

**VILLASOL  
COMMUNITY DEVELOPMENT DISTRICT**

**AGENDA PACKAGE**

**Tuesday May 9, 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

## Meeting Agenda

Tuesday, May 9, 2023, at 5:00 p.m.

- 
1. **Call to Order and Roll Call**
  2. **Pledge of Allegiance**
  3. **Audience Comments on Agenda Items** (*Limited to 3 Minutes*)
  4. **District Engineer**
  5. **Presentation of Fiscal Year 2024 Budget**
    - A. Preliminary Fiscal Year 2024 Budget
    - B. Resolution 2023-02, Approving the Budget and Setting a Public Hearing Thereon
  6. **Business Matters**
    - A. Discussion of Reinstatement of Towing Services
    - B. Discussion of Policy of Procedure
    - C. Service Agreement for Lighting Service
    - D. Consideration to Make Via Otero a One Way
  7. **District Counsel**
    - A. Envera for Liquidated Damages #727035
    - B. Early Termination Agreement
  8. **District Manager's Report**
    - A. Acceptance of March 14, 2023, Minutes
    - B. Acceptance of Financial Statements
    - C. Approval of Check Register
    - D. Consideration of Proposals for District Management Services
      - i. Governmental Management Services
      - ii. PFM Group Consulting, LLC
  9. **Field Operations**
    - A. Field Report
    - B. Proposals
      - i. Complete Access Control for Gate System #22874
      - ii. Complete Access Control for Gate System #23195
      - iii. Kings Access Control
      - iv. Matao Brick Pavers Inc. for Pavers
        - a. Replacement with Two Year Warranty
        - b. Repair with One Year Warranty
      - v. Techni-pools for Pool Repairs #1436
      - vi. Sky Light Roofing Inc. for Roof at Clubhouse
        - a. Roof Replacement
        - b. Roof Repair
      - vii. Exercise Systems, Inc. #051531
      - viii. Best Choice Roofing for Full Tile Roof Replacement #39101
      - ix. AMV ProSolutions LLC for New Unit Install at Clubhouse #40
  10. **Requests & Comments**
  11. **Adjournment**

*The next meeting is scheduled for July 11, 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](http://www.villasolcdd.org)

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

# **Section 4**

# **District Engineer**

# **Section 5**

# **Presentation of Fiscal**

# **Year 2024 Budget**

# **Section 5A Preliminary Fiscal Year 2024 Budget**

VILLA SOL  
Community Development District

***Annual Operating and Debt Service Budget***  
**Fiscal Year 2024**

Proposed Budget v1  
Meeting on May 16, 2023

Prepared by:



VILLASOL  
Community Development District

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**Table of Contents**

	<u>Page #</u>
<b><u>OPERATING BUDGET</u></b>	
General Fund	
Summary of Revenues, Expenditures and Changes in Fund Balances .....	1-2
Exhibit A - Allocation of Fund Balances .....	3
Budget Narrative .....	4-10
 <b><u>DEBT SERVICE BUDGET</u></b>	
Series 2018	
Summary of Revenues, Expenditures and Changes in Fund Balances .....	11
Amortization Schedule .....	12-13
Budget Narrative .....	14
 <b><u>SUPPORTING BUDGET SCHEDULES</u></b>	
2024-2023 Non-Ad Valorem Assessment Comparaison.....	15

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VillaSol  
Community Development District

**Operating Budget**  
Fiscal Year 2024



VILLASOL  
Community Development District

General Fund

Summary of Revenues, Expenditures and Changes in Fund Balances  
Fiscal Year 2024 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2021	FY 2022	BUDGET FY 2023	THRU MAR-2023	APR- SEP-2023	PROJECTED FY 2023	BUDGET FY 2024
<b>REVENUES</b>							
Interest - Investments	\$ 273	\$ 1,207	\$ 2,500	\$ 4,061	\$ 150	\$ 4,211	\$ 32,524
Room Rentals	1,568	4,147	2,000	3,105	1,000	4,105	2,000
Interest - Tax Collector	1	20	-	488	-	488	-
Special Assmnts- Tax Collector	812,609	813,093	813,093	738,251	74,842	813,093	813,093
Special Assmnts- Discounts	(26,293)	(27,354)	(32,524)	(28,558)	(3,966)	(32,524)	(32,524)
Settlements	-	788	-	-	-	-	-
Other Miscellaneous Revenues	571	100	-	201	-	201	-
Access Cards	3,538	4,348	4,000	1,351	2,649	4,000	4,000
<b>TOTAL REVENUES</b>	<b>792,267</b>	<b>796,349</b>	<b>789,069</b>	<b>718,899</b>	<b>74,675</b>	<b>793,574</b>	<b>819,093</b>
<b>EXPENDITURES</b>							
<i>Administrative</i>							
P/R-Board of Supervisors	7,200	7,000	8,000	2,600	2,000	4,600	8,000
FICA Taxes	551	536	612	199	153	352	612
ProfServ-Arbitrage Rebate	1,800	600	600	600	-	600	600
ProfServ-Dissemination Agent	1,000	1,000	1,000	-	1,000	1,000	1,000
ProfServ-Engineering	29,587	69,055	27,200	21,383	21,383	42,766	30,000
ProfServ-Legal Services	33,085	33,214	25,000	20,146	20,146	40,292	30,000
ProfServ-Mgmt Consulting Serv	47,000	47,789	48,410	24,205	24,205	48,410	48,410
ProfServ-Property Appraiser	170	257	400	268	132	400	400
ProfServ-Special Assessment	5,150	5,150	5,150	5,150	-	5,150	5,150
ProfServ-Trustee Fees	5,806	6,411	6,410	2,671	3,739	6,410	6,410
Auditing Services	6,250	6,250	6,250	9,000	-	9,000	6,250
Communication - Telephone	2,477	3,942	3,600	2,380	2,380	4,760	3,600
Postage and Freight	839	646	1,600	270	270	540	1,600
Insurance - General Liability	19,847	18,614	22,337	16,069	-	16,069	19,283
Printing and Binding	1,376	881	4,000	41	41	82	4,000
Legal Advertising	828	928	1,000	71	929	1,000	1,000
Miscellaneous Services	1,314	2,411	1,000	1,257	1,257	2,514	1,000
Misc-Assessmnt Collection Cost	8,653	9,546	16,262	1,985	1,123	3,108	16,262
Misc-Web Hosting	1,556	2,187	2,150	1,622	528	2,150	2,150
Office Supplies	1,005	105	400	-	400	400	400
Annual District Filing Fee	175	175	175	175	-	175	175
<b>Total Administrative</b>	<b>175,669</b>	<b>216,697</b>	<b>181,556</b>	<b>110,092</b>	<b>79,686</b>	<b>189,778</b>	<b>186,302</b>
<i>Field</i>							
ProfServ-Field Management	48,000	48,000	48,000	20,000	28,000	48,000	48,000
Contracts-Security Services	-	587	-	-	-	-	-
Misc-Property Taxes	-	497	540	483	-	483	540
<b>Total Field</b>	<b>48,000</b>	<b>49,084</b>	<b>48,540</b>	<b>20,483</b>	<b>28,000</b>	<b>48,483</b>	<b>48,540</b>
<i>Landscape Services</i>							
Contracts-Lake and Wetland	7,786	7,943	8,034	3,322	4,712	8,034	8,034
<b>Total Landscape Services</b>	<b>7,786</b>	<b>7,943</b>	<b>8,034</b>	<b>3,322</b>	<b>4,712</b>	<b>8,034</b>	<b>8,034</b>
<i>Utilities</i>							
Utility - General	42,439	45,736	46,000	16,081	16,081	32,162	46,000
<b>Total Utilities</b>	<b>42,439</b>	<b>45,736</b>	<b>46,000</b>	<b>16,081</b>	<b>16,081</b>	<b>32,162</b>	<b>46,000</b>

VILLASOL

Community Development District

General Fund

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2024 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2021	FY 2022	BUDGET	THRU	APR-	PROJECTED	BUDGET
			FY 2023	MAR-2023	SEP-2023	FY 2023	FY 2024
<b>Gatehouse</b>							
Contracts-Security Services	87,815	88,046	88,045	40,017	48,028	88,045	88,045
R&M-Gatehouse	12,268	4,569	9,000	3,274	3,274	6,548	9,000
Misc-Access Control Software	6,103	1,095	1,100	-	1,100	1,100	1,100
Misc-Bar Codes	1,333	-	2,000	-	2,000	2,000	2,000
<b>Total Gatehouse</b>	<b>107,519</b>	<b>93,710</b>	<b>100,145</b>	<b>43,291</b>	<b>54,402</b>	<b>97,693</b>	<b>100,145</b>
<b>Road and Street Facilities</b>							
R&M-Roads & Alleyways	(15,894)	46,998	20,000	19,134	19,134	38,268	20,000
R&M-Signage	-	-	863	-	863	863	863
R&M-Pipe Inlet & Structure	144,417	524	183,700	93,183	90,517	183,700	183,700
<b>Total Road and Street Facilities</b>	<b>128,523</b>	<b>47,522</b>	<b>204,563</b>	<b>112,317</b>	<b>110,514</b>	<b>222,831</b>	<b>204,563</b>
<b>Parks and Recreation - General</b>							
Contracts-Fountain	1,292	1,191	1,588	-	1,588	1,588	1,588
Contracts-Security Services	6,663	6,663	6,663	12,606	12,606	6,663	6,663
Contracts-Pools	8,819	5,805	7,740	-	7,740	7,740	7,740
Contracts-Sheriff	148	2,522	7,500	406	406	812	7,500
Utility - Refuse Removal	4,678	6,003	4,200	3,027	1,514	4,541	4,200
R&M-Clubhouse	15,011	4,447	11,000	4,103	4,103	8,206	11,000
R&M-Parks	-	-	500	-	500	500	500
R&M-Pools	8,779	15,265	9,700	8,916	8,916	17,832	9,700
R&M-Tennis Courts	-	-	500	-	500	500	500
Misc-Access Control Software	365	1,510	500	320	320	640	500
Misc-Contingency	2,969	7,724	8,000	203	203	406	16,130
Capital Outlay	5,498	-	-	-	-	-	-
<b>Total Parks and Recreation - General</b>	<b>54,222</b>	<b>51,130</b>	<b>57,891</b>	<b>29,581</b>	<b>38,396</b>	<b>49,428</b>	<b>66,021</b>
<b>Common Area</b>							
Contracts-Security Services	-	2,346	-	-	-	-	-
Contracts-Landscape	58,836	56,272	59,352	24,612	27,996	52,608	60,000
R&M-Common Area	12,017	6,822	3,500	7,908	7,908	15,816	15,000
R&M-Other Landscape	-	7,670	10,000	8,343	8,343	16,686	15,000
<b>Total Common Area</b>	<b>70,853</b>	<b>73,110</b>	<b>72,852</b>	<b>40,863</b>	<b>44,247</b>	<b>85,110</b>	<b>90,000</b>
<b>TOTAL EXPENDITURES</b>	<b>635,011</b>	<b>584,932</b>	<b>719,581</b>	<b>376,030</b>	<b>376,037</b>	<b>733,518</b>	<b>749,605</b>
Excess (deficiency) of revenues							
Over (under) expenditures	157,256	211,417	69,488	342,869	(301,362)	60,056	69,488
<b>OTHER FINANCING SOURCES (USES)</b>							
Contribution to (Use of) Fund Balance	-	-	69,488	-	-	-	69,488
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>69,488</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>69,488</b>
Net change in fund balance	157,256	211,417	69,488	342,869	(301,362)	60,056	69,488
<b>FUND BALANCE, BEGINNING</b>	<b>189,699</b>	<b>346,955</b>	<b>558,372</b>	<b>558,372</b>	<b>-</b>	<b>558,372</b>	<b>599,879</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 346,955</b>	<b>\$ 558,372</b>	<b>\$ 627,860</b>	<b>\$ 901,241</b>	<b>\$ (301,362)</b>	<b>\$ 599,879</b>	<b>\$ 669,367</b>

VILLASOL  
Community Development District

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**Exhibit "A"**  
Allocation of Fund Balances

**AVAILABLE FUNDS**

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2024	\$ 599,879
Net Change in Fund Balance - Fiscal Year 2024	69,488
Reserves - Fiscal Year 2024 Additions	-
<b>Total Funds Available (Estimated) - 9/30/2024</b>	<b>669,367</b>

**ALLOCATION OF AVAILABLE FUNDS**

***Nonspendable Fund Balance***

Deposits	4,075
Subtotal	<u>4,075</u>

***Assigned Fund Balance***

Operating Reserve - First Quarter Operating Capital	187,401 <sup>(1)</sup>
Fiscal Year 24 Reserves	300,000

<b>Total Allocation of Available Funds</b>	<b>487,401</b>
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<b>Total Unassigned (undesignated) Cash</b>	<b><u>\$ 181,966</u></b>
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**Notes**

(1) Represents approximately 3 months of operating expenditures

**Budget Narrative**  
Fiscal Year 2024

**REVENUES**

**Interest - Investments**

The District earns interest on the monthly average collected balance for each of their operating accounts.

**Room Rentals**

The District receives revenue from the rental of the Clubhouse for events.

**Special Assessments – Tax Collector**

The District will levy a Non-Ad Valorem assessment on all sold and platted parcels within the District in order to pay for the operating expenditures during the Fiscal Year.

**Special Assessments – Discounts**

Per Section 197.3632 and Section 197.162 of the Florida Statutes, discounts are allowed for early payment of assessments collected by the Tax Collector and only when the Tax Collector is using the uniform methodology. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

**Access Cards**

Revenue collected for replacement access cards to the Clubhouse for replacement access bar codes/remotes/stickers to the gate.

**Expenditures - Administrative**

**P/R-Board of Supervisors**

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting in which they attend. The budgeted amount for the fiscal year is based on all supervisors attending 6 meetings.

**FICA Taxes**

Payroll taxes on Board of Supervisor’s compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total Board of Supervisor’s payroll expenditures.

**Professional Service-Arbitrage Rebate**

The District has contracted with its independent auditors to annually calculate the arbitrage rebate liability on its bonds.

**Professional Service-Dissemination Agent**

The bond indenture requests a special annual report on the District’s development activity. The District has contracted with Inframark, LLC to provide these reports. The amount is based upon the contract amount.

**Budget Narrative**  
Fiscal Year 2024

Expenditures – Administrative (continued)

**Professional Service-Engineering**

The District's engineer will provide general engineering services to the District, i.e. attendance and preparation for monthly board meetings, review of invoices, and other specifically requested assignments.

**Professional Service-Legal Service**

The District's Attorney, Scott D. Clark, will be providing general legal services to the District, i.e., attendance and preparation for monthly Board meetings, review of contracts, review of agreements and resolutions, and other research assigned as directed by the Board of Supervisors and the District Manager.

**Professional Service-Management Consulting Service**

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Inframark, LLC. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement.

**Professional Services - Property Appraiser**

The Osceola County Board of Commissioners provides the District with a listing of the legal description of each property parcel within the District boundaries, and the names and addresses of the owners of such property. The District reimburses the Board of Commissioners for necessary administrative costs incurred to provide this service. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The budget for Board of Commissioners costs was based on a unit price per parcel.

**Professional Service-Special Assessment**

Inframark, LLC provides assessment services for closing lot sales, assessment roll services with Osceola Tax Collector and financial advisory services.

**Professional Services - Trustee**

The District issued this Series of 2018 Special Assessment Bonds that are deposited with a Trustee to handle all trustee matters.

**Auditing Service**

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is based on contracted fees from the previous year engagement plus anticipated increase.

**Communication - Telephone**

New internet and WiFi service for Office.

**Budget Narrative**  
Fiscal Year 2024

Expenditures – Administrative (continued)

**Postage and Freight**

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

**Insurance-General Liability**

The District's General Liability & Public Officials Liability Insurance policy is with Public Risk Insurance Agency, Inc. They specialize in providing insurance coverage to governmental agencies.

**Printing and Binding**

Copies used in the preparation of agenda packages, required mailings, and other special projects.

**Legal Advertising**

The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation.

**Miscellaneous Services**

This includes monthly bank charges and any other miscellaneous expenses that incur during the year.

**Miscellaneous Assessment Collection Costs**

The District reimburses the Osceola Tax Collector for her or his necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater. The budget for collection costs was based on a maximum of 2% of the anticipated assessment collections.

**Misc.-Web Hosting**

This represents cost for community website construction and maintenance.

**Office Supplies**

Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects.

**Annual District Filing Fee**

The District is required to pay an annual fee to the Department of Community Affairs for \$175.

Expenditures – Field

**Professional Service-Field Management**

**\$48,000**

The District will contract management services for the operation of the Property and its contractors.

**Misc.-Property Taxes**

Property taxes for parcels owned by the District.

**Budget Narrative**  
Fiscal Year 2024

Expenditures – Landscape

**Contracts-Lakes and Wetland** **\$8,034**

Scheduled maintenance consists of inspections and treatment of CDD lakes and ponds. Herbiciding will consist of chemical treatments. Algae control will include removal and chemical treatments.

Pond Tract 5A	\$ 300
Pond Tract A	310
Overlook	20
Boat Ramp	20
Boat Dock	<u>20</u>
 Total monthly service	 \$ 670

Expenditures – Utility

**Utility-General** **\$46,000**

Electricity accounts with Kissimmee Utility Authority for lighting of the front entry features, fountains irrigation clocks, and lift stations and pumps. This also includes utilities for the gatehouse facility.

Expenditures – Gatehouse

**Contracts - Security Services** **\$88,045**

The District has a contract with Envera to monitor gate activity of entrance and exit lanes, swing gates and barrier arms. Includes new homes additions.

Monitoring & Database Services	
24 Hour Monitoring of Virtual Gate Guard System at Front Entrance	\$ 5,041
Envera Kiosk System	500
Managed Access Control	150
Monthly Repair & Maintenance Services	861
ISP Pass Thru	447
Additional Residents varies monthly	varies
 For a Total monthly service cost of approximately:	 \$7,337

**Budget Narrative**  
Fiscal Year 2024

Expenditures – Gatehouse (continued)

<b>R&amp;M-Gatehouse</b>	<b>\$9,000</b>
This category is for any items related to maintenance of the gatehouse that are not covered in other budget line items.	
<b>Misc.-Access Control Software</b>	<b>\$1,100</b>
This fee includes maintenance and monitoring.	
<b>Misc.-Bar Codes</b>	<b>\$ 2,000</b>
Gate security system requires car stickers.	

Expenditures – Road and Street Facilities

<b>R&amp;M-Roads &amp; Alleyways</b>	<b>\$ 20,000</b>
This category is for any item related to maintenance of the roadway systems.	
<b>R&amp;M-Signage</b>	<b>\$ 863</b>
Scheduled maintenance of the signage consists of cleaning and general maintenance. Unscheduled maintenance consists of minor repair and replacement, touch-up painting.	
<b>R&amp;M-Pipe Inlet &amp; Structure</b>	<b>\$183,700</b>
Scheduled repairs and maintenance of the storm sewer system within the single-family residential area.	

Expenditures – Parks and Recreation - General

<b>Contracts-Fountain</b>	<b>\$ 1,588</b>
The District currently has a contract with Churchills Group Holdings, Inc.to maintain and repair the fountain.	
<b>Contracts-Security Services</b>	<b>\$ 6,663</b>
The District has a contract with Envera to monitor and service the pool and surrounding deck, as well as cabana area under roof; these services are billed quarterly.	
Pool monitoring/database	\$ 1,293
Quarterly ISP Pass Thru	<u>373</u>
Total Quarterly	\$ 1,665



**Budget Narrative**  
Fiscal Year 2024**Expenditures – Parks and Recreation – General (continued)**

<b>Contracts-Pools</b>	<b>\$ 7,740</b>
The District currently has a contract with Churchills Group Holdings, Inc. to maintain and repair the pool.	
<b>Contracts-Sheriff</b>	<b>\$ 7,500</b>
The District has a contract with Osceola County Sheriff to provide additional patrol of the District roads, as needed.	
<b>Utility – Refuse Removal</b>	<b>\$ 4,200</b>
The District is currently using Waste Management service to remove garbage.	
<b>R&amp;M-Clubhouse</b>	<b>\$ 11,000</b>
This line item is for any maintenance and repairs of the District's clubhouse. This includes cable services and pest control.	
<b>R&amp;M-Parks</b>	<b>\$ 500</b>
Maintenance of park areas, benches, eating areas, picnic tables, landscaping, and trash removal.	
<b>R&amp;M-Pool</b>	<b>\$ 9,700</b>
This category is for any items related to maintenance of pool maintenance and repair and chemicals.	
<b>R&amp;M-Tennis Courts</b>	<b>\$ 500</b>
Maintenance includes repair of damaged court surface nets, cleaning and fencing.	
<b>Misc.-Access Control Software</b>	<b>\$ 500</b>
This fee includes maintenance and monitoring.	
<b>Misc-Contingency</b>	<b>\$ 16,130</b>
This includes any other miscellaneous expenses incurred during the year.	

**Budget Narrative**  
Fiscal Year 2024

Expenditures – Common Area
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**Contracts-Landscape** **\$60,000**

The District currently has a contract with Bright View landscape service.

**Irrigation** - Scheduled maintenance consists of regular inspections, adjustments to controller and irrigation heads. Unscheduled maintenance consists of major repairs and replacement of system components.

**Tree** - Scheduled maintenance consists of pruning, trimming, fertilizing, mulching, and applying pest and disease control chemicals for trees in common areas.

**Mowing and Turf Treatment** - Scheduled maintenance consists of mowing, edging, blowing.

**Hedges, Shrubs, Ground Cover, Annuals** - Schedule maintenance consists of pruning, trimming, mulching, and applying fertilizer and pest and disease control chemicals.

**R&M-Common Area** **\$ 15,000**

This category is for any items related to maintenance of common areas that are not covered in the budget line items.

**R&M-Other Landscape** **\$ 15,000**

This category is for any items related to maintenance of landscape that are not covered in all other budget line items.

VillaSol  
Community Development District

**Debt Service Budgets**  
Fiscal Year 2024

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2024 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2021	ACTUAL FY 2022	ADOPTED BUDGET FY 2023	ACTUAL THRU MAR-2023	PROJECTED APR- SEP-2023	TOTAL PROJECTED FY 2023	ANNUAL BUDGET FY 2024
<b>REVENUES</b>							
Interest - Investments	\$ 9	\$ 10	\$ 100	\$ 7	10	\$ 17	\$ 100
Special Assmnts- Tax Collector	221,448	221,580	221,580	201,184	20,396	221,580	221,580
Special Assmnts- Discounts	(7,165)	(7,455)	(8,863)	(7,783)	(1,080)	(7,783)	(8,863)
<b>TOTAL REVENUES</b>	<b>214,292</b>	<b>214,135</b>	<b>212,817</b>	<b>193,408</b>	<b>19,326</b>	<b>213,814</b>	<b>212,817</b>
<b>EXPENDITURES</b>							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	4,307	2,601	3,324	3,868	306	4,174	3,324
<b>Total Administrative</b>	<b>4,307</b>	<b>2,601</b>	<b>3,324</b>	<b>3,868</b>	<b>306</b>	<b>4,174</b>	<b>3,324</b>
<i>Debt Service</i>							
Principal Debt Retirement Series A-1	115,000	115,000	125,000	-	-	-	120,000
Principal Debt Retirement Series A-2	15,000	20,000	20,000	-	-	-	20,000
Interest Expense Series A-1	55,695	53,395	50,951	25,476	-	50,951	48,139
Interest Expense Series A-2	16,381	15,688	14,763	7,381	-	14,763	13,838
<b>Total Debt Service</b>	<b>202,076</b>	<b>204,083</b>	<b>210,714</b>	<b>32,857</b>	<b>-</b>	<b>65,714</b>	<b>201,976</b>
<b>TOTAL EXPENDITURES</b>	<b>206,383</b>	<b>206,684</b>	<b>214,038</b>	<b>36,725</b>	<b>306</b>	<b>69,888</b>	<b>205,300</b>
Excess (deficiency) of revenues							
Over (under) expenditures	7,909	7,451	(1,221)	156,683	19,020	143,926	7,517
<b>OTHER FINANCING SOURCES (USES)</b>							
Contribution to (Use of) Fund Balance	-	-	(1,221)	-	-	-	(1,221)
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>(1,221)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,517</b>
Net change in fund balance	7,909	7,451	(1,221)	156,683	19,020	143,926	7,517
<b>FUND BALANCE, BEGINNING</b>	220,431	228,340	235,792	235,791	-	235,791	379,717
<b>FUND BALANCE, ENDING</b>	<b>\$ 228,340</b>	<b>\$ 235,792</b>	<b>\$ 234,570</b>	<b>\$ 392,474</b>	<b>\$ 19,020</b>	<b>\$ 379,717</b>	<b>\$ 387,233</b>

VILLASOL

Series 2018 Debt Service Fund

Community Development  
District

**AMORTIZATION SCHEDULE  
SERIES 2018A-1 SPECIAL ASSESSMENT BONDS**

Period	Outstanding Balance	Principal	Interest	Debt Service	Annual Debt Service
11/1/2023	1,570,000		24,069	24,069	
5/1/2024	1,570,000	120,000	24,069	144,069	168,139
11/1/2024	1,450,000		22,629	22,629	
5/1/2025	1,450,000	125,000	22,629	147,629	170,259
11/1/2025	1,325,000		21,067	21,067	
5/1/2026	1,325,000	130,000	21,067	151,067	172,134
11/1/2026	1,195,000		19,361	19,361	
5/1/2027	1,195,000	135,000	19,361	154,361	173,721
11/1/2027	1,060,000		17,420	17,420	
5/1/2028	1,060,000	135,000	17,420	152,420	169,840
11/1/2028	925,000		15,395	15,395	
5/1/2029	925,000	140,000	15,395	155,395	170,790
11/1/2029	785,000		13,120	13,120	
5/1/2030	785,000	150,000	13,120	163,120	176,240
11/1/2030	635,000		10,683	10,683	
05/01/2031	635,000	150,000	10,683	160,683	171,365
11/01/2031	485,000		8,245	8,245	
5/1/2032	485,000	155,000	8,245	163,245	171,490
11/1/2032	330,000		5,610	5,610	
5/1/2033	330,000	165,000	5,610	170,610	176,220
11/1/2033	165,000		2,805	2,805	
5/1/2034	165,000	165,000	2,805	167,805	170,610
		1,695,000	371,759	2,066,759	2,066,759

VILLASOL

Series 2018 Debt Service Fund

Community Development  
District

**AMORTIZATION SCHEDULE  
SERIES 2018A-2 SPECIAL ASSESSMENT BONDS**

<b>Period</b>	<b>Outstanding Balance</b>	<b>Principal</b>	<b>Interest</b>	<b>Debt Service</b>	<b>Annual Debt Service</b>
11/1/2023	285,000		6,919	6,919	
5/1/2024	285,000	20,000	6,919	26,919	33,838
11/1/2024	265,000		6,456	6,456	
5/1/2025	265,000	20,000	6,456	26,456	32,913
11/1/2025	245,000		5,994	5,994	
5/1/2026	245,000	20,000	5,994	25,994	31,988
11/1/2026	225,000		5,531	5,531	
5/1/2027	225,000	25,000	5,531	30,531	36,063
11/1/2027	200,000		4,953	4,953	
5/1/2028	200,000	25,000	4,953	29,953	34,906
11/1/2028	175,000		4,375	4,375	
5/1/2029	175,000	25,000	4,375	29,375	33,750
11/1/2029	150,000		3,750	3,750	
5/1/2030	150,000	25,000	3,750	28,750	32,500
11/1/2030	125,000		3,125	3,125	
05/01/2031	125,000	30,000	3,125	33,125	36,250
11/01/2031	95,000		2,375	2,375	
5/1/2032	95,000	30,000	2,375	32,375	34,750
11/1/2032	65,000		1,625	1,625	
5/1/2033	65,000	30,000	1,625	31,625	33,250
11/1/2033	35,000		875	875	
5/1/2034	35,000	35,000	875	35,875	36,750
		305,000	106,719	411,719	411,719

**Budget Narrative**  
Fiscal Year 2022

**REVENUES**

**Interest - Investments**

The District earns interest on the monthly average collected balance for each of its trust accounts.

**Special Assessments – Tax Collector**

The District will levy a Non-Ad Valorem assessment on all sold and platted parcels within the District in order to pay for the debt service expenditures during the Fiscal Year.

**Special Assessments – Discounts**

Per Section 197.3632 and Section 197.162 of the Florida Statutes, discounts are allowed for early payment of assessments collected by the Tax Collector and only when the Tax Collector is using the uniform methodology. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

**Expenditures - Administrative**

**Miscellaneous Assessment Collection Costs**

The District reimburses the Osceola Tax Collector for necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater. The budget for collection costs was based on a maximum of 2% of the anticipated assessment collections.

**Expenditures – Debt Service**

**Debt Retirement Series A**

The District pays regular principal payments annually in order to pay down/retire the debt.

**Interest Expense Series A**

The District pays interest expense on the debt twice during the year.

