

**VILLASOL
COMMUNITY DEVELOPMENT DISTRICT**

AGENDA PACKAGE

Friday May 5, 2023

Remote Participation:

Call in (audio only) (646) 838-1601, 283439223#



313 CAMPUS STREET
CELEBRATION, FLORIDA 34747
(407) 566-1935

VillaSol Community Development District

Board of Supervisors

Herman Perez, Chairman
Mario Cordova, Vice Chairman
Servando Comas, Jr., Assistant Secretary
Michael Edgecombe, Assistant Secretary
Corey Gagnon, Assistant Secretary

Staff

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

Workshop Meeting Agenda

Friday, May 5, 2023, 10:00 a.m.

1. **Call to Order and Roll Call**
2. **Pledge of Allegiance**
3. **Discussion Items**
 - A. Review of Request for Proposals for District Management
 - i. Governmental Management Services
 - ii. PFM Group Consulting, LLC
 - iii. Vesta Management and Consulting, LLC
4. **Open Supervisor Discussion**
5. **Audience Comments**
6. **Adjournment**

The next meeting is scheduled for May 9, 2023, at 5:00 p.m.

District Office:
313 Campus Street
Celebration, FL 34747
407-566-1935

In Person: 3050 Puerta Del Sol Boulevard, Kissimmee FL 34744
www.villasolcdd.org

Meeting Location:
Villa Sol Clubhouse
Or Call In: 646-838-1601, 283439223#

Section 3A

Review of Request for Proposals for District Management

Section 3Ai Governmental Management Services



Governmental Management Services

Serving Florida's Communities

March 3, 2023

VillaSol Community Development District
c/o Scott D. Clark, Esq., District Counsel
1800 Town Plaza Court
Winter Springs, Florida 32708

Via email to SClark@winterparklawyers.com
and copy to DTraub@winterparklayers.com

RE: Proposal for District Management Services

Dear Mr. Clark:

Governmental Management Services-Central Florida, LLC ("GMS") is pleased to provide for your review our Proposal associated with providing District Management Services to the above referenced Community Development District ("CDD"). We believe the Proposal demonstrates that the assembled team of management, financial, administrative, and operations professionals is extremely qualified to provide these services and meet time and budget requirements. We believe the information included in our Proposal is sufficient to meet the requirements of the request.

GMS is a leader in the Community Development District industry. We provide district management services to 250+ CDD's across the State of Florida. Our approach, methodology, and philosophy towards providing these services reflect our commitment and ability to deliver comprehensive services that exceeds the expectations of our clients. Our greatest strength is our ability to respond to individual client needs efficiently, effectively and professionally. Our approach to providing the services for each of the tasks described in this RFP is to fully understand them and provide them in a manner which meets all of the statutory requirements customized to the approach preferred by the Board of Supervisors.

We thank you for this opportunity to submit our Proposal and would be happy to provide any additional information, if requested. Please feel free to contact me at (407) 841-5524, ext. 125 if you have any questions or need additional information.

Sincerely,

Darrin Mossing

Darrin Mossing
GMS President

Enclosures

ORLANDO

219 E. Livingston St.
Orlando, FL 32801
(407) 841-5524

JACKSONVILLE

9655 Florida Mining Blvd. W
Suite 305
Jacksonville, FL 32257
(904) 940-5850

ST. AUGUSTINE

475 West Town Place
Suite 114
St. Augustine, FL 32092
(904) 288-7667

FT. LAUDERDALE

5385 N. Nob Hill Road
Sunrise, FL 33351
(954) 721-8681

TAMPA

4530 Eagle Falls Place
Tampa, FL 33619
(813) 344-4844

PALM COAST

393 Palm Coast Parkway SW
Suite 4
Palm Coast, FL 33137
(904) 940-5850

KNOXVILLE

1001 Bradford Way
Kingston, TN 37763
(865) 717-7700

Proposal For District Management Services Prepared For The VillaSol Community Development District:



GOVERNMENTAL MANAGEMENT SERVICES-CENTRAL FLORIDA, LLC

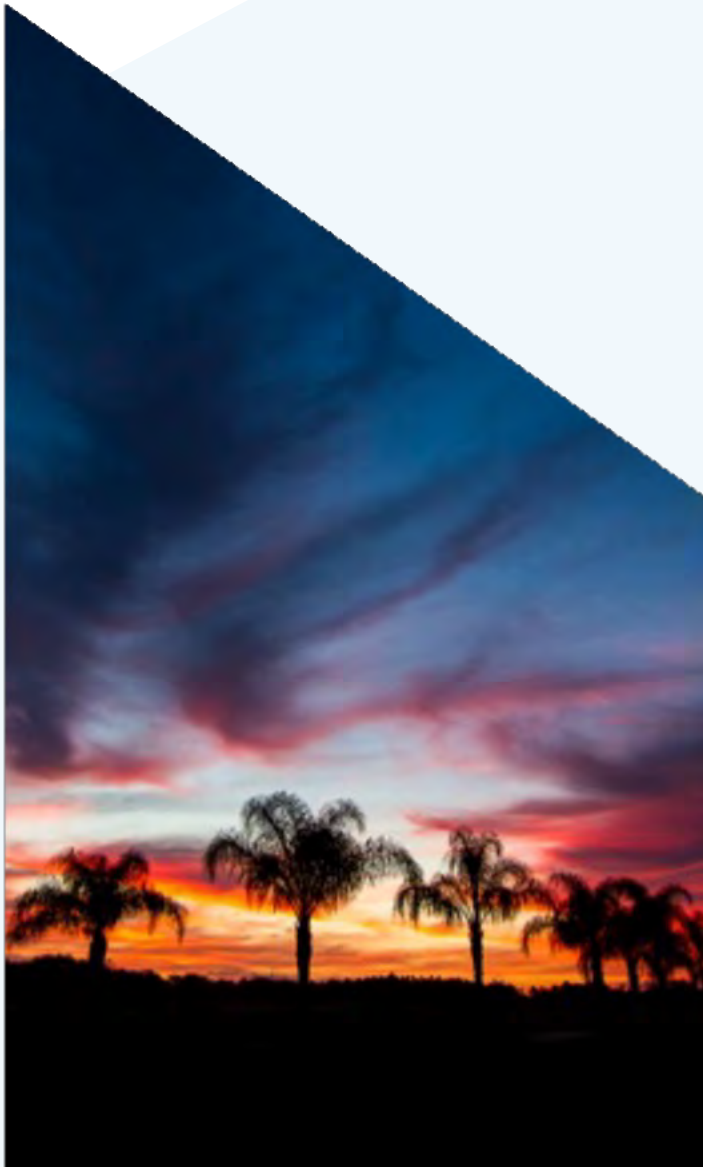
DISTRICT MANAGEMENT SERVICES



www.govmgtsvc.com

Submitted
March 3rd, 2023

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COMPANY INFORMATION

Governmental Management Services

("GMS") is a family of limited liability companies that was established for the purpose of providing district management services to Special Taxing Districts. With encouragement from industry professionals and the development community, GMS was created to provide an alternative to the existing district management companies. GMS currently has offices in St. Cloud, Orlando, Tampa, Sunrise, Miami, Tallahassee, Port St. Lucie, St. Augustine, Palm Coast, Florida, and Knoxville, Tennessee. Company personnel who would be providing services are generally determined by geography of the District and required services. However, everyone at GMS works together to provide the most efficient, effective and comprehensive management services possible. GMS currently manages over 250 Community Development Districts across the State of Florida and fully understands the requirements of Chapter 190. As described in Section 3, the personnel at GMS are very well known and respected by people involved with Community Development Districts. Many of the personnel have worked with Investment Bankers, Bond Counsel, District Counsel, Engineers, Developers, and Boards of Supervisors across the State of Florida.

They have provided management, financial, administrative, and operational services to over 250 special taxing districts and homeowners associations. Our greatest strength is our ability to respond to individual client needs quickly, efficiently and professionally.

**GMS WAS ESTABLISHED TO
PROVIDE THE MOST EFFICIENT,
EFFECTIVE AND
COMPREHENSIVE MANAGEMENT
SERVICES FOR COMMUNITY
DEVELOPMENT DISTRICTS IN THE
STATE OF FLORIDA.**



HOW WE WORK

Established in 2004, Governmental Management Services has over 250 full time and part time employees and has offices across the State of Florida. Services are provided by seasoned professionals with well over 1,000 person years of combined Community Development District management experience. Our commitment to serving our clients and providing the most efficient, effective and comprehensive management services for Community Development Districts continues to fuel our growth.

Statement of Qualifications

GMS is the best qualified provider of district management services because of the experience of the personnel who will be providing the management services for the District. GMS brings a wealth of experience in the management, administrative, accounting and financial reporting, field operations, and assessment certifications.

GMS focuses exclusively on the services necessary for the proper management of Community Development Districts. Our staff includes managers, accountants, financial analysts, recording secretaries and operations managers all with experience with Community Development Districts and other special districts. We offer integrated management services including:

- General Management
- Recording Secretary Services
- Accounting and Financial Reporting
- Assessment Roll Administration
- Investment Management
- Field Operations Management
- Amenity Management
- Preventative Maintenance
- Dissemination Agent Services
- Utility Billing
- Other Services

FULLY INTEGRATED SERVICES



These management services are being provided by the principals of GMS to over 250 Community Development Districts across the State of Florida.

OUR VALUES

MISSION

The goal of GMS is to provide the most efficient, effective, and comprehensive management services for Community Development Districts in the State of Florida.



CORE VALUES

Governmental Management Services' greatest strength is its ability to respond to individual client needs quickly, efficiently, and professionally. Listed below are our GMS core values:



Customer Commitment

We keep customer needs at the center of all that we do to provide a superior customer experience.



Integrity

We are honest, open, ethical, and fair.

People trust us to do what's right.



Teamwork

We win together, not alone.

We work together, across divisions, to meet the needs of our customers.



Passion and Drive

We are proud of the services we provide.

We play to win and strive to help our customers do the same.



Empower Individuals

Our employees set us apart.

We value our employees, encourage their development, and reward their performance.



Quality

Details matter.

We provide consistent and unsurpassed service that, together, deliver premium value to our customers.

CONTACT INFORMATION

Corporate Office:

1001 Bradford Way
Kingston, TN 37763
(865) 717-7700

As the largest CDD Management firm in the State of Florida, GMS is prepared to provide all CDD Management services directly and does not contemplate the need to subcontract services.

**GMS -
Central Florida**

219 E. Livingston St.
Orlando, FL 32801
(407) 841-5524

6200 Lee Vista Blvd
Ste. 300
Orlando, FL 32822

1408 Hamlin Avenue,
Unit E
St. Cloud, FL 34771

GMS - Tampa

4530 Eagle Falls Place
Tampa, Florida 33619
(863)-225-1186

**GMS - South
Florida**

5385 Nob Hill Road
Sunrise, FL 33351
(954) 721-8681

**GMS - North
Florida**

475 West Town Place,
Suite 114
St. Augustine, FL 32092
(904) 940-5850

393 Palm Coast
Parkway SW, Suite 4
Palm Coast, FL 33137

We have additional satellite offices
throughout the State of Florida

GOVERNMENTAL MANAGEMENT SERVICES

DARRIN MOSSING
PRESIDENT

KEITH NELSON
CHIEF OPERATING OFFICER

RIVERSIDE (NF)
JERRY LAMBERT
VICE PRESIDENT

SOUTH FLORIDA
RICHARD HANS
VICE PRESIDENT

CENTRAL FLORIDA
GEORGE FLINT
VICE PRESIDENT

NORTH FLORIDA
JIM OLIVER
MANAGING DIRECTOR

TAMPA
JASON GREENWOOD
MANAGING DIRECTOR

FIELD OPERATIONS

- JAY SORIANO
- CHERYL GRIFFIN
- MARK CESSIA

AMENITIES

- ALISON MOSSING
- TIMI WRIGHT
- FREDIE ODA
- DENISE POWERS
- & 10-20 OTHERS ON FLEX SCHEDULES

ACCOUNTING

- PATTI POWERS, VICE PRESIDENT
- TIZANA CESSIA
- SHARON RINKUS
- ASHLEY COOPER
- JENNIFER WASSERMAN, CPA
- & 20 OTHERS

DISTRICT MANAGEMENT

- LUS HERVADEZ
- PAUL WINKELJOHN
- JULIANA DUDLE
- ADRESSA PHILLIPS
- JULIO PADILLA
- BEN QUE SOKA

ACCOUNTING

- KATIE COSTA
- TERESA VISCARRA
- INDHRA APALUO
- JOSE SOTO
- MEGAN BYINGTON
- LISA CRUZ

DISTRICT MANAGEMENT

- JILL BURKS, MANAGING PARTNER
- JASON SHOVE
- TRICIA ADAMS
- JERRY LEBRIN

ACCOUNTING

- OSANA OKUZNIK
- BERNARDE PEREGRINO
- TODD POUVRE

DISTRICT MANAGEMENT

- MARLEE GILES
- HOWARD MCGAFFNEY
- JAMES PERRY
- DAVID RAY
- DANIEL LAUGHLIN

ACCOUNTING

- SHARIN HENNING, CPA
- SAVANNA SZOZDA
- HANNA HENRY

DISTRICT MANAGEMENT

- JORDAN LANSFORD

ASSESSMENT ADMINISTRATION

- LISA DERRIBERRY

ADMINISTRATION

- JENNIFER MCCONNELL
- JOHN HAYWORTH
- ROBIN FREDMAN
- & 40 OTHERS

ASSESSMENT ADMINISTRATION

- DARRIN MOSSING, JR.
- MICHAEL CORRESE

ADMINISTRATION

- STACE VADEBILIT
- SWANATHA HOXIE
- MONICA VIRGIN
- & 50 OTHERS

ASSESSMENT ADMINISTRATION

- SHERYL FULKS

ADMINISTRATION

- SHELY STEPHENS
- SARA SWEETING
- COURTNEY HOGGE
- LISA PELKEY

ASSESSMENT ADMINISTRATION

- JOHN ERIC MONTANAN

ADMINISTRATION

- AMANDA FERGUSON
- NIDDLE VIVARTO

ASSESSMENT ADMINISTRATION

- CLAYTON SMITH
- MICK SHEPARD

ADMINISTRATION

- BRIAN YOUNG
- NATASHA BARDLOW
- & 10 OTHERS

FIELD OPERATIONS

- PAT SZOZDA
- PATRICK BURGESS

AMENITIES

- 7-15 DISTRICT EMPLOYEES FLEX SCHEDULES

FIELD OPERATIONS

- ALAN SCHIEBER
- CLAYTON SMITH
- MARSHALL TINDALL
- & 40 OTHERS

AMENITIES

- MARCA CALLEJA
- CHRISTINE WELLS
- ALEKSI PENAGOS
- LARISA DIAZ
- & 11 OTHERS

FIELD OPERATIONS

- ROBERT BERLIN

FIELD OPERATIONS

- 7-15 DISTRICT EMPLOYEES FLEX SCHEDULES

AMENITIES

- CESAR YAMARTE

MAINTENANCE

- ANGEL GILMAN
- JULIO COLON
- ABNER DEJESUS
- CHRIS HORTER
- & 30 OTHERS

MAINTENANCE

- GARET DUBOIS
- STEVEN WENTZ
- JEFF BACHELOR

MAINTENANCE

- GARET DUBOIS
- STEVEN WENTZ
- JEFF BACHELOR



OUR TEAM



Although technology has tremendously impacted how services are provided for nearly every business today, GMS realizes an organization is only as good as the individuals working within it. If an organization is not able to retain hardworking, knowledgeable and dedicated employees that understand their client’s needs, it is most certain to fail. It is for this reason that GMS has focused a significant effort on recruiting and retaining the best in the district management industry

STATEMENT OF STAFF CONSISTENCY

The District Management Team proposed remains the same for the duration of the contracts. Any changes in the District Management Team will be discussed and approved by the Boards of Supervisors. Members of the management team have worked together for years, and there is complete trust and loyalty in their abilities to provide the most efficient, effective and professional management services possible. In addition, these types of long-term personal relationship among GMS staff are reassuring to our clients because personnel turnover in any organization is extremely detrimental to its ability to provide the necessary services.

“GMS realizes an organization is only as good as the individuals working within it.”

DARRIN MOSSING

PRESIDENT

EDUCATION

Ohio University, 1988,
Bachelor of Science,
Major: Accounting

EXPERIENCE

34+ Years

- President and Founder – GMS Organization
- Corporate Operations & District Management

Darrin Mossing is the President and Founder of the GMS organization. Mr. Mossing graduated from the Ohio University with a Bachelor’s degree in accounting in June 1988 and began his career as a staff accountant on September 1, 1988, for Indian Trace Community Development District. In November 2004, Mr. Mossing established the GMS organization, which has grown to over 250 CDDs, Homeowners Association and other Special Taxing Districts across the State of Florida.

GEORGE FLINT

MANAGING PARTNER

Mr. Flint is a shareholder in GMS and oversees all aspects of the Central Florida office. Mr. Flint manages numerous special districts in the Central Florida region. George graduated from Princeton University with a Bachelor’s Degree in Politics/Economics and holds a Master’s in Public Administration from Florida State University with a focus of public budgeting and financial management. He has an extensive background in the public and private sectors. Prior to opening the GMS Central Florida office in 2005, he served as an Assistant County Administrator, Budget Officer, Water and Sewer Authority Executive Director, and Management Consultant/Regional Manager for an environmental engineering firm.

EDUCATION

B.A., Politics/
Economics,
Princeton
University, 1990

MPA, Public
Budgeting and
Financial
Management,
Florida State
University, 1994

EXPERIENCE

- 28+ Years District Management

JILL BURNS

MANAGING PARTNER

Jill Burns has a Bachelor’s Degree in Liberal Studies from the University of Central Florida. She has over sixteen years of experience in the establishing, financing, and managing of special districts across the state of Florida. Jill is dedicated to working with residents, developers, and the boards of supervisors in order to bring the highest level of service to each District she manages. Ms. Burns has been responsible for overseeing and managing over 30 CDDs across Florida including Districts in Manatee, Sarasota, Polk, St. Johns, Duval, Nassau, Flagler, Volusia, Alachua, and Orange Counties.

EDUCATION

University of Central
Florida, Bachelor of
Liberal Studies

EXPERIENCE

- 16+ Years
- \$300M+ Bond Issuance In The Last 5 Years
- Corporate Operations & District Management

JASON SHOWE

SR. DISTRICT MANAGER

Mr. Showe has a Bachelor’s Degree in Public Administration from Florida International University and a Master’s Degree in Public Administration from the University of Central Florida. He has over twenty years of experience in customer service, budgeting, revenue coordination, training, and program analysis in government agencies throughout the state of Florida. Additionally, he obtained the Certified Public Manager Certification through Florida State University and is designated as a Competent Speaker and a Competent Leader through Toastmasters International. He is involved in all facets of District Management including Field Management, Budgeting, and the Assessment Administration. He provides the highest level of service to the clients of GMS.

EDUCATION
 Bachelor of Public Administration, FIU

Masters of Public Administration, Univ. of Central Florida

EXPERIENCE
 20+ Years

- District Management
- Assessment Administration

TRICIA ADAMS

DISTRICT MANAGER

Ms. Adams has a Bachelor's Degree in Management and Marketing, as well as a graduate degree in Public Administration. During graduate coursework, she researched emerging issues related to Community Development Districts in Florida. For over 15 years, Ms. Adams has had the opportunity to work with Districts that own and operate exceptional aquatic facilities, clubhouses, restaurants, and wellness centers. She has recently assisted a District acquiring top-tier golf club facilities and on-boarded golf management services.

EDUCATION
 B.A., Marketing and Management
 Graduate Degree in Public Administration

EXPERIENCE
 15+Years

- District Management
- Amenity Management

EDUCATION
 Bachelor of Arts, History & Education, Univ. of North Florida

Masters in Educational Leadership, Univ. of Central Florida

EXPERIENCE
 • Public Education Principal

JEREMY LEBRUN

DISTRICT MANAGER

Mr. Lebrun joined the GMS organization in early 2022. He has a passion for customer service and consultancy. His background as a public-school principal for many years serves him well to offer excellent customer service to a varied constituency in the Community Development District business.

DISTRICT MANAGEMENT SERVICES

THE FOLLOWING MANAGEMENT SERVICES ARE TYPICALLY PROVIDED TO ENSURE THE DISTRICT OPERATES IN ACCORDANCE WITH ALL APPLICABLE STATUTES, LAWS, RULES AND REGULATIONS:

- Attend, record and conduct all regularly scheduled Board of Supervisors' Meetings including landowners meetings, continued meetings and workshops.
- Present the District's annual budget in accordance with Chapter 190, Florida Statutes.
- Ensure District is in compliance with administrative and financial reporting for CDDs.
- Correspond and communicate with Board of Supervisors and Staff to respond to the various needs of the District and Community.
- Review and approve agendas for circulation to the Board of Supervisors.
- Review and approve annual budget, annual audit, and monthly disbursements.
- Review annual insurance policy to ensure District maintains proper insurance coverage.

