

VillaSol
Community Development District

Agenda

June 7, 2023

AGENDA

VillaSol
Community Development District
Continued Meeting Agenda

Wednesday
June 7, 2023
5:00 PM

VillaSol Clubhouse
3050 Puerta Del Sol Blvd.
Kissimmee, Florida

Call-in Information for Members of Public:

Dial-in Number: (267) 930-4000
Participate Code: 876-571

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Audience Comments on Agenda Items (*Limited to 3 Minutes*)
4. District Engineer
 - A. Consideration of Work Authorization Number 2023-1 for Preparation of Annual Engineer's Report 2023
5. Business Matters
 - A. Review of Draft Revised FY2024 Proposed Budget
 - B. Discussion of Off Duty Patrols
 - C. Discussion of Amenity Center Staffing
6. District Counsel
 - A. Memorandum Regarding Legal Issues Related to the Internet & Overview of the Public Records Law and Sunshine Law
 - B. Discussion of Parking/Towing Rules
7. District Manager's Report
 - A. Update on Records Transition
 - B. Presentation of Sheriff Reports
 - C. Presentation of Number of Registered Voters - 848
 - D. Form 1: Statement of Financial Interests Filing Deadline Reminder - Due July 1st
8. Field Operations
 - A. Field Report
9. Supervisor's Requests & Comments
10. Next Meeting Date - July 11, 2023 at 1:00 PM
11. Adjournment

SECTION IV

SECTION A



Dewberry Engineers Inc. | 407.843.5120
800 N. Magnolia Ave, Suite 1000 | 407.649.8664 fax
Orlando, FL 32803 | www.dewberry.com

Sent Via Email: jshowe@gmscfl.com

May 24, 2023

Mr. Jason Showe
District Manager
VillaSol Community Development District
219 E. Livingston Street
Orlando, Florida 32801

Subject: **Work Authorization Number 2023-1
VillaSol Community Development District
Annual Engineer's Report 2023**

Dear Chairman, Board of Supervisors:

Dewberry Engineers Inc. (Engineer), is pleased to submit this Work Authorization to provide professional consulting engineering services for the VillaSol Community Development District (District). We will provide these services pursuant to our current agreement (District Engineering Agreement) as follows:

I. Scope of Work

We will provide the Annual Engineer's Report for the District as required by the Trust Indenture for this fiscal year. The report will address the requirements as detailed in Section 9.21 of the Trust.

II. Fees

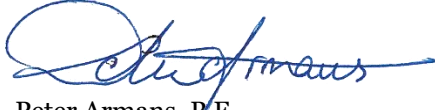
The District will compensate the Engineer pursuant to the hourly rate schedule contained in the District Engineering Agreement. We estimate a budget in the amount of \$4,500. The District will reimburse the Engineer all direct costs, which include items such as printing, drawings, travel, deliveries, et cetera, pursuant to the District Engineering Agreement.

This proposed work authorization, together with the referenced District Engineering Agreement, represents the entire understanding between the District and the Engineer with regard to the referenced work authorization. If you wish to accept this work authorization, please sign where indicated and return one complete copy to Aimee Powell, Senior Office Administrator in our Orlando office at 800 N. Magnolia Avenue, Suite 1000, Orlando, Florida 32803 (or via email at apowell@dewberry.com). Upon receipt, we will promptly schedule our services.

Mr. Jason Showe
VillaSol Community Development District
Annual Engineer's Report 2023
May 23, 2023

Thank you for considering Dewberry. We look forward to helping you create a quality project.