VillaSol  
Community Development District

**Supporting Budget Schedules**  
Fiscal Year 2024



Villa Sol Community Development District

2024-2023 Non-Ad Valorem Assessments Comparison

Neighborhood	O&M Units	Bond Units	Prepaid Units	Annual Maintenance Assessment			Annual 2018 Debt Assessment			Total Assessed Per Unit		
				FY 2024	FY 2023	Variance	FY 2024	FY 2023	Variance	FY 2024	FY 2023	Variance
Townhomes	138	138	0	\$1,217.48	\$1,217.48	0.0%	\$398.15	\$398.15	0.00%	\$1,616	\$1,616	0%
Single Family	278	278	0	\$1,817.13	\$1,817.13	0.0%	\$573.08	\$573.08	0.00%	\$2,390	\$2,390	0%
Single Family- New Debt	77	73	0	\$1,817.13	\$1,817.13	0.0%	\$100.24	\$100.24	0.00%	\$1,917	\$1,917	0%
<b>Total</b>	<b>493</b>		<b>0</b>									

**Section 5B  
Resolution 2023-02,  
Approving the Budget and  
Setting a Public Hearing  
Thereon**

**RESOLUTION 2023-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VILLASOL COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGET(S) FOR FISCAL YEAR 2024 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING, AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the VillaSol Community Development District (“**District**”) prior to June 15, 2023, proposed budget(s) (“**Proposed Budget**”) for the fiscal year beginning October 1, 2023, and ending September 30, 2024 (“**Fiscal Year 2024**”); and

**WHEREAS**, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2024 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour, and location:

DATE:	July 11, 2023
HOUR:	5:00 p.m.
LOCATION:	3050 Puerta Del Sol Boulevard, Kissimmee, FL 34744

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL-PURPOSE GOVERNMENT(S).** The District Manager is hereby directed to submit a copy of the Proposed Budget to the local general-purpose governments at least sixty (60) days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the District’s website at least two (2) days before the budget hearing date as set forth in Section 2 and shall remain on the website for at least forty-five (45) days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 25th DAY OF MAY 2023.**

ATTEST:

**VILLASOL COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

**Exhibit A:** Fiscal Year 2024 Proposed Budget

# **Section 6**

# **Business Matters**

# **Section 6A Discussion of Reinstatement of Towing Services**

# **Section 6B**

## **Discussion of Policy of Procedure**

# **Section 6C Service Agreement for Lighting Service**

Project # EO00

## SERVICE AGREEMENT FOR LIGHTING SERVICE

**WHEREAS**, the Kissimmee Utility Authority (KUA) requires that a written agreement be made between the KUA and a owner/developer requiring area lighting facilities; and

**WHEREAS**, Villa Sol CDD, desires lighting to be installed in Villa Sol Subdivision, Kissimmee, Florida;

**NOW THEREFORE**, this agreement is entered into on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between the KUA, a body politic, organized and existing under the laws of the State of Florida, party of the first part, and Villa Sol CDD herein referred to as developer, party to the second part, to wit:

KUA will install additional small acorn LED fixtures on 15 foot black round tapered aluminum poles.

KUA in accordance with the rates, terms, and provision or KUA's Rate Schedule set forth in Exhibit 1 shall furnish, install, and maintain Lighting Service as set forth in this document and exhibits. Tax charges will also apply and may be adjusted periodically. The fees established hereto may be adjusted annually to reflect changes in the KUA's rates.

1. The owner/developer shall be responsible for paying when due, all bills rendered by the KUA pursuant to the KUA's Lighting Rate Schedule set forth in this document for facilities and service provided in accordance with this Agreement. The owner/developer is responsible for trimming trees and shrubbery that may either obstruct the light output from lighting fixtures or that may obstruct maintenance access to the facilities.
2. Where underground is required, the owner/developer will install all conduit as per KUA's specifications. Before closing the excavation, the owner/developer will request inspection by KUA; whose representative shall be sole judge of the adequacy of the installation.
3. Installation shall be made only when, in the judgment of the KUA, the location and the type of facilities are, and will continue to be, easily and economically accessible to the KUA equipment and personnel for both construction and maintenance. Modification or relocation of the facilities may only be made through the execution of an additional Agreement or Written addendum delineating the modifications to be accomplished. The owner/developer shall be responsible for the payment of all costs associated with any requested relocation of the KUA lighting facilities.
4. The KUA, while exercising reasonable diligence at all times to furnish service hereunder, does not guarantee continuous lighting and will not be liable for damage for any interruption, deficiency or failure of service, and reserves the right to interrupt service at any time for necessary repair to lines or equipment. The KUA may, at any time; substitute for any luminaire/lamp installed hereunder another luminaire/lamp, which shall be of at least equal illuminating capacity and efficiency. The owner/developer hereby agrees to pay the monthly rate of said substituted fixture.
5. The owner/developer agrees to take responsibility for the cost incurred to repair or replace any fixture or pole that has been willfully damaged. The KUA shall not be required to make such repair or replacement prior to payment for the damage.
6. In the event of the sale of the real property upon which the facilities are installed, or if the owner/developer's obligations under this Agreement are to be assigned to a third party, upon the written consent of the KUA, this Agreement may be assigned by the owner/developer to the purchase or the third party. No assignment shall relieve the owner/developer from its obligations hereunder until such obligations have been assumed by the purchaser or third party and agreed to by the KUA.
7. The initial term of this Agreement shall be for 15 years, and thereafter for additional terms of 5 years hence, unless terminated by written notice of such intention from either party to the other at least sixty (60) days prior to expiration date of the initial term or subsequent terms.



- 8. If the owner/developer no longer wishes to receive service under this Agreement, the owner/developer may opt to terminate the Agreement a year 15 by providing to the KUA at least sixty (60) days advance written notice. The owner/developer will be responsible for the cost of removing the facilities, with such work to be done by the KUA, and billed to the owner/developer.

**IN WITNESS WHEREOF**, the parties hereto have caused this contract to be executed by their duly authorized officers, and copies delivered to each party, as of the day and year first stated above.

**KISSIMMEE UTILITY AUTHORITY**

\_\_\_\_\_  
Owner/Developer

\_\_\_\_\_  
Vice President of Operations

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name

ATTEST:

ATTEST:

\_\_\_\_\_  
Manager, Distribution Engineering

\_\_\_\_\_  
Federal ID# \_\_\_\_\_

Owner/Developer Billing Address: \_\_\_\_\_

Owner/Developer Email Address: \_\_\_\_\_

Owner/Developer Phone Number: \_\_\_\_\_

## Exhibit 1 – Lighting Facilities Cost

Project Name: Villa Sol Subdivision

Project #: \_\_\_\_\_

Account #: 709740

Customer ID: 1632660

Service Order #: \_\_\_\_\_

I. Monthly Rate Charges: The monthly charges consist of the items listed below. Subject to Florida Public Service Commission review and guidelines, all charges may be adjusted. Tax charges will also apply and may be adjusted periodically. The monthly fixture charge listed herein includes operation and maintenance, leasing, and energy charge. The light fixture charges established hereto may be adjusted annually to reflect changes in KUA’s rates.

### Monthly Fixtures Charge

(19 – 52w Small acorn LED fixture/15 ft. Alum Pole)(\$17.00) = \$323.00

In addition to these monthly charges, a fuel charge will be included. The fuel charge is base on the estimated Kilowatt Hour usages of light fixture multiplied by the COPCA charge for the month of usage.

II. Lighting Service: The lighting service shall include the installation, operation, and maintenance of all lighting facilities as describe below:

### Product Description:

Within the Villa Sol Subdivision, KUA will install additional small LED acorn fixtures on 15 foot round tapered black aluminum poles will be placed next to KUA equipment at the following locations:

Box # 9790	2984/2986 Siesta View Dr	Box # 9420	3124/3126 Riachuelo Ln
XR # 13550	2807/2809 Via Lago Ct	XR # 13288	3050 Riachuelo Ln
XR # 13532	2934/2936 Cassabella Dr	XR # 16441	3058/3060 Menorca St
Box # 12570	2905/2907 Cassabella Dr	XR # 16444	3037/3039 Sangria St
Box # 11374	2951/2953 Siesta View Dr	XR # 16446	3059/3061 Sangria St
Box # 11695	3155 Via Otero Dr	XR # 16450	3095/3097 Sangria St
Box # 9418	3104/3108 Riachuelo Dr	XR # 11373	2957/2959 Siesta View Dr
Box # 12778	3174 Via Palm Ln	XR # 13539	2943/2945 Siesta View Dr
Box # 11688	3158/3160 Via Palm Ln	XR # 13549	2927/2929 Siesta View Dr
Box # 11687	3150 Via Palm Ln		

When the light pole secondary is to be fed underground and is not located next to existing pad-mount transformers or secondary boxes, it is the responsibility of owner/developer to install 2” sch-40 gray conduit from the electrical source to the proposed light locations when light poles are more than 3 feet away from their electrical source. For overhead installations, the owner just needs to grant KUA access to the pole location.

# **Section 6D**

## **Consideration to Make Via Otero a One Way**

# **Section 7**

# **District Counsel**

**District Counsel 7A  
Envera for Liquidated  
Damages #727035**

# Envera

8281 Blaikie Court  
 Sarasota, FL 34240  
 Tel: (941) 556-0743

Invoice	
Invoice Number 727035	Date 4/5/2023
Customer Number 400228	Due Date 5/1/2023

To: VillaSol CDD  
 C/O Inframark  
 210 N. University Dr., Ste 702  
 Coral Springs, FL 33071

Remit To: Envera  
 PO Box 2086  
 Hicksville, NY 11802

Net Due: \$1,968.23

Customer Name	Customer Number	PO Number	Invoice Date	Due Date
VillaSol CDD	400228		4/5/2023	5/1/2023

Quantity	Description	Rate	Amount
4.57	VillaSol CDD 3050 Puerta Del Sol Blvd, Kissimmee, FL Liquidated Damages 04/28/2023-09/14/2023	431.00	1,968.23

Tax \$ 0.00

100% Liquidated damages

Date	Invoice #	Description	Amount	Balance Due
4/5/2023	727035	Alarm Monitoring Services	1,968.23	1,968.23

Return Stub Below

Customer: VillaSol CDD

Invoice Number 727035  
 Bill Payer ID: 400228

Due This Inv. 1,968.23 Amount Remitted

Payment Method  Check  Check Number  Date Remitted

Charge\*  Card Number  Exp Date   
 Name On Card  Card ID

Signature

# **Section 7B Early Termination Agreement**

## **EARLY TERMINATION AGREEMENT AND RELEASE**

**THIS EARLY TERMINATION AGREEMENT AND RELEASE** (this “Release”) is entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2023 (“Effective Date”) by and between Villa Sol CDD (the “District”) and Inframark, LLC (“Inframark”). The District and Inframark shall be referred to as the “Party” or collectively “Parties”.

### **BACKGROUND**

**WHEREAS**, the District and Inframark entered into a Management Services Master Agreement on October 1, 2019 (the “Agreement”);

**WHEREAS**, the current term of the Agreement expires on midnight of September 30, 2023;

**WHEREAS**, District desires to terminate the Agreement early on midnight of June 8, 2023;

**NOW, THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound hereby, the District and Inframark hereby agree as follows:

1. Early Termination Consideration. As consideration for the entering into this Release, the Parties agree as follows:

(a) Inframark Consideration. Inframark agrees to: 1) the mutual release stated herein; 2) terminate the Agreement on midnight of June 8, 2023 before the expiration of Agreement’s current term, which is midnight of September 30, 2023, 3) attend the May 9, 2023 District meeting, 4) continue to provide the services as defined in the Agreement until the end of the May 9, 2023 District meeting, and 5) continue to provide the services set forth in Section IX of Schedule A of the Agreement on weekends (Friday, Saturday, and Sunday) until midnight of May 31, 2023. Inframark shall provide reasonable assistance to the District after the May 9, 2023 District meeting to transition the services provided under the Agreement to the District or a new management company until midnight of June 8, 2023. Inframark shall have no further responsibilities under the Agreement or obligations to the District after midnight of June 8, 2023

(b) District Consideration. In exchange for Inframark agreeing to the early termination of the Agreement on midnight of June 8, 2023 as stated in Section 1(a) of this Release, the District agrees to: 1) the mutual release stated herein, 2) rescind the Notice of Termination Letter dated April 18, 2023, and 3) pay Inframark \$16,068.34 by June 1, 2023. After the May 9, 2023 District meeting, the District shall be responsible for the services as defined in the Agreement, except for the services set forth in Section IX of Schedule A of the Agreement performed by Inframark on weekends (Friday, Saturday, and Sunday) until midnight of May 31, 2023.



2. Mutual Release. The Parties, on behalf of themselves, their predecessors, successors, direct and indirect parent companies, direct and indirect subsidiary companies, companies under common control with any of the foregoing, affiliates and assigns, and its and their past, present, and future officers, directors, shareholders, interest holders, members, partners, attorneys, agents, employees, managers, representatives, assigns, and successors in interest, and all persons acting by, through, under, or in concert with them, and each of them, further hereby release and discharge the other Party, together with their predecessors, successors, direct and indirect parent companies, direct and indirect subsidiary companies, companies under common control with any of the foregoing, affiliates and assigns and its and their past, present, and future officers, directors, shareholders, interest holders, members, partners, attorneys, agents, employees, managers, representatives, assigns and successors in interest, and all persons acting by, through, under or in concert with them, and each of them, from all known and unknown charges, complaints, claims, grievances, liabilities, obligations, promises, agreements, controversies, damages, actions, causes of action, suits, rights, demands, costs, losses, debts, penalties, fees, wages, medical costs, pain and suffering, mental anguish, emotional distress, expenses (including attorneys' fees and costs actually incurred), and punitive damages, of any nature whatsoever, known or unknown, which either Party has, or may have had, against the other Party, whether or not apparent or yet to be discovered, or which may hereafter develop, for any acts or omissions related to or arising from to the Agreement and each party's performance thereunder. This Release resolves any claim for relief that could have been alleged, no matter how characterized, including, without limitation, compensatory damages, damages for breach of contract, bad faith damages, reliance damages, liquidated damages, damages for humiliation and embarrassment, punitive damages, costs and attorneys' fees related to or arising from any dispute.

3. Acknowledgment. The Parties acknowledge that (i) the consideration set forth in Section 1 of this Release is in full settlement of all claims or losses of whatsoever kind or character that they have, or may ever have had, against the other Party, as broadly described in paragraph 2 above, including by reason of the disputes and (ii) by signing this Release, and accepting the consideration provided herein and the benefits of it, they are giving up forever any right to seek further monetary or other relief from the other Party, as broadly described in paragraph 2 above, for any acts or omissions up to and including the Effective Date of this Release and the termination of the Agreement on midnight of June 8, 2023.

4. No Admission of Liability. The Parties acknowledge that the terms of this Release were agreed - and that this Release is not, and may not be construed as, an admission of liability by either Party or construed as an admission that either Party engaged in any wrongful, tortious or unlawful activity. The Parties specifically disclaim and deny (a) any liability to the other Party and (b) engaging in any wrongful, tortious or unlawful activity.

5. Non-Disparagement. The Parties agree that, unless required to do so by legal process, they will not make any disparaging statements or representations, either directly or indirectly, whether orally or in writing, by word or gesture, to any person whatsoever, about the other Party. For purposes of this paragraph, a disparaging statement or representation is any communication which, if publicized to another, would cause or tend to cause the recipient of the communication to question the business condition, integrity, competence, good character or product quality of the person or entity to whom the communication relates.

6. Agreement is Legally Binding. The Parties intend this Release to be legally binding upon and shall inure to the benefit of each of them and their respective successors, and assigns. Moreover, the persons and entities referred to in paragraph 2 above, but not a Party, are third-party beneficiaries of this Agreement.

7. Entire Agreement. The recitals set forth at the beginning of this Release are incorporated by reference and made a part of this Release. This Release constitutes the entire agreement and understanding of the Parties and supersedes all prior negotiations and/or agreements, proposed or otherwise, written or oral, concerning the subject matter hereof. Furthermore, no modification of this Agreement shall be binding unless in writing and signed by each of the parties hereto.

8. New or Different Facts: No Effect. Except as provided herein, this Release shall be, and remain, in effect despite any alleged breach of this Release or the discovery or existence of any new or additional fact, or any fact different from that which either Party now knows or believes to be true. Notwithstanding the foregoing, nothing in this Release shall be construed as, or constitute, a release of any Party's rights to enforce the terms of this Release.

9. Interpretation. Should any provision of this Release be declared or be determined by any court to be illegal or invalid, the validity of the remaining parts, terms or provisions shall not be affected thereby and said illegal or invalid part, term or provision shall be deemed not to be a part of this Release. The headings within this Release are purely for convenience and are not to be used as an aid in interpretation. Moreover, this Release shall not be construed against either Party as the author or drafter of the Agreement.

10. Governing Law and Choice of Forum. This Agreement is made and entered into within and shall be governed by, construed, interpreted and enforced in accordance with the laws of Florida, without regard to the principles of conflicts of laws. Any action to enforce this Agreement shall be brought only in the appropriate State court having competent jurisdiction.

11. Reliance on Own Counsel. In entering into this Release, the Parties acknowledge that they have relied upon the legal advice of their respective attorneys, who are the attorneys of their own choosing, that such terms are fully understood and voluntarily accepted by them, and that, other than the consideration set forth herein, no promises or representations of any kind have been made to them by the other Party. The Parties represent and acknowledge that in executing this Release they did not rely, and have not relied, upon any representation or statement, whether oral or written, made by the other Party or by that other Party's agents, representatives or attorneys with regard to the subject matter, basis or effect of this Release or otherwise.

12. Counterparts. This Release may be executed by the Parties in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

13. Authority to Execute Release. By signing below, each Party warrants and represents that the person signing this Release on its behalf has authority to bind that Party and that the Party's

execution of this Release is not in violation of any By-law, Covenants and/or other restrictions placed upon them by their respective entities.

14. Effective Date. The terms of the Release will be effective on the date first written above (the “Effective Date”).

**IN WITNESS WHEREOF**, and intending to be legally bound, each of the Parties hereto has caused this Release to be executed as of the date(s) set forth below.

VILLA SOL CDD

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

INFRAMARK, LLC

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

# **Section 8 District Manager's Report**

# **Section 8A Acceptance of March 14, 2023, Minutes**

**MINUTES OF MEETING  
VILLASOL COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the VillaSol Community Development District was held Tuesday March 14, 2023, at 5:00 p.m. at VillaSol Clubhouse, 3050 Puerta Del Sol Boulevard, Kissimmee, FL 34744.

Present and constituting a quorum were:

- |                                       |                     |
|---------------------------------------|---------------------|
| Herman Perez ( <i>by phone</i> )      | Chairman            |
| Mario Cordova                         | Vice Chairman       |
| Corey Gagnon                          | Assistant Secretary |
| Servando Comas                        | Assistant Secretary |
| Michael Edgecombe ( <i>by phone</i> ) | Assistant Secretary |

Also participating were:

- |                                    |                   |
|------------------------------------|-------------------|
| Gabriel Mena                       | District Manager  |
| Angel Montagna ( <i>by phone</i> ) | Regional Manager  |
| Scott Clark                        | District Counsel  |
| Peter Armans                       | District Engineer |
| Freddy Blanco                      | Field Manager     |
| Kristen Trucco                     | Latham Luna       |

**FIRST ORDER OF BUSINESS                      Call to Order and Roll Call**

Mr. Mena called the meeting to order at 5:00 p.m.  
 Mr. Mena called the roll and indicated a quorum was present for the meeting.  
 The Board amended the agenda to move field operations up earlier.

**SECOND ORDER OF BUSINESS                      Pledge of Allegiance**

The *Pledge of Allegiance* was recited.

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

A Resident who lives across Boggy Creek stated that development will come and will affect the District as well. He stated he would like to save the creek from new development and to keep in its natural state.

Mr. Simmons who is a member of the HOA Board for VillaSol had questions regarding solar panels, exposed rebar in the pool columns, sink hole by the pool, the temperature of the hot tub, and speeding in community. Mr. Simmons questioned whether the solar panels by the pool would be replaced since they were removed.

Mr. Blanco stated the hot tub has malfunctioned for years.

Mr. Nash stated that someone was allowed access through the gate and came to his house. He stated that half the time do not work and takes too long to repair.

Villa Sol CDD  
 March 14, 2023

42 Mr. Nash stated that the sink hole by the gate is causing inconvenience and would  
 43 like the roadways cleaned up.

44 Mr. Nash stated he would like the gates to be more controlled.

45

46 **FOURTH ORDER OF BUSINESS** **Field Operations**

47 **A. Field Report**

48 Mr. Mena presented proposal #458169 to the board for the cost of retrieving the genie  
 49 lift from Tad’s Towing, after it was towed.

50

51 On MOTION by Mr. Cordova, seconded by Mr. Gagnon, with all  
 52 in favor, except Mr. Comas, approval was given to approve invoice  
 53 #458169 in the amount of \$720.13.

54

55 Discussion ensued regarding the rules for vehicles being parked on District property.  
 56 Mr. Comas stated that the genie lift was on the District property for a week. It was stated  
 57 by Mr. Perez that Bladerunners was not given enough time to have the genie lift  
 58 removed. Mr. Cordova stated that the vendor should have simply been asked to move the  
 59 vehicle, and that Supervisors should not have individual authority to tow vehicles.

60

61 On MOTION by Mr. Cordova, seconded by Mr. Perez, with all in  
 62 favor, except Mr. Comas, approval was given to approve for  
 63 Bladerunners proposal in the amount of \$3,767.44 for irrigation  
 64 repairs.

65

66 Discussion ensued regarding wild hogs. It was stated that the Wild Hog scam is  
 67 working, three applications have been made at a total cost of \$450. Bladerunners will  
 68 reapply as needed moving forward.

69 Discussion ensued regarding the doggie bag stations. It was stated that they have been  
 70 filled with bags, and someone is taking them. It was stated that they are refilled once a  
 71 week on Friday but are empty by Monday.

72

73 **FIFTH ORDER OF BUSINESS** **Business Matters**

74 **A. Discussion of Campus Suite Agreement**

75 Mr. Mena stated that the websites must be ADA compliant. Mr. Perez stated he  
 76 believes there is too much money being spent on the website. Mr. Mena stated that the  
 77 current agreement is for \$2,075.

78 **B. Towing**

79 **i. Tad’s Towing LLC Towing Agreement**

80 Discussion ensued regarding who should have authority to have vehicles towed. Mr.  
 81 Morrone stated that there are two resolutions for towing, and they contradict each other.

Villa Sol CDD  
 March 14, 2023

82 Mr. Mena stated that it was the Board’s decision to give authority for supervisors of the  
 83 Board to authorize towing. It was stated that Tad’s Towing is following the 2022 rules. It  
 84 was suggested to hire a security company to enforce towing. It was also suggested to  
 85 involve the HOA, by designating specific residents to act as towing authority, thereby  
 86 removing authority from Supervisors.

87 Discussion ensued regarding liability for towing of vehicles.

88 **ii. Towlando Towing & Recovery, Inc. dba Preston’s Towing**

89

90 **SIXTH ORDER OF BUSINESS** **District Engineer**

91 **A. Engineer’s Report**

92 Mr. Armans provided an Engineer’s report and provided update for CCTV zone 1 and  
 93 2, road repaving and how much money it will cost for this project.

94 Discussion ensued regarding the reserves and assessments. Mr. Perez stated that we  
 95 need to find out what the District needs economically. Mr. Armans stated his  
 96 recommendation for the road paving is to seal coat and resurface the better areas now so  
 97 that they don’t get worse. Mr. Armans was asked to bring proposals for one-inch mill and  
 98 seal for the roads to the next meeting.

99 Discussion ensued regarding the pond banks, erosion control and the Simpson Road  
 100 expansion project. It was stated that Osceola County is responsible for control structures.  
 101 Mr. Armans provided an update. A question was asked if the trench would remain.

102 Discussion ensued regarding who controls the water levels. It was stated that the  
 103 District owns the pond and maintains the banks and vegetation, but Osceola County owns  
 104 the easement and is responsible for maintenance of the control structures.

105 Mr. Armans stated that there is a manhole that needs repair at the gate exit. Mr.  
 106 Armans provided three quotes for the repair work, in the amounts of \$9,443, \$20,378,  
 107 and \$23,775. A discussion ensued regarding what work is covered under each proposal.  
 108 Mr. Mena stated the Board can authorize a not to exceed amount for the repairs, rather  
 109 than wait for the next meeting to make a decision.

110

111

112

113

114

115

116

On MOTION by Mr. Perez, seconded by Mr. Cordova, with all in favor, unanimous approval was given to authorize for the Engineer to find a contractor and coordinate work to repair the depression at the exit gate, not to exceed \$10,000.



Villa Sol CDD  
 March 14, 2023

117 Discussion ensued regarding the length of time it would take for the depression work  
 118 would be complete. Mr. Armans stated that contractors are about a month out and could  
 119 not provide a time when the work would be done.

120 Mr. Edgecombe had left the meeting.

121 **SEVENTH ORDER OF BUSINESS** **District Counsel**

122 **A. Request for Insurance Information and Demand to Preserve Evidence**

123 Mr. Clark provided information regarding a letter received from a law firm regarding  
 124 a shooting incident that occurred on January 11 at the front gate; the letter is a request to  
 125 preserve evidence. Mr. Mena advised Envera confirmed they have this video footage but  
 126 did not capture the shooting.

127 **B. Review of Request for Proposals for District Management**

128 Mr. Clark provided information on new management services. He stated the board  
 129 should not make a choice based on pricing and suggested not making any decisions at  
 130 this meeting but to hold another meeting to make a final decision, after meeting each  
 131 candidate.

132 Ms. Montagna suggested to have a meeting with the vendors present to allow for the  
 133 Board to interview each candidate. A discussion ensued regarding dates for a meeting to  
 134 interview the vendors for new management. It was stated the Board would not like to  
 135 meet with Rizzetta & Company.

136

137 On MOTION by Mr. Cordova, seconded by Mr. Gagnon,  
 138 with all in favor, unanimous approval was given to  
 139 schedule a workshop with vendors for new management.

140

141 On MOTION by Mr. Cordova, seconded by Mr. Perez,  
 142 with all in favor, unanimous approval was given to invite  
 143 Governmental Management Services, PFM Group  
 144 Consulting, LLC, and DPFM Management and Consulting,  
 145 LLC (Vesta) to the workshop.

146

- 147 **i. Governmental Management Services**
- 148 **ii. DPFM Management and Consulting, LLC**
- 149 **iii. PFM Group Consulting, LLC**
- 150 **iv. Rizzetta & Company**

151 **C. Resolution 2022-02, Adopting Amended Rules and Regulations for Streets**  
 152 **and Roadways**

153 **D. Consideration of Traffic Enforcement Services Agreement**

154 Mr. Clark provided information regarding an agreement based on the Memorandum  
 155 of Understanding provided by the Sherriff and does not recommend moving forward with  
 156 this, as it states the District would have to pay them and indemnify.

Villa Sol CDD  
 March 14, 2023

157 **E. Amended VillaSol Recreational Policies**

158 Mr. Clark provided the policies/rules for the Board. Mr. Cordova suggested that each  
 159 Supervisor provides proposed changes for the next meeting for discussion for both rules  
 160 and regulations. Mr. Perez stated he would like to know the process before a meeting is  
 161 set and would like to see the agenda prior to the meeting.

162 Mr. Clark stated that there are three set of rules being towing, recreational and  
 163 general.

164 Mr. Mena stated that a decision should first be made on the rules prior to changing  
 165 the signs, in an attempt to avoid wasting money if the rules change. It was stated that  
 166 there are still signs with old Board members names and would like to have no names on  
 167 any signs. Mr. Mena stated there is nothing in the works for the signs because no decision  
 168 has been made on the rules. Mr. Comas asked if using a sharpie to cross out names on the  
 169 existing signs, with a sharpie, counted as vandalism, even if done by another Supervisor.

170 It was stated that any signs not in compliance and have false information need to be  
 171 changed. Mr. Cordova stated that Inframark has not kept up with anything in the District.  
 172 He stated that Inframark is getting paid good money and the District does not look good.  
 173 Mr. Comas stated he wants all Board members to have access to the video surveillance  
 174 and wants an audit of everything downloaded from the camera system. Mr. Comas stated  
 175 that Mr. Perez has been watching employees on camera. Mr. Perez advised only two  
 176 access accounts can exist in the video surveillance program and recommended it should  
 177 be limited to the Chairman and Vice Chairman.

178 Mr. Simmons asked for another opportunity to address the Board, which was granted  
 179 by Mr. Cordova. Mr. Simmons read aloud a letter provided by his wife into the record,  
 180 which was a complaint about Mr. Comas and how Mr. Comas makes her feel  
 181 uncomfortable. Mr. Cordova stated he has had issues with Mr. Comas and asked what  
 182 recourse exists to have him removed from the Board. Mr. Clark advised that there is  
 183 nothing to be done at this level, but they could file a complaint with the State.

184 **F. Clark & Albaugh, LLP Resignation**

185 Mr. Clark provided his resignation letter to the Board, stating he would assist with  
 186 transitionary services as needed until the May 9 meeting.

187  
 188 

On MOTION by Mr. Gagnon, seconded by Mr. Cordova, with all 189 in favor, except Mr. Comas, approval was given to accept Clark & 190 Albaugh, LLP resignation. 3-1
---

 191

Villa Sol CDD  
 March 14, 2023

192 Mr. Comas provided a statement as to why he opposes Mr. Clark’s resignation and  
 193 wished him well.

194 Ms. Trucco with Latham, Luna, was present at the meeting, introduced herself and  
 195 provided a proposal for District Counsel services, advising that she was approached by  
 196 multiple Supervisors for a proposal for services. She introduced herself and shared  
 197 information about her firm’s services.

198  
 199  
 200  
 201  
 202  
 203

On MOTION by Mr. Gagnon, seconded by Mr. Cordova, with all in favor, unanimous approval was given to accept Latham Luna proposal for District Counsel services to commence at the May 9 meeting.

204 **EIGHTH ORDER OF BUSINESS** **District Manager’s Report**

205 **A. Acceptance of January 10, 2023, Minutes**

206 The minutes are included in the agenda package and available for public review in the  
 207 local records office or the District Office during normal business hours.

208 Mr. Mena stated that he met with two engineers from the insurance company, both of  
 209 which stated the roof was in poor condition and would suggest a full roof replacement  
 210 The meet was specifically in regard to an insurance claim pertaining to the ceiling that  
 211 fell through due to Hurricane Ian and was still waiting on a verdict from insurance.