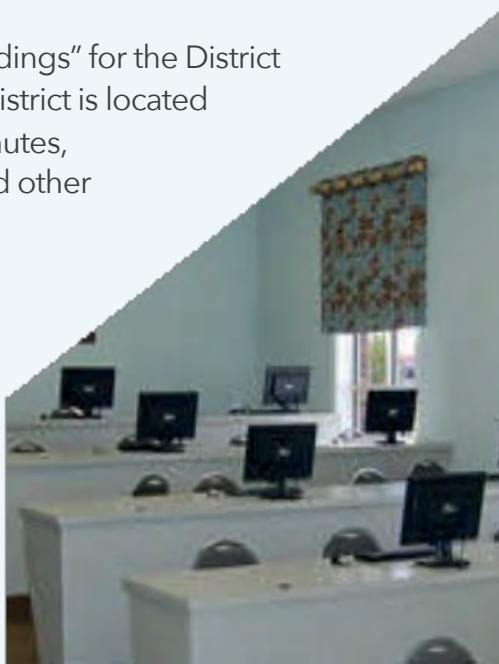


ADMINISTRATIVE SERVICES

Stacie Vanderbilt, Samantha Hoxie, and the rest of our GMS administration support team will prepare agenda packages, meeting notices, public records administration, statutory compliance and various other required administrative services. Ms. Vanderbilt has 17+ years of GMS experience and has a Bachelor's of Science in Business Administration. Ms. Hoxie has a Bachelor's of Science in Animal Nutrition from the Ohio State University. Our GMS administrative services department has an excellent reputation in the industry for providing timely, accurate and professional administrative services to our Community Development District clients.

THE FOLLOWING ADMINISTRATIVE SERVICES ARE TYPICALLY PROVIDED TO ENSURE THE DISTRICT OPERATES IN ACCORDANCE WITH ALL APPLICABLE STATUTES, LAWS, RULES AND REGULATIONS:

- Prepare agenda packages for transmittal to Board of Supervisors and staff seven days prior to Board of Supervisors' Meeting.
- Provide minutes for all Board of Supervisors' Meetings, including landowners' meetings
- Ensure compliance with all administrative statutes affecting the District which include but are not limited to:
 - Publish and circulate annual meeting notice.
 - Report annually the number of registered voters in the District by June 1 of each year.
 - Maintain "Record of Proceedings" for the District within the County that the District is located which includes meeting minutes, agreements, resolutions and other required records.
 - Transmit Registered Agent information to DCA and local governing authorities.
 - File Ordinance or Rule establishing the District to DCA.



ACCOUNTING & FINANCIAL SERVICES

Katie Costa leads our accounting and financial reporting department. She has over 10 years of accounting and financial reporting experience with Community Development Districts across the State of Florida. Ms. Costa and her teams provide financial statement preparation, payroll, budget preparation, preparation of annual audit reports, statutory and bond compliance. She has a dual major Bachelors of Science Degree in Accounting and Finance from the University Of Central Florida. Ms. Costa and her team currently provide services as District Accountants to 100+ Community Development Districts in the state of Florida.

EDUCATION
 B.S. Dual Major
 Accounting & Finance
 University of Central
 Florida

EXPERIENCE
 10+ Years
 • Accounting
 • Financial Reporting

THE FOLLOWING FINANCIAL SERVICES ARE TYPICALLY PROVIDED TO ENSURE THE DISTRICT OPERATES IN ACCORDANCE WITH ALL APPLICABLE STATUTES, LAWS, AND RULES AND REGULATIONS:

- Establish Governmental Fund Accounting System in accordance with the Uniform Accounting System prescribed by the Florida Department of Financial Services for Government Accounting. This system includes preparing monthly balance sheet and income statement(s) with budget to actual variances.
- Prepare accounts payable and present to Board of Supervisors for approval or ratification.
- Prepare annual budget for review and approval by the Board of Supervisors.
- Transmit proposed budget to local governing authorities 60 days prior to adoption.
- Prepare year-end adjusting journal entries in preparation for annual audit by Independent Certified Public Accounting Firm.

- Maintain checking accounts with qualified public depository selected by the Board of Supervisors.
- Ensure compliance with financial and accounting statutes affecting the District which include but are not limited to:
 - Complete annual financial audit report within 9 months after the fiscal year end.
 - Circulate annual financial audit report and annual financial report to appropriate government agencies.
- Prepare annual public depositor report.
- Oversee and implement bond issue related compliance, i.e., coordination of annual arbitrage report, transmittal of annual audit and budget to the trustee, transmittal of annual audit to bond holders and underwriters, annual/quarterly disclosure reporting, etc.
- Transmit Public Facilities Report to the appropriate agencies
- Bind necessary insurance for the District, which includes liability, property, workers' compensation, etc.

OPERATIONS MANAGEMENT SERVICES

GMS provides operations/field management services to over 30 Districts throughout Central Florida under the direction of **Clayton Smith** and **Alan Scheerer**. Our field/operations managers also oversee maintenance projects and the teams providing maintenance services. **Mr. Scheerer** currently provides operations/field management for 17 CDDs and has over 25 years of business experience including 15 years as a chief engineer for several resources and hotels in the Central Florida Area. **Mr. Smith** has a deep, and lengthy family history connected to CDD management, and has owned and operated his own maintenance company in the Central Florida area which carried out various undertakings, primarily for CDDs. He is a proud alumnus of the Florida State University.

PROPER OPERATION OF THE DISTRICTS INCLUDE:

- Administer and manage maintenance contracts for landscaping, stormwater, wastewater and reuse systems management
- Respond to resident and Board of Supervisors inquiries regarding Maintenance Operations
- Coordinate and implement maintenance projects throughout the community with vendors
- Conduct site visits (day and nighttime) to ensure satisfactory operation of the district and prepare periodic reports to the Board.
- Review and approve construction contracts, change orders, payment request, etc. during construction phase
- We can also develop landscaping RFPs as requested

PREVENTATIVE REPAIR & MAINTENANCE SERVICES

GMS has an in-house preventative repairs and maintenance department providing fully insured maintenance services in Tampa, Central Florida, and North Florida territories. Small to medium-size maintenance requests are coordinated through the District Manager and/or Field Operations Manager at the direction of the Board of Supervisors.

ASSESSMENT ROLL CERTIFICATIONS & ADMINISTRATION

Darrin Mossing Jr. and **Michael Cortese** perform our assessment administration services for the Tampa, Central, and North Florida Divisions.

Our GMS Services Include:

- Develop and administer the annual assessment roll for the District. This includes administering the tax roll for the District for assessments collected by the County tax collector and administering assessments for off tax roll parcels/lots.
- Provide payoff information and pre-payment amounts as requested by property owners and collect prepayment of assessments as necessary
- Issue estoppel letters as needed for property transfers.
- Maintain the District's Lien Book, in which is recorded the details of any District debt and the related debt service assessments. The Lien Book will account for all District debt and show the allocation of debt principal to assessed properties within the Tampa and Central Florida Divisions.



REFERENCES

GMS prides itself on the timely delivery of quality services to its clients. As a result, our clients as well as the other CDD industry professionals have come to recognize and appreciate the quality of the services we provide. GMS encourages its prospective clients to call our references and learn what other district supervisors, developers, attorneys, engineers and financial professionals are saying about us. The following table contains just a few of the clients and professionals that are pleased to serve as our references:

Mark Greenstein

Chair, Reunion East CDD
7423 Gathering Court
Reunion, FL 34747
(407) 744-8344

gmark10@msn.com

G. Melvin Mills, Jr.

Chair, Baytree CDD
8200 Compton Way
Melbourne, FL 32940
(321) 253-4613

gmmills@cfl.rr.com

Brian (Ken) Brown

Seat 4, Remington CDD
212 Cornwall Court
Kissimmee, FL 34744
(407) 873-2817

brown_bk@hotmail.com

Sara Hurst

Chair, Falcon Trace CDD
1549 Nestlewood Trail
Orlando, FL 32837
(407) 812-7304

sara.hurst@disney.com

Lloyd Howison

Chair, Lake Ashton CDD
4412 Ventana Lane
Lake Wales, FL 33859
(704) 302-6555

lhowison@lakeashtoncdd.com

Greg Jones

Chair, Towne Park CDD
346 E. Central Avenue
Winter Haven, FL 33880
(813) 690-5654

gjones@healthfl.com

Graham Staley

Chair, Reunion West CDD
1113 Grand Traverse Parkway
Reunion, FL 34747
(407) 465-0126

gdstaley@gmail.com

GMS's current clients are listed in Table 2-1. This grid reflects a portion of the services provided to our clients.

GOVERNMENTAL MANAGEMENT SERVICES

Table 2-1. District Management Experience Summary

GMS Client #	GMS Client Name As of 2023-02-19	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
1	Aberdeen	St. Johns	✓	✓	✓		✓
2	Academical Village	Broward	✓	✓	✓		✓
3	Amelia Concourse	Nassau	✓	✓	✓		
4	Amelia Walk	Nassau	✓	✓	✓		✓
5	Anabelle Island	Clay	✓	✓	✓		
6	Armstrong	Clay	✓	✓	✓		
7	Astoria	Polk	✓	✓	✓		✓
8	Ballentrae Hillsborough	Hillsborough	✓	✓	✓		✓
9	Bannon Lakes	St. Johns	✓	✓	✓		
10	Bartram Park	Duval	✓	✓	✓		
11	Bartram Springs	Duval	✓	✓	✓		
12	Bauer Drive	Miami-Dade	✓	✓	✓		
13	Bay Laurel Center	Marion	✓	✓	✓		
14	Baytree	Brevard	✓	✓	✓		✓
15	Baywinds	Miami-Dade	✓	✓	✓		✓
16	Beacon Tradeport	Miami-Dade	✓	✓	✓		
17	Bella Collina	Lake	✓	✓	✓	✓	✓
18	Bellagio	Miami-Dade	✓	✓	✓		
19	Belmont	Hillsborough	✓	✓	✓		✓
20	Bent Creek	St. Lucie	✓	✓	✓		
21	Biscayne Drive Estates	Miami-Dade	✓	✓	✓		
22	Bonita Village	Lee	✓	✓	✓		
23	Bonnet Creek	Orange	✓	✓	✓		✓
24	Bontaniko	Broward	✓	✓	✓		
25	Bradbury	Polk	✓	✓	✓		
26	Brandy Creek	St. Johns	✓	✓	✓		
27	Bridgewalk	Osceola	✓	✓	✓		✓
28	Campo Bello	Miami-Dade	✓	✓	✓		
29	Candler Hills	Marion	✓	✓	✓		
30	Canopy	Leon	✓	✓	✓		
31	Capital Region	Leon	✓	✓	✓		
32	Central Lake	Lake	✓	✓	✓		
33	Centre Lake	Miami-Dade	✓	✓	✓		✓
34	ChampionsGate	Osceola	✓	✓	✓		
35	ChampionsGate Property Owners	Osceola	✓	✓	✓		
36	ChampionsGate Villas Condo 1	Osceola	✓	✓	✓		
37	Chapel Creek	Pasco	✓	✓	✓		✓
38	City of Coral Gables**	Miami-Dade	✓	✓			
39	Coconut Cay	Miami-Dade	✓	✓	✓		✓
40	Copper Creek	St. Lucie	✓	✓	✓		
41	Copper Oaks	Lee	✓	✓	✓		
42	Coral Bay	Broward	✓	✓	✓		
43	Coral Keys Homes	Miami-Dade	✓	✓	✓		
44	Cordova Palms	St. Johns	✓	✓	✓		✓
45	Creekside	St. Lucie	✓	✓	✓		✓

CLIENT LISTING



GOVERNMENTAL MANAGEMENT SERVICES

GMS Client #	GMS Client Name As of 2023-02-19	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
46	Crossings	Osceola	✓	✓	✓		✓
47	Crossings At Fleming Island, The	Clay	✓	✓	✓		
48	Crossroads Village Center	Polk	✓	✓	✓		
49	Crosswinds East	Polk	✓	✓	✓		
50	Crystal Cay	Miami-Dade	✓	✓	✓		
51	Cypress Bluff	Duval	✓	✓	✓		
52	Cypress Cove	Broward	✓	✓	✓		
53	Cypress Creek	Hillsborough	✓	✓	✓		
54	Cypress Park Estates	Polk	✓	✓	✓		✓
55	Cypress Ridge	Hillsborough	✓	✓	✓		
56	Davenport Road South	Polk	✓	✓	✓		✓
57	Deer Island	Lake	✓	✓	✓		✓
58	Deer Run	Flagler	✓	✓	✓		✓
59	Double Branch - Recreation	Clay	✓	✓	✓		✓
60	Dowden West	Orange	✓	✓	✓		✓
61	Downtown Doral	Miami-Dade	✓	✓	✓		
62	Downtown Doral South	Miami-Dade	✓	✓	✓		✓
63	Dunes	Flagler	✓	✓	✓		
64	Dupree Lakes	Pasco	✓	✓	✓		
65	Durbin Crossings	St. Johns	✓	✓	✓		
66	Eagle Hammock	Polk	✓	✓	✓		✓
67	East 547	Polk	✓	✓	✓		✓
68	East Homestead	Miami-Dade	✓	✓	✓		✓
69	Eden Hills	Polk	✓	✓	✓		✓
70	Elevation Point	St. Johns	✓	✓	✓		
71	Enclave @ Black Pointe Marina	Miami-Dade	✓	✓	✓		✓
72	Estancia at Wiregrass	Pasco	✓	✓	✓		
73	Eureka Grove	Miami-Dade	✓	✓	✓		
74	Falcon Trace	Orange	✓	✓	✓		✓
75	Forest Brooke	Hillsborough	✓	✓	✓		
76	Forest Lake	Polk	✓	✓	✓		✓
77	Founders Ridge	Lake	✓	✓	✓		
78	Gardens at Hammock Beach	Flagler	✓	✓	✓		
79	GIR East	Osceola	✓	✓	✓		
80	Grande Pines	Orange	✓	✓	✓		
81	Green Corridor**	-Multiple	✓	✓	✓		
82	Griffin Lakes	Broward	✓	✓	✓		
83	Hamilton Bluff	Polk	✓	✓	✓		
84	Hammock Reserve	Polk	✓	✓	✓		✓
85	Harbor Bay	Hillsborough	✓	✓	✓		
86	Hartford Terrace	Polk	✓	✓	✓		
87	Hemingway Point	Broward	✓	✓	✓		✓
88	Heritage Park	St. Johns	✓	✓	✓		✓
89	Heron Isles	Nassau	✓	✓	✓		
90	Hickory Tree	Osceola	✓	✓	✓		

CLIENT LISTING



GOVERNMENTAL MANAGEMENT SERVICES

GMS Client #	GMS Client Name As of 2023-02-19	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
91	Hicks Ditch	Lake	✓	✓	✓		
92	Highland Meadows West	Polk	✓	✓	✓		✓
93	Holly Hill Road East	Polk	✓	✓	✓		✓
94	Hollywood Beach	Broward	✓	✓	✓		
95	Homestead 50	Pasco	✓	✓	✓		
96	Indigo	Volusia	✓	✓	✓		
97	Indigo East	Marion	✓	✓	✓		
98	Interlaken	Broward	✓	✓	✓		
99	Islands at Doral Townhomes	Miami-Dade	✓	✓	✓		
100	Islands of Doral III	Miami-Dade	✓	✓	✓		
101	Isle of Bartram Park	St. Johns	✓	✓	✓		
102	Kingman Gate	Miami-Dade	✓	✓	✓		✓
103	Knightsbridge	Osceola	✓	✓	✓		
104	Lake Ashton	Polk	✓	✓	✓		
105	Lake Ashton II	Polk	✓	✓	✓		
106	Lake Deer	Polk	✓	✓	✓		
107	Lake Emma	Lake	✓	✓	✓		✓
108	Lake Harris	Lake	✓	✓	✓		
109	Lake Lizzi	Osceola	✓	✓	✓		
110	Lake Mattie Preserve	Polk	✓	✓	✓		
111	Lakes by the Bay South	Miami-Dade	✓	✓	✓		✓
112	Lakeside Plantation	Sarasota	✓	✓	✓		
113	Landings	Flagler	✓	✓	✓		
114	Landings @ Miami Beach	Miami-Dade	✓	✓	✓		
115	Lawson Dunes	Polk	✓	✓	✓		
116	Live Oak Lake	Osceola	✓	✓	✓		✓
117	Lucaya	Lee	✓	✓	✓		
118	Lucerne Park	Polk	✓	✓	✓		✓
119	Majorca Isles	Miami-Dade	✓	✓	✓		
120	Mayfair	Brevard	✓	✓	✓		
121	McJunkin @ Parkland	Broward	✓	✓	✓		
122	Meadowview @ Twin Creeks	St. Johns	✓	✓	✓		
123	Mediterranea	Palm Beach	✓	✓	✓		
124	Middle Village	Clay	✓	✓	✓		
125	Mirada	Lee	✓	✓	✓		
126	Montecito	Brevard	✓	✓	✓		✓
127	Narcoossee	Orange	✓	✓	✓		✓
128	Nob Hill HOA	Broward	✓	✓	✓		
129	North Boulevard	Polk	✓	✓	✓		✓
130	North Powerline Road	Polk	✓	✓	✓		✓
131	North Springs	Broward	✓	✓	✓		
132	Northern Riverwalk	Palm Beach	✓	✓	✓		
133	Oakridge	Broward	✓	✓	✓		
134	Old Hickory	Osceola	✓	✓	✓		✓
135	Old Palm	Palm Beach	✓	✓	✓		

CLIENT LISTING

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GOVERNMENTAL MANAGEMENT SERVICES

GMS Client #	GMS Client Name As of 2023-02-19	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
136	Orchid Grove	Broward	✓	✓	✓		✓
137	Osceola Chain of Lakes	Osceola	✓	✓	✓		✓
138	OTC	Duval	✓	✓	✓		
139	Palm Coast Park	Flagler	✓	✓	✓		
140	Palm Glades	Miami-Dade	✓	✓	✓		✓
141	Palms of Terra Ceia Bay	Manatee	✓	✓	✓		
142	Park Creek	Hillsborough	✓	✓	✓		
143	Peace Creek	Polk	✓	✓	✓		✓
144	Pine Air Lakes	Collier	✓	✓	✓		
145	Pine Isles	Miami-Dade	✓	✓	✓		
146	Pine Ridge Plantation	Clay	✓	✓	✓		
147	Poinciana	Polk	✓	✓	✓		✓
148	Poinciana West	Polk	✓	✓	✓		✓
149	Pollard Road	Polk	✓	✓	✓		
150	Portofino Isles	St. Lucie	✓	✓	✓		
151	Portofino Landings	St. Lucie	✓	✓	✓		✓
152	Portofino Shores	St. Lucie	✓	✓	✓		
153	Portofino Springs	Lee	✓	✓	✓		
154	Portofino Vineyards	Lee	✓	✓	✓		
155	Portofino Vista	Osceola	✓	✓	✓		
156	Preston Cove	Osceola	✓	✓	✓		
157	Quail Roost	Miami-Dade	✓	✓	✓		
158	Randal Park	Orange	✓	✓	✓		✓
159	Randal Park POA	Orange	✓				✓
160	Randal Park THOA	Orange	✓				✓
161	Remington	Osceola	✓	✓	✓		✓
162	Reserve	St. Lucie	✓	✓	✓		
163	Reserve II	St. Lucie	✓	✓	✓		
164	Residences at Tohoqua HOA	Osceola	✓				✓
165	Reunion East	Osceola	✓	✓	✓		✓
166	Reunion West	Osceola	✓	✓	✓		✓
167	Rhodine Road North	Hillsborough	✓	✓	✓		✓
168	Ridgewood Trails	Clay	✓	✓	✓		
169	River Place	St. Lucie	✓	✓	✓		✓
170	Riverbend	Hillsborough	✓	✓	✓		
171	Rivercrest	Hillsborough	✓	✓	✓		
172	Rivers Edge	St. Johns	✓	✓	✓		
173	Rivers Edge II	St. Johns	✓	✓	✓		
174	Rivers Edge III	St. Johns	✓	✓	✓		
175	Riverwalk (Everbe)	Orange	✓	✓	✓		
176	Rolling Hills	Clay	✓	✓	✓		
177	Rolling Oaks	Osceola	✓	✓	✓		
178	Sabal Palm	Broward	✓	✓	✓		
179	Saddle Creek Preserve of PC	Polk	✓	✓	✓		✓
180	Sampson Creek	St. Johns	✓	✓	✓		

