised pages. Revisions shall be distributed by the Contractor to all document holders.

6.1.3 The Contractor shall prepare draft copies of the document for review and comment by the Owner within thirty (30) calendar days of the notice to proceed with the Services. The Contractor shall anticipate at least two (2) more additional reviews by the Owner prior to issuance of the final document. All Owner comments shall be incorporated into the document. The Contractor shall be responsible for preparing and submitting the following number of copies of the program document to the Owner.

- First draft                      Six (6) bound copies, one (1) unbound copy
- Second draft                    Six (6) bound copies, one (1) unbound copy
- Third draft                        Six (6) bound copies, one (1) unbound copy
- Final document                Six (6) bound copies, one (1) digital copy

**6.2 Administration**

6.2.1 The administrative section of the program document shall, at a minimum, address those functions which are the responsibility of the Contractor related to all administrative matters generally described in the Scope of Services and as outlined below.



- 6.2.2 Organization charts for administrative management functions include key personnel names, job titles, and phone numbers.
- 6.2.3 Policies and procedures related to the Contractor's program for communications with the Villa Sol community relative to general maintenance operations, customer services, and irrigation user issues.
- 6.2.4 Policies and procedures related to the coordination and communications with developers, builders and others who are a part of the continuing development and construction of the Villa Sol community.
- 6.2.5 Personnel policies and procedures related to the Contractor's personnel performing services on the Villa Sol site.

### **6.3 Operations**

- 6.3.1 The operations section of the program document shall, at a minimum, address those functions which are the responsibility of the Contractor related to all operations/customer service matters generally described in the Scope of Services and as outlined below.
- 6.3.2 Organization charts for operations and customer service related functions. Include key personnel names, job titles, and phone numbers.
- 6.3.3 Policies and procedures related to emergency situations including 24 hour notification, emergency phone numbers, Contractor mobilization and response time (refer to Section 7.2, Emergency Response Program for further details), and so forth.
- 6.3.4 Policies and procedures related to the Contractor's safety program.

### **6.4 Maintenance**

- 6.4.1 The maintenance section of the program document shall, at a minimum address those functions which are the responsibility of the Contractor related to all maintenance matters generally described in the Scope of Services and as outlined below.
- 6.4.2 Policies and procedures related to the irrigation system including an equipment guide list identifying each piece of operation equipment, using an appropriate numbering system, with a specific notation as to whether, in the event of an equipment failure, the unit must receive emergency corrective maintenance to maintain normal operation of the system.

The equipment identification shall specify as appropriate, the type of unit, make, model number, voltage, gpm, rpm, size, source for repair and/or spare parts, capacity, procurement source, purpose, and functions.

- 6.4.3 Policies and procedures related to maintenance requirements including the following:
  - Maintenance requirement cards, identifying step-by-step procedures for equipment checks which the Contractor shall perform daily, weekly, monthly,

quarterly, semiannually and annually for irrigation maintenance. The maintenance requirements shall be based on the vendor equipment manuals for the equipment, copies of which will be provided to the Contractor.

- A summary maintenance schedule based on and cross-referenced to the equipment guide list specifying the proposed schedule for daily, weekly, monthly, quarterly, semiannual and annual maintenance.
- An equipment history logbook for recording the results of each maintenance check and the historical condition of each piece of equipment.
- A flow chart and a written description of how the maintenance program will be used and implemented.

The Administration, Operation, and Maintenance Program shall be submitted by the Contractor for review and approval by the Owner's Program Manager. The Contractor shall modify the program as required by the Owner's Program Manager.

## **7. RESPONSE TIME**

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

### **7.1 General**

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

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

- Standard maintenance activity adjustments - varies; as directed by Owner
- Irrigation adjustments - 24 hours
- Standard repairs - one week
- Emergency repairs - three hours
- Unscheduled maintenance request - as needed, as soon as four hours
- Plant material replacement - two weeks

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

### **7.2 Emergency Response Program**

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

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

**END OF SCOPE OF SERVICES**

# Exhibit A – Landscape Maintenance Maps



Trina Scarborough

This map was prepared for the Volusia County Property Appraiser's Office. It is not intended for use for any other purpose. It is not a warranty or a contract.

### VILLA SOL

Scale: 1" = 500'  
Photography: Jan. 2008



# **Subsection 4B**

## **Fiscal Year 2023 Meeting Schedule**

**NOTICE OF MEETINGS  
VILLA SOL  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Villa Sol Community Development District will hold their meetings for Fiscal Year 2023 at the Villa Sol Clubhouse, 3050 Puerta Del Sol Blvd., Kissimmee, Florida on the second Tuesday of the following months, unless otherwise noted, as follows:

Friday, November 11, 2022 – 1:00 p.m.  
January 10, 2023 – 5:00 p.m.  
March 14, 2023 – 5:00 p.m.  
May 9, 2023 – 1:00 p.m.  
July 11, 2023 - 5:00 p.m.  
September 12, 2023 – 5:00 p.m.

There may be occasions when one or more Supervisors will participate by telephone. Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (954) 603-0033 at least two calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1 or (800) 955-8770 for aid in contacting the District Office.

Each person who decides to appeal any action taken at these meetings 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.

Gabriel Mena  
District Manager

# **Section 5**

## **District Engineer**

# **Subsection 5A**

## **Dewberry Annual Inspection**





## MEMORANDUM

Date: May 26, 2022  
 To: Peter Armans, P.E. Dewberry  
 From: Kayla Bivens, Staff Environmental Scientist, Dewberry  
 Subject: Villa Sol Community Development District (CDD)  
 Annual Inspection Results (May 2022); SFWMD Permit No. 49-01136-P

### Introduction

This report provides the findings of a stormwater inspection for proper operation and maintenance of the Villa Sol CDD stormwater management system conducted on May 26, 2022. The inspection and this report are specific to the system constructed in accordance with South Florida Water Management District (SFWMD) Permit No. 49-01136-P.

The following report summarizes the findings of the inspection and includes recommendations for action items. The report also contains a photo log (Attachment 2) depicting aspects of the stormwater management system that were inspected and require attention.

### Report Recommendations

Villa Sol: SFWMD Permit Number 49-01136-P

General Comments are provided below regarding maintenance on site:

- During inspection it was noted that on the back of Pond 80S, the vegetation overgrowth on the berm hinders the ability for Dewberry scientists to inspect pipes and associated stormwater system. It is recommended to trim and maintain vegetation in these areas where pipes are located, so future inspections can determine if the structures are fully functional.
- It is recommended for Pond 80S and Pond 50N, that regular trash and debris cleanup be scheduled and performed, to insure it does not begin to interfere with appropriate function or water quality.
- There was one 8-foot to 10-foot alligator observed in pond 80S during on site field review. **Due to its size, it is recommended the alligator be removed from the property for resident's safety.**

The recommended corrective measures are listed below and displayed on the attached Stormwater Inspection Map (Attachment 1). These measures should be scheduled and performed as soon as possible to ensure the system is functioning as permitted:

Name	Type	Condition	Additional
Pond 50N	Other	Needs attention	Washout at corner of pond.
Pond 50N	Mitered End Section	Needs attention	Washout surrounding structure. Structure is cracked.
Pond 80S	Other	Needs attention	Washout at corner of pond.
Pond 80S	Bubbler Outlet	Needs attention	Vegetation needs to be cleared from bubbler outlet.
Pond 80S	Bubbler outlet	Needs attention	Vegetation needs to be cleared from bubbler outlet.
Pond 80S	Bubbler outlet	Needs attention	Vegetation needs to be cleared from bubbler outlet.
Pond 80S	Bubbler outlet	Needs attention	Vegetation needs to be cleared from bubbler outlet.
Pond 80S	Bubbler outlet	Needs attention	Vegetation needs to be cleared from bubbler outlet.