212 Discussion ensued regarding the January 10 minutes. It was stated that there are a lot  
 213 of errors on the minutes. The errors were noted.

214

On MOTION by Mr. Cordova, seconded by Mr. Gagnon, with all in favor, unanimous approval was given to accept the January 10, 2023, minutes as amended.

215  
 216  
 217  
 218  
 219 **B. Acceptance of Financial Statements of January 2023**

220 The financial statements are contained in the agenda package and available for public  
 221 review in the local records office or the District Office during normal business hours.

222 It was asked what the average cost was for basic necessities for the District.

223 Discussion ensued regarding Magnosec Security services. It was stated to place  
 224 Magnosec weekend agreement for the next meeting.

225

On MOTION by Mr. Cordova, seconded by Mr. Gagnon, with all in favor, unanimous approval was given to accept the financial statements.

226  
 227  
 228  
 229  
 230 **C. Approval of Check Register of January 2023**

Villa Sol CDD  
 March 14, 2023

231 The check register is contained in the agenda package and available for public review  
 232 in the local records office or the District Office during normal business hours.

233 Mr. Comas had questions regarding check #5549. He asked if dumping debris was  
 234 included. Mr. Blanco advised that dumping debris was included.

235 Mr. Perez stated a phone call needs to be made to Spectrum. He stated there is  
 236 equipment in the guard shack and we need to return them.

237

238 On MOTION by Mr. Cordova, seconded by Mr. Gagnon,  
 239 with all in favor, unanimous approval was given to accept  
 240 the check register.

241

242 **NINTH ORDER OF BUSINESS** **Field Operations, Continued**

243

**B. Field Report**

244

**i. Discussion of Gate Damage**

245

Discussion ensued a fine assessed by the District for gate damages.

246

Mr. Blanco provided an update on item #9 on the field report, tree root damage to  
 247 concrete. Mr. Blanco suggested to have the tree removed completely at a cost of \$2,500.

248

It was stated that the District is responsible for the tree, but the HOA maintains it.

249

250 On MOTION by Mr. Perez, seconded by Mr. Cordova,  
 251 with all in favor, unanimous approval was given to  
 252 authorize the tree removal at 3156 Riachuelo Lane not to  
 253 exceed \$2,500.

254

255

Mr. Blanco provided an update on item #16 on the field report, ceiling repair on pool  
 256 deck area. Mr. Blanco stated the roof has been temporarily repaired. Mr. Cordova stated  
 257 he would like to see a full inspection and costs for repairs of the roof, not a full  
 258 replacement.

259

260 On MOTION by Mr. Cordova, seconded by Mr. Gagnon,  
 261 with all in favor, unanimous approval was given to obtain  
 262 bids from roofing contractors to resolve leaks at the  
 263 clubhouse.

264

265

Discussion ensued regarding item #8 on the field report.

266

267

**C. Proposals**

268

**i. Clubhouse Air Conditioning**

269

Mr. Blanco stated the A/C unit at the clubhouse needs to be replaced. He stated there  
 270 are two proposals from Prestige Air and AMVPro that were obtained by the Chairman.  
 271 Prestige Air offered two proposals for new installation of an A/C unit at a cost of \$10,352

Villa Sol CDD  
 March 14, 2023

272 and \$11,570. AMVPro offered a proposal # 40 for new installation of an A/C unit at a  
 273 cost of \$7,500.

274 This item was tabled to the next meeting.

275 **ii. Guardhouse Air Conditioning**

276 Discussion ensued regarding the proposal obtained by the Chairman for air  
 277 conditioning in the guardhouse. Prestige Air provided a proposal for three different size  
 278 units, 17 seer at a cost of \$3,529, 19 seer at a cost of \$3,879, and a 20.5 seer at a cost of  
 279 \$4,699. AMVPro provided a proposal #30 for a mini-split 12,000 BTU system at a cost  
 280 of \$2,100.

281 This item was tabled to the next meeting.

282 **iii. Guardhouse Security**

283 Two proposals were given for security services. Allied Universal provided a proposal  
 284 for security services at a total annual cost of \$234,482.01, estimated monthly cost of  
 285 \$19,540.17, and estimated weekly cost of \$4,509.27. Magnosec provided a proposal for  
 286 security services with a dedicated officer at a cost of \$22 per hour.

287 This item was tabled to the next meeting.

288 **iv. Gate Service**

289 Mr. Cordova stated they have not benefitted the District and would like to give them a  
 290 30-day notice of cancellation and terminate April 30.

291  
 292  
 293  
 294  
 295  
 296

On MOTION by Mr. Cordova, seconded by Mr. Gagnon, with all in favor, unanimous approval was given to provide termination to Envera effective April 30 for gate service and clubhouse monitoring.

297 Mr. Cordova presented three proposals for Complete Access Control #22298,  
 298 #22366, and ButterflyMX #00032168 to the Board, which he obtained, for gate  
 299 equipment, gate access, and software. A discussion ensued regarding the proposals and  
 300 the costs for repairs. Mr. Cordova asked questions about how restrictive gates access  
 301 could be.

302 Mr. Clark provided an explanation of the bonds to the Board. Mr. Cordova had  
 303 questions regarding denying public access and how it will affect the bond. Mr. Clark  
 304 advised that there must be a public access option as the roads are funded with public  
 305 money; violating this could violate the bonds and result in revocation of the tax-exempt  
 306 status allowed to the District.

Villa Sol CDD  
March 14, 2023

307 Mr. Mena stated that there is around \$50,000 left in the budget for FY2023  
308 concerning the line item “Contract – security services.” Mr. Mena suggested that the  
309 Board wait until next fiscal year, where they would have the total line-item amount  
310 available for starting a new service. Mr. Clark suggested to wait to make any decisions  
311 prior to spending any money. Ms. Trucco suggested to delegate authority to Mr. Cordova  
312 to execute the proposals subject to District Counsel sign off. A discussion ensued  
313 regarding the repairs of the gates and powder coating.

314 Discussion ensued regarding funding for the proposals for repairs, and if the money  
315 should be used for these repairs at this time. Mr. Comas raised concerns with going above  
316 the budget to make the repairs listed in the proposals.

317  
318  
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321

On MOTION by Mr. Cordova, seconded by Mr. Perez, in favor, and Mr. Gagnon and Mr. Comas, opposed, the motion failed by margin of 2-2 to delegate authority.

322 Discussion ensued regarding a proposal from Magnosec. Mr. Perez stated he would  
323 like to have security, because there will be no gates once the contract is terminated with  
324 Envera. Mr. Cordova stated that he does not understand why Envera has done such a  
325 poor job.

326 **v. Inframark**

327 Inframark provided four proposals for the Boards consideration which are, proposal  
328 #WOVS02272023 at a cost of \$640.00 for rust stain removal and touch up paint, proposal  
329 #WOVS02282023 at a cost of \$920.00 for PVC fence cleaning service, proposal  
330 #WOVS03012023 at a cost of \$1,190.00 for speed bumps installation and proposal  
331 #WOVS03022023 at a cost of \$400.00 for doggie pot station trash can installation. Mr.  
332 Cordova asked about the basketball court and if it had been cleaned.

333 Discussion ensued regarding Envera contract. Mr. Cordova stated he does not want to  
334 give them any more money. A question was raised if there was a proposal just for the  
335 hard drives. Mr. Cordova asked how old the system was. Mr. Blanco stated it is about 4  
336 years old.

337 This item was tabled to the next meeting.

338 **vi. Servusat**

339 Two proposals were provided to the Board for consideration. Servusat provided two  
340 proposals for video surveillance system #E1189 at a cost of \$2,222.30, and #E1191 at a

Villa Sol CDD  
 March 14, 2023

341 cost of \$977.29. A proposal was also given from Servusat for removal of outdoor camera  
 342 and wall repair at a cost of \$193.50.

343 This item was tabled to the next meeting.

344 **vii. Benny’s Pressure Washing**

345 Mr. Mena stated it will cost \$325 to remove the donut markings in the road.

346 This item was tabled to the next meeting.

347 **viii. Techni-Pools**

348 Mr. Blanco stated this proposal is for the motor. Mr. Blanco stated there was an issue  
 349 with the pump and was repaired. Mr. Cordova suggested the motor be replaced.

350

351 On MOTION by Mr. Cordova, seconded by Mr. Gagnon,  
 352 with all in favor, unanimous approval was given for  
 353 Techni-Pools #1418, to replace the motor at a cost of  
 354 \$2,682.50.

355

356 **TENTH ORDER OF BUSINESS Request & Comments**

357 Mr. Cordova stated he is very unhappy with Inframark’s Management and their  
 358 communication with the Board. He stated he does not believe field is reporting work that  
 359 needs to be done. He stated the contract needs to be looked at again and hold Inframark  
 360 accountable. Mr. Perez stated he did provide a letter to Mr. Clark for termination of  
 361 Inframark but was advised to not present it in this meeting. Mr. Cordova asked the Ms.  
 362 Trucco if she could find a way out of the current management contract that would avoid  
 363 any early termination fees.

364

365 On MOTION by Mr. Cordova, seconded by Mr. Perez,  
 366 with all in favor, except Mr. Comas, approval was given to  
 367 direct District Counsel to look into early termination of  
 368 Inframark based on existing grievances.

369

370 Ms. Trucco suggested to take photos prior to termination of Envera.

371 Mr. Comas asked who was present at the inspection with the Fire Marshall, and how  
 372 Inframark was able to retrieve the report. Mr. Mena stated that he only received an email  
 373 from Mr. Perez after the scheduled inspection with a list of violations. Mr. Perez stated  
 374 he did the inspection to avoid violations. Mr. Comas asked who’s responsible for  
 375 scheduling with the Fire Marshall. Mr. Comas stated it has been the field manager  
 376 previously and why does it have to be a Board member. Mr. Comas stated his last request  
 377 would be to receive access to the cameras at the clubhouse, gates, door lock combination  
 378 provided to all Board members and not just one person.

Villa Sol CDD  
 March 14, 2023

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On MOTION by Mr. Comas, seconded by Mr. Cordova, in favor, with Mr. Comas and Mr. Cordova in favor, and Mr. Gagnon and Mr. Perez opposed, the motion failed by margin 2-2, to allow Board members to have access to cameras at the clubhouse, gates, and door lock combination.

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Mr. Perez stated two people can have access to the cameras at the clubhouse. Ms. Trucco stated if the Board wants access, it should be permitted to them. Mr. Mena asked Counsel if there was an issue with all Supervisors just having access, given it was a District building. Ms. Trucco said no, there should not be any issue. Mr. Mena stated it was not Inframark that placed the lock on the office door and cannot grant access, but that it was the Chairman.

393

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399

Mr. Cordova stated there are still old Board members that have keys to the doors in the clubhouse and should not have access. Mr. Mena suggested the Board change all locks to the building, as a way to assure there are no extra keys floating around. Mr. Cordova suggested an amount of \$400 for a locksmith to re-key the doors in the clubhouse. Mr. Cordova asked Mr. Mena who all has access to the keys. Mr. Cordova stated he doesn't think all the Board members should have a set of keys and rather placed a set of keys in the lockbox and everyone have access to that lockbox.

400

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404

On MOTION by Mr. Cordova, seconded by Mr. Gagnon, with all in favor, approval was given to authorize a not to exceed amount of \$400 for the Chairman to re-key all doors in the clubhouse.

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**ELEVENTH ORDER OF BUSINESS                      Adjournment**

408

Meeting adjourned at 7:29 p.m.

409

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411

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413

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Gabriel Mena, Secretary

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Chairman



# **Section 8B**

# **Acceptance of**

# **Financial Statements**



## MEMORANDUM

**TO:** Board of Supervisors, VillaSol CDD  
**FROM:** Fernand Thomas, District Accountant  
**CC:** Gabe Mena, District Manager, Helena Randel, Accounting Supervisor  
**DATE:** April 24, 2023  
**SUBJECT:** March Financial Report

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

### **General Funds:**

- Total revenues are at 91.11% of the annual budget.
- Non-Ad Valorem Assessments are at 90.80% collected of the tax roll.
- For the current month, expenditures are at 58.11% of the annual budget.

### **Debt Service Funds:**

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

- Total revenues are at 90.88% of the year-to-date budget.
- Non-Ad Valorem Assessments are 90.80% collected of the tax roll.
- 50% of the interest was paid on November 1st.

VillaSol  
Community Development District

*Financial Report*

*March 31, 2023*

Prepared by



**Table of Contents**

<u><b>FINANCIAL STATEMENTS</b></u>	Page #
Balance Sheet - All Funds .....	1-2
Statement of Revenues, Expenditures and Changes in Fund Balance	
General Fund .....	3-6
Notes to the Financials .....	7-9
Debt Service Fund .....	10-11
 <u><b>SUPPORTING SCHEDULES</b></u>	
Non-Ad Valorem Special Assessments - Schedule .....	12
Cash and Investment Report .....	13
Bank Reconciliation .....	14
Check Register .....	15-19

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VillaSol  
Community Development District

**Financial Statements**

**(Unaudited)**

**March 31, 2023**

**Balance Sheet**  
March 31, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>GENERAL FUND</u>	<u>SERIES 2018 A1 &amp; A2 DEBT SERVICE FUND</u>	<u>TOTAL</u>
<b><u>ASSETS</u></b>			
Cash - Checking Account	\$ 462,006	\$ -	\$ 462,006
Accounts Receivable	26,936	-	26,936
Due From Other Funds	-	8,881	8,881
Investments:			
Money Market Account	404,755	-	404,755
Prepayment Fund (A-1)	-	5,000	5,000
Reserve Fund (A-2)	-	17,938	17,938
Reserve Fund A	-	87,273	87,273
Revenue Fund	-	273,382	273,382
Prepaid Items	362	-	362
Deposits	4,075	-	4,075
<b>TOTAL ASSETS</b>	<b>\$ 898,134</b>	<b>\$ 392,474</b>	<b>\$ 1,290,608</b>
<b><u>LIABILITIES</u></b>			
Accounts Payable	\$ 30,116	\$ -	\$ 30,116
Due To Other Funds	8,881	-	8,881
<b>TOTAL LIABILITIES</b>	<b>38,997</b>	<b>-</b>	<b>38,997</b>

**Balance Sheet**  
March 31, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>GENERAL FUND</u>	<u>SERIES 2018 A1 &amp; A2 DEBT SERVICE FUND</u>	<u>TOTAL</u>
<b><u>FUND BALANCES</u></b>			
<b>Nonspendable:</b>			
Prepaid Items	362	-	362
Deposits	4,075	-	4,075
<b>Restricted for:</b>			
Debt Service	-	392,474	392,474
<b>Assigned to:</b>			
Operating Reserves	179,895	-	179,895
<b>Unassigned:</b>	674,805	-	674,805
<b>TOTAL FUND BALANCES</b>	<b>\$ 859,137</b>	<b>\$ 392,474</b>	<b>\$ 1,251,611</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 898,134</b>	<b>\$ 392,474</b>	<b>\$ 1,290,608</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending March 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	MAR-23 ACTUAL
<b><u>REVENUES</u></b>				
Interest - Investments	\$ 2,500	\$ 4,061	162.44%	\$ 1,095
Room Rentals	2,000	3,105	155.25%	750
Interest - Tax Collector	-	488	0.00%	-
Special Assmnts- Tax Collector	813,093	738,251	90.80%	18,516
Special Assmnts- Discounts	(32,524)	(28,558)	87.81%	(185)
Other Miscellaneous Revenues	-	201	0.00%	-
Access Cards	4,000	1,351	33.78%	580
<b>TOTAL REVENUES</b>	<b>789,069</b>	<b>718,899</b>	<b>91.11%</b>	<b>20,756</b>

**EXPENDITURES**

**Administration**

P/R-Board of Supervisors	8,000	2,600	32.50%	800
FICA Taxes	612	199	32.52%	61
ProfServ-Arbitrage Rebate	600	600	100.00%	-
ProfServ-Dissemination Agent	1,000	-	0.00%	-
ProfServ-Engineering	27,200	21,383	78.61%	2,308
ProfServ-Legal Services	25,000	20,146	80.58%	5,070
ProfServ-Mgmt Consulting	48,410	24,205	50.00%	4,034
ProfServ-Property Appraiser	400	268	67.00%	268
ProfServ-Special Assessment	5,150	5,150	100.00%	-
ProfServ-Trustee Fees	6,410	2,671	41.67%	-
Auditing Services	6,250	9,000	144.00%	9,000
Communication - Telephone	3,600	2,380	66.11%	294



**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending March 31, 2023

<b>ACCOUNT DESCRIPTION</b>	<b>ANNUAL ADOPTED BUDGET</b>	<b>YEAR TO DATE ACTUAL</b>	<b>YTD ACTUAL AS A % OF ADOPTED BUD</b>	<b>MAR-23 ACTUAL</b>
Postage and Freight	1,600	270	16.88%	90
Insurance - General Liability	22,337	16,069	71.94%	-
Printing and Binding	4,000	41	1.03%	-
Legal Advertising	1,000	71	7.10%	-
Miscellaneous Services	1,000	1,257	125.70%	405
Misc-Assessment Collection Cost	16,262	14,194	87.28%	367
Misc-Web Hosting	2,150	1,985	92.33%	362
Office Supplies	400	-	0.00%	-
Annual District Filing Fee	175	175	100.00%	-
<b>Total Administration</b>	<b>181,556</b>	<b>122,664</b>	<b>67.56%</b>	<b>23,059</b>
<b><u>Field</u></b>				
ProfServ-Field Management	48,000	24,000	50.00%	4,000
Misc-Property Taxes	540	483	89.44%	-
<b>Total Field</b>	<b>48,540</b>	<b>24,483</b>	<b>50.44%</b>	<b>4,000</b>
<b><u>Landscape Services</u></b>				
Contracts-Lake and Wetland	8,034	4,010	49.91%	688
<b>Total Landscape Services</b>	<b>8,034</b>	<b>4,010</b>	<b>49.91%</b>	<b>688</b>
<b><u>Utilities</u></b>				
Utility - General	46,000	20,002	43.48%	3,921
<b>Total Utilities</b>	<b>46,000</b>	<b>20,002</b>	<b>43.48%</b>	<b>3,921</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending March 31, 2023

<b>ACCOUNT DESCRIPTION</b>	<b>ANNUAL ADOPTED BUDGET</b>	<b>YEAR TO DATE ACTUAL</b>	<b>YTD ACTUAL AS A % OF ADOPTED BUD</b>	<b>MAR-23 ACTUAL</b>
<b><u>Gatehouse</u></b>				
Contracts-Security Services	88,045	47,354	53.78%	7,337
R&M-Gatehouse	9,000	3,649	40.54%	374
Misc-Access Control Software	1,100	-	0.00%	-
Misc-Bar Codes	2,000	-	0.00%	-
<b>Total Gatehouse</b>	<b>100,145</b>	<b>51,003</b>	<b>50.93%</b>	<b>7,711</b>
<b><u>Road and Street Facilities</u></b>				
R&M-Roads & Alleyways	20,000	19,134	95.67%	-
R&M-Signage	863	37	4.29%	37
R&M-Pipe Inlet and Structure	183,700	93,183	50.73%	-
<b>Total Road and Street Facilities</b>	<b>204,563</b>	<b>112,354</b>	<b>54.92%</b>	<b>37</b>
<b><u>Parks and Recreation</u></b>				
Contracts-Fountain	1,588	-	0.00%	-
Contracts-Security Services	6,663	15,128	227.04%	2,522
Contracts-Pools	7,740	-	0.00%	-
Contracts-Sheriff	7,500	406	5.41%	-
Utility - Refuse Removal	4,200	3,618	86.14%	591
R&M-Clubhouse	11,000	4,190	38.09%	87
R&M-Parks	500	-	0.00%	-
R&M-Pools	9,700	11,756	121.20%	3,485
R&M-Tennis Courts	500	-	0.00%	-
Misc-Access Control Software	500	320	64.00%	-
Misc-Contingency	8,000	409	5.11%	207
<b>Total Parks and Recreation</b>	<b>57,891</b>	<b>35,827</b>	<b>61.89%</b>	<b>6,892</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending March 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	MAR-23 ACTUAL
<b><u>Common Area</u></b>				
Contracts-Landscape	59,352	29,612	49.89%	5,000
R&M-Common Area	3,500	9,838	281.09%	2,062
R&M-Other Landscape	10,000	8,343	83.43%	-
<b>Total Common Area</b>	<b>72,852</b>	<b>47,793</b>	<b>65.60%</b>	<b>7,062</b>
<b>TOTAL EXPENDITURES</b>	<b>719,581</b>	<b>418,136</b>	<b>58.11%</b>	<b>53,370</b>
Excess (deficiency) of revenues				
Over (under) expenditures	69,488	300,763	0.00%	(32,614)
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Contribution to (Use of) Fund Balance	69,488	-	0.00%	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>69,488</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>
Net change in fund balance	\$ 69,488	\$ 300,763	0.00%	\$ (32,614)
<b>FUND BALANCE, BEGINNING (OCT 1, 2022)</b>	<b>558,374</b>	<b>558,374</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 627,862</b>	<b>\$ 859,137</b>		

VillaSol CDD  
Community Development District

*Balance Sheet*

### **Notes to the Financial Statements**

#### **Assets**

- ▶ Accounts Receivable represents amount due from Truist Bank due to transaction fraud.
- ▶ Due to Other Funds represents debt service portion of assessment received, a request for a transfer is being made on April 24th, 2023.
- ▶ District has one MMA. (See Cash & Investments Report for details)
- ▶ Prepaid Items represents payment for termite fees services 04/01/2023-04/30/2023.
- ▶ Deposits with KUA and TOHO , confirmed on 6/27/22.

#### **Liabilities**

- ▶ Accounts Payable represents invoices received that will be paid in following month.
- ▶ Due to Other Funds represents debt service portion of assessment received, a request for a transfer is being made on April 24th, 2023.

#### **Fund Balance**

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

<u>Account Name</u>	<u>Annual Budget</u>	<u>YTD Actual</u>	<u>% of Budget</u>	<u>Explanation</u>
<b>Expenditures</b>				
<b><u>Administration</u></b>				
P/R Board of Supervisor	\$8,000	\$2,600	33%	Board members meeting attendance thru Mar. 2023.
Fica Taxes	\$612	\$199	33%	Board members meeting attendance thru Mar. 2023.
ProfServ-Arbitrage Rebate	\$600	\$600	100%	Paid in full.
ProfServ-Engineering	\$27,200	\$21,383	79%	General engineering: CDD meeting: site visit to inspect erosion on pond banks.
ProfServ-Legal Services	\$25,000	\$20,146	81%	General matters through current month.
ProfServ-Special Assessment	\$5,150	\$5,150	100%	Paid in full.
ProfService-Trustee	\$6,410	\$2,671	42%	Portion of Trustee fees 10/01/2022-02/28/2023.
Auditing Services	\$6,250	\$9,000	144%	Auditing services by Keefe.
Communication-Telephone	\$3,600	\$2,380	66%	Charter communications services through current month.
Insurance - General Liability	\$22,337	\$16,069	72%	Total premium with Public Risk Insurance Agency, paid in full.
Miscellaneous Services	\$1,000	\$1,257	126%	Inframark services and monthly bank fees.
Misc-Web Hosting	\$2,150	\$1,985	92%	Website services through current month.
Annual District Filling Fee	\$175	\$175	100%	Filling fees paid in full.
<b><u>Field</u></b>				
ProfServ-Field Management	\$48,000	\$24,000	50%	Professional services through current month.
Misc-Property Taxes	\$540	\$483	89%	Property tax paid in full.
<b><u>Landscape Services</u></b>				
Contracts-Lake and Wetland	\$8,034	\$4,010	50%	Services through current month and extra works.
<b><u>Utilities</u></b>				
Utility-General	\$46,000	\$20,002	43%	Services through current month.
<b><u>Gatehouse</u></b>				
Contracts-Security Services	\$88,045	\$47,354	54%	Services through current month and alarm monitoring.
<b><u>Road and Street Facilities</u></b>				
R&M-Roads & Alleways	\$20,000	\$19,134	96%	Inframark, LLC: Maintenance Man Work Order # WOVS02262022.
R&M-Pipe Inlet and Structure	\$183,000	\$93,183	51%	Stormwater repairs, Pipe Inlet structure repairs.

<u>Account Name</u>	<u>Annual Budget</u>	<u>YTD Actual</u>	<u>% of Budget</u>	<u>Explanation</u>
<b><u>Parks and Recreation-General</u></b>				
Contracts-Security Services	\$6,663	\$15,128	227%	Security Services from Magnotec Corp through current month.
Utility-Refuse Removal	\$4,200	\$3,618	86%	Waste Management Services through current month.
R&M-Clubhouse	\$11,000	\$4,190	38%	Services from Exercise Systems, Inc. for room flooring.
R&M-Pools	\$9,700	\$11,756	121%	Pools repair and chemicals purchase and pool pump maintenance.
Misc-Access Control Software	\$500	\$320	64%	Services from Servusat, LLC for software activation.
<b><u>Common Area</u></b>				
Contracts-Landscape	\$59,352	\$29,612	50%	Services through current month.
R&M-Common Area	\$3,500	\$9,838	281%	Inframark, LLC: Maintenance Man Work Order # WOVS02262022.
R&M-Other Landscape	\$10,000	\$8,343	83%	Tree trimming, playground, mulch and removed dead tree.

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending March 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	MAR-23 ACTUAL
<b><u>REVENUES</u></b>				
Interest - Investments	\$ 100	\$ 7	7.00%	\$ 1
Special Assmnts- Tax Collector	221,580	201,184	90.80%	5,046
Special Assmnts- Discounts	(8,863)	(7,783)	87.81%	(50)
<b>TOTAL REVENUES</b>	<b>212,817</b>	<b>193,408</b>	<b>90.88%</b>	<b>4,997</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
Misc-Assessment Collection Cost	3,324	3,868	116.37%	100
<b>Total Administration</b>	<b>3,324</b>	<b>3,868</b>	<b>116.37%</b>	<b>100</b>
<b><u>Debt Service</u></b>				
Principal Debt Retirement A-1	125,000	-	0.00%	-
Principal Debt Retirement A-2	20,000	-	0.00%	-
Interest Expense Series A-1	50,951	25,476	50.00%	-
Interest Expense Series A-2	14,763	7,381	50.00%	-
<b>Total Debt Service</b>	<b>210,714</b>	<b>32,857</b>	<b>15.59%</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>214,038</b>	<b>36,725</b>	<b>17.16%</b>	<b>100</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending March 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	MAR-23 ACTUAL
Excess (deficiency) of revenues				
Over (under) expenditures	(1,221)	156,683	0.00%	4,897
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Contribution to (Use of) Fund Balance	(1,221)	-	0.00%	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(1,221)</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>
Net change in fund balance	\$ (1,221)	\$ 156,683	0.00%	\$ 4,897
<b>FUND BALANCE, BEGINNING (OCT 1, 2022)</b>	<b>235,791</b>	<b>235,791</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 234,570</b>	<b>\$ 392,474</b>		



VillaSol  
Community Development District

**Supporting Schedules**

**March 31, 2023**

**Non-Ad Valorem Special Assessments - Osceola County Tax Collector  
(Monthly Collection Distributions)  
For the Fiscal Year Ending September 30, 2023**

Date Received	Net Amount Received	Discount / (Penalty) Amount	Collection Cost	Gross Amount Received	Allocation by Fund	
					General Fund	Debt Service Series 2018 Fund
ASSESSMENTS LEVIED FY2023				<b>\$ 1,034,673</b>	<b>\$ 813,093</b>	<b>\$ 221,580</b>
Allocation %				100%	79%	21%
11/18/22	\$ 13,808	\$ 785	\$ 282	\$ 14,875	\$ 11,689	\$ 3,186
11/22/22	\$ 54,563	\$ 2,320	\$ 1,114	\$ 57,997	\$ 45,577	\$ 12,420
12/09/22	\$ 695,469	\$ 29,570	\$ 14,193	\$ 739,232	\$ 580,922	\$ 158,310
12/22/22	\$ 53,997	\$ 2,187	\$ 1,102	\$ 57,286	\$ 45,018	\$ 12,268
01/10/23	\$ 18,527	\$ 585	\$ 378	\$ 19,490	\$ 15,316	\$ 4,174
01/10/23	\$ 7,197	\$ 209	\$ 147	\$ 7,553	\$ 5,935	\$ 1,617
02/09/23	\$ 17,409	\$ 411	\$ 355	\$ 18,176	\$ 14,284	\$ 3,892
02/09/23	\$ 1,201	\$ 38	\$ 25	\$ 1,264	\$ 993	\$ 271
03/10/23	\$ 22,860	\$ 236	\$ 467	\$ 23,562	\$ 18,516	\$ 5,046
<b>TOTAL</b>	<b>\$ 885,032</b>	<b>\$ 36,341</b>	<b>\$ 18,062</b>	<b>\$ 939,435</b>	<b>\$ 738,251</b>	<b>\$ 201,184</b>
<b>% COLLECTED</b>				<b>90.80%</b>	<b>90.80%</b>	<b>90.80%</b>
<b>TOTAL OUTSTANDING</b>				<b>\$ 95,238</b>	<b>\$ 74,843</b>	<b>\$ 20,396</b>

**Cash and Investment Report**  
*March 31, 2023*

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Yield</u>	<u>Balance</u>
<b>GENERAL FUND</b>				
Checking Account - Operating	Bank United	N/A	N/A	\$462,006 (1)
Money Market Account	Bank United	Money Market	4.00%	\$404,755 (2)
			SubTotal	<u>\$866,761</u>
<b>DEBT SERVICE FUND</b>				
Series 2018 A1 Prepayment Fund	US Bank	US Bank Commercial Paper	0.05%	\$5,000
Series 2018 A2 Debt Service Reserve	US Bank	US Bank Commercial Paper	0.05%	\$17,938
Series 2018 A1 Debt Service Reserve	US Bank	US Bank Commercial Paper	0.05%	\$87,273
Series 2018 A1 & A2 Revenue Fund	US Bank	US Bank Commercial Paper	0.05%	\$273,382
			SubTotal	<u>\$383,592</u>
			<b>Total</b>	<b><u>\$1,250,353</u></b>

(1) A transfer is beeing made from checking account to MMA.