Sincerely,



Peter Armans, P.E.
Project Manager



Reinardo Malavé, P.E.
Associate Vice President

APPROVED AND ACCEPTED

By: _____
Authorized Representative of
VillaSol
Community Development District

Date: _____

STANDARD HOURLY BILLING RATE SCHEDULE

Professional/Technical/Construction/Surveying Services

LABOR CLASSIFICATION	HOURLY RATES
Professional	
Engineer I, II, III	\$115.00, \$135.00, \$155.00
Engineer IV, V, VI	\$170.00, \$195.00, \$225.00
Engineer VII, VIII, IX	\$250.00, \$275.00, \$305.00
Environmental Specialist I, II, III	\$105.00, \$125.00, \$150.00
Senior Environmental Scientist IV, V, VI	\$170.00, \$190.00, \$210.00
Planner I, II, III	\$105.00, \$125.00, \$150.00
Senior Planner IV, V, VI	\$170.00, \$190.00, \$210.00
Landscape Designer I, II, III	\$105.00, \$125.00, \$150.00
Senior Landscape Architect IV, V, VI	\$170.00, \$190.00, \$210.00
Principal	\$350.00
Technical	
CADD Technician I, II, III, IV, V	\$80.00, \$100.00, \$120.00, \$140.00, \$175.00
Designer I, II, III	\$110.00, \$135.00, \$160.00
Designer IV, V, VI	\$180.00, \$200.00, \$220.00
Construction	
Construction Professional I, II, III	\$125.00, \$155.00, \$185.00
Construction Professional IV, V, VI	\$215.00, \$240.00, \$285.00
Survey	
Surveyor I, II, III	\$68.00, \$83.00, \$98.00
Surveyor IV, V, VI	\$115.00, \$125.00, \$145.00
Surveyor VII, VIII, IX	\$160.00, \$190.00, \$235.00
Senior Surveyor IX	\$290.00
Fully Equipped 1, 2, 3 Person Field Crew	\$145.00, \$175.00, \$230.00
Administration	
Administrative Professional I, II, III, IV	\$70.00, \$95.00, \$115.00, \$145.00
Other Direct Costs (Printing, Postage, Etc.)	Cost + 15%

SECTION V

SECTION A

VillaSol
Community Development District

Draft Proposed Budget
FY2024

DRY FET



VillaSol
Community Development District
General Fund
Fiscal Year 2024

Description	Adopted Budget FY2023	Actual thru 3/31/23	Projected Next 6 Months	Total thru 9/30/23	Original Proposed Budget FY2024	Proposed Budget FY2024	Variance
Revenues							
Interest - Investments	\$ 2,500	\$ 4,061	\$ 150	\$ 4,211	\$ 32,524	\$ 4,000	\$ (28,524)
Room Rentals	\$ 2,000	\$ 3,105	\$ 1,000	\$ 4,105	\$ 2,000	\$ 2,000	\$ -
Interest - Tax Collector	\$ -	\$ 488	\$ -	\$ 488	\$ -	\$ -	\$ -