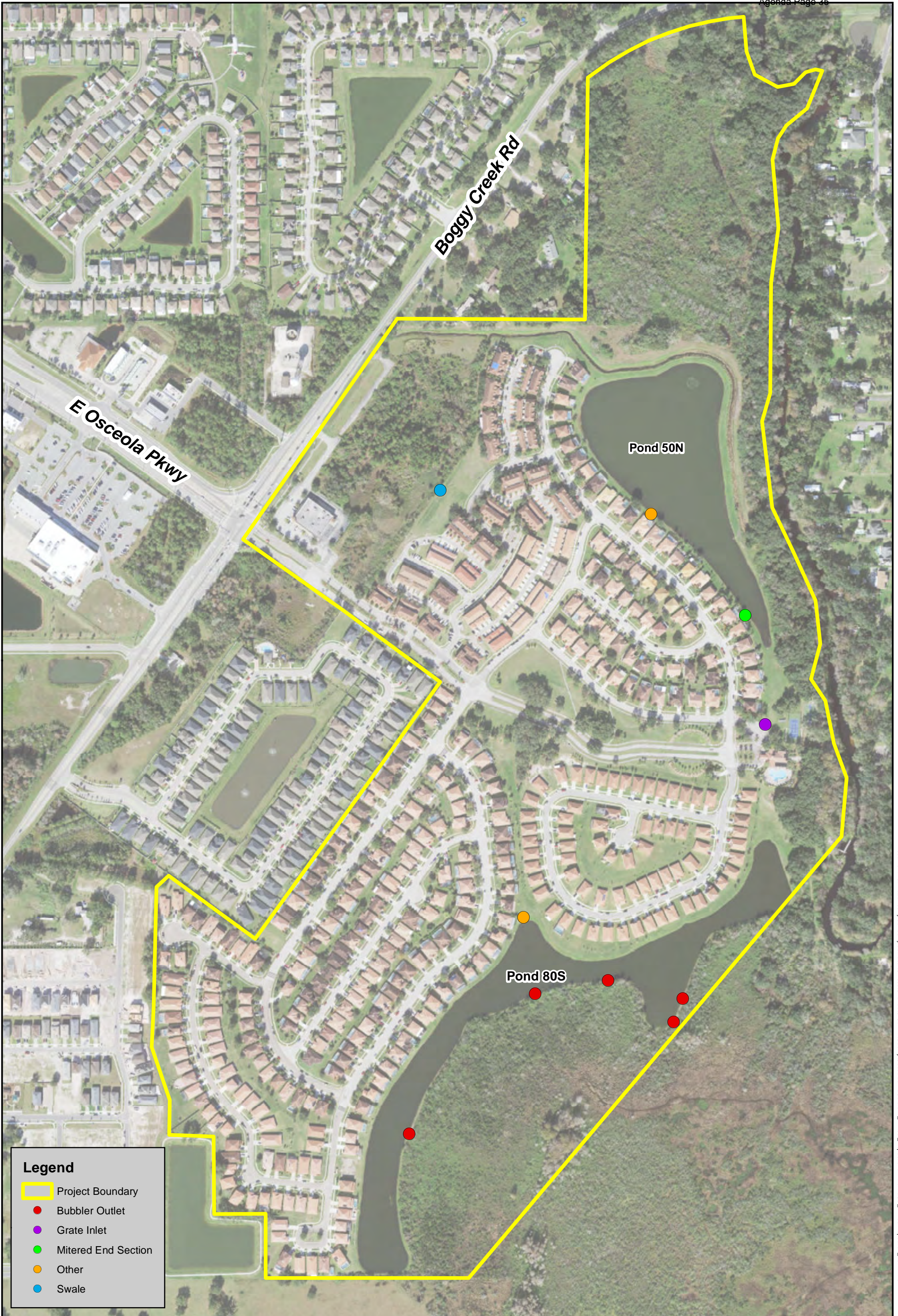


**MEMORANDUM**

Ditch	Grate Inlet	Needs attention	Chain detached; grate broken.
Ditch	Swale	Needs attention	Overgrown vegetation in ditch. Needs vegetative maintenance to ensure proper water flow.

**Attachments**

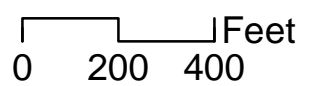
- Attachment 1. **Annual** Inspection Results Map
- Attachment 2. Villa Sol CDD Photo Log



**Legend**

- Project Boundary
- Bubbler Outlet
- Grate Inlet
- Mitered End Section
- Other
- Swale



**Villa Sol CDD**  
**2022 Annual Stormwater Inspection**  
 Annual Inspection Results Map





Data Source: Osceola County GIS  
BSA, Bing Maps 2010

Document Path: \\ewberry-dewberry-prod\local\osceola\GIS\MXD\County\Osceola\VillaSol\2022\_Annual\_Inspection\XXD\VillaSol\_AnnualInspection\_2022.mxd



Villa Sol CDD Photo Log: SFMD Permit Number: 49-01136-P Stormwater  
 Inspection Data  
 5-26-2022

ID	Structure	Condition	Comments	Photo
Pond 50N	Other	Needs attention	Washout at corner of pond.	
Pond 50N	Mitered End Section	Needs attention	Washout surrounding structure. Structure is cracked.	



Villa Sol CDD: SFMD Permit Number: 49-01136-P  
 Stormwater Inspection Data  
 5-26-2022

<p><b>Pond 80S</b></p>	<p>Other</p>	<p>Needs attention</p>	<p>Washout at corner of pond</p>	
<p><b>Pond 80S</b></p>	<p>Bubbler Outlet</p>	<p>Needs attention</p>	<p>Vegetation needs to be cleared from bubbler outlet.</p>	



Villa Sol CDD: SFMD Permit Number: 49-01136-P  
 Stormwater Inspection Data  
 5-26-2022

<p><b>Pond 80S</b></p>	<p>Bubbler Outlet</p>	<p>Needs attention</p>	<p>Vegetation needs to be cleared from bubbler outlet.</p>	
<p><b>Pond 80S</b></p>	<p>Bubbler Outlet</p>	<p>Needs attention</p>	<p>Vegetation needs to be cleared from bubbler outlet.</p>	

Villa Sol CDD: SFMD Permit Number: 49-01136-P  
 Stormwater Inspection Data  
 5-26-2022

<p><b>Pond 80S</b></p>	<p>Bubbler Outlet</p>	<p>Needs attention</p>	<p>Vegetation needs to be cleared from bubbler outlet.</p>	
<p><b>Pond 80S</b></p>	<p>Bubbler Outlet</p>	<p>Needs attention</p>	<p>Vegetation needs to be cleared from bubbler outlet.</p>	

Villa Sol CDD: SFMD Permit Number: 49-01136-P  
 Stormwater Inspection Data  
 5-26-2022

<p><b>Ditch</b></p>	<p>Grate Inlet</p>	<p>Needs attention</p>	<p>Chain detached. Broken grate.</p>	
<p><b>Ditch</b></p>	<p>Swale</p>	<p>Needs attention</p>	<p>Overgrown vegetation in ditch. Needs vegetative maintenance to ensure proper water flow.</p>	



# **Section 7**

## **District Manager's Report**

# **Subsection 7A**

# **Financial Statements**

VillaSol  
Community Development District

*Financial Report*

*June 30, 2022*

Prepared by





## MEMORANDUM

**TO:** Board of Supervisors, VillaSol CDD  
**FROM:** Fernand Thomas, District Accountant  
**CC:** Gabe Mena, District Manager  
**DATE:** July 29, 2022  
**SUBJECT:** June Financial Report

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Attached, please find the June Financial Report. During your review, please keep in mind that the goal is for expenditures to be at or below the 100% of adopted budget of the fiscal year. To assist with your review, an overview of each of the District's Funds is provided below. If you have any questions or require additional information, please contact me at [Fernand.Thomas@inframark.com](mailto:Fernand.Thomas@inframark.com).

### **General Funds:**

- Total revenues are at 100.46% of the annual budget.
- Non-Ad Valorem Assessments are at 99.93% collected of the tax roll.
- For the current month, expenditures are at 58.32% of the annual budget.

### **Debt Service Funds:**

#### **Series 2018 A1-A2**

- Total revenues are at 100.62% of the year-to-date budget.
- Non-Ad Valorem Assessments are 99.93% collected of the tax roll.
- The interest and principal debt service installment payments have been made.

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VillaSol  
Community Development District

**Financial Statements**

**(Unaudited)**

**June 30, 2022**

**Balance Sheet**  
June 30, 2022

<u>ACCOUNT DESCRIPTION</u>	<u>GENERAL FUND</u>	<u>SERIES 2018 A1 &amp; A2 DEBT SERVICE FUND</u>	<u>TOTAL</u>
<b><u>ASSETS</u></b>			
Cash - Checking Account	\$ 659,366	\$ -	\$ 659,366
Due From Other Funds	-	8,782	8,782
Investments:			
Money Market Account	104,693	-	104,693
Reserve Fund (A-2)	-	17,938	17,938
Reserve Fund A	-	87,273	87,273
Revenue Fund	-	120,117	120,117
Prepaid Items	2,671	-	2,671
Deposits	4,075	-	4,075
<b>TOTAL ASSETS</b>	<b>\$ 770,805</b>	<b>\$ 234,110</b>	<b>\$ 1,004,915</b>
<b><u>LIABILITIES</u></b>			
Accounts Payable	\$ 26,545	\$ -	\$ 26,545
Accrued Expenses	777	-	777
Due To Other Funds	8,782	-	8,782
<b>TOTAL LIABILITIES</b>	<b>36,104</b>	<b>-</b>	<b>36,104</b>