(2) MMA interest rate increased to 4.25% in April.

Bank Account No. 1345 Bank United Checking (New)  
 Statement No. 03-2023  
 Statement Date 3/31/2023

<b>G/L Balance (LCY)</b>	462,005.90	<b>Statement Balance</b>	466,708.68
<b>G/L Balance</b>	462,005.90	<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00		
	<hr/>	<b>Subtotal</b>	466,708.68
<b>Subtotal</b>	462,005.90	<b>Outstanding Checks</b>	4,702.78
<b>Negative Adjustments</b>	0.00	<b>Differences</b>	0.00
	<hr/>		
<b>Ending G/L Balance</b>	462,005.90	<b>Ending Balance</b>	462,005.90
<b>Difference</b>	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
<b>Outstanding Checks</b>						
3/15/2023	Payment	005590	MARIO A. COROVA	184.70	0.00	184.70
3/22/2023	Payment	005593	KATRINA S SCARBOROUGH	268.44	0.00	268.44
3/24/2023	Payment	005600	THE HOME DEPOT	206.71	0.00	206.71
3/29/2023	Payment	005601	BLADE RUNNERS COMMERCIAL	632.71	0.00	632.71
3/29/2023	Payment	005602	DEWBERRY ENGINEERS INC	2,307.50	0.00	2,307.50
3/29/2023	Payment	005603	ENVERA SYSTEMS	280.00	0.00	280.00
3/29/2023	Payment	005604	SOLITUDE LAKE MANAGEMENT	688.42	0.00	688.42
3/31/2023	Payment	DD632	Payment of Invoice 008664	134.30	0.00	134.30
<b>Total Outstanding Checks.....</b>				<b>4,702.78</b>		<b>4,702.78</b>

VillaSol  
Community Development District

**Check Register**

**2/01/2023-03/31/2023**

VILLASOL COMMUNITY DEVELOPMENT DISTRICT

**Payment Register by Fund  
For the Period from 2/01/23 to 3/31/23  
(Sorted by Check / ACH No.)**

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid	
<b>GENERAL FUND - 001</b>								
<b>CHECK # 005558</b>								
001	02/01/23	BLADE RUNNERS COMMERCIAL	458096	HOG REMOVAL	R&M-Common Area	546016-57208	\$474.00	
							<b>Check Total</b>	<b>\$474.00</b>
<b>CHECK # 005559</b>								
001	02/01/23	ENVERA SYSTEMS	723567	GATE ACCESS FEB 2023	GATE ACCES FEB 2023	534037-53904	\$7,337.13	
							<b>Check Total</b>	<b>\$7,337.13</b>
<b>CHECK # 005560</b>								
001	02/01/23	OSCEOLA COUNTY SHERIFF'S OFFI	54143	SEC SVCS 1/10/23	Contracts-Sheriff	534100-57201	\$203.08	
							<b>Check Total</b>	<b>\$203.08</b>
<b>CHECK # 005561</b>								
001	02/01/23	THE HOME DEPOT	010523-9241	DEC 2022 PURCHASES	CALCIUM / LIME / RUST REMOVER	549900-57201	\$17.98	
							<b>Check Total</b>	<b>\$17.98</b>
<b>CHECK # 005562</b>								
001	02/08/23	AMV PRO SOLUTIONS LLC	62	HVAC REPAIRS	R&M-Clubhouse	546015-53901	\$129.00	
001	02/08/23	AMV PRO SOLUTIONS LLC	61	HVAC REPAIRS	R&M-Clubhouse	546015-53901	\$129.00	
							<b>Check Total</b>	<b>\$258.00</b>
<b>CHECK # 005563</b>								
001	02/08/23	BLADE RUNNERS COMMERCIAL	458140	REMOVAL OF 7 DEAD TREES	R&M-Common Area	546016-57208	\$1,750.00	
001	02/08/23	BLADE RUNNERS COMMERCIAL	458141	REMOVAL OF FALLEN TREE	R&M-Common Area	546016-57208	\$1,200.00	
							<b>Check Total</b>	<b>\$2,950.00</b>
<b>CHECK # 005564</b>								
001	02/08/23	CLARK & ALBAUGH, LLP	18259	GEN MATTERS THRU JAN 2023	ProfServ-Legal Services	531023-51401	\$5,031.00	
							<b>Check Total</b>	<b>\$5,031.00</b>
<b>CHECK # 005565</b>								
001	02/08/23	INFRAMARK, LLC	88603	JAN 2023 MGMT FEES	FIELD OPS	531016-53901	\$4,000.00	
001	02/08/23	INFRAMARK, LLC	88603	JAN 2023 MGMT FEES	MGMT FEES	531027-51201	\$4,034.17	
001	02/08/23	INFRAMARK, LLC	88603	JAN 2023 MGMT FEES	POSTAGE	541006-51301	\$13.11	
001	02/08/23	INFRAMARK, LLC	88603	JAN 2023 MGMT FEES	GODDAY EMAILS/ARCHIVING	549915-51301	\$536.96	
							<b>Check Total</b>	<b>\$8,584.24</b>
<b>CHECK # 005566</b>								
001	02/08/23	LLS TAX SOLUTIONS INC.	002929	SPEC ASSESS REV RFND BONDS SERIES 2018A-2	ProfServ-Arbitrage Rebate	531002-51301	\$600.00	
							<b>Check Total</b>	<b>\$600.00</b>
<b>CHECK # 005567</b>								
001	02/08/23	MAGNOSEC CORP	1086	SEC SVCS 1/9-1/22 2023	Contracts-Security Services	534037-57208	\$1,173.00	
							<b>Check Total</b>	<b>\$1,173.00</b>
<b>CHECK # 005568</b>								
001	02/13/23	TERMINIX PROCESSING CENTER	429580119	PEST CONTROL 1/3/23	PEST CONTROL	546015-57201	\$87.00	
							<b>Check Total</b>	<b>\$87.00</b>

VILLASOL COMMUNITY DEVELOPMENT DISTRICT

**Payment Register by Fund  
For the Period from 2/01/23 to 3/31/23  
(Sorted by Check / ACH No.)**

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	GL Account #	Amount Paid
<b>CHECK # 005569</b>							
001	02/23/23	BLADE RUNNERS COMMERCIAL	458127	FEB 2023 LANDSCAPE MAINT	Contracts-Landscape	534050-57208	\$5,000.00
001	02/23/23	BLADE RUNNERS COMMERCIAL	458165	IRR REPAIRS	R&M-Common Area	546016-57208	\$213.64
001	02/23/23	BLADE RUNNERS COMMERCIAL	458166	IRR REPAIRS	R&M-Common Area	546016-57208	\$281.00
<b>Check Total</b>							<b>\$5,494.64</b>
<b>CHECK # 005570</b>							
001	02/23/23	DEWBERRY ENGINEERS INC	2241341	ENGG SVCS THRU JAN 2023	ProfServ-Engineering	531013-51501	\$6,370.00
<b>Check Total</b>							<b>\$6,370.00</b>
<b>CHECK # 005571</b>							
001	02/23/23	ENVERA SYSTEMS	00058416	REPLACE ENTRANCE	R&M-Gatehouse	546035-53904	\$1,646.00
001	02/23/23	ENVERA SYSTEMS	00058851	REPAIR RIGHT EXIT BARRIER ARM	R&M-Gatehouse	546035-53904	\$145.00
<b>Check Total</b>							<b>\$1,791.00</b>
<b>CHECK # 005572</b>							
001	02/23/23	EXERCISE SYSTEMS INC	25462	QUARTERLY PM FOR FITNESS CENTER 1/18/23	R&M-Clubhouse	546015-57201	\$185.00
<b>Check Total</b>							<b>\$185.00</b>
<b>CHECK # 005573</b>							
001	02/23/23	MAGNOSEC CORP	1090	SEC SVCS 1/23-2/5/23	Contracts-Security Services	534037-57208	\$1,173.00
<b>Check Total</b>							<b>\$1,173.00</b>
<b>CHECK # 005574</b>							
001	02/23/23	PAVEROLOGY LLC	431A	FINAL PAYMENT PAVER REPAIRS	R&M-Common Area	546016-53901	\$4,300.00
<b>Check Total</b>							<b>\$4,300.00</b>
<b>CHECK # 005575</b>							
001	02/23/23	SERVUSAT, LLC	4390	ACCESS CONTROL SOFTWARE	Misc-Access Control Software	549003-57201	\$159.28
<b>Check Total</b>							<b>\$159.28</b>
<b>CHECK # 005576</b>							
001	02/23/23	SOLITUDE LAKE MANAGEMENT	PSI-50854	FEB 2023 LAKE / WETLAND MAINT	Contracts-Lake and Wetland	534021-53902	\$668.37
<b>Check Total</b>							<b>\$668.37</b>
<b>CHECK # 005577</b>							
001	02/23/23	TECHNI-POOLS	49403	FEB 2023 POOL MAINT	Contracts-Pools	534078-57201	\$1,553.00
<b>Check Total</b>							<b>\$1,553.00</b>
<b>CHECK # 005578</b>							
001	02/23/23	THE HOME DEPOT	3974776	JAN PURCHASES	bags/lavendr/febreze/disinfectant	549900-57201	\$81.86
<b>Check Total</b>							<b>\$81.86</b>
<b>CHECK # 005579</b>							
001	03/01/23	A PRESTIGE AIR	3500396-1	HVAC REPAIRS	R&M-Clubhouse	546015-57201	\$170.00
<b>Check Total</b>							<b>\$170.00</b>
<b>CHECK # 005580</b>							
001	03/01/23	ENVERA SYSTEMS	724627	MARCH 2023 SEC SVCS	GATE ACCES FEB 2023	534037-53904	\$7,337.13
<b>Check Total</b>							<b>\$7,337.13</b>

VILLASOL COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund  
 For the Period from 2/01/23 to 3/31/23  
 (Sorted by Check / ACH No.)

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	GL Account #	Amount Paid	
<b>CHECK # 005581</b>								
001	03/01/23	MAGNOSEC CORP	1117	SEC SVCS 2/6-2/19/23	Contracts-Security Services	534037-57208	\$1,260.98	
							<b>Check Total</b>	<u>\$1,260.98</u>
<b>CHECK # 005582</b>								
001	03/01/23	TERMINIX PROCESSING CENTER	022623-5373916	TERMIT BAITING SVCS 4/1/23-4/30/24	PEST CONTROL	155000	\$362.00	
							<b>Check Total</b>	<u>\$362.00</u>
<b>CHECK # 005584</b>								
001	03/08/23	ATLANTIC PIPE SERVICES	22-0242-7	PIPE INLET AND STRUCTURE	R&M Pipe Inlet and Structure	546174-53901	\$6,853.44	
							<b>Check Total</b>	<u>\$6,853.44</u>
<b>CHECK # 005585</b>								
001	03/08/23	CLARK & ALBAUGH, LLP	18293	GEN MATTERS THUR FEB 2023	ProfServ-Legal Services	531023-51401	\$3,504.00	
							<b>Check Total</b>	<u>\$3,504.00</u>
<b>CHECK # 005586</b>								
001	03/08/23	TECHNI-POOLS	49800	MAR 2023 POOL MAINT	Contracts-Pools	534078-57201	\$1,553.00	
							<b>Check Total</b>	<u>\$1,553.00</u>
<b>CHECK # 005591</b>								
001	03/17/23	BLADE RUNNERS COMMERCIAL	458169	TOWING FEE PAID TO TADS TOWING	R&M-Common Area	546016-57208	\$720.13	
001	03/17/23	BLADE RUNNERS COMMERCIAL	458212	MARCH 2023 LANDSCAPE MAINT	Contracts-Landscape	534050-57208	\$5,000.00	
							<b>Check Total</b>	<u>\$5,720.13</u>
<b>CHECK # 005592</b>								
001	03/17/23	FED EX	8-060-63687	FEDEX OF 3/7/23	Postage and Freight	541006-51301	\$27.91	
							<b>Check Total</b>	<u>\$27.91</u>
<b>CHECK # 005593</b>								
001	03/22/23	KATRINA S SCARBOROUGH	2018660	ASSESSMENT TAX ROLL	ProfServ-Property Appraiser	531035-51301	\$268.44	
							<b>Check Total</b>	<u>\$268.44</u>
<b>CHECK # 005594</b>								
001	03/24/23	FAST SIGNS	2060-21034	SIGNAGE	R&M-Signage	546085-53901	\$36.56	
							<b>Check Total</b>	<u>\$36.56</u>
<b>CHECK # 005595</b>								
001	03/24/23	FED EX	8-066-98147	MAR POSTAGE - AGENDA PACKAGES	Postage and Freight	541006-51301	\$50.14	
							<b>Check Total</b>	<u>\$50.14</u>
<b>CHECK # 005596</b>								
001	03/24/23	INFRAMARK, LLC	90472	FEB 2023 MGMT FEES	ADMIN FEE	531027-51201	\$4,034.17	
001	03/24/23	INFRAMARK, LLC	90472	FEB 2023 MGMT FEES	FIELD OPS	531016-53901	\$4,000.00	
001	03/24/23	INFRAMARK, LLC	90472	FEB 2023 MGMT FEES	POSTAGE	541006-51301	\$18.09	
001	03/24/23	INFRAMARK, LLC	90472	FEB 2023 MGMT FEES	COPIES	547001-51301	\$30.10	
001	03/24/23	INFRAMARK, LLC	90472	FEB 2023 MGMT FEES	GO DADDY	549915-51301	\$293.25	
001	03/24/23	INFRAMARK, LLC	90472	FEB 2023 MGMT FEES	PRINTING/BINDING	546016-57208	\$298.00	
							<b>Check Total</b>	<u>\$8,673.61</u>



VILLASOL COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund  
 For the Period from 2/01/23 to 3/31/23  
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Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	GL Account #	Amount Paid	
<b>CHECK # 005597</b>								
001	03/24/23	MAGNOSEC CORP	1129	SEC SVCS 2/20-3/5/23	Contracts-Security Services	534037-57208	\$1,260.98	
							<b>Check Total</b>	<u>\$1,260.98</u>
<b>CHECK # 005598</b>								
001	03/24/23	TECHNI-POOLS	49850	POOL PUMP MAINT	R&M-Pools	546074-57201	\$1,931.74	
							<b>Check Total</b>	<u>\$1,931.74</u>
<b>CHECK # 005599</b>								
001	03/24/23	TERMINIX PROCESSING CENTER	430611750	PEST CONTROL 2/6/23	PEST CONTROL	546015-57201	\$87.00	
							<b>Check Total</b>	<u>\$87.00</u>
<b>CHECK # 005600</b>								
001	03/24/23	THE HOME DEPOT	5522242	MAINT SUPPLIES	bags/lavendr/febreze/disinfectant	546016-57201	\$206.71	
							<b>Check Total</b>	<u>\$206.71</u>
<b>CHECK # 005601</b>								
001	03/29/23	BLADE RUNNERS COMMERCIAL	458230	REPLACE VALVE AT ENTRANCE	R&M-Common Area	546016-57208	\$632.71	
							<b>Check Total</b>	<u>\$632.71</u>
<b>CHECK # 005602</b>								
001	03/29/23	DEWBERRY ENGINEERS INC	2254517	GENERAL ENGINEERING BILLING.	ProfServ-Engineering	531013-51501	\$2,307.50	
							<b>Check Total</b>	<u>\$2,307.50</u>
<b>CHECK # 005603</b>								
001	03/29/23	ENVERA SYSTEMS	00059901	CAMERA REPAIR	R&M-Gatehouse	546035-53904	\$280.00	
							<b>Check Total</b>	<u>\$280.00</u>
<b>CHECK # 005604</b>								
001	03/29/23	SOLITUDE LAKE MANAGEMENT	PSI-59231	MARCH 2023 LAKE MAINT	Contracts-Lake and Wetland	534021-53902	\$688.42	
							<b>Check Total</b>	<u>\$688.42</u>
<b>CHECK # DD619</b>								
001	02/02/23	TOHO WATER AUTHORITY	010523 ACH	BILL PRD 12/5/22-1/5/23	Utility - General	543001-53903	\$684.07	
							<b>Check Total</b>	<u>\$684.07</u>
<b>CHECK # DD623</b>								
001	02/03/23	CHARTER COMMUNICATIONS	068176902011823 ACH	BILL PRD 1/17-2/16/23 OFFICE	Communication - Telephone	541003-51301	\$294.15	
							<b>Check Total</b>	<u>\$294.15</u>
<b>CHECK # DD624</b>								
001	02/24/23	WASTE MANAGEMENT	0047451-0180-0 ACH	REFUSE REMOVAL	Utility - Refuse Removal	543020-53901	\$598.00	
							<b>Check Total</b>	<u>\$598.00</u>
<b>CHECK # DD625</b>								
001	03/05/23	CHARTER COMMUNICATIONS	0041630021423	BILL PRD 2/14-3/13/23	Communication - Telephone	541003-51301	\$134.30	
							<b>Check Total</b>	<u>\$134.30</u>
<b>CHECK # DD626</b>								
001	03/05/23	KUA	021423 ACH	BILL PRD 1/14-2/14/23	Utility - General	543001-53903	\$3,325.97	
							<b>Check Total</b>	<u>\$3,325.97</u>

VILLASOL COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund  
 For the Period from 2/01/23 to 3/31/23  
 (Sorted by Check / ACH No.)

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid	
<b>CHECK # DD627</b>								
001	03/05/23	TOHO WATER AUTHORITY	021423 ACH	BILL PRD 1/5-2/5/23	Utility - General	543001-53903	\$415.02	
							<b>Check Total</b>	<b>\$415.02</b>
<b>CHECK # DD628</b>								
001	03/15/23	CHARTER COMMUNICATIONS	0047058021723	2/17-3/16/23 OFFICE	OFFICE	541003-51301	\$294.16	
							<b>Check Total</b>	<b>\$294.16</b>
<b>CHECK # DD629</b>								
001	03/15/23	CHARTER COMMUNICATIONS	0059491022823	BILL PRD 2/28-3/27/23 GATE	R&M-Gatehouse	546035-53904	\$239.96	
							<b>Check Total</b>	<b>\$239.96</b>
<b>CHECK # DD630</b>								
001	03/15/23	WASTE MANAGEMENT	0061108-0180-7	MARCH 2023. REFUSE REMOVAL	Utility - Refuse Removal	543020-53901	\$590.86	
							<b>Check Total</b>	<b>\$590.86</b>
<b>CHECK # DD631</b>								
001	02/14/23	CHARTER COMMUNICATIONS	077902902012723 ACH	BILL PRD 1/28-2/27/23	R&M-Gatehouse	546035-53904	\$239.96	
							<b>Check Total</b>	<b>\$239.96</b>
<b>CHECK # DD632</b>								
001	03/31/23	CHARTER COMMUNICATIONS	0041630031423	BILL PRD 3/14-4/13/23	R&M-Gatehouse	546035-53904	\$134.30	
							<b>Check Total</b>	<b>\$134.30</b>
<b>CHECK # 005587</b>								
001	03/15/23	SERVANDO JR COMAS	PAYROLL	March 15, 2023 Payroll Posting			\$184.70	
							<b>Check Total</b>	<b>\$184.70</b>
<b>CHECK # 005588</b>								
001	03/15/23	MICHAEL J. EDGECOMBE	PAYROLL	March 15, 2023 Payroll Posting			\$184.70	
							<b>Check Total</b>	<b>\$184.70</b>
<b>CHECK # 005589</b>								
001	03/15/23	HERMAN PEREZ	PAYROLL	March 15, 2023 Payroll Posting			\$184.70	
							<b>Check Total</b>	<b>\$184.70</b>
<b>CHECK # 005590</b>								
001	03/15/23	MARIO A. COROVA	PAYROLL	March 15, 2023 Payroll Posting			\$184.70	
							<b>Check Total</b>	<b>\$184.70</b>
							<b>Fund Total</b>	<b>\$99,393.53</b>
<b>SERIES 2018 A1 &amp; A2 DEBT SERVICE FUND - 202</b>								
<b>CHECK # 005583</b>								
202	03/01/23	VILLASOL CDD C/O US BANK N.A.	02242023-SER 2018	TRFR ASSESS SER 2018 TAX COLLECTIONS	Due From Other Funds	131000	\$5,508.99	
							<b>Check Total</b>	<b>\$5,508.99</b>
							<b>Fund Total</b>	<b>\$5,508.99</b>
							<b>Total Checks Paid</b>	<b>\$104,902.52</b>

# **Section 8C**

# **Approval of Check**

# **Register**

VILLASOL COMMUNITY DEVELOPMENT DISTRICT

**Payment Register by Fund**  
**For the Period from 2/01/23 to 3/31/23**  
**(Sorted by Check / ACH No.)**

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	GL Account #	Amount Paid	
<b>GENERAL FUND - 001</b>								
<b>CHECK # 005558</b>								
001	02/01/23	BLADE RUNNERS COMMERCIAL	458096	HOG REMOVAL	R&M-Common Area	546016-57208	\$474.00	
							<b>Check Total</b>	<b>\$474.00</b>
<b>CHECK # 005559</b>								
001	02/01/23	ENVERA SYSTEMS	723567	GATE ACCESS FEB 2023	GATE ACCES FEB 2023	534037-53904	\$7,337.13	
							<b>Check Total</b>	<b>\$7,337.13</b>
<b>CHECK # 005560</b>								
001	02/01/23	OSCEOLA COUNTY SHERIFF'S OFFI	54143	SEC SVCS 1/10/23	Contracts-Sheriff	534100-57201	\$203.08	
							<b>Check Total</b>	<b>\$203.08</b>
<b>CHECK # 005561</b>								
001	02/01/23	THE HOME DEPOT	010523-9241	DEC 2022 PURCHASES	CALCIUM / LIME / RUST REMOVER	549900-57201	\$17.98	
							<b>Check Total</b>	<b>\$17.98</b>
<b>CHECK # 005562</b>								
001	02/08/23	AMV PRO SOLUTIONS LLC	62	HVAC REPAIRS	R&M-Clubhouse	546015-53901	\$129.00	
001	02/08/23	AMV PRO SOLUTIONS LLC	61	HVAC REPAIRS	R&M-Clubhouse	546015-53901	\$129.00	
							<b>Check Total</b>	<b>\$258.00</b>
<b>CHECK # 005563</b>								
001	02/08/23	BLADE RUNNERS COMMERCIAL	458140	REMOVAL OF 7 DEAD TREES	R&M-Common Area	546016-57208	\$1,750.00	
001	02/08/23	BLADE RUNNERS COMMERCIAL	458141	REMOVAL OF FALLEN TREE	R&M-Common Area	546016-57208	\$1,200.00	
							<b>Check Total</b>	<b>\$2,950.00</b>
<b>CHECK # 005564</b>								
001	02/08/23	CLARK & ALBAUGH, LLP	18259	GEN MATTERS THRU JAN 2023	ProfServ-Legal Services	531023-51401	\$5,031.00	
							<b>Check Total</b>	<b>\$5,031.00</b>
<b>CHECK # 005565</b>								
001	02/08/23	INFRAMARK, LLC	88603	JAN 2023 MGMT FEES	FIELD OPS	531016-53901	\$4,000.00	
001	02/08/23	INFRAMARK, LLC	88603	JAN 2023 MGMT FEES	MGMT FEES	531027-51201	\$4,034.17	
001	02/08/23	INFRAMARK, LLC	88603	JAN 2023 MGMT FEES	POSTAGE	541006-51301	\$13.11	
001	02/08/23	INFRAMARK, LLC	88603	JAN 2023 MGMT FEES	GODDAY EMAILS/ARCHIVING	549915-51301	\$536.96	
							<b>Check Total</b>	<b>\$8,584.24</b>
<b>CHECK # 005566</b>								
001	02/08/23	LLS TAX SOLUTIONS INC.	002929	SPEC ASSESS REV RFND BONDS SERIES 2018A-2	ProfServ-Arbitrage Rebate	531002-51301	\$600.00	
							<b>Check Total</b>	<b>\$600.00</b>
<b>CHECK # 005567</b>								
001	02/08/23	MAGNOSEC CORP	1086	SEC SVCS 1/9-1/22 2023	Contracts-Security Services	534037-57208	\$1,173.00	
							<b>Check Total</b>	<b>\$1,173.00</b>
<b>CHECK # 005568</b>								
001	02/13/23	TERMINIX PROCESSING CENTER	429580119	PEST CONTROL 1/3/23	PEST CONTROL	546015-57201	\$87.00	
							<b>Check Total</b>	<b>\$87.00</b>

VILLASOL COMMUNITY DEVELOPMENT DISTRICT

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<b>CHECK # 005569</b>							
001	02/23/23	BLADE RUNNERS COMMERCIAL	458127	FEB 2023 LANDSCAPE MAINT	Contracts-Landscape	534050-57208	\$5,000.00
001	02/23/23	BLADE RUNNERS COMMERCIAL	458165	IRR REPAIRS	R&M-Common Area	546016-57208	\$213.64
001	02/23/23	BLADE RUNNERS COMMERCIAL	458166	IRR REPAIRS	R&M-Common Area	546016-57208	\$281.00
<b>Check Total</b>							<b>\$5,494.64</b>
<b>CHECK # 005570</b>							
001	02/23/23	DEWBERRY ENGINEERS INC	2241341	ENGG SVCS THRU JAN 2023	ProfServ-Engineering	531013-51501	\$6,370.00
<b>Check Total</b>							<b>\$6,370.00</b>
<b>CHECK # 005571</b>							
001	02/23/23	ENVERA SYSTEMS	00058416	REPLACE ENTRANCE	R&M-Gatehouse	546035-53904	\$1,646.00
001	02/23/23	ENVERA SYSTEMS	00058851	REPAIR RIGHT EXIT BARRIER ARM	R&M-Gatehouse	546035-53904	\$145.00
<b>Check Total</b>							<b>\$1,791.00</b>
<b>CHECK # 005572</b>							
001	02/23/23	EXERCISE SYSTEMS INC	25462	QUARTERLY PM FOR FITNESS CENTER 1/18/23	R&M-Clubhouse	546015-57201	\$185.00
<b>Check Total</b>							<b>\$185.00</b>
<b>CHECK # 005573</b>							
001	02/23/23	MAGNOSEC CORP	1090	SEC SVCS 1/23-2/5/23	Contracts-Security Services	534037-57208	\$1,173.00
<b>Check Total</b>							<b>\$1,173.00</b>
<b>CHECK # 005574</b>							
001	02/23/23	PAVEROLOGY LLC	431A	FINAL PAYMENT PAVER REPAIRS	R&M-Common Area	546016-53901	\$4,300.00
<b>Check Total</b>							<b>\$4,300.00</b>
<b>CHECK # 005575</b>							
001	02/23/23	SERVUSAT, LLC	4390	ACCESS CONTROL SOFTWARE	Misc-Access Control Software	549003-57201	\$159.28
<b>Check Total</b>							<b>\$159.28</b>
<b>CHECK # 005576</b>							
001	02/23/23	SOLITUDE LAKE MANAGEMENT	PSI-50854	FEB 2023 LAKE / WETLAND MAINT	Contracts-Lake and Wetland	534021-53902	\$668.37
<b>Check Total</b>							<b>\$668.37</b>
<b>CHECK # 005577</b>							
001	02/23/23	TECHNI-POOLS	49403	FEB 2023 POOL MAINT	Contracts-Pools	534078-57201	\$1,553.00
<b>Check Total</b>							<b>\$1,553.00</b>
<b>CHECK # 005578</b>							
001	02/23/23	THE HOME DEPOT	3974776	JAN PURCHASES	bags/lavendr/febreze/disinfectant	549900-57201	\$81.86
<b>Check Total</b>							<b>\$81.86</b>
<b>CHECK # 005579</b>							
001	03/01/23	A PRESTIGE AIR	3500396-1	HVAC REPAIRS	R&M-Clubhouse	546015-57201	\$170.00
<b>Check Total</b>							<b>\$170.00</b>
<b>CHECK # 005580</b>							
001	03/01/23	ENVERA SYSTEMS	724627	MARCH 2023 SEC SVCS	GATE ACCES FEB 2023	534037-53904	\$7,337.13
<b>Check Total</b>							<b>\$7,337.13</b>

VILLASOL COMMUNITY DEVELOPMENT DISTRICT

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<b>CHECK # 005581</b>								
001	03/01/23	MAGNOSEC CORP	1117	SEC SVCS 2/6-2/19/23	Contracts-Security Services	534037-57208	\$1,260.98	
							<b>Check Total</b>	<u>\$1,260.98</u>
<b>CHECK # 005582</b>								
001	03/01/23	TERMINIX PROCESSING CENTER	022623-5373916	TERMIT BAITING SVCS 4/1/23-4/30/24	PEST CONTROL	155000	\$362.00	
							<b>Check Total</b>	<u>\$362.00</u>
<b>CHECK # 005584</b>								
001	03/08/23	ATLANTIC PIPE SERVICES	22-0242-7	PIPE INLET AND STRUCTURE	R&M Pipe Inlet and Structure	546174-53901	\$6,853.44	
							<b>Check Total</b>	<u>\$6,853.44</u>
<b>CHECK # 005585</b>								
001	03/08/23	CLARK & ALBAUGH, LLP	18293	GEN MATTERS THUR FEB 2023	ProfServ-Legal Services	531023-51401	\$3,504.00	
							<b>Check Total</b>	<u>\$3,504.00</u>
<b>CHECK # 005586</b>								
001	03/08/23	TECHNI-POOLS	49800	MAR 2023 POOL MAINT	Contracts-Pools	534078-57201	\$1,553.00	
							<b>Check Total</b>	<u>\$1,553.00</u>
<b>CHECK # 005591</b>								
001	03/17/23	BLADE RUNNERS COMMERCIAL	458169	TOWING FEE PAID TO TADS TOWING	R&M-Common Area	546016-57208	\$720.13	
001	03/17/23	BLADE RUNNERS COMMERCIAL	458212	MARCH 2023 LANDSCAPE MAINT	Contracts-Landscape	534050-57208	\$5,000.00	
							<b>Check Total</b>	<u>\$5,720.13</u>
<b>CHECK # 005592</b>								
001	03/17/23	FED EX	8-060-63687	FEDEX OF 3/7/23	Postage and Freight	541006-51301	\$27.91	
							<b>Check Total</b>	<u>\$27.91</u>
<b>CHECK # 005593</b>								
001	03/22/23	KATRINA S SCARBOROUGH	2018660	ASSESSMENT TAX ROLL	ProfServ-Property Appraiser	531035-51301	\$268.44	
							<b>Check Total</b>	<u>\$268.44</u>
<b>CHECK # 005594</b>								
001	03/24/23	FAST SIGNS	2060-21034	SIGNAGE	R&M-Signage	546085-53901	\$36.56	
							<b>Check Total</b>	<u>\$36.56</u>
<b>CHECK # 005595</b>								
001	03/24/23	FED EX	8-066-98147	MAR POSTAGE - AGENDA PACKAGES	Postage and Freight	541006-51301	\$50.14	
							<b>Check Total</b>	<u>\$50.14</u>
<b>CHECK # 005596</b>								
001	03/24/23	INFRAMARK, LLC	90472	FEB 2023 MGMT FEES	ADMIN FEE	531027-51201	\$4,034.17	
001	03/24/23	INFRAMARK, LLC	90472	FEB 2023 MGMT FEES	FIELD OPS	531016-53901	\$4,000.00	
001	03/24/23	INFRAMARK, LLC	90472	FEB 2023 MGMT FEES	POSTAGE	541006-51301	\$18.09	
001	03/24/23	INFRAMARK, LLC	90472	FEB 2023 MGMT FEES	COPIES	547001-51301	\$30.10	
001	03/24/23	INFRAMARK, LLC	90472	FEB 2023 MGMT FEES	GO DADDY	549915-51301	\$293.25	
001	03/24/23	INFRAMARK, LLC	90472	FEB 2023 MGMT FEES	PRINTING/BINDING	546016-57208	\$298.00	
							<b>Check Total</b>	<u>\$8,673.61</u>

VILLASOL COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund  
 For the Period from 2/01/23 to 3/31/23  
 (Sorted by Check / ACH No.)