Special Assessments - Tax Collector	\$ 813,093	\$ 738,251	\$ 74,842	\$ 813,093	\$ 813,093	\$ 813,093	\$ -
Special Assessments - Discounts	\$ (32,524)	\$ (28,558)	\$ (3,966)	\$ (32,524)	\$ (32,524)	\$ (32,524)	\$ -
Settlements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Miscellaneous Revenues	\$ -	\$ 201	\$ -	\$ 201	\$ -	\$ -	\$ -
Access Cards	\$ 4,000	\$ 1,351	\$ 2,649	\$ 4,000	\$ 4,000	\$ 4,000	\$ -
Total Revenues	\$ 789,069	\$ 718,899	\$ 74,675	\$ 793,574	\$ 819,093	\$ 790,569	\$ (28,524)
Expenditures							
Administrative							
Supervisor Fees	\$ 8,000	\$ 2,600	\$ 2,000	\$ 4,600	\$ 8,000	\$ 9,000	\$ 1,000
FICA Expenses	\$ 612	\$ 199	\$ 153	\$ 352	\$ 612	\$ 689	\$ 77
Arbitrage	\$ 600	\$ 600	\$ -	\$ 600	\$ 600	\$ 600	\$ -
Dissemination Agent	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -
Engineering	\$ 27,200	\$ 21,383	\$ 21,000	\$ 42,383	\$ 30,000	\$ 30,000	\$ -
Attorney Fees	\$ 25,000	\$ 20,146	\$ 20,000	\$ 40,146	\$ 30,000	\$ 40,000	\$ 10,000
Management Fees	\$ 48,410	\$ 24,205	\$ 24,402	\$ 48,607	\$ 48,410	\$ 49,000	\$ 590
Property Appraiser	\$ 400	\$ 268	\$ -	\$ 268	\$ 400	\$ 400	\$ -
Special Assessment	\$ 5,150	\$ 5,150	\$ -	\$ 5,150	\$ 5,150	\$ 5,000	\$ (150)
Trustee Fees	\$ 6,410	\$ 2,671	\$ 3,739	\$ 6,410	\$ 6,410	\$ 6,410	\$ -
Annual Audit	\$ 6,250	\$ 9,000	\$ -	\$ 9,000	\$ 6,250	\$ 9,000	\$ 2,750
Communication - Telephone	\$ 3,600	\$ 2,380	\$ 1,000	\$ 3,380	\$ 3,600	\$ 3,600	\$ -
Postage and Freight	\$ 1,600	\$ 270	\$ 270	\$ 540	\$ 1,600	\$ 1,000	\$ (600)
Insurance	\$ 22,337	\$ 16,069	\$ -	\$ 16,069	\$ 19,283	\$ 20,828	\$ 1,545
Printing & Binding	\$ 4,000	\$ 41	\$ 41	\$ 82	\$ 4,000	\$ 2,000	\$ (2,000)
Legal Advertising	\$ 1,000	\$ 71	\$ 929	\$ 1,000	\$ 1,000	\$ 1,000	\$ -
Miscellaneous Services	\$ 1,000	\$ 1,257	\$ 1,257	\$ 2,514	\$ 1,000	\$ 1,000	\$ -
Assessment Collection Costs	\$ 16,262	\$ 14,194	\$ 1,123	\$ 15,317	\$ 16,262	\$ 16,262	\$ -
Info Technology & Web Maintenance	\$ 2,150	\$ 1,985	\$ 528	\$ 2,513	\$ 2,150	\$ 3,000	\$ 850
Office Supplies	\$ 400	\$ -	\$ 400	\$ 400	\$ 400	\$ 400	\$ -
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ -	\$ 175	\$ 175	\$ 175	\$ -
Total Administrative:	\$ 181,556	\$ 122,664	\$ 77,842	\$ 200,506	\$ 186,302	\$ 200,364	\$ 14,062