**Balance Sheet**  
June 30, 2022

<u>ACCOUNT DESCRIPTION</u>	<u>GENERAL FUND</u>	<u>SERIES 2018 A1 &amp; A2 DEBT SERVICE FUND</u>	<u>TOTAL</u>
<b><u>FUND BALANCES</u></b>			
<b>Nonspendable:</b>			
Prepaid Items	2,671	-	2,671
Deposits	4,075	-	4,075
<b>Restricted for:</b>			
Debt Service	-	234,110	234,110
<b>Assigned to:</b>			
Operating Reserves	175,392	-	175,392
<b>Unassigned:</b>	552,563	-	552,563
<b>TOTAL FUND BALANCES</b>	<b>\$ 734,701</b>	<b>\$ 234,110</b>	<b>\$ 968,811</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 770,805</b>	<b>\$ 234,110</b>	<b>\$ 1,004,915</b>



**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending June 30, 2022

<b>ACCOUNT DESCRIPTION</b>	<b>ANNUAL ADOPTED BUDGET</b>	<b>YEAR TO DATE ACTUAL</b>	<b>YTD ACTUAL AS A % OF ADOPTED BUD</b>	<b>JUN-22 BUDGET</b>
<b><u>REVENUES</u></b>				
Interest - Investments	\$ 2,500	\$ 171	6.84%	\$ 208
Room Rentals	2,000	2,677	133.85%	167
Special Assmnts- Tax Collector	813,093	812,541	99.93%	5,010
Special Assmnts- Discounts	(32,524)	(26,802)	82.41%	-
Settlements	-	788	0.00%	-
Access Cards	4,000	3,355	83.88%	333
<b>TOTAL REVENUES</b>	<b>789,069</b>	<b>792,730</b>	<b>100.46%</b>	<b>5,718</b>

**EXPENDITURES**

**Administration**

P/R-Board of Supervisors	6,000	4,800	80.00%	500
FICA Taxes	459	367	79.96%	38
ProfServ-Arbitrage Rebate	600	600	100.00%	-
ProfServ-Dissemination Agent	1,000	-	0.00%	-
ProfServ-Engineering	27,200	32,073	117.92%	2,267
ProfServ-Legal Services	25,000	20,560	82.24%	2,083
ProfServ-Mgmt Consulting	47,000	36,039	76.68%	3,917
ProfServ-Property Appraiser	400	257	64.25%	-
ProfServ-Special Assessment	5,150	5,150	100.00%	-
ProfServ-Trustee Fees	6,410	6,411	100.02%	-
Auditing Services	6,250	6,250	100.00%	-
Communication - Telephone	3,600	2,788	77.44%	300
Postage and Freight	1,600	411	25.69%	133

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending June 30, 2022

<b>ACCOUNT DESCRIPTION</b>	<b>ANNUAL ADOPTED BUDGET</b>	<b>YEAR TO DATE ACTUAL</b>	<b>YTD ACTUAL AS A % OF ADOPTED BUD</b>	<b>JUN-22 BUDGET</b>
Insurance - General Liability	21,832	18,614	85.26%	-
Printing and Binding	4,000	881	22.03%	333
Legal Advertising	1,000	691	69.10%	83
Miscellaneous Services	1,000	1,793	179.30%	83
Misc-Assessment Collection Cost	16,262	15,710	96.61%	-
Misc-Web Hosting	2,150	1,636	76.09%	179
Office Supplies	400	105	26.25%	33
Annual District Filing Fee	175	175	100.00%	-
<b>Total Administration</b>	<b>177,488</b>	<b>155,311</b>	<b>87.51%</b>	<b>9,949</b>
<b><u>Field</u></b>				
ProfServ-Field Management	48,000	36,000	75.00%	4,000
Misc-Property Taxes	540	-	0.00%	-
<b>Total Field</b>	<b>48,540</b>	<b>36,000</b>	<b>74.17%</b>	<b>4,000</b>
<b><u>Landscape Services</u></b>				
Contracts-Lake and Wetland	7,800	5,918	75.87%	650
<b>Total Landscape Services</b>	<b>7,800</b>	<b>5,918</b>	<b>75.87%</b>	<b>650</b>
<b><u>Utilities</u></b>				
Utility - General	46,000	27,903	60.66%	3,833
<b>Total Utilities</b>	<b>46,000</b>	<b>27,903</b>	<b>60.66%</b>	<b>3,833</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending June 30, 2022

<b>ACCOUNT DESCRIPTION</b>	<b>ANNUAL ADOPTED BUDGET</b>	<b>YEAR TO DATE ACTUAL</b>	<b>YTD ACTUAL AS A % OF ADOPTED BUD</b>	<b>JUN-22 BUDGET</b>
<b><u>Gatehouse</u></b>				
Contracts-Security Services	88,045	66,034	75.00%	7,337
R&M-Gatehouse	8,000	3,427	42.84%	667
Misc-Access Control Software	1,100	1,095	99.55%	92
Misc-Bar Codes	2,000	-	0.00%	167
<b>Total Gatehouse</b>	<b>99,145</b>	<b>70,556</b>	<b>71.16%</b>	<b>8,263</b>
<b><u>Road and Street Facilities</u></b>				
R&M-Roads & Alleyways	10,000	38,781	387.81%	833
R&M-Signage	863	-	0.00%	72
R&M-Pipe Inlet and Structure	183,700	524	0.29%	-
<b>Total Road and Street Facilities</b>	<b>194,563</b>	<b>39,305</b>	<b>20.20%</b>	<b>905</b>
<b><u>Parks and Recreation - General</u></b>				
Contracts-Fountain	1,588	1,058	66.62%	132
Contracts-Security Services	6,663	4,998	75.01%	555
Contracts-Pools	7,740	5,160	66.67%	645
Contracts-Sheriff	7,500	740	9.87%	625
Utility - Refuse Removal	4,200	4,145	98.69%	350
R&M-Clubhouse	11,000	2,795	25.41%	917
R&M-Parks	500	-	0.00%	42
R&M-Pools	9,700	6,130	63.20%	808
R&M-Tennis Courts	500	-	0.00%	42
Misc-Access Control Software	500	-	0.00%	42
Misc-Contingency	8,000	2,054	25.68%	667
<b>Total Parks and Recreation - General</b>	<b>57,891</b>	<b>27,080</b>	<b>46.78%</b>	<b>4,825</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending June 30, 2022

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	JUN-22 BUDGET
<b><u>Common Area</u></b>				
Contracts-Landscape	55,992	33,222	59.33%	4,666
R&M-Common Area	3,500	2,022	57.77%	292
R&M-Other Landscape	3,500	7,670	219.14%	292
<b>Total Common Area</b>	<b>62,992</b>	<b>42,914</b>	<b>68.13%</b>	<b>5,250</b>
<b>TOTAL EXPENDITURES</b>	<b>694,419</b>	<b>404,987</b>	<b>58.32%</b>	<b>37,675</b>
Excess (deficiency) of revenues				
Over (under) expenditures	94,650	387,743	0.00%	(31,957)
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Contribution to (Use of) Fund Balance	94,650	-	0.00%	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>94,650</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>
Net change in fund balance	\$ 94,650	\$ 387,743	0.00%	\$ (31,957)
<b>FUND BALANCE, BEGINNING (OCT 1, 2021)</b>	<b>346,958</b>	<b>346,958</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 441,608</b>	<b>\$ 734,701</b>		

VillaSol CDD  
Community Development District

*Balance Sheet*

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**Notes to the Financial Statements**

**Assets**

- ▶ Due from Other Funds represents amount due from assessments.
- ▶ District has one MMA. (See Cash & Investments Report for details)
- ▶ Prepaid Items represents payment for Trustee fees services 10/01/2022-02/28/2023.
- ▶ Deposit with KUA.

**Liabilities**

- ▶ Accounts Payable represents invoices received that will be paid in following month.
- ▶ Accrued Expenses represents monthly services for Churchills Pools Services.
- ▶ Due to Other Funds represents debt service portion of assessment received, transfer will be done on July 28th, 2022.

**Fund Balance**

- ▶ In the General Fund, the District has one assigned Operating Reserves.

VILLASOL  
Community Development District

Revenues, Expenditures and Fund Balances

All Funds

Notes to the Financial Statements

June 30, 2022

<u>Account Name</u>	<u>Annual Budget</u>	<u>YTD Actual</u>	<u>% of Budget</u>	<u>Explanation</u>
<b>Expenditures</b>				
<b><u>Administration</u></b>				
P/R Board of Supervisor	\$6,000	\$4,800	80%	Board members attend meetings as of June 2022.
ProfServ-Arbitrage Rebate	\$600	\$600	100%	Paid in full.
ProfServ-Engineering	\$27,200	\$32,073	118%	General engineering: CDD meeting:2979 Marbella and stormwater.
ProfServ-Legal Services	\$25,000	\$20,560	82%	General matters through current month.
ProfServ-Special Assessment	\$5,150	\$5,150	100%	Paid in full.
ProfService-Trustee	\$6,410	\$6,411	100%	Paid in full.
Auditing Services	\$6,250	\$6,250	100%	Paid in full.
Insurance - General Liability	\$21,832	\$18,614	85%	Total premium with Public Risk Insurance Agency, paid in full.
Miscellaneous Services	\$1,000	\$1,793	179%	Payment of Non Ad Val Parcel# 00B1 and 00B0 and monthly bank fees.
Misc-Web Hosting	\$2,150	\$1,636	76%	Website services through current month.
Annual District Filling Fee	\$175	\$175	100%	Filling fees paid in full.
<b><u>Road and Street Facilities</u></b>				
R&M-Roads & Alleways	\$10,000	\$38,781	388%	Road maintenance, storm cleaning and plud installation.
<b><u>Parks and Recreation-General</u></b>				
Contracts-Security Services	\$6,663	\$4,998	75%	Services through current month and special details.
Utility-Refuse Removal	\$4,200	\$4,145	99%	Services through current month.
<b><u>Common Area</u></b>				
R&M-Other Landscape	\$3,500	\$7,670	219%	Tree trimming, playground, mulch and removed dead tree.