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	GL Account #	Amount Paid	
<b>CHECK # 005597</b>								
001	03/24/23	MAGNOSEC CORP	1129	SEC SVCS 2/20-3/5/23	Contracts-Security Services	534037-57208	\$1,260.98	
							<b>Check Total</b>	<u>\$1,260.98</u>
<b>CHECK # 005598</b>								
001	03/24/23	TECHNI-POOLS	49850	POOL PUMP MAINT	R&M-Pools	546074-57201	\$1,931.74	
							<b>Check Total</b>	<u>\$1,931.74</u>
<b>CHECK # 005599</b>								
001	03/24/23	TERMINIX PROCESSING CENTER	430611750	PEST CONTROL 2/6/23	PEST CONTROL	546015-57201	\$87.00	
							<b>Check Total</b>	<u>\$87.00</u>
<b>CHECK # 005600</b>								
001	03/24/23	THE HOME DEPOT	5522242	MAINT SUPPLIES	bags/lavendr/febreze/disinfectant	546016-57201	\$206.71	
							<b>Check Total</b>	<u>\$206.71</u>
<b>CHECK # 005601</b>								
001	03/29/23	BLADE RUNNERS COMMERCIAL	458230	REPLACE VALVE AT ENTRANCE	R&M-Common Area	546016-57208	\$632.71	
							<b>Check Total</b>	<u>\$632.71</u>
<b>CHECK # 005602</b>								
001	03/29/23	DEWBERRY ENGINEERS INC	2254517	GENERAL ENGINEERING BILLING.	ProfServ-Engineering	531013-51501	\$2,307.50	
							<b>Check Total</b>	<u>\$2,307.50</u>
<b>CHECK # 005603</b>								
001	03/29/23	ENVERA SYSTEMS	00059901	CAMERA REPAIR	R&M-Gatehouse	546035-53904	\$280.00	
							<b>Check Total</b>	<u>\$280.00</u>
<b>CHECK # 005604</b>								
001	03/29/23	SOLITUDE LAKE MANAGEMENT	PSI-59231	MARCH 2023 LAKE MAINT	Contracts-Lake and Wetland	534021-53902	\$688.42	
							<b>Check Total</b>	<u>\$688.42</u>
<b>CHECK # DD619</b>								
001	02/02/23	TOHO WATER AUTHORITY	010523 ACH	BILL PRD 12/5/22-1/5/23	Utility - General	543001-53903	\$684.07	
							<b>Check Total</b>	<u>\$684.07</u>
<b>CHECK # DD623</b>								
001	02/03/23	CHARTER COMMUNICATIONS	068176902011823 ACH	BILL PRD 1/17-2/16/23 OFFICE	Communication - Telephone	541003-51301	\$294.15	
							<b>Check Total</b>	<u>\$294.15</u>
<b>CHECK # DD624</b>								
001	02/24/23	WASTE MANAGEMENT	0047451-0180-0 ACH	REFUSE REMOVAL	Utility - Refuse Removal	543020-53901	\$598.00	
							<b>Check Total</b>	<u>\$598.00</u>
<b>CHECK # DD625</b>								
001	03/05/23	CHARTER COMMUNICATIONS	0041630021423	BILL PRD 2/14-3/13/23	Communication - Telephone	541003-51301	\$134.30	
							<b>Check Total</b>	<u>\$134.30</u>
<b>CHECK # DD626</b>								
001	03/05/23	KUA	021423 ACH	BILL PRD 1/14-2/14/23	Utility - General	543001-53903	\$3,325.97	
							<b>Check Total</b>	<u>\$3,325.97</u>

VILLASOL COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund  
 For the Period from 2/01/23 to 3/31/23  
 (Sorted by Check / ACH No.)

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid	
<b>CHECK # DD627</b>								
001	03/05/23	TOHO WATER AUTHORITY	021423 ACH	BILL PRD 1/5-2/5/23	Utility - General	543001-53903	\$415.02	
							<b>Check Total</b>	<u>\$415.02</u>
<b>CHECK # DD628</b>								
001	03/15/23	CHARTER COMMUNICATIONS	0047058021723	2/17-3/16/23 OFFICE	OFFICE	541003-51301	\$294.16	
							<b>Check Total</b>	<u>\$294.16</u>
<b>CHECK # DD629</b>								
001	03/15/23	CHARTER COMMUNICATIONS	0059491022823	BILL PRD 2/28-3/27/23 GATE	R&M-Gatehouse	546035-53904	\$239.96	
							<b>Check Total</b>	<u>\$239.96</u>
<b>CHECK # DD630</b>								
001	03/15/23	WASTE MANAGEMENT	0061108-0180-7	MARCH 2023. REFUSE REMOVAL	Utility - Refuse Removal	543020-53901	\$590.86	
							<b>Check Total</b>	<u>\$590.86</u>
<b>CHECK # DD631</b>								
001	02/14/23	CHARTER COMMUNICATIONS	077902902012723 ACH	BILL PRD 1/28-2/27/23	R&M-Gatehouse	546035-53904	\$239.96	
							<b>Check Total</b>	<u>\$239.96</u>
<b>CHECK # DD632</b>								
001	03/31/23	CHARTER COMMUNICATIONS	0041630031423	BILL PRD 3/14-4/13/23	R&M-Gatehouse	546035-53904	\$134.30	
							<b>Check Total</b>	<u>\$134.30</u>
<b>CHECK # 005587</b>								
001	03/15/23	SERVANDO JR COMAS	PAYROLL	March 15, 2023 Payroll Posting			\$184.70	
							<b>Check Total</b>	<u>\$184.70</u>
<b>CHECK # 005588</b>								
001	03/15/23	MICHAEL J. EDGECOMBE	PAYROLL	March 15, 2023 Payroll Posting			\$184.70	
							<b>Check Total</b>	<u>\$184.70</u>
<b>CHECK # 005589</b>								
001	03/15/23	HERMAN PEREZ	PAYROLL	March 15, 2023 Payroll Posting			\$184.70	
							<b>Check Total</b>	<u>\$184.70</u>
<b>CHECK # 005590</b>								
001	03/15/23	MARIO A. COROVA	PAYROLL	March 15, 2023 Payroll Posting			\$184.70	
							<b>Check Total</b>	<u>\$184.70</u>
							<b>Fund Total</b>	<u><b>\$99,393.53</b></u>
<b>SERIES 2018 A1 &amp; A2 DEBT SERVICE FUND - 202</b>								
<b>CHECK # 005583</b>								
202	03/01/23	VILLASOL CDD C/O US BANK N.A.	02242023-SER 2018	TRFR ASSESS SER 2018 TAX COLLECTIONS	Due From Other Funds	131000	\$5,508.99	
							<b>Check Total</b>	<u>\$5,508.99</u>
							<b>Fund Total</b>	<u><b>\$5,508.99</b></u>
							<b>Total Checks Paid</b>	<u><b>\$104,902.52</b></u>



# **Section 8D**

## **Consideration of Proposals for District Management Services**

# **Section 8Di 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](mailto:SClark@winterparklawyers.com)  
and copy to [DTraub@winterparklayers.com](mailto: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

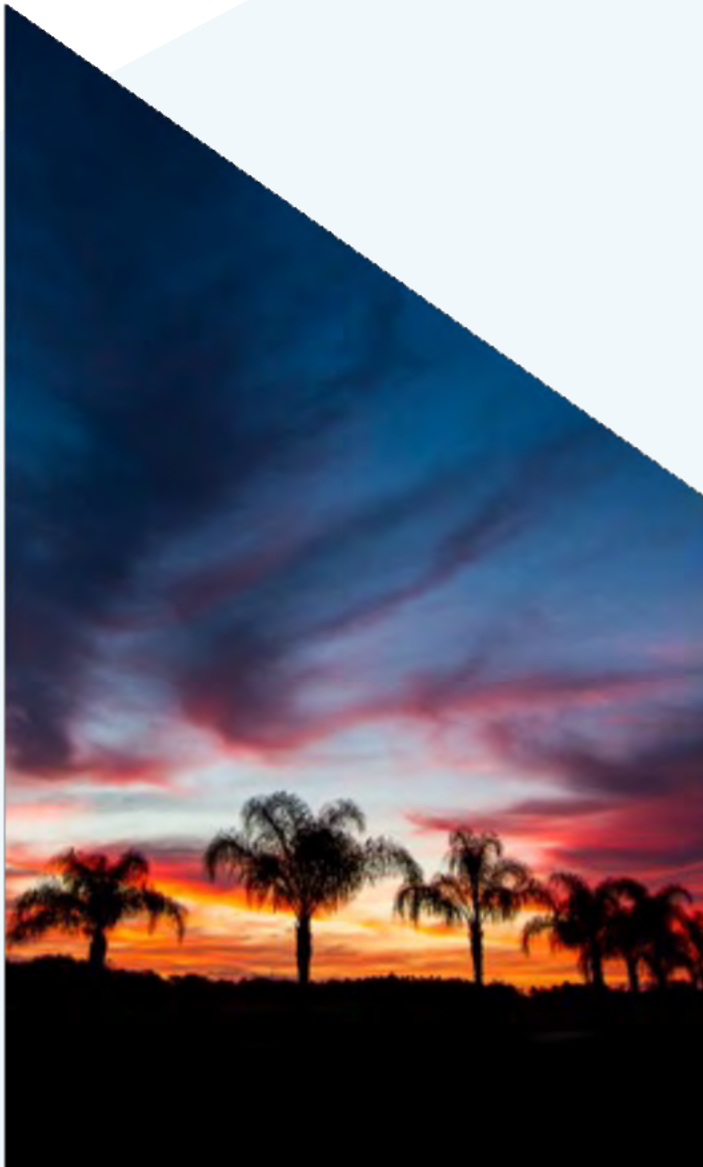
DISTRICT MANAGEMENT SERVICES



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

Submitted  
March 3<sup>rd</sup>, 2023

# TABLE OF CONTENTS



**COMPANY INFORMATION**  
3

**HOW WE WORK**  
4

**CONTACT INFORMATION**  
6

**FAMILY OF GMS  
COMPANIES**  
7

**OUR TEAM**  
8

**SERVICES**  
11

**REFERENCES**  
16

**EXPERIENCE SUMMARY**  
17

**COST OF SERVICES**  
24

# 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

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**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**

- OSIANA OKUZNIK
- BERNARDE PEREGRINO
- TODD POUVRE

**DISTRICT MANAGEMENT**

- MARLEE GILES
- HOMERD 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 VALDEBLIT
- SAMANTHA 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

**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

**AMENITIES**

- 7-15 DISTRICT EMPLOYEES FLEX SCHEDULES

**FIELD OPERATIONS**

- CLAYTON SMITH
- MICK SHEPARD

**AMENITIES**

- BRIAN YOUNG
- NATASHA BARDLOW
- & 10 OTHERS

**MAINTENANCE**

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

**INFORMATION TECHNOLOGY**

- CESAR YAMARTE

**MAINTENANCE**

- GARETT 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

### EDUCATION

University of Central  
Florida, Bachelor of  
Liberal Studies

### EXPERIENCE

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

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.

# 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.

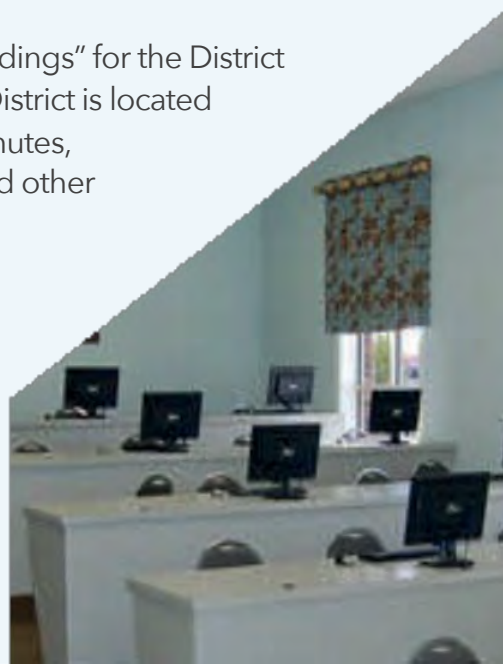


# ADMINISTRATIVE SERVICES

**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](mailto:gmark10@msn.com)

## G. Melvin Mills, Jr.

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

[gmmills@cfl.rr.com](mailto:gmmills@cfl.rr.com)

## Brian (Ken) Brown

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

[brown\\_bk@hotmail.com](mailto:brown_bk@hotmail.com)

## Sara Hurst

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

[sara.hurst@disney.com](mailto:sara.hurst@disney.com)

## Lloyd Howison

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

[lhowison@lakeashtoncdd.com](mailto:lhowison@lakeashtoncdd.com)

## Greg Jones

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

[gjones@healthfl.com](mailto:gjones@healthfl.com)

## Graham Staley

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

[gdstaley@gmail.com](mailto: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

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



# 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) 02/21/2023

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) need to 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 Devco Street Jacksonville FL 32220

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

INSURER A: Security National Insurance Company 31120

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

**COVERAGES** **CERTIFICATE NUMBER:** SLS1794167472 **REVISION NUMBER:** 09/02/2022 09/02/2023

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 REPLEASMENT, 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.

TYPE OF INSURANCE	INSURANCE POLICY NUMBER	INSURANCE POLICY EFFECTIVE DATE	INSURANCE POLICY EXPIRATION DATE	LIMITS
GENERAL LIABILITY				Each Occurrence: \$1,000,000 Aggregate: \$1,000,000
Commercial General Liability	SLS1794167472	09/02/2022	09/02/2023	Each Occurrence: \$5,000,000 Aggregate: \$11,000,000
Commercial Automobile Liability				Each Occurrence: \$2,000,000 Aggregate: \$2,000,000
Commercial Umbrella Liability				Each Occurrence: \$2,000,000 Aggregate: \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS (VEHICLES): (When a CARD is used, Additional Locations to be checked, if appropriate or required)

Certificate Holder is additional insured with respect to general liability when required by written contract. Waiver of subrogation applies in favor of the additional insureds when required by written contract.

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

**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: Vicky M. Zelen

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**ACORD** **CERTIFICATE OF LIABILITY INSURANCE** (01/19/2019) 02/01/2023

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, Inc. 330 AIA N Suite 324 Ponte Vedra, FL 32082

AGENT: Angela DeWitt (904) 436-4054 angela@de.williams.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:** K204506-815-59 **REVISION NUMBER:** 02/15/2023 08/15/2023

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 REPLEASMENT, 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.

TYPE OF INSURANCE	INSURANCE POLICY NUMBER	INSURANCE POLICY EFFECTIVE DATE	INSURANCE POLICY EXPIRATION DATE	LIMITS
Commercial General Liability				Each Occurrence: \$
Commercial Automobile Liability	K204506-815-59	02/15/2023	08/15/2023	Each Occurrence: \$1,000,000 Aggregate: \$1,000,000
Commercial Umbrella Liability				Each Occurrence: \$1,000,000 Aggregate: \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS (VEHICLES): (When a CARD is used, Additional Locations to be checked, if appropriate or required)

**CERTIFICATE HOLDER:** ViteSol CDO

**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: Angela Dietrich

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



# Governmental Management Services

## EXHIBIT "B" – MISCELLANEOUS FEES SCHEDULE

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

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:

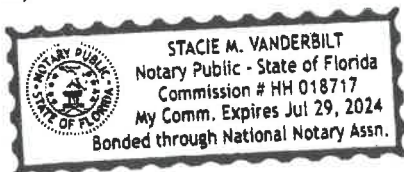
- 1. Bidder/Firm has thoroughly inspected the specifications or request for proposal and understands
the terms and conditions thereof and they are incorporated by reference in the bid or proposal for
said goods or services, and have verified measurements, if applicable.
2. The bid or proposal is Contractual 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

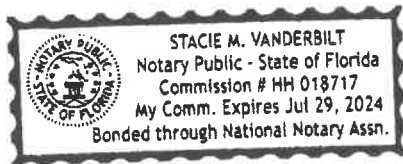
This, 1<sup>st</sup>, of March, 2023, George S. Flint  
being first duly sworn, deposes and says that he or she is the authorized representative of  
GMS-CF, LLC  
(Name of the authorized Contractor, Contractor or individual), maker of the attached request for proposal  
released by VillaSol Community 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 1<sup>st</sup> 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]

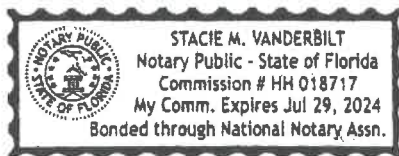
STATE OF FLORIDA  
COUNTY OF ORANGE

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 8Dii**  
**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

## Table of Contents

Cover Letter ..... 1

Firm Profile ..... 3

Services Offered ..... 4

Special Assessment Districts ..... 5

District Management Services ..... 5

The Florida District Management Team ..... 9

Representative Clients ..... 14

References ..... 15

Scope of Services ..... 16

Fee Proposal ..... 18

Current Budget vs. PFM Proposed Fee ..... 19

Field Management Services ..... 20



## 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 Muniti LLC.

For more information regarding PFM's services or entities, please visit [www.pfm.com](http://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

**pfm**

RE: VillaSol CDD District Management Services

---

3501 Quadrangle Blvd.  
 Suite 270  
 Orlando, Florida 32817  
 407.723.5900

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**pfm.com**

Dear Mr. Clark:

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*

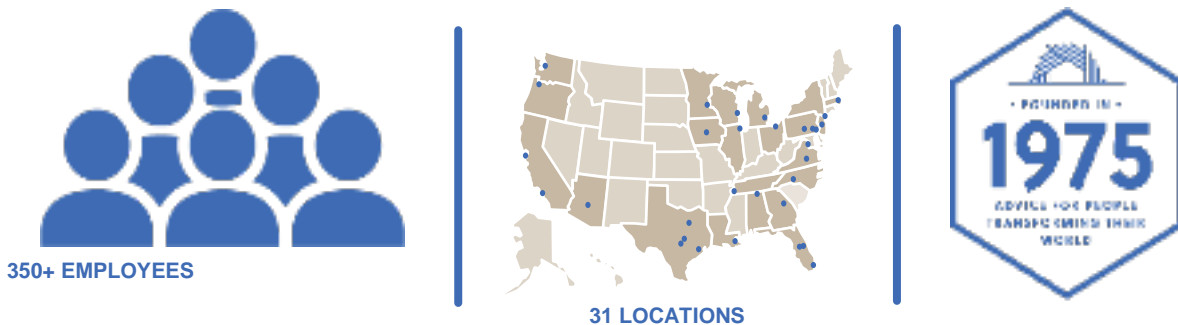
Vivian Carvalho  
Senior District Manager  
Business Development  
**PFM Group Consulting LLC**



## 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 include<sup>1</sup>:

- ◆ **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”).<sup>2</sup>
- ◆ **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"> <li> <span style="color: #0070C0;">◆</span> Debt &amp; Swap Portfolio Management                             <ul style="list-style-type: none"> <li> <span style="color: #0070C0;">●</span> Debt Structure Financing Alternatives/Terms                                 </li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li> <span style="color: #0070C0;">◆</span> Credit Strategy                             <ul style="list-style-type: none"> <li> <span style="color: #0070C0;">●</span> Direct Relationships with Rating Agencies                                 </li> </ul> </li> </ul> |
|--|---|

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

<sup>2</sup> 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><b>Jennifer Walden</b> Senior District Manager</p>	<p><b>Jane Gaarlandt</b> Senior District Manager</p>	<p><b>Vivian Carvalho</b> Senior District Manager</p>	<p><b>Lynne Mullins</b> District Manager</p>	<p><b>Venessa Ripoll</b> District Manager</p>
<p><b>Jorge Jimenez Orsini</b> Assistant District Manager</p>	<p><b>Kelley Milavec</b> Administrative Assistant</p>	<p><b>Gazmin Kerr</b> Administrative Assistant</p>		

## District Accounting

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

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

### Receptionist

<p><b>Michael Echevarria</b> Receptionist</p>
---

### District Disclosure

<p><b>Ynayah Boyd</b> 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.

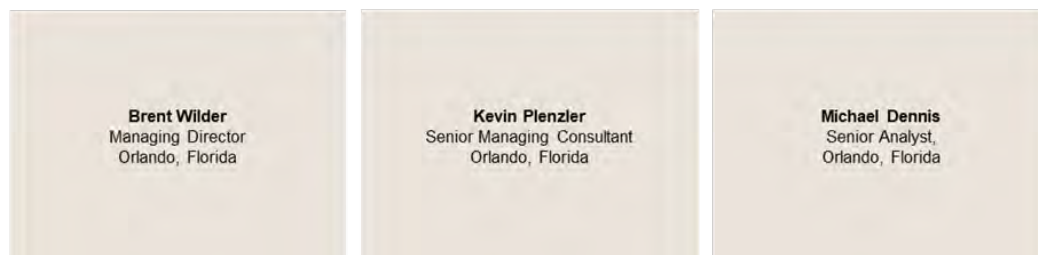
Amy has a Bachelor of Science in Math from the University of Florida. In addition, she obtained her Bachelor of Accounting and Master's of Accounting from Florida Atlantic University where she graduated with honors. On April 30, 2010, she received her Certified Public Accountant License.





## 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.

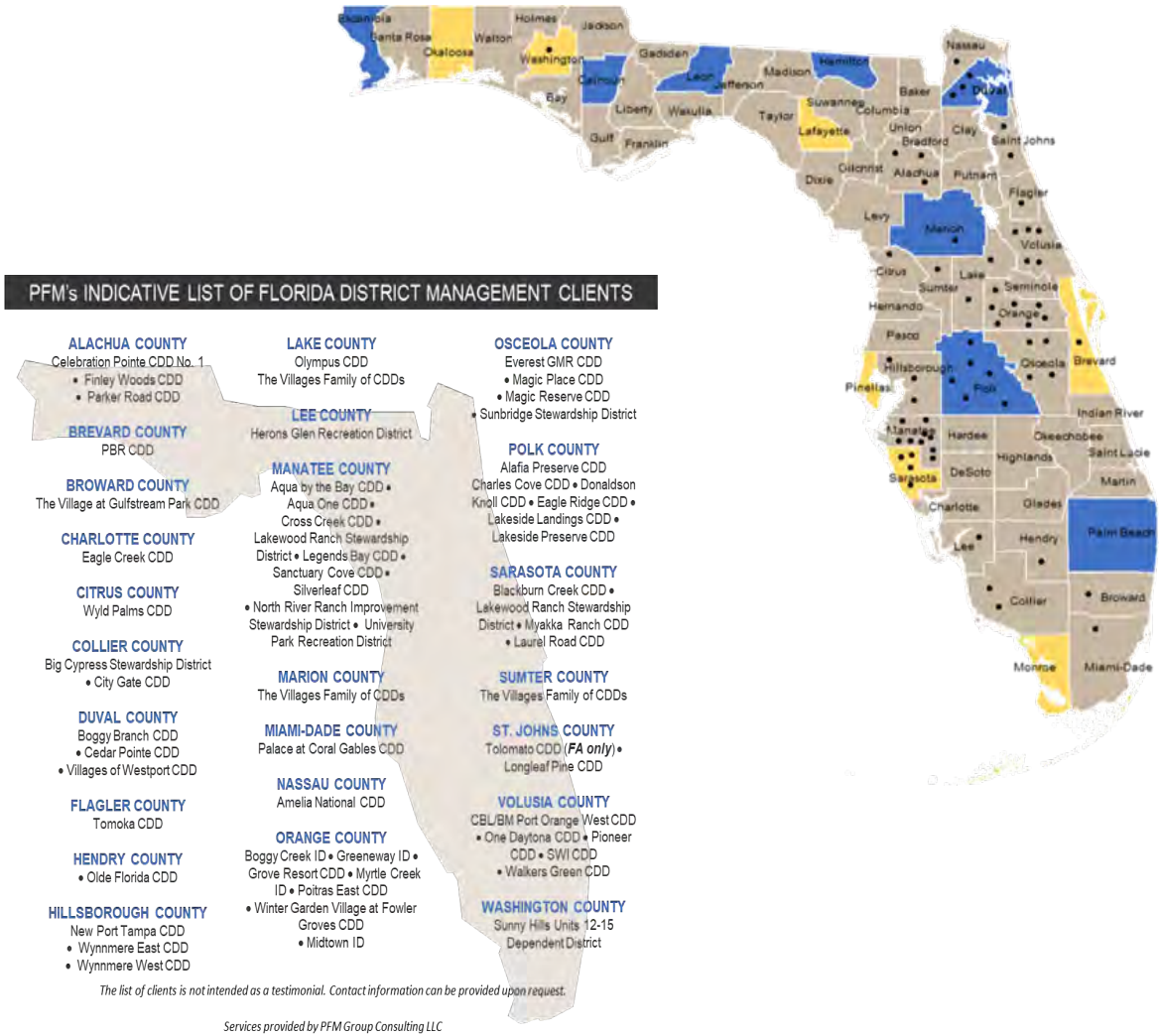
Michael has been involved in executing debt transactions totaling over \$2 billion in par through competitive sales, negotiated transactions and direct loans/leases.