VillaSol
Community Development District
General Fund
Fiscal Year 2024

Description	Adopted Budget FY2023	Actual thru 3/31/23	Projected Next 6 Months	Total thru 9/30/23	Original Proposed Budget FY2024	Proposed Budget FY2024	Variance
Operations & Maintenance							
<i>Field Services</i>							
Field Management	\$ 48,000	\$ 24,000	\$ 27,160	\$ 51,160	\$ 48,000	\$ 57,440	\$ 9,440
Property Taxes	\$ 540	\$ 483	\$ -	\$ 483	\$ 540	\$ 500	\$ (40)
<i>Landscape Services</i>							
Contracts - Lake and Wetland	\$ 8,034	\$ 4,010	\$ 4,024	\$ 8,034	\$ 8,034	\$ 8,034	\$ -
<i>Utilities</i>							
Utility - General	\$ 46,000	\$ 20,002	\$ 20,002	\$ 40,004	\$ 46,000	\$ 46,000	\$ -
<i>Gatehouse</i>							
Contracts - Security Services	\$ 88,045	\$ 47,354	\$ 73,880	\$ 121,234	\$ 88,045	\$ 20,000	\$ (68,045)
R & M - Gatehouse	\$ 9,000	\$ 3,649	\$ 3,274	\$ 6,923	\$ 9,000	\$ 9,000	\$ -
Access Control Software	\$ 1,100	\$ -	\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,100	\$ -
Bar Codes	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -
<i>Roads and Street Facilities</i>							
R & M - Roads and Alleys	\$ 20,000	\$ 19,134	\$ 27,134	\$ 46,268	\$ 20,000	\$ 20,000	\$ -
R & M - Signage	\$ 863	\$ 37	\$ 824	\$ 861	\$ 863	\$ 863	\$ -
R & M - Pipe Inlet and Structure	\$ 183,700	\$ 93,183	\$ 90,517	\$ 183,700	\$ 183,700	\$ 183,700	\$ -
<i>Parks and Recreation - General</i>							
Contracts - Fountain	\$ 1,588	\$ -	\$ 1,588	\$ 1,588	\$ 1,588	\$ 1,588	\$ -
Contracts - Security Services	\$ 6,663	\$ 15,128	\$ 15,128	\$ 30,256	\$ 6,663	\$ 6,663	\$ -
Contracts - Pools	\$ 7,740	\$ -	\$ 7,740	\$ 7,740	\$ 7,740	\$ 18,636	\$ 10,896
Contracts - Sheriff	\$ 7,500	\$ 406	\$ 5,000	\$ 5,406	\$ 7,500	\$ 7,500	\$ -
Utility - Refuse Removal	\$ 4,200	\$ 3,618	\$ 3,618	\$ 7,236	\$ 4,200	\$ 7,200	\$ 3,000
R & M - Clubhouse	\$ 11,000	\$ 4,190	\$ 12,190	\$ 16,380	\$ 11,000	\$ 11,000	\$ -
R & M - Parks	\$ 500	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	\$ -
R & M - Pools	\$ 9,700	\$ 11,756	\$ 11,756	\$ 23,512	\$ 9,700	\$ 15,000	\$ 5,300
R & M - Tennis Courts	\$ 500	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	\$ -
Misc. Access Control Software	\$ 500	\$ 320	\$ 320	\$ 640	\$ 500	\$ 500	\$ -
Misc. Contingency	\$ 8,000	\$ 409	\$ 409	\$ 818	\$ 16,130	\$ 16,130	\$ -
<i>Common Area</i>							
Contracts - Landscape	\$ 59,352	\$ 29,612	\$ 27,996	\$ 57,608	\$ 60,000	\$ 60,000	\$ -
R & M - Common Area	\$ 3,500	\$ 9,838	\$ 9,838	\$ 19,676	\$ 15,000	\$ 15,000	\$ -
R & M - Other Landscape	\$ 10,000	\$ 8,343	\$ 8,343	\$ 16,686	\$ 15,000	\$ 15,000	\$ -
Total Operations & Maintenance:	\$ 538,025	\$ 295,472	\$ 354,841	\$ 650,313	\$ 563,303	\$ 523,854	\$ (39,449)
Total Expenditures	\$ 719,581	\$ 418,136	\$ 432,683	\$ 850,819	\$ 749,605	\$ 724,218	\$ (25,388)
<i>Reserves</i>							
Transfer Out - Capital Projects - Reserves	\$ 69,488	\$ -	\$ -	\$ -	\$ 69,488	\$ 66,352	\$ (3,137)
Total Reserves	\$ 69,488	\$ -	\$ -	\$ -	\$ 69,488	\$ 66,352	\$ (3,137)
Total Expenditures and Reserves	\$ 789,069	\$ 418,136	\$ 432,683	\$ 850,819	\$ 819,093	\$ 790,569	\$ (28,524)
Excess Revenues/(Expenditures)	\$ -	\$ 300,763	\$ (358,008)	\$ (57,245)	\$ -	\$ -	\$ -

SECTION VI

SECTION A



LATHAM, LUNA,
EDEN & BEAUDINE, ^{LLP}

ATTORNEYS AT LAW

MICHAEL J. BEAUDINE
JAN ALBANESE CARPENTER
DANIEL H. COULTOFF
JENNIFER S. EDEN
DOROTHY F. GREEN
BRUCE D. KNAPP
PETER G. LATHAM

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BENJAMIN R. TAYLOR
CHRISTINA Y. TAYLOR
KRISTEN E. TRUCCO
DANIEL A. VELASQUEZ

To: VillaSol CDD Board of Supervisors

From: District Counsel – Kristen Trucco, Esq. and Jan Albanese Carpenter, Esq.

Regarding: Legal Issues Related to the Internet & Overview of Public Records Law and Sunshine Law

Date: May 22, 2023

We are providing you with some additional information about the legal issues related to posting about the CDD online, as well as general information about the Sunshine Law and the Public Records Law in Florida. Although we are sure no harm is meant, posting online about the CDD and CDD business has the potential to become problematic.

Unlike private citizens, Board of Supervisors are “public officers” (government officials) and are therefore subject to additional laws when speaking about the CDD. As detailed below, there are Florida Sunshine Law, Public Records Law and First Amendment considerations related to Board members posting online about CDD business that we want to make you aware of.

Also included below are some best practices that we recommend considering when using online forums and social media (such as Facebook, Twitter and YouTube) to communicate with constituents regarding the CDD.

Florida’s Public Records Law

Chapter 119.011(12), *Florida Statutes*, defines a “**public record**” as “all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics or means of transmission, made or received [. . .] in connection with the transaction of official business by any agency.”

Chapter 119.011(2), *Florida Statutes*, defines “**agency**” as “any state, county, district, authority or municipal officer [. . . .].”