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending June 30, 2022

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	JUN-22 BUDGET
<b><u>REVENUES</u></b>				
Interest - Investments	\$ 100	\$ 9	9.00%	\$ 8
Special Assmnts- Tax Collector	221,580	221,429	99.93%	-
Special Assmnts- Discounts	(8,863)	(7,304)	82.41%	-
<b>TOTAL REVENUES</b>	<b>212,817</b>	<b>214,134</b>	<b>100.62%</b>	<b>8</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
Misc-Assessment Collection Cost	4,432	4,281	96.59%	-
<b>Total Administration</b>	<b>4,432</b>	<b>4,281</b>	<b>96.59%</b>	<b>-</b>
<b><u>Debt Service</u></b>				
Principal Debt Retirement A-1	115,000	115,000	100.00%	-
Principal Debt Retirement A-2	20,000	20,000	100.00%	-
Interest Expense Series A-1	53,395	53,395	100.00%	-
Interest Expense Series A-2	15,688	15,688	100.00%	-
<b>Total Debt Service</b>	<b>204,083</b>	<b>204,083</b>	<b>100.00%</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>208,515</b>	<b>208,364</b>	<b>99.93%</b>	<b>-</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending June 30, 2022

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>	<u>JUN-22 BUDGET</u>
Excess (deficiency) of revenues				
Over (under) expenditures	4,302	5,770	134.12%	8
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Contribution to (Use of) Fund Balance	4,302	-	0.00%	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>4,302</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>
Net change in fund balance	\$ 4,302	\$ 5,770	0.00%	\$ 8
<b>FUND BALANCE, BEGINNING (OCT 1, 2021)</b>	<b>228,340</b>	<b>228,340</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 232,642</b>	<b>\$ 234,110</b>		



VillaSol  
Community Development District

**Supporting Schedules**

**June 30, 2022**

**Non-Ad Valorem Special Assessments - Osceola County Tax Collector  
(Monthly Collection Distributions)  
For the Fiscal Year Ending September 30, 2022**

Date Received	Net Amount Received	Discount / (Penalty) Amount	Collection Cost	Gross Amount Received	Allocation by Fund	
					General Fund	Debt Service Series 2018 Fund
ASSESSMENTS LEVIED FY2022				<b>\$ 1,034,673</b>	<b>\$ 813,093</b>	<b>\$ 221,580</b>
Allocation %				100%	79%	21%
11/22/21	\$ 98,044	\$ 4,085	\$ 2,001	\$ 104,130	\$ 81,830	\$ 22,300
11/26/21	\$ 16,142	\$ 834	\$ 329	\$ 17,305	\$ 13,599	\$ 3,706
12/08/21	681,975	28,416	13,918	724,308	569,195	155,114
12/22/21	33,934	1,267	693	35,894	28,207	7,687
01/10/22	18,977	587	387	19,951	15,678	4,273
01/10/22	7,901	244	161	8,306	6,528	1,779
02/09/22	570	18	12	599	471	128
02/10/22	5,689	116	116	5,921	4,653	1,268
03/10/22	19,202	194	392	19,788	15,550	4,238
04/08/22	31,678	23	647	32,348	25,421	6,927
04/08/22	7,550	-	154	7,704	6,054	1,650
05/09/22	16,001	(466)	327	15,862	12,465	3,397
05/09/22	1,201	(18)	25	1,207	949	259
06/08/22	12,162	(354)	248	12,056	9,474	2,582
06/17/22	28,847	(840)	589	28,595	22,471	6,124
<b>TOTAL</b>	<b>\$ 979,872</b>	<b>\$ 34,107</b>	<b>\$ 19,997</b>	<b>\$ 1,033,975</b>	<b>\$ 812,541</b>	<b>\$ 221,429</b>
<b>% COLLECTED</b>				99.93%	99.93%	99.93%
<b>TOTAL OUTSTANDING</b>				<b>\$ 698</b>	<b>\$ 552</b>	<b>\$ 150</b>

**Cash and Investment Report**  
*June 30, 2022*

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Yield</u>	<u>Balance</u>
<b>GENERAL FUND</b>				
Checking Account - Operating	SunTrust Bank	MuniNow	0.10%	\$659,366 ('1)
Money Market Account	Bank United	Money Market	0.35%	\$104,693
		SubTotal		<u>\$764,059</u>
<b>DEBT SERVICE FUND</b>				
Series 2018 A2 Debt Service Reserve	US Bank	US Bank Money Market	0.02%	\$17,938
Series 2018 A1 Debt Service Reserve	US Bank	US Bank Money Market	0.02%	\$87,273
Series 2018 A1 & A2 Revenue Fund	US Bank	US Bank Money Market	0.02%	\$120,117
		SubTotal		<u>\$225,328</u>
		<b>Total</b>		<b><u>\$989,387</u></b>

('1) A transfer was made on July 27, 2022 from checking account to Money Market.

Bank Account No. 1613 TRUIST (SunTrust) GF  
 Statement No. 06-2022  
 Statement Date 6/30/2022

<b>G/L Balance (LCY)</b>	659,366.19	<b>Statement Balance</b>	661,589.35
<b>G/L Balance</b>	659,366.19	<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00		
	<hr/>	<b>Subtotal</b>	661,589.35
<b>Subtotal</b>	659,366.19	<b>Outstanding Checks</b>	2,223.16
<b>Negative Adjustments</b>	0.00	<b>Differences</b>	0.00
	<hr/>		
<b>Ending G/L Balance</b>	659,366.19	<b>Ending Balance</b>	659,366.19
<b>Difference</b>	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
<b>Outstanding Checks</b>						
5/4/2022	Payment	DD447	Payment of Invoice 008038	124.30	0.00	124.30
6/23/2022	Payment	005263	FED EX	23.90	0.00	23.90
6/27/2022	Payment	005266	ELIZABETH GONZALEZ	175.00	0.00	175.00
6/27/2022	Payment	005267	FED EX	23.90	0.00	23.90
6/27/2022	Payment	005268	JEMPSON BRITUS	300.00	0.00	300.00
6/27/2022	Payment	005269	JOSE CHIRINOS	75.00	0.00	75.00
6/27/2022	Payment	005270	OSCEOLA COUNTY SHERIFF'S OFFICE	184.92	0.00	184.92
6/27/2022	Payment	005271	SERVUSAT, LLC	566.77	0.00	566.77
6/27/2022	Payment	005272	SOLITUDE LAKE MANAGEMENT	668.37	0.00	668.37
6/27/2022	Payment	005273	TERMINIX PROCESSING CENTER	81.00	0.00	81.00
<b>Total Outstanding Checks.....</b>				<b>2,223.16</b>		<b>2,223.16</b>