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"> <li>• Cedar Pointe CDD Board as Chair</li> <li>• Parker Road CDD Board as Chair</li> <li>• Pioneer CDD Board as Chair</li> <li>• Tomoka CDD Board as Chair</li> <li>• Boggy Brach CDD Board as Chair</li> <li>• Longleaf Pine CDD Board as Chair</li> </ul>
Hector Lizasuain Magic Development – Government Affairs & Planning Director	hector@magicdevelopment.com 407.403.7414	Currently serves on: <ul style="list-style-type: none"> <li>• Magic Place CDD Board as Chair</li> <li>• Magic Reserve CDD Board as Chair</li> </ul>
Steve Ludmerer  Board of Supervisor- University Park Recreation District	<a href="mailto:sludmerer@gmail.com">sludmerer@gmail.com</a>  609.841.8911	Currently serves on: <ul style="list-style-type: none"> <li>• University Park Recreation District Board as Treasurer</li> </ul>



## 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 &amp; 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 <sup>1</sup>	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
<b>Total</b>	<b>\$ 104,660</b>	<b>\$ 103,600</b>

<sup>1</sup> Source: VillaSol CDD FY 2023 Budget

<i>*PFM Management Fee does not include website maintenance fees, below are the cost for a 3<sup>rd</sup> 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
<b>Awaiting BOD approval</b>				
<b>Maintenance/Handyman</b>				
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
<b>Maintenance/Handyman Count:</b>				<b>0</b>
<b>Pond Maintenance</b>				
357		Stormwater Inlet/Outlet repair	Phase 1 Retention Pond	
	Entered Date: 9/9/2022			\$0.00
<b>Pond Maintenance Count:</b>				<b>0</b>
<b>Awaiting BOD approval Count:</b>				<b>0</b>
<b>Open</b>				
<b>Landscaping</b>				
327		Phase 1 Sign Plant Installation	Caliber Entrance Sign- Phase 1	
	Entered Date: 8/19/2022			\$0.00
<b>Landscaping Count:</b>				<b>0</b>
<b>Maintenance/Handyman</b>				
708		Leaning Sign at Phase 1 Pond		
	Entered Date: 1/20/2023			\$0.00
<b>Maintenance/Handyman Count:</b>				<b>0</b>
<b>Pond Maintenance</b>				
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
<b>Pond Maintenance Count:</b>				<b>0</b>

FIELD MANAGER

DISTRICT NAME

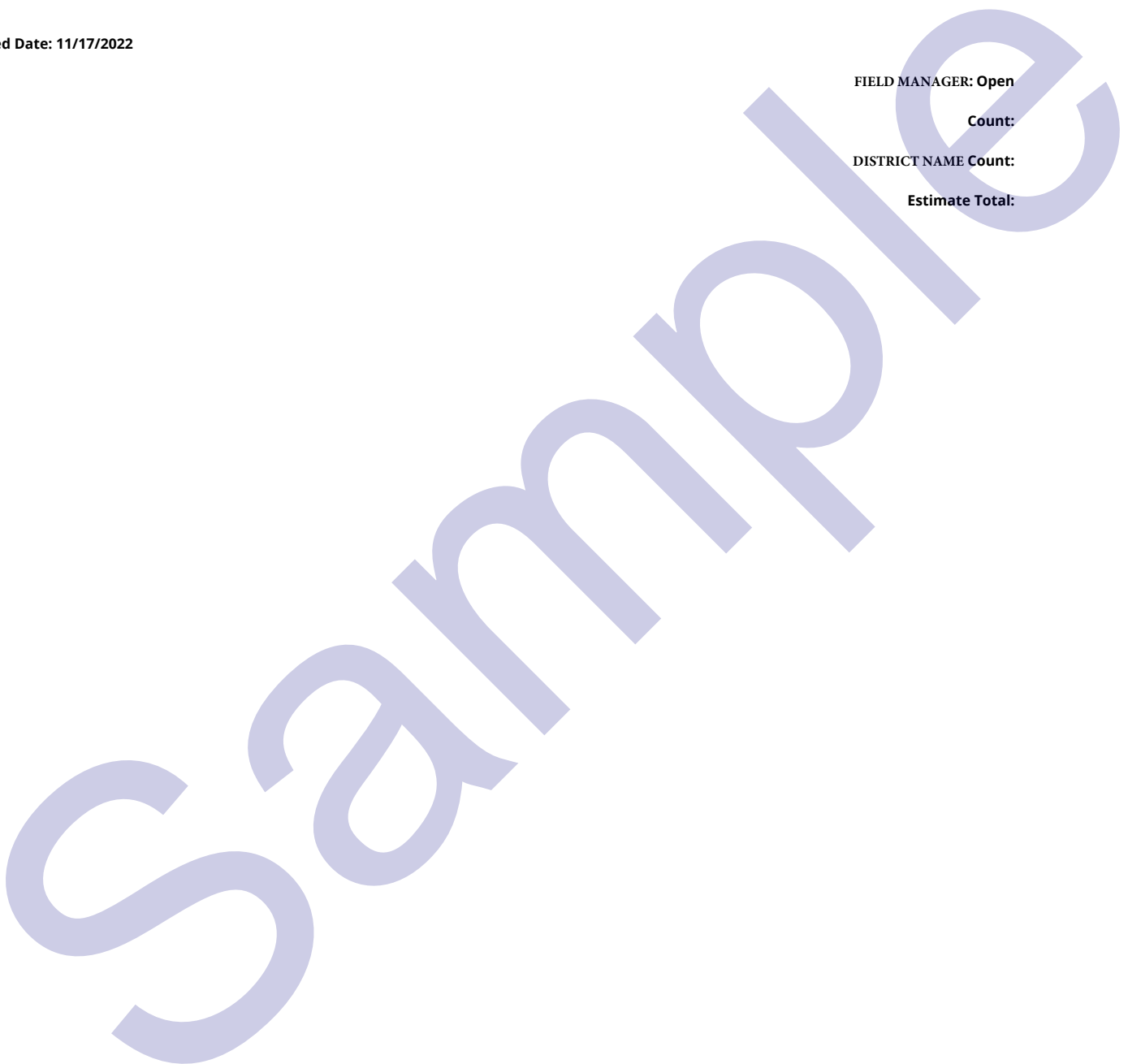
*Status Selected: Ready for Inspection, Open, Scheduled, Awaiting Quote, Pending, Awaiting BOD approval, Ready for Payment, Inspection Needed*

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

FIELD MANAGER: Open	\$0.00
Count:	0
DISTRICT NAME Count:	0
<b>Estimate Total:</b>	<b>\$0.00</b>



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](mailto:sclark@winterparklawyers.com), with a copy to [dtraub@winterparklawyers.com](mailto: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](mailto: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](http://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](mailto: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](mailto: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](mailto: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](mailto: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 VCDD District Counsel who will take prompt remedial action. The VCDD 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:

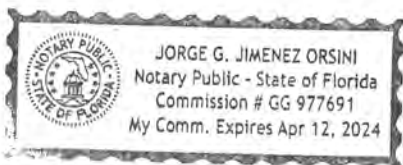
1. Bidder/Firm has thoroughly inspected the specifications or request for proposal and understands the terms and conditions thereof and they are incorporated by reference in the bid or proposal for said goods or services, and have verified measurements, if applicable.
2. The bid or proposal is Contractual 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, 2<sup>ND</sup>, 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 Walden

The foregoing instrument was acknowledged before me this 2 day of March, 2023 by Jennifer Walden, as Senior District Manager of Full Group 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 9**

# **Field Operations**

# **Section 9A Field Report**

# MARCH 2023 FIELD INSPECTION

Villa Sol CDD

Monday, March 13, 2023

Prepared For Board Of Supervisors

18 Item Identified

Freddy Blanco Field  
Manager  
Inframark





**Item 1**

Assigned To Bladerunner  
Landscaping

Trimming trees service around the recreation center is completed.



**Item 2**

Assigned To Bladerunner  
Landscaping

Trimming service around pool pump equipment area is scheduled to the third week of March.



**Item 3**

Assigned To Bladerunner  
Landscaping  
Mowing service behind the  
recreation center is completed  
according to the schedule.



**Item 4**

Assigned To Inframark  
New pole sign is installed at  
Riachuelo Ln.



**Item 5**

Assigned To Bladerunner  
Landscaping  
Mowing and edging service at  
Riachuelo Ln is completed.



**Item 6**

Assigned To Board Of Supervisors  
Wild hogs grass damage is visible  
behind backyards at Riachuelo Ln.



**Item 7**

Assigned To Bladerunner  
Landscaping

Mowing service around the ponds is completed according to the schedule.



**Item 8**

Assigned To Bladerunner  
Landscaping

Doggie pot station at Via Otero Dr.  
Need service asap.



**Item 9**

Assigned To Bladerunner  
Landscaping

Mowing and edging service is ongoing according to the schedule.



**Item 10**

Assigned To Bladerunner  
Landscaping

Some annual flowers will be installed again for irrigation issues.





**Item 11**

Assigned To Bladerunner  
Landscaping

Provide Proposal for irrigation clock control at Siesta View Dr.



**Item 12**

Assigned To Bladerunner  
Landscaping

Mowing service At Puerta Del Sol Blvd is ongoing according to the schedule.



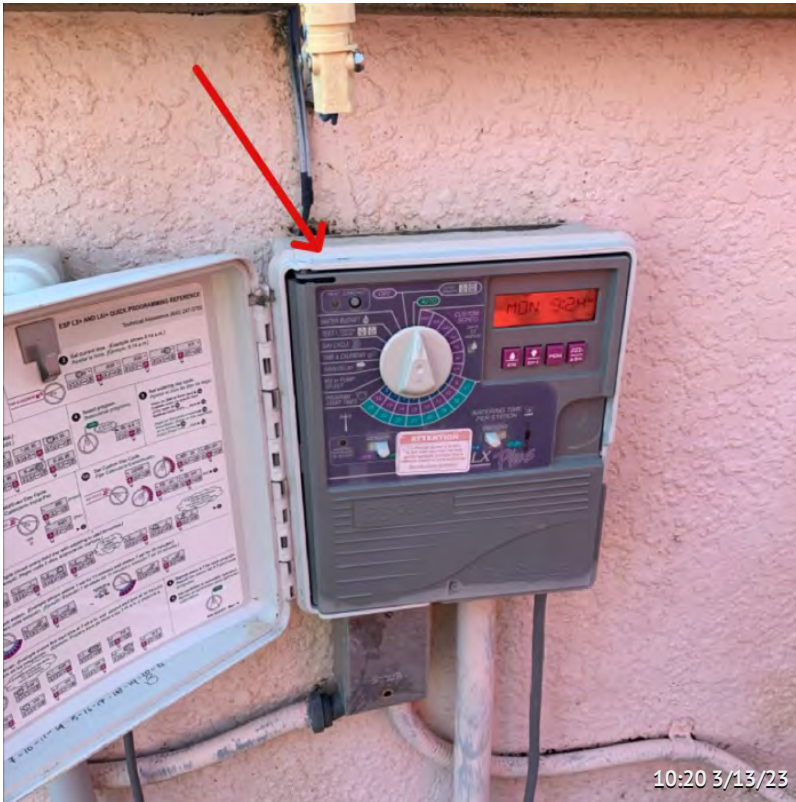
**Item 13**

Assigned To Tecni Pools  
Display fountain located at the community entrance is working normally.



**Item 14**

Assigned To Bladerunner  
Landscaping  
Irrigation systems is not working properly At Puerta del Sol Blvd.



**Item 15**

Assigned To Bladerunner  
Landscaping

Provide Proposal for replacement of irrigation clocks responsible for the all the zones located At Puerta Del Sol Blvd (Between Camino Real and Riachuelo Ln.)



**Item 16**

Assigned To Bladerunner  
Landscaping

Doggie pot station located At Sangria St. needs service ASAP.



**Item 17**

Assigned To Tecni Pools

Pool service is completed according to the schedule.

## Field Inspection Follow Up

Assigned To Board Of Supervisors

- Item 1 Irrigation clock repair located at the community entrance is completed.
- Item 2 Trimming service of bunches located at the community entrance is ongoing.
- Item 4 Fountain operation is currently normalized.
- Item 5 Annual flowers installation is completed.
- Item 6 Proposal for installation of new irrigation clock is pending.
- Item 7 Regular Maintenance is ongoing at Riachuelo Ln.
- Item 8 and 9 Regular mowing service around the ponds is completed. Puerta del Sol areas is completed as well.
- Item 10 Doggie pot stations service is not completed at all.
- Item 11 Mowing behind the recreation center is completed.
- Item 12 Handicap chair cover proposal is pending.
- Item 13 Handle shower faucet repair is in schedule for last week of March.
- Item 14 Temporary ceiling repair is completed.
- Item 15 Pool cleaning service is ongoing according to the schedule.
- Item 16 AC troubleshooting is completed and proposal is pending for approval.
- Item 17 and 18 Entrance signs proposal is pending for approval.

# APRIL 2023 FIELD INSPECTION

Villa Sol CDD

Wednesday, April 12, 2023

Prepared For Board Of Supervisors

20 Item Identified

Freddy Blanco Field  
Manager  
Inframark





**Item 1**

Assigned To Bladerunner  
Landscaping

Irrigation is not working at the left side of the recreation center sod and Viburnums are dying.



**Item 2**

Assigned To Tecnni Pools

Provide schedule for installation of combination lock to the pool equipment boxes.



**Item 3**

Assigned To Bladerunner

Landscaping

Tree branches removal service next to the playground area is completed.



**Item 4**

Assigned To Bladerunner

Landscaping

Provide schedule for weeds control service to the pavers picnic area located behind the recreation center.





**Item 5**

Assigned To Bladerunner  
Landscaping

Provide schedule for trimming  
service of small section behind the  
picnic tables area.



**Item 6**

Assigned To ServUsa LLC

Provide Proposal for replacement of  
damage camera located at the  
Basketball Court.



**Item 7**

Assigned To Bladerunner  
Landscaping

Tree trimming service behind Tennis  
Court is completed.



**Item 8**

Assigned To Board Of Supervisors  
Evidence of the wild hogs next to  
the pond on the left side of the  
recreation center.



**Item 9**

Assigned To Bladerunner  
Landscaping

Provide Proposal for bush hogging  
service behind the pond located at  
Riachuelo Ln.



**Item 10**

Assigned To Bladerunner  
Landscaping

Tree removal service at Riachuelo Ln  
is completed.



**Item 11**

Assigned To Tecni Pools

Display fountain at the entrance of the community is ongoing according to the schedule.



**Item 12**

Assigned To Bladerunner

Landscaping

Bushes Trimming service at the entrance of the community is ongoing.



**Item 13**

Assigned To Bladerunner  
Landscaping

Provide schedule for the weeds control service at the community.



**Item 14**

Assigned To Inframark

Provide schedule for replacement of broken delineator posts next to the security guard house. ( after Chairman approval).



**Item 15**

Assigned To Bladerunner  
Landscaping

Provide schedule for next annual  
flowers installation.



**Item 16**

Assigned To Bladerunner  
Landscaping

Provide schedule for replacement of  
broken irrigation clock located at  
Siesta View Dr.



**Item 17**

Assigned To Bladerunner  
Landscaping

Tree trimming service around the recreation center and parking lot is completed.



**Item 18**

Assigned To Inframark

Provide schedule for replacement of broken pool shower.



**Item 19**

Assigned To Tecni Pools

Provide Proposal for replacement of damaged handicap chair cover.



**Item 20**

Assigned To Inframark

Follow up schedule with the attendant weed control service to the pool deck area.



# **Section 9B Proposals**

**Section 9Bi**  
**Complete Access**  
**Control for Gate System**  
**#22874**

Complete Access Control O.C.F. Inc.  
 1438 Hamlin Avenue  
 Saint Cloud, FL 34771

# ESTIMATE

Phone # 407-498-0067  
 Fax # 407-498-0138

info@cacocf.com

Date	Estimate #
3/17/2023	22874

Name / Address
VILLA SOL 3050 PUERTA DEL SOL KISSIMMEE, FL. 34744 mario.cordova@villasolcdd.org

Project

Item	Description	Qty
	*** ESTIMATE TO REPLACE THE FOUR SWING GATE OPERATORS AND TWO EXIT BARRIER GATE OPERATORS FOR THE VEHICLE ACCESS GATES AND INSTALL TELEPHONE ENTRY UNIT FOR THE FRONT VISITOR GATE ***	
LFT-CAPXLV	CLOUD-BASED ACCESS CONTROL COLOR TOUCH DISPLAY, 10" SCREEN, WI-FI & WIRELESS WITH VIDEO	1
LFT-CSW24UL	CSW24UL W/LMRRU PHOTO ,2-7 AH BATT 8FT @ 1600 16FT@800 18FT@600 VOLTAGE 120V/230V SINGLE PHASE	4
LFT-MEGAARMT	DC TOWER BARRIER GATE OP HEAVY DUTY, 110/220V ( EXIT ONLY )	2
GA-ARM12LED	12FT ARM, LED & HARNESS FOR 1-SIDES, DOT TAPE ONE SIDE REPLACEMENT ARM	2
LFT-LOOPDETLM	PLUG-IN LOOP DETECTOR INC'S 8 SENSITIVITY SETTINGS BOOST, FOR CSW24V/CSL24V OP	12
MISC. MATERIALS	1/2" CONCRETE LAG	24
Ditek HW-121	Ditek 120 volt Surge Suppressor	6
LOOPS	VEHICLE DETECTION LOOP	12
LABOR	LABOR	6

PRICE VALID FOR 30 DAYS  
 50% DEPOSIT DUE WITH ORDER AND BALANCE DUE ON COMPLETION

**Subtotal**

**Sales Tax (0.0%)**

**Total**

Signature

Complete Access Control O.C.F. Inc.  
 1438 Hamlin Avenue  
 Saint Cloud, FL 34771

# ESTIMATE

Phone # 407-498-0067  
 Fax # 407-498-0138

info@cacocf.com

Date	Estimate #
3/17/2023	22874

Name / Address
VILLA SOL 3050 PUERTA DEL SOL KISSIMMEE, FL. 34744 mario.cordova@villasolcdd.org

Project

Item	Description	Qty
	SCOPE OF WORK: REPLACE THE FOUR SWING GATE OPERATORS FOR THE ALUMINUM SWING GATES. WIRE IN EXISTING CONTROLS AND VEHICLE DETECTION LOOPS. WE WILL BE CUTTING TWELVE NEW VEHICLE DETECTION LOOPS IN THE ASPHALT, LOOPS THAT ARE UNDER PAVERS WE CAN CUT THROUGH THE PAVERS OR THE PROPERTY HAS TO HAVE ANOTHER COMPANY REMOVE AND REINSTALL PAVERS AFTER LOOPS ARE SET. ALL WORK WILL BE COMPLETED FOR THE PRICE BELOW. REPLACE THE TWO BARRIER GATE OPERATORS AND INSTALL LED ARMS FOR THE EXIT SIDE. INSTALL A LIFTMASTER ACCESS CONTROL SYSTEM FOR THE VISITOR GATE. MANAGEMENT WILL NEED TO UPLOAD ALL RESIDENT INFORMATION INTO THE DATABASE. THIS PRICE DOES NOT INCLUDE ANY UNFORESEEN DAMAGE TO ALUMINUM SWING GATES OR WIRING. WARRANTY: ONE YEAR PARTS AND LABOR	

PRICE VALID FOR 30 DAYS 50% DEPOSIT DUE WITH ORDER AND BALANCE DUE ON COMPLETION	<b>Subtotal</b>	\$42,721.56
IF APPROVED WE NEED THE APPROVED ESTIMATE SIGNED AND EMAILED BACK TO US IN ORDER FOR US TO PROCEED. THANK YOU.	<b>Sales Tax (0.0%)</b>	\$0.00
	<b>Total</b>	\$42,721.56

Signature \_\_\_\_\_

**Section 9Bii**  
**Complete Access Control**  
**for Gate System #23195**

Complete Access Control O.C.F. Inc.  
 1438 Hamlin Avenue  
 Saint Cloud, FL 34771

# ESTIMATE

Phone # 407-498-0067  
 Fax # 407-498-0138

info@cacocf.com

Date	Estimate #
4/29/2023	23195

Name / Address
VILLA SOL 3050 PUERTA DEL SOL KISSIMMEE, FL. 34744 mario.cordova@villasolcdd.org

Project

Item	Description	Qty
	*** ESTIMATE TO REPLACE THE FOUR SWING GATE OPERATORS, BARRIER GATE OPERATORS, TELEPHONE ENTRY UNIT FOR THE FRONT VISITOR GATE AND REFURBISH GATES ***	
LFT-CAPXLV	CLOUD-BASED ACCESS CONTROL COLOR TOUCH DISPLAY, 10" SCREEN, WI-FI & WIRELESS WITH VIDEO	1
LFT-CSW24UL	CSW24UL W/LMRRU PHOTO ,2-7 AH BATT 8FT @ 1600 16FT@800 18FT@600 VOLTAGE 120V/230V SINGLE PHASE	4
LFT-MEGAARMT	DC TOWER BARRIER GATE OP HEAVY DUTY, 110/220V ( EXIT ONLY )	4
GA-ARM12LED	12FT ARM, LED & HARNESS FOR 1-SIDES, DOT TAPE ONE SIDE REPLACEMENT ARM	4
LFT-LOOPDETLM	PLUG-IN LOOP DETECTOR INC'S 8 SENSITIVITY SETTINGS BOOST, FOR CSW24V/CSL24V OP	12
MISC. MATERIALS	1/2" CONCRETE LAG	24
Ditek HW-121	Ditek 120 volt Surge Suppressor	8
LOOPS	VEHICLE DETECTION LOOP	12
ENTRY AUTOMATION	GUARD HOUSE SWITCHES TO OPEN VEHICLE GATES	1
POWDERCOATING	SAND DOWN AND POWDERCOATING OF PARK GATE	1

PRICE VALID FOR 30 DAYS 50% DEPOSIT DUE WITH ORDER AND BALANCE DUE ON COMPLETION	<b>Subtotal</b>
	<b>Sales Tax (0.0%)</b>
	<b>Total</b>

Signature

Complete Access Control O.C.F. Inc.  
 1438 Hamlin Avenue  
 Saint Cloud, FL 34771

# ESTIMATE

Phone # 407-498-0067  
 Fax # 407-498-0138

info@cacocf.com

Date	Estimate #
4/29/2023	23195

Name / Address
VILLA SOL 3050 PUERTA DEL SOL KISSIMMEE, FL. 34744 mario.cordova@villasolcdd.org

Project

Item	Description	Qty
MISC. PART 2000150	"VS" LOGO 28 "CIRCLE ON GATE NOW STAINLESS STEEL ADJUSTABLE HINGE SET WITH NYLON BUSHING	2 4
POWDERCOATING HINGE POST 1" PICKET END POST WELDING LABOR	SAND DOWN AND POWDERCOATING OF GATES 2" ALUMINUM HINGE POST 84" 1" ALUMINUM PICKET 2" ALUMINUM END POST 84" WELDING LABOR	4 1 9 1 1 6

PRICE VALID FOR 30 DAYS  
 50% DEPOSIT DUE WITH ORDER AND BALANCE DUE ON COMPLETION

**Subtotal**

**Sales Tax (0.0%)**

**Total**

Signature

Complete Access Control O.C.F. Inc.  
 1438 Hamlin Avenue  
 Saint Cloud, FL 34771

# ESTIMATE

Phone # 407-498-0067  
 Fax # 407-498-0138

info@cacocf.com

Date	Estimate #
4/29/2023	23195

Name / Address
VILLA SOL 3050 PUERTA DEL SOL KISSIMMEE, FL. 34744 mario.cordova@villasolcdd.org

Project

Item	Description	Qty
	<p>SCOPE OF WORK: REPLACE THE FOUR SWING GATE OPERATORS FOR THE ALUMINUM SWING GATES. WIRE IN EXISTING CONTROLS AND VEHICLE DETECTION LOOPS. WE WILL BE CUTTING TWELVE NEW VEHICLE DETECTION LOOPS IN THE ASPHALT, LOOPS THAT ARE UNDER PAVERS WE CAN CUT THROUGH THE PAVERS OR THE PROPERTY HAS TO HAVE ANOTHER COMPANY REMOVE AND REINSTALL PAVERS AFTER LOOPS ARE SET. REPLACE THE FOUR BARRIER GATE OPERATORS AND INSTALL LED ARMS. INSTALL A LIFTMASTER ACCESS CONTROL SYSTEM FOR THE VISITOR GATE. MANAGEMENT WILL NEED TO UPLOAD ALL RESIDENT INFORMATION INTO THE DATABASE. WE WILL BE REMOVING THE SWING GATES AND PARK GATE. WE WILL BE TAKING THEM BACK TO THE SHOP TO REPAIR THEM AND INSTALL EMBLEMS IN THE MIDDLE OF THE TWO ENTRANCE GATES. GATES WILL BE POWDER COATED AND REINSTALLED WITH NEW HINGE SETS. ALL WORK WILL BE COMPLETED FOR THE PRICE BELOW.</p> <p>WARRANTY: ONE YEAR PARTS AND LABOR</p>	

PRICE VALID FOR 30 DAYS  
 50% DEPOSIT DUE WITH ORDER AND BALANCE DUE ON COMPLETION

IF APPROVED WE NEED THE APPROVED ESTIMATE SIGNED AND EMAILED BACK TO US IN ORDER FOR US TO PROCEED. THANK YOU.

<b>Subtotal</b>	\$67,621.00
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$67,621.00

Signature \_\_\_\_\_



# **Section 9Biii Kings Access Control**

**Kings Access Control Solutions, LLC**

P. O. Box 1303  
 Gotha, FL 34734 US  
 (407) 697-5989  
 kingsaccesscontrol@gmail.com



**Estimate**

ADDRESS  
 Villa Sol CDD  
 3050 Puerta Del Sol Blvd  
 Kissimmee, Florida 34744

ESTIMATE 2253  
 DATE 05/01/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
		***New Gate Equipment***			
	Swing Gate Operator - Liftmaster CSW24UL	CSW24UL	4		0.00
	Barrier Arm Operator	Liftmaster MegaArm Towers	4		0.00
	Surge Protection Device	DTK-120SR	8		0.00
	Barrier Arm - 12' with LED Strip	12' Barrier arm with LED strip	4		0.00
	LED Controller	LED Controller for barrier arm operator	4		0.00
	Saw Cut Loop	Cut new loop for: 1. Resident entry shadow 2. Guest entry shadow 3. Left exit shadow 4. Right exit shadow	4		0.00
	Loop Detector		12		0.00
	Powder Coating	Swing gates Resident entry 201" x 98" Guest entry 190" x 96" Left exit 184" x 98" Right exit 194" x 97"  Includes labor to uninstall, prep for powder coating, powder coating and reinstallation of entry and exit swing gates as well as sand, prime and paint steel mounting posts	4		0.00
	Telephone Entry - Liftmaster CAPXL	Most recent pricing plan attached	1		0.00
	Aluminum TES Hood	Optional custom fabricated aluminum hood powder coated black	1		0.00
	Install, configure and/or test	Uninstall all old equipment and install all new equipment.	27		0.00

Hinges	Includes removing old hinges, installing new hinges and remounting gates. Price per pair includes new hinges and labor.	4		0.00
Paver Loop	Lift pavers and install a burial loop. Reinstall pavers. 1. Resident entry barrier arm 2. Resident entry interrupt 3. Guest entry barrier arm 4. Guest entry interrupt 5. Left request to exit 6. Left barrier arm close 7. Right request to exit 8. Right barrier arm close	8		0.00
Photo Eye	Required UL 325 device For barrier arm operators. Includes aluminum mounting posts for reflectors.	4		0.00
Annual PM Agreement	Annual Preventative Maintenance Agreement is paid in full at the beginning of the agreement. A full assessment and report is provided after the initial servicing. Follow up servicing occurs quarterly. See attached Annual PM Agreement for more details.	1	0.00	0.00
Sales	Total without paver repair/installation  ***Paver Repair/Installation***	1	61,480.00	61,480.00
Paver Removal & Installation	2100 square feet (four 35'x15' sections)  Remove pavers, level with crushed rock and pack, install pavers (old upside down or new)	2,100	2.75	5,775.00
Pavers	Price per cube may vary depending on final selection of paver size and style  ***Ornamental Lettering***	21	600.00	12,600.00
Ornamental Letters	Water jetted aluminum letters "VS", powder coated and attached with screws. Cost per set of 4. See attached photo	1	800.00	800.00

TOTAL

**\$80,655.00**

Accepted By

Accepted Date



**Preventative Maintenance Agreement Between Kings Access Control Solutions, LLC**

**And the Following Property:**

Villa Sol CDD

3050 Puerta Del Sol Blvd  
Kissimmee, Florida 34744

**Commercial Access Control Service Agreement**

This service agreement will include the services mentioned on the attached list.

**Items Excluded**

1. Parts and labor for repairs or replacement (except batteries and belts covered in list of services below)
2. Damage caused by misuse, abuse, forced entry, negligence, vandalism, "Acts of God", customer error or alteration by someone other than Kings Access Control Solutions
3. Any non-original equipment that was installed by someone other than Kings Access Control Solutions
4. Wiring or conduit

**REPAIRS**

If, during the year, your equipment is not functioning properly, we will furnish a service representative to inspect the equipment and make any necessary repairs to ensure proper operation of the gates. Such calls shall be based on the rates specified below.

**RATES**

Customers shall be billed for normal service calls at a rate of \$0.00 for service calls and \$90.00 per hour for labor (Monday-Friday 8:00AM-4:00PM), and emergency service (after hours, weekends and holidays) at a charge of \$ 225.00 for service call and \$ 125.00 per hour.

### **Price of Agreement**

This service agreement is priced for the yearly rate of **\$1,500.00** and includes the services mentioned above and on the attached list. The first PM service will be scheduled once agreement is signed and paid in full.

### **Terms and Conditions**

CANCELLATION of this agreement by buyer must be received in writing and any refund will be handled on an individual basis. Refunds will be pro-rated based on costs of all services already performed and will be applied as credit for future material and labor unless otherwise agreed upon in writing by Kings Access Control Solutions.

CONDITIONS: During the course of the agreement period, the buyer agrees that no other company or individual will service, add, alter, repair or replace any equipment that is in place or that has been added by Kings Access Control Solutions without Kings Access Control Solutions written permission. If said servicing, addition, alteration, repairs, or replacement take place, this agreement will be considered to be null and void with forfeiture of any moneys paid.

DEFAULT: In the event of default by buyer, seller may exercise any rights and remedies under the Uniform Commercial Code in force at the date of this agreement and no entry will be considered a trespass. If collection procedures become necessary, buyer agrees to pay all costs including attorney's fees whether suit is brought or not. If any invoice is not paid within the specified terms, this agreement will be considered void until any past due amount is paid in full with loss of this service agreement during that period. Kings Access Control Solutions will apply monies paid for this agreement to the past due bills which will decrease the services under this agreement by the same amount. Any work during that period will be billed to the customer by Kings Access Control Solutions.

### **DISCLAIMER**

Kings Access Control Solutions, LLC will exercise its best efforts in performing the services listed in this agreement. The Customer agrees that Kings Access Control Solutions, LLC does not assume responsibility for delays or failure in furnishing parts thereunder caused by Acts of God, strikes, failure of transportation, discontinuance of manufacture, ready availability of parts and causes beyond Kings Access Control Solutions control; for injury or damage to persons or property on the premises for any cause whatsoever or from interruption in the operation of the Customer's business or any other equipment on the premises, or for any consequential damages whatsoever. This agreement covers all agreements in respect to the equipment described herein and no verbal agreements or understandings shall modify the terms of this agreement.