Article 1 section 24 of the Florida Constitution also establishes a constitutional right of access to any public record made or received in connection with the official business of any public body **or officer**.

In sum, Board of Supervisors are subject to the Public Records law in Florida and must retain public records in accordance with the retention schedule and inspection requirements under Florida law. **Opinions/posts/comments posted online by Board of Supervisors regarding CDD matters or matters that may come before the Board are considered “made in connection with the transaction of official business” and are therefore “public records.”** This means they must be preserved in accordance with law; this is true regardless of whether the post is made on a private social media page or website.

Moreover, website operators, like Facebook, YouTube and Twitter, are generally private companies with the power to delete or edit material. Most of these websites also permit the user to delete their own comments and/or posts. Therefore, there is a significant risk that the public record cannot be retained and produced in accordance with Florida law.

Florida’s Sunshine Law

Section 286.011, *Florida Statutes*, Government in the Sunshine Law, has three basic requirements:

- (1) meetings of public boards must be open to the public;
- (2) reasonable notice of such meetings must be given; and
- (3) minutes of the meetings must be taken and promptly recorded.

This law applies to any gathering, whether formal or casual, of two or more members of the same Board to discuss a matter on which foreseeable action will be taken by the Board. The Sunshine law applies to in-person discussions and “virtual” discussions, such as telephone calls, website blogs, message boards, online posts, emails and any other means of communication.

Although the Sunshine Law does not specifically prohibit Board members from using social media to communicate CDD business, these actions could trigger the Sunshine Law since a post, reaction or comment could be construed as communicating with another Supervisor outside of a Board meeting. Moreover, the Florida Attorney General has warned of the potential for a third-party user to trigger issues if acting as a “liaison” for a Board member: “The use of such an electronic means of posting one’s comments and the inherent availability of other participants or contributors to act as liaisons would create an environment that could easily become a forum for members of a board to discuss official issues which should most appropriately be conducted at a public meeting. It would be incumbent upon the commission members **to avoid any action that could be construed as an attempt to evade the requirements of the law.**” Please be aware that Sunshine law violations could result in removal from office, fines, criminal penalties, attorney fee fines, etc.

First Amendment

With regard to the First Amendment considerations, Board of Supervisors of course do not forfeit their own rights by virtue of their positions. However, their speech may carry additional scrutiny in certain situations to protect legitimate government interests under the law.

For example, in the case of *Davison v. Randal*¹, the Chair of a County Board of Supervisors was found to have acted under color of state law in maintaining a government official webpage on Facebook and in banning a county resident from the page. The Court found that the webpage qualified as a public forum for First Amendment purposes and that the Chair engaged in viewpoint discrimination in violation of the First Amendment by banning a county resident from posting on the Facebook webpage. Under this

¹ *Davison v. Randal*, 912 F.3d 666 (4th Cir. 2019), as amended (Jan. 9, 2019).

reasoning, a similar result could be reached in the event the Chair or another Board member deleted someone else's post on the webpage.

Best Practices

*Although the intention behind the post may be good, refraining from posting about CDD business online is the best practice.

*Do not respond or react to another Board of Supervisors' post about CDD business and do not direct others to post on your behalf about CDD business. Instead, utilize your Board meetings and your District Management company if you want to spread a message.

*If you do post online about CDD business, create a copy of that page or post and submit it promptly to the District Manager, who will maintain the record and produce that record in accordance with Florida law. Do not delete the webpage/post. Do not delete particular comments left by users on the webpage/post. Do not represent that your page is an official page of the CDD. Do not block certain users from the page.

*If in doubt, please do not hesitate to contact Jason at GMS or your District Counsel's office.

Thank you.