VillaSol  
Community Development District

**Check Register**

**June 30, 2022**

VILLASOL COMMUNITY DEVELOPMENT DISTRICT

**Payment Register by Fund**  
**For the Period from 06/01/22 to 06/30/22**  
**(Sorted by Check / ACH No.)**

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid	
<b>GENERAL FUND - 001</b>								
<b>CHECK # 005252</b>								
001	06/02/22	ENVERA SYSTEMS	714888	JUNE 2022 GATE ACCESS	Contracts-Security Services	534037-53904	\$7,337.13	
							<b>Check Total</b>	<b>\$7,337.13</b>
<b>CHECK # 005253</b>								
001	06/02/22	OSCEOLA NEWS GAZETTE	384755	NOTICE OF QUALIFYING PERIOD	Legal Advertising	548002-51301	\$47.22	
							<b>Check Total</b>	<b>\$47.22</b>
<b>CHECK # 005254</b>								
001	06/02/22	US BANK	6468285	TRUSTEE FEES 3/1/22 - 2/28/23	ProfServ-Trustee Fees	531045-51301	\$6,411.13	
							<b>Check Total</b>	<b>\$6,411.13</b>
<b>CHECK # 005256</b>								
001	06/07/22	INFRAMARK, LLC	77685	5/2022 MANAGEMENT SERVICES	ProfServ-Mgmt Consulting Serv	531027-51201	\$3,916.67	
001	06/07/22	INFRAMARK, LLC	77685	5/2022 MANAGEMENT SERVICES	ProfServ-Field Management	531016-53901	\$4,000.00	
001	06/07/22	INFRAMARK, LLC	77685	5/2022 MANAGEMENT SERVICES	Postage and Freight	541006-51301	\$5.83	
001	06/07/22	INFRAMARK, LLC	77685	5/2022 MANAGEMENT SERVICES	Printing and Binding	547001-51301	\$93.50	
001	06/07/22	INFRAMARK, LLC	77685	5/2022 MANAGEMENT SERVICES	R&M-Common Area	546016-57208	\$1,292.00	
							<b>Check Total</b>	<b>\$9,308.00</b>
<b>CHECK # 005258</b>								
001	06/08/22	CHURCHILLS POOLS	30857	POOL SVCS THRU JUNE 2022	Contracts-Pools	534078-53901	\$777.26	
							<b>Check Total</b>	<b>\$777.26</b>
<b>CHECK # 005259</b>								
001	06/08/22	DEWBERRY ENGINEERS INC	2119554-01	ENGG SVCS THRU APRIL 2022	ProfServ-Engineering	531013-51501	\$510.00	
001	06/08/22	DEWBERRY ENGINEERS INC	2119554-02	ENGG SVCS THRU APRIL 2022	ProfServ-Engineering	531013-51501	\$480.00	
001	06/08/22	DEWBERRY ENGINEERS INC	2119845	ENGG SVCS THRU APRIL 2022	ProfServ-Engineering	531013-51501	\$2,747.50	
							<b>Check Total</b>	<b>\$3,737.50</b>
<b>CHECK # 005260</b>								
001	06/08/22	FLORIDA DEPT OF HEALTH	49-BID-5863964	POOL PERMITS	2020/21 POOL PERMITS	546074-57201	\$325.00	
001	06/08/22	FLORIDA DEPT OF HEALTH	49-BID-5864421	POOL PERMITS	2021/22 POOL PERMITS	546074-57201	\$200.00	
							<b>Check Total</b>	<b>\$525.00</b>
<b>CHECK # 005261</b>								
001	06/16/22	THE HOME DEPOT	050522-9241	APRIL PURCHASES	LAMPS FOR POOL HOUSE	546074-57201	\$113.74	
							<b>Check Total</b>	<b>\$113.74</b>
<b>CHECK # 005263</b>								
001	06/23/22	FED EX	7-786-79516	JUNE POSTAGE	Postage and Freight	541006-51301	\$23.90	
							<b>Check Total</b>	<b>\$23.90</b>

VILLASOL COMMUNITY DEVELOPMENT DISTRICT

**Payment Register by Fund**  
**For the Period from 06/01/22 to 06/30/22**  
**(Sorted by Check / ACH No.)**

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid	
<b>CHECK # 005264</b>								
001	06/27/22	CHURCHILLS POOLS	30908	CHEMICALS	Contracts-Pools	534078-53901	\$686.72	
							<b>Check Total</b>	<u>\$686.72</u>
<b>CHECK # 005265</b>								
001	06/27/22	CLARK & ALBAUGH, LLP	17975	GEN MATTERS THRU MAY 2022	ProfServ-Legal Services	531023-51401	\$4,421.00	
							<b>Check Total</b>	<u>\$4,421.00</u>
<b>CHECK # 005266</b>								
001	06/27/22	ELIZABETH GONZALEZ	060122-REF	REFUND FOR ROOM RENTAL	Room Rentals	347010	\$175.00	
							<b>Check Total</b>	<u>\$175.00</u>
<b>CHECK # 005267</b>								
001	06/27/22	FED EX	7-787-33039	JUNE POSTAGE	Postage and Freight	541006-51301	\$23.90	
							<b>Check Total</b>	<u>\$23.90</u>
<b>CHECK # 005268</b>								
001	06/27/22	JEMPSON BRITUS	053122	REFUND OF DEPOSIT	Room Rentals	347010	\$300.00	
							<b>Check Total</b>	<u>\$300.00</u>
<b>CHECK # 005269</b>								
001	06/27/22	JOSE CHIRINOS	060122-REF	REFUNDS FOR ROOM RENTAL	Room Rentals	347010	\$75.00	
							<b>Check Total</b>	<u>\$75.00</u>
<b>CHECK # 005270</b>								
001	06/27/22	OSCEOLA COUNTY SHERIFF'S OFFICE	53510	SEC SVCS 5/10/22 BOARD MEETING	Contracts-Sheriff	534100-57201	\$184.92	
							<b>Check Total</b>	<u>\$184.92</u>
<b>CHECK # 005271</b>								
001	06/27/22	SERVUSAT, LLC	4141	ACCESS CONTROL SYSTEMS	R&M-Clubhouse	546015-53901	\$566.77	
							<b>Check Total</b>	<u>\$566.77</u>
<b>CHECK # 005272</b>								
001	06/27/22	SOLITUDE LAKE MANAGEMENT	PI-A00827791	LAKE/POND MGMT SVCS	Contracts-Lake and Wetland	534021-57201	\$668.37	
							<b>Check Total</b>	<u>\$668.37</u>
<b>CHECK # 005273</b>								
001	06/27/22	TERMINIX PROCESSING CENTER	420894497	PEST CONTROL 5/3/22	PEST CONTROL 4/5/22	546015-57201	\$81.00	
							<b>Check Total</b>	<u>\$81.00</u>
<b>CHECK # DD453</b>								
001	06/03/22	CHARTER COMMUNICATIONS	068176902051822 ACH	BILL PRD 5/1-6/16/22 OFFICE	Communication - Telephone	541003-51301	\$259.76	
							<b>Check Total</b>	<u>\$259.76</u>
<b>CHECK # DD454</b>								
001	06/03/22	KUA	051622 ACH	BILL PRD 4/8-5/9/22	Utility - General	543001-53903	\$3,093.55	
							<b>Check Total</b>	<u>\$3,093.55</u>

VILLASOL COMMUNITY DEVELOPMENT DISTRICT

**Payment Register by Fund**  
**For the Period from 06/01/22 to 06/30/22**  
**(Sorted by Check / ACH No.)**

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid	
<b>CHECK # DD455</b>								
001	06/03/22	TOHO WATER AUTHORITY	050522 ACH	BILL PRD 4/5-5/5/22	Utility - General	543001-53903	\$614.75	
							<b>Check Total</b>	<b>\$614.75</b>
<b>CHECK # DD456</b>								
001	06/24/22	WASTE MANAGEMENT	9989184-0180-8 ACH	REFUSE REMOVAL 6/1-6/30/22	Utility - Refuse Removal	543020-57201	\$496.81	
							<b>Check Total</b>	<b>\$496.81</b>
<b>CHECK # DD457</b>								
001	06/14/22	CHARTER COMMUNICATIONS	077902902053022 ACH	BILL PRD 5/28-6/27/22	R&M-Gatehouse	546035-53904	\$239.95	
							<b>Check Total</b>	<b>\$239.95</b>
<b>CHECK # 005257</b>								
001	06/08/22	MICHAEL J. EDGECOMBE	PAYROLL	June 08, 2022 Payroll Posting			\$184.70	
							<b>Check Total</b>	<b>\$184.70</b>
							<b>Fund Total</b>	<b>\$40,353.08</b>

SERIES 2018 A1 & A2 DEBT SERVICE FUND - 202

<b>CHECK # 005262</b>								
202	06/16/22	VILLASOL CDD C/O US BANK N.A.	06142022-SER 2018	TRFR ASSESSMENT SER 2018 TAX COLLECTIONS	TRFR ASSESS SER 2018 TAX COLLECTIONS	131000	\$3,683.88	
							<b>Check Total</b>	<b>\$3,683.88</b>
							<b>Fund Total</b>	<b>\$3,683.88</b>

<b>Total Checks Paid</b>	<b>\$44,036.96</b>
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# **Subsection 7B**