CLIENT LISTING



GOVERNMENTAL MANAGEMENT SERVICES

GMS Client #	GMS Client Name As of 2023-02-19	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
181	San Simeon	Miami-Dade	✓	✓	✓		✓
182	Sandmine Road	Polk	✓	✓	✓		✓
183	Sawyer's Landing	Miami-Dade	✓	✓	✓		
184	Scenic Highway	Polk	✓	✓	✓		✓
185	Scenic Terrace North	Polk	✓	✓	✓		
186	Scenic Terrace South	Polk	✓	✓	✓		✓
187	Schaller Preserve	Polk	✓	✓	✓		
188	Sedona Point	Miami-Dade	✓	✓	✓		
189	Shingle Creek	Osceola	✓	✓	✓		✓
190	Shingle Creek @ Bronson	Osceola	✓	✓	✓		✓
191	Siena North	Miami-Dade	✓	✓	✓		
192	Silver Palms	Miami-Dade	✓	✓	✓		
193	Six Mile	Clay	✓	✓	✓		
194	Solterra	Miami-Dade	✓	✓	✓		
195	South Dade Venture	Miami-Dade	✓	✓	✓		
196	South Kendall	Miami-Dade	✓	✓	✓		
197	South Village	Clay	✓	✓	✓		
198	St. Augustine Lakes CDD	St. Johns	✓	✓	✓		
199	Stoneybrook South	Osceola	✓	✓	✓		✓
200	Stoneybrook South @ CG	Osceola	✓	✓	✓		✓
201	Storey Creek	Osceola	✓	✓	✓		✓
202	Storey Drive	Orange	✓	✓	✓		✓
203	Storey Park	Orange	✓	✓	✓		✓
204	Sweetwater Creek	St. Johns	✓	✓	✓		
205	Talis Park	Collier	✓	✓	✓		
206	Tapestry	Osceola	✓	✓	✓		✓
207	Terra Bella	Pasco	✓	✓	✓		
208	Tesoro	St. Lucie	✓	✓	✓		✓
209	TIFA	Brevard	✓	✓	✓		
210	Tison's Landing	Duval	✓	✓	✓		
211	Tohoqua	Osceola	✓	✓	✓		✓
212	Tohoqua Master Association	Osceola	✓				✓
213	Tohoqua Reserve	Osceola	✓				✓
214	Tolomato	St. Johns	✓	✓	✓		
215	Towne Park	Polk	✓	✓	✓		✓
216	Townhomes at Tohoqua	Osceola	✓				✓
217	Tranquility	Brevard	✓	✓	✓		
218	Treeline Preserve	Lee	✓	✓	✓		
219	Turtle Run	Broward	✓	✓	✓		✓
220	Valencia Water Control District	Orange	✓	✓	✓		
221	Veranda Landing	St. Lucie	✓	✓	✓		
222	Verano #1	St. Lucie	✓	✓	✓		
223	Verano #2	St. Lucie	✓	✓	✓		
224	Verano #3	St. Lucie	✓	✓	✓		
225	Verano #4	St. Lucie	✓	✓	✓		

CLIENT LISTING



GOVERNMENTAL MANAGEMENT SERVICES

GMS Client #	GMS Client Name As of 2023-02-19	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
226	Verano #5	St. Lucie	✓	✓	✓		
227	Verano Center	St. Lucie	✓	✓	✓		
228	Viera East	Brevard	✓	✓	✓		
229	Villa Portofino East	Miami-Dade	✓	✓	✓		
230	Villa Portofino West	Miami-Dade	✓	✓	✓		
231	Villages of Biscayne Park	Miami-Dade	✓	✓	✓		
232	Villages Of Bloomingdale	Hillsborough	✓	✓	✓		
233	Villamar	Polk	✓	✓	✓		✓
234	Vizcaya in Kendall	Miami-Dade	✓	✓	✓		✓
235	Water's Edge	Pasco	✓	✓	✓		
236	Waterford Estates	Charlotte	✓	✓	✓		
237	Waterstone	St. Lucie	✓	✓	✓		
238	Weiberg Road	Polk	✓	✓	✓		
239	Wellness Ridge	Lake	✓	✓	✓		
240	Westside	Osceola	✓	✓	✓		✓
241	Westside Haines City	Polk	✓	✓	✓		
242	Westview North	Miami-Dade	✓	✓	✓		
243	Westwood OCC	Orange	✓	✓	✓		
244	Wilford Preserve	Clay	✓	✓	✓		
245	Willow Creek	Brevard	✓	✓	✓		✓
246	Wind Meadows South	Polk	✓	✓	✓		✓
247	Windsor at Westside	Osceola	✓	✓	✓		✓
248	Windsor Cay	Lake	✓	✓	✓		
249	Windward	Osceola	✓	✓	✓		✓
250	Woodland Ranch Estates	Polk	✓	✓	✓		
251	Wynnfield Lakes	Duval	✓	✓	✓		
252	Wynnmere West	Hillsborough	✓	✓	✓		
253	Yarborough Lane	Polk	✓	✓	✓		
254	Zephyr Ridge	Pasco	✓	✓	✓		
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CLIENT LISTING



RISK MANAGEMENT REQUIREMENTS

ACORD **CERTIFICATE OF LIABILITY INSURANCE** (01/19/2019) (REV. 07/21/2023)

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

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

PRODUCER: Zelen Risk Solutions, Inc. 7364 Devote Street Jacksonville FL 32220

AGENT: Holly Howe (904) 262-2188 holly@zelenrisk.com

INSURER A: Security National Insurance Company (3112)

INSURED: Governmental Management Services Central Florida, LLC 1001 Bradford Way Kingston TN 37763-3146

COVERAGES: CERTIFICATE NUMBER: SLS1794167-02 REVISION NUMBER: 09/02/2022 09/02/2023

GENERAL LIABILITY: COMMERCIAL GENERAL LIABILITY (SLS1794167-02) \$1,000,000
 COMMERCIAL AUTOMOBILE LIABILITY \$100,000
 MEDICAL EXPENSES (MEDICAL) \$5,000
 ADDITIONAL AUTOMOBILE \$1,000,000
 GENERAL AUTOMOBILE \$2,000,000
 PRODUCTS - COMBINED ADDL \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS (VEHICLES): (When a CARD is used, Additional Locations for tracking. (Maximum 250 characters)

CERTIFICATE HOLDER: ViteSol CDO 1600 Town Plaza Ct Winter Springs, FL 32708

AUTHORIZED REPRESENTATIVE: Vicki M. Zellan

ACORD 25 (2019-05) The ACORD name and logo are registered marks of ACORD

ACORD **CERTIFICATE OF LIABILITY INSURANCE** (01/19/2019) (REV. 07/21/2023)

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

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

PRODUCER: State Farm File Williams State Farm 330 A1A N Suite 324 Ponte Vedra, FL 32082

AGENT: Angela DeWitt (904) 435-4054 Angela@DeWittWilliams.com

INSURER A: State Farm Mutual Automobile Insurance Company (25170)

INSURED: Governmental Management Services Central FL, LLC 1001 Bradford Way Kingston, TN 37763

COVERAGES: CERTIFICATE NUMBER: H20 4506-815-59 REVISION NUMBER: 02/15/2023 08/15/2023

GENERAL LIABILITY: COMMERCIAL GENERAL LIABILITY (H20 4506-815-59) \$1,000,000
 COMMERCIAL AUTOMOBILE LIABILITY \$100,000
 MEDICAL EXPENSES (MEDICAL) \$5,000
 ADDITIONAL AUTOMOBILE \$1,000,000
 GENERAL AUTOMOBILE \$2,000,000
 PRODUCTS - COMBINED ADDL \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS (VEHICLES): (When a CARD is used, Additional Locations for tracking. (Maximum 250 characters)

CERTIFICATE HOLDER: ViteSol CDO

AUTHORIZED REPRESENTATIVE: Angela Distreck

ACORD 25 (2019-05) The ACORD name and logo are registered marks of ACORD

COST OF SERVICES

MANAGEMENT SERVICES

Management services will be provided for a fixed annual fee.

District Management Services: See Exhibit "A".

Reimbursable expenses such as copies, postage, courier services, printing and binding will be billed on a monthly basis. Management fees are invoiced at the beginning of each month and due within 30 days of invoice date. Subsequent management fees will be established based upon the adoption of annual operating budget, which will be adjusted to reflect ongoing levels of service.





Governmental Management Services

EXHIBIT "A" – DISTRICT MANAGEMENT FEE SCHEDULE

Manager Administrative Services	GMS Fees	Adopted FY '23 Budget
<p>Management, Administrative, Financial & Revenue Collection, Payroll Services, and Accounting Services</p> <ul style="list-style-type: none"> Annual Fee paid in equal monthly payments (plus reimbursables) Our Agreement contemplates 6 meetings per year. 	\$45,000	\$48,410
<p>Annual Assessment Administration</p> <ul style="list-style-type: none"> (Beginning with the first assessment to individual unit owners, direct assessment or utilizing tax collector) 	\$5,000	\$5,150
<p>Information Technology Fees & Annual Website Maintenance</p> <ul style="list-style-type: none"> Annual Fee paid in equal monthly payments (Does not include cost of creation of ADA compliant website, if applicable) 	\$3,000	\$2,150
<p>Dissemination Agent Services</p> <ul style="list-style-type: none"> Annual Fee for 1st Bond Issuance (\$1,000 for each additional series of Bonds) 	\$1,000	\$1,000
<p>Field Management & Amenity Center Staffing</p> <ul style="list-style-type: none"> Annual Fee paid in equal monthly payments Field Operations Management Annual Fee of \$20,000 Amenity Center Staffing <ul style="list-style-type: none"> Friday, Saturday, & Sunday staffing at 8 hours a day \$30.00/hour (including overhead and profit) Annual Fee of \$37,440 	\$57,440	\$48,000
\$111,440		\$104,710



Governmental Management Services

EXHIBIT "B" – MISCELLANEOUS FEES SCHEDULE

Item	Cost
Agenda Package Hardcopy (if Applicable)	\$2.50 per regular Agenda Mtg.
Tapes/CS	\$1.00 / unit
Binders	\$1.40 / 1" binder \$5.98 / 3" binder
# 10 Envelope	\$0.03 / unit
9" x 12" Envelope	\$0.15 / unit
10" x 13" Envelope	\$0.15 / unit
Storage Box	Actual Cost
Copy	\$0.15 / black and white page
USPS	Actual Cost
FedEx	Actual Cost
Conference Calls	Actual Cost
Offsite storage (archival)	Actual Cost
Additional Services Available:	
Other Services **	Cost
<ul style="list-style-type: none"> • New Bond Issuance Cost (per bond issue) • Refinance Bond Issuance Cost (per bond issue) • Debt Service Assessment Methodology Preparation • SERC Preparation & Assistance w/ Petition • Pre-paid Estoppel Letter/ Lot Debt Paydown/Payoff Estoppel 	<ul style="list-style-type: none"> \$ 25,000 \$ 15,000 \$ 20,000 \$ 2,500 \$ 150
One Time Conversion Fee:	Included
<ul style="list-style-type: none"> ▪ To recreate historical Accounting and Administrative Records Need For The Transition. 	
Extended or Extra Board Meetings:	
<ul style="list-style-type: none"> • Our agreement includes six (6) meetings in the management fee. Extra meetings are available at a \$2,000 fee per meeting. • Any meeting duration exceeding the noted 3-hour duration may be charged a meeting overage fee. 	<ul style="list-style-type: none"> \$2,000 / Mtg. \$250/hr.
Maintenance Services.	To Be Negotiated
<ul style="list-style-type: none"> • GMS has a comprehensive on-site and insured maintenance service for small to medium size projects which can be provided at the direction of the District Board Of Supervisors and/or the District Manager. 	

Miscellaneous Fees are reviewed by GMS annually; itemization of all miscellaneous fees and units consumed are included in the monthly invoice and presented to the Board of Supervisors for their approval as part of the Agenda packages. GMS strives to work with the District to minimize reimbursable expenses by utilizing electronic agendas and similar approaches.

FIRM'S CERTIFICATION

STATE OF
COUNTY OF

I, George S. Flint, of GMS-CF, LLC (company), submitting to furnish the following described materials, equipment, and/or services to the VillaSol Community Development District ("VCDD").

HEREBY CERTIFIES THAT:

- 1. Bidder/Firm has thoroughly inspected the specifications or request for proposal and understands the terms and conditions thereof and they are incorporated by reference in the bid or proposal for said goods or services, and have verified measurements, if applicable.
2. The bid or proposal is Contractual and binding and shall be valid for not less than ninety (90) days from the date of bid opening. A longer time may be set out in the bid, the proposal, or as negotiated between the Bidder/Firm and VCDD.
3. The bid or proposal is made by a person authorized to bind the Bidder/Firm.
4. The bid or proposal is made without unlawful collusion between another Bidder/Firm or potential Bidder/Firm, or with any officer or employee of VCDD.
5. The bid or proposal is in full compliance with the Copeland Anti-kickback statute.
6. The bidder does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in employment or in the provision of services.

Signature of George S. Flint
Print Name: George S. Flint

STATE OF FLORIDA
COUNTY OF ORANGE

The foregoing instrument was acknowledged before me this 1st day of March, 2023, by George S. Flint, as Vice President (title) of GMS-CF, LLC (name of company), on behalf of (type of entity). Who is personally known to me, or Who produced as identification, who did take an oath, and who acknowledged before me that he executed the same freely and voluntarily for the purposes therein expressed.

(Notary Seal)



Signature of Stacie M. Vanderbilt
Print Name
NOTARY PUBLIC-STATE OF FLORIDA
My Commission Expires: 7/29/2024
Commission No. HH 018717

NO LOBBYING AFFIDAVIT

STATE OF FLORIDA

COUNTY OF ORANGE

This, 1st, of March, 2023, George S. Flint

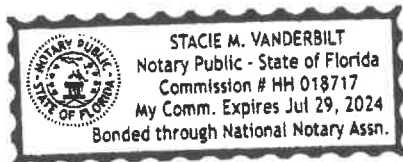
being first duly sworn, deposes and says that he or she is the authorized representative of GMS-CF, LLC (Name of the authorized Contractor, Contractor or individual), maker of the attached request for proposal released by VillaSol Community Development District, and that the Firm and any of its agents agrees to abide by VillaSol Community Development District's no lobbying restrictions in regards to this solicitation.

Affiant [Signature]

The foregoing instrument was acknowledged before me this 1st day of March, 2023, by George S. Flint (name of person, officer, or agent, title of officer or agent), of GMS-CF, LLC (name of corporation or partnership, a Florida, LLC (state of incorporation or partnership, if applicable).

Who is personally known to me,
Who produced _____ as identification, who did take an oath, and who acknowledged before me that he executed the same freely and voluntarily for the purposes therein expressed.

(Notary Seal)



Signature [Signature]

Print Name Stacie M. Vanderbilt

NOTARY PUBLIC-STATE OF FLORIDA

My Commission Expires: 7/29/2024

Commission No. HH 018717

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to VillaSol Community Development District (“VCDD”) by:

(Print individual’s name and title) George S. Flint, Vice-President

For:
(Print name of entity submitting sworn statement)

Whose business address is:

And (if applicable) its Federal Employer Identification Number (FEIN) is:

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement .)

2. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), FLORIDA STATUTES, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1) (b), FLORIDA STATUTES, means a finding of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an “affiliate” as defined in Paragraph 287.133(1) (a), FLORIDA STATUTES, means:

- a. A predecessor or successor of a person convicted of a public entity crime; or
- b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one (1) person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arms-length agreement, shall be a prima facie case that one (2) person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.

5. I understand that a “person” as defined in Paragraph 287.133(1) (e), FLORIDA STATUTES, means any natural person or entity organized under the laws of any state of the United States with the

legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement (indicate which statement applies).

Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one (1) or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICE FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Date: 3/1/23

Signature [Handwritten Signature]

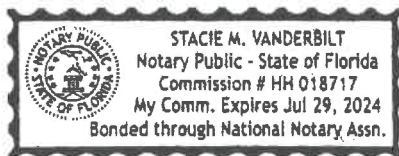
STATE OF FLORIDA
COUNTY OF ORANGE

The foregoing instrument was acknowledged before me this 1st day of March, 2023, by George S. Flint, as Vice President of GMS-CFLCC, on behalf of _____.

Who is personally known to me, or Who produced _____ as identification, who did take an oath, and who acknowledged before me that he executed the same freely and voluntarily for the purposes therein expressed.

(Notary Seal)

Signature [Handwritten Signature]



Print Name Stacie M. Vanderbilt

NOTARY PUBLIC-STATE OF FLORIDA

My Commission Expires: 7/29/2024

Commission No. HH 018717

Section 3Aii
PFM Group Consulting,
LLC



VillaSol Community Development District

Osceola County, Florida

Prepared on March 3, 2023

PFM Group Consulting LLC

Vivian Carvalho
Senior District Manager
Business Development
3501 Quadrangle Blvd.
Suite 270
Orlando, FL 32817

March 3, 2023

VillaSol Community Development District

District Management Services

DMS RFP

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ABOUT PFM

PFM is the marketing name for a group of affiliated companies providing a range of services. All services are provided through separate agreements with each company. This material is for general information purposes only and is not intended to provide specific advice or a specific recommendation.

Financial advisory services are provided by PFM Financial Advisors LLC, registered municipal advisors with the Securities and Exchange Commission (SEC) and the Municipal Securities Rulemaking Board (MSRB) under the Dodd-Frank Act of 2010. Swap advisory services are provided by PFM Swap Advisors LLC which is registered as a municipal advisor with both the MSRB and SEC under the Dodd-Frank Act of 2010, and as a commodity trading advisor with the Commodity Futures Trading Commission. Additional applicable regulatory information is available upon request.

Consulting services are provided through PFM Group Consulting LLC. PFM's financial modeling platform for strategic forecasting is provided through PFM Solutions LLC. A web-based platform for municipal bond information is provided through Munita LLC.

For more information regarding PFM's services or entities, please visit www.pfm.com.



March 3, 2023

VillaSol CDD
 District Board of Supervisors
 c/o Scott Clark
 Clark & Albaugh, LLP
 1800 Town Plaza Court
 Winter Springs, FL 32708



RE: VillaSol CDD District Management Services

Dear Mr. Clark:

3501 Quadrangle Blvd.
 Suite 270
 Orlando, Florida 32817
 407.723.5900

pfm.com

PFM Group Consulting LLC (“PFM”) appreciates the opportunity to submit our proposal for District Management Services to the VillaSol Community Development District (the “District”). Our proposal includes additional services we would be pleased to offer the District under separate agreement with our affiliated companies such as financial advisory services provided by PFM Financial Advisors LLC (“PFMFA”), our registered municipal advisor affiliate.

The PFM Group of companies have roots in the municipal finance industry that go back over 40 years. From the outset, we wanted to be a firm that is very different from our competitors; an independent advisory firm with technical resources matching those of the most sophisticated Wall Street investment banks. Local governments around the nation have responded favorably to this focus, resulting in sustained long-term relationships with our clients while allowing for the addition of new clients. The industry-standard for reporting transaction experience is through Refinitiv (formerly Thomson Reuters), who has ranked our municipal advisory affiliate, PFMFA, #1 in the nation and the State of Florida in terms of overall issues and par amount as of December 31, 2021. Our independence is significant, but it is just the beginning of our qualifications. Below we summarize the reasons we believe our affiliate, PFM Group Consulting, to be the optimal choice for the District.

District Management Services: Through the acquisition by our affiliate of the majority assets of Fishkind & Associates, Inc., PFM is capable of providing our special district clients with what we believe to be highly effective services at every stage of a District’s life -- from establishment to full development. In Florida, we continue to add clients and have an experienced team of professionals to provide clients with the level of service they expect and deserve. Our scope of services includes but are not limited to general consultation, orchestrating and managing meetings, District representation, accounting services, capital budgeting and improvement plan, recording and transcribing meeting minutes, record management, coordination of annual assessments, lien book



VillaSol CDD
March 3, 2023
Page 2

maintenance and continuing disclosure assistance services. In addition, we offer field management services from our internal team as well as through a third-party sub-contractor. A sample of the Field Manager Services Report and Work Order Report is outlined in Exhibit C.

Staff: Our team currently consists of over 15 professional staff members including five experienced District Managers who have over 44 years combined length of service in the industry. Additionally, our team includes Accountants, Assistant District Managers, Administrative Support, and Field Specialist subcontractors to service our districts. As we continue to grow, we continue to assess our team and add additional resources to serve our clients.

Availability: Our team manages over 60 special districts at various stages of the district's life cycle including multiple Districts in Osceola County. Clients include community development districts, stewardship districts and recreational districts. We are committed to working with each of the districts based on their specific and changing needs at each stage of the life cycle. Each of our District Managers have a portfolio that encompasses districts in various stages of development.

Cost: Our focus is to provide cost effective service that results in significant value to our clients and our fees reflect the changing needs of the district as it transitions from establishment to development to full build out. Based on our understanding of the District's current needs and stage of development, we would propose the Management Fee as outlined in Exhibit B. We hope to build a long, mutually beneficial relationship with the District and as such our fees are fully negotiable to meet the needs of the District.

In closing, we are pleased to open this discussion and look forward to having the opportunity to discuss our proposal to serve as District Manager to VillaSol CDD. The community can be assured that this engagement is a high priority for us, and we are committed to dedicating the full range of PFM's exceptional services and resources. We understand the scope of work to be performed and commit to doing so on the District's schedule. We believe PFM's relevant experience and dedicated project team — makes us the ideal choice as the VillaSol CDD's District Manager.