Please sign, date and return with your payment to start your annual agreement.

---

Customer Acceptance

Date

Kings Access Control Solutions Acceptance Date



### Preventative Maintenance Service

Includes the following preventative services **QUARTERLY**:

- Initial assessment and report with recommendations for optimal performance of all gates including pedestrian gates, camera and access control systems and equipment.
- Test all gate equipment & loops for proper operation
- Check welds for cracks, damage, or stress
- Test operators and their limits for proper operation
- Check operator belts and replace as needed
- Check backup batteries for proper operation (if applicable) and replace as needed
- Test all emergency devices (i.e. SOS, Knox Switches, etc.)
- Check and test all entry device readers (i.e. remotes, card readers, Transcore, barcodes). Not responsible for the functionality or operation of any devices purchased from a supplier other than Kings Access Control Solutions.
- Database management – Regular weekly addition, deletion or updates in telephone entry database if applicable (Requires remote telephone access for updates). Large changes to the database or reports are an additional charge. **All database management requests must be emailed to [KingsAccessControlProgramming@gmail.com](mailto:KingsAccessControlProgramming@gmail.com)**
- Camera maintenance (Cleaning, adjusting and testing of cameras and DVR/NVR) if applicable
- **Unlimited** service calls throughout the PM agreement (**NOT** including labor and parts not covered under the PM agreement or service calls that are after hours, weekends, or holidays). Service calls for vandalism may not be included.

**Price: \$1,500 (Annually)**

**For more information, please feel free to contact:**

**Murray Sawyer**

**Owner**

**407-697-59589 cell**

**[KingsAccessControl@gmail.com](mailto:KingsAccessControl@gmail.com)**



**HOA Programming Request Form**

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

Homeowner's Name (Last Name, First Name): \_\_\_\_\_

Phone Number including area code: \_\_\_\_\_

Previous Homeowner's Name: \_\_\_\_\_

4 Digit Gate Code (if allowed per HOA): \_\_\_\_\_

Device #'s: \_\_\_\_\_  
\_\_\_\_\_

Additional Notes: \_\_\_\_\_  
\_\_\_\_\_

\*Additional Name (Last Name, First Name): \_\_\_\_\_

Phone Number including area code: \_\_\_\_\_

Additional Name (Last Name, First Name): \_\_\_\_\_

Phone Number including area code: \_\_\_\_\_

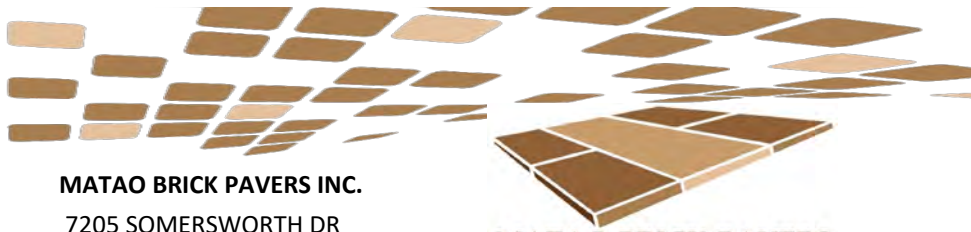
\*Please indicate in the additional notes the information to be deleted for previous owners/tenants if applicable.





**Section 9Biv  
Matao Brick Pavers Inc.  
for Pavers**

# **Section 9Biva Replacement with Two Year Warranty**



**MATAO BRICK PAVERS INC.**  
 7205 SOMERSWORTH DR  
 Orlando, FL 32835  
 (321) 663-1978

**MATAO BRICK PAVERS**  
 Working on your side

# ESTIMATE



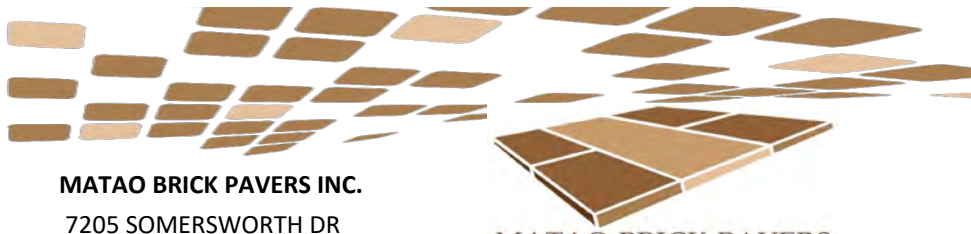
[www.mataobrickpavers.com](http://www.mataobrickpavers.com)  
[mataobrickpavers@hotmail.com](mailto:mataobrickpavers@hotmail.com)

<b>ERMEN PEREZ/CHAIRMAN/VILLA SOL CDD</b>		<b>CUSTOMER # :</b>	<b>Date:</b>
<b>3050 PUERTA DEL SOL BLVD</b>			<b>4/21/2023</b>
KISSIMMEE FL 34744		<b>Salesperson:</b>	
<b>(910) 587 6554</b>		ADEILDO ANTONIO NOGUEIRA	
<a href="mailto:herman.perez@villasolcdd.org">herman.perez@villasolcdd.org</a>		MATEO	
DESCRIPTION OF WORK			
2 YEARS WARRANTY LABOR ONLY			
Description	QTY	Unit Price	Amount
<b>GATE NEW PAVERS/35X15,35X15,35X15,35X15</b>	<b>2100 SF FEETS</b>		<b>\$12.600.00</b>
<b>THIS TOTAL PRICE INCLUDING TAKE OUT ALL THIS</b>			
<b>OLD PAVERS TO GARBGES AND PUT MORE</b>			
<b>CRUSHED CONCRETE COMPACT LEVELING AND</b>			
<b>PUT DOW NEW PAVERS ONLY ONE SIZE 4X8</b>			
<b>COLOR ADOBE FROM DELGARD COMPANY</b>			
<b>AND WASING REGULAR YELLOW SAND</b>			
<b>INSTALLATION CLEANING UP THE JOB SIDE</b>			
<b>I NEED 2 WEEK TO COMPLETE THIS JOB ALL DONE</b>			
<b>THANK YOU FOR YOUR BUSINESS</b>	<b>TOTAL ESTIMATE: \$12.600.00</b>		

This estimate is not a contract or a bill. It is our best guess at the total price to complete the work stated above, based upon our initial inspection, but may be subject to change. If prices change or additional parts and labor are required, we will inform you prior to proceeding with the work. ESTIMATE VALID UNTIL /JUNE 2023  
 50% payment will be required at the time to sign the contract  
 50% when Matao Brick Pavers INC finish work.



# **Section 9Bivb Repair with One Year Warranty**



**MATAO BRICK PAVERS INC.**  
 7205 SOMERSWORTH DR  
 Orlando, FL 32835  
 (321) 663-1978

**MATAO BRICK PAVERS**  
 Working on your side  
**ESTIMATE**



[www.mataobrickpavers.com](http://www.mataobrickpavers.com)  
[mataobrickpavers@hotmail.com](mailto:mataobrickpavers@hotmail.com)

<b>HERMAN PEREZ</b>	<b>CUSTOMER # :</b>	<b>Date:</b>	
<b>3050 PUERTA DEL SOL BLVD</b>		<b>3/1/2023</b>	
KISSIMMEE FL 34744	<b>Salesperson:</b>		
<b>(910) 587 6554</b>	ADEILDO ANTONIO NOGUEIRA		
<a href="mailto:HERMAN.PEREZ@VILLASOLCDD.ORG">HERMAN.PEREZ@VILLASOLCDD.ORG</a>	MATEO		
DESCRIPTION OF WORK			
REPAIR LIKE THE 1 YEAR WARRANTY LABOR ONLY			
Description	QTY	Unit Price	Amount
GATE ENTRE PAVERS 35X15,35X15,35X15,35X15	2100 SF		\$7.800.00
TAKE OUT ALL THE GATE ENTE TUP MORE			INCLUDE
CRUSHED CONCRETE COMPACT PUT ALL			INCLUDE
PAVERS BACK AND WASH ESPECIAL \			INCLUDE
POLYMERICA SAND			
<b>THANK YOU FOR YOUR BUSINESS</b>	<b>TOTAL ESTIMATE: \$7.800.00</b>		

This estimate is not a contract or a bill. It is our best guess at the total price to complete the work stated above, based upon our initial inspection, but may be subject to change. If prices change or additional parts and labor are required, we will inform you prior to proceeding with the work. ESTIMATE VALID UNTIL /JUNE 2023  
 50% payment will be required at the time to sign the contract  
 50% when Matao Brick Pavers INC finish work.



# **Section 9Bv Techni-pools for Pool Repairs #1436**



TECHNI-POOLS

# Estimate 1436

+1 4077661281  
info@techni-pools.com

<b>ADDRESS</b> Villa Sol CDD 210 N University Dr Ste 702 Coral Springs, FL 33071	<b>DATE</b> 04/17/2023	<b>TOTAL</b> \$1,734.35	
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DATE	ACTIVITY	QTY	RATE	AMOUNT
	<b>Repair</b> Provide and install Pool Lift Cover	1	535.20	535.20
	<b>Repair</b> Provide and Install Hardware and combination padlocks for pool equipment pads.	1	185.50	185.50
	<b>Repair</b> Provide and Install service pump with strainer (1Hp)	1	768.65	768.65
	<b>Repair</b> SPA HEATER. -Replace Rocker Switch -Remove heater and equipment pad, level ground with gravel, reinstall equipment pad and heater. -Spa Heater was checked . A complete diagnose could not be performed due to a lack of Propane in the tank. Propane tank needs to be filled to perform a throughout testing on the heater. So far we know it needs a new rocker switch and it needs to be leveled on the ground to prevent pipe stress and failure.	1	245.00	245.00

<b>TOTAL</b>	<b>\$1,734.35</b>
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THANK YOU.

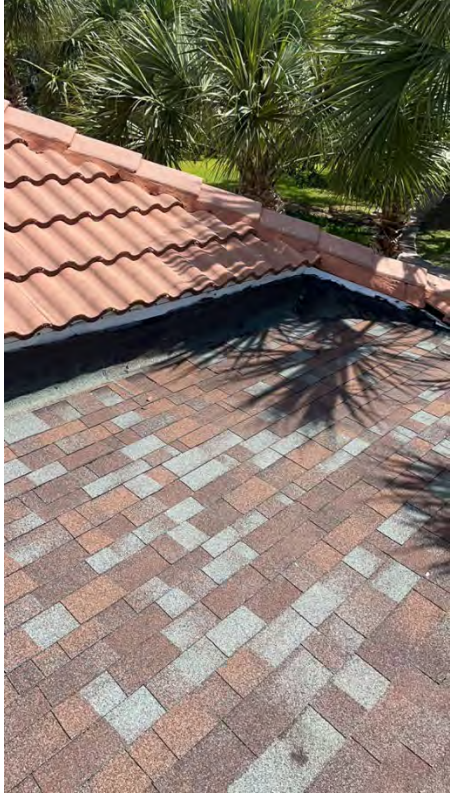
Accepted By

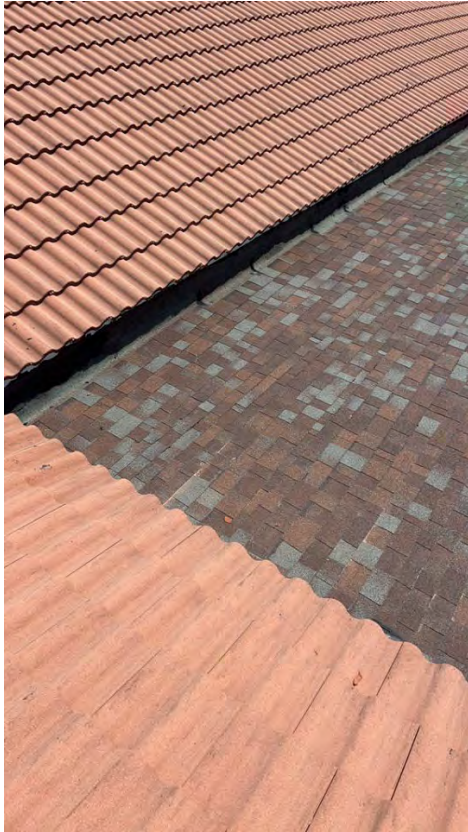
Accepted Date

**Section 9Bvi**  
**Sky Light Roofing Inc. for**  
**Roof at Clubhouse**





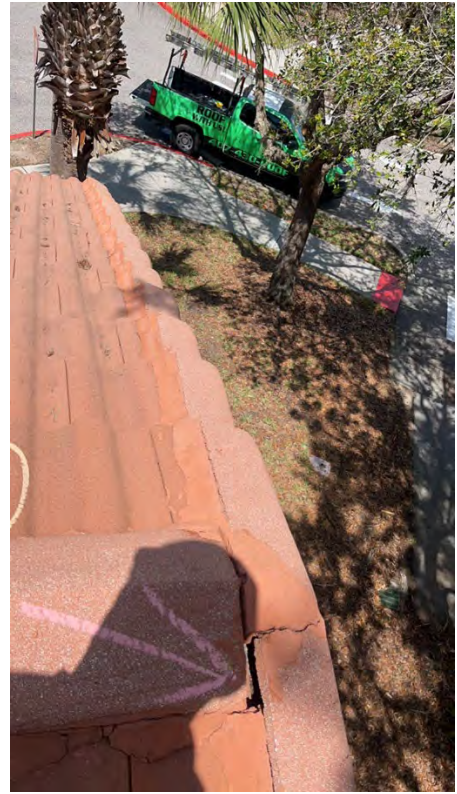






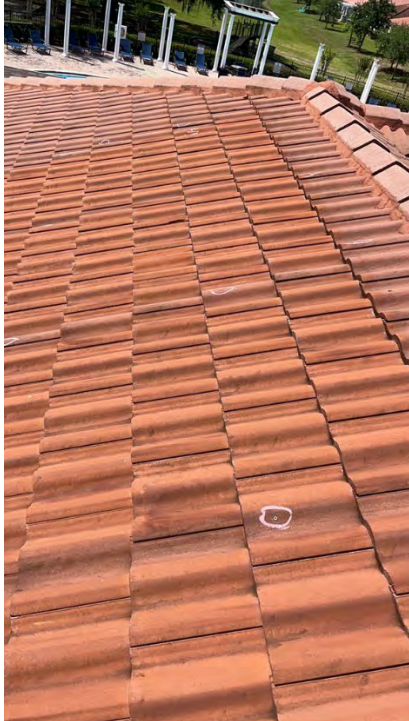




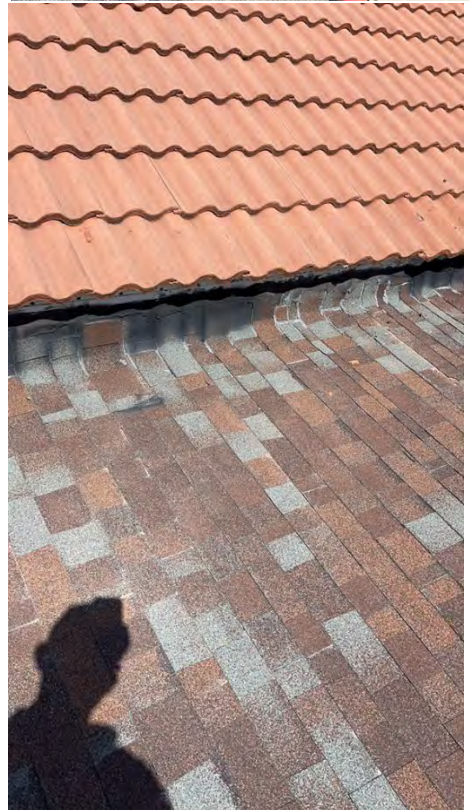


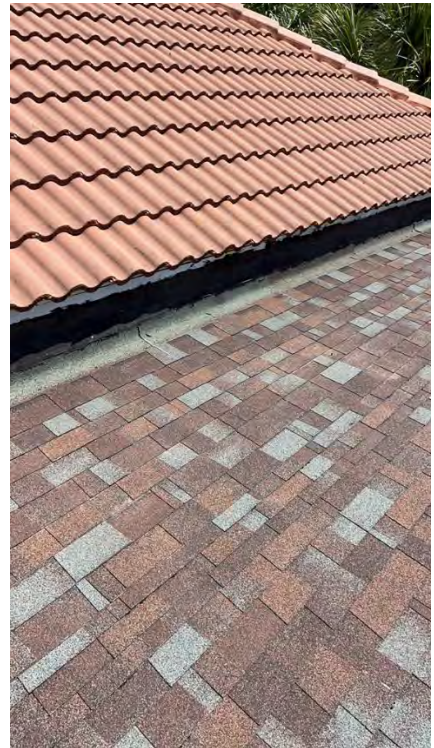
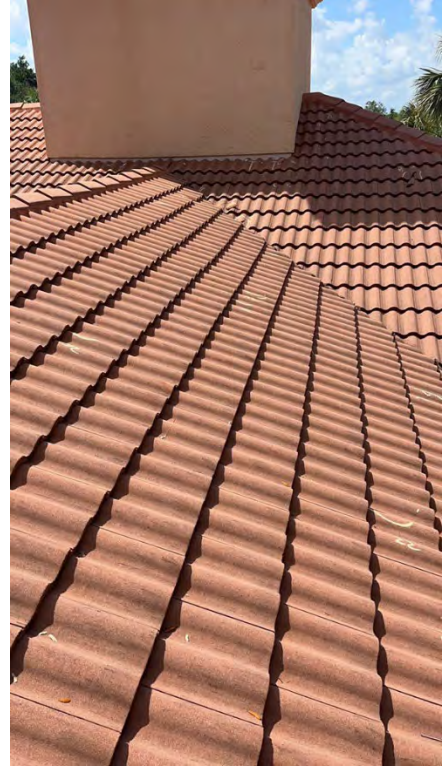






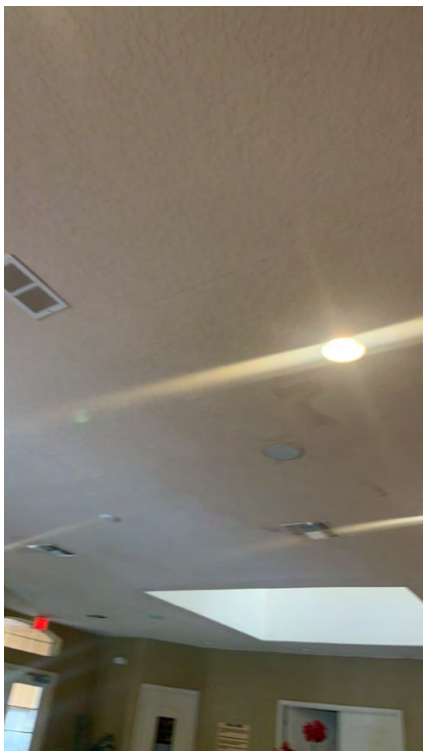


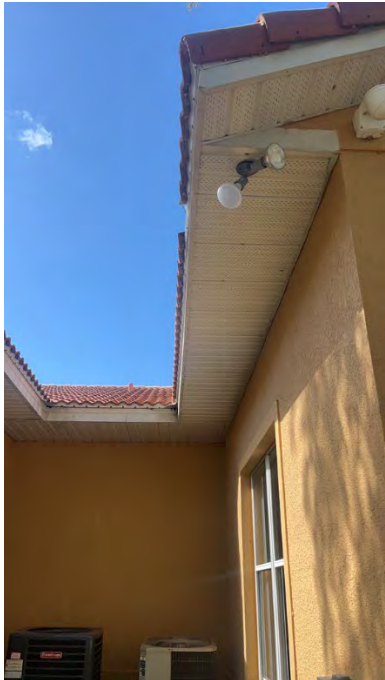




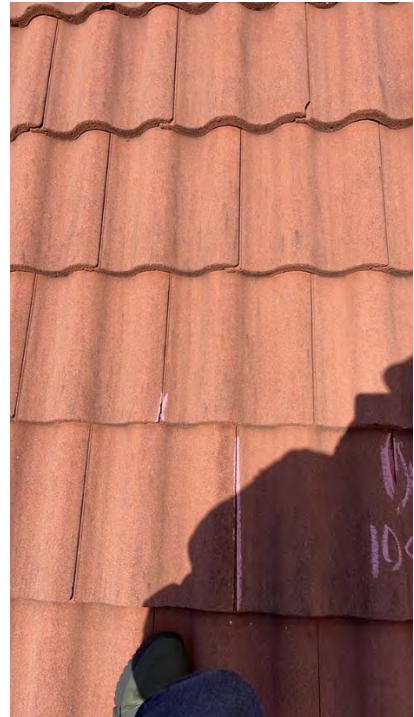
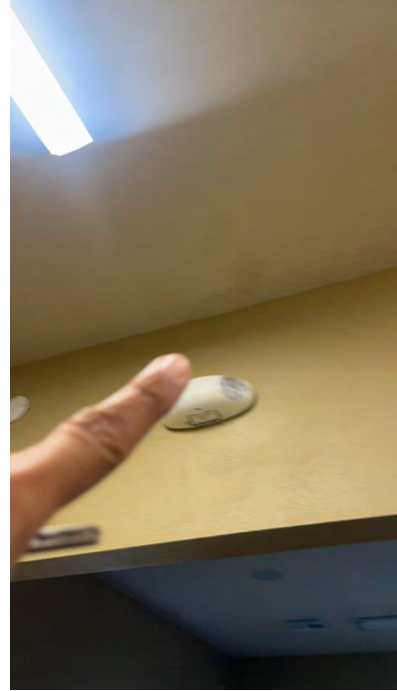






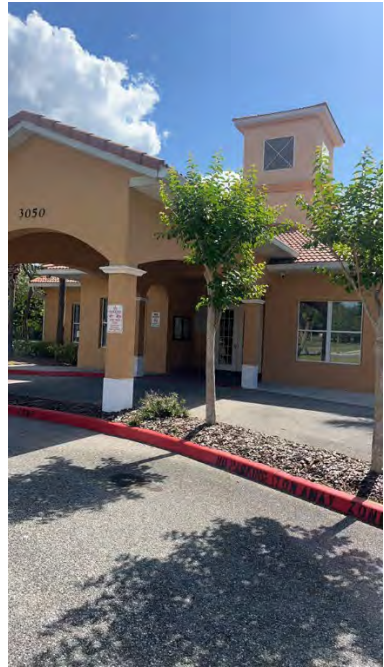




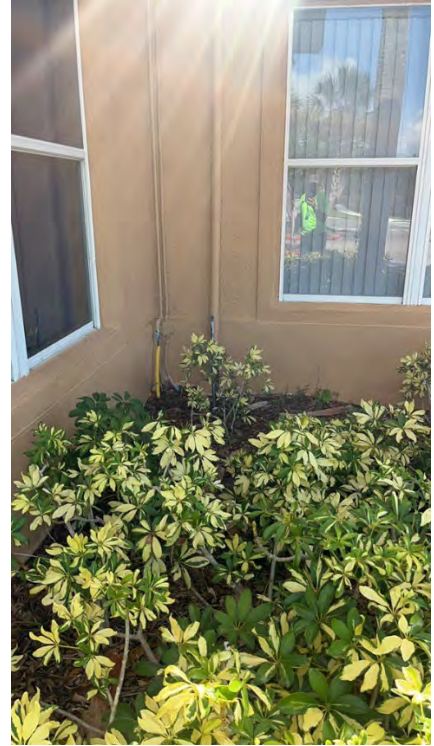


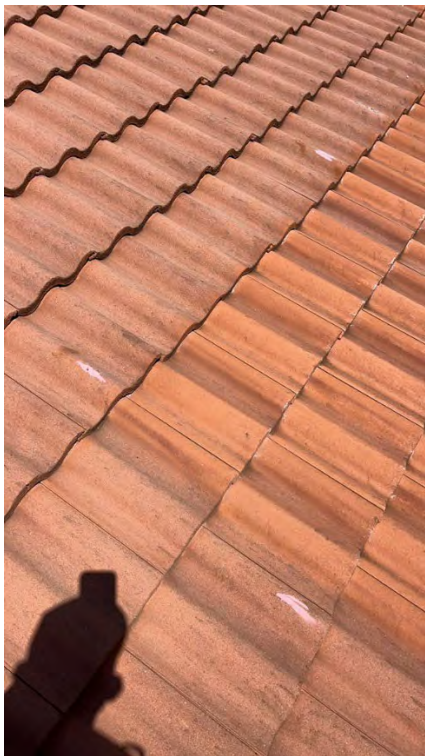




















# **Section 9Bvia Roof Replacement**



**Sky Light Roofing, Inc.**  
 6105 E. Colonial Dr.  
 Orlando, FL 32807  
 Phone: 407-430-7663

**Company Representative**  
 Milton Gabanzo  
 Phone: (321) 239-6404  
 milton@skylightroofing.com

# ROOF ESTIMATE

04/24/2023

Claim Information

**Elizabeth fiallo**  
**informark**  
 3050 Puerta Del Sol Boulevard  
 Kissimmee, FL 34744  
 (407) 566-4380

Job: Elizabeth fiallo

## Roofing full replacement Section

- Remove one layer of existing roof and underlayment to expose decking\*.
- Replace any rotten wood. ~SEE PRICE DETAILS BELOW
- Install 2½in. coil nails along all trusses, every 6in., to properly secure decking.
- Install one layer of POLYGLASS POLYSTICK TU Plus as a dry in application.
- Install 2½in. drip edge around perimeter of the roof with bird stop or anti ponding at eaves and rakes.
- Install 26gauge 24" formed tile valley.
- Install 1in. thick and 2in. wide battens horizontally along the edge of the roof to properly hold the tiles in place.
- Install new tile lead boots (painted to match roof color).
- Install 10in. tile exhaust vents.
- Install new vents.
- Install rake and ridge caps. Rake caps fastened with #8 x 2-½" threaded tile roofing fasteners. Ridge end rake caps to be set with tile-tight mortar substitute (tinted to match tile as closely as possible).
- Install new Eagle- tiles.
- Mechanically attach tiles to battens using Quick drive 2½in. ZINC 1.5m screws.
- Ground will be swept with a magnet at the end of each working day.
- Clean entire work area and haul away all debris.

MATERIAL WARRANTY AS PROVIDED BY MANUFACTURERS & FIVE-YEAR LABOR FROM FINAL PAYMENT.

- Price includes the specified roofing materials, labor, taxes and all permitting fees.
- \*\*ALL ROTTED WOODWORK IS ADDITIONAL \$89.00/SHEET OF PLYWOOD, OR \$6.95/LF, IF CEDAR WOOD \$7.50/LF. (PLEASE BE AWARE THAT THE HOMEOWNER IS RESPONSIBLE FOR MAKING THE PROPER ARRANGEMENTS TO BE HOME DURING THE ROOFING JOB, IF HOMEOWNER DESIRES TO DISAPPROVE ANY ROTTED WOODWORK REPLACEMENT, OTHERWISE WE WILL REPLACE ALL THE NECESSARY WOODWORK WITH SIMILAR MATERIALS AT THE QUOTED PRICES AS THE DECKING CANNOT BE LEFT EXPOSED DUE TO THE RISK FOR WATER INTRUSION).

PAYMENT TERMS: 50% DEPOSIT TO DELIVER THE JOB MATERIALS & THE BALANCE DUE UPON JOB COMPLETION.

	Qty	Unit
ROOF INVESTMENT	0.00	EA

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## Flat Roof Replacement Section

- Remove one layer of existing FLAT roof & underlayment to expose decking\*
- Replace any rotten wood. ~SEE PRICE DETAILS BELOW
- Install 2½in. coil nails along all trusses, every 6in., to properly secure decking.
- Install S.A POLYGLASS base sheet as an underlayment, over the flat roof surface.
- Install 2½in. drip edge around perimeter of the roof~ PICK COLOR: WHITE, BEIGE, BROWN, BLACK
- Install new lead boots.
- Install new exhaust vents.
- Install one layer of self- adherent POLYFLEX Granulated cap sheet over low-sloped roof.
- Ground will be swept with a magnet at the end of each working day.
- Clean entire work area and haul away all debris.

-> MATERIAL WARRANTIES AS PROVIDED BY THE MANUFACTURERS & FIVE- YEARS LABOR (To Start after Payment Completion)

- Price includes the specified roofing materials, labor, taxes and all permitting fees.

\*The price is based on the existing roof having only one layer of roofing material. If removal of the roof covering reveals. the existing roof has more than 1 layer, there will be \$25/sq. extra charge for removal and disposal of the additional material to be documented in a change order signed by the Owner.

\*\*ALL ROTTED WOODWORK IS ADDITIONAL \$89.00/SHEET OF PLYWOOD, OR \$6.95/LF, IF CEDAR WOOD \$7.50/LF. (PLEASE BE AWARE THAT THE HOMEOWNER IS RESPONSIBLE FOR MAKING THE PROPER ARRANGEMENTS TO BE HOME DURING THE ROOFING JOB, IF HOMEOWNER DESIRES TO DISAPPROVE ANY ROTTED WOODWORK REPLACEMENT, OTHERWISE WE WILL REPLACE ALL THE NECESSARY WOODWORK WITH SIMILAR MATERIALS AT THE QUOTED PRICES AS THE DECKING CANNOT BE LEFT EXPOSED DUE TO THE RISK FOR WATER INTRUSION).

PAYMENT TERMS: 50% DEPOSIT TO DELIVER THE JOB MATERIALS & THE BALANCE DUE UPON JOB COMPLETION.