## **Check Register, June 2022**

VILLASOL COMMUNITY DEVELOPMENT DISTRICT

**Payment Register by Fund**  
**For the Period from 06/01/22 to 06/30/22**  
**(Sorted by Check / ACH No.)**

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid	
<b>GENERAL FUND - 001</b>								
<b>CHECK # 005252</b>								
001	06/02/22	ENVERA SYSTEMS	714888	JUNE 2022 GATE ACCESS	Contracts-Security Services	534037-53904	\$7,337.13	
							<b>Check Total</b>	<b>\$7,337.13</b>
<b>CHECK # 005253</b>								
001	06/02/22	OSCEOLA NEWS GAZETTE	384755	NOTICE OF QUALIFYING PERIOD	Legal Advertising	548002-51301	\$47.22	
							<b>Check Total</b>	<b>\$47.22</b>
<b>CHECK # 005254</b>								
001	06/02/22	US BANK	6468285	TRUSTEE FEES 3/1/22 - 2/28/23	ProfServ-Trustee Fees	531045-51301	\$6,411.13	
							<b>Check Total</b>	<b>\$6,411.13</b>
<b>CHECK # 005256</b>								
001	06/07/22	INFRAMARK, LLC	77685	5/2022 MANAGEMENT SERVICES	ProfServ-Mgmt Consulting Serv	531027-51201	\$3,916.67	
001	06/07/22	INFRAMARK, LLC	77685	5/2022 MANAGEMENT SERVICES	ProfServ-Field Management	531016-53901	\$4,000.00	
001	06/07/22	INFRAMARK, LLC	77685	5/2022 MANAGEMENT SERVICES	Postage and Freight	541006-51301	\$5.83	
001	06/07/22	INFRAMARK, LLC	77685	5/2022 MANAGEMENT SERVICES	Printing and Binding	547001-51301	\$93.50	
001	06/07/22	INFRAMARK, LLC	77685	5/2022 MANAGEMENT SERVICES	R&M-Common Area	546016-57208	\$1,292.00	
							<b>Check Total</b>	<b>\$9,308.00</b>
<b>CHECK # 005258</b>								
001	06/08/22	CHURCHILLS POOLS	30857	POOL SVCS THRU JUNE 2022	Contracts-Pools	534078-53901	\$777.26	
							<b>Check Total</b>	<b>\$777.26</b>
<b>CHECK # 005259</b>								
001	06/08/22	DEWBERRY ENGINEERS INC	2119554-01	ENGG SVCS THRU APRIL 2022	ProfServ-Engineering	531013-51501	\$510.00	
001	06/08/22	DEWBERRY ENGINEERS INC	2119554-02	ENGG SVCS THRU APRIL 2022	ProfServ-Engineering	531013-51501	\$480.00	
001	06/08/22	DEWBERRY ENGINEERS INC	2119845	ENGG SVCS THRU APRIL 2022	ProfServ-Engineering	531013-51501	\$2,747.50	
							<b>Check Total</b>	<b>\$3,737.50</b>
<b>CHECK # 005260</b>								
001	06/08/22	FLORIDA DEPT OF HEALTH	49-BID-5863964	POOL PERMITS	2020/21 POOL PERMITS	546074-57201	\$325.00	
001	06/08/22	FLORIDA DEPT OF HEALTH	49-BID-5864421	POOL PERMITS	2021/22 POOL PERMITS	546074-57201	\$200.00	
							<b>Check Total</b>	<b>\$525.00</b>
<b>CHECK # 005261</b>								
001	06/16/22	THE HOME DEPOT	050522-9241	APRIL PURCHASES	LAMPS FOR POOL HOUSE	546074-57201	\$113.74	
							<b>Check Total</b>	<b>\$113.74</b>
<b>CHECK # 005263</b>								
001	06/23/22	FED EX	7-786-79516	JUNE POSTAGE	Postage and Freight	541006-51301	\$23.90	
							<b>Check Total</b>	<b>\$23.90</b>

VILLASOL COMMUNITY DEVELOPMENT DISTRICT

**Payment Register by Fund**  
**For the Period from 06/01/22 to 06/30/22**  
**(Sorted by Check / ACH No.)**

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid	
<b>CHECK # 005264</b>								
001	06/27/22	CHURCHILLS POOLS	30908	CHEMICALS	Contracts-Pools	534078-53901	\$686.72	
							<b>Check Total</b>	<u>\$686.72</u>
<b>CHECK # 005265</b>								
001	06/27/22	CLARK & ALBAUGH, LLP	17975	GEN MATTERS THRU MAY 2022	ProfServ-Legal Services	531023-51401	\$4,421.00	
							<b>Check Total</b>	<u>\$4,421.00</u>
<b>CHECK # 005266</b>								
001	06/27/22	ELIZABETH GONZALEZ	060122-REF	REFUND FOR ROOM RENTAL	Room Rentals	347010	\$175.00	
							<b>Check Total</b>	<u>\$175.00</u>
<b>CHECK # 005267</b>								
001	06/27/22	FED EX	7-787-33039	JUNE POSTAGE	Postage and Freight	541006-51301	\$23.90	
							<b>Check Total</b>	<u>\$23.90</u>
<b>CHECK # 005268</b>								
001	06/27/22	JEMPSON BRITUS	053122	REFUND OF DEPOSIT	Room Rentals	347010	\$300.00	
							<b>Check Total</b>	<u>\$300.00</u>
<b>CHECK # 005269</b>								
001	06/27/22	JOSE CHIRINOS	060122-REF	REFUNDS FOR ROOM RENTAL	Room Rentals	347010	\$75.00	
							<b>Check Total</b>	<u>\$75.00</u>
<b>CHECK # 005270</b>								
001	06/27/22	OSCEOLA COUNTY SHERIFF'S OFFICE	53510	SEC SVCS 5/10/22 BOARD MEETING	Contracts-Sheriff	534100-57201	\$184.92	
							<b>Check Total</b>	<u>\$184.92</u>
<b>CHECK # 005271</b>								
001	06/27/22	SERVUSAT, LLC	4141	ACCESS CONTROL SYSTEMS	R&M-Clubhouse	546015-53901	\$566.77	
							<b>Check Total</b>	<u>\$566.77</u>
<b>CHECK # 005272</b>								
001	06/27/22	SOLITUDE LAKE MANAGEMENT	PI-A00827791	LAKE/POND MGMT SVCS	Contracts-Lake and Wetland	534021-57201	\$668.37	
							<b>Check Total</b>	<u>\$668.37</u>
<b>CHECK # 005273</b>								
001	06/27/22	TERMINIX PROCESSING CENTER	420894497	PEST CONTROL 5/3/22	PEST CONTROL 4/5/22	546015-57201	\$81.00	
							<b>Check Total</b>	<u>\$81.00</u>
<b>CHECK # DD453</b>								
001	06/03/22	CHARTER COMMUNICATIONS	068176902051822 ACH	BILL PRD 5/1-6/16/22 OFFICE	Communication - Telephone	541003-51301	\$259.76	
							<b>Check Total</b>	<u>\$259.76</u>
<b>CHECK # DD454</b>								
001	06/03/22	KUA	051622 ACH	BILL PRD 4/8-5/9/22	Utility - General	543001-53903	\$3,093.55	
							<b>Check Total</b>	<u>\$3,093.55</u>

VILLASOL COMMUNITY DEVELOPMENT DISTRICT

**Payment Register by Fund**  
**For the Period from 06/01/22 to 06/30/22**  
**(Sorted by Check / ACH No.)**

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid	
<b>CHECK # DD455</b>								
001	06/03/22	TOHO WATER AUTHORITY	050522 ACH	BILL PRD 4/5-5/5/22	Utility - General	543001-53903	\$614.75	
							<b>Check Total</b>	<b>\$614.75</b>
<b>CHECK # DD456</b>								
001	06/24/22	WASTE MANAGEMENT	9989184-0180-8 ACH	REFUSE REMOVAL 6/1-6/30/22	Utility - Refuse Removal	543020-57201	\$496.81	
							<b>Check Total</b>	<b>\$496.81</b>
<b>CHECK # DD457</b>								
001	06/14/22	CHARTER COMMUNICATIONS	077902902053022 ACH	BILL PRD 5/28-6/27/22	R&M-Gatehouse	546035-53904	\$239.95	
							<b>Check Total</b>	<b>\$239.95</b>
<b>CHECK # 005257</b>								
001	06/08/22	MICHAEL J. EDGECOMBE	PAYROLL	June 08, 2022 Payroll Posting			\$184.70	
							<b>Check Total</b>	<b>\$184.70</b>
							<b>Fund Total</b>	<b>\$40,353.08</b>

SERIES 2018 A1 & A2 DEBT SERVICE FUND - 202

<b>CHECK # 005262</b>								
202	06/16/22	VILLASOL CDD C/O US BANK N.A.	06142022-SER 2018	TRFR ASSESSMENT SER 2018 TAX COLLECTIONS	TRFR ASSESS SER 2018 TAX COLLECTIONS	131000	\$3,683.88	
							<b>Check Total</b>	<b>\$3,683.88</b>
							<b>Fund Total</b>	<b>\$3,683.88</b>

<b>Total Checks Paid</b>	<b>\$44,036.96</b>
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# **Subsection 7C**

## **Resident Behavior in Villa Sol**

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**From:** Blanco, Freddy <[freddy.blanco@inframark.com](mailto:freddy.blanco@inframark.com)>  
**Sent:** Tuesday, July 26, 2022 9:24 PM  
**To:** Junior Comas <[juniorcomas@hotmail.com](mailto:juniorcomas@hotmail.com)>; Mena, Gabriel <[gabriel.mena@inframark.com](mailto:gabriel.mena@inframark.com)>  
**Cc:** Perez, Brett <[Brett.Perez@inframark.com](mailto:Brett.Perez@inframark.com)>; Fiallo, Elizabeth <[Elizabeth.Fiallo@inframark.com](mailto:Elizabeth.Fiallo@inframark.com)>;  
sclark <[sclark@winterparklawyers.com](mailto:sclark@winterparklawyers.com)>  
**Subject:** Clubhouse Incident July 19th 7:15-8:30PM (part 01)

Good evening Supervisor Comas

As per your request, please find attached the photos from Tuesday July 19th from 7:15-8:30PM at the Clubhouse.