Sincerely,

Vivian Carvalho

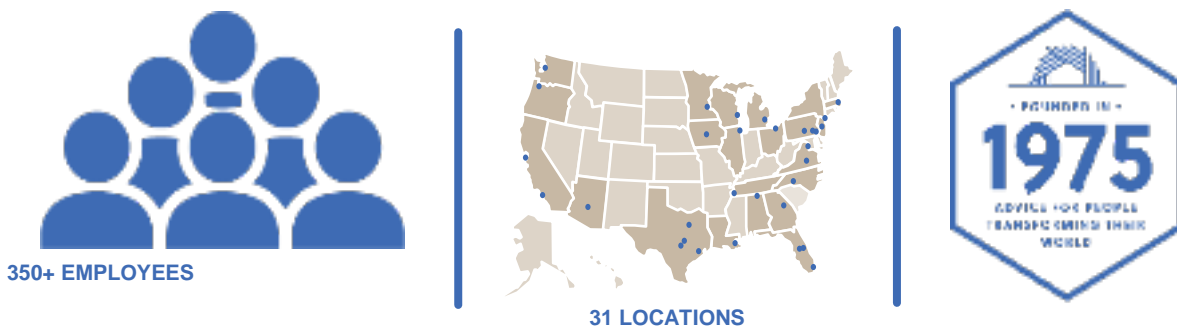
Vivian Carvalho
Senior District Manager
Business Development
PFM Group Consulting LLC



Firm Profile

PFM was founded in 1975 with the mission of providing independent financial advice to state and local governments, governmental agencies and authorities in the debt issuance process and began providing management and budget consulting services in the early 1990’s. In 2014, as a result of the U.S. Securities and Exchange Commission’s (“SEC’s”) new rules for Municipal Advisors (born out of Dodd-Frank) our firm’s corporate structure was reorganized so that municipal advisory services could be delineated clearly from other financial consulting services. Accordingly, given the regulation of municipal advisory activities, financial advisory services are now offered through PFM Financial Advisors LLC (“PFMFA”), which commenced operations on June 1, 2016. Financial advisory relationships previously with PFM, Inc. have transitioned and been assigned from PFM, Inc. to PFMFA — which are collectively referred to as PFM. PFMFA is a Partnership under Limited Liability Company formed in the State of Delaware. Today, this mission continues with PFM Financial Advisors LLC (“PFM”). PFM, as successor in interest of the financial advisory and consulting businesses of Public Financial Management, Inc., has one of the largest financial advisory teams in the public finance industry, maintaining an expansive national presence.

PFM and its affiliates are wholly owned by its 53 Managing Directors (as of 1/11/22), who set the firm’s strategic direction. Working hand-in-hand with our clients in helping them to achieve their immediate and long-term objectives, PFM and its affiliates bring a broad and deep range of expertise and experience to bear on our client engagements. As of December 2022, PFM consisted of more than 350 employees, including 222 financial advisory personnel, located in 31 offices and locations across the United States.



In order to further assist our clients with special district management, economic and financial consulting, we acquired the majority assets of Fishkind & Associates, Inc. in 2019. The company was formed in 1987 and has grown steadily since its inception. We now are able to leverage this extensive experience in economic and fiscal impact analysis, policy studies, forecasting, and finance throughout Florida and the United States.

Our expanded services, provided through PFM Group Consulting LLC (“PFMGC”) include **special district management and accounting**, real estate analysis and development, management services, market research, feasibility studies, fiscal impact assessments, project feasibility, and asset valuations.



In addition to our district management and accounting services, our registered municipal advisory subsidiary, PFM Financial Advisors LLC (“PFMFA”) is involved in key financial advisory roles to special districts, local governments, redevelopment agencies, and other governmental clients. In this capacity, we formulate innovative financing plans, provides economic advice and direction, and evaluates financing alternatives and have participated in structuring over \$5 billion in infrastructure & municipal financings.

PFMGC also conducts residential real estate feasibility research that involves price, product and supply analysis, as well as extensive consumer research and focus group studies. As a result, we have considerable skill in analysis and interpretation of consumer preferences, behavior patterns, and demographic trends.

The PFM corporate affiliates include¹:

- **PFM Financial Advisors LLC:** advises on debt management and portfolio optimization, transaction structuring and execution, capital and financial planning, credit analysis, policy development, and investor relations strategies, among other services. PFM Financial Advisors LLC is a registered municipal advisor with the Securities and Exchange Commission (“SEC”) and the Municipal Securities Rulemaking Board (“MSRB”).²
- **PFM Group Consulting LLC:** in addition to District Management services, PFM Group Consulting LLC’s Management and Budget Consulting practice (“MBC”) provides a broad range of services, including multi-year financial planning, consolidating and shared-services analysis, operational and program analysis, revenue maximization, fleet management, workforce analysis, and pension and other post-employment benefits (OPEB) review and strategies.
- **PFM Swap Advisors LLC (“PFMSA”):** PFMSA includes professionals dedicated to advising clients on initiating and managing interest rate swaps, and other derivative products in order to help manage the risk profile of their debt portfolio. PFMSA is registered as a municipal advisor with both the MSRB and SEC under the Dodd-Frank Act of 2010, and as a commodity trading advisor with the Commodity Futures Trading Commission.
- **PFM Solutions LLC:** PFM Solutions LLC provides innovative services and solutions to our clients, such as Synario®, a flexible financial modeling platform designed to produce dynamic, multi-year financial projections to facilitate strategic planning for various industry sectors.

Services Offered

- | | |
|---|--|
| <ul style="list-style-type: none"> ● Debt & Swap Portfolio Management <ul style="list-style-type: none"> ● Debt Structure Financing Alternatives/Terms | <ul style="list-style-type: none"> ● Credit Strategy <ul style="list-style-type: none"> ● Direct Relationships with Rating Agencies |
|---|--|

¹ Services provided by PFM’s affiliates are offered pursuant to separate agreement and fees.

² PFM Financial Advisors LLC’s SEC Number is 867-02030 and MSRB ID is K1162.



- Dedicated Bond Pricing Group
- Swap Monitoring & Risk Management
- Public Private Partnerships (“P3s”)
 - Feasibility & Valuation Analysis
 - Procurement Process Management
 - Evaluation of Financing Alternatives
 - Transaction Management
 - Housing
 - Transportation
 - Energy
 - Schools
 - General Governments
 - Water & Wastewater
- Constant Communication
- Development of Direct Investor Relations Strategies
- Specialized Services
- Economic Development
- Airports & Seaports
- Higher Education
- Healthcare
- Quantitative Strategies
 - Capital Financing
 - Strategic Planning
 - Budgeting
 - Cash Flow
 - Forecasting

Special Assessment Districts

Through our PFMGC and PFMFA affiliates, PFM provides district management and financial advisory services to more than 60 of the over 700 special districts throughout Florida including Community Development Districts (“CDDs”), Stewardship Districts, Recreational Districts and Improvement Districts. We use a team approach to providing these services, so numerous team members are aware of the needs and desires of each client. Further, our team members are knowledgeable of the requirements and nuances of relevant state statutes and share best practices to address issues facing districts statewide.

District Management Services

PFMGC provides services to variety of special districts including:

- Community Development Districts
 - Governed by Florida Statutes Chapter 190 (and Chapter 170)
- Stewardship Districts
 - Governed by Florida Statutes Chapter 190 and Chapter 298
 - Established & governed by a Special Act passed by the Florida legislature
 - Typically used for large tracts of land with a longer build out period and when there is a desire to preserve large portions of land for conservation, which allow for more thoughtful and coordinated management of the District
- Recreational Districts



- Governed by Florida Statutes Chapter 418
- Recreational Districts are limited in nature to the construction, acquisition, replacement operation and maintenance of recreational amenities
- Improvement Districts
 - Governed by Florida Statutes Chapter 190 as an alternative method of planning, acquiring, operating and maintaining community-wide improvements

Using a dedicated staff with extensive knowledge in the operation of districts, PFMGC provides the following services:

General Management and Administrative Services: PFMGC provides standard administrative services necessary for the proper function of special districts and other projects to help them operate and comply with applicable statutes, laws, codes, rules and regulations, including Florida Statutes Records Requirements of Chapter 119. We attend and help facilitate all scheduled and special meetings, including preparing agendas and minutes for all Board of Supervisors' meetings, helping to ensure meeting notices are published, and coordinating other logistical matters. Further, we document and update all items for the "record of proceedings," solicit proposals for contracts, review and recommend vendors based on proposals received, aid in negotiations, monitor contract status and compliance with contracts and insurance requirements, and notify the Board when contracts are expiring, as well as when to undertake new procurement measures. We help our clients maintain compliance with Florida Administrative Code Section R.1B-24.003(1)(a) concerning the retention of specific District records. Upon request, we provide training for new supervisors and staff.

Accounting Services: Districts are required to prepare financial statements in accordance with governmental Accounting Standards Board ("GASB") guidelines, and PFMGC is knowledgeable about these standards. For our clients, we prepare monthly financial statements, along with providing accounts payable and receivable work, investment and asset tracking and valuation, capital program guidance, procurement guidance, and completion and filing of State of Florida required annual reports. We present all accounting information to the Board of Supervisors for their approval, and our reports show monthly balance sheets, income statements, and variations between the annual budget and actual costs and income. We work with each district's selected independent auditor to help ensure they have all necessary information and to implement any recommended measures. During the budgeting process, we prepare draft budgets, incorporate comments from the supervisors, and work with the supervisors to approve the budget. We incorporate not just the Board's goals, but also revenue and expenses from the current year to provide more accurate budget predictions. We can also assist in selecting what we believe is the best bank for the district's needs and can help open and maintain accounts with the district's selected bank. Further, we will submit all necessary reports to the various agencies.

Lien Book/Tax Roll Maintenance (Associated with Management of Special Assessments): We work with our clients to provide billing, collection, reporting, and accounting for district assessments. This helps to ensure the district has necessary funds to meet all obligations, from operations to maintenance to any debt obligations. PFMGC administers annual assessments in a timely manner, which helps our clients' cashflows. We answer questions from property owners regarding their assessments, and when needed, draft estoppel



letters and lien releases. Further, where possible, we will recommend ways to leverage efficiencies in collecting revenues. When developer agreements are needed, we can work with the district's legal counsel to draft and interpret those to help the district's cashflows.

Technology: To facilitate meetings, we use iPads and other technology which can accommodate virtual participation. Prior to each meeting, we load all agendas, minutes, and other documents onto iPads, which are then disseminated at the meeting. Further, meeting documents are stored electronically and backed up securely, allowing for ease in transmitting and storing documents for future reference. This also provides our clients with cost savings due to a reduction in printing costs and environmental benefits due to reduced paper usage.

Field Management Services: if requested, PFM can also assist with the management and oversight of various District vendors. Such services may be provided by a third-party sub-contractor.

Field management services are determined based on the specific needs of each community but generally include the overall supervision of service contractors and maintenance staff, as well as arranging for certain repair and maintenance work. Upon request, our field service specialist can also be available to attend regularly scheduled Board Meetings.

Below are examples of the types of field management services we provide.

Monthly Inspections. Our team conducts regular inspections of District property, reports any irregularities to the District Manager and/or designated District representative, and facilitates correction of irregularities as needed. Findings of the inspections are detailed in a monthly inspection report provided to the Board.

Repair & Maintenance. Provide routine repair work or normal maintenance as may be required for the operation or physical protection of District property. We can also assist with emergency repairs when necessary for the preservation and safety of persons and/or property

Oversight of Maintenance Related Vendors:

- Provide work orders generated by the various vendors servicing the District
- Assist District with development of the annual maintenance budget
- Assess and advise the District of any necessary repairs or replacement items that may be required

Capital Program Administration and Bond Issuance: Capital improvements are necessary for the continued success of any district, and PFM has experience with the implementation and funding of capital programs. We coordinate the timing and design of these improvements with the annual budget process, as they can impact proposed operations and maintenance. PFMFA has more than 45 years of providing financial advisory services, from advising on debt issuance to transaction management to consideration of how-to best structure deals for our clients. Our PFMA colleagues assist with review of the various financing documents and debt structure including the official statement and closing documents, and PFMGC provides assistance with required disclosures on EMMA. Further, we can recommend providers to help with preparation of all necessary arbitrage calculations.



Financial Advisory Services: PFMFA has developed extensive experience assisting Florida CDDs and other special districts since focusing on this market segment as a financial advisor in 2009. Since then, we have served as financial advisor on more than 70 special assessment transactions totaling approximately \$2.2 billion. Our municipal advisory services, provided by PFMFA, include:

- Special Assessment Methodology
- Debt structuring & transaction management
- Re-amortization schedules

PFM's national reputation and consistent growth are evident in our ranking as the nation's top financial advisor in terms of number of transactions and par amount, as we've been ranked #1 in the country for 24 consecutive years by Refinitiv (formerly Thomson Reuters). In 2021, we advised on 998 issues for a total of over \$64 billion in par. Our leadership in both number of transactions and par issued shows a commitment to small, medium and large issuers.

PFMGC and PFMFA are pleased to provide a dedicated and robust team to serve our special district clients. We included the organizational chart below along with a brief biography on the key team members within the organization.



The Florida District Management Team

District Management

<p>Jennifer Walden Senior District Manager</p>	<p>Jane Gaarlandt Senior District Manager</p>	<p>Vivian Carvalho Senior District Manager</p>	<p>Lynne Mullins District Manager</p>	<p>Venessa Ripoll District Manager</p>
<p>Jorge Jimenez Orsini Assistant District Manager</p>	<p>Kelley Milavec Administrative Assistant</p>	<p>Gazmin Kerr Administrative Assistant</p>		

District Accounting

<p>Jennifer Glasgow Chief District Accountant</p>	<p>Amanda Lane Assistant Chief District Accountant</p>	<p>Amy Champagne Senior District Accountant</p>	<p>Verona Griffith District Accountant</p>	<p>Rick Montejano District Accountant</p>
--	---	--	---	--

District Bookkeeping

<p>Margaret Magar District Bookkeeper</p>	<p>Audrey Ryan District Bookkeeper</p>
--	---

Receptionist

<p>Michael Echevarria Receptionist</p>

District Disclosure

<p>Ynayah Boyd Disclosure Assistant</p>
--

Services provided by PFM Group Consulting LLC



Key Team Members

Jennifer Walden, *Senior District Manager*

8 Years of Experience

Jennifer Walden joined the District Management team at PFM in September 2014. Prior to joining PFM Group Consulting LLC, she worked as an Account Manager for a fulfillment house and in the marketing department for a large company in the hospitality industry. She serves as District Manager for multiple Districts throughout the state of Florida. Jennifer has a Bachelor of Science in Marketing from the University of Central Florida.

Jane Gaarlandt, *Senior District Manager*

12 Years of Experience

Jane joined the District Management Team in December 2010 and currently serves as district manager of various Community Development Districts. Day-to-day activities include organizing, preparing and facilitating District Meetings, overseeing matters related to the operation and maintenance of the District and assisting the District to ensure compliance with all statutes and applicable law affecting the District including maintenance of the District's website and records.

Prior to joining PFM, Jane gained extensive experience in all aspects of project management and client services as owner and president of Gaarlandt & Burke Design, Inc. In addition, Jane held a position in property management with Whiteco Residential, LLC/ZRS Management.

Vivian Carvalho, *Senior District Manager*

16 Years of Experience

Vivian Carvalho joined the District Management team at PFM in March 2018. Prior to joining PFM Group Consulting, LLC, she worked with two large companies in the industry in which she gained her knowledge and experience with District Management Services, Homeowner and Condominium Association services in the Central Florida market. She serves as District Manager for multiple districts on the west coast and northeastern Florida.

Vivian has a Bachelor of Business Administration from Florida Institute of Technology where she graduated with honors. In addition, she obtained her Master's in Business Administration from Nova Southeastern University.



Jennifer Glasgow, Chief District Accountant
16 Years of Experience

Jennifer Glasgow has been with PFM since 2006 and currently serves as the chief district accountant. In addition, she handles full-cycle accounting for a large client as well as tax roll and lien book administration and bond disclosures for the majority of the districts managed by PFM.

Jennifer has a Bachelor of Science in Accounting from Florida Southern College where she graduated with honors.

Amanda Lane, Assistant Chief District Accountant
13 Years of Experience

Amanda Lane has been on staff since 2009 and currently serves as the assistant chief district accountant. She handles full-cycle accounting for two of PFM's managed Homeowners Associations (HOAs), along with the full-cycle governmental accounting for several of the larger districts managed by PFM. Services provided include budgeting, estoppel preparation, amortization schedules, tax roll preparation, lien books, invoicing & collections, and financial statement preparation and review.

Amanda has a Bachelor of Arts from Rollins College where she graduated with honors and a Master's in Accounting from the University of Central Florida.

Amy Champagne, Senior District Accountant
18 Years of Experience

Amy Champagne joined the District Management team at PFM in September 2018. Prior to joining PFM Group Consulting, LLC, she worked as the Controller for two private companies, and as a public accountant. She serves as District Accountant for multiple districts on the west coast and northeastern Florida.

Amy has a Bachelor of Science in Math from the University of Florida. In addition, she obtained her Bachelor of Accounting and Master's of Accounting from Florida Atlantic University where she graduated with honors. On April 30, 2010, she received her Certified Public Accountant License.



The Florida District Financial Advisory Team

Senior Strategic, Client Management Services and Analytical Support



Services provided by PFM Financial Advisors LLC

Brent Wilder, Managing Director 33 Years of Experience

Brent Wilder has over 30 years of experience in the financial services industry, the majority of which have been dedicated to serving the financing needs of municipal clients. He joined PFM in 2009 and serves as Managing Director in the firm's Orlando office.

Throughout his career, Brent has served in the roles of financial advisor, underwriter, and credit provider for a variety of municipal clients in Florida and several other states. He is responsible for managing the firm's special district practice in addition to numerous client relationships throughout Florida. He also actively monitors Florida legislative initiatives to provide context on financial matters that may impact our clients. Brent's transaction experience includes covenant to budget and appropriate, certificate of participation, lease appropriation, tax backed, transportation, utility, and special assessment issues for municipal, institutional, corporate, and not-for-profit clients. Although he has a particular expertise with Florida special districts, his clients also include cities, counties, school districts, toll authorities, and municipal utilities. He has also completed dozens of conduit financings for credit enhanced and un-enhanced issues for solid waste, manufacturing and airport facilities.

Brent is an active sponsor and past speaker for FGFOA, FSFOA and TEAM FL.

Kevin Plenzler, Senior Managing Consultant 17 Years of Experience

Kevin joined PFM in 2019 via acquisition of Fishkind and Associates, Inc. in Orlando, Florida. His current responsibilities include providing financial advisory and assessment consulting services associated with PFM's Community Development Districts within PFM Group Consulting, LLC. In addition to financial advisory



services, Kevin offers consulting services associated with but not limited to transportation toll and revenue studies, K-12 schools' analysis and market studies related to sports, leisure and cultural facilities.

Prior to PFM, Kevin worked as a member of Fishkind and Associates, Inc. real estate market group. In addition to the aforementioned consulting services, he has relevant experience in highest and best use land use analysis, detailed pro forma analysis associated with real estate transactions, and economic impact analysis.

Michael Dennis, *Senior Analyst*
3 Years of Experience

Michael Dennis joined PFM in 2019 and works as a financial advisory senior analyst based in the Orlando office. In this role, he provides technical and analytical support for various cities, counties, independent authorities, and special assessment districts. His present duties include structuring, sizing, and supporting the pricing of new money, re-amortizing and refunding bond issues, conducting capacity analysis, providing ratings support, and analyzing issuer's outstanding debt to identify refunding opportunities. Additionally, he supports the preparation of assessment methodologies for PFM's special districts practice.

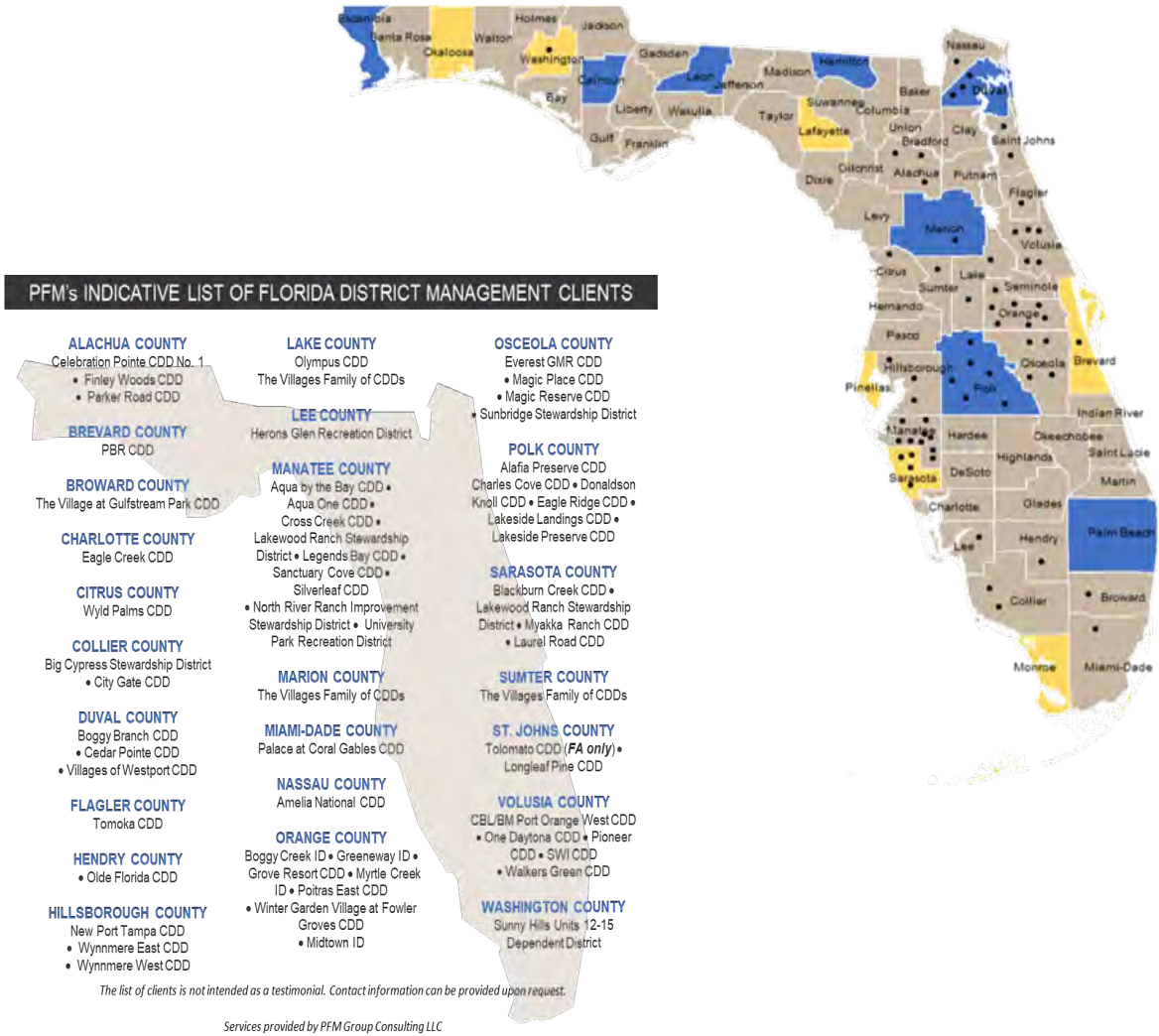
Michael has been involved in executing debt transactions totaling over \$2 billion in par through competitive sales, negotiated transactions and direct loans/leases.