SECTION VII

SECTION B



**Osceola County
Sheriff's Office**

Detail Activity Sheet

Job Site VILLA SOL VILLAS

Calls for Service		Arrests		Traffic Stops		Parking Violations		Routine Checks	
Calls Taken		Misdemeanor		Citations	6	Citations	1	Parks	
Back up		Felony		Written Warning	4	Written Warning		Schools/Library	
Self Initiated		Traffic		Verbal Warning	3	Verbal Warning		Businesses	
Reports		Ordinance		Total Stops	13			Construction	

Name: S.BAIJNAUTH ID #: 2924 Date: 05/12/2023

SO-09-238 Rev. 4/6/10



**Osceola County
Sheriff's Office**

Detail Activity Sheet

Job Site VILLA SOL VILLAS

Calls for Service		Arrests		Traffic Stops		Parking Violations		Routine Checks	
Calls Taken		Misdemeanor		Citations	6	Citations	1	Parks	
Back up		Felony		Written Warning	4	Written Warning		Schools/Library	
Self Initiated		Traffic		Verbal Warning	2	Verbal Warning		Businesses	
Reports		Ordinance		Total Stops	12			Construction	

Name: S.BAIJNAUTH ID #: 2924 Date: 05/13/2023

SO-09-238 Rev. 4/6/10



Osceola County Sheriff's Office

Detail Activity Sheet

Job Site: villa Sol

DATE	TIME	LOCATION	ACTIVITY	INCIDENT #
05/23/2023	1805	Entrance and Osceola Pkwy	Traffic Stop	N/A
05/23/2023	1815	Puerta Del Sol and Camino Real Drive South	Traffic Stop	N/A
05/23/2023	1830	Sangria St.	Traffic Stop	N/A
05/23/2023	1850	Puerta Del Sol Blvd	Walk up	N/A
05/23/2023	1855	3036 Real Camino Dr. South	Traffic Stop	N/A
05/23/2023	1907	Puerta Del Sol and Camino Real Drive South	Traffic Stop	N/A
05/23/2023	1915	3021Sangria St.	Parking Violation	N/A
05/23/2023	1944	Villa Sol	Area patrol	N/A
05/23/2023	1956	Puerta Del Sol and Camino Real Drive South	Traffic Stop	N/A
05/23/2023	2018	3089 Sangria St.	Traffic Stop	N/A
05/23/2023	2039	Puerta Del Sol	Traffic Stop	N/A
05/23/2023	2130	Clubhouse	Area Check	N/A

Calls for Service		Arrests		Traffic Stops		Parking Violations		Routine Checks	
Calls Taken	0	Misdemeanor	0	Citations	4	Citations	0	Parks	1
Back-up	0	Felony	0	Written Warning	0	Written Warning	0	Schools/Library	0
Self Initiated	2	Traffic	0	Verbal Warning	5	Verbal Warning	1	Businesses	0
Reports	0	Ordinance	0					Construction	0

Name: Deputy Jalen Crist ID #: 2813 Date: May 23, 2023

SECTION C



MARY JANE ARRINGTON
OSCEOLA COUNTY SUPERVISOR OF ELECTIONS

May 16, 2023

Ms. Ashley Porter
Administrative Assistant
VillaSol Community Development District
313 Campus St
Celebration, FL 34747

RE: VillaSol Community Development District – Registered Voters

Dear Ms. Porter:

Thank you for your letter requesting confirmation of the number of registered voters within the VillaSol Community Development District as of April 15, 2023.

The number of registered voters within the VillaSol CDD is 848 as of April 15, 2023.

If I can be of further assistance, please contact me at 407.742.6000.

Respectfully yours,

Mary Jane Arrington
Supervisor of Elections

Vote
Osceola

SECTION XIII

SECTION A

Villa Sol CDD

Field Management Report



June 7th, 2023

Jarett Wright

Field Manager

GMS

Landscape Enhancements (30-90 days)

Landscaping Enhancements

- ✚ Landscaping around the amenity center would greatly benefit from various enhancements.
- ✚ Reduce the boots of all palms to 2 feet from the top and remove debris.
- ✚ Remove dead ornamental grasses and install new plantings in the area.
- ✚ Replace missing sod.
- ✚ Clean up all mulch beds.
- ✚ Playground will need a mulch refresh to ensure compliance.
- ✚ Recommend placing landscaping border in specific areas.



Site Items

Basketball Court – (30-60 days)

- ✚ The basketball court needs to be pressure washed and the lines repainted.
- ✚ Recommend cutting small lines into the court to increase drainage and mitigate water pooling.



Site Items

Sporting Courts – (30-90 days)

- ✚ The full basketball court and tennis court needs to be pressure washed.
- ✚ Recommend installing complete high fencing at each court with optional keycard access.
- ✚ Recommend repainting both backboards after cleaning is complete.



Site Items

Doggie Pot Stations – (30-60 Days)

- ✚ There are 2 rusted out doggie pot stations that need to be replaced.