	Qty	Unit
ROOF INVESTMENT	0.00	EA
		--

<b>TOTAL</b>	<b>\$79,989.00</b>
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Starting at /month with  • [APPLY](#)

**ADDITIONAL CONTRACT TERMS**

1. Owner agrees to pay Contractor its normal selling price for all additions, alterations, or deviations. Other than rotted woodwork, no additional work shall be done without prior written authorization of Owner and agreed to by Contractor on a fully signed Change Order. Any such authorization shall only be on a written Change Order form signed by both parties, which shall become part of this Contract. Where such additional work is added to this Contract, it is agreed that the Total Price under this Contract shall be increased by the price of additional work and that all terms and conditions of this Contract shall apply equally to such additional work. If this contract is cancelled after 15days of being signed, the homeowner agrees and understand that a fee of 20% of the contract amount is a fair payment for pre-construction arrangements already done.
2. Any change in the written job specifications or construction necessary to conform to existing or future building codes, zoning laws, or regulations of inspecting Public Authorities shall be considered additional work to be paid for by Owner as additional work.
3. If the quantity of material required under this Contract is increased, the Owner shall be obligated to reimburse Contractor for additional expense incurred plus 20% as overhead and profit on such materials. If the Owner or agent of the Owner furnishes material or performs labor on any portion of the work in progress, any loss to the Contractor that results thereof shall be charged to the Owner. Any changes made under this Contract will not affect the validity of this document.
4. The Contractor shall NOT be responsible for any damage or delays occasioned by the Owner or Owner's agent, Acts of Nature, earthquake, storm, undisclosed conditions, or other causes beyond the control of Contractor.
5. The Contractor shall NOT be responsible for any damage during the performance of his work using normal construction practices or dusting inside the house if the Contractor damages or contacts any other existing components including, but not limited to, water pipes, sewer pipes, gas lines, electrical wiring, ventilation and/or other wiring, conduits, pipes, tubes and vents that have been incorrectly installed within the roof deck or roof truss area.
6. The time to start and complete the work does not include and will be extended by the time during which the Contractor is delayed in his work by (a) the acts of the Owner or their agents or employees or those claiming under agreement with or grant from Owner, or by (b) any Acts of Nature which Contractor could not have reasonably foreseen and provided against, or by (c) stormy or inclement weather which necessarily delays the work, or by (d) strikes, boycotts or like obstructive actions by employees or labor organizations which are beyond the control of the Contractor and which he cannot reasonably overcome, or by (e) extra work requested by the Owner, or by (f) failure of the Owner to promptly pay for any work, or by (g) unforeseen delays cause by Public Authority; or by (h) defective roof decking, roof structure, concealed conditions, or other construction that delays the job or requires additional work by the Contractor, and such time shall be added to the time for completion, plus a reasonable allowance of costs incurred plus 20% overhead and profit, as compensation for such delays & any additional work.
7. Contractor shall, at his own expense, carry all workers' compensation insurance and public liability insurance for the protection of the Contractor and the Owner during the progress of the work in amounts required by law. Owner agrees to procure at his own expense, prior to the commencement of any work, property insurance with fire insurance, Course of Construction, all Physical Loss and Vandalism and Malicious Mischief clauses attached in a sum equal to the total cost of all improvements on the property. Such insurance shall be written to protect the Owner and Contractor and Lien Holder, as their interests may appear. Should Owner fail to do so, Contractor may procure such insurance, as agent for Owner, but is not required to do so, and Owner agrees on demand to reimburse Contractor in cash for the cost thereof.
8. Where colors are to be matched, Contractor shall make every reasonable effort to do so using standard colors and materials but does not guarantee a perfect match.
9. Contractor shall be entitled to be paid as agreed above and in full upon completion. Should either party hereto bring suit in court to enforce the terms of this Agreement, the prevailing party shall be entitled to court costs and reasonable attorney's fees, plus interest at the legal rate, for pursuit, litigation and appellate attorney's fees.
10. Unless expressly otherwise noted in this Agreement, the price quoted does not include repair or removing fascia, trim, sheathing, rafters, structural members, siding, masonry, caulking, metal edging, flashing of any type, or repairing or replacing any other components attached to the roof, decking or trusses. If, during the course of the work, it should become apparent that any such portions of the structure should be repaired or replaced, Owner and Contractor shall agree to a signed Change Order, or Owner shall have such work done by others and pay Contractor for any additional work and materials required to be provided by Contractor to protect the structure as additional compensation.
11. The Owner is solely responsible for providing Contractor with water, and electricity during the course of construction.

12. The Contractor shall not be responsible for damage to existing walks, stairways, curbs, driveways, cesspools, septic tanks, water or gas lines, arches, shrubs, lawn, trees, clotheslines, telephone or electric lines, etc. by the Contractor, subcontractor, or supplier incurred in the normal use, the performance of the work or in the delivery of materials for the job.

13. Owner hereby warrants and represents that he shall be solely responsible for the conditions of the building site over which the Contractor has no control and subsequently results in unforeseen costs, damage to the building or injury to persons or property. Contractor agrees to complete the work in a workmanlike and timely manner but is not responsible for: (a) failure or defect that result from work done by others prior to, at the time of, or subsequent work done under this Agreement; (b) failure to keep gutters, downspouts and valleys clear of obstructions; (c) failure of Owner to authorize Contractor to undertake needed repairs or replacement of fascia, vents, defective or deteriorated roofing or roofing felt, trim, sheathing, structural members, siding, masonry, caulking, metal edging, flashing of any type, or other repairs, and unforeseen or concealed circumstances.

14. **FOR ANY DEFECTIVE WORKMANSHIP RESULTING IN ANY LEAK, CONTRACTOR WILL, DURING THE FIRST FIVE YEARS AFTER COMPLETION, PROVIDE THE LABOR AND MATERIALS TO REPAIR THE LEAK. CONTRACTOR MAKES NO OTHER WARRANTY, EXPRESSED OR IMPLIED, (DISCLAIMING ANY WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE, OR MERCHANTABILITY). ANY WARRANTY OR LIMITED WARRANTY FOR THE MATERIALS USED IN THE PROJECT, SHALL BE LIMITED TO THAT PROVIDED SOLELY BY THE MANUFACTURER(S) OF THE PRODUCTS AND MATERIALS USED IN CONSTRUCTION. HOMEOWNER WAIVES AND RELEASES CONTRACTOR FROM ANY LIABILITY FOR ANY OTHER CLAIMS OR DAMAGES RELATING TO THE STRUCTURE, ANY PROPERTY, PERSONAL INJURY, OR DEATH.**

15. Owner hereby grants Contractor the right to display signs and advertising at the building site.

16. This Agreement constitutes the entire contract, and the parties are not bound by oral representation by any party or agent of either party.

17. The price quoted for completion of the work is valid for thirty (30) days & Contractor is entitled to rebid the job if not performed within that time.

ACCORDING TO FLORIDA'S CONSTRUCTION LIEN LAW (SECTIONS 713.001-713.37, FLORIDA STATUTES), THOSE WHO WORK ON YOUR PROPERTY OR PROVIDE MATERIALS AND ARE NOT PAID IN FULL HAVE A RIGHT TO ENFORCE THEIR CLAIM FOR PAYMENT AGAINST YOUR PROPERTY. THIS CLAIM IS KNOWN AS A CONSTRUCTION LIEN. IF YOUR CONTRACTOR OR A SUBCONTRACTOR FAILS TO PAY SUBCONTRACTORS, SUB-SUBCONTRACTORS, OR MATERIAL SUPPLIERS OR NEGLECTS TO MAKE OTHER LEGALLY REQUIRED PAYMENTS, THE PEOPLE WHO ARE OWED MONEY MAY LOOK TO YOUR PROPERTY FOR PAYMENT, EVEN IF YOU HAVE PAID YOUR CONTRACTOR IN FULL. IF YOU FAIL TO PAY YOUR CONTRACTOR, YOUR CONTRACTOR MAY ALSO HAVE A LIEN ON YOUR PROPERTY. THIS MEANS IF A LIEN IS FILED, YOUR PROPERTY COULD BE SOLD AGAINST YOUR WILL TO PAY FOR LABOR, MATERIALS, OR OTHER SERVICES THAT YOUR CONTRACTOR OR A SUBCONTRACTOR MAY HAVE FAILED TO PAY. FLORIDA'S CONSTRUCTION LIEN LAW IS COMPLEX, AND IT IS RECOMMENDED THAT WHENEVER A SPECIFIC PROBLEM ARISES, YOU CONSULT AN ATTORNEY.



\_\_\_\_\_  
Company Authorized Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

# **Section 9Bvib Roof Repair**



**Sky Light Roofing, Inc.**  
 6105 E. Colonial Dr.  
 Orlando, FL 32807  
 Phone: 407-430-7663

**Company Representative**  
 Milton Gabanzo  
 Phone: (321) 239-6404  
 milton@skylightring.com

**Roof repair**  
 04/24/2023  
**Claim Information**

**Elizabeth fiallo**  
**informark**  
 3050 Puerta Del Sol Boulevard  
 Kissimmee, FL 34744  
 (407) 566-4380

Job: Elizabeth fiallo

**Roofing Repair Section**

180 tile remove and replace and re-enforcement de ridge caps en the building 150 TO 200 LFT

- Remove one layer of existing roof and underlayment to expose decking\*.
- Replace any rotten wood. ~SEE PRICE DETAILS BELOW
- Install 2½in. coil nails along all trusses, every 6in., to properly secure decking.
- Install one layer of POLYGLASS POLYSTICK TU Plus as a dry in application.
- Install 2½in. drip edge around perimeter of the roof with bird stop or anti ponding at eaves and rakes.
- Install 26gauge 24" formed tile valley.
- Install 1in. thick and 2in. wide battens horizontally along the edge of the roof to properly hold the tiles in place.
- Install new tile lead boots (painted to match roof color).
- Install 10in. tile exhaust vents.
- Install new vents.
- Install rake and ridge caps. Rake caps fastened with #8 x 2-½" threaded tile roofing fasteners. Ridge end rake caps to be set with tile-tight mortar substitute (tinted to match tile as closely as possible).
- Install new Eagle- tiles.
- Mechanically attach tiles to battens using Quick drive 2½in. ZINC 1.5m screws.
- Ground will be swept with a magnet at the end of each working day.
- Clean entire work area and haul away all debris.

MATERIAL WARRANTY AS PROVIDED BY MANUFACTURERS & FIVE-YEAR LABOR FROM FINAL PAYMENT.

• Price includes the specified roofing materials, labor, taxes and all permitting fees.  
 \*\*ALL ROTTED WOODWORK IS ADDITIONAL \$89.00/SHEET OF PLYWOOD, OR \$6.95/LF, IF CEDAR WOOD \$7.50/LF. (PLEASE BE AWARE THAT THE HOMEOWNER IS RESPONSIBLE FOR MAKING THE PROPER ARRANGEMENTS TO BE HOME DURING THE ROOFING JOB, IF HOMEOWNER DESIRES TO DISAPPROVE ANY ROTTED WOODWORK REPLACEMENT, OTHERWISE WE WILL REPLACE ALL THE NECESSARY WOODWORK WITH SIMILAR MATERIALS AT THE QUOTED PRICES AS THE DECKING CANNOT BE LEFT EXPOSED DUE TO THE RISK FOR WATER INTRUSION).

PAYMENT TERMS: 50% DEPOSIT TO DELIVER THE JOB MATERIALS & THE BALANCE DUE UPON JOB COMPLETION.

	Qty	Unit
ROOF INVESTMENT	0.00	EA
		--

**TOTAL** **\$10,600.00**

Starting at /month with Acorn FINANCE • [APPLY](#)

**ADDITIONAL CONTRACT TERMS**

1. Owner agrees to pay Contractor its normal selling price for all additions, alterations, or deviations. Other than rotted woodwork, no additional work shall be done without prior written authorization of Owner and agreed to by Contractor on a fully signed Change Order. Any such authorization shall only be on a written Change Order form signed by both parties, which shall become part of this



Contract. Where such additional work is added to this Contract, it is agreed that the Total Price under this Contract shall be increased by the price of additional work and that all terms and conditions of this Contract shall apply equally to such additional work. If this contract is cancelled after 15days of being signed, the homeowner agrees and understand that a fee of 20% of the contract amount is a fair payment for pre-construction arrangements already done.

2. Any change in the written job specifications or construction necessary to conform to existing or future building codes, zoning laws, or regulations of inspecting Public Authorities shall be considered additional work to be paid for by Owner as additional work.
3. If the quantity of material required under this Contract is increased, the Owner shall be obligated to reimburse Contractor for additional expense incurred plus 20% as overhead and profit on such materials. If the Owner or agent of the Owner furnishes material or performs labor on any portion of the work in progress, any loss to the Contractor that results thereof shall be charged to the Owner. Any changes made under this Contract will not affect the validity of this document.
4. The Contractor shall NOT be responsible for any damage or delays occasioned by the Owner or Owner's agent, Acts of Nature, earthquake, storm, undisclosed conditions, or other causes beyond the control of Contractor.
5. The Contractor shall NOT be responsible for any damage during the performance of his work using normal construction practices or dusting inside the house if the Contractor damages or contacts any other existing components including, but not limited to, water pipes, sewer pipes, gas lines, electrical wiring, ventilation and/or other wiring, conduits, pipes, tubes and vents that have been incorrectly installed within the roof deck or roof truss area.
6. The time to start and complete the work does not include and will be extended by the time during which the Contractor is delayed in his work by (a) the acts of the Owner or their agents or employees or those claiming under agreement with or grant from Owner, or by (b) any Acts of Nature which Contractor could not have reasonably foreseen and provided against, or by (c) stormy or inclement weather which necessarily delays the work, or by (d) strikes, boycotts or like obstructive actions by employees or labor organizations which are beyond the control of the Contractor and which he cannot reasonably overcome, or by (e) extra work requested by the Owner, or by (f) failure of the Owner to promptly pay for any work, or by (g) unforeseen delays cause by Public Authority; or by (h) defective roof decking, roof structure, concealed conditions, or other construction that delays the job or requires additional work by the Contractor, and such time shall be added to the time for completion, plus a reasonable allowance of costs incurred plus 20% overhead and profit, as compensation for such delays & any additional work.
7. Contractor shall, at his own expense, carry all workers' compensation insurance and public liability insurance for the protection of the Contractor and the Owner during the progress of the work in amounts required by law. Owner agrees to procure at his own expense, prior to the commencement of any work, property insurance with fire insurance, Course of Construction, all Physical Loss and Vandalism and Malicious Mischief clauses attached in a sum equal to the total cost of all improvements on the property. Such insurance shall be written to protect the Owner and Contractor and Lien Holder, as their interests may appear. Should Owner fail to do so, Contractor may procure such insurance, as agent for Owner, but is not required to do so, and Owner agrees on demand to reimburse Contractor in cash for the cost thereof.
8. Where colors are to be matched, Contractor shall make every reasonable effort to do so using standard colors and materials but does not guarantee a perfect match.
9. Contractor shall be entitled to be paid as agreed above and in full upon completion. Should either party hereto bring suit in court to enforce the terms of this Agreement, the prevailing party shall be entitled to court costs and reasonable attorney's fees, plus interest at the legal rate, for pursuit, litigation and appellate attorney's fees.
10. Unless expressly otherwise noted in this Agreement, the price quoted does not include repair or removing fascia, trim, sheathing, rafters, structural members, siding, masonry, caulking, metal edging, flashing of any type, or repairing or replacing any other components attached to the roof, decking or trusses. If, during the course of the work, it should become apparent that any such portions of the structure should be repaired or replaced, Owner and Contractor shall agree to a signed Change Order, or Owner shall have such work done by others and pay Contractor for any additional work and materials required to be provided by Contractor to protect the structure as additional compensation.
11. The Owner is solely responsible for providing Contractor with water, and electricity during the course of construction.
12. The Contractor shall not be responsible for damage to existing walks, stairways, curbs, driveways, cesspools, septic tanks, water or gas lines, arches, shrubs, lawn, trees, clotheslines, telephone or electric lines, etc. by the Contractor, subcontractor, or supplier incurred in the normal use, the performance of the work or in the delivery of materials for the job.
13. Owner hereby warrants and represents that he shall be solely responsible for the conditions of the building site over which the Contractor has no control and subsequently results in unforeseen costs, damage to the building or injury to persons or property. Contractor agrees to complete the work in a workmanlike and timely manner but is not responsible for: (a) failure or defect that result from work done by others prior to, at the time of, or subsequent work done under this Agreement; (b) failure to keep gutters, downspouts and valleys clear of obstructions; (c) failure of Owner to authorize Contractor to undertake needed repairs or replacement of fascia, vents, defective or deteriorated roofing or roofing felt, trim, sheathing, structural members, siding, masonry, caulking, metal edging, flashing of any type, or other repairs, and unforeseen or concealed circumstances.
14. **FOR ANY DEFECTIVE WORKMANSHIP RESULTING IN ANY LEAK, CONTRACTOR WILL, DURING THE FIRST FIVE YEARS AFTER COMPLETION, PROVIDE THE LABOR AND MATERIALS TO REPAIR THE LEAK. CONTRACTOR MAKES NO OTHER WARRANTY, EXPRESSED OR IMPLIED, (DISCLAIMING ANY WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE, OR MERCHANTABILITY). ANY WARRANTY OR LIMITED WARRANTY FOR THE MATERIALS USED IN THE PROJECT, SHALL BE LIMITED TO THAT PROVIDED SOLELY BY THE MANUFACTURER(S) OF THE PRODUCTS AND MATERIALS USED IN CONSTRUCTION. HOMEOWNER WAIVES AND RELEASES CONTRACTOR FROM ANY LIABILITY FOR ANY OTHER CLAIMS OR DAMAGES RELATING TO THE STRUCTURE, ANY PROPERTY, PERSONAL INJURY, OR DEATH.**
15. Owner hereby grants Contractor the right to display signs and advertising at the building site.
16. This Agreement constitutes the entire contract, and the parties are not bound by oral representation by any party or agent of either party.
17. The price quoted for completion of the work is valid for thirty (30) days & Contractor is entitled to rebid the job if not performed within that time.

**ACCORDING TO FLORIDA'S CONSTRUCTION LIEN LAW (SECTIONS 713.001-713.37, FLORIDA STATUTES), THOSE WHO WORK ON YOUR PROPERTY OR PROVIDE MATERIALS AND ARE NOT PAID IN FULL HAVE A RIGHT TO ENFORCE THEIR CLAIM FOR PAYMENT AGAINST YOUR PROPERTY. THIS CLAIM IS KNOWN AS A CONSTRUCTION LIEN. IF YOUR CONTRACTOR OR A SUBCONTRACTOR FAILS TO PAY SUBCONTRACTORS, SUB-SUBCONTRACTORS, OR MATERIAL SUPPLIERS OR NEGLECTS TO MAKE OTHER LEGALLY REQUIRED PAYMENTS, THE PEOPLE WHO ARE OWED MONEY MAY LOOK TO YOUR PROPERTY FOR PAYMENT, EVEN IF YOU HAVE PAID YOUR CONTRACTOR IN FULL. IF YOU FAIL TO PAY YOUR CONTRACTOR, YOUR CONTRACTOR MAY ALSO HAVE A LIEN ON YOUR PROPERTY. THIS MEANS IF A LIEN IS FILED, YOUR PROPERTY COULD BE SOLD AGAINST YOUR WILL TO PAY FOR LABOR, MATERIALS, OR OTHER SERVICES THAT YOUR CONTRACTOR OR A SUBCONTRACTOR MAY HAVE FAILED TO PAY. FLORIDA'S CONSTRUCTION LIEN LAW IS COMPLEX, AND IT IS RECOMMENDED THAT WHENEVER A SPECIFIC PROBLEM ARISES, YOU CONSULT AN ATTORNEY.**

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Company Authorized Signature

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Date

---

Customer Signature

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Date

---

Customer Signature

---

Date

**Section 9Bvii  
Exercise Systems,  
Inc. #051531**



6881 Kingspointe Pkwy, Ste. 10  
 Orlando, FL 32819 (SHOWROOM)  
 Phone: 407-996-8890/ 877-370-0220

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

Sales Rep: John Young  
 Quote Number: 051531  
 Date: 4/26/2023  
*Quote Expires in 90 days*

# Repair Proposal

Part#		Description	Price	Qty	Extend
73050	Landice	<u>LANDICE L7 LTD PRO sn#L7-118514</u> running belt	\$380.00	1	\$380.00
75020	Landice	EStop Clip	\$35.00	1	\$35.00
		<u>TUFF STUFF APOLLO 5 GYM</u> cannot be repaired; parts no longer available			
		<u>PROMAXIMA BENCH</u> reupholster back pad/black	\$120.00	1	\$120.00
	UPH				
	SH	Shipping	\$34.00	1	\$34.00
	TC	Trip Charge (no charge, return visit)	\$80.00	0	\$0.00
	SL	Labor	\$80.00	1	\$80.00

**Please fax signed proposal to 407-292-1438**

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

Sub-Total	\$649.00
Tax	
<b>Total</b>	<b>\$649.00</b>

**REMIT PAYMENTS TO:**  
**3818 SHADOWIND WAY GOTHA FL 34734**  
*for billing questions, call Pam Young at 407.325.2523*

**It's service that really counts...  
 before, during and after the sale!**

**Section 9Bviii**  
**Best Choice Roofing for**  
**Full Tile Replacement**  
**#39101**

**ESTIMATE**

Best Choice Roofing Central Florida, LLC  
 22 W. Monument Ave  
 Kissimmee, FL 34741  
 (407) 350-4380

**Sales Representative**  
 Wedner Charles  
 wedner.charles@bestchoiceroofing.com



**Elizabeth Fiallo 3050  
 3050 Puerta Del Sol Blvd  
 Kissimmee, FL 34744**

<b>Estimate #</b>	Best Choice Roofing Central Florida, LLC39101
<b>Date</b>	4/27/2023

Item	Description
<b>Full Tile Roof Replacement</b>	
Install Boral Tile	<p>Full Tile Roof Build / Installation to all FL BUILDING CODE Which includes everything that have to do with the tile installation from the decking up</p> <p>This estimate includes Pioneers Palema (which is what you have now on the roof), Boral, Spanish Curve Tile, and a few others</p> <p>Price may vary depending on the style of tile not listed above</p>

<b>Sub Total</b>	\$105,000.00
<b>Total</b>	\$105,000.00

**SPECIAL INSTRUCTIONS**

**BRUCE VICKERS, TAX COLLECTOR**

OSCEOLA COUNTY, STATE OF FLORIDA

LOCAL BUSINESS TAX RECEIPT

**EXPIRATION**

SEPTEMBER 30, 2023

**2023**

**BUSINESS TYPE:**

6420 ROOFING CONTR (DBPR/CMPCRD)

**BUSINESS:**

M20000009167

Best Choice Roofing Central Florida, LLC

22 W Monument Ave, Suite 2

Kissimmee, FL 34741

CCC1330211

10/13/2022

Oper N/A

Till Internet

Paid 33.00

Rcpt.#058774

**Location:**

CITY OF KISSIMMEE

**ACCOUNT NO.**

186867

199871

TRANSFER

ORIGINAL TAX

AMOUNT

PENALTY

COLLECTION COST

TOTAL

0.00

30.00

0.00

3.00

0.00

33.00

BRUCE VICKERS CFC, TAX COLLECTOR

P.O. BOX 422105, KISSIMMEE FL 34742-2105

407-742-4000

**City of Kissimmee**

101 Church Street

Suite 120

Kissimmee, Florida 34741

407.518.2379

**PROFESSIONAL LICENSE CERTIFICATE**

**Issued To:** LUIS ROCA

BEST CHOICE ROOFING CENTRAL FLORIDA LLC

**Mailing Address:** 22 W MONUMENT AVE 2  
KISSIMMEE, FL 34741

**License Number:** R-16057

**License Type:** Registration

**Issued Date:** 10/27/2022

**Classification:** State Certified

**Expiration Date:** 9/30/2023

**Fees Paid:** \$19.00



(Juan F. Hernandez) Building Official

**BUSINESS TAX RECEIPT**

**City of Kissimmee**

Development Services

101 Church Street

Suite 120

Kissimmee, Florida 34741

**BUSINESS NAME:** BEST CHOICE ROOFING CENTRAL FLORIDA LLC

**Business Type(s):** Contractor Office

**DBA:** JEFFERY OLSON

**BUSINESS OWNER:** JEFF OLSON

**BUSINESS LOCATION:** 22 W MONUMENT AVE 2  
KISSIMMEE, FL 34741

**Business Tax Receipt No:** BL-001554-2022

**License Year:** 2023

**Effective Date:** 10/13/2022

**Expiration Date:** 09/30/2023

LATE PENALTIES: AS OF OCTOBER 1 - 10% AS OF NOVEMBER 1 - 15% AS OF DECEMBER 1 - 20% AS OF JANUARY 1 - 25%  
OPERATING A BUSINESS WITHOUT A BUSINESS TAX RECEIPT IS SUBJECT TO CIVIL ACTIONS AND A PENALTY OF UP TO \$250.

Ron DeSantis, Governor

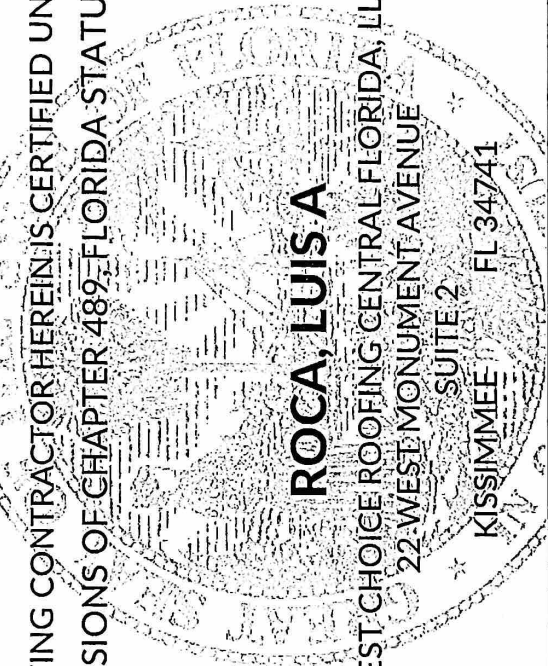
Melanie S. Griffin, Secretary



STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

THE ROOFING CONTRACTOR HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES



**ROCA, LUIS A**

BEST CHOICE ROOFING CENTRAL FLORIDA, LLC  
22 WEST MONUMENT AVENUE  
SUITE 2  
KISSIMMEE FL 34741

LICENSE NUMBER: CCC1330211

EXPIRATION DATE: AUGUST 31, 2024

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



Form **W-9**  
(Rev. October 2018)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer  
Identification Number and Certification**

**Give Form to the  
requester. Do not  
send to the IRS.**

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above  
**BEST CHOICE ROOFING CENTRAL FLORIDA LLC**

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ \_\_\_\_\_

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.  
**22 W. MONUMENT AVE # 2**

6 City, state, and ZIP code  
**KISSIMMEE, FL. 34741**

7 List account number(s) here (optional)

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number

				-					
--	--	--	--	---	--	--	--	--	--

or

Employer identification number

85	-	29	41	11	14
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Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶ 	Date ▶ <b>1/4/2023</b>
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.



BESTCH-C03

BCRABTREE

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
1/4/2023

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).

<b>PRODUCER</b> Houchens Insurance Group 109 International Drive, Suite 101 Franklin, TN 37067	<b>CONTACT NAME:</b> Theresa Payne, CISR, CRIS, TRIP, MLIS	
	<b>PHONE (A/C, No, Ext):</b> (270) 781-2084 4429	<b>FAX (A/C, No):</b> (270) 843-8808
<b>E-MAIL ADDRESS:</b> tpayne@higusa.com		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A:</b> Southern-Owners Insurance Company		10190
<b>INSURER B:</b> Auto-Owners Insurance Company		18988
<b>INSURER C:</b> Bridgefield Casualty Insurance Company		10335
<b>INSURER D:</b>		
<b>INSURER E:</b>		
<b>INSURER F:</b>		

**INSURED**  
 Best Choice Roofing Central Florida LLC  
 105 Hazel Path  
 Hendersonville, TN 37075

**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 WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			212312-03500608-22	2/1/2022	2/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 HIRED AUTO AND \$ 1,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			53-609244-00	2/1/2022	2/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 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 DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	0196-53732	10/1/2022	10/1/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER**

**CANCELLATION**

[Sample] ACORD 25 (2016/03)	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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**Section 9Bix**  
**AMV ProSolutions LLC for**  
**New Unit Install at**  
**Clubhouse #40**

Quote

**AMV ProSolutions LLC.**

1645 Chatsworth Circle  
 Saint Cloud FL 34771  
 US

321-337-9521  
 avprosolutions21@gmail.com



**BILL TO**

Villa Sol Cdd  
 Tax Reg No. : 3050 puerta del sol blvd Kissimmee fl 34744  
 herman.perez@villasolcdd.org

**Quote #**  
**Date**

40  
 Jan 27, 2023

Item	Quantity	Price	Amount
<p><b>New installation unit 5 ton</b>                      New installation whit 10 year on part and 1 year on labor.                      Unit brand Carrier;</p> <ul style="list-style-type: none"> <li>-New air handler 5 ton brand Carrier</li> <li>-New electric heater 5kw</li> <li>-New drain pvc trap</li> <li>-New float swich</li> <li>-Duct modification in the supply plenum</li> <li>-Base modification for return</li> <li>-The new thermostat (braeburn)</li> <li>-Repair low voltage wiring</li>   <li>-New condenser 5 ton brand Carrier</li> <li>-New copper 3/4 with insulation</li> <li>-New copper 3/8</li> <li>-4 anchor tie down</li> <li>-No metallic connector whip 1/2" x 6'</li> <li>-Anti vibration pad</li> <li>-New filter drier in the liquid line 3/8</li> <li>-Repair low voltage wiring</li> </ul>	1	\$7,500.00	\$7,500.00

Subtotal \$7,500.00

Grand Total	<b>\$7,500.00</b>
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