Michael graduated cum laude from Florida State University with a Bachelor of Science in Finance and Marketing as well as a minor in Political Science. He is a registered Municipal Advisor Representative (Series 50).



Representative Clients

PFMGC's Florida District Management clients include over 60 special districts located in 24 counties across Florida:





References

We encourage the District to contact the following references as a testament to our client service and expertise.

Contact Name & Title	Contact Information	Representative Clients
Kelly (McCarrick) White ICI Homes—Director of Finance	KWhite@ICIHomes.com 386.527.3940	Currently serves on: <ul style="list-style-type: none"> • Cedar Pointe CDD Board as Chair • Parker Road CDD Board as Chair • Pioneer CDD Board as Chair • Tomoka CDD Board as Chair • Boggy Brach CDD Board as Chair • Longleaf Pine CDD Board as Chair
Hector Lizasuain Magic Development – Government Affairs & Planning Director	hector@magicdevelopment.com 407.403.7414	Currently serves on: <ul style="list-style-type: none"> • Magic Place CDD Board as Chair • Magic Reserve CDD Board as Chair
Steve Ludmerer Board of Supervisor- University Park Recreation District	sludmerer@gmail.com 609.841.8911	Currently serves on: <ul style="list-style-type: none"> • University Park Recreation District Board as Treasurer



EXHIBIT A

SCOPE OF SERVICES

I. **General Management Services**

General Consultation, Meetings, and DISTRICT Representation

The Manager shall organize the DISTRICT meetings. This includes, but is not limited to, providing the agenda and Board packages, scheduling, notification, publication and related matters. The service to be provided shall also include, but not be limited to planning, scheduling, production and quality control, coordination, and administration of various professional service elements.

The manager shall prepare and submit to the DISTRICT's Board of Supervisors a proposed annual budget and administer the adopted budget of the DISTRICT.

As the DISTRICT's Manager, we will consult with the DISTRICT Board of Supervisors and its designated representatives, and when necessary, participate in such meetings, discussions, project site visits, workshops, and hearings as may pertain to the administration, accomplishment, and fulfillment of the professional services with regard to the projects and general interest of the DISTRICT.

The Manager shall consult with and advise the DISTRICT on matters related to the operation and maintenance of the DISTRICT and assist the DISTRICT to ensure compliance with all statutes and applicable law affecting the DISTRICT. The Manager will maintain the DISTRICT's website in compliance with applicable law and ensure an e-mail system is in place which provides a separate "COD e-mail address" for all Board members with an archiving system which will allow the Manager to respond to public records requests and maintain e-mails in compliance with applicable records retention law.

II. **Accounting Services**

The Manager shall define and implement an integrated management reporting system which will allow the DISTRICT to represent fairly and with full disclosure the financial position of the DISTRICT. Monthly financial statements will be provided in addition to a year-end audited financial statement to be prepared by a certified public accounting firm selected by the DISTRICT. These services will be coordinated with the DISTRICT's auditors to assure a smooth and efficient audit of the DISTRICT's books.

III. **Minutes and Records**

The Manager shall define and implement a system of record management for the DISTRICT, including a concise and accurate record of the official actions of the Board of Supervisors and any appointed boards or committees, and shall oversee the maintenance and disclosure of DISTRICT's records pursuant to Florida law.

IV. **Annual Assessments, Lien Book Maintenance and Disclosure Assistance**

The Manager will maintain the tax roll for the DISTRICT and coordinate and report to the Tax Assessor and Tax Collector for the jurisdiction in which the DISTRICT exists.



The Manager will assist with administration of the DISTRICT's assessment methodology during platting and maintain the DISTRICT's lien book and release of liens at closings. The Manager will provide continuing disclosure filing coordination and assistance for DISTRICT debt issues on EMMA as required by the MSRB and other regulatory agencies.

V. Field Services

If requested by the DISTRICT, the Manager will coordinate and provide contract administration for services provided to the District by outside vendors and interface with designated individuals to ensure anticipated levels of service are being met. Such services may be provided via subcontractor hired by the Manager. Attached to this proposal is a sample of a Field Manager Report and Work Order Report outlined in Exhibit C.

This may include but not be limited to:

- Develop service contracts for the delivery of services to the DISTRICT, with the assistance of the DISTRICT's Counsel
- Ensure that contract specifications are met
- Interface with residents and contractors to ensure that anticipated service levels are being provided
- Prepare contract amendments and change orders as necessary
- Ensure proper contractor billing is received
- Implement internal purchasing policies
- Prepare and bid services and commodities as necessary
- Coordinate with the Developer to determine the services and levels of service to be provided as part of the DISTRICT's budget preparations (which would include identifying new services, expanded areas of existing services, new levels of service and provide budget recommendations based on findings)

The Manager may also be requested to provide day-to-day management of in-house operations by performing the following:

- Hire and train a highly qualified staff
- Coordinate all personnel applications, benefits, and payroll and submit in an accurate and timely manner
- Prepare and implement operating schedules
- Prepare and implement operating policies





Fee Proposal

EXHIBIT B COMPENSATION FOR SERVICES

MANAGER shall be compensated for the provision of the services described in Exhibit A based on fee schedule below. The fees do not include *reimbursable expenses* (as described in Section III.1. herein) related to regularly scheduled DISTRICT Board meetings. Fees will be reviewed and may be adjusted annually as reflected in the DISTRICT's approved budget.

<i>District</i>	<i>Management & Accounting Fee</i>
VillaSol CDD	\$45,000
<hr/>	
<i>Debt Issue Services</i>	<i>Annual Fee (per series)</i>
Assessment Administration	\$7,500
Continuing Disclosure Assistance	\$1,000
<hr/>	
<i>Additional Services*</i>	<i>Cost of Issuance (per series)</i>
District Management Services Cost of Issuance	\$10,000
Continuing Disclosure Assistance Cost of Issuance	\$1,000
<hr/>	
<i>Additional Services**</i>	<i>Field Management Services</i>
Field Management Services	\$48,000

*Additional Services – District Management Services Cost of Issuance and Continuing Disclosure Assistance Cost of Issuance. These fees are applicable for any bond or debt issue and payable at closing as part of the Cost of Issuance. These fees are not related to the Operating & Maintenance Budget for the District.

The fees outlined above may be increased or otherwise amended annually as reflected in the adopted Operations & Maintenance Budget for the District. New fees will become effective on October 1 of the applicable budget year.



VillaSol CDD Current Budget vs. PFM Proposed Fee

Fee Type:	Current Budget ¹	PFM Proposed
District Management	\$48,410	\$45,000
Accounting	\$0	Included in DM Fee
Assessment Administration	\$5,150	\$7,500
Dissemination Agent/Continuing Disclosure Assistance	\$1,000	\$1,000
Field Services	\$48,000	\$48,000
Total	\$ 104,660	\$ 103,600

¹ Source: VillaSol CDD FY 2023 Budget

<i>*PFM Management Fee does not include website maintenance fees, below are the cost for a 3rd Party Company to provide website services*</i>	
Website - 3rd Party	
Website Conversion - One-Time	\$3,000*
Monthly Maintenance Fee	\$150 monthly / \$1,800 yearly
ADA Auditing Quarterly Fee	\$300 quarterly / \$1,200 yearly
Website SSL Certificate	\$10.00 monthly / \$120 yearly
Includes conversion of site to ADA & WCAG optimized template with ADA Compliance seal	



EXHIBIT C

FIELD MANAGEMENT SERVICES

SAMPLE FIELD REPORT & WORK ORDER REPORT



Company: PFM FIELD SERVICES
Contact: FIELD MANAGER
Phone:

Email: _____
Title: DISTRICT NAME
Created: Fri, 1/20/2023

(1)

Picture of Entrance Sign for the District

Phase 2 Entrance Sign

Created: Fri, 1/20/2023

(2)



Crack In Phase 2 Sign

Created: Fri, 1/20/2023

Work order #570 - proposals received



(3)

Picture of the Entrance Sign for the District

Landscaping- Phase 2 Sign

Created: Fri, 1/20/2023

Will monitor- area cleaned out

(4)



Phase 1 Landscaping

Created: Fri, 1/20/2023

Bushes will be monitored - small growth seen



Company: PFM FIELD SERVICES
Contact:
Phone:

Email: _____
Title: DISTRICT NAME
Created: Fri, 1/20/2023

(5)



Phase 2 Fence - New Landscaping

Created: Fri, 1/20/2023

(6)



Phase 2 Dog Park

Created: Fri, 1/20/2023



Company: PFM FIELD SERVICES
Contact: FIELD MANAGER
Phone:

Email: _____
Title: DISTRICT NAME
Created: Fri, 1/20/2023

(7)



Phase 2 Dog Park

Created: Fri, 1/20/2023

Fencing repaired

(8)



Phase 2 Exit Side Fence

Created: Fri, 1/20/2023

Sand believed to be from neighboring community. Follow up email will be sent but may need counsel to request Developer's assistance with cleanup



Company: PFM FIELD SERVICES
Contact: FIELD MANAGER
Phone:

Email: _____
Title: DISTRICT NAME
Created: Fri, 1/20/2023

(9)



Phase 2 Pond

Created: Fri, 1/20/2023

Growth still exists. Will monitor

(10)



Phase 2 Pond

Created: Fri, 1/20/2023



Company: PFM FIELD SERVICES
Contact: FIELD MANAGER
Phone:

Email: _____
Title: DISTRICT NAME
Created: Fri, 1/20/2023

(11)



Phase 2 Pond

Created: Fri, 1/20/2023

(12)



Broken Gate at Lift station

Created: Fri, 1/20/2023

Work order #577 - follow up with County



Company: PFM FIELD SERVICES
Contact: FIELD MANAGER
Phone:

Email: _____
Title: DISTRICT NAME
Created: Fri, 1/20/2023

(13)



Phase 1 Pond

Created: Fri, 1/20/2023

(14)



Phase 1 Inlet

Created: Fri, 1/20/2023

Work order #357 - needs inspection. Please advise if engineer will review.



Company: PFM FIELD SERVICES
Contact: FIELD MANAGER
Phone:

Email: _____
Title: DISTRICT NAME
Created: Fri, 1/20/2023

(15)



Phase 1 Pond - Leaning Sign

Created: Fri, 1/20/2023

Work Order #708 - assigned to Caliber

(16)

Picture of the Entrance Sign for the District

Phase 1 Sign- Perennial Planting

Created: Fri, 1/20/2023

Work order #327 - installed plants were to be perennials. Onsite meeting with Caliber on 1/20 reminded that this needed to be updated.



Company: PFM FIELD SERVICES
Contact: FIELD MANAGER
Phone:

Email: _____
Title: DISTRICT NAME
Created: Fri, 1/20/2023

(17)



Phase 1 Open Area

Created: Fri, 1/20/2023

(18)



Street Lights

Created: Fri, 1/20/2023

Work order #574 - Complete. Two lights reported last month repaired. No additional street lights found.

DISTRICT NAME

Status Selected: Ready for Inspection, Open, Scheduled, Awaiting Quote, Pending, Awaiting BOD approval, Ready for Payment, Inspection Needed

ID	Due Date/ Follow-up	Description	Assigned To / Contact	Estimate
Awaiting BOD approval				
Maintenance/Handyman				
570		Large Cracks in Phase 2 Entrance and Exit signs	Entrance Sign - Phase 2	
Entered Date: 11/17/2022				\$0.00
666		Broken stones at Phase 1 wall	Entrance Sign- Phase 1	
Entered Date: 12/29/2022				\$0.00
Maintenance/Handyman Count:				0
Pond Maintenance				
357		Stormwater Inlet/Outlet repair	Phase 1 Retention Pond	
Entered Date: 9/9/2022				\$0.00
Pond Maintenance Count:				0
Awaiting BOD approval Count:				0
Open				
Landscaping				
327		Phase 1 Sign Plant Installation	Caliber Entrance Sign- Phase 1	
Entered Date: 8/19/2022				\$0.00
Landscaping Count:				0
Maintenance/Handyman				
708		Leaning Sign at Phase 1 Pond		
Entered Date: 1/20/2023				\$0.00
Maintenance/Handyman Count:				0
Pond Maintenance				
479		Additional Plantings Proposal - Ponds	Phase 2 Retention Pond	
Entered Date: 10/18/2022				\$0.00
595		Drainage Swale Cleanup	aqualis	
Entered Date: 11/21/2022				\$0.00
Pond Maintenance Count:				0
FIELD MANAGER				

DISTRICT NAME

Status Selected: *Ready for Inspection, Open, Scheduled, Awaiting Quote, Pending, Awaiting BOD approval, Ready for Payment, Inspection Needed*

ID	Due Date/ Follow-up	Description	Assigned To / Contact	Estimate
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577 PH 1 Lift Station Damaged Fence

Entered Date: 11/17/2022

\$0.00

FIELD MANAGER: **Open** 0

Count: 0

DISTRICT NAME Count: 0

Estimate Total: \$0.00

Sample

DISTRICT NAME

Status Selected: Closed

ID	Due Date/ Follow-up	Description	Assigned To / Contact	Estimate
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Closed

Fencing

677		Damaged Fencing along Phase 2 fence- holes	Caliber Residential & Commercial Services, LLC	
Entered Date: 1/6/2023				\$0.00
				Fencing Count: 0

Maintenance/Handyman

695		Fence Panels at Dog Park- Broken	Caliber Residential & Commercial Services, LLC Dog Park	
Entered Date: 1/17/2023				\$0.00
				Maintenance/Handyman Count: 0

FIELD MANAGER

649		Street Lights Staying On: 26581-33384 and 26836-33345		
Entered Date: 12/16/2022				\$0.00
650		Missing Yield Sign- Phase 2 roundabout		
Entered Date: 12/16/2022				\$0.00
				FIELD MANAGER: Closed 0
				Count: 0
				DISTRICT NAME Count: 0
				Estimate Total: \$0.00



**VILLASOL COMMUNITY
DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

Proposals Must Be Submitted No Later Than

2:00 P.M.

March 3, 2023

**VILLASOL COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

The VillaSol Community Development District (“VCDD”) seeks proposals from firms interested in providing District Manager services to the VCDD in compliance with Chapter 190, Florida Statutes, Section 190.007.

Proposals shall be made to the VillaSol Community Development District, c/o Scott D. Clark, Esq., District Counsel, 1800 Town Plaza Court, Winter Springs, Florida 32708, prior to 2:00 PM on March 3, 2023. At approximately 2:05 PM, five (5) minutes after submittal deadline on March 3, 2023, the proposals will be opened publicly at this location. Proposals may be delivered in physical form to the location specified above or may be submitted electronically by sending them to sclark@winterparklawyers.com, with a copy to dtraub@winterparklawyers.com. It is the responsibility of the party submitting the proposal to obtain a delivery receipt for the proposal, regardless of the manner of delivery.

Proposals shall include a signed copy of the proposal. Proposals must comply with all of the specifications and instructions in the Request for Proposals, a copy of which may be obtained by contacting VCDD’s District Counsel, Scott D. Clark, Esq. via email at sclark@winterparklawyers.com.

VCDD reserves the right to reject any or all proposals, to waive technicalities, to re-advertise, and to otherwise conduct this Request for Proposals in the manner it deems to be in the best interests of the VCDD.

Prospective firms, as well as any agents, representatives or persons acting at the request of such prospective firms, shall be prohibited from discussing any matters related in any way to this Request for Proposals with any VCDD officer, agent, or employee, other than the VCDD’s District Counsel, Scott D. Clark, Esq., or as may otherwise be directed in the Request for Proposals.

VILLASOL COMMUNITY DEVELOPMENT DISTRICT REQUEST FOR PROPOSALS

GENERAL INSTRUCTIONS

VillaSol Community Development District (“VCDD”) seeks proposals from firms interested in providing District Manager services to VCDD, and which shall specifically include those district management services set forth in Exhibit A hereunder and all anticipated Miscellaneous Fees contained in Exhibit B hereunder.

Proposals shall be made to the VillaSol Community Development District, c/o Scott D. Clark, Esq., District Counsel, 1800 Town Plaza Court, Winter Springs, FL 32708, prior to 2:00 PM on March 3, 2023. At approximately 2:05 PM on March 3, 2023, the proposals will be opened publicly at the 1800 Town Plaza Court, Winter Springs, FL 32708. Proposals received after the established deadline will not be opened.

Proposals shall include a signed copy of the proposal. Proposals must comply with all of the specifications and instructions in this Request for Proposal (“RFP”).

1. PURPOSE

VCDD is seeking proposals from qualified firms interested in providing District Manager services to the VCDD. VillaSol is a planned unit development approved for 798 residential units and approximately fifteen (15) acres for commercial use, located in the north central portion of Osceola County at the intersection of Simpson Road (State Road 530) and the Osceola Parkway, just south of the Orange/Osceola County line. The Osceola Parkway is a major east/west four-lane arterial roadway that connects Simpson Road to Interstate 4 and serves to move traffic from the Florida Turnpike to World Drive located at Walt Disney World. There is an HOA in the community. The assets which fall under the management of the VCDD, include but may not be limited to:

1. Roadways and a gatehouse
2. Various sidewalks throughout the community.
3. Perimeter fencing.
4. Storm sewer system.
5. Lakes, ponds and preserves throughout the community.
6. Certain common areas and conservation areas.
7. A clubhouse, pool and other recreational facilities

A detailed maintenance map of the community is available upon request.

2. SELECTION CRITERIA

The following criteria will be used in selecting the proposal that meets the best interest of the District:

1. The firm's experience and expertise in providing District Manager services to community development districts and similar entities. Please provide Five (5) references from current CDD Customers.
2. The firm's proposed staffing, management structure, devoted resources, in-house capabilities, and ability to provide all required District Manager services in a competent and timely manner.
3. Approach to District Management, cost-control techniques, pricing and fee schedule.
4. Ownership status and employment practices.

3. PREPARATION OF PROPOSAL

An authorized representative of the firm shall sign the proposal and all of the required forms attached to this RFP.

If the firm is a partnership, the proposal shall provide the names and addresses of all partners, and the proposal shall be signed by at least one partner with authorization to act on behalf of the partnership.

If the firm is a corporation, the proposal shall provide the name of the state in which the corporation's articles are held. The proposal must be signed in the name of, and under the seal of, the corporation, by a duly authorized officer or agent of the corporation, and their address must be given. Such officer or agent must present legal evidence that they have lawful authority to sign said bid, that the signature is binding upon the corporation, and that the corporation has a legal existence. In the event that any corporation, organized and doing business under the laws of any foreign state, is selected as the winning firm, such corporation shall present evidence before a Purchase Order for said work is executed, that it is authorized to do business in the State of Florida.

VCDD shall not be responsible for any expenses incurred by the firm in preparing or submitting a proposal in response to this RFP, nor any expenses associated with interviews, presentations or contract negotiations related to the proposal.

4. CLARIFICATION AND INTERPRETATION

Any comments, questions, or requests for clarification, interpretation or additional information concerning the RFP shall be submitted in writing, or by e-mail to the VCDD District Counsel, at the contact information below on or before 12:00 PM on February 17, 2023. Firms are not entitled to rely upon, and VCDD will not be bound by, any oral interpretations given by VCDD or its staff or representatives. Written addenda or determinations issued by the VCDD are the only method by which this RFP may be clarified, interpreted or modified. If any such written decisions are issued, VCDD will make reasonable efforts to notify all firms, and will generally post such written decisions on VCDD's website, www.villasoldcdd.org. However, each firm shall be responsible for contacting the VCDD District Counsel prior to submitting its proposal to determine if any such written addenda have been issued and to amend their proposal as necessary.