Note: The teenager show up at the recreational center at 07:24 Pm, Mr. Perez and company show up at the recreational center at 07:29 pm, by the 07:31 pm everybody left the lobby and they stayed talking outside the building and after 20 min. the teenagers leave the building.









# **Section 8**

## **Field Operations**

# **Subsection 8A**

## **Field Reports**



# **Villa Sol Field Report 7/26/22**

**Tuesday, July 26, 2022**

**21 Item Identified**



Item 1  
Assigned To Exercise Systems  
New seat was installed on the  
chest exercise equipment.



Item 2  
Assigned To Exercise Systems  
Legs Exercise equipment repair is  
completed.



Item 3

Assigned To Inframark

Few Light bulbs need replacement at the Gym.



Item 4

Assigned To Inframark

Ac vents need replacement service at the Gym.



Item 5  
Assigned To Exercise Systems  
Provide warranty information of  
the mat floor for the Gym



Item 6  
Assigned To Inframark  
Paint service to the recreation  
center is 95% completed.



Item 7

Assigned To Inframark

Ladies bathroom need fan motor replacement service asap.



Item 8

Assigned To Inframark

Provide schedule for handicap chair cover.





Item 9  
Assigned To Churchill Pool  
SPA rules sign replacement is completed.



Item 10  
Assigned To Inframark  
Outside Men bathroom need light bulbs replacement service.



Item 11  
Assigned To Inframark  
Provides Proposal for control of  
wild hogs population asap.



Item 12  
Assigned To Inframark  
Provides Proposal for control of  
wild hogs population asap.



Item 13  
Assigned To Brightview  
Landscaping  
Irrigation leak repair is completed  
at the recreation center parking  
lot.



Item 14  
Assigned To Brightview  
Landscaping  
Irrigation box proposal of  
replacement service is I is Still pent



Item 15  
Assigned To Brightview  
Landscaping  
The edging service is not  
completed at all.



Item 16  
Assigned To Brightview  
Landscaping  
Irrigation boxes maintenance at  
Puerta del Sol Blvd is not  
completed at all.



Item 17

Assigned To Brightview

Landscaping

Trimming service along the island at Puerta del Sol Blvd is not completed at all.



Item 18

Assigned To Brightview

Landscaping

annual flowers installation service is completed.



Item 19

Assigned To Brightview  
Landscaping

Trimming service along the island  
at Puerta del Sol Blvd is not  
completed at all.



Item 20

Assigned To Brightview  
Landscaping

The beds at the entrance show  
poor cleaning service.

## Field Report Follow Up

### Assigned To Board Members

Item 1 cleaning service of the boat ramp is completed.

Item 2 grass damage by wild hogs is still pending.

Item 3 proposal for drain boxes installation.

Item 4 pavers repair is pending for schedule.

Item 5 erosion damage caused by clogged gutters is on schedule for repair.

Item 6 Gym equipment repair is completed.

Item 7 Rubber mats flooring is pending for approval.

Item 8,9 and 10 cleaning drain box,new spa sign and hand soap dispenser is completed.

Item 11 Irrigation leak repair is completed.

Item 12 doggie pot station repair is completed.

Item 14 manhole at 2979 Marbella drive is still pending.

Item 16 irrigation box damage is still present.

Item 17 edging service is ongoing.

Item 18,19 and 20 grass installation is completed.

Item 21 spike installation project is 50% completed.



Freddy Blanco Field Manager

Inframark

**VILLA SOL CDD**  
**Weekly Updates**  
**07/11/2022 – 07/17/2022**





- ❖ All general cleaning tasks were performed at the Clubhouse; trash was picked up throughout the community.



- ❖ Sinkhole near drain was backfilled with dirt.



- ❖ Painted the outside of the recreation center.



- ❖ Set up meeting room for board meeting.



**TASKS COMPLETED**

**Please let us know if we missed anything  
that should have been included on this update.**



*thank  
you*

**VILLA SOL CDD**  
**Weekly Updates**  
**07/18/2022 – 07/24/2022**



- ❖ All general cleaning tasks were performed at the Clubhouse; trash was picked up throughout the community.



- ❖ Reinstalled gate that was knocked down.



- ❖ The AC in the gym was checked and it is working well, cleaned out vent.



- ❖ Caution cones were placed on the raised protective rubber on the gym floor.



**Please let us know if we missed anything  
that should have been included on this update.**



*thank  
you*

# **Subsection 8B**

## **Brightview**

## Proposal for Extra Work at Villa Sol CDD

Property Name	Villa Sol CDD	Contact	Freddy Blanco
Property Address	2896 Boggy Creek Rd Kissimmee, FL 34744	To	VillaSol CDD
		Billing Address	Attn: Anna Golovan 210 N University Dr. - Ste. 702 Coral Springs, FL 33071

Project Name      Almost at the Corner of Puerta del Sol Blvd. and Camino Real Dr.

Project Description      Valve box replacement

### Scope of Work

QTY	UoM/Size	Material/Description
1.00	EACH	12 inch Rectangular Valve Box Reclaim

### Images

**Villa sol CDD Valve box**



For internal use only

**SO#**                      7808689  
**JOB#**                    345203017  
**Service Line**        150

**Total Price**                      \$143.63

**THIS IS NOT AN INVOICE**

This proposal is valid for 60 days unless otherwise approved by BrightView Landscape Services, Inc.  
103 West 7th Street, Orlando, FL 32824 ph. (407) 290-6542 fax (407) 291-4966

## 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 and permit requirements of the City, State and Federal Governments, as well as all other requirements of law.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales tax where applicable on material supplied.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Client/Owner, 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 indemnify the Client/Owner and its agents and employees from and against any third party liabilities that arise out of Contractor's work to the extent such liabilities are adjudicated to have been caused by Contractor's negligence or willful misconduct. Contractor shall not be liable for any damage that occurs from Acts of God are defined as those caused by windstorm, hail, fire, flood, earthquake, hurricane and freezing, etc. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this agreement within sixty (60) days. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Client/Owner or not under Client/Owner management and control shall be the sole responsibility of the Client/Owner.
7. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
8. **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.
9. **Access to Jobsite:** Client/Owner shall provide all utilities to perform the work. Client/Owner 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 owner makes the site available for performance of the work.
10. **Invoicing:** Client/Owner shall make payment to Contractor within fifteen (15) days upon receipt of invoice. In the event the schedule for the completion of the work shall require more than thirty (30) days, a progress bill will be presented by month end and shall be paid within fifteen (15) days upon receipt of invoice.
11. **Termination:** This Work Order may be terminated by the either party with or without cause, upon seven (7) work days advance written notice. Client/Owner will be required to pay for all materials purchased and work completed to the date of termination and reasonable charges incurred in demobilizing.
12. **Assignment:** The Owner/Client 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 Owner/Client 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.
13. **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 Owner. If the Client/Owner must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Client/Owner directly to the designer involved.

14. **Cancellation:** Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Client/Owner will be liable for a minimum travel charge of \$150.00 and billed to Client/Owner.

The following sections shall apply where Contractor provides Customer with tree care services:

15. **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 Client/Owner. Defined backfill and landscape material may be specified. Client/Owner shall be responsible for contacting Underground Service Alert to locate 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 Client/Owner's expense.
16. **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

Contractor is authorized to perform the work stated on the face of this Contract. Payment will be 100% due at time of billing. If payment has not been received by BrightView within fifteen (15) days after billing, BrightView 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 Client/Owner. 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 30 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

#### Property Manager

Signature \_\_\_\_\_

Title \_\_\_\_\_

**Freddy Blanco**

**May 06, 2022**

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

### BrightView Landscape Services, Inc. "BrightView"

#### Account Manager Exterior

Signature \_\_\_\_\_

Title \_\_\_\_\_

**Sergio Libanoro**

**May 06, 2022**

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

**Job #: 345203017**

**Proposed Price: \$143.63**

**SO #: 7808689**



# **Subsection 8C**

## **Exercise Systems**

**Exercise Systems, Inc.**

**Show Room**

6881 Kingspointe Parkway, Suite 10

Orlando, FL 32819

Phone: 407-996-8890

# Sales Proposal



Quote Number: 0048793

Agenda Page 98

Date 6/17/2022

Quote Expires on: 7/17/2022

Questions? Please call

John Young

Customer:

VILLA SOL  
c/o Accounts Payable  
610 Sycamore St  
Celebration FL 34747

Delivery Address:

Villa Sol  
3050 Puerts Del Sol Blvd  
Kissimmee, FL 34744  
407-896-4442

Model	MFG	Description	Price	Qty	Ext
PTIL	PTSF	PREMIERTUFF® SPORT FLOOR 24" X 24" 3/8" SINGLE-PLY INTERLOCKING RUBBER SPORT FLOORING BLACK W/, GRAY SPEC	\$19.00	60	\$1,140.00
Frght	SERVICE	Freight,-in bound*	\$475.00	1	\$475.00
IS		INSTALLATION 200 SQL FEET- Includes delivery, removal of old floor, installation removing and replacing equipment	\$300.00	1	\$300.00

Terms: **50% dow, Balance cod**

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

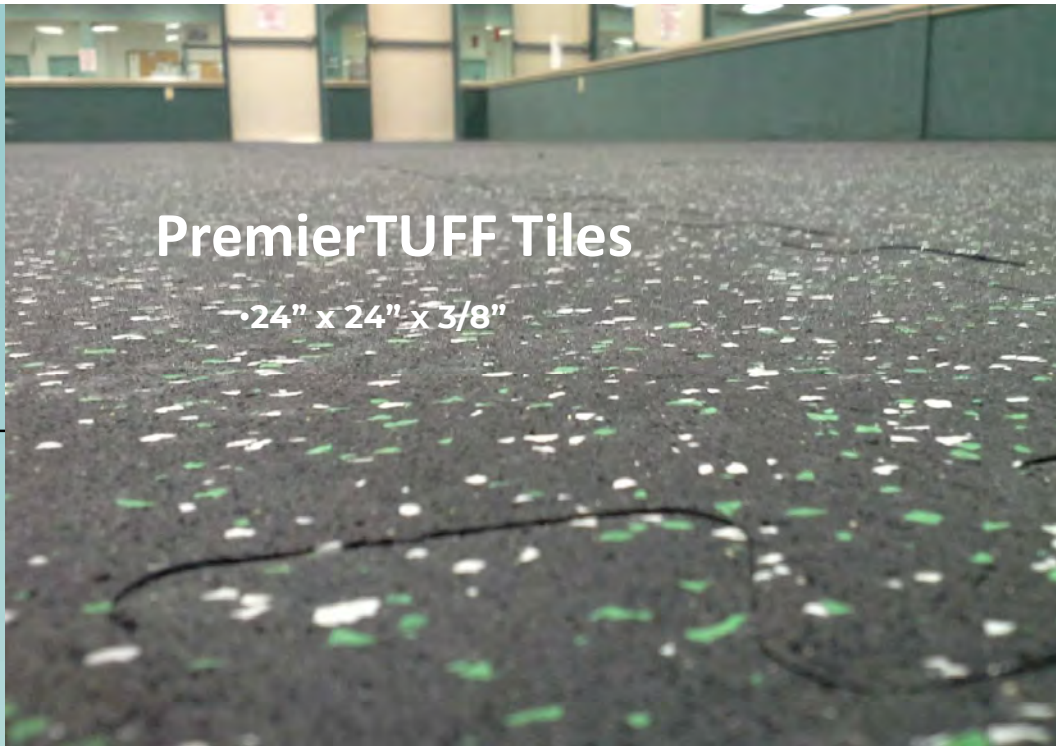
Name: \_\_\_\_\_ Title: \_\_\_\_\_

Sub-Total	\$1,915.00
Tax	\$143.63
<b>Total</b>	<b>\$2,058.63</b>

**Your complete source for all your commercial fitness equipment needs.  
Sales, Service and Facility Design**

## PremierTUFF Tiles

•24" x 24" x 3/8"



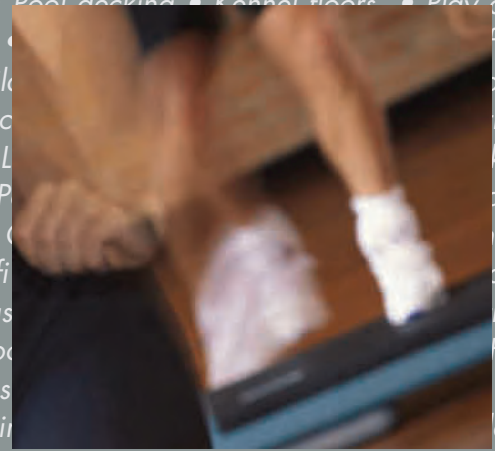
# **Subsection 7D**

## **Specialty Floor Products**



# SPECIALTY FLOOR PRODUCTS

"The right floor for your special needs."



# PREMIERTUFF

Squares & Interlocking Tiles

**PT SQUARES & INTERLOCKING TILES** are made with the same quality features as **PREMIERTUFF** rubber rolls. Squares and tiles can offer an interesting alternative for the customer simply by adding different color accents throughout the floor. Site plans which include many small rooms, hallways or an unusually shaped area may work better with **PT INTERLOCKING TILES**. Damaged tiles can be easily replaced and no adhesive is required with **PT INTERLOCKING TILES**. Have a temporary application? **PT INTERLOCKING TILES** work great if the floor has to be removed at some time in the future.

**FEATURES:**

- ✓ Easy install & remove
- ✓ Mix & match colors!
- ✓ Beveled and square edges available
- ✓ Outstanding sound & shock absorption
- ✓ Slip resistant both wet & dry
- ✓ Non fading, consistent colors

**QUICK SPECS:**

Standard tile thickness: 3/8"(9mm), 1/2"(12mm) \*  
 Standard tile sizes: 24" x 24", 36" x 36", 48" x 48"  
 Beveled edges: Only available on 24" x 24" & 48" x 48" interlocking tile.  
 Standard colors: 5 with 24" x 24" & 48" x 48" interlocking tile. 7 with 36" x 36" models.  
 Weight per square foot: 3/8" (2.25 lbs.), 1/2" (2.95 lbs.)  
 Appearance: Range from solid black to a multitude of colors .  
 Material: Recycled tire particles mixed with virgin colored rubber (EPDM) and a urethane binder.

\*minimums may apply

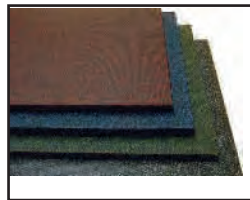


# BULLYMATTS

"The Last Word In Fitness Floor Protection."



BULLYMATTS



BULLYMATTS DELUXE

Protect both your floors and your equipment to the max with **BULLYMATTS**. Whether you're a gym owner or a factory foreman, **BULLYMATTS** will not be pushed around. They come rugged and ready to work and require no adhesive for installation. Standard sizes are 4' x 6' and your thickness choices are 3/8", 1/2", and 3/4". **BULLYMATTS DELUXE** offer a color option for that impressive look. Transition edges and cleaning solution are available.

**APPLICATIONS:**

- Weight rooms
- Locker rooms
- Horse trailers
- Horse stalls
- Ice arenas
- Home gyms
- Baseball dugouts
- Portable protection

**EQUIPMATTS** are the thinner mats with the thicker attitude. Perfectly sized and suited for most commercial gym equipment, **EQUIPMATTS** are even at home at home! Protect your expensive flooring with a few strategically placed **EQUIPMATTS**. Superior anti-slip protection and they roll up for easy storage.

**APPLICATIONS:**

- Under steppers
- Stationary Bikes
- Sit up Pads
- Treadmills
- Work Stations
- Yoga



# EQUIPMATTS

"Portable and Practical Floor Protection."

**Warranty** - All products are guaranteed to be free from manufacturing defects in both material and workmanship. Check with your dealer for details and length of time. If such a defect is discovered, the customer must notify the dealer immediately and directly. If found to be defective under normal conditions, the sole remedy against the seller will be replacement or repair of the defective goods only, or at the seller's option, credit may be issued not exceeding the selling price of the defective goods only.

**Installation** - Installation procedures and tools are the same as for most other standard commercial resilient flooring. Installs should only be attempted by experienced specialty floor covering personnel. Contact your dealer for details.

**Please Note** - Due to recycled material content, slight lot to lot color variations should be expected. Actual product colors may not appear exactly as shown in literature or like samples provided.

*Proudly Distributed by:*

# Interlocking Premier Tuff Tiles

- Interlocking Premier Tuff Tiles do not require adhesives
- Ideal for areas where potential for weight dropping is a concern.
- Premier Tuff interlocking gym flooring can come with Beveled or Squared Edges available at no extra cost.
- Premier Tuff Tiles come in 3 different Tile Pieces: Corner, Edge, or Center Tiles.
- Recommended Use:, Commercial Gyms, Weight Rooms, Around Squat Racks, Benches, Underneath Stationary Bikes, Ellipticals, and Tread Mills.
- MANUFACTURED IN THE USA

7 YEAR WEAR WARRANTY

2 YEARS INSTALLATION