Street Signage – (30 – 60 days)

- ✚ There are multiple missing street signs that need to be replaced.
- ✚ Faded street signs need to be replaced, and their post sanded and repainted.



Site Items

Overlook and Park Cleanup – (30-90 days)

- ✚ Overlook area and barbeque need to be pressure washed.
- ✚ Recommend replacing benches and trash cans with alternatives.
- ✚ Pavers need to be adjusted.
- ✚ Recommend replacing the overlook lighting with solar lighting.



Site Items

Boat Ramp Repair – (90-180 days)

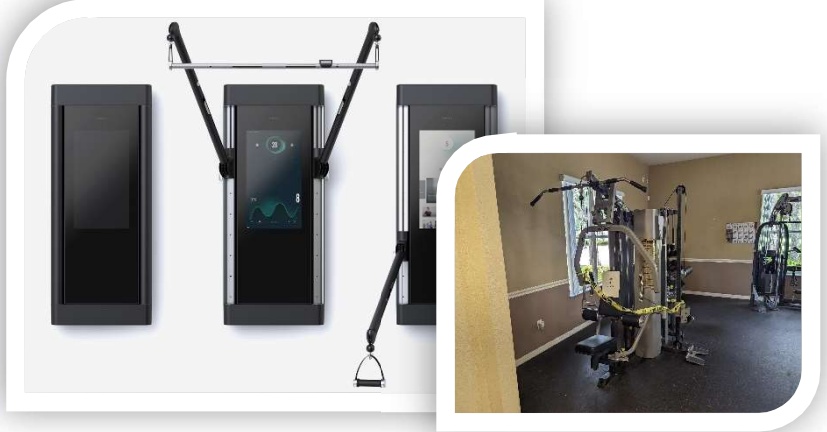
- ✚ Boat ramp area was closed off until repairs are completed.
- ✚ Current dock equipment needs to be secured to prevent further damage.
- ✚ Will seek proposals to regrade the area and reinstall the dock correctly.



Site Items

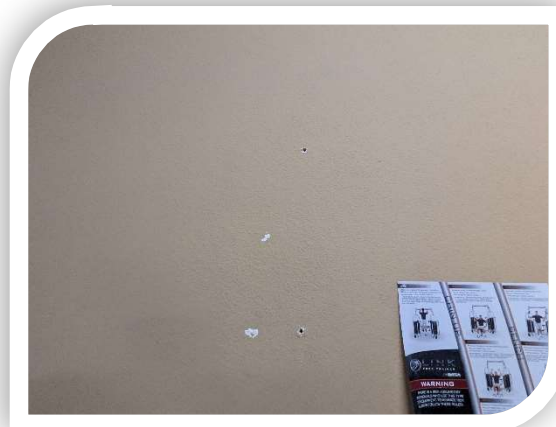
Gym Equipment – (30-60 Days)

- ✚ Broken gym equipment needs to be replaced.
- ✚ Working with multiple vendors to source space saving equipment.



Clubhouse Repairs – (30 – 60 days)

- ✚ Holes in the walls need to be filled and painted.
- ✚ Damaged areas need to be sanded and repainted.
- ✚ Various minor maintenance items will be addressed.



Site Items / ADA Compliance

Pool Signs – (30 Days)

- ✚ New pool signs have been ordered and will be installed to ensure compliance with state standards.



Truncated Dome Mats – (30 – 90 days)

- ✚ The ADA stamps currently in place are not in compliance.
- ✚ Recommend switching to the standard truncated dome mats around the amenity center.



Site Items

Pool Deck and Pergola – (60-120 days)

- ✚ The pool deck pavers need to be pressure washed.
- ✚ The pergola and columns will need a full integrity inspection. If there is no major damage to the structures, then they can be pressure washed and painted. If the structures are unsafe or damaged beyond repair, they will need to be removed.



Site Items

Front Entrance Sign – (60-120 days)

- ✚ The front entrance signage needs to be repaired and repainted.
- ✚ Recommend sandblasting the metal signage.
- ✚ Fountain water needs to be cleaned properly.



Conclusion

For any questions or comments regarding the above information, please contact me by phone at 407-750-3599, or by email at JWright@gmscfl.com. Thank you.

Respectfully,
Jarett Wright