VillaSol Community Development District
 Scott D. Clark, Esq., District Counsel
 1800 Town Plaza Court,
 Winter Springs, Florida 32708

Alternatively, via email at: sclark@winterparklawyers.com

5. CORRECTION OR WITHDRAWAL OF PROPOSALS

Correction or withdrawal of inadvertently erroneous bids or proposals before or after opening, or cancellation of awards or contracts based on mistakes, may be permitted in the sole discretion of the VillaSol Community Development District. In any bid based, in whole or in part, upon a price calculated by multiplying a unit cost by the number of units to be purchased, the accurate calculation of price shall control over a total price that is based on an error in such calculation. Bids or proposals may be modified or withdrawn by written notice received by the VCDD District Counsel at 1800 Town Plaza Court, Winter Springs, Florida 32708, or, alternatively, via email to sclark@winterparklawyers.com prior to the time set for opening of bids or proposals. After the opening, corrections shall be permitted only to the extent that the person submitting a bid or proposal can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the price and term of the bid or proposal actually intended. The person submitting the bid or proposal with the lowest price alleging a material mistake of fact may be permitted to withdraw their bid or proposal if:

- a. The mistake is clearly evident on the face of the document but the intended correct bid or proposal is not similarly evident; or
- b. The person submits evidence that clearly and convincingly demonstrates that a mistake was made.

6. PUBLIC PRESENTATIONS

VCDD may conduct discussions with and may require public presentations by firms, regarding their qualifications and ability to furnish the required services. VCDD shall not be responsible for any expenses incurred for public presentations.

7. PUBLIC RECORDS

The firm understands that upon receipt of the proposal by the VCDD, the proposal documents become a “public record,” as defined in Chapter 119, Florida Statutes, and those documents are subject to public disclosure in accordance with that Chapter.

8. ANTI-COLLUSION

By offering a proposal in response to this RFP, the firm is certifying that it has not colluded in any way with any other firm or parties to the proposal, or made any communication that would be reasonably understood to be detrimental to the public purpose of the RFP process, and will not do so during the RFP process. Such prohibited communications include but are not limited to discussion of prices and data with competitors or other applicants, attempting to induce other firms not to submit proposals, and the employment of a person or agency to solicit or secure this contract upon a commission, percentage, brokerage, or contingent fee arrangement.

9. PUBLIC ENTITY CRIMES STATEMENT

As required by Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted contractor list following a conviction for a Public Entity Crime may not submit a bid on a contract to provide any goods or services to a Public Entity, may not submit a bid on a contract with a Public Entity for the construction or repair of a public building or a public work, may not submit bids on leases of real property to a Public Entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or contractor under a contract with any Public Entity, and may not transact business with any Public Entity in excess of the threshold amount provided in s. 287.017 for Category Two for a period of 36 months from the date of being placed on the convicted contractor list. Any person must notify the VCDD within 30 days after a conviction of a Public Entity crime applicable to that person or to an affiliate of that person. It is required that the attached Public Entity Form be signed and returned to this office with the proposal.

10. LOBBYING PROHIBITED

Upon the issuance of this RFP, all prospective firms, and any agent, representative or person acting at the request of such prospective firm, shall be prohibited from discussing any matters related in any way to this RFP with any officer, agent, or employee of the VCDD, other than the VillaSol Community Development District, c/o Scott D. Clark, Esq., District Counsel, 1800 Town Plaza Court, Winter Springs, Florida 32708 or, alternatively, via email at: sclark@winterparklawyers.com, or as may otherwise be directed in this RFP.

11. CANCELLATION

All contracts arising out of this RFP process shall provide that the VCDD shall have the right to unilaterally cancel, terminate or suspend the contract, in whole or in part, by providing thirty (30) days written notice by certified mail.

12. DISCRETION OF THE VCDD

VCDD reserves the right to accept any or all proposals, to reject any or all proposals, to waive any technical errors or omissions, and to request resubmission or clarification from any or all applicants. VCDD reserves the right to select any proposal that meets the requirements of this RFP and shall have sole discretion to determine which proposal is in the best interests of VCDD.

13. PROHIBITED INTERESTS

(a) No VCDD officer, employee, or agent shall participate, directly or indirectly, in the selection of a contractor, or in the award or administration of a contract if such officer, employee, or agent, or a spouse, child, parent, brother or sister of such officer, employee or agent, or a person that employs any of the above has an interest, financial, or otherwise, in a person or entity submitting a bid or proposal, except where such interest is not substantial and such interest is disclosed to and approved by the VCDD Board of Supervisors prior to such participation.

(b) No VCDD officer, employee, or agent shall solicit or accept a gratuity, favor or anything of monetary value from contractors, bidders, offerors or any person with an interest in a contract

except where such is unsolicited, of a nominal value and disclosed to the VCDD Board of Supervisors and the Board of Supervisors approve acceptance thereof.

(c) No VCDD officer, employee or agent that participates, directly or indirectly, in the procurement process shall be employed by any person or firm bidding for or contracting with the VCDD for contracts hereunder.

14. MINORITY BUSINESS ENTERPRISES

VCDD hereby notifies prospective firms that it will ensure that minority business enterprises will be afforded full opportunity to participate in response to this RFP, and that during the RFP and subsequent contract negotiation process, no party will be discriminated against based on race, color, creed, sex, age, national origin, or disability. Anyone requiring accommodations to access any public meetings required as part of the RFP or contract process should contact VillaSol Community Development District, c/o Scott D. Clark, Esq., District Counsel, 1800 Town Plaza Court, Winter Springs, Florida 32708 or, alternatively, via email at: sclark@winterparklawyers.com, at least 24 hours in advance of the meeting.

15. EQUAL EMPLOYMENT

Firm shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, or handicap.

16. COMPLIANCE WITH THE LAW

The act of submitting a response to this bid shall constitute an agreement by the firm that they have made themselves familiar with, and shall at all times observe and comply with, Federal, State, and Local laws, ordinances, codes, and regulations. No plea of misunderstanding will be considered on account of ignorance thereto. The firm shall indemnify and hold harmless the VCDD and all of their officers, agents, employees, or representatives from all suits, actions, or claims arising from or based on the violation of any such laws, ordinances, codes, and regulations whether by themselves, their employees, subcontractors, or agents.

17. ASSIGNMENT OF CONTRACT

The winning firm shall not be permitted to assign the contract without the written consent of the VCDD.

18. DISPUTE AND COMPLAINT

All complaints or grievances during the RFP process should be first submitted in writing to the VCCD District Counsel who will take prompt remedial action. The VCCD District Counsel shall investigate the validity of the complaint and present the findings in writing to the firm. If the firm is dissatisfied with the remedies, they may then make a written appeal, in accordance with Section 3.0 of the VCDD Rules. This policy does not preclude consideration of legal questions in connection with any decisions made by the VCDD.

19. INSURANCE REQUIREMENTS

The successful firm(s) shall be required to supply, at their cost, the following minimum insurance coverage:

A. *Workers Compensation*: Coverage to apply for all employees for Statutory Limits in compliance with the applicable state and federal laws. The policy must include Employers' Liability with a limit of \$500,000 each accident; \$500,000 each employee; and \$500,000 policy limit for disease.

B. *Professional Liability Insurance*: with minimum \$1,000,000 per occurrence for this project with a \$2,000,000 policy term general aggregate. Coverage shall be extended beyond the policy year term either by a supplemental extended reporting period (ERP) with as great of duration as available, with no less coverage and reinstated aggregate limits, or by requiring that any new policy provide a retroactive date no later than the inception date of claims made.

C. *Comprehensive Commercial General Liability Insurance*: Occurrence form required. Aggregate must apply separately to this contract/job. Minimum \$500,000 each occurrence; \$1,000,000 general aggregate; \$1,000,000 products and completed ops; and \$100,000 fire damage.

D. *Automobile Insurance*: To include all vehicles owned, leased, hired and non-owned vehicles with limits of not less than \$1,000,000 per each accident and for property damage and bodily injury, with contractual liability coverage for all work performed under this agreement.

E. VillaSol Community Development District is to be named additional insureds on Comprehensive Commercial General Liability Policy and the Business Auto Policy. Certification of same shall be required. All certificates of insurance must be on file with and approved by the VCDD before commencement of any work activities.

F. Any and all deductibles to the above referenced policies are to be the responsibility of the successful firm.

G. *Hold Harmless*: VCDD shall be held harmless and indemnified against all claims for bodily injury, sickness, disease, death or personal injury or damage to property, or loss of use resulting from or arising out of performance of this agreement or contract, unless such claims are a result of VCDD's sole negligence. VCDD shall also be held harmless and indemnified against all claims for financial loss with respect to the provision of or failure to provide professional or other services resulting in professional, malpractice, or errors or omissions liability arising out of performance of this agreement or contract, unless such claims are a result of VCDD's sole negligence.

FIRM'S CERTIFICATION

STATE OF Florida
COUNTY OF Orange

I, JENNIFER WALDEN, of PFM GROUP CONSULTING LLC (company),
submitting to furnish the following described materials, equipment, and/or services to the VillaSol
Community Development District ("VCDD").

HEREBY CERTIFIES THAT:

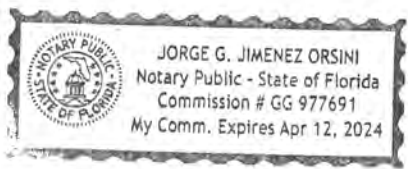
1. Bidder/Firm has thoroughly inspected the specifications or request for proposal and understands the terms and conditions thereof and they are incorporated by reference in the bid or proposal for said goods or services, and have verified measurements, if applicable.
2. The bid or proposal is Contractual and binding and shall be valid for not less than ninety (90) days from the date of bid opening. A longer time may be set out in the bid, the proposal, or as negotiated between the Bidder/Firm and VCDD.
3. The bid or proposal is made by a person authorized to bind the Bidder/Firm.
4. The bid or proposal is made without unlawful collusion between another Bidder/Firm or potential Bidder/Firm, or with any officer or employee of VCDD.
5. The bid or proposal is in full compliance with the Copeland Anti-kickback statute.
6. The bidder does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in employment or in the provision of services.

Jennifer L. Walden
Print Name: JENNIFER L. WALDEN

STATE OF Florida
COUNTY OF Orange

The foregoing instrument was acknowledged before me this 2 day of March, 2023,
by Jennifer Walden, as Senior District Manager (title) of
PFM Group Consulting (name of company), on behalf of LLC (type of entity).
Who is personally known to me, or Who produced _____ as identification, who did take an oath,
and who acknowledged before me that he executed the same freely and voluntarily for the purposes therein
expressed.

(Notary Seal)



Jorge Jimenez Orsini
Signature Jorge Jimenez Orsini
Print Name
NOTARY PUBLIC-STATE OF FLORIDA
My Commission Expires: 4/12/24
Commission No. GG 977691

NO LOBBYING AFFIDAVIT

STATE OF Florida
COUNTY OF Orange

This, 2ND, of MARCH, 2023, JENNIFER WALDEN
being first duly sworn, deposes and says that he or she is the authorized representative of
PFM GROUP CONSULTING LLC
(Name of the authorized Contractor, Contractor or individual), maker of the attached request for proposal
released by VillaSol Community Development District, and that the Firm and any of its agents agrees to
abide by VillaSol Community Development District's no lobbying restrictions in regards to this solicitation.

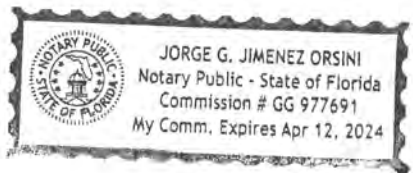
Affiant Jennifer Walden

The foregoing instrument was acknowledged before me this 20 day of March,
2023, by Jennifer Walden (name of person, officer, or agent, title
of officer or agent), of PFM Group Consulting LLC (name of corporation or
partnership, a Delaware Limited Liability Company authorized to conduct business in Florida (state of incorporation or partnership, if applicable).

Who is personally known to me,

Who produced _____ as identification, who did take an oath, and who
acknowledged before me that he executed the same freely and voluntarily for the purposes therein expressed.

(Notary Seal)



Signature Jorge Jimenez Orsini

Print Name Jorge Jimenez Orsini
NOTARY PUBLIC-STATE OF Florida
My Commission Expires: 4/12/24
Commission No. 676 977691

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to VillaSol Community Development District ("VCDD") by:

(Print individual's name and title) JENNIFER WALDEN, SENIOR DISTRICT MANAGER

For: PFM GROUP CONSULTING LLC
(Print name of entity submitting sworn statement)

Whose business address is: 1735 MARKET STREET, 42ND FLOOR, PHILADELPHIA, PA 19103

And (if applicable) its Federal Employer Identification Number (FEIN) is: 81-1642478

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), FLORIDA STATUTES, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1) (b), FLORIDA STATUTES, means a finding of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), FLORIDA STATUTES, means:

- a. A predecessor or successor of a person convicted of a public entity crime; or
- b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one (1) person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arms-length agreement, shall be a prima facie case that one (2) person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1) (e), FLORIDA STATUTES, means any natural person or entity organized under the laws of any state of the United States with the

legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement (indicate which statement applies).

Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one (1) or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICE FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Date: 3/2/23
STATE OF Florida
COUNTY OF Orange

Signature Jennifer S. Walden

The foregoing instrument was acknowledged before me this 2 day of March, 2023 by Jennifer Walden, as Senior District Manager of Fuller Consulting LLC a Delaware limited liability company authorized to conduct business in Florida on behalf of the company. Who is personally known to me, or Who produced _____ as identification, who did take an oath, and who acknowledged before me that he executed the same freely and voluntarily for the purposes therein expressed.

(Notary Seal)

Signature Jorge Jimenez Orsini



Print Name Jorge Jimenez Orsini
NOTARY PUBLIC-STATE OF Florida
My Commission Expires: 4/12/24
Commission No. 66977691

EXHIBIT “A”

VILLASOL COMMUNITY DEVELOPMENT DISTRICT MANAGEMENT SERVICES STATEMENT OF WORK

GENERAL INFORMATION

VillaSol is a planned unit development approved for 798 residential units and approximately fifteen (15) acres for commercial use, located in the north central portion of Osceola County at the intersection of Simpson Road (State Road 530) and the Osceola Parkway, just south of the Orange/Osceola County line. The Osceola Parkway is a major east/west four-lane arterial roadway that connects Simpson Road to Interstate 4 and serves to move traffic from the Florida Turnpike to World Drive located at Walt Disney World. VillaSol also includes extensive amenities including a 3,800-sq. ft. clubhouse, swimming pool, playgrounds, a basketball court, tennis courts and several acres of wooded trails that wind throughout the community. Property in VillaSol is owned by numerous individuals and entities.

The District is responsible to manage its lakes and wetlands under a permit from the South Florida Water Management District.

The District desires to employ the services of a qualified contractor to provide management, financial and accounting advisory services under the following statement of work.

STATEMENT OF WORK

This statement of work (SOW) defines the Management Services that shall be provided to the District Board of Supervisors.

I. GENERAL CONSULTATION, MEETINGS AND DISTRICT REPRESENTATION

The Manager shall:

- a. Assign a District Manager (Manager) subject to Board of Supervisor’s approval. As the Manager, consult with the District Board of Supervisors and its designated representative, and when necessary, participate in such meetings, discussions, project site visits, workshops and hearings as may pertain to the administration, accomplishment and fulfillment of the professional services set forth herein with regards to the projects and general interest of the District.
- b. Provide consultation and representation work with pertinent public agencies and private individuals in connection with the interests of the District. The service to be provided shall also include, but not be limited to planning, scheduling, production and quality control; coordination and administration of various professional service elements.

- c. Attend regular and special meetings of the Board of Supervisors.
- d. Manage the activities of the District financial consultants (i.e., accounts, financial advisors, Trustee as necessary so that required reports are made timely to bondholders, State Comptroller and Auditor General of the State of Florida.)
- e. Coordinate activities between the District's Engineer for infrastructure and operations and maintenance to ensure that all District operations are conducted in accordance with the required permits and regulations.
- f. Coordinate with the District's legal counsel to ensure that all District operations are conducted in accordance with Chapter 190, Florida Statutes and all other related Florida Statutes.
- g. Prepare, coordinate, and submit to the District's Board of Supervisors a proposed Annual Budget and administer the Adopted Budget of the District.
- h. Review draft audited financial statements from independent auditors, management letter suggestions and internal control opinions issued by the auditor.
- i. Coordinate activities between the District, County, property Appraiser and Tax Collector's office pursuant to Chapters 197, 190, and 170, Florida Statutes.
- j. Coordinate filing of any special assessment tax roll with County and City governments by the District's financial advisor.
- k. Support District contract negotiations as needed.
- l. Assign and oversee a Field Manager. Consult with and advise the District's Board of Supervisors on matters related to the operation and maintenance of District's property.
- m. Coordinate the activities and advise any advisory boards of the District.
- n. Implement the policies established by the District, in connection with the operation of the District.
- o. Immediately notify the Board of Supervisors and other interest parties of any major issue that could have a negative impact the District.

- p. Provide all other services necessary to effectively manage the operation of the District.

II. ADMINISTRATIVE SERVICES

The Manager shall:

- a. Notice all public meetings and other required legal advertising (i.e., public bidding, rates and rule amendments) in accordance with Chapters 189 and 190, Florida Statutes.
- b. Prepare Board meeting agenda packages and submit same to the Board of Supervisors in accordance with meeting schedule.
- c. Record and transcribe summarized meeting minutes, review for correctness, and provide same to the Board of Supervisors.
- d. Maintain an action item list, oversee open items until completion, and recommend closure of each action by the Board of Supervisors.
- e. Serve as the District's agent in disseminating information that is requested pursuant to the public records of the State of Florida.
- f. Prepare correspondence and other reports as required.
- g. Maintain District files in accordance with public record laws.
- h. Provide and maintain a District's website for communications with residents in the community.
- i. Transmit approved minutes to local governing authorities.

III. GENERAL SERVICES

The Manager shall provide the following Annual services:

- a. Establish an annual calendar of activities relating to:
 1. Accounting/financial reporting
 2. Milestone dates for annual audits (preliminary, start, field work, draft report, and final report.)

3. Arbitrage calculation dates.
 4. Bond compliance pursuant to the trust indenture.
 5. Budget process dates.
 6. Special assessment certification dates.
- b. Implement internal controls and procedures providing adequate segregation of duties and proper separation between various funds and account groups in order to safeguard District assets including bank accounts, and check stock.
 - c. Maintain books and records and related back-up documentation for all fund types and account groups consistent with Government Generally Accepted Accounting Principles; including:
 1. General fund (O&M)
 2. Capital project funds
 3. Debt service fund (including revenue and reserve funds)
 4. Fixed asset account group
 5. Long-term debt group
 - d. Establish bond compliance tracking procedures and completion of all requirements.
 - e. Coordinate year-end financial audits, including meeting with and providing all requested information needed by the auditor to timely perform said audit and to review audit invoices to ensure that audit work remains within authorized limits.
 - f. File audited financial statements and annual financial report to local governments and State agencies in accordance with Florida Statutes and District's bond covenants.
 - g. Coordinate annual arbitrage calculations with arbitrage consultants and ensure that deposits into the related accounts are made by the Trustee as identified by the arbitrage rebate calculation.
 - h. File, as required, certificates requesting exemption from County and City taxes.
 - i. File Federal and State taxes, when required.
 - j. Ensure District maintains adequate insurance. (i.e., general liability, public officials' liability/error and omissions and property).
 - k. File required reports for local government (i.e., public depositors report, public facilities report.)

The Manager shall provide the following Monthly services;

- a. Issue monthly financial statements to the Board of Supervisors and all other interested parties.

- b. Issue monthly action item list tracking open issues and recommending closure for Board of Supervisor's approval.
- c. Reconcile monthly investment statements:
 - 1. Review investment types to determine whether they comply with indenture requirements and meet District cash flow needs.
 - 2. Direct Trustee on investment portfolios.
 - 3. Review investment performance
- d. Review and process all general operating expenditures incurred by the District to ensure payment are in accordance with approved contracts, which include obtaining Board approval and disbursement from the appropriate funds.
- e. Provide any additional financial reporting that maybe requested by Board of Supervisors.
- f. Maintain database for assessment roll.

IV. FIELD MANAGEMENT SERVICES

The Manager's Field Manager shall:

- a. Coordinate activities with the District Manager for planning, developing, controlling and evaluating field maintenance contracts and programs.
- b. Develop and oversee the annual maintenance program as identified in the adopted budget of the District, develop policies, purchase requests and conduct competitive bidding, when necessary.
- c. Review and sign purchase orders and service contracts to facilitate field operations. Approve invoices for payment.
- d. Direct District contractors who provide installation, repair and maintenance of District properties including:
 - 1. Roadways and Gatehouse
 - 2. Landscaping
 - 3. Irrigation systems
 - 4. Common fences and walls
 - 5. Stormwater Facilities, Ponds and lakes
 - 6. Clubhouse and other recreational amenities
- e. Develop and implement a capital improvement plan based on the approved District Reserve Study and Board of Supervisors approval of the plan.

- f. Answer questions and requests from VillaSol residents concerning District field operations.
- g. Coordinate with County officials regarding related field maintenance issues.
- h. Coordinate with insurance carriers, District and non-District, for damages to District property and oversee restoration of these properties.
- i. Prepare, as required, portions of the District operations budget and monitor budget line item activity for field maintenance.
- j. Receive general administration supervision and guidance from District Manager.
- k. Correspond as required with the District Board of Supervisors and with the public as District representative. Provide to the Board of Supervisors a monthly status report.
- l. Administrate daily activities and conduct monthly on-site inspections.
- m. Help develop and enforce District policies and procedures including preventing, resident and non-resident, intrusion and/or damage to District property; ensure restoration is completed if necessary.

V. FUND SPECIFIC SERVICES

The Manager shall provide the following General Fund services:

- a. Bill and collect fees as needed (e.g., permits, inspections, document preparations).
- b. Receive and transmit assessment receipts to appropriate funds in accordance with adopted budgets and annual assessments.

The Manager shall provide the following Debt Service Fund services.

- a. Coordinate with Trustee to ensure District maintains reserve fund requirements in accordance with trust indenture.
- b. Review trust statements to ensure funds are transferred and deposited in appropriate accounts (i.e., interest earnings are transferred to appropriate accounts, prepaid assessments and annual assessments are deposited in appropriate accounts.)
- c. Coordinate with Trustee that mandatory principal and interest payments and special principal payments are made.

Exhibit B: Miscellaneous Fees

Please quote the following miscellaneous supplies that are to be billed monthly as an invoice:

Note: Expand this list to include all supplies required to support your Manager Services.

	Item	Cost (\$)
1	Agenda package	\$ 0 cost *
2	Tapes/CS	\$ 0 cost
3	Binders	\$ 0 cost
4	# 10 envelope	\$ 0 cost **
5	9 x 12 envelope	\$ 0 cost **
6	10 x 13 envelope	\$ 0 cost **
7	Storage box	\$ 0 cost
8	Copy	\$ 0 cost **
9	USPS	\$10.00 ***
10	Fed Ex	\$ 25.00 ***
11	Conference calls	\$ 0 cost
12	Offsite storage (archival)	\$ 0 cost

* Agendas are all produced electronically and provided on PFM tablet at the meeting. If the Board would like hard copies, see below for fees.

** If mailings are needed than there will be a cost associated with the quantity. See below for applicable fees.

*** Postage/FedEx fees vary by the amount of items sent per month and are only billed on an incurred basis.

Paper - \$0.25 per page

Envelopes - \$0.07 per envelope

Postage - current USPS standard postage

Section 3Aiii
Vesta Management and
Consulting, LLC



DPFG Management and Consulting, LLC
250 International Pkwy #208
Lake Mary, FL 32746
(321) 263-0132



Presented for:
VillaSol Community Development District

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March 1, 2023

Re: VillaSol Community Development District – Proposal for District Management Services

Dear Board of Supervisors of VillaSol Community Development District

On behalf of Vesta Property Services, Inc., it is my pleasure to submit the following proposal for District Management-related Consultant Services for your Community Development District. Our submittal outlines our company's qualifications and capabilities, in hopeful anticipation of providing these important services to the Board and Residents of the District.

In July of 2020, Vesta acquired DPFG of Florida, LLC. DPFG is an experienced and successful specialist in managing special taxing districts in Florida. Vesta is a Jacksonville-headquartered, leading property management company with three decades of successful experience throughout the state of Florida.

With this addition of District Management services, we now offer our client-communities all aspects of Community Management including Budgeting, Financial and Administrative Services, Financing/Refinancing of Bonds for public infrastructure, Special Methodology Assessment Structuring, Operational and Long-Term Capital Planning (all of which typically fall under "District Management Services"), as well as Homeowners Association, Amenities, and Field Operations Management Services.

Our proposal includes our District Manager, David McInness who will be assisted by our uniquely qualified, financial, accounting, and administrative leadership teams, to oversee immediate concerns and to forward-plan for the benefit of the residents of the community. It also includes additional support and services by our Field Manager, Larry Krause to assist with various field operations and vendor oversight. Thank you for your consideration of our proposal. We very much look forward to the opportunity to serve the community and work with the District, the Board of Supervisors, and other District Staff. Should you have any questions or require additional information, please feel free to contact me directly at (813) 390-6553 or scottsmith@vestapropertyservices.com.



Most respectfully,

Scott Smith
Scott Smith

Vice President, District Management Services
DPFG Management and Consulting, LLC.

A wholly owned subsidiary of Vesta Property Services, Inc



ABOUT US

Founded by J. Frank Surface in 1993, Vesta has redefined property management with superior amenities programming, customized management in every community, and affordable, direct financing for communities. Initially formed through the merger of several smaller complimentary management companies, our intention is to provide a single place where all community needs are met.

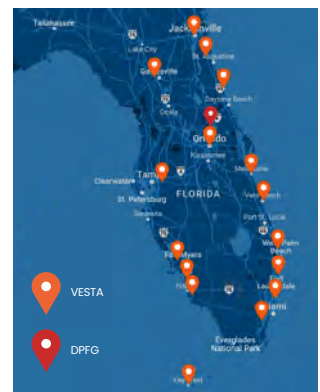


OUR VISION

Vesta's vision is to provide communities with exceptional lifestyle services, a superior community management experience, and strong financial support for developers and communities. Our team is equipped with years of experience and expertise all under one roof.

OUR LOCATIONS

Vesta has (16) offices located throughout the state of Florida. We provide a range of services from Amelia Island to Key West and nearly everywhere in between.



LEADERSHIP TEAM



David Surface
Chief Executive Officer

David has been the CEO of Vesta Property Services since July 2020, overseeing the company's executive team and overall day-to-day operations. During the past decade, he has been significantly responsible for Vesta's strong growth by spearheading our mergers and acquisitions and strategic partnerships. As a result, Vesta has tripled in size during this period and achieved widespread recognition as a leading, full-service property management company throughout Florida. His career experience includes all aspects of real estate, both commercial as well as residential. Prior to joining Vesta, David was managing partner for a real estate finance, management, and brokerage company serving institutional clients



Chrissy Richie
Chief Accounting Officer

Christine was appointed Corporate Controller in June 2013 to oversee the accounting functions and human resources administration for Vesta Property Services. She previously served as Chief Financial Officer for a multimillion-dollar healthcare provider operating in 14 states. With over 25 years of leadership experience in corporate finance and accounting, Christine has developed accounting and financial infrastructure for multiple start-up companies that include accounting systems, compliance, and risk management, as well as implementation of employee benefit plans, employee policies and procedures, and training and organizational development.



Scott Smith
Vice President, District Management Services

Scott has over 20 years of extensive industry experience having been a District Manager, HOA Manager, worked in the hospitality field and most recently and extensively providing regional support for amenity operations across multiple regions within the state. He has been with Vesta for two years now and worked closely with covering the greater Tampa, Orlando and Jacksonville markets. He has recently transitioned to overseeing and supporting the district management division for Vesta. Scott is also a graduate of the Leadership Tampa Bay class of 2020.

MANAGEMENT SUPPORT



David McInnes District Manager

David McInnes has over 20 years of diverse experience in the executive and legislative branches of Florida government as well as over 10 years of special district experience. He has worked as a director, an “in house” consultant and as a project/contract manager. As a representative of a state agency, David played a key role in negotiating legislative proposals and department budget and solved many problems involving Florida residents.

David has been recognized by the St. Johns River Water Management District (SJRWMD) for his professionalism and understanding of regulations and is known for his disciplined intensity and work ethic. As Environmental Resource Coordinator at SJRWMD, David identified and implemented measures to improve the efficiency and effectiveness of the permitting process for the agriculture community by focusing on eliminating unnecessary expenses, processes and duplication; he resolved compliance issues in an effort to avoid formal administrative actions and he was the manager of many agricultural cost-share projects.

David is a Florida native and holds a Bachelor of Science in Finance (focus on investment and portfolio management), a Bachelor of Science in Real Estate and a Masters of Business Administration (focus on business administration). He is a trained first responder and volunteered for over 15 years as a reserve law enforcement officer for the State of Florida.



Larry Krause Field Manager/Secondary District Manager

Larry Krause brings nearly 30 years of managerial and budget oversight experience to his current role as District Manager and Field Operations Manager. From managing production budgets in local television programming as director/producer in charge of overall production quality ... to helping lead public information efforts for Osceola County Government in Central Florida and CareerSource Central Florida, Larry understands the importance of responsible budget management and striking a balance between getting the most out of every dollar and providing the best quality service with a smile.

As Field Operations Manager, Larry combines onsite visitations with in-depth community and area research, and lends a personal touch by maintaining constant communication with his vendors, working with them to ensure his communities look and feel like the home his residents want and expect.

MANAGEMENT SUPPORT Contd.



Logan Muether Senior Financial Analyst

Logan Muether is a skilled Financial Analyst with experience relating to special district formation, implementation, financing and management. He has been working with DPFV/Vesta since 2019 and became the Senior Financial Analyst in 2021. Logan's primary responsibilities include management and applications of special assessment bonds and methodologies, strategic financial planning, and financial analysis for clients.

As Senior Financial Analyst of our District Management Services Division, Logan develops and prepares the annual budgets and administers all annual assessment rolls for Vesta/DPFG. During his tenure, Logan has developed budgets totaling over \$200M in special assessments on behalf of the special districts. Logan holds a Bachelor's of Science in Business Administration with a focus in finance from Florida Southern College.



Johanna "Skye" Lee Controller - District Manager Services

Skye Lee has 17 years in accounting and financial services. Before joining the Vesta Corporate Accounting team in 2020, Skye was responsible for overseeing the accounting in over 200 properties in the residential and commercial industry, as well as serving as a Development Analyst. She specialized in auditing, acquisition and disposition underwriting, due diligence, and construction accounting.

As Controller for our District Management Services Division, Skye oversees our staff accounting team members who are responsible for budgeting and forecasting and financial statement accounting as well as construction accounting. She oversees Accounts Payable, Accounts Receivable and our Payroll Services.

Bridgett Alexander Accounting Manager

Bridgett is a Florida native and a graduate of Seminal State with a degree in Business information Management. She has a versatile background in accounting with over 10 years of experience in AP, AR, financial statement production and information systems. Bridgett is CPA eligible and currently studying to sit for the exam. She currently reviews monthly financials, reporting and annual audit preparation for all Districts.

MANAGEMENT SUPPORT *Contd.*

Austin Comings

Senior Accountant

Austin has been part of the accounting team with DPG/Vesta since graduating from Florida Southern College in 2015. He has worked on various aspects of CDD accounting, including Accounts Payable, Construction Accounting, Financial Accounting, and now serves as the Senior Accountant. Austin is responsible for ensuring the district follows all Florida Statutes for the reporting of our CDD accounting, helps in the preparation of the yearly audits and budgets, and is involved in the accounting transition process for any new districts. He has also previously served as a District Manager on several properties.

Jacquelyn Leger

Senior Administrator

Ms. Leger is responsible for managing our Special Districts Administration Department. She oversees all the administrative responsibilities including the departments records management procedures and implementation guidelines through the State of Florida, Division of Library and Information Services and Bureau of Archives and Records Management.

Under the oversight of Ms. Leger, our Administrative Department ensures the proper preparation of agendas for Board meetings and workshops, compiling necessary information for the assembling of the meeting agenda packets. Her team of professionals support the District Manager's responsibilities, by updating the District's meeting schedules and coordinating the proper legal/public notice and advertisement requirements for all meetings, Requests for Proposals and Public Hearings. The Administrative Department collects, stores, and transcribes the audio recordings into meeting minutes, coordinates the dissemination and proper signatures of resolutions, contracts and other District documents as approved/adopted by the Board and appropriately retains them in the District's files.

Ms. Leger has earned her bachelor's degree in Technical and Scientific Communication – Creative Writing from The University of Central Florida and is finalizing her MBA in Library and Information Science from the University of Washington.



“

We work so our
residents can love
where they live . . .

QUALIFICATIONS & EXPERTISE

The following outlines our specific experience, qualifications, and duties related to the general District Management services.

- M** | **Meetings, Hearings, Workshops**
- Plan, Organize, Lead, and Facilitate/Conduct all Meetings, Workshops and Public Hearings
 - Supervisor Orientations, Training and Serving as a Trusted Advisor
 - Lead Boards in Executive Goal Setting for the District
 - Bond Refinancing, Assessment Methodology, Establishments
- A** | **Accounting & Reporting, Audits, Budgeting, Administration, Assessments & Revenue Collection**
- Accounting administration of combined operational and debt service budgets in excess of \$41.3 million
 - Placing special assessments on County tax bill, and/or collect directly, for 21,487 parcels throughout 10 counties in Florida
 - Provided construction accounting for capital improvement programs in excess of \$80 million
 - Assessment consultant on 55 CDD bond issuances; issuing, refunding, or restructuring debt in excess of \$450 million
- D** | **District Operations**
- Plan, organize and lead in the operational oversight of CDDs with operations and capital budgets in excess of \$25 million
 - Oversee performance of Amenity and Field Operations personnel, vendors, and District contracts
 - Experienced District Managers with prominent level of Facilities Operations knowledge in public works, infrastructure improvements including, storm water systems, roads, and bridges and highly amenitized facilities
- C** | **Capital Planning**
- We offer Strategic Long-Term Capital Planning, using reserve studies and financial outlook analysis modeling
 - Executive level experience in all aspects of long-term infrastructure budget management
- R** | **Records**
- We offer Strategic Long-Term Capital Planning, using reserve studies and financial outlook analysis modeling
 - Executive level experience in all aspects of long-term infrastructure budget management

STATEMENT OF WORK

This statement of work (SOW) defines the Management Services that shall be provided to the District Board of Supervisors.

I. GENERAL CONSULTATION, MEETINGS AND DISTRICT REPRESENTATION

The Manager shall:

- a. Assign a District Manager (Manager) subject to Board of Supervisor's approval. As the Manager, consult with the District Board of Supervisors and its designated representative, and when necessary, participate in such meetings, discussions, project site visits, workshops and hearings as may pertain to the administration, accomplishment and fulfillment of the professional services set forth herein with regards to the projects and general interest of the District.
- b. Provide consultation and representation work with pertinent public agencies and private individuals in connection with the interests of the District. The service to be provided shall also include, but not be limited to planning, scheduling, production and quality control; coordination and administration of various professional service elements.
- c. Attend regular and special meetings of the Board of Supervisors.
- d. Manage the activities of the District financial consultants (i.e., accounts, financial advisors, Trustee as necessary so that required reports are made timely to bondholders, State Comptroller and Auditor General of the State of Florida.)
- e. Coordinate activities between the District's Engineer for infrastructure and operations and maintenance to ensure that all District operations are conducted in accordance with the required permits and regulations.
- f. Coordinate with the District's legal counsel to ensure that all District operations are conducted in accordance with Chapter 190, Florida Statutes and all other related Florida Statutes.
- g. Prepare, coordinate, and submit to the District's Board of Supervisors a proposed Annual Budget and administer the Adopted Budget of the District.
- h. Review draft audited financial statements from independent auditors,

STATEMENT OF WORK *Contd.*

management letter suggestions and internal control opinions issued by the auditor.

- i. Coordinate activities between the District, County, property Appraiser and Tax Collector's office pursuant to Chapters 197, 190, and 170, Florida Statutes.
- j. Coordinate filing of any special assessment tax roll with County and City governments by the District's financial advisor.
- k. Support District contract negotiations as needed.
- l. Assign and oversee a Field Manager. Consult with and advise the District's Board of Supervisors on matters related to the operation and maintenance of District's property.
- m. Coordinate the activities and advise any advisory boards of the District.
- n. Implement the policies established by the District, in connection with the operation of the District.
- o. Immediately notify the Board of Supervisors and other interest parties of any major issue that could have a negative impact the District.
- p. Provide all other services necessary to effectively manage the operation of the District

II. ADMINISTRATIVE SERVICES

The Manager shall:

- a. Notice all public meetings and other required legal advertising (i.e., public bidding, rates and rule amendments) in accordance with Chapters 189 and 190, Florida Statutes.
- b. Prepare Board meeting agenda packages and submit same to the Board of Supervisors in accordance with meeting schedule.
- c. Record and transcribe summarized meeting minutes, review for correctness, and provide same to the Board of Supervisors.

STATEMENT OF WORK *Contd.*

- d. Maintain an action item list, oversee open items until completion, and recommend closure of each action by the Board of Supervisors.
- e. Serve as the District's agent in disseminating information that is requested pursuant to the public records of the State of Florida.
- f. Prepare correspondence and other reports as required.
- g. Maintain District files in accordance with public record laws.
- h. Provide and maintain a District's website for communications with residents in the community.
- i. Transmit approved minutes to local governing authorities.

III. GENERAL SERVICES

The Manager shall:

- a. Establish an annual calendar of activities relating to:
 - 1. Accounting/financial reporting
 - 2. Milestone dates for annual audits (preliminary, start, field work, draft report, and final report.)
 - 3. Arbitrage calculation dates.
 - 4. Bond compliance pursuant to the trust indenture.
 - 5. Budget process dates.
 - 6. Special assessment certification dates.
- b. Implement internal controls and procedures providing adequate segregation of duties and proper separation between various funds and account groups in order to safeguard District assets including bank accounts, and check stock.
- c. Maintain books and records and related back-up documentation for all fund types and account groups consistent with Government Generally Accepted Accounting Principles; including:
 - 1. General fund (O&M)
 - 2. Capital project funds
 - 3. Debt service fund (including revenue and reserve funds)
 - 4. Fixed asset account group
 - 5. Long-term debt group

STATEMENT OF WORK *Contd.*

d. Establish bond compliance tracking procedures and completion of all requirements.

e. Coordinate year-end financial audits, including meeting with and providing all requested information needed by the auditor to timely perform said audit and to review audit invoices to ensure that audit work remains within authorized limits.

f. File audited financial statements and annual financial report to local governments and State agencies in accordance with Florida Statutes and District's bond covenants.

g. Coordinate annual arbitrage calculations with arbitrage consultants and ensure that deposits into the related accounts are made by the Trustee as identified by the arbitrage rebate calculation.

h. File, as required, certificates requesting exemption from County and City taxes.

i. File Federal and State taxes, when required.

j. Ensure District maintains adequate insurance. (i.e., general liability, public officials' liability/error and omissions and property).

k. File required reports for local government (i.e., public depositors report, public facilities report.)

The Manager shall provide the following Monthly services:

a. Issue monthly financial statements to the Board of Supervisors and all other interested parties.

b. Issue monthly action item list tracking open issues and recommending closure for Board of Supervisor's approval.

c. Reconcile monthly investment statements:

1. Review investment types to determine whether they comply with indenture requirements and meet District cash flow needs.
2. Direct Trustee on investment portfolios.
3. Review investment performance

d. Review and process all general operating expenditures incurred by the

STATEMENT OF WORK *Contd.*

District to ensure payment are in accordance with approved contracts, which include obtaining Board approval and disbursement from the appropriate funds.

e. Provide any additional financial reporting that maybe requested by Board of Supervisors.

f. Maintain database for assessment roll.

IV. GENERAL SERVICES

The Manager's Field Manager shall:

a. Coordinate activities with the District Manager for planning, developing, controlling and evaluating field maintenance contracts and programs.

b. Develop and oversee the annual maintenance program as identified in the adopted budget of the District, develop policies, purchase requests and conduct competitive bidding, when necessary.

c. Review and sign purchase orders and service contracts to facilitate field operations. Approve invoices for payment.

d. Direct District contractors who provide installation, repair and maintenance of District properties including:

1. Roadways and Gatehouse
2. Landscaping
3. Irrigation systems
4. Common fences and walls
5. Stormwater Facilities, Ponds and Lakes
6. Clubhouse and other recreational amenities

e. Develop and implement a capital improvement plan based on the approved District Reserve Study and Board of Supervisors approval of the plan.

f. Answer questions and requests from Stoneybrook West residents concerning District field operations.

g. Coordinate with City and County officials regarding related field maintenance issues.

STATEMENT OF WORK *Contd.*

- h. Coordinate with insurance carriers, District and non-District, for damages to District property and oversee restoration of these properties.
- i. Prepare, as required, portions of the District operations budget and monitor budget line item activity for field maintenance.
- j. Receive general administration supervision and guidance from District Manager.
- k. Correspond as required with the District Board of Supervisors and with the public as District representative. Provide to the Board of Supervisors a monthly status report.
- l. Administrate daily activities and conduct monthly on-site inspections.
- m. Help develop and enforce District policies and procedures including preventing, resident and non-resident, intrusion and/or damage to District property; ensure restoration is completed if necessary

V. FUND SPECIFIC SERVICES

The Manager shall provide the following General Fund services:

- a. Bill and collect fees as needed (e.g., permits, inspections, document preparations).
- b. Receive and transmit assessment receipts to appropriate funds in accordance with adopted budgets and annual assessments.

The Manager shall provide the following Debt Service Fund services:

- a. Coordinate with Trustee to ensure District maintains reserve fund requirements in accordance with trust indenture.
- b. Review trust statements to ensure funds are transferred and deposited in appropriate accounts (i.e., interest earnings are transferred to appropriate accounts, prepaid assessments and annual assessments are deposited in appropriate accounts.)
- c. Coordinate with Trustee that mandatory principal and interest payments and special principal payments are made.

REFERENCES

Community Name: Beach CDD (“Tamaya”)
Contact: Stephen Kounoupas, Board Supervisor
Contact Phone: (904) 343-2710
Project Type: Planned community of 1,000+ homes
Location: Jacksonville, Florida

Community Name: Grand Haven CDD
Contact: Chip Howden, Chairman
Contact Phone: (386) 283-7741
Contact Email: chiphowden@cfl.rr.com
Project Type: Planned community of 1,000+ homes
Location: Palm Coast, Florida

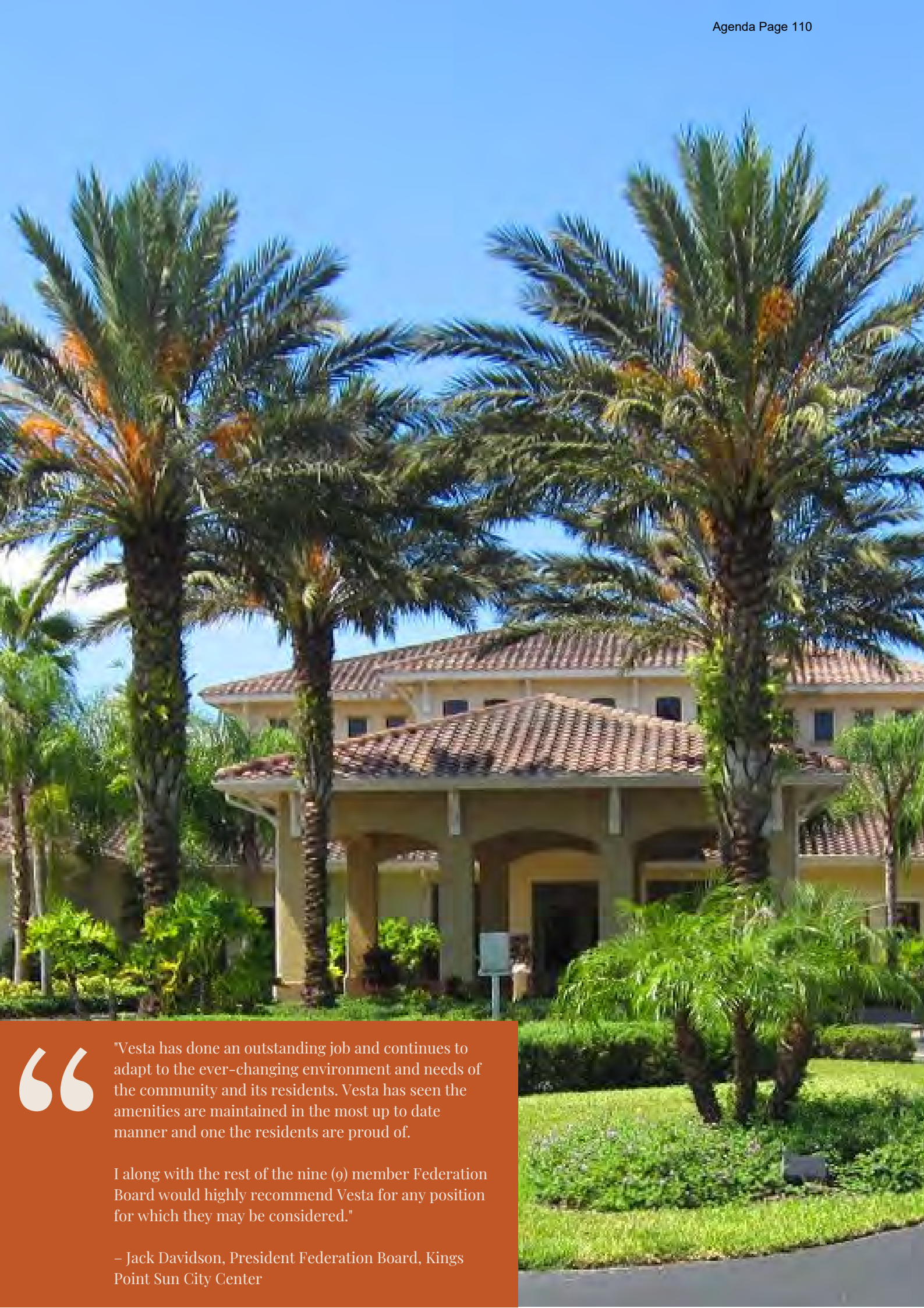
Community Name: Solterra CDD
Contact: Karan Wienker, Chair
Contact Phone: 310-890-8687
Contact email: karanlee@icloud.com
Project Type: Planned community of 1189+ homes
Location: Davenport, Florida

Community Name: Avalon Groves CDD
Contact: Candice Smith, Kolter Land ,Chair
Contact Phone: 813-615-1244
Contact email: csmith@kolter.com
Project Type: Planned community of 1724+ homes
Location: Clermont, Florida

Community Name: Asturia CDD
Contact: Glenn Penning, Chairman
Contact Phone: (309) 712-7621
Contact Email: seat2@asturiacdd.org
Project Type: Planned community of 1190 homes
Location: Wesley Chapel, FL

(Recently transitioned from Inframark on Dec. 1, 2022.)

Community Name: Heritage Harbor CDD
Contact: Clint Swigart, Seat #3
Contact Phone: (813) 226-7948
Contact Email: cds8011@gmail.com
Project Type: Planned community of 669 homes
Location: Lutz FL



“

"Vesta has done an outstanding job and continues to adapt to the ever-changing environment and needs of the community and its residents. Vesta has seen the amenities are maintained in the most up to date manner and one the residents are proud of.

I along with the rest of the nine (9) member Federation Board would highly recommend Vesta for any position for which they may be considered."

– Jack Davidson, President Federation Board, Kings Point Sun City Center

FEE SCHEDULE FOR PROPOSED SCOPE OF SERVICES

Vesta/DPCG proposes to maintain our fees set at \$66,000/year through Fiscal Years, 2023 and 2024 for District Management Services. We would like to also show that we typically charge \$2,500 for transition fees but will waive those costs. Our fees include services for District Management, Administration, Recording, Financial Accounting for General Fund, Debt Service Funds and a Reserve Fund, and the Assessment Roll and Dissemination Services provided to the Stoneybrook West Community Development District.

SERVICES	CURRENT	PROPOSED FEES
Dissemination Agent	\$1,000	\$1,000
Management Consulting	\$47,380	\$50,000
Special Assessments	\$5,150	\$5,000
Field Services	\$48,000	\$48,000
TOTAL	\$101,530 annually	\$104,000 annually
One-Time Transition Fee (See schedule of additional fees)		\$5,000 50% discount \$2,500 total

District Management Services Include:

- Up to 12 meetings and 1 budget workshop per year, 4 hours in length.
- Administrative and Accounting
- Tablets/electronic device for Supervisors use at meetings

FEE SCHEDULE FOR PROPOSED SCOPE OF SERVICES *Contd.*

Assessment Administration Services Include:

- Assessment Roll Preparation Services
- Preparation of the assessment roll and the timely submittal of the roll to the tax collector. Certification, direct billing, and funding request processing, as well as responding to property owner and realtors for Estoppel letters, bond payoff information and other collection related work.

Computer Time/Information Technology:

- This service is included in our District Management Fee

Website Administration:

- Initial work to migrate, host the website and pages.
- Ensure updated district documentation and contacts are posted on a monthly bases.

All annual fees for District Management & Field Management Services listed above will be billed on a monthly bases in 12 monthly installments. Any fees for additional services will be billed following services rendered with board approval.



“

“Their team is committed to ensuring the residents enjoy their time at the amenity centers and provide a safe/friendly environment. The parties and events, newsletters and other social media communications ensure the residents are well-informed throughout the year.”

– Jason Harrah, Board Supervisor, Durbin Crossing CDD, 2014 – Present

SCHEDULE OF ADDITIONAL SERVICES OFFERED AND FEE SCHEDULE

- 1. Additional District Meetings:** The District Management fees proposed are based upon the District holding up to 12 regular meetings and 1 budget workshop each year that each last up to 4 hours in length.
 - \$175/hour: An additional \$175/hour fee will be billed to the District, for each hour past the initial 4-hour meeting timeframe included in this proposal.
 - \$800 per meeting: Additional meetings or workshops outside of the aforementioned amount will be billed to the District at a total fee of \$800/per meeting.

- 2. Litigation Services:** Additional services to support or defend the District in legal proceedings will be billed at an hourly rate of \$175/hour but only upon board direction and approval.

- 3. Debt Service Fund Accounting & Assessment Collection Services:** If the District issues additional debt, the proposed fee for these services would be \$5,500 annually per bond issue.

- 4. Assessment Methodology Consultant Services (Special Methodology Reports):**
 - New Bond Issuance Fee: \$25,000 per new bond issuance.
 - Refinance Fee: \$15,000 per bond refinance
 - Bond Anticipation Notes: \$15,000 per issuance.

- 5. Long-Term Capital Planning:**
 - Long Term Capital Planning: \$5,000 (reduced from \$10,000)
 - This fee includes the costs associated with DPFPG providing all the Capital Planning, Funding, and Infrastructure Reinvestment Budgeting, producing a long term (10 year) financial outlook model to help the District/ Board to prioritize, plan for future costs and identify future assessment values for Operations and Maintenance as well as Infrastructure/Capital Items. Note: Does not include a Reserve Study.

- 6. Additional Services:** Should Vesta Property Services, Inc. and/or DPFPG be requested to provide additional services not covered in this proposal, fees for such services shall be negotiated in accordance with the terms mutually agreed upon by the District and Vesta Property Services, Inc.

EXHIBIT B: MISCELLANEOUS FEES

Please quote the following miscellaneous supplies that are to be billed monthly as an invoice:

Note: Expand this list to include all supplies required to support your Manager Services.

ALL MISCELLANEOUS FEES INCLUDED IN REGULAR FEE SCHEDULE.

	Item	Cost (\$)
1	Agenda package	N/A
2	Tapes/CS	N/A
3	Binders	N/A
4	# 10 envelope	N/A
5	9 x 12 envelope	N/A
6	10 x 13 envelope	N/A
7	Storage box	N/A
8	Copy	N/A
9	USPS	N/A
10	Fed Ex	N/A
11	Conference calls	N/A
12	Offsite storage (archival)	N/A

FIRM'S CERTIFICATION

STATE OF
COUNTY OF

I, Scott V. Smith, of DPFG Management & Consulting LLC (company),
submitting to furnish the following described materials, equipment, and/or services to the VillaSol
Community Development District ("VCDD").

HEREBY CERTIFIES THAT:

1. Bidder/Firm has thoroughly inspected the specifications or request for proposal and understands the terms and conditions thereof and they are incorporated by reference in the bid or proposal for said goods or services, and have verified measurements, if applicable.
2. The bid or proposal is Contractual and binding and shall be valid for not less than ninety (90) days from the date of bid opening. A longer time may be set out in the bid, the proposal, or as negotiated between the Bidder/Firm and VCDD.
3. The bid or proposal is made by a person authorized to bind the Bidder/Firm.
4. The bid or proposal is made without unlawful collusion between another Bidder/Firm or potential Bidder/Firm, or with any officer or employee of VCDD.
5. The bid or proposal is in full compliance with the Copeland Anti-kickback statute.
6. The bidder does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in employment or in the provision of services.

Scott Smith

Scott V. Smith

Print Name:

STATE OF Florida
COUNTY OF Seminole

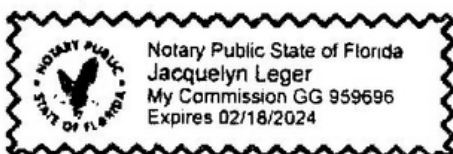
The foregoing instrument was acknowledged before me this 3 day of March, 2023,
by Scott V. Smith, as Vice President (title) of
DPFG Management & Consulting LLC (name of company), on behalf of DPFG Management & Consulting LLC (type of entity),
Who is personally known to me, or Who produced _____ as identification, who did take an oath,
and who acknowledged before me that he executed the same freely and voluntarily for the purposes therein
expressed.

(Notary Seal)

Jacquelyn Leger
Signature Jacquelyn Leger

Print Name

NOTARY PUBLIC-STATE OF Florida
My Commission Expires: 02/18/2024
Commission No. 959696



NO LOBBYING AFFIDAVIT

STATE OF Florida
COUNTY OF Seminole

This, 1st, of March, 2023, Scott V. Smith

being first duly sworn, deposes and says that he or she is the authorized representative of DPFG Management & Consulting LLC (Name of the authorized Contractor, Contractor or individual), maker of the attached request for proposal released by VillaSol Community Development District, and that the Firm and any of its agents agrees to abide by VillaSol Community Development District's no lobbying restrictions in regards to this solicitation.

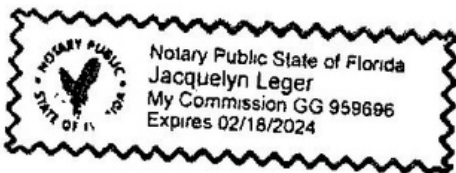
Affiant

The foregoing instrument was acknowledged before me this 1st day of March, 2023, by Scott v. Smith, Vice President (name of person, officer, or agent, title of officer or agent), of DPFG Management & Consulting LLC (name of corporation or partnership, a Vesta Property Services Inc. (state of incorporation or partnership, if applicable).

Who is personally known to me,

Who produced _____ as identification, who did take an oath, and who acknowledged before me that he executed the same freely and voluntarily for the purposes therein expressed.

(Notary Seal)



Signature Jacquelyn Leger

Print Name Jacquelyn Leger

NOTARY PUBLIC-STATE OF Florida

My Commission Expires: 02/18/2024

Commission No. 959696

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to VillaSol Community Development District (“VCDD”) by:

(Print individual’s name and title) Scott v. Smith, Vice President

For: DPFG Management & Consulting LLC
(Print name of entity submitting sworn statement)

Whose business address is: 250 International Parkway, Suite 208
Lake Mary, FL 32746

And (if applicable) its Federal Employer Identification Number (FEIN) is: 61-1806473

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement .)

2. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), FLORIDA STATUTES, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1) (b), FLORIDA STATUTES, means a finding of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an “affiliate” as defined in Paragraph 287.133(1) (a), FLORIDA STATUTES, means:

- a. A predecessor or successor of a person convicted of a public entity crime; or
- b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one (1) person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arms-length agreement, shall be a prima facie case that one (2) person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.

5. I understand that a “person” as defined in Paragraph 287.133(1) (e), FLORIDA STATUTES, means any natural person or entity organized under the laws of any state of the United States with the

legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement (indicate which statement applies).

Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one (1) or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICE FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Date: 3/01/2023

Signature Scott Smith

STATE OF Florida
COUNTY OF Seminole

The foregoing instrument was acknowledged before me this 3 day of March, 2023, by Scott V. Smith as Vice President of DPFG Management + Consulting, on behalf of _____
Who is personally known to me, or Who produced _____ as identification, who did take an oath, and who acknowledged before me that he executed the same freely and voluntarily for the purposes therein expressed.

(Notary Seal)

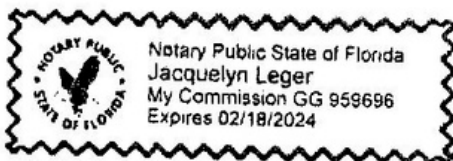
Signature Jacquelyn Leger

Print Name Jacquelyn Leger

NOTARY PUBLIC-STATE OF Florida

My Commission Expires: 02/18/2024

Commission No. 959696



CERTIFICATES OF INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MMDD/YYYY)
1/6/2023

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

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

PRODUCER Arthur J. Gallagher Risk Management Services, LLC 501 Riverside Ave Suite 1000 Jacksonville FL 32202		CONTACT NAME: Jessica Goff PHONE (A/C, No, Ext): 904-548-2301 FAX (A/C, No): 904-634-1302 E-MAIL ADDRESS: Jessica_Goff@ajg.com															
INSURED VESTAAP001 Vesta Property Services, Inc. FT, LLC. 245 Riverside Avenue Suite 300 Jacksonville FL 32202		INSURER(S) AFFORDING COVERAGE <table border="1"> <tr> <th>INSURER</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A : Philadelphia Indemnity Insurance Company</td> <td>18058</td> </tr> <tr> <td>INSURER B : Tokio Marine Specialty Ins Co</td> <td>23850</td> </tr> <tr> <td>INSURER C : Accident Fund Insurance Company of America</td> <td>10166</td> </tr> <tr> <td>INSURER D : AXIS Surplus Insurance Company</td> <td>26620</td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>		INSURER	NAIC #	INSURER A : Philadelphia Indemnity Insurance Company	18058	INSURER B : Tokio Marine Specialty Ins Co	23850	INSURER C : Accident Fund Insurance Company of America	10166	INSURER D : AXIS Surplus Insurance Company	26620	INSURER E :		INSURER F :	
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INSURER C : Accident Fund Insurance Company of America	10166																
INSURER D : AXIS Surplus Insurance Company	26620																
INSURER E :																	
INSURER F :																	

COVERAGES **CERTIFICATE NUMBER:** 631927089 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MMDD/YYYY)	POLICY EXP (MMDD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:		PHPK2365457	1/1/2022	1/17/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Liquor \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		PHPK2365457	1/1/2022	1/17/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		PUB810755	4/1/2022	1/17/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	UHWCP10007441801	1/1/2023	1/1/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Excess Liability		P00100083759101	4/1/2022	1/17/2023	Each Occurrence \$2,000,000 Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Abuse & Molestation - \$1MM/ per occurrence; \$2MM/ annual aggregate. Policy # PHPK2365457 1/1/22-1/17/23
 Excess policy, written by Tokio, sits over General Liability, Auto Liability, Employee Benefits Liability, Liquor Liability, Abuse or Molestation, and Employer's Liability. 4/1/22-1/17/23

CERTIFICATE HOLDER Proof Of Coverage	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

ACORD 25 (2016/03)

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CERTIFICATES OF INSURANCE Contd.

CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/YY/YYYY) 08/09/2022					
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.							
If this certificate is being prepared for a party who has an insurable interest in the property, do not use this form. Use ACORD 27 or ACORD 28.							
PRODUCER Associations Insurance Agency, Inc. 5401 North Central Expressway, Suite 315 Dallas, TX 75205	CONTACT NAME: Associations Insurance Agency, Inc. PHONE: (866) 384-8579 FAX: (214) 751-2390 E-MAIL ADDRESS: Info@AssociationsInsuranceAgency.com PRODUCER CUSTOMER ID: 00003921						
INSURED Vesta Property Services, Inc. (Jacksonville) 245 Riverside Ave, Suite 300 Jacksonville, FL 32202	INSURER(S) AFFORDING COVERAGE	NAIC #					
	INSURER A: Federal Insurance Company						
	INSURER B: AIG Specialty Insurance Company						
	INSURER C: Beazley Insurance Company, Inc.						
	INSURER D:						
	INSURER E:						
	INSURER F:						
COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:					
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR YVVD	POLICY NUMBER	POLICY EFF DATE (MM/DD/YYYY)	POLICY EXP DATE (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (EA ACC/ACCIDENT) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/POP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (EA accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yns, describe under DESCRIPTION OF OPERATIONS below	N/A					<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A-C	Various			Various	08/01/2022	08/01/2023	See Page 2 for Policy Limits & Deductibles
CERTIFICATE HOLDER	CANCELLATION						
• Insurance Verification	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <div style="text-align: right; margin-top: 20px;"> Dana Hodge </div>						

ACORD 25 (2009/09)

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CERTIFICATES OF INSURANCE *Contd.*

COMMENTS / REMARKS
<p>EXECUTIVE RISK PACKAGE Federal Insurance Agency Policy #: 82622087 Effective: 08/01/2022 - 08/01/2023 Management Liability and Company Reimbursement (Directors and Officers Liability) •\$3,000,000 Aggregate Limit of Liability •\$250,000 Retention per Loss •02/02/2001 Retroactive Date Employment Practices Liability •\$3,000,000 Aggregate Limit of Liability •\$350,000 Retention per Loss •02/02/2001 Retroactive Date Pension & Welfare Benefit Plan Fiduciary Liability •\$3,000,000 Aggregate Limit of Liability •\$1,000 Retention per Loss •02/02/2001 Retroactive Date Subject to the terms and conditions stated in the policy.</p> <p>*****</p> <p>MISCELLANEOUS PROFESSIONAL LIABILITY AIG Specialty Insurance Company Policy #: 01-423-23-23 Effective: 08/01/2022 - 08/01/2023 Limit of Liability •\$10,000,000 Each Loss •\$10,000,000 Aggregate •\$250,000 Retention per Loss •01/25/2002 Retroactive Date Description of Covered Professional Services: Property Owner Association Management including but not limited to the following services: Property manager, real estate agent/broker, consultation services, publishing, media services, website administration, construction management -agency, engineering consultative services, fire watch services, crime prevention training, debt collection, title company operations, home inspections, software development, pool and spa maintenance.</p> <p>*****</p> <p>CRIME COVERAGE Beazley Insurance Company, Inc. Policy #: V2822210401 Effective: 08/01/2022-08/01/2023 Employee Dishonesty/Forgery or Alteration/On Premises/In Transit/Money Orders and Counterfeit Paper and Currency Fraud/ Computer Fraud and Funds Transfer Fraud/Client Property Coverage •\$6,000,000 Limit of Liability •\$100,000 Deductible per Loss Subject to the terms and conditions stated in the policy.</p> <p>*****</p>
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Contact Us

250 International Pkwy #208
Lake Mary, FL 32746

Phone: (321) 263